



**CITY COUNCIL WORKSHOP MEETING
MONDAY, JULY 24, 2017
6:00 PM – FRANKLIN PUBLIC LIBRARY – 2ND FLOOR**

AGENDA

- I. City Council to consider proposed Façade Improvements on Buell Block building facing Marceau Park.**
- II. City Council to consider proposed Support of CDBG funds for Community Action Program (CAP) building to be built on city property (82 Elkins St).**
- III. City Council to consider setting of Public Hearing for Resolution 04-18, for the acceptance, the appropriation, and the expenditure of grant funds from the USDA's Rural Development office and matching funds from Franklin Business and Industrial Development Corporation.**
- IV. Other Business**

Adjournment

The City Council of the City of Franklin reserves the right to enter into non-public session when necessary according to the provisions of RSA 91-A.



CITY OF FRANKLIN COUNCIL AGENDA REPORT

City Council workshop July 24, 2017

From: Elizabeth Dragon – City Manager

Subject: City Council to consider Buell Block Conceptual design incorporating a section of Marceau Park

Recommended Motion: "I move that the Franklin City Council direct the City Manager to work with PermaCityLife on a 20yr lease agreement with a 5yr renewal clause for private use of approx 1,408 sq feet and a storefront entrance walkway in Marceau park in return for approximately \$20,000 of improvements to build a city owned and maintained walkway through the park which meets specifications provided by Director Sullivan and Director Lewis. In addition, any plans for a walkway to a new storefront accessed from the park would be the responsibility of the building owner and would not be considered a publicly owned and maintained walkway"

1. Mayor calls for a second, discussion, and the vote.
-

Background:

Marceau Park is a city park which abuts the Buell Block building. The City has been working with FBIDC and PermaCityLife on a tax credit façade program which involves this building. Improvements to buildings in the downtown require Heritage Commission approval.

PermaCityLife has been pursuing Heritage Commission approval in phases for the Buell block building. The final phase includes the side of the building abutting Marceau Park. The PermaCityLife plans incorporate use of the park for a walkway to create a new storefront entrance from the park to the building, use of approximately 1,408 square feet for outdoor seating, requested shared space, city maintenance and ownership of the walkway to the new entrance from the park and in return the construction of a walkway through the park that connects Central Street to the Municipal parking lot. The lease should provide indemnification for the city and discuss approved uses of the space.

Attached is PermaCityLife's conceptual design.

I recommend:

Approval of a 20yr lease to be drafted with the city attorney-with a 5 yr renewal clause. Walkway improvements valued at \$20,000 would be equivalent to \$1,000 per year over 20 yrs. I recommend a clause that makes it clear no permanent structures will be built in the leased space. The space is intended to be used for outdoor seating (currently planned to be placed on the grass). In the future if they have an operator for the space who is willing to build a patio-I recommend the lease be reviewed and the council considers adding a clause at that time which would deal with ownership and maintenance of any improvements.

