

7.2.13 *Outdoor sales lots for new and used motor vehicles and trucks, and marine and recreational vehicles.* A special permit may be granted by the city council for outdoor sales lots for motor vehicles, marine and recreational vehicles, and similar sales subject to the following conditions:

1. Said lot is located in a BH, IG, or BE district.
2. Access and egress points shall be well defined and have sufficient width. Fourteen feet of access onto the property for safety purposes shall be shown on plans in accordance with the city zoning ordinance.
3. Said lot must contain a permanent building, containing a foundation and meeting the state building code, within reasonable means.
4. The entire sales lot and off street parking area must be paved and a perimeter curb or barrier must be provided to prevent encroachment of the vehicles for sale into the required setback and landscaped areas. This section must be met prior to receiving the special permit.
5. The maximum number of motor vehicles for sale on a lot shall be the number which is the result of dividing the usable square feet of sale area by 310 to include allowance for setbacks and access. Indoor storage and sales areas shall not be included in this measurement and will be determined separately. If the applicant is applying for an auto repair license, the planning department must review both applications before the license is issued to meet this section for customer parking, employee parking and the total number of vehicles on the lot.
6. In the case of sales of marine or recreation vehicles, no stacking shall exceed the height limit for the zone.
7. All signage must be in accordance with standards set forth in the city zoning ordinance.
8. All motor vehicle sales lots shall buffer the activities from adjacent parcels by landscaping or other buffering materials. Preferred materials shall be decorative fencing and/or vegetative material to beautify the property. Landscape plans shall be forwarded to the planning board for review.
9. All outdoor lighting shall be directed so that it does not shine or spill onto adjacent properties.
10. The architectural appearance and functional plan of the building and site may not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence within a reasonable distance of the lot.

vehicles allowed on the property being added only. This section shall not be applicable to the pre-existing portion of the sales lot.

22. Any violation of any provision of this ordinance shall result in penalties as prescribed by the City of Holyoke Code of Ordinances, and local, state and federal laws, up to and including, revocation of the license.

23. Fees. The fee for such special permit shall be \$500.00 per applicant.

1. Completed application and fee.
2. Five copies of site plan drawn to scale. If the proposal calls for more than 20 sales spaces, said plans shall be prepared by a registered surveyor, engineer or architect. These plans shall include the following:
  - a. Parking layout plan showing both sales vehicle locations and off street parking spaces for employees and customers.
  - b. Total lot area in square feet and proposed coverage area.
  - c. Lighting, drainage, bulk waste container (dumpster) location, and landscaping or buffer plans.
  - d. Location of landscaping and buffering.
3. All departments will be given at least 21 days, after the application is received by the city clerk and forwarded, to respond to the city council.
4. A report from the planning department, declaring the maximum number of vehicles intended for display must be provided at the time of the public hearing.

18. Review procedure. Once the application is received by the city clerk, a copy of the application shall be forwarded to the planning board, health department, building department, and fire department for review. The application will not be considered complete until the application packet (including drawings, department head comment letters, and inspections) are complete and have been reviewed by the planning department. Once the application is deemed complete it will be submitted to the city council. A public hearing for the special permit shall be held in accordance with section 93 of the City of Holyoke Zoning Ordinance.

19. License required. After receiving a special permit from the city council, a license to operate the outdoor sales lot for one year must be obtained from the license commission.

20. All licenses that are valid on the date of passage of this ordinance and that are renewed for the same address and by the same licensee are hereby "grandfathered" from compliance with this ordinance. Any change, either in the owner, lessee, tenant or in the location of the license, must comply with the provisions of this ordinance.

21. Any legally grandfathered licensee in compliance with this section shall be allowed to extend the licensed used onto a contiguous parcel of land, and shall be required to comply with subsection 7.2.13(5) above in regards to the number of

11. Adequate customer parking must be provided in off-street parking spaces in accordance with the city zoning ordinance as set forth below. The employee and customer parking shall be clearly designated and shall not be used for the parking, storage, or display of motor vehicles, for sale, rental, or hire.

Customer Parking

Total number of vehicles permitted per special permit	Customer spaces required
Up to 25	2
25—50	3
51—75	4
76—100	5
101—150	6
151—200	7
201—250	8
251—300	9

Spaces for employees shall be computed at the rate of two spaces for each three employees in the maximum working shift (full or parttime)

12. All facilities issued a special permit pursuant to this section shall utilize a bulk waste container in compliance with chapter 74 of the City of Holyoke Code of Ordinances, the location of which shall be displayed on the site plan.

13. No outdoor stock piling of parts shall be permitted.

14. All vehicles and equipment must be in operational condition.

15. When other uses exist on the property, the entire property must comply with all relevant ordinances for each use.

16. All owners and lessees or tenant of properties under this section, must comply with all other state and local regulations, including, but not limited to those in relation to parking on sidewalks, snow removal into public ways, and utilizing public property.

17. The following documents must be provided at the time of the special permit application:

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and recreational vehicles  
Special Permit Application Checklist**

The following must be provided at the time of application:

- Completed application and non-refundable fee of \$500.00
- Letter from Treasurer and Tax Collector stating that the person(s) and property(s) named herein have no uncollected taxes, fines, and fees or other charges owing to the City of Holyoke.
- (If applicable) If applicant is not the owner of the building, a letter from the owner of the property acknowledging that they are aware of, and are in support of, the Special Permit request
- Five copies of the site plan drawn to scale. These plans should include the following:
  - Parking layout plan showing both sales vehicles locations and off street parking spaces for employees and customers
  - Total lot area in square feet and proposed coverage area
  - Lighting, drainage, bulk waste container (dumpster) location, and landscaping or buffer plans
  - Location of landscaping and buffering

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- ✓ All departments will be given at least 21 days, after the application is received by the City Clerk and forwarded to appropriate departments, to respond to City Council
  - ✓ A report from the Planning Department, declaring the maximum number of vehicles allowed must be provided at the time of the public hearing
  - ✓ The applicant is responsible for paying the cost of advertising the public hearing

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Please note:

**All Special Permits are subject to a 20 day appeal period. Therefore, after the full City Council votes on the Special Permit the 20 day appeal period begins.**

(According to MGL Ch. 40A, Sec. 11: A special permit...shall not take effect until a copy of the decision bearing the certification of the city or town clerk that 20 days have elapsed after the decision has been filed in the office of the city or town clerk and either that no appeal has been filed or the appeal has been filed within such time...is recorded in the registry of deeds for the county and district in which the land is located and indexed in the grantor index under the name of the owner of record or is recorded and noted on the owner's certificate of title. After Special Permit has been approved favorably by the full City Council)

- (After the 20 day appeal period is over) applicant must file the Special Permit at the Hampden County Registry of Deeds.
- After receiving a special permit from the city council, and recording it with the Registry of Deeds, any other necessary business permits and/or licenses must be obtained.