

Application Narrative

Program Description

Provide a brief description of the current cannabis permitting process in your jurisdiction, including the following:

1. Identify the necessary requirements for a local permit for commercial cannabis activity to be issued. Describe or attach a visual of your permitting process. Clearly identify when site-specific CEQA is conducted.

For commercial cannabis licensing, applications are submitted and reviewed by staff for completeness. ~~During the~~ **Subsequent to** the license application review, a site inspection is completed and all required documents are reviewed. Once it has been determined that the application is complete, **and the Appendix C document has been reviewed, applicable mitigation measures identified and deemed complete** the license approval is then noticed in the local newspaper and to land owners within 300 ft. of the parcel that will be licensed.

Site specific CEQA review is now required for all commercial cannabis licenses prior to issuance in Trinity County. This is completed one of two ways: 1) Through the discretionary review process with a site specific CEQA determination by the Planning Commission with the approval of a project (Conditional Use Permit is most common); or, 2) Through the submittal of Appendix C Environmental Checklist that demonstrates the commercial cannabis site is in compliance with the County's certified Programmatic EIR and Ordinance 315-849 (TCC 17.43 inclusive).

2. Describe the applicable environmental review process relevant to the cannabis permits that you allow for in your jurisdiction.

The Board of Supervisors certified the Commercial Cannabis Program EIR in December 2020 which included an Appendix C environmental checklist (Checklist). The Checklist is in the same format as the CEQA Initial Study Appendix G, but is tailored to the Program EIR for the County's Commercial Cannabis Program and Zoning Ordinance 315-849 (TCC 17.43 inclusive). As stated above, if a commercial cannabis activity requires approval by the Planning Commission, a full site specific CEQA analysis is completed in accordance to the CEQA Guidelines but will be tiered off of the Program EIR.

The review process is initiated by the submission of ~~a completed~~ **an Appendix C document Checklist**, with all pertinent specialist reports, to the County Cannabis Division. Division staff completes an initial staff review for completeness. The complete **Appendix C document checklist**, along with all necessary supporting documentation, is then forward to two County consultants specializing in CEQA document review. The County consultants subsequently conduct a quality assurance/quality control assessment to determine all Programmatic EIR and performance measures are adequately addressed. If appropriate, the application is then returned to the County Cannabis Division for public notification and license issuance. If the application is deemed incomplete, ~~the application~~ **Appendix C document 'Incomplete Letter, is returned to sent to the applicant to** address any deficiencies. The project review process described above will commence again once all updated materials are resubmitted to the Cannabis Division.

3. Identify what requirements must be met by your permittee when providing the state with local authorization response for each of the following:

- a. "In compliance"
- b. "Compliance under way"
- c. "Not in compliance"

In compliance = County license has been issued with associated CEQA determination and implementation of all requisite performance standards;

Compliance under way = The processing of the application and site specific CEQA review are underway. Per ongoing communication and consultation with DCC, County review of local application.

materials allows for continued state provisional licensure;

Not in compliance = The County has not received an **Environmental Document for site specific CEQA review**. ~~application or the application request~~ received by DCC is inconsistent with what the County has received.

Statement of Needs/Problem Statement

1. Describe the challenges in the local jurisdiction permitting process that impede the timely transition of your permittees' license from a provisional license to an annual license.

The Planning Department Cannabis Division has historically been understaffed and continues to struggle with attracting and maintaining qualified staff members. This is particularly true regarding the recruitment for positions that require experienced with CEQA and State cannabis regulations. This lack of qualified and consistent staffing to the full allocation of positions has greatly impacted the program over time and led to delays in processing applications, inconsistencies with program implementation and lack of general program organization. With limited capacity, the Cannabis Division staff has focused on the required daily functions such as processing license applications and completing site inspections. Other critical and much needed functions, such as program outreach, environmental review and improving the permitting system (SmartGov software) for public access to streamline the permitting process, have been neglected.

With a certified Commercial Cannabis Program EIR, amended Cannabis Program ordinances, and an adopted Transition Plan, outreach is much needed as the County faces the enormous task of having to complete site specific CEQA reviews for all commercial cannabis licenses. The situation has become more urgent since a Superior Court judgment was rendered in August that prohibits the County from issuing provisional commercial cannabis licenses without a site specific CEQA determination; the court order will not impact the Cannabis Local Jurisdiction Assistance Grant.

The requested funds will be used for:

1. Consultant Support
 2. Staffing Support
 3. Improved Outreach Efforts
 4. Upgrades to the SmartGov Permitting System
2. If you have an equity program, describe any additional challenges in implementing the equity program in your local jurisdiction and/or challenges faced by equity applicants in receiving local permits and annual state licenses.

Trinity County Board of Supervisors adopted the Equity Assessment and Program Manual, and the Type 2 funding request was submitted on 12/14/22.

