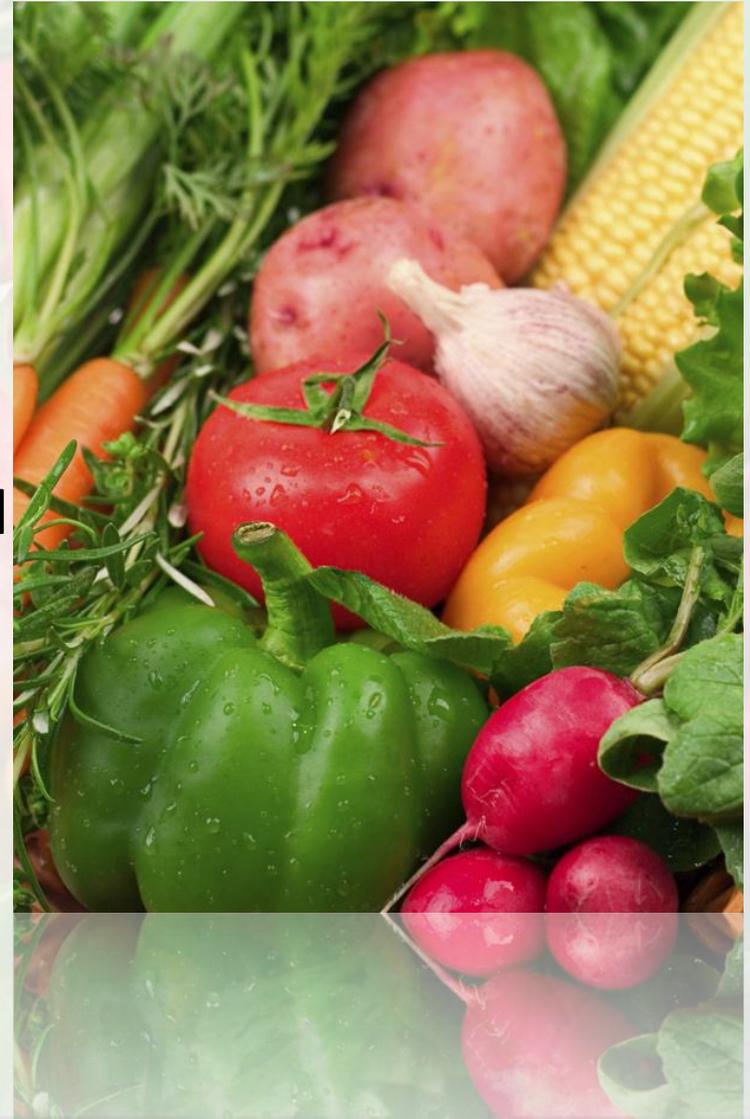


A close-up photograph of a woven basket filled with a variety of fresh vegetables. The basket is overflowing with produce, including bright orange carrots, several red and green bell peppers, a yellow tomato, a head of green leafy lettuce, and several red radishes. The vegetables are glistening with water droplets, suggesting they are freshly washed. The basket's handle is visible on the left side, and the overall scene is vibrant and colorful.

**HOW TO...GUIDE
FOR FARMERS, VENDORS &
MANAGERS AT MARKETS IN
MINNEAPOLIS**

DEFINITIONS OF FARMERS MARKETS

The City of Minneapolis Zoning Code defines a “Farmers Market” as: a publicly or privately operated establishment where primarily agricultural products such as raw vegetables, fruits, syrups, herbs, flowers, plants, nuts or handcrafted items are sold. Non-agricultural products may be sold but the area dedicated to such products shall not occupy more than twenty-five (25) percent of the total sales area.



TYPES OF FARMERS MARKETS

There are three types of Farmers Markets in Minneapolis:

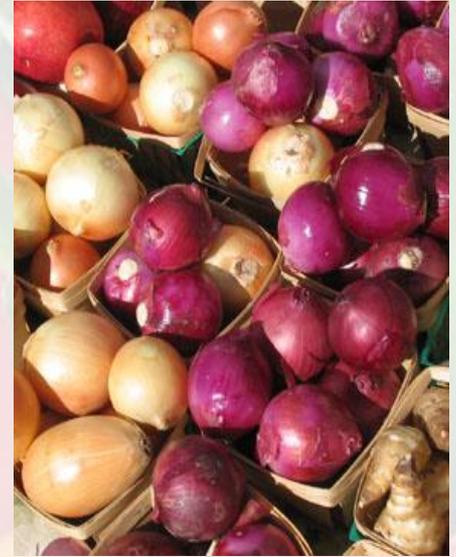
- **Municipal Market:** A city owned farmers market for the selling and buying of farm products and other market related products. There's only one market of this type in the whole city.
- **Public Market:** A privately operated farmers market for the selling and buying of farm products and other market related products.
- **Local Produce Market** (also known as a “Mini Market”): A small farmers market with a maximum of five or fewer farmers who sell their own locally grown produce and flowers. “Mini Markets” are limited to Farmers/Growers and cannot have other vendors such as Market Distributors, Market Manufacturers, Art Crafters, etc.



