

603 Salem Street  
Wakefield, MA 01880  
Tel: (781) 246-2800  
Fax: (781) 246-7596

Nantucket, MA 02554  
Tel: (508) 228-7909

Refer to File No. ARL-0017

## **Application for Special Permit In Accordance with Environmental Design Review Procedures**



# **APOTHCA**

1386 Massachusetts Avenue  
Arlington, MA

*Prepared for:*  
Apothca, Inc.  
99 Development Road  
Fitchburg, MA 01420

**October 7, 2019**



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Refer to File No. ARL-0017

October 7, 2019

Town of Arlington  
Redevelopment Board  
730 Massachusetts Avenue Annex  
Arlington, MA 02476

**RE: 1386 Massachusetts Avenue  
Map 107 Block 1 Lot 1**

Dear Chairman Bunnell and Board Members:

On behalf of Apothca, Inc., the Applicant, Hayes Engineering, Inc. (HEI) is pleased to submit to the Board the accompanying supporting documentation for Special Permit in accordance with the environmental design review procedures of the Town of Arlington Zoning By-Law.

The Applicant seeks use the existing facilities at the above referenced property with the following improvements:

- Interior upgrades to convert the current facility into a retail marijuana establishment; and
- Minor reconfiguration of parking areas as depicted on the accompanying site plan to increase on-site parking from 6 to 12 spaces.

Existing and proposed site features and their compliance with the requirements for Special Permit approval are identified in the accompanying Application. Thank you for your time and attention to this filing.

Regards,

A blue ink signature of Anthony M. Capachietti, written in a cursive style.

Anthony M. Capachietti,  
Project Manager

Enclosures

Cc: Joseph Lekach, Apothca, Inc.



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TOWN OF ARLINGTON  
REDEVELOPMENT BOARD

Application for Special Permit In Accordance with Environmental Design  
Review Procedures (Section 3.4 of the Zoning Bylaw)

1. Property Address 1386 Massachusetts Avenue Docket No. \_\_\_\_\_  
Name of Record Owner(s) B&G Corset Company, LLC Phone \_\_\_\_\_  
Address of Owner 1386 Massachusetts Ave, Arlington, MA 02476  
Street City, State, Zip
2. Name of Applicant(s) (if different than above) Apothca, Inc.  
Address 99 Development Road, Fitchburg, MA 01420 Phone 305.741.6540  
Status Relative to Property (occupant, purchaser, etc.) Lessee
3. Location of Property Map 170.0 Block 0001 Lot 0001.0  
Assessor's Block Plan, Block, Lot No.
4. Deed recorded in the Registry of deeds, Book 70009, Page 400;  
-or- registered in Land Registration Office, Cert. No. \_\_\_\_\_, in Book \_\_\_\_\_, Page \_\_\_\_\_.
5. Present Use of Property (include # of dwelling units, if any) Arlington Swifty Printing, Bank of America  
ATM - 0 Dwelling Units
6. Proposed Use of Property (include # of dwelling units, if any) Marijuana Establishment
7. Permit applied for in accordance with 8.3.A(1) EDR for Marijuana Uses  
the following Zoning Bylaw section(s) 3.4.2(4) EDR  
section(s) title(s)
8. Please attach a statement that describes your project and provide any additional information that may aid the ARB in understanding the permits you request. Include any reasons that you feel you should be granted the requested permission.  
Please see attached "Environmental Design Review Application" prepared by Hayes Engineering, Inc.

(In the statement below, strike out the words that do not apply)

The applicant states that Apothca is the ~~owner~~ ~~occupant~~ ~~or purchaser under agreement~~ of the property in Arlington located at 1386 Massachusetts Avenue which is the subject of this application; and that unfavorable action -or- no unfavorable action has been taken by the Zoning Board of Appeals on a similar application regarding this property within the last two years. The applicant expressly agrees to comply with any and all conditions and qualifications imposed upon this permission, either by the Zoning Bylaw or by the Redevelopment Board, should the permit be granted.

Signature of Applicant(s)

99 Development Rd, Fitchburg, MA 01420

Address

305.741.6540

Phone



Town of Arlington Redevelopment Board  
Application for Special Permit in accordance with  
Environmental Design Review (Section 3.4)

Required Submittals Checklist

Two full sets of materials and one electronic copy are required. A model may be requested. Review the ARB's Rules and Regulations, which can be found at [arlingtonma.gov/arb](http://arlingtonma.gov/arb), for the full list of required submittals.

- ☒ Dimensional and Parking Information Form (see attached)
- ☒ Site plan of proposal
- ☐ Model, if required
- ☒ Drawing of existing conditions
- ☒ Drawing of proposed structure
- ☒ Proposed landscaping. May be incorporated into site plan
- ☐ Photographs
- ☒ Impact statement
- ☒ Application and plans for sign permits
- ☐ Stormwater management plan (for stormwater management during construction for projects with new construction)

FOR OFFICE USE ONLY

- |                                                                               |                            |
|-------------------------------------------------------------------------------|----------------------------|
| <input type="checkbox"/> Special Permit Granted                               | Date: <input type="text"/> |
| <input type="checkbox"/> Received evidence of filing with Registry of Deeds   | Date: <input type="text"/> |
| <input type="checkbox"/> Notified Building Inspector of Special Permit filing | Date: <input type="text"/> |



## TOWN OF ARLINGTON REDEVELOPMENT BOARD

### Petition for Special Permit under Environmental Design Review (see Section 3.4 of the Arlington Zoning Bylaw for Applicability)

For projects subject to Environmental Design Review, (see Section 3.4), please submit a statement that completely describes your proposal, and addresses each of the following standards.

1. **Preservation of Landscape.** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.
2. **Relation of Buildings to Environment.** Proposed development shall be related harmoniously to the terrain and to the use, scale, and architecture of existing buildings in the vicinity that have functional or visual relationship to the proposed buildings. The Arlington Redevelopment Board may require a modification in massing to reduce the effect of shadows on abutting property in an R0, R1 or R2 district or on public open space.
3. **Open Space.** All open space (landscaped and usable) shall be so designed as to add to the visual amenities of the vicinity by maximizing its visibility for persons passing the site or overlooking it from nearby properties. The location and configuration of usable open space shall be so designed as to encourage social interaction, maximize its utility, and facilitate maintenance.
4. **Circulation.** With respect to vehicular, pedestrian and bicycle circulation, including entrances, ramps, walkways, drives, and parking, special attention shall be given to location and number of access points to the public streets (especially in relation to existing traffic controls and mass transit facilities), width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, access to community facilities, and arrangement of vehicle parking and bicycle parking areas, including bicycle parking spaces required by Section 8.13 that are safe and convenient and, insofar as practicable, do not detract from the use and enjoyment of proposed buildings and structures and the neighboring properties.
5. **Surface Water Drainage.** Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Available Best Management Practices for the site should be employed, and include site planning to minimize impervious surface and reduce clearing and re-grading. Best Management Practices may include erosion control and storm water treatment by means of swales, filters, plantings, roof gardens, native vegetation, and leaching catch basins. Storm water should be treated at least minimally on the development site; that which cannot be handled on site shall be removed from all roofs, canopies, paved and pooling areas and carried away in an underground drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, and will not create puddles in the paved areas.

In accordance with Section 3.3.4, the Board may require from any applicant, after consultation with the Director of Public Works, security satisfactory to the Board to insure the maintenance of all storm water facilities such as catch basins, leaching catch basins, detention basins, swales, etc. within the site. The Board may use funds provided by such security to conduct maintenance that the applicant fails to do. The Board may adjust in its sole discretion the amount and type of financial security such that it is satisfied that the amount is sufficient to provide for the future maintenance needs.

6. **Utility Service.** Electric, telephone, cable TV and other such lines and equipment shall be underground. The proposed method of sanitary sewage disposal and solid waste disposal from all buildings shall be indicated.
7. **Advertising Features.** The size, location, design, color, texture, lighting and materials of all permanent signs and outdoor advertising structures or features shall not detract from the use and enjoyment of proposed buildings and structures and the surrounding properties. Advertising features are subject to the provisions of Section 6.2 of the Zoning Bylaw.



8. **Special Features.** Exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding properties.
9. **Safety.** With respect to personal safety, all open and enclosed spaces shall be designed to facilitate building evacuation and maximize accessibility by fire, police, and other emergency personnel and equipment. Insofar as practicable, all exterior spaces and interior public and semi-public spaces shall be so designed as to minimize the fear and probability of personal harm or injury by increasing the potential surveillance by neighboring residents and passersby of any accident or attempted criminal act.
10. **Heritage.** With respect to Arlington's heritage, removal or disruption of historic, traditional or significant uses, structures, or architectural elements shall be minimized insofar as practicable, whether these exist on the site or on adjacent properties.
11. **Microclimate.** With respect to the localized climatic characteristics of a given area, any development which proposes new structures, new hard-surface ground coverage, or the installation of machinery which emits heat, vapor, or fumes, shall endeavor to minimize, insofar as practicable, any adverse impact on light, air, and water resources, or on noise and temperature levels of the immediate environment.
12. **Sustainable Building and Site Design.** Projects are encouraged to incorporate best practices related to sustainable sites, water efficiency, energy and atmosphere, materials and resources, and indoor environmental quality. Applicants must submit a current Green Building Council Leadership in Energy and Environmental Design (LEED) checklist, appropriate to the type of development, annotated with narrative description that indicates how the LEED performance objectives will be incorporated into the project. [LEED checklists can be found at <http://www.usgbc.org/DisplayPage.aspx?CMSPageID=220b> ]

In addition, projects subject to Environmental Design Review must address and meet the following Special Permit Criteria (see Section 3.3.3 of the Zoning Bylaw):

1. The use requested is listed as a special permit in the use regulations for the applicable district or is so designated elsewhere in this Bylaw.
2. The requested use is essential or desirable to the public convenience or welfare.
3. The requested use will not create undue traffic congestion or unduly impair pedestrian safety.
4. The requested use will not overload any public water, drainage or sewer system or any other municipal system to such an extent that the requested use or any developed use in the immediate area or in any other area of the Town will be unduly subjected to hazards affecting health, safety or the general welfare.
5. Any special regulations for the use as may be provided in this Bylaw are fulfilled.
6. The requested use will not impair the integrity or character of the district or adjoining districts, nor be detrimental to the health, morals, or welfare.
7. The requested use will not, by its addition to a neighborhood, cause an excess of the particular use that could be detrimental to the character of said neighborhood.



# TOWN OF ARLINGTON

Dimensional and Parking Information  
for Application to

The Arlington Redevelopment Board

1386 Massachusetts Avenue

Property Location Map 107.0 Block 0001 Lot 0001.0

Docket No. \_\_\_\_\_

Zoning District B3

Owner: B&F Corset Company, LLC

Address: 1386 Mass Ave, Arlington, MA

Present Use/Occupancy: No. of Dwelling Units:

5.5.3 Retail (Print Shop) / 0 Dwelling Units

Proposed Use/Occupancy: No. of Dwelling Units:

5.5.3 Retail (Marijuana Retailer) / 0 Dwelling Units

Uses and their gross square feet:

2,184 sf.

Uses and their gross square feet:

2,184 sf.

	Present Conditions	Proposed Conditions	Min. or Max. Required by Zoning for Proposed Use
Lot Size	10,402 sf.	10,402 sf.	min. 20,000 sf
Frontage	117.82 ft.	117.82 ft.	min. 100 ft.
Floor Area Ratio	0.21	0.21	max. 1.0
Lot Coverage (%), where applicable			max. N/A
Lot Area per Dwelling Unit (square feet)			min. 600 sf.
Front Yard Depth (feet)	0 ft.	0 ft.	min. N/A
Side Yard Width (feet) right side	23± ft.	23± ft.	min. N/A
left side	20± ft.	20± ft.	min. N/A
Rear Yard Depth (feet)	48± ft.	48± ft.	min. (H+L)/6 = 17.2 ft
Height			min.
Stories	1.5	1.5	stories 3
Feet	26.3± ft.	26.3± ft.	feet 40
Open Space (% of G.F.A.)	14.4%	14.6%	min. 20%
Landscaped (square feet)	1,496 sf	1,520 sf	(s.f.)
Usable (square feet)			(s.f.)
Parking Spaces (No.)	6	12	1/300sf = 7 spaces min.
Parking Area Setbacks (feet), where applicable	4± ft.	8± ft.	10 ft (5ft w/ fence) min.
Loading Spaces (No.)	0	0	min. 0 spaces
Type of Construction	Concrete		
Distance to Nearest Building	23± ft.	23± ft.	min. N/A

Note: No modification to existing structure is proposed. The permanent structure at 1386 Massachusetts Ave either conformed to the setback requirements at the time of construction, or is exempt from violation enforcement action under MGL, Title VII, Chapter 40A, Section 7.





### Property Information

Address:	1386 Massachusetts Avenue
Owner:	B&G Corset Company, LLC 1386 Massachusetts Avenue Arlington, MA 02476
Assessor's Parcel:	Map 170, Block 1, Lot 1
Deed Reference:	Middlesex South Registry of Deeds Book 70009, Page 400
Applicant:	Apothca, Inc. Joseph Lekach 99 Development Road Fitchburg, MA (854) 347-5611
Present Use:	Arlington Swifty Printing and Bank of America ATM
Proposed Use:	Marijuana Establishment
Zoning Sections:	8.3.A(1) and 3.4.2(4) requiring a special permit in accordance with Environmental Design Review Procedures

### Project Description

The Applicant, Apothca, Inc., seeks to convert the existing uses at 1386 Massachusetts Avenue (the Property) to a proposed marijuana establishment (ME). The proposed ME would dispense marijuana for off-site adult and medical use to customers over the age of twenty-one (21) and patients over the age of eighteen (18) possessing a valid medical registration card.

The Applicant proposed to re-use the existing building with no modification to the existing footprint. The Applicant is proposing to reconfigure the parking at the rear of the building to comply with current parking and setback requirements and to increase the number of on-site parking spaces from six (6) existing spaces to twelve (12) proposed spaces.

## 2.0 Environmental Design Review Statement

In accordance with the requirements of Section 3.4.4 (A) through (L) of the Town of Arlington Zoning Bylaws, the Applicant submits the following information as it relates to their proposal and the compliance of the proposal with the following:





#### *3.4.4(A) Preservation of Landscape*

The Applicant seeks to occupy an existing commercial building along Massachusetts Avenue. The minimal disturbance to the site will increase parking on the property within the limits of the current site disturbance. A landscaping plan accompanies this application.

#### *3.4.4(B) Relation of Buildings to Environment*

The Applicant seeks to occupy existing commercial space within the B3 (Business 3) zoning district. The existing building was constructed in the mid-1970s and has existed in the neighborhood over forty-years. As such, the existing building scale and finish is in harmony with the surrounding neighborhood.

#### *3.4.4(C) Open Space*

The Applicant seeks to occupy existing commercial space within the B3 zoning district. The use of existing space eliminates the need for new construction that would otherwise reduce the available open space in the City.

#### *3.4.4(D) Circulation*

There are no anticipated changes to vehicular or pedestrian circulation at the facility. The facility currently has on-site parking for seven (7) vehicles. The Applicant proposes to reconfigure these spaces to provide parking for twelve (12) vehicles as follows:

- (8) 8.5' x 18' Parking Spaces
- (2) 8.5' x 16' Compact Parking Spaces
- (1) ADA/AAB Compliant Accessible Space

There are no proposed modifications to the curb cut locations proposed and the existing one-way traffic patterns will be maintained. Impacts to traffic patterns in the vicinity are anticipated to be minimal as the projected increase in daily traffic represents less than 1% of the average annual daily traffic along Massachusetts Avenue in the Project vicinity. The Traffic Impact Statement prepared in support of this project accompanies the report as Appendix A.

The difference of bicycle parking required for the proposed use and existing use is less than two (2) spaces. As such the Applicant is not seeking to construct additional bicycling parking currently.

#### *3.4.4(E) Surface Water Drainage*

The Applicant seeks to occupy existing commercial space within the B3 (Central Business) zoning district. The use of an existing building eliminates the need for new construction that may increase the quantity and quality of surface water runoff. Minor changes to parking configuration are proposed. The Applicant will





clean existing on-site catch basins and install gas-traps/hoods to outlet pipes if not currently installed.

#### *3.4.4(F) Utility Service*

There is no change expected to the demand on utility services by the project as proposed. The existing retail space would be converted to a retail marijuana establishment.

Water and Wastewater demands can be estimated using the flows provided in 310 CMR 15.00, The State Environmental Code, Title V. The design flow listed for Retail uses is 50 gpd per 1,000sf. of floor area. The proposed use and existing use are both considered retail uses and no change in building footprint is proposed, as such there is no increase in demand.

Solid waste disposal of non-marijuana containing materials shall be disposed of with a private toter, similar to the existing facility. Marijuana waste shall be disposed of at the off-site cultivation facility in accordance with Cannabis Control Commission (CCC) guidelines.

#### *3.4.4(G) Advertising Features*

There shall be no additional advertising features on the structure beyond the facility name and logo which shall be in accordance with CCC regulations. The Apothca logo is provided on the cover of this report.

#### *3.4.4(H) Special Features*

There are no proposed special features requiring additional screening associated with this project.

#### *3.4.4(I) Safety*

The accompanying floor plan (Appendix C) demonstrates accessibility for public safety and will be designed to incorporate surveillance cameras covering the dispensary property and points of access. Recorded footage from surveillance cameras will be available for Arlington Police Department.

#### *3.4.4(J) Heritage*

The Applicant seeks to occupy existing commercial space within the B3 zoning district. The use of an existing structure will not cause removal or disruption of historic, traditional or significant uses, structures or architectural elements on-site or at adjacent properties.

#### *3.4.4(K) Microclimate*

The project as proposed seeks to use existing infrastructure and facilities and will not have adverse impact on light, air and water resources, or on noise and temperature levels of the immediate environment.

Special Permit  
1386 Massachusetts Avenue  
Arlington, MA



*3.4.4(L) Sustainable Building and Site Design*

The Applicant seeks to occupy existing commercial space within the B3 zoning district. The use of existing structures is considered "sustainable." The Applicant is not contemplating the replacement of core building infrastructure at this time.



# **APPENDIX A:**

## **Traffic Impact Statement**



603 Salem Street  
Wakefield, MA 01880  
Tel: (781) 246-2800  
Fax: (781) 246-7596

## Traffic Impact Statement

Nantucket, MA 02554  
Tel: (508) 228-7909

Refer to File No. ARL-0017

**TO:** Town of Arlington  
Board of Selectmen and Redevelopment Board

**FROM:** Tony Capachietti, *Project Manager*

**DATE:** October 7, 2019

**SUBJECT:** Apothca, Inc.  
Proposed Marijuana Dispensary  
1386 Massachusetts Avenue, Arlington, MA

Hayes Engineering, Inc. (HEI) has prepared this Traffic Impact Statement pursuant to the request of the project proponent, Apothca, Inc. (Apothca), in support of the proposed co-located adult-use and medical marijuana dispensary at 1386 Massachusetts Avenue in Arlington, Massachusetts. The purpose of this Impact Statement is to evaluate the anticipated Average Daily and Peak Hour trip generation for the facility.

The existing 2,184<sup>±</sup> square foot (sf.) building at 1386 Massachusetts Avenue is occupied by *Arlington Swift Printing*, a copy, printing and shipping store. The Applicant proposes to convert the facility into a medical and adult-use marijuana dispensary within the existing footprint.



Figure 1 – 1386 Massachusetts Avenue, Arlington, MA © Google Image Capture





### **Trip Generation**

Average Daily Vehicle Trips and Peak Hour Trips for the project are calculated using data published by the Institute of Transportation Engineers (ITE) Trip Generation Manual, 10<sup>th</sup> Edition.

The prior use at the facility is best classified as Institute of Transportation Engineers (ITE) Land Use Code (LUC) 920 – Copy, Print and Express Ship Store, defined in the ITE Trip Generation Manual, 10<sup>th</sup> Edition as being:

*... a facility that offers a variety of copying, printing, binding, and shipping services. Retail sales of a limited range of office-related items including packing and shipping supplies are also commonly available. Technology services, such as computer rental and wireless Internet may also be provided.*

Estimated Trip Generation rates for the 2,184<sup>±</sup> -sf. facility under its prior use are summarized in Table 1, below. ITE Trip Generation Graphs for the above Land Use Code accompany this report as Appendix A.

