

AGENDA
PARK FOREST PLANNING AND ZONING COMMISSION

Park Forest Village Hall
Board Room

7:00 P.M.

TUESDAY
January 25, 2022

1. Planning and Zoning Commission Call to Order
2. Review of Minutes
 - a. November 9, 2021, Regular Planning and Zoning Commission Meeting
3. Petitions - None
4. Audience to Visitors
5. New Business –
 - a. Review and discussion of draft 2021 Annual Report
 - b. Review and discussion of draft 2022 Goals and Objectives
 - c. Discuss meeting date schedule and time
6. Old Business –
 - a. Forest Preserve District of Cook County – Open House – rescheduled to March
7. Communications
 - a. Member Communications
 - b. Trustee Comments
 - c. Staff Communications
8. Adjournment

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Village Manager's Office at least 48 hours in advance of the scheduled meeting. The Village Manager's Office can be reached via telephone at (708) 283-5605 or via email at athurston@vopf.com. Every effort will be made to allow for meeting participation.

**Park Forest
Planning and Zoning Commission Meeting Minutes
Park Forest Board Room
Tuesday, November 9, 2021**

Present: Vice Chair Marguerite Hutchins; Commissioners: Samuel Brooks, Cynthia Burton-Prete, Kim Elmore-Perkins, Doug Price; Trustee Liaison Maya Hardy

Staff: Hildy Kingma, Director of Economic Development and Planning; Rob Gunther, Director of Recreation, Parks & Community Health

Absent: Chair Vernita Wickliffe Lewis; Commissioners: Kyle Brodnick, Denise Poston

Visitors: Chris Slattery and Credell Walls, Staff from the Forest Preserve District of Cook County

Call to Order: The meeting was called to order at 7:08 pm.

Review of Minutes October 12, 2021: A motion to approve the minutes was made by Price. Seconded by Burton-Prete. All in favor.

Petitions - None

Audience to Visitors: None

New Business:

a. Workshop with Staff from the Forest Preserve District of Cook County

Kingma introduced Chris Slattery and Credell Walls from the Forest Preserve District of Cook County. She turned the floor over to them.

Slattery made a presentation on the Sauk Trail Woods Vision Plan and went over what they are looking to do to make improvements.

The floor was then turned over to the Commissioners. They asked questions and expressed their concerns towards the restoration of Sauk Trail Woods. Price asked about the restoration budget and Slattery stated that each year the resource management department gets about 4 million dollars and they supplement that money with grants when possible

Burton-Prete expressed concerns about whether or not the Forest Preserve District will actually act on restoring Sauk Trail Woods. She wanted to know how the Sauk Trail Woods can continue to be a priority for the 2022 and 2023 seasons, mentioning that the Commission met with staff from the Forest Preserve District six (6) years ago about restoration but nothing came from the meeting. She also wanted to know if the concerns and needs that were expressed six (6) years ago will be addressed this time because they have not changed. Slattery stated that's why they

are here because Park Forest is one of the 12 sites they are looking to restore. Slattery also stated that they are only able to focus on 1 to 2 sites a year and the Sauk Trail Woods is one they want to focus on in 2022.

Old Business - None

Communications:

- a. **Member Communications:** Brooks inquired about the strategic planning survey that was returned. Hardy stated that there were about 1,300 responses from residents. Brooks next inquired about the 2020 Census for the Village. Kingma will email the results to the Commissioners. Brooks then asked if any of the cannabis applicants were approved by the State. Kingma stated that the applicant doing transport has been approved for a license. The group that wants to build a new building for a craft grower on Western Avenue, and the group doing the craft grower at 80 North Street are still waiting. Another set of licenses will be issued in mid-December by the State. Kingma also stated that they have been talking to two other parties who have licenses and are looking for a new location. Brooks last inquired about the developer wanting to do a multi-unit residential building in downtown. Kingma stated that as far as they know, the developer is still interested.

Burton-Prete inquired about using residents of group homes to do small jobs for older residents of the Village. Kingma did not have any updates.

- b. **Trustee Comments:** The Rotary Club will be installing a memorial bench in Somonauk Park for James Settles, Trustee Settles' husband. Also, the Rotary Club's annual poinsettia and citrus sale is currently underway. The Village has hired a new Communication Director, Jenette Sturges. The Park Forest 2022 Oscar Awards will be on January 28th at Freedom Hall. If you know anyone who needs help with their water bill, CEDA has extra funds.
- c. **Staff Communications:** None

Adjournment: A motion was made by Price to adjourn, seconded by Elmore-Perkins. All in favor. Meeting adjourned at 8:54 pm.

PLANNING AND ZONING COMMISSION

ANNUAL REPORT TO THE PARK FOREST BOARD OF TRUSTEES 2021

Introduction

The purpose and mission of the Planning and Zoning Commission is to “develop the comprehensive plan and land use map for the Village, review all requests for land use changes, and make recommendations to the Board of Trustees to ensure consistency with the plan and land use map”.

