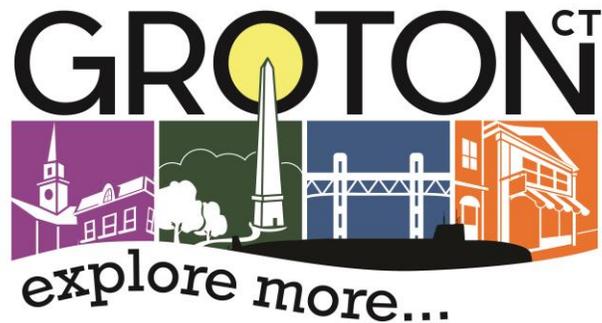


**REQUEST FOR PROPOSALS  
18-49  
GROTON HEIGHTS  
TOWN OF GROTON, CONNECTICUT**



**June 2018**

TOWN OF GROTON, CONNECTICUT

REQUEST FOR PROPOSALS (RFP)

Issued: Thursday, June 28, 2018

Sealed proposals are being requested for the sale or lease of publicly owned property, in accordance with all terms and specifications contained herein, and will be received by the Town of Groton, CT until the following deadline:

**2:30 P.M., Friday, August 24, 2018**

Three paper copy submittals and one electronic copy on a flash drive must be delivered by mail or hand-delivered in sealed envelopes addressed to the Town of Groton, Purchasing Division, 45 Fort Hill Road, Groton, CT 06340 Attn: Eileen Cardillo, Purchasing Agent. The submittals should be marked referencing "Groton Heights".

**THERE WILL NOT BE A PUBLIC OPENING AND PROPOSALS RECEIVED WILL NOT BE RELEASED UNTIL A PURCHASE AND SALES OR LEASE AGREEMENT IS FINALIZED.**

**Questions regarding this RFP should be directed to [ecardillo@groton-ct.gov](mailto:ecardillo@groton-ct.gov) no later than 12:00 P.M. on Friday, August 10, 2018**

**ADMINISTRATIVE POINT OF CONTACT:**

Eileen Cardillo, Purchasing Agent

45 Fort Hill Road  
Groton, CT 06340  
(860)441-6681  
[ecardillo@groton-ct.gov](mailto:ecardillo@groton-ct.gov)

**SITE VISIT AND PROPERTY CONTACT:**

Paige R. Bronk, Manager of Economic and Community Development  
Town of Groton, Office of Planning and Development Services

134 Groton Long Point Road  
Groton, CT 06340  
(860)448-4095  
[pbronk@groton-ct.gov](mailto:pbronk@groton-ct.gov)

**GENERAL CONDITIONS AND TERMS:**

The Town of Groton (Town) reserves the right to accept or reject any and all proposals in whole or in part, to waive any technical defects, irregularities, and omissions, and to give consideration to past performance of the prospective respondents where the interests of the Town will be best served. The Town reserves the right to directly negotiate with any entity who submits a proposal in response to this RFP and to award a contract based upon those negotiations alone. The Town reserves the right to request interviews of developers, discuss all project details, and to select and negotiate a preferred development proposal that is in the best interest of the Town prior to final award.

The Town may determine that proposals are technically and/or substantially non-responsive at any point in the evaluation process and may remove such proposal from further consideration. Proposals arriving after the deadline may be returned unopened, or may simply be declared non-responsive and not subject to evaluation, at the sole discretion of the Town. All original documents and drawings shall become the property of the Town once submitted. The Town is not responsible for any costs related to the preparation and/or submittal of proposals or any subsequent costs related to presentations or clarification pertaining to this RFP. All costs are the responsibility of the prospective respondent.

“Proposal” shall mean quotation, offer, qualification/experience statement, and/or services. Prospective respondents shall also mean vendors, offerors, or any person or firm responding to an RFP.

All prospective respondents are responsible for insuring that no addendums have been made to the original RFP package or that all addendums have been received and addressed. All submitted packages and addendums are located at the Town of Groton Purchasing Division and on the Town municipal website.

There is no official public opening of proposals. To best protect the solicitation and competitive negotiation process, the Town asks that companies refrain from requesting proposal information concerning other respondents until an award has been executed. Proposal materials become public information only after the execution of an award.

