

Small Business Toolkit

A Guide to Starting or Expanding a Business in Canton, IL

www.cantonillinois.org









TEAM

Prepared for

Spoon River Partnership for Economic Development 45 East Side Square, Suite 303 Canton, IL 61520

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Produced by

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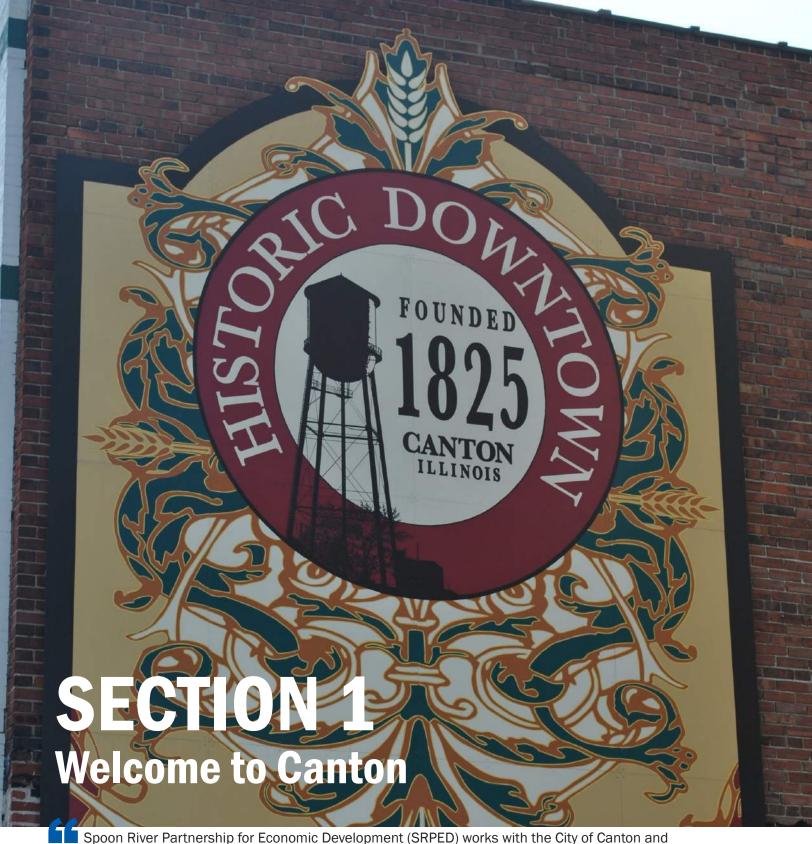




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other local and regional institutions to make Canton the best place to start or expand a business.

INTRODUCTION

We appreciate your interest in locating a new business or expanding an existing business in our city. Canton takes pride in being known as a warm and welcoming community for new and existing businesses, retail shoppers, tourists, and residents alike. Home to Spoon River College, Graham Hospital, acres of beautiful parklands, and an excellent school system, we offer many key amenities not usually found in smaller communities. Spoon River Partnership for Economic Development (SRPED) works with the City of Canton and other local and regional institutions to make Canton the best place to start or expand a business.

Canton is a vibrant, thriving city, rich in history, and full of traditions. Located in West Central Illinois, Canton has enjoyed unprecedented growth in the past several years and we invite you to be a part of that expansion. Located within minutes of larger metropolitan areas like Peoria, home to Caterpillar's world headquarters and renowned Bradley University, Canton combines an engaged local government, highly progressive local educational institutions, an outstanding pool of available workers, and a strong determination to succeed.

This toolkit assists existing and prospective business owners through Canton's permitting process, funding opportunities, and regional business resources. This guide covers the basics, from finding a location to outlining the permit process. At the end of this toolkit there is a list of available resources, including the city, Chamber of Commerce, and other agencies. These contacts provided in the toolkit are not intended to be all-inclusive or intentionally exclusive of any firm or agency. We hope this guide is useful and we welcome any questions!

SPOON RIVER PARTNERSHIP FOR ECONOMIC DEVELOPMENT

The Spoon River Partnership for Economic Development (SRPED) is the lead agency in the Canton area focusing on business and economic development. We are a 501(c)(3) tax exempt nonprofit organization.

