



Village of Hampshire
Business Development Commission Meeting
Wednesday, April 9, 2025 - 6:30 PM
Hampshire Village Hall
234 South State Street, Hampshire, IL 60140

1. Call to Order
2. Public Comments
3. Review of Meeting Minutes from January 8, 2025
4. Economic Development Strategy
5. Beautification Committee Report
 - A. Updates on approved façade applications
 - B. Fiscal Year 2025 Façade Grant Application
 - i. Multiple Businesses – 124-172 S. State St.
6. Update On New Businesses and Existing Businesses in the Village
7. New Business
8. Adjournment

Attendance: By Public Act 101-0640, all public meetings and public hearings for essential governmental services may be held by video or tele conference during a public health disaster, provided there is an accommodation for the public to participate, and submit questions and comments prior to meeting. If you would like to attend this meeting by Video or Tele Conference, you must e-mail the Village Clerk with your request no later than noon (12 PM) the day of the meeting. A link to participate will be sent to your e-mail address, including all exhibits and other documents (the packet) to be considered at the meeting.

Recording: Please note that all meetings held by videoconference will be recorded, and the recordings will be made public. While State Law does not require consent, by requesting an invitation, joining the meeting by link or streaming, all participants acknowledge and consent to their image and voice being recorded and made available for public viewing.

Accommodations: The Village of Hampshire, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in the meeting(s) or have questions about the accessibility of the meeting(s) or facilities, contact the Village at 847-683-2181 to allow the Village to make reasonable accommodations for these persons.



Village President
Mike Reid, Jr.

Village Trustees
Heather Fodor
Aaron Kelly
Toby Koth
Lionel Mott
Laura Pollastrini
Erik Robinson

Village of Hampshire
Business Development Commission
Wednesday January 8, 2025 – 6:30 PM
Hampshire Village Hall
234 S State St. Hampshire, IL 60140

MEETING MINUTES

The regular meeting of the Business Development Commission of Hampshire was called to order by Commissioner Martin in person on January 8th, 2025.

1. Call to order at 6:42 pm

In-person: Commissioners Karen Trzaska, David Pizzolato, Bill Swalwell, Trustee Aaron Kelly, and Assistant Village Manager for Development Mo Kahn.

Absent: Commissioners Liz Martin and Jill Van Reit

Roll call confirmed - (quorum established)

2. Public Comments:

- None

3. Meeting Minutes Approval from September 11th, 2024:

- Commissioner Pizzolato moved to make a motion to table the approval of the meeting minutes from September 11th, 2024.
 - Second by Commissioner Trzaska
 - Motion carried by voice vote:
 - Ayes: Trzaska, Kelly, Swalwell and Pizzolato
 - Nays: None
 - Absent: Martin, Van Reit

4. Meeting Minutes Approval from November 13th, 2024:

- Commissioner Pizzolato moved to make a motion to table the approval of the meeting minutes from November 13th, 2024.
 - Second by Commissioner Trzaska
 - Motion carried by voice vote:
 - Ayes: Trzaska, Kelly, Swalwell and Pizzolato
 - Nays: None
 - Absent: Martin, Van Reit

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5. Economic Development Strategy

- Assistant Village Manager for Development Kahn presented the recently published Kane County Economic Development Strategic Plan. The BDC discussed how comprehensive and broad the plan is and asked if it could be distilled into just the sections that apply to Hampshire and consolidated to make it easier to digest. Assistant Village Manager for Development Kahn offered to condense the document and send it out to the BDC to compare it against Hampshire's current plan and identify opportunities.

6. Beautification Committee Report

Commissioner Swalwell provided the following updates to the façade application:

A. Updates on approved façade applications:

- Commissioner Swalwell reported the following:
 - Neon Cow – 142 S. State St. is progressing with the new black metal awning (top and bottom), painting, replacement of light fixtures and the addition of a gate for outdoor seating in the gangway between buildings is nearing completion. Painting may have to wait until the Spring.
 - Style on State's (153 S. State St) project is in progress and nearing completion. They will try to get as much work done before the winter, with the remaining slated for the spring of 2025.
 - 303 N. State St. had completed all their work prior to filling out their application. The Façade Grant stipulates that a grant must be completed and awarded by the Village Board before work can begin to qualify for such grant. Their application will not be accepted due to the program rules.
 - The Kave (123 Washington Ave.) had submitted two proposals to 1) replace the current 9 second story windows and door and 2) 18 windows which would address the 9 in the first proposal but also address the windows that are currently boarded up. The Commission felt that this project was important due to the historical nature of the building and improving the blight of the boarded-up elements of the building. With the limitations of the current budget, the BDC felt it would be better for the business to table their application until the new fiscal year and has been communicated to the business owner.

