

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

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

**7:00 P.M.**

**TUESDAY**  
**May 13, 2025**

1. Planning and Zoning Commission Call to Order
2. Review of Minutes
  - a. March 11, 2025, Regular Planning and Zoning Commission Meeting
3. Petitions
4. Audience to Visitors
5. New Business
  - a. May 1, 2025 Missing Middle Workshop Summary
6. Old Business
  - a. April 5<sup>th</sup> PZC Retreat Review
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, March 11, 2025**

**Present:** Vice Chair Marguerite Hutchins; Commissioners Samuel Brooks, Cynthia Burton-Prete, Doug Price; Trustee Liaison John Moore.

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

**Absent:** Chair Vernita Wickliffe Lewis; Commissioner Denise Poston

**Visitors:** None

**Call to Order:** Hutchins called the meeting to order at 7:00 pm.

**Review of Minutes:**

**a. February 11, 2025, Regular Planning and Zoning Commission Meeting**

On page one, under the Old Business and 2024 Accomplishments, in the first paragraph where it states, “No changes were needed from the Commissioners...” The word “needed” needs to be change to “recommended.”

On page two, under staff communications where it states, “...meetings like the Boards with IFF will help...” The word “Boards” should be changed to “Board’s” and the word “meeting” should be added between “Board’s” and “with.”

On page three, under the third paragraph, second sentence, the word “completed” should be changed to “complete.”

A motion to approve the minutes with 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. April 5<sup>th</sup> Retreat Agenda/Schedule**

Brown reviewed the draft for the retreat agenda scheduled for Saturday, April 5, 2025. The retreat will start at 8:00 am and last until 3:00 pm. Breakfast and lunch will be provided for the Commissioners. Brown presented a quick overview of the PowerPoint that will be presented

during the retreat. The areas the Commission will focus on are the 211<sup>th</sup> Street TOD, Sauk Trail Corridor, East Gateway, Oswego & Sauk Trail, Hidden Meadows, Eastgate, and Tamarack Street. The Commissioners will review the current policies and regulations and then break up into groups to review each focus area. When in their groups, each team or Commissioner will evaluate how Village policies and regulations align with the current zoning. Then each team or Commissioner will develop a case for changing or not changing the existing zoning. This would also involve the work of identifying property spatially that may need Zoning Map Amendments. After a short break, the Commissioners will come back together to present their report on whether their area should change or remain the same.

Moore stated that he can invite the other trustees to have a working lunch on that day.

Hutchins then turned the floor over to the Commissioners to see if anyone had any questions or comments.

Burton-Prete inquired whether they will have some time to look over the focus areas to see which topic they would like to cover. Brown brought back up the focus area list for the Commissioners for them to choose which one they would like to cover. Price selected the 211<sup>th</sup> Street TOD. Hutchins and Brooks decided to select the Tamarack Duplexes and Hidden Meadows. Burton-Prete decided to cover one the Sauk Trail Group. Brown stated he would send the list to Wickliffe Lewis and Poston – both absent - to see what area they would like to cover.

### **Old Business:**

#### **a. 2024 Accomplishments and 2025 Goals & Objectives**

Brown stated that the 2024 Accomplishments and 2025 Goals & Objectives have been approved. Village Manager Mick wanted to know if one of the Commissioners wanted to present it to the Board. Either Wickliffe Lewis, Hutchins, or Brown himself could provide the report. He will email Wickliffe Lewis to see if she would like to present the report to the Board.

### **Communications:**

- a. **Member Communications:** Price commented on the auto business located on Orchard Drive next to Stacey's Bistro. He noticed that they made an effort and cut the number of cars they had sitting out in the front of the business by a significant amount. The row of cars in the back of the business had also been completely cleaned out.

Price also commented on the new owners of the old Dogwood School had started renovations. They had started with repairing or replacing the roof and one of the sections of the building that was about the collapse had also been fixed.

- b. **Trustee Comments:** Moore followed up on status of the auto business located on Orchard Drive. He stated that a warning letter was sent to the owner by the Village and code enforcement had taken a more stringent approach to the business recently.

Trustee Moore then shared some highlights regarding home sales in February. The average selling price of homes here in Park Forest was \$142,180.00. Out of 20 homes sold, six sold for between \$160,000.00 to \$199,000.00. Four homes sold for over \$200,000.00.

Moore stated that initial study for the Aqua Center is complete. The price for the renovation was quoted higher than what the Villag had expected. The Village was considering a complete overhaul of the Aqua Center, but it will cost three times as much. The Village is looking to utilize an expiring bond for the renovations so that the residents will see little impact to the tax levy.

Moore also stated that Publics Works has ordered 25 additional speed limit signs for the Village. So far, nine locations have been selected to place the signs. Residential speeding is one of the top issues the Board receives as complaints from residents.

- c. **Staff Communications:** Brown stated that he had emailed the scheduling link for the Missing Middle Housing peer network site study. Even if the Commissioners did not respond, the Metropolitan Mayors Caucus scheduled a date of May 1<sup>st</sup> from 10:00 am to 12:00 pm in Oak Park. Brown requested that Commissioners RSVP to him no later than March 21<sup>st</sup> if they can attend.

Brown stated that he sent out the APA-Illinois webinar to all of the Commissioners and encouraged non-attendees to review the documents.

The Steger and Western Gas Station Development is still moving forward. The commission will see the annexation agreement and the major variation that they will be requesting at the same time.

The home repair and accessibility grant from the Illinois Housing and Development Authority from which the Village received a grant ends this month. The round 2 application is now open and need to be submitted by Friday, March 14<sup>th</sup>. The Village will be applying for \$790,000 in the second round.

**Adjournment:** A motion to adjourn was made by Price and seconded by Burton-Prete. All in favor. The meeting was adjourned at 8:47 pm.



