Village of Hampshire
Planning & Zoning Commission Meeting
Monday, November 9, 2026 - 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. Motion to Approve the Meeting Minutes from October 26, 2026
5. Motion to Approve the Planning & Zoning Commission 2027 Meeting Schedule
6. Public Comments
7. New Business
    a. Case# PZC-26-13 – Public Hearing

       Address: 609 Bluestem Lane

       PIN: 01-28-181-003

       Petitioner & Owner: Charles Schaefer

       Request: Variance to Sec. 6-3-11-E-3 of the Hampshire Zoning Ordinance to permit a fence to be setback five (5) 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-26-13
8. Old Business
9. Announcements
10. 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 video conference 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.

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:

EMBRACE OPPORTUNITY

HONOR TRADITION

ANNUAL SCHEDULE OF PLANNING & ZONING COMMISSION MEETING DATES FOR 2027

Meeting Date	Meeting Time	Meeting Location
January 11, 2027	7:00 p.m.	Village Hall
January 25, 2027	7:00 p.m.	Village Hall
February 8, 2027	7:00 p.m.	Village Hall
February 22, 2027	7:00 p.m.	Village Hall
March 8, 2027	7:00 p.m.	Village Hall
March 22, 2027	7:00 p.m.	Village Hall
April 12, 2027	7:00 p.m.	Village Hall
April 26, 2027	7:00 p.m.	Village Hall
May 10, 202	7:00 p.m.	Village Hall
May 24, 2027	7:00 p.m.	Village Hall
June 14, 2027	7:00 p.m.	Village Hall
June 28, 2027	7:00 p.m.	Village Hall
July 12, 2027	7:00 p.m.	Village Hall
July 26, 2027	7:00 p.m.	Village Hall
August 9, 2027	7:00 p.m.	Village Hall
August 23, 2027	7:00 p.m.	Village Hall
September 13, 2027	7:00 p.m.	Village Hall
September 27, 2027	7:00 p.m.	Village Hall
October 11, 2027	7:00 p.m.	Village Hall
October 25, 2027	7:00 p.m.	Village Hall
November 8, 2027	7:00 p.m.	Village Hall
November 22, 2027	7:00 p.m.	Village Hall
December 13, 2027	7:00 p.m.	Village Hall
December 27, 2027	7:00 p.m.	Village Hall

