

BOROUGH OF FRANKLIN RESOLUTION 2016-31
TO RETAIN PLANNING SERVICES
FROM THE DEPARTMENT OF COMMUNITY AFFAIRS
LOCAL PLANNING SERVICES

WHEREAS, the Borough of Franklin is in need of professional planning services to prepare a Main Street Strategic Plan and Implementation Program for the revitalization of Main Street (“the project”); and

WHEREAS, the New Jersey Department of Community Affairs, Office of Local Planning Services (“LPS”) provides a variety of planning services at no direct cost to eligible municipalities; and

WHEREAS, the Borough of Franklin is an eligible municipality and an application for services was submitted by Alison McHose, Borough Administrator, to Local Planning Services on March 31, 2015; and

WHEREAS, the Borough of Franklin has received a Scope of Services for the project prepared by Local Planning Services (attached); and

WHEREAS, the Borough of Franklin desires to accept the aforementioned Scope of Services and name Alison McHose, Borough Administrator, as the municipal contact person for the project; and

WHEREAS, there is no budgetary impact on the Borough of Franklin for the services being provided by LPS; and

WHEREAS, the Borough of Franklin does not currently have the resources to perform the services being provided by LPS nor is the Borough of Franklin under contract with a professional planner to complete the project; and

WHEREAS, the Council deems the interests of the Borough of Franklin will be best served by accepting the services being provided by LPS; and

WHEREAS, as a condition of receiving services from LPS, the Borough of Franklin is required to form a Working Committee to guide and provide information to LPS; and

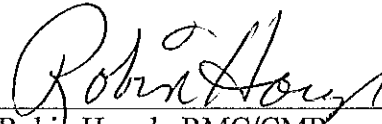
WHEREAS, the Borough of Franklin is committed to the completion of this project and will assist LPS as needed;

NOW THEREFORE BE IT RESOLVED that the Borough of Franklin hereby appoints Alison McHose, Borough Administrator, as the municipal contact and authorizes her to perform all activities necessary to accomplish the intent of this resolution; and

BE IT FURTHER RESOLVED by the Borough of Franklin as follows:

1. The Borough of Franklin will retain professional planning services provided by LPS and approves the attached Scope of Services for the project;
2. The Borough of Franklin establishes a Working Committee to assist LPS and authorizes the Mayor or municipal designee to appoint the members of the Working Committee and/or any replacement members necessary to retain functionality of the Committee in the event of vacancies; and
3. The Borough of Franklin will provide access to appropriate municipal staff, consultants and officials, meeting space, and other non-monetary resources that may be necessary to complete the project.

I hereby certify that this is a true copy of a resolution duly adopted by the Borough of Franklin at a public meeting held on February 23, 2016.



Robin Hough, RMC/CMR
Borough of Franklin



State of New Jersey
Local Planning Services

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Commissioner

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Local Planning Services Scope of Services

Project 016: Borough of Franklin

Objective

Local Planning Services (“LPS”) will assist the Borough of Franklin (“Borough”) with the creation of a Main Street Strategic Plan and Implementation Program (“the Plan”) to revitalize this historic center of the Borough. The Borough of Franklin Revitalization Plan prepared in March 2006, the pending designation of the Area in Need of Redevelopment for the former New Jersey Zinc Company mining property (“Zinc Mine”) and the pending designation of the Area in Need of Rehabilitation for the Main Street corridor will be used as the foundation for the Plan. The project study area will include all properties along Main Street from the Borough Hall, near the intersection with Wyker Road, to the Easter Seals building, near the intersection with Larue Street. In particular, the Plan will look at the reutilization of the former Franklin Theater, the Zinc Mine site, municipal properties and the Easter Seals building. The Plan will review existing zoning and recommend new zoning to attract development to the study area. It will recommend phased actions for Borough implementation to revitalize Main Street. The final draft of the Plan will contain strategies, resources, text, charts and maps to assist the Borough in achieving a successful Main Street revitalization.

Project Tasks

A. Local Planning Services staff will:

1. Attend an initial kick-off meeting with Borough representatives to review the Borough’s application request and refine the content, vision and priorities of the project.



2. Develop a draft Scope of Services that incorporates feedback from the Borough.
 3. Attend additional meetings, on a regular basis, with the Working Committee designated by the Borough in order to collect background information, share findings and gather feedback.
 4. Solicit community and developer input through a Borough-sponsored event(s) or conduct other public outreach.
 5. Prepare a Main Street Strategic Plan and Implementation Program containing:
 - a. An evaluation of existing plans to implement revitalization in the study area.
 - b. A review of zoning regulations and uses with recommendations for zoning modifications.
 - c. A review of parking needs and opportunities for a revitalized Main Street with specific recommendations for municipal action.
 - d. A plan to direct traffic to Main Street and an implementation schedule for a wayfinding signage program.
 - e. A specific strategy and revitalization implementation plan for the Zinc Mine property, Borough-owned properties on Main Street, Easter Seals building and the former Franklin Theater.
 - f. Recommendations for Municipal actions to include possible funding strategies, streetscape improvement, acquisition, demolition, tax abatements and other such actions to effectuate revitalization.
 - g. Inclusion of a list of possible resources to assist with implementation of the revitalization strategies;
 6. Provide and present a draft a Main Street Strategic Plan and Implementation Program to the Borough and its Working Committee.
 7. Upon request of the Planning Board or Governing Body, attend one public hearing to present the final Main Street Strategic Plan and Implementation Program, which will incorporate input received by the Borough, the Working Committee, and the public as agreed to by LPS.
- B. The Borough of Franklin will:
1. Adopt a resolution designating the Main Street area as an Area in Need of Rehabilitation and the Zinc Mine as an Area in Need of Redevelopment as recommended in previous planning studies prepared by Borough Planner, Ken Nelson.

2. Review and reaffirm commitment and support of the basic design, vision and strategies in the Main Street Revitalization Plan.
3. Adopt a Resolution that 1) appoints the municipal contact; 2) approves the Scope of Services developed by LPS; and 3) establishes a working committee.
4. Create a Working Committee which shall be appointed immediately after the adoption of the resolution and will meet periodically with LPS and assist LPS by providing support and background documents and other resources relevant to completion of the Plan.
5. Host a meeting, event or other public outreach with the Working Committee, Local Planning Services and others to solicit community input and participation in the Plan.

C. Local Planning Services and the Borough of Franklin will maintain consistent communication throughout the course of the project by way of regular meetings with the Working Group and weekly contact with the Municipal Contact.

Deliverables and Schedule

Local Planning Services will provide the Borough with the following documents:

1. Draft Main Street Strategic Plan and Implementation Program – The final draft version of the Plan will be presented to the Franklin Borough Governing Body within 12 months of the Borough's approval of a resolution endorsing the Scope of Services between the Borough and Local Planning Services.
2. Final Main Street Strategic Plan and Implementation Program – The final Plan will incorporate revisions requested by the Borough and agreed to by Local Planning Service and the Working Committee. It will be delivered to the Borough within a month after Local Planning Service receives such revisions. If more time is needed, the Borough and Local Planning Services may agree to an extension to the project schedule. The Borough will be provided with five hard copies of the final Plan and an electronic version for reproduction purposes.
3. GIS files and supporting data may be provided to the Borough upon request.