



**GreenDrop
Temporary Special Use Permit – Project Narrative
Town of West Hartford
November 21, 2023**

I. Introduction

GreenDrop is a mobile donation collection service interested in opening a location at 176 Newington Road within the Town of West Hartford. GreenDrop is a for-profit company and registered professional fundraiser that accepts donations on behalf of the American Red Cross through its network of mobile donation centers. Each GreenDrop mobile office accepts donations of gently used clothing, shoes, and household goods which are brought to one of TVI Inc.'s secondhand retail stores to sell. GreenDrop has 60 existing locations around the United States through partnerships with numerous landlords and shopping center developers.

The subject site is located in the Elmwood Plaza shopping center at the intersection of Newington Road and Jacobs Road. The GreenDrop donation unit is proposed at Southwest corner of the shopping center parking lot. This is the edge of an undeveloped out parcel, the mobile office would sit on the edge of the parcel, donors would pull up parallel to the office on the asphalt drive aisle. The existing donation bins at this location are not owned by TVI, Inc. The landlord has agreed to remove them.

Per direction from Town staff, GreenDrop is required to apply for a Temporary Special Use Permit to operate at this location. The initial application is requested for one year, with the potential to apply for a Temporary Special Use Permit for an additional duration of time in the future.

II. Applicant's Proposal

This application seeks approval of a Temporary Special Use Permit to allow GreenDrop to operate a mobile office to collect household donations. GreenDrop is proposed to be open during the hours of 10:00 AM ET to 6:00 PM ET, seven days per week, 363 days per year (closed Thanksgiving Day and Christmas Day) and is always staffed with two (2) employees on site. The GreenDrop mobile office is self-contained and includes an office area and a restroom. GreenDrop does intend to connect the mobile office to electric, which will require a permit and a utility company meter. GreenDrop partners with a local company to provide water and sanitary service for the mobile office; no water or sanitary sewer connections are proposed. The mobile office is approximately 42'-2" long, 102" wide and will sit on 5 parking spaces. The impact to traffic within the Center will be minimal if any.

Six internet connected security cameras are included both inside and outside the mobile office, all of which are monitored by a security company who monitors the site 24 hours per day. If a donation is left on-site during hours the mobile office is closed, the security company alerts GreenDrop and GreenDrop immediately dispatches someone to the site to move the donations into the office.

During business hours, employees assist donors with unloading all items from their vehicles into bins and the items are then transferred into the mobile office temporarily. Once per week a 16-foot box truck collects all donated items from the mobile office and transports them to another location for sorting and resale. GreenDrop employees are responsible for leaving the mobile office, both inside and outside, in a clean and neat condition at the end of the day.

Donors from the surrounding area (typically local neighborhood residents) will drive onto the property and will stop adjacent to the mobile office where they will be greeted by GreenDrop employees. The

donors will not get out of their vehicles. Once the donor opens the trunk, or unlocks the door, the GreenDrop employee will remove the items to be donated. The donated items are then placed inside the building for storage and the donor is provided an emailed receipt for their personal tax return.

The Applicant is excited to bring a GreenDrop location to the Town of West Hartford and serve the residents and surrounding communities. Public notice letters will be mailed after acceptance of this application to the 89 property owners within a 500-foot radius of the subject property.

III. Conclusion

The proposed Temporary Special Use Permit will provide an allowance for GreenDrop to operate in West Hartford. Accordingly, the Applicant respectfully seeks approval of its proposed use and the Temporary Special Use Permit.

Sincerely,



Josie Nolan, Kimley-Horn
Project Manager