TYPES OF MARKET VENDORS

There are three types of market vendors in Minneapolis:

- **Farmers/Growers:** Individuals selling products cultivated and harvested on their farm/garden including **Meat Processors & Pickle Bill** applicants. These farmers are exempt from licensing requirements and fees but have to register with the City.
- **Market Distributors:** Individuals selling or reselling prepackaged foods for off-site consumption which do not require food handling in the market. This includes farmers who are reselling produce purchased from a wholesaler.
- **Market Manufacturers:** Individuals selling foods for immediate consumption such as sandwiches, hot dogs, coffee and pastries, etc. These vendors prepared their foods either onsite in the market or in a commercially licensed facility.



HOW TO REGISTER A FARMER/GROWER

Farmers/Growers and other individuals exempt from licensing such as Meat Processors and Pickle Bill applicants are required to register with the City of Minneapolis in order to sell their farm products in farmers markets in Minneapolis. To register as a Farmer/Grower or exempt applicant you need to:



- Complete the **Farmer's Licensing Exemption Form**. The form can be obtained from market managers or the Business Licensing website: <http://www.ci.minneapolis.mn.us/business-licensing/food/index.asp>.
- Submit the completed application to the market manager of the market in Minneapolis where you intend to sell your farm products. If attending more than one market, provide a copy of your application to other market managers.

MEAT PROCESSORS AND PICKLE BILL ...

Who are Meat Processors and Pickle Bill Applicants?

- **Meat Processors** are individuals selling meats of animals raised on their farm. The meat must be slaughtered, processed and packaged at an MDA/USDA inspected facility.
- **Pickle Bill** applicants are individuals selling home-processed or home-canned acid foods (pickles, vegetables, or fruits having an equilibrium pH value of 4.6 or lower) or homemade non-potentially hazardous foods (cakes, fruit pies, rolls, breads, lefse and maple syrup, etc) with gross receipts of \$5,000 or less in a calendar year as allowed under Minnesota Statutes Chapter 28A.15 Subd.10.



ADDITIONAL REQUIREMENTS...

Meat Processors and Pickle Bill applicants **MUST** attach the following additional requirements with their completed **Farmer's Licensing Exemption Form**:

- **Meat Processors:** A letter from the licensed MDA or USDA inspected facility where their farm animal is slaughtered and packaged. The letter should state the meat the vendors is selling is processed and packaged at that facility.
- **Pickle Bill:** A separate Vendor Plan Review Application detailing how they will prepare and process their food products. The Plan Review Application can be obtained from the web: <http://www.ci.minneapolis.mn.us/business-licensing/food/index.asp> or by calling Environmental Health at 612-673-2612.



MARKET DISTRIBUTORS & MANUFACTURERS

- Complete the **Market Distributor/Market Manufacturer License Application** forms including the **Food Plan Review Application**. The application packet can be obtained at Minneapolis Development Review (250 S. 4th Street, 3rd Floor, Room 300)



- or from: <http://www.ci.minneapolis.mn.us/business-licensing/food/index.asp>
- Contact **Business Licensing** at 612-673-3910 for questions related to the license application, fees and required documents.
- Contact **Environmental Health & Food Safety** at 612-673-2612 for specific health or plan review related questions including equipment and training requirements.

ESTABLISHING A NEW FARMERS MARKET

Farmers Markets are usually established, organized and managed by community organizations. However, any organization or individual can establish a new market. The individuals or organizations operating the market must:

- Provide the space for the market.
- Provide oversight of the market.
- Designate a staff person to serve as the market manager.
- Ensure the farmers/vendors at their markets are registered or licensed with the City of Minneapolis and comply with health and food safety requirements.



HOW DO I OPEN A NEW MARKET?

