



Village of Hampshire  
Business Development Commission Meeting  
Wednesday, March 11, 2026 - 6:30 PM  
Hampshire Village Hall  
234 South State Street, Hampshire, IL 60140

1. Call to Order
2. Roll Call
3. Public Comments
4. Review of Meeting Minutes from February 11, 2026
5. Beautification Committee Report
  - A. Updates on approved façade applications
    - i. Multiple Businesses - 124-172 S. State St.
    - ii. The Kave - 123 Washington Ave.
    - iii. The Vintage Hammer - 122 Washington Ave.
  - B. Discussion on Future/Pending Façade Grant Applications
6. Comprehensive Plan Discussion
7. Resident & Business Survey Discussion
8. Update On New Businesses and Existing Businesses in the Village
9. New Business
10. 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.



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## MEETING MINUTES

### 1. **Call to Order**

The Village of Hampshire Business Development Commission was called to order by Chairman Pizzolato at 6:45 P.M.

### 2. **Roll Call**

Present: Commissioners Karen Trzaska, Jennifer Abbatacola, Trustee Aaron Kelly, and Chairman David Pizzolato

Absent: Commissioner Bill Swalwell and Christopher Garcia

Others Present: Mo Khan, Assistant Village Manager for Development

### 3. **Public Comments**

None.

### 4. **Review of Meeting Minutes from January 14, 2025**

Motion: Commissioner Trzaska

Second: Commissioner Abbatacola

Ayes: Commissioners Karen Trzaska, Jennifer Abbatacola, and Chairman David Pizzolato

Nays: None

Abstain: None

Present: Trustee Aaron Kelly

Motion Approved

### 5. **Beautification Committee Report**

#### A. **Updates on Approved Façade Applications**

Chairman Pizzolato asked for when the façade grants were approved for the applicants and the six-month deadline is for each. Mr. Khan stated he will follow-up with those dates.

#### B. **Discussion on Future/Pending Façade Grant Applications**

No Report

6. **Village of Hampshire - Comprehensive Plan Discussion and Working Session**

Chairman Pizzolato led the discussion on the draft Comprehensive Plan Request for Proposals (RFP) document. The Commission and Village staff discussed revisions/changes to RFP document.

7. **Update on New Businesses and Existing Businesses in the Village**

No Report

8. **New Business**

Chairman Pizzolato and the Commission discussed conducting a survey of what type of businesses residents would like to see in the Village and where those businesses should be located.

9. **Adjournment**

Motion: Trustee Kelly

Second: Commissioner Trzaska

Ayes: Commissioners Karen Trzaska, Jennifer Abbatacola, Trustee Aaron Kelly, and Chairman David Pizzolato

Nays: None

Motion Approved

Adjourned at 8:17 P.M.

Submitted: March 11, 2026

Approved:



**Village President**  
Mike Reid, Jr.

**Village Trustees**  
Heather Fodor  
Erin E.D. Jarnebro  
Aaron Kelly  
Toby Koth  
Laura Pollastrini  
Erik Robinson

## **REQUEST FOR PROPOSALS: VILLAGE OF HAMPSHIRE COMPREHENSIVE PLAN**

### INTRODUCTION

The Village of Hampshire (“Village”) is soliciting proposals from qualified consulting firms to prepare a new Comprehensive Plan that will guide the Village’s growth, development, and preservation priorities for the next 10-20 years. The current Comprehensive Plan was adopted in 2004, with Sub-Area updates completed in 2006 and 2008.

The new Comprehensive Plan must reflect Hampshire’s unique character—balancing rural identity and farmland preservation with the realities of rapid residential growth, increased development interest, infrastructure demands, and economic development opportunities.

The Village seeks a consultant team that can produce an actionable, data-driven, visually compelling plan with a clear implementation framework that supports decision-making by the Village Board, Planning & Zoning Commission, Business Development Commission, Village staff, and residents. The current budget for the following deliverables is \$125,000.

