



A Road To An Even Better Hutchinson

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Section 1 – Intro to Main Street 2020



This binder is designed to be a collection point for you for the Construction Project of Main Street in 2020. Please keep this binder and add to it as the project evolves.

NOTE: If you sell or move, please pass along the binder to the next business and/or owner.

Initial content/information is based on what we know as of April 1, 2018.

Construction will take place on Main Street (MN State Highway 15) from 2nd Street North to 5th Avenue South. The project will be from store front to store front throughout the business corridor. There will also be a pavement and sidewalk repair project from 5th Avenue South to Denver Avenue.

Although we know construction will begin in early 2020 and last throughout the year, definitive timelines are not available yet. We will be using a variety of resources to keep you informed throughout the entire project.

Please review the information included in this binder. It includes contact information for various topics you will need access to throughout the next three years as well as space for your own projects as you determine your needs.

This project WILL affect your business. We will work diligently to keep you informed and have the best possible outcome for everyone.

We welcome your questions!

John Rodeberg
MnDOT Community Liaison

Kent Exner
City Engineer

Mary Hodson
Chamber President



Main Street 2020 Project Contacts

MnDOT	City of Hutchinson	Hutchinson Chamber
<p>John Rodeberg SEH, Inc. Project Community Liaison Office - 651-470-2448 jrodeberg@sehinc.com</p> <ul style="list-style-type: none"> • Community liaison • Project questions and/or feedback 	<p>Kent Exner Hutchinson City Engineer Office - 320/234-4212 kexner@ci.hutchinson.mn.us</p> <ul style="list-style-type: none"> • Project questions and/or feedback • City Infrastructure 	<p>Mary Hodson Chamber President Office - 320/587-5252 Direct - 320/234-0785 Cell - 320/583-6828 mary@explorehutchinson.com</p> <ul style="list-style-type: none"> • General questions • ADA survey questions
<p>Teal Spellman MnDOT Project Manager Office - 320-214-6350 teal.spellman@state.mn.us</p>	<p>Dan Jochum Hutchinson Planning Director 320-234-4258 djochum@ci.hutchinson.mn.us</p> <ul style="list-style-type: none"> • Zoning & Sign Permits 	<p>Ashley Gabbert Membership Coordinator Direct - 320/234-0789 ashley@explorehutchinson.com</p> <ul style="list-style-type: none"> • Marketing • Chamber portal
	<p>Kyle Dimler Hutchinson Building Official 320-234-4220 kdimler@ci.hutchinson.mn.us</p> <ul style="list-style-type: none"> • Building codes & permits 	<p>Gina Buske Communication Coordinator Direct - 320/234-0786 gina@explorehutchinson.com</p> <ul style="list-style-type: none"> • Event calendar • General marketing • Newsletter & table tents
Marketing	Financing Options	ADA Compliance
<p>Steve Gasser Vivid Image 320-587-8974 steve@vimm.com</p> <ul style="list-style-type: none"> • Marketing & Websites • On-line ADA compliance 	<p>Miles Seppelt Hutchinson Economic Development Authority Director Office - 320/234-4223 mseppelt@ci.hutchinson.mn.us</p> <ul style="list-style-type: none"> • Commercial Rehab. Loan • Sign & Awning Grant 	<p>David Fenley ADA Director, Minnesota Council on Disability Office: 651-361-7809 David.Fenley@state.mn.us</p> <ul style="list-style-type: none"> • ADA survey questions • Laws and Regulations
<p>Jason Werowinski Minnesota Website Company 320-296-6383 jason@mnwebco.com</p> <ul style="list-style-type: none"> • Websites 	<p>Jackie Turner SWIF Program Officer 320-587-4848 jackiet@swifoundation.org</p> <ul style="list-style-type: none"> • Microenterprise Loan 	<p>Steve Gasser Vivid Image 320-587-8974 steve@vimm.com</p> <ul style="list-style-type: none"> • On-line ADA compliance

Section 2 – Project Details



This project is the replacement of a State Highway, which means it is the work of the Minnesota Department of Transportation (MnDOT).

MnDOT works closely with city officials to create the best plan for our community. Along with MnDOT officials, their contractor is SEH, Inc., has an office in Hutchinson.

MnDOT and SEH have worked together on several projects like ours and are bringing their very best to the table.

Additional questions may be directed to:



John Rodeberg
Community Liaison
651-470-2448
Jrodeberg@sehinc.com

Teal Spellman
MnDOT Project Manager
320-214-6350
Teal.Spellman@state.mn.us

Project Details and Frequently Asked Questions
www.mndot.gov/d8/projects/hwy15downtownhutch

Add this website to your favorites
so you can check back regularly.



A Road To An Even Better Hutchinson

Highway 15 Hutchinson Project

Project summary

MnDOT will reconstruct Highway 15/Main Street from 2nd Ave. NW, near the South Fork Crow River Bridge, to 5th Ave. SW due to deteriorating pavement. The current pavement no longer meets MnDOT's standards for pavement and ride quality.

As part of this project, pavement resurfacing will occur from 5th Ave. SW to just south of Denver Ave. Sidewalks and pedestrian crossings will also be upgraded to meet Americans with Disabilities Act (ADA) standards along the project area. The City of Hutchinson is replacing utilities in downtown Hutchinson. The project is scheduled for the 2020 construction season and will require a detour.

Project benefits

- Smoother road surface
- Helps ensure the city and state infrastructure will continue to serve their purpose for many years

Project detour

- CR 115 (Airport Road) to Highway 22 to Highway 7

Project cost

- \$6.5 million

Project timeline

- Preliminary design – 2017/2018
- Environmental review – 2017/2018
- Project bids due – November 22, 2019
- Construction – 2020 construction season

For more information

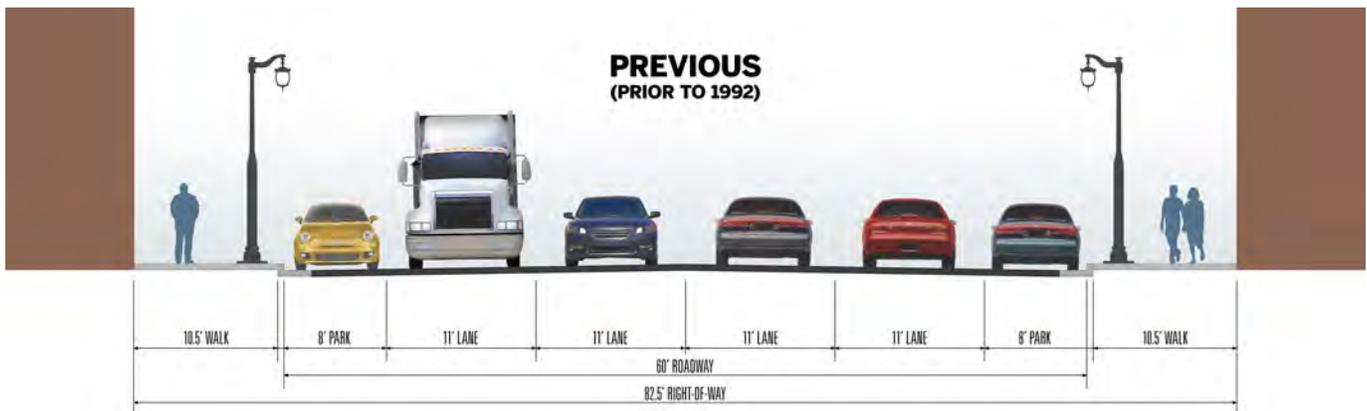
Teal Spellman, Project Manager
320-214-6350
teal.spellman@state.mn.us

Kelly Brunkhorst, Resident Engineer – Construction
320-234-8462
kelly.brunkhorst@state.mn.us

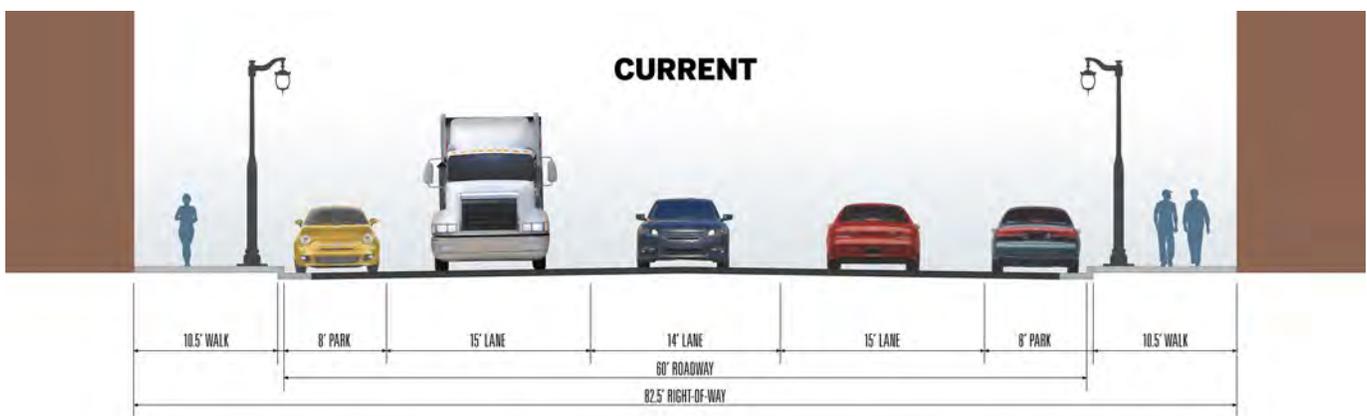
Highway 15 Hutchinson Project Frequently Asked Questions

How was the proposed width of Highway 15/Main Street in Hutchinson determined?

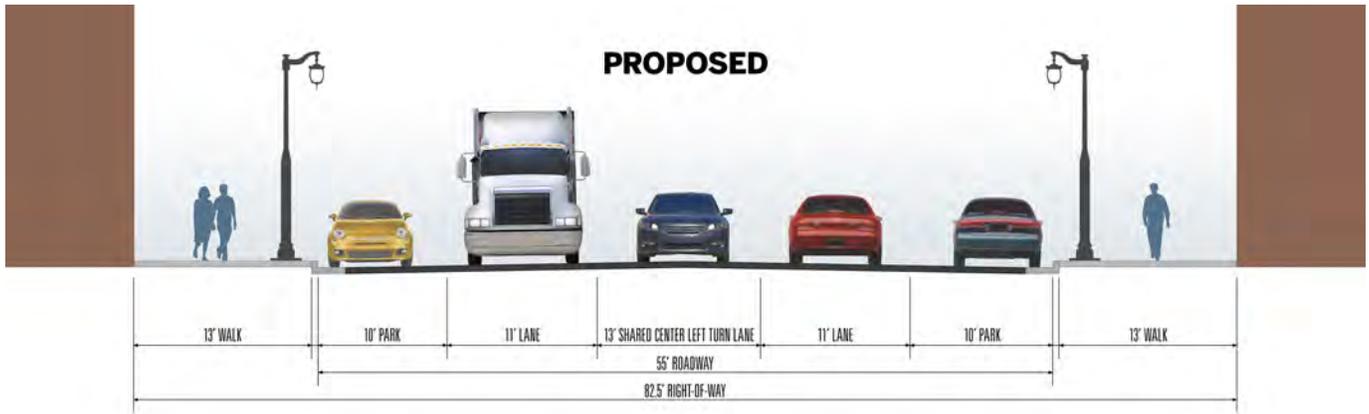
Highway 15/Main Street previously had six lanes, including four 11 foot wide driving lanes and two 8 foot wide parking lanes (see photo below). During the mid-1990's MnDOT restriped the road to include 5 lanes (one in each direction, a center turn lane and two parking lanes) without narrowing the road.



The current travel lane widths (see photo below) are significantly wider than recommended standards, which can promote higher speeds and reduce safety.



