



Village of Hampshire  
Planning & Zoning Commission Meeting  
Monday, October 13, 2025 - 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 Richard Frillman, Grace Duchaj, Sharon Egger, and Ron Ross and Chairwoman Christine Klein

Absent: Commissioners Scott McBride and Bill Rossetti

Others Present: Mo Khan, Assistant Village Manager for Development, Mary Jo Seehausen, Village Manager

### 4. **A Motion to Approve the Meeting Minutes from August 25, 2025**

Motion: Commissioner Ross

Second: Commissioner Egger

Ayes: Commissioners Duchaj, Egger, and Ross

Nays: None

Abstain: Commissioner Frillman

Motion Approved

### 5. **Public Comments**

None.

### 6. **New Business**

#### a. **Case#: PZC-25-15 - Public Meeting**

**Address: N/A**

**PIN: 01-17-200-007; 01-16-100-008; 01-16-100-005; 01-16-100-007; 01-16-200-022**

**Petitioner & Owner: Hampshire West, LLC dba Crown Community Development**

**Request: Final Plat of Subdivision Approval for Prairie Ridge North Neighborhoods G1, G2, H, I1, and I2**

**Action: Motion to make a recommendation regarding Case# PZC-25-15**

Mr. Khan presented the request being made by the Petitioner. Mr. Khan stated that the Preliminary Plat was approved and when the Petitioner is ready to develop/construct the neighborhood they come forward with the Final Plat of Subdivision for review and approval. Mr. Khan stated that the proposed Final Plats of Subdivision are in general conformance with the Preliminary Plat of Subdivision.

Mr. Khan further stated that the plats have been reviewed and approved by the Village Engineer.

There were no public comments provided prior to or during the meeting.

Motion: Commissioner Duchaj

Second: Commissioner Egger

Aye: Commissioners Frillman, Duchaj, Egger and Ross

Nays: None

Abstain: None

Motion Approved.

**b. Case#: PZC-25-13 - Public Hearing**

**Address: 147 Mill Avenue**

**PIN: 01-21-429-003**

**Petitioner & Owner: Hampshire Township**

**Request: Variance to Sec. 6-11-1-E of the Hampshire Zoning Ordinance to permit a gravel loading zone, whereas it is required to be a paved surface**

**Action: Motion to make a recommendation regarding Case# PZC-25-13**

Mr. Khan presented the request being made by the Petitioner. Mr. Khan stated that the correct code section that the variance is being requested for is Sec. 6-11-1-E rather than 6-11-2-J.

Mr. Khan stated that the Hampshire Township is proposing to demolish a portion of the existing building on the subject property and replace it with a salt dome. Since improvements are being made to the subject property the portion of the subject property being altered/improved must be brought into compliance with current requirements.

Commissioner Ross asked if improvements are being made to the property, why the entire property is not being brought into compliance with current requirements. Mr. Khan stated that the Village historically only requires the portion being improved/alterd to be brought into compliance with current requirements.

The Commission asked if there would be any parking on the subject property. The petitioner stated that there would not be at the current time. The petitioner further added that they plan to demolish additional portions of the existing building and then pave the parking lot and loading zone areas.

The Commission asked what the timeline is for the additional demolition and paving. The petitioner stated that it could be up to 10 years before the additional improvements are made.

The Commission asked Village staff if other variances have been granted for gravel lots. Mr. Khan stated that variances have been granted to the park district and a property on Arrowhead Dr. for gravel parking lots. The variance for the park district included a condition that the accessible stall be paved.

Commissioner Duchaj stated that this request is different from the other requests where variances were granted because this is for a loading zone area rather than a parking lot.

Motion: Commissioner Duchaj

Second: Commissioner Egger

Aye: Commissioners Frillman, Duchaj and Egger

Nayes: Commissioner Ross.

Abstain: None

Motion Approved.

c. **Case#: PZC-25-14 - Public Hearing**

**Address: N/A**

**PIN: N/A**

**Petitioner: Village of Hampshire**

**Request: Text Amendments to Chapter 6 Article III of the Hampshire Zoning Ordinance regarding Fence Regulations & Requirements**

**Action: Motion to make a recommendation regarding Case# PZC-25-14**

Mr. Khan presented the request being made by the Village of Hampshire. Mr. Khan stated that the zoning ordinance is largely silent on regulations and requirements regarding the construction of fences.

Mr. Khan went over the various regulations and requirements being proposed by Village staff regarding fence construction.

The Commission had questions and asked for clarification for when fences would be required and the regulations for when a non-residential use abuts a residential use. Mr. Khan clarified the proposed regulations and requirements for this situation.

Commissioner Duchaj proposed to allow fences in a residential district to be up to a maximum of seven-foot, whereas Village staff proposed a maximum height of six-foot. The Commission agreed that seven-foot should be allowed.

Commissioner Duchaj proposed to include snow and silt fencing in the list of prohibited style of fences unless during a snow event or

construction. The Commission agreed to include snow and silt fencing in the list of prohibited style of fences.

Motion: Commissioner Egger

Second: Commissioner Duchaj

Aye: Commissioners Duchaj, Egger and Chairwoman Klein

Nayes: Commissioner Frillman and Ross.

Abstain: None

Motion Approved.

## **7. Old Business**

Chairwoman Klein asked Village staff about the status of the land use text amendments. Mr. Khan stated he is working on the text amendments and can bring it back for further discussion at the next Planning & Zoning Commission meeting. Mr. Khan asked if Commissioners have any revisions or recommendations regarding the land use table to email him.

## **8. Announcements**

None.

## **9. Adjournment**

Motion to Adjourn

Motion: Commissioner Egger

Second: Commissioner Ross

Aye: Commissioners Frillman, Duchaj, Egger and Ross

Nayes: None

Abstain: None

Motion Approved.

Adjourned at 7:33 P.M.

Submitted: October 27, 2025

Approved: October 27, 2025