

# Department of Planning & Community Development

## 2020 Update

Town Council Presentation

October 7, 2020

## Department Staff

Bryan Taberner, P&CD Director

Amy Love, Town Planner

- Administrative & Technical Support to Planning board
- Staff Technical Review Committee
- Other Projects as assigned

Jennifer Delmore, Conservation Agent

- Administrative & Technical Support to Conservation Commission
- Resource protection and management

Maxine Kinhart, Assistant to P&CD Director

- Administrative Support to Design Review Commission
- Support to Municipal Affordable Housing Trust
- Affordable Housing, Other
- Assists with Remote Meeting Management
- Other Projects and Tasks as assigned

# DEPARTMENT MISSION

**Plan and Implement Comprehensive Policies and Initiatives that Work to Fulfill the Community Development and Land Use Related Goals of the Town and its Residents**

- **Administrative & Technical Assistance to Town Boards, Commissions and Committees**
- **Comprehensive Planning & Zoning Bylaw Amendments**
- **Planning & Implementation of Community Development & Economic Development Projects**

## Administrative & Technical Assistance

- **Planning Board**
- **Conservation Commission**
- **Design Review Commission**
- **Technical Staff Review Committee**
- **Municipal Affordable Housing Trust**
- **Cultural District Committee**
- **Others as Needed**
  - Town Administrator
  - Town Council Economic Development Subcommittee
  - Ad-hoc Committees, including Master Plan Committee, Hazard Mitigation Plan Committee

Approximately 60 to 65% of the DPCD's total staff hours are utilized on Planning Board and Conservation Commission related issues.

# Planning Board

Elected board comprised of 5 members each with a 4 year terms, and 1 associate member with a 3 year term.

## Current Members

Anthony Padula, Chair (2021)

Joseph Halligan, Vice Chair (2021)

William David, Clerk (2023)

Greg Rondeau (2023)

Rick Power (2023)

Jennifer Williams, Associate Member (2021)

- Established by MGL. Ch. 41 sec.70, is responsible for "...making plans for the development of the municipality, with special reference to proper housing of its inhabitants."
- Administers the State's Subdivision Control Law (MGL. 41 Ch.81K) and local subdivision rules and regulations (Chapter 300).
- Permitting authority for various site plan and special permit submittals under the Town's Zoning Bylaw (Chapter 185).
- Adopts new subdivision regulations.
- Makes recommendations to the Town Council on Zoning By-Law amendments.

## Planning Board (Continued)

Franklin Planning Board accepts applications for:

- Site Plan approval - any new or existing commercial development over 600 sf
- Special Permits - Applications requiring certain Special Permits per the Zoning Bylaw
- Subdivisions - New subdivision of land consisting of constructing a roadway and creating parcels.
- Approval Not Required (ANR) per MGL Chapter 41 Section 81P. Review and sign off of plans consisting of dividing property that does not require a full subdivision plan.
- Final Form H - All approved Site Plans, Special Permits and Subdivision Plans require final Planning Board sign off prior to Occupancy.
  - Process ensures all site work is complete, and all safety items are complete prior to occupancy.

## Planning Board (Continued)

<b>Decisions - Approvals</b>	<b>Total FY20</b>
Preliminary Subdivisions	1
Definitive Subdivisions	2
Definitive Subdivision Modifications	1
81-P Plans (ANR)	5
Site Plans	4
Site Plan Modifications	3
Limited Site Plan	5
Limited Site Plan Modifications	1
Special Permits	10
Street Acceptance Recommendation	8
Certificate of Completion	6
Bond Releases	3
Scenic Road Permit	1
Zoning Bylaw Amendments	6

## Planning Board (Continued)

### DPCD Responsibilities:

- Coordinates all applications submitted to the Board
- Public Hearing notices, abutter notification
- Plan distribution and plan review coordination
- Meeting agendas, minutes
- Communications, Customer Service, website management
- Management of third party Peer Review Consultants.
  - Consultant responsible for obtaining specialty engineering services when needed.
  - Conservation Commission utilizes same Consultant
- Management of third party Construction Inspection Consultant, who provides on-site observations for construction activities.

