



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT**

950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617
(530) 265-1222 FAX (530) 265-9851 <http://mynevadacounty.com>

Sean Powers
Community Development Agency Director

Brian Foss
Planning Director

**NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo**

MEETING DATE: June 16, 2020

TO: Board of Supervisors

FROM: **Brian Foss, Planning Director**

SUBJECT: Resolution to approve Amendment No. 1 to the contract between the County of Nevada and Helix Environmental Planning, Inc. to provide on-call Cannabis Permit Processing and Site Plan Review to extend the contract period by one year to June 30, 2021 and increasing the budget by \$75,000 to an amount not to exceed \$150,000.

RECOMMENDATION: Approve the attached Resolution amending the contract with Helix Environmental Planning, Inc. to extend the contract period by one year to June 30, 2021 and increase the budget by \$75,000 to an amount not to exceed \$150,000 consistent with the original scope of work.

FUNDING: This Agreement will impact the Fiscal Year 2020/21 Cannabis Policy and Compliance Budget. There is no additional impact to the General Fund.

BACKGROUND: The Nevada County Planning Department has been tasked with the lead role for processing Administrative Development Permits (ADP) for Cannabis cultivation. ADP's are required for Cannabis Cultivation where the overall canopy measures between 2,501-10,000 square feet. In 2019, a contract with Helix Environmental Planning was approved by the Board of Supervisors (Resolution 19-055) for contract planning and permit processing services to assist with the Administrative Development Permit review for cannabis cultivation projects. The contract is set to expire on June 30, 2020.

Over the last year the Planning Department has received over 100 cannabis applications and Helix Environmental Planning, Inc. has provided assistance to the Planning

Department in the review of numerous cannabis applications. It is anticipated that a significant number of cannabis permits will be submitted and require review during the upcoming fiscal year and that contract planning services will continue to be required.

The number of potential permits is unknown and the expected time to process could be significant and may negatively impact current staff and the development projects they are assigned. To prepare for these additional ADP's and to be prepared to meet processing timelines staff is recommending that the contract with Helix Environmental Planning, Inc. be extended for an additional year for the same amount of \$75,000 that was approved for the 2019/2020 fiscal year contract in order to provide on-call staff resources to meet processing requirements and timelines.

The Planning Department recommends authorizing this contract for on-call support services. Revenue to support on-call services will come directly from the Cannabis permit process.

Approved by: Brian Foss, Planning Director

Submittal Date: 6/1/2020