@OpticosDesign  
#missingmiddlehousing

# Chicago Metro MMH Toolkit & Peer Network

MMH Toolkit  
Site Study Exercise

May 1, 2025



# Project Team

## Metropolitan Mayors Caucus

**Ben Schnelle**, *Manager of Housing Initiatives*

**Nancy Firfer**, *Senior Advisor*

## Opticos Design, Inc.

**Jennifer Settle**, *Principal*

**John Miki**, *Studio Director*

**Dylan Rumsey**, *Sr. Designer*

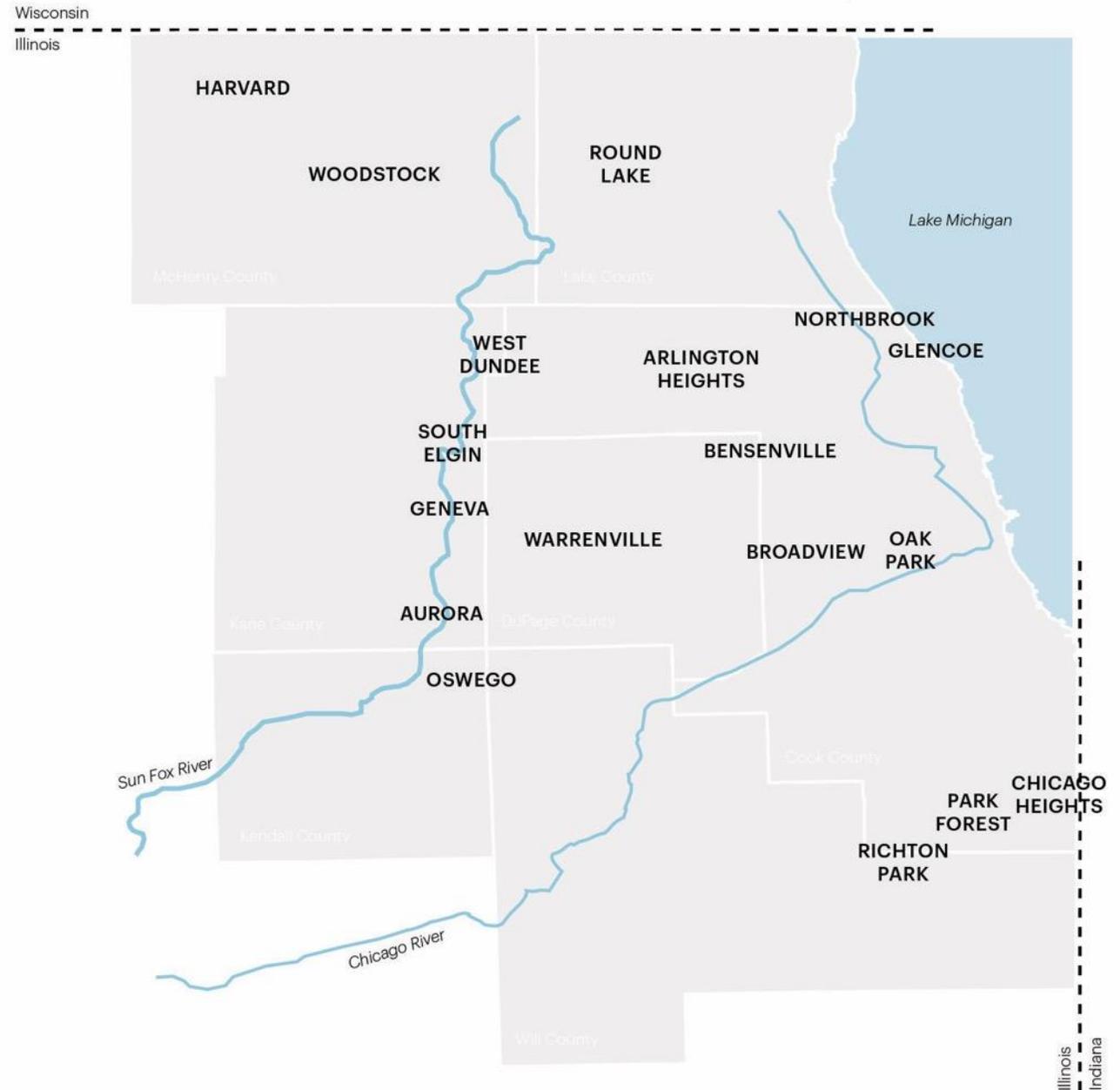
**Daniel Grinspan**, *Sr. Designer*

*A special thanks to the Driehaus Foundation for supporting this toolkit and training for the MMH Peer Network.*

# Peer Network

A coalition of 19 municipalities organized to receive and share information and strategies for implementing Middle Housing.

- Context
- Size
- Growth
- Market



# Overview of Program

## Peer Network Meetings

1: MMH Applications

2: Zoning and Policy

3: Community Opposition

4: Case Studies

5: Development Tools

6: Toolkit Overview

## Test Fits

Selection of sites that represent typical scenarios for housing development

Creation of 3D models that illustrate best practices and identify common barriers

Meetings with developers to discuss feasibility and barriers relevant across region



## Site Study Exercise

Allows participants to test various housing typologies on prototypical lots

Understand the relationship between zoning regulations and site planning

Explore various challenges to different MMH development scenarios

## Neighborhood Toolkit

Document the process and Peer Network

Provide a menu of next steps for municipalities to pursue based on their own land use and housing considerations

Highlight best practices for zoning, advocacy, and implementation strategies to enable more housing choice

# Agenda

## Site Study Exercise (10:00 – 12:00)

1. Welcome from Oak Park Village Manager, Kevin Jackson
2. Brief intro to MMH
3. Overview of Site Planning Exercise
4. Working Session (1 hour)
5. Neighborhood Map & Report out

## What we hope to accomplish today:

**Spark a conversation about building scale and context.**

**Visually demonstrate the constraints zoning standards place on housing development.**

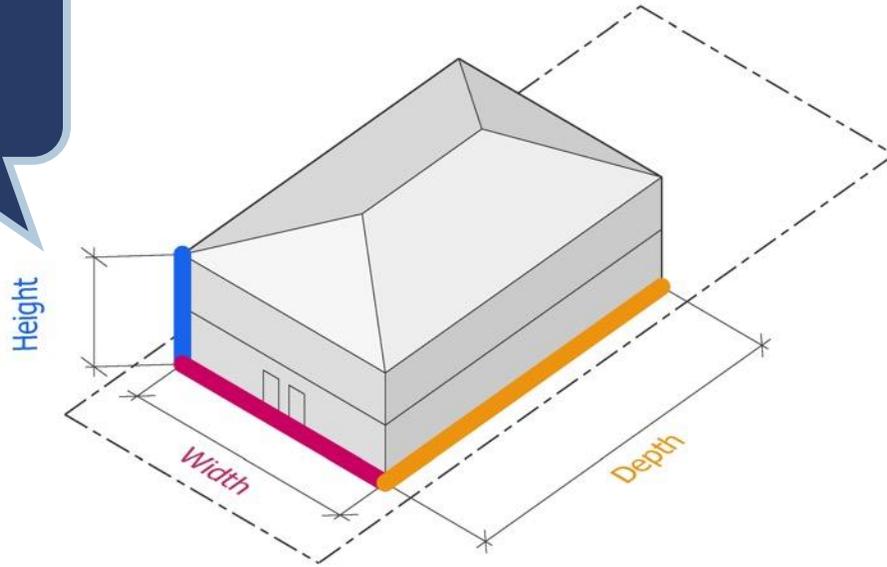
# Defining ~~Missing~~ Middle Housing



**House-scale** buildings  
with **multiple units**  
in **established or new** neighborhoods

# “Middle” in two different ways

“house”  
scale



lower cost  
by design



The Alliance for Housing Solutions

1. A **middle form and scale** between single-unit and multi-unit buildings
2. Can deliver **attainable housing choices** to middle-income families

# Providing Housing Choice



Duplex: Stacked



Duplex: Side by Side



Cottage Court



Fourplex



Accessory Dwelling Unit



Townhouse



Triplex/3-Flat



Courtyard Apartment



Multiplex

# The palette of Missing Middle Housing types

Small

Medium

Large

## The Palette of Middle Building Types



**Duplex Side-by-Side**  
2 units



**Duplex Stacked**  
2 units



**Cottage Housing<sup>1</sup>**  
3-10 units



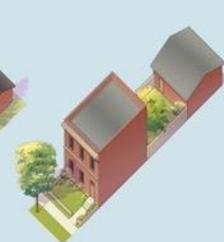
**Triplex/Fourplex**  
3-4 units



**Multiplex Medium**  
5-10 units



**Courtyard Medium**  
6-16 units



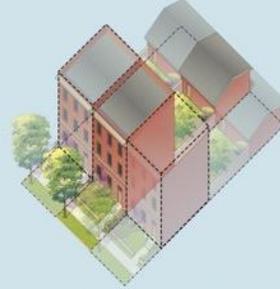
**Townhouse Medium**  
1 unit each (up to 4 side-by-side)



**Multiplex Large MH**  
7-18 units



**MH Courtyard Large**  
20-28 units



**Townhouse Large<sup>4</sup> MH**  
1 unit



Lower intensity

Higher intensity





# Why do we need Middle Housing?

1. To respond to **changing housing needs**
2. To increase **housing attainability**\* and home-ownership
3. To strengthen **local economies**
4. To promote **sustainable development**

*\* “Attainability” is being used here to indicate **market rate** affordable housing, different from subsidized affordable housing. Both are needed to address housing access.*

# Shifting national household demographics

Today, **30%** of US households are single persons

By 2030 **1 in 5** Americans will be 65+

In 2021, **70%** of US households did not have children, and this trend is expected to continue.