# Planning Board (Continued)

## Construction Inspection:

- Construction inspection of all approved Site Plans, Special Permits and Subdivisions are required.
- Franklin's DPW Director, through DPW employees or outside consultant services, is responsible for Planning Board on-site observations for construction activities
- Town chose to utilize third party consultant (currently BETA)
- DPCD oversees BETA's construction inspection work; currently managing 38 construction inspection projects.
- These observations include installation of stormwater management, erosion control, water and sewer lines, and parking areas.
- BETA also reviews the final as-built plans and Form H applications before approval by Planning Board.

## Current Examples

### Development Projects

#### **QPS Massachusetts Holdings 105 Constitution Blvd.**

- Last buildable lot in Franklin Industrial Park
- Future home of Non-Medical Marijuana Cultivation and Product Manufacturing Facility



# Current Examples

## Development Projects (Continued)

### 158 Grove Street

Reuse of existing building for Brewery and Tasting Room,

Franklin Brewing Company  
**67 Degrees Brewing**



### 160 Grove Street

Redevelop site, construction of new 121,000 +/- SF facility for cultivation, processing, and distribution of marijuana and marijuana related products.

Hennep Cultivation LLC



# Current Examples

## Development Projects (Continued)

### 162 Grove Street

Redevelopment of site for non-medical marijuana retail facility.

New England Treatment Access (NETA)



### 164 Grove Street

Proposed 3,596 sf non-medical and medical marijuana retail facility

PharmaCann Massachusetts, Inc



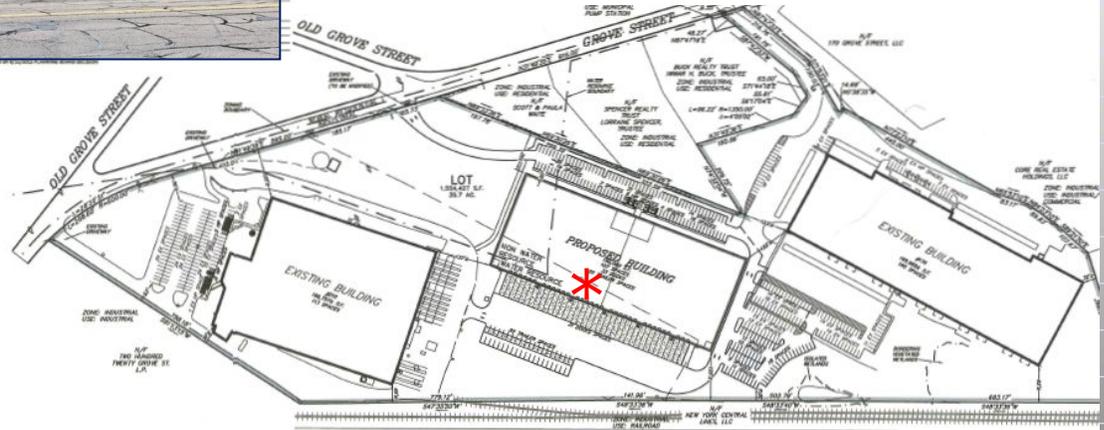
# Current Examples

## Development Projects (Continued)

206 Grove Street



Recently Approved Facility  
Construction to Begin Soon



Talking with Quality Custom Distribution (QCD), a division of Golden State Foods

# Questions for Planning Board

Anthony Padula, Chair

Joseph Halligan, Vice Chair

# Conservation Commission

Appointed commission comprised of 7 members each with 3 year terms.

## **Current Members**

William Batchelor, Chairman (2021)

Jeffrey Milne, Vice Chair (2023)

Paul Harrington (2022)

Alan Walloch (2021)

Jeffrey Livingstone (2022)

Patrick Gallagher (2023)

Member (Vacant)

Associate Member (Vacant)

## **Conservation Agent**

Jennifer Delmore

## **When is a permit from the Commission required?**

For "any filling, excavation, or other alteration of the land surface, water levels, or vegetation in wetlands, floodplains, riverfront areas or other wetland resource areas".

There are several application procedures for various proposed activities.

Conservation Administrative Assistant Kathy Celorier retired recently after 23 years of service to the Town.