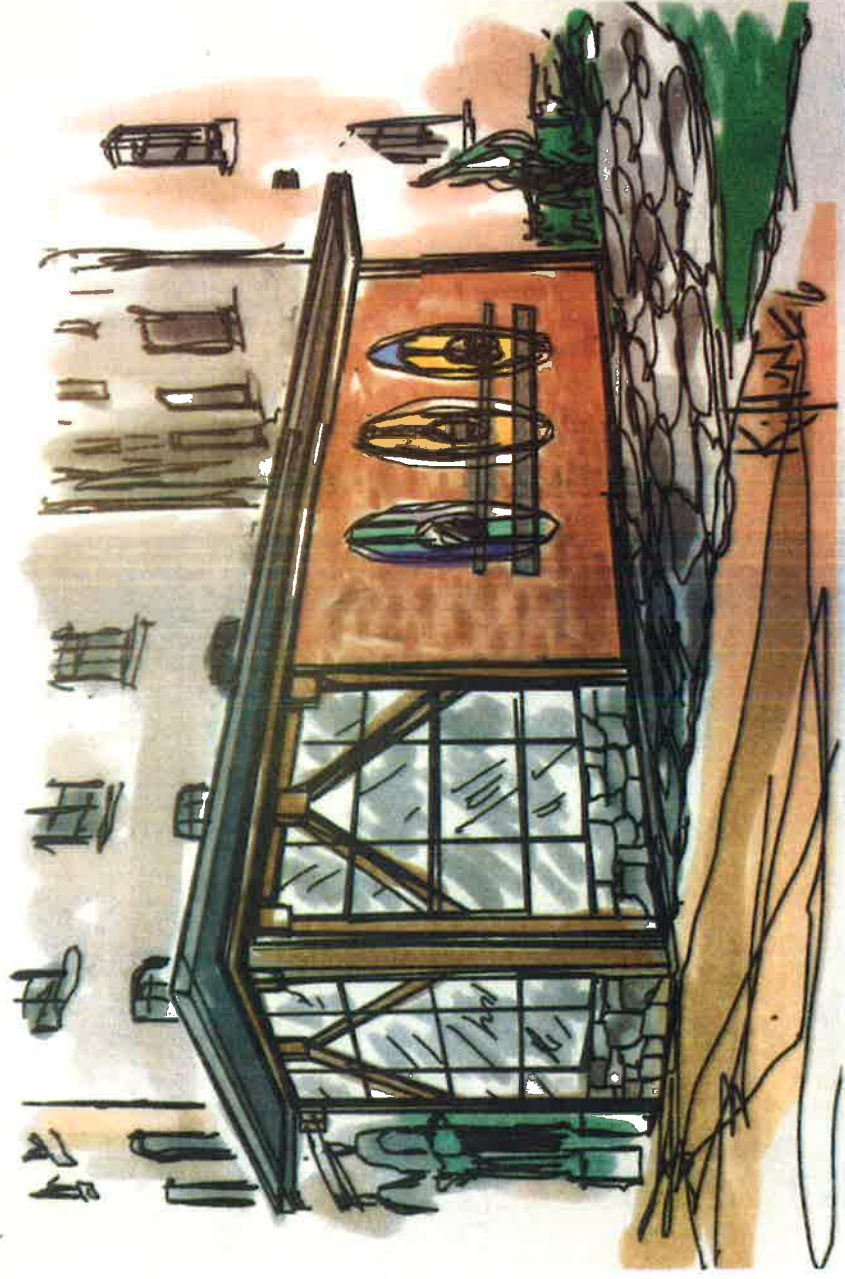
Franklin - The Three Rivers City

Walkway to the store front should be a privately built and maintained walkway. I do not recommend it become part of the city's walkway. Currently other storefronts maintain their entrances (this important especially in the winter when manual shoveling is required). When discussing the concept of a new entrance with PermaCityLife-I initially indicated that my preference would be to keep their entrance on Central Street. However, I recognize this proposed entrance from the park will address the issue of handicap accessibility to the building. If the council approves the new entrance I recommend the maintenance issue be addressed in an easement/lease.

The new walkway to be built through the park should be a city owned and maintained walkway built to city standards.

The request for shared space with a "silo" gazebo should be denied at this time. This request for additional shared space in combination with the privately used leased space would take up most of the useable space in the park and limit other activities. This shared space proposal should only be considered after an operator has been successful at operating in the space and has a proven record of using the leased park space without issue.

BUELL'S BLOCK CONCEPTUAL PROPOSAL



**FACADE RENOVATION WITH INTEGRATED USE
OF MARCEAU PARK**

OPTION 1: INTEGRATED DESIGN WITH MARCEAU PARK

- ◆ Square footage of Marceau Park - 11,700 sq. ft. (150' x 78')
- ◆ Proposed private use area for business - 1,408 sq. ft. (22' x 64' or 12% of park)
- ◆ Proposed shared reciprocal use area - 1,000 sq. ft. (22' x 40' or 08% of park)
- ◆ Proposed pedestrian walkway to connect Central St. to primary municipal parking area
- ◆ Handicap accessibility to Buell's Block using a safe and aesthetically pleasing design

OPTION 2: RENOVATION OF BUELL'S BLOCK AS STAND ALONE PROJECT

- ◆ No walkway or access alterations through Marceau Park.
- ◆ Business entrance via Central Street with no connectivity or integrated design with Marceau Park.

FORM OF OWNERSHIP

Subject area shall be surveyed and a corresponding metes and bounds legal description will be prepared at the expense of PermaCityLife (PCL).

Legal Right of Use:

Option 1 - Lot line adjustment (Recommended)

Option 2 - Easement

GOOD & VALUABLE CONSIDERATION

Public Walkway : PCL agrees to build a walkway through Marceau Park at its expense for mutual benefit. Upon completion the City shall be responsible for ongoing maintenance of the walkway.

Public Improvement (Safety & Aesthetic) - PCL agrees to improve the shared reciprocal use area at its expense for mutual benefit.

Quality Renovation of Buell's Block with integrated design approach.

Handicap Accessibility: Creating handicap accessibility into the Buell's Block would be challenging to accomplish using the Central Street facade. A more aesthetically pleasing and gentle approach can be achieved via the Marceau Park side of the building with the added value of connecting Central St. to the primary municipal parking lot.

CONCORD MAIN STREET PROJECT EXAMPLE

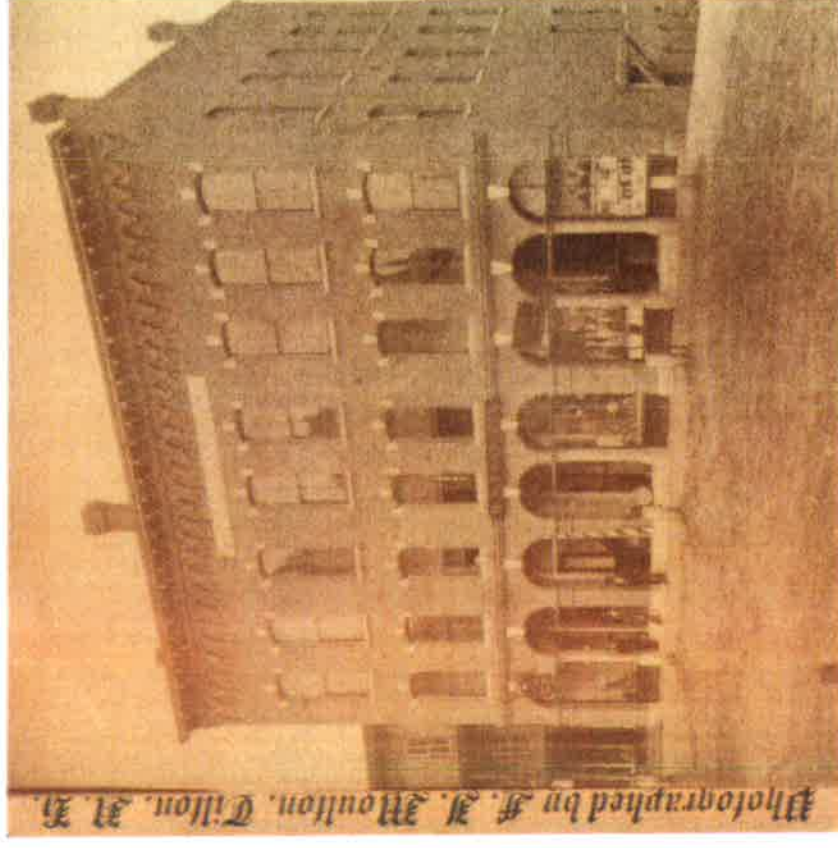
“Promote Main Street as a friendly and safe place to be and an attractive place to work, shop, dine, and live. The project should also enhance opportunities for cultural events and gatherings within the downtown.”

DESIGN ELEMENTS

Refer to the attached renderings and options: Please note that this section of the building was not part of the original construction of Buell's Block and should be considered a separate and distinct facade with its own unique architectural characteristics.