### COMMUNITY BACKGROUND

Hampshire is a non-home rule municipality in Kane and McHenry Counties. Since its incorporation in 1876, the Village has grown from a small rural community to a municipality exceeding 10,000 residents (2025 Special Census, pending final certification). Hampshire sits approximately 50 miles northwest of Chicago and 40 miles southeast of Rockford and is experiencing significant residential and commercial development pressure, driven in part by proximity to I-90, IL-47, US-20, and regional employment centers.

Hampshire’s identity is rooted in its agricultural heritage, open space, and small-town character, and the Village is committed to managing growth in a way that preserves these qualities while meeting evolving housing, infrastructure, and economic needs.

### PROJECT OBJECTIVES

The Comprehensive Plan must:

- Establish a clear vision for the Village’s long-term future, approximately 20-year outlook
- Balance residential, commercial, and industrial growth in proportion to services and infrastructure.
- Protect and integrate farmland, natural resources, and open space into future planning.
- Create a Future Land Use Plan and Annexation Framework that specify where growth should occur—and where it should not.

#### **VILLAGE OF HAMPSHIRE**

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[hampshireil.org](http://hampshireil.org)



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- Address housing diversity, including attainable housing, missing-middle housing, and large-lot rural-edge residential opportunities.
- Provide strategies for economic development throughout the Village, retail positioning, and business attraction.
- Include a robust public engagement strategy, with clear documentation and transparent participation.
- Deliver an implementation matrix that assigns responsibilities (Village Board, PZC, BDC, Village staff), timelines, and funding tools.
- Identify Priority Growth Areas requiring accelerated planning attention prior to completion of the full Comprehensive Plan.
- Provide interim decision-making support guidance for near-term development pressures and edge-area planning influences.

## SCOPE OF WORK

The following scope represents the minimum required elements. Firms may provide recommended enhancements.

1. Community Profile & Existing Conditions
  - a. Demographics, growth trends, and projections
  - b. Housing stock evaluation: unit types, lot sizes, affordability, gaps
  - c. Economic and retail profile, employment trends
  - d. Land use inventory and zoning analysis
  - e. Transportation and mobility conditions
  - f. Infrastructure capacity: water, sewer, utilities, stormwater
  - g. Environmental constraints: floodplains, wetlands, watersheds
  - h. Existing Village policies, codes, and past planning documents
2. Public Engagement Strategy

Consultant shall design a customized, multi-platform engagement plan including:

  - a. Public workshops (minimum 3)
  - b. Community survey (online and paper)
  - c. Stakeholders focus groups (developers, businesses, farmers/landowners, civic groups)
  - d. Joint meetings with Village Board, Planning & Zoning Commission and Business Development Commission
  - e. Ongoing digital engagement (website, social media graphics, online comment tools)
  - f. Summary report documenting engagement findings
3. Future Land Use Plan

The Plan must include:

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- a. Growth management principles
  - b. Designated residential, mixed-use, commercial, industrial and conservation areas
  - c. Large-lot residential areas for rural-edge living
  - d. Redevelopment opportunities
  - e. Agricultural preservation zones with tools (easements, cluster design, buffers)
  - f. Development intensity, height, and density recommendations
  - g. Full-color, GIS-based Future Land Use Map
4. Housing Plan
    - a. Gaps analysis (ex. workforce housing, missing middle, rental share, large-lot demand) that can separate Hampshire from neighboring communities
    - b. Strategies for diversifying housing stock
    - c. Priority sites for housing development
    - d. Policies that support attainable housing while maintaining Village character
  5. Economic Development Strategy
    - a. Retail and business attraction strategy
    - b. Corridor redevelopment plan (ex. IL Route 72; Big Timber Rd.)
    - c. Identification of niche market opportunities
    - d. Targeted commercial and industrial sites
    - e. Shovel-ready development recommendations
  6. Transportation & Mobility Plan
    - a. Traffic and transportation network assessment
    - b. Sidewalk, trail, and pedestrian improvements
    - c. Bike network and connectivity planning
  7. Implementation Matrix

A detailed, actionable matrix that includes:

    - a. Strategies, responsible bodies (Board, P&Z, BDC, staff)
    - b. Timeline (1-3 years, 3-7 years, 7+ years)
    - c. Estimated costs and function mechanisms
    - d. Regulatory and policy changes needed
    - e. Benchmarks for success and annual review procedures

#### PHASED WORK PROGRAM & PRIORITY AREA INTERIM FRAMEWORK

Due to significant near-term growth pressures and pending development decisions affecting areas within and adjacent to the Village, the Comprehensive Plan shall be structured as a phased work program.

