

**Request for Proposals
Sale of Tax Liens
Bid #2016-31**

Town of Berlin

**Issued by:
Town of Berlin, Connecticut**

April 18, 2016

NOTICE OF REQUEST FOR DEVELOPER QUALIFICATIONS

The Town of Berlin is seeking proposals for the sale of tax liens on four properties. The Town is offering to sell its tax liens on the subject properties through this RFP process. The Town will then enter into an Agreement with the selected lien purchaser that will specify the details of the transfer and the responsibilities of the lien purchaser.

303 New Britain Road, 0 New Britain Road Lot 21, 0 New Britain Road Lot 11A, 0 Route 9 Lot 2A (A General Site Map and Assessors Cards are attached as Exhibit A): The two main parcels are zoned GI – General Industrial - which permits basic industrial uses and heavy commercial operations incompatible with residential environments and is less restrictive than the planned industrial zone. The allowed uses include contractor yards, warehousing, building and sanitary services, repair shops, manufacturing, printing and commercial cleaning facilities. The four parcels total 75.79 acres and are improved by a dilapidated industrial-style building of 12,200 square feet. The building has been vacant for many years. The majority of the 75 acres are visible from New Britain Road (a major access road from New Britain into Berlin) as well as Route 9.

The site is currently vacant and contains a warehouse building constructed in the early 1910's. Historical sources indicate that the property contained the Donnelly Brick Company from the early 1900's to the mid to late-1950's and there were several structures utilized to manufacture bricks. The property also formerly contained three (3) 20,000-gallon above ground oil tanks that were removed sometime between 1965 and 1970. Historical sources also indicated that the property formerly contained a large clay mine from the 1930's to the 1970's. This area was filled in from approximately the mid-1980's to the early 2000's with fill from an unknown source and location. Since that time, it has been vacant. Most recently the Connecticut Department of Transportation was looking at this property as a wetland mitigation site for the New Haven-Hartford-Springfield Railroad Corridor Project. A study was done by CDR Maguire to determine the environmental status of the site (CDR Maguire Limited Task 210 report) – available, if requested, can be electronically sent as a separate document. As a result of the study, the Connecticut Department of Transportation decided not to pursue wetlands mitigation on the site due to environmental concerns.

These properties are blighted and centrally located in the Berlin Transit Oriented Development area. The Town is interested in selling the tax liens to a party that will put the property back on the tax rolls, address environmental issues and redevelop the property in a manner consistent with the Town's zoning ordinance and in a way that will create jobs and increase the Town's

grand list. Other uses may be considered if they are consistent with surrounding land uses and supportive of the Town's TOD program.

The properties in question have been owned by Connecticut Sand & Stone for decades. There is now a balance of \$210,218.71 in delinquent taxes owed to the Town of Berlin on the four parcels (See Exhibit B). In early 2015, the building on 303 New Britain Road was placed on the Town's Blighted Property List. Letters were sent to the owner stating that the Town would be levying fines against them and for them to contact our Town Manager (See Exhibit C). As of this date, no effort has been made to demolish the blighted building or to contact the Town Manager's office.

The Town has received notice that it will receive a \$100,000 State grant to further assess the level of environmental contamination on the parcel(s) and to quantify the cost of the cleanup or capping of the site or to develop a use based management plan and/or use based standard(s).

The Town has very limited available undeveloped industrial land. The General Industrial Zone allows contractors yards and more heavy industrial uses (See Exhibit D). There is very little land available in the region for these heavy industrial users and over the years the Town has had many inquiries from interested businesses that could not be accommodated because there were no general industrial sites available. This area could fulfill the need for sites for heavy industrial businesses, particularly in light of the potential availability of a rail freight siding to serve the property.

SELECTED TAX LIEN BUYER RESPONSIBILITIES

This section describes in general the anticipated responsibilities of the tax lien buyer, these responsibilities will be more specifically defined and detailed in a tax lien sale agreement to be negotiated between the Town and the selected developer.

The selected lien buyer will be expected to enter into a tax lien sale agreement with the Town within 45 days of selection.

The terms of the tax lien sale agreement will include, but not be limited to, the following terms:

- After receiving the additional environmental assessments to be paid for by the recently approved State brownfields assessment grant for the sites, the tax lien buyer will have 30 days to review the report and to terminate the tax lien sale agreement. If it does not terminate the agreement within 30 days it will be required to take the additional steps stated below:
- Pay for the tax liens.