As of the end of 2021, the Planning and Zoning Commission has eight of nine members, although one Commission member has not attended any meetings during 2021. The Commission meets regularly on the second Tuesday of the month at 7:00 p.m. in the Village Hall Board Room, with a meeting also scheduled on the fourth Tuesday if it is needed. Meetings were held virtually via Zoom Meetings due to the COVID-19 pandemic from January through April. After that time, all meetings were held in person. Hildy Kingma, Director of the Village’s Department of Economic Development and Planning, is the staff liaison, and Trustee Maya Hardy is the Trustee Liaison.

General Activities

The Commission met on nine occasions during 2021.

The Commission’s 2021 Goals and Objectives are attached, along with a summary of accomplishments (see the items in *italics*).

General Land Use and Zoning Requests

During 2021, the Planning and Zoning Commission considered the following land use requests:

- Two requests for Major Variation to Article III-4.C.6. of the Unified Development Ordinance regarding the location of a fence at 133 Illinois Street and another request at 201 Illinois Street. The Commission recommended denial of both of these requests, and the Board supported the Commission’s recommendation. Subsequently, the Board of Trustees and the Commission met to discuss the issues regarding the UDO fence standards.

Unified Development Ordinance Amendments

The Planning and Zoning Commission considered the following text amendments to the UDO, including:

- A Text Amendment to permit light manufacturing uses in the C-2 (Mixed Use) and C-3 (Corridor Commercial) zoning districts, with the requirement for a minimum of 500 square feet of retail space. The Commission recommended approval of this text amendment, and it was subsequently approved by the Board.
- A Text Amendment to the Use Standards for Community Residences (Article III-3.F.) to ensure compatibility with a recent Illinois Supreme Court ruling regarding

this use. The Commission recommended approval of this text amendment, and it was subsequently approved by the Board.

- A Text Amendment to add Chapter XI, Stormwater Management, to the UDO. The Commission recommended approval of this Text Amendment, and it was subsequently approved by the Board.

Planning Activities

In February 2021, the Commission conducted an update/review of the Comprehensive Housing Plan (adopted in February 2018), including a review of the accomplishments to date.

In November 2021, the Commission met with staff from the Forest Preserve District of Cook County to learn about their plans for capital improvements, resource management, and programming at the Sauk Woods Forest Preserve. The FPDCC staff informed the Commission that a community meeting/listening session will be held in Park Forest early in 2022 to gain more public input on the future of the Sauk Wood Forest Preserve.

Respectfully Submitted,

PLANNING AND ZONING COMMISSION MEMBERS:

Vernita Wickliffe-Lewis, Chair	Cynthia Burton-Prete
Marguerite Hutchins, Vice Chair	Doug Price
Judith Gonzalez	Denise Poston
Kim Elmore-Perkins	Samuel Brooks
Kyle Brodnick	

PLANNING AND ZONING COMMISSION 2021 GOALS AND OBJECTIVES

GOAL #1

Review and act expeditiously to make recommendations on existing and new development proposals.

OBJECTIVES

- Review all development proposals and other land use requests as submitted throughout the year.

TIME LINE

This is an ongoing goal that will be implemented throughout the year as development proposals are submitted.

- *Two requests for a Major Variation to Article III-4.C.6. of the Unified Development Ordinance regarding the location of a fence at 133 Illinois Street and another request at 201 Illinois Street. The Commission recommended denial of both of these requests, and the Board supported the Commission's recommendation. Subsequently, the Board of Trustees and the Commission met to discuss the issues regarding the UDO fence standards.*

GOAL #2

Amend Village's Unified Development Ordinance as needed.

OBJECTIVES

- Pending review of the draft ordinance by the Illinois Department of Natural Resources, conduct public meetings and formal public hearings as needed to ensure full public awareness of the impacts of the new storm water management ordinance.

TIME LINE

This is an ongoing goal that will be implemented throughout the year as requests to amend the UDO are submitted.

- *A Text Amendment to permit light manufacturing uses in the C-2 (Mixed Use) and C-3 (Corridor Commercial) zoning districts, with the requirement for a minimum of 500 square feet of retail space. The Commission recommended approval of this Text Amendment, and it was subsequently approved by the Board.*
- *A Text Amendment to the Use Standards for Community Residences (Article III-3.F.) to ensure compatibility with a recent Illinois Supreme Court ruling regarding this use. The Commission recommended approval of this Text Amendment, and it was subsequently approved by the Board.*
- *A Text Amendment to add Chapter XI, Stormwater Management, to the UDO. The Commission recommended approval of this Text Amendment, and it was subsequently approved by the Board.*

GOAL #3

Implement the Priority #2 actions of the *Strategic Plan for Land Use and Economic Development* regarding the Plan for South Western Avenue Annexation.

