

For Planning Office Use: File #: _____

Leicester Planning Board Site Plan Review & Special Permit Application Form

PERMIT TYPE: ☐ Special Permit ☐ Site Plan Review

CONTACT INFORMATION

Owner Information			
Name:		Company Name:	
Signature:			
Address:			
Phone:		Email:	
Applicant Information			
Name:		Company Name:	
Signature:			
Address:			
Phone:		Email:	
Primary Contact Person <i>(The person that will be contacted by Planning Board staff during the application process.)</i>			
Name:		Company Name:	
Address:			
Phone:		Email:	

PROJECT INFORMATION

Project Address:		Zoning District:	
Assessors Map & Parcel #		Deed Reference (Book & Page):	
Applicable Zoning Bylaw Section(s):			
Proposed Land Use:			
Existing Land Use:			

PROJECT INFORMATION, Continued

Size of Proposed Structure(s):		
Total Lot Area:		
Water Source: (Select One)	<input type="checkbox"/> Private Well	<input type="checkbox"/> Cherry Valley & Rochdale Water District
	<input type="checkbox"/> Hillcrest Water District	<input type="checkbox"/> Leicester Water Supply District
Sewer Source: (Select One)	<input type="checkbox"/> Private Septic System	<input type="checkbox"/> Cherry Valley Sewer District
	<input type="checkbox"/> Hillcrest Water District	<input type="checkbox"/> Leicester Water Supply District
	<input type="checkbox"/> Oxford Rochdale Sewer District	
Brief Project Description: Please include a brief description on this form (i.e. do not write "see attached"). [Examples: New construction of a 20,000s.f. retail building and associated parking; Use of a 1,000s.f. portion of an existing structure for a proposed pet grooming clinic.]		

Application Checklist

Use this checklist to ensure you have provided all required information. See Planning Board Site Plan Review & Special Permit Regulations for details. 13 copies are required except where noted.

<input type="checkbox"/> Plans (2-full-size & 11-11"x17")	<input type="checkbox"/> Detailed Project Narrative including any waiver requests ¹	<input type="checkbox"/> Drainage Analysis/ Stormwater Report, (3 copies) <input type="checkbox"/> n/a
<input type="checkbox"/> Documentation of Availability of Water & Sewer <input type="checkbox"/> n/a	<input type="checkbox"/> Certified Abutters List (1 copy) ² <input type="checkbox"/> n/a	<input type="checkbox"/> Traffic Study (3 copies) <input type="checkbox"/> n/a
<input type="checkbox"/> Fees ³	<input type="checkbox"/> .pdf copy of all required submittals (CD or USB Drive)	

¹ See Planning Board Site Plan Regulations for details on what should be included in a Project Narrative. For special permits that don't require conformance with Site Plan Review submittal requirements, submit a narrative explaining conformance with special permit approval criteria (see Special Permit Regulations for details).

² certified abutters lists are required for all Special Permits applications and for Major Site Plan Review Applications (new construction over 30,000 s.f. and ground-mounted solar over 250,000 s.f or 2 acres or more of tree clearing)

³ Please refer to the Planning Board's Fee Regulations. Checks must be made out to the Town of Leicester

For Planning Board Use:			
Date of Submittal:			
Public Hearing/Meeting Date(s):			
Date of Planning Board Vote:			
Date Decision Filed with Town Clerk:			



VIA HAND DELIVERY

August 20, 2018

Town of Leicester
Leicester Planning Board
3 Washburn Square
Leicester, MA 01524

RE: CannAssist, LLC
Site: 88 Huntoon Memorial Highway Leicester, MA ("Property")
Project Narrative

Dear Chairman Grimshaw,

CannAssist, LLC (CannAssist) is seeking site plan approval for the operation of a Marijuana Establishment, Non-Retail, in accordance with Article 22 of the Zoning Bylaws of the Town of Leicester, specifically CannAssist will operate as a Massachusetts licensed Marijuana Cultivator and Marijuana Product Manufacturer at the Property.

