



Mendocino County Tourism Business Improvement District Conversion Timeline – with Lodging, STRs, wineries, and attractions

March 31, 2023

Action	Date	Responsible Party
Initiate project	April 1, 2023	Civitas, Visit Mendocino County (VMC)
Data Collection	April 2023 – July 2023	Civitas, County, Cities
Draft Outreach Materials	April 2023	Civitas
Establish Steering Committee	April 2023	Civitas, VMC
Outreach, education, and consensus building	April – July 2023	VMC, Steering Committee, Civitas
Draft initial draft Management District Plan (MDP)	May 2023	Civitas
Submit draft MDP to Steering Committee for review	June 2023	Civitas, Steering Committee
Submit draft MDP and Petition to County; ongoing review	June 2023	Civitas, County
Final MDP and Petition approved by County	July 2023	County
Petition Drive	August – November 2023	Steering Committee
Submit Petitions totaling over 50% of assessment to County	November 2023	Steering Committee, County
Board of Supervisors – Resolution of Intention and Resolution to Request Consent from Fort Bragg, Point Arena, Willits, and Ukiah	December 2023	County
<ul style="list-style-type: none"> Resolution of Intention to Form '94 District and Resolutions to Request Consent from Fort Bragg, Point Arena, Willits, and Ukiah <i>(Can be on Consent Calendar)</i> 		
Mail <ul style="list-style-type: none"> Notice of Public Meeting/Hearing - <i>Should be mailed 1 day after ROI is adopted. Must be mailed 45 days before public hearing. Clerk certification of mailing is required.</i> 	December 2023	Civitas, County
Resolution Granting Consent <ul style="list-style-type: none"> Fort Bragg City Council Grant Consent to the County of Mendocino Point Arena City Council Grant Consent to the County of Mendocino Willits City Council Grant Consent to the County of Mendocino Ukiah City Council Grant Consent to the County of Mendocino 	Can be completed after Resolution Requesting Consent and before the Resolution to Form.	County, Civitas and VMC

Board of Supervisors – Public Meeting <ul style="list-style-type: none"> Public Meeting – No action required - <i>Must be held at least 10 days after Notice of Public Meeting/Hearing is mailed and at least 7 days before Public Hearing is held.</i> 	January 2024	County
Board of Supervisors – Public Hearing <ul style="list-style-type: none"> Public Hearing & Adopt Resolution of Formation - <i>Must be held at least 45 days after Notice is mailed.</i> 	February 2024	County
'94 District begins	April 1, 2024	County
Disestablish '89 District	April 2024	

**The Board of Supervisors generally meets twice a month on Tuesdays at 9a.m.*