



Village of Hampshire
Business Development Commission Meeting
Wednesday, December 10, 2025 - 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 November 12, 2025
5. Beautification Committee Report
 - A. Updates on approved façade applications
 - i. Style on State - 153 S. State St.
 - ii. Multiple Businesses - 124-172 S. State St.
 - iii. Dr. Hosain Medical Office - 153 S. State St.
 - iv. The Kave - 123 Washington Ave.
 - v. The Vintage Hammer - 122 Washington Ave.
 - B. Discussion on Future/Pending Façade Grant Applications
6. Comprehensive Plan Discussion and Working Session
7. Update On New Businesses and Existing Businesses in the Village
8. New Business
9. 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.



Village of Hampshire
Business Development Commission Meeting
Wednesday, November 12, 2025 - 6:30 P.M.
Hampshire Village Hall
234 South State Street, Hampshire, IL 60140

MEETING MINUTES

1. **Call to Order**

The Village of Hampshire Business Development Commission was called to order by Chairman Pizzolato at 6:34 P.M.

2. **Roll Call**

Present: Commissioners Christopher Garcia, Bill Swalwell, Karen Trzaska, Jennifer Abbatacola, Trustee Aaron Kelly, and Chairman David Pizzolato

Absent: None

Others Present: Mo Khan, Assistant Village Manager for Development

3. **Public Comments**

None.

4. **Review of Meeting Minutes from October 22, 2025**

Motion: Commissioner Trzaska

Second: Commissioner Garcia

Ayes: Commissioners Christopher Garcia, Bill Swalwell, Karen Trzaska, Jennifer Abbatacola, Trustee Aaron Kelly, and Chairman David Pizzolato

Nays: None

Abstain: None

Motion Approved

5. **Beautification Committee Report**

A. **Updates on Approved Façade Applications**

Mr. Swalwell provided an update on the approved façade grant applications.

B. **Review and Recommendation of Façade Grant Application**

i. **The Vintage Hammer - 122 Washington Ave.**

Mr. Swalwell presented the façade grant application for the Vintage Hammer and described the proposed improvements. Mr. Swalwell

stated that the Downtown Beautification Committee met to review the façade grant application and recommended to award a façade grant at a 75% award level.

The Business Development Commission discussed the façade grant application and agreed to recommend the façade grant at a 75% award level.

Chairman Pizzolato requested a motion to recommend the Vintage Hammer Façade Grant Application at a 75% award level.

Motion: Commissioner Trzaska

Second: Commissioner Swalwell

Ayes: Commissioners Christopher Garcia, Bill Swalwell, Karen Trzaska, Jennifer Abbatacola, Trustee Aaron Kelly, and Chairman David Pizzolato

Nays: None

Abstain: None

Motion Approved

C. Discussion on Future/Pending Façade Grant Applications

Mr. Swalwell stated there are no other pending façade grant applications.

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

Chairman Pizzolato led the discussion on the Comprehensive Plan Request for Proposals (RFP) document. The Commission discussed their wants and needs in an RFP. Mr. Khan stated he can have a draft RFP for review for the Commission at the next meeting.

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

No Report.

8. New Business

A. Motion to Approve Business Development Commission 2026 Meeting Schedule

Mr. Khan presented the 2026 BDC Meeting Schedule. He stated that the only meeting worth noting is the November 2026 meeting, which will be held on the 3rd Wednesday of the month rather than the 2nd Wednesday of the month due to the Veteran's Day Holiday.

Chairman Pizzolato requested a motion to approve the 2026 BDC Meeting Schedule.

Motion: Commissioner Swalwell

Second: Commissioner Garcia

Ayes: Commissioners Christopher Garcia, Bill Swalwell, Karen Trzaska, Jennifer Abbatacola, Trustee Aaron Kelly, and Chairman David Pizzolato

Nays: None

Motion Approved

9. **Adjournment**

Motion: Trustee Kelly

Second: Commissioner Garcia

Ayes: Commissioners Christopher Garcia, Bill Swalwell, Karen Trzaska, Jennifer Abbatacola, Trustee Aaron Kelly, and Chairman David Pizzolato

Nays: None

Motion Approved

Adjourned at 7:54 P.M.

Submitted: December 10, 2025

Approved:



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

Agenda Supplement

TO:	Business Development Commission
FROM:	Mo Khan, Assistant Village Manager for Development
FOR:	BDC Meeting for December 10, 2025
RE:	Comprehensive Plan Request For Proposals (RFP)

Background: The Village is contemplating a new Comprehensive Plan to replace the existing one that was adopted in 2004. According to the American Planning Association, a comprehensive plan is a long-range policy document guiding a community's future growth and development by expressing its vision, goals, and strategies for land use, housing, transportation, economic development, utilities, and more. The comprehensive plan serves as the foundation for local decision-making, regulations, and projects.

Request for Proposal (RFP): Village staff have written a draft RFP for the BDC to review, consider, and provide Village staff direction on any revisions.

Recommendation: For the BDC to review, consider, and discuss the draft Comprehensive Plan RFP.

Attachments:

1. Draft Comprehensive Plan Request for Proposal



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 (the “Village”) is soliciting proposals from qualified planning consultants to assist in a new Comprehensive Plan for the Village. The current Comprehensive Plan was completed and adopted by the Village in 2004 with updates occurring in 2006 and 2008 regarding Sub-Area Plans.

The goal of the new Comprehensive Plan is to provide an actionable guide for the future development of the Village with focus on housing, transportation, zoning and land use, open space conservation, financing and budgeting, and strategies and goal setting.

The selected consultant will work in close collaboration with Village staff, elected and appointed officials, residents, business owners, landowners, and developers to create an actionable Comprehensive Plan that will reflect a unified vision for the growth and development of the Village.

Village staff expect to present a qualified consultant for selection and approval at the July 16, 2026 Village Board meeting and with an expected project completion of approximately July 2027 or within 12-months of consultant approval.

COMMUNITY BACKGROUND

The Village of Hampshire is a non-home rule municipality located primarily in Kane County and a small portion in McHenry County. The Village is approximately 50-miles northwest of Chicago and 40-miles southeast of Rockford. The Village was incorporated in 1876 with a population of approximately 500 people. Since its incorporation, the Village has grown substantially to a population of 7,667 (2020 Census) with continued residential growth being experienced.

The Village with the U.S. Census Bureau conducted a Special Census in 2025 with a population count of 10,000 **[INSERT EXACT COUNT ONCE PROVIDED BY CENSUS BUREAU].**

The Village’s leadership consists of a Village President and six at large elected Village Trustees. Day-to-day operations of the Village are overseen by a full-time Village Manager appointed by the Village President with the consent of the Village Trustees. Planning, zoning, and economic development efforts of the Village are overseen by the Assistant Village Manager for Development.

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



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Erik Robinson

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 |

SCOPE OF WORK

The following is a minimum scope of work for the project to be addressed in the proposal.

1. Community Profile & Existing Conditions Report
2. Community Engagement Strategies
3. Land Use Plan & Goals
4. Economic Development Strategies & Goals
5. Plan Implementation Strategies & Goals

PROPOSAL CONTENTS

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

1. Cover Letter
2. Technical Experience
3. Scope of Services
4. Organization/Team Profile and Qualifications
5. Key Personnel Qualifications
6. Cost Proposal
7. List of Deliverables

SUBMITTAL INSTRUCTIONS

Respondents must provide proposals in electronic version in PDF format of their submittal 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.

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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.

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	10
5. Location of consultant's firm	5
6. Ability to deliver project in a timely manner	15
7. 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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