

**CITY COUNCIL MEETING**

**AGENDA ITEM VI**



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**  
*April 7, 2014 City Council Meeting*

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**From:** Richard Lewis, Director of Planning and Zoning

**Subject:** Adoption of Regulation 01-2014, Business Licenses

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**Proposed Motion:**

*"I move that the Franklin City Council adopt regulation 01-2014 regarding the voluntary application for, and licensing of, new businesses in the City of Franklin. The City Council finds that this licensing process will provide important support for the local business community."*

**Discussion:**

Recently there have been instances where community organizations, City Staff, or the City Council have not been made aware of new businesses coming into the City. It has been mentioned that having better knowledge about any new business can help provide a platform for promoting and supporting these businesses, as well as ensuring that our first responders are aware of where these businesses are located so that reliable life and fire safety protection can be provided.

On Monday, March 10, 2014, the Legislative Committee met and the issue of Business Licenses was a topic of discussion. Establishing a Business Licensing process is permitted by RSA 41:11-c, through a regulation approved by the appropriate legislative body, which in this case is the City Council. A draft regulation was presented the Committee at their meeting. There was some positive discussion on the matter, and revisions to the draft were suggested. Attached to this CAR is the current draft which reflects the comments from the Committee.

As outlined in the draft Regulation, there are proposed City Council determinations that outline the benefits of this license process. Please note that this is a voluntary process and no fee is required. The License Form will be located on the City Website so that it can easily be completed on-line for the convenience of the business owners. Hard copies of the form will also be made available in City Hall, the Planning Office, and in the FBIDC office. A copy of the form, as it would appear online, is also attached.

Since this is a Regulation, no formal public hearing is required. The Legislative Committee did vote on 3/10/14 to support the adoption of the License Process. The City Council is free, of course, to modify the language of the Regulation.

**Alternatives:**

The City Council can vote to not adopt the Regulation and current practices would then continue.

**Attachments:**

Regulation 01-2014  
License Application Form

Draft Regulation for Business Permits  
City of Franklin Regulation 01-2014

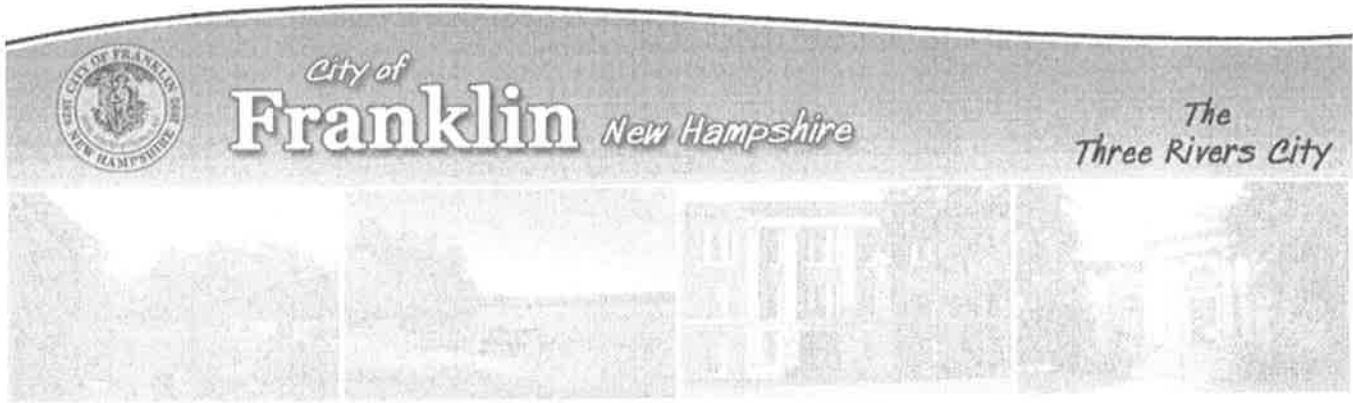
Pursuant to the provisions of RSA 41:11-c, the Franklin City Council hereby adopts the following regulation regarding the application for, and issuance of, business permits for all businesses located within the City.

1. **Required Permit:** As of the effective date of this Regulation, each new business, which is establishing operations in the City, shall complete and file with the City Planning and Zoning Office a Business License form. The City Council has determined that having this Licensing process is appropriate in order to:
  - a. Provide the Fire and Police Departments with appropriate information regarding the utilization of business properties throughout the City so as to ensure the delivery of effective life safety and public safety protection assistance;
  - b. Assist the City Council, and City Staff, in their understanding the types of businesses in the City so that economic development plans can be better developed to help support and assist all of the operating businesses; and,
  - c. Assist in the promotion of businesses throughout the City, and help create a cooperative partnership between the City and the business community.
2. **Application Form:** The form shall be made available for new businesses on the City Website, and distributed through organizations such as FBIDC and Choose Franklin. Any revisions to the form shall be approved by the City Manager.
3. **Optional Submission of the Form:** The City shall make the form available to existing businesses in the event that they wish to obtain a License.
4. **Fee / Penalty:** There is no fee or inspection required for this License, and no penalty for failure to file the Business License Form. To help ensure a cooperative partnership, the City does encourage businesses to utilize this permit process.

Adopted by the Franklin City Council, this seventh day of April, 2014.

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Ken Merrifield, Mayor



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**Business License**

[Printer-Friendly Version](#)

There is no fee for this license and submission is voluntary; but the City hopes for your cooperation. Thank you!

**Choose from the following:**

- New Business
- Existing Business
- Change of Business Location
- Other

**Please provide the following information:**

Business Owner Name:	<input type="text"/>	required
Email:	<input type="text"/>	required
Business Phone #:	<input type="text"/>	required
Business Owner Contact #:	<input type="text"/>	required
Zone:	<input type="text"/>	
Contact Name:	<input type="text"/>	required
Business Address:	<input type="text"/>	required
Map/Lot # (Parcel ID):	<input type="text"/>	
Contact Phone:	<input type="text"/>	required

**Business Name:**

**Type of Business:**

**Emergency Contact Person:**

**Emergency Contact Phone:**

**Please provide any other information that you think is important:**

If you wish to obtain a Continuing Certificate of Occupancy (CCO) or need a CCO in order to satisfy a requirement of your lender or insurance company, you can contact the Planning and Zoning Office at (603) 934-2341 to arrange an inspection. See additional information below. A fee will apply for the inspection and issuance of the CCO.

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**F. Certificate of Use and Occupancy.**

(1) Existing buildings. Upon written request from the owner of an existing building or structure, the Planning and Zoning Administrator may issue a certificate of continued use and occupancy permit, provided that there are not violations of law or orders of the city pending. Said certificate may be issued after inspection and investigation establishes that the use of the building or structure is as it exists on the date of the inspection. Said certificate shall evidence only that a general inspection of the visible portions of the structure has been made and that no violations of any applicable codes are found or are evident.

**G. Change of Use Permits**

(1) When a change is proposed for the use of a property, whether commercial, industrial or multifamily, the approval of said change is required. A change of use application must be filed with the Planning Office for review by the Planning and Zoning Administrator. A change of use occurs when:

- a. The proposed use of the building is shifting from one of the use classifications listed on the Permitted and Special Exception Use Table found in § 305-13 of this chapter to another use classification; and/or,
- b. The proposed change in use results in the application of different life safety, fire, or other appropriate code criteria.

