



EMBRACE OPPORTUNITY
HONOR TRADITION

Village President
Mike Reid, Jr.

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

Meeting Agenda
Business Development Commission
February 14, 2024, 6:30 p.m.
234 S. State St. Hampshire, IL 60140

1. Call to Order
2. Silent moment of remembrance for John Fenzel and Linda Vasquez
3. Public Comments
4. Review of meeting minutes from December 13, 2023
5. Establish BDC 2024 Meeting Schedule
6. Establish Virtual Meeting Guidelines
7. Façade Application
8. Beautification Committee Report
 - A. Updates on approved façade applications
 - i. Stitching on State
 - ii. The Kave
 - iii. State Farm Insurance/State Farm Façade Grant
 - iv. Magnussen Insurance
 - v. Farmers Insurance
 - vi. Meli's Cafe
9. Mainstreet Membership
 - A. Next Steps
 - B. Revitalization expansion discussion
10. Hampshire's Very Own
 - A. List of remaining companies
 - i. Hampshire Social

VILLAGE OF HAMPSHIRE

234 S. State Street, P.O. Box 457, Hampshire, IL 60140-0457
847-683-2181 phone / 847-683-4915 fax

hampshireil.org

- ii. Garden Berry
- iii. Alfano's
- iv. Meli's Gaming Café
- v. Delta Yoga

11. Update On New Businesses And Existing Businesses in the Village

12. New Business

13. 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 required 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

Business Development Commission
Meeting Minutes
Hampshire Village Hall
234 S State St, Hampshire, IL 60140

The regular meeting of the Business Development Commission of Hampshire was called to order by Commissioner Martin in person on December 13th, 2023.

1. Call to order at 6:35 pm

In-person: Commissioners Liz Martin, Bill Swalwell, David Pizzolato, Karen Trzaska, Assistant Village Manager Mo Khan and Village Manager Jay Hedges.

Absent: Commissioners Jill Van Reit, Meagan Rago and Trustee Aaron Kelly

Roll call confirmed - (quorum established)

2. Public Comments:

- None

3. Meeting Minutes Approval From 9/13/23:

- Consensus approved to the agenda to update the approval date from August 9th to September 13th.
- Commissioner Pizzolato moved to make a motion to approve the meeting minutes from 9/13/23.
 - Second by Commissioner Trzaska
 - Motion carried by voice vote:
 - Ayes: Trzaska, Martin, Swalwell and Pizzolato
 - Nays: None
 - Absent: Van Reit, Rago and Kelly

4. Beautification Committee Report

- Commissioner Swalwell presented the Beautification Committee's suggested changes to the current sign ordinance for the Village's downtown.
 - Commissioner Pizzolato made a motion to support the Beautification Committee's recommendation and make the following changes to the existing sign ordinance, specific to the Village's downtown district, where all new sign permit applications would only be allowing signs that either were on building awnings or hung perpendicular to the façade of a business. Also, signs would only be illuminated only by surface lighting.

VILLAGE OF HAMPSHIRE

234 S. State Street, P.O. Box 457, Hampshire, IL 60140-0457
847-683-2181 phone / 847-683-4915 fax

hampshireil.org

- Second by Commissioner Marting
- Motion carried by voice vote:
 - Ayes: Trzaska, Martin, Swalwell and Pizzolato
 - Nays: None
 - Absent: Van Reit, Rago and Kelly
- Commissioner Swalwell presented that the following facade applications had either been approved/denied by the Village Board:
 - Approved – Stitching on State, Magnussen Insurance, Farmers Insurance and Meli’s Café.
 - Denied – The Kave
- Commissioner Swalwell also presented that the State Farm applicant wanted to make a change to their application by shifting from a masonry façade to a vinyl siding. The Beautification Committee was against the change and the change was tabled to the BDC.
- Commissioner Martin moved to vote if the BDC was for or against the switch from masonry to vinyl.
 - Second by Commissioner Pizzolato
 - Motion carried by voice vote:
 - Ayes: None
 - Nays: Trzaska, Martin, Swalwell and Pizzolato
 - Absent: Van Reit, Rago and Kelly
- Commissioner Swalwell will go back to the current applicant to advise of the decision.

5. Main Street Membership

- Commissioner Martin presented the current program and ideas surrounding how the BDC can take advantage of some the strategies and apply it to the downtown.
- Assistant Village Manager Kahn has a contact with the Main Street Program and will inquire how the Village can utilize what they have to offer so the BDC can leverage it. Feedback will be shared during January’s meeting.

6. Hampshire’s Very Own - Current Order of Articles

List of companies:

1. Iron Wok
2. Hampshire Social
3. Garden Berry
4. Alfano’s
5. Meli’s Cafe
6. State Farm – new agent
7. Stitching on State – new owner

VILLAGE OF HAMPSHIRE

234 S. State Street, P.O. Box 457, Hampshire, IL 60140-0457
847-683-2181 phone / 847-683-4915 fax

hampshireil.org

7. Update on New or Existing Business Update

- There is a new sandwich shop that will be moving next to Meli's café, which will serve hot dogs, burgers and sandwiches.