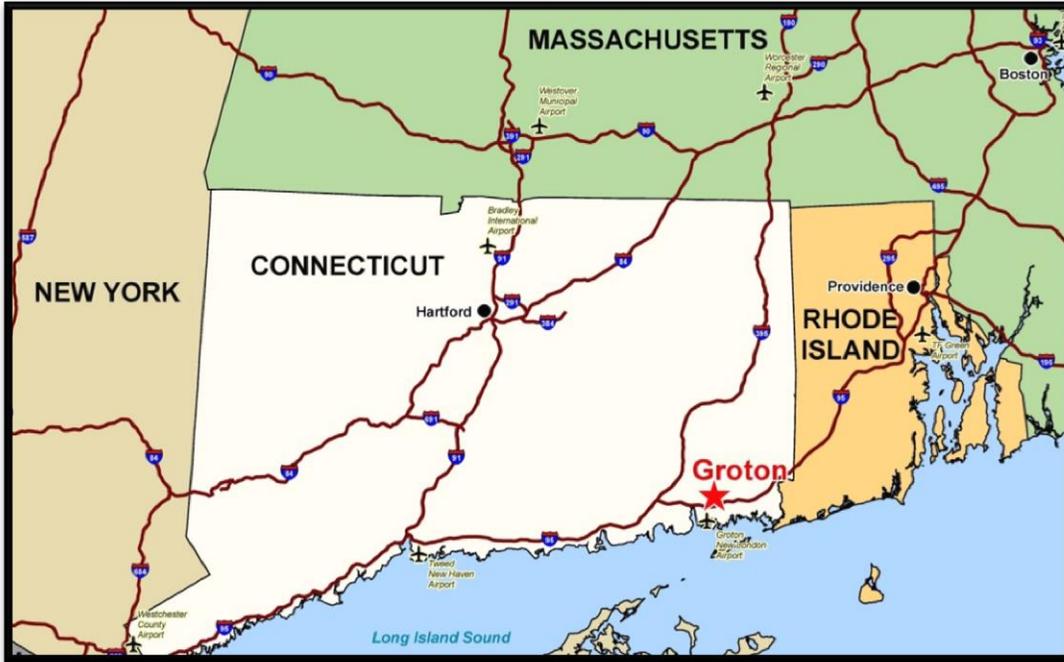
The prospective respondent warrants, by submission of a proposal, that he is not an employee, agent, or servant of the Town, and that he is fully qualified and capable in all material regards to satisfy the requirements and fulfill the proposal as submitted. Nothing herein shall be construed as creating any contractual relationship or obligation between the Town and the prospective respondent. The prospective respondent warrants that he has not, directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of fully competitive process. The prospective respondent warrants that he has not paid, and agrees not to pay, any bonus, commission, fee or gratuity to any employee or official of the Town for the purposes of obtaining any contract or award issued by the Town.

The submission of a proposal shall not bind the Town of Groton, nor does it constitute a competitive bid. The Town reserves the right to reject any and all proposals. Faxed proposals will not be accepted. If you are awarded the subject purchase which has a value of \$50,000 or more, you will be required to sign and submit, at the time of purchase and sale execution, a certification, certifying that you, your company, and specified other individuals have given no gifts to Town personnel and other individuals set forth in

the certification. See [www.ct.gov/das/](http://www.ct.gov/das/), click on Affidavits, click on Contractor/Consultant Certification or see Conn. Gen. Stat. §4-252.

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**1. Project Overview:**

The Town of Groton is soliciting proposals from qualified and experienced development teams that best serve the economic and community development interests of the Town. The site, located at 244 Monument Street (property ID 168918412020 E), is owned by the Town of Groton and also located within the City of Groton political subdivision. The Groton Heights building is 27,185 sf and sits on 2.00 +/- acres or 87,019 sf. The Town has been active in the marketing and redevelopment process.

The primary objective of the Town is the planned and timely redevelopment of this property in a way that maximizes financial and community benefits. This 1912 property is unique given its proximity to the Fort Griswold Monument and location overlooking the Thames River. The Town desires for the property to realize its highest and best use and to contribute to Groton’s tax base.

Applicants are encouraged to view the Town of Groton’s webpage for “Groton Heights” project found at <http://www.exploremoregroton.com/groton/site-selection/groton-heights/p/item/1288> . The webpage serves as the primary data source including project description, property card and map, public input information, photos, environmental conditions, environmental reports, floor plans, survey, and more.

**2. Municipal Process:**

This Groton Heights project is a redevelopment effort and not a real estate transaction. This Town-owned property has been promoted, marketed, and shown to multiple interested parties beginning in 2016. The formal solicitation of qualified proposals begins with the issuance of this RFP. Proposals will be reviewed and evaluated based upon their responsiveness to the RFP. Submitted proposals will be reviewed by a municipal team, who will determine the best qualified submittals based upon benefit to the Town with regard to the evaluation criteria stated within this RFP. All materials provided will be

taken into consideration. Interviews or follow up information requests may be involved during the review process.

Following the initial evaluation process, proposals will be forwarded to the Groton Town Council for further consideration and short list selections. There may be scheduled direct communication between the Town Council and short list candidates. Additionally, there may be ongoing discussions with short-listed firms prior to the final selection of the preferred development team and proposal.

Once a preferred developer is selected, there will be detailed discussions regarding the creation of agreements specific to the future development.



### **3. Site History:**

The site was occupied by the former Groton Heights Elementary School (circa 1912 to 2007). Located in the Historic Groton Bank Neighborhood, the property is located adjacent to the Bill Memorial Library and historic Fort Griswold. Groton Heights' main building was constructed in 1912 with the gymnasium following in 1962. The school most recently served grades 3-6 until it was closed in 2007. Prior to the brick structure, a wooden structure was built in 1888 called the "first district schoolhouse." The original wooden school house also held Groton's first library.

