



FAIRMONTTM

BUSINESS RESOURCE GUIDE

Information on how to start or grow
your business in Fairmont.



Top 20 Thinking
Pursue the Positive!



CONTACTS

Mike Humpal
Fairmont Economic Development Authority
100 Downtown Plaza
P.O. Box 751
Fairmont, MN 56031
507-238-9461, ext. 2236
ecodevo@fairmont.org



Bob Wallace
Fairmont Area Chamber of Commerce
323 East Blue Earth Avenue
P.O. Box 826
Fairmont, MN 56031
507-235-5547
bob@fairmontchamber.org



Scott Higgins
Martin County Economic Development Authority
201 Lake Avenue
Fairmont, MN 56031
507-235-3124
scott.higgins@co.martin.mn.uc



Stephanie Busiahn
Fairmont Convention & Visitors Bureau
323 East Blue Earth Avenue
P.O. Box 976
Fairmont, MN 56031
507-235-8585
director@fairmontcvb.com



PROJECT APPROVAL PROCESS

If you intend to build a new building or make major alterations to an existing one, there are a variety of circumstances which may affect your project:

Can project be built under existing zoning?

→ No

Apply for Rezoning

↓ Yes

Does the project involve subdividing lots or tracts of property?

→ Yes

Apply for subdivision approval

↓ No

Is the project in special district?

→ Yes

Meet requirements of:
Shoreland
Flood Plain

↓ No

Does the project involve the use of public right-of-way?

→ Yes

Meet requirements and obtain permits

↓ No

Is there an existing building to be removed?

→ Yes

Obtain Demolition Permit or Moving Permit

↓ No

Does the final use of the project require a Conditional Use Permit?

→ Yes

Obtain Conditional Use Permit

↓ No

Apply for building permit (see page ?)

↓

Does the proposal meet requirements of applicable codes

→ No

Obtain alternate from Building Code Appeals Board. Also needs State approval

↓ Yes

Permit Issued

↓

Proceed with Construction

GENERAL INFORMATION

1. Discussion With Staff

An informal discussion with the appropriate Community Development Staff, prior to filing an application is encouraged. This usually results in a more efficient processing of your application.

Petitioners are also encouraged to consult with staff as their applications are processed. This often expedites the process by providing pertinent information at the appropriate time. Listed below are Community Development Department staff

City Administrator.....Mike Humpal, CEcD
Building Official.....Patrick Parsley
Public Works Director.....Troy Nemmers, P.E.
City Attorney.....Elizabeth Bloomquist

2. Office Phone, Location and Hours

The Community Development Department phone number is 507-238-9461. The department is located on the second floor of Fairmont City Hall at 100 Downtown Plaza, Fairmont, Minnesota. Office hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday.

3. Board of Zoning Appeals Meeting

The Fairmont Board of Zoning Appeals normally meets on the first Tuesday of each month at 4:30 p.m. in the Council Chambers of Fairmont City Hall, 100 Downtown Plaza, Fairmont, Minnesota.

4. Planning Commission Meetings

The Fairmont Planning Commission meets on the first Tuesday of each month at 5:30 p.m. in the Council Chambers of Fairmont City Hall, 100 Downtown Plaza, Fairmont, Minnesota.

5. City Council Meeting

Fairmont City Council meets on the 2nd and 4th Monday of the month at 5:30 p.m. in the Council Chambers of Fairmont City Hall, 100 Downtown Plaza.

6. Agendas

Planning Commission, Board of Zoning Appeals, and City Council agendas are normally available at the Fairmont City Hall, 100 Downtown Plaza, Fairmont, Minnesota at least two (2) days prior to the meeting and on the web at

7. Notification of Meetings

The only individual notification petitioners will receive of the Board of Zoning Appeals, Planning Commission, or City Council meetings will be the mailed notice of public hearing. For all other meetings, it is the responsibility of the petitioners to keep themselves informed of meeting times and dates. Failure of petitioners to appear when they have an item on the agenda, may cause delay or tabling of action by the Board of Zoning Appeals, Planning Commission or City Council.

8. Correct Information

Failure to provide correct and accurate information may cause undue delay or negate proceedings. This is particularly true of legal descriptions and lot surveys.