The proposed roadway design for Highway 15 / Main Street in Hutchinson (see photo below) utilizes typical travel and turn lane widths, and extra wide parking lanes. This roadway design contains improvements for pedestrians, including addressing Americans with Disabilities Act (ADA) accessibility requirements, while maintaining typical lane widths for motorists. Both MnDOT and the Hutchinson City Council support the proposed layout, including the proposed traffic lane widths.



MnDOT worked closely with the City of Hutchinson to determine the proposed roadway design utilizing MnDOT standards, “The Imagine Hutchinson: A Downtown Vision & Action Plan” and “Signage & Wayfinding Master Plan”. Details on standards are listed below.

Travel lane width standards for state highways vary between 10-12 feet. Based on the speed of traffic, geometrics, and other factors the current design is planning for an 11 foot lane width. Studies have shown no measurable difference in the capacity of an 11 foot versus 12 foot wide lane.

Parking lanes are recommended to be 8-10 feet wide. Due to the amount of parking in downtown Hutchinson and the desire to make it comfortable to park and safely exit the vehicle, the current design is planning to utilize a 10 foot parking lane.

Center (left) turn lanes are recommended to be 12-15 feet depending on the type and speed of traffic, number of left turn movements, etc. After reviewing all factors the current roadway design is planning a 13 foot wide center turn lane.

For more information visit www.mndot.gov/d8/projects/hwy15downtownhutch.

Contacts

Teal Spellman, Project Manager
 MnDOT District 8
 (320) 214-6350
teal.spellman@state.mn.us

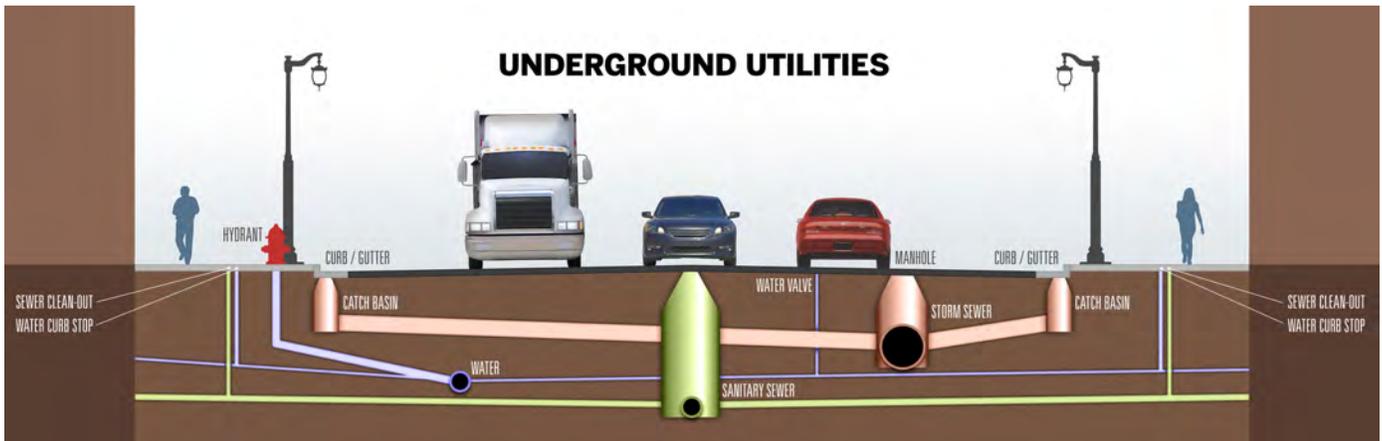
John Rodeberg, PE
 SEH, Inc.
 651-470-2448
jrodeberg@sehinc.com

Highway 15 Hutchinson Project Frequently Asked Questions

Why is the entire width of the roadway and sidewalk being reconstructed?

Municipal utilities underneath Highway 15/Main Street need to be replaced. These utilities (sanitary sewer lines, water mains and storm sewer) are some of the oldest in the city of Hutchinson and are past their useful life. Many of the downtown businesses are currently served by water lines from the alley that are undersized and inaccessible for repair and replacement. MnDOT and the City of Hutchinson are partnering on the project so that new water service lines will be installed from the upgraded Main Street water main to service the downtown buildings from the front (Highway 15 side).

In addition to the necessary utility work, the Americans with Disabilities Act (ADA) requirements necessitate changes to both the street and sidewalk designs to address accessibility. All MnDOT projects, both new construction and rehabilitation projects must include evaluation to ensure compliance with the Americans with Disabilities Act. ADA work will require a full replacement of the sidewalk.



For more information visit www.mndot.gov/d8/projects/hwy15downtownhutch.

Contacts

Teal Spellman, Project Manager
MnDOT District 8
(320) 214-6350
teal.spellman@state.mn.us

John Rodeberg, PE
SEH, Inc.
651-470-2448
jrodeberg@sehinc.com

Section 3 – Building & Planning



As with any building project, any construction projects you undertake may have ordinances, regulations and permits involved.

City Planning and Zoning can help you understand what is necessary to make upgrades and changes.

Additional questions may be directed to:

Zoning and Sign Permits

Dan Jochum

Planning Director

320-234-4258

djochum@ci.hutchinson.mn.us

Building Codes and Permits

Kyle Dimler

Building Official

320-234-4220

kdimler@ci.hutchinson.mn.us



A Road To An Even Better Hutchinson

Section 4 – Financial Assistance



The Hutchinson Economic Development Authority (EDA) and Southwest Initiative Foundation (SWIF) have low interest loans available to help with construction and improvements you may be making to accommodate the Hwy 15/Main Street construction in 2020. The EDA also has grants available for specific uses.

Please connect with your own financial institution for funding opportunities and check out the resources enclosed.

Additional questions may be directed to:

Miles Seppelt

Hutchinson EDA Director

320-234-4223

MSeppelt@ci.hutchinson.mn.us

www.hutchinsoneda.com

Jackie Turner

SWIF Program Officer

320-587-4848

jackiet@swifoundation.org

www.swifoundation.org



A Road To An Even Better Hutchinson

Commercial Rehabilitation Loan Program

Hutchinson EDA



MainStreet 2020 Special
Payments & interest
deferred until 1/1/2021
for new downtown loans!

IMPORTANT: Work cannot begin before EDA Board approval

Hutchinson EDA Commercial Rehabilitation Loan Program: Application

Property Owner Name: _____

Property Owners Address: _____

Address to be improved: _____

Phone: _____ Date: _____

Short Project Description:

Total Improvement Cost: _____ Loan Request: _____

The amount of the loan should be greater than \$3,000 and less than \$30,000.00

Check the box for loan terms: 10 year at 2% less than Prime Rate 15 year at Prime Rate

Contractor Name _____ Bid Amount _____

1. _____

2. _____

Your application is not complete if you do not include:

- 1. Business & personal financial statements**
- 2. Contractor bids must be itemized with amounts**
*(Applicant must provide one bid for each project under \$15,000. Projects over \$15,000 require two bids)
(If you are doing the work yourself, attach a copy of the material costs on letterhead form the material supplier)*
- 3. Most recent Federal tax return**
- 4. McLeod County Assessor's most recent estimated market value for your property**
- 5. Abstract or Torrens certificate for your property**
- 6. \$200.00 Application fee**
- 7. Sketch/Image of Project**
- 8. Building Permit**
(You may apply without permit, EDA needs it before you receive funds—Building Department: 320-234-4203)
- 9. Required documents must be submitted by the second Friday of the month**

I AGREE with and UNDERSTAND the following:

I have read and am within the guidelines for the Commercial Rehab Loan Program. I understand that if any information is incorrect or incomplete, my chances of receiving funding will be delayed and/or hindered. **IMPORTANT:** I also understand that I cannot begin work before EDA Board approval of my application.

SIGNATURE: _____ DATE: _____

Applications will be reviewed in the order they are received.

Hutchinson EDA: Commercial Rehabilitation Loan Program

Updated: January 2018

Eligibility Criteria

1. Properties must be located within Hutchinson's historic downtown district, the boundaries of which are the Crow River on the North, Fourth Avenue on the South, properties with frontage on the west side of Franklin Street and the East side of Hassan street.
2. Applicant must have ownership interest in the property.
3. Applicant must use a portion of the building for commercial purposes.
4. The total outstanding obligation (including loans under this program) secured by the property must be less than 100% of the assessor's estimated market value, or the appraised value, whichever is greater.
5. Applicant must not have started or completed work on the proposed project.
6. Proposed improvements must comply with the Minnesota State Building Code for rehabilitation work.
7. Eligible improvements include exterior improvement to buildings, as well as interior improvements such as general remodeling and improvements related to safety, accessibility, habitability, and energy consumption. Specific eligible improvements include the following:

Eligible exterior improvements:

- Windows and doors
- Painting, sandblasting or other façade improvements
- Roofs
- Foundations
- Exterior lighting
- Handicap accessibility (ramps)
- Cement work such as private steps and sidewalks
- Private parking lots
- Landscaping

Eligible safety, accessibility, habitability and energy efficiency improvements:

- Heating
- Electrical
- Plumbing
- Insulation
- Handicap accessibility
- Asbestos abatement

*Eligible interior improvements include **only general remodeling of areas that are accessible to the public**, to include:*

- Lighting improvements
- Built-in cabinetry
- Painting or other wall coverings
- Flooring

Ineligible interior improvements include refinancing prior rehab debt, working capital, inventory and improvements that are removable, such as the following:

- Debt refinancing
- Working capital needs
- Inventory
- Security systems
- Equipment
- Furniture

*Loans are not available to remodel apartments above the business or areas not generally accessible by the public.

Terms

1. ****NEW**** In view of the upcoming MainStreet 2020 project, new loans will have all payments and interest deferred until January 1, 2021.
2. The downtown loan program can provide funds ranging from \$5,000 to \$30,000 per project.
3. The interest rate will be fixed at the current Prime Rate (as noted in the current Wall Street Journal). Loans from \$5,000 to \$9,999.99 will have a 7 year term. Those ranging from \$10,000 to \$30,000 will have a 10 year term.
4. If a Federal Government Lending program is involved with a project, this loan may be amortized as required by the Federal program at the rate of Prime + 2%, fixed, with a note maturity of not more than 10 years. Said loans may be refinanced for up to 10 additional years at the then current Prime Rate + 2%, fixed.

Conditions

1. If the applicant has an EDA loan or loans in repayment, the applicant is eligible for no more than the difference between the maximum loan amount and the amount due on the active loan(s). For example, if the previous loan(s) total \$30,000 with a balance due and payable of \$10,000 – the property owner would be eligible for no more than \$20,000 in new financing.
2. The applicant can use **no more than 30%** of the loan for interior improvements other than heating, electrical, plumbing, insulation, handicap accessibility and asbestos abatement.
3. Loans on property sold by contract-for-deed are due when the title transfers.
4. All owners must join in the application including contract holders. (In case of Life Estate, at least one-third of the owners must join in the application).
5. A mortgage, a note, and a personal guarantee will secure all loans. The mortgage will be collateralized in a first lien position whenever possible.
6. The loan-to-value ratio must not exceed 100% of the greater assessor's estimated market value or the property's appraised value; if needed, an appraisal will be done at the owner's expense. In the event an appraisal is required, the cost of obtaining the appraisal will be the responsibility of the borrower. The final report must be mailed, faxed, or emailed from the appraisal firm directly to the EDA. Any appraisal submitted with the application or delivered by the borrower WILL NOT be accepted.

