



## 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
<b>Draft initial draft Management District Plan (MDP)</b>	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
<b>Petition Drive</b>	August – November 2023	Steering Committee
Submit Petitions totaling over 50% of assessment to County	November 2023	Steering Committee, County
<b>Board of Supervisors – Resolution of Intention and Resolution to Request Consent from Fort Bragg, Point Arena, Willits, and Ukiah</b>	December 2023	County
<ul style="list-style-type: none"> <li>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></li> </ul>		
<b>Mail</b>	December 2023	Civitas, County
<ul style="list-style-type: none"> <li>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></li> </ul>		
<b>Resolution Granting Consent</b>	Can be completed after Resolution Requesting Consent and before the Resolution to Form.	County, Civitas and VMC
<ul style="list-style-type: none"> <li>Fort Bragg City Council Grant Consent to the County of Mendocino</li> <li>Point Arena City Council Grant Consent to the County of Mendocino</li> <li>Willits City Council Grant Consent to the County of Mendocino</li> <li>Ukiah City Council Grant Consent to the County of Mendocino</li> </ul>		

<b>Board of Supervisors – Public Meeting</b> <ul style="list-style-type: none"> <li>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></li> </ul>	January 2024	County
<b>Board of Supervisors – Public Hearing</b> <ul style="list-style-type: none"> <li>Public Hearing &amp; Adopt Resolution of Formation - <i>Must be held at least 45 days after Notice is mailed.</i></li> </ul>	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.*