

Meeting Agenda
Business Development Commission
October 10, 2018, 6:30 p.m.
Hampshire Village Hall
234 S. State Street

1. Call To Order
2. Public Comments
3. Review of the September 12, 2018 minutes for approval
4. Update on the website for the village
 - A. Plan to migrate information to website (target date?)
 - B. Remember list of must have developed last year (attached in e-mail)
5. Downtown
 - A. Beautification Committee update
 1. Commitment from the Village Trustees to evaluate a plan to spend beyond the façade program
 - a. Suggestions to Beautification Committee
 - B. Façade program passed by village board
 1. Introduction letter to downtown companies
 - a. Paying for mailing it out
 - b. Who will mail it out (Beautification? Village Hall?)
 2. Suggestions on approval matrix (Village privilege to spend where we choose?)
 - a. Impact value
 - b. Financials
 - c. Budget situation
 - d. Any other metrics?
 3. Design guidelines...necessary or react to plans that come in?
6. List of potential Companies
 - A. Progress
 1. Pizzolato to share Bakery Meeting
7. Company Profile
 - A. Article on Copper Barrell
8. Replacement for Gazzola/Zwemke

- A. Meeting with Tom Gillespie summary
 - B. Meeting with Ian Lamp summary
 - C. Vote to approve new members
9. Quarterly Business Consortium
- A. What date should we set
 - B. How should we invite
 - C. Who should organize and be responsible
10. Entrepreneurial Packet
- A. Any commission member want to take this up as a project
 - B. What should be included?
11. Business Cards?
12. Update on things going on in the village
- A. Copper Barrell open
 - B. New Strip Malls (still waiting on IDOT – targeting construction in spring)
 - C. Update on Loves project (Construction continues)
 - D. Pet AG and new industrial Park (Just about done and ready to begin)
 - E. Former Palazollos (work continues)
 - F. Rt 72 stip mall paving
 - G. Potential Memory Care center
 - H. Composting Location Progress
 - I. New Housing North of Allen
 - J. Vintage Hammer Opening
 - K. Anything else?
14. Adjourn

Meeting Minutes
Business Development Commission
September 12, 2018
Hampshire Village Hall

Call to order at 6:30pm

Present: Commissioners Susie Kopacz, Eileen Fleury and David Pizzolato, Mike Armato, Trustee Ryan Krajecki, and Trustee Mike Reid

Meeting minutes from 8/22/18- David Pizzolato made a motion to approve minutes with a second by Susie Kopacz.

Downtown

Beautification Committee would like to purchase some flowers. The discussion is tabled till after the Village Board Meeting to find out more of a vision from the Village Board.

Susie had communication with members from Dixon, IL. Dixon has built up their downtown and some of the ideas they had for planning:

They created a vision plan including infrastructure issues. Business incubator program (helping new business ideas take off). Created an Arts, Entertainment and Dining district. Work with Chamber, Tourism and not for profit organizations. 10 year plan appealing to higher income bracket. 11 festivals a year. Businesses are multi functional. They designed a 10 year plan that helped tremendously.

Façade Program was discussed. Recommendations were made for changes/enhancements and Eileen will take the discussion back to the beautification committee.

Code Enforcement is needed.

Discussion on the cap on the dollar amount offered to each potential business owner. The committee decided on up to 75% with no cap on dollar amount.

No hardship clause will be included. A vote 3-2 to exclude

Potential Companies:

Dave: Bakeries and Grocery Stores have been contacted.

Ryan: Restaurants- made some contacts and has had some good feedback

Company Profile

Dreymiller was profiled last week and had a very good response from the community.

Next Article will be Copper Barrell.

Replacement for Gazzola/Zwemke

Ryan had 3 people that sent their resume in that are interested.

Eileen has 1. Ryan will send resumes out to discuss further.

David tabled Quarterly Business Consortium and Entrepreneurial Packet till next meeting.

Susie with the second.

Copper Barrell set for soft opening on 9/25. Lazar still on hold, target is spring. Loves project-Truck Country and Dayton freight and Speed Co. on schedule. Arby's is still a go. 9/24 on annexing property for Pet AG.

Palazzolos no plan in place

Motion to adjourn at 9:14pm by David and second Susie.

Motion to table the Entrepreneurial Packet to next meeting was made by David Pizzolato with a second by Susie Kopacz.

Eileen Fleury made a motion to adjourn with a second by David Pizzolato the meeting at 8:34pm.

Business Owner
Address
Hampshire, IL 60140

RE: Façade Program Invitation to apply

Dear Downtown Business Owner:

We are excited to announce a matching grant opportunity available for all of the business owners in the downtown Hampshire area. The Village Façade Assistance Program was created by the Village Board in effort to invest in the village and help attract new customers and businesses to the downtown area. This program is designed to encourage exterior improvements that preserve and enhance the character of the Village making our downtown district more attractive to customers and new businesses.

The Façade Assistance Program will provide financial assistance in the form of matching grants for façade improvements to help business owners renovate and restore existing buildings. If approved, the business owners will be reimbursed up to seventy-five percent (75%) of the cost for eligible projects. At this time, there is no limit to the cost of the projects being considered.