7. Loan applicants will pay a non-refundable application fee of \$200 that will be used to verify ownership of property and for recording fees associated with the mortgage. If the cost of executing the loan exceeds \$200, the remaining balance associated with closing costs will be paid or withheld from loan proceeds at the time of loan closing. These costs include, but are not limited to:
 - Ownership & Encumbrance Report
 - Recording Fees (Abstract or Torrens)
 - Mortgage Registry Tax
 - Mortgage Satisfactions (Abstract or Torrens)

Application Materials

1. Applicant must provide a copy of the most recent business financial statements.
2. Applicant must provide a copy of personal financial statements from all partners / guarantors who have 25% or more ownership in the business.
3. Applicant must provide a copy of Federal Tax returns for the last two years on all partners / guarantors who have 25% or more ownership in the business.
4. Applicant must provide one bid for each project under \$15,000. Projects over \$15,000 require two bids.
5. If the project involves exterior beautification, the applicant must provide a sketch of the proposed work.
6. Required documents must be submitted by the first Friday of the month to be considered by the Finance Team and EDA Board.

Loan Application Review Process

1. EDA staff will evaluate the loan application to determine eligibility. Staff will forward applications that meet the eligibility criteria to the EDA Finance Team.
2. Once office staff makes a determination the application meets eligibility requirements, the Hutchinson building inspector and / or EDA staff will conduct an inspection of the property. At the inspection, there will be a determination if corrective actions are necessary for the property to conform to the City of Hutchinson's rehabilitation standards.
3. The Finance Team considers loan applications on the third Wednesday of the month. The Finance Team is not the final arbiter. They make recommendations to approve or deny loan applications to the EDA Board of Directors. If the Finance Team needs more information to consider an application, they will table the discussion until the following month.
4. The EDA Board of Directors considers loan applications on the fourth Wednesday of the month. EDA staff will notify applicants of the decision as soon as possible after the board meeting.

IMPORTANT: Work may not begin before EDA Board approval.

Upon Approval

1. Weather permitting, contractors must complete work within 120 days of the date the promissory note is executed by borrowers.
2. If the final project(s) cost exceeds the amount the borrower qualified for, the borrower must obtain the additional funds from another source.
3. Loan funds will remain in an escrow account maintained by the City of Hutchinson until work is complete.
4. If the borrower completed the work, loan proceeds will not be disbursed prior to purchase and installation of. The City will issue a two-party check payable to both the borrower and the materials provider. The borrower must obtain all permits and have the work inspected by the City of Hutchinson and / or other appropriate personnel as required by city ordinance.
5. The items listed below must be received before funds can be released from the escrow account:
 - Final, original invoice from contractor (or material list from supplier)
 - A completed W-9
 - Completion certificates signed by the borrower and the contractor
 - Copies of all required city permits (also indicating final inspection by the city when necessary)
 - Final inspection by the EDA (if necessary)
 - Lien waivers

Applications can be dropped off at City Center or mailed to:

**Hutchinson EDA
Hutchinson Enterprise Center
1164 Benjamin Ave SE
Hutchinson, MN 55350**

Please call the Hutchinson EDA at (320) 234-5652
if you have any questions or need additional information.

Façade Improvement Program Grant Application

MainStreet 2020 Special

Maximum grant amount
increased to \$5,000!



Hutchinson EDA

Hutchinson Enterprise Center
1164 Benjamin Avenue SE
Hutchinson MN 55350
(320) 234-5652

IMPORTANT: Work cannot begin before EDA Board approval

Hutchinson EDA
Façade Improvement Program Grant Application

Property Owner Name: _____

Property Owners Address: _____

Address to be improved: _____

Phone: _____ Date: _____

Short Project Description:

Total Improvement Cost: _____ Grant Request: _____

(The amount of the grant must be at least \$500 cannot exceed \$5,000. If the you apply for a \$5,000 grant your total project cost must be at least \$10,000—meaning there will be a 50% match to owners equity)

Contractor Name	Bid Amount
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1. _____	_____
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2. _____	_____
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Have you ever received a Storefront Revitalization Matching Grant before? _____

Are you or will you be receiving any other grants or donations for this project? _____

(You may not use other donations/grants as a match, it must be your personal investment)

Your application is not complete if you do not include:

1. Minimum two bids

(If you are doing the work yourself, attach a copy of the material costs on letterhead form the material supplier)

2. Sketch/Image of Project

3. Building Permit

(You may apply without permit, EDA needs it before you receive funds—Building Department: 320-234-4203)

I AGREE with and UNDERSTAND the following:

I have read and am within the guidelines for the Storefront Revitalization Matching Grant. I understand that if any information is incorrect or incomplete, my chances of receiving funding will be delayed and/or hindered. **IMPORTANT:** I also understand that I cannot begin work before EDA Board approval of my application.

SIGNATURE: _____ DATE: _____

Applications will be reviewed in the order they are received.

Hutchinson EDA Façade Improvement Program Grant

Updated: January 2018

Overview:

The Storefront Revitalization Grant Program is intended to offer dollar-for-dollar matching funds to property owners in the downtown area to make exterior improvements that improve the “Curb appeal” of their property.

Grant Amount:

Grant amounts range from \$500 to \$5,000. The property owner(s) must commit at least as much as to the project as the amount for which they apply. For example, if you are applying for the maximum \$5,000 grant, the total project cost MUST be \$10,000 or more. The applicant may access the Downtown Commercial Rehabilitation Loan Program for the match, or match EDA funds with grant monies received from other organizations. Only one grant will be allowed per property during any five-year period.

Only one grant will be allowed per property during any given five-year period. **Five-year rule is waived if new grant application is intended for a rear/non main street entrance.** The grant must be repaid if the recipient sells or transfers title within a five-year period from the date funds are received. This amount will be prorated at 20% per year.

Eligible Properties:

Eligible properties must be located within Hutchinson’s historic downtown district. The boundaries of which are: the Crow River on the North, Fourth Avenue on the South, properties with frontage on the west side of Franklin Street and properties with frontage on the East side of Hassan Street.

Eligible Improvements:

Improvements that can be viewed from the public right-of-way including:

- Windows & doors
- Painting, sandblasting or other façade improvements such as siding, soffits and fascia, tuck pointing, trim and stucco repair.
- Exterior lighting
- Landscaping
- MainStreet 2020: Handicap accessibility ***eligible until 1/1/2021**
- MainStreet 2020: Cement work, such as private steps & sidewalks ***eligible until 1/1/2021**

Ineligible Improvements:

- Additions
- Garages or storage buildings
- Playground equipment
- Decks
- Signs & Awnings – eligible through sign & awning grant program
- Roofs – eligible through commercial loan program
- Foundations – eligible through commercial loan program
- Private parking lots – eligible through commercial loan program

Work by Applicant:

The grant applicant may do their own work and use grant funds to cover 50% of the materials cost, up to a maximum of \$5,000. Materials must be purchased, installed and inspected prior to the disbursement of grant funds.

Under unusual circumstances, a partial advance will be provided to the grant recipient.

Application Processing:

The EDA Finance Team and EDA Board of Directors will review all applications for final approval.

Contractor/Materials Supplier: A minimum of two bids must be obtained from contractors or materials suppliers.

Permits: All required permits must be obtained. For the fastest service, submit applications by the 10th of the month.

Total Project Cost:

The EDA may approve a grant for up to ½ of the cost of materials if the applicant does their own work, or ½ of the cost to hire a contractor to do the work, up to a maximum grant of \$2,500. There is a minimum grant of \$500; therefore the minimum project amount is \$1,000. Projects that exceed \$5,000 will not receive more than the \$2,500 maximum award. If the costs of the final project exceed the amount for which the applicant is eligible, they must obtain the additional funds from another source.

Work Completion:

Weather permitting; all projects must be completed within 120 days of the funding approved date.

If work is completed prior to obtaining funding approval, the applicant may submit an application requesting reimbursement under the guidelines of this program. If the applicant is seeking reimbursement, a final invoice must be included with the application. The final invoice must be dated no more than 60 days before the application is submitted to the EDA. The EDA is not obligated to approve your application.

Disbursement Process: after building department and/or EDA staff inspection to verify completion of the work, a two-party check will be issued payable to both the forgivable grant recipient and the contractor or materials supplier. Before funds can be released, the following must be received by EDA staff:

- 1) Final, original invoice from contractor (or material list from supplier),
- 2) Completion certificates signed by the grant recipient and/or the contractor,
- 3) Copies of all required city permits (also indicating final inspection by the city when necessary)
- 4) Final inspection by the EDA (If deemed necessary)

Please allow a minimum of 14 days from the time invoices are submitted for reimbursement checks to be issued. The Hutchinson City Council approves all expenditures on the 2nd and 4th Tuesdays of each month and invoices must be received at least eleven days prior to the council meeting for their consideration. Please advise your contractors of this schedule.

Applications can be dropped off at City Center or mailed to:

Hutchinson EDA
Hutchinson Enterprise Center
1164 Benjamin Avenue SE
Hutchinson, MN 55350

Please call the Hutchinson Community Development Commission at (320) 234-5652 if you have any questions or need additional information.



Hutchinson EDA

Sign & Awning Grant Application

Hutchinson EDA Sign and Awning Grant Program: Application

Property Owner Name: _____

Property Owners Address: _____

Address to be improved: _____

Phone: _____ Date: _____

Short Project Description:

Total Improvement Cost: _____ Grant Request: _____
The amount of the grant must be at least \$500 cannot exceed \$1,000

Contractor Name Bid Amount

1. _____

2. _____

Have you ever received an award from the Sign and Awning Grant Program in the past? _____

Your application is not complete if you do not include:

1. Minimum two bids

(If you are doing the work yourself, attach a copy of the material costs on letterhead form the material supplier)

2. Sketch/Image of Project

3. Building Permit

(You may apply without permit, EDA needs it before you receive funds—Building Department: 320-234-4203)

I AGREE with and UNDERSTAND the following:

I have read and am within the guidelines for the Sign & Awning Grant Program. I understand that if any information is incorrect or incomplete, my chances of receiving funding will be delayed and/or hindered. **IMPORTANT:** I also understand that I cannot begin work before EDA Board approval of my application.

SIGNATURE: _____ DATE: _____

Applications will be reviewed in the order they are received.

Hutchinson EDA Sign & Awning Grant Program

Overview:

This program is intended to offer funds to property owners on Main Street for the purpose of adding, improving or replacing signage & awnings. Signage & awnings should be designed to enhance and compliment the character of buildings on Main Street

Grant Amount:

Grants range from \$250 to \$1,000. No property or business owner investment is required for this program. Only one forgivable loan per business shall be approved during any eight-year period. **Eight-year period is waived for rear/non-Main Street entrances.**

Eligible Properties:

Eligible properties must be located within Hutchinson's historic downtown district, the boundaries of which are the Crow River on the North, Fourth Avenue on the South, properties with frontage on the west side of Franklin Street and properties with frontage on the East side of Hassan Street.

Eligible Improvements:

New signs & awnings or the replacement and improvement of existing signs & awnings. All signs & awnings must be in compliance with the city's zoning Ordinance.

Ineligible Improvements:

Signs & awnings that are not in compliance with the city's Zoning Ordinance.

Work by grant recipient:

The applicant(s) may perform the work themselves, although funding may be used only for the purchase of materials. Materials must be purchased, installed and inspected prior to the disbursement of funds.

Application Processing:

The EDA Finance Team and Board of Directors will review all applications for final approval at their regularly scheduled meetings.

Contractor / Permits:

A minimum of two bids per project must be obtained from contractors, **the lower of which will be reimbursed**, unless the **work is done by the applicant**. All required permits are the responsibility of the applicant. ****Important: Please work with sign professionals and be clear about the sign specifications (i.e. wood vs. metal) when soliciting bids.*

Total Project Cost:

The EDA will consider funding requests up to \$1,000 towards the cost of replacing, repairing or purchasing new signs and/or awnings. If the total project cost exceeds \$1,000, the applicant is responsible for the difference.

Work Completion:

Weather permitting; all projects must be completed within 120 days of the funding approval date.

If work is completed prior to obtaining funding approval, the applicant can submit an application requesting reimbursement under the guidelines of this program. If the applicant is seeking reimbursement, a final invoice must be included with the application. The final invoice must be dated within 60 days of the date the EDA receives the application.