Sources: US Census, 2020,  
[www.brookings.edu](http://www.brookings.edu)

**Does your community have housing types to match these demographic shifts?**

# What can Middle Housing do?

**Missing Middle can add more attainable options to the housing stock:**

- ✓ Increase rental options through more small-scale multifamily housing
- ✓ Smaller, more attainable homes can provide a pathway to homeownership
- ✓ Homeowners can add units on existing lots to generate passive income and lower housing costs



# How do we apply Middle Housing?

**Distributed throughout a block**



**Transition from single-family to higher-intensity residential**



**End-grain of a single-family block**



**Transition from single-family to corridor mixed-use**



# List of barriers

1. Planning + zoning barriers
2. Not easily classifiable by industry standards
3. Financing + perceived cost inefficiencies
4. Added cost + complexity of building codes
5. Community or neighborhood opposition

Zoning is just the first step!

## R-M2 Zone - Allowed

Max. Potential Development per Existing Standards

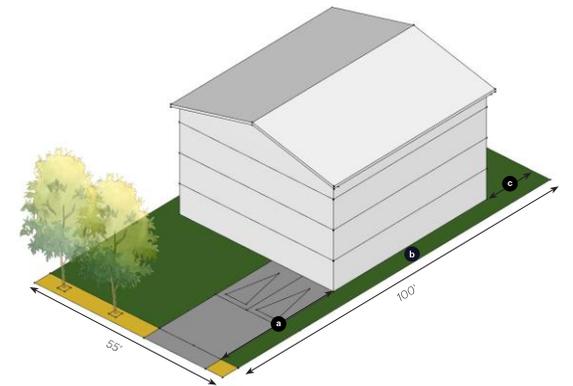
**Right:** The diagram illustrates what type of development and form are possible after applying all standards.

**\*Note:** After applying the minimum side setbacks for multifamily buildings, the resulting building is 25' wide, significantly limiting the development of the site to essentially a townhouse.

### Key

#### Setbacks

- a Front = 36'
- b Side = 5' (min. 15' for multifamily)
- c Rear = 15'



**Note:** Although the building complies with the zone standards, the resulting building is out of scale with the neighboring buildings and does not contribute to a streetscape of building facades.

R-M2 Zone, 55' x 100' Lot Size Allowable Development per Existing Standards	
<b>Building Form</b>	
Resultant Footprint	2,200 sf
Resultant Height/ Stories	35/ 3
Resultant Lot Coverage	40%
<b>Parking</b>	
Min. Spaces Required	2
<b>Density</b>	
Number of Units	1*
Resultant Density	8 du/ acre



# Identifying Barriers in Zoning

Plans, policy, and zoning well-intended, but falling short of enabling MMH

Barriers for MMH in the City of Greenville							City of Greenville (Continued)							
Barriers to MMH	Plan-it Greenville Comp Plan	Greater Pleasant Valley	Greater Sullivan	Green Avenue	Greenville Spartanburg	Greenville West Side	Haynie-Sirrine FBC	Nicholtown	Southern Side	Sterling	Viola	West End Comp Plan	West Washington Street	Zoning Code Ch 19
Max. Density Allowed: (Too Low)	●	●	?	?	?	●	?	?	?	●	?	●	?	●
Min. Lot Area: Too High	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Max. Lot Coverage: Too Low	?	?	?	?	?	●	●	?	?	?	?	●	?	●
Max. Lot Coverage: Too High	?	?	●	?	?	●	●	?	?	?	?	●	?	●
Min. Off-Street Parking: Too High	?	?	?	?	?	●	●	?	?	?	?	●	?	●
Buffer Yards Required	?	?	?	?	?	●	●	?	?	?	?	●	?	●
Min. Open Space: Too High	?	?	?	?	?	●	●	?	?	?	?	●	?	●
Fire Sprinklers Required 3<units <sup>2</sup>	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Content is Supportive of MMH	●	●	●	●	●	●	●	●	●	●	●	●	●	●
MMH Types Identified	2 <sup>1</sup>	?	2 <sup>1</sup>	2 <sup>1</sup>	2 <sup>1</sup>	5	7	2 <sup>1</sup>	2 <sup>1</sup>	2 <sup>1</sup>	2 <sup>1</sup>	●	2 <sup>1</sup>	2 <sup>1</sup>

It only takes one regulation to prevent!

Key:

- Barrier
- ? Unclear
- Not a Barrier

# Chicago Region Missing Middle Toolkit

A toolkit to highlight proven strategies, relevant case studies, and actionable next steps towards implementation



## What's Inside?

### Missing Middle Housing Toolkit

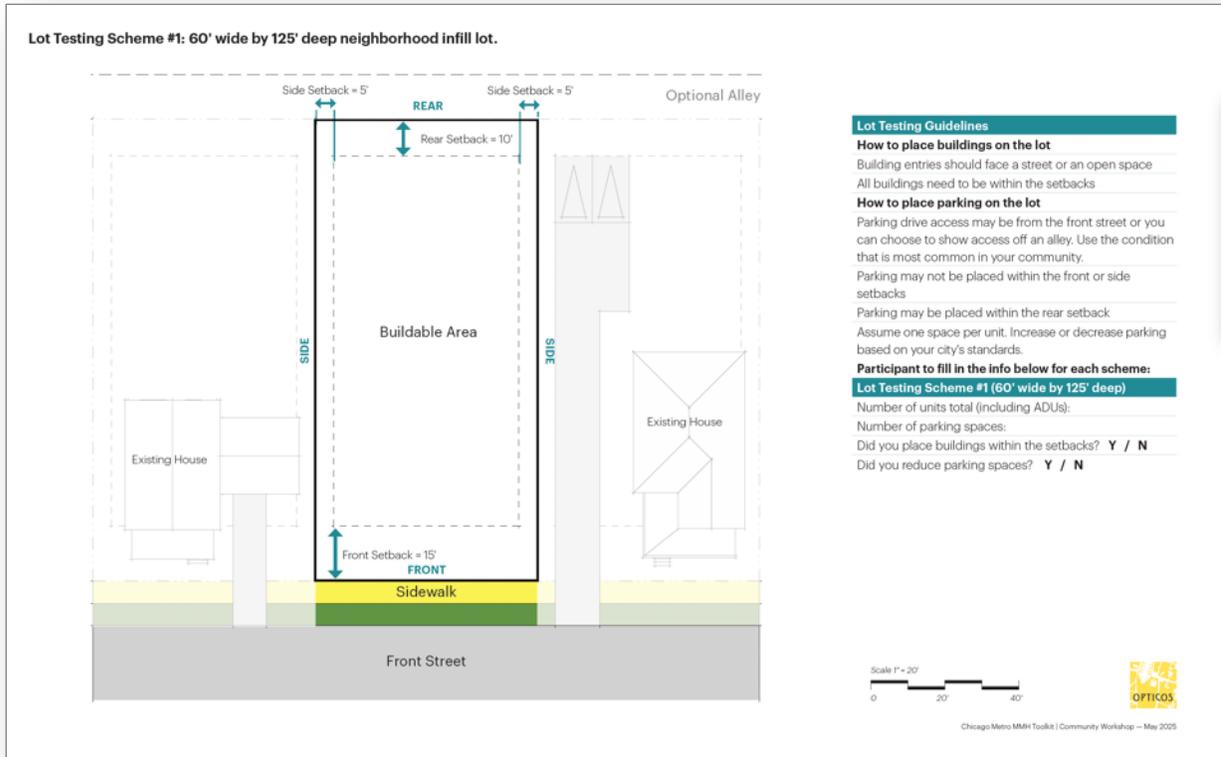
Chapter 1	Purpose + Objectives	1
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# Lot Testing Exercise

