

May 5, 2018

Re:  
Jiva Life LLC  
1831 Guerneville Road,  
Santa Rosa, CA 95403  
Cannabis Retail Dispensary  
City of Santa Rosa –  
Conditional Use Permit Application

As required by the City of Santa Rosa’s Cannabis – Conditional Use Permit Application, the Owner has hired TEP Engineering to address three items regarding HVAC filtration and noise. These three items are “Storage of Cannabis Products/Inventory”, “Odor Control – Engineering Controls” and “Noise”.

### Dual EHS Permitting - Storage of Cannabis Products/Inventory

The project as proposed shall comply with the City of Santa Rosa’s storage of cannabis products/inventory standards set forth in Zoning Code Chapter 20-46. Jiva Life LLC will store and display packaged edible cannabis goods in spaces that have temperature and humidity controlled heating, ventilation and air conditioning (HVAC) systems. The outside and recirculated air for these HVAC systems will include filters that mitigate environmental contaminants such as smoke and dust. These filtration systems must be specified and sized properly by a Professional Mechanical Engineer and maintained by the Owner per the manufacturer’s instructions. The area in which edible medical cannabis goods are stored also may not be exposed to direct sunlight.

### Odor Control – “Engineering Controls”

The project as proposed shall comply with the City of Santa Rosa’s odor mitigation standards set forth in Zoning Code Chapter 20-46. The industry accepted method to remove cannabis odors for exhaust airstreams is carbon filtration. Jiva Life LLC will install activated carbon filter canisters or inline filters on their exhaust systems serving spaces at risk for emitting cannabis odors. Jiva Life LLC 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 Jiva Life LLC; these spaces include the Retail Floor Area, Secure Product Storage and Secure Temperature Controlled Storage. The exhaust and recirculated air for these spaces 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, Can-Filters Canada, Purafil or approved equivalent by a Professional Engineer.

### Noise

HVAC equipment shall comply with the City of Santa Rosa’s Chapter 17-16 (Noise) requirements. These HVAC systems must be specified and sized properly by a Professional Mechanical Engineer and maintained by the Owner per the manufacturer’s instructions.