- Find a suitable site/location to host the market.
- Designate a market manager who is responsible for managing the day-to-day operations of the market.
- Develop a site plan that indicates the available facilities and provide a business plan describing the general nature/layout of market.
- Complete the License/Permit Application for the type of farmers market you desire and obtain an approval from the 3 City divisions— CPED (Planning/Zoning), Environmental Health and Business Licensing — that regulate farmers markets.
- Planning/Zoning (CPED) staff will first review the application for compliance with Zoning regulations and inform the applicant of required changes. The application is then forwarded for review by Environmental Health and Business Licensing.



ZONING REQUIREMENTS FOR MARKETS

- The City is divided into the following zoning districts, each with unique regulations applicable to Markets.

- Residential
- Commercial
- Office Residence (OR)
- Industrial



- Local Produce Markets are allowed in Residential and Office Residence (OR1) districts but they must be located on Institutional or Public Property.
- Regular (Permanent) Markets are permitted in the OR2 and OR3 District.
- Both Market types are permitted in Commercial and Industrial Districts (I1-I2-I3) Markets in these districts ARE NOT limited to Institutional or Public Property.
- Markets may not exceed 75 calendar days per year (nonconsecutive days are ok).

SITE PLAN REQUIREMENTS FOR MARKETS

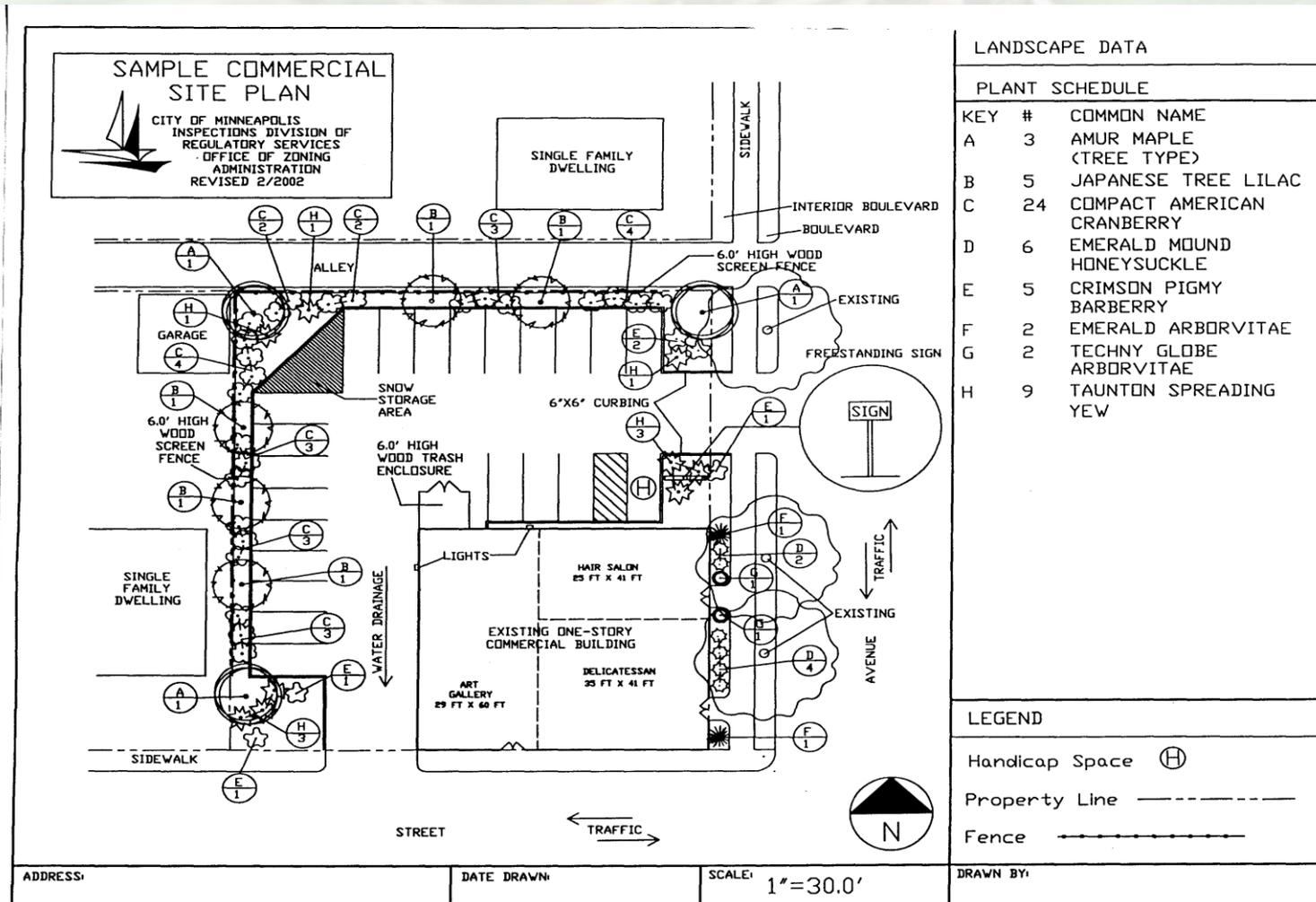
- A site plan is required for all markets but you may not need to hire an architect to prepare it for you.
- The plan you submit must sufficiently convey the information required on the application form.
- You can get an expeditious first come/first serve plan/permit review in person at the Minneapolis Development Review (MDR) office downtown.
- City Staff will meet with you to determine what remaining steps are required to complete the review process, and advise how much staff time is required to complete an individual review by each department.
- Public (Farmers) Markets are subject to the regulations of CPED, Business Licensing, and Environmental Health ordinances.