9. Zoning and Subdivision Ordinances

Copies of zoning and subdivision ordinances are available from the Community Development Department. A copy of the Fairmont City Code is available for review at the Martin County Library or at www.fairmont.org.

10. Plat and Zoning Map

Plat and City zoning maps area available from the Community Development Department.

ZONING CLASSIFICATION

Chapter 26 of Fairmont's City Code contains the city's Zoning Ordinances. It provides information on zoning classifications including permitted uses, setback requirements, allowable building heights and parking. Copies are available at the Community Development Department, second floor of Fairmont City Hall, 100 Downtown Plaza and on the City's website at www.fairmont.org.



Before purchasing a site for development, you may want to determine the current zoning of the parcel by calling the Community Development Department at 507-238-9461. If the zoning is not appropriate for your project, you may want to seek a rezoning. If the lot or parcel is not large enough or topography of the land is situated so that a waiver of certain requirements is needed (such as yard depth or parking) you may submit a request for a variance to the Board of Zoning Appeals.

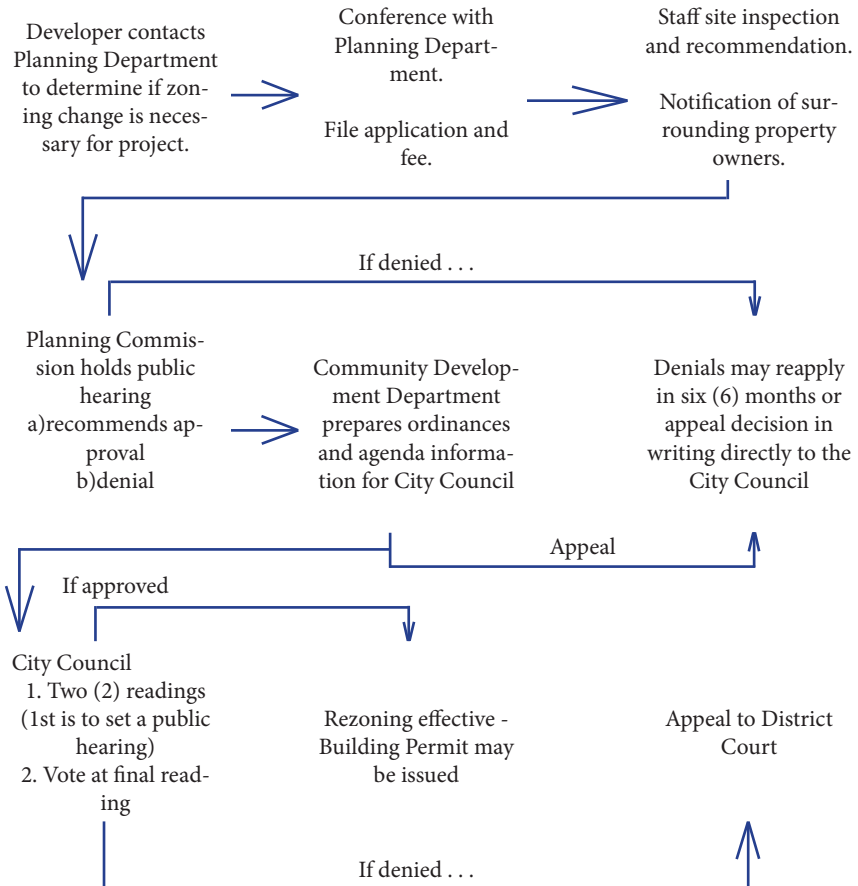


REZONING

Zoning District means an area or areas within the limits of the zoning jurisdiction for which the regulations and requirements governing use are uniform. Rezoning is the changing of the designated zoning district of a tract of land by a public hearing process.

Zoning of property in Fairmont must be changed by ordinance. The Planning Commission holds a public hearing and recommends action to the City Council. The City Council also holds a public hearing then acts on the ordinance at one of its regularly scheduled meetings.