**Thank you Kathy. You are missed.**

## Conservation Commission (Continued)

### **Conservation Commission Authority**

Conservation Commissions were authorized in 1972 to administer the Massachusetts Wetlands Protection Act, M.G.L. Ch 131 sec. 40

#### **Commission Enforces:**

- 310 CMR 10.00: Wetlands Protection Act Regulations
- Town Code Chapter 181 Wetlands Protection Bylaw
- Town Code Chapter 271 Conservation Commission Bylaws
- Town of Franklin Conservation Commission Regulations

Local bylaws and regulations are intended to utilize Franklin's Home Rule authority to protect additional resource areas, for additional functions and characteristics, with additional standards and procedures stricter than those of the Wetlands Protection Act, such as our 25' no disturbance buffer zone, our 50' no impervious buffer zone, and our protection of isolated wetlands.

## Conservation Commission (Continued)

### FY2020 Applications

During FY2020 the Commission received 89 applications under their jurisdiction, including administrative approvals.

Applications Fees totaled \$20,131

<b>Decisions - Approvals</b>	<b>FY20 Totals</b>
Notice of Intent	17
Request for Determination	11
Minor Buffer Zone	18
Abbreviated Notice of Resource Area Delineation	2
Certificate of Compliance	19
Permit Extension	7
MBZ Administrative Approvals	15

## Conservation Commission (Continued)

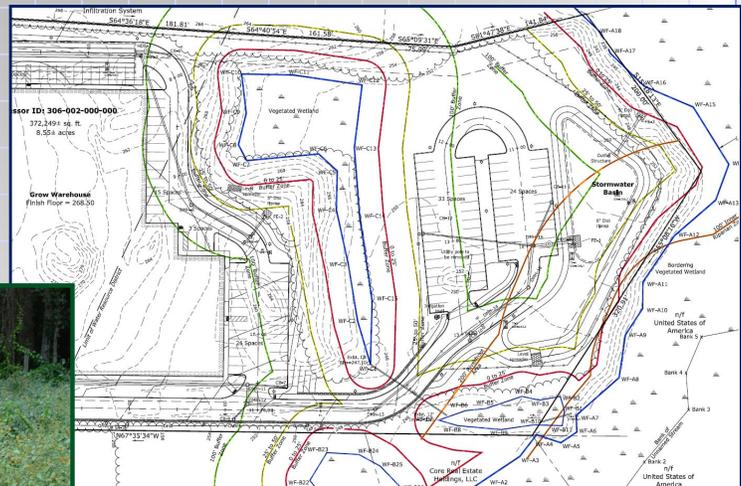
### **DPCD Responsibilities:**

- Coordinates all applications submitted to the Commission (recent email submission requirements)
- Public Hearing notices, meeting agendas, minutes
- Plan distribution and plan review coordination
- Communications, Customer Service, website management
- Manage peer review Consultant
- Provides professional support to other Town Boards and Departments.

# Conservation Commission (Continued)

## Conservation Agent

- Provides support to the Conservation Commission, as provided by MGL Chapter 131, Section 40
- Responsible for speaking for the Conservation Commission when they are not present.
- Conservation Agent does have limited police powers:
  - Regulate already approved Conservation Commission activities.
  - Stop unauthorized activities.
- Reviews and provides input on all applications.
- Perform Administrative Review of some MBZs.



# Questions for Conservation Commission

William Batchelor, Chairman  
Jeffrey Milne, Vice Chair

## Design Review Commission

Appointed Commission comprised of 5 members each with 3 year terms, and 2 associate members with 1 year terms.

### Current Members

Mark Fitzgerald, Chairman (2021)

Chris Baryluk, Vice Chairman (2021)

James Bartro (2022)

Sam Williams (2023)

Gerald Wood (2023)

Venkata KP Sompally, Associate  
Member (2022)

Associate Member (Vacant)

### Responsibility and Authority

- Has approval authority on all signage applications
- Design recommendation input to the Planning Board on Site Plans:
  - Landscaping and lighting;
  - Building plans, as to exterior design, colors, and materials.



# Design Review Commission (Continued)

## Purpose of Design Review

To promote safe, functional and attractive development of business and commercial areas;

To preserve and enhance the New England character of the Town's commercial centers and thoroughfares.