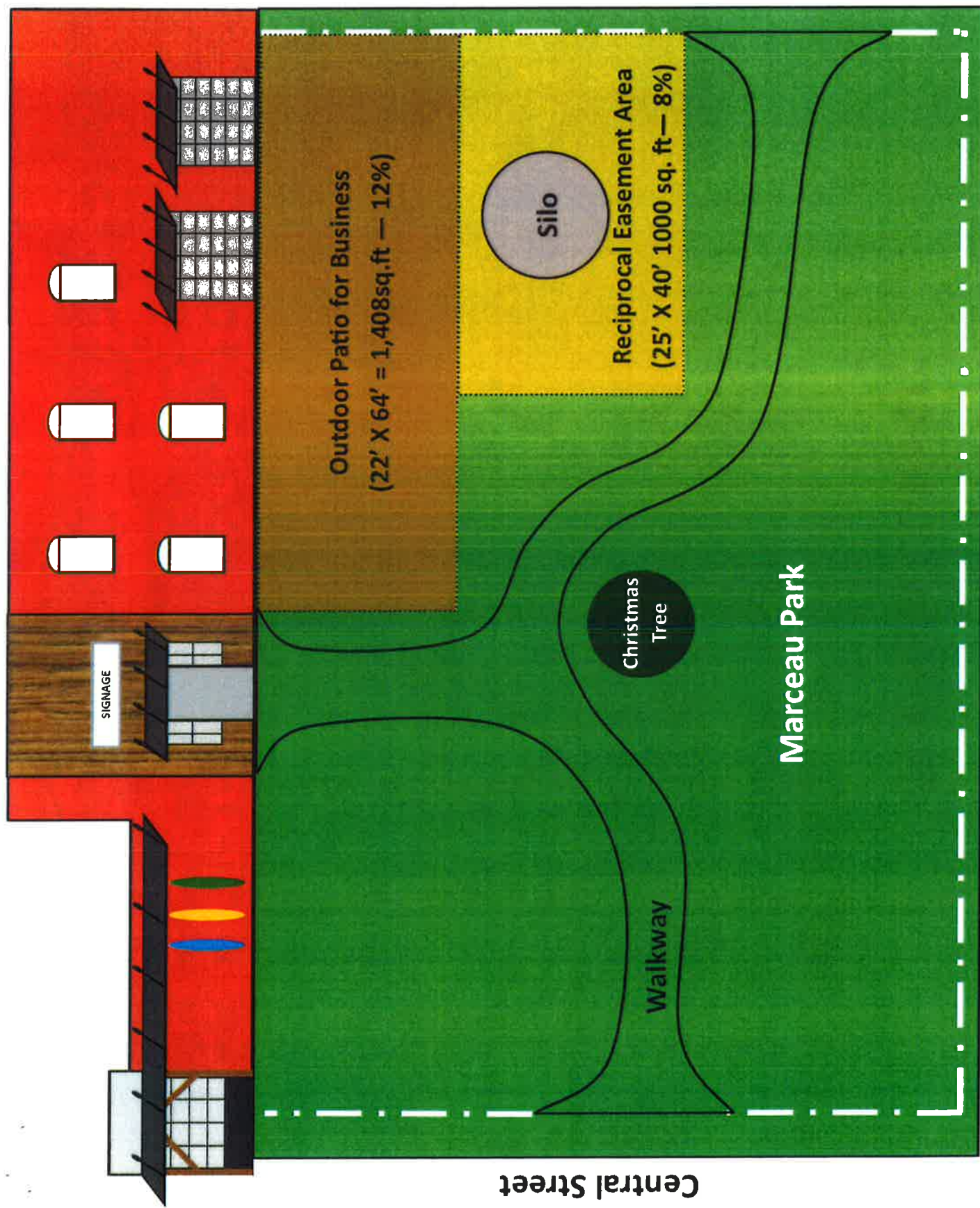
City Council shall be granted "Architectural review and covenants" relative to the improvements to be made on the area owned by the municipality.

Subject to Heritage Commission approval.