Rezoning Process

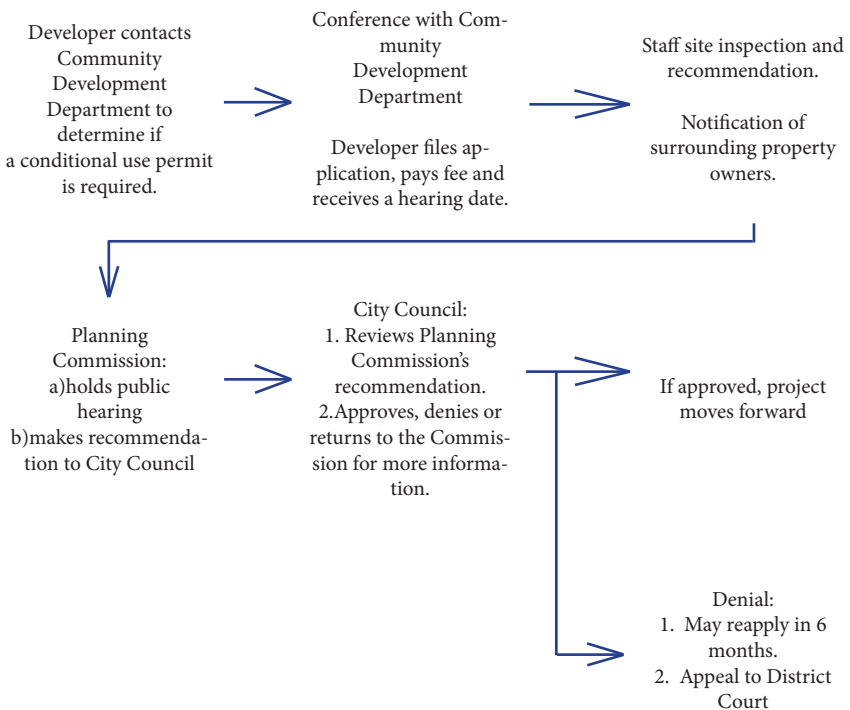


CONDITIONAL USE PERMITS

Conditional Use means those occupations, vocations, skills, arts, businesses, professions or uses specifically designated in each zoning district as conditional uses and thus allowable by a conditional use permit only.

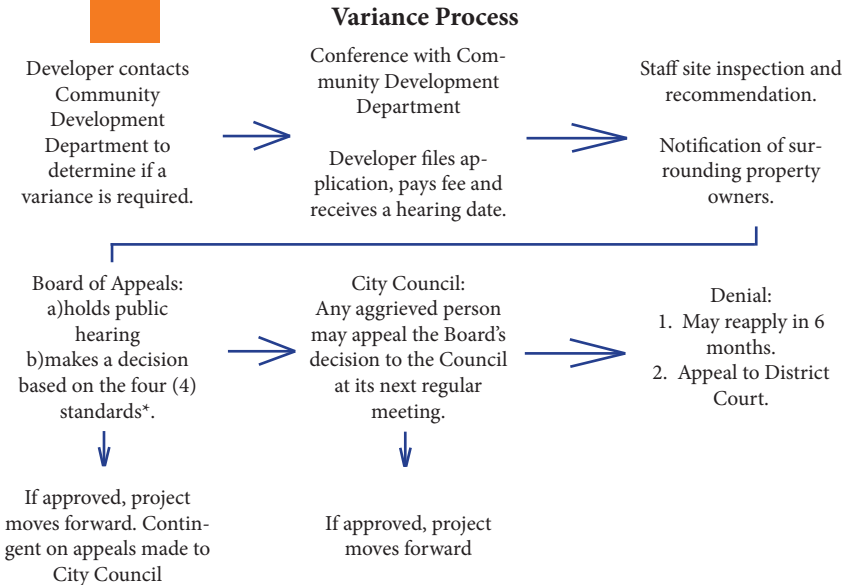
Conditional use permits provide the City with the authority to determine the suitability of certain designated uses with a particular zoning district. The permits are based upon a set of performance standards used to assess the impact upon the public health, safety and general welfare.

Conditional Use Permit Process



VARIANCES

Variance means a modification or variation from the provisions of the zoning code applying to a particular parcel of property because of undue hardship due to circumstances peculiar and unique to the parcel. Variances are limited to height, bulk, density and yard requirements.