**TABLE 1**  
Trip Generation, *Prior Use*  
**LUC 920 – Copy, Print**  
**and Express Ship**  
**Store**

<b><u>Time Period</u></b>	<b><u>Vehicle Trip Ends<sup>(1,2)</sup></u></b>
<b>Weekday Daily</b>	270 <sup>(3)</sup>
<b>Weekday AM Peak Hour</b>	18
<b>Weekday PM Peak Hour</b>	27
<b>Saturday Daily</b>	Not Published

<sup>(1)</sup> Based on 2,184<sup>±</sup> -sf. of floor area

<sup>(2)</sup> ITE cautions use due to small sample size

<sup>(3)</sup> Estimated as 10 times peak hour

The proposed RMD use is best classified as Institute of Transportation Engineers (ITE) Land Use Code (LUC) 882, Marijuana Dispensary, defined in the ITE Trip Generation Manual, 10<sup>th</sup> Edition as being:

*... a standalone facility where cannabis is sold to patients or consumers in a legal manner.*

Trip Generation rates for the proposed 2,184<sup>±</sup> -sf. dispensary use are summarized in Table 2, below. ITE Trip Generation Graphs for this Land Use Code accompany this report as Appendix B. It should be noted that the ITE cautions the use of its Marijuana Dispensary data as it was derived from a small sample set.



## Traffic Impact Statement

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**TABLE 2**

Trip Generation, *Proposed Marijuana Establishment*

<u>Time Period/Direction</u>	<u>LUC 882 –</u>
	<u>Marijuana Dispensary</u>
	<u>Vehicle Trip Ends<sup>(1,2)</sup></u>
Weekday Daily	556
Weekday AM Peak Hour	46
Weekday PM Peak Hour	66
Saturday Daily	570

<sup>(1)</sup> Based on 2,184<sup>±</sup> -sf. of floor area

<sup>(2)</sup> ITE cautions use due to small sample size

Table 3, below, compares estimated vehicle trip ends for the previous copy facility use and proposed marijuana business use:

**TABLE 3**

Trip Generation, *Summary – Prior Use vs. Proposed RME*

<u>Time Period/Direction</u>	<u>Prior Use</u>	<u>Proposed RME</u>	<u>Change in Trip</u>
	<u>Vehicle Trip Ends</u>	<u>Vehicle Trip Ends</u>	<u>Ends</u>
Weekday Daily	270 <sup>(2)</sup>	556	+286
Weekday AM Peak Hour	18	46	+28
Weekday PM Peak Hour	27	66	+39
Saturday Daily	Not Published	570	+300 <sup>(1)</sup>

<sup>(1)</sup> As compared to weekday daily traffic for the prior use

<sup>(2)</sup> Estimated as 10 times peak hour

The proposed dispensary results in an increase to projected trip ends to the facility when compared to the previous use for all scenarios. Each vehicle represents two trip ends, one arriving and one departing from the facility. The anticipated increase in weekday daily vehicle trips to the facility is 109 vehicles. It should be noted that not all trips represent “new” or “destination” vehicles on the route; destination trips have the greatest effect on traffic conditions. Pass-by trips have minimal impacts to traffic conditions. A pass-by trip is one where a vehicle is already on the route or very close to the route and stops on the way to their ultimate destination. Studies have shown that for retail uses similar to the proposed dispensary, a substantial portion of vehicle trips are from existing traffic passing by the site or diverted from another route in the vicinity of site. Data presented in the ITE Trip Generation Handbook indicates that for the average percentage of pass-by trips for Pharmacy/Drugstores without Drive-Through Windows





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is 49-percent during the weekday PM peak hour. HEI conducted a transportation survey of 257 patrons exiting an existing dispensary operating in Brookline, MA on June 13, 2019 identified 53.7% of patrons considered their stop to be a pass-by or diversion trip on their way to their ultimate destination. This would further reduce the number of anticipated new vehicle trips to approximately 55 vehicles on an average weekday.

HEI also evaluated customer data from three (3) dispensaries currently operating in Massachusetts in Brookline, Salem and Gardner to determine the AM peak hour occurs at 11a-noon and does not typically coincide with the AM rush hour for traffic on the adjacent roadways. Peak PM hours for these dispensaries typically occur between the hours of 6p-7p.

The Massachusetts Department of Transportation Highway Division maintains vehicle counts on Massachusetts Avenue on either side of the site (see Figure 2) at the following locations:

- Location ID: 4871 - Massachusetts Avenue North of Pleasant Street
- Location ID: 4930 - Massachusetts Avenue North of Appleton Street

Average Annual Daily Traffic (AADT), as reported by MassDOT, for these count locations indicate that approximately 20,000 vehicles per day pass the project site. The projected daily increase in vehicle trips of 143 on an average day represents less than 1% of the 17,613 vehicles reported at Location ID 4930. As such no significant changes to the prevailing traffic conditions are anticipated as a result of this project. MassDOT AADT information is included as Appendix C to this report.

The site is also located in proximity to a robust public transportation network. The project site is located within one-quarter mile of stops along the Massachusetts Bay Transit Authority (MBTA) 1, 62, 62/76, 77, 78 and 79 bus routes.

### **Parking Analysis**

The site in its existing condition provides off-site parking for 6 vehicles. The parking lot can be reconfigured to provide parking for up to 13 vehicles. The Town of Arlington Zoning By-Law section 6.1.4 requires 1 space per 300 sf. of floor area for retail uses. The parking requirement for the 2,184-sf. dispensary would be 7-spaces. Employees will be encouraged to use public transportation to avail as many spaces as possible for customers. The average transaction time for customers is between 15 and 20 minutes. This allows for the 13 parking spaces to turn over between 3 and 4 times per hour (39-52 vehicles per hour); the parking levels are adequate to handle the project PM peak hour of 33 vehicles (66 trip ends).



## Traffic Impact Statement

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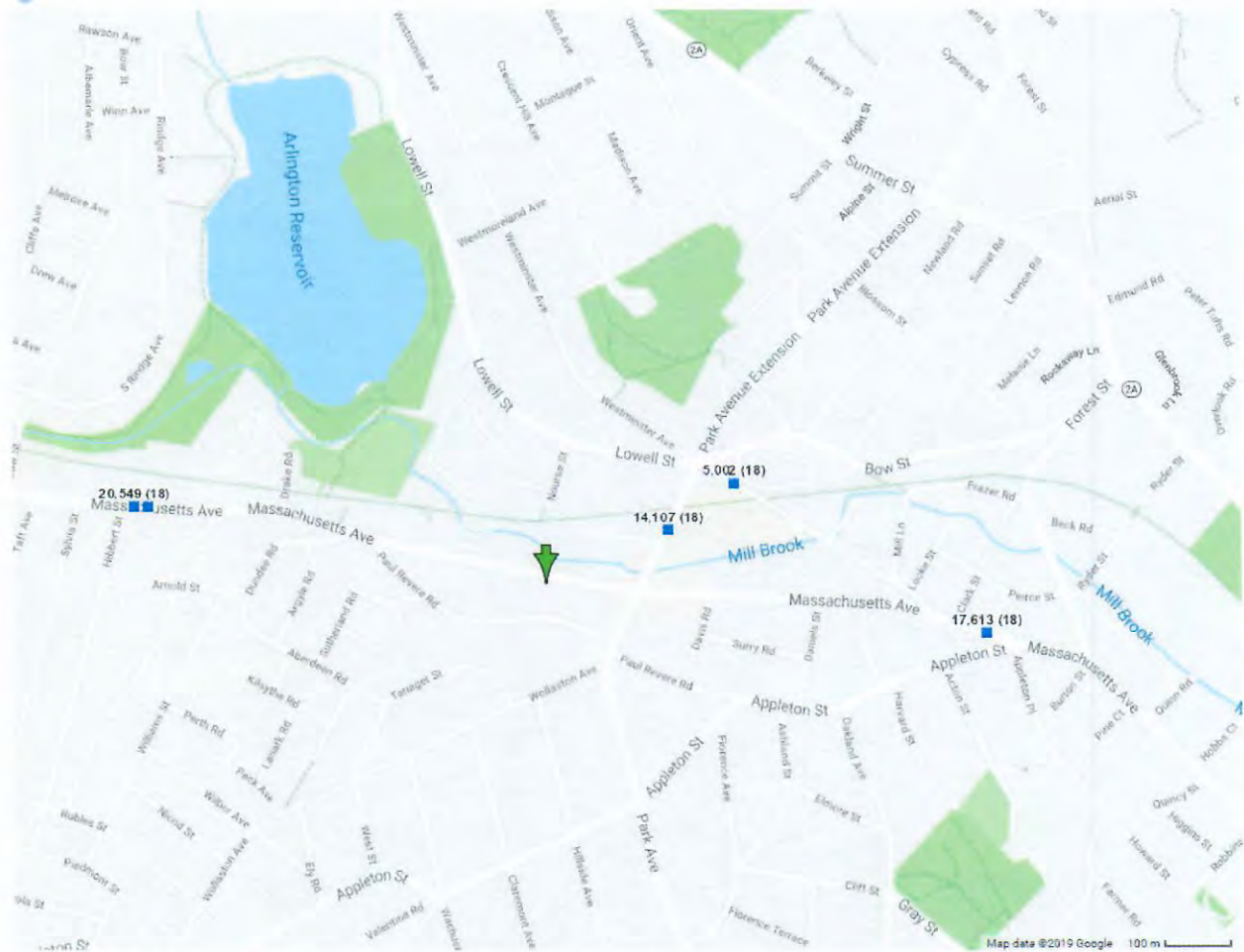


Figure 2 – 1386 Massachusetts Avenue, Alington, MA MASSDOT Traffic Count Data

### Queue Management

Customers will queue in the interior vestibule providing space for 15 people prior to entering the dispensary floor which will provide ample space for an additional 20-25 customers. The floorplate capacity of 35-40 customers, at an average transaction time of 15 minutes, will allow for approximately 105-160 customers per hour to be processed using only the interior queue.

During the initial opening period, customer levels may increase from those projected in this report as it may be the first recreational facility in the Arlington area. Apothca will incentivize the use of public transportation by its employees. Many of the current Apothca employees at its medical facility in Arlington use public transit to commute to work; this staff will transition to the new facility which is also proximate an MBTA bus route. Apothca will also allow those employees using bicycles to commute the ability to store their bicycles inside the building.

Apothca will also have temporary parking lot attendants during the initial opening phase to direct traffic into and out of the lot and manage any exterior queues that may form. The exterior



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queue will be maintained along the sidewalk that extends to the rear of the facility. At no time will customers be allowed to queue in the traveled way.

It is recommended that the Proponent work with the Arlington public safety offices to develop an opening day strategy that provides for police details, parking attendants and way-finding assistance to minimize disruptions during the initial opening period. This strategy should be reviewed on a daily, or weekly, basis to evaluate its continuing need and implemented until customer levels normalize.



**Traffic Impact Statement**

1386 Massachusetts Ave – Arlington, MA

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May 2, 2019

Appendix A – Prior Land Uses



## **Land Use: 920**

### **Copy, Print, and Express Ship Store**

#### **Description**

A copy, print, and express ship store is a facility that offers a variety of copying, printing, binding, and shipping services. Retail sales of a limited range of office-related items including packing and shipping supplies are also commonly available. Technology services, such as computer rental and wireless Internet may also be provided. Copy, print, and express ship stores typically maintain long store hours 7 days a week. Some stores may be open 24 hours a day.

#### **Additional Data**

The weekday AM peak hour occurred between 10:30 and 11:30 a.m. The weekday PM peak hour occurred between 3:30 and 4:30 p.m.

The site was surveyed in the 2000s in Texas.

#### **Source Number**

608

## Copy, Print, and Express Ship Store (920)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA  
On a: Weekday,  
AM Peak Hour of Generator

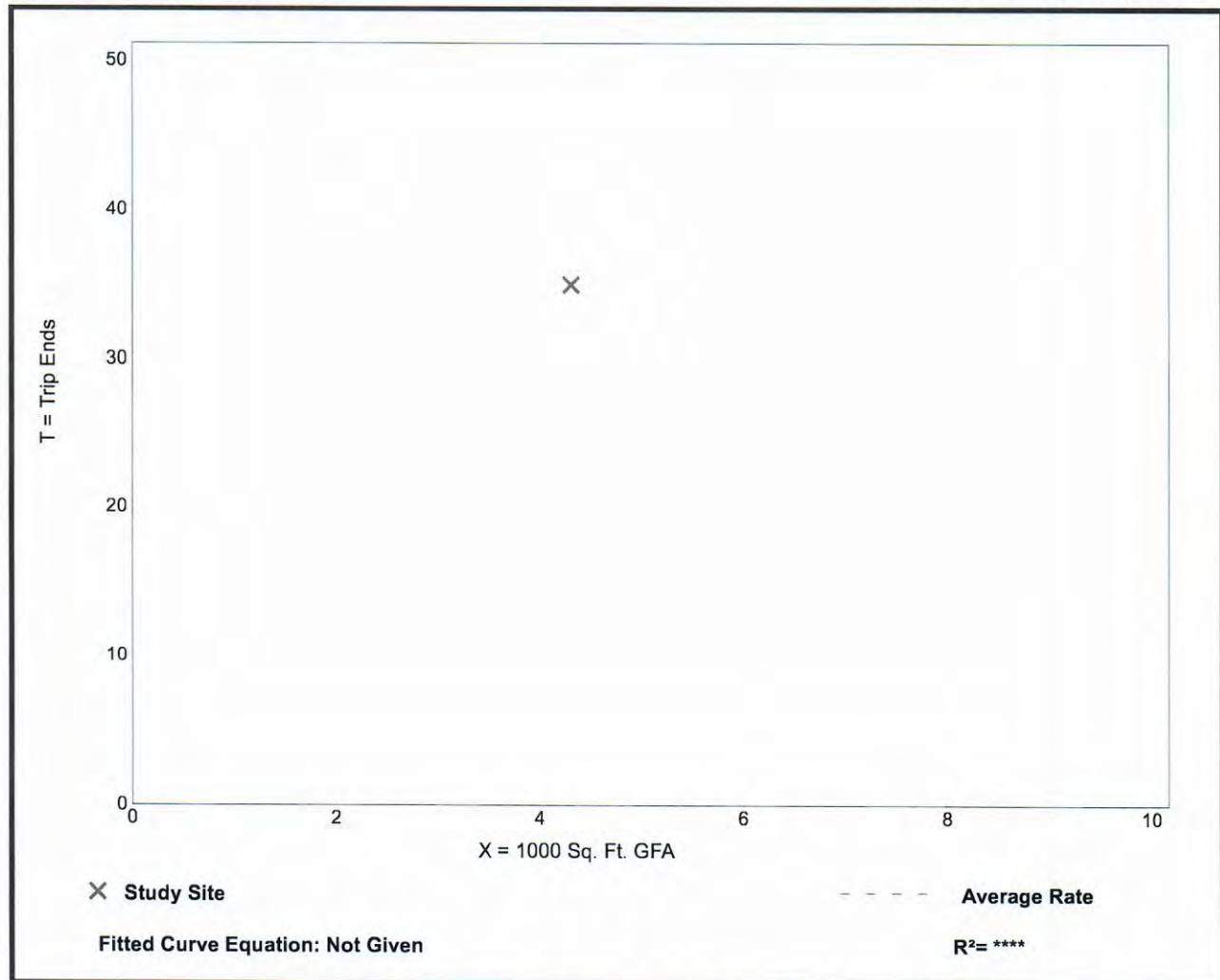
Setting/Location: General Urban/Suburban  
Number of Studies: 1  
Avg. 1000 Sq. Ft. GFA: 4  
Directional Distribution: 51% entering, 49% exiting

### Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
8.12	8.12 - 8.12	*

### Data Plot and Equation

*Caution – Small Sample Size*



*Trip Generation Manual, 10th Edition • Institute of Transportation Engineers*



## Copy, Print, and Express Ship Store (920)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA  
On a: Weekday,  
PM Peak Hour of Generator

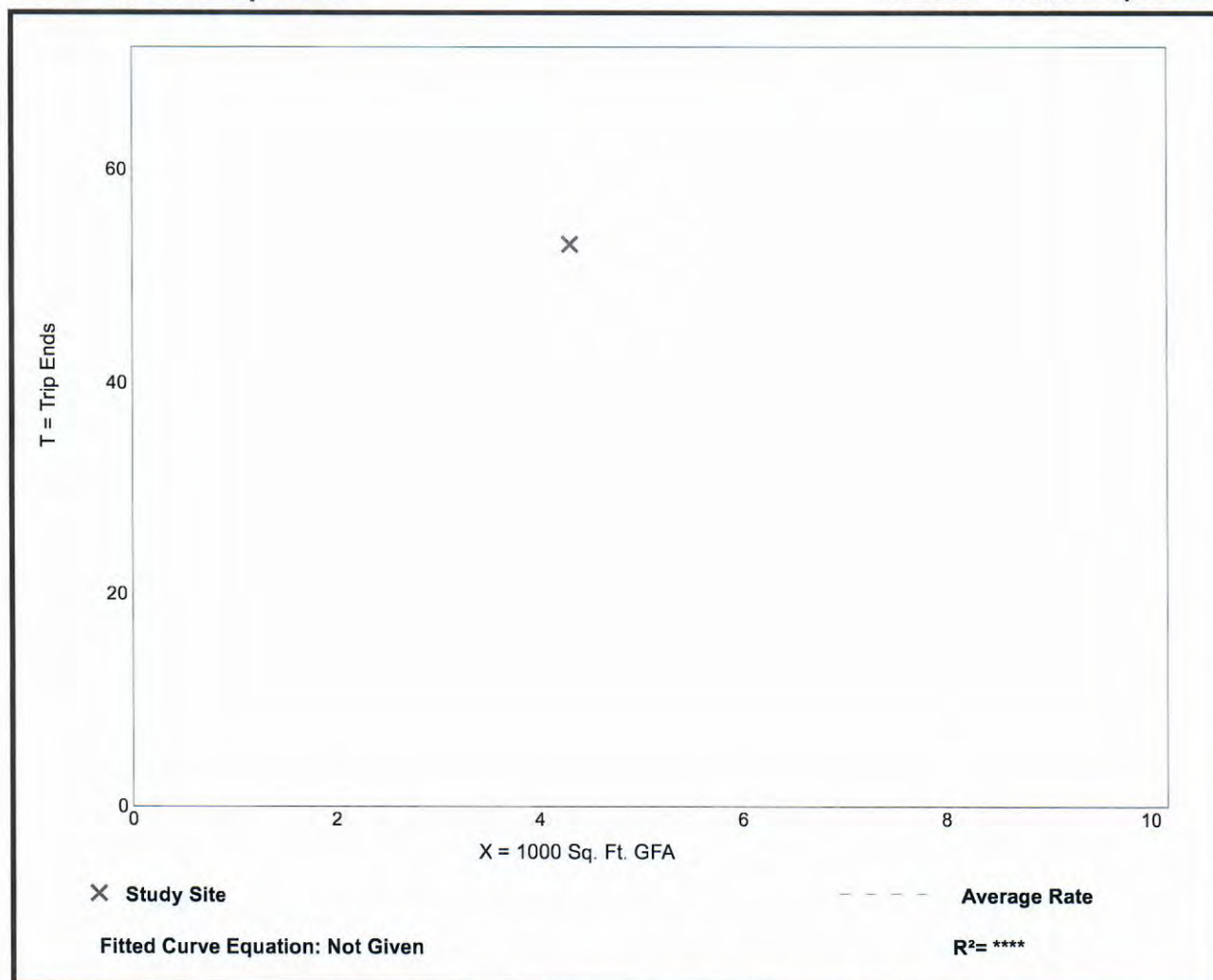
Setting/Location: General Urban/Suburban  
Number of Studies: 1  
Avg. 1000 Sq. Ft. GFA: 4  
Directional Distribution: 43% entering, 57% exiting

### Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
12.30	12.30 - 12.30	*

### Data Plot and Equation

Caution – Small Sample Size



Trip Generation Manual, 10th Edition • Institute of Transportation Engineers



**Traffic Impact Statement**

1386 Massachusetts Ave – Arlington, MA

ARL-0017

May 2, 2019

Appendix B – Proposed Land Uses



## **Land Use: 882**

### **Marijuana Dispensary**

#### **Description**

A marijuana dispensary is a standalone facility where cannabis is sold to patients or consumers in a legal manner.

#### **Additional Data**

Time-of-day distribution data for this land use for a weekday and Saturday are presented in Appendix A. For the four general urban/suburban sites with data, the overall highest vehicle volumes during the AM and PM on a weekday were counted between 11:45 a.m. and 12:45 p.m. and 5:45 and 6:45 p.m., respectively.

The sites were surveyed in the 2010s in Colorado and Oregon.

