

Village of Hampshire
Planning & Zoning Commission Meeting
Monday, September 9, 2024 - 7:00 PM
Hampshire Village Hall
234 South State Street, Hampshire, IL 60140

AGENDA

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Roll Call
- 4. A Motion to Approve the Meeting Minutes from August 26, 2024
- 5. Public Comments
- 6. New Business
 - a. Case#: PZC-24-05 Public Hearing

Address: Outlot 23 Kelley Rd. Park / PIN# 01-15-305-001

Petitioner & Owner: Hampshire West LLC (Crown Development)

Request: Variance to Sec. 6-11-2-J of the Hampshire Zoning Ordinance to permit a gravel

parking lot, whereas it is required to be paved.

Action: Motion to make a recommendation regarding Case# PZC-24-05.

- 7. Old Business
- 8. Announcements
- 9. Adjournment

Public Comments: The Commission will allow each person who is properly registered to speak a maximum time of five (5) minutes, provided the Chairman may reduce the maximum time to three (3) minutes before public comments begin if more than five (5) persons have registered to speak. Public comment is meant to allow for expression of opinion on, or for inquiry regarding, public affairs but is not meant for debate with the Board or its members. Good order and proper decorum shall always be maintained.
Recording: Please note that all meetings held by videoconference may be recorded, and all 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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Village of Hampshire Planning & Zoning Commission Meeting Minutes Monday, August 26, 2024 - 7:00pm Hampshire Village Hall 234 South State Street, Hampshire, IL 60140

1. Call to Order

The Village of Hampshire Planning & Zoning Commission was called to order by Chairman Mroch at 7:00pm

2. Roll Call

Present: Commissioners Grace Duchaj, Richard Frillman, Scott McBride, Bill Rossetti, Sharon Egger, Lawrence Rapach, and Chairman Bryan Mroch.

3. Pledge of Allegiance

Chairman Mroch led the Pledge of Allegiance.

4. A Motion to Approve the Meeting Minutes from July 22, 2024

Motion: Richard Frillman Second: Scott McBride

Ayes: Grace Duchaj, Richard Frillman, Scott McBride, Bill Rossetti, Sharon

Egger, Lawrence Rapach.

Nayes: None

5. Public Comments

No Public Comments

6. New Business

a. Case#: PZC-24-03 - Public Hearing (Continued from 7/22/2024)

Address: 411 Campion Drive

Petitioner & Owner: Gerald Cuartero

Request: Variance to Sec. 7-5-9-A of the Hampshire Subdivision

Ordinance to permit a shed in an easement, whereas structures are not

permitted in easements.

Action: Motion to make a recommendation regarding Case# PZC-24-

03.

A motion to approve the variance to Sec. 7-5-9-A of the Hampshire Subdivision Ordinance to permit a shed in an easement, whereas structures

are not permitted in easements, was made by Lawrence Rapach, seconded by Scott McBride, with a vote of 6 aye, 0 nay. Motion carried.

b. Case#: PZC-24-06 Public Hearing

Address: N/A

Petitioner: Village of Hampshire

Request: Text Amendment to Sec. 6-12-2 of the Hampshire Zoning

Ordinance regarding Prohibited Graphics

Action: Motion to make a recommendation regarding Case# PZC-24-

06.

A motion to make a recommendation regarding Text Amendment to Sec. 6-12-2 of the Hampshire Zoning Ordinance regarding Prohibited Graphics was made by Lawrence Rapach, seconded by Richard Frillman, with a vote of 0 aye, 6 nay. Motion failed.

A motion to reject Case# PCZ-24-06 regarding text amendment to Sec. 6-12-2 of the Hampshire Zoning Ordinance regarding prohibited graphics was made by Lawrence Rapach seconded by Sharon Egger, with a vote of 6 aye, 0 nay. Motion carried.

7. Old Business

A continued request to place the pledge of allegiance before roll call was made by Secretary Frillman.

8. Announcements

A meeting is scheduled for the Planning & Zoning Commission for September 9, 2024.

9. Adjournment

Motion: Scott McBride Second: Lawrence Rapach

Ayes: Commissioners Duchaj, Frillman, Rapach, Rossetti, Egger, and McBride.