Sincerely,

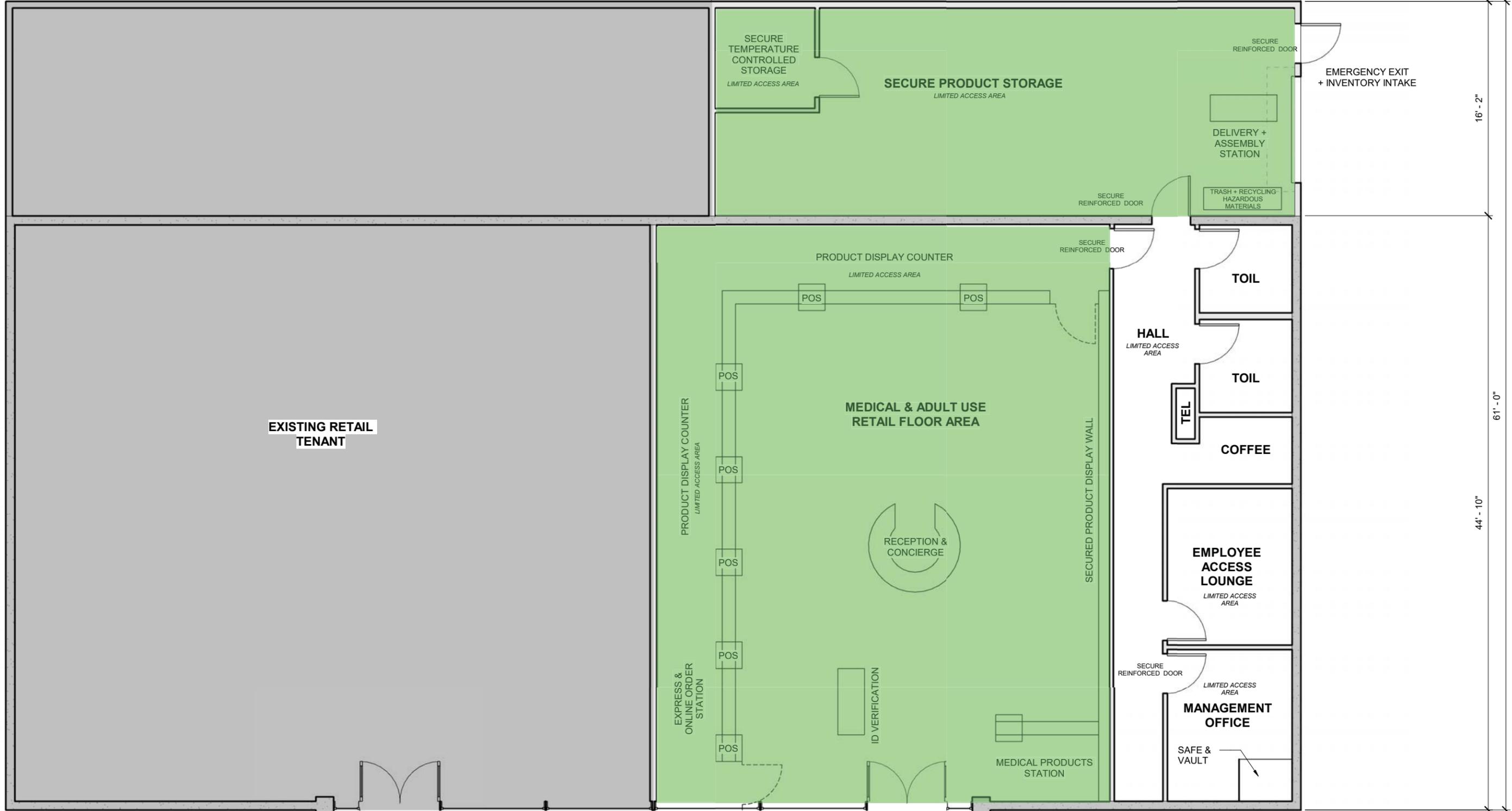


TEP Engineering  
Andrew Souza, P.E., CPD, GPD, LEED AP BD+C



53' - 5"

44' - 7"



SPACES AT RISK FOR EMITTING CANNABIS ODORS

**COPYRIGHT MATERIALS RELEASE-** To the extent that your application submittal packet includes plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws. The City of Santa Rosa hereby requests permission to reproduce and publish plans and drawings submitted with your application packet for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City's website for public review and providing electronic reproductions to the City's review boards. The purpose of this request is limited solely to the purpose of facilitating the timely review of this application, and the plans and drawings will not be utilized by the City for other purposes. To assist the City in this process, please provide below the signatures of all of those who have prepared plans and drawings to be submitted with this application. PROJECT: 1831 GUERNEVILLE ROAD

Engineer Name: ANDREW SOUZA, P.E. (MECHANICAL ENGINEER)  
Phone: 707-538-0400  
Email Address: andy@tee.net

ENGINEER /SURVEYOR'S SIGNATURE Andy Souza

Architect Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

ARCHITECT/DESIGNER'S SIGNATURE \_\_\_\_\_

Landscape Architect Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

LANDSCAPE ARCHITECT/DESIGNER SIGNATURE \_\_\_\_\_

## ODOR MITIGATION PLAN

### OVERVIEW

JIVA LIFE LLC, (“Jiva” or “Applicant”) has provided a letter of service and an odor mitigation plan that is certified by a licensed professional engineer to ensure that all mitigation controls are sufficient to effectively mitigate odors from all odor sources as per [Section 20-46.050(H)].

The Applicant will address The City of Santa Rosa requirements and ensures that there is an odor mitigation plan that would be implemented and that the proposed plan is feasible. This plan describes how odor mitigation will be addressed, including what system(s) will be used, and then demonstrate that the proposed plan is feasible.