#### **Source Numbers**

867, 893, 919

# Marijuana Dispensary (882)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA  
On a: Weekday

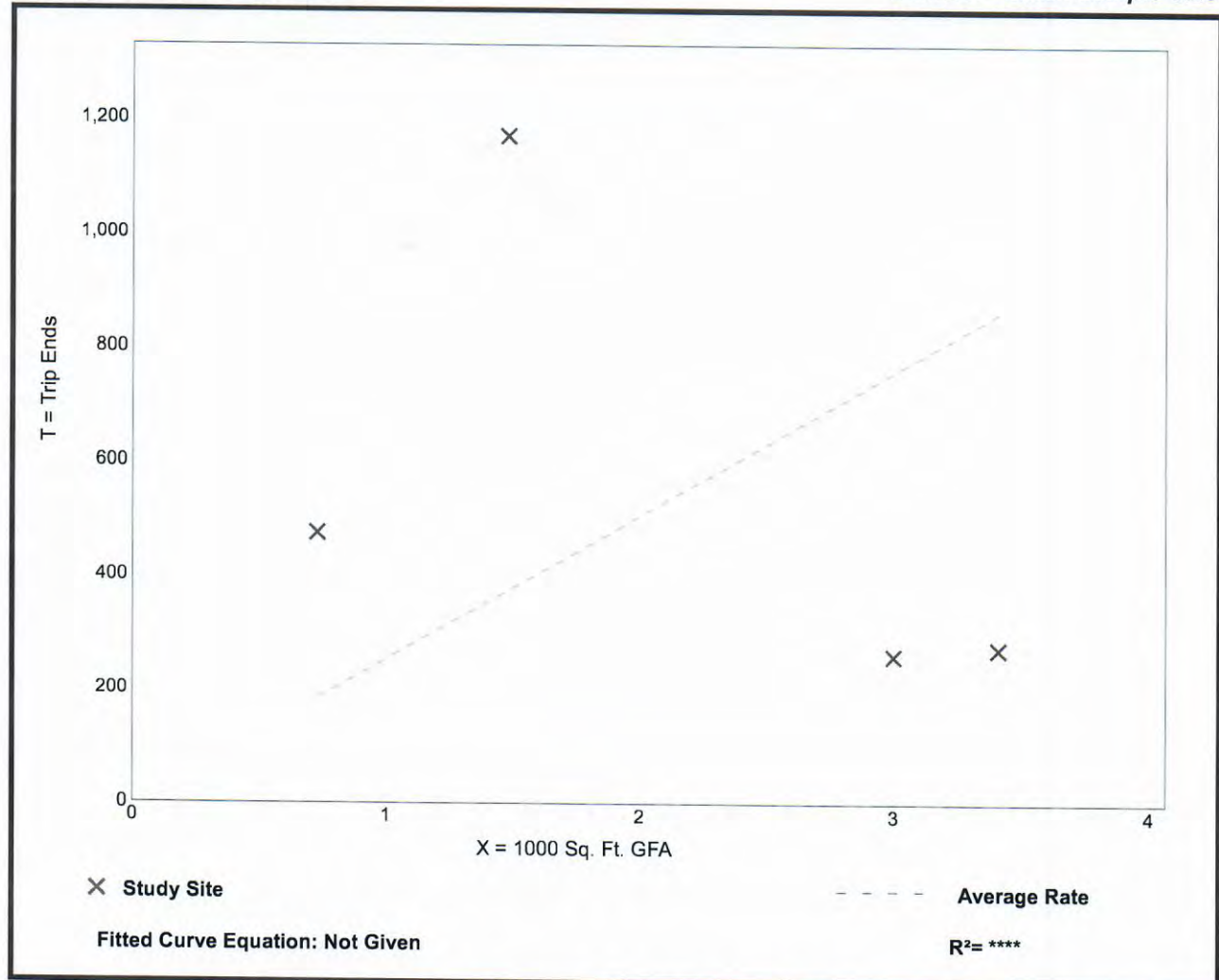
Setting/Location: General Urban/Suburban  
Number of Studies: 4  
Avg. 1000 Sq. Ft. GFA: 2  
Directional Distribution: 50% entering, 50% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
252.70	79.74 - 791.22	336.11

## Data Plot and Equation

*Caution – Small Sample Size*





# Marijuana Dispensary (882)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA  
On a: Weekday,  
AM Peak Hour of Generator

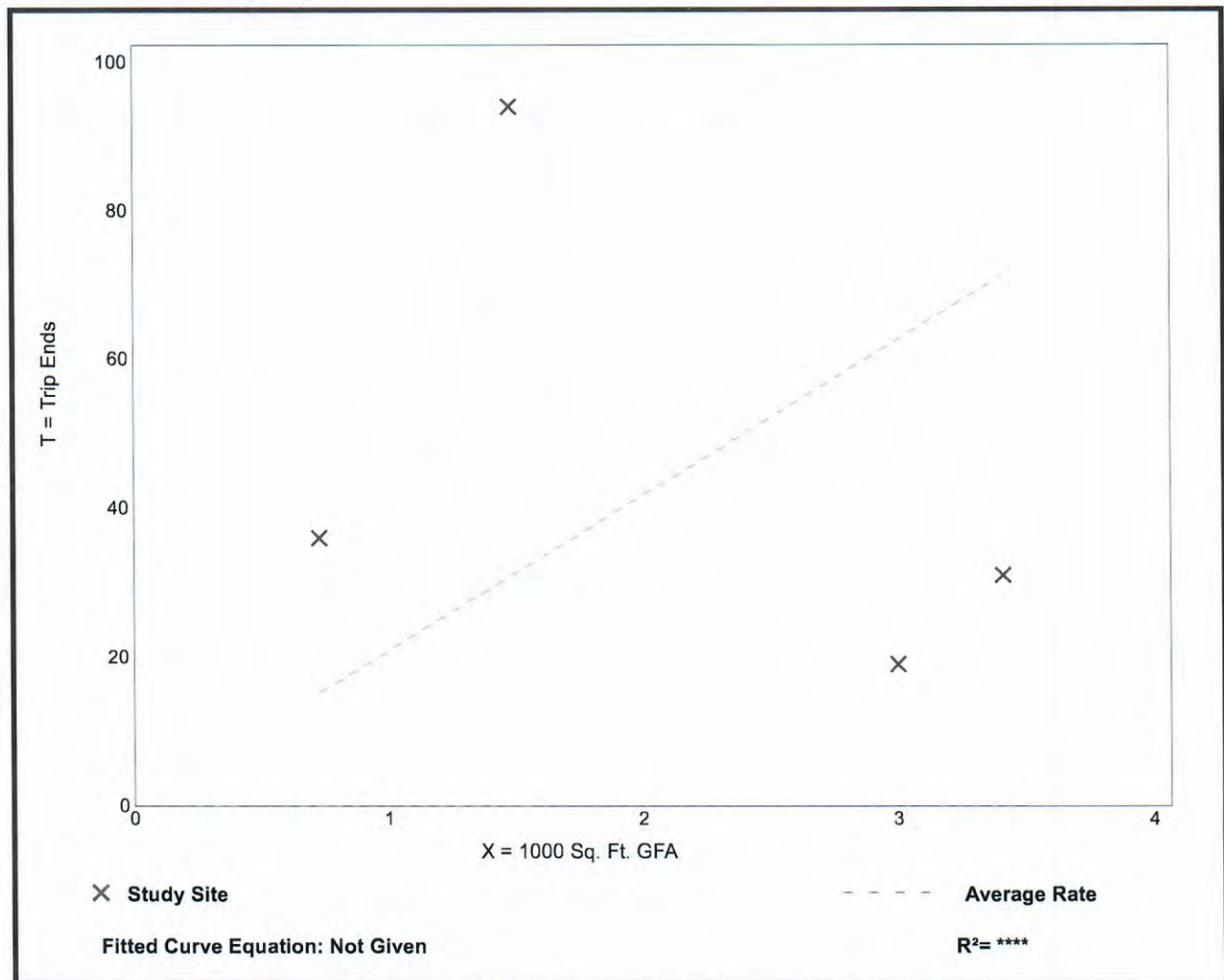
Setting/Location: General Urban/Suburban  
Number of Studies: 4  
Avg. 1000 Sq. Ft. GFA: 2  
Directional Distribution: 52% entering, 48% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
20.88	6.33 - 63.51	26.07

## Data Plot and Equation

Caution – Small Sample Size



# Marijuana Dispensary (882)

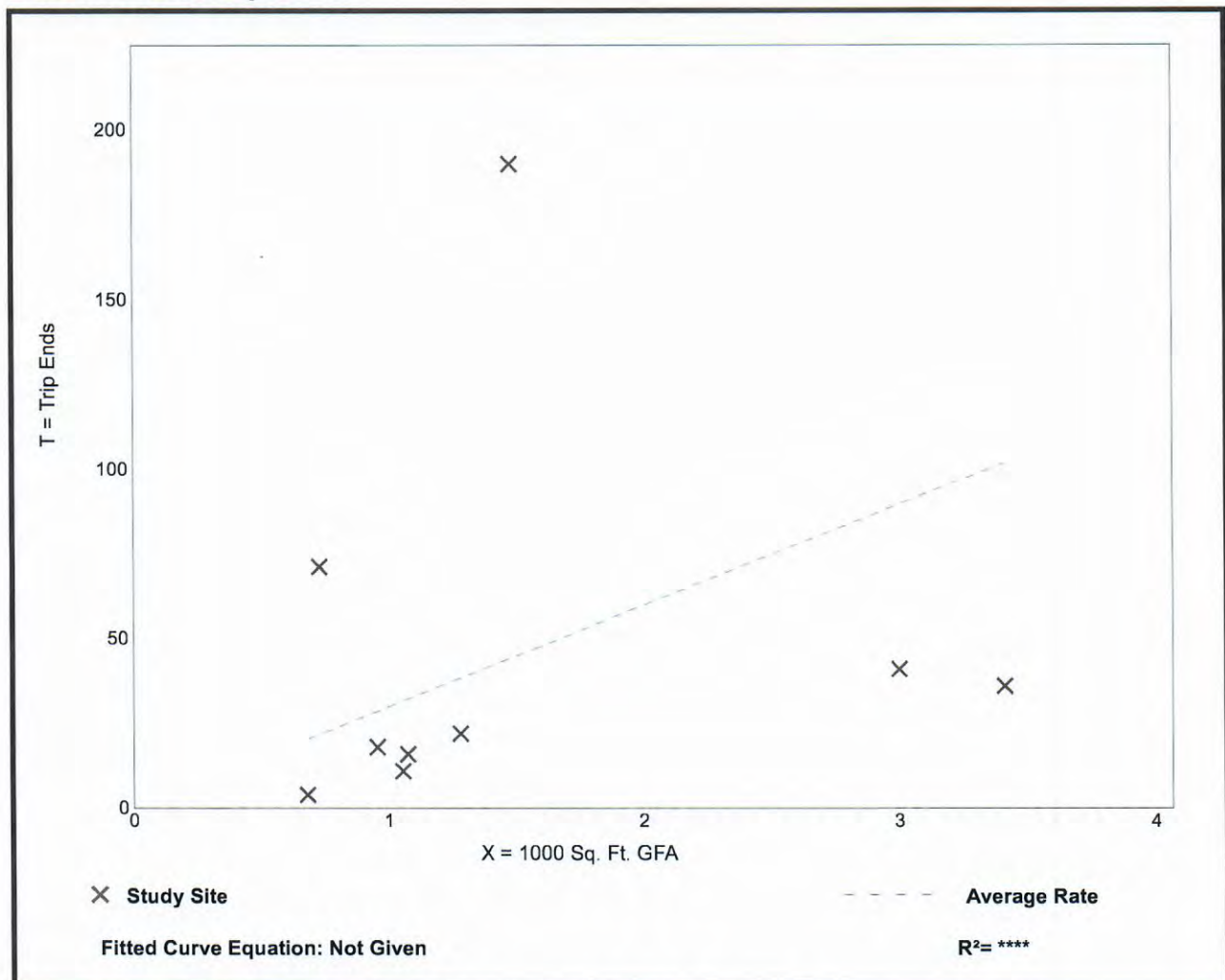
Vehicle Trip Ends vs: 1000 Sq. Ft. GFA  
On a: Weekday,  
PM Peak Hour of Generator

Setting/Location: General Urban/Suburban  
Number of Studies: 9  
Avg. 1000 Sq. Ft. GFA: 2  
Directional Distribution: 50% entering, 50% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
29.93	5.88 - 128.38	41.69

## Data Plot and Equation





# Marijuana Dispensary (882)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA  
On a: Saturday

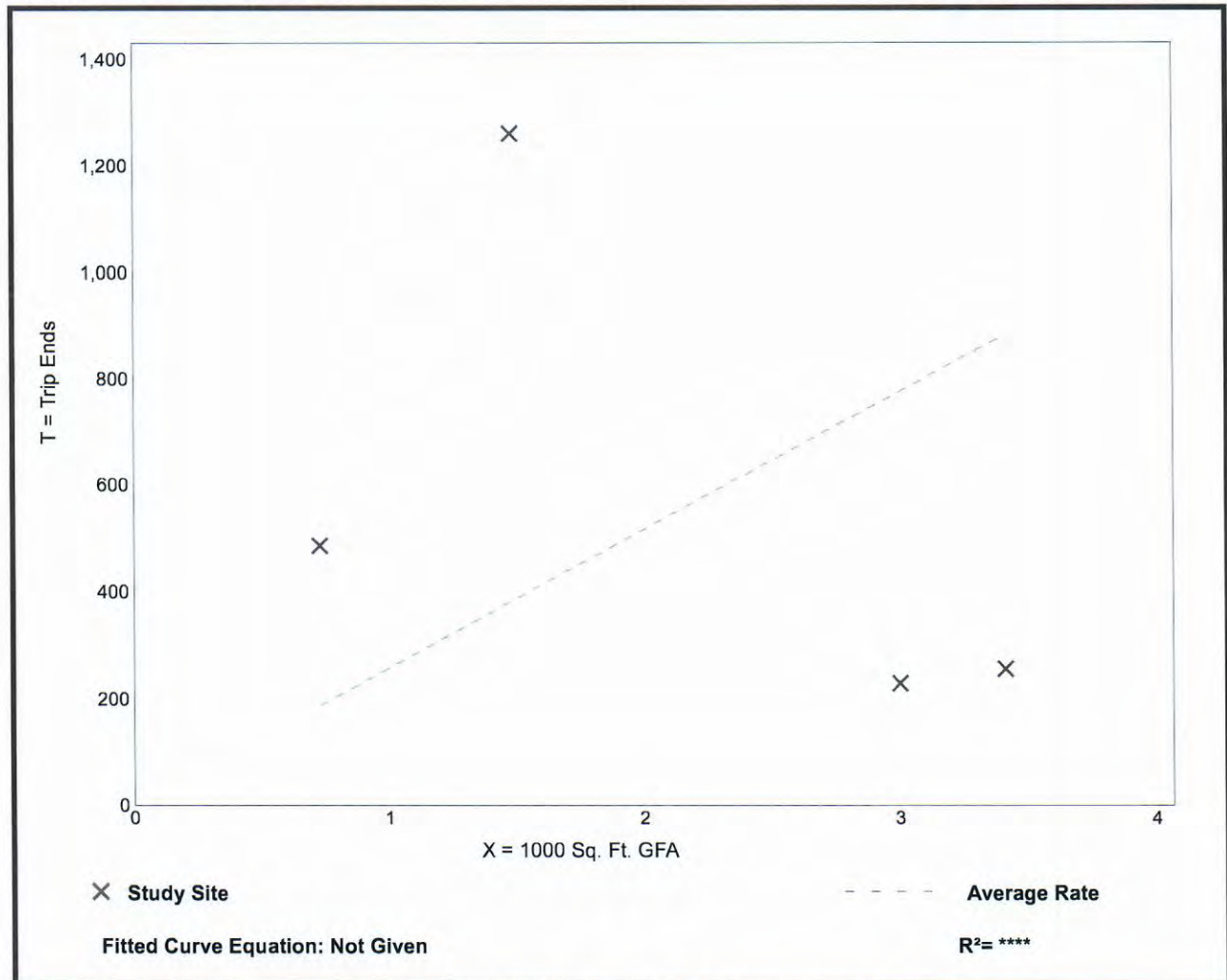
Setting/Location: General Urban/Suburban  
Number of Studies: 4  
Avg. 1000 Sq. Ft. GFA: 2  
Directional Distribution: 50% entering, 50% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
259.31	75.34 - 852.03	364.24

## Data Plot and Equation

*Caution – Small Sample Size*



# Marijuana Dispensary (882)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA  
On a: Saturday, Peak Hour of Generator

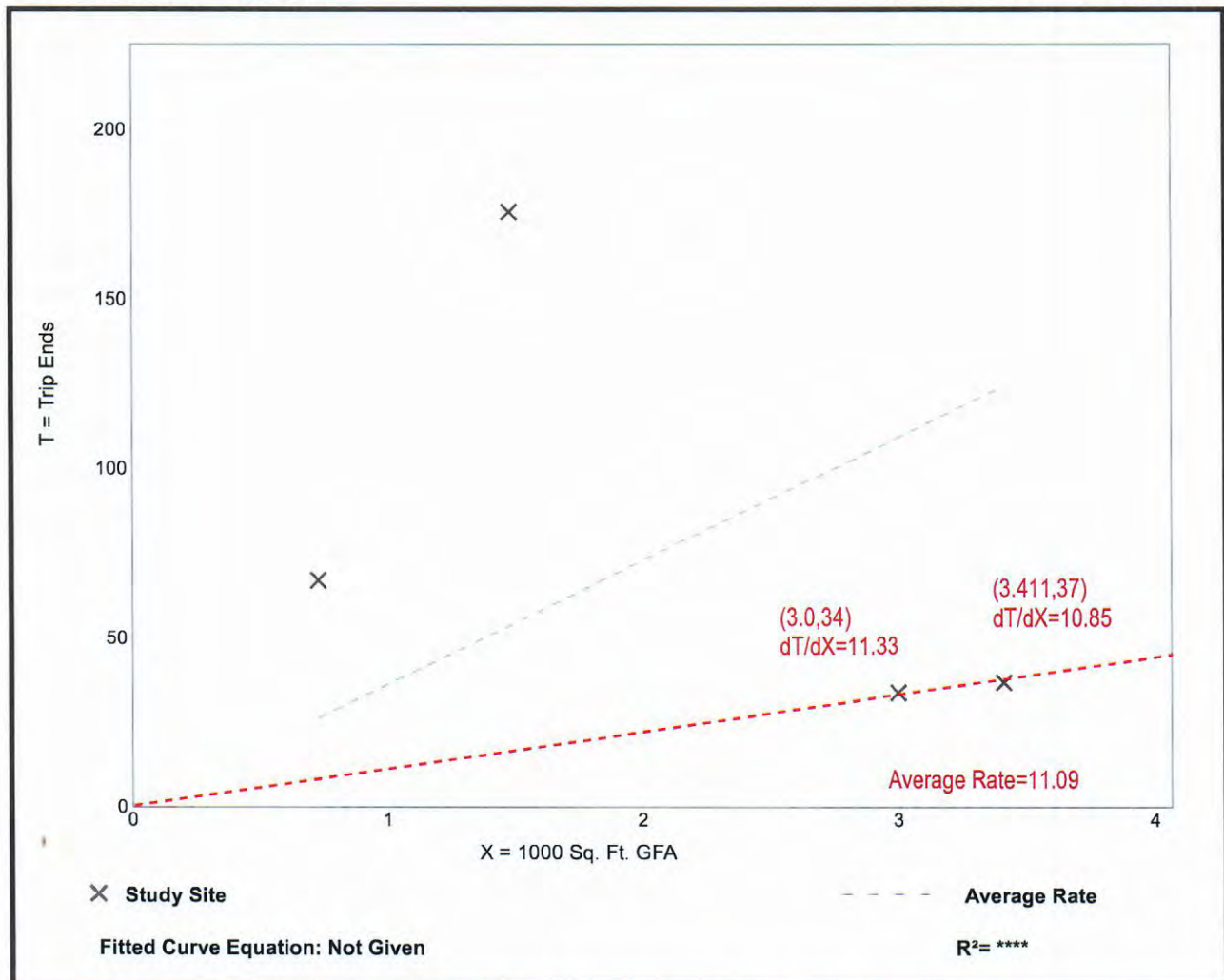
Setting/Location: General Urban/Suburban  
Number of Studies: 4  
Avg. 1000 Sq. Ft. GFA: 2  
Directional Distribution: Not Available