Disbursement Process:

After an inspection by the city and / or the EDA to verify completion of the work, a two-party check will be issued payable to both the program applicant and the contractor or materials supplier. Before funds can be released, the following must be received by the EDA:

- 1) Final invoice from contractor (or material list from supplier),
- 2) Photograph(s) of completed project,
- 3) Confirmation of permit and final inspection,
- 4) Final inspection by the EDA

Please allow a minimum of 14 days from the time invoices are submitted for checks to be issued. The Hutchinson City Council approves all expenditures on the 2nd and 4th Tuesdays of each month and invoices must be received at least one week prior to the council meeting for their consideration. Please advise your contractors of this schedule.

Applications can be dropped off at City Center or mailed to:

**Hutchinson EDA
Hutchinson Enterprise Center
1164 Benjamin Avenue SE
Hutchinson MN 55350**

List of Sign Contractors in Hutchinson:

Viking Signs
420 California St. NW.
Hutchinson, MN 55350
Phone: (320) 587-7644

Visual Effects Signs & Graphics
945 5th Avenue SE #8
Hutchinson, MN 55350
Phone: (320) 455-0096

Crow River Glass & Signs
300 Highway 7 West
Hutchinson, MN 55350
Phone: (320) 234-9727

**Please call the Hutchinson Community Development Commission
at (320) 234-5652 if you have any questions or need additional information.**



**SOUTHWEST INITIATIVE
FOUNDATION**

15 3rd Avenue NW
Hutchinson, MN 55350
800-594-9480 or 320-587-4848
info@swifoundation.org
www.swifoundation.org

One Connection. Unlimited Possibilities.

Microenterprise Loan Program

Designed to provide loans, education and technical assistance to entrepreneurs and those seeking self-employment opportunities

Eligibility and Use of Funds

- Loans up to \$50,000 may be available for start-ups and existing businesses
- Projects must be located within SWIF's microenterprise service area which includes the 18 counties of southwest Minnesota plus Benton, Carver, Sherburne, Stearns and Wright counties
- Industry sectors include manufacturing, service, retail, child care and value-added agriculture
- Loan funds may be used for the following: Start-up expenses, Equipment, Inventory, Furnishings and fixtures, Working capital, Real estate

Loan Terms

- 7.5 percent fixed interest rate
- Up to 10 years for real estate and up to six years for equipment
- Maximum loan of \$50,000
- All loans are collateralized with business or personal assets
- Borrower is responsible for loan filing and loan closing fees
- Program requires equity into project
- Program requires a personal guarantee from borrower



Microloan client Kyaw Soe Hang, owner of Happy Family Asian Grocery in Willmar



Jackie Turner, SCM

Program Officer
15 3rd Avenue NW
Hutchinson, MN 55350
800-594-9480 or 320-587-4848
jackiet@swifoundation.org
www.swifoundation.org



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for U.S. Community Foundations

An Equal Opportunity Provider and Employer

Nov 2016



How to Apply

Contact the Southwest Initiative Foundation and ask for the microloan team. Microloan staff works with clients on the following to help with the business planning process:

- Writing a business plan
- Estimating financial projections
- Determining capacity to borrow money

Go to www.annualcreditreport.com to receive a free copy of your credit report every 12 months. There is a minimal charge to also receive your score.

Post-Loan Technical Assistance and Reporting

This is more than just a loan program. Southwest Initiative Foundation requires applicants and clients to provide monthly and annual financial reports, and participate in the business management technical assistance provided by SWIF:

- Business Accounting
- General Operations
- Marketing



SWIF's Microenterprise Loan Program was created with funding assistance from the U.S. Small Business Administration (SBA) and these materials are partially funded by a SBA grant. Funding is not an endorsement of any products, opinions or services. All SBA-funded programs are extended to the public on a nondiscriminatory basis. This institution is an equal opportunity provider and employer.

We are a family-friendly organization. Some restrictions and limitations may apply. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

Section 5 – ADA Compliance



ADA (American Disability Act) is meant to make life more accessible to anyone with a disability. In this section you will find a document you may use to do a self assessment of your business and/or building.

After completing the assessment, you can prioritize the changes necessary to make your business more compliant during any construction you may choose to do.

Please find the program materials following this page for more details.

Additional questions may be directed to:
Local Assistance with ADA Assessment

Mary Hodson
320-234-0785
mary@explorehutchinson.com



David Fenley, ADA Director
Minnesota Council on Disability

David.Fenley@state.mn.us
121 East 7th Place, Suite 107
St. Paul, MN, 55101
O: 651-361-7809
disability.state.mn.us



On-Line ADA Accessibility

Steve Gasser
Vivid Image
320-587-8974
steve@vimm.com



A Road To An Even Better Hutchinson



Your Policy, Training and Technical Resource

Building Access Short Survey

121 East 7th Place, Suite 107
St. Paul, MN 55101
651-361-7800 or 1-800-945-8913
www.disability.state.mn.us

Some of the information in this document was developed by the Adaptive Environments Center in cooperation with the Massachusetts Executive Office of Administration and Finance Division of Capital Planning and Operations and the Office of Disability Affairs. **Based on Code Revisions of 2007, updated in 2015.**

STEP BY STEP

1. **Identify team members.** These individuals will provide guidance and assistance during the planning, surveying, and reviewing steps. The team might include the facility manager, chief administrator, maintenance supervisor, 504 Coordinator or Equal Opportunity officer, financial staff, and persons with disabilities.
2. **Fill in the Survey Form.** For each building to be surveyed, read through the entire section and determine the total number of Survey Forms that will be needed. If you have more than one building at your facility, use additional Survey Forms.
3. **Copy the Survey Forms.** Photocopy the necessary survey forms for the facility being reviewed. Keep this survey booklet as a reference and for future surveying needs. Be sure to copy an extra set of forms to have handy when surveying (in the event an unexpected barrier is encountered). Collate and staple the appropriate forms on a building-by-building basis. For each survey form, fill out each and every question. It is very important that all issues are addressed and that an answer is provided. If a particular question is not applicable, then note this by checking "N/A". This will indicate that the question has not been overlooked or forgotten. The importance of this will become clear when the survey is reviewed at a later date. A comment section is provided at the end of each survey form. Use this area for notes and to clarify special situations which may occur.

SITE

Site accessibility involves arriving at the site, parking a vehicle or being dropped off, and getting to a building or outdoor recreation area. It also includes the ability to move from one building to another when there is more than one building at a facility.

People with mobility issues who arrive by vehicle need to be able to enter buildings on their own – independently – without assistance from others. Direct and safe walkways from these areas as well as from the street and transportation stops are essential for people with mobility and sight impairments.

BUILDING

Once an accessible route has been provided to the building, an accessible entrance is essential to making a building usable by people with disabilities. As many entrances as possible should be accessible, especially the entrance used most often by the nondisabled public. Asking individuals with disabilities to use basement or back doors not used by others not only discriminates against them but also puts them at a disadvantage by depriving them of services provided in a front lobby: signage, reception, and waiting areas. It is important that once someone is inside the entrance that they be able to easily gain direct access to elevators and corridors that lead to other parts of the building.

Sixty percent of primary public entrances to a building are required to be accessible. As many employee and service entrances as possible should also be accessible. For example, in large buildings such as hospitals there may be an emergency entrance, a visitor entrance, and an entrance that staffs use located close to where they park their cars. In this instance, all three entrances should be accessible. It is often the case that parking lots are located at the back of the buildings. If the main entrance is located on a public street but a long walk from the back of the building, both entrances should be made accessible.

Some criteria for determining which entrances should be accessible include:

- It is referred to as the “main entrance” to the building. (If you asked for directions to this building, you would be directed to this entrance.)
- It provides the most direct access to main corridors and elevators (if present) as well as major public function spaces at the entry level such as an auditorium or cafeteria.
- It is an entrance that people use when they enter the building from visitor or staff parking areas.

Accessible routes within and throughout the building or facility are the next area which need to be considered in order to provide access for persons with disabilities. Changes in elevation can be accomplished by ramp, elevator or lift.

People often think that getting around within a building is only a problem for someone using a wheelchair. Individuals with limited or no vision find it difficult to use buildings with poor signage, obstructions in the hallways, and elevators without audible signals. People with leg braces or prosthesis find poorly designed stairs difficult, if not impossible, to use.

SPACES

Once you have made it possible for people to move about the facility easily, you need to determine what spaces should be made accessible. Even if there are only a few people with disabilities currently using a building, there will eventually be more. Remember that individuals with disabilities are not only customers and clients, but they are also employees and management personnel.

Rooms like toilet rooms will be found in all buildings. Other spaces are more specialized and occur less frequently but should be accessible because of their public use.

SURVEY FORMS

BUILDING ACCESS

BUILDING:

DATE OF SURVEY:

STREET ADDRESS:

CITY/STATE:

BUILDING CONTACT NAME:

BUILDING CONTACT INFORMATION:

SURVEYOR'S NAME:

SURVEYOR'S CONTACT INFORMATION:

SURVEYOR'S POSITION OR TITLE:

SITES

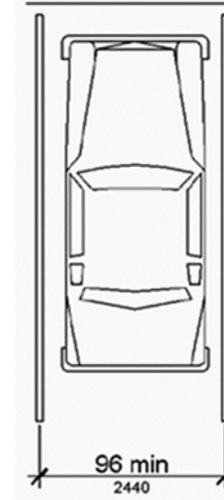
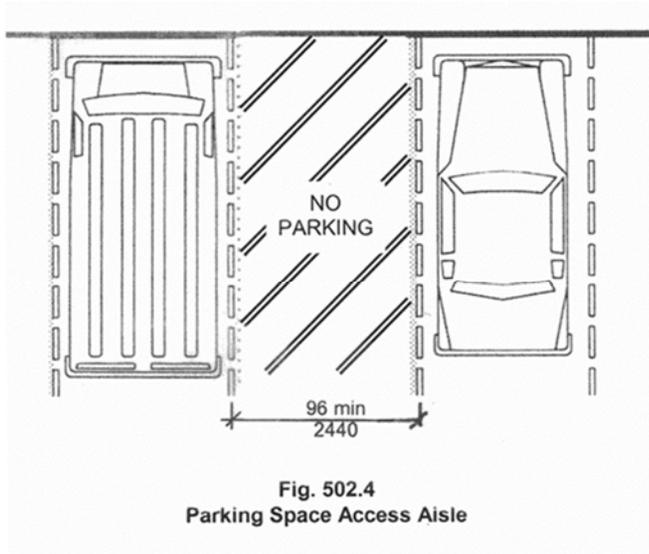
PARKING SPACE REQUIREMENTS

- For 1 to 25 parking spaces, 1 Accessible Spaces Required, 1 of which must be Van Accessible
- For 26 to 50 parking spaces, 2 Accessible Spaces Required, 1 of which must be Van Accessible
- For 51 to 75 parking spaces, 3 Accessible Spaces Required, 1 of which must be Van Accessible
- For 76 to 100 parking spaces, 4 Accessible Spaces Required, 1 of which must be Van Accessible
- For 101 to 150 parking spaces, 5 Accessible Spaces Required, 1 of which must be Van Accessible
- For 151 to 200 parking spaces, 6 Accessible Spaces Required, 1 of which must be Van Accessible
- For 201 to 300 parking spaces, 7 Accessible Spaces Required, 2 of which must be Van Accessible
- For 301 to 400 parking spaces, 8 Accessible Spaces Required, 2 of which must be Van Accessible
- For 401 to 500 parking spaces, 9 Accessible Spaces Required, 2 of which must be Van Accessible
- For 501 to 1000 parking spaces, 2% of Total Accessible Spaces Required, of which 1 in every 6, or fraction thereof, must be Van Accessible
- For 1000+ parking spaces, 20 plus 1 for each additional 100 Accessible Spaces Required, of which 1 of 6, or fraction thereof, must be Van Accessible

***NOTE: “van accessible” spaces are included in the number of “accessible spaces required.”**

One in every six accessible spaces must be van accessible, having a minimum vertical clearance of 98 inches.