The SRPED actively works with the City of Canton, the Chamber of Commerce, Canton Main Street, Spoon River College, Fulton County, and other local and regional stakeholders to promote economic development within the Canton area. We are here to help you achieve your goals as a business. Whether you are relocating or expanding your business to Canton, we will address your business needs, form professional partnerships, and deliver success.

CONTACT

Missy Towery
Executive Director
Spoon River Partnership for Economic
Development

45 East Side Square Suite 303 Canton, IL 61520

Phone: (309) 647-2677 Extension 2 Email: mtowery@cantonillinois.org

Website: www.cantonillinois.org

SECTION 1: WELCOME TO CANTON

BUSINESS CLIMATE IN CANTON

IEDC SITE SELECTION DATA STANDARDS

International Economic Development
Council Site Selection Data Standards allow
prospective businesses to gauge Canton's
business climate and site selection suitability.
This information, collected in 2014-2015,
is arranged in 21 tables separately for
Canton and Fulton County. The topics broadly
include demographics, labor market, leading
employers, educational resources, average
salaries, utilities, transportation, government,
and quality of life.

Visit: www.cantonillinois.org

Go to: **Spoon River Partnership for Economic**

Development

Go to: **IEDC Site Selection Data Standards for**

Canton/Fulton County

LOCATION ONE INFORMATION SYSTEM (LOIS)

The City of Canton maintains an inventory of the available buildings and sites using the Location One Information System. This is an interactive platform allowing prospective businesses to browse business locations on a map. It also provides additional information about Canton including business climate, livability, labor, workforce, assets and infrastructure.

Visit: **www.locationone.com**Click on the State of **Illinois** on the map
In Community Profiles, **select Canton** as locality

ECONOMIC OPPORTUNITY ASSESSMENT

The Economic Opportunity Assessment for Fulton County lists unique economic advantages of the county. It allows future businesses to understand strengths and opportunities the Canton region has to offer for the success of their businesses. The assessment is based on 19 semi-structured interviews and a comprehensive business survey conducted across the county in 2014-2015.

Visit: www.cantonillinois.org

Go to: **Spoon River Partnership for Economic**

Development

Go to: Fulton County Economic Opportunity

Assessment

CANTON AREA DEVELOPMENT GUIDEBOOK

The guide is designed to provide important demographic and business-related information to potential developers. It provides fast facts about Canton, business incentives such as TIF Districts, Enterprise Zone and Revolving Loan Fund, and a snapshot of retail environment and quality of life in Canton.

Visit: www.cantonillinois.org

Go to: Spoon River Partnership for Economic Development

Go to: Download A Canton Area Development

Guide

ESTABLISHING YOUR LOCATION

The stable real estate market and the year around business activity in Canton ensures availability of suitable site options for your business. Business sites are available both within the existing business centers and on the city perimeters. To find a site in Canton that meets your specific needs, you can explore following options -

CONTACT SRPED

Missy Towery

Phone: (309) 647-2677 Extension 2 Email: mtowery@cantonillinois.org

VISIT SRPED'S WEBSITE

Visit: www.cantonillinois.org

Go to: Spoon River Partnership for Economic

Development

Go to: Available Property Inventory

VISIT LOIS DATABASE

Visit: www.locationone.com/loislogin/illinois
Use Search Building/Sites

Gorsuch-Hensley Real Estate & Auction

1050 North Main Street Canton, IL 61520 Phone: (309) 647-8811

CONTACT REAL ESTATE AGENTS

Jim Maloof Realtors

418 N Main St Canton, IL 61520 Phone: (309) 647-1502

RE MAX Unlimited

3622 North Knoxville Peoria, IL 61603 Phone: (309) 338-2900





proposed business use expedites the permitting process .



ZONING INFORMATION

The City of Canton welcomes businesses of all types to locate in the community. However, each must conform to the zoning designation.

In broad terms, there are four types of zones in Canton: Residential, Commercial, Industrial and Agricultural. Prior to locating a business, it is important to confirm that the proposed use is allowed at the desired location. Along with this, the City of Canton is regulated by the 2003 International Building Codes. All owners must follow these codes.