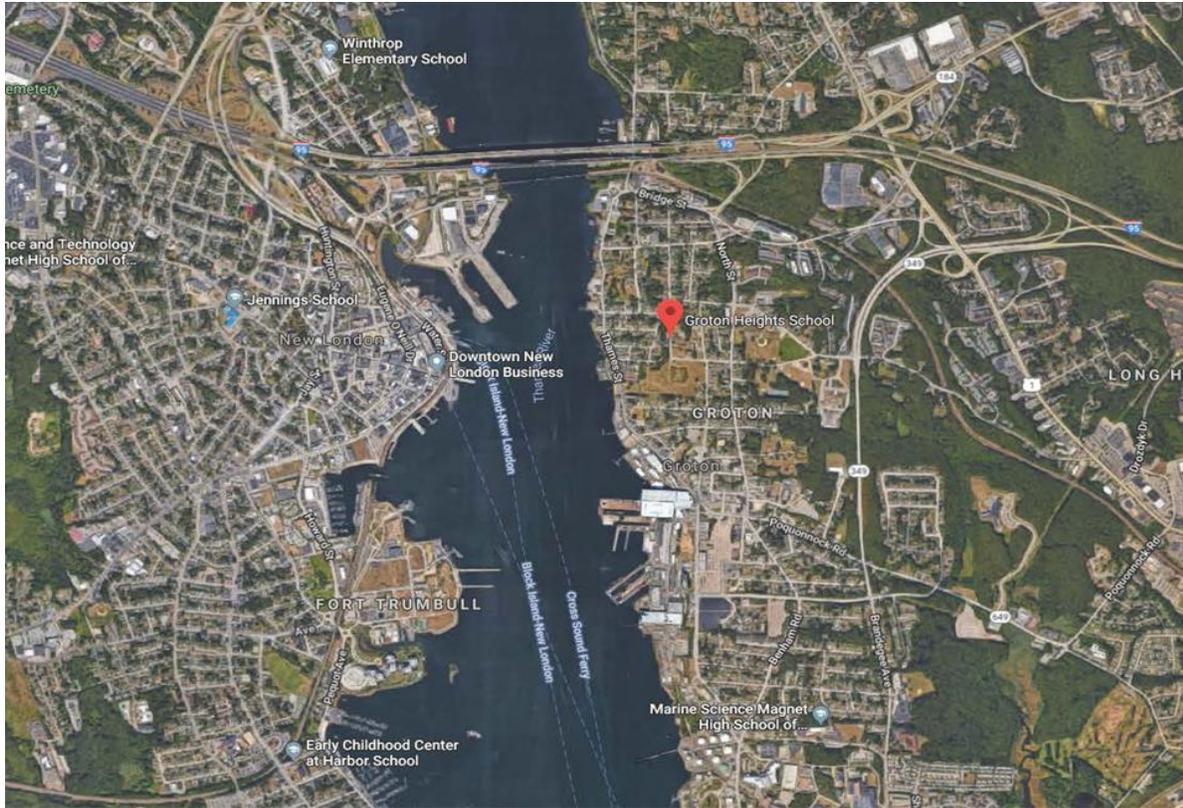


**4. Current Zoning and Groton Market Analysis:**

The property is currently zoned residential (City of Groton R5.2). However, the recently adopted Section 6.13 Historic/Institutional Adaptive Reuse Zoning became effective on December 21, 2017 within the City of Groton. This new zoning allows for a variety of additional uses such as multi-family, professional offices, restaurant or retail, as well as the existing permitted uses in the underlying zoning districts. Although a residential use may be part of a future development, the Town assumes that there may be other suitable uses for the property. The Town desires to entertain the best plans possible for this property. The text of Section 6.13 of the City of Groton Zoning Regulations can be found under Attachment B of this RFP.

In 2016, the Town invested in the completion of a community wide market analysis. Prospective development teams are highly encouraged to take advantage of this resource. It contains significant demographic, economic, and real estate data specific to market and consumer demands. General community findings include demand for mixed use, restaurants, hotels, higher quality retail, multi-family residential, and more. Additionally, it is important to note that area employment is projected to grow by thousands over the next 5+ years as General Dynamics/Electric Boat increases its workforce in order to design and build a new class of submarines. The new hires will have a major impact on Groton’s economy over the short term. This analysis can be found on the Town of Groton webpage ([www.exploremoregroton.com](http://www.exploremoregroton.com)) or the following link:

[Town of Groton Market Analysis](#)



## 5. **Community Background:**

Established in 1705, the Town of Groton is a charming Connecticut shoreline community that borders Fishers Island Sound between the Thames and Mystic Rivers. The Town is 38.3 square miles in size, has over 3,500 acres of protected open space, an excellent public school system, a state-recognized senior center, active recreation areas, watershed lands, and 58 miles of shoreline. The population is 40,136 residents with 16,283 households. Average household income is \$83,725 with median household income at \$60,147. The median single family home sales price is \$246,100.

The Town of Groton, along with neighboring New London, is regarded as the “economic engine” for southeastern Connecticut. Strategically located between New York City and Boston, the Town is afforded excellent regional highway (Interstate 95 and 395) and rail (Amtrak Northeast Corridor) access, a deep water port, an airport, a foreign trade zone, airport development zone, and an enterprise zone. With a total workforce around 38,000 jobs, Groton is home to the U.S. Navy Submarine Base (10,150 employees), the General Dynamics Electric Boat Corporation (10,000 employees), Pfizer Pharmaceutical (3,400 employees), and Avery Point, a regional campus of the University of Connecticut (75 staff, 30 full-time faculty, and many part-time instructors). The Town’s strengths lie in these large legacy companies and establishments that dominate its manufacturing industry, defense industry, and the biotech and life sciences industry. Referred to as the “Big 3” (The Base, EB, and Pfizer), these employers make up nearly 60% of the town’s workforce.



**6. Investment Opportunity:**

Since its closing 11 years ago, this property is now ready for new life. This 2.00 +/- acre property is located in the City of Groton's historic Groton Bank Neighborhood. Adjacent to the property is the Bill Memorial Library and historic Fort Griswold. Located just a block from Thames Street, Groton Heights has beautiful views of the Thames River. Thames River is home to the Thames River Heritage Taxi that provides service from Thames Street to Fort Trumbull and City Pier in New London. With Electric Boat announcing the hiring of thousands of employees over the next decade, Groton Heights offers a unique investment opportunity due to its proximity to Electric Boat.