In April of 2018, Massachusetts Cannabis Control Commission (CCC) approved the final regulations related to adult use marijuana and on April 4, 2018 the voters of Leicester passed Article 22, Marijuana Establishments. CannAssist is applying as a Marijuana Cultivator and Product Manufacturer ("Business") with both the CCC and the Town of Leicester.

CannAssist proposes to operate the Business at the former Millbrook's Distributor facility. CannAssist will occupy approximately 86,176 square feet of which 55,229 s.f. will be located on the first floor of the facility and 30,953 s.f. will be located on the second floor, all located on 25.28 acres of land. The Property is zoned as Highway Business - Industrial 2 (HB2), which allows this use subject only to site plan approval. The operations are divided into two primary operations that align with the state licensing requirements: 1) Cultivation and 2) Production. The existing facility will be used to accommodate the new use of Marijuana Cultivation and Marijuana Product Manufacturing as defined under Article 22. CannAssist will manage the operations and remain in compliance with all state and local regulations.

1. General Description

- a) Proposed Uses: CannAssist proposes to operate as a Marijuana Establishment, Non-Retail as defined in Article 22 of the Town of Leicester Zoning Bylaw. Specifically, CannAssist will operate as a licensed Marijuana Cultivator and Marijuana Product Manufacturer. CannAssist has filed with the Cannabis Control Commission for all applicable licenses. CannAssist is not applying as a Marijuana Social Consumption Facility or Operator, Marijuana Retailer or Marijuana Testing Facility and will not sell directly to consumers.
- b) Hours of Operation: CannAssist will initially plan to operate from 7 AM to 11 PM Monday through Sunday.
- c) Number of Employees: CannAssist plans on employing approximately 50 – 60 full and part-time employees.
- d) Proposed Structure: CannAssist is not proposing any new structures on the Property but will instead re-use the existing building.
- e) Size of Existing Building: The existing structure has an approximate 149,321 s.f. footprint with an additional, 30,953 (+/-) s.f. located on the second floor,. The existing Building's approximate 149,321 gross square feet foot print, as shown on the ALTA survey attached hereto as **Exhibit A** was constructed in 1981 and expanded in 1985, as shown on the photographs attached hereto as **Exhibit B**. The Building is approximately 20 feet high in the front and 36 feet high in the back. The Property is zoned HB-2 which allows the proposed use subject to site plan approval by the Planning Board. CannAssist will occupy approximately 86,176 s.f. of the existing structure for the proposed new use.
- f) Size of Existing Parking: Section III Table of Parking Space Requirements, requires 1 space per 1000 s.f. gross floor area for Manufacturing/Industrial Uses. CannAssist will be utilizing approximately 86,176 s.f.. of gross floor area, requiring 86 spaces. CannAssist has 162 spaces allotted to its operation of the existing 337 spaces.
 - a. Parking Space Requirements
 - i. There will be no on street parking permitted.
 - ii. CannAssist meets all minimums in Section III Table of Parking Space Requirements.
 - 1. Specifically, Section III Table of Parking Space Requirements, requires 1 space per 1,000 s.f. gross floor area. CannAssist will be utilizing approx.. 86,176 s.f. gross floor area, requiring 86 spaces. CannAssist has 162 spaces allotted to its operation.
 - iii. CannAssist has demonstrated that the minimum parking requirements will be met for the proposed use.

b. Parking Facility Design

- i. Parking Space Size. All 337 parking spaces are existing and no new parking spaces will be added. The existing parking spaces are 9 X 18.
- ii. Width of Drive Aisles. All drive aisles are at least 24 feet.
- iii. Driveway Width. CannAssist has one existing driveway, it is at least 25 feet wide where a common access/egress driveway is provided.
- iv. Handicapped Parking Spaces. Adequate/compliant handicapped parking spaces will be provided.
- v. Layout. CannAssist meets all Town's requirements for the parking layout. As this is an existing, approved parking layout. No new parking will be created.
- vi. Pedestrian Access. There is no new parking contemplated at this time. Any future parking plans will ensure safe and convenient pedestrian access is incorporated into new parking plans.
- vii. Lighting. The parking lot will be illuminated by spot lights around the perimeter of the building that provides for the comfort and safety of persons using parking and loading areas. Parking and loading area lighting will not shine beyond the property lines, except for driveway entrances where light may shine onto the immediate area of the street.
- viii. Loading Space. CannAssist loading spaces do not require any trucks to back onto or off a public way or be parked on a public way while loading or unloading.
- ix. Landscaping. CannAssist will professionally maintain the existing landscaping. No new landscaping is being proposed, at this time.
- x. Parking Location/Shared Parking. CannAssist parking is contained completely on the existing lot and there is no shared parking.