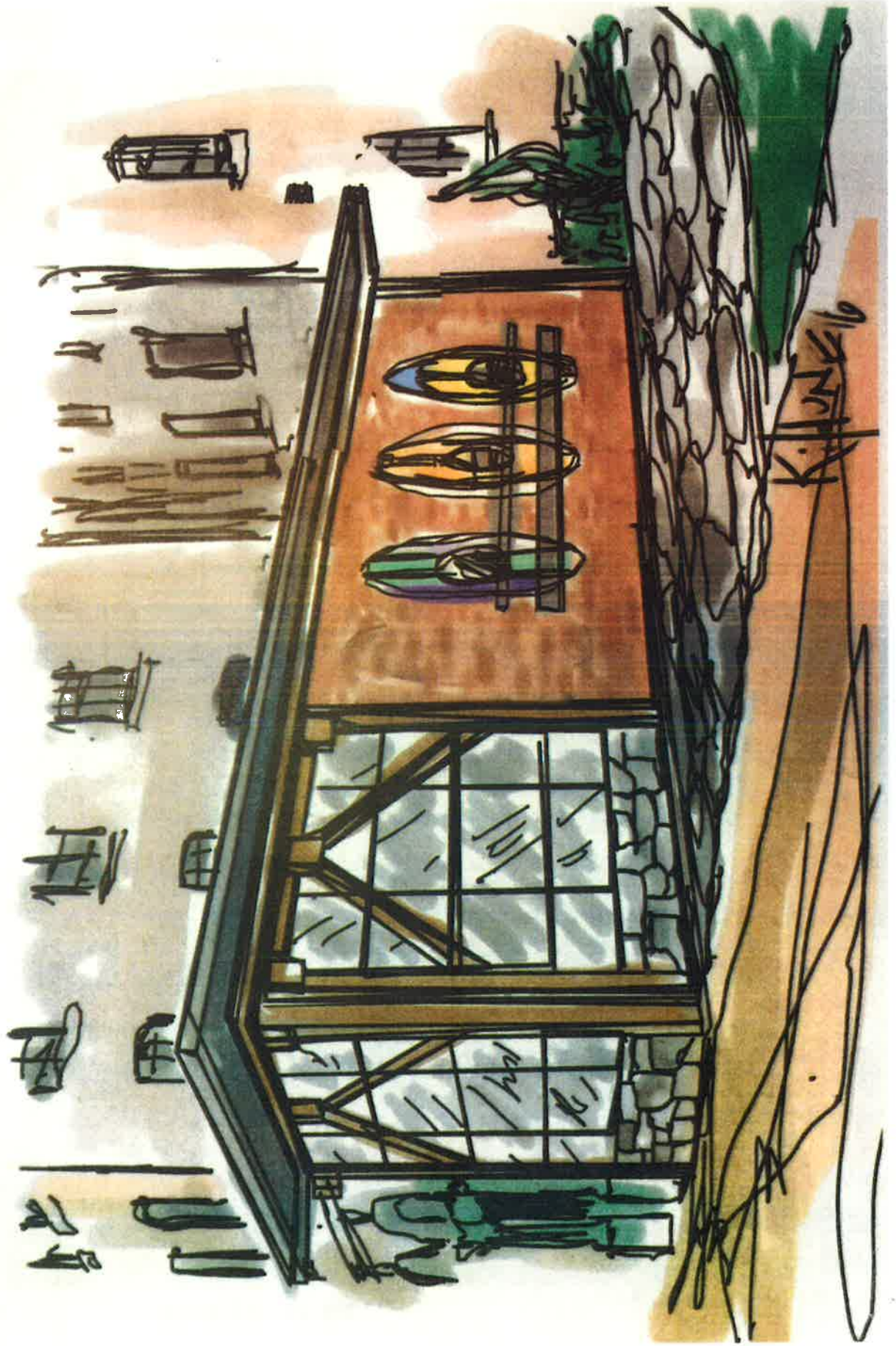


TIMELINE AND REQUEST FOR CONDITIONAL APPROVAL

- ◆ Special meeting with City Council on July 24th
- ◆ Package submitted to City Council on July 27th for approval
- ◆ City Council meeting on August 7th for approval
- ◆ Approval shall be subject to:
 - Attorney review
 - Survey of the private use and shared areas
 - Metes and bounds legal description
 - Planning & Zoning Board approval of lot line adjustment
 - Heritage Commission Approval
- ◆ Mutually agreeable Reciprocal Use Easement