Grants will be awarded based on several factors including need, the positive impact the improvements will have on the business and the overall impact the improvements will make on the downtown as a whole.

If you are interested in participating in this program, please review the program guidelines and complete the preliminary application. Once submitted, a member of the Hampshire Beautification Committee will contact you to set up an initial meeting to go over the scope of the proposed work to ensure it meets program guidelines and standards.

The applications and program guidelines can be found on the Village of Hampshire website: www.hampshireil.org. You may also request a copy of the Village Façade Program Guidelines and Application at Village Hall.

Sincerely,

Signed by Village President??

Village of Hampshire

List of Items for New Business Website

Specific Items to be included

Supporting

| | | |
|---|---|--------------|
| x | Why Hampshire? Statement | Maybe a cc |
| x | Contact Name | Mike Reid |
| x | Available land/Property | Be sure it's |
| x | Water, sewer maps, telecom maps | If we need |
| | Overview map | See Huntle |
| x | Facilities Planning Map | |
| x | Demographic information | Make sure |
| x | -Disposable & Household Income | |
| x | -Demographic & Income Potential | |
| x | -Retail Market Potential & Profile | |
| x | -Traffic Counts | |
| x | - Business Summary | |
| x | Comprehensive Plan | |
| x | Availability of jobs | |
| x | Workforce statistics | |
| x | Spot to encourage entrepreneurs | Golden Go |
| x | Licensing information | What's req |
| x | Zoning issues | |
| x | Utility Rates | |
| | Tax Rates | |
| x | Permit Costs | |
| | List of Assets | Utility capa |
| | Life safety requirements | |
| | Contact names for key people in addition to Mike Reid | |
| | Incentives | |
| | -Enterprise Zone | |
| | -Façade Improvement Plan | |
| | -Revolving Loan Fund | |
| | -Sales Tax Rebate | |
| | -Tax Increment Financing District | |
| | -State Incentives | |
| | Resources | |
| | -Community Guide | |
| | -Membership Organizations | |
| | -Existing elements from other parts of the site | |
| | Existing Businesses (Brag List) | |
| | About Hampshire | |

y ideas

ommercial (you tube) Mike Gazzola
was determined to be that person
searchable/sortable
more there are companies that can do drone fly overs
y Example

it is searchable sortable (ENSRI, Costar, RPR)

ose of small town development, business coaching, information about support, help with financing
uired, what's available, special use, liquor

icity (water/sewer), roadways, railroads, etc...

VILLAGE OF HAMPSHIRE FACADE PROGRAM –

Guidelines

1. Purpose

The Village of Hampshire Facade Improvement Assistance Program is designed to promote the revitalization of Downtown and the surrounding business district in accordance with the goals and recommendations found in the Downtown Design Guidelines on file with the Village. The program will provide financial assistance for facade renovations to help property owners and lessees rehabilitate and restore the exterior of existing buildings.

Eligible Applicants

Applicants shall be either the owner or lessee of an eligible building within the target area identified in Section III. A lessee's eligibility is subject to written consent of the building owner for all proposed improvements.

2. Eligible Buildings

The Facade Improvement Assistance Program is intended to provide financial assistance to promote the continued use of existing buildings within the downtown business district and includes all businesses

- along State Street, including the intersection of State Street and Oak Knoll, and
- along Washington Street from Elm Street to State Street;
- along Jefferson Street from Elm Street to Park Street and
- along Rinn Avenue from State Street to Park Street.

Eligible buildings must meet the following criteria:

- The proposed improvements must be to an existing building within the identified district.
- The building shall not be used exclusively for residential purposes.

3. Eligible Improvements

The Facade Program is intended to encourage exterior improvements that preserve and enhance the character of the Village and help create a pedestrian friendly atmosphere. Projects within or adjacent to the downtown shall comply with the design guidelines on file with the Village. Eligible improvements shall include:

Design professional fees
Brick cleaning
Tuck Pointing
Painting, except for the painting of previously unpainted brick or stone
Wall Facade repair and improvement
Original architectural features repair and replacement
Exterior doors
Windows and window frames
Shutters
Awnings
Exterior lighting
Streetscape elements
Landscaping
Stairs, porches and railings
Roofs when visible from a public right of way
Exterior improvements for ADA compliance

Other improvements that are visible from a public right of way and have a positive impact on the appearance of the building, such as dumpster enclosures

4. Ineligible Projects

The Facade Program will not provide funds for working capital, debt refinancing, equipment/inventory acquisition, application fees, permit fees, legal fees, plumbing repair/improvements, HVAC repair/improvements, parking lot resurfacing, signage or interior remodeling. The program will not pay for the painting of previously unpainted brick or stone, sandblasting brick or stone, or any other abrasive cleaning method that may damage or destroy an original architectural feature.