PARKING SURVEY FORM



1. Are there accessible spaces provided per Parking Spaces Requirements? Yes No N/A
2. Are parking spaces 8 feet wide with an adjacent 8 foot wide access aisle? (Parking spaces can share an access aisle.) Yes No N/A
3. Are access aisles identified with a sign stating “no parking” centered at the head end of the space no more than 8 feet from the space? Yes No N/A

OR

Only where the sign would obstruct the pedestrian route, is the access aisle marked with “no parking” on the surface of the access aisle? Yes No N/A

4. Where the access aisle is marked with a sign, is the bottom edge of the sign between 60 inches and 66 inches above the surface of the access aisle? Yes No N/A
5. Does the van accessible space have a minimum clear height of 98 inches at the space and along the vehicular route leading to the space? Yes No N/A
6. If all spaces do not have a clear height of 98 inches, do the van spaces have a sign indicating “van accessible”?

Yes No N/A

7. Are the access aisles connected directly to the accessible route leading to the building entrance?

Yes No N/A

8. Are curb ramps provided along the accessible route where necessary? (e.g., connecting the access aisle to sidewalk)

Yes No N/A

9. Is each accessible space identified with a sign displaying the international wheelchair symbol, indicate that a permit is required, and that there is a maximum \$200 fine for violation?

Yes No N/A

10. Is the lettering and international wheelchair symbol on the sign white with a blue background?

Yes No N/A

11. Is the sign centered at the head end of the space no more than 8 feet from the space?

Yes No N/A

OR

If parallel parking, is the sign located on the side of the space at the head end?

Yes No N/A

12. Is the bottom edge of the sign between 60 inches and 66 inches above the surface of the parking lot?

Yes No N/A

13. Are the designated spaces located as close as possible to an accessible entrance?

Yes No N/A

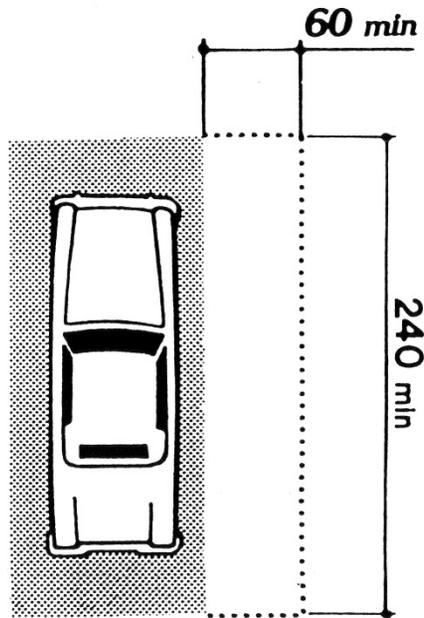
14. For facilities with more than one accessible entrance, are the designated parking spaces dispersed among the various accessible entrances?

Yes No N/A

15. Is the parking area and access aisle a firm, stable, slip-resistant surface with a slope of no more than 1:48 (2%) in all directions?

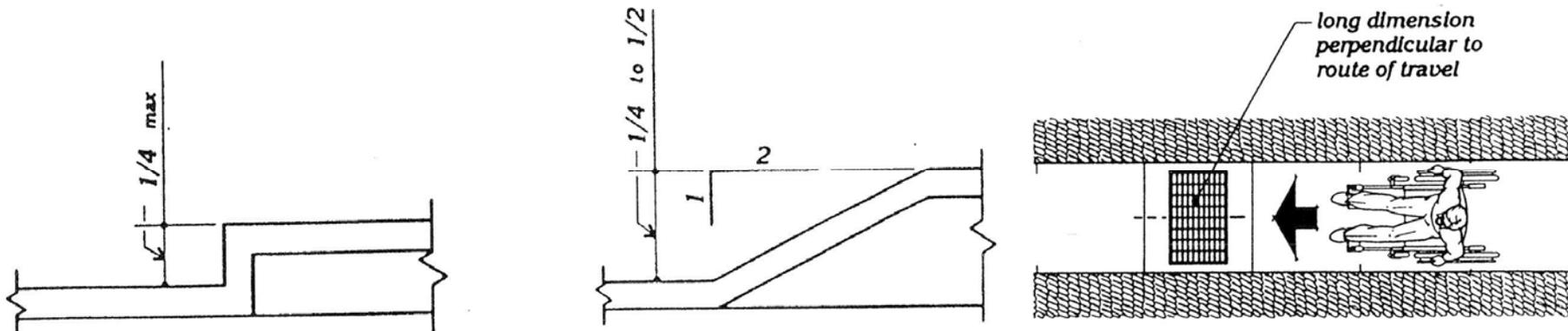
Yes No N/A

DROP-OFF ZONE



1. Does the drop-off area provide an access aisle 5 feet wide by 20 feet long adjacent and parallel to the vehicle pull-up space? Yes No N/A
2. Does the drop-off area provide a minimum clear height of at least 114 inches at the space and along the vehicular route leading to the space? Yes No N/A
3. Is the parking area and access aisle a firm, stable, slip-resistant surface with a slope of no more than 1:48 (2%) in all directions? Yes No N/A
4. Is the access aisle connected directly to the accessible route leading to the building entrance? Yes No N/A
5. Are curb ramps provided along the accessible route where necessary (i.e. along the accessible route from parking, drop-off, or sidewalk)? Yes No N/A
6. Is the drop-off area located as close as possible to an accessible entrance? Yes No N/A

WALKWAYS



(This section only applies to exterior walkways connecting accessible parking spaces and accessible drop-off areas to accessible building entrances and to exterior walkways connecting buildings that are on the same site.)

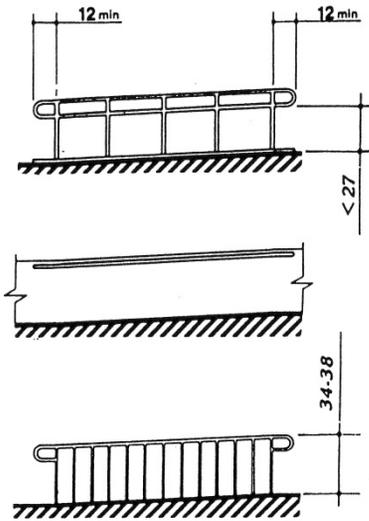
1. Is the walkway at least 4 feet wide? Yes No N/A
2. Is the walkway sloped a maximum of 1:20 (5%) in the direction of travel? Yes No N/A
3. Is the cross slope a maximum of 1:48 (2%)? Yes No N/A
4. Does the walkway have a firm, stable, slip-resistant surface? Yes No N/A
5. Do all changes in level between ¼ inch and ½ inch have beveled edges (Changes greater than ½ inch are not allowed.) Yes No N/A
6. If gratings are located within the walkway, do they have spaces no greater than ½ inch wide with the long dimension perpendicular to the direction of travel? Yes No N/A
7. Are curb ramps provided along the accessible route where necessary (i.e. along the accessible route from parking, drop-off, or sidewalk)? Yes No N/A

CURB RAMP

1. Is the slope of the curb ramp a maximum of 1:12 (8.3%) measured in the direction of travel? Yes No N/A
2. Is the curb ramp a minimum of 36 inches wide, exclusive of the flared edges? Yes No N/A
3. Is the transition from the curb ramp to the adjoining surface flush and free of abrupt changes?
 Yes No N/A
4. Is the slope of the surface immediately adjoining the curb ramp a maximum of 1:20 (5%)? Yes No N/A
5. Is there a landing at the top of the curb ramp at least 3 feet measured in the direction of travel?
 Yes No N/A

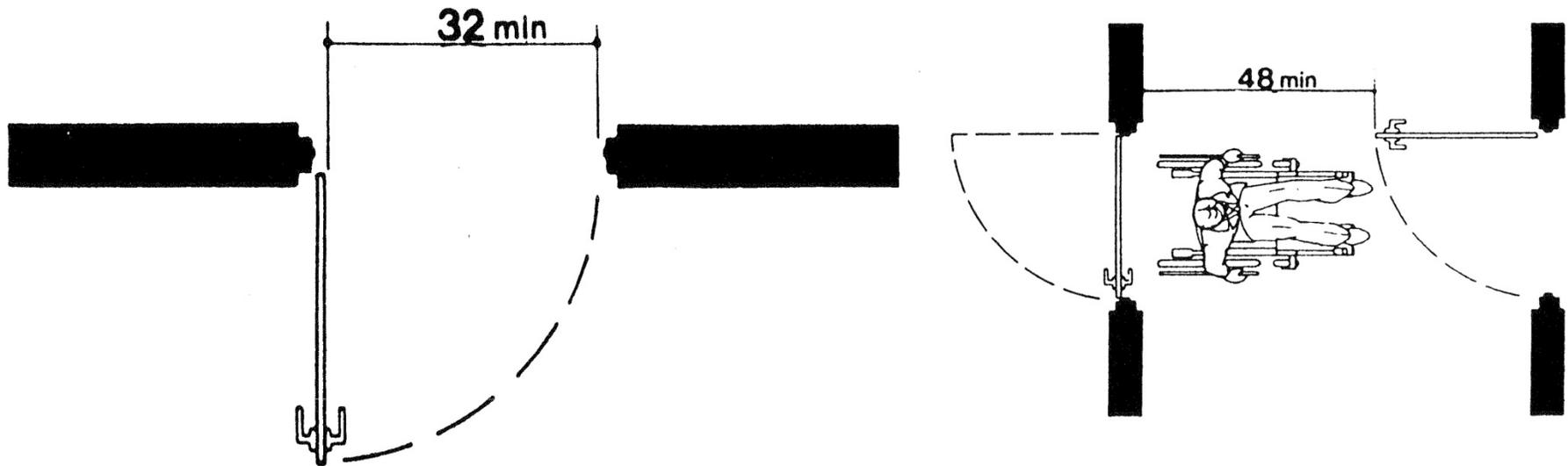
RAMP

1. Is the ramp a minimum of 36 inches wide (measured between handrails)? Yes No N/A
2. Is the maximum slope no greater than 1:12 (8.3%)? Yes No N/A
3. Is the cross slope no greater than 1:48 (2%)? Yes No N/A
4. Is the surface of the ramp firm, stable, and slip-resistant? Yes No N/A
5. Is there a 5-foot landing, measured in the direction of the ramp, at the top and bottom of the ramp?
 Yes No N/A
6. If the total rise exceeds 30 inches, is there a 5 foot intermediate landing located no more than 30 inches above the bottom of the ramp? Yes No N/A
7. If the ramp changes direction at the landing, is a turning space provided on the landing (generally a 5 foot diameter circle)? Yes No N/A
8. If the total rise exceeds 6 inches, are there handrails provided on both sides of the ramp? Yes No N/A



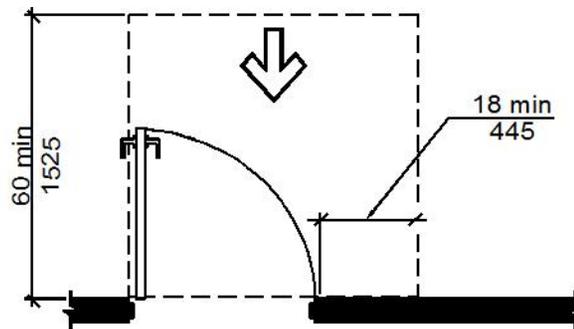
1. Are the handrails mounted between 34 inches and 38 inches above the ramp surface? Yes No N/A
2. Do handrails extend horizontally 12 inches beyond the top and bottom of the ramp? Yes No N/A
3. Is the space between the handrail and the wall a minimum of 1 ½ inches? Yes No N/A
4. Are the ends of handrails looped or returned to wall, floor, or post? Yes No N/A
5. Do ramps and landings with drop-offs have curbs, walls, or railing which prevent a wheelchair from going over the edge? (Curbs must be at least 4 inches high.) Yes No N/A

