

**AGENDA**  
**PARK FOREST PLANNING AND ZONING COMMISSION**

**Park Forest Village Hall**  
**Board Room**

**7:00 P.M.**

**TUESDAY**  
**June 13, 2023**

1. Planning and Zoning Commission Call to Order
2. Review of Minutes
  - a. April 11, 2023 Regular Planning and Zoning Commission Meeting
3. Petitions - None
4. Audience to Visitors
5. New Business
  - a. Short Term Rental Discussion
  - b. Southland Reactivation Act Discussion
6. Old Business – None
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](mailto: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, April 11, 2023**

**Present:** Chair Vernita Wickliffe-Lewis; Vice-Chair Marguerite Hutchins; Commissioners Samuel Brooks, Cynthia Burton-Prete

**Staff:** Andrew Brown, Planner

**Absent:** Commissioners Denise Poston, Doug Price; Trustee Liaison Maya Hardy

**Visitors:** None.

**Call to order:** The meeting was called to order at 7:00 pm.

**Review March 14, 2023 Minutes:**

On page one, after the “Call to Order” where it states, “A motion was made to move to new business was made by Burton-Prete.” This should be written as “A motion was made to move to New Business by Burton-Prete.”

In the second paragraph under the “Review of Minutes February 14, 2023,” the first “Hussain” should be written as “Husain.” In the fourth paragraph under the “Review of Minutes February 14, 2023,” the sentence should read “A motion was made to approve the minutes with corrections by Price and seconded by Burton-Prete.”

On in the first sentence of the third paragraph on page three, “SSLBDAs” should include an apostrophe so it is spelled “SSLBDA’s.”

In the first sentence of the fourth paragraph on page three, “verses” should be changed to ‘versus.’

In the third sentence of the sixth paragraph on page three, the second “instead” should be removed.

In the first sentence of the following paragraph where it states “Perkins stated that he is glad to see that the SSLBDA...” The second “that” should be removed so the sentence reads as “Perkins stated that he is glad to see the SSLBDA...”

In the last sentence of the first paragraph on page four, the sentence should read “Van Dyke stated that this is also a real opportunity for local vendors.” In the first sentence of the third paragraph on page four, the sentence should read “Trustee Woods asked what the SSLBDA’s greatest challenge in meeting their 2023 goals.”

A motion made to approve the minutes with corrections was made by Hutchins and seconded by Brooks. All in favor. The minutes were approved.

**Petitions:** None

**Audience to Visitors:** None

**New Business:**

**a. 2023 Goals and Objectives & 2022 Accomplishments Review**

Brown reviewed the Planning and Zoning Commission accomplishments for 2022. He stated that the proposed goals and accomplishments for 2023 are the same as 2022. Brown asked the Commission if any changes needed to be made to the goals for 2023. Brown stated that he thinks they are on the right path for DownTown Master Plan and the Forest Preserve while referencing the goals for 2023.

Wickliffe-Lewis stated that she would like Goal #6 for 2022 to mention the Commissioners are in compliance with required training. Brown stated that he will include a sentence about the training the Commissioners completed in 2022 in the accomplishments section for Goal #6.

Wickliffe-Lewis asked the other commissioners if they should change any of the goals or leave them as-is. Burton-Prete stated that they should leave the goals as-is.

Burton-Prete asked Brown if he knew of any training this year where the Commission could attend and receive any needed training or a special course on some of the topics that maybe relevant in regard to land use or developments on the horizon. Brown stated the Commission has been updated on most of the upcoming development. One item in the purview of the Commission is the development near the intersection of Cunningham and Main St. There was a purchase and sales agreement made by a developer in 2021 but progress slowed due to COVID. Brown stated that the developer could be applying for a special use permit soon, but it may be on the May or June meeting agenda. The other development that could occur in the near future would be the development at the current Main Street Market location at Forest Boulevard and Main Street. This may need Planning and Zoning Commission action depending on the final site plan.