The zone designations in Canton were made to create and foster an attractive and welcoming city according to the community vision. If you would like to locate a business and you aren't sure if the use is allowed or you would like to explore alternative options, it is strongly suggested that you contact John Kunski, Director of Planning and Zoning, at (309) 649-5338. For more information about zoning areas in Canton, please refer to the zoning map on the next page. A vast majority of complications and delays can be avoided by selecting a location that allows the proposed business activity.

CONTACT CANTON'S PLANNING AND ZONING DEPARTMENT

John Kunski

Director of Planning and Zoning

Phone: (309) 649-5338

Email: jkunski@cantoncityhall.org

ACCESS CANTON'S ZONING MAP

Visit: www.cantonillinois.org

Go to: City of Canton

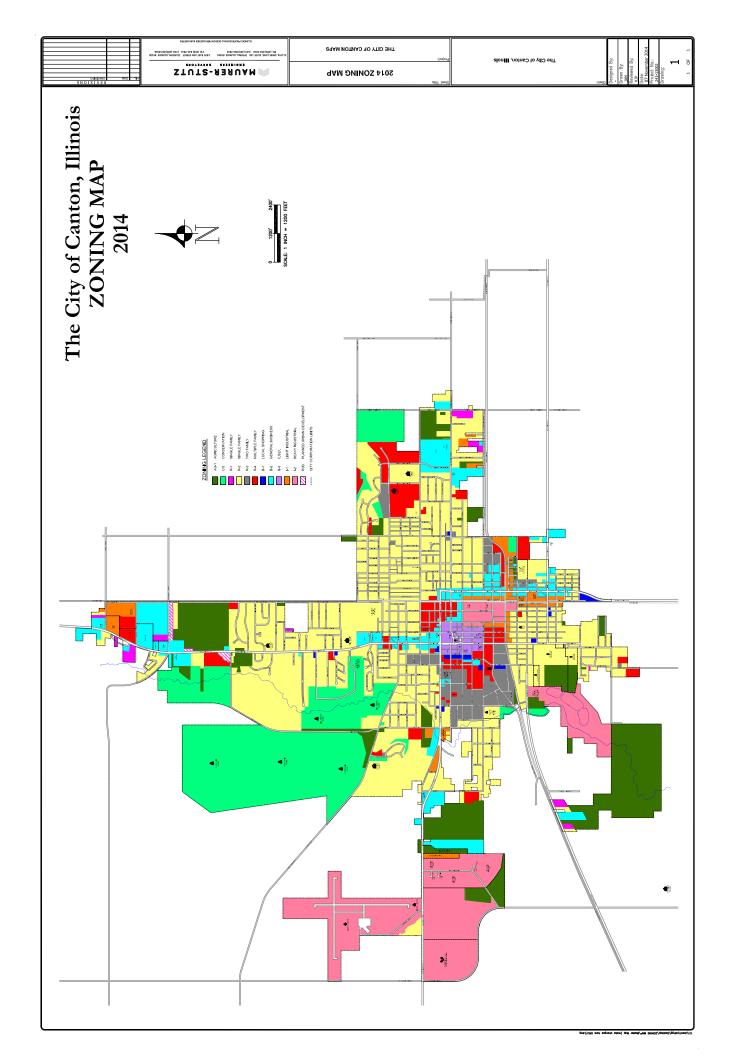
Go to: Planning and Zoning

Go to: Zoning Map

If you find that,

Your business is allowed with the current zoning designation: see Commercial Development Permit Process on page 10 for both new construction and remodeling projects.

Otherwise, if your business is not-allowed with the current zoning designation, see Rezoning and Special Use Permits on page 11.



IF YOUR BUSINESS IS ALLOWED WITH CURRENT ZONING

Once you have checked with the Planning and Zoning department that your business is allowed with the current zoning designation, the permitting process is very simple in the City of Canton. Unlike other communities that get into bureaucratic delays, Canton follows the efficient "One Stop Shop" system that allows developers and entrepreneurs to maximize profit by saving time and resources.

One Stop Shop

One Stop Shop is a service provided by the City of Canton allowing commercial developers and contractors to meet simultaneously with city staff. Input is given regarding zoning, utilities, fire safety, and building code requirements. Meetings take place on an as-needed basis and have greatly reduced the time and effort needed to bring a development project from conceptual stage to implementation.

