Village of Hampshire
Planning & Zoning Commission Meeting
Monday, October 26, 2026 - 7:00 PM
Hampshire Village Hall
234 South State Street, Hampshire, IL 60140

MEETING MINUTES

1. **Call to Order**
   The Village of Hampshire Planning & Zoning Commission was called to order by Chairwoman Klein at 7:00 P.M.

2. **Pledge of Allegiance**

3. **Roll Call**
   Present: Commissioners Grace Duchaj, Bill Rossetti, Sharon Egger, Ron Ross, and Chairwoman Christine Klein
   Absent: Commissioner Scott McBride
   Others Present: Mo Khan, Assistant Village Manager for Development

4. **A Motion to Approve the Meeting Minutes from October 12, 2026**
   Motion: Commissioner Ross
   Second: Commissioner Duchaj
   Ayes: Commissioners Duchaj, Rossetti, Egger, and Ross
   Nayes: None
   Abstain: None

   Motion Approved

5. **Public Comments**
   None

6. **New Business**
   a. **Case# PZC-26-15 – Public Meeting**
      Address: Brandon Lane/Concord Circle
      PIN: Part of 01-13-400-007
      Petitioner & Owner: Hampshire East, LLC dba Crown Community Development
      Request: Final Plat of Subdivision Approval for Oakstead Neighborhood G
      Action: Motion to make a recommendation regarding Case# PZC-26-15

Mr. Khan presented the request, stating that the Petitioner/Owner, Crown Development, wants to subdivide the duplex lot so each unit is on its own lot rather than one lot with two units.

The Planning & Zoning Commission had no questions for either Village staff or the Petitioner.

No public comments were provided before or during the meeting.

Chairwoman Klein requested a motion to recommend approval of Case# PZC-26-15.

Motion: Commissioner Egger
Second: Commissioner Rossetti
Ayes: Commissioners Duchaj, Rossetti, Egger, and Ross
Nayes: None
Abstain: None

Motion Approved.

b. **Case# PZC-26-11 – Public Hearing**
Address: 190 Grove Ave.
PIN: 01-22-359-012
Petitioner & Owner: Kathleen Herrera
Request: Variance to Sec. 6-3-11-E-3 of the Hampshire Zoning Ordinance to permit a fence to be setback four (4) feet from the corner side lot line, whereas the minimum setback required is ten (10) feet.
Action: Motion to make a recommendation regarding Case# PZC-26-11

Mr. Khan presented the request, stating that the Petitioner/Owner, Kathleen Herrera, is requesting the variance because of the location of an existing retaining wall and to have a larger fenced-in lot area.

Mr. Khan stated that Village staff reviewed the request and provided proposed findings of fact. Mr. Khan summarized the findings of fact, stating that the property can reasonably be used with the current regulations due to the size of the rear yard and that the retaining wall was constructed by a previous owner, creating its own obstruction rather than a naturally occurring obstruction.

Ms. Herrera stated that the retaining wall is historic, and she does not want to remove any portion of it, or the entire wall, due to its historic nature. Ms.

Herrera also stated that, due to her family situation, a larger fenced-in lot area would be beneficial.

Two public comments/questions were provided:

1. Kate Maroder (Unknown Address): E-mailed Village staff with questions and requested the plat of survey that showed the proposed location of the fence. Village staff provided Ms. Maroder with the plat of survey and answered her questions via e-mail. Mr. Khan provided a summary of the email and response to the Planning & Zoning Commission.
2. John Burt (171 Grove Avenue) spoke in support of the request, stating that the request is reasonable.

The Planning and Zoning Commission discussed the request. Commissioner Duchaj stated that she does not find that the standards of a variance have been met. Commissioner Egger concurred and stated a concern about setting a precedent.

Chairwoman Klein requested a motion to recommend denial of Case# PZC-26-11.

Motion: Commissioner Rossetti
Second: Commissioner Duchaj
Ayes: Commissioners Duchaj, Rossetti, Egger, and Ross
Nayes: None
Abstain: None

Motion Approved.

7. **Old Business**
   None.

8. **Announcements**
   Mr. Khan stated that the items from the last Planning & Zoning Commission meeting will be going to the Village Board on November 5, 2026.

   Mr. Khan stated that the Village Board awarded the Comprehensive Plan project bid to Houseal Lavigne. The Planning and Zoning Commission and Mr. Khan discussed the process, timeline, and the role of the Planning & Zoning Commission will have.

9. **Adjournment**
   Motion to Adjourn

Motion: Commissioner Egger
Second: Commissioner Ross
Ayes: Commissioners Duchaj, Rossetti, Egger, and Ross
Nayes: None
Abstain: None

Motion Approved.

Adjourned at 7:30 P.M.

Submitted: November 9, 2026
Approved: November 9, 2026