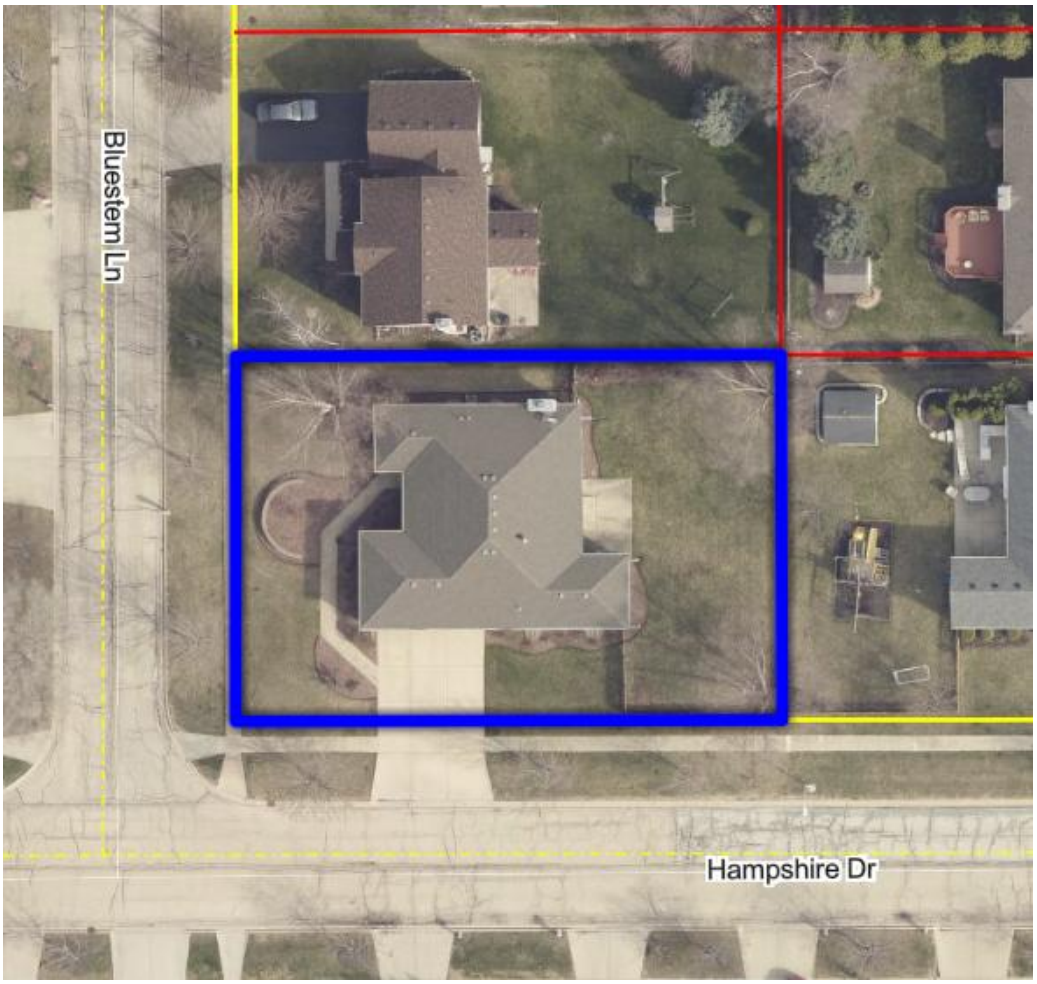
Village of Hampshire
234 S. State Street, Hampshire IL 60140
Phone: 847-683-2181 | www.hampshireil.org

AGENDA SUPPLEMENT

TO:	**Planning & Zoning Commission**
FROM:	**Mo Khan, Assistant Village Manager for Development**
FOR:	**Planning & Zoning Commission Meeting on November 9, 2026**
RE:	**PZC-26-13 – 609 Bluestem Lane - Variance**

PROPOSAL: Charles Schaefer (Petitioner & Owner) is requesting the approval of the following to construct a 4 ft. tall wrought-iron style fence:

1. Request for Variance to Sec. 6-3-11-E-3 of the Hampshire Zoning Ordinance to permit a fence to be setback five (5) feet from the corner side lot line, whereas the minimum setback required is ten (10) feet.



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BACKGROUND: The Petitioner requests a variance from the 10 ft. corner side lot line setback requirement to allow a fence that does not conflict with the existing tree located in the corner side yard at the ten-foot setback line. The Petitioner proposes installing a 4 ft. wrought-iron-style fence.

ANALYSIS: The subject property is approximately 12,197 square feet and located at the northeast corner of Bluestem Lane and Hampshire Drive. The property is improved with a detached single-family residence with an attached garage. The subject property is zoned R-2, Single-Family Residence.

The following are the adjacent property zoning and uses:

North: R-2, Single-Family Residence – Residential Use
South: R-3, Two-Family Residence – Residential Use
East: R-2, Single-Family Residence – Residential Use
West: R-2, Single-Family Residence – Residential Use

REQUIRED FINDINGS OF FACT: The following are the required findings of fact for a variance per Sec. 6-14-3-F-11-a:

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

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

1. The subject property can yield a reasonable return if permitted to be used only under the conditions allowed by the regulations. If the proposed fence were set back 15 ft. to avoid conflict with the tree, it would allow for a fenced-in area of the rear yard.
2. The plight of the owner is not due to unique circumstances. Landscaping and trees are common on residential properties.

PUBLIC COMMENTS: Village staff has not received any public comments regarding this petition as of November 4, 2026.