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
36.43	10.85 - 118.92	50.44

## Data Plot and Equation

*Caution – Small Sample Size*



*Trip Generation Manual, 10th Edition • Institute of Transportation Engineers*

5.63 x 1000sf x 11.09 Trip Ends/1000sf = 62.4 Trip Ends = 62 Trip Ends





**Traffic Impact Statement**

1386 Massachusetts Ave – Arlington, MA

ARL-0017

May 2, 2019

Appendix C – MassDOT AADT Tables

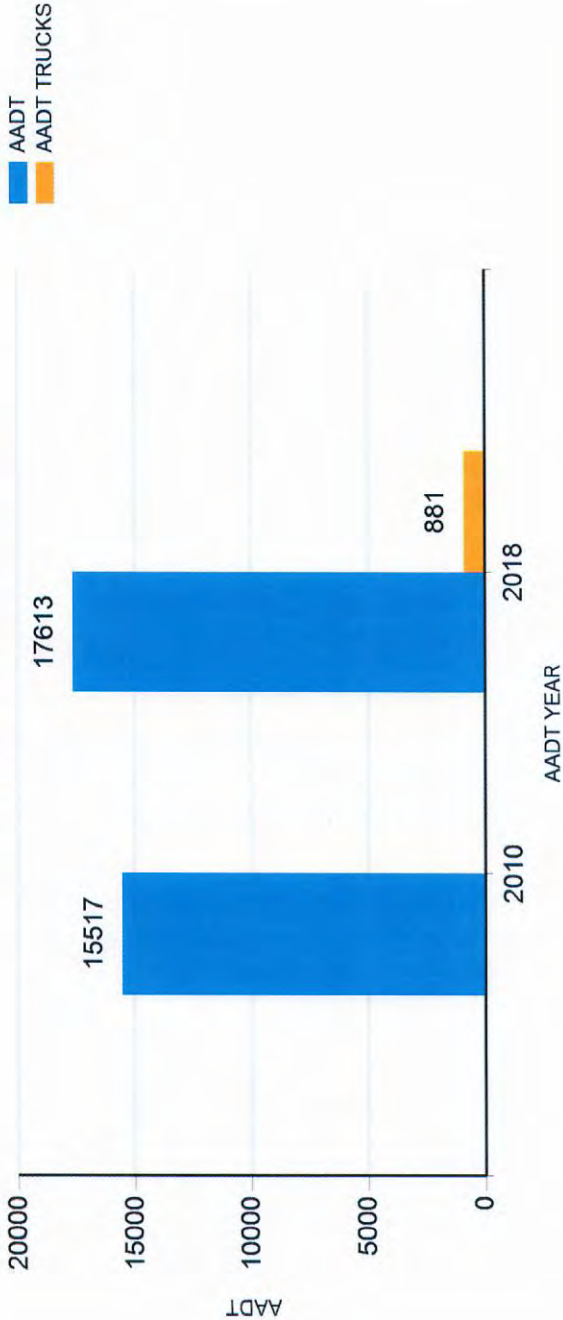
AADT and AADT Trucks by Year for 1/1/2009 - 12/31/2018

District  
County Middlesex  
Community Arlington

Location ID 4930  
Located On MASSACHUSETTS AVENUE  
LRS ID N086 EB

At APPLETON STREET  
LRS Point 1.610324

AADT AND AADT TRUCK TREND

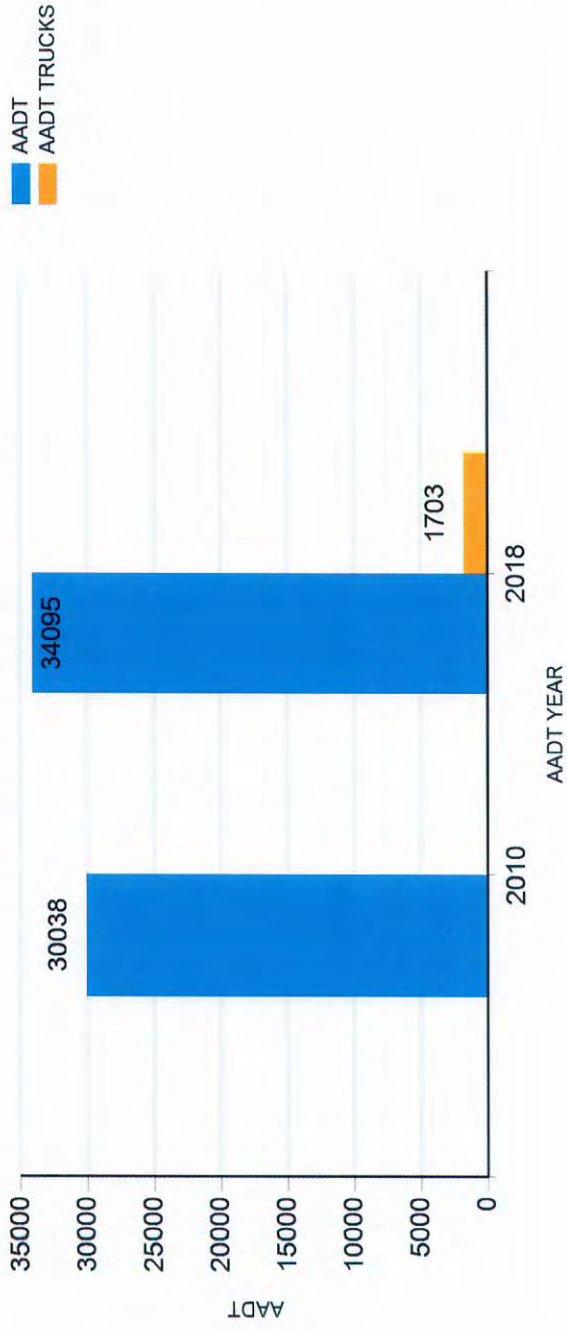




AADT and AADT Trucks by Year for 1/1/2009 - 12/31/2018

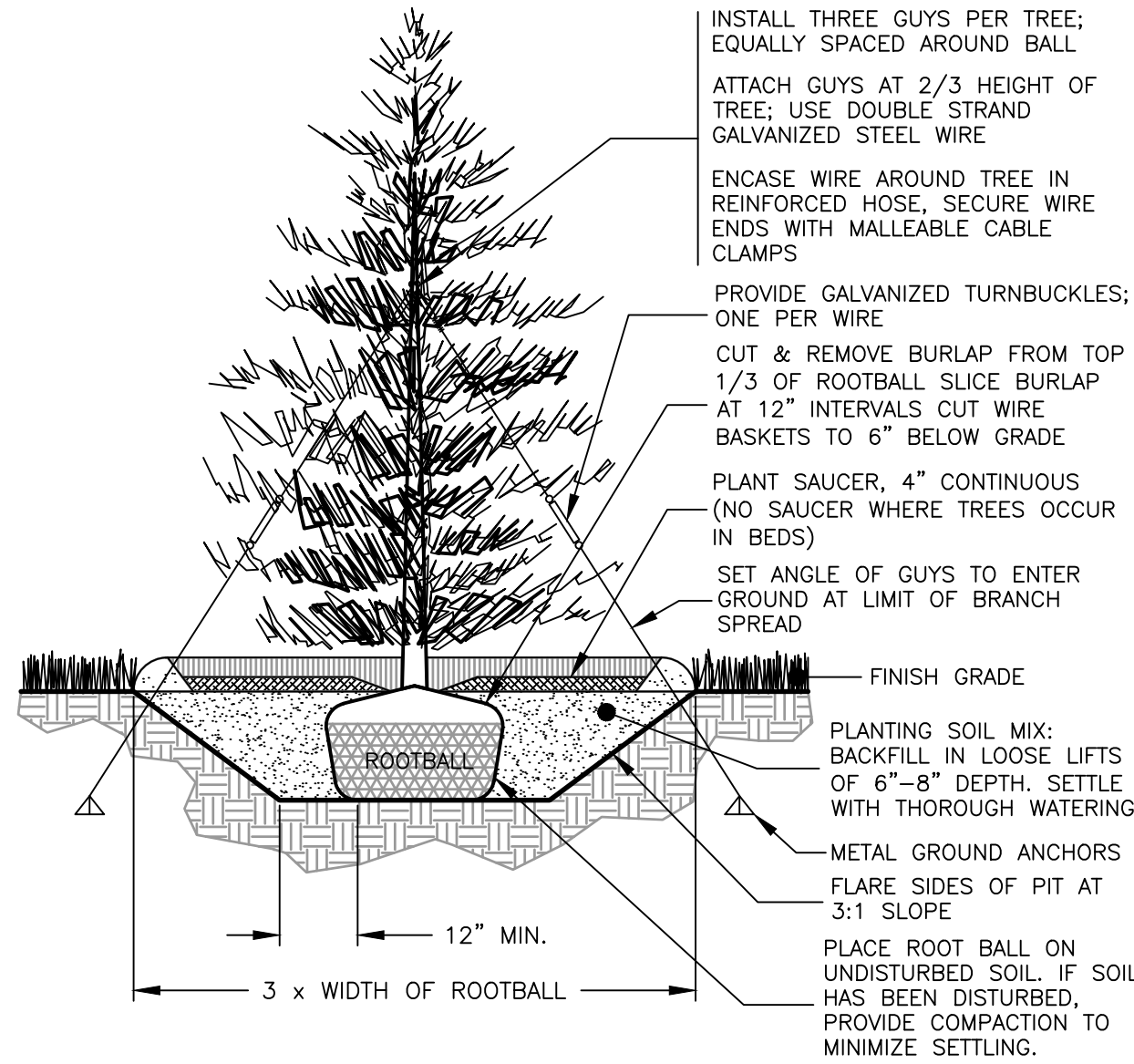
District	Location ID 4871	At PLEASANT STREET
County Middlesex	Located On MASSACHUSETTS AVENUE	
Community Arlington	LRS ID N086 EB	LRS Point 0.8033987

AADT AND AADT TRUCK TREND



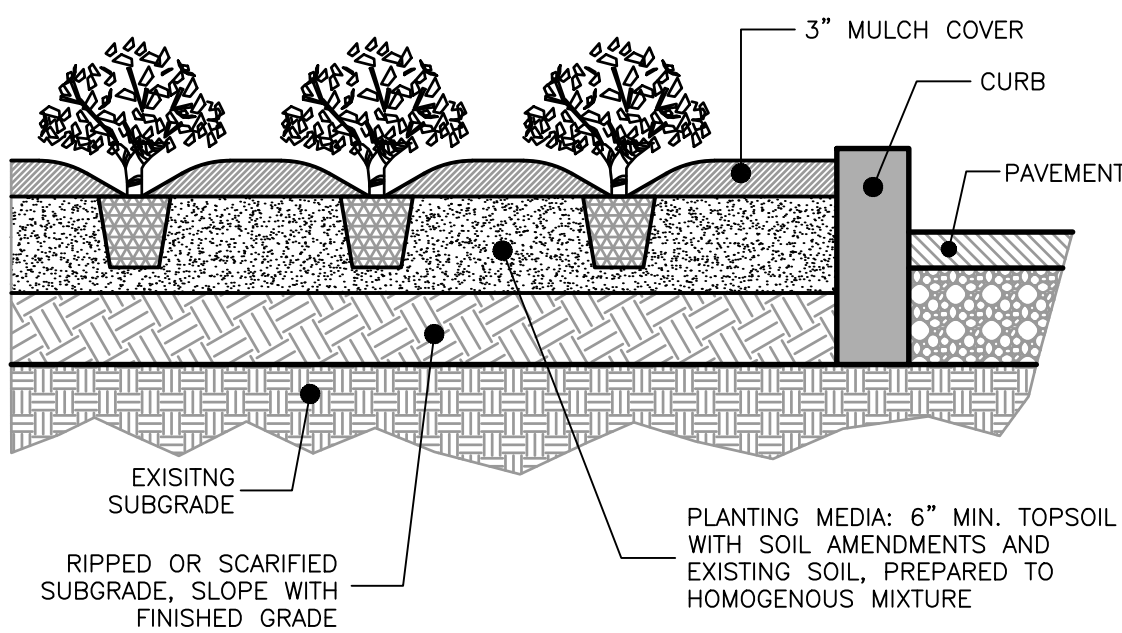






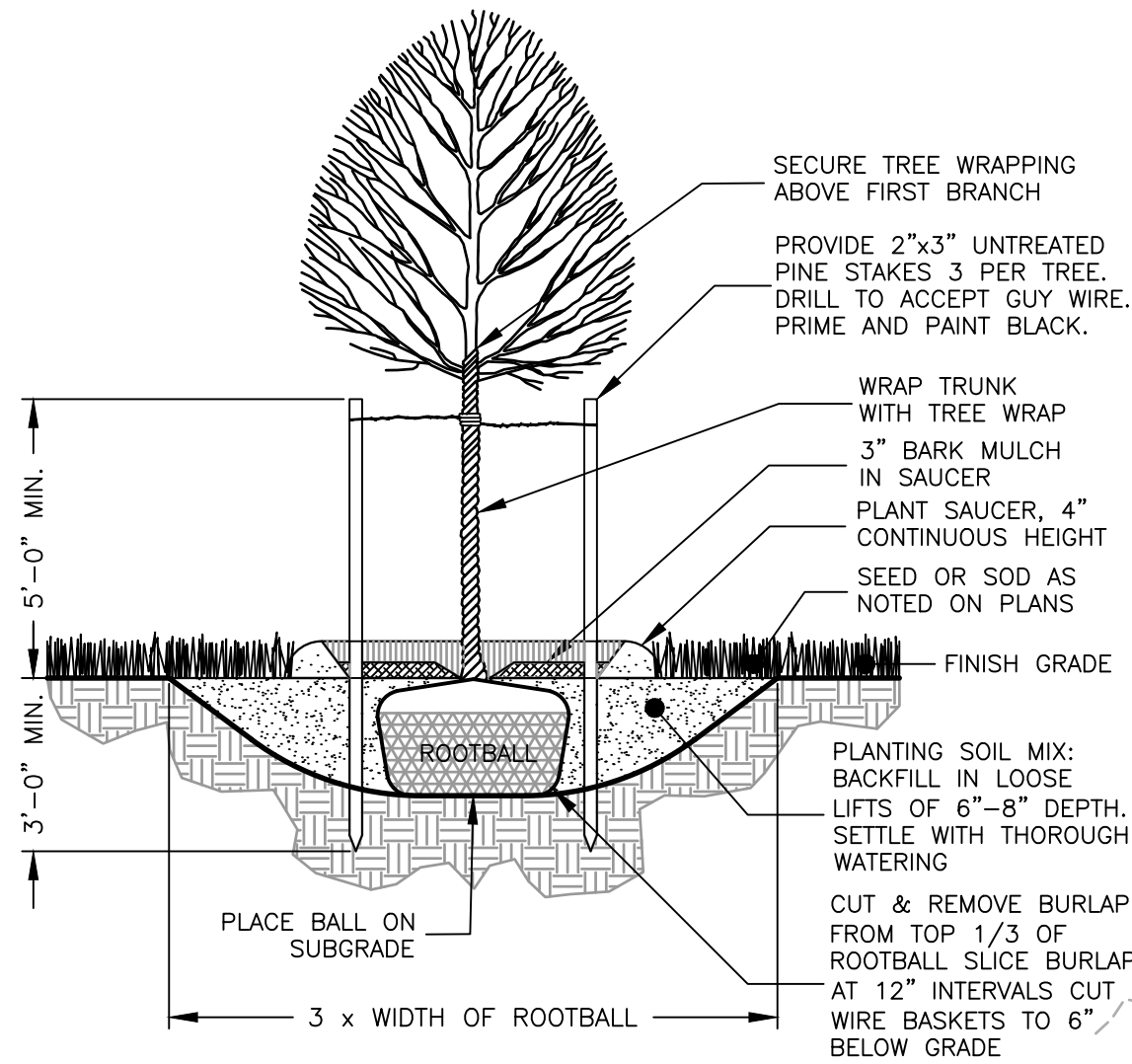
### EVERGREEN TREE PLANTING

NOTE: TREE SHALL BEAR SAME RELATIONSHIP TO FINISHED GRADE AS IT DID TO NURSERY OR FIELD GRADE.



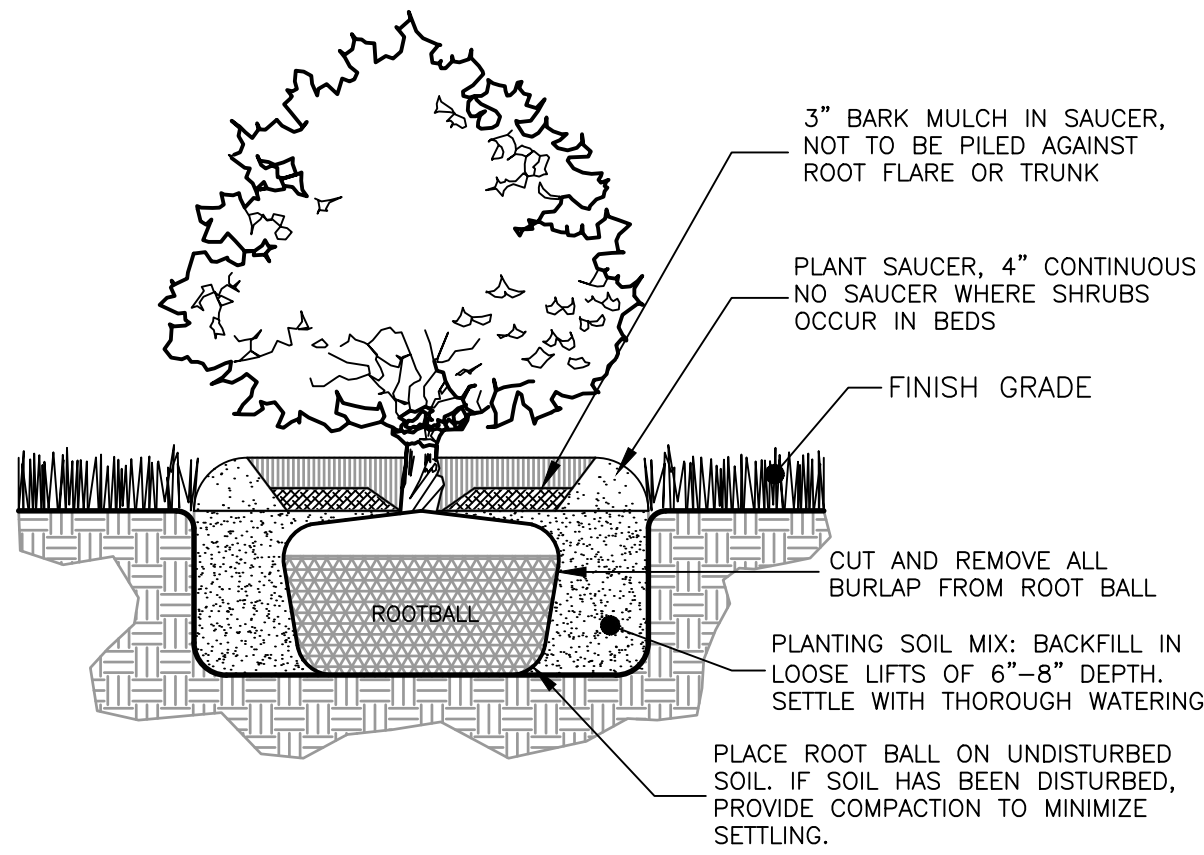
### GROUND COVER PLANTING

NOT TO SCALE



### DECIDUOUS TREE PLANTING

NOT TO SCALE



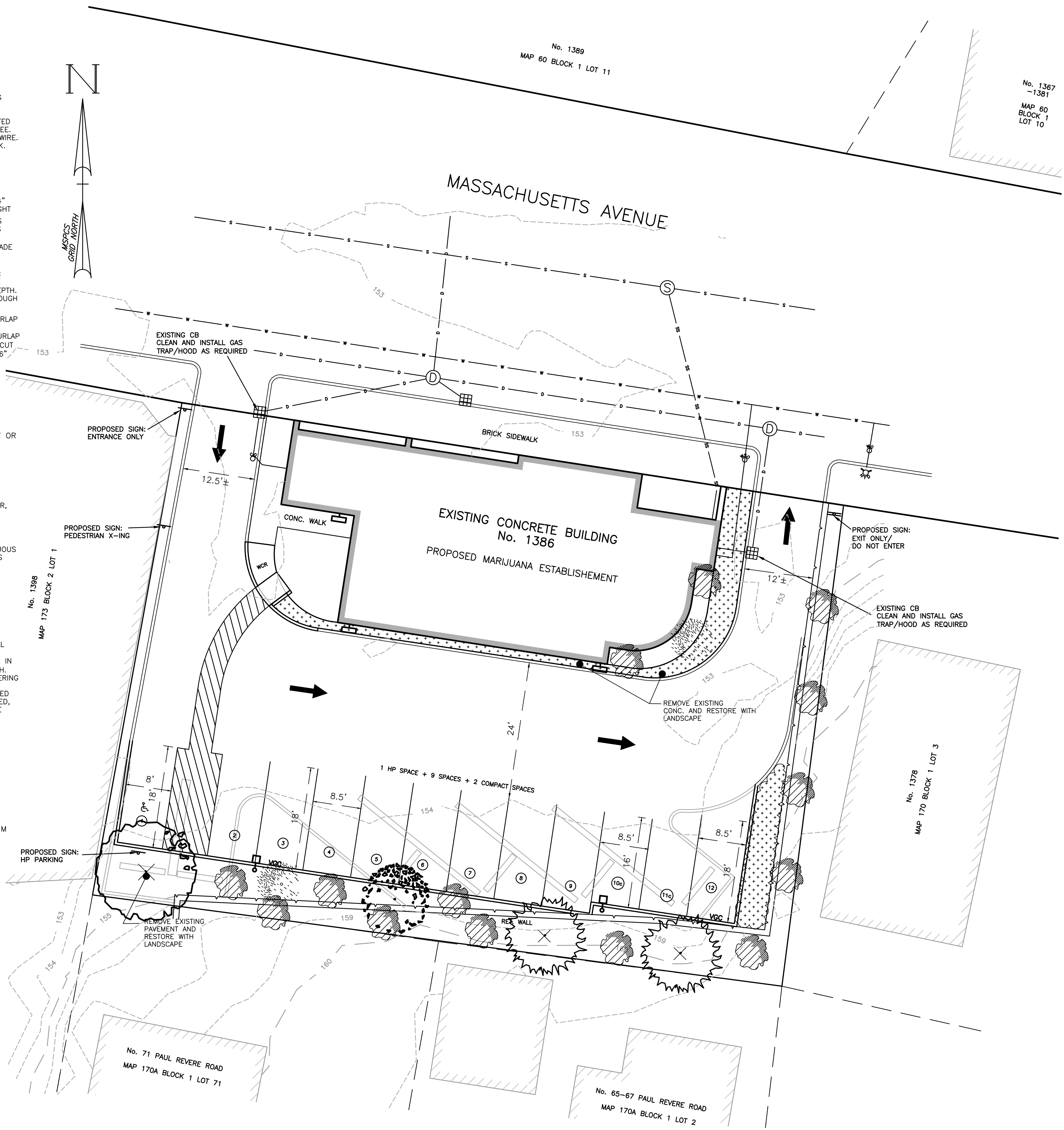
### SHRUB PLANTING

NOT TO SCALE

- NOTES:
- SHRUB SHALL BEAR SAME RELATIONSHIP TO FINISHED GRADE AS IT DID TO NURSERY OR FIELD GRADE.
  - WHERE SHRUBS OCCUR IN PLANT BED GROUPINGS, PROVIDE A 12" DEEP MINIMUM CONTINUOUS LOAM BED.