Call Planning & Zoning at (309) 649-5338 to make an appointment. Permits are required and City of Canton codes must be complied with by any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy or use of a building or structure, or to erect install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system.

The city encourages individuals to do their due diligence and have a private inspection conducted prior to purchasing or leasing an existing commercial building. All new businesses are inspected by the Building Inspector and Fire Prevention Code Inspector prior to opening. Building inspections completed by the city are to ensure that the building meets applicable building codes. City building inspections are not the same as private inspections conducted as part of a real estate transaction.

New Commercial Construction

The owner/authorized agent is required to submit:

- Three sets of construction documents prepared by a registered design professional
- · Permit application
- Checklist
- Permit fee

Materials can be sent to the Planning and Zoning Department, 2 North Main Street, Canton, IL 61520. Forms are available on the www.cantonillinois.org website. Allow 3-4 weeks for processing of the permit. Inspections are conducted through the duration of the project.

Remodeling Existing Property

Contact the Planning and Zoning Department with the scope of work for the remodel/alteration project to see if a permit, construction documents prepared by a registered design professional, and inspection are required.

QUESTIONS? PLEASE CONTACT

John Kunski

Director of Planning and Zoning

Phone: (309) 649-5338

Email: jkunski@cantoncityhall.org

IF YOUR BUSINESS IS CURRENTLY NOT ALLOWED

If your business is not allowed with the current zoning designation for your site or you want to start a Home Occupation, you can apply for a rezoning or a special use permit. The City of Canton Planning and Zoning staff assists petitioners with instructions and necessary forms.

When the rezoning of property is necessary or a special use permit is needed, the petitioner will need to appear before the Joint Planning & Zoning Commission. The Joint Planning & Zoning Commission meets on the second Monday of the month at 5:30 pm. Petitioner(s) are responsible for filing their "Notice of Hearing" with the Daily Ledger 18 days before the actual meeting takes place. Visit www.cantonillinois.org to download rezoning and special use permit application and the list of required documents. Please contact the Joint Planning & Zoning Office prior to preparing paperwork (309) 649-5338.

Rezoning

If a developer or entrepreneur wishes to change the terms of property use, they may need to go through the process of rezoning the physical property. For instance, if you want to develop your business on the agricultural land around the city, you need to request a rezoning from agricultural to a zoning designation that is consistent with the intended use such as commercial or industrial. It may also happen that you need to open a business close to a business district but the current zoning designation for that site is residential. In such a case, you can also make a rezoning request.

Special Use Permit

A special use permit allows a developer or entrepreneur to develop a tract of land for a use that does not fall directly under the permitted usage for that specifically zoned area. The existing zoning designations allow a specific set of "by-right" permitted uses. In addition to these regular usages, each zone is usually given a "special uses" section allowing for uses that are just outside the intended uses for that zone. For instance, if you need to start a Home Occupation in a residential neighborhood, you can apply for a special use permit. Examples of special uses may also include schools, funeral homes, hospitals, cemeteries, and other types of land uses which do not fit exactly into the description of residential or commercial uses.

A Snapshot of Successful Cases of Rezoning and Special Use Permit

- Ted Rumler E. Chestnut Rezoned from R-4 to B-2 for Fitness Center
- Fulton-Mason Crisis on N. Main -Special Use for Children's Center
- Kevin Williams for 200 E. Alder Special Use for Head Start Center
- Chris Walters E. Locust- Law practice Rezoning
- Graham Hospital New Dialysis Center Rezoning
- Graham Hospital Rezoning for new rehab facility on W. Walnut (behind Graham Medical Clinic)

QUESTIONS? PLEASE CONTACT

John Kunski

Director of Planning and Zoning

Phone: (309) 649-5338

Email: jkunski@cantoncityhall.org

FREQUENTLY ASKED QUESTIONS

Do I need architectural drawings and why?

The State of Illinois Statute, (225 ILCS 305) Illinois Architecture Practice Act requires the involvement of a registered design professional for all new commercial construction projects and for interior alterations which result in life safety or structural changes to the building.

What are life safety or structural changes?

