



TOWN OF GREENWICH

Office of the First Selectman
Town Hall
101 Field Point Road
Greenwich, CT 06830

POLICY ON LEASING TOWN LAND

PURPOSE

The Town of Greenwich has been and will likely continue to receive requests for the leasing of Town land for commercial and philanthropic purposes. Since it is appropriate that the public be aware of the basis that the members of the Board will utilize for such decisions it is important that the Board discuss and vote on the policy that they will follow for the approval or disapproval of such requests.

SCOPE

This policy applies to all Town property.

POLICY STATEMENT

All such requests for the leasing of Town land shall discuss in detail the public benefit that is expected to accrue from the use of the proposed property. If the lease is to be commercial based, the economic benefit to the Town shall be reviewed in relationship to the marketplace. Secondly, other benefits such as the improvement to Town land or buildings or the maintenance of Town facilities, at no cost to the Town shall be identified.

Public/Private partnerships, in which the Town is unable to provide certain services but is desirous to do so, will be sought and encouraged. In such cases the Town will solicit outside groups or agencies to provide services that are viewed as important components of the Greenwich community. Leases to such groups will follow the same process and public review period as other proposed leases.

Leases that are proposed that are based upon the public good shall identify the benefits that are expected to occur as a result of their use of public property. Services that are viewed as beneficial to the community but are not provided through the Town should be itemized and whenever possible quantified.

Leases that are proposed to the members of the Board of Selectmen shall be evaluated by the members of the Board individually based upon their best judgment **on a case by case basis**. If the proposed lease is approved and has completed all of the review steps it will be submitted to the Representative Town Meeting (RTM) for their concurrence or disapproval.

All such requests for the leasing of Town land shall follow the process identified in this policy. Periodically the Board of Selectmen will review this policy and process statement and will make changes as they deem in the public good.

PROCESS FOR LEASING TOWN LAND

(Town Land that is not Park Land or has a deed, conservation or other form of restrictive easement, or covenant that limits the Town's ability to lease the property)

First Selectman's Office

Request received for the lease of Town property.

Referred to Law Department

Law Department staff and personnel from the First Selectman's Office review the request to determine what legal and/or business issues are involved. A decision is made whether the property should be the subject of a formal or informal RFP process to see if there are any other interested parties in the property. If the lease is to be based upon an arm's length business transaction the terms of the agreement are negotiated. If the lease is to be based upon the provision of public services to the community, the benefits must be identified and quantified.

First Selectman May Refer

Other Departments, Commissions, or other bodies may be asked for their recommendations or advice depending upon the circumstances of the request.

After the request has been vetted and the terms of any lease are drafted:

Board of Selectman

The Board of Selectmen will discuss the proposal during a minimum of two meetings to permit public comment. If the Board supports the request they will vote for Municipal Improvement status and submit the application to P&Z.

P&Z Commission

P & Z will consider the proposed use in relationship to the POCD and the zoning of the property. As a part of the MI process, a site plan application is required to be submitted to P&Z for the proposed use and associated site development. P&Z may wish to bring forth other issues that may have a bearing on the proposed sale or lease. Environmental factors may require the application to be reviewed by Conservation, IWWCA, and DPW's Traffic or Engineering Division, etc. A public meeting will be held by P & Z to gather additional public comment. If P&Z approves MI status they may also submit any comments or recommendations on the application to the Board of Selectmen.

Board of Selectman

The Board of Selectmen schedules a vote to refer the matter to the RTM for their consideration. If approved, the draft lease agreement and assorted backup will be sent to the RTM for their action.