

AGENDA
PARK FOREST PLANNING AND ZONING COMMISSION

Park Forest Village Hall
Board Room

7:00 P.M.

TUESDAY
January 14, 2025

1. Planning and Zoning Commission Call to Order
2. Review of Minutes
 - a. December 10, 2024 Regular Planning and Zoning Commission Meeting
3. Petitions
4. Audience to Visitors
5. New Business
 - a. 2024 Accomplishments
 - b. 2025 Goals & Objectives
6. Old Business
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, December 10, 2024**

Present: Chair Vernita Wickliffe Lewis; Vice Chair Marguerite Hutchins; Commissioners Samuel Brooks, Cynthia Burton-Prete, Doug Price; Trustee John Moore

Staff: Andrew Brown, Assistant Director of Economic Development and Planning

Absent: Commissioner Denise Poston

Visitors: None.

Call to Order: Wickliffe Lewis called the meeting to order at 7:01 pm.

Review of Minutes:

a. October 8, 2024 Regular Planning and Zoning Commission Meeting

On page one under "Review of Minutes," the sentence currently states "...bike path adjacent to Sauk Trail." The word "to" should be removed.

On page two in the fourth paragraph, the text currently refers to "Commissioner Malfeo." This should be corrected to "Coordinator Malfeo."

On page three in the third paragraph, the text currently states "Commissioner Moore." This should be corrected to "Trustee Moore." In addition, on page three, the sentence currently states "The Commissioners with over the proposal." The word "with" should be replaced with "went."

On page five in the second paragraph, the sentence currently states, "Price made a motion to move to recommend..." The words "to move" should be removed.

On page six under "Staff Communications," the sentence currently states "...scheduled for November 12th at 6:00 pm..." but should be changed to "6:30 pm." Additionally, the following sentence currently states "Commissioners should RSVP Evelyn Randle by November 1st." The word "to" should be added between "RSVP" and "Evelyn."

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

Petitions: None.

Audience to Visitors: None.

New Business:

- a. None.

Old Business:

- a. **2024 Sexual Harassment Training**

Brown distributed the 2024 sexual harassment training materials to the Commissioners. Wickliffe Lewis asked if the Village would accept the training completed through their employer. Brown stated it likely would but would confirm with Human Resources.

- b. **Short Term Rentals Public Participation**

Brown presented a 15-question survey designed to gather public input on short-term rentals (STRs). The survey, which incorporates feedback from the September 11, 2024, Joint Meeting with the Economic Development Advisory Group (EDAG), will be hosted on the Village website. The website would also include STR definitions and background information to help residents better understand STRs. Once the survey is finalized, it will be available on the Village's website, social media pages, and in paper form at Village events.

During the discussion, Burton-Prete suggested referencing the survey link in the water bill and offering hard copies at Village Hall for residents without internet access. Wickliffe Lewis asked about potential incentives to encourage participation, and Brown proposed a raffle. Price recommended verifying residency to ensure responses come from Park Forest residents and suggested including demographic questions such as age and whether the participant is a resident or business owner. Brooks added that it would be helpful to ask how long participants have lived in Park Forest.

Brown acknowledged the Commissioners' feedback and stated that he would refine the survey accordingly before submitting it to Village staff for review and finalization.

Communications:

- a. **Member Communications:** Wickliffe Lewis expressed gratitude to the Commissioners for their condolences following the passing of her sister on November 11, 2024, and thanked them for their support.

Burton-Prete shared updates from an October 22 public Zoom meeting hosted by the Cook County Department of Transportation regarding the Sauk Trail multi-use path feasibility study (also known as Sauk Trail All Modes Project or STAMP). She noted that participants raised concerns about the impact on driveways and the high traffic speeds on Sauk Trail, which could hinder the path's functionality. Burton-Prete appreciated the Village's communication efforts to promote the meeting and ensure public engagement on the project.

- b. Trustee Comments:** Trustee Moore stated that the previous evening, the Board approved a zero tax levy. This is the fourth year in a row that the Village did not increase the tax levy. The levy for the Library actually went down for the upcoming year. Next, Moore mentioned that the Aqua Center is projected to close for the upcoming season for remodeling. Moore then let the Commissioners know that the search committee will start their search for a new Village Manager. They are looking to hire someone before the current Village Manager, Thomas K. Mick, retires in June. He also mentioned that the current Village Manager would stay on passed his projected retirement date to make sure there is no gap in service with the next Village Manager. The search for a new Village Manager will be nationwide. Lastly, Moore stated that School District 227 will be meeting to see what they are going to do with the Rich East High School building during the January 21, 2025 Board Meeting.

Trustee Moore announced that the Village Board approved a zero tax levy for the fourth consecutive year, with the Library levy decreasing for the upcoming year. He shared that the Aqua Center will close for the upcoming season for remodeling and that a nationwide search is underway for a new Village Manager to replace Thomas K. Mick, who plans to retire in June 2025. Mick may stay on temporarily to ensure a smooth transition. Moore also mentioned that School District 227 would discuss the future of the Rich East High School building during a future Board Meeting.

- c. Staff Communications:** Brown updated the Commission regarding the new building IFF is constructing in the former Marshall Field's Parking Lot. Construction crews will start digging for the storm water drain next week. All six (6) foundations had already been poured at the time of the meeting. IFF expects to start leasing in November of 2025.

School District 227 has been discussing the Southland Career and Technical Education Center development at the Rich East High School property for years. They are looking to build a new education facility where Rich East High School is currently located. Brown showed the fly-through of the rendered facility to the Commission during the meeting.