Life safety changes include altering the path of egress from a building; this includes adding or removing interior walls or doors and installing or modifying the fire alarm or suppression systems. Structural changes include modifications to a building's load bearing or support members.

Structural element: any lateral or vertical load supporting element of a building or other structure. Examples include beams, joists, columns, lintels, footings, stair stringers, rafters, walls, shear walls, x-bracing, slabs, purlins, basement walls, and retaining walls.

Where can I find zoning ordinances and/or necessary permit forms?

All applicable zoning ordinances and permit forms can be found on the www.cantonillinois.org website or picked up at the Planning and Zoning office.

What is grandfathering as it relates to building codes?

Buildings are to be built to the current adopted edition of the code and are not required to make upgrades as later code editions are adopted. However, any additions, alterations or modifications to an existing building must meet the current adopted edition of the code for the work being done. The unaltered portion of the building is grandfathered from this requirement.

I am looking for a building for my business, how do I know it is suitable?

It is highly recommended to involve a design professional (architect) or a qualified inspection agency to conduct a pre-purchase inspection verifying the general condition of the structure and that the building is code compliant for your proposed use.

ARCHITECTS

Jeff Keach (309) 263-4545 Larry Paustian (309) 694-2978 Bill Phillips (309) 647-2978 Thomas Steen (309) 673-2724 Parkins, Landes, Benson (309) 274-5461

INSPECTION AGENCIES

Greater Peoria Property Inspections (309) 360-6904 Davis/Unes Professional Inspections (309) 427-9337

These lists are not intended to be all-inclusive or intentionally exclusive of any individual, firm or agency.



to businesses considering locating in the area.

SECTION 3: BUSINESS RESOURCES

UTILITIES

WATER

Canton's water comes from the radial collector well down near Banner. The service is provided and maintained by the City of Canton. For cost and connection fee, please contact –

WASTEWATER

Wastewater collection and treatment is administered by the City of Canton. For cost and connection fee, please contact –

ELECTRICITY & NATURAL GAS

Ameren Illinois provides electricity and natural gas to the Canton area. For details about cost and service, please contact –

TELECOMMUNICATION

AT&T is the local telephone supplier in the Canton area. AT&T and Ameritech provide the long distance service in the Canton area. The digital switching and fiber optics options are available with these providers.

Mid Century Communications also provides telephone and internet services for residential and commercial uses. For details about cost and service, please contact –

Greg Pollitt

Water Superintendent

2 North Main Street Canton, IL 61520

Phone: (309) 647-0288

Email: gpollitt@cantoncityhall.org

Joseph Carruthers

Wastewater Superintendent

2 North Main Street Canton, IL 61520

Phone: (309) 647-1391

Email: jcarruthers@cantoncityhall.org

Ameren Illinois

300 Liberty St. Peoria, IL 61602

Phone: (800) 232-2477 www.ameren.com/illinois

AT&T

5012 North Big Hollow Rd Peoria, IL 61615

Phone: (309) 689-6600

www.att.com

Mid Century Communications

285 Mid Century Lane Fairview, IL 61432

Phone: (309) 778-8611 Email: info@midcentury.com

BUSINESS INCENTIVES AND FUNDING

Canton offers a variety of competitive incentives to businesses considering locating in the area. Whether you are a manufacturing company or a retail outlet, the Spoon River Partnership for Economic Development will help you create public/private partnerships to meet all of your company's needs. Canton offers **Tax Increment Financing District (TIF), Enterprise Zone and Revolving Loan Fund** to support businesses economic development.

The City of Canton is fortunate to have a number of banks in the city. The banks in the city support economic development and can help you establish your business. You can also explore funding opportunities with the regional resources listed on page 16.

FOR OUESTIONS ABOUT BUSINESS INCENTIVES, PLEASE CONTACT

Missy Towery

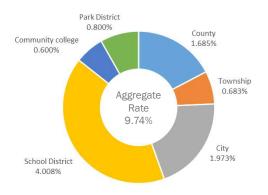
Phone: (309) 647-2677 Extension 2 Email: mtowery@cantonillinois.org

Local Taxes

Canton enjoys a lower set of tax rates than many Illinois communities.

