



TRINITY COUNTY
COMMUNITY DEVELOPMENT SERVICES
BUILDING ♦ PLANNING ♦ ENVIRONMENTAL HEALTH
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Kim Hunter, Director

MEMORANDUM

DATE: September 12, 2021

TO: Commercial Cannabis Licensees and Consultants, Members of the Public

CC: Dr. Richard Kuhns, CAO; Margaret Long, County Counsel; Cannabis Division Staff

FROM: Kim Hunter, Building & Planning Director 

SUBJECT: Cannabis Program Update for the Week of September 13, 2021

TRANSITION PLAN / APPENDIX C ENVIRONMENTAL CHECKLISTS

- Substantial progress is being made with completing the Transition Plan. The target date for consideration and action by the Board of Supervisors is October 5, 2021.
- The Transition Plan will establish the procedures for the processing of the Appendix C which is required for all Commercial Cannabis Licenses (CCLs) with the exception of those that have an adopted site specific CEQA determination approved by the Trinity County Planning Commission with a Notice of Determination (NOD).
- CCLs that have previously been issued a CEQA Categorical Exemptions (CE) will need to submit a completed Appendix C.
- The Planning Department Cannabis Division is not currently accepting Appendix C Environmental Checklist documents (Appendix C) to allow time for the completion and approval of the Transition Plan which will establish the guidelines and procedures. During this time, County staff is actively working to secure contracts with consultants and develop internal processing procedures to ensure that Appendix C packages are processed without delay when submitted.
- Appendix C packages must be complete when submitted to the Planning Department Cannabis Division. If the package is determined to be incomplete all review will stop it will be returned to the applicant or their authorized representative. Once the deficiencies are cleared the Appendix C package may be resubmitted.
- Cannabis Division staff highly recommends that the Appendix C package be completed by an environmental professional with CEQA experience. Any required environmental studies (biological, wetland delineation, geotechnical, cultural, etc.) must be completed by a qualified environmental professional that has approved by the Trinity County Planning Department. (See the Cannabis Division website for a listing of approved professionals.)

RENEWALS

- Renewals are being accepted for cultivation licenses that received Urgency Ordinance 1355 extension letters prior to the Commercial Cannabis License (CCL) expiration which is the anniversary date (not issuance date) as shown on the last issued license document (not the Urgency Ordinance 1355 extension letter expiration date of September 5, 2021).
- Until further notice, payments for CCL renewals will be half of the total payment due with the final installment required upon issuance similar to the initial application submittal fee. For example, the first payment for a Type 2 CCL (10,000 sf canopy) renewal will be \$2500 with a \$3500 second payment due upon issuance. The second payment portion will not be due until the CEQA Determination of Compliance is granted for a site and the licenses is ready to be issued.
- Renewals for CCLs that have been previously in the program as of January 1, 2019 that did not receive an Urgency Ordinance 1355 extension letter may be considered on a case-by-case basis in accordance with provisions of the approved Transition Plan.

NEW APPLICATIONS

- New CCL applications are currently being accepted by appointment only. Only complete applications will be accepted. "Complete" means that all items required for the application items are included in the application package.
- A limited number of licenses are available due to the CCL cap of 530 licenses established by Trinity County Code section 17.43.040(A). A maximum of 25 new CCL applications will be accepted on a weekly basis Monday through Thursday.
- Applications will not be accepted on Fridays when the office is closed to allow the Cannabis Division staff time to assess the status of program license availability. Once it's determined that licenses are still available, the public will be noticed via the Commercial Cannabis Program website and social media (when available).
- New CCL applications will need to have a completed Appendix C submitted within a time period (to be determined) once the Transition Plan is approved. If a complete Appendix C is not submitted within the determined time period the application may be returned.
- An acknowledgement form must be signed by the applicant and their authorized representative (if applicable) which will state that the County's acceptance of a new CCL application does not guarantee a license and should the number of applications received exceed the number available, the application and accompanying fees may be returned.
- Review of new CCL applications submitted after September 13, 2021, will not commence prior to the submittal of an Appendix C package and in accordance to the processing prioritization as established by the Transition Plan.

OUTREACH & EDUCATION

- The Cannabis Division website has been comprehensively updated and will continue to be updated frequently as needed. <https://www.trinitycounty.org/Commercial-Cannabis>
- Social media accounts (Instagram and Facebook) will be launched within the next 1-2 weeks to provide additional information.
- Commercial Cannabis Program Workshops will be scheduled once the Transition Plan is approved. The workshops will provide additional guidance and staff support relating to Transition Plan and Appendix C.