To unify commercial properties, both visually and physically, with surrounding land uses to facilitate a more healthful urban atmosphere;

To protect and preserve the unique and cultural features within the Town; and

To protect commercial property values by enhancing the Town's appearance.



## Sign Bylaw

### Town Code Chapter 185-20 Signs

#### Purpose of the Sign Bylaw

Provide for the reasonable regulation and control of billboards, signs, and other advertising devices, in order to protect and enhance the appearance of the Town,

as well as the health, safety, and welfare of its residents,

without unduly restricting the conduct of lawful enterprise.

#### Types of Signs

Wall signs

Projecting signs

Freestanding signs

Window signs

Awning or Canopy Signs

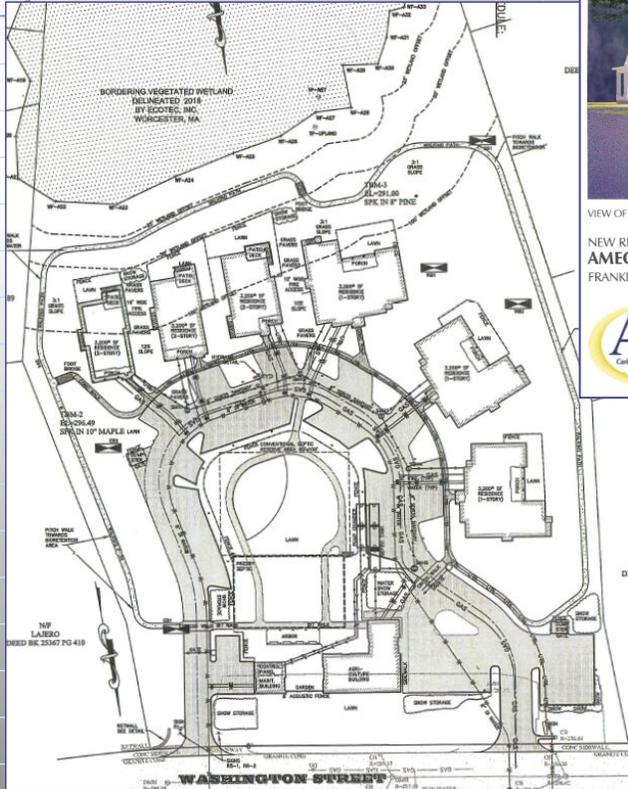
Externally visible signs

4 Sign Districts

Dimensional Regulations



# Example Development Project



VIEW OF TYPE "B" AND "C" HOUSES

ARTISTIC AND CONCEPTUAL DESIGN VIEWS OF COMPLETED PROJECT ARE FOR GRAPHIC REPRESENTATION PURPOSES ONLY. ACTUAL COMPLETED DESIGN ELEMENTS MAY VARY BASED ON PROGRAM CHANGES, SITE CONDITIONS, AND/OR BUDGET CONSTRAINTS.

NEW RESIDENCES FOR:  
**AMEGO SCHOOL**  
FRANKLIN, MASSACHUSETTS



706-722 Washington Street

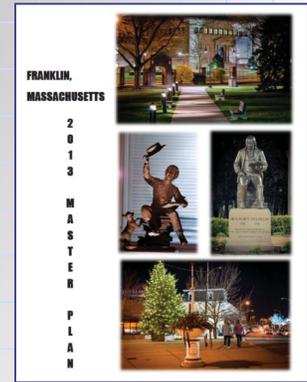
## Questions for Design Review Commission

Mark Fitzgerald, Chairman

Chris Baryluk, Vice Chairman

# Comprehensive Planning

Responsible for traditional land-use related activities including updating the Town's plans, and amending and creating zoning bylaws.

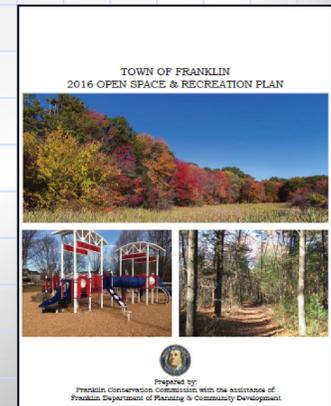


## 2013 Master Plan

- Implementation Ongoing
- Recommend starting next Update in FY23, and work towards a 2023/2024 approval.