1. Understand the relationship between basic zoning regulations and site planning considerations
2. Understand opportunities and challenges of different building types on typical size lots



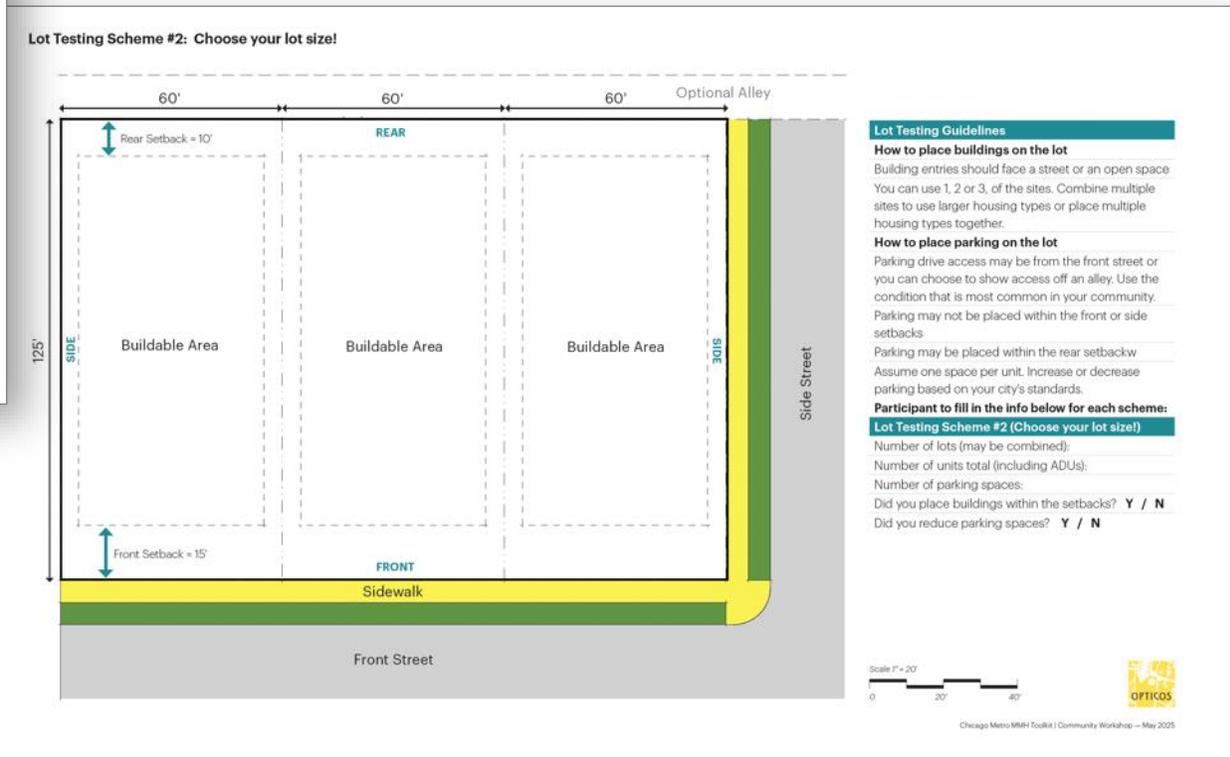
# Lot Testing on Typical Lots



**Two Lot Testing Schemes**

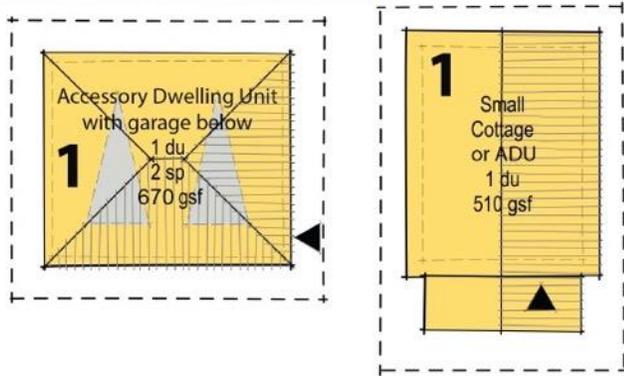
Each person should do own site plan but talk to your neighbors and try different types.

1. Try to get at least 2 units on the single lot and provide parking!
2. Try to get more units on a lot (single or combine) - you might need to break some rules!