B. Fiscal Year 2025 Façade Grant Application:

- Trustee Kelly had asked what projects the BDC expected to be coming in 2025 and to provide recommendation of the financial request once available.

6. Update on New or Existing Businesses in the Village

- Meli's Gaming Cafe has sold their business to new owners which has already transitioned. There will be minor updates to the interior of the building and menu in the future.

7. New Business

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- None

8. Adjournment

- Commissioner Pizzolato moved to make a motion to adjourn at 7:41 pm.
 - Second by Commissioner Swalwell
 - Motion carried by voice vote:
 - Ayes: Trzaska, Kelly, Swalwell and Pizzolato
 - Nays: None
 - Absent: Martin, Van Reit

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Agenda Supplement

| | |
|--------------|--|
| TO: | Business Development Commission |
| FROM: | Mo Khan, Assistant Village Manager for Development |
| FOR: | Business Development Commission Meeting on March 12, 2025 |
| RE: | Economic Development Strategy Update |

Background: The Village created an Economic Development Strategy in 2022 that outlined the economic development goals and objectives for the Village. As part of the Economic Development Strategy eighteen goals/objectives were identified with the highest priority for the Village.

Analysis: Village staff reviewed these eighteen goals/objectives that were identified in the Economic Development Strategy plan and have provided updates/notes on how the Village has or will be accomplishing or meeting these goals/objectives.

Documents Attached:

1. Economic Development Strategy – 2022
2. Economic Development Strategy Goals/Objectives Update

| Ranking | Topic | Results | Lens | Update/Notes |
|---------|---|---------|---------------------------|---|
| 1 | Develop a Comprehensive Plan | 17.7 | Sustainability & Land Use | 1. Village staff is proposing to budget \$100,000 in FY2026 Budget for Comp Plan |
| 2 | Expand Infrastructure | 13.7 | Infrastructure | 1. Comcast has begin installing underground infrastructure in Prairie Ridge Neighborhoods |
| 3 | Façade Program | 13.3 | Beautification | 1. Façade Program has continued to be funded by the Village since FY2019 2. Since FY2019, Village has funded approxmiately \$480K in façade grants |
| 4 | Keep Website Current | 12.5 | Communication | 1. Village launched a new CMS/website on 1/31/25 |
| 5 | State & Federal Funding Opportunities | 12 | Infrastructure | 1. Village has received State & Federal Grants for various infrastructure projects, including N. State St. resurfacing, Park & Rinn stormwater project, and Safe Routes to School |
| 6 | Code Enforcement | 11.2 | Beautification | 1. Village's Code Enforcement efforts are primarily complaint-based system |
| 7 | Budget Incentives | 10.5 | Village Participation | 1. Village has budgeted for a Façade Improvement Grant Program |
| 8 | Diversify Housing Options | 10 | Village Participation | 1. Housing Stock & Type has been primarily driven by the market and developers |
| 9 | Develop Infrastructure Standards & Codes | 9.7 | Infrastructure | 1. Village has a Subdivision Ordinance that dictates Village-owned infrastructure requirements |
| 10 | Communicate Programs | 9.5 | Communication | |
| 11 | Update/Modify Codes to Modernize | 8.8 | Village Participation | 1. Village staff is proposing to update Zoning Ordinance once Comp Plan is complete |
| 12 | Maintain Communication with Community Stakeholders | 8.3 | Village Participation | 1. Village staff has open conversations with other Taxing Bodies and stakeholders, such as the Chamber of Commerce |
| 13 | Focus on Walkability & Bikeability | 8.2 | Land Use & Infrastructure | 1. New developments require the construction of walking/biking/multi-use path 2. Village was awarded a Safe Routes to School Grant for installing sidewalks |
| 14 | Communicate with Residents on Types of Businesses Desired | 6.5 | Communication | |
| 15 | Develop Design Standards for New Buildings | 6.3 | Beautification | |
| 16 | Incorporate Sustainability into the Village Code | 5.5 | Sustainability | |
| 17 | Tax Credits for Upgrading to Solar/Green Energy | 4.5 | Sustainability | |
| 18 | Incentives for Using Sustainable Materials | 2.8 | Sustainability | |



ECONOMIC DEVELOPMENT STRATEGY

PRESENTED BY
BUSINESS DEVELOPMENT COMMISSION

Meeting the Needs

Early 2022 Completion of successful Streetscape Initiative

Consulted with Jay Hedges regarding new directives and current Village needs.