General Merchandise Sales Tax (2015): 8.25%

Principal Aggregate Rate for Property Tax (2013): 9.74%



FINANCIAL INSTITUTIONS

Bank of Farmington

2115 N. Main Street Canton, IL 61520

Phone: (309) 649-1500 www.bankoffarmington.com

CEFCU

18 E. Elm St Canton, IL 61520

Phone: (309) 647.7747 www.cefcu.com

Ipava State Bank

123 E. Pine St Canton, IL 61520

Phone: (309) 647-3288 www.ipavastatebank.com

Mid America National Bank

100 W Elm St Canton, IL 61520

Phone: (877) 647-5050 www.midnatbank.com

Triumph Community Bank

801 N. Main Street Canton, IL 61520

Phone: (309) 647-1439 www.bankwithtriumph.com

Wells Fargo

245 N. Main Street Canton, IL 61520

Phone: (309) 647-5380 www.wellsfargo.com

REGIONAL RESOURCES

CANTON AREA CHAMBER OF COMMERCE

Canton Area Chamber of Commerce works with business, citizens, educational and governmental partners to provide a positive business environment and to improve the quality of life and business in the Canton area. Belonging to Chamber brings credibility to your business, increases your visibility in the community, provides network development opportunities, and allows you to reach potential clients through member exclusive advertising and business-to-business advertising and publicity.

Amanda Atchley

Executive Director
Canton Area Chamber of Commerce

Phone: (309) 647-2677

Email: aatchley@cantonillinois.org

UNIVERSITY OF ILLINOIS EXTENSION

University of Illinois Extension is the flagship outreach effort of the University of Illinois at Urbana-Champaign, offering educational programs to residents in Illinois' 102 counties and far beyond. Through learning partnerships that put knowledge to work, U of I Extension's programs are aimed at making life better, healthier, safer, and more profitable for individuals and their communities. Extension specialists and educators work together to bring research-based information to the public through campus engagement.

Kathie Brown

Extension Educator, Community and Economic Development

Phone: (309) 255-9189 Email: brownlk@illinois.edu

ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER AT WESTERN ILLINOIS

The Illinois Small Business Development Center (SBDC) at Western Illinois University provides free, confidential advising and training to help entrepreneurs start, grow and sustain their businesses. They are funded in part through a Cooperative Agreement with the Illinois Department of Commerce and Economic Opportunity, the U.S. Small Business Administration, and Western Illinois University.

Greg Garrett

Director

Illinois Small Business Development Center at Western Illinois University

Phone: (309) 836-2640 Email: sb-center@wiu.edu

FULTON COUNTY ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE

Economic Development and Tourism Committee is made up of five elected Fulton County Board members. An ongoing objective of the committee is to promote local businesses and increase jobs in Fulton County. This committee is very proactive in getting a four-lane highway through the Canton area, advance a solar project, and support more development around Emiquon Preserve. The Economic Development and Tourism Committee can provide excellent networking opportunities to establish and promote your business.

Patrick O'Brian

Chairman

Fulton County Economic Development and Tourism Committee

Phone: (309) 224-6009 Email: patrickobrian@att.net

ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

The Illinois Department of Commerce and Economic Opportunity believes in Regional Economic Development, whether you're starting up, relocating or expanding, their regional representatives will help meet your business goals. Their goal is to build a competitive business environment that promotes economic development and job creation. It recognizes that the best economic development ideas often come via a two-way street. Utilizing an innovative regional approach to economic and workforce development, state economic development reps reach out every day in each of the ten regions in the state to provide businesses with better access to state services.

Anthony V. Rolando

North Central Region
Illinois Department of Commerce and
Economic Opportunity

Phone: (309) 647-5896

Email: anthony.rolando@illinois.gov

SPOON RIVER COLLEGE

Spoon River College (SRC) offers a variety of courses and workshops through the Office of Community Outreach. SRC can help you or your employees develop or advance the knowledge of Microsoft products; Word, Access, Excel, PowerPoint, and OneNote. It can help with the Job Skills series offered in partnership with Goodwill that focuses on workplace computer skills, resume writing, and interview preparedness. You can enhance your business with Customer Service Training, Facebook for Business and QuickBooks.