THE RED CORNER

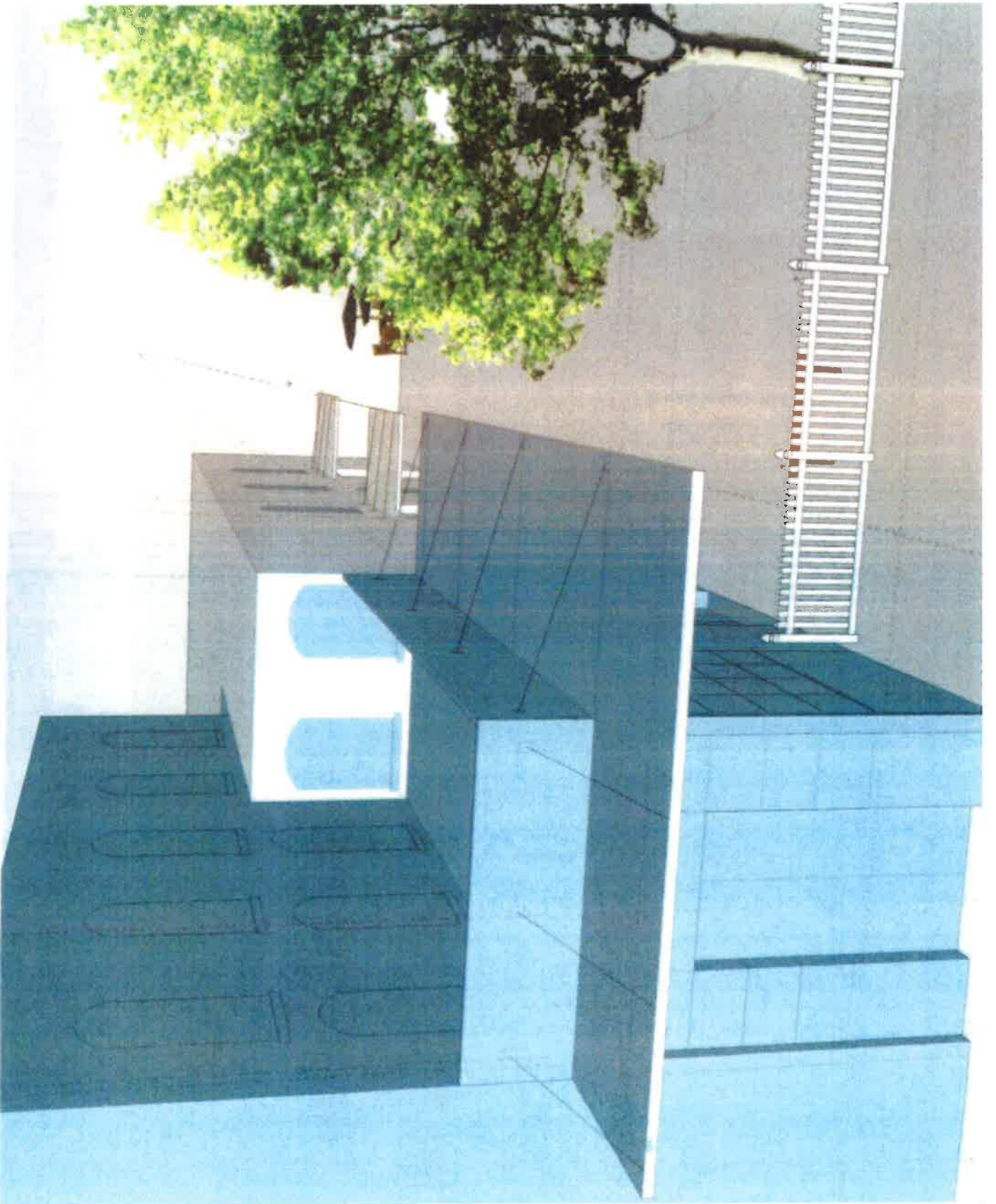


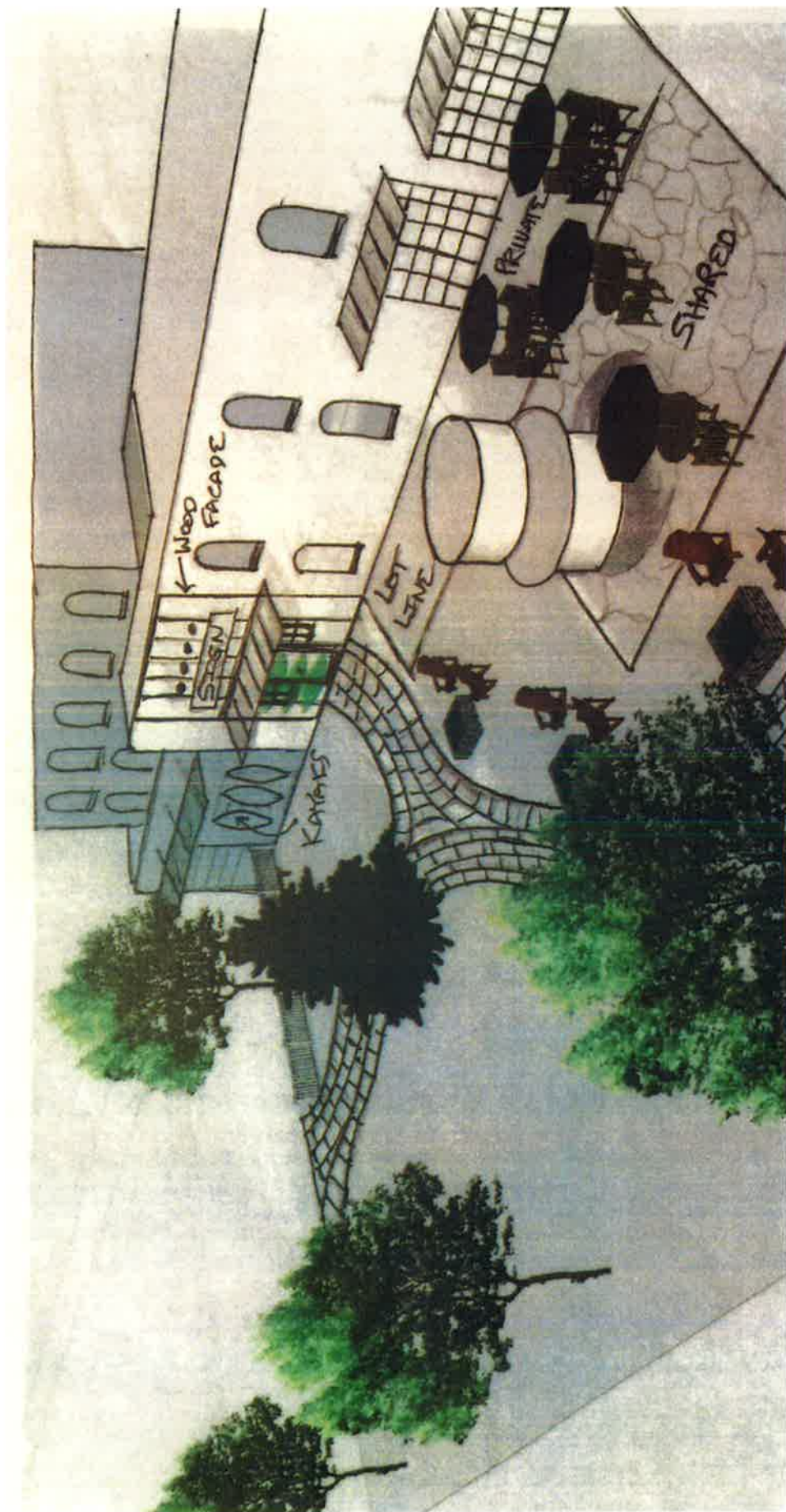