The adjacent Bill Memorial Library has expressed an interest in a potential land swap involving a portion of their land for some portion of Groton Heights. The potential land transaction is optional and execution dependent upon negotiations between the selected developer and the Library.



**7. Access and Roadways:**

Access to the property is currently from Smith Street, however, there is limited frontage on Monument Street as well. There is a 40 foot wide unimproved right of way along the northern boundary of the property that runs perpendicular to and connects Smith Street to Monument Street. There is 91.05' of frontage on Monument Street and 326.99' of frontage on Smith Street. Find the survey of the property at <http://www.exploremoregroton.com/groton/site-selection/groton-heights/p/item/1288>. The property is a three minute drive to I-95, four minute drive to Electric Boat, five minute drive to the U.S. Navy Subbase, ten minute drive to Amtrak, and a two minute walk to the water taxi.

**8. Utilities:**

On February 24, 2016, Tighe and Bond (under contract to the Town of Groton) conducted an evaluation of the property's electrical services. The existing electrical service originates at the overhead utility pole #22-1 on Smith Street. The service travels underground from the pole to a pad mounted utility transformer located on the east side of the building. There are two 480 volt underground electrical services from the pad mounted transformer to the building. Each service has a dedicated utility meter that has been enclosed with a lockable metal cover. There are no generators, transfer switches, solar panels, wind turbines or inverters at the building. The only source of electrical power is the utility pad mounted transformer. The full electrical evaluation can be found on the project webpage. Water and sewer are also available.

<http://www.exploremoregroton.com/groton/site-selection/groton-heights/p/item/1288>

**9. Environmental Assessment and Remediation:**

Over the past five years, the Town of Groton has contracted with Tighe and Bond for a variety of evaluations including electrical service, hazardous building material assessment, Phase II ESA, and more. The structure of the building is in overall fair condition. The building's existing electrical service and distribution panelboards are up to date and well maintained. There is capacity in the electric service to add an elevator. The assessments showed that there is a presence of asbestos-containing materials in friable and non-friable state, presence of lead based paint, presence of polychlorinated biphenyls, presence of fungal growth and mold spore colonization and presence of universal waste materials.

In 2016, the 3,000 gallon No. 2 heating oil tank was removed from the eastern side of the building and the area was filled with clean gravel from the tank grave and clean crushed stone from a virgin source.

There is an extensive amount of additional information available. The accurate representation and description of the environmental conditions are best addressed by the technical reports provided on the project webpage.

<http://www.exploremoregroton.com/groton/site-selection/groton-heights/p/item/1288>

**10. Resources:**

The following resources are available on the Town's website at [www.exploremoregroton.com](http://www.exploremoregroton.com) or by following the link:

<http://www.exploremoregroton.com/groton/site-selection/groton-heights/p/item/1288>

- Environmental Site Assessments
- Property Card/Maps
- Structural, Electrical, and Mechanical Evaluations
- Photographs
- Public Input Information
- Hazardous Building Material Assessment Report
- UST Removal Report
- Survey

**11. Development Guidelines:**

The Town of Groton desires the property to be developed in a manner consistent with the following development guidelines:

- Implementation of a quality development including use, design, and function, that will be an asset to the Town;
- Completion of the project in a timely, planned, and well-executed manner;
- Development which is complementary to the existing and surrounding neighborhood;
- Management of traffic circulation;
- Retention of significant trees and planting of new landscaping; and
- Minimization of lighting impacts to adjacent properties
- Retention of the historic two-story structure

**12. Project Incentives:**

The Town's primary goal is to attract the best development team to redevelop the property in a timely, superior, and well-planned manner. The Town is also interested in receiving a competitive offering for the property, one that maximizes financial and community benefits to the Town. This specifically includes adding the property to the Town's grand list to generate property taxes.

The Town will entertain proposals that require incentives to improve project success. Such incentives would be entertained as a part of the competitive evaluation to be scored against other submittals. Additionally, the requested incentives are not guaranteed and are a part of a negotiated process involving the developer and the Town. Potential incentives may include, but are not limited to the following, and are subject to the quality and caliber of the development proposal:

- Local technical assistance with local and state permitting
- Assignment of a local project liaison to assist with project completion
- Tax abatement programming
- Infrastructure assistance funding

Prospective developers may integrate these and other incentives into their proposals for review by the Town. The consideration and granting of incentives is contingent upon the total value of the developer's

proposal. The decision to grant any incentives will be packaged with the final award to the selected development team.