Hutchins inquired more information regarding the development on Cunningham and Main Street. Brown stated that it will be two separate apartment buildings with about 12 units in each. The buildings will be brick and will be located in front of the Cunningham and the parking lot accessible from Main Street.

Burton-Prete stated that they never saw the plans for Cunningham and Main Street. Brown stated the Planning and Zoning Commission has not seen the plans because the developer never finished the site plan and has not finished applying for the special use permit.

The other development that may need a major variation is the gas station development on Steger and Western. Any zoning approvals and the annexation agreement will go before the Commission. The developer for the site at Steger and Western did not reply to Brown since he spoke to them a week prior.

Wickliffe-Lewis asked if they are going to have a public hearing regarding the business selling liquor at the gas station. Brown stated there would be a public hearing for any major variations at the development and that the liquor commission has their own meetings for a liquor permit to be provided to the owner of the property. Brown stated that the developer is also looking to have gaming license in combination with the liquor license. In order to have gaming, they will need to have a liquor license. Wickliffe-Lewis asked if the area is zoned for the land use they need. Brown stated that a zoning map amendment of that area will need to be made with the annexation agreement.

Hutchins then inquire when the cigar business will be opening. Brown stated that it is open, however, they had not had a grand opening yet.

Burton-Prete inquired if Walgreens will be staying in Park Forest. Brown stated that they were supposed to leave their current location at Lakewood and Orchard and that Walgreens did give a notice that they will be moving to where the Main Street Market is held if they are able to get their development approved. Brown stated that the current building Walgreens is located in is owned by a private owner. They will need to get another tenant to rent the building if Walgreens decides to leave.

A motion was made by Brooks that the 2023 goals and 2022 accomplishment be approved with the addition of completed training to accomplishment #6 and was seconded by Hutchins. All in favor.

**Old Business:** None

## **Communications**

- a. **Member Communications:** Hutchins thanked everyone for the flowers and card she received. Hutchins let the Commission know that Recreation, Parks, and Community Health (RP&CH) now has a community service program. If anyone is interested in signing up, they can contact RP&CH or go to the Village's website to sign-up. Also, RP&CHs will now be taking over the closet. Brown interjected and stated that Margaret Lewis, who was a part of Nurses Plus here in Park Forest, took over the closet as a part of her duties for RP&CH. The closet is still in need of canes, walkers, and more. If anyone is in need of supplies or wants to donate to the closet they can contact Ms. Lewis. The closet is located in Village Hall. Burton-Prete stated that she talked to Kim Elmore-Perkins and she was told that the Forest Preserve on Western needs tidying up after the windstorm that came through. The Commissioners inquired if they will have a new Trustee Liaison. Brown stated that he was not sure. Brooks wanted to know if there will be any new members for Planning and Zoning Commission. Brown stated that he did talk

to Trustee Hardy regarding getting new Commissioners and that she had planned on asking for interested volunteers.

b. **Trustee Comments:** None.

c. **Staff Communications:** Brown stated that Park Forest was one of the winners for the Illinois Transportation Enhancement Program (ITEP) grant through the Illinois Department of Transportation. The Village was awarded \$2.9 million through the ITEP grant. The money will cover the Linear Park project taking over westbound lane of Forest Boulevard near DownTown and adding new sidewalks. The grant would not cover new amenities that the Village wants to include. The Village acquired eight properties in Eastgate last week. They were acquired through the abandonment process. The Village also acquired the property at 244 Gentry which is located outside of the Eastgate neighborhood. The property on Sauk Trail which Burton-Prete discussed in a previous meeting was also in the abandonment process. Tax buyers had bought the back taxes for the property so the Village was unsure how the abandonment case would be ruled in court. The Village acquired the old car dealership at 3250 Lincoln Highway through abandonment and now owns the building and parcel.

**Adjournment:** A motion to adjourn was made by Hutchins and seconded by Burton-Prete. All in favor. The meeting was adjourned at 8:24 pm