1. **Attendees** (* indicates OAG participant): Via WebEx: Brian Zimmerman* (Impact Engineering), Shelly Miller* (CU Boulder), Jaymie Giordano* and Brian Yount (Dixie Elixirs), Gregg Thomas* (DEH) 
   In person: Logan Goolsby* (Native Roots); Steve Dexter (Air Filter Solutions); Scott Ogden and Louis Thomas* (Nestle Purina); Wyllys Pool (Native Roots); Vernon Hill* (Globeville Civic Partners); Aubrey Lavizzo* (La Alma Lincoln Park Neighborhood Association); Bill Benerman and Kirk Whitehead (DEH); Lindsay Carder (CAO); Maria Campos*, Holliday Aguilar*, and Virginia Calderon* (Comunidades Unidas); Laura Davis* (Good Chemistry); Paul Andrews* (National Western); Byron Ballentin (BCER Engineering); Celia VanDerLoop* and Johanna Jamison (NDCC)

2. **Introductions**: The group made introductions.

3. **Background on odor ordinance**: Celia VanDerLoop provided a presentation regarding background on the odor ordinance.

4. **Purpose and role of Odor Advisory Group**: The purpose and role of the Odor Advisory Group will be to: 1) review and provide input on the draft implementing rule, which establishes what is expected in an odor control plan and identifies industry-specific appropriate odor control technologies, and 2) develop industry-specific odor control plan templates as warranted, across three and perhaps four meetings over coming summer months.

5. **Distribution of draft rule and odor control plan templates**: The draft rule and odor control plan template documents were distributed to the group, and Celia VanDerLoop gave a brief section-by-section overview of the draft rule document. The group identified two necessary changes to the rule document: 1) define “odor”, 2) add provisions to address upset conditions.

6. **Identification of key issues**: The group engaged in a robust discussion of the key issues involved in the rule and odor control plan template. A few key issues emerged:
   a. **Overall strategy**
      i. Emphasize a process rather than on a case-by-case approach; establish a strategy and learn as we go
      ii. Recognize that odor control is a complicated and emerging issue. Consider phasing as an approach to learn as we move forward. Don’t let perfect be the enemy of the good – select an approach and refine it through time.
   b. **Regulated industries**:
      i. Explore how additional problematic industry types might be regulated in the future
      ii. For industry types with smaller numbers or specialized odor control technology requirements, an individualized approach may be appropriate.
   c. **Odor control plan (OCP) compliance monitoring and enforcement**
      i. Maintaining OCPs is paramount – simply having one isn’t enough; industry must be held accountable
      ii. Explore risk-based enforcement, prioritizing businesses in proximity to residences, schools, and other land uses; consider patterns in odor (days, times, meteorological conditions, etc.)
      iii. Explore how the success of OCPs might be measured
      iv. Engage inspector discretion in compliance monitoring and enforcement
   d. **Odor control plan review process**
      i. Establish the what, who, and when of OCP review
ii. Ensure consistency with building department policies and procedures
iii. Keep confidential sensitive aspects of OCPs

e. Establish a process to whereby the effectiveness of alternate technologies can be demonstrated for inclusion in approved OCPs
   i. Consider prescriptive standards, performance-based standards, or professional licensure requirements
   ii. The strategy should apply broadly but also accommodate for differences in facilities (ASHRAE could serve as a model)

f. Neighborhood partnerships
   i. Consider how OCPs might provide a bridge to, or integrate with, neighborhood outreach plans required of marijuana businesses
   ii. Empower community members with knowledge to be partners in regulation of odorous industries
   iii. Be sure to provide communications in Spanish to engage the monolingual Spanish-speaking community

7. Next steps
   a. The NDCC/DEH team will propose an approach for addressing the key issues identified during the first meeting for consideration in subsequent meetings.
   b. OAG participants will review the draft rule provided in the first meeting and prepare suggestions to share with the group at the second meeting