~~Trinity County does not yet have an established equity program. An equity program is currently being researched and prepared for adoption.~~

Goals and Intended Outcomes

1. List the goals and intended outcomes of this funding opportunity,

Goals should explain how funding will be utilized to impact the issue areas stated in the problem statement. Outcomes should describe specific change(s) or result(s) when the goal is achieved.

At a minimum, the following should be addressed:

- How CEQA compliance will be achieved
- How obstacles will be removed from the permitting process, including opportunities to reduce time to permit issuance.
- How these goals will align with the statutory deadlines mandated for maintenance of a provisional license.
- Local coordination necessary to reach specific outcomes, if multiple departments, divisions, or offices are involved. **Goal:** Annual license issuance with CEQA review

| Action | Intended Outcome |
|---|--|
| Consultant Support /Professional Services | Consultant support will improve efficiency, consistency, and speed for processing license applicants completing site-specific CEQA analyses. Program implementation will be improved. |
| Staffing Support | Staffing support will be addressed by this funding through the recruitment of relevant Cannabis staff positions and through the funding of associated support services. These staff positions include Environmental Compliance Specialist(s), Permit Technician(s) , Environmental Health Technician(s) , Agricultural Biologist(s) and Code Compliance Specialist(s). Coordination between/amongst these positions will occur through existing staff allocations. Staff will both approve/assure CEQA compliance as well as issue/manage annual licenses |

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|-----------------------------------|--|
| <p>Outreach and Education</p> | <p>Improved understanding of the program and licensing process by the licensees, consultants and public. Outreach will consist of website development, online videos, forms/templates creation, social media and printed materials. Further, outreach and education will include relevant CEQA mitigation interpretations and explanations in order to facilitate implementation of consistent, adequate and suitable mitigation implementation techniques. This will allow for the Cannabis Division to satisfy the County's responsibility under the certified Mitigation Monitoring and Reporting Program (MMRP) approved with the Programmatic EI R.</p> |
| <p>Permitting System Upgrades</p> | <p>Improved efficiency with the SmartGov permitting system to provide online application submittals and accessibility to check on license status. The improvement of the SmartGov system will both facilitate communication with</p> |

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| <p>County Consultants as well as facilitate communication and information sharing with applicants. Further, the system will allow for County staff to manage various <u>license types more efficiently.</u></p> |
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2. For those jurisdictions that have been identified as eligible to receive additional funding due to the status of the local equity program, address the following in your goal(s):

a. How this funding, particularly the dollars provided due to local equity program status will:

- i. Support local equity applicants in entering the regulated cannabis industry;
- ii. Allow local equity applicants to receive cannabis permits and annual licenses more quickly; and
- iii. Further support local and/improve equity program implementation.

~~Trinity County does not yet have an established equity program. An equity program is currently being researched and prepared for adoption.~~

3. If your local jurisdiction has not adopted or is not operating a local equity program, please indicate whether the local jurisdiction is considering adopting a local equity program, including a potential timeline for this decision.

~~Trinity County has begun the process to conduct a study to determine the specific needs of the County's licensees for an equity program.~~ **Once the state responds to our type 2 funding request, on or before 1/20/23.**

Additional detailed information regarding the budget costs, contractor costs, and salaries are provided below.

The County position descriptions for staff are attached, as well salary information for these positions, or ones that will be comparable to these positions, that will serve the cannabis program have been provided by Human Resources below. The information below does not include benefits, retirement costs, etc. Additional position descriptions and salary information has also been provided in case the County is unable to recruit persons for new positions at the level in which we intend for the program.

Salary Information

Agricultural Biologist Weights & Measures Inspector I — G204

| | | | |
|---|-----------|----------|----------|
| A | 47,044.74 | 3,920.39 | 22.61766 |
| B | 49,396.98 | 4,116.41 | 23.74855 |
| C | 51,866.83 | 4,322.24 | 24.93597 |
| D | 54,460.17 | 4,538.35 | 26.18277 |
| E | 57,183.18 | 4,765.26 | 27.49191 |

Agricultural Biologist Weights & Measures Inspector II — G214

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|---|-----------|----------|----------|
| A | 51,966.66 | 4,330.56 | 24.98397 |
| B | 54,564.99 | 4,547.08 | 26.23317 |
| C | 57,293.24 | 4,774.44 | 27.54483 |
| D | 60,157.91 | 5,013.16 | 28.92207 |
| E | 63,165.80 | 5,263.82 | 30.36817 |

Senior Planner - M236 (Local Planner)

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|---|-----------|----------|----------|
| A | 63,861.72 | 5,321.81 | 30.70275 |
| B | 67,054.81 | 5,587.90 | 32.23789 |
| C | 70,407.55 | 5,867.30 | 33.84978 |
| D | 73,927.93 | 6,160.66 | 35.54227 |
| E | 77,624.32 | 6,468.69 | 37.31939 |