Recommendation: Provide insight to the Administration regarding long term goals when considering future development by developing an Economic Development Strategy (EDS).



Our Process

EDUCATION:

WORKED WITH JOSH WRAY TO UNDERSTAND WHAT AN ECONOMIC DEVELOPMENT STRATEGY LOOKS LIKE.

FOCUS:

UTILIZATION OF "GOALS AND LENSES" TO PINPOINT PRIORITIES AND OBJECTIVES IN ORDER TO INITIATE COMPREHENSIVE STRATEGIES.

DISCUSSION:

CONSIDERABLE TIME SPENT DISCUSSING **GOALS** AND LOOKING AT DEVELOPMENT INITIATIVES THROUGH A VARIETY OF **LENSES**.



Goals = Mission of the BDC



Attract and Retain Business



Diversify Local Economy



Enhance the Community's Image



Provide Additional Resources



Looking through the Lenses

Beautification

Sustainability

Land Use

Communication

Village Participation

Infrastructure



| | Lenses | | | | | |
|--------------------------------------|---|---|--|--|--|---|
| Goals | Beautification | Sustainability | Land use | Communication | Village Participation | Infrastructure |
| Attract/Retain Business | Façade Program | Incentives for using sustainable materials | Enterprise Zones | Continue Hampshire's Very Own program | Maintain streamlined permit approvals | Analyze opportunities for state & federal funding for big infrastructure projects |
| | Streetscape Project | Tax Credits for upgrading to Solar/green energy | Create Comprehensive Plan | Keep Website current. Communicate programs incentives clearly | Update/modify code to modernize and make it simpler to comply | Continually expand infrastructure like roads/high speed internet/water & sewer |
| | Develop Standards for future building North along State | Create an award for most sustainable business | | | Maintain some budget allocation for incentives that attract and retain businesses | Work with Engineering Enterprises to be sure their reviews and recommendations align with common sense |
| Diversify Local Economy | Survey residents as to what businesses they would like to see. Make this a regular habit (yearly) | Create Programs for incentivizing online companies to create brick & mortar. Market to them | Work with state economic development to attract international companies | Coordinate with Chamber to be sure we push out workshops they are holding | Communicate with newer types of businesses to see what they need from the village (non-restaurant/bar) | Stay on top of trends to understand what new style companies need in terms of infrastructure. Start working towards providing |
| | Help Foster/incentivize entrepreneurship. | Market to alternative energy installation companies | Focus Comprehensive Plan on creating target areas for a diversified economic development | Communicate through various mediums types of companies that our residents want (Coordinate with Chamber) | Start preparing for an extension of the TIF district before time runs out | |
| | Grow Festival activities | | Set a goal of an entrepreneurial incubator | | Ensure diversification of housing options to promote a diverse customer base and workforce | |
| Enhance the Community's Image | Façade Program | Include Sustainability goals into Comprehensive Plan | Focus on Parks and Green space | Push out communication regarding Façade Program participants | Focus on code enforcement where it makes sense | Develop infrastructure standards in the code that focus on quality. Enforce |
| | Streetscape | Incorporate sustainability into Village Code | Focus heavily on walkability/bikeability. Push developers on this issue | Highlight companies that make investments into their building | Be easy to work with when organizations want to hold events, close streets, etc. | Focus on walkability and invest alongside developers in this respect |
| | Code Enforcement | | | Creating an "Always On" approach for both access to critical information as well as being present in social media space. | Maintain positive two-way communication with all stakeholders within the community | Work towards development of a community center - coordinate with Park Dist. |
| | | | | Highlight accomplishments of local citizens or organizations in the community. | | Ensure appropriate signage and signalization to prevent accidents |
| Provide Additional Resources | Create a robust volunteer system whereby our residents can be helped to beautify the community | Collaborate with High School/community college for training in new energy | Creating Conservation Objectives and Opportunities | Offer a non-pay internship for marketing/communication in the village | Offer Village services to events where possible | |
| | | | | New Business Mentorship with the chamber including a handoff from Village to Chamber | Create internships with Hampshire High & local colleges/universities | Encourage internet companies to bring their storefront to Hampshire |