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

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RECOMMENDED MOTION:
I move to accept and adopt Staff's Findings of Fact included in the Agenda Supplement and recommend denial of Case# PZC-26-13 for a variance to Sec. 6-3-11-E-3 to permit a fence setback of 5 feet from the corner side lot line, whereas the minimum setback required is 10 feet.

DOCUMENTS ATTACHED:
1. Land Use Application
2. Plat of Survey
3. Petitioner's Findings of Fact

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

Land Use Application

Date: 10-9-26

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)

- [x] 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: CHARLES SCHAEFER Email: [redacted]

Address: 609 BLUESTEM LN Phone: [redacted]

CONTACT PERSON (if different from applicant)

Name: _____ Email: _____

Address: _____ Phone: _____

IS THE APPLICANT THE OWNER OF THE SUBJECT PROPERTY?

X YES ___ NO

If the applicant is <u>not</u> 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): _____

Address: 609 BLUESTEM LN HAMPSHIRE, IL 60140

Parcel Number(s): 01-28-181-003

Total Area (acres): .28

Legal Description: must be attached to this application

Fire Protection District: _____

School District: _____

Library District: _____

Park District: _____

Township: _____

Current Zoning District: _____

Current Use:

RESIDENTIAL

Proposed Zoning/Variance/Use:

REQUESTING FIVE FOOT VARIENCE FOR FENCE

Reason/Explanation for Zoning/Variance/Use:

MATURE TREE IS LOCATED WITHIN THE TEN FOOT SET BACK

PLAT OF SURVEY

LEGAL DESCRIPTION: LOT 174 IN HAMPSHIRE PRAIRIE UNIT 4, BEING A SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 28, TOWNSHIP 42 NORTH, RANGE 6 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 14, 2000 AS DOCUMENT NO. 2000K018149, IN KANE COUNTY, ILLINOIS.