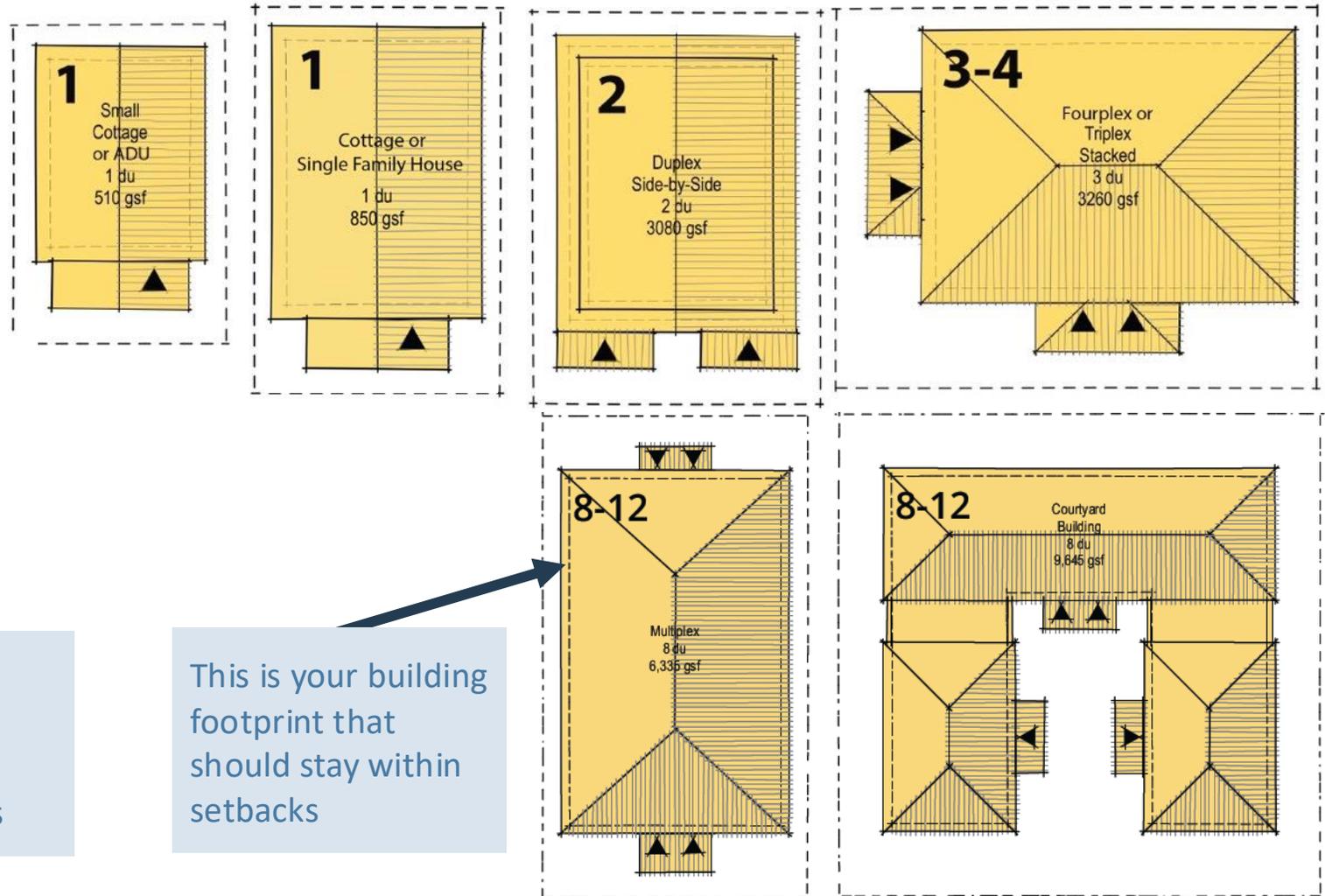


# Lot Testing Kit of Parts

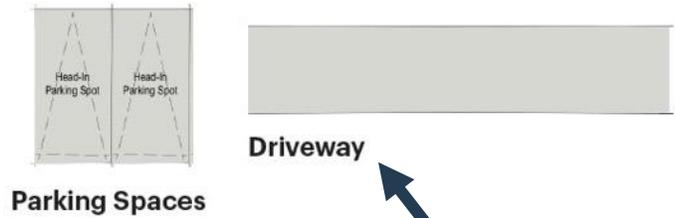
## Accessory Dwelling Unit Options



## Housing Type Options



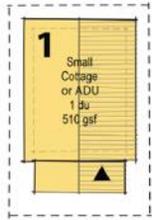
## Parking & Parking Access



Parking can be ripped/cut to accommodate different lengths

This is your building footprint that should stay within setbacks

# Reference Table of Types

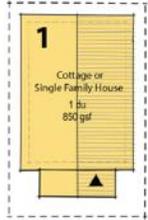


**Description**

A Carriage House located at the rear of a lot, above or adjacent to the garage that provides a small unit. One Carriage House is allowed per lot with house, Duplex, Cottage Development, or Townhouse. Up to two Carriage House are allowed per lot with a Triplex/ Fourplex, Multiplex, or Courtyard Building.

**Why Use This Type?**

This type is important for providing smaller and more attainable housing opportunities. Also, it works well for individuals or families who desire intergenerational living or flexible living arrangements.

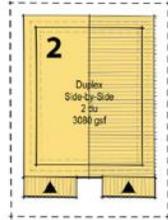


**Description**

A small-to-medium, detached building with one unit, small-to-medium setbacks, a rear yard and potentially one Carriage House. It is typically located within a primarily single-family neighborhood in a walkable setting.

**Why Use This Type?**

This type provides space for families who need it but can be combined with more building types in walkable neighborhoods.

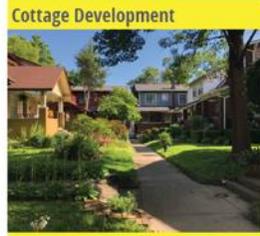
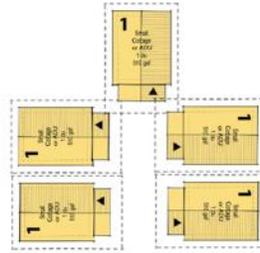


**Description**

A small-to-medium-sized detached building with small-to-medium setbacks and a rear yard. The building consists of either two stacked or side-by-side dwelling units that face the street within a single-building massing. This type has the appearance of a medium-to-large single-family home.

**Why Use This Type?**

This type provides an additional housing option that fits into a house-scale form.



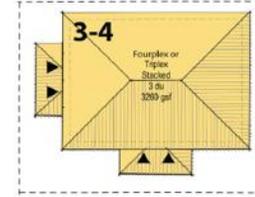
**Description**

A group of small, detached buildings arranged to define a shared court that is typically perpendicular to the street. The shared court is common open space and takes the place of a private rear yard, thus becoming an important community-enhancing element.

**Why Use This Type?**

This type provides a well-designed higher density with option while still fitting into a house-scale form, as well as a sense of community created by the central court space.

For the purposes of this exercise, we are not testing this type today

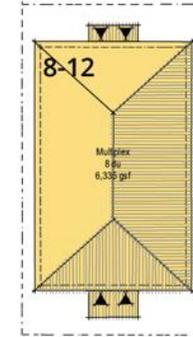


**Description**

A small-to-large-sized, attached building with a rear yard that consists of 3 or up to 8 Townhouses placed side-by-side. Each Townhouse consists of 1 unit.

**Why Use This Type?**

This type offers a high-quality, efficient unit with private open space and works well for individuals or families who prefer smaller units in a moderate intensity context.

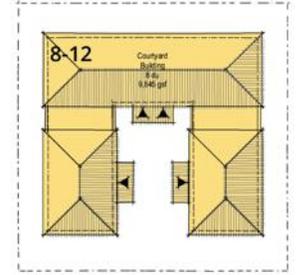


**Description**

A medium-to-large sized detached building comprised of multiple attached and/or stacked units, typically with one shared entry or individual entries along the front.

**Why Use This Type?**

This type offers smaller, well-designed units that are efficiently arranged and works well for individuals or families who prefer to have a smaller unit in a moderate intensity context.



**Description**

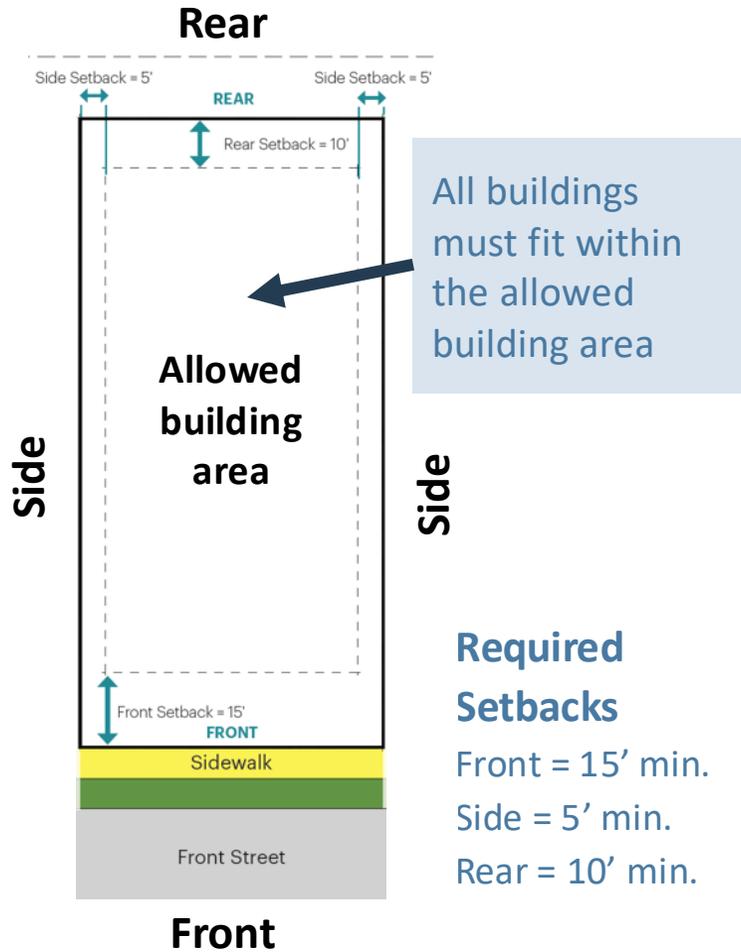
A building comprised of multiple attached and/or stacked units, accessed from one or more shared courts. The shared court is common open space and takes the place of a rear yard.