Let's Talk Strategies

20 Different
Strategies

Need for
Prioritization

Survey voting
process led by
Commissioner
David Pizzolato



BDC - Final Economic Strategy Ranking (December 2022)

| Ranking | Topic | Results | Lens |
|---------|--|---------|-----------------------------|
| 1 | Develop a comprehensive plan which includes sustainability and diversified economic development through targeted areas (sustainability & land use) | 17.7 | sustainability & land use |
| 2 | Continually expand infrastructure (i.e., roads, high speed internet, cellular, water& sewer) (infrastructure) | 13.7 | infrastructure |
| 3 | Facade Program (beautification) | 13.3 | beautification |
| 4 | Keep website current (communication) | 12.5 | communication |
| 5 | Analyze opportunities for state & federal funding for big projects (infrastructure) | 12.0 | infrastructure |
| 6 | Code Enforcement (beautification) | 11.2 | beautification |
| 7 | Keep incentives in the budget (village participation) | 10.5 | village participation |
| 8 | Ensure diversification of housing options to promote a diverse customer base and workforce (village participation) | 10.0 | village participation |
| 9 | Develop infrastructure standards in the code that focuses on quality and enforce them (infrastructure) | 9.7 | infrastructure |
| 10 | Communicate programs clearly (communication) | 9.5 | communication |
| 11 | Update/Modify codes to modernize; make it simpler to comply (village participation) | 8.8 | village participation |
| 12 | Maintain a positive two-way communication with all stakeholders within the community (village participation) | 8.3 | village participation |
| 13 | Focus on walkability & bike ability through investment and alongside developers (land use and infrastructure) | 8.2 | land use and infrastructure |
| 14 | Communicate through various channels for the types of companies that our residents want (communication) | 6.5 | communication |
| 15 | Develop standards for future buildings (beautification) | 6.3 | beautification |
| 16 | Incorporate sustainability into the Village code (sustainability) | 5.5 | sustainability |
| 17 | Tax credits for upgrading to solar/green energy (sustainability) | 4.5 | sustainability |
| 18 | Incentives for using sustainable materials (sustainability) | 2.8 | sustainability |

Essential Eight

1. Develop the **Comprehensive Plan**

2. Continually Expand **Infrastructure**

3. Continue the **Façade Program**

4. Continually keep the **Website up to Date**

5. Stay focused on **Identifying State and Federal Funding Programs**

6. Keep the pressure on **Code Enforcement**

7. Keep **Incentives for Business** in the budget

8. Ensure the development of **Diverse Housing Products.**



Teamwork Makes the Dream Work

1. Develop Comprehensive Plan

Owner – Planning and Zoning Commission

- All Taxing bodies
- Community Organizations
- Unincorporated Community Organization

2. Continually Expand Infrastructure

Owner – Village Staff

- Public Works Committee
- Village Board
- Business Development Commission

3. Façade Program

Owner – Beautification Committee

- Business Development Commission
- Village Board

4. Keep website current

Owner – Village Staff

- Public Relations Committee
- Village Board
- Business Development Commission



Teamwork Makes the Dream Work

5. Analyze opportunities for state and federal funding

Owner – Village Staff

6. Code Enforcement

Owner – Village Staff

- Fire Department
- Business Development Commission
- Village Board

7. Keep incentives in the Budget

Owner – Budget Committee

- Village Board
- Business Development Commission
- Chamber of Commerce

8. Diversification of housing to promote a diverse customer base and workforce

Owner – Village Board

- Planning and Zoning Committee



Elements for Absolute Success



Develop

Develop Key Metrics that will indicate your progress towards the stated goals



Set

Set a schedule and develop an oversight plan to check in on the progress towards those metrics



Build

Build a plan working backwards from the goal until today that ensures your success.



Thank You for Your Time!

Business Development Commission:

- Ryan Krajecki (chair)
- David Pizzolato (vice chair)
- Elizabeth Martin
- Meagan Rago
- Bill Swalwell
- Karen Trzaska
- Aaron Kelly (Village Board representative)