DOORWAY



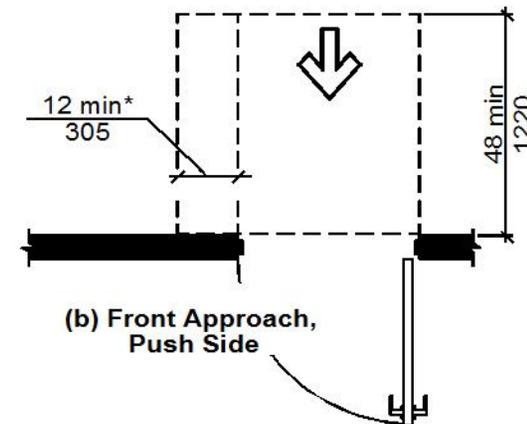
1. With the door in a 90 degree open position, is there a minimum of 32 inches of clear space from the face of the door to the latch side doorstop? (Exception: doors not requiring passage, such as shallow closets, may have clear openings of 20 inches minimum.) Yes No N/A
2. If a doorway has two independently operated door leaves, does at least one leaf provide the 32 inch clear space? Yes No N/A
3. If there are two sets of doors in a series, as in a vestibule, is there a minimum distance between the doors of 4 feet plus the width of the in-swinging door? Yes No N/A
4. If there are two sets of doors in a series, as in a vestibule, is there a turning space between the doors? (Generally a 5 foot diameter circle.) Yes No N/A
5. Is the threshold no more than $\frac{1}{2}$ inch in height? Yes No N/A
6. Is the door hardware operable by a single effort with one hand not requiring tight grasping, pinching or twisting of the wrist? (such as a lever or loop style?) Yes No N/A

7. Is the threshold no more than ½ inch in height? Yes No N/A
8. Is the door hardware mounted no more than 48 inches above the floor? Yes No N/A
9. For interior doors, is the force required to open the door no more than 5 lbs.? (Does not apply to “fire” doors.) Yes No N/A
10. Is there a minimum of 18 inches of clear space on the latch side from the pull side of the door? (Not required for doors with automatic opener.) Yes No N/A
11. If the door has both a closer and a latch, is there a minimum of 12 inches of clear space on the latch side from the push side of the door? (Exceptions: doors with automatic opener.) Yes No N/A

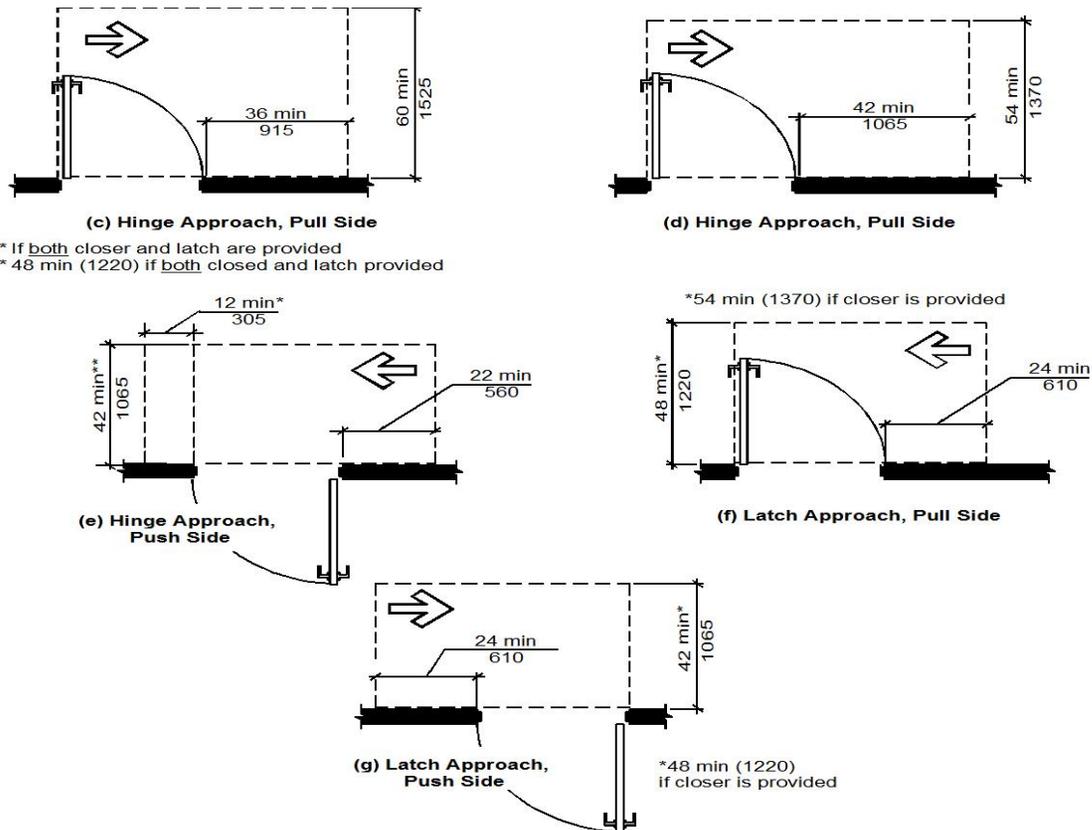


(a) Front Approach, Pull Side

*If both closer and latch are provided



(b) Front Approach, Push Side



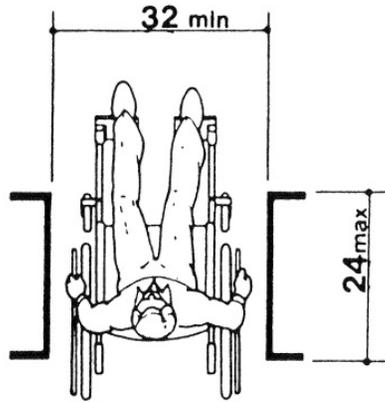
* If both closer and latch are provided
 ** 48 min (1220) if both closed and latch provided

Fig. 404.2.3.1
 Maneuvering Clearance at Manual Swinging Doors

- Do other doors have clearances as required in diagrams above? (not required for doors with automatic opener.)
 Yes No N/A
- If the door has an automatic push button control, is the push button control mounted no more than 48 inches above the floor? (prefer 30 to 36 inches above the floor)
 Yes No N/A

CORRIDOR

1. Are all corridors a minimum of 36 inches wide? Yes No N/A
2. If there are portions of the corridor less than 36 inches wide, are they a minimum of 32 inches wide with a maximum distance of 24 inches? Yes No N/A



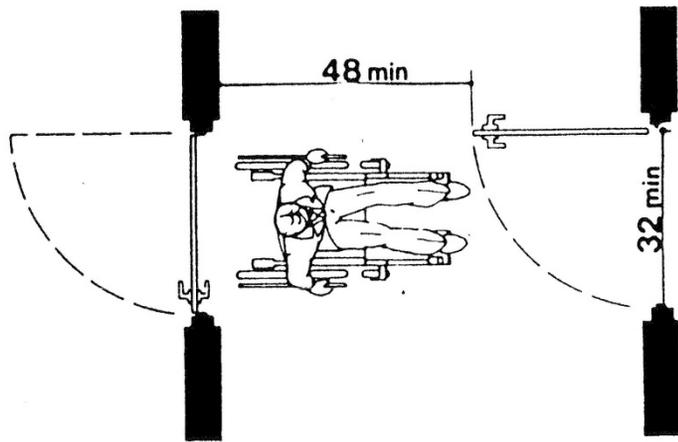
3. Do public use counters have a section of the counter that is at least 36 inches wide and no more than 36 inches above the floor? Yes No N/A
4. Do objects protruding from walls between 27 inches and 80 inches above the floor project no more than 4 inches from the wall? Yes No N/A

SPACES

TOILET ROOM

(please fill out one assessment sheet for each Toilet Room unless they are identical to each other)

Male Female Unisex Floor or Building



1. With entry door in a 90 degree open position, is there a minimum of 32 inches of clear space from the face of the door to the latch side door stop? Yes No N/A
2. If there are two sets of doors in a series, as in a vestibule, is there a minimum distance between the doors of 4 feet plus the width of the in-swinging door? Yes No N/A
3. If there are two sets of doors in a series, as in a vestibule, is there a turning space between the doors (generally a 5 foot diameter circle)? Yes No N/A
4. Is the toilet bowl centered between 16 inches and 18 inches from a side wall? Yes No N/A
5. Is the toilet area, measured from the wall next to the toilet, a minimum of 60 inches wide? Yes No N/A

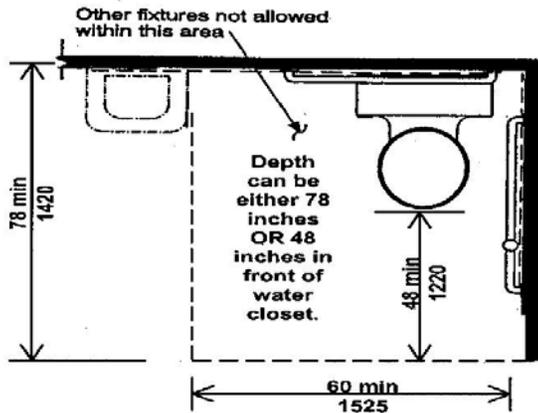


Fig. 604.3
Size of Clearance for Water Closet

6. Does the toilet area have a minimum of 48 inches of clear floor space from the front of the toilet bowl to the compartment/room wall? Yes No N/A
- OR
- Is the depth of the space at least 78 inches measured from the wall behind the toilet? Yes No N/A
7. Is the flush valve located on the wide side of the toilet area mounted no more than 48 inches above the floor? (If mounted above the grab bar, the flush valve must be at least 12 inches above the grab bar but no more than 48 inches above the floor.) Yes No N/A
8. Is the height of the toilet seat between 17 inches and 19 inches above the floor? Yes No N/A
9. Does the compartment door have a minimum clear opening of 32 inches? Yes No N/A
10. Is the compartment or room, door-locking hardware easy to operate without requiring tight grabbing, pinching or twisting? Yes No N/A
11. Are both horizontal and vertical grab bars provided as shown in diagrams on the next page? Yes No N/A