Nayes: None Abstain: None

Adjourned: 8:05pm

ubmitted August 26 th , 2024	
Richard Frillman, Secretary	



AGENDA SUPPLEMENT

TO: Planning & Zoning Commission

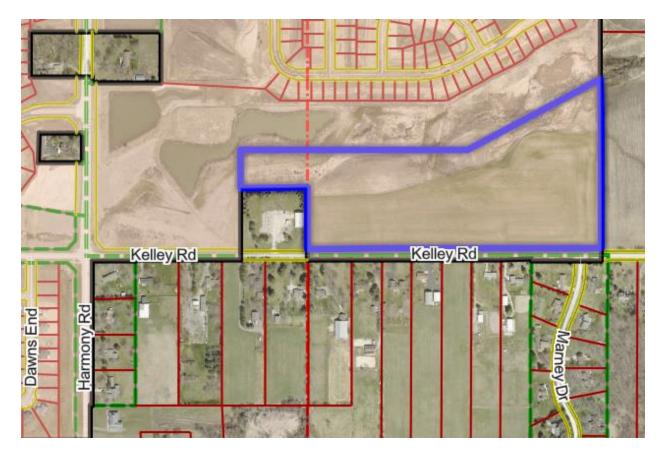
FROM: Mo Khan, Assistant Village Manager for Development

FOR: Planning & Zoning Commission Meeting on September 9, 2024

RE: PZC-24-05 - Outlot 23 Kelley Rd. - Variance

PROPOSAL: Crown Development dba Hampshire West, LLC (Petitioner & Owner) is requesting the following in order to operate a public park by the Hampshire Township Park District:

1. Variance to Sec. 6-11-2-J of the Hampshire Zoning Ordinance to permit a gravel parking lot, whereas it is required to be a paved surface.





BACKGROUND: Crown Development as part of its Annexation Agreement with the Village of Hampshire is required to develop a 29-acre park. As part of the development, Crown Development is required to construct/install \$65,000 in improvements to the park and then transfer ownership of the property to the Hampshire Township Park District ("Park District").

From discussions with the Park District, it was determined that the most needed improvements were a parking lot and a bike path. The bike path would connect to the Prairie Ridge trail system.

The Park District is completing a master plan for the Kelley Rd. park, which will ultimately decide the final location of the parking lot, which may differ from the proposed location of the gravel parking lot.

ANALYSIS: The subject property is approximately 29 acres with frontage on Kelley Rd. east of Harmony Rd. and is proposed to be used as a public park for the Park District.

The subject property is zoned PRD - Planned Residential District. The following are the adjacent property zoning and uses:

North: PRD: Planned Residential District - Stormwater Detention/Retention Area

South: Unincorporated - Residential Use

East: Unincorporated - Farming/Agricultural Use

West: PRD: Planned Residential District - Stormwater Detention/Retention Area

The Planning & Zoning Commission did recently recommend approval of the same variance request for two other properties but with the condition that the gravel parking lot be only allowed for a three (3) year period.

REQUIRED FINDINGS OF FACT: Sec. 6-14-3-F-11-a sets forth the following standards for variances:

The Planning & Zoning Commission shall not recommend a variation unless it shall find, based upon evidence presented to it at the public hearing on the application for variance, the following:

1. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located, and that the variation if granted, will not alter the essential character of the locality.



2. That the plight of the owner is due to unique circumstances and that the variation, if granted, will not alter the essential character of the locality.

For the purpose of supplementing the above standards, the Planning & Zoning Commission shall also take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:

- 1. That the particular physical surrounds, shape, or topographical conditions of the specific property involved would bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulation were to be carried out.
- 2. That the conditions upon which the petition for variation is based would not be applicable generally to other property within the same district.
- 3. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property.
- 4. That the alleged difficulty or hardship has not been created by any person presently having an interest in the property.
- 5. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
- 6. That the proposed variation will not impair adequate supply of light and air to adjacent property, or substantially increase danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.

PROPOSED FINDINGS OF FACT: The proposed findings of fact shall be as follows:

- The property cannot yield a reasonable return if permitted to be used under the current regulations due to the fact that the Park District as a public agency is limited in funds that are available to improve the property with a paved parking lot. The construction of a gravel parking lot will be keeping character of the locality as the properties across Kelley Rd. are unincorporated and also have gravel driveways.
- 2. The plight of the owner is unique in that as a public agency funds are limited to constructing a paved parking lot. The Park District's desire is to have a paved parking lot once the Park District's master plan is completed and funds are available. Thus, the request is not based on saving money but rather on pending future plans and funding.

PUBLIC COMMENTS: Village staff received a Letter of Support by the Park District, which is included as an attachment to this Agenda Supplement.



STAFF RECOMMENDED CONDITIONS OF APPROVAL: Village staff is not recommending any conditions of approval.

RECOMMENDED MOTION:

I move to accept and adopt Staff's Findings of Fact included in the Agenda Supplement and recommend approval of PZC-24-05 for a variance request to Sec. 6-11-2-J of the Hampshire Zoning Ordinance to permit a gravel parking lot, whereas it is required to be constructed of a paved surface, for the property located at Outlot 23 Kelley Rd.