5. Project Terms

The terms of the Facade Improvement Assistance Program are summarized as follows:

- a. The total project costs may in the discretion of the Village be reimbursed up to 75% of verified eligible expense
- b. Applications will be accepted until all Village-approved grant funds have been expended within the current Village fiscal year.
- c. The project must meet all applicable building code and zoning ordinance requirements.
- d. Each eligible improvement will be funded only once.
- e. The property owner and/or lessee will be responsible for maintaining the Facade improvements without alterations for a period of not less than 5 years after completion, unless otherwise approved by the Village Board.
- f. Qualifying projects that began in calendar year 2018 and have met the approval of the Board of Trustees will be eligible for reimbursement. Thereafter, each funding cycle will begin on the first day of the fiscal year (May 1) and end on the last day of the Village's fiscal year (April 30).
- g. Qualified applicants may serve as their own contractor, but in such case, only material costs will be covered by the grant.
- h. Improvements must be completed within 6 months from the date of the grant approval. A six-month extension may be allowed in the discretion of the Village upon request for such extension of time, and provided that there is a demonstrated hardship.
- i. Upon completion of the work, the owner must submit to the Village Clerk copies of all architect's invoices, contractor's statements, invoices, proof of payment, and notarized final lien waivers, as evidence that the owner or lessee has paid the architect and contractors. Payment of the approved grant amount will be authorized only upon completion of all work items as originally approved and receipt of all required documents.
- j. Failure to abide by the terms and conditions of the Facade Improvement Assistance Program will result in forfeiture of program funding.
- k. Grant funding is subject to Federal and State taxes and is reported to the IRS on form 1099. Property owners and lessees should consult their tax advisor for tax liability information.

6. Application Review Process

An applicant must first meet with the Downtown Beautification Committee prior to completing the application i) to determine if the property/building and the proposed improvements are eligible for the program and ii) to review the application requirements.

Applications will be accepted on a first-come first-served basis. Only completed applications that include all required submittal documents will be accepted for consideration by the Village Board. Once received, the Downtown Beautification Committee will review the application for accuracy and completeness, and then the application will be forwarded to the Village Board for consideration on the next available meeting agenda. If the application receives approval from the Village Board of Trustees, the applicant must enter into a written Façade Improvement Agreement with the Village as a condition of the grant and prior to commencing work on the project.

An application for the Facade Program must include the following documents:

- a. Completed and signed Facade Improvement Assistance Program Application
- b. Current photographs of the property to be improved- all elevations visible from the public right of way.
- c. Historical photograph of the property to be improved-if possible.
- d. Drawings of the proposed improvements. (Drawings do not have to be professional but must be to scale so that the Village can understand the proposed project.)
- e. Color and material samples, if relevant.
- f. Written description of the scope of the proposed project,
- g. Preliminary estimate of cost for all proposed improvements.

7. Selection Criteria

Every project will be evaluated by the Village Board for the value of aesthetic improvement to the Village of Hampshire and scope of the proposed work, together with the following additional criteria:

- Condition of the building and need for renovation
- Extent to which the improvements conform to the Downtown Design Guidelines
- Extent to which the proposed improvements restore, maintain, or enhance the character of the building and surrounding area

8. Completion of Work

All improvements must be completed within six months of the execution of the Facade Improvement Agreement. Improvements must be completed within 6 months from the date of the grant approval. A six-month extension may be allowed in the discretion of the Village upon request for such extension of time, and provided that there is a demonstrated hardship, . If the project is not completed by the end of the extension, the Village's obligation to reimburse the property owner or lessee for the project is terminated.

Upon completion of the Facade improvements, the funding recipient must schedule a final inspection and file copies of all architect's invoices, contractor's statements, invoices, proof of payment and notarized final lien waivers with the Village Clerk.

****This is a reimbursement program. All contractors and suppliers must be paid before payment from the village is made to the applicant.**

9. Questions

For more information about the Facade Improvement Assistance Program or to schedule a meeting, contact the Village of Hampshire:

Ryan Krajecki - Village Trustee
RKrajecki@HampshireIL.org
(847) 683-2181

Village of Hampshire Facade Improvement Program

APPLICATION - DRAFT

Property Information:

Business Name; Address:

Property Identification Number (PIN#):

Applicant Information:

Name:

Mailing Address

Phone:

Email:

Property Owner Information (if different from applicant):

Name:

Mailing Address:

Phone:

Email:

Proposed Improvements (Check all that apply):

- Brick Cleaning
- Awnings
- Tuck Pointing
- Exterior Lighting
- Painting
- Streetscape elements
- Wall facade repair or improvement
- Landscaping
- Original architectural features repair and replacement
- Exterior doors
- Windows and window frames
- Shutters
- Stairs, porches, railings
- Roof
- Exterior improvements for ADA
- Other

Description of proposed work: _____

I agree to comply with the guidelines and standards of the Village of Hampshire facade Improvement Assistance Program and I understand that this is a voluntary program under which the village has the right to approve or deny any project or proposal or portions thereof.

Applicant Signature

Date

Print Name

If the applicant is other than the owner, the owner must complete the following:

I certify that I am the owner of the property located at _____,
Hampshire, IL, and that I authorize the applicant to apply for assistance under the Village of Hampshire
Facade Improvement Assistance Program and undertake the approved improvements.

Date

Signature(s)

Print Names