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Holyoke City Clerk's
Holyoke, MA

August 19, 2021

Rebecca Lisi, Chairperson
City Council Ordinance Committee
C/o Assistant to the City Council
Holyoke City Hall

RE: ACMJ, Inc. 532 Main St. Suite 201

(ZONE: IG, Industrial General)

Dear Councilor Lisi:

Beginning on June 1, 2021 Planning staff had the opportunity to review materials received on May 25, 2021, from ACMJ, Inc. for a special permit for the redevelopment of +/- 13,000 square feet on the second floor of the building located at 532 Main Street (Parcels 026-03-012). Per Section 7.10.4. the site is zoned appropriately, Industrial General (IG) and requires a Special Permit granted by the City Council to operate. After reviewing the submittal materials based on the City of Holyoke Zoning Ordinance, Sec. 7.10, **MARIJUANA FACILITIES**, and other applicable Sections (10.1.6.1 & 10.1.6.2), Planning staff offers the following review:

Per Holyoke Zoning Ordinance:

The Applicant is seeking a Special Permit to allow the use of Marijuana Manufacturing Establishment (MME).

Section 7.10.6.1(a): The Applicant has submitted the name and address of each owner as part of the May 25, 2021 submittal.

Section 7.10.6.1(b): Copies of all required registrations, licenses, and permits issued by the Commonwealth have not been provided within the submittal as the Commonwealth has **not** issued them to date within the process.

Section 7.10.6.1(c): The Applicant has submitted evidence of site control by way of a Lease Agreement for the use of the property located at 532 Main Street, Suite 201. ("Appendix A-2 – Lease Documents")

Section 7.10.6.1(d): The Applicant has submitted a copy of a notarized statement of representatives dated January 29, 2021 from the organization's Chief Executive Officer and Corporate Attorney as part of the May 25, 2021 submittal. ("Appendix A-3 – Notarized Statement from CEO by Corporate Attorney").

Section 7.10.6.1(e): The Applicant has submitted a description of activities to occur on premises which are in line with the proposed MME use as part of the May 25, 2021 submittal, ("Appendix B-1 – ACMJ Detailed Operations Plan").

Section 7.10.6.1(f): A letter dated February 4, 2021 signed by the Holyoke Police Chief Manuel Febo approving of the security plan was included as part of the May 25, 2021 submittal to the City Clerk's Office. ("Appendix C-1 – Written Statement from Holyoke Chief of Police").

Section 7.10.6.1(g): The Applicant has provided a general overview of security measures for the site and details for all of the exterior security measures for the marijuana establishment have been reviewed by the Holyoke Police Department.

Section 7.10.6.1(h): The Applicant has submitted a Development Impact Statement per Section 10.1.6.1 of the Holyoke Zoning Ordinance ("Appendix D-1 – Development Impact Statement").

Section 7.10.6.1(i): The Applicant has submitted a Traffic Impact Statement per Section 10.1.6.2 of the Holyoke Zoning Ordinance ("Appendix D-2 – Traffic Impact Statement").

Section 7.10.6.1(j): The Special Permit fee was assumed to have been paid to the City Clerk's Office at the time of submittal.

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Section 7.10.6.2 (a) Locus Plan: The Applicant has submitted a **Locus Plan** (Sheet A-100).

Section 7.10.6.2 (b) Improvements Plan: The Applicant has submitted an **Improvements Plan** (Sheet A-100.1) as part of the MY 25, 2021 submittal

Section 7.10.6.2 (c) Building Plan: The Applicant has submitted a Tenant Plan 2nd Floor North Plan (Sheet A-101) as part of the May 25, 2021 submittal.

Section 7.10.6.2 (d) Details: The Applicant has included Equipment Specifications. (Appendix F-1)

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1. Are the plans as submitted to the City Clerk on May 25, 2021 considered final?

Planning Response 6/15/21: Revised plans received.

2. Section 7.10.6.1(e) Operational Plan (text)

- Can the Applicant please clarify how they will ensure they will have exclusive access to the freight elevator during specified times?
- Can the Applicant please explain why there is mention of marijuana being delivered to the site?

3. Section 10.1.6.2 **Traffic Impact Statement** (a thru i)

- Could the Applicant please indicate the proposed hours of operation of the facility when operational?
- (g) Can the applicant indicate whether or not there is or will be a bike rack on the site?
- Can the Applicant please indicate where additional employees/visitors will park beyond the 5 dedicated spaces?

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

- Can the Applicant please indicate where the employee entrance to the building is?
- How will employees/visitors navigate from the parking area to the entrance of the facility?

5. 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).

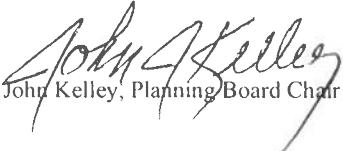
6. Section 6.4 **Signs**. Any permanent signage proposed for the site will require a building permit granted by the Building Commissioner. In order to erect wall signs or any other pole-mounted signage or monument signage, details will need to be provided and include size, location, and materials and 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).

7. Sidewalks, walkways, and ramps must all comply with Massachusetts accessibility codes (521 CMR).

8. 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.

**Please consider that revised materials submitted beyond the original application received date of May 25, 2021 may result in additional Department review and additional information and/or details may be requested in subsequent letters to the Applicant as the plans are revised. In the event that 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.*

Sincerely,


John Kelley, Planning Board Chair