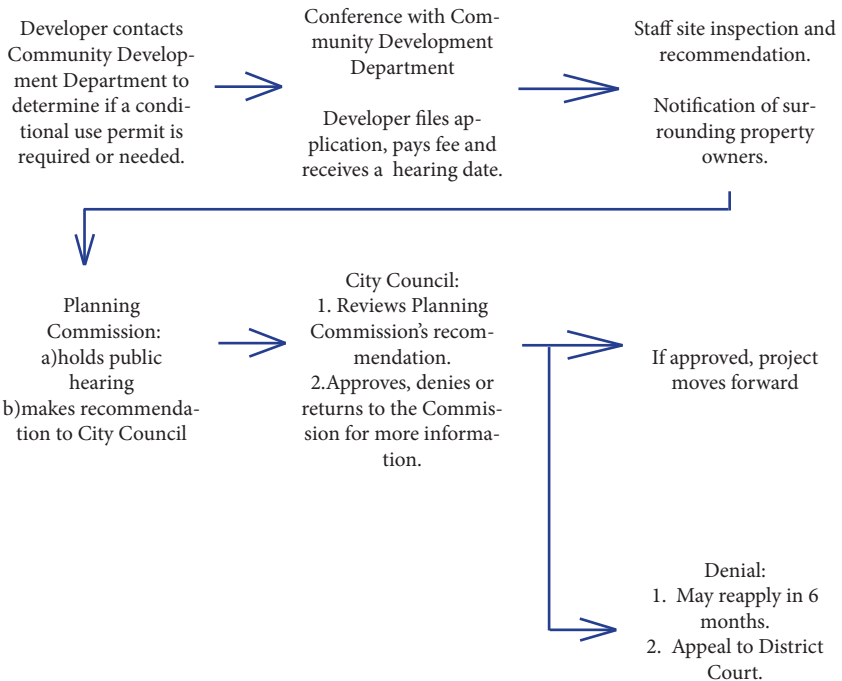
1. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and do not result from the actions of the petitioner. Economic considerations alone shall not constitute a hardship if a reasonable use for property exists under terms of this chapter
2. Literal interpretation of the provisions of this chapter would deprive the petitioner of rights commonly enjoyed by other properties in the same district under the terms of this chapter.
3. Granting the variance will not confer on the applicant any special privilege that is denied by this chapter to other lands, structures, or buildings in the same area.
4. The proposed variance will not impair an adequate supply of air and light to adjacent property, or unreasonably diminish or impair established property values within the surrounding area, or in any other respect impair the public health, safety, or welfare of the residents of the city.

PLANNED UNIT DEVELOPMENT

Planned Unit Development means the improvement of any size parcel of land on which two (2) or more principal buildings and supporting structures are possible and permitted according to a development plan agreed upon by the city and developer pursuant to conditions set forth in the Zoning Code. The intent of the planned unit development is to encourage efficient use of land and public service, and a more flexible means of land development through site design and architecture within the conditional use permit process. Development types regulated in this division include:

1. Condominiums.
2. Townhomes.
3. Multi-family dwellings with more than eight (8) dwelling units.
4. Residential development of varying densities (i.e. single/multi-family)
5. Commercial-residential mixed use developments.
6. Planned commercial developments.
7. Planned industrial developments and parks.