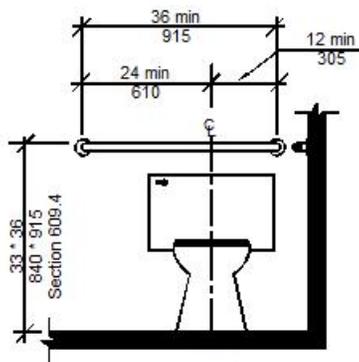


Fig. 604.5.2
Rear Wall Grab Bar for Water Closet

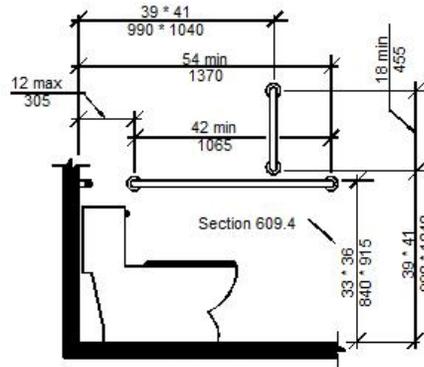


Fig. 604.5.1
Side Wall Grab Bar for Water Closet

12. Is the toilet paper dispenser mounted below the horizontal grab bar as shown in diagram? Yes No N/A

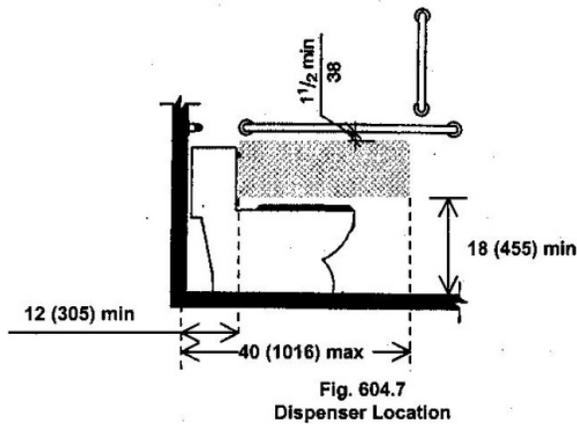
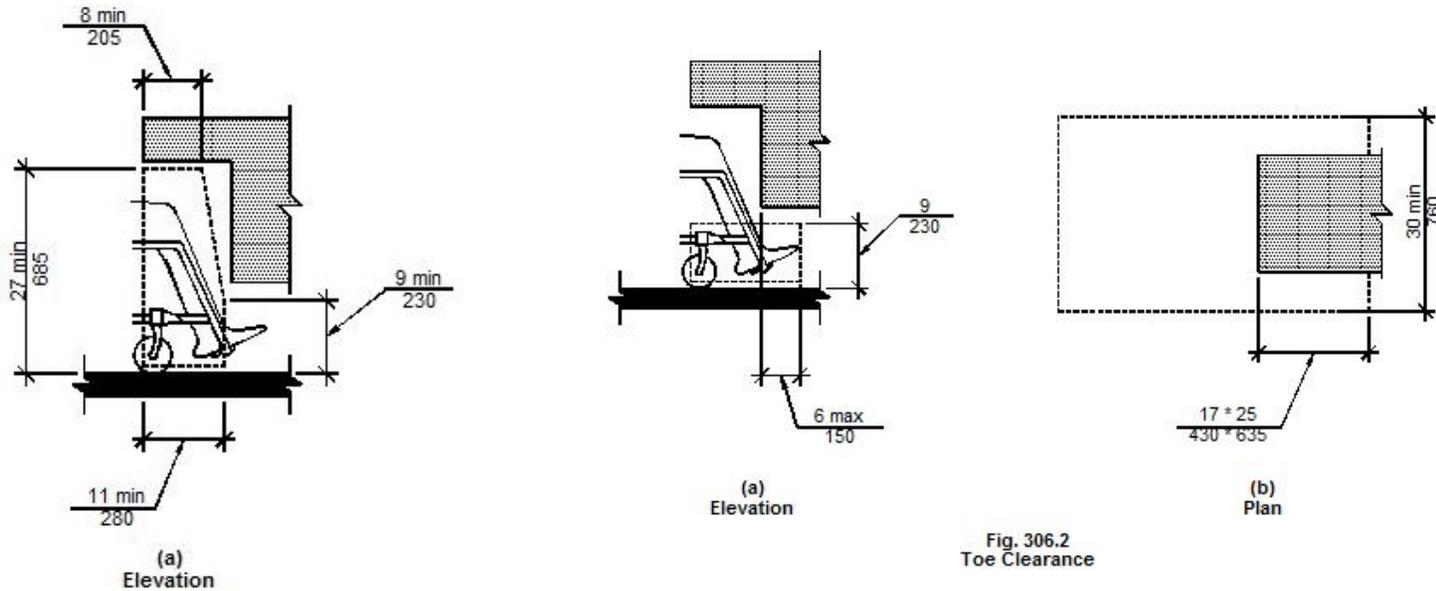


Fig. 604.7
Dispenser Location

13. If there are 2 or more toilet compartments in a room, is there an ambulatory accessible compartment measuring 36 inches wide provided in addition to the wheelchair accessible compartment? Yes No N/A

14. If there are two or more urinals, is at least one urinal mounted with the rim no more than 17 inches above the floor? Yes No N/A

15. Is the rim of the sink a maximum height of 34 inches above the floor? Yes No N/A



16. Is there a minimum of 27 inches of knee clearance from the floor to the bottom of the apron or counter?

Yes No N/A

17. Does the knee clearance extend at least 8 inches back from the front edge?

Yes No N/A

18. Is there a toe clearance that extends at least 17 inches back from the front edge at a height of 9 inches above the floor?

Yes No N/A

19. Are the knee and toe clearances at least 30 inches in width?

Yes No N/A

20. Do the faucets have lever handles or are they electronically controlled (operable with one hand and not requiring tight grasping, pinching, or twisting of the wrist)? Self-closing faucets that require both reaching forward and pushing down to activate are not recommended.

Yes No N/A

21. If a self-closing faucet is in use, does the water flow for a minimum of 10 seconds?

Yes No N/A

22. Is the plumbing insulated or otherwise covered so that there are no sharp or abrasive edges exposed?

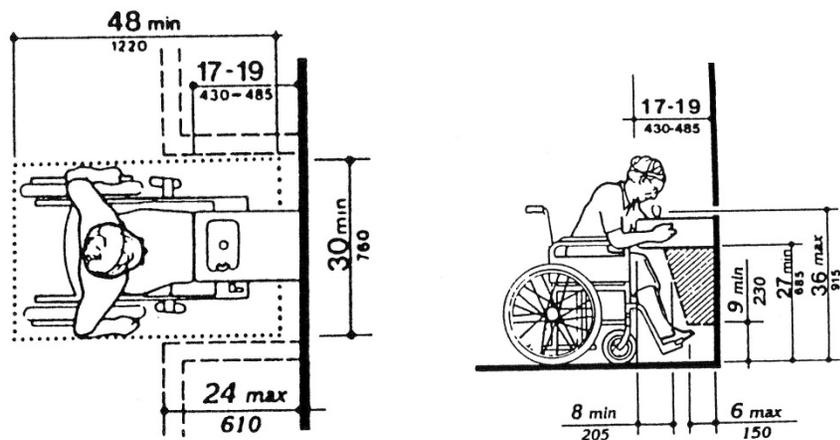
Yes No N/A

23. Is there a clear floor space 30 inches wide by 48 inches long in front of the sink for a forward approach? Yes No N/A
24. Is the mirror mounted no higher than 40 inches to the bottom reflective edge? Yes No N/A
25. Is there at least one of each type of accessory (soap dispenser, towel dispenser, etc.) mounted such that the operating mechanism is no more than 48 inches above the floor? Yes No N/A
26. Does each accessible fixture and accessory have a clear floor space 30 inches wide by 48 inches long in front of or adjacent to the fixture or accessory? Yes No N/A
27. Does the toilet room have adequate space to allow a 5 foot diameter circle (to allow a wheelchair to turn 180 degrees)? Yes No N/A
28. Diaper changing tables are not allowed in the wheelchair accessible toilet compartment. Yes No NA

DRESSING AND FITTING ROOM

1. Is there adequate clear floor space provided within the room to allow a person using a wheelchair to make a 180-degree turn (generally a 5-foot diameter circle)? Yes No N/A
2. With the entry door in a 90-degree open position, is there a minimum of 32 inches of clear space from the face of the door to the latch side door stop? Yes No N/A
3. Is the door hardware operable by a single effort with one hand not requiring tight grasping, pinching, or twisting of the wrist? Yes No N/A
4. Does the room provide a fixed bench 17 inches to 19 inches above the floor that is between 20 inches to 24 inches deep and 42 inches minimum in length? Yes No N/A
5. Does the bench have a back rest (a wall can serve as a back rest)? Yes No N/A
6. Do 5% - but not less than one – of the dressing rooms for each type of use in each cluster of dressing rooms comply with the requirements in this section? Yes No N/A

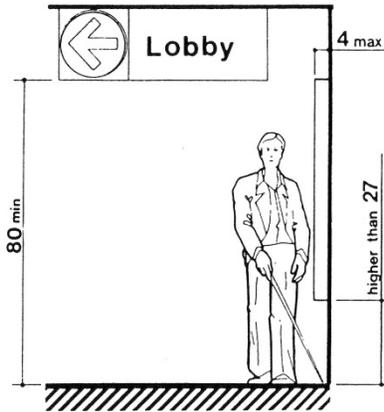
DRINKING FOUNTAIN



1. Is there a clear floor space of at least 30 inches by 48 inches provided for a forward approach to the drinking fountain? (Fountains without knee clearance can provide a parallel approach.) Yes No N/A
2. Is a knee clearance at least 27 inches above the floor provided at the front edge that extends back from the front edge at least 8 inches? Yes No N/A
3. Is the spout mounted at the front of the unit? Yes No N/A
4. Is the spout mounted no more than 36 inches above the floor? Yes No N/A
5. Is the operating control mounted at the front of the unit or on the side near the front of the floor? Yes No N/A
6. Is the water flow at least 4 inches high in a trajectory parallel or nearly parallel to the front of unit? Yes No N/A
7. Do 50% of the drinking fountains per floor comply with questions 1-6 above? Yes No N/A
8. Do 50% of the drinking fountains per floor have a spout height between 38 inches and 43 inches above the floor? Yes No N/A
9. If there is only one drinking fountain on the floor, does it have both a high and a low spout? Yes No N/A

10. Does the drinking fountain protrude more than 4 inches from the wall between 27 inches and 80 inches above the floor? Yes No NA

INFORMATION KIOSK AND AUTOMATED TELLER MACHINE



1. Is a clear floor space 30 inches wide by 48 inches long provided next to the kiosk? Yes No N/A
2. Are the controls located no more than 48 inches above the floor? Yes No N/A
3. Are all operating controls and mechanisms operable with one hand without tight grasping, pinching, or twisting of the wrist? Yes No N/A
4. Do all operating controls and mechanisms operate with no more than 5 lbs. of force? Yes No N/A
5. Are all instructions and information accessible to and independently usable by persons who are blind or have limited vision? Yes No N/A

SALES AND SERVICE COUNTERS

1. Do sales counters and counters for distribution of goods or services have a portion of the counter at least 36 inches wide that is no more than 36 inches above the floor? (does not apply to check-out aisles) Yes No N/A

2. Are accessible counters dispersed throughout the facility? Yes No N/A
3. Are the accessible counters located on accessible routes? Yes No N/A
4. Are accessible check-out aisles identified with the international wheelchair symbol mounted above the check-out aisle in the same location as the check-out number or type of check-out? Yes No N/A
5. Does the number of accessible check-out aisles provided comply with [Table A](#) below? Yes No N/A

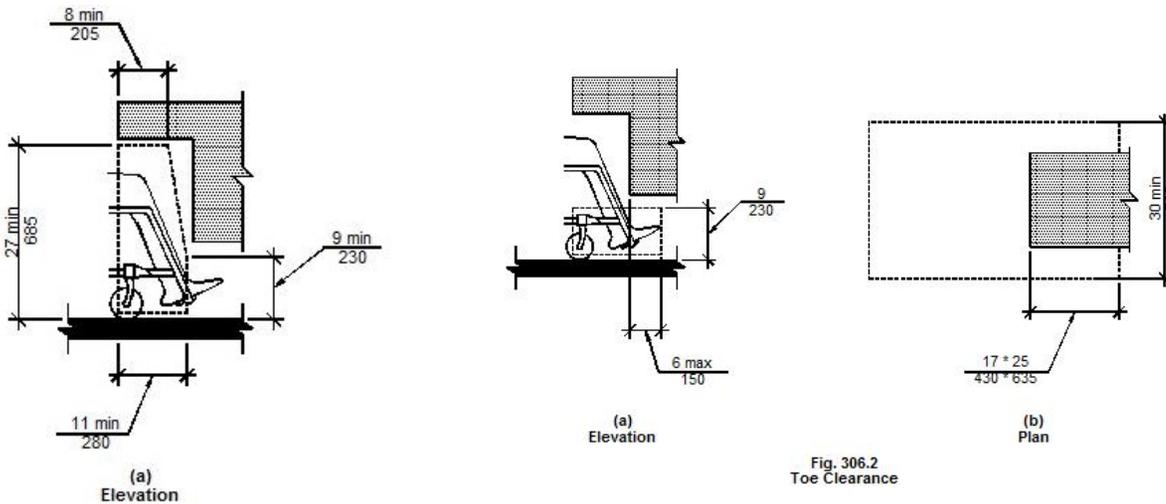
Table A: Sales and Service Counters

Check-out Description	Number of each function	Accessible Check-out Description	# of Required Accessible Checkout Aisles
If the total number of check-out aisles of each function is	1 to 4	The minimum number of accessible check-out aisles must be	1
If the total number of check-out aisles of each function is	5 to 8	The minimum number of accessible check-out aisles must be	2
If the total number of check-out aisles of each function is	9 to 15	The minimum number of accessible check-out aisles must be	3
If the total number of check-out aisles of each function is	More than 15	The minimum number of accessible check-out aisles must be	3, plus 20% of additional aisles