STATE OF ILLINOIS

COUNTY OF MCHENRY

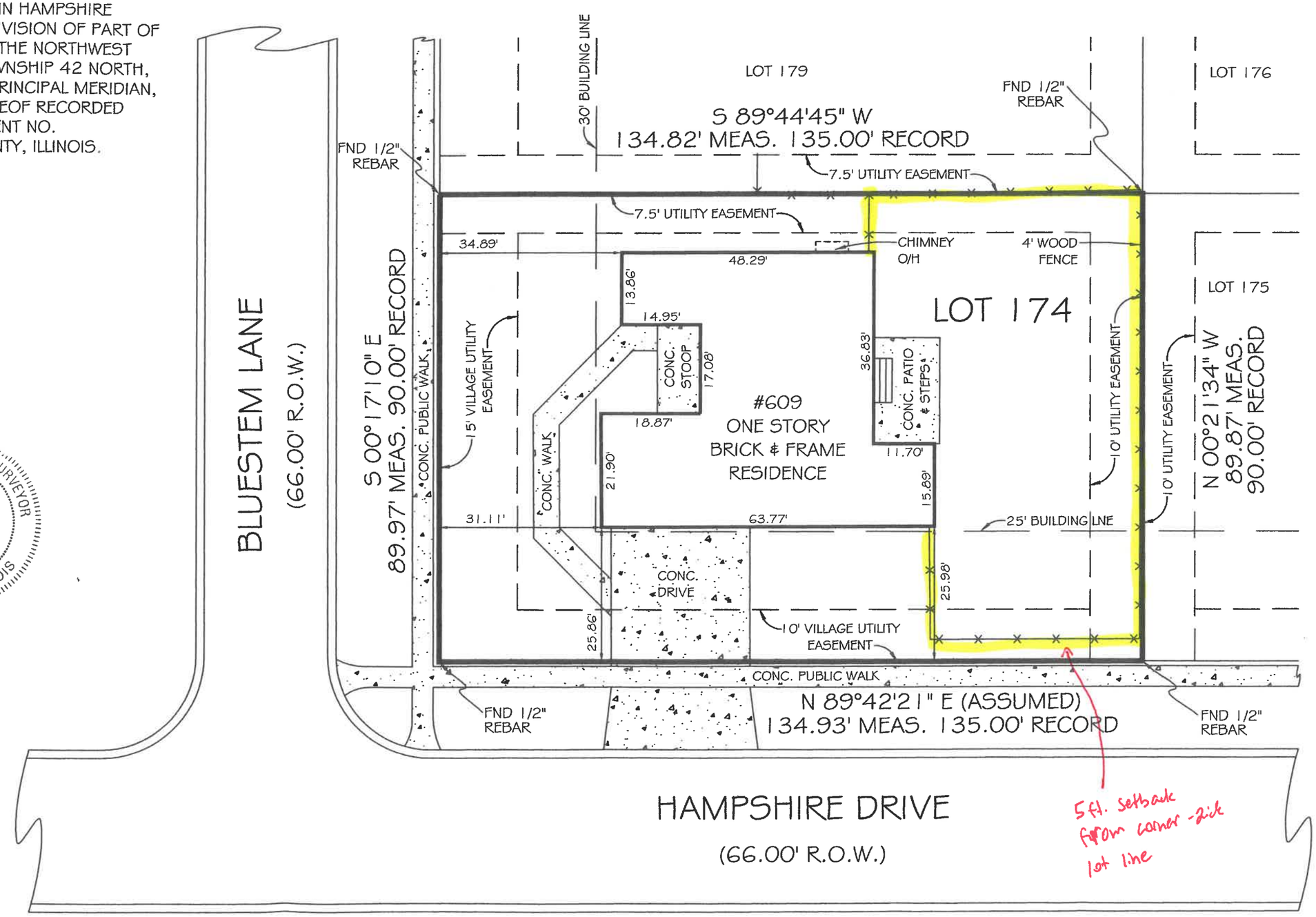
I HEREBY CERTIFY THAT THE ABOVE DESCRIBED PROPERTY HAS BEEN SURVEYED, UNDER MY SUPERVISION, ACCORDING TO THE OFFICIAL RECORD AND THAT THIS ABOVE PLAT CORRECTLY REPRESENTS SAID SURVEY. ALL DISTANCES ARE SHOWN IN FEET AND DECIMALS THEREOF.
I FURTHER CERTIFY THAT UNLESS OTHERWISE SHOWN, THE BUILDINGS ON THE PARCEL ARE WITHIN PROPERTY LINES AND THE ADJOINING VISIBLE IMPROVEMENTS DO NOT ENCROACH ON THE ABOVE DESCRIBED PROPERTY.

I FURTHER CERTIFY THAT THE PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

C.T. Amelse

MY LICENSE EXPIRES: 11-30-2012
C.T. AMELSE, ILLINOIS PROFESSIONAL
LAND SURVEYOR NO. 35-2143

COMPARE THE DESCRIPTION OF THE PLAT WITH DEED. REFER TO TITLE POLICY FOR ITEMS OF RECORD NOT SHOWN ABOVE UNLESS OTHERWISE NOTED. NOTED UTILITIES WITHIN EASEMENTS ARE NOT SHOWN HEREON. UNDERGROUND UTILITIES INCLUDING BUT NOT LIMITED TO CONDUITS AND CABLES (IF ANY) HAVE NOT BEEN SHOWN HEREON.
VOID WITHOUT RAISED SEAL OR RED STAMP.



Village of Hampshire
Variance – Finding of Facts

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

   Response:

   THE EXISTING FENCE IS AT 5 FEET FROM THE SIDEWALK. IF THE VARIANCE IS GRANTED IT WOULD NOT CHANGE THE EXISTING CONDITION.

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

   Response:

   UNIQUE SITUATION OF MY PROPERTY IS THAT THERE IS A MATURE TREE LOCATED WITHIN THE TEN FOOT SETBACK LINE.