



October 28, 2021

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

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OCT 26 2021

Holyoke City Clerk's
Holyoke, MA (ZONE: IG, Industrial General)

RE: Cannalve Genetics LLC, 532 Main Street Suite 301

Dear Councilor Lisi:

Beginning on October 19, 2021 Planning staff had the opportunity to review materials received on October 18, 2021, from Cannalve Genetics LLC for a special permit for the redevelopment of +/- 5,000 square feet on the third floor of the mill building located at 532 Main Street (Parcel 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 Pre-Application Meeting: A pre-application meeting was held on 10/15/2021.

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Section 7.10.6.2(a): Two (2) original application forms and a designer's certificate dated 8/2/2021 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.

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Section 7.10.6.3(a): The Applicant has submitted the name and address of each owner as part of the October 18, 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.

Section 7.10.6.3(c): The Applicant has submitted evidence of site control by way of an Option to Lease for the use of the property located at 532 Main Street Suite 301. ("Appendix 2")

Section 7.10.6.3(d): The Applicant has submitted a copy of a notarized statement of representatives dated September 10, 2021 from the organization's Manager and Corporate Attorney as part of the October 18, 2021 submittal. ("Appendix 3").

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 October 18, 2021 submittal.

Section 7.10.6.3(f): A letter dated October 15, 2021 signed by the Holyoke Police Chief Manuel Febo approving of the security plan was included as part of the October 18, 2021 submittal to the City Clerk's Office. ("Appendix A-4 – Security Plan Approval").

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 12-15 of Application Requirements").

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 16-18 of Application Requirements").

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

Section 7.10.6.4 (a) Locus Plan: The Applicant has submitted a **Locus Plan** ("Cover Sheet").

Section 7.10.6.4 (b) Survey Plan: The Applicant has submitted a **Survey Plan** as part of the October 18, 2021 submittal.

Section 7.10.6.4 (c) Improvements Plan: The Applicant has submitted an Improvements Plan (Sheet A-100) as part of the October 18, 2021 submittal

Section 7.10.6.4 (d) Photometric Plan: The Applicant has **NOT** submitted a **Photometric Plan** as part of the October 18, 2021 submittal.

Section 7.10.6.4 (e) Building Plan: The Applicant has submitted a Tenant Plan 3rd Floor North (Sheet A-101), a Reflected Ceiling Plan 3rd Floor North (Sheet A-102), and a Wall Sections-3rd Floor North Plan (Sheet A-103), as part of the October 18, 2021 submittal.

Section 7.10.6.4 (f) Elevation Plan: The Applicant has **NOT** submitted an **Elevation Plan**.

Section 7.10.6.4 (h) Details: The Applicant has **NOT** included a **Details** sheet.

Section 7/10.6.4 (h) Revision List: Will be required for all revisions to plans and/or narrative

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1. Are the plans as submitted to the City Clerk on October 18, 2021 considered final?
2. Section 7.10.6.3(e) Operations Plan (text)
 - Can the Applicant provide information as to how refuse will be managed on-site?
3. Section 7.10.6.3(g) **Development Impact Statement**
 - Can the Applicant provide specific details on the proposed odor mitigation strategies to be employed on the site, including type and location?
4. Section 7.10.6.3(h) **Traffic Impact Statement**
 - Can the Applicant provide a parking master plan that will indicate where Cannalive employees will park in conjunction with the other tenants of 532 Main Street?
5. Section 7.10.6.4 **Marijuana Establishment Site Plan Application Requirements**
 - Are any window treatments proposed? If so, please provide a detail
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 October 18, 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