



**To:** Holyoke Ordinance Committee

**From:** Terrence Reynolds P.E.

**Subject:** Green Highland LLC, 26 Hadley Mills Road, Holyoke MA

**Date:** 5/21/2021

The following is in response to Planning Comments Sent to The Holyoke Ordinance Committee on 3/15/21. Comments are followed response to the comment in bold.

1. Are the plans as submitted to the City Clerk on February 26, 2021 considered final?
  - Applicant response 3/16/21: Yes, the plans submitted are considered final in lieu of comments.
  - Planning Response 3/16/21: Response accepted
2. Can the Applicant provide updated architectural plans that show the correct compass rose?
  - Applicant response 3/16/21: The architect will be notified, and updated plans will be submitted.
  - Planning response 3/16/21: Response accepted
3. Can the Applicant provide a copy of a survey plan with the seal of the design professional who drafted it?
  - Applicant response 3/16/21: Survey plans have been requested and will be submitted as soon as they are made available.
  - Planning response 3/16/21: Response accepted.
4. The parcel map illustrates that there are two parcels, (023-01-004 and 041-01-010) yet the plans submitted identifies as just one parcel. Could the Applicant please clarify?
  - Applicant response 3/16/21: The survey plans will clearly show that there are two separate parcels that are part of this project.
  - Planning response 3/16/21: Response accepted.
5. Is the Applicant considering filing an ANR to combine Parcels 023-01-004 (26 Hadley Mills Road) and 041-01-010 (7 North Bridge Street)?
  - Applicant response 3/16/21: The applicant is not aware of any plans to file and ANR to combine the two parcels.
  - Planning response 3/16/21: Response accepted.
6. Page 3 of 12 states the square footage of the building as +/- 44,000 s.f. while page 4 of 12 states the square footage of the building as +/- 53,000 s.f. Can the Applicant please clarify?
  - Applicant response 3/16/21: This is a typo and the correct square footage of the building is +/- 44,000 s.f.
  - Planning response 3/16/21: Response accepted. Please amend.

- **The Development impact statement has been revised.**

7. Are there currently any parking agreements with any of the abutting properties? If yes, please provide a copy for review.

- Applicant response 3/16/21: There are no current parking agreements to the best of their knowledge. There is a statement in one of the properties deeds that requires shared access to the different properties.
- Planning response 3/16/21: Please provide a copy of this language in the deed.
- **First Parcel: Book 2210, Page 406**
  - Includes the following language: *“Also, the right in common with the Grantor, other owners, lessees or other occupants or licensees, or other persons entitled thereto, to use for all purposes incidental to travel the passageway leading from Bridge Street to the Gas Works of Grantor, and the passageway between the flood control wall and the westerly line of the premises conveyed, and a like passageway on the southerly side of the premises herein described.... said passageway shall at all times be kept open and free of obstructions and the Grantee shall not interfere with the rights in common of Grantor, or other persons entitled to use the same.”*
- **Second Parcel: Book 3312, Page 54**
  - Includes the following language: *“Also, the right to use in common with others any passageways necessary for ingress and egress from the granted premises, over land of the Grantor herein.*

8. Section 7.10.6.1(e) Operations Plan (text)

Can the Applicant provide detail as to how they plan on powering the building, including the type of energy source(s)?

- Applicant response 3/16/21: The building will be powered by electricity and there will be no propane used on site.
- Planning response 3/16/21: Response accepted

Can the Applicant explain how and where CO2 will be stored on site?

- Applicant response 3/16/21: The Layout and Materials Plan indicates a concrete pad for CO2 on the south side of the building.
- Planning response 3/16/21: Response accepted

Page 4 of 12 states shipping and receiving will be located inside a garage acting as the secure sallyport while the Operations Plan (text) states that deliveries of marijuana products will be received in the receiving room of the retail area. Please clarify.

- Applicant response 3/16/21: The plans should be amended to state that all deliveries will take place inside the secured sallyport and no marijuana products will be delivered through the side door of the building on the north side.
- Planning response 3/16/21: Please provide these amended plans when available.
- **Plans have been revised**

9. Section 7.10.6.1(g) Security Details

Can the Applicant provide window details? Do they comply with the required security measures?

- Applicant response 3/16/21: The notes on the architectural plans describe how the windows will be treated and secured for privacy.
- Planning response 3/16/21: Can the applicant please provide a window detail.
- **A window detail has been provided on the architectural plans.**

How will waste materials be managed on-site (administrative, food waste as well as cannabis)?

- Applicant response 3/16/21: All marijuana waste will be processed and stored inside the building. The outdoor dumpster will be used for non-marijuana waste only.
- Planning response 3/16/21: Can the applicant please clearly indicate on the plans where waste will be processed and stored inside the building.
- **Marijuana waste will be processed inside the building adjacent to the internal sally port area.**

How will the proposed outdoor refuse container be secured? The enclosure should be tall/big enough to house the proposed refuse container. The enclosure shall be locked as per the Code of Ordinances (74-2) and meet any criteria as laid out by the Chief of Police or within his designating authority. Being its proposed location within view from Hadley Mills Road, would the Applicant consider adding some landscaping to help buffer this feature?

- Applicant response 3/16/21: An enclosure will be included in the revised site plans.
- Planning response 3/16/21: Response accepted.