- Within 60 days of conveyance of tax liens from the Town, initiate a process to foreclose on the tax liens and to take title to the property through foreclosure (or by agreement) within one year of commencing the foreclosure process.
- After obtaining title to the property through the foreclosure process or by other means it will:
 - Commence paying real property taxes to the Town.
 - Within 6 months of taking title, demolish the blighted building on the site.
 - Within 9 months of taking title begin conducting additional environmental site assessments, if needed. The Town agrees to assist the successful tax lien buyer to secure government grants or loans to conduct additional environmental assessments, if needed.
 - Within 24 months of taking title submit a remedial action plan to the State Department of Energy and Environmental Protection and register the site in a clean up program.
 - If the tax lien buyer fails to submit a RAP and register the site in a clean up program within 24 months, the tax lien buyer will (at the option of the Town) transfer title to the property to the Town or its designee. Further, it will provide copies of all environmental reports and other investigations of the property to the Town at no cost.

RFP SUBMISSION REQUIREMENTS AND SCHEDULE

Submission Requirements

The Town intends to select a tax lien buyer based on review and evaluation of the information submitted in response to this RFP and interviews of references. As such, the Town is not seeking a detailed redevelopment program and financial plan at this time. Rather, the Town seeks information concerning the respondent firms' accomplishments, capabilities, and experience. Each Proposal should be organized in the following order. Respondents should place the required information in a three-ring binder and label and tab each one of the sections for easy and consistent reference:

1. Title page. The title page should show the respondent's name, RFP title, and date of submittal.

2. Letter of introduction. Within one page, the respondent should include the name, address, and statement of whether the respondent is an individual, partnership, corporation, joint venture, special-purpose entity, or other entity. The letter should also provide the name of the person(s) authorized to make representations for the respondent and his or her phone number. The person authorized to represent the proposal should sign the letter.

3. Project approach. Briefly describe, in general, the respondent's planned approach or approaches to the redevelopment of the property.

4. History of respondent and key team members. Identify the legal entity that will serve as the principal in the proposed redevelopment, and provide a brief history of that entity and the parent company, if applicable. Provide resumes of the key individuals who will be responsible for managing the project. Describe the level of commitment for each member of the development team. Also, describe any litigation in which the respondent or a major team member was/is a defendant (past 5 years or pending) or any bankruptcy filing by them or any entity they controlled (minimum 10 years).

5. Financing capability. Provide credible current information regarding the respondent's capacity to secure private capital and financing sufficient to complete the proposed project on a timely basis.

6. References. Provide financial and development references (name, title, entity, telephone number, and contractual relationship to respondent) that can be contacted at this time with respect to current and past project development experience. These should include at least one banking reference. Before final selection additional financial information may be required.

7. Price. The proposal should state the price that the respondent is willing to pay for the tax liens.

8. Project Schedule. Provide a schedule from time of entering into initial agreement with the Town to projected completion date.

Schedule for Qualification Step

The following is the schedule for this tax lien sale RFP process:

Release of RFP
April 18th, 2016

Proposals due by 4:30 PM
May 19th, 2016

Potential interviews with respondents
1st week of June 2016

Recommendation to Berlin Town Council
End of June 2016 or early July 2016

Two (2) complete copies of the Proposal, as outlined above, must be submitted in a sealed envelope that clearly indicates "Bid 2016-31 Sale of Tax Liens", to the attention of:

Denise McNair
Town Manager
240 Kensington Road
Berlin, CT 06037

The submittal package must be received at the above office until, but no later than 4:30 PM on May 19th, 2016.

Inquiries

Proposers may submit written questions concerning this RFP until the close of business on May 12, 2016. Questions concerning the process and procedures applicable to this RFP are to be submitted **in writing** (including by e-mail or fax) and directed **only to**:

Name: Adam Tulin
Position: Purchasing Agent
Email: atulin@town.berlin.ct.us
Fax: (860)828-8628

Proposers are prohibited from contacting any other Town employee, officer or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.