Environmental Compliance Specialist I - T239

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|---|-----------|----------|----------|
| A | 65,443.93 | 5,453.66 | 31.46343 |
| B | 68,716.13 | 5,726.34 | 33.03660 |
| C | 72,151.93 | 6,012.66 | 34.68843 |
| D | 75,759.53 | 6,313.29 | 36.42285 |
| E | 79,547.51 | 6,628.96 | 38.24399 |

Environmental Compliance Specialist II - T249 (Senior Permit Technician)

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|---|-----------|----------|----------|
| A | 72,290.81 | 6,024.23 | 34.75520 |
| B | 75,905.35 | 6,325.45 | 36.49296 |
| C | 79,700.62 | 6,641.72 | 38.31761 |
| D | 83,685.65 | 6,973.80 | 40.23349 |
| E | 87,869.93 | 7,322.49 | 42.24516 |

Code Compliance Specialist II - G212

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|---|-----------|----------|----------|
| A | 50,942.71 | 4,245.23 | 24.49169 |
| B | 53,489.85 | 4,457.49 | 25.71627 |
| C | 56,164.34 | 4,680.36 | 27.00209 |
| D | 58,972.56 | 4,914.38 | 28.35219 |
| E | 61,921.19 | 5,160.10 | 29.76980 |

Grants Coordinator I—N215

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|---|-----------|----------|----------|
| A | 52,682.63 | 4,390.22 | 25.32819 |
| B | 55,316.76 | 4,609.73 | 26.59460 |
| C | 58,082.60 | 4,840.22 | 27.92433 |
| D | 60,986.73 | 5,082.23 | 29.32054 |
| E | 64,036.06 | 5,336.34 | 30.78657 |

Accounting Technician, Senior —G193

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|---|-----------|----------|----------|
| A | 42,167.32 | 3,513.94 | 20.27275 |
| B | 44,275.68 | 3,689.64 | 21.28639 |
| C | 46,489.47 | 3,874.12 | 22.35071 |
| D | 48,813.94 | 4,067.83 | 23.46824 |
| E | 51,254.64 | 4,271.22 | 24.64165 |

The General Services Department within Trinity County leases vehicles to County Departments for use in their programs; there are no lease agreements for these vehicles. Monthly lease fees are dependent on the type and size of vehicle being leased and Operations and Maintenance fees are charged back to the Department based on the number of miles put on the vehicle each month.

General Services calculates lease costs using this formula:

The cost of the monthly fee is based on a 60-month depreciation, insurance for the year, and any replacement needs. For 2022, the annual insurance rate of \$27,468 is divided by how many cars are in the pool x 12 months. That is \$784.80 per vehicle for the year, and \$65.40 per month. The depreciation is the cost of vehicle, for example \$29443.00/60 x 12 months for a monthly fee of \$490.72. A cannabis leased vehicles' total monthly fees are \$556.12. Each year will change based on the insurance costs to the department.

Per mile costs are an average of Lube/Oil/Filter costs, tire purchases (truck/passenger) and expense budget divided by the number of vehicles. This calculation is used:

Calculate budgeted expenses (services and supplies less insurance) for the Motor Pool for the billing year 21/22 and mileage from the prior year 20/21. Calculate mileage from FY end 6/30/21 mileage log. Total budgeted expenses (\$87,648.00) less LOF(\$43.02-AN18), tires (\$481.39-\$815.20-AN19), ins (\$27,468.00-AN31) are used for mileage cost. Add working capital (3) months, \$11,829.28 from 19-20 ISF. Average lease cost per motor pool vehicle for 21/22- \$14,242; miles driven above average per vehicle should be added to this number.

Additional information regarding budget expenses versus existing activity costs and information about IT website development.

The current cannabis program in Trinity County is being administered and managed by ~~3.5~~ 8 FTEs who are tasked with providing guidance and services to approximately 500 program applicants while also handling a variety of other county responsibilities. Current activity costs are limited to paying staff for their work within the cannabis program, plus the use of one code compliance vehicle for field work. The proposed budget will significantly increase the staff and attention to the cannabis program and the issuance of annual licenses, applications, and CEQA.

The creation of a cannabis program website will provide an online application process, access to required forms, process documents and a timeline for completion. The creation of a cannabis specific website will free up staff from answering redundant questions while providing a self-help process for applicants.

Additional justification to support the need for more than one vehicle is provided below.

*Trinity County is a geographically spread county that covers 3,208 square miles and cannabis cultivators have spread out across this area with both large and small grows. The ~~proposed~~ budget includes the addition of ~~four~~ cannabis staff that will need access to a vehicle to conduct business and do field work. Currently, the cannabis program maintains one vehicle for the code compliance officer, but the increase of 4 additional staff will require the leasing of at least two more vehicles for the department's staff of ~~7.5~~ 8. Given the understanding that the County has/will have approximately 500 applicants for annual licenses, which is significant given our county's size, means that **compliance** staff will be "in the field" a significant portion of their work weeks.*