PLANT SCHEDULE			
SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE
	DECIDUOUS TREE OPTIONS:		
	ACER RUBRUM	RED SUNSET MAPLE	2" CALIPER
	ACER SACCHARUM 'GREEN MOUNTAIN'	SUGAR MAPLE	2" CALIPER
	CARPINUS CAROLINIANA	AMERICAN HORNBEAM	2" CALIPER
	CARAYA OVATA	SHAGBARK HICKORY	2" CALIPER
	OSTRYA VIRGINIANA	HOPHORNBEAM	2" CALIPER
	PLATANUS X ACERIFOLIA	LONDON PLANE TREE	2" CALIPER
	QUERCUS COCCINEA	SCARLET OAK	2" CALIPER
	QUERCUS PALUSTRIS	PIN OAK	2" CALIPER
	TILIA AMERICANA	BASSWOOD	2" CALIPER
	EVERGREEN TREE OPTIONS:		
	ABIES CONCOLOR	WHITE FIR	8-10'
	PICEA ABIES	NORWAY SPRUCE	8-10'
	PICEA GLAUCA	WHITE SPRUCE	8-10'
	PICEA OMORICA	SERBIAN SPRUCE	8-10'
	PICEA PUNGENS 'GLAUCA'	COLORADO BLUE SPRUCE	8-10'
	PINUS THUBERGII	JAPANESE BLACK PINE	8-10'
	TSUGA CANADENSIS	HEMLOCK	8-10'
	JUNIPERUS CHINENSIS 'BLUE POINT'	BLUE POINT JUNIPER	6-7'
	JUNIPERUS CHINENSIS 'MOUNTBATTEN'	MOUNTBATTEN JUNIPER	8-10'
	SHRUB OPTIONS:		
	CORNUS ALBA 'ELEGANTISSIMA'	VARIEGATED RED TWIG DOGWOOD	2-3'
	CORNUS RACEMOSA	GREY DOGWOOD	2-3'
	FORSYTHIA	FORSYTHIA	2-3'
	ILEX GLABRA 'SHAMROCK'	SHAMROCK INKBERRY	2-3'
	ILEX VERICILLATA	WINTERBERRY	2-3'
	ITEA VIRGINICA	VIRGINIA SWEETSPIRE	2-3'
	KALMIA LATIFOLIA	MOUNTAIN LAUREL	2-3'
	MYRICA PENNSYLVANICA	NORTHERN BAYBERRY	2-3'
	PHYSOCARPUS OPULIFOLIUS	DIABOLO NINEBARK	2-3'
	FLOWERING TREE OPTIONS:		
	CERCIS CANDENSIS	EASTERN REDBUF	2" CALIPER
	CORNUS FLORIDA	WHITE DOGWOOD	2" CALIPER
	CORNUS KOUSA	KOREAN DOGWOOD	2" CALIPER
	CORNUS MAS	CORNELIANCHERRY	2" CALIPER
	CRATAEGUS PHAENOPYRUM	WASHINGTON HAWTHORNE	2" CALIPER
	MAGNOLIA X SOULANGIANA	SAUCER MAGNOLIA	8-10'
	SOPHORA JAPONICA	JAPANESE PAGODATREE	2" CALIPER
	GRASS/PERENNIAL OPTIONS:		
	ECHINACEA	CONEFLOWER	1 gal
	GRASS/PERENNIAL OPTIONS:		
	HEMEROCALLIS	DAYLILY	1 gal
	PENNISETUM ALOPECUROIDES	HAIRY FOUNTAIN GRASS	1 gal
	RUCBECKIA GOLDSTRUM	BLACK EYED SUSANS	1 gal
	SCHIZACHYRIUM SCOPARIUM	LITTLE BLUESTEM	1 gal
	ESMERALD GREEN ARBORVITAE	ESMERALD GREEN ARBORVITAE	8-10'
	THUJA X PULICATA 'GREEN GIANT'	GREEN GIANT ARBORVITAE	8-10'
	THUJA X PULICATA 'GREEN GIANT'	GREEN GIANT ARBORVITAE	8-10'
	THUJA X PULICATA 'GREEN GIANT'	GREEN GIANT ARBORVITAE	8-10'
	THUJA X PULICATA 'GREEN GIANT'	GREEN GIANT ARBORVITAE	8-10'

PLANT SCHEDULE		
SYMBOL	BOTANICAL NAME	COMMON NAME
	DECIDUOUS TREE OPTIONS:	
	ACER RUBRUM	RED SUNSET MAPLE
	ACER SACCHARUM 'GREEN MOUNTAIN'	SUGAR MAPLE
	CARPINUS CAROLINIANA	AMERICAN HORNBEAM
	CARAYA OVATA	SHAGBARK HICKORY
	OSTRYA VIRGINIANA	HOPHORNBEAM
	PLATANUS X ACERIFOLIA	LONDON PLANE TREE
	QUERCUS COCCINEA	SCARLET OAK
	QUERCUS PALUSTRIS	PIN OAK
	TILIA AMERICANA	BASSWOOD
	EVERGREEN TREE OPTIONS:	
	ABIES CONCOLOR	WHITE FIR
	PICEA ABIES	NORWAY SPRUCE
	PICEA GLAUCA	WHITE SPRUCE
	PICEA OMORICA	SERBIAN SPRUCE
	PICEA PUNGENS 'GLAUCA'	COLORADO BLUE SPRUCE
	PINUS THUBERGII	JAPANESE BLACK PINE
	TSUGA CANADENSIS	HEMLOCK
	JUNIPERUS CHINENSIS 'BLUE POINT'	BLUE POINT JUNIPER
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	ILEX VERICILLATA	WINTERBERRY
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	CORNUS KOUSA	KOREAN DOGWOOD
	CORNUS MAS	CORNELIANCHERRY
	CRATAEGUS PHAENOPYRUM	WASHINGTON HAWTHORNE
	MAGNOLIA X SOULANGIANA	SAUCER MAGNOLIA
	SOPHORA JAPONICA	JAPANESE PAGODATREE
	GRASS/PERENNIAL OPTIONS:	
	ECHINACEA	CONEFLOWER
	GRASS/PERENNIAL OPTIONS:	
	HEMEROCALLIS	DAYLILY
	PENNISETUM ALOPECUROIDES	HAIRY FOUNTAIN GRASS
	RUCBECKIA GOLDSTRUM	BLACK EYED SUSANS
	SCHIZACHYRIUM SCOPARIUM	LITTLE BLUESTEM
	ESMERALD GREEN ARBORVITAE	ESMERALD GREEN ARBORVITAE
	THUJA X PULICATA 'GREEN GIANT'	GREEN GIANT ARBORVITAE
	THUJA X PULICATA 'GREEN GIANT'	GREEN GIANT ARBORVITAE
	THUJA X PULICATA 'GREEN GIANT'	GREEN GIANT ARBORVITAE
	THUJA X PULICATA 'GREEN GIANT'	GREEN GIANT ARBORVITAE



Prepared For:

Owner / Applicant  
APOTICA  
JOSEPH LEKACH  
1955 TYLER STREET  
HOLLYWOOD, FL 33020  
305.741.6540

Prepared By:

Hayes Engineering, Inc.  
1955 TYLER STREET  
HOLLYWOOD, FL 33020  
Ph: 781.246.7990  
Fax: 781.246.7996  
www.hayeseng.com

Design By: xxx  
Drawn By: xxx  
Checked By: xxx  
Project File: xxx  
Comp. No: ARL12  
☐ Issued For Permit  
☐ Issued For Review  
☐ Issued For Bid  
☐ Issued For Construction  
☐ Not For Construction

No.	Revision	Date
10		
9		
8		
7		
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2		
1		

Scale: 1"=10'  
0' 5' 10' 20'  
Date: October 7, 2019

Drawing Title:


LANDSCAPING PLAN  
APOTICA  
1385 MASSACHUSETTS AVENUE  
ARLINGTON, MASS.

Drawing No.:

1

SHEET 2 OF 3

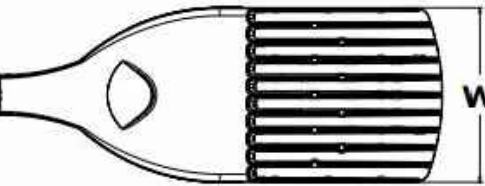





**D-Series Size 1**  
LED Area Luminaire

d<sup>2</sup>series

**Specifications**  
EPA: 1.01 ft² (0.09 m²)  
Length: 33" (83.8 cm)  
Width: 13" (33.0 cm)  
Height H1: 7-1/2" (19.0 cm)  
Height H2: 3-1/2" (9.0 cm)  
Weight (max): 27 lbs (12.2 kg)




LITHONIA DSX1-LED LIGHT FIXTURE  
NOT TO SCALE



**KAXW**  
LED Wall Luminaire

**Specifications**  
Length: 14" (35.6 cm)  
Width: 12" (30.5 cm)  
Height: 5" (12.7 cm)  
Weight (max): 19.7 lbs (8.9 kg)



LITHONIA KAXW-LED WALL PACK  
NOT TO SCALE

**PHOTOMETRIC LEGEND:**

DENOTES ISOFOOTCANDLE VALUE 1.4

DENOTES ISOFOOTCANDLE LINE 2.0

**GENERAL LIGHTING NOTES:**



ILLUMINANCE VALUES SHOWN ARE PROPOSED MAINTAINED HORIZONTAL FOOTCANDLES ON LEVEL GRADE.

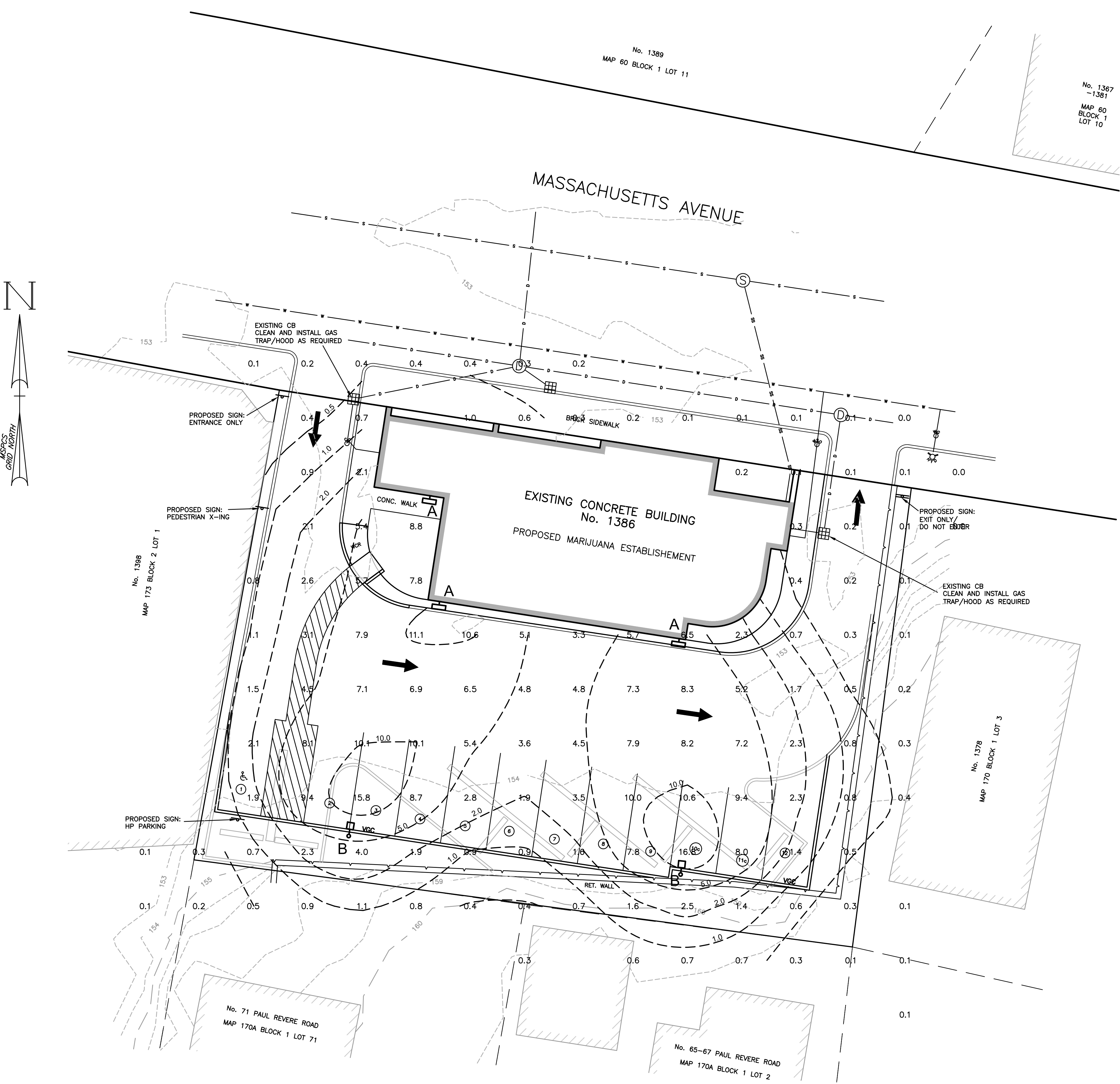
PHOTOMETRIC ANALYSIS DOES NOT CONSIDER ANY EXISTING ILLUMINANCE, SHADOW OR REFLECTED LIGHT FROM EXISTING OR PROPOSED OBJECTS AND GRADE DIFFERENCES.

HORIZONTAL ILLUMINANCE LEVELS SHOWN ARE CALCULATED FROM DATA PROVIDED FROM MANUFACTURER IN ACCORDANCE WITH THE ILLUMINATING ENGINEERING SOCIETY APPROVED METHODS.

ACTUAL ILLUMINANCE LEVELS MAY DIFFER DUE TO SEVERAL FACTORS SUCH AS LAMP LUMEN DEPRECIATION, LUMINAIRE DIRT DEPRECIATION, LUMINAIRE SURFACE DEPRECIATION, AND EQUIPMENT OPERATING FACTOR.

CONTRACTOR TO VERIFY ALL UTILITIES BEFORE CONSTRUCTION.

LUMINAIRE SCHEDULE				
CALLOUT	SYMBOL	DESCRIPTION	VOLTS	QUANTITY
A		KAXW LED, PERFORMANCE PACKAGE 3, 5000K, TYPE 4, 120-277V	120V 1P 2W	3
B		DSX1 LED P1 30K T3M MVOLT, 12'h	120V 1P 2W	2



Prepared For:

Owner / Applicant  
APOTHICA  
JOSEPH LEKACH  
1955 TYLER STREET  
HOLLYWOOD, FL 33020  
305.741.6540

Prepared By:  
  
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Design By: xxx  
Drawn By: xxx  
Checked By: xxx  
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☐ Issued For Permit  
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No.	Revision	Date
10		
9		
8		
7		
6		
5		
4		
3		
2		
1		

Scale: 1"=10'  
0' 5' 10' 20'  
Date: October 7, 2019

Drawing Title:  
**LIGHTING PLAN**  
**APOTHICA**  
**1385 MASSACHUSETTS AVENUE**  
**ARLINGTON, MASS.**

Seal:  
Drawing No.:  
**L2**  
SHEET 3 OF 3



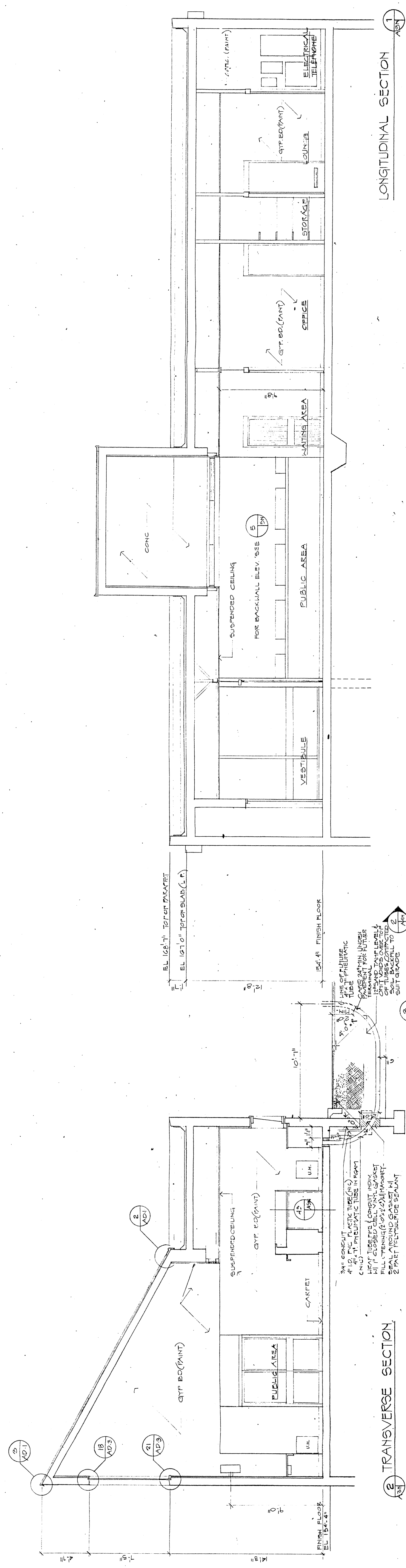
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SHEET TITLE  
ELEVATIONS  
& SECTIONS

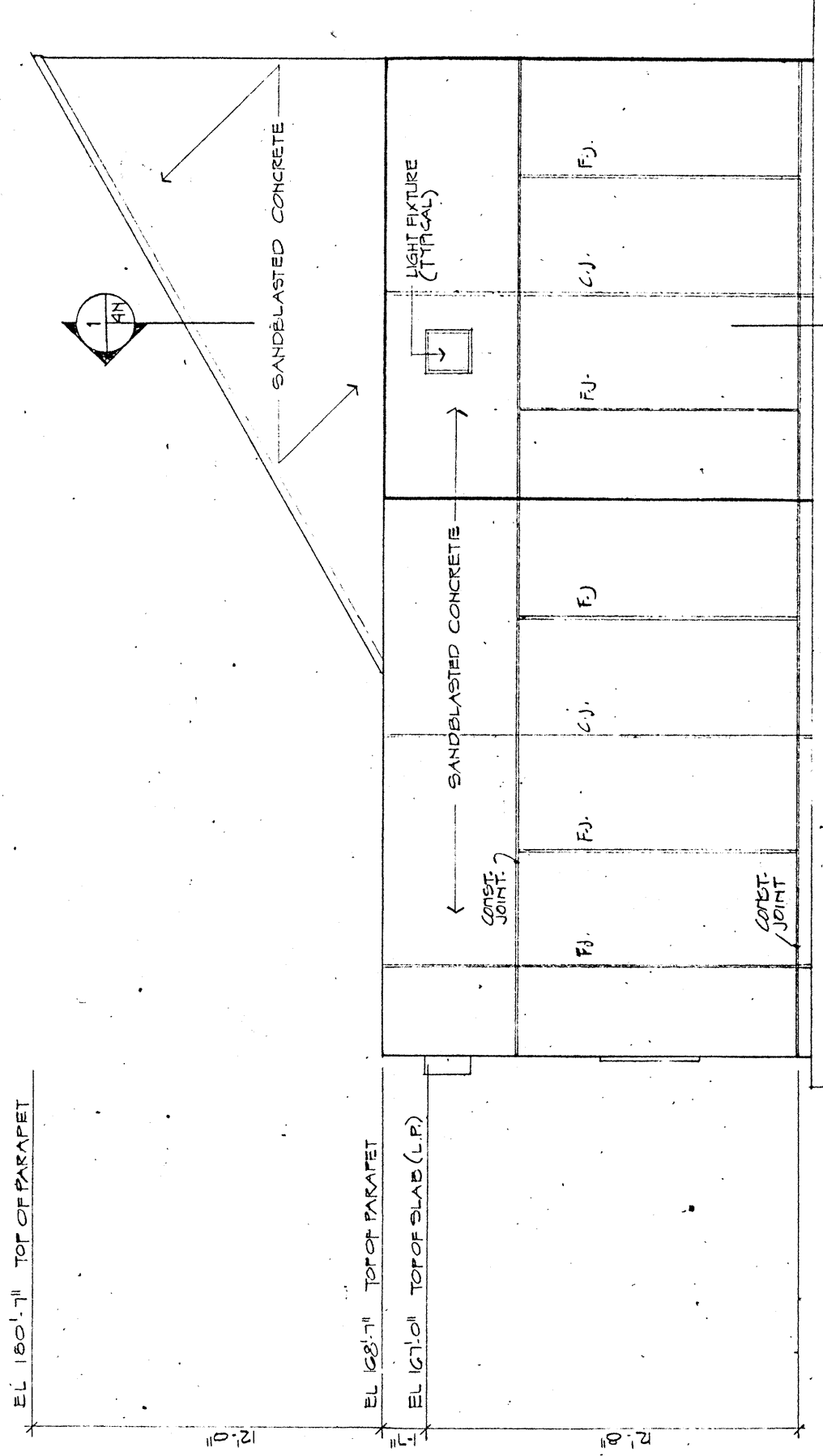
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DRAWN	M.
CHECKED	M.
APPROVED	ALVIN JACKSON
DATE	18 MARCH 74

SHEET NO.