The appropriate Town representative listed above must receive any questions from proposers no later than seven (7) days before the proposal opening date. That representative will confirm receipt of a proposer's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website, www.town.berlin.ct.us. **Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

Evaluation Process

The following criteria will be used to evaluate responses to this RFP:

- Demonstrated ability to access and obtain private equity and debt for development projects.
- Experience working with projects of a similar nature and complexity including brownfields projects.
- Demonstrated quality of design and construction in previous projects.
- Extent of redevelopment experience of specific individuals assigned by the developer to the proposed project team.
- Demonstrated experience and financial strength to complete a project of this size both on budget and on schedule.
- Respondent's proposed project approach and how it will achieve stated project objectives.
- Demonstrated success with the initial marketing, leasing/sales, and on-going management of units in projects of a similar nature and complexity.
- Price.
- Proposed timing.
- Tenant commitments for the commercial space.
- References for the respondent and project team.
- Respondents (and related entities) are expected to be current with any tax owed to the Town of Berlin.

The evaluation of submittals in response to this RFP does not constitute any form of commitment from the Town. It is anticipated that each submittal will be evaluated based on the information submitted plus any other independent information developed by the Town. The Town reserves the right to request clarification or additional information from a respondent if necessary.

LIMITATIONS AND GENERAL CONDITIONS

A response to this RFP should not be construed as a contract nor indicate a commitment of any kind. The RFP does not commit the Town to pay for the costs incurred in the submission of a response to this RFP or for any costs incurred prior to the execution of a final contract.

The Town of Berlin reserves the right to reject any and all responses to this RFP, to advertise for new RFP responses, or to accept any RFP response deemed to be in the best interest of the Town.

The Town of Berlin shall be under no obligation to return any proposals or materials submitted by a proposer in response to this RFP.

All proposals will be valid for a period of 90 days.

All proposals are subject to approval by the Berlin Town Council. The Town Council reserves the right to waive any and all requirements in the granting of this RFP and in its sole opinion the Town Council shall decide the successful proposal based upon the best interest of the Town of Berlin.

Community Profile

Berlin is an attractive growing suburban community with a population of 20,000. It is an outstanding business location because it is at the geographic center of the state of Connecticut at the confluence of major highways including I-91, I-84 and Route 9. Berlin is nestled between the major cities of Hartford, New Haven and Waterbury so it affords access to a labor force of 300,000 people that can commute to Berlin without encountering the traffic congestion of the larger urban areas. Important to this development opportunity, the Town is also on the NHHS rail line and convenient to CTFAstrak so commuters will have expanded transit options in the near future.

Significant demographic and economic characteristics of Berlin include;

- 83% of the housing stock is single family of which 84% is owner occupied. Berlin residents are truly vested in the Town's future.*
- A median income 23% greater than the State average (2012).*
- An unemployment rate less than the State and national average.*
- A strong local manufacturing sector with 18% of the local employment in manufacturing, much greater than the State and national ratios.*
- Educational attainment of Town residents is at the State average in most categories.*
- Three largest employers are Eversource, Comcast and Assa Abloy.
- A housing stock that grew 11.3% in the 2000-2009 period, fastest in our planning region.
- A population growth rate of about 9% for each of the last two decades.

* Source: CERC



Property Information

Owner	CONNECTICUT SAND & STONE CORP
Address	303 NEW BRITAIN RD
Mailing Address	7 WEST MAIN ST PLAINVILLE CT 06062
Land Use	Sand&Gravel
Land Class	1

Census Tract	4001
Neighborhood	2040
Zoning	
Acreage	56.9
Fire District	
Lot Setting/ Desc	Level

Photo

No Photo Available

PARCEL VALUATIONS (Assessed value = 70% of Appraised Value)

	Appraised	Assessed
Buildings	121900	85300
Outbuildings	0	0
Improvements	121900	85300
Extras	0	0
Land	545500	381900
Total	667400	467200

Construction Details

Stories	1
Building Style	Warehouse
Building Use	Ind/Comm
Building Grade	D-
Total Rooms	0
Bedrooms	0
Bathrooms	0
Bath Style	
Kitchen Style	
Roof Style	Gable/Hip
Roof Cover	Metal/Tin

EXTERIOR WALLS:

Primary	Concr/Cinder
Secondary	

INTERIOR WALLS:

Primary	Minimum
Secondary	

FLOORS:

Primary	Concrete Slab
Secondary	

BUILDING AREA:

Effective Building Area	
Gross Building Area	12200
Total Living Area	12200

HEATING/AC:

Heating Type	None
Heating Fuel	Coal or Wood
AC Type	None



Property Information

Owner	CONNECTICUT SAND & STONE CORP
Address	0 NEW BRITAIN RD
Mailing Address	7 WEST MAIN ST PLAINVILLE CT 06062
Land Use	Ind Undevp
Land Class	I

