



April 8, 2025

Shari Meads
Community Development Director
City of Fortuna
621 11th Street
Fortuna, CA 95540

City of Fortuna – Summary Proposal to Conduct Public Agency Cannabis Program Research and Prepare Cannabis Ordinance

Project Understanding

The City seeks Planning support services to conduct research into State law and local agency commercial cannabis regulations and programs in support of preparation of new Fortuna commercial cannabis regulations addressing the potential for establishing cannabis dispensaries and cannabis manufacturing uses. We have provided the below Scope of Work for City review; noted is that many of the work components can be broken out into discreet, standalone work elements if the City chooses.

Scope of Work

Reporting to the Community Development Director, general work responsibilities under this contract would include the following:

- Finalize the Scope of Work and prepare a Project Schedule for completion of the identified Scope of Work.
- Review of current cannabis-related City Ordinances (including Municipal Code Section 17.06.120) and related City policies and programs.
- Conduct research and provide a summary overview of current and anticipated State cannabis laws and regulations, identifying areas for which the City has discretion in establishing commercial cannabis rules and programs. This work would include addressing applicable State cannabis laws, including the State Medicinal and Adult-Use Cannabis Regulation and Safety Act, and as regulated by the State Bureau of Cannabis Control, Department of Food and Agriculture, and Department of Public Health.
- Working with City staff, provide an analysis of selected locations in the City that are to be considered as potentially qualifying for commercial cannabis uses (such as dispensaries and manufacturing, the latter to include lands within the City's new Mill District Specific Plan area), along with consideration of sensitive receptors that may influence commercial cannabis locations.

- Analyze current local jurisdiction commercial cannabis regulations and programs (including the Cities of Arcata and Eureka, and Humboldt County. Additionally, to the extent practicable, evaluate municipal financial revenues of these agency's cannabis programs.
- Identify existing Fortuna Municipal Code, General Plan and Mill District Specific Plan provisions requiring either modification or repealing existing City Codes that prohibit commercial cannabis uses.
- The understanding is that provisions would remain for indoor cultivation of cannabis for personal use and limited to no more than six plants per residence.
- Based on the above research, discuss intended framework of new commercial cannabis regulations and programs with key City staff, including the Community and Economic Development Director, Police Chief, Finance Director, City Attorney and City Manager. This can occur in "round table" format. This would include commercial cannabis discretionary entitlement application submittals and processing.
- Prepare detailed outline of intended cannabis ordinance regulations and key issues for review by and follow-up discussion with key City staff.
- Land Logistics will lead or support City staff in preparing for and conducting a community meeting or workshop seeking input on the parameters of a City cannabis program. Under the approach for full Land Logistics lead on the community meeting or workshop, tasks would include:
 - Prepare notice.
 - Prepare meeting handout materials.
 - Set up meeting room and lead meeting.
 - Prepare summary of meeting.
 - Conduct, separate from meeting, a community survey using Survey Monkey or similar format, and prepare summary of survey results.
 - Second option is for Land Logistics to conduct above-noted tasks, with the exception of attendance and leading the community meeting.
- CEQA analysis. Based on this initial Scope of Work, it is anticipated that the necessary CEQA documentation would be completion of an Initial Study and a Mitigated Negative Declaration (MND) for the commercial cannabis program. The full extent of the needed analysis would be dependent upon the nature of the finalized commercial cannabis program, intended dispensary locations, etc., and would be finalized with City staff prior to conducting any work. Determination of the need for any underlying technical studies would be made at this time, in coordination with the City. Draft and Final Initial Study and MND documents would be provided to the City for review.
- Complete draft cannabis ordinance for City staff review.

- Meeting with City staff to discuss draft cannabis ordinance and related documents, and to outline any necessary revisions.
- Complete final draft cannabis ordinance.
- This Scope of work assumes City staff will complete all noticing requirements for community meetings and public hearings, and for issuance of local and State agency referrals, including posting and distribution of CEQA notices and documents.
- Completion of one draft and one final staff report, Planning Commission resolution, City Council ordinance and related documents for both Planning Commission and City Council packets.
- Completion of draft and final PowerPoint presentations for up to two public hearings.
- Attendance at one Planning Commission and one City Council hearing.
- Follow-up actions, as needed and directed by staff. City staff to provide for posting of the CEQA Notice of Determination.

Project Schedule

Land Logistics will commence work following issuance of a notice to proceed, and generally anticipates completion (City Council adoption of cannabis ordinances and any related actions) by Fall 2025, assuming notice to proceed is provided by May 2025.

Cost Estimate

The above Scope of Work would be completed for a cost of \$49,750, with any needed final adjustments in costs for the CEQA documentation to be determined based on the required analysis. (The cost estimate is reduced to \$47,500 if City staff conducts the community meeting.)

Land Logistics Hourly Rates

- Leiloni Shine, AICP – Co-Project Manager: \$130/hr
- Logan Shine – Co-Project Manager: \$130/hr
- Brian Millar, AICP – Project Advisor (non-billing)

Submitted by:



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