Brown informed the Commission that there might be a public hearing for a Major Variation for an annexation of property on Western and Steger in currently Unincorporated Will County for the January or February Planning and Zoning Commission Agenda.

Lastly, Brown stated that he would bring the 2024 Accomplishments and 2025 Goals and Objectives to the January meeting and include them on the agenda.

Adjournment: A motion to adjourn was made by Burton-Prete and seconded by Price. All in favor. The meeting was adjourned at 8:44 pm.

PLANNING AND ZONING COMMISSION

2024 ACCOMPLISHMENTS

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.

TIMELINE

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

2024 ACCOMPLISHMENTS

- *The PZC voted in favor of recommending a Special Use Permit for approval by the Board of Trustees for a 16-unit multi-family development at the corner of Cunningham Drive and Main Street in February 2024. The Board of Trustees approved the Special Use Permit on March 18, 2024.*
-

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.
- Amend the Unified Development Ordinance as needed to comply with State and Federal Law and act in the best interest of the people of Park Forest.

TIMELINE

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

2024 ACCOMPLISHMENTS

- *The PZC held a public hearing to consider a text amendment to Article III (Uses) of the Unified Development Ordinance, to amend Chicken Coop from Section III4.C Use Standards for Accessory Structures in October 2024. The PZC recommended the approval of the text amendment to the Board, which was subsequently approved in November 2024.*

- *The PZC continued to consider Short Term Rentals (STRs) and their impact on the UDO and other Village regulations. STRs were further evaluated during the PZC Regular Meeting on March 12, 2024, by the PZC. During this Regular Meeting, questions were raised that required the attendance of other Village Staff. During the Regular Meeting on April 9, 2024, which included Sandra Zoellner, Economic Development and Planning Director, and Jerry Martin, Community Development Director, the PZC asked questions of the Directors to be better informed about STRs in Park. During a September 11, 2024, Joint Meeting between the Economic Development Advisory Group (EDAG) and PZC, a discussion was had and consensus was formed about draft policy recommendations for STRs. Finally, during the December 10, 2024, PZC Regular Meeting, the PZC reviewed a STR survey for the public that will be distributed in early 2025.*
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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.

TIMELINE

These Objectives should be pursued in the order listed.

2024 ACCOMPLISHMENTS

- *No action was taken with in regard to Goal #3 in 2024.*
-

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 potential development partners are identified, conduct a planning workshop to update the concept plan in the *Strategic Plan for Land Use and Economic Development*.
- Conduct a redevelopment workshop for commercial and/or residential redevelopment, especially as redevelopment relates to the Village of Park Forest.

TIMELINE

These activities will occur throughout 2024 and continue into the foreseeable future.

2024 ACCOMPLISHMENTS

- *During 2024, the Village continued to carry out work with the support of two awarded Illinois Housing and Development Authority grants for both occupied and vacant single-family homes. The Village was initially awarded \$400,000 in Home Repair and Accessibility Program Grant funds in December 2022 and received an additional \$300,000 in funds during the spring of 2024 due to good performance. The Village also received \$712,000 in Strong Communities Program Funding in November 2023. Both grant programs are qualified for use in Eastgate with most of the Strong Communities Program Funding focused on rehabilitation of vacant homes in the Eastgate neighborhood.*
 - *The PZC liaison continued to coordinate with the Forest Preserve District of Cook County (FPDCC) that started in 2021. In January 2024, the PZC liaison had an introductory call with new staff at the FPDCC and received communication in October 2024 that the final plan was being reviewed by FPDCC staff.*
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2024 GOAL #5

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

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.
- Update the DownTown Zoning Map as needed to support recommendations adopted in the 2023 DownTown Master Plan

TIMELINE

These Objectives should be pursued as opportunities arise.

2024 ACCOMPLISHMENTS

- *The PZC voted in favor of recommending a Special Use Permit for approval by the Board of Trustees for a 16-unit multi-family development at the corner of Cunningham Drive and Main Street in February 2024. The Board of Trustees approved the Special Use Permit on March 18, 2024.*
 - *After the Special Use Permit was recommended for approval in 2022, the Village finalized the sale of 364 South Orchard Drive in September 2024 to Access South Cook, LLC for the development of 44 apartments.*
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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.
- Take the required State of Illinois sexual harassment prevention training.

TIMELINE

These Objectives will occur throughout 2024.

2024 ACCOMPLISHMENTS

- *All Planning and Zoning Commissioners are in compliance with the Code of Conduct and required Sexual Harassment training.*
-

PLANNING AND ZONING COMMISSION

2025 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.

TIMELINE

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.
- Recommend amendments to the Unified Development Ordinance as needed to comply with State and Federal Law and act in the best interest of the people of Park Forest.
- Recommend amendments the Unified Development Ordinance to regulate Short Term Rentals to the Board of Trustees

TIMELINE

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.

TIMELINE

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 potential development partners are identified, conduct a planning workshop to update the concept plan in the *Strategic Plan for Land Use and Economic Development*.
- Conduct a redevelopment workshop for commercial and/or residential redevelopment, especially as redevelopment relates to the Village of Park Forest.

TIMELINE

These activities will occur throughout 2025 and continue into the foreseeable future.

2025 GOAL #5

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

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.
- *Proposed* Update the DownTown Zoning Map as needed to support recommendations adopted in the 2023 DownTown Master Plan

TIMELINE

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.
- Take the required State of Illinois sexual harassment prevention training.

TIMELINE

These Objectives will occur throughout 2025.