OBJECTIVES

- Recognize the high importance of preparing for development in this area because it is one of the limited areas for new development in Will County, and it has the potential for attracting development resulting from the South Suburban Airport and the Illiana Expressway.
- Promote new development along South Western Avenue.

TIME LINE

These Objectives should be pursued in the order listed.

GOAL #4

Implement the Priority #2 actions of the *Strategic Plan for Land Use and Economic Development* regarding the Plans for the Eastgate Neighborhood

OBJECTIVES

- Continue to seek grant funds for additional demolition/deconstruction and redevelopment activities.
- Continue to explore with Cook County and the Forest Preserve District of Cook County the ability to develop improved access to the Sauk Trail Woods from 26th Street.
- At the time that potential development partners are identified, conduct a planning workshop to update the concept plan in the *Strategic Plan for Land Use and Economic Development*.

TIME LINE

These activities will occur throughout 2021 and continue into the foreseeable future.

- *In 2020, the Commission submitted a letter of support for an ITEP grant submittal to install a multi-use path along 26th Street. Unfortunately, in 2021, the Village learned that this grant request was not approved.*
- *In November 2021, the Commission met with staff from the Forest Preserve District of Cook County to learn about their plans for capital improvements, resource management, and programming at the Sauk Woods Forest Preserve. The FPDCC staff informed the Commission that a community meeting/listening session will be held in Park Forest early in 2022 to gain more public input on the future of the Sauk Wood Forest Preserve.*

GOAL #5

Implement the Priority #2 actions of the *Strategic Plan for Land Use and Economic Development* regarding the Plans for DownTown Park Forest

OBJECTIVES

- Continually market the 2.25 acres of Village-owned land along Main Street for development consistent with the DownTown Gateway Mixed Use Concept.
- Continually market the vacant parking lots and the property at 350 Main Street for development consistent with the DownTown Master Plan.

TIME LINE

These Objectives should be pursued as opportunities arise.

GOAL #6

Pursue opportunities for training of Planning and Zoning Commission members.

OBJECTIVES

- Encourage all Planning and Zoning Commissioners to attend the American Planning Association – Illinois Chapter conference.
- Request that the Village Attorney conduct a workshop for the Planning and Zoning Commission on the process for approval of variations.

TIME LINE

These Objectives will occur throughout 2021.

**PLANNING AND ZONING COMMISSION
2022 GOALS AND OBJECTIVES- DRAFT**

GOAL #1

Review and act expeditiously to make recommendations on existing and new development proposals.

OBJECTIVES

- Review all development proposals and other land use requests as submitted throughout the year.

TIME LINE

This is an ongoing goal that will be implemented throughout the year as development proposals are submitted.

GOAL #2

Amend Village's Unified Development Ordinance as needed.

OBJECTIVES

- Pending review of the draft ordinance by the Illinois Department of Natural Resources, conduct public meetings and formal public hearings as needed to ensure full public awareness of the impacts of the new storm water management ordinance.

TIME LINE

This is an ongoing goal that will be implemented throughout the year as requests to amend the UDO are submitted.

GOAL #3

Implement the Priority #2 actions of the *Strategic Plan for Land Use and Economic Development* regarding the Plan for South Western Avenue Annexation.

OBJECTIVES

- Recognize the high importance of preparing for development in this area because it is one of the limited areas for new development in Will County, and it has the potential for attracting development resulting from the South Suburban Airport and the Illiana Expressway.
- Promote new development along South Western Avenue.

TIME LINE

These Objectives should be pursued in the order listed.

GOAL #4

Implement the Priority #2 actions of the *Strategic Plan for Land Use and Economic Development* regarding the Plans for the Eastgate Neighborhood

OBJECTIVES

- Continue to seek grant funds for additional demolition/deconstruction and redevelopment activities.
- Continue to explore with Cook County and the Forest Preserve District of Cook County the ability to develop improved access to the Sauk Trail Woods from 26th Street.
- At the time that potential development partners are identified, conduct a planning workshop to update the concept plan in the *Strategic Plan for Land Use and Economic Development*.

TIME LINE

These activities will occur throughout 2022 and continue into the foreseeable future.

GOAL #5

Implement the Priority #2 actions of the *Strategic Plan for Land Use and Economic Development* regarding the Plans for DownTown Park Forest

OBJECTIVES

- Continually market the 2.25 acres of Village-owned land along Main Street for development consistent with the DownTown Gateway Mixed Use Concept.
- Continually market the vacant parking lots and the property at 350 Main Street for development consistent with the DownTown Master Plan.

TIME LINE

These Objectives should be pursued as opportunities arise.

GOAL #6

Pursue opportunities for training of Planning and Zoning Commission members.

OBJECTIVES

- Encourage all Planning and Zoning Commissioners to attend the American Planning Association – Illinois Chapter conference.
- Request that the Village Attorney conduct a workshop for the Planning and Zoning Commission on the process for approval of variations.

TIME LINE

These Objectives will occur throughout 2022.