Census Tract	4001
Neighborhood	2030
Zoning	
Acreage	0.18
Fire District	
Lot Setting/ Desc	Level

Photo

No Photo Available

PARCEL VALUATIONS (Assessed value = 70% of Appraised Value)

	Appraised	Assessed
Buildings	0	0
Outbuildings	0	0
Improvements	0	0
Extras	0	0
Land	7800	5500
Total	7800	5500

Construction Details

Stories	
Building Style	
Building Use	
Building Grade	
Total Rooms	0
Bedrooms	0
Bathrooms	0
Bath Style	
Kitchen Style	
Roof Style	
Roof Cover	

EXTERIOR WALLS:

Primary	
Secondary	

INTERIOR WALLS:

Primary	
Secondary	

FLOORS:

Primary	
Secondary	

BUILDING AREA:

Effective Building Area	
Gross Building Area	
Total Living Area	0

HEATING/AC:

Heating Type	
Heating Fuel	
AC Type	



Property Information

Owner	CONNECTICUT SAND & STONE CORP
Address	0 NEW BRITAIN RD
Mailing Address	7 WEST MAIN ST PLAINVILLE CT 06062
Land Use	Com Undev
Land Class	C

Census Tract	4001
Neighborhood	3030
Zoning	
Acreage	0.13
Fire District	
Lot Setting/ Desc	Level

Photo

No Photo Available

PARCEL VALUATIONS (Assessed value = 70% of Appraised Value)

	Appraised	Assessed
Buildings	0	0
Outbuildings	0	0
Improvements	0	0
Extras	0	0
Land	7300	5100
Total	7300	5100

Construction Details

Stories	
Building Style	
Building Use	
Building Grade	
Total Rooms	0
Bedrooms	0
Bathrooms	0
Bath Style	
Kitchen Style	
Roof Style	
Roof Cover	

EXTERIOR WALLS:

Primary

Secondary

INTERIOR WALLS:

Primary

Secondary

FLOORS:

Primary

Secondary

BUILDING AREA:

Effective Building Area

Gross Building Area

Total Living Area 0

HEATING/AC:

Heating Type

Heating Fuel

AC Type



Property Information

Owner	CONNECTICUT SAND & STONE CORP
Address	0 ROUTE NINE
Mailing Address	7 WEST MAIN ST PLAINVILLE CT 06062
Land Use	Ind Develo
Land Class	I

Census Tract	4001
Neighborhood	2030
Zoning	
Acreage	18.58
Fire District	
Lot Setting/ Desc	Level

Photo

No Photo Available

PARCEL VALUATIONS (Assessed value = 70% of Appraised Value)

	Appraised	Assessed
Buildings	0	0
Outbuildings	0	0
Improvements	0	0
Extras	0	0
Land	209100	146400
Total	209100	146400

Construction Details

Stories	
Building Style	
Building Use	
Building Grade	
Total Rooms	0
Bedrooms	0
Bathrooms	0
Bath Style	
Kitchen Style	
Roof Style	
Roof Cover	

EXTERIOR WALLS:

Primary	
Secondary	

INTERIOR WALLS:

Primary	
Secondary	

FLOORS:

Primary	
Secondary	

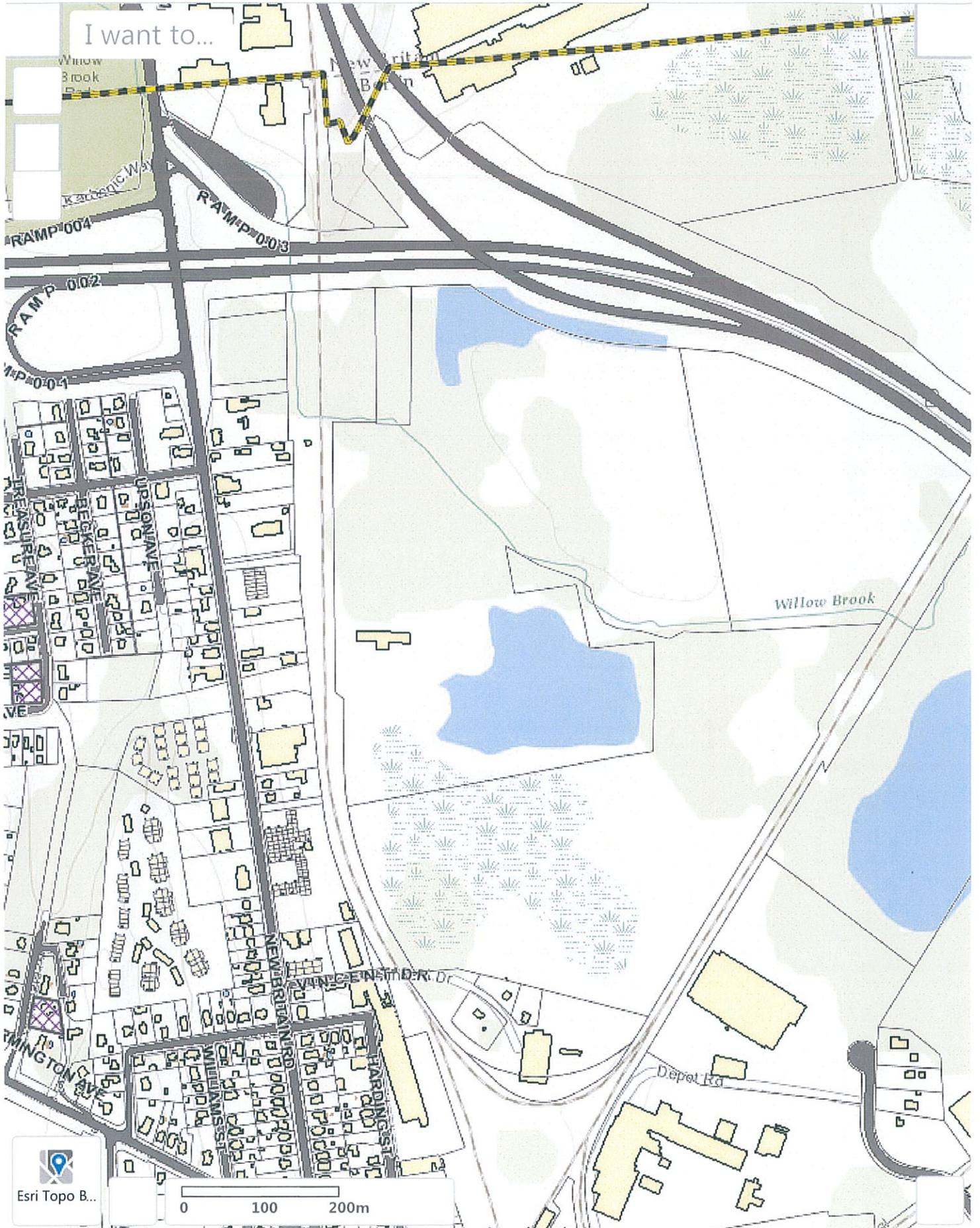
BUILDING AREA:

Effective Building Area	
Gross Building Area	
Total Living Area	0

HEATING/AC:

Heating Type	
Heating Fuel	
AC Type	

I want to...



TOWN OF BERLIN

DELINQUENT STATEMENT

COLLECTOR OF REVENUE
 240 KENSINGTON ROAD
 BERLIN, CT 06037
 (860)828-7023

OUR RECORDS INDICATE
 AS OF 04/07/2016
 A BALANCE ON THE FOLLOWING
 TAX GRAND LIST

Exhibit B

CONNECTICUT SAND & STONE CORP
 7 WEST MAIN ST
 PLAINVILLE, CT 06062-0000

BILL #	UNIQUE ID TYPE PROPERTY DESCRIPTION	TAX	INTEREST	L/FEES	TOTAL
2014-01-0101714	: 1063300 RE 303 NEW BRITAIN RD 3-3 75 3-BACK TAXES	14,179.52	2,126.93	0.00	16,306.45
2013-01-0101713	: 1063300 RE 303 NEW BRITAIN RD 3-3 75 3-BACK TAXES	13,511.42	4,458.77	24.00	17,994.19
2012-01-0101696	: 1063300 RE 303 NEW BRITAIN RD 3-3 75 3 000003-BACK TAXES	13,441.34	6,855.08	24.00	20,320.42
2011-01-0101696	: 1063300 RE 303 NEW BRITAIN RD 3-3 75 3 000003-BACK TAXES	12,165.06	8,393.89	24.00	20,582.95
2010-01-0101683	: 1063300 RE 303 NEW BRITAIN RD 3-3 75 3 000003-BACK TAXES	11,850.65	10,310.07	24.00	22,184.72
2009-01-0101660	: 1063300 RE NEW BRITAIN RD 3-3 75 3 000003-BACK TAXES	11,439.51	12,011.49	24.00	23,475.00
2008-01-0101656	: 1063300 RE NEW BRITAIN RD 3-3 75 3 000003-BACK TAXES	10,975.15	13,499.43	24.00	24,498.58
2007-01-0101625	: 1063300 RE NEW BRITAIN RD 3-3 75 3 000003-BACK TAXES	6,235.15	5,611.64	24.00	11,870.79
TOTAL		93,797.80	63,267.30	168.00	

