



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Planning and  
Development  
**Department No.:** 053  
**For Agenda Of:** October 1, 2019  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Lisa Plowman, Director, Planning and Development  
Director(s) (805) 568-2086  
Contact Info: Jeff Wilson, Assistant Director, Planning and Development  
(805) 568-2085  
**SUBJECT:** Consulting Services for Cannabis Program Environmental Impact Report  
Agreement for services with Wood Environmental & Infrastructure Solutions,  
Inc., Countywide

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence:

As to form: N/A

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

- a) Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor (Agreement) with Wood Environmental & Infrastructure Solutions, Inc. (Wood) (Attachment 1) to assist staff with one or more Planning Commission workshops regarding the implementation of the Santa Barbara County Cannabis Program Environmental Impact Report (PEIR) in accordance with the California Environmental Quality Act (CEQA) use of the Cannabis PEIR during cannabis permit review during the period of October 1, 2019, to June 30, 2020, for a base contract amount of \$11,720.00; and
- b) Approve and authorize the Director of P&D, or designee, to make immaterial changes in accordance with Section 35 of the Agreement; and
- c) Determine that the Agreement and the Board of Supervisors' actions are not a project and, therefore, are exempt from the California Environmental Quality Act (CEQA) pursuant to the State CEQA Guidelines Sections 15378(b)(5).

**Summary Text:**

The attached professional services contract allows Wood (formerly AMEC), to assist staff with the preparing for and conducting one or more workshops for the Planning Commission on the implementation of the Cannabis Land Use Ordinance PEIR. This consultant will support County staff with research, preparation, and presentation of material to the County Planning Commission during a special workshop(s). Wood will attend the Planning Commission special hearings to assist with presentation, as well as assist County staff with post-hearing materials and actions items. When combined with existing County contracts, this Planning and Development contract of \$11,720 will exceed the \$200,000 countywide purchasing threshold for Wood Environmental & Infrastructure Solutions, Inc., and therefore requires Board approval.

**Background:** The County Planning Commission certified the Program EIR for the Cannabis Ordinance that was adopted on February 6, 2018. The PEIR covers impacts associated with the implementation of the ordinance. When processing permits staff determines if the potential impacts associated with each permit were covered by the PEIR or whether additional environmental review is necessary. Now that the Planning Commission is starting to hear cannabis permits on appeal, staff believes that it would be beneficial to review the issues areas addressed in the PEIR, the impacts associated with the ordinance, and which impacts were overridden with the Commission.

Wood is well suited to perform this work as they prepared the Cannabis PEIR under a contract approved by the Board on June 20, 2017 (Board Contract 18087) which expired on June 30, 2018. The sum of this contract is equal to the amount of funding that was not expended during the preparation of the PEIR by Wood.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

The cost of the professional service contract in the amount of \$11,720 is funding by cannabis tax revenues. Funding for these services are budgeted in the Permitting and Code Enforcement budget programs on page D-269 of the Recommended Fiscal Year 2019-20 budgets.

**Key Contract Risks:**

A risk analysis was performed on the proposed contract and was determined to be of low risk; while the program can be considered visible and controversial, the contract itself is not. In part, this conclusion is based on the contract being similar to services previously performed by Wood for other County of Santa Barbara projects.

**Staffing Impacts:**

No additional staffing is needed to implement and manage this contract.

**Special Instructions:**

Please forward one original executed Agreement and a minute order of the hearing to P&D, Administration Attention: Crysta Rider.

**Attachments:**

1. Agreement for Services of Independent Contractor
  - Exhibit A: Statement of Work
  - Exhibit B: Payment Arrangements

Exhibit C: Indemnification and Insurance Requirements

2. Wood Environmental & Infrastructure Solutions, Inc. Proposal

**Authored by:**

Lisa Plowman, Planning and Development Director, 805-568-2086

**cc:**