RESTAURANT AND CAFETERIA

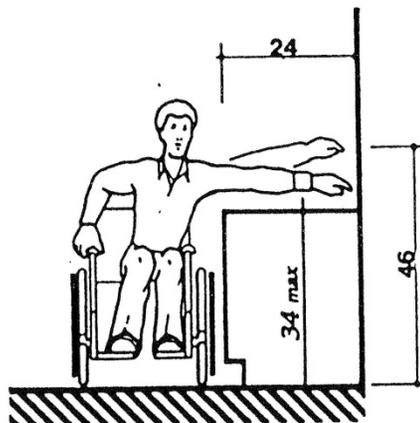
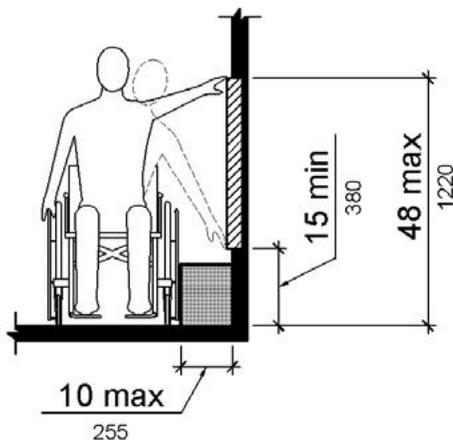
(These requirements are in addition to all other applicable requirements.)

1. Are dining surface heights (tables and counters) between 28 inches and 34 inches above the floor (30 inch maximum height preferred)? Yes No N/A
2. Do dining surfaces have a minimum knee clearance of 27 inches above the floor (29 inches preferred)? Yes No N/A
3. Does the knee clearance extend at least 8 inches beneath the dining surface (11 inches minimum preferred)? Yes No N/A



4. Does the dining surface have a minimum toe clearance that extends at least 17 inches beneath the dining surface at a height of 9 inches above the floor? Yes No N/A
5. Are the knee and toe clearances at least 30 inches in width? Yes No N/A
6. Are accessible dining surfaces located on an accessible route that is a minimum of 36 inches wide? Yes No N/A

7. Are a minimum of 5% of the dining surfaces in compliance with questions 1-6 above? Yes No N/A
8. Are all dining areas, including raised and sunken areas and outdoor areas, located on an accessible route? (In non-elevator buildings, mezzanine seating areas that provide less than 25% of the total dining seating are not required to be located on an accessible route.) Yes No N/A
9. Are tray slides no more than 34 inches above the floor? Yes No N/A
10. Does the food service line have a minimum clear width of 36 inches (42-inch preferred)? Yes No N/A
11. Are the condiments and tableware located within the reach ranges shown in the diagrams below? Yes No N/A



12. Are the vending machine controls easy to operate requiring no tight grasping, pinching, or twisting of the wrist? Yes No N/A
13. Are the vending controls located no more than 48 inches above the floor? Yes No N/A

September 2016

Section 6 – Marketing



The Hutchinson Chamber, MnDOT and the City will be working diligently to provide signage, marketing and advertising to direct people to your business during the construction. The Chamber will host events and programs to keep people shopping and visiting Main Street.

You will want to think about your own marketing and website needs. Keeping your website and marketing materials up-to-date and fresh are great ways to keep your customers informed of what you are doing and providing.

Reach out to your website support and marketing professionals. If you need resources, we have two local businesses listed here:

Steve Gasser

Vivid Image

320-587-8974

steve@vimm.com

Jason Werowski

Minnesota Website Company

320-296-6383

jason@mnwebco.com



A Road To An Even Better Hutchinson

Help People Find You During Construction

The Main Street 2020 road construction project in downtown Hutchinson presents an opportunity for local businesses to optimize their local search presence.

Why is Local Search Important?

Having a thorough online local search identity will help people find businesses when the road and sidewalk in front of their location is under construction requiring the use of the business' back door as a main entrance with limited parking.

Claiming and updating online business directory listings improves search results for your business. Proximity is a search factor, for example, when people are searching for a restaurant near them, search results will produce restaurants close to where they are at the moment. If you don't have correct online listings you won't show up in searches.

Local Search Marketing Can Help

Local search marketing is the creation of business listings online. These online profiles include your business name, address, phone number, website, and other information. The more accurate your directory listings are, the easier it will be for people to find your locations, and search engines give the correct listings more credibility.

Directory listing consistency is important to search engines. Complete information improves your search rating, which allows your location to show up higher in search results. When people are driving near Hutchinson looking for a business like yours, you want to be in the top three search options, so people choose your business as their destination.



Three Ways We Can Help You Get Found

» Essential Local Search

Create and update consistent search information across 60+ online directories. Highlight features easily.

» Advanced Local Search

Monitor your business reviews to ensure you're attracting online visitors. Eliminate duplicate listings.

» Ultimate Local Search

On average, customer reviews are proven to increase sales by 18% and 90% of people claim positive reviews influence their purchasing decisions. Encourage interactions.

**Specific Healthcare Industry Directories Available

Contact Vivid Image to get started!



Vivid Image will help you plan and execute an online marketing and communication strategy focused on increasing your leads and turning customers into loyal fans of your business.

We work with business owners and marketing departments who recognize the need to do online marketing right, but either lack the time or experience to get it done. You can depend on a history of 20 years experience in business and a diverse team of marketing talent with people who are responsive, get things done, and care!

Core Services

- » Marketing Strategy
- » Website Design & Development
- » Website Hosting
- » Social Media Community Management
- » Content Creation & Planning
- » Email Marketing
- » Mobile Marketing
- » E-commerce
- » Logo & Print Design
- » Project Management
- » Marketing Education

Industries Served

- » Healthcare
- » Manufacturing
- » Professional Services
- » Education
- » Arts
- » Non-profits
- » Retail
- » Technology

Why Work With Us?

- » Responsive
- » Creative
- » Innovative
- » Caring
- » High-quality
- » Efficient
- » Planning & Strategy Focused
- » "Easy to work with" Attitude



Next Steps

Talk to your Vivid Image Account Director to get started!

Email Marketing

An Effective Tool For:

- » Lead Nurturing
- » Promotion
- » Brand Awareness
- » Engagement
- » Customer Satisfaction
- » Market Research
- » Communication
- » Event Promotion
- » Target Marketing

“

Vivid Image helps Caspers Chiropractic stay in front of our current patients and potential new patients with monthly email newsletters. Email marketing has allowed us to quickly communicate our promotions, community involvement, patient testimonials, and tips that help our patients be their healthiest.

- Dr. Guy Caspers, Owner | Caspers Chiropractic Center | Casperschiropractic.com

Email Marketing is all about staying in touch with your customers. By inviting them to subscribe to your emails, or by using an existing customer email list, you can create an open line of communication with your customers. The beauty of email is that because of its wide use, it's convenient for your customers and potential customers to get information from you that is timely and relevant. When used correctly, email marketing can drive people to your website to nurture leads that are new to your product or service, increase sales and engagement through promotions, and improve customer satisfaction through sales process follow-up.

How Vivid Image Can Help

- » Email Template Design
- » Email Account Setup
- » Email Marketing Coaching
- » Custom Graphic Development
- » Training
- » Segmented List Creation
- » Email Campaign Execution
- » Inbound Marketing Drip Campaigns
- » Landing Page Development

Budgeting for Email Marketing can be done in a variety of ways. For regularly-scheduled and consistent email marketing, such as a monthly or quarterly newsletter or promotion, a monthly email marketing retainer is often a great fit. Email marketing can also be done on an hourly or project basis if your email activity will vary based on your project's size, scope, frequency, execution details, etc. Services can be invoiced monthly on a time and materials basis at standard hourly rates, or save 25% or more by purchasing a 50 or 100 hour package at special discounted rates.

Contact your friendly Account Director today for a free needs analysis and quote.

Section 7 – Your Business/Building

Section 8 – Other

Benefits and Assistance from the Chamber during 2020 Construction

- | | | | | | | | | | | | |
|---------------------|---|---|--|----------------|------------------|------|------|----------|------|------|--|
| Chamber Members | <ul style="list-style-type: none"> • <u>Website Portal</u> • Event Calendar • Hot Deals • Job Postings • Press Releases | <ul style="list-style-type: none"> ▪ Newsletter Inserts ▪ Table Tents | | | | | | | | | |
| Non-Chamber Members | <ul style="list-style-type: none"> • Event Calendar • Table Tents | | | | | | | | | | |
| Marketing | <ul style="list-style-type: none"> • Billboards will be utilized on Hwy 7 W, Hwy 7 E, Hwy 15 N and Hwy 15 S. • Additional local marketing and events during 2020 | | | | | | | | | | |
| Conference Room | <ul style="list-style-type: none"> • Available on a first come/first serve basis • Hours of Operation: Monday- Friday 8:00 a.m. – 4:00 p.m. • The conference room can be rented at the following rates: <table border="0" style="margin-left: 40px;"> <tr> <td style="text-align: center;"><u>Non-Members</u></td> <td></td> <td style="text-align: center;"><u>Members</u></td> </tr> <tr> <td style="text-align: center;">Up to four hours</td> <td style="text-align: center;">\$30</td> <td style="text-align: center;">Free</td> </tr> <tr> <td style="text-align: center;">Full day</td> <td style="text-align: center;">\$60</td> <td style="text-align: center;">Free</td> </tr> </table> <p>The rental fee for non-members will be waived for Main Street 2020 meetings.</p> <ul style="list-style-type: none"> • Amenities included in this pricing include: <ul style="list-style-type: none"> ○ Conference table and chairs to accommodate up to 16 people ○ Coffee/Water ○ Small Kitchenette includes: Coffee maker, 2 coffee air pots, refrigerator, sink and microwave ○ WiFi ○ Wireless Projection System ○ Easel/Easel Pad • Rental Procedure: <ul style="list-style-type: none"> ○ To schedule Gina at 320/587-5252 ○ It is preferable to have at least one day's notice; however, reservations should be made as far in advance as possible. • Conference Room Usage: <ul style="list-style-type: none"> ○ Renters will return the conference room to its original state, including garbage picked up, chairs, tables and equipment back to their original locations. ○ Renters will vacate the conference room by the end of the time scheduled with staff. ○ Meetings should be conducted in such a way as to not disturb staff. ○ Items may not be affixed to the walls, ceilings or any Chamber/Tourism property. ○ No private parties or receptions are allowed. ○ All food should be disposed of properly; no food or drink should remain in the refrigerator. ○ Renters are expected to follow this policy, and failure to do so, may result in the inability to use the room in the future or damage/disorder fees. | <u>Non-Members</u> | | <u>Members</u> | Up to four hours | \$30 | Free | Full day | \$60 | Free | |
| <u>Non-Members</u> | | <u>Members</u> | | | | | | | | | |
| Up to four hours | \$30 | Free | | | | | | | | | |
| Full day | \$60 | Free | | | | | | | | | |