



Mendocino County

Legislation Text

File #: 20-0589, **Version:** 1

To: Board of Supervisors

From: Executive Office ,Planning and Building Services, and Treasurer - Tax Collector

Meeting Date: July 14, 2020

Department Contact: Steve Dunncliff
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Item Type: Regular Agenda

Time Allocated for Item: 30 Min

Agenda Title:

Discussion and Possible Action Including Direction to Staff on Potential Options to Streamline the Business License Process and Amend Regulations contained in Title 6 of County Code, "Business License Regulations," in Response to Board Direction Received January 7, 2020 to Chapter 6.04 of County Code in Response to Board Direction from January 7, 2020

(Sponsors: Executive Office, Planning and Building Services, and Treasurer-Tax Collector)

Recommended Action/Motion:

Direct Staff on the Options presented within the Memorandum provided by Staff. Direct Staff to continue to review Title 6 of County Code for opportunities for efficiency and clarity of regulations and incorporate said changes into any proposed Ordinance Amendment.

Previous Board/Board Committee Actions:

Chapter 6.04 of County Code was established and amended by a series of Ordinances over the years by Ordinance No.'s 382, 397, 638, 736, 796, 804, 1953, 3272, 3324, 3328, 4003 and 4019. Most recent actions include Ordinance No. 4200, adopted in 2008, which made revisions to Chapter 6.04 and Ordinance No. 4416, adopted on October 2, 2018, which amended portions of Chapter 6.04 for the purpose of removing uncertainty and creating efficiency and consistency regarding the issuance of County Business Licenses. On January 7, 2020 the Board directed staff to look at reducing business licensing burdens for small businesses, looking at Lake County as an example, and return to the Board with options.

Summary of Request:

On January 7, 2020 the Mendocino County Board of Supervisors directed staff to look at reducing business licensing burdens for small businesses and return to the Board with options, looking at Lake County as an example. The Executive Office in concert with the Treasurer-Tax Collector and Planning and Building Services has reviewed Mendocino County Code ("MCC") Chapter 6.04, which is the primary local law that requires businesses to obtain a Mendocino County business license, to look at opportunities to streamline the business license process for small businesses and identify opportunities for streamlining for all businesses. Staff prepared a memorandum attached to this item which provides options to streamline the business license process for small businesses. Staff looked at small businesses as being businesses either with only 1 or no employees, 10 or less customers per day on-site, and based out of a permitted residence or accessory structure

on a residential parcel. Staff has identified eight (8) opportunities for simplifying the process for small businesses for consideration of the Board and additionally requests broad direction that as staff initiates these ordinance amendments that staff will continue to look at opportunities for efficiency and clarity of regulations within Title 6.

Alternative Action/Motion:

Provide direction to staff.

Supervisory District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: N/A

current f/y cost: N/A

annual recurring cost: N/A

budget clarification: As presented, this item recommends implementation of two options to streamline busi license processes which will have minimal fiscal impact. Five remaining options require board direction regard workload prioritization; a final remaining option requires additional analysis to better understand the associate costs.

budgeted in current f/y: N/A

if no, please describe:

revenue agreement: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: N/A

CEO Liaison: Steve Dunncliff, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Deputy Clerk I

Date: JULY 20, 2020

Final Status: Direction Given to Staff

