



August 19, 2021

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

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Holyoke City Clerk's  
Holyoke, MA

RE: First City Provisions, Inc. 89 South Street

(ZONE: IG, Industrial General)

Dear Councilor Lisi:

Beginning on June 1, 2021 Planning staff had the opportunity to review materials received on May 26, 2021, from First City Provisions, Inc. for a special permit for the redevelopment of +/- 25,536 square feet of the building located at 89 South Street (Parcels 017-01-005 and 017-01-004). 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**) and Recreational Retail Establishment (**RMRE**).

**Section 7.10.6.1(a):** The Applicant has submitted the name and address of each owner as part of the May 26, 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 89 South Street. ("Appendix A-2 – Letter of Intent to Lease")

**Section 7.10.6.1(d):** The Applicant has submitted a copy of a notarized statement of representatives dated May 7, 2021 from the organization's President and Corporate Attorney as part of the May 26, 2021 submittal. ("Appendix A-3 – Notarized Statement of Owners").

**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 and RMRE use as part of the May 26, 2021 submittal, ("Appendix B-4 – Operations Plan").

**Section 7.10.6.1(f):** A signed letter from the police chief approving of the security plan has **NOT** been included in the current submittal.

**Section 7.10.6.1(g):** The Applicant has **NOT** provided a general overview of security measures for the site and details for all of the exterior security measures for the marijuana establishment.

**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 A-6 – 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 A-7 – Traffic 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** (Cover Sheet).

**Section 7.10.6.2 (b) Improvements Plan:** The Applicant has submitted a Landscape & Layout Plan (Sheet 3 of 8) as part of the May 26, 2021 submittal

**Section 7.10.6.2 (c) Building Plan:** The Applicant has submitted a Lower Floor Plan (Sheet A-1) and a First Floor Plan (Sheet A-2) as part of the May 26, 2021 submittal.

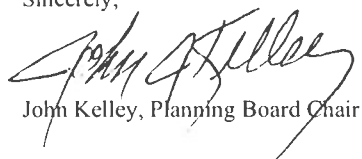
Section 7.10.6.2 (d) Details: The Applicant has included a Construction Notes and Details Page. (Sheet 6 of 8)

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1. Are the plans as submitted to the City Clerk on May 26, 2021 considered final?
2. Will the Applicant consider an ANR Plan to join the two parcels together?
3. Section 7.10.6.1(e) Operational Plan (text)
  - Could the Applicant please indicate how marijuana products will be transported from the sub-surface level to the first floor, including the recreational dispensary?
  - Can the Applicant please indicate how they plan on powering the building?
  - Can the Applicant please indicate how and where CO2 will be stored on the site?
4. Section 10.1.6.1 **Development Impact Statement** (a thru i)
  - Can the Applicant indicate whether or not employee parking will be separated from retail customer parking?
  - Could the Applicant please indicate how many employees are expected once at full operation?
  - Could the Applicant please include a Photometric Plan?
5. 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?
  - Can the applicant indicate whether or not there is or will be a bike rack on the site?
6. Section 7.10.6.2 (b & c) **Improvements Plan & Building Plan**
  - Can the Applicant please indicate the purpose of the proposed generator pad? What will the fuel source for the generator be?
7. 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).
8. 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).
9. Sidewalks, walkways, and ramps must all comply with Massachusetts accessibility codes (521 CMR).
10. 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 26, 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