Firms shall structure their scope and timeline to include a Phase 1 (Interim Priority Area Framework) and the full Comprehensive Plan.

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## STRATEGIC INTENT & RATIONALE

The village recognizes that traditional comprehensive planning timelines may not align with the pace of development and annexation pressures currently affecting the Village.

This phased structure is intended to provide early governance clarity, reduce reactive decision-making, and strengthen edge-area planning coordination while maintaining full comprehensive planning integrity.

## PHASE 1 - PRIORITY AREA INTERIM FRAMEWORK (60-90 DAYS)

1. Identification and mapping of Village-designated priority areas.
2. Interim land use and development intensity guidance.
3. Annexation and edge-area planning considerations.
4. Near-term implementation actions (0-3 years).

## DELIVERABLES

1. Phase 1 - Interim Priority Rea Framework Report (GIS + PDF)
2. Existing Conditions Report
3. Public Engagement Summary Report
4. Draft & Final Future Land Use Map (GIS + PDF)
5. Draft & Final Comprehensive Plan
6. Editable GIS files, graphics, and all raw data
7. Implementation Matrix
8. Executive Summary
9. Presentation and materials for all public meetings

## PROPOSED SELECTION SCHEDULE

The Village anticipates the following general schedule for its selection process. The Village reserves the right to change this schedule as needed.

- |  |                                     |
|--|-------------------------------------|
| 1. Request for Proposal (RFP) Advertised | The week of May 4, 2026             |
| 2. Submittal Due Date                    | June 12, 2026 @ 4 P.M. Local Time   |
| 3. Interviews of Consultants (as needed) | June 22, 2026 through June 26, 2026 |
| 4. Selection Evaluation                  | June 29, 2026 through July 2, 2026  |
| 5. Consultant Selection & Approval       | July 16, 2026                       |

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## PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include the following information at minimum. Incomplete proposals may be rejected without consideration by the Village.

1. Cover Letter
2. Technical Experience with similar Comprehensive Plans
3. Proposed Scope of Services
4. Organization/Team Profile and Qualifications
5. Key Personnel Experience (specifically engagement lead & project manager)
6. Itemized Cost Proposal & Optional Tasks
7. Project Timeline
8. Examples of Similar Work
9. References (3 Municipal References Preferred)

## SUBMITTAL INSTRUCTIONS

Respondents must provide proposals in electronic version in PDF format of their submittal on a flash/thumb drive in a sealed envelope clearly marked with: "Village of Hampshire Comprehensive Plan RFP." Proposals must be received by 4:00 P.M. local time on Friday, June 12, 2026.

Questions regarding the RFP may be submitted by writing to:

Village of Hampshire  
Attn: Mo Khan - Comprehensive Plan RFP  
234 S. State St.  
P.O. Box 457  
Hampshire, IL 60140

Or by e-mail to: [mkhan@hampshireil.org](mailto:mkhan@hampshireil.org).

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## EVALUATION CRITERIA & SCORING

Complete submittals will be evaluated by the Village using the following criteria and scoring:

Criteria	Max Points
1. Experience in the type of work to be performed	20
2. Qualifications and experience of key personnel	20
3. Quality of submittal	10
4. Familiarity with the general region	15
5. Ability to deliver project in a timely manner	15
6. Client References & Interviews	20
Maximum Total Points	100

## SELECTION

Upon review of the responses to the RFP, Village staff will select a consultant to enter into contract negotiations. Upon completion of contract negotiations with Village staff, Village staff will present the selection to the Village Board at a public meeting of the Village Board for consideration of the recommended consultant selection and respective contract for the project.