## 2016 Open Space & Recreation Plan

- Implementation Ongoing
- Update needed in FY23

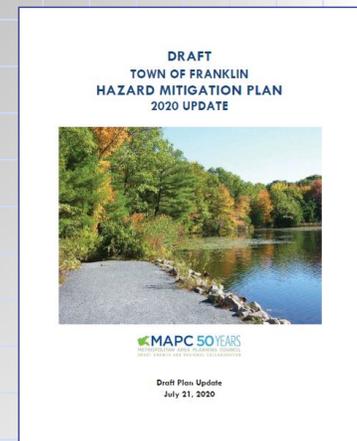


# Comprehensive Planning

Hazard Mitigation and Climate Change Planning

## Hazard Mitigation Plan Update

- DPCD working with Town Committee and MAPC to update.
- Public input process complete.
- Draft Plan complete. Submitted to MEMA; input received. FEMA submittal expected October 2020
- HMP Goals to be integrated into other plans and policies



## Municipal Vulnerability Preparedness (MVP)

- MVP Workshop with Bellingham - Nov. 2019
- Focused on identifying risks from climate change and resilience strategies.

# Zoning Bylaw Amendments

- FY 2020-2021 Zoning Bylaw Amendments
  - Mostly small changes (Water Resource District; Ground Mounted Solar )
  - Inclusionary Zoning Bylaw
- Zoning Map Changes
  - Better define Zoning Districts by following parcel lines.
  - 20-858 On Or Near Beaver-Oak (Second Reading)
  - 20-8X5 and 20-8X6 (EDC Meeting)
  - Two similar map amendments, then smaller 2 to 5 parcel amendments throughout Town.

## Community & Economic Development

### Downtown Franklin Revitalization

DPCD Director, FDP Board Member  
FDP Priorities for 2020-2021  
Recovery - Business Assistance



# Community & Economic Development (Continued)

## Cultural Economic Development

### Current Priorities

- Provide ongoing Administrative & Technical Assistance to Cultural District Committee.
- Regional Arts & Culture Indicators Project



### Regional Arts & Culture Indicators Project

- CDC and DPCD staff are working with MAPC Staff and three other communities: Arlington, Beverly, and Boston.
- Document and respond to the impact of COVID-19 on artists, arts organizations and the local creative economy.
- Identify ways to support artists and creative entrepreneurs.
- Project document will provide recommendations for municipal arts & culture recovery planning.

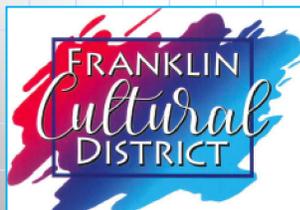
### Cultural District Committee

Appointed Committee comprised of 7 members with 3 year terms.

#### Current Members

Nancy Schoen, Chair (2021)  
John Lopresti, Vice Chair (2022)  
Pandora Carlucci, Clerk (2022)  
Roberta Trahan (2023)  
James Barrett (2022)  
Evan Chelman (2021)  
Amy Adams (2023)

Town Council Resolution 17-44 established the Cultural District Committee.



- Provide oversight and management of Franklin Cultural District.
- Assure the Town meets requirements for continued cultural district status.
- Work to implement the Franklin Cultural District goals.
- State-sponsored Cultural District Goals:
  - Attract artists and cultural enterprises
  - encourage business and job development
  - establish the district as a tourist destination
  - Preserve and reuse historic buildings
  - Enhance property values, and
  - Foster local cultural development

# Community & Economic Development (Continued)

## Economic Development



**Town of Franklin  
Market Study**

Funding provided by:  
Direct Local Technical Assistance  
Planning for Metrofuture Technical Assistance  
Town of Franklin

Prepared for:  
Town of Franklin  
355 East Central Street  
Franklin, MA 02038

Prepared by:  
Metropolitan Area  
Planning Council  
60 Temple Place, 6<sup>th</sup> Floor  
Boston, Massachusetts 02111  
[www.mapc.org](http://www.mapc.org)

### Foundational Market Analysis and Market Position Summary

- Partnered with Franklin Downtown Partnership and Cultural District Committee
- Document produced by MAPC
- Substantial Public Outreach
- Focused on Downtown, The Crossing, and Mixed Business Innovation District.
- Provides a detailed understanding of the area's market potential.
- Serve as solid foundation on which to base business recruitment and retention strategies.