TRESTLE BRIDGE



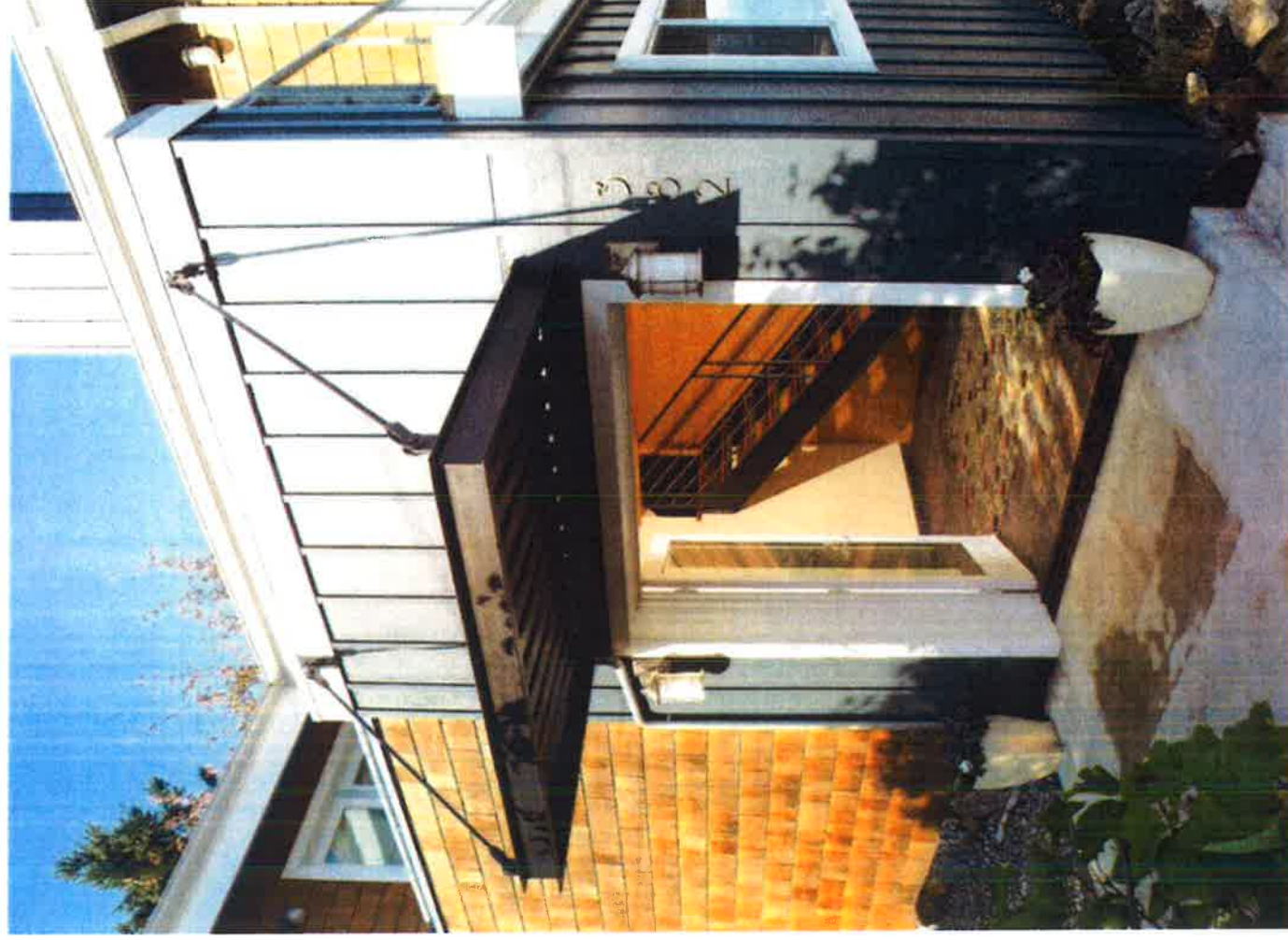
INSPIRATION FOR "RED CORNER"