If for any reason the Village and the recommended consultant selection are unable to reach agreement on a negotiated contract or the Village Board shall not approve the recommendation and respective contract, the Village may then negotiate with the next most qualified consultant, terminate the RFP process, or may start over with the RFP process.

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# Board Report

## 2018 Hampshire Resident Downtown Survey – Summary and Board Implications

**Prepared for:** Village Board / Downtown & Economic Development Discussion

**Source:** 2018 Hampshire Resident Survey – Downtown (475 responses, April 2018)

### Executive summary

Residents expressed strong demand for more everyday retail and food options downtown, led by a bakery (72.2%), hardware store (71.8%), coffee shop (61.9%), grocery store (53.5%), and restaurants (47.2%).

The survey also shows a clear design mandate: most respondents support appearance and upkeep standards for storefronts, with 86.7% in favor for new businesses and 74.1% in favor for existing businesses.

The dominant policy tension is not whether Hampshire should improve downtown, but how: residents want more activity and higher-quality businesses while preserving the small-town, historic, family-friendly identity of downtown.

Open-ended responses repeatedly point to parking, aging buildings, limited foot traffic, weak business mix, and insufficient marketing/events as the main barriers to a stronger downtown.

## 1. Survey profile

**Response volume.** 475 residents completed the survey.

**Resident profile.** 92.4% of respondents own their residence; 74.5% have children. The largest age cohort is 45–54 (24.6%), followed by 21–34 (23.0%) and 35–44 (20.4%).

**Length of residency.** The survey includes both long-time residents and newer households: 32.6% had lived in Hampshire 0–5 years, 13.3% for 5–10 years, 26.1% for 10–20 years, and 23.6% for more than 20 years.

**Business perspective.** Only 5.3% currently owned a business in the Village, but 9.7% expressed interest in owning or creating one, which suggests some local entrepreneurial potential.

## 2. What residents most want downtown

The strongest quantitative signal in the survey is the desire for a more useful, everyday downtown business mix. The top requested business types were:

Rank	Business type	Support
1	Bakery	72.21% (343)
2	Hardware store	71.79% (341)
3	Coffee shop	61.89% (294)
4	Large grocery store	53.47% (254)
5	Restaurants	47.16% (224)
6	Bar / tavern / pub	36.84% (175)
7	Candy / ice cream	35.16% (167)
8	Small grocery / staples	34.95% (166)
9	Other services	29.68% (141)

10	Bowling alley	29.47% (140)
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**Interpretation.** Residents are not primarily asking for office or industrial uses downtown. The strongest demand is for convenient daily-needs retail plus family-friendly food options that give people a reason to stay in town rather than drive elsewhere.

**Common themes from open comments.** Respondents repeatedly mentioned family restaurants, Mexican food, delis/sandwich shops, farm-to-table or healthier options, coffee/breakfast concepts, gift or boutique retail, and places that make downtown a walkable destination rather than just a pass-through corridor.

### 3. Current downtown use vs. unmet demand

Responses to the question about the three downtown businesses residents currently frequent most show that daily usage is concentrated in a small number of essential or legacy destinations, especially Block’s grocery, the library, pharmacy, post office, banks, gas stations, and a limited number of restaurants.

**Board takeaway.** Current activity appears anchored by necessity uses, not by a broad destination mix. That matters because it means downtown is still relevant to residents, but it is not yet capturing as much discretionary dining, shopping, or entertainment spending as it could.

**Spending upside.** Open-ended responses to the shopping question frequently indicated meaningful increases in local spending if the desired business mix existed, often in the range of 25% to 50% or more. While these responses are self-reported and not a market study, they point to strong perceived leakage of retail and restaurant spending to other communities.

