



Legislation Text

File #: 21-998, Version: 1

Memorandum

Date: October 5, 2021

To: The Honorable Lake County Board of Supervisors

From: Carol J. Huchingson, County Administrative Officer
For Mary Darby, Community Development Director

Subject: Agreement No. 2 for Planning Services for Lake County Community Development (CDD)

Executive Summary:

On August 9, 2021, staff entered into an agreement with LACO, with compensation capped at \$25,000, to assist with review and processing of applications and moving projects to decision. LACO has also provided onsite training and technical expertise to County planners for cannabis and non-cannabis projects.

LACO has been instrumental in reducing the number of cannabis applications that were unassigned to a planner. Our contract planner, Max Hilken, has assumed the review of 31 different cannabis applications from 3 different planners. Of those 31 applications, 6 are in the final review in preparation to appear before the Planning Commission. Mr. Hilken and associates have also provided immediate feedback and technical advice to the planners on a continuous basis, provided technical support for the Zoning Administrator hearings and continue to provide technical review and agency support for the Bar-X application. LACO planners are familiar with our cannabis ordinance and our processes and are available to immediately continue the work that they began in August.

The compensation cap of the initial agreement has been reached and given the ongoing need for contractor support to address the backlog of cannabis project applications in CDD, staff issued a Request for Proposals on August 20, 2021. Staff received 4 proposals and at this time, we recommend a second contract with LACO, for \$75,000, with a term ending 12/31/2021 given their competitive rates and their experience with our CDD.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 (check all that apply):

☐ Not applicable

- | | | |
|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input checked="" type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action:

Approve Agreement No. 2 for Planning Services for Lake County Community Development.