PAYMENT MADE AFTER 04/07/2016
 NOT REFLECTED ON THIS STATEMENT.
 INTEREST APPLIES THRU 04/30/2016

** TOTAL DUE:

157,233.10
 50,133.48
 1,330.62
 1,471.51
210,218.71

TOWN OF BERLIN

DELINQUENT STATEMENT

COLLECTOR OF REVENUE
240 KENSINGTON ROAD
BERLIN, CT 06037
(860) 828-7023

OUR RECORDS INDICATE
AS OF 04/07/2016
A BALANCE ON THE FOLLOWING
TAX GRAND LIST

CONNECTICUT SAND & STONE CORP
7 WEST MAIN ST
PLAINVILLE, CT 06062-0000

BILL #	UNIQUE ID	TYPE	TAX	INTEREST	L/FEES	TOTAL
2014-01-0101715	: 1063330	RE PROPERTY DESCRIPTION ROUTE NINE 3-4 75 2A-BACK TAXES	4,443.24	666.49	0.00	5,109.73
2013-01-0101714	: 1063330	RE ROUTE NINE 3-4 75 2A-BACK TAXES	4,233.89	1,397.18	24.00	5,655.07
2012-01-0101697	: 1063330	RE ROUTE NINE 3-4 75 2A 0002A-BACK TAXES	4,211.93	2,148.08	24.00	6,384.01
2011-01-0101697	: 1063330	RE ROUTE NINE 3-4 75 2A 0002A-BACK TAXES	4,413.83	3,045.54	24.00	7,483.37
2010-01-0101684	: 1063330	RE ROUTE NINE 3-4 75 2A 0002A-BACK TAXES	4,299.75	3,740.78	24.00	8,064.53
2009-01-0101661	: 1063330	RE ROUTE NINE 3-4 75 2A 0002A-BACK TAXES	4,150.58	4,358.11	24.00	8,532.69
2008-01-0101657	: 1063330	RE ROUTE NINE 3-4 75 2A 0002A-BACK TAXES	3,982.10	4,897.96	24.00	8,904.08
TOTAL			29,735.32	20,254.16	144.00	

PAYMENT MADE AFTER 04/07/2016
NOT REFLECTED ON THIS STATEMENT.
INTEREST APPLIES THRU 04/30/2016

** TOTAL DUE:

50,133.48

TOWN OF BERLIN

DELINQUENT STATEMENT

COLLECTOR OF REVENUE
240 KENSINGTON ROAD
BERLIN, CT 06037
(860)828-7023

OUR RECORDS INDICATE
AS OF 04/07/2016
A BALANCE ON THE FOLLOWING
TAX GRAND LIST

CONNECTICUT SAND & STONE CORP
7 WEST MAIN ST
PLAINVILLE, CT 06062-0000

BILL #	UNIQUE ID	TYPE	TAX	INTEREST	L/FEES	TOTAL
	PROPERTY DESCRIPTION					
2014-01-0101716	: 1063310	RE	154.79	23.22	0.00	178.01
	NEW BRITAIN RD					
	3-3 28 11A-BACK TAXES					
2013-01-0101715	: 1063310	RE	147.49	48.67	24.00	220.16
	NEW BRITAIN RD					
	3-3 28 11A-BACK TAXES					
2012-01-0101698	: 1063310	RE	146.73	74.83	24.00	245.56
	NEW BRITAIN RD					
	3-3 28 11A 011A-BACK TAXES					
2011-01-0101698	: 1063310	RE	196.17	135.36	24.00	355.53
	NEW BRITAIN RD					
	3-3 28 11A 011A-BACK TAXES					
2010-01-0101685	: 1063310	RE	191.10	166.26	24.00	381.36
	NEW BRITAIN RD					
	3-3 28 11A 011A-BACK TAXES					
	TOTAL		836.28	448.34	96.00	