DOCUMENTS ATTACHED:

- 1. Land Use Application
- 2. Plat of Subdivision
- 3. Project Narrative
- 4. Park District Letter of Support



Village of Hampshire

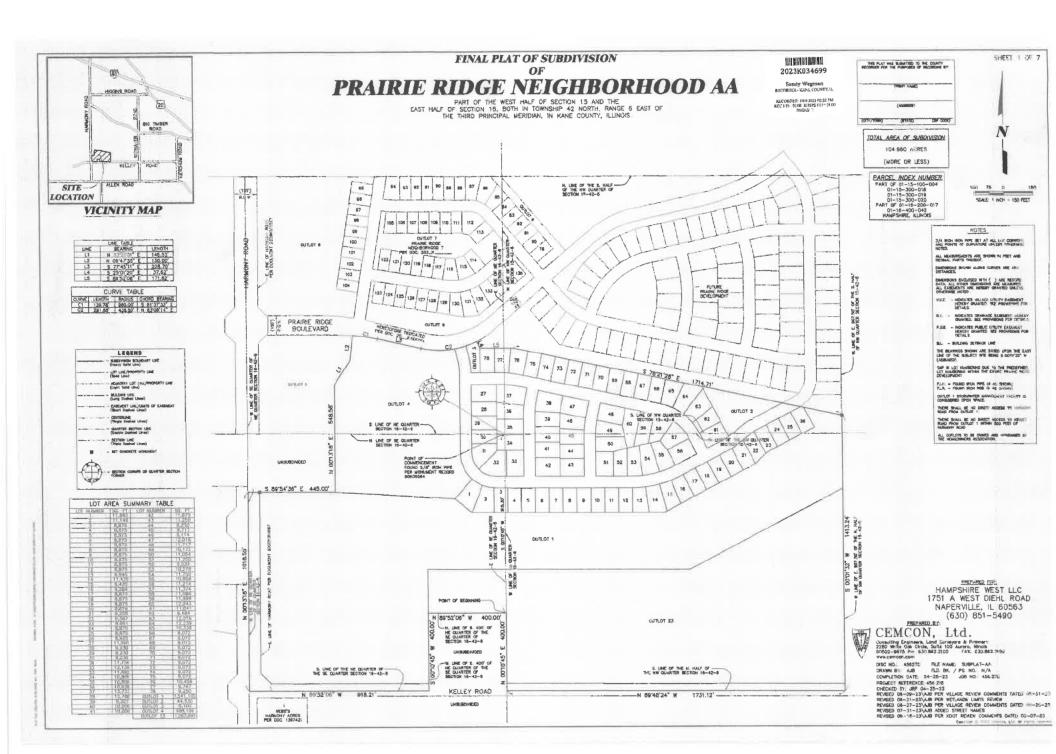
234 S. State Street, Hampshire, IL 60140 Phone: 847-683-2181 • www.hampshireil.org

Land Use Application

Date: 8/1/24
The Undersigned respectfully petitions the Village of Hampshire to review and consider granting the following approval(s) on the land herein described. (check all that apply)
Variance* □ Special Use Permit* □ Rezoning from District to District (ex. M1 to M2)* □ Annexation* □ Subdivision □ Other Site Plan: *requires a 15-30 day public notice period
APPLICANT INFORMATION
APPLICANT (print or type) Name: HAMPSHIRE WEST LLCEmail: Address: 175) A WEST DIEHL ROAD Phone: CONTACT PERSON (if different from applicant)
Name: DAN OLSEM Email: S.A.A.
Address: S.A.A. Phone: S.A.A
IS THE APPLICANT THE OWNER OF THE SUBJECT PROPERTY?
X_YESNO
If the applicant is not the owner of the subject property, a written and signed statement
from the owner authorizing the applicant to file must be attached to this application.
IS THE OWNER A TRUSTEE/BENEFICIARY OF A LAND TRUST? YES X_NO
If the owner of the subject property is a trustee of a land trust or beneficiaries of a land trust,
a disclosure statement identifying each beneficiary of such land trust by name and address,
and defining his/her interest therein, shall be attached hereto.

