



MEMORANDUM

TO: Deschutes County Board of Commissioners
FROM: Nick Lelack, AICP, Director
Peter Gutowsky, AICP, Planning Manager
DATE: August 12, 2021
SUBJECT: House Bill 3295 / Marijuana Tax Revenue / Cannabis Advisory Panel

This memorandum identifies five items for the Board of County Commissioners (Board) to discuss and clarify relating to a Cannabis Advisory Panel (CAP):

1. Appointing a CAP;
2. County convener;
3. County representation on a Project Management Team;
4. Outside facilitation; and
5. CAP Charter.

I. CAP Appointments

On July 14, 2021, the Board agreed to convene a CAP starting in October as authorized under House Bill (HB) 3295.¹ The following individuals listed in Table 1 expressed interest in being appointed. The Board will also need to appoint a designee of the county commission as well as a member of the public.

Table 1 – CAP / Consideration of Appointment

Name	Representation
Hunter Neubauer	A person who holds a license issued under ORS 475B.070 for a premises located in the county (i.e. MJ production license)
Matt Hurt Joseph Stapleton ²	A person who holds a license issued under ORS 475B.105 for a premises located in the county (i.e. MJ retail license)
Dustin Miller, Detective	A designee of the county sheriff
TBD	A designee of the county commission
TBD	A member of the public ³

¹ <https://olis.oregonlegislature.gov/liz/2021R1/Downloads/MeasureDocument/HB3295>. Section 3

² Matt Hurt and Joe Stapleton both expressed interest. They represent the two marijuana dispensaries operating in rural Deschutes County.

³ Liz Lotochinski, Real Estate Broker, reached out to the Community Development Department expressing interest. She participated on Deschutes County’s Marijuana Advisory Committee in 2016 representing the Tumalo area as a rural resident.

Name	Representation
Kyle Gorman or designee from Oregon Water Resources Department	A watermaster, as described in ORS 540.020, who is appointed for a water district in, partially in or near the county
Gary Bracelin ⁴	A representative of the county who is knowledgeable about economic development in the county

II. County Convener

The Board needs to confirm which county department is the convener of the CAP. On August 11, 2021, during the discussion of the Planning Division’s FY 2021-22 Work Plan, the Board expressed support for County Administration undertaking that role on a quarterly basis, instead of the Community Development Department.

III. Draft Project Management Team (PMT) and Facilitation

A PMT consisting of county staff can assist the CAP as it makes informed recommendations to the Board. Table 2 lists PMT representation for the Board’s consideration.

Table 2 – PMT Representation

County Representation	Role
Administration	Convener / Administration
CDD	Land Use / Building / Environmental Soils
Finance	Finances
Health Department	Public Health
Legal Counsel	Legal Services
Sheriff Office	Law Enforcement and Prevention

IV. Facilitation

The Board may want to consider outside facilitation for the CAP. An outside facilitator was utilized for the Deschutes County Marijuana Advisory Committee, which convened seven time in 2016 from February to April to discuss HB 3400.

V. Draft Charter

A draft charter is attached for the Board’s consideration. It defines the roles and responsibilities, as well as the mission, composition, responsibilities, and standard protocols of the CAP.

Attachment:

Draft CAP Charter

⁴ The Bend Chamber of Commerce in coordination with Economic Development of Central Oregon recommended Gary Bracelin. Mr. Bracelin is affiliated with Tokyo Starfish, a marijuana dispensary in Bend.