PAYMENT MADE AFTER 04/07/2016
NOT REFLECTED ON THIS STATEMENT.
INTEREST APPLIES THRU 04/30/2016

** TOTAL DUE: 1,380.62

TOWN OF BERLIN

DELINQUENT STATEMENT

COLLECTOR OF REVENUE
 240 KENSINGTON ROAD
 BERLIN, CT 06037
 (860) 828-7023

OUR RECORDS INDICATE
 AS OF 04/07/2016
 A BALANCE ON THE FOLLOWING
 TAX GRAND LIST

CONNECTICUT SAND & STONE CORP
 7 WEST MAIN ST
 PLAINVILLE, CT 06062-0000

BILL #	UNIQUE ID	TYPE	TAX	INTEREST	L/FEES	TOTAL
2014-01-0101717	1063320	RE NEW BRITAIN RD 3-3 28 21- BACK TAXES	166.93	25.04	0.00	191.97
2013-01-0101716	1063320	RE NEW BRITAIN RD 3-3 28 21- BACK TAXES	159.06	52.49	24.00	235.55
2012-01-0101699	1063320	RE NEW BRITAIN RD 3-3 28 21 00021- BACK TAXES	158.24	80.70	24.00	262.94
2011-01-0101699	1063320	RE NEW BRITAIN RD 3-3 28 21 00021- BACK TAXES	208.75	144.04	24.00	376.79
2010-01-0101686	1063320	RE NEW BRITAIN RD 3-3 28 21 00021- BACK TAXES	203.35	176.91	24.00	404.26
TOTAL			896.33	479.18	96.00	

PAYMENT MADE AFTER 04/07/2016
 NOT REFLECTED ON THIS STATEMENT.
 INTEREST APPLIES THRU 04/30/2016

**** TOTAL DUE: 1,471.51**

Town of Berlin

Department of Economic Development

May 5, 2015

Connecticut Sand & Stone Corp.
7 West Main Street
Plainville, CT 06062

SUBJECT: 303 New Britain Road

Dear Property Owner:

Pursuant to Chapter IV, Article 2 of the Town of Berlin Ordinances, the above referenced property owned by you has been approved as a blighted property by the Town Council.

I am hereby notifying you that you must correct such conditions of blight within fifteen days of receipt of this letter. I have written to you and/or spoken to most blighted property owners concerning the issues specific to their property and understand that fifteen days may not be sufficient time. However, I must hear from you within that time as to why you should not be subject to the fines provided for in the ordinance, which was previously sent to you for your review. Please note in Section 4-16 that..."If, after such fifteen (15) days, the conditions referred to within the notice have not been corrected and the owner has not contacted the Town Manager and received an extension pursuant to this paragraph, the Town Manager shall issue a citation and impose a fine..."

Therefore, please contact me at 860-828-7003 to resolve this issue.

Sincerely,

Denise M. McNair
Town Manager

DMM:sjw

Certified Mail/Return Receipt Requested: 7012 1010 0002 6991 2227

Visit our Web Site: <http://www.town.berlin.ct.us>

APPENDIX B—ZONI

§ VII

- e. Off-street parking and loading, subject to section IX.A.
 - f. Parking garages and parking structures, subject to section IX.B.
 - g. Outside overnight parking of vehicles or equipment, provided that no vehicle or equipment shall be parked within any required yard and that the commission may require appropriate screening in accordance with section IX.B.
 - h. Clinics or cafeterias, for employees only, when conducted within a main building.
 - i. Recreation facilities, provided that all such buildings and uses shall be planned as an integral part of the office building or research laboratory development and located on the same lot with the use to which they are accessory.
 - j. Assembly halls, for meetings incidental to the business of the principal use.
5. *Additional requirements for permitted uses.* [Additional requirements for permitted uses in the OL district are as follows:]
- a. No parking shall be permitted in the required front yard. All front yard areas shall be suitably landscaped as required by section IX.C.
- B. *General industrial-GI.*
1. *Purpose.* [The purpose of the GI district is] to accommodate basic industrial uses and heavy commercial operations incompatible with residential environments and is intended to be less restrictive than the planned industrial zone.
 2. *Permitted site plan uses.* The following principal uses shall be permitted [in the GI district,] subject to site plan approval by the commission in accordance with section XIII:
 - a. Building or construction contractors' yards.
 - b. Landscape contractors.
 - c. Trucking terminal facilities.
 - d. Public warehousing or storage, including self-storage.
 - e. Trucking or courier services.
 - f. Bus terminal/service/storage facilities, including school buses.
 - g. Fuel oil dealers.
 - h. Sanitary services (e.g., trash haulers, septic tank cleaners).
 - i. Building services (e.g., pest control services, building maintenance services).
 - j. Lumberyards or building materials suppliers.
 - k. Equipment rental or leasing services, excluding motor vehicles.
 - l. Electrical repair shops.
 - m. Upholstery or furniture repair shops.
 - n. Manufacturing facilities.