**13. Evaluation Criteria:**

A prospective developer’s financial offering will not be the only evaluation criterion. Each proposal will be evaluated by the Town upon the following:

- Project Approach:
  - Compliance with the RFP submission requirements
  - Clear and comprehensive submittal
  - Rational, detailed, and thorough approach to implementation
  - Degree to which project complies with local plans
  
- Team Qualifications and Experience:
  - Demonstrated experience in completing similar projects
  - Strength of the team including project lead, engineering, architectural design, construction, financing, etc.
  - References for key completed projects
  
- Project Viability and Ability to Execute Project in a Timely Manner:
  - Demonstrated project marketability
  - Demonstrated evidence supporting project financing
  - Reasonable timeframe to initiate and complete project
  - Demonstrated on-time completion of past projects
  - Reasonable demands or requests from the Town
  
- Benefit to Town:
  - Financial offering and benefit to the Town
  - Taxes to the Town upon full build-out
  - Quantitative and qualitative benefits to the Town
  - Building design and efficient use of property
  - Other community benefits (public use, amenities, other)

<b>Criteria</b>	<b>Possible Points</b>
Project Approach	20%
Team Qualification and Experiences	20%
Project Viability and Ability to Execute Project in a Timely Manner	30%
Benefit to Town (including financial offering)	30%

#### **14. Submittal Requirements:**

Below are the submission requirements. The Town of Groton is not responsible for errors and/or omissions.

Submission Format: Respondents are required to provide three (3) paper copies of their proposal plus one electronic copy on a flash drive. Each proposal must contain all information as outlined below. Relevant supplemental information will be accepted within and in addition to the submission format. Submissions that omit requested information may be subject to disqualification.

- Executive Summary
- General narrative description and site plan/sketch for the proposed project including basic elevation renderings.
- Contact information (names, phone, address, email) for the development team plus the identification of the primary contact person.
- Statement of Qualifications
- Financial offer (Proposals are subject to final competitive negotiation).
- If applicable, estimated number, type, and salary range of created full and part-time jobs.
- A description of the proposed development including, but not limited to:
  - proposed use(s) for proposed building and land
  - building(s) proposed design, configuration, size, height, units, etc.
  - traffic circulation, road improvements, and parking
  - preliminary site plan, conceptual floor plans, and any other submissions that best illustrate the development
  - infrastructure improvements (water, sewer, storm water)
  - proposed planning, design, approval, and construction schedule.
- Description of requested technical or financial assistance from the Town including documented need.
- Project timeline
- Construction budget
- Evidence of financing availability, including the names and addresses of financial references and any other named sources of equity capital.
- List of submitted information requiring confidentiality.
- Project pro forma demonstrating the financial viability of the proposed development.
- For each individual with more than a ten percent (10%) interest in the development entity, respondents must execute a notarized affidavit of non-collusion. A copy of said affidavit must be attached.
- Domestic corporations and other limited liability entities must submit a certificate of good standing from the State of Connecticut Department of Revenue Services:  
Department of Revenue Services  
Collection and Enforcement Division-Lien Unit  
Request for a Status Letter  
25 Sigourney Street

Hartford, CT 06106

[Revenue Services](#)

- Respondents that are foreign corporations and those corporations not chartered in Connecticut must hold a certificate authorizing said corporation to do business in the State of Connecticut. These certificates or certified copies are available from the Office of the Connecticut Secretary of State.
- All prospective respondents, in order for their proposals to be considered, must not be delinquent on any property tax or fees issued by the Town. Prospective respondents shall certify that neither they nor any business or corporation fully or partially owned by the respondent is not delinquent on Town property taxes or fees.

**IMPORTANT:** All proposal materials become the property of the Town of Groton.

**15. Submittal Deadline and Review Schedule:**

Submissions are due by the date and time specified unless a formal extension has been granted by the Town of Groton. Respondents must ensure that proposals are delivered on time to assure consideration by the Town. The Town of Groton reserves the right to modify the deadline and schedule. The Submission Deadline is final. Late proposals received beyond the deadline will not be considered.

- RFP Issuance and Distribution: 6/28/2018
- Submittal Deadline: 8/24/2018 no later than 2:30 P.M.
- Review by Town and State: 9/10/2018
- Interview with Developer(s): 9/24/2018
- Recommendation of Preferred Developer: 2018
- Town of Groton Review (including P&S): 2019
- Contract Award Date: 2019

The outlined relative schedule is subject to change depending on the review of proposals, negotiations with potential developers, and other factors.

The proposal and all supporting documents must be received by the above-stated deadline at the following address:

Town of Groton  
45 Fort Hill Road  
Groton, CT 06340  
C/o Eileen Cardillo, Purchasing Agent  
**Attention: RFP 18-49 Groton Heights**

**16. Reserved Rights/Disclaimer:**

The Town reserves the right to select the proposal that, in the exercise of its sole discretion, the Town believes to be responsible and most advantageous to the Town. To this extent, the Town reserves the right to accept an initial offer without further discussion and/or negotiation. The Town also reserves the

right to discuss and/or negotiate proposals with any prospective respondents it believes may have a reasonable chance of being selected for an award.

The Town shall not be responsible, in any manner, for the costs associated with responses to the solicitation. The individual responses to this solicitation including all artwork, drawings, plans, photos, models, and narrative material shall become the sole property of the Town upon their receipt. The Town shall have the right to copy, reproduce, duplicate, publicize, or otherwise dispose of each response to this solicitation in any manner that the Town chooses unless otherwise agreed upon, in advance, with the prospective respondent.

The Town reserves the right to waive any informality or irregularity when it is in the best interest of the Town to do so, to discuss modification to any proposal, to re-advertise for additional proposals if desired or necessary, and to accept or reject any or all proposals, for any and all reasons.

The Town reserves the right to postpone or reschedule any of the actual or proposed dates or deadlines.

There is no official public opening of proposals. To best protect the solicitation and competitive negotiation process, the Town asks that companies refrain from requesting proposal information concerning other respondents until an award has been executed. Proposal materials become public information only after the execution of an award.