### 4. Strategic tensions the Board should recognize

Tension	What the survey suggests
More amenities vs. small-town identity	Residents want more useful businesses and better dining, but many explicitly reject an overbuilt, generic, or highway-strip outcome.
Downtown focus vs. Route 72 growth	Many respondents want downtown improved, but several believe larger-format retail and grocery uses are better suited to Route 72 or other growth corridors.
Historic preservation vs. modernization	Respondents value older buildings and local character, but many also see façades, sidewalks, signage, and storefront conditions as outdated and in need of investment.
Attracting business vs. supporting viability	Residents want more businesses, but comments also reflect concern about weak foot traffic, low visibility, parking constraints, and whether local consumers will consistently support new stores.

### 5. Main barriers identified by residents

Open-ended comments point to a consistent set of practical barriers:

- Parking constraints and circulation problems, especially if downtown activity increases.

- Older buildings, façade condition, and infrastructure limitations that make spaces harder to lease or modernize.
- Limited foot traffic and the perception that downtown is not visible enough or not on a strong enough corridor to support certain concepts.
- Insufficient business variety and concerns about current restaurant quality, hours, and consistency.
- A need for stronger marketing, more events, better signage, and clearer promotion of what Hampshire already offers.
- Concern that regulations, redevelopment costs, or property-owner issues may make business recruitment harder than it should be.

## 6. What residents want preserved

The preservation message is unusually clear and consistent. Residents repeatedly referenced:

- The small-town feel and family-friendly atmosphere.
- Historic buildings and agricultural roots.
- The library as an important civic anchor.
- A downtown that feels unique, walkable, and locally owned rather than chain-dominated.
- Visual character that is updated and attractive without losing historic identity.

**Important nuance.** Preservation was not framed as opposition to change. In many comments, residents specifically said that updating downtown would strengthen—not weaken—its small-town character if done thoughtfully.

## 7. Appearance and design standards

Support for façade and storefront standards is one of the clearest policy findings in the survey.

Question	Result
Support façade parameters for new businesses	86.74% (412)
Support façade parameters for existing businesses	74.11% (352)
Oppose for new businesses	9.89% (47)
Oppose for existing businesses	11.79% (56)

**Board takeaway.** Residents appear ready for a downtown design program, but comments suggest implementation should be paired with grants, incentives, phased compliance, or flexible standards so existing small businesses are not overburdened.

## 8. Recommended Board priorities

**1. Adopt a two-part business strategy.** Treat downtown and highway-oriented growth areas as complementary rather than competing. Downtown should emphasize walkable dining, bakery/coffee,

boutique retail, services, and civic/event uses. Larger-format grocery or highway-oriented retail should be evaluated in corridors with more visibility and easier access.

**2. Target a short list of recruitment priorities.** Based on the survey, the clearest targets are bakery, hardware, coffee, grocery, family dining, and specialty food concepts. Recruitment should focus first on uses that combine resident need with repeat weekly visits.

**3. Launch a downtown appearance and reinvestment program.** Use the strong support for façade standards to pair design guidance with façade grants, sign assistance, or property improvement incentives.

**4. Address parking and circulation before major recruitment pushes.** Parking was one of the most repeated complaints. Even modest operational improvements, signage, or shared-parking strategies may matter.

**5. Use events, marketing, and the library as catalysts.** Residents frequently referenced the library, concerts, and the need for more reasons to come downtown. Programming can help prove demand and support existing merchants while recruitment is underway.

**6. Evaluate redevelopment and property readiness.** The survey suggests some spaces may be functionally obsolete or difficult to lease. A building-by-building readiness review would help the Board distinguish cosmetic issues from true redevelopment barriers.

## 9. Bottom line

The 2018 survey does not read as a call for Hampshire to become a different community. It reads as a call for Hampshire to become a stronger version of itself: more useful, more active, more attractive, and better able to serve families—while still feeling local, historic, and distinct.

**Suggested Board message.** Invest in downtown as Hampshire's character center, but plan for larger-format growth in appropriate corridors. Residents want both community identity and convenience, and the survey suggests the Board can pursue both if land-use strategy, business recruitment, appearance standards, and infrastructure planning are aligned.

**Source note:** This report summarizes the attached SurveyMonkey export and emphasizes the most consistent quantitative findings and repeated open-ended themes. It is best used as policy direction input, not as a substitute for a current market study or corridor-specific feasibility analysis.