- c. Water and Sewer. The facility is currently on Cherry Valley & Rochdale Water District and Oxford Rochdale Sewer District. The project was sized at full capacity and the proposed new use will not have a significant impact on these facilities. CannAssist has received letters from both entities for this application.

2. Site Plan Approval

- a. CannAssist meets the Standards for Site Plan Approval as described in Section 5.2.05, specifically:
1. The use complies with all the provisions of the Leicester Zoning Bylaw.
 2. The use will not materially endanger or constitute a hazard to the public health and safety.
 3. The use will not create undue traffic congestion or unduly impair pedestrian safety.
 4. Sufficient off-street parking exists.

5. The use is served by water, sewer, and all other necessary utilities.
6. The use will not result in a substantial increase of volume or rate of surface water runoff to neighboring properties and streets, nor will result in pollution or degradation to surface water or groundwater.
7. The use will not result in any undue disturbance to adjoining property owners or the Town caused by excessive or unreasonable noise, smoke, vapors, fumes, dust, glare, etc.

3. CannAssist meets all standards as defined in the Zoning Bylaws Section 5.15.02, specifically:

- i. General. All aspects of the Marijuana Establishment will take place at a fixed location within a fully enclosed building and is not visible from the exterior of the business. There is no outside storage of marijuana, related supplies, or educational materials.
- ii. Buffer Requirements. CannAssist meets all buffer requirements. Specifically, CannAssist is greater than 200 feet from the following: residential zoning districts (SA, R1, and R2), and pre-existing public or private schools (pre-school through grade 12) when measured from the Marijuana Establishment building and residential district boundaries, and as a straight line from the nearest point of the property line in question to the nearest point of the property line where the Marijuana Establishment is or will be located for schools.
- iii. Signage. CannAssist will utilize the existing signage and all signage will comply with local and state laws and regulations. No new signage is being proposed at this time.
- iv. Ventilation/Odor. CannAssist will have a very robust and comprehensive ventilation and odor control program that prevents odor and any contaminants from escaping the perimeter.
- v. Security. CannAssist will comply with all local and state security protocols to ensure that there are adequate security measures to ensure that no individual participant will pose a direct threat to the health or safety of other individuals, and that the storage and/or location of cultivation of marijuana is secured in enclosed, locked facilities.
- vi. Permitting. CannAssist will meet all of the permitting requirements of all applicable agencies within the Commonwealth of Massachusetts and will, as proposed, be in compliance with all applicable state laws and regulations.
- vii. Private Clubs. CannAssist will not operate any clubs, lodges, or other private grounds (non-profit and private) allowing on-site consumption of marijuana or marijuana products.
- viii. Conversion. CannAssist is not converting from a Medical Marijuana Treatment Center.

ix. Limitations Marijuana Retailers, Consumer Sales Only. CannAssist is not seeking approval as a Marijuana Retailer.

x. There will be no earth removal or filling of any areas.

4. Permits/Approvals.

- a. CannAssist is seeking licensing with the CCC as a Marijuana Cultivator and Marijuana Product Manufacturer. CannAssist's applications were filed with the Commonwealth on July 30, 2018 for cultivation and August 23, 2018 product manufacturing.

5. Proposed Development Schedule

- a. Construction for the proposed use, consists of interior work only. CannAssist has attached its operational timeline which includes the interior work schedule as **Exhibit C.**

6. Waiver Requests.

- a. Requested waivers under Article 5.2.II F as this is an existing building and will not be expanded.