The submission of a proposal shall not bind the Town of Groton, nor does it constitute a competitive bid. The Town reserves the right to reject any and all proposals. Faxed proposals will not be accepted. If you are awarded the subject purchase which has a value of \$50,000 or more, you will be required to sign and submit, at the time of purchase and sale execution, a certification, certifying that you, your company, and specified other individuals have given no gifts to Town personnel and other individuals set forth in the certification. See [www.ct.gov/das/](http://www.ct.gov/das/), click on Affidavits, click on Contractor/Consultant Certification or see Conn. Gen. Stat. §4-252.

**17. Attachments:**

- A. Property Map and Card
- B. Section 6.13 of the City of Groton Zoning Regulations
- C. Non-Collusion Affidavit
- D. Anti-Kickback Acknowledgment
- E. Proposal Transmittal Sheet
- F. Listing of Officers Sheet



Disclaimer:  
 The geographic and topographic information depicted on this map was compiled by The GeoBorne Map Company based on an aerial flight on for most in April 2009. The parcel and property line information depicted on this map has been compiled from recorded deeds, maps, assessment records, and other sources of information in the Town of Groton. The intent of this map is to depict a graphical representation of real property information relative to the plan sheet in relation to the Town of Groton and is subject to change as a more accurate survey may disclose. The Town of Groton and the mapping companies assume no legal responsibility for the information contained in this data.  
 THIS MAP IS NOT TO BE USED FOR THE TRANSFER OF PROPERTY.  
 Horizontal Datum:  
 Geocentric State Plane Coordinates, North American Datum of 1983 (NAD83 Feet)  
 Vertical Datum:  
 North American Vertical Datum of 1988 (NAVD88)

## Town of Groton 244 MONUMENT ST



Date: 6/25/2018

# Commercial Property Card

Print Date: 4/20/2017

## Card 1 of 1

Account	Location	Zoning	Deed Book/Page	Acres
168918412020 E	244 MONUMENT ST	R52	/	2.04
District	Use Code			
CITY OF GROTON	MUNICIPALITIES			

### Current Owner

GROTON TOWN OF GROTON HEIGHTS SCHOOL  
 45 FORT HILL RD  
 GROTON CT 06340

### Property Picture



### Building Information

Building No:	1
Year Built:	1912
No of Units:	1
Structure Type:	SCHOOL
Building Total Area:	27185 sqft.
Grade:	B
Identical Units:	1

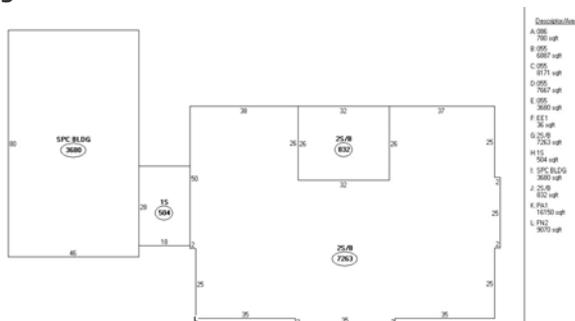
### Valuation

Land:	\$255,200
Building:	\$892,500
Total:	\$1,147,700
Total Assessed Value:	\$803,390

### Recent Sales

Book/Page	Date	Price

### Building Sketch



### Sketch Legend

----	Main Living Area	ISMA	Masonry	GRHS	Attached Greenhouse
1FR	Frame	OMP	Open Masonry Porch	CAT	Cathedral Ceiling
0FP	Open Frame Porch	EMP	Enclosed Msry Porch	SOP	Screen Open Frame Prch
EFP	Enclosed Frame Porch	MUB	Masonry Utility	SMP	Screen Open Msrny Prch
FUB	Frame Utility Building	MB	Masonry Bay	CPAT	Concrete Patio
FB	Frame Bay	MOH	Masonry Overhang	B	Basement
FG	Frame Garage	.SMA	1/2 Story Masonry		
FOH	Frame Overhang	MP	Masonry Patio		
.5FR	1/2 Story Frame	WD	Wood Deck		
A(U)	Attic (Unfinished)	CPY	Canopy		
A(F)	Attic (Finished)				

### Exterior/Interior Information

Levels	Use Type	Ext. Walls	Const. Type	Heating	A/C	Condition
B1 - B1	SUPPORT AREA	N/A	FIRE RESIST	HW/STEAM	NONE	FAIR
01 - 01	SCHOOL	N/A	FIRE RESIST	HW/STEAM	NONE	FAIR
01 - 01	SCHOOL	BRICK VENEER	FIRE RESIST	HW/STEAM	NONE	FAIR
02 - 02	SCHOOL	BRICK VENEER	FIRE RESIST	HW/STEAM	NONE	FAIR
01 - 01	SCHOOL	BRICK VENEER	FIRE RESIST	HW/STEAM	NONE	FAIR



THE CITY OF GROTON  
CONNECTICUT

295 Meridian Street  
Groton, CT 06340

*Planning and Zoning Department*

Barbara Goodrich, City Planner

Telephone (860) 446 – 4169

[goodrichb@cityofgroton-ct.gov](mailto:goodrichb@cityofgroton-ct.gov)

November 28, 2017

Mr. Paige Bronk  
Town of Groton  
Planning and Development  
134 Groton Long Point Rd  
Groton, CT 06340

Re: Application for Amendment to Zoning Regulations Section 6.13 and 2.2

Dear Mr. <sup>Paige</sup> Bronk,

At its regularly scheduled meeting on November 21, 2017, the City of Groton Planning and Zoning Commission voted to approve your application to amend The City of Groton Zoning Regulations adding new Section 6.13 and amending Section 2.2 with modifications. The motion is attached.