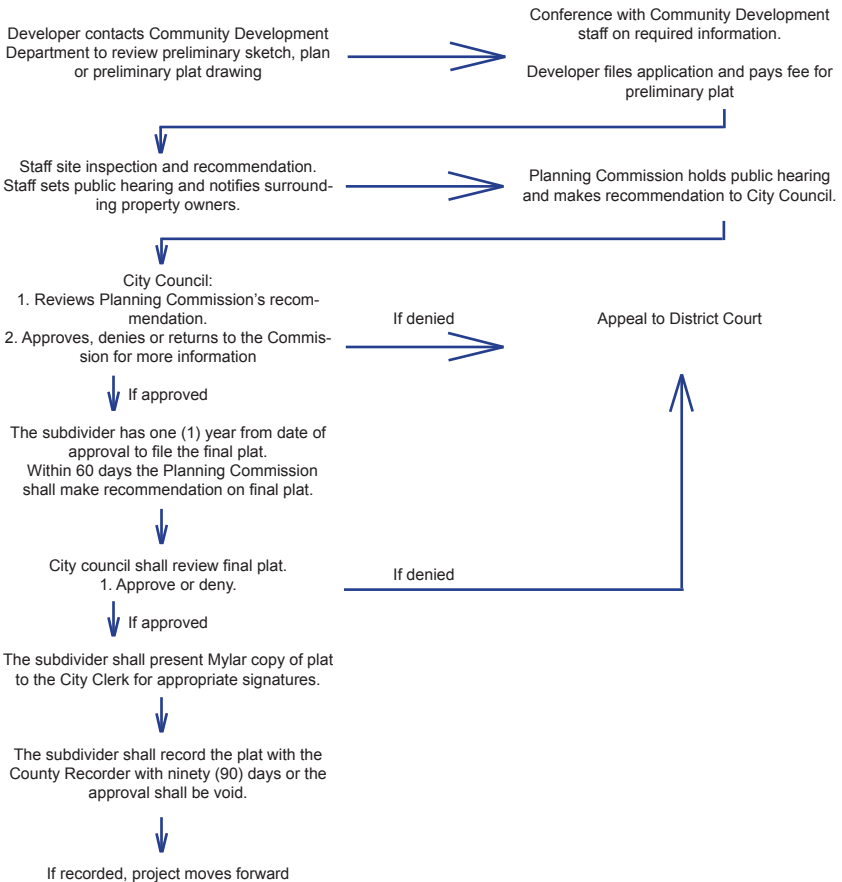
Planned Unit Development/Conditional Use Process



MAJOR SUBDIVISIONS OR PLATS

Subdivision is the division of any parcel of land into two or more lots and/or sites, with or without streets and also includes resubdivisions. Land subdivision provides the foundation for community development. Once land has been divided into streets, blocks, lots and open spaces, the pattern of development is set. In order that new subdivisions will contribute toward an attractive and orderly community environment, the subdivision process provide for adequate and cost-efficient municipal services and efficient movement of traffic, all subdivisions of property region platting. Be aware that all plats are to be prepared by a Minnesota registered engineer or surveyor.

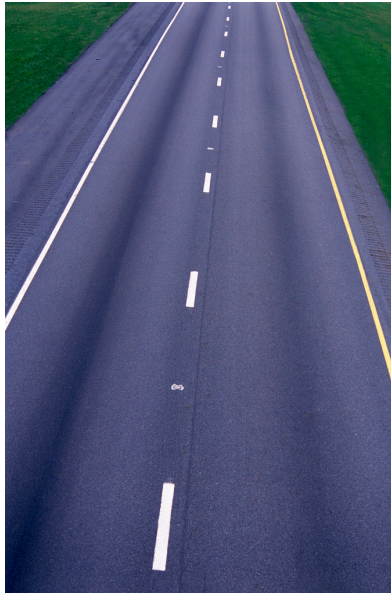
Major Subdivisions or Plats Process



VACATION ST./ALLEY/PUB. GND.

Project development may require the permanent closing of a public street or thoroughfare. You may request that the City vacate a street, alley, easement or other public grounds with ownership of the property reverting to the abutting property owners if 100% of abutting property owners agree on the vacation. Copies of form petitions are available in the Community Development Department or through the City Clerk.

1. Petitioner obtains signatures on a petition of property owners abutting the public property to be vacated.
2. Petition is filed with the City Clerk who will verify signatures, set public hearing data and send notices.
3. The City council holds the public hearing and decides by majority to vacate the property or deny the requested vacation.
4. If the petition is granted, a resolution describing the vacated right of way shall be certified by the City Clerk and filed for record in the Martin County Recorder's office.



FLOOD PLAIN DISTRICT

Certain limited areas of the City of Fairmont are designated as flood plains because of the probability of significant flooding. Fairmont's city staff recommends against any construction in the flood plain district as Fairmont has chosen not to participate in the National Flood Insurance program. In any case where a property is suspected to have a wetland, a wetland delineation will be required.



USE OF PUBLIC RIGHT-OF-WAY

The use of the public right-of-way in Fairmont is limited to utilities such as: electric, gas, steam, sewer, water, storm sewer, telephone, and cable TV. Curb and street cut permits may be applied for at the Community Development Department.



