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Village of Hampshire
Business Development Commission
Wednesday August 14, 2024 – 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 August 14th, 2024.

1. Call to order at 6:33 pm

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

Virtual: None

Roll call confirmed - (quorum established)

2. Public Comments:

- None

3. Meeting Minutes Approval From July 10th, 2024:

- Commissioner Pizzolato moved to make a motion to approve the meeting minutes from July 10th, 2024.
 - Second by Commissioner Trzaska
 - Motion carried by voice vote:
 - Ayes: Martin, Swalwell, Trzaska, Kelly and Pizzolato
 - Nays: None
 - Abstained: Van Reit

4. Downtown Signage

- The Commission discussed the approval that was voted on by the BDC to change the current signage ordinance in late 2023 but has not yet been voted on by the Planning & Zoning Commission. Assistant Village Manager Kahn presented the research of the sign size/area allowance for nearby communities and drafted language for the BDC to review and provide recommendations that would prohibit any future internally illuminated or backlit wall signs in the downtown area.
- The Village staff has drafted proposed text amendment to Sec. 6-12-2 of the Hampshire Zoning Ordinance that regulates prohibited graphics in the Village. The language reads

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that internally illuminated or backlit wall signs will be prohibited in the Downtown Special Graphics Area, which are defined by the following streets:

1. State Street from Allen Road to Jackson Avenue
 2. Washington Avenue from State Street to Elm Street
 3. Jefferson Avenue from Park Street to Elm Street
 4. Rinn Avenue from Park Street to State Street
- In addition, the Village staff also eliminated festoon lighting as a prohibited graphic as the Village has installed its own festoon lighting in the downtown area. Additionally, the Village has adopted outdoor lighting regulations, which will regulate lights such as festoon lighting so as not to be a nuisance.
 - The proposed changes will be sent to the Village Board for approval and any changes to the ordinance for sizing of signage will be discussed at September's meeting.

5. Beautification Committee Report

A. Commissioner Swalwell presented that the following facade application updates as follows:

- o Stitching on State – The project is complete.
- o The Kave – Their revised façade application for the second story window work will be discussed under agenda topic 5b.
- o State Farm Insurance – The proof has been sent to the BDC for approval and will be discussed under agenda topic 5b.
- o Farmers Insurance – This project is complete.

B. Fiscal Year 2025 Façade Grant Application – Review & Recommendation

- o The BDC discussed the façade grant applications submitted by the following businesses:
 - Delta Yoga – 184 S. State St.
 - Commissioner Trzaska moved to make a motion to award a façade grant in the amount of \$1,120.35 to the business at 184 S. State St.
 - Second by Commissioner Martin
 - Motion carried by voice vote:
 - Ayes: Martin, Swalwell, Trzaska, Van Reit, Kelly and Pizzolato
 - Nays: None
 - Multiple Businesses – 124-172 S. State St.
 - The BDC discussed the project and like the direction of restoring the accents that are being proposed. The BDC will table a recommendation until September, as they would like the applicants for all properties to approve the work and have an itemized quote for the work.
 - State Farm – 185 S. State St.
 - Commissioner Pizzolato moved to make a motion to award a façade grant in the amount of \$2,692.50 to the business at 185 S. State St.
 - o Second by Commissioner Trzaska
 - o Motion carried by voice vote:

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- Ayes: Martin, Swalwell, Trzaska, Van Reit, Kelly and Pizzolato
 - Nays: None
- Style on State – 165 S. State St.
 - Commissioner Pizzolato moved to make a motion to award a façade grant in the amount of \$20,475.00 to the business at 165 S. State St., which is contingent on the project quote including materials.
 - o Second by Commissioner Trzaska
 - o Motion carried by voice vote:
 - Ayes: Martin, Swalwell, Trzaska, Van Reit, Kelly and Pizzolato
 - Nays: None
- The Kave – 123 Washington Ave.
 - The BDC discussed the project proposal to address the replacement of the current second story windows. There was concern by the Commission that the current windows that are boarded up on the west and south sides of the building were not being addressed. In addition, their current quote is not itemized.
 - Since this is the business owner (already awarded one grant) submitting the second project, the BDC would like the owner to consider replacing all the windows on the second floor and receiving 2-3 quotes to see if that is feasible.
 - If they want to proceed with their application for the current replacement of the windows on the north and east side of the building, the BDC requests that an itemized quote is provided.
- o The following motions that were made will be passed on to the Village board for final approval.

6. Food Truck/Trailer Regulations

- Assistant Village Manager for Development Kahn discussed that there is concern with current businesses in the Village that food trucks are impacting their businesses and should changes be made to the current ordinance.
- The BDC discussed the topic at length and felt that competition is good and should result in all businesses in Hampshire evaluating what changes they can make to drive consumer traffic.
- The Village is evaluating any changes that may be needed to the existing ordinance and will take the BDC's position under advisement in the event any changes are made.

7. Update on New or Existing Businesses in the Village

- None

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8. New Business

- None

9. Adjournment

- Commissioner Pizzolato moved to make a motion to adjourn at 9:35 pm.
 - Second by Trustee Kelly
 - Motion carried by voice vote:
 - Ayes: Martin, Swalwell, Trzaska, Van Reit, Kelly and Pizzolato
 - Nays: None

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