The new regulations are slated to take effect on December 21, 2017.

If you have any questions regarding this matter, please do not hesitate to contact me at 860-446-4169. Thank you.

Sincerely,

Barbara Goodrich  
City Planner

CERTIFIED MAIL#:

## Attachment B

Text Amendment  
Historic/Institutional adaptive Reuse  
Town of Groton, Applicant  
P&Z meeting  
11/21/17

**MOTION :** To approve the Zoning Text Amendment to add new Section 6.13 Historic/Institutional Adaptive Reuse, and revisions to Section 2.2 Definitions, with the following modifications:

1. Language shall be added that “No drive thrus are allowed for any reuse in a residential zone”
2. New Section 6.13.D., fourth paragraph shall be amended to read 30% not 50%.
3. New Section 6.13.D. (fourth paragraph, final sentence) shall further be amended to read “that the demolition of additional building(s) does not detract ~~(contribute)~~ from the historic context of the remaining building or site.

The Commission finds that this amendment to the Zoning Regulations is consistent with applicable policies within the 2008 Plan of Conservation and Development. Effective Date shall be December 21, 2017.

## 6.13 Historic/Institutional Adaptive Reuse (NEW)

### 6.13.A Purpose

The purpose of this regulation is to allow for the reuse or redevelopment of municipal, state or institution owned buildings to meet the changing needs of technology, the local economy, and shifting demographics. As technology, demographics and the local economy change public and institutional buildings become functionally obsolete, yet the structure continues to be important to the fabric of a neighborhood. This regulation will allow a significant building to remain by allowing uses that may not be allowed by the existing zoning.

This regulation is intended to:

- Allow the reuse or redevelopment of buildings owned or most recently owned by the City or Town of Groton, the State of Connecticut or an Institution to a use that may not be allowed by the existing zoning; and
- Allow flexible and innovative uses in order to promote development and preserve historically significant buildings that may be functionally obsolete; and
- Ensure that the new use is compatible with the surrounding neighborhood.

### 6.13.B Pre-requisite

In order to utilize this provision, the applicant must demonstrate that:

- The subject building is or has most recently been owned by the City or Town of Groton, the State of Connecticut or an Institution as defined in Section 2.2; and
- The building proposed for reuse is structurally capable of being redeveloped for the proposed use; and
- The building proposed for reuse contributes to the fabric of the neighborhood and community.

### 6.13 C Principal Uses Permitted by Special Permit and Site Plan Approval

Any residential, office, commercial, cultural, educational, community service or combination of such uses which is consistent with the purpose of this regulation and which is not detrimental to the character of the neighborhood in which the use is located as determined by the Planning and Zoning Commission. The burden of proof for determining compatibility of uses in a neighborhood shall be upon the applicant.

In addition to the uses allowed by the subject property's zoning district the following uses are generally considered compatible with the surrounding neighborhood, subject to any conditions the Planning and Zoning Commission may impose:

## Attachment B

### Residential Zoning Districts:

Multiple Family Dwelling provided the open space requirements of Section 6.1.8 a, c, d, f and g are met or an equivalent public open space area is located within 1,000 feet of the property.

Retail Business of less than 8,000 square feet

Restaurant or Eating Facility of less than 6,000 square feet provided outdoor seating, service and drive thru are not allowed

Business Services and Professional Offices provided drive through facilities and ATMs are not allowed.

Artist Studios and Galleries

Personal Service Establishments

Specialized Classrooms

Community Residential Counseling Facilities and Rooming or Boarding Houses are not considered compatible with the surrounding neighborhood in residential zoning districts.

### Business and Industrial Zoning Districts

Multiple Family Dwelling provided the open space requirements of Section 6.1.8 a, c, d, f and g are met or an equivalent public open space area is located within 1,000 feet of the property.

Specialized Classrooms

No minimum lot size is required in order to utilize this historic/adaptive reuse section of the Regulations.

### 6.13.D Design Standards

1. The Dimensional Standards for the existing zone shall be used for the proposed use. If the dimensional standards are not clear for the existing zone comparable standards for such proposed use may be used. The Commission may increase the residential density up to twenty percent above what is allowed by the existing zoning if it finds that the increased density is compatible with the neighborhood, the building size is appropriate for such density, and that there are adequate public utilities to accommodate the additional density.
2. Nothing in these regulations shall be deemed to prevent additions and new structures on the site as allowed by the Planning and Zoning Commission.
3. Nothing in these regulations shall be deemed to require conformance with yard or height regulations where no enlargement, extension, or alteration of the existing building is planned that increases the degree of non-conformity; however, new building or site construction shall conform to the Dimensional Standards of the existing zone.
4. The existing historic or institutional building(s) must be preserved as part of the reuse. Minor alterations or demolitions may be allowed if the Commission finds that the alteration or demolition does not significantly impact the existing building's contribution to the

## Attachment B

neighborhood or that the building(s) is structurally unsound. No more than 50 percent of the building(s) shall be demolished unless the Commission finds that the building(s) to be demolished does not contribute to the historic context of the remaining building or site.

