

September 3, 2020

Re: Jesse Narvaez  
4880 Sonoma Hwy  
Santa Rosa, CA 95409  
Medical and Adult Use Cannabis Retail Dispensary and Delivery, License Type 10  
City of Santa Rosa – Zoning Clearance Permit Application

As required by the City of Santa Rosa’s Cannabis – Zoning Clearance Permit Application, the Owner has hired TEP Engineering to address three items regarding cannabis odor mitigation. These three odor control items are “Operational Processes and Maintenance Plan”, “Engineering Controls” and “Staff Training Procedures”. The project as proposed shall comply with the City of Santa Rosa’s odor mitigation standards set forth in Zoning Code Chapter 20-46.

**Cannabis Retail Dispensary and Delivery – “Operational Processes and Maintenance Plan”**

Each day Jesse Narvaez, the manager or supervisor on duty must assess the on-site and off-site odors for potential release of cannabis odors. The manager on duty will be responsible for assessing and documenting odor impacts daily. The cannabis odor mitigation systems shall be maintained per the manufacturer’s instructions.

**Cannabis Retail Dispensary and Delivery – “Engineering Controls”**

The industry accepted method to remove cannabis odors from airstreams is carbon filtration. Jesse Narvaez will install activated carbon filter canisters or inline filters on their exhaust systems serving spaces at risk for emitting cannabis odors. Jesse Narvaez will also install activated carbon inline filters on their recirculating air systems serving spaces at risk for emitting cannabis odors. These carbon filters are designed for the control of VOC’s, odors and other gaseous contaminants. The spaces at risk for emitting cannabis odors are noted on the odor-control floor plan provided by Jesse Narvaez; these spaces include the Lobby, Dispensary, Dispensary Retail, and Inventory spaces. The exhaust and recirculated air for this space will pass through an activated carbon filter, which uses chemical adsorption to remove organic compounds from the airstream. These organic compounds carrying the cannabis odor are captured through a process of adsorption in the microporous carbon. The activated carbon filtration systems must be sized properly by a Professional Mechanical Engineer and maintained by the Owner per the manufacturer’s instructions. Suitable activated carbon filters manufacturers include: Camfil, Purafil or approved equivalent by a Professional Engineer.

**Cannabis Retail Dispensary and Delivery – “Staff Training Procedure”**

Jesse Narvaez shall maintain and replace carbon filters per the manufacturer’s instructions. The pressure drop on the particulate filter should be double the initial before replacement is deemed necessary. The “dirty” pressure drop on the molecular carbon filter is not applicable and it is recommended to change these filters every 12 to 18 months.

Sincerely,



TEP Engineering  
Andrew Souza, P.E., CPD, GPD, LEED AP BD+C





**PROPOSED FLOOR PLAN**

LEGEND	
	SPACES AT RISK FOR EMITTING CANNABIS ODORS