Andrea Barbknecht

Coordinator of Canton/Fulton County Spoon River College Office of Community Outreach

Phone: (309) 647-5886

Email: andrea.barbknecht@src.edu

USDA RURAL DEVELOPMENT

United States Department of Agriculture Rural Development is committed to helping improve the economy and quality of life in rural America. USDA Rural Development promotes economic development by supporting loans to businesses through banks, credit unions and community-managed lending pools. It offers technical assistance and information to help agricultural producers and cooperatives get started and improve the effectiveness of their operations. USDA Rural Development has a \$206.2 billion portfolio of loans. They will administer \$38 billion in loans, loan guarantees and grants through our programs in the fiscal year 2015.

Dwight Reynolds

Area Director USDA Rural Development

Phone: (217) 243-1535

Email: dwight.reynolds@il.usda.gov

GREATER PEORIA ECONOMIC DEVELOPMENT COUNCIL

The Greater Peoria Economic Development Council (EDC) drives economic growth within the Greater Peoria Area in collaboration with our local economic development partners through targeted business assistance and attraction, workforce development, and regional marketing. Greater Peoria EDC can link your business to a network of entrepreneurs and innovators through Peoria NEXT Innovation Center, Counselors to America's Small Business, Illinois Small Business Development Center (SBDC) and Startup Peoria.

Sally Hanley

Director of Business Assistance Greater Peoria Economic Development Council

Phone: (309) 495-5953

Email: shanley@greaterpeoriaedc.org

ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

The Illinois Department of Employment Security is the state's employment agency. It links job seekers with employers, administers unemployment insurance, provides re-employment services, and produces and analyzes labor market information. In doing so, it assists families during difficult times, helps businesses prosper, and advocates for taxpayers by fighting waste, fraud and abuse.

Tory Davis

Business Services Coordinator Illinois Department of Employment Security

Phone: (309) 671-4976 Email: troy.davis@illinois.gov

CAREER LINK

Career Link enhances the productivity and competitiveness of our community by linking individuals with employment opportunities through training and services. For qualifying individuals, Career Link, an Illinois workNet™ Center provides complete financial support to attend public or private schools. Career link has a payment incentive, on-the-job training program for employers. It encourages them to hire and train new workers who qualify.

Steve Martin

Executive Director Career Link

Phone: (309) 347-5740

Email: smartin@careerlink16.com

ILLINOIS BUSINESS FINANCIAL SERVICES

Illinois Business Financial Services (IBFS) has helped small businesses secure financing through commercial lending throughout Illinois to purchase real estate, buildings, and capital equipment. They work with the Small Business Administration (SBA) and third party lenders to provide small businesses with financial solutions tailored to their specific needs. Their services include financing of the SBA 504 and assisting with guaranteed loans such as the 7(a) and Express Programs. They help companies secure equipment and real estate funding in Peoria and throughout the state.

Charles Randle

President
Illinois Business Financial Services

Phone: (309) 495-5980 Email: crandle@ibfs.org

AMEREN-ACT ON ENERGY

The Ameren Illinois ActOnEnergy program offers a variety of cash incentives and resources to encourage your business to invest in smart energy solutions. It can help your business cut project costs, decrease payback periods, reduce energy consumption, increase the efficiency of your facility, and lower your energy bills. ActOnEnergy is focused on helping your business achieve energy efficiency in order to use less and spend less.

John Beintema

Market Segment Coordinator Ameren-Act on Energy Program

Phone: (309) 677-5079

Email: jbeintema@ameren.com

PRAIRIE HILLS RESOURCE CONSERVATION & DEVELOPMENT

Prairie Hills plans and conducts activities that increases the conservation of natural resources, supports economic development and enhances the environment and standard of living for citizens in local communities. Established in 1976 to perform a number of conservation and development activities, the program focused on geographic areas where major economic and social downturns had occurred. Prairie Hills can help your business through Small Business Loan Program, Downtown Development & Revitalization Loan Program or Fiscal Sponsorship.

Dave King

Executive Director
Prairie Hills Resource Conservation &
Development

Phone: (309) 833-4747 Email: prairie@frontier.com

SECTION 3: BUSINESS RESOURCES

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