5. The Commission may allow a more flexible use than allowed by the existing zoning if it determines that the existing character of the building will not be substantially changed, that the building is appropriate for the proposed re-use and that the proposed re-use is similar in intensity to the previous use.
6. All applicable State and/or local licensing and permit requirements/standards shall be met.
7. Off Street parking and/or loading requirements shall be determined in accordance with the provisions of Sections 7.1, as needed. The parking space requirements for a use not specifically listed shall be determined by the Commission based on demand generation for a listed use of similar characteristics.
8. Any increase in density as part of the reuse shall adequately address off-site impacts, possibly through improvements that may be required such as roadway and drainage improvements to the access or frontage roadway.
9. A buffer strip shall be provided within the boundaries of the lot if the proposed use is more intense than those allowed by the existing zone.
  - a. The width of the buffer strip shall be at least as follows:

Residential Districts:	25 feet
Commercial Districts:	15 feet
Industrial Districts:	10 feet
  - b. The buffer shall shield the neighboring properties from noise, headlight glare, and visual intrusion and shall provide complete visual screening.
  - c. The Commission may, by Special Permit, reduce or eliminate the width requirement of the buffer strip where:
    - Existing topography, landscaping, and/or other features provide an adequate buffer and screening; or
    - Lot size and shape or existing structures make it infeasible to comply with the minimum widths required above, provided screening (planting, fences, berms, etc.) or other methods are utilized to ensure the buffer area meets the intent of the Regulations; or
    - The architectural features of the site are deemed visually important to the neighborhood and the Commission determines that all or some of the property should be left open to be seen.

### 6.13.E Decision Considerations

In evaluating the appropriateness of the proposed new use, the Planning and Zoning Commission, shall consider the following:

1. the historic use of the site

## Attachment B

2. the preservation of all or a portion of the historic building(s)
3. the structural integrity of the building(s)
4. the character and density of the surrounding area
5. the topography of the site
6. the bulk of the buildings existing on the site and the impact of the proposed alterations on the surrounding neighborhood
7. noise and lighting impacts of the proposed use on the surrounding properties
8. the impact of traffic from the proposed use on the surrounding neighborhood and the ability of the access roads to adequately handle the proposed traffic from the proposed use
9. the extent of the benefit to the welfare of the community to be derived by preserving the existing aesthetic appearance of the site.
10. the adequacy of the water supply, sewage disposal, stormwater management and other utility systems
11. the surrounding zoning as it relates to the proposed uses(s)
12. the allowed and prohibited uses as recommended by the Plan of Conservation and Development
13. the consideration of the bulk of the building(s) as it relates to the surrounding buildings

### Section 2.2 Words and Terms

(NEW)

Historic/Institutional Adaptive Reuse -

The reuse of an existing building owned by the City or Town of Groton, the State of Connecticut or an institution that is of historic, architectural, or aesthetic significance to a use that is not otherwise allowed in the zone.

Institution or institutional use -

A facility that provides a public service and is operated by a public or public/private group that is nonprofit in nature.

**Attachment C**

**NON-COLLUSION AFFIDAVIT**

(Prime Respondent) \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says:

That he/she is \_\_\_\_\_ (partner or officer) of the firm of \_\_\_\_\_, the party making the foregoing proposal, that such proposal is genuine and not collusive or sham, that said respondent has not colluded, conspired, connived or agreed, directly or indirectly with any respondent or person, to put in a sham proposal or to refrain from submitting, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposal or affidavit of any other respondent, or to fix any overhead, profit or cost element of said proposal, or of that of any other respondent, or to secure any advantage against the Town of Groton or any person interested in the proposed award; and that all statements in said proposal are true.

Signatures:

Respondent, if the respondent is an individual; \_\_\_\_\_

Partner, if the respondent is a partnership; \_\_\_\_\_

Officer, if the respondent is a corporation; \_\_\_\_\_

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary: \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission expires: \_\_\_\_\_, 20\_\_

**Attachment D**

**ANTI-KICKBACK ACKNOWLEDGMENT**

**ALL RESPONDENT/OFFERORS MUST ATTEST TO THE FOLLOWING:**

The vendor acknowledges, under the pains and penalties of perjury, that he/she has not been offered, paid, or solicited for any contribution or compensation, nor has he/she been granted a gift, gratuity, or other consideration, either directly or indirectly by any officer, employee or member of the governing body of the Town of Groton who exercises any functions or responsibilities in connection with either the award or execution of the project to which this contract pertains.

Further, the vendor acknowledges, under the pains and penalties of perjury, that he/she has not offered, paid, or solicited by way of any contribution or compensation, nor has he/she granted a gift, gratuity or other consideration either directly or indirectly to any officer, employee, or member of the governing body of the Town of Groton who exercises any functions or responsibilities in connection with either the award or execution of the project to which this project or contract pertains.

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SIGNATURE OF RESPONDENT/OFFEROR

---

DATE

---

TITLE

---

COMPANY

Title of RFP:

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**Attachment E**

**PROPOSAL TRANSMITTAL SHEET -**

**Groton Heights 244 Monument Street**

Date: \_\_\_\_\_

I/We \_\_\_\_\_ the undersigned do hereby submit a proposal to the Town of Groton, Connecticut, for the sale or lease of 244 Monument Street, in accordance with all terms and specifications contained within said RFP herein. The undersigned acknowledges that the submittal does not rely on the Town of Groton regarding the condition of the property and will make their own investigation on the condition of the property and its suitability for development.

\_\_\_\_\_  
NAME OF FIRM

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
ADDRESS, CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