## Business Recruitment and Retention

Business Outreach  
Regular Communications  
with State Agencies  
Econ. Dev. Marketing

### Incentives

- Community Assets
- PACE
- TIF Agreements



**FRANKLIN, MASSACHUSETTS: THE MEDICAL DEVICE MANUFACTURING SOLUTION**

**FRANKLIN**  
MASSACHUSETTS  
"Industry Need Not Wish"

**Platinum Bio-Ready Community**

**Franklin Accolades:**

- Platinum Bio-Ready Community
- Top 100 Places to Live in America
- Top 100 Places to Live in the Northeast
- Top 100 Places to Live in the South
- Top 100 Places to Live in the West
- Top 100 Places to Live in the Midwest
- Top 100 Places to Live in the North
- Top 100 Places to Live in the South
- Top 100 Places to Live in the West
- Top 100 Places to Live in the Midwest
- Top 100 Places to Live in the North

**Looking to Expand or Relocate?**

**Franklin Business Loan Program**

**SEED CORPORATION**

**Franklin Business Loan Program**

**Looking to Expand or Relocate?** We want your business. Many opportunities await your business, employees and their families. "Industry Need Not Wish" — Benjamin Franklin

- Pro-Business Environment
- Excellent Municipal Services
- Streamlined Permitting Process
- Stable Single Tax Rate
- Within 30 Miles of Boston, Worcester, Providence & Over 100 Colleges and Universities, including many of the Best Research and Engineering Universities in the Country.
- Real Estate Tax Abatement
- Educated Workforce
- Good Transportation Networks

Call or email Franklin's Director of Planning & Community Development at 508-520-4907 / [development@franklin.ma.us](mailto:development@franklin.ma.us)

# Property Assessed Clean Energy (PACE)

New mechanism to finance large energy improvements (energy efficiency; renewable energy)

- For existing commercial and industrial properties
- Betterment assessment and lien on property
- More comprehensive energy upgrades with longer payback periods (up to 20 years).

Town of Franklin opted into PACE by approval of Town Council Resolution 20-42.

Program managed by MassDevelopment

For more information, contact:  
[pace@massdevelopment.com](mailto:pace@massdevelopment.com)

## Tax Increment Financing



Tegra Medical, 9 Forge Park. 10 year TIF (2008)

Hamilton Storage, 3 Forge Park. 10 year TIF (2011)

Cold Chain Technologies, 135 Constitution Blvd. 11 year TIF (2015)



# Business Expansion and Incentives

## Recent Communications

### Tegra Medical, SFS Group



Approached by Tegra Medical representatives in early 2020.  
Looking to Expand Operations and Stay in Franklin if possible'  
Discussed Incentives, including TIF, to Keep Tegra in Franklin.  
Purchased 120,000-square-foot facility at 16 Forge Park, doubling size of operations. Number of FT Positions Increasing.  
Long Term Plans: Build onto 16 Forge Park, and move all Franklin operations including headquarters (close 9 Forge Park facility)  
Tax Increment Financing likely in the Long Term.

## Business Expansion and Incentives

### Recent Communications (Continued)

### Imperial Dade



Contacted last Fiscal Year about Expansion/Consolidation.  
Considering several locations in region.  
Have several regional facilities including 111 Constitution Blvd.  
Discussed TIF, State Incentives, and Benefits of Locating in Franklin.  
Consolidating into 200 Financial Way – No TIF Required.

# Mixed Business Innovation District

## Former Clark-Cutler-McDermott



- Five Buildings, with over 210,000 square feet of floor space
- Two parcels totaling 18.3+ acres.
- Just west of Downtown, and within Franklin Cultural District.
- Zoning in place to increase the variety of uses, while allowing existing.

## Multi-Departmental Projects

### Project Updates

#### **Delcarte Conservation Area**

- Pavilion was constructed by students at Tri-County Regional with the help of Building Commissioner, Gus Brown.
- Maintenance of property.
- Invasive plant species pond treatments.



