

July 13, 2021

Re: Cookies
1937 Santa Rosa Ave.
Santa Rosa, CA 95407
Medical and Adult Use Cannabis Retail Dispensary, License Type 10
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 five items regarding HVAC filtration and noise. These five items are "Operational Processes and Maintenance Plan", "Storage of Cannabis Products/Inventory", "Engineering Controls", "Staff Training Procedures" and "Noise".

Cannabis Retail – "Operational Processes and Maintenance Plan"

Each day 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 - 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. Cookies will store 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.

Cannabis Retail – "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 airstreams is carbon molecular filtration. Cookies will install activated carbon filter canisters or inline filters on their exhaust systems serving spaces at risk for emitting cannabis odors. Cookies 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 Cookies these spaces include the "Check In/Sales" and "Secure Storage" spaces. 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 molecular filtration systems must be sized properly by a Professional Mechanical Engineer and maintained by the Owner per the manufacturer's instructions. Suitable activated carbon molecular filtration manufacturers include: Camfil or approved equivalent by a Professional Engineer.

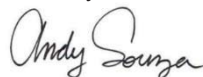
Cannabis Retail – "Staff Training Procedure"

All employees must receive cannabis odor mitigation training within 30 days of hire and annually thereafter. This training must include how to respond to an odor complaint and detection of cannabis odors outside of the building. When cannabis odors are detected outside of the building, the employee that received the complaint or detected the odors must notify the supervisor on duty to request a cannabis odor complaint report and odor mitigation systems inspection. A sample cannabis odor detection report is provided by Cookies. Cookies shall maintain and replace carbon molecular filters per the manufacturer's instructions.

HVAC Equipment 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



Cannabis Odor Complaint Documentation: The below cannabis odor complaint report shall be provided to individuals who have observed cannabis odors outside the building at 1937 Santa Rosa Ave. in Santa Rosa, CA and wish to file a complaint. The observer must provide the details for the upper portion of this form and submit to the Cookies at time of the odor detection.

Cannabis Odor Complaint Report

Name of complainant: _____

Complainant's phone number: _____

Date and time of odor observation: _____

Description of location where odor was detected: _____

Administrative Use

Date and time complaint was received: _____

Description of the activities occurring on site when the complainant detected the odors: _____

Actions implemented in order to address the odor complaint: _____