**Why Use This Type?**

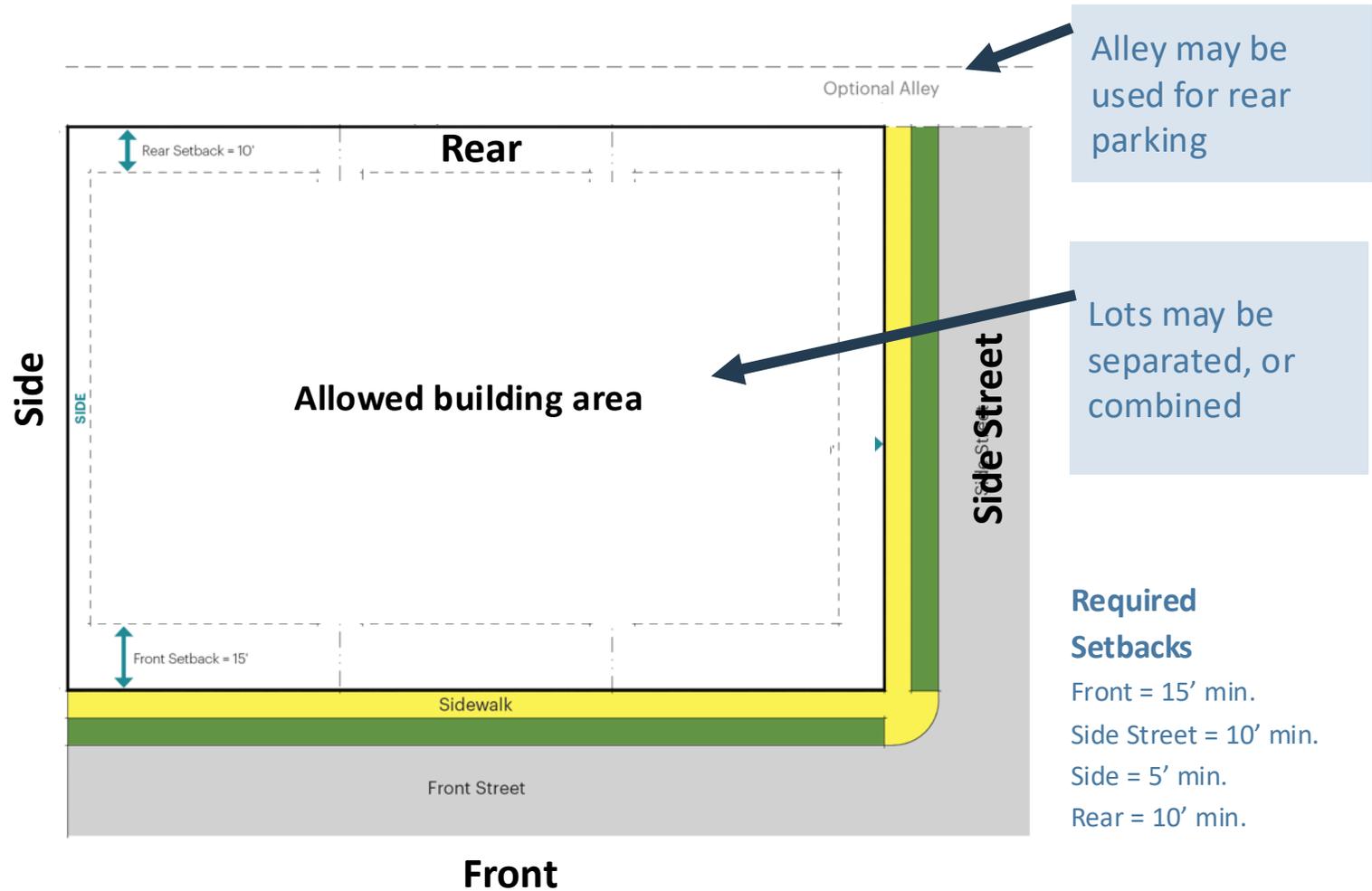
This type provides well-designed units in a moderate to high intensity context, and provides a sense of community created by the central shared court.