The Applicant shall incorporate and maintain adequate odor control measures such that the odors of Medical and Adult-Use Retail Cannabis Business cannot be detected from outside of the structure in shall include an odor mitigation plan certified by a licensed professional engineer that includes the following:

- Operational processes and maintenance plan, including activities undertaken to ensure the odor mitigation system remains functional;
- Staff training procedures; and
- Engineering controls, which may include carbon filtration or other methods of air cleansing, and evidence that such controls are sufficient to effectively mitigate odors from all odor sources. All odor mitigation systems and plans submitted pursuant to this subsection shall be consistent with accepted and best available industry-specific technologies designed to effectively mitigate cannabis odors.

As per CDPH and BCC code provisions and CA state law, **product will never be exposed to open air in or around the facility.** All product comes in sealed and packaged and all product exits sealed and packaged. Therefore, the Appicante anticipate’s minimal cannabius odor emissions. However, the Applicant will hire TEP Engineering and consult with Andy Dsouza, a professional go above and beyond and utilize a strict odoro mitigation and air quality plan to ensure maximum air cleanliness.

Jiva understands the importance of maintaining a clean air environment both inside the dispensary for the well-being of employees and customers and outside the dispensary to prevent negative impact on the surrounding environment and businesses. Jiva will achieve this by following a rigorous odor control and prevention plan consistent with accepted and best available industry specific technologies designed to effectively mitigate , by scheduling professional maintenance of air control equipment and by routinely running air quality tests

## **AIR QUALITY MANAGEMENT**

### ***Staff Training***

Adherence to an Air Quality Management plan will help prevent the development of air quality problems in and around the building, thereby maintaining the health and wellbeing of any occupants and surrounding neighbors. The Chief Strategy Officer is responsible for the building environment and properly maintaining its cleanliness, and will ensure implementation of sustainable management principles so all employees and staff understand their role regarding:

- Proper use of green products
- Preventing unpleasant odors from escaping the building
- Keeping dust and dirt out
- Employing a weekly janitorial service
- Maintenance of building equipment and tools
- Adherence to regular maintenance cycles to achieve best possible building function to prevent air quality degradation
- Personally presuming a stakeholder's share of the maintenance responsibility

### ***Monitoring Air Quality***

Additionally, part of the Air Quality Management includes a semi-annual scheduled service by a professional air quality specialist to run greenhouse gas emissions and air pollutants tests across the air inside and outside the retail space. This will ensure the operation is well within the threshold of significance for greenhouse gas emissions under the California Environmental Quality Act. The Applicant will follow any and all recommendations from the tests to make additional efforts to reduce green gas emissions as to be compliant with all applicable state, regional or local plans for greenhouse gas emissions reductions.

## **ODOR CONTROL AND PREVENTION**

The Applicant will provide many different types of cannabis products to patients and customers. The provided cannabis products can be broken down into two different categories: Manufactured Cannabis Products and Cultivated Cannabis Flowers. Out of these two categories, the terpenes in Cultivated Cannabis Flowers may omit an odor

when the product is exposed to air. However, cannabis flower and any other cannabis good will **never be exposed to air** in or around the retail location as they are received, stored, and sold in vacuum sealed containers as per state regulations.

The application does understand the possibility of accidental exposure of cannabis product to the air and has developed a protocol and odor control system to handle this.

In the unlikely event that a customer attempts to open a cannabis good inside the store, he or she will be safely escorted from the premises and calmly explained to why he or she was removed from the location. On first offense, the customer will receive a warning and upon successive offenses, the customer will be banned from the store. If an employee purposefully opens any cannabis goods, he or she will be immediately escorted off the premises and his or her employment terminated.

The detailed filtration system outlined above in the *IAQ* section will be more than sufficient to keep air quality high and odor to a minimum, even for these unexpected events.

## **EQUIPMENT / MAINTENANCE AND TESTING**

Tasks that must be completed and documented as part of the Air Quality plan include:

- Air filter replacement
- HVAC inspections (includes alarms, acceptance requirements, demand control ventilation, duct efficiency, and efficient space conditioning systems)
- BACS Checks and completion log sheets

Please refer to the letter from TEP engineering.

## **RESPONDING TO COMPLAINTS**

All odor issues will be handled with immediate response and diligent follow ups until such matters have been resolved. It is the Applicant's intent to promptly take all necessary steps to maintain a healthy and safe work environment through open communication with all staff, customers, and the public.