SITE PLAN - SAMPLE

An example site plan (drawing) can be found at :

http://www.ci.minneapolis.mn.us/mdr/docs/sample_comm_siteplan.pdf



LANDSCAPE DATA		
PLANT SCHEDULE		
KEY	#	COMMON NAME
A	3	AMUR MAPLE (TREE TYPE)
B	5	JAPANESE TREE LILAC
C	24	COMPACT AMERICAN CRANBERRY
D	6	EMERALD MOUND HONEYSUCKLE
E	5	CRIMSON PIGMY BARBERRY
F	2	EMERALD ARBORVITAE
G	2	TECHNY GLOBE ARBORVITAE
H	9	TAUNTON SPREADING YEW

LEGEND	
Handicap Space	(H)
Property Line	-----
Fence

ADDRESS: _____ DATE DRAWN: _____ SCALE: 1" = 30.0' DRAWN BY: _____

HEALTH REQUIREMENTS FOR MARKETS

All farmers markets must:

- Provide conveniently accessible bathroom and hand-washing facility for vendors.
- Provide potable water for hand and utensil washing, where applicable.
- Be located on ground that is smooth/cleanable surface (asphalt or concrete).
- Provide access to a building and phone in case of emergency.
- Ensure canopies/tents used by farmers are securely fastened so as to stay in place during inclement weather and are removed when the market is closed.



MARKET MANAGER DUTIES

The market manager is responsible for the day-to-day operation of the market and their responsibilities include but are not limited to:

- Complete the appropriate licensing or permit application forms and associated paperwork and submitting them to the City.
- Oversee the daily operation of the market and be present or designate a person-in-charge (PIC) when the market is open.
- Assist farmers/vendors in filling out appropriate license/permit forms and, where required, collect that application forms and submit them to the City.
- Keep on file a copy of the application forms and license or permit certificates of farmers and vendors who sell at your market.



HOW TO APPLY FOR LOCAL PRODUCE MARKET

- Complete and submit **Local Produce Market Permit Application** and associated paperwork. The application packet can be obtained at the office of Minneapolis Development Review (MDR) (250 S. 4th Street, 3rd Floor, Room 300) or from: <http://www.ci.minneapolis.mn.us/business-licensing/food/index.asp>
- Stop by at the MDR Counter to speak with a City Development Coordinator (DC) about application process and questions about health, licensing, and zoning requirements and guidelines.
- Contact the Local Food Organizer at Institute for Agriculture and Trade Policy (IATP) at 612-870-0453 for additional resources and assistance.



LOCAL PRODUCE MARKET RESTRICTIONS

- Limited to a maximum of five (5) vendors on any given day.
- No food manufacturers or food distributors allowed in the market.
- No arts/crafts sellers or other non-food vendors allowed in the market.
- Only farmers/growers, who sell their locally grown fruits or vegetables, are allowed. These farmers might sell flowers, herbs and potted starter produce plants from their farm/garden.
- No changes to the approved site plan and market configuration. Any changes will result in new application process with Zoning and Health plan review fees.



HOW TO APPLY FOR PUBLIC MARKET

- Complete and submit **Public Market Licensing Application** and associated paperwork.
- The application packet can be obtained at the office of Minneapolis Development Review (MDR) (250 S. 4th Street, 3rd Floor, Room 300) or from: <http://www.ci.minneapolis.mn.us/business-licensing/food/index.asp>
- Contact the **Environmental Health & Food Safety** at 612-673-2612 or **Business Licensing** at 612-673-3910 for additional information.