# Step 1: Select a lot size & locate setbacks

## 60' by 125'

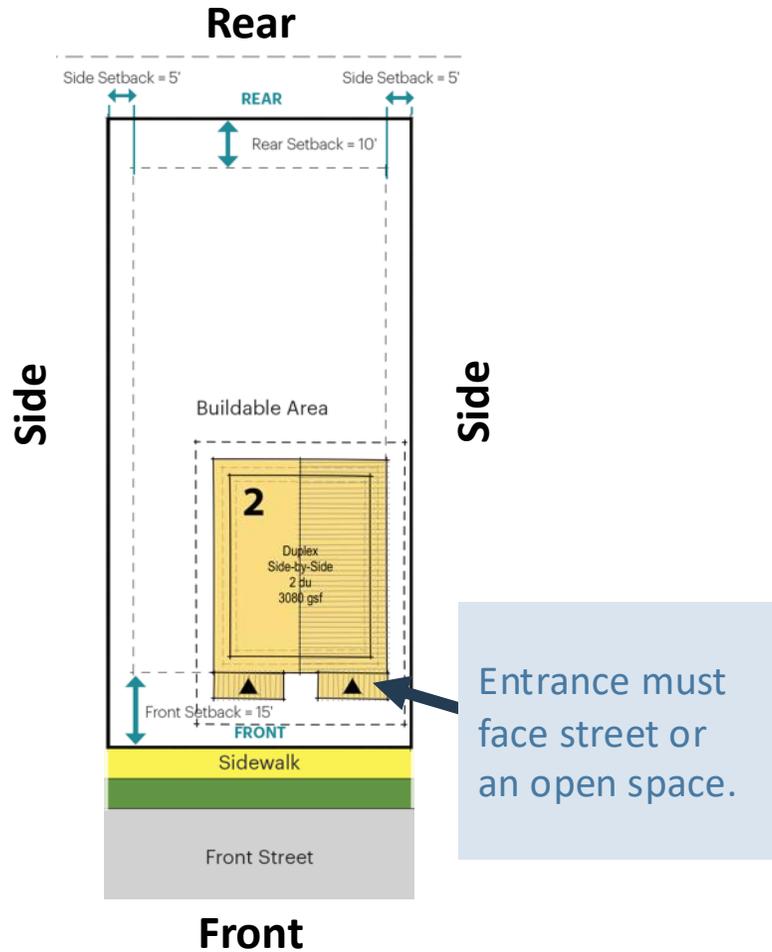


## Three 60' by 125's

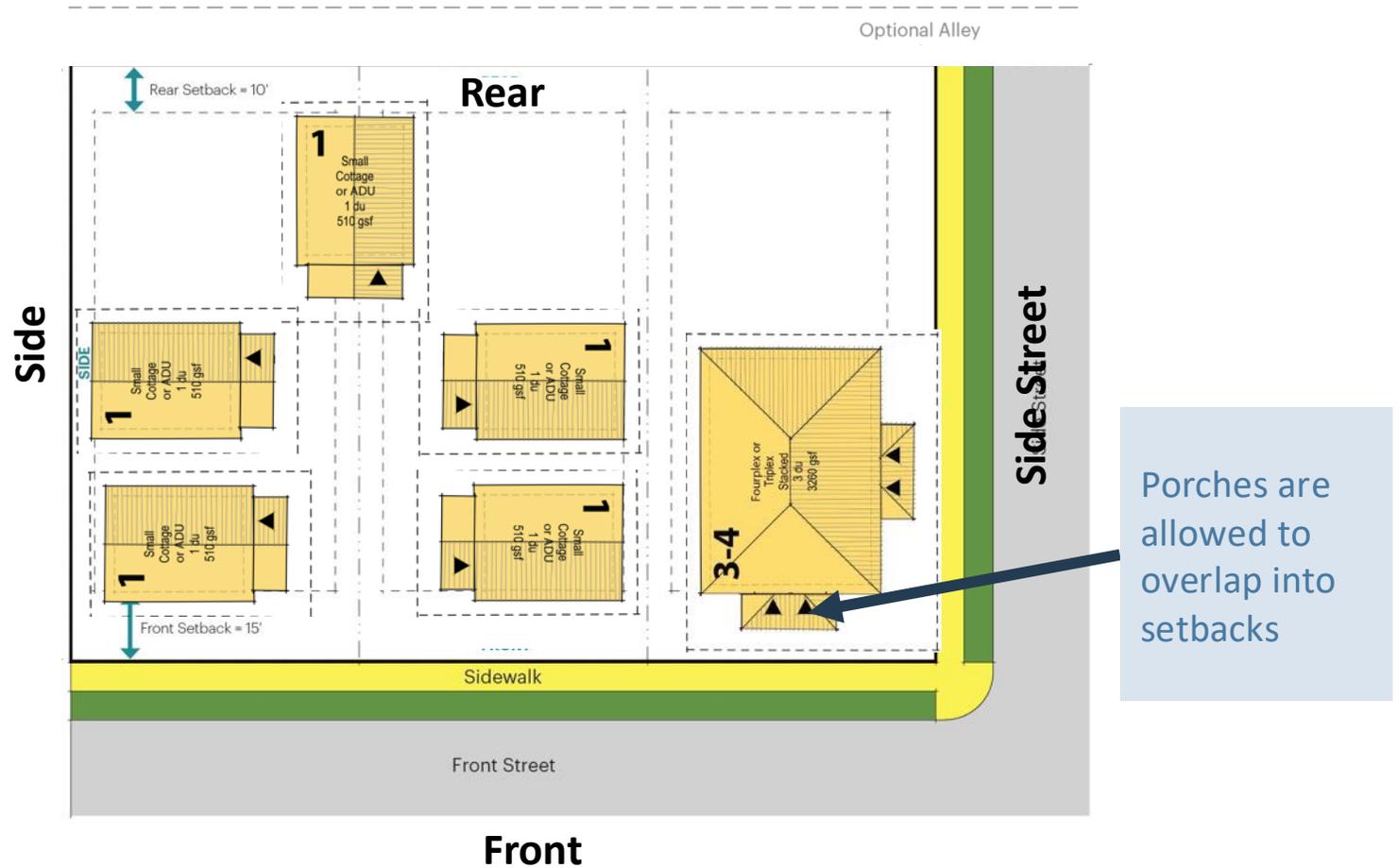


# Step 2: Add Buildings

## 60' by 125'

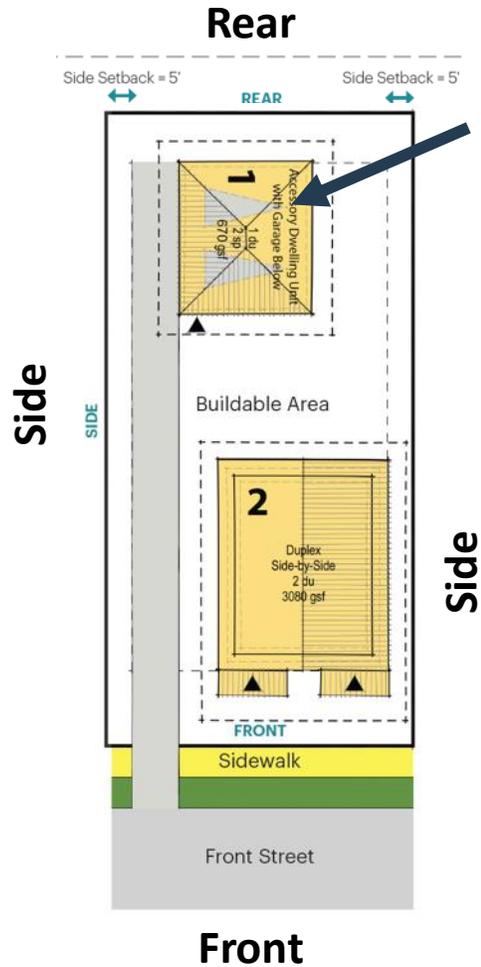


## Three 60' by 125's



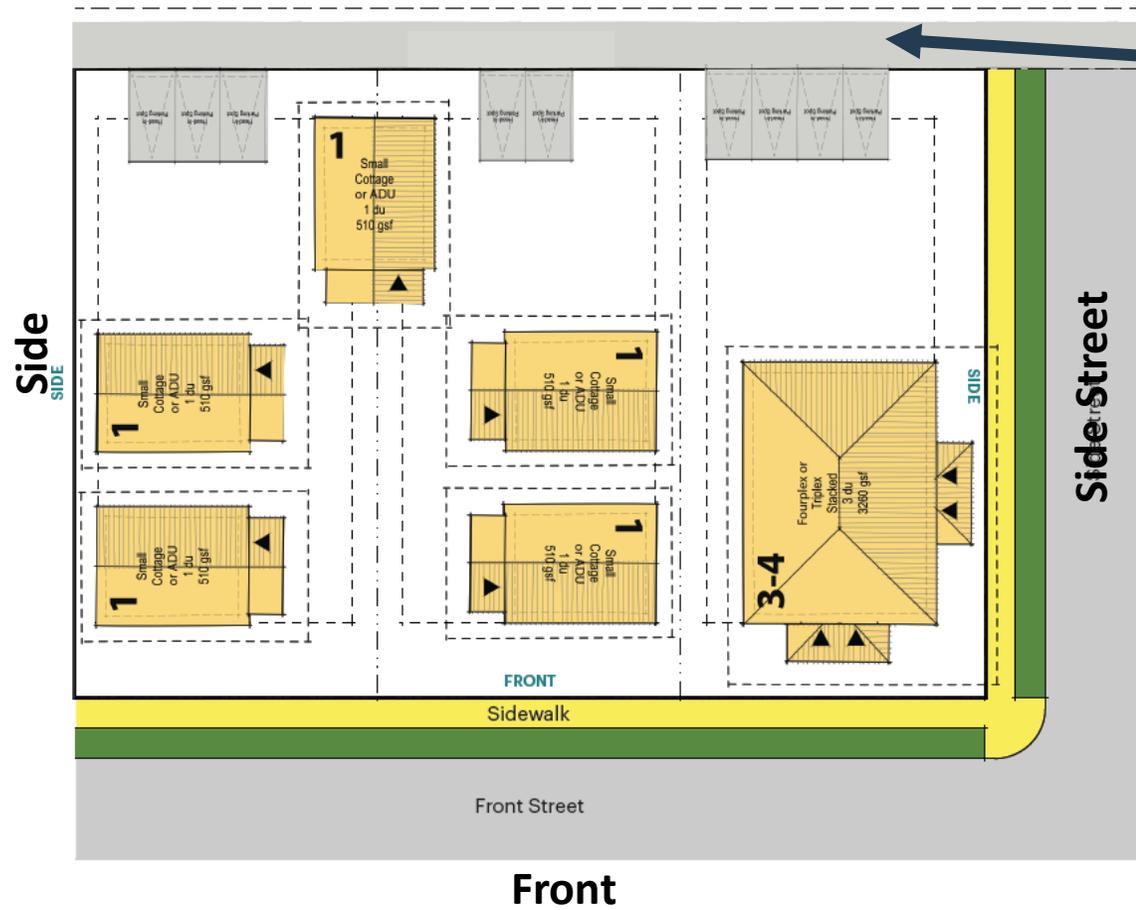
# Step 3: Add Parking

60' by 125'