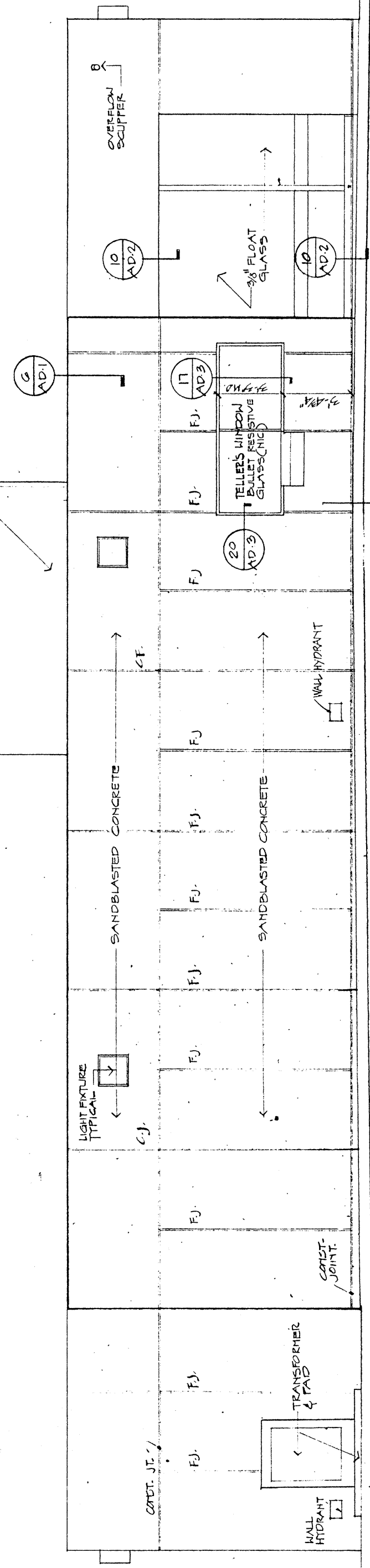
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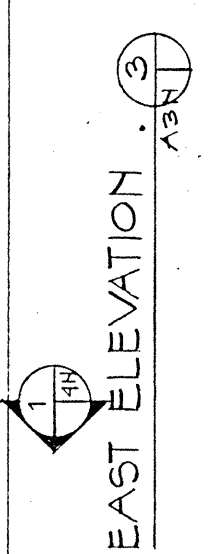
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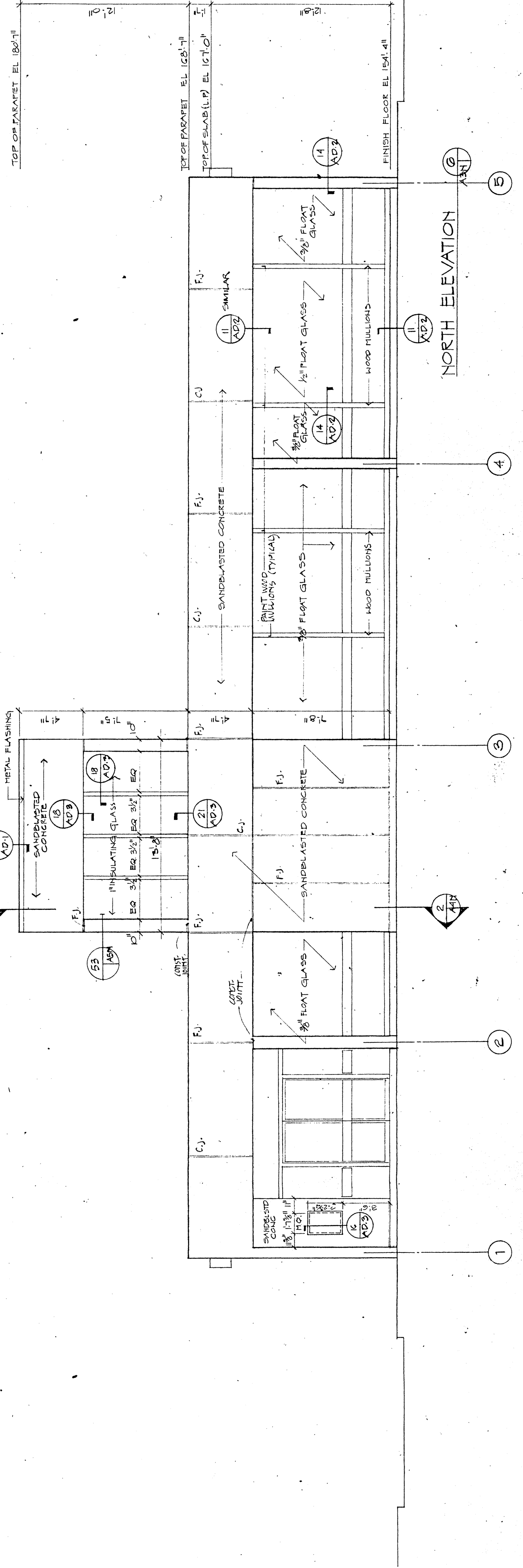
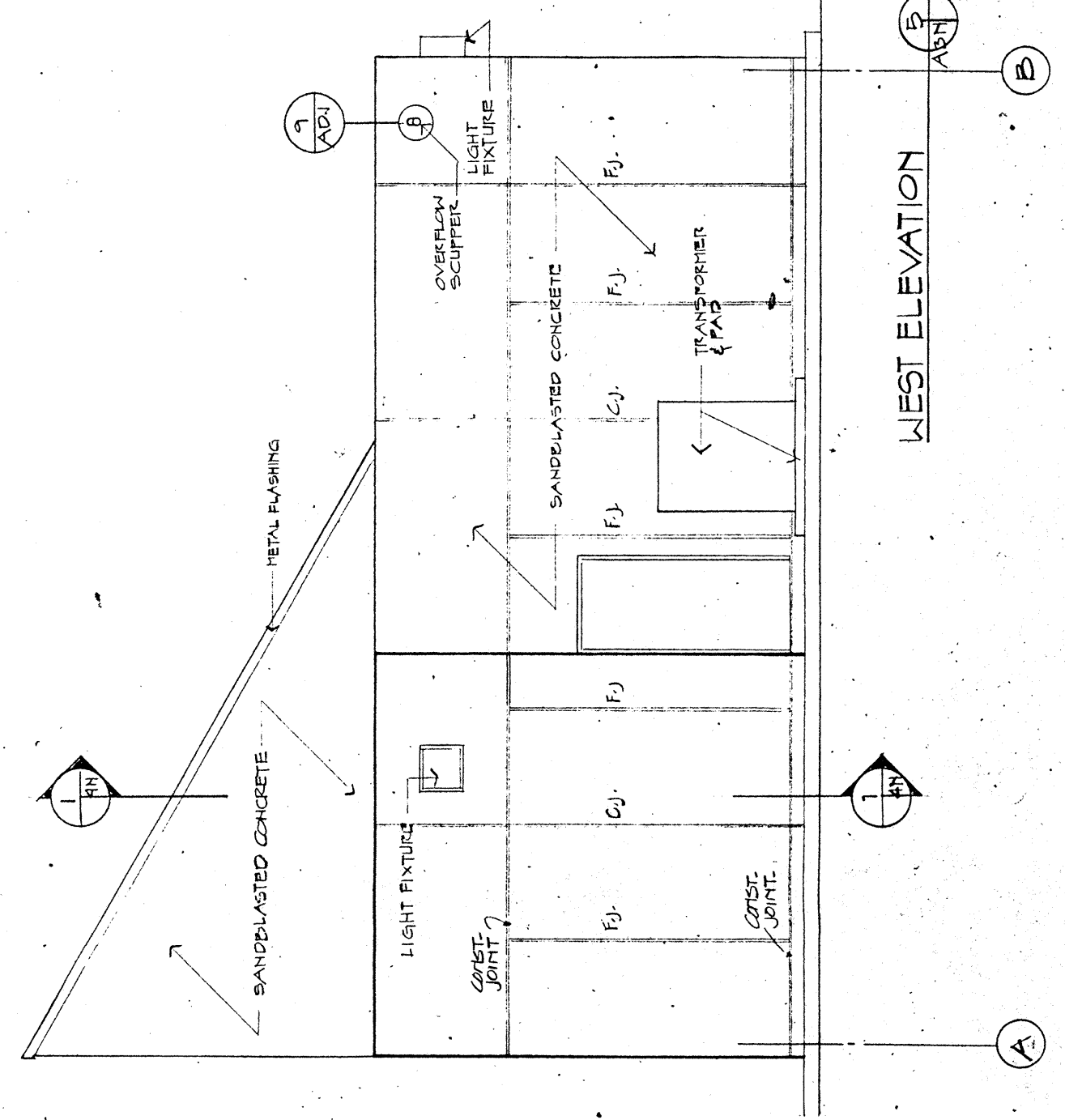
LONGITUDINAL SECTION



SOUTH ELEVATION



EAST ELEVATION. 3

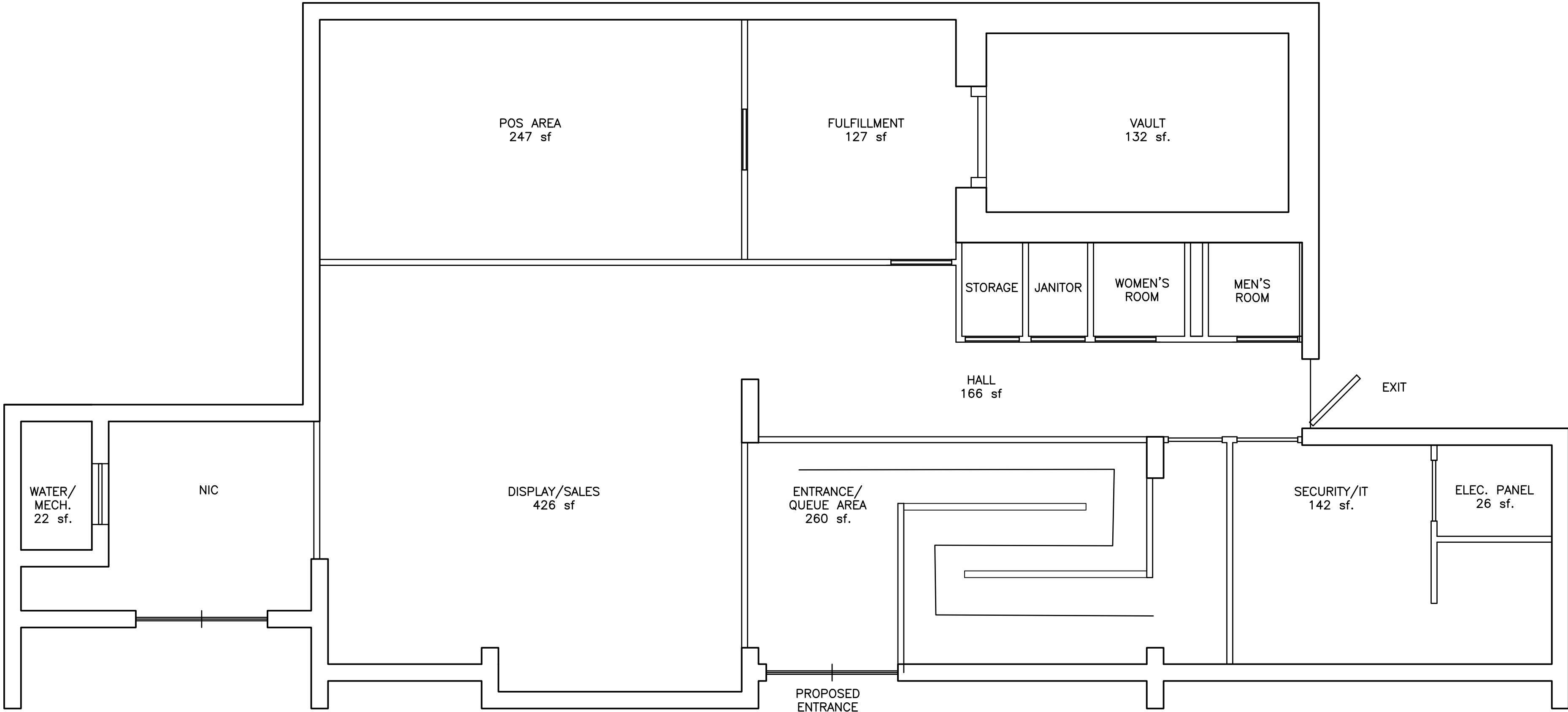
NORTH ELEVATIONWEST ELEVATION

# CONCEPTUAL FLOOR PLAN

1386 MASSACHUSETTS AVENUE - ARLINGTON, MA

SEPTEMBER 28, 2019

$\frac{1}{4}$ " = 1' - 0"



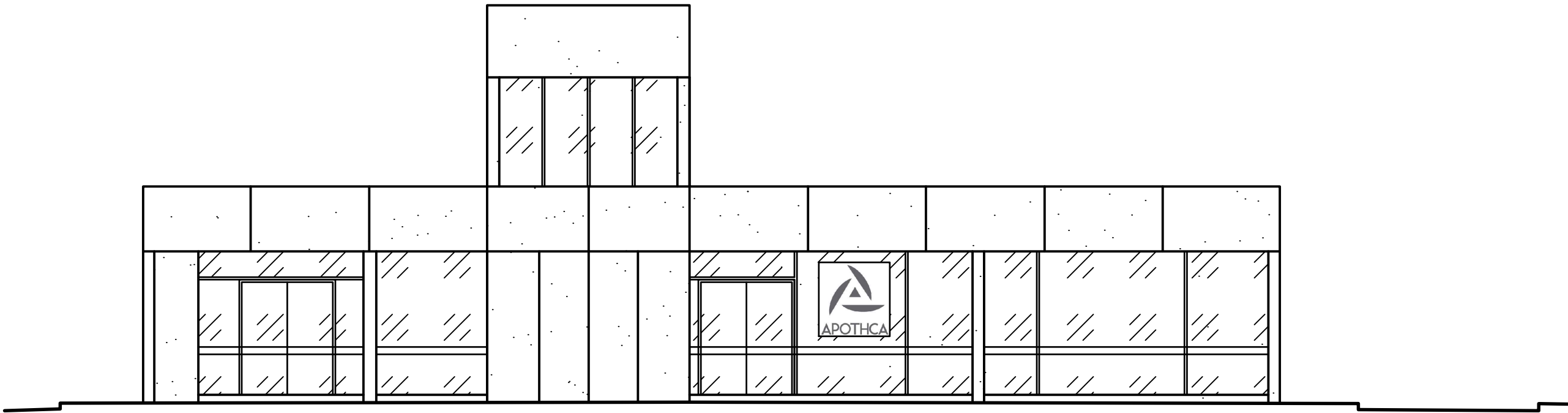


# CONCEPTUAL ELEVATIONS

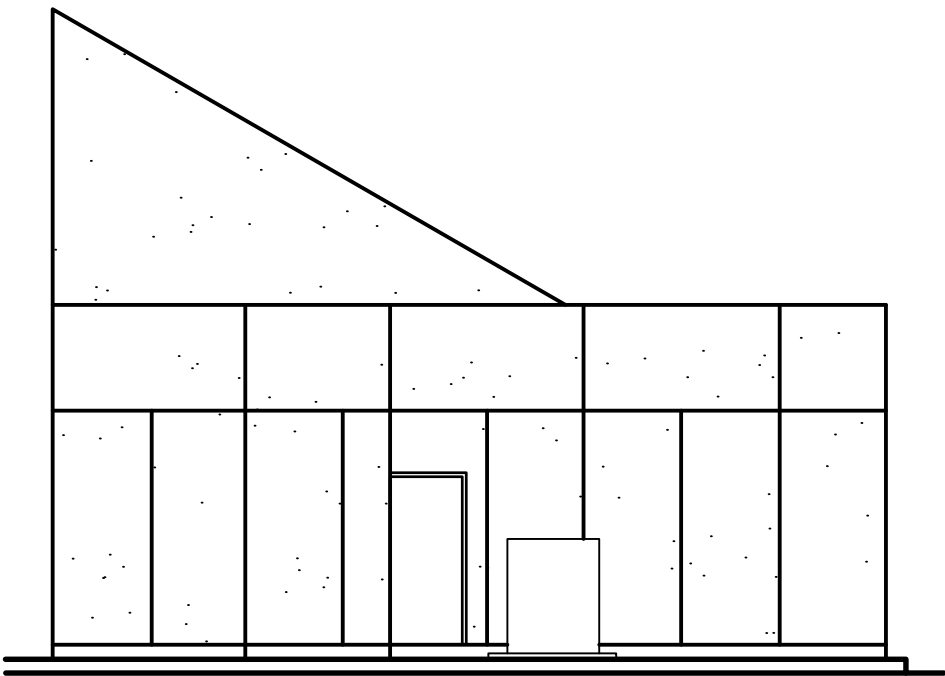
1386 MASSACHUSETTS AVENUE - ARLINGTON, MA

