



Mayor Terence Murphy

Office of Planning & Development

City of Holyoke

Planning Department

RECEIVED

September 29, 2021

SEP 30 2021

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

Registrar of Voters
Holyoke, MA
(ZONE: IG, Industrial General)

RE: H&H Realty Holdings LLC/H&H Cultivation LLC- 40-48 Main Street

Dear Councilor Lisi:

Beginning on September 1, 2021 Planning staff had the opportunity to review materials received on July 30, 2021, from H&H Realty Holdings LLC/H&H Cultivation LLC for a special permit for the redevelopment of a 3 story +/- 35,320 square foot mill building and construction of a +/- 2,700 square foot greenhouse located at 40-48 Main Street (Parcels 033-04-009 & 033-04-10). 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:

*This review is based on the plans and material received on 7/30/2021 and does not include any revised material that was submitted after 7/30/2021 as part of the Site Plan Review process.

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 Pre-Application Meeting: A pre-application meeting was held on 2/17/2021 with a follow up meeting on 7/8/2021.

+ + + + +

Section 7.10.6.2(a): Two (2) original application forms and a designer's certificate dated 7/1/2021 have been included in the submittal.

Section 7.10.6.2(b): Copies of plans have been received and have been prepared by a registered engineer, including their signatures and seals.

Section 7.10.6.2(c): A digital (pdf) file of the plans and all other required submittal materials has been included.

+ + + + +

Section 7.10.6.3(a): The Applicant has submitted the name and address of each owner as part of the July 30, 2021 submittal.

Section 7.10.6.3(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.

- A copy of the Provisional License dated 6/21/2021 issued by the Cannabis Control Commission was included in the July 30, 2021 submittal.

Section 7.10.6.3(c): The Applicant has submitted evidence of site control by way of a Warranty Deed for the use of the property located at 40-48 Main Street. ("Appendix C – Deed")

Section 7.10.6.3(d): The Applicant has submitted a copy of a notarized statement of representatives dated July 29, 2021 from the organization's Manager and Corporate Attorney as part of the July 30, 2021 submittal. ("Appendix D – Notarized Statement").

Section 7.10.6.3(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 July 30, 2021 submittal, ("Appendix E – Operations Plan").

Section 7.10.6.3(f): A letter dated June 11, 2021 signed by the Holyoke Police Chief Manuel Febo approving of the security plan was included as part of the July 30, 2021 submittal to the City Clerk's Office. ("Appendix F – Chief of Police Letter").

Section 7.10.6.3(g): The Applicant has submitted a Development Impact Statement per Section 10.1.6.1 of the Holyoke Zoning Ordinance (“Pages 4-6 of Special Permit Filing”).

Section 7.10.6.3(h): The Applicant has submitted a Traffic Impact Statement per Section 10.1.6.2 of the Holyoke Zoning Ordinance (“Pages 6-9 of Special Permit Filing”).

Section 7.10.6.3(i): The Special Permit fee was paid to the City Clerk’s Office at the time of submittal. (Copy of check provided)

+ + + + +

Section 7.10.6.4 (a) Locust Plan: The Applicant has submitted a **Locust Plan** (Cover Sheet- “Site Development Plan”).

Section 7.10.6.4 (b) Survey Plan: The Applicant has submitted a **Survey Plan** (Sheet 2 of 8) as part of the July 30, 2021 submittal.

Section 7.10.6.4 (c) Improvements Plan: The Applicant has submitted a Layout Plan (Sheet 4 of 8) as part of the July 30, 2021 submittal

Section 7.10.6.4 (d) Photometric Plan: The Applicant has submitted a **Photometric Plan** (sheet 6 of 8) as part of the July 30, 2021 submittal.

Section 7.10.6.4 (e) Building Plan: The Applicant has submitted a Proposed Basement Plan (Sheet A-100), a Proposed First Floor Plan (Sheet A-101), a Proposed Second Floor Plan (Sheet A-102), and a Proposed Third Floor Plan (A-103), as part of the July 30, 2021 submittal.

Section 7.10.6.4 (f) Elevation Plan: The Applicant has submitted an Exterior Elevation Plan (Sheet A-200) as part of the July 30, 2021 submittal.

Section 7.10.6.4 (h) Details: The Applicant has included Construction Details. (Sheet 7 of 8 & Sheet 8 of 8) as part of the July 30, 2021 submittal.

Section 7.10.6.4 (h) Revision List: Will be required for all revisions to plans and/or narrative

+ + + + +

1. Are the plans as submitted to the City Clerk on July 30, 2021 considered final?

2. Section 7.10.6.3(c) Operations Plan (text)

- Can the Applicant provide information as to how refuse will be managed on-site?
- Can the Applicant explain how and where CO2 will be stored on the site?

3. Section 7.10.6.3(g) **Development Impact Statement**

- Can the Applicant provide a detailed phasing plan which will identify specifically the goals of the two proposed phases?
- Given that the proposed parking lot will only have 12 spaces, and there is anticipated to be up to 40 employees, could the Applicant explain where employees will park off-site?
- What form of energy is proposed to be used to power the building/facility? (existing/proposed)

4. Section 7.10.6.3(h) **Traffic Impact Statement**

- Can the Applicant explain how the security gate to the parking lot will function?
- Can the Applicant please explain how many deliveries/shipments will be made to/from the site and the frequency of those deliveries?
- Can the Applicant further explain the pedestrian and bicycle access to the facility?
- Can the Applicant indicate if there is an entrance/exit to the building from inside the gated parking area?

5. Section 7.10.6.4 **Marijuana Establishment Site Plan Application Requirements**

- Could the Applicant please provide a floor plan for the proposed +/- 2,700 square foot greenhouse as well as a floor plan for the proposed walkway connecting the existing structure to the greenhouse?
- Could the Applicant please provide a detail of the proposed trash enclosure?

- Can the Applicant provide lighting fixture details for all of the proposed fixture types for review? (Construction Details)
6. 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).
 7. 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).
 8. Sidewalks, walkways, and ramps must all comply with Massachusetts accessibility codes (521 CMR).
 9. 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 July 30, 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,

A handwritten signature in blue ink, appearing to read "Mimi Panitch", with a long horizontal flourish extending to the right.

Mimi Panitch, Planning Board Vice Chair