DEMOLITION PERMIT

A demolition permit is required for the razing of any structure. A charge for capping the sewer and water lines maybe applicable on this demolition permit. The structure will require an asbestos determination and removal by a certified asbestos abatement contractor.



SHORELAND MANAGEMENT

The Minnesota State Legislature has delegated responsibility to the municipalities of the state to regulate the subdivision, use and development of the shorelands abutting public waters. The purpose is to preserve and enhance the quality of surface water, preserve the economic and natural environmental values of shorelands, and provide for the wise utilization of water and related land resources. This responsibility is recognized by the City. Such items regulated in this section of the City Code are as follows:

1. Percent of coverage by impervious surface.
2. Setback from the high water mark.
3. Setback from a bluff or steep slope.
4. Grading, filling, and erosion prevention.
5. Vegetation alterations.
6. Lot sizes and depth.



BUILDING PERMITS

The City of Fairmont has adopted the Minnesota Uniform Building Code which may be amended from time to time. The Building Official is in charge of issuing permits, issuing certificates of occupancy, reviewing plans, overseeing the various inspections and maintaining adequate records regarding building construction in the city. Staff recommends that the developers meet with the Building Official as the project develops. This allows both the developer and the Building Official the opportunity to determine what information, based on the usage, is needed in order that a building permit can be issued.





BUSINESS TRAINING/FACIL.

There are a number of business training and business facilitation services available within the Fairmont area.

Business planning, entrepreneurial services, marketing assistance, accounting assistance and how to start a business are provided by:

Small Business Development Center

Michael Nolan

Director

Minnesota State University, Mankato

120 Alumni Foundation Center

Mankato, MN 56001

Phone: 507-389-8875

www.myminnesotabusiness.com/

Regional Center for Entrepreneurial Facilitation

Bryan Stading

Facilitator

Northwestern Office Building

209 S. 2nd Street, Suite 311

Mankato, MN 56001

Phone: 507-386-7285

www.rcef.net

SoMN SourceLink

Mari Brown

111 South Broadway, Suite 332

Rochester, MN 55904

Phone: 855-264-7914

www.somnsourcelink.com

These services are generally free. However, special classes or ongoing technical assistance may have a charge. The City of Fairmont provides financial assistance to the SBDC and the County provides funding assistance to RCEF. In most cases, these entities will come to Fairmont to provide an initial meeting and ongoing technical assistance.

GOVT./NON-PROFIT AGENCIES

Minnesota Department of Employment & Economic Development

Office of Business Development

Kevin McKinnon, Director

1st National Bank Building

332 Minnesota Street

Suite E200

St. Paul, MN 55101

Phone: 800-657-3858

www.positivelyminnesota.com

Workforce Center

Business Services Specialist

412 S. State Street

Fairmont, MN 56031

Phone: 507-235-5518

Southwest Regional Office – Mankato

Lisa Hughes

Economic Development Program Specialist

209 S 2nd Street

Mankato, MN 56001

Phone: 507-389-6779

Lisa.hughes@state.mn.us

Minnesota Department of Agricultural

Resource Management and Development

Robert Sip

Principle Planner

625 Robert Street North

St. Paul, MN 55155

Phone: 320-255-2428

Rob.sip@state.mn.us

AURI/Agricultural Utilization Research Institute

Ag Innovations

Max E. Norris

Southwest State University

Science & Technology Building 107

Marshall, MN 56258

Phone:507-537-7440

www.auri.org

Southern Minnesota Initiatives Foundation

Business Programs

Pam Bishop

525 Florence Avenue

P.O. Box 695

Owatonna, MN 55060

Phone: 507-455-3215

www.smifoundation.org

Region Nine Development Commission

Community & Economic Development Director

410 Jackson Street

P.O. Box 3367

Mankato, MN 56002

Phone: 507-389-8875

www.rndc.org

Martin & Faribault County Public Health Sanitarian

Tim P. Langer, RS

115 West 1st Street

Fairmont, MN 56031

Phone: 507-238-4757

tim.langer@co.martin.mn.us

REAL ESTATE INFORMATION

The City EDA keeps an inventory of available buildings and land throughout the community. City staff does not represent the sellers; but rather provide discrete information about land and buildings in the early stages of a project.

