

AGENDA
PARK FOREST PLANNING AND ZONING COMMISSION

Park Forest Village Hall
Board Room

7:00 P.M.

TUESDAY
February 11, 2025

1. Planning and Zoning Commission Call to Order
2. Review of Minutes
 - a. January 14, 2025 Regular Planning and Zoning Commission Meeting
3. Petitions
4. Audience to Visitors
5. New Business
6. Old Business
 - a. 2024 Accomplishments
 - b. 2025 Goals & Objectives
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, January 14, 2025**

Present: Commissioners Samuel Brooks, Cynthia Burton-Prete, Denise Poston; Chair Pro-Tem Doug Price; Trustee John Moore

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

Absent: Chair Vernita Wickliffe Lewis; Vice Chair Marguerite Hutchins

Visitors: None

Call to Order: Chair Pro-Tem Price called the meeting to order at 7:01 p.m.

Review of Minutes:

a. December 10, 2024, Regular Planning and Zoning Commission Meeting

On page three under Trustee Comments, the following sentence should be changed, “The levy for the Library actually went down.” “Went down” should be changed to “decreased.”

On page three under Trustee Comments, the following sentence “...the current Village Manager would stay on passed...” should have “passed” changed to “past.”

On page three under trustee comments, remove the second paragraph.

A motion to approve the minutes with the corrections was made by Burton-Prete and seconded by Brooks. All were in favor. Minutes were approved.

Petitions: None

Audience to Visitors: None

New Business:

a. Planning and Zoning Commission 2024 Accomplishments

Brown and the Commissioners reviewed the Commission’s accomplishments for 2024.

To continue the narrative under Goal Two for Short Term Rentals, Brown noted that he developed a timeline and summary of everything that has been considered for the Village regarding Short Term Rentals.

During the discussion about Goal Three, Chair Pro-Tem Price asked about the Illiana Expressway and if the project was still moving forward. A discussion ensued about the expressway's likelihood of being completed and what the third airport's development could mean for the expressway.

Under Goal Four regarding the narrative for the Cook County Forest Preserve, Brown noted that there were still communicating with the Forest Preserve throughout 2024. In early 2024, Brown was able to introduce himself to the new staff who had recently joined the Cook County Forest Preserve.

Under Goal Five, Brown mentioned the special use permit for the multi-unit development at Cunningham and Main Street was taken into consideration by the PZC in 2023 but was recommended to the Board for approval in early 2024.

Under Goal Six, Brooks mentioned that he and Wickliffe Lewis attended commissioners training during 2024. Brown stated that he will add the accomplishment to the list.

A motion to accept the objective summary report with the amendment to goal six for the Planning and Zoning 2024 Accomplishments was made by Burton-Prete and seconded by Brooks. All were in favor and the Planning and Zoning Commission 2024 Accomplishments were approved.

b. Planning and Zoning Commission 2025 Goals & Objectives

Brown and the Commissioners reviewed the 2025 Goals and Objectives. The Commission had no changes to the proposed first, second, fourth, fifth, or sixth goals. However, Chair Pro-Tem Price suggested the addition of "..., and any farm to market developments." This was to be added to the first bullet under Goal Three objectives.

A motion to accept the 2025 Goals and Objectives with amendments was made by Poston and Brooks seconded. The motion was made with the understanding that, during the next meeting, the Commissioners who were not in attendance at this meeting will have a chance to review the goals and objectives and provide feedback. All were in favor and the motion was approved.

Old Business:

- a. None.**

Communications:

- a. Member Communications:** Chair Pro-Tem Price inquired about the property next to Stacy's and asked if they are making any progress at the Village level regarding property maintenance. Brown stated that they asked for a continuation of their incentive, but the request was denied.

- b. **Trustee Comments:** Trustee Moore stated the commissioners should have received an email from Trustee Slone. The email contained a survey from the Village Manager Selection Committee soliciting input on the desired qualifications for the next Village Manager. The survey will be open until January 17, 2025, and is not available to the general public. The committee hopes to have a new Village Manager hired by June 2025.

Moore also noted that the next Board meeting will be on Tuesday instead of Monday due to Martin Luther King Jr. Day. At the January 21, 2025, meeting, School District 227 will present its proposal for a trade school at the current Rich East High School location.

Moore mentioned that the request for qualifications (RFQ) received more feedback than anticipated. The State of Illinois did not expect the RFQ to generate as much interest as it did, but this interest bodes well for the future of the airport.

- c. **Staff Communications:** Brown stated that the Village was awarded a Charging and Fueling Infrastructure grant from the federal government. The second round of funding notifications was distributed in early January. The Village submitted its project proposal in August 2024.

IFF construction is nearing completion on building three. The construction superintendent has efficiently managed the project to maintain the schedule. IFF plans to begin lease-up in November 2025.

The next APA Illinois Commissioner training session, an online seminar about "Findings of Fact," will be held on February 20, 2025, from 7:00 p.m. to 8:00 p.m. Commissioners are able to attend, Brown will just need to know who would like to attend the training.

Adjournment: A motion to adjourn was made by Burton-Prete and seconded by Brooks. All in favor. The meeting was adjourned at 8:54 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.*
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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.*
 - *Chair Wickliffe Lewis and Commissioner Brooks attended the Plan Commissioner Virtual Training hosted by the Illinois Chapter of the American Planning Association in May 2024*
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PLANNING AND ZONING COMMISSION

2025 GOALS AND OBJECTIVES

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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, and any farm to market developments.
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- 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.

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