- o. Wholesaling or distribution facilities.
 - p. Printing, lithography, photocopying or similar graphic arts services; publishing facilities.
 - q. Industrial laundries or dry cleaners.
 - r. Carpet or upholstery cleaning establishments.
 - s. Public utility buildings or facilities.
 - t. Buildings or facilities of the local, state or federal government.
 - u. Laboratories devoted to research, design or professional use.
 - v. Offices, excluding medical or dental offices, but including business services such as advertising, computer and data processing, public relations, management or personnel supply.
3. *Special permit uses.* The following principal uses shall be permitted [in the GI district,] subject to special permit and site plan approvals in accordance with sections XII and XIII:
- a. Child day care centers, subject to section XI.H.
 - b. Removal of earth materials, subject to section X.B.
 - c. Rear lots, subject to section IV.A.17.
4. *Permitted accessory buildings, structures and uses.* The following accessory buildings, structures and uses shall be permitted in the GI zone:
- a. Any accessory buildings, structures or uses customarily incidental and directly related to the operation of the principal use.
 - b. Off-street parking and loading, including parking structures, subject to the provisions of section IX.B.
 - c. Signs, subject to the provisions of section IX.A.
 - d. A dwelling unit of the manager or caretaker of the premises.
 - e. The display or sale of goods made, processed or assembled on premises only, provided that:
 - (1) Such use shall be clearly accessory to the principal use;
 - (2) Such use shall take place entirely within the confines of the principal building;
 - (3) Such use shall occupy no more than 2,500 square feet or ten percent of the gross floor area devoted to the principal use, whichever is less;
 - (4) No goods shall be displayed outside; and
 - (5) There shall be at least one parking space provided for every 250 square feet of floor area devoted to such use.

GT (cont.)

APPENDIX B—ZONING

§ VII

- f. The outside overnight parking of vehicles or equipment, provided that no vehicle or equipment shall be parked within any required yard and that the commission may require appropriate screening in accordance with the provisions of section IX.B.

C. *Planned industrial-PI.*

1. *Purpose.* [The purpose of the PI district is] to provide a favorable and stable environment for the growth of industry to strengthen Berlin's employment opportunities and economy. The planned industrial zone is intended to foster coherent development of manufacturing, warehousing, distribution plants, research and development, offices, and supporting private and public facilities at well-designed and aesthetically pleasing modern site development standards, while minimizing disturbances to residential areas.
2. *Permitted site plan uses.* The following principal uses shall be permitted [in the PI district,] subject to site plan approval by the commission in accordance with section XIII:
 - a. Manufacturing facilities.
 - b. Research or development facilities.
 - c. Printing, lithography, photocopying or similar graphic arts services; publishing facilities.
 - d. Business or professional offices, excluding medical and dental offices, but including business services such as advertising, computer and data processing, public relations, management or personnel supply.
 - e. Radio or television broadcast facilities.
 - f. Public warehousing or storage, excluding self-storage.
 - g. Public utilities buildings or facilities.
 - h. Buildings or facilities of the local, state or federal government.
3. *Special permit uses.* The following principal uses shall be permitted [in the PI district,] subject to special permit and site plan approvals by the commission in accordance with sections XII and XIII:
 - a. Wholesaling or distribution facilities.
 - b. Vocational schools operated for profit.
 - c. Health or fitness clubs, gymnasiums, tennis or racquet clubs.
 - d. Child day care centers, subject to section XI.H.
 - e. Hotels or hotel conference centers.
 - f. Rear lots, subject to section IV.A.17.