Mike Humpal, Fairmont EDA Director
Fairmont City Hall
100 Downtown Plaza
P.O. Box 751
Fairmont MN 56031
Phone: 507-238-9461, ext. 2236
Email: ecodevo@fairmont.org

Real Estate Agencies:

Cavers Realty
1140 Torgerson Drive
P.O. Box 204
Fairmont, MN 56031-0204
Phone: 507-238-4496
www.caversrealty.com

Century 21 Northland Realty
1010 E 4th Street
P.O. Box 6
Fairmont, MN 56031-0006
Phone: 507-238-4796
www.century21northlandrealty.com

Coldwell Banker Commercial Fisher Group
Jeff Greischar
410 Downtown Plaza
Fairmont, MN 56031-0317
Phone: 507-235-5561
www.cbfishergroup.com

Fairmont Development Group
Scott Unke
225 West 3rd Street
Fairmont, MN 56031
Phone: 507-235-9820

Kaloch Properties, LLC
P.O. Box 765
Winnebago, MN 56098
Phone: 507-893-4803
www.homestead4sale.com

Krueger Realty, Inc.
323 East Blue Earth Avenue
Fairmont, MN 56031-2860
Phone: 507-235-9060
www.kruegerrealtyinc.com

SealedBid
5151 Edina Industrial Blvd., Suite 140
Edina, MN 55439-3013
Phone: 952-893-0232
www.sealedbid.com



FINANCIAL ASSISTANCE

Downtown rehabilitation has been a part of the overall plan for downtown Fairmont since 2001. Over \$4 Million has been spent in downtown Fairmont on infrastructure improvements and building rehabilitation.

A revolving loan fund exists to assist in rehabilitation efforts. The program is offered through the Fairmont Community Development Department.

Downtown revolving loan fund is a one-for-one match up to \$30,000. Loans are fixed rate financing for 10-years at 3% interest. The loans can be used for anything except interior aesthetics.

The Microloan fund is a small loan pool that makes loans on a one-for-one match up to \$10,000 with an interest rate of 3% fixed for five to ten years. Most projects are facade and signage upgrades on buildings.

Information regarding above noted programs, contact:

Mike Humpal, CECD City Administrator
Fairmont City Hall
100 Downtown Plaza
P.O. Box 751
Fairmont, MN 56031
Phone: 507-238-9461, ext. 2236
Email: ecodevo@fairmont.org

GENERAL FINANCIAL ASSIST.

A wide variety of special financing programs are available to qualifying businesses. The majority of the programs concentrate on providing assistance to industrial types of firms but there are exceptions. The following brief description can be used as a guide to the various governmental financing programs.

1. Local Programs

a. Job Opportunity Building Zone (JOBZ)

Allows up to 12 years of property tax exemptions on all new improvements, corporate state income tax, sales and use taxes and tax credits for qualifying businesses. For further information please contact:

Michael Humpal, CEcD

City Administrator

Fairmont Economic Development Authority

P.O. Box 751

100 Downtown Plaza

Fairmont, MN 56031

507-238-9461

b. City Revolving Loan Fund

Through the Fairmont Economic Development Authority (FEDA), reduced interest rate loans are available on a matching basis for business expansion projects. The loans are normally subordinated to conventional financing and the criteria is adaptable but is normally 30% of the project cost up to \$75,000. Other requirements include assistance can not exceed \$10,000 for each FTE (full time equivalent) created or retained. The interest rate and term are negotiable within a general range. For further information please contact:

Michael Humpal, CEcD

City Administrator

Fairmont Economic Development Authority

P.O. Box 751

100 Downtown Plaza

Fairmont, MN 56031

507-238-9461

c. Tax Increment Financing

Tax increment financing (TIF) programs are available for those businesses where physical expansion will result in a significant increase in normal property taxes. The program is tightly regulated by the State. For further

information please contact:
Michael Humpal, CECD
City Administrator
Fairmont Economic Development Authority
P.O. Box 751
100 Downtown Plaza
Fairmont, MN 56031
507-238-9461

d. Fairmont Business Development Center

The Fairmont Economic Development Authority (FEDA) has acquired an industrial building for use as an industrial incubator. The Center offers low cost. Over 12,000 square feet of space is available with loading docks, exterior truck access, concrete parking area and other related amenities. For further information please contact:

Michael Humpal, CECD
City Administrator
Fairmont Economic Development Authority
P.O. Box 751
100 Downtown Plaza
Fairmont, MN 56031
507-238-9461

e. Equity Investors

The Fairmont area has a large number of successful individuals and/or companies that regularly consider equity investment opportunities. The diversity and variation in the types of firms within the community makes it possible to evaluate any size of equity investment opportunity that may be proposed. For information about potential equity investment, please contact:

Michael Humpal, CECD
City Administrator
Fairmont Economic Development Authority
100 Downtown Plaza, PO Box 751
Fairmont, MN 56031
507-238-9461

f. Minnesota Community Capital Fund (MCCF)

MCCF loans are competitively priced and offer the benefits of negotiable interest rates and terms. Loans are available to finance:

- Fixed assets
- New building construction
- Building remodeling/renovations
- Leasehold improvement
- Business acquisitions

- Machinery & equipment purchases, renovations, and moving expenses.
- Working capital

2. Regional

a. Region 9 Revolving Loan Fund

The Regional Development Commission for this area operates a revolving loan program specializing in assisting industrial types of projects. For further information, please contact:

Region 9 Development Commission
 410 South 5th Street
 Mankato, MN 56001
 507-387-5643

b. Southern Minnesota Initiative Foundation (SMIF)

The Initiative Fund for this area operates a revolving loan fund that can assist a variety of project types. For further information, please contact: Southern Minnesota Initiative Fund

P.O. Box 570
 Owatonna, MN 55060
 507-455-3215

3. State Programs

a. Small Cities Program

The State of Minnesota through the Department of Employment and Economic Development (DEED) provides a matching business loan program that provides a grant to governmental units that is then lent to private business enterprises. Application is made through the individual cities or counties. For further information, contact the appropriate local governmental agency or DEED directly.

Department of Employment & Economic Development
 121 East 7th Place
 500 Metro Square
 St. Paul, MN 55101-1421
 612-297-1844
 800-657-3858 Leasehold improvement

- Business acquisitions
- Machinery & equipment purchases, renovations, and moving expenses.
- Working capital



FINANCIAL INSTITUTIONS

Bank Midwest
301 South State Street
P.O. Box 611
Fairmont MN 56031-0611
Phone: 507-235-3327
www.bankmidwest.com

First Farmers and Merchants National Bank
114 S Park Street
P.O. Box 411
Fairmont MN 56031-0411
Phone: 507-235-556
www.ffmbank.com

Profinium Financial
105 Lake Avenue
P.O. Box 848
Fairmont MN 56031-0848
Phone: 507-235-5538
www.profinium.com

State Bank of Fairmont
918 E Blue Earth Avenue
P.O. Box 763
Fairmont MN 56031-0763
Phone: 507-238-4287

US Bank
103 N Park Street
Fairmont MN 56031
Phone: 507-238-8300

Wells Federal Bank
1015 Highway 15 South
Fairmont MN 56031
Phone: 507-238-8300
www.wellsfederalbank.com

UTILITY REBATE PROGRAMS

Fairmont Public Utilities Commission offer many different Energy Star programs. For the latest offering, contact:

Tom Koeritz
Assistant Finance Director
P.O. Box 751
100 Downtown Plaza
Fairmont, MN 56031
Phone: 507-238-9461, ext. 2237

Information can also be obtained on Fairmont's web site – www.fairmont.org, click on applications and forms, then click on utility rebates.

Fairmont Public Utilities Commission offers energy efficiency rebates to our commercial and residential customers to help conserve energy, save money and keep utility rates down:

- Air Source Heat Pump Rebate
- Compact Fluorescent Lamps
- Custom High Efficiency Appliance Rebate
- Dehumidifier Rebate
- Door Miser Rebate
- 2009 Energy Star Rebate Form
- Food Service Equipment Rebate
- Ground Source Heat Pump
- High Efficiency Cooling Equipment Rebate
- Premium-Efficiency Motor Rebate
- Residential Ground Source Heat Pump
- Variable Speed Drive Rebate
- Vending Miser Rebate



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