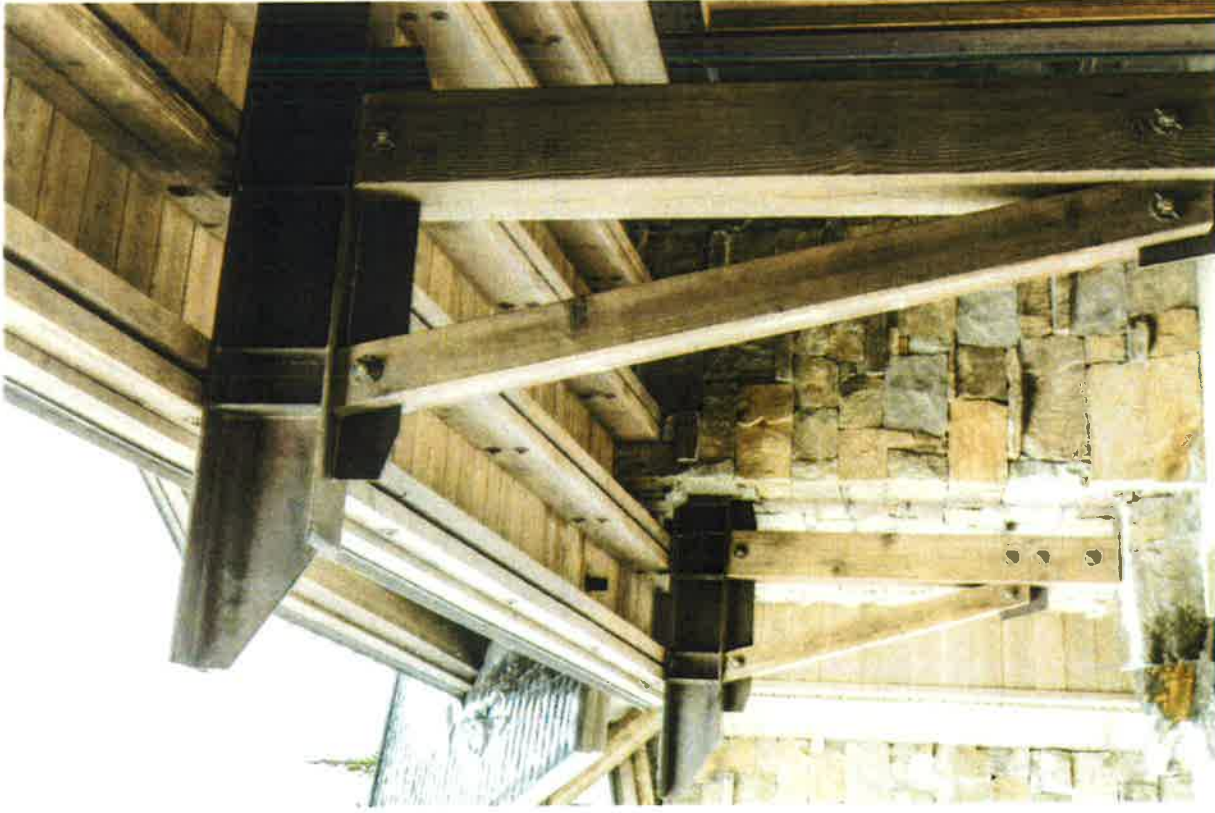




**METAL AWNINGS
AND
MIXED MEDIUM
SIDING
(ENTRANCE)**



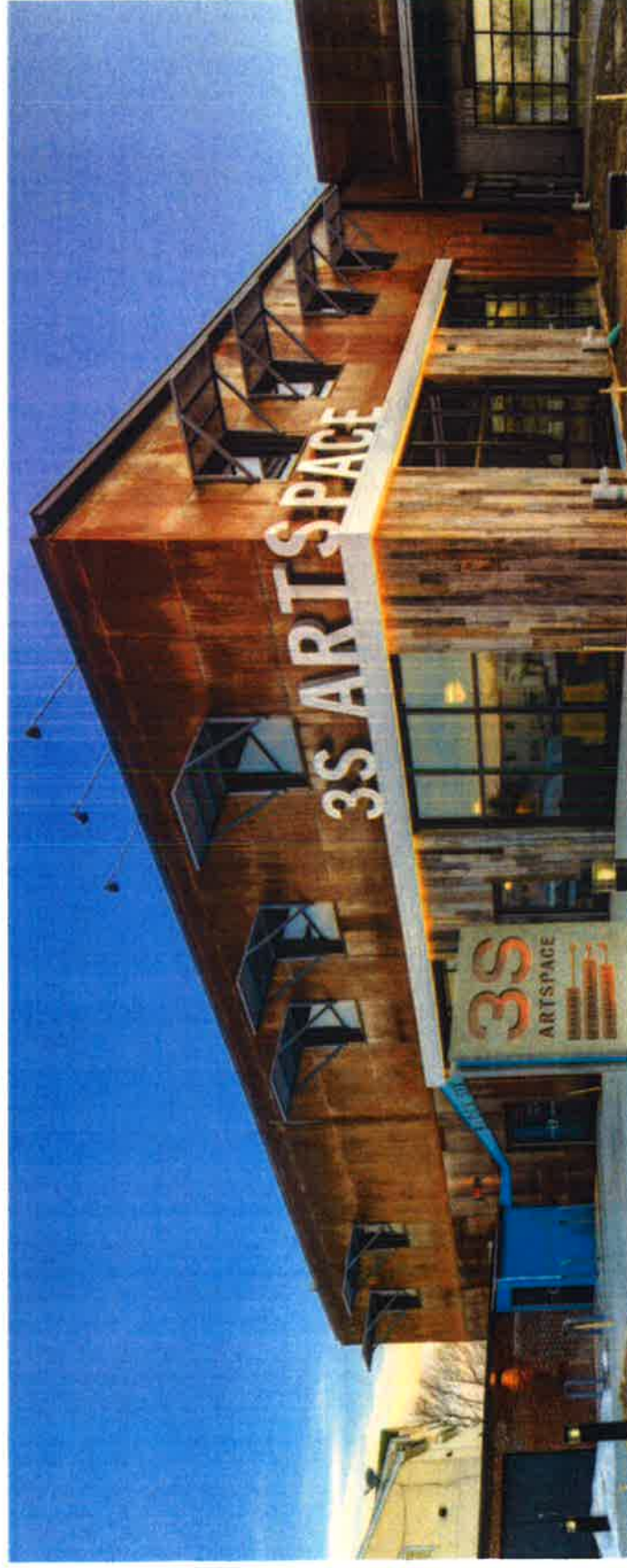
POST & BEAM BRACES



**WOOD UNDER
METAL AWNING**



GARAGE DOOR - EXTERIOR



Wood
vs
Metal

GARAGE DOOR - INTERIOR





"SILO" GAZEBO



WALKWAY PAVERS



Cobble

vs

Slab



BLUESTONE

PATIO

Irregular

vs

Rectangle





Community Action Program Belknap-Merrimack Counties, Inc.



P.O. Box 1016 ♦ 2 Industrial Park Drive ♦ Concord, NH 03302-1016
Phone (603) 225-3295 ♦ Toll Free (800) 856-5525 ♦ Fax (603) 228-1898 ♦ Web www.bm-cap.org

FRANKLIN AREA CENTER PROJECT

Community Action Program Belknap-Merrimack Counties, Inc. (CAP) is requesting that the City of Franklin consider submitting an application to the New Hampshire Community Development Finance Authority for a Community Development Block Grant in the amount of \$500,000. The grant proceeds would be used to assist CAP in demolishing the present office facility at 82 Elkins Street (presently owned by the City) and constructing a new 5,000 square foot office structure in its place. Rehabilitating the present structure would be cost prohibitive given its present age and condition.

In 1982 the City of Franklin entered into a lease agreement with CAP and other local nonprofits to use, the one-time abandoned building, for office space to provide community services to eligible clients in the area. The facility presently offers, through CAP, emergency food pantry assistance, the NH Fuel Assistance Program, the NH Electric Assistance Program, Weatherization Program, Information and Referral Service, Direct Housing Assistance, Women Infant & Children's Nutrition Services, Neighbor Helping Neighbor, Commodity Surplus Food Program, Security Deposit Guarantee Program, Emergency Assistance Program, Emergency Housing Program.

Merrimack County presently provides Juvenile Diversion Services.

Presently these programs provide benefits through 3,754 applications for assistance from Franklin residents for a total value, through CAP of \$688,703 during the past year.

PROJECT BUDGET

Projected Estimated Cost Franklin Area Center Project

6/19/17

\$110--\$135/sq. ft., slab on grade with offices and a kitchen and 3 bathrooms (2 public and one employee) = \$550,000----\$675,000

Demo and fill and site prep = \$25,000

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ALTON		CONCORD		FRANKLIN		LACONIA		NEWBURY		PITTSFIELD	
Senior Center	875-7102	Area Center	225-8880	Area Center	934-3444	Area Center	524-5512	Newbury Commons		Senior Center	435-8482
Prospect View Housing	873-3111	Head Start	224-6492	Head Start	934-2181	Head Start	528-8334	Housing	783-0380	Head Start	435-8818
BELMONT		Early Head Start	224-6492	Early Head Start	934-2181	Early Head Start	528-8334	OSSIPEE		Early Head Start	435-8811
Senior Center	267-9867	Concord Area		Senior Center	934-4151	Senior Center	524-7689	SUNCOOK		Area Center	485-7824
Heritage Terr. Housing	267-8881	Meals-on-Wheels	225-9092	Riverside Housing	934-5340	Family Planning	524-5453	PEMBROKE		Senior Center	485-4254
BRADFORD		Concord Area Transit	225-1989	KEARSARGE VALLEY		Prenatal	524-5453	MEREDITH		TILTON	
Senior Center	938-2104	Horseshoe Pond Place	228-0950	Area Center	456-2207	Winnepesaukee Transit	528-2496	Village at Pembroke Farms		Housing	
EPSOM		WIC/CSFP	225-2050	Head Start	456-2208	Workplace Success	524-4387	485-1842			
		Workplace Success	223-2305	North Ridge Housing	456-3398						
		MEADOW BROOK HOUSING									
		736-8250									