8. New Business

- Assistant Village Manager Kahn was introduced to the BDC and was welcomed and eager to work with him.
- Commissioner Pizzolato tabled the negative impact that solar farms can have on the community and the property they sit on. Others shared their experiences to the cost and negative impact they can have as well.

10. Adjournment

- Commissioner Pizzolato moved to make a motion to adjourn at 8:28 pm.
 - Second by Commissioner Trzaska
 - Motion carried by voice vote:
 - Ayes: Trzaska, Martin, Swalwell and Pizzolato
 - Nays: None
 - Absent: Van Reit, Rago and Kelly

VILLAGE OF HAMPSHIRE

234 S. State Street, P.O. Box 457, Hampshire, IL 60140-0457
847-683-2181 phone / 847-683-4915 fax

hampshireil.org



EMBRACE OPPORTUNITY
HONOR TRADITION

ANNUAL SCHEDULE OF BUSINESS DEVELOPMENT COMMISSION MEETING DATES FOR 2024

<u>Meeting Date</u>	<u>Meeting Time</u>	<u>Meeting Location</u>
January 10, 2024	6:30 p.m.	Village Hall
February 14, 2024	6:30 p.m.	Village Hall
March 13, 2024	6:30 p.m.	Village Hall
April 10, 2024	6:30 p.m.	Village Hall
May 8, 2024	6:30 p.m.	Village Hall
June 5, 2024	6:30 p.m.	Village Hall
July 10, 2024	6:30 p.m.	Village Hall
August 14, 2024	6:30 p.m.	Village Hall
September 11, 2024	6:30 p.m.	Village Hall
October 9, 2024	6:30 p.m.	Village Hall
November 13, 2024	6:30 p.m.	Village Hall
December 11, 2024	6:30 p.m.	Village Hall



Village of Hampshire
234 S. State Street, Hampshire IL 60140
Phone: 847-683-2181 www.hampshireil.org

TO: Business Development Commission
FROM: Mo Khan, Assistant Village Manager for Development
FOR: Business Development Commission Meeting on February 14, 2024
RE: Remote Attendance Policy

Background: In order to allow remote attendees full participating rights, a Remote Attendance Policy has to be adopted by the Business Development Commission per state statute.

Recommendation: Village staff recommends the following Remote Attendance Policy to be adopted by the Business Development Commission:

“According to the Open Meetings Act (5 ILCS 120), it is required that a quorum of members of a public body be physically present at the location of an open meeting. However, if a quorum of physical attendance is reached, a member of the body may attend the meeting by video or audio conference if the member is prevented from physically attending the meeting for one of the following reasons: personal illness or disability, employment purposes/business of the public body, or family/other emergencies.

If a member needs to attend a meeting remotely for the listed reasons, they must notify the recording secretary of the Business Development Commission before the meeting, unless advance notice is impractical. A majority of the members physically present at the meeting must approve of the members’ remote attendance. If the requirements described above are met, then the member may attend the meeting by video or audience conference. Members attending the meeting remotely in accordance with the Open Meetings Act hold the same rights as members attending the meeting physically.”



Village of Hampshire
234 S. State Street, Hampshire, IL 60140
Phone: 847-683-2181 ▪ www.hampshireil.org

FAÇADE IMPROVEMENT PROGRAM AWARD LETTER & AGREEMENT

Date: _____

To: Applicant / Owner(s):

Applicant's Name: _____ Owner's Name(s): _____

Owner's Address: _____

Business Name: _____

Business Address: _____

Congratulations! The façade improvement project that you have proposed for your property has been approved for participation in the Village of Hampshire Façade Improvement Program.

The amount to be reimbursed to you by the Village shall be not more than \$_____ subject to the following conditions:

- a) You must sign and return this agreement to the Village Clerk, 234 South State Street, PO Box 457, Hampshire, IL 60140-0457, or email a signed copy to villageclerk@hampshireil.org.
- b) You shall comply with the policies of the Facade Improvement Program as outlined in the Façade Improvement Program Packet.
- c) Pay merit of the reimbursement specified above will be made to you only upon completion of all work items as originally approved and receipt and approval of all required documentation specified herein.
- d) Funding for this program will occur per fiscal year of the Village; each project will be funded only once; and unused or unclaimed funds in any fiscal year may lapse.
- e) After completion of the program, you shall maintain the Improvements in good condition, without alterations, for a period of no less than five (5) years after date of final inspection, unless otherwise approved by the Village Board of Trustees.

Failure to do so shall render you liable to pay back to the Village the full amount of reimbursement paid hereunder, plus interest, together with any attorney's fees and court costs incurred by the Village in demanding and/or collecting such reimbursement.

You are also advised that grant funding under the Village's Façade Improvement program is subject to federal and state tax laws, and the amount of reimbursement paid to you will be reported by the Village to the IRS on Form 1099-G. You should consult your tax advisor in this regard.

Additionally, in signing this grant agreement you agree to, for a period of five years from the completion of this project, (1) refrain from protesting the assessment of equalized assessed value of the property by the Township Assessor and (2) pay when due all ad valorem real estate taxes assessed to and due to be paid in relation to the property.

AGREED: _____

Applicant's Signature

Date