#### 10. Section 10.1.6.1 Development Impact Statement (a thru i)

(b) Can the Applicant explain what “under-occupied” means when describing the current condition of the facility (pg. 5 of 12)?

- Applicant response 3/16/21: The building is currently empty and not being used.
- Planning response 3/16/21: Response accepted.

(b) Can the Applicant indicate how many employees will be on the site at any given time during normal operations?

- Applicant response 3/17/21: It is estimated that there will be 10-16 employees on site per shift.
- Planning response 3/17/21: Response accepted.

(d) Can the Applicant please provide a Landscape Plan?

- Applicant response 3/16/21: There are no plantings proposed on the site. There is no digging allowed on the north side of the building.
- Planning response 3/16/21: A landscaping plan will be required.
- **Plantings have been added to the layout plan**

(g) Page 6 of 12 says, “see separate Stormwater Report.” Can the Applicant please provide a copy for review?

- Applicant response 3/16/21: A stormwater report has been completed and it will be submitted for review.
- Planning response 3/16/21: Response accepted.

#### 11. Section 10.1.6.2 Traffic Impact Statement (a thru i)

(b/g) Are there existing/proposed easements from the adjacent property in order to access the proposed customer/employee parking lot on the south side of the building?

- Applicant response 3/16/21: The Applicants lawyer is currently working on a formal easement agreement with the neighboring properties to secure access. There are currently no easement agreements in place, but it is believed there is language in one of the properties deeds regarding common access amongst the properties.

- Planning response 3/16/21: Prior to approval, the Applicant will need to provide proof that there is legal access across the neighboring properties.
- **See above**

(e) Can the Applicant explain how vehicles and pedestrians will be directed to the customer/employee parking lot, as well as how delivery vehicles will be directed to the shipping/receiving area?

- Applicant response 3/16/21: The Applicants lawyer is currently working on a formal easement agreement with the neighboring properties to secure access and allow for wayfinding signs to be erected on neighboring properties.
- Planning response 3/16/21: Prior to approval, the Applicant will need to provide proof that there is legal access across the neighboring properties.
- **See above**

(e) Can the Applicant further explain how they plan to promote the use of public transportation to and from the site as stated on page 10 of 12?

- Applicant response 3/17/21: It is hoped that employees will carpool when possible and take public transit if/when available.
- Planning response 3/17/21: Response accepted.

(f) Can the Applicant further explain how pedestrians/cyclists will access the facility once they leave the public right of way? Can a bike rack be added to the entrance/building?

- Applicant response 3/17/21: Pedestrians and cyclists will use the same right of way as vehicles. There is a bike rack shown on the plans.
- Planning response 3/17/21: There is no bike rack shown on the plans. Can the applicant please provide revised plans indicating the bike rack as well as a detail of the bike rack?

## 12. Section 7.10.6.2 (b & c) **Improvements Plan & Building Plan**

Can the Applicant explain why the proposed location of the transformer pad will not be fenced in along with the adjacent HVAC pads?

- Applicant response 3/17/21: The HVAC pad is fenced in because there is a higher risk of vandalism. The transformer would not be subject to vandalism threats.
- Planning response 3/17/21: Response accepted.

Can the Applicant indicate whether or not the building has a basement?

- Applicant response 3/17/21: The manufacturing portion of the building does not have a basement while the retail portion of the building has a crawl space for mechanical access.
- Planning response 3/17/21: Response accepted.

Will the Applicant be striping the proposed parking lot as illustrated on the plans?

- Applicant response 3/17/21: The parking lot will be striped as indicated on the plans.
- Planning response 3/17/21: Response accepted.

13. Section 6.4 **Signs**. Should there be any temporary pre-development signage proposed for the project (i.e. contractors, builders, designers, “coming soon”)? (7.10.6.2.d), its location(s) must be illustrated in the plans. Details will need to be provided and referenced and include size, location, and materials and they must conform to all requirements of the City of Holyoke Zoning Ordinance. The City Council may request color samples of the materials. A copy must be submitted to the Building Commissioner for review/approval in order to erect any temporary signage (Section 6.4.3.7).

Multiple signs on a wall or signs greater in area (s.f.) than what is allowed on a wall require a Special Permit reviewed/granted by the Planning Board (6.4.6.4).

- **Noted**

14. Section 6.4 **Signs**. Any permanent signage proposed for the site will require a building permit granted by the Building Commissioner. In order to erect wall signs or any other pole-mounted signage or monument signage, details will need to be provided and include size, location, and materials and they must conform to all requirements of the City of Holyoke Zoning Ordinance. The City Council may request color samples of the materials. Multiple signs on a wall or sign(s) area (s.f.) greater than what is allowed on a wall will require a Special Permit reviewed/granted by the Planning Board (6.4.6.4).

- **Noted**

15. Sidewalks, walkways, and ramps must all comply with Massachusetts accessibility codes (521 CMR). It is unclear by the submitted documents that the grounds comply. Further details will be expected with the application for the building permit.

- **Noted**

16. In the event there are any proposed changes to the approved Plan(s), prior to their implementation, the Applicant will be required to come back to the City Council for review and approval and file as an amendment to the Special Permit.

- **Noted**