Prep and Paving of 100' x 130' = \$30,000

Total = \$605,000-----\$730,000

Gen Cond = \$32,000

CM fee = \$31,000

Drawings (site and permits) = \$20,000

Total = \$688,000----- \$813,000

Projected Revenue

Community Development Block Grant \$500,000

USDA Community Facility Grant and Loan Program \$188,000 - \$313,000

Note project will be placed out to bid.



CITY OF FRANKLIN COUNCIL AGENDA REPORT

City Council Meetings of July 24, and August 7, 2017

From: Richard Lewis, Director of Planning and Zoning
Subject: Setting of Public Hearing to consider Resolution #04-18 for the acceptance, the appropriation, and the expenditure of grant funds from the USDA's Rural Development office and matching funds from Franklin Business and Industrial Development Corporation.

Approval of Resolution 04-18 at the August 7, 2017 Meeting

Recommended Motion for the July 24, 2017 Meeting:

"I move that the Franklin City Council set a public hearing to be held on Monday, August 7, 2017 at 6:05 PM for Resolution #04-18 for the acceptance of Rural Development grant funds and matching funds from the FBIDC, and the appropriation and expenditures of these funds starting in Fiscal Year 2018. The funds support the work of the Downtown Business Coordinator to assist in the revitalization efforts in the downtown business and mill district."

Recommended Motion for the August 7, 2017 Meeting:

"I move that the Franklin City Council vote to approve Resolution 04-18, which accepts the grant funds from the USDA Rural Development office, and matching funds from the FBIDC, and approves these new revenues and the expenditures of these funds for downtown economic redevelopment efforts. I further move that the City Council authorize the City Manager to sign and take action on all relevant documents pertaining to the administration of this grant."

Discussion:

As you are aware, the City received a grant from Rural Development in 2015. We used those funds [\$50,000] to establish the position of a Downtown Business Coordinator, who focuses on bringing new ideas and improved communication to several key tasks including marketing assistance for the downtown businesses, helping new or emerging businesses gain the proper foundation to grow and prosper, seeking other grant or loans that might assist businesses or property owners, and working with all businesses to bring increased vitality to the downtown area.

The 2015 grant funds have been expended. We submitted a 2017 grant application and the City recently learned that we were again selected for funding. The grant award this year is for \$9,410.00. Our application outlined that a 50% match from FBIDC would be provided, and that Board voted on 6/28/17 to provide a match of \$5,590.00. The total of the grant funds and the match will make \$15,000 available to the City for this important project.

The Rural Development office will be preparing all of the necessary grant agreements and supporting documentation. The recommended motion allows the City Manager to take all action to administer the grant.

Concurrences and Fiscal Impact:

The City Council approved the submission of this 2017 grant application. There are no matching funds required for this grant program and no direct expenditures by the City.

Attachments/Exhibits: Copy of Resolution 04-18



CITY OF FRANKLIN, NEW HAMPSHIRE
"The Three Rivers City"

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Franklin, NH 03235

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fax: (603) 934-7413
cityhall@franklinnh.org

RESOLUTION #04-18

A Resolution Relating to a Supplemental Appropriation for Fiscal Year 2018.

In the year of our Lord, Two Thousand Seventeen,

WHEREAS, the City Council of the City of Franklin has adopted a budget for Fiscal Year 2018 which began July 1, 2017, and;

WHEREAS, the City Council recognizes the recent efforts to improve the economic and residential viability of the downtown and the need to continue with additional progress, and;

WHEREAS, the City has been awarded another grant from the Rural Development Office of the US Department of Agriculture in the amount of \$9,410, with the funds to be used for the Downtown Business Coordinator to assist the redevelopment and revitalization of the downtown area, and;

WHEREAS, the Franklin Business & Industrial Development Corporation (FBIDC) board has voted on June 28, 2017 to provide matching funds for the grant in the amount of \$5,590 making grant & match total funding of \$15,000, and;

WHEREAS, the City Council recognizes that these grant funds will provide the City a unique opportunity to assist in the redevelopment efforts which will benefit all downtown property owners and business owners, Now,

THEREFORE BE IT RESOLVED, that at the scheduled meeting of the City Council on Monday, August 7, 2017, the City Council of the City of Franklin, New Hampshire does hereby vote to adopt resolution 04-18, accepting the grant funds from the USDA, Rural Development office, accept matching funds from FBIDC, hereby authorizes the City Manager to execute all grant documents and hereby authorizes the following non lapsing appropriations,

An increase in revenues:

Acct# 01-1-000-33111-435 Federal Grant – USDA Rural Technical Assistance – Nine Thousand Four Hundred Ten Dollars (\$9,410),

Acct#01-0-000-35085-000 Donations – Five Thousand Five Hundred Ninety Dollars (\$5,590.00),

And an increase in expenditures:

Resolution #04-18

Acct# 01-1-302-40110-435 Wages – USDA Rural Technical Assistance Fifteen Thousand Dollars
(\$15,000.00)

By a roll call vote.

Roll Call:

Councilor Barton	_____	Councilor Dzujna	_____	Councilor Ribas	_____
Councilor Clarenbach	_____	Councilor Giunta	_____	Councilor Wells	_____
Councilor Desrochers	_____	Councilor Moquin	_____	Councilor Zink	_____

Approved: _____
Interim Mayor

Passed: _____

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification and that Katie A. Gargano is the City Clerk for the City of Franklin, Franklin, New Hampshire.

A true copy, attested: _____
City Clerk

Date: _____