PROPERTY INFORMATION
Name of Development (if any): PRAIR IN RIDGE NORTH - OUTLOT 23 PARK
Address: NE CORNER OF HARMONY RD & KELLEY RD
Parcel Number(s): 01-15-305-001
Total Area (acres): 29,00
Legal Description: must be attached to this application
Fire Protection District: HAMPSHIRK FIRK PROTECTION DISTRICT
School District: COMMUNITY UNIT SCHOOL DISTRICT 300
Library District: FLLA JOHNSON MEMORIAL PUBLIC LIBRARY DISTIRICI
Park District: HAMPSHIRE TOWNSHIP PARK DISTRICT
Township: HAMPSMRIE TOWNSHIP
Current Zoning District: PLANNED RESIDENTIAL PEUEL UPMENT DISTRICT
Current Use:
COMMUNITY PARK
Proposed Zoning/Variance/Use:
TEMPORARY GRAVEL SURFACE PARKING LOT
Reason/ Explanation for Zoning/ Variance/ Use:
PER THE ANNEXTION AGREEMENT, WE ARE
REQUIRED TO MAKE \$65K WORTH OF IMPROVEMENTS
TO THE PARK AND THEN TURN IT OVER TOTHE
PARK DISTRICT. THE DISTRICT REQUESTED THAT
WE INSTALL A BEMPORARY GRAVEL PARKING
LOT BUTHIN THE PARK TO ALLOMODATE BARKING
DE NEW KIE DONNE THE FALL COROTS SEASONS
OF VEHICLE DURING THE FALL SPORTS SEASON.
THEY REQUESTED THAT WEE NOT BE ASPHALT
PAVEMENT AS THEY HAVE NOT FINALIZED
THEIR MASTER PLAN FOR THE PARK AND
MAY RELOTATE THE PARRING COT IN THE
FUTURE.

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Project Narrative

Prairie Ridge North Outlot 23 Park

Pursuant to our Annexation Agreement with the Village of Hampshire, we are required to develop a 29 acre community park along Kelley Rd and east of Harmony Rd. In addition to grading and seeding the park, we are obligated to install \$65,000 worth of improvements to the park and, once completed, deed the park to the Hampshire Township Park District (HTPD). Upon consulting with the Park District Executive Director, it was determined that the district's greatest need for the park was a parking lot and bike path connection to the extensive trail system throughout Prairie Ridge.

We worked with the district to determine the most appropriate location and size of the bike path and parking lot as well as the access off Kelley Rd. The district requested that the parking lot be constructed of gravel (no asphalt) as it would be temporary in nature. They have not yet completed their master plan for the park and are concerned that the parking lot may need to be relocated once the plan is established. In the meantime, they intend to utilize the park for their fall sports programs. It is their desire to provide off street parking for the participants and spectators as parking along Kelley Rd is unsafe (see attached letter from HTPD).

Village code does not allow for gravel parking fields and, as such and for the reasons mentioned above, we request a variance to allow for the gravel lot. We believe this will not alter the essential character of the locality as there many gravel lanes and parking areas on existing properties within the adjacent incorporated properties. The temporary nature of the parking lot makes the situation unique as the district does not currently have the means nor desire to pave the parking lot with asphalt, yet they have a great need for sports fields within the district to accommodate their fall sports programs.

Thank you for your consideration.

HAMPSHIRE Township Park District

Hampshire Township Park District

P.O. Box 953 390 South Avenue Hampshire, IL 60140 847-683-2690 Fax 847-683-1741

July 18, 2024

Village of Hampshire 234 S. State Street P.O. Box 457 Hampshire, IL 60140

Dear Hampshire Village President Reid and the Board of Trustees,

In our continued partnership with Crown for our future park parcels, I wanted to request that the board considers approval of a variance for a gravel lot at the Kelley Road Park.

Due to the roadway and ditch on Kelley Road, the only way to provide off road parking for this site was to build a parking lot. Paving the lot would also cost over the \$65,000 in the developer's obligated improvements to the site, and the Park District is currently still in the construction phase with Seyller Park and will not receive the grant reimbursement from the project completion until next year to have any capital funds available to make such an improvement at this time.

More importantly, we are making this request for a temporary lot until we have a master plan for the site. Paving this lot at this time could require more work later on should the configuration change. We would prefer to not spend the funds twice or be locked into the parking lot location when the space is desperately needed for our sports programs.

More importantly, we would like to acquire this parcel to use for fall soccer and flag football as Ream Park's continued use is showing wear on the grass. This past year the fall and spring seasons totaled 74 soccer teams. Practices and games for 20 weeks of the year is starting to show the wear on the grass without enough rest, especially since Ream Park is located in a floodplain.

We appreciate your consideration of this request.

Sincerely,

Laura Schraw, PLA/ASLA Executive Director

Cc: Nathan Looman, Park District President

Village President Reid Jay Hedges, Village Manager

Dan Olsem, Crown Community Development