[illegible]

EXHIBIT B
BUILDING PHOTOGRAPHS








53-179/113 182

CANNASSIST LLC
2131 WASHINGTON ST.
BOSTON, MA 02119

DATE 5/21/18

PAY TO THE ORDER OF Town of Leicester \$ 2,100
Twenty one Hundred DOLLARS

 **Eastern Bank**
Boston, MA 02110
easternbank.com
1-800-EASTERN

MEMO Q 9 Jan


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MP

53-179/113 180

CANNASSIST LLC
2131 WASHINGTON ST.
BOSTON, MA 02119

DATE 5/21/18

PAY TO THE ORDER OF Town of Leicester \$ 525-
Five Hundred and Twenty Five DOLLARS

 **Eastern Bank**
Boston, MA 02110
easternbank.com
1-800-EASTERN

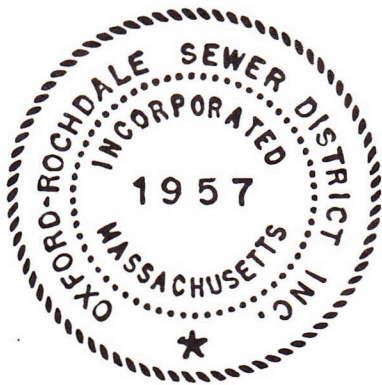
MEMO Q 9 Jan

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PROJECT DEVELOPMENT TIMELINE

	2018							2019						
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Submit Application to CCC				■										
CCC Application Acceptance					■									
CCC Application Review						■								
Permitting process/siting review					■	■	■							
Facility due diligence/site work				■	■	■								
Facility Development						■	■	■	■	■	■	■		
Final Approvals from CCC												■	■	
Final Approvals from Leicester												■	■	

KEY DATES / MILESTONES	
May 15, 2018	Approved / executed host agreement with Town of Leicester
July 30, 2018	Submit cultivation application to CCC
August 23, 2018	Submit product manufacturing application to CCC
October 2018	Receive provisional approval from CCC, complete siting review with Town of Leicester
April, 2019	Complete facility development
April 30, 2019	Receive final approval from CCC and Town of Leicester
May 1, 2019	Begin production



OXFORD-ROCHDALE SEWER DISTRICT

P.O. BOX 246

ROCHDALE, MASS. 01542

May 18, 2018

Jonathan Napoli, Manager
CannAssist, LLC
2131 Washington Street
Boston, MA 02119

Re: Sewer availability 88 Huntoon Highway

Dear Mr. Napoli,

The current building on the property located at 88 Huntoon Memorial Highway is connected to the Sanitary Sewer System of the Oxford-Rochdale Sewer District.

There is available capacity in the system for this property as per the proposed use change.

If you require any further information please feel free to contact me anytime at 508-892-9549 Ext 101 or via E-mail at ORSD@AOL.COM.

Sincerely,

A handwritten signature in blue ink that reads "Robert F. Wilson".

Robert F. Wilson
District Superintendent
Oxford-Rochdale Sewer District

CC: Leicester Planning Board

Cherry Valley and Rochdale Water District

Established 1910

P.O. BOX 138

ROCHDALE, MASSACHUSETTS 01542

OFFICE (508) 892-9616 • FAX: (508) 892-4371

COMMISSIONERS

Michael L. DellaCava, Cherry Valley
Arthur E.J. Levesque, Greenville
Kevin M. Bergin, Rochdale

JENNIFER M. WOOD
Treasurer

BENJAMIN J. MORRIS
Superintendent

May 21, 2018

Jonathan Napoli, Manager
CannAssist, LLC
2131 Washington St.
Boston, MA 02119

RE: Availability of Public Water
Map 44 / Lot A4 0
88 Huntoon Memorial Highway

Dear Mr. Napoli:

The intent of this letter is to verify that the above listed property is located in and serviced by the Cherry Valley and Rochdale Water District and is available for hook-up to the public water system.

Should you have any further questions, please feel free to contact me at (508) 892-9616.

Respectfully,

Cherry Valley and Rochdale Water District
Board of Water Commissioners



Benjamin J. Morris
Superintendent

Cc: Building Inspector
Town of Leicester
3 Washburn Square
Leicester, MA 01524

Board of Health
Town of Leicester
3 Washburn Square
Leicester, MA 01524

Planning Board
Town of Leicester
3 Washburn Square
Leicester, MA 01524