



# COUNTY OF HUMBOLDT

For the meeting of: 10/6/2020

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File #: 20-1266

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**To:** Board of Supervisors

**From:** Planning and Building Department

**Agenda Section:** Consent

**SUBJECT:**

Authorization to Sign Four (4) Professional Service Agreements with Qualified Consulting Firms to Assist the Planning and Building Department with Current Planning and Cannabis Planning Projects

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Receive the staff report;
2. Authorize the Director of Planning and Building to sign four (4) professional service agreements with qualified consultants for the purpose of preparing environmental documents and technical studies, writing staff reports, completing the initial study checklist (pursuant to Appendix G of the California Environmental Quality Act (CEQA) guidelines, providing peer review of environmental documents and providing inspection services and state mandated reports in compliance with the requirements of the State of California Division of Mine Reclamation Surface Mining and Reclamation Act (SMARA); and
3. Authorize the Director of Planning and Building to amend the agreements as may be required.

**SOURCE OF FUNDING:**

Permit application fees

**DISCUSSION:**

The Planning and Building Department seeks Board approval to enter into professional service agreements with four (4) qualified consulting firms for the purpose of assisting the department in processing Current Planning and Cannabis Planning land use permits.

On August 1, 2020, the Planning and Building Department issued a Request for Proposal for assistance with Current Planning and Cannabis Planning projects. After evaluating the responses, the Planning and Building Department selected the following four (4) firms with which to enter a professional service agreement:

- Harris and Associates, Inc.
- ICF Jones & Stokes, Inc.

- LACO Associates, Inc.
- Land Logistics, Inc

These firms were selected from the eleven (11) proposals received due to their thoroughness of response, expertise in their field, understanding of local land use issues and successful work with other jurisdictions. The consultants will be utilized rotationally based on their specific expertise as it pertains to each individual project. The consultants will be preparing environmental documents and technical studies to meet the requirements of the California Environmental Quality Act (CEQA), providing peer review of environmental documents and technical studies prepared by other consultants and professionals, preparing staff reports for presentation to the Planning Commission and Zoning Administrator and providing inspections and report preparation in compliance with the requirements of the State of California Division of mine Reclamation Surface Mining and Reclamation Act (SMARA).

The Planning and Building Department has experienced a backlog of land use permit applications that will require technical expertise to complete. This work includes subdivision applications that must be completed to increase residential housing units. The department has also issued approximately 600 interim cannabis permits. Unless legislative changes are implemented, provisional state licensing will expire on December 31, 2021 and all state licensing will require local jurisdiction final permit approval. To meet that deadline, all interim permit holders will be required to have final permit approval. With the current coronavirus (COVID-19) pandemic, a significant portion of department staff continue to work remotely. With recent staff turnover, the volume of work and the need for increased technical expertise requires the department to seek outside consultant assistance to see this backlog of projects through to completion.

FINANCIAL IMPACT:

The professional service agreements will not exceed \$500,000.00 per agreement (\$2,000,000.00 total). All costs will be funded by permit applicants. No general fund allocation beyond that currently budgeted is being requested.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by streamlining county permit processes

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to utilize qualified consultants to assist with processing land use permits. This alternative is not recommended because the volume of work and the technical expertise the consultants offer will provide capacity to complete the permit process.

ATTACHMENTS:

- Attachment 1: Professional Services Agreement: Harris & Associates, Inc.
- Attachment 2: Professional Services Agreement: ICF Jones & Stokes, Inc.
- Attachment 3: Professional Services Agreement: LACO Associates, Inc.
- Attachment 4: Professional Services Agreement: Land Logistics, Inc.

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**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A