



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

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Community Development Agency Director

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

MEETING DATE: February 12, 2019

TO: Board of Supervisors

FROM: **Brian Foss, Planning Director**

SUBJECT: Resolution approving an Agreement between the County of Nevada and Helix Environmental Planning to provide on-call Permit Processing and Site Plan Review and authorizing the Chair of the Board of Supervisors to execute the contract in a maximum contract amount of \$75,000 and approving a budget amendment for the Fiscal Year 2018/19 Planning Department Budget (4/5 Affirmative Action Required).

RECOMMENDATION: Adopt the Resolution.

FUNDING: This Agreement will impact the Fiscal Year 2018/19 Planning Department Budget. There is no impact to the General Fund and a Budget Amendment is included for consideration.

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. 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 ADPs and to be prepared to meet processing timelines staff is recommending that contracts be administered to provide on-call staff resources to meet processing requirements.

With the assistance of the Deputy County Purchasing Agent, the Planning Department conducted a competitive procurement for qualified firms to perform permit processing as needed. Two firms, Helix and ICF, were selected. Each firm is being issued a contract to perform services in an amount not to exceed \$75,000 for an aggregate total of \$150,000.

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

Item Initiated by: Daniel Chatigny

Approved by: Brian Foss, Planning Director

Submittal Date: 01/18/2019