

SCOPE OF WORK

The proposed cannabis cultivation ordinance shall follow direction provided by City Council as described in Exhibit B and would consist of the following tasks:

1. **Project Management.** The consultant team should designate one Project Manager for this project. The project manager will be responsible for all communications with City Staff, refining the work program, monitoring the project schedule, providing regular progress reports and invoices. The Project Manager should also prepare and present the Administrative Draft before Planning Commission and Final Draft before City Council. Staff anticipates requiring a regular check-in conference call during the length of this consultation engagement to monitor progress and answer questions.
2. **Review Existing Documents.** The consultant shall review the City's Land Use and Development Code, General Plan, Municipal Code, California Code of Regulations: Title 3. Division 8. Chapter 1. Cannabis Cultivation Program, CEQA Guidelines; and other pertinent materials.
3. **Attend a Kick-Off Meeting.** The consultant shall meet with City staff to review and discuss the scope of work and schedule.
4. **Draft Report.** The consultant will submit a draft ordinance and draft report for staff review and comment. Said documents should include an analysis and relevant background data for the scope of work described herein.
5. **Final Report.** The consultant will submit a final report and revised draft ordinance that is responsive to staff comments.
6. **Presentation to Decision Makers.** The consultant shall provide a brief summary presentation to Planning Commission and City Council of the key findings as well as any recommended changes to the Land Use Plan.
7. **Electronic and Paper Copies.** The consultant shall submit both electronic and hard copies of the finished product in Microsoft Word and all GIS maps or other original software formats. Three paper copies of the final report will also be required.

Exhibit B Fort Bragg City Council Direction Regarding Commercial Cannabis Cultivation Ordinance

The City has determined that the proposed ordinance shall require the land use "Commercial Cannabis Cultivation" to obtain Use Permit approval by the Planning Commission. As part of that process, a water supply assessment would be required in order to ensure the potential impacts to the City's water supply are adequately addressed. The ordinance shall also require that environmental review be conducted on a project-by-project basis to accurately assess the environmental impacts of each proposal.

The table below presents additional direction from Council to be incorporated into the proposed ordinance:

Consideration	Direction
Location/Zoning	To be permitted in all inland industrial zoned parcels.
Permit Requirements	Use Permit Approval, implementing regulations of the proposed ordinance and utilizing the policies established by FBMC Chapter 9.30 for cannabis businesses.
Fees	No sales tax, nor additional taxation specifically for cannabis, shall be collected. Standard fees, as identified by the City's Fee Schedule, in addition to fees associated with building permits as determined by Mendocino County will apply.
Design	No specific design requirements for commercial cannabis cultivation businesses has been identified. New development and significant remodels shall be subject to a Design Review Permit process and reflect design standards as outlined in Fort Bragg's Citywide Design Guidelines, Chapter 3: Industrial Design Guidelines.
Site Standards	Development site standards shall comply with those set forth in the City's Inland Land Use and Development Code for Light Industrial (IL) and/or Heavy Industrial (IH) zoning.
Operating Characteristics	Submission of a plan to address odor and other public nuisances that may derive from the cultivation facility.
Water	City ordinances allow the use of groundwater for agricultural and industrial uses, which would allow commercial cannabis cultivators to use wells for irrigation. Connection to municipal water is required for all domestic uses. Municipal water can also be utilized for cultivation uses.