SEPTEMBER 28, 2019

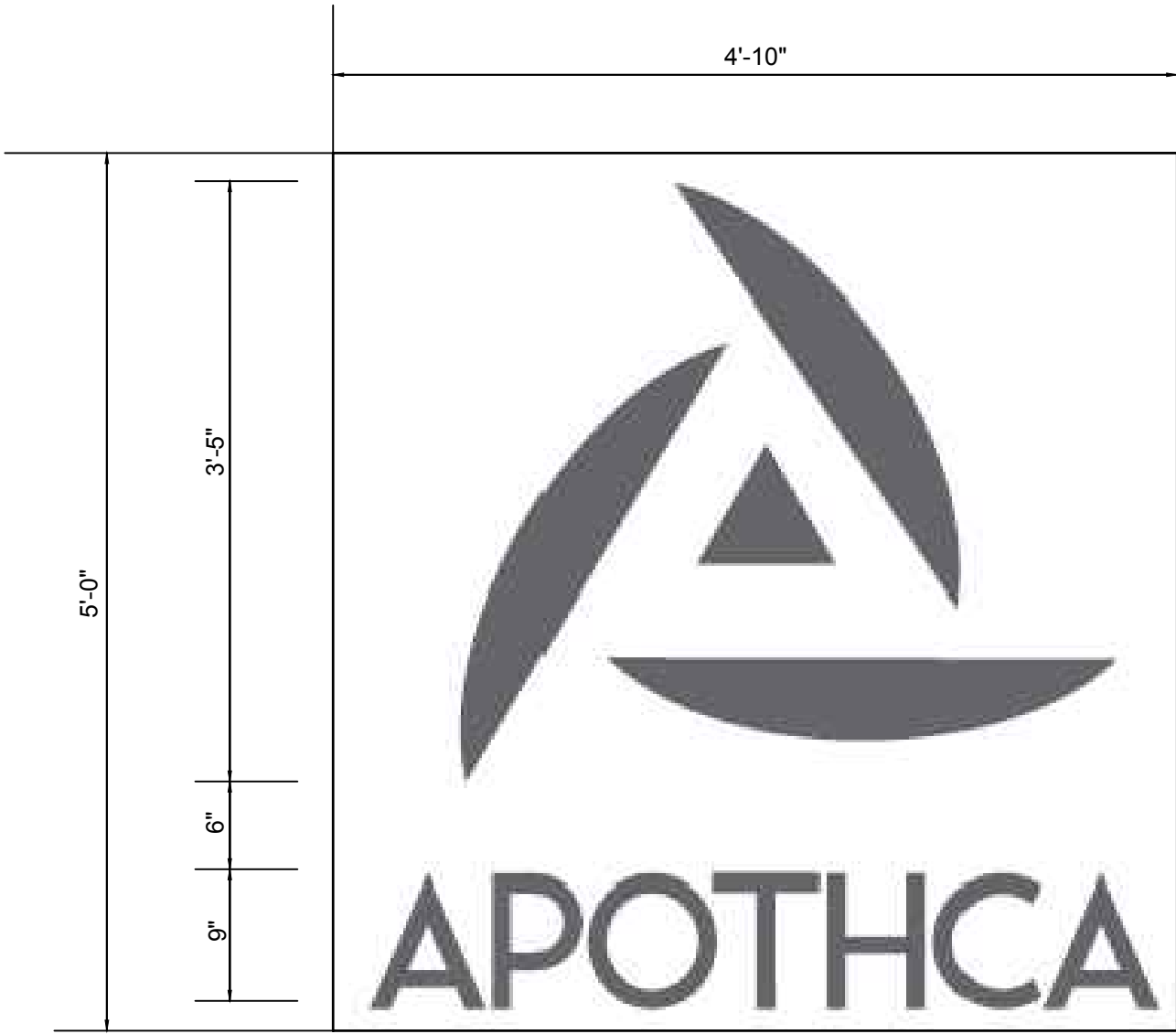
$\frac{1}{8}" = 1' - 0"$



NORTH ELEVATION



WEST ELEVATION



SIGN DETAIL  
SCALE: 1" = 1'-0"

# Security Policies and Procedures<sup>1</sup>

<b>General Security Requirements .....</b>	<b>2</b>
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<sup>1</sup> All information contained herein is subject to revision. Apothca intends to supplement and amend this document based upon input from the Cannabis Control Commission, the City of Fitchburg, City of Lynn, and as Apothca's understanding of its needs change. Apothca will assure all necessary local authorities receive a copy of this document, as well as any finalized amendments to this document. We respectfully ask that the materials provided be held in confidence.



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## **General Security Requirements**

### Introduction

Apothca, Inc. (“Apothca”), a Marijuana Establishment in the Commonwealth of Massachusetts, has prepared and developed security policies and procedures to provide for the safe, orderly, and legal production and distribution of adult-use marijuana.

### Security Program Management Roles and Requirements

- Under the supervision of the Chief Executive Officer, the Director of Security is responsible for the development and overall management of the Security Policies and Procedures for Apothca.
- The Director of Security is responsible for implementing and administering the Security Policies and Procedures as prescribed as well as any approved changes.
- The Director of Security will continuously develop and update emergency policies and procedures for securing all product following any instance of diversion, theft, or loss of marijuana and will conduct an assessment to determine whether additional safeguards are necessary.
- The Director of Security will also develop sufficient additional safeguards as required by the Commission for any Apothca facility that presents special security concerns.
- Managers are responsible for ensuring security measures within each division of Apothca.
- Access to marijuana and marijuana products will be limited to Apothca agents who have a need and who are also capable of safeguarding such products. Unauthorized agents and visitors will not have access to marijuana or marijuana products.
- Apothca agents with approved access to marijuana and marijuana products are responsible for the product when in their control. Agents will also be responsible for safeguarding any marijuana and marijuana products that come into their possession while performing assigned duties.
- Apothca agents will ensure that marijuana in excess of the quantity for normal, efficient operation is disposed of appropriately pursuant to 935 CMR 500.105(12).
- Agents will promptly report any safety or security concerns regarding agents, consumers, or visitors to the Director of Security. This includes any information that reflects adversely upon the integrity or general character of an agent; information that indicates the agent’s inability to safeguard marijuana, marijuana product, or any other information that may jeopardize Apothca’s operations in any way; and any information that may adversely affect the security and safety of the premises.
- The Director of Security will provide security administration and management for Apothca.
- Apothca will establish limited access areas accessible only to specifically authorized personnel, which shall include only the minimum number of employees essential for efficient operation.
- The Director of Security will ensure Apothca agents undergo required background screening prior to being granted access to the premises and/or offered employment, including but not limited to screening of financial history, criminal history, previous employment and known affiliations, and any other information required by the Cannabis Control Commission (“Commission”).



- The Director of Security will ensure secure storage and work spaces are properly monitored and safeguarded; Apothca will store all finished marijuana in a secure, locked safe or vault and in such a manner as to prevent diversion, theft, and loss.
- Apothca will keep all safes, vaults, and any other equipment used for the production, cultivation, harvesting, processing, or storage of marijuana and marijuana infused products (“MIPs”) securely locked and protected from entry, except for the actual time required to remove or replace marijuana.
- The Director of Security will ensure compliance and adherence to the Commission’s regulations, including—but not limited to—935 CMR 500.110.
- The Director of Security will serve as the primary point of contact for law enforcement for all security-related matters.
- The Director of Security, in coordination with Apothca agents, will establish and maintain a secure visitor management program, including a visitor log.
- The Director of Security will provide initial security training program for new agents as well as annual training for all agents.
- The Director of Security will establish and maintain safe and secure policies and procedures for transportation.
- The Director of Security, in collaboration with the Chief Operating Officer, will update the Security Policies and Procedures as needed; at a minimum the Security Policies and Procedures will be updated/reviewed on an annual basis.

#### Proximity Access Cards

- In addition to the identification badges worn by all agents, proximity card readers will secure all Limited Access Areas and will only be issued to those agents who require access to Limited Access Areas to complete job functions.
- Access Cards will be issued and accounted for in Apothca’s Access Card database and be maintained in accordance with Apothca’s recordkeeping requirements.
- Each access card will grant access to specific zoned areas for authorized access; access may be limited as necessary.

#### Investigative Response to Alarms

- Apothca will have security agents on site as-needed according to operational needs and requirements.
- If the Intrusion Detection System (“IDS”), video surveillance, or other means indicate the presence of a potential intruder, security agents will immediately contact law enforcement by dialing 911.
- Security agents will, at a minimum, provide the following to the 911 operator:
  - Number of suspected intruders;
  - Physical description of the suspected intruders; and
  - Location within the facility of the suspected intruders.

#### Employee Security Policies

- Employees will ensure that Apothca facilities and limited access areas are only accessed by authorized personnel and individuals.

- Access to Apothca facilities is limited to employees and those persons allowed access by the state. All employees must be registered and licensed.
- All employees will be assigned access keys, cards, and personal security codes. These access controls are always to be protected and used only by the authorized employees.
- All employees must always wear their badge in a visible, above-the-waist location.
- Employees must determine an individual's reason for accessing the facility.
- Review federal or state photo ID and verify that the individual is over 21 years of age.
- Visitors shall sign-in and sign-out on a visitor log.
- The visitor log shall minimally include the name of the visitor and the date, time of arrival and departure, purpose of visit, the visitor identification badge number or other unique identifier, areas of the facility visited, and names of all employees visited.
- Each visitor shall receive a visitor badge for use while on site and return the badge prior to leaving the site.
- Visitors shall display their visitor badge and be escorted while on the premises.
- State or federal inspectors/employees may arrive for an inspection announced or unannounced and shall be granted access to any area of the facility, as requested.
- If an individual attempts to enter Limited Access or No Access areas, the individual shall be informed that only authorized personnel is allowed in that area. The individual shall be politely escorted to the sales floor, bathroom, waiting room, etc.
- An employee may not receive any type of consideration or compensation for allowing a visitor to enter a limited access area.
- Emergency visitors, e.g., emergency medical professionals or law enforcement, etc., will be signed-in per local procedures.
- Employees will be trained to use and understand security procedures and equipment as necessary in the event of an emergency.
- Panic buttons are placed throughout the facility. If safe to do so, these buttons must be used if intruders enter the facility, a robbery occurs, or if the safety of any employee or patron becomes threatened.
- All employees will be armed with duress codes if forced to deactivate the facility's security alarm.
- If at any time the access controls are lost or compromised, the employee must notify their supervisor immediately and assist with the recovery process as necessary.
- It is the responsibility of every employee to aid in the security of Apothca through prevention, awareness, reporting, and responsible incident management.
- Employees will properly store and secure all marijuana, marijuana products, and cash.
- Employees must never place product or cash in a location other than the designated areas within limited access areas.
- Employees are responsible for supervising all product and cash at all times throughout their shift.
- Any product being shown to a visitor or consumer must immediately be placed back in the product's designated area. No product may be left unsupervised at any time.
- Employees will be trained to identify suspicious behavior and to be observant of their surroundings.
- All employees are required to pay special attention to their surroundings upon opening and closing the facility.



- It is strict Apothca policy that all employees closing for the day leave the facility together and never alone.
- Employees are responsible for reporting any suspicious activities from visitors, consumers, or their colleagues to their supervisor immediately.

The following observations could lead to the detection of diversion:

- An individual purchases an unusually large amount of marijuana or marijuana products on a frequent basis.
- Large purchases are made in an unreasonably short time frame.
- An individual requests large purchases be packaged in smaller containers.
- In a confidential matter, employees must use their best judgment when observing consumer purchasing habits.

### Handling of Marijuana

- Employees must encourage all individuals to maintain marijuana and marijuana products in their original packaging.
- Employees must encourage individuals to securely store marijuana and marijuana products in a manner that minimizes the risk of diversion.
- Employees will ensure that all marijuana, marijuana products, and cash are handled, stored, packaged, and recorded in accordance with Apothca policies and regulatory requirements.
- Employees must carefully package, restock, and weigh all product in a very precise manner to minimize loss.
- All weighing and counting of product must be performed in accordance with inventory procedures and requirements.
- Employees who discover that any product or cash has been mishandled, misplaced, or is missing must notify their supervisor immediately.
- All loss must be approved by the facility manager and recorded in the waste disposal log and ADP/POS system.
- All expired, contaminated, or unusable product must be properly recorded and stored. The facility manager must approve all marijuana waste and loss.
- The facility manager is responsible for approving all waste and inventory loss. Each occurrence will be reviewed and recorded in a data collection repository, which will be reviewed for trends and patterns.
- The facility manager will investigate and implement procedure variations to mitigate waste and inventory loss.
- Waste reporting occurs on a consistent basis during the shift of one or more employees.
- Inventory loss is detected in a consistent fashion during the shifts of one or more employees. All inventory losses, regardless of the reason, will be investigated by the dispensary manager.

In the event of a theft or robbery:

- Employees must not try to confront the assailant.
- Press the closest silent alarm, if it is safe to do so, and wait for law enforcement to arrive.
- Remain in place, do not move, and do not engage the assailant(s).

- As soon as it is safe to do so, Dispensary Management personnel will contact local law enforcement. State agencies will be notified as specified in local security procedures.

In the case of an individual who demonstrates verbal or physical aggression toward employees, visitors, or consumers:

- Try to calm the individual down by speaking to them in a respectful manner so as not to further agitate them.
- Individually listen to the individual's needs or complaints to see if the issue can be resolved at that time.
- Any employee can do this, but if the situation escalates, inform the manager on duty.
- If speaking to the individual does not deescalate the situation, Management personnel shall inform the individual that they must regain their composure, or they may be escorted from the premises.
- If this does not deter the individual, security shall be notified.
- If the individual refuses to leave on their own accord, security shall escort the individual off the premises.
- If the individual becomes physically aggressive (i.e. throwing things, touching others, or otherwise threatening to harm anybody), they must be escorted off the premises.
- If the situation escalates any further, press one of the silent alarms, if safe, and remain calm until law enforcement arrives.
- Document the encounter and inform the state.

#### Response to Hostile Intruder

- Agents will immediately dial 911 or activate one of the panic/duress alarms located throughout the Facility and connected to local law enforcement authorities when it is safe to do so.
- Agents will alert all occupants within the Facility to find a safe location.
- If deemed life threatening, agents must not engage or confront the intruder—await response from law enforcement.
- If safe to do so, agents must evacuate the surrounding area immediately.
- Agents must close and secure all doors if it is safe to do so.
- If unable to safely exit the building, agents will seek shelter in a room where doors can be locked or barricaded securely.
- Agents must turn off lights in room.
- Agents will remain out of sight of doors and windows.
- Agents will remain quiet and turn off the volume on cell phones.
- Once safely in a secure room, security agents or any other individual will contact law enforcement by dialing 911 and give the location and number of people in the room.
- Agents must follow all instructions provided by the 911 operator.
- If unable to speak, agent will leave phone line open to allow the 911 operator to hear what is occurring in the room.
- If responding law enforcement officials are encountered, agent must keep hands elevated and palms visible.
- If the fire alarm sounds, agents must remain in place unless fire or smoke is detected or advised to do so by the 911 operator.
- Agents must not carry items in hands that could be mistaken as a weapon.



- When possible, security agents will assist those with disabilities and those with any injuries by escorting them to the nearest safe exit or safe area.
- If able to safely exit the Facility, agents must not return until it is declared safe to do so by law enforcement and/or fire officials.
- Agents will follow all instructions issued by law enforcement and/or fire officials.

#### Response to Criminal Trespass/Indication of Security Compromise (Non-Hostile)

- In the event an agent detects that criminal trespass has occurred, the agent should report this information to the Director of Security or a security agent immediately.
- Security agents will remain at the location of suspected compromise when possible.
- Agents must immediately notify the Director of Security for a determination of actions to be taken.
- Agents will secure the compromised area and conduct an inventory of the contents and check for tampering or missing inventory.
- If necessary, the Director of Security will request assistance from law enforcement and notify the Commission as required.
- If immediate evacuation is necessary due to an emergency, storage containers and controlled areas will be examined upon return to determine whether marijuana, marijuana products, or cash were left unattended or if any marijuana, marijuana products, or cash are missing following an inventory check. The Director of Security will prepare an Incident Report that will be submitted to the Chief Operating Officer.
- Any emergency or event that would inhibit or prevent the proper safeguarding of inventory will be reported immediately to the Director of Security.

#### Emergency Evacuation Plan

- In the event of a fire or other emergency in which evacuation is necessary, an agent designated by the Director of Security will be responsible for coordinating and directing an orderly evacuation of each assigned section of the Apothca Facility. Drills for evacuation and lock down will be coordinated with law enforcement. Evacuation priorities for agents consist of the following:
  - Moving occupants who are closest to the danger to a safe area near or at an emergency exit;
  - Directing occupants to evacuate the building through the nearest emergency exit; and
  - After safely exiting the building, proceeding directly to the predetermined assembly area to participate in “roll call” led by the Director of Security.
- In the event that Apothca receives a bomb threat, the agent receiving the threat should immediately notify a manager and dial 911. In the event of a bomb threat and/or explosion, all occupants should be evacuated as described above.
- In the event of a fire, the agent discovering the fire should activate the internal fire alarm immediately.
- Security agents should dial 911.
- If safe to do so and at the agent’s discretion, the agent will attempt to extinguish the fire.
- If possible, agents leaving the affected area will attempt to turn off electrical equipment and close doors against the fire.
- All occupants will exit the building using the nearest safe exit.

- Occupants will assemble for a “roll call” in the designated evacuation area, ensuring that they remain clear of responding fire apparatus.
- Smoke and fire alarms will be tested on a monthly basis.
- Fire extinguishers and the fire suppression system will be tested/inspected on an annual basis.
- The Director of Security will ensure that an annual fire evacuation drill is conducted, documented, and performed in consultation with the local fire department.
- Fire evacuation maps will be clearly posted throughout the Apothca Facility.

#### Response to Fire

- In the event of a fire, the agent discovering the fire will immediately dial 911 and activate the internal fire alarm.
- If safe to do so and at the agent’s discretion, the agent may extinguish the fire.
- If possible, agents leaving the affected area should attempt to turn off electrical equipment and close doors to prevent the spread of smoke or fire.
- All occupants will exit the building using the nearest safe exit.
- Occupants will assemble for a “roll call” in the designated evacuation area, ensuring that they remain clear of responding fire apparatus.
- Smoke and fire alarms to be tested on a monthly basis.
- Fire extinguishers and the fire suppression system to be tested/inspected on an annual basis.
- The Director of Security will perform and document an annual fire evacuation drill in consultation with the local fire department.
- Fire evacuation maps will be clearly posted around the Apothca facility and agents will review the maps on an ongoing basis.

#### Hazardous Weather/Shelter-In-Place

- Evacuees will follow the public official’s instructions on the Emergency Alert System station.
- In the event that hazardous weather or other natural or manmade circumstances require a shelter-in-place order, the following procedures will be performed by security agents to implement the sheltering plan:
  - Announce to agents that a shelter-in-place has been advised and that the sheltering plan will be implemented;
  - If safe to do so, allow agents to depart prior to putting shelter procedures into place;
  - Take “roll call” and record number of agents who will be sheltering in the facility;
  - Secure and lock all doors and windows;
  - Move agents to a designated sheltering room in center of the facility; and
  - Continue monitoring Emergency Alert System, radio, TV, and other methods of communication to determine when an “All Clear” is issued and the shelter-in-place can be lifted.

#### Cash Management

Agents that handle and store cash are responsible for the funds while under their control. Apothca will limit the amount of cash in cash drawers by limiting the amount of cash in each

cash drawer at the beginning of an agent's shift and by conducting frequent cash sweeps throughout the day. These measures are designed to reduce the risk of discrepancies and allow for frequent counting to occur.

BioTrack THC point of sale software will track each transaction and a record of all sales transaction will be stored and readily available. Any change made to the POS system must be reviewed and approved by the Chief Operating Officer, in advance of the change being made.

All cash will be secured in a safe and stored in a vault room. The safe will have a four (4) digit combination lock with a slot in which to drop in cash. At no time will the door of the cash storage vault be left open while the room is unattended. If the room is in use, then the outer door will be kept closed. The vault will only be open during the time required to remove/replace cash. Until further agents are identified, the only agents authorized to access the safe will be the Chief Executive Officer, Chief Operating Officer, Director of Security, and Director of Cultivation.

A record of the names of persons having access to the vault room will be maintained by the Director of Security. Access to the vault room is highly restricted and is safeguarded via the use of card key access. Each agents processing transactions is assigned a dedicated POS terminal and cash till. Cash will be counted by till in the following manner:

- Prior to a shift starting by the agent collecting the till and verified by a supervisor; and
- At the end of a shift – each agent is required to reconcile his/her cash drawer at the end of his/her scheduled shift with verification by a supervisor
- The final cash from the agent's shift will be dropped into the cash-drop portion of the safe in the vault room

In the event of a discrepancy, the Director of Security, Chief Executive Officer, and Chief Operating Officer will be notified, and an immediate internal audit will be conducted to determine where and when the discrepancy occurred. If it is determined that there is an error or inaccuracy in the reporting, then the cause will be investigated, and corrective action measures will immediately be put into place to avoid such error or inaccuracy in the future.

Cash will be transported from the Apothca facility to the bank of deposit by a third-party vendor or the Director of Security. Pickups will occur frequently, or as requested by the Chief Executive Officer, Director of Security, or Chief Operating Officer. At no time will agents be transporting cash to/from the bank of deposit with the exception of the Director of Security.

## **Limited Access Areas**

### Consumer Access

- All individuals trying to access an Apothca retailer facility will be positively identified to limit access to individuals age 21 years or older.
- Apothca agents must positively identify all individuals to whom marijuana products are being transferred to confirm that each individual is 21 years or older.