#### **Plan Development & Implementation**

- Open Space Recreation Plan
- Hazard Mitigation Plan
- Master Plan

# Multi-Departmental Projects

## Project Updates

### Southern New England Trunkline Trail

- SNETT Tunnel at Prospect Street

### Complete Streets

- MassDOT Complete Streets Funding Program

Tier 1: Complete Streets Training and Policy Development

Tier 2: Complete Streets Prioritization Plan Development

Tier 3: Project Construction Funding



### What is a Complete Street?

A Complete Street is one that provides safe and accessible options for all travel modes - walking, biking, transit and vehicles - for people of all ages and abilities.

**All Users, All Modes**

### Former Nu-Style Property

Town Owned Brownfield.

2016 RFP Distributed.

One bidder.

Execution of agreement.

Bidder did not meet conditions of agreement.

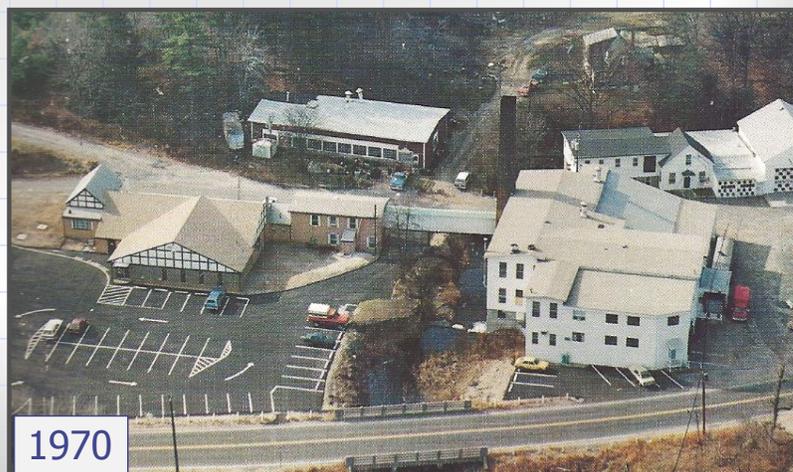
Back to Drawing Board.

Building Demolition.

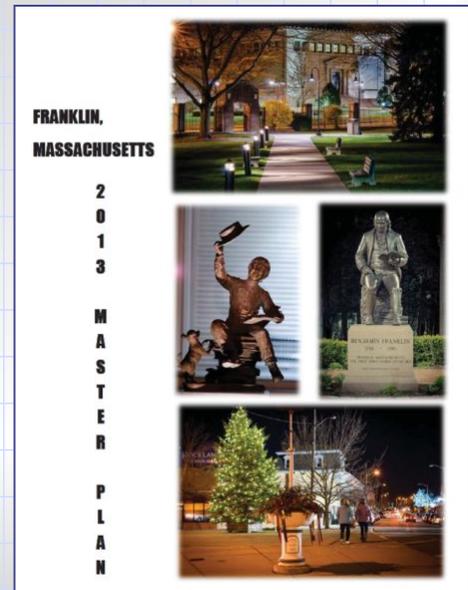
Environmental Assessment: full extent of groundwater contamination is not known.

Site Redevelopment: Include neighboring property owners.

### 21 Grove Street



# 2013 Master Plan Implementation Update



## MASTER PLAN STRUCTURE

Franklin's 2013 Master Plan consists of the following 9 "Elements" (Sections).

- Goals and Policies
- Land Use
- Natural, Cultural & Historic Resources
- Open Space & Recreation
- Circulation
- Housing
- Economic Development
- Community Services & Facilities
- Implementation Plan

The Implementation Element is a summary of Goals, Objectives and Proposed Actions taken from the other Elements.

# Comprehensive Planning Going Forward

- Update Affordable Housing Production Plan (HPP). Town Council approval Feb. 2021
- Continue to implement 2013 Master Plan's Goals and 2016 OSRP.
- 2021 Implementation Update, for Both Plans, September 2021.
- Conservation Commission forms OSRP Update Committee by May 2021 (Recommendation)
- Formation of a Master Plan Committee at the start of FY2023 (Recommendation)