### Authorized Visitor Access



- Authorized visitors (i.e. outside vendors, contractors and visitors pursuant to 935 CMR 500.110(4)(e)) will be issued a Visitor Badge and be escorted by an authorized Apothca agent at all times.
- Agents will be notified when an authorized visitor is entering a Limited Access Area.
- Authorized visitors are prohibited from remaining on the premises once the purpose of their visit has been completed.

#### Visitor Access Procedures

- Photograph identification, such as a valid driver's license, will be required for all authorized visitors.
- Visitor Record: A visitor sign-in and sign-out record will be required. This record will include the visitor's name, address, organization or firm, date, time in and out, and the name of the authorized agent who will be escorting the visitor.

#### Access Control to Limited Access Areas

- Limited Access Areas will be clearly identified with a posted sign that will be a minimum of 12" x 12" and states "DO NOT ENTER – LIMITED ACCESS AREA – ACCESS LIMITED TO AUTHORIZED PERSONNEL ONLY"
- The minimum number of authorized agents essential for efficient operation will have access to inventory, cash, and management offices. Access will be restricted using zoned proximity reader key cards and by maintaining internal automatic locking doors.
- Agents will visibly display their Apothca ID badge while performing job duties on-site or off-site.
- Agents may not bring bags, camera phones, backpacks, or purses from the break room into the areas where consumers and other visitors are present. Agents will use individual lockers for storing personal belongings during scheduled work hours. Any item that could be used for diversion may be prohibited at the discretion of the Director of Security.

### **Security System**

#### Perimeter Controls, Monitoring, and Controlled Access

- Individuals who are not engaged in an activity expressly permitted under 935 CMR 500.000 are prohibited from the premises of an Apothca facility.
- Proper lighting will be used and maintained at all times, including after normal business hours, in and around an Apothca facility. The lighting will include areas around the premises including entry and exit points, parking areas, and the perimeter fence lines.
- Foliage on the premises will be maintained in a manner that does not allow persons to conceal themselves from sight.
- All entry points and perimeter windows will be alarmed.
- The perimeter will be monitored twenty-four (24) hours a day by a remote monitoring center and security agent(s).

#### Building Access Controls

Access will be controlled by card proximity readers and monitored using cameras, a buzzer system, and intercoms. In addition, there is a one-sided window in the security office allowing security agents to view individuals as they approach the main entrance to the dispensary.

### Security Checks and Inspections

The Director of Security or a designated alternate will conduct regularly scheduled security checks of the Apothca facility. As an added precaution, areas within the Apothca facility (e.g. growing, processing, and inventory) will be routinely checked throughout the day and at the beginning and close of each operational period to ensure that materials, equipment, and rooms appear to be properly maintained. If an area is not found to be in order, security agents will contact the Director of Cultivation as well as the Director of Security and document the incident in a report to be approved by the Director of Security.

### Prohibited Items and Weapons

Items that constitute a threat to agents, state and local law enforcement, consumers, visitors, and the Apothca facility are expressly prohibited on the premises, regardless of whether the individual or agent holds a valid permit to carry a weapon. This includes, but is not limited to, items such as firearms, knives, pepper sprays, chemicals, explosives, clubs, box cutters, and any items deemed unlawful by law enforcement.

### Intrusion Detection Systems (IDS)

The custom IDS includes intrusion detection, camera monitoring, fire alarms, motion sensors, and proximity reader components, among other features.

- Central Monitoring Station:
  - The IDS has multiple redundancies in place to ensure connectivity with the central monitoring station including, but not limited to, a secure connection using digital, wireless, and radio-controlled frequencies.
  - When the central monitoring station detects an intrusion, malfunction, or tampering, security agents, law enforcement, and management will be notified within five (5) minutes after the failure, either by text message, email, or telephone. If needed, repairs to the IDS system will be made immediately or within a 24-hour period.
- IDS Operations
  - The IDS will have all external zones activated twenty-four (24) hours a day, and internal zones will be armed on a regularly scheduled time period. A daily record will be maintained at the Apothca facility and will identify the person responsible for setting and deactivating the IDS. In most cases, the system will self-arm on a regularly scheduled basis, and all exterior points of access will be armed at all times.
  - A failure to activate or deactivate the IDS will be reported to the Director of Security and a record will be maintained for at least ninety (90) days.
  - Records will also be maintained for ninety (90) days indicating time of receipt of alarm, name of security staff responding, time of dispatch to the Apothca facility, response time until security staff arrived at the alarm location, nature of the alarm, and relevant response actions.
- Surveillance Room
  - All security system equipment and recordings will be maintained in a secure location on-site that will remain locked and will not be used for any other function.
  - Access to the designated rooms will be limited to those agents that are essential to surveillance operations, law enforcement authorities acting within their lawful jurisdiction, authorized security system service personnel, and the Commission.

- A current list of authorized agents and service personnel that have access to designated security rooms and surveillance rooms will be made available to the Commission and law enforcement officials upon request.
- Power Outage
  - Apothca has a separate power source that will provide electricity to all security systems in the event of a power outage. This power source will remain independent from the main power source.
  - Apothca will immediately notify appropriate law enforcement authorities and the Commission within twenty-four (24) hours in the event of a failure of any security alarm system due to a loss or electrical power or mechanical malfunction that is expected to last longer than eight (8) hours.

### Video Surveillance

- As required by 935 CMR 500.110(5)(a)(4)-(9), video recordings will allow for the exporting of still images in an industry standard image format, including .jpg, .bmp, and .gif. Exported video will have the ability to be archived in a proprietary format that ensures authentication of the video and guarantees that no alteration of the recorded image has taken place. Exported video will also have the ability to be saved in an industry standard file format that can be played on a standard computer operating system. All recordings will be erased or destroyed prior to disposal.
- Video surveillance cameras are located in all areas that may contain marijuana or marijuana products including all points of entry and exit to Apothca, the perimeter of the building, and in all parking lot areas. In addition, the following requirements will be met:
  - Cameras will be present in all areas within the Apothca facility.
  - Camera placement is capable of clearly capturing any person entering/exiting the Apothca facility.
  - All video recordings contain a date/time stamp.
  - Cameras will be angled to capture a clear and certain identification any person entering/exiting Apothca or restricted area and lighting conditions will be appropriate for the area under surveillance.
- Video cameras will be capable of producing clear, color, high-resolution photo (live or recorded), and images will include date/time frame recording that does not obscure the photo. Twenty-four (24) hour recordings from all video cameras will be available for immediate viewing by the Commission upon request. These recordings will be retained for a minimum of ninety (90) days, will not be destroyed or altered, and will be retained as long as necessary if Apothca is aware of a pending criminal, civil or administrative investigation for which the recording may contain relevant information.
- All security equipment (cameras, alarms, etc.) will be kept in working order and subject to inspection and testing at intervals not to exceed thirty (30) calendar days from the previous inspection

### Redundant Notification Systems

Apothca will have a failure notification system that will send an alert to designated employees of Apothca within five minutes after the failure pursuant to 935 CMR 500.110(5)(a)(1)-(3).

### Internal Alarms



For the safety of all agents, consumers, state or local law enforcement, and authorized visitors, panic/duress alarms will be located throughout the Apothca facility and connected to local law enforcement authorities.

## **Incident Reporting**

### Overview

- Reportable Incidents: Apothca will immediately notify local law enforcement officials and the Commission within twenty-four (24) hours after discovering the following:
  - Discrepancies identified during inventory, including diversion, theft, loss, and any criminal action involving Apothca or an Apothca agent;
  - Any suspicious act involving the sale, cultivation, distribution, processing, or production of marijuana by any person;
  - Unauthorized destruction of marijuana;
  - Any loss or unauthorized alteration of records related to marijuana;
  - An alarm activation or other event that requires response by public safety personnel;
  - The failure of any security alarm system due to a loss of electrical power or mechanical malfunction that is expected to last longer than eight hours; and
  - Any other breach of security.
- Documenting and Reporting: Within ten (10) calendar days, Apothca will provide written notice to the Commission of any incident described above, by submitting an incident report in a form and manner determined by the Commission that details the circumstances of the event, any corrective actions taken, and confirmation that the appropriate law enforcement authorities were notified. Reports and supporting documents, including photos and surveillance video related to a reportable incident will be maintained by Apothca for a minimum of one (1) year and made available to the Commission and to law enforcement authorities acting within their lawful jurisdiction upon request.

### Documenting and Reporting

Within ten (10) calendar days, Apothca will provide written notice to the Commission of any incident described above, by submitting an incident report form, detailing the incident, the investigation, the findings, resolution (if any), confirmation that local law enforcement was notified, and any other relevant information. Reports and supporting documents, including photos and surveillance video related to a reportable incident, will be maintained by Apothca for a minimum of two (2) years and made available to the Commission and to law enforcement authorities acting within their lawful jurisdiction upon request.

Using BioTrack, Apothca will document all handling of marijuana as plants move through the different rooms located within a Apothca facility. Agents who handle marijuana or marijuana products will be appropriately monitored through video surveillance. All finished marijuana and marijuana product inventory will be audited on a weekly basis, while certain inventory will be audited on a daily basis (e.g. contents of the Dry Room). Inventory audits will identify any discrepancies and/or suspected diversion. Apothca agents will be subject to random security checks, including searches of personal items brought into a facility.

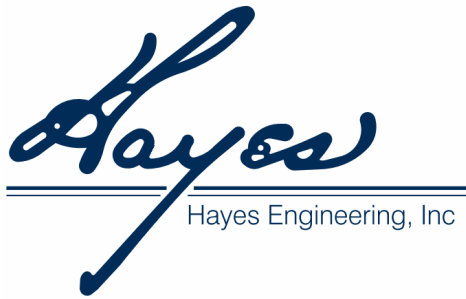
## **Marijuana Establishment Internal Audit**

### Security Audits

In addition to the monthly security system inspection, Apothca will perform a security system audit using an external vendor approved by the Commission. The audit report will be submitted to the Commission no later than thirty (30) calendar days after the audit is conducted. If the audit identifies areas for improvement related to the security system, Apothca will also submit a plan to mitigate those concerns within ten (10) business days.

### Security Recordkeeping

The Director of Security is responsible for maintaining all security-related records and reports.



603 Salem Street  
Wakefield, MA 01880  
Tel: (781) 246-2800  
Fax: (781) 246-7596

Nantucket, MA 02554  
Tel: (508) 228-7909

## Memorandum

Refer to File No. \_\_\_\_\_

**TO:** Arlington Redevelopment Board  
**FROM:** Tony Capachietti, *Project Manager*  
**DATE:** October 15, 2019

**SUBJECT:** Apothca, Inc.  
LEED Practices  
1386 Massachusetts Avenue

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Accompanying this memorandum please find attached the Leed Existing Building Project Checklist for the above referenced project. The Applicant proposes to implement the following practices in conjunction with the project:

- Encourage alternative modes of transportation to the site for employees and customers. The Applicant will offer subsidies for public transit to employees and publish public transportation information on the company website and in-store for customers;
- Install energy efficient LED fixtures for exterior lighting. All lighting shall be dark sky compliant;
- All electric fixtures and appliances to be upgraded at the site shall have a minimum Energy Star rating of 71;
- Retrofit all plumbing fixtures at the property to be water conserving type;
- Coordinate with the Arlington Water Department to replace water meter, if necessary;
- Replace all mercury containing fluorescent bulbs at the facility with energy efficient LED bulbs;
- Add gas traps to the existing catch basins, if not currently equipped, to improve stormwater quality existing the site.





# LEED 2009 for Existing Buildings: Operations & Maintenance

## Project Checklist

Apothca - 1386 Mass Ave - Arlington

6-Oct-19

4	0	0	Sustainable Sites		Possible Points: 26	<b>Notes:</b> Apothca will encourage alternative modes of transportation for all employees and is committed to a reduction of 10% or more in SOV to the facility.  Proposed lighting is dark sky compliant.
Y	?	N				
		0	Credit 1	LEED Certified Design and Construction	4	
		0	Credit 2	Building Exterior and Hardscape Management Plan	1	
		0	Credit 3	Integrated Pest Management, Erosion Control, and Landscape Management Plan	1	
3			Credit 4	Alternative Commuting Transportation	3 to 15	
			<input checked="" type="checkbox"/>	Reduce by 10%	3	
			<input type="checkbox"/>	Reduce by 13.75%	4	
			<input type="checkbox"/>	Reduce by 17.5%	5	
			<input type="checkbox"/>	Reduce by 21.25%	6	
			<input type="checkbox"/>	Reduce by 25%	7	
			<input type="checkbox"/>	Reduce by 31.25%	8	
			<input type="checkbox"/>	Reduce by 37.5%	9	
			<input type="checkbox"/>	Reduce by 43.75%	10	
			<input type="checkbox"/>	Reduce by 50%	11	
			<input type="checkbox"/>	Reduce by 56.25%	12	
			<input type="checkbox"/>	Reduce by 62.5%	13	
			<input type="checkbox"/>	Reduce by 68.75%	14	
			<input type="checkbox"/>	Reduce by 75%	15	
		0	Credit 5	Site Development—Protect or Restore Open Habitat	1	
		0	Credit 6	Stormwater Quantity Control	1	
		0	Credit 7.1	Heat Island Reduction—Non-Roof	1	
		0	Credit 7.2	Heat Island Reduction—Roof	1	
1			Credit 8	Light Pollution Reduction	1	

2	0	0	<b>Water Efficiency</b>	Possible Points: 14
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Y	?	N		
Y			Prereq 1	Minimum Indoor Plumbing Fixture and Fitting Efficiency
1			Credit 1	Water Performance Measurement
				1 Whole building metering
				0 Submetering
1			Credit 2	Additional Indoor Plumbing Fixture and Fitting Efficiency
				1 Reduce by 10%
				Reduce by 15%
				Reduce by 20%
				Reduce by 25%
				Reduce by 30%
		0	Credit 3	Water Efficient Landscaping
				Reduce by 50%
				Reduce by 62.5%
				Reduce by 75%
				Reduce by 87.5%
				Reduce by 100%
		0	Credit 4	Cooling Tower Water Management
				Chemical Management
				Non-Potable Water Source Use

1 to 2  
1  
2  
1 to 5  
1  
2  
3  
4  
5  
1 to 5  
1  
2  
3  
4  
5  
1 to 2  
1  
2

Notes:

Apothca will retrofit existing plumbing fixtures to water conserving fixtures whenever possible.

1	0	0	Energy and Atmosphere		Possible Points: 35	
Y	?	N				
Y			Prereq 1	Energy Efficiency Best Management Practices		
Y			Prereq 2	Minimum Energy Efficiency Performance		
Y			Prereq 3	Fundamental Refrigerant Management		
1			Credit 1	Optimize Energy Efficiency Performance	1 to 18	
			1	ENERGY STAR Rating of 71 or 21st Percentile Above National Median	1	
				ENERGY STAR Rating of 73 or 23rd Percentile Above National Median	2	
				ENERGY STAR Rating of 74 or 24th Percentile Above National Median	3	
				ENERGY STAR Rating of 75 or 25th Percentile Above National Median	4	
				ENERGY STAR Rating of 76 or 26th Percentile Above National Median	5	
				ENERGY STAR Rating of 77 or 27th Percentile Above National Median	6	
				ENERGY STAR Rating of 78 or 28th Percentile Above National Median	7	
				ENERGY STAR Rating of 79 or 29th Percentile Above National Median	8	
				ENERGY STAR Rating of 80 or 30th Percentile Above National Median	9	
				ENERGY STAR Rating of 81 or 31st Percentile Above National Median	10	
				ENERGY STAR Rating of 82 or 32nd Percentile Above National Median	11	
				ENERGY STAR Rating of 83 or 33rd Percentile Above National Median	12	
				ENERGY STAR Rating of 85 or 35th Percentile Above National Median	13	
				ENERGY STAR Rating of 87 or 37th Percentile Above National Median	14	
				ENERGY STAR Rating of 89 or 39th Percentile Above National Median	15	
				ENERGY STAR Rating of 91 or 41st Percentile Above National Median	16	
				ENERGY STAR Rating of 93 or 43rd Percentile Above National Median	17	
				ENERGY STAR Rating of 95+ or 45th+ Percentile Above National Median	18	
		0	Credit 2.1	Existing Building Commissioning—Investigation and Analysis	2	
		0	Credit 2.2	Existing Building Commissioning—Implementation	2	
		0	Credit 2.3	Existing Building Commissioning—Ongoing Commissioning	2	
		0	Credit 3.1	Performance Measurement—Building Automation System	1	
		0	Credit 3.2	Performance Measurement—System-Level Metering	1 to 2	
				40% Metered	1	
				80% Metered	2	
		0	Credit 4	On-site and Off-site Renewable Energy	1 to 6	
				3% On-site or 25% Off-site Renewable Energy	1	
				4.5% On-site or 37.5% Off-site Renewable Energy	2	
				6% On-site or 50% Off-site Renewable Energy	3	
				7.5% On-site or 62.5% Off-site Renewable Energy	4	
				9% On-site or 75% Off-site Renewable Energy	5	
				12% On-site or 100% Off-site Renewable Energy	6	
		0	Credit 5	Enhanced Refrigerant Management	1	

Notes:

Apothca will choose EnergyStar rating of 71 or greater for all new equipment and will replace existing bulbs with LED wherever feasible.



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Credit 6

Emissions Reduction Reporting

1

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1	0	0	<b>Materials and Resources</b>	Possible Points: 10
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Y	?	N		
Y			Prereq 1	Sustainable Purchasing Policy
Y			Prereq 2	Solid Waste Management Policy
		0	Credit 1	Sustainable Purchasing—Ongoing Consumables
		0	Credit 2	Sustainable Purchasing—Durable Goods
				40% of Electric-Powered Equipment
				40% of Furniture
		0	Credit 3	Sustainable Purchasing—Facility Alterations and Additions
1			Credit 4	Sustainable Purchasing—Reduced Mercury in Lamps
		0	Credit 5	Sustainable Purchasing—Food
		0	Credit 6	Solid Waste Management—Waste Stream Audit
		0	Credit 7	Solid Waste Management—Ongoing Consumables
		0	Credit 8	Solid Waste Management—Durable Goods
		0	Credit 9	Solid Waste Management—Facility Alterations and Additions

Notes:

2	0	0	<b>Indoor Environmental Quality</b>	Possible Points: 15
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Y	?	N		
Y			Prereq 1	Minimum IAQ Performance
Y			Prereq 2	Environmental Tobacco Smoke (ETS) Control
Y			Prereq 3	Green Cleaning Policy
		0	Credit 1.1	Indoor Air Quality Best Management Practices—Indoor Air Quality Management Program
		0	Credit 1.2	Indoor Air Quality Best Management Practices—Outdoor Air Delivery Monitoring
		0	Credit 1.3	Indoor Air Quality Best Management Practices—Increased Ventilation
1			Credit 1.4	Indoor Air Quality Best Management Practices—Reduce Particulates in Air Distribution
1			Credit 1.5	Indoor Air Quality Best Management Practices—Facility Alterations and Additions
		0	Credit 2.1	Occupant Comfort—Occupant Survey
		0	Credit 2.2	Controllability of Systems—Lighting
		0	Credit 2.3	Occupant Comfort—Thermal Comfort Monitoring
		0	Credit 2.4	Daylight and Views
		0	Credit 3.1	Green Cleaning—High Performance Cleaning Program
		0	Credit 3.2	Green Cleaning—Custodial Effectiveness Assessment
		0	Credit 3.3	Green Cleaning—Purchase of Sustainable Cleaning Products and Materials
		0	Credit 3.4	Green Cleaning—Sustainable Cleaning Equipment
		0	Credit 3.5	Green Cleaning—Indoor Chemical and Pollutant Source Control
		0	Credit 3.6	Green Cleaning—Indoor Integrated Pest Management

Notes:

0	0	0	<b>Innovation in Operations</b>	Possible Points: 6
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Y	?	N			
		0	Credit 1.1 Innovation in Operations: Specific Title	1	Notes:
		0	Credit 1.2 Innovation in Operations: Specific Title	1	
		0	Credit 1.3 Innovation in Operations: Specific Title	1	
		0	Credit 1.4 Innovation in Operations: Specific Title	1	
		0	Credit 2 LEED Accredited Professional	1	
		0	Credit 3 Documenting Sustainable Building Cost Impacts	1	

0	0	0	<b>Regional Priority Credits</b>	Possible Points: 4
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Y	?	N			
		0	Credit 1.1 Regional Priority: Specific Credit	1	Notes:
		0	Credit 1.2 Regional Priority: Specific Credit	1	
		0	Credit 1.3 Regional Priority: Specific Credit	1	
		0	Credit 1.4 Regional Priority: Specific Credit	1	

10	0	0	<b>Total</b>	Possible Points: 110
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Certified 40 to 49 points Silver 50 to 59 points Gold 60 to 79 points Platinum 80 to 110