Parking may not be located in front of the building

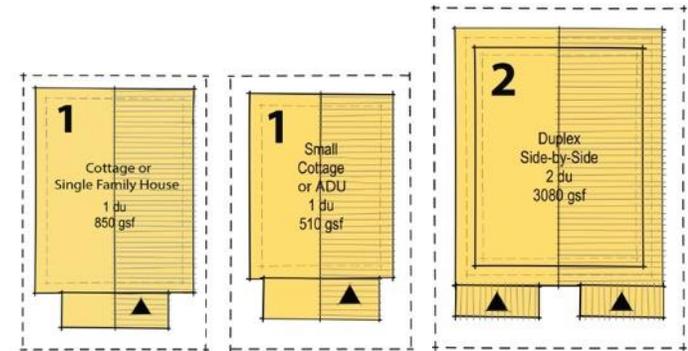
Three 60' by 125's



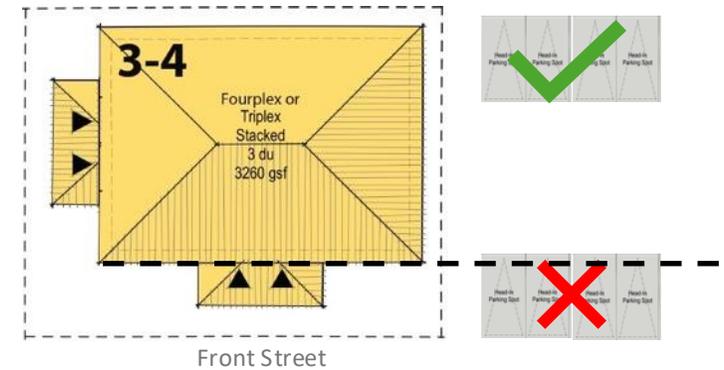
Alleys may be used for parking access

# Parking Requirements

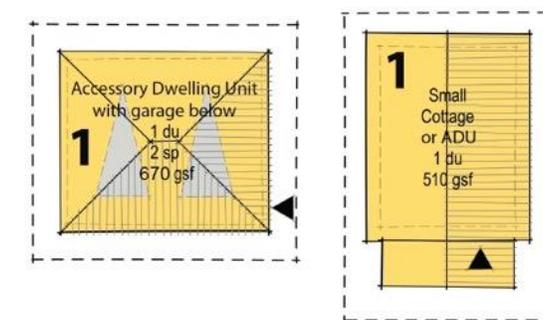
Assume one space per unit. Increase or decrease parking based on your city's standards.



Parking may not be placed in front of the Building.



Accessory Dwelling Units : No parking required

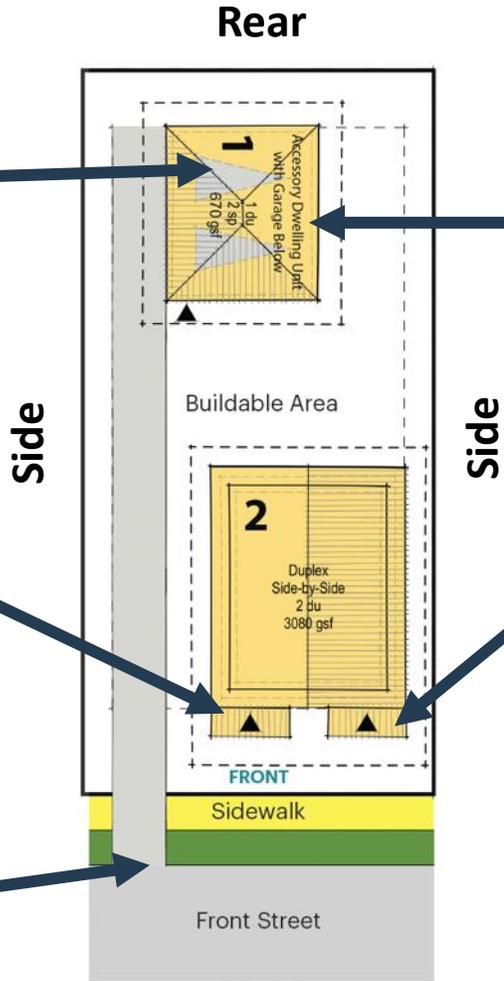


# Lot Testing Best Practices

All buildings need to be in the buildable area

Building should front a street or open space  
Arrows indicate Building Entry

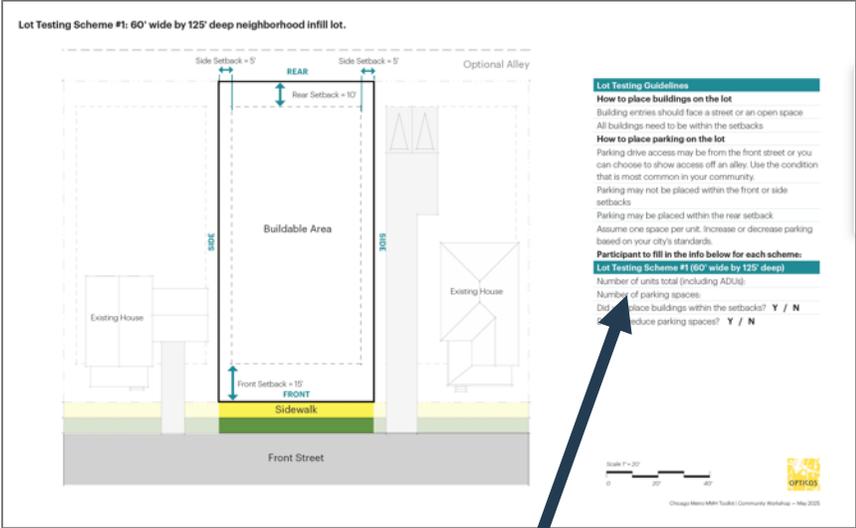
Parking access should be from the front street



Parking cannot be located within the front or side setback

Porches/stoops can be placed in setback

*Once you get a scheme you like, glue it down!*



**Lot Testing Guidelines**  
**How to place buildings on the lot**  
 Building entries should face a street or an open space  
 All buildings need to be within the setbacks  
**How to place parking on the lot**  
 Parking drive access may be from the front street or you can choose to show access off an alley. Use the condition that is most common in your community.  
 Parking may not be placed within the front or side setbacks  
 Parking may be placed within the rear setback.  
 Assume one space per unit. Increase or decrease parking based on your city's standards.  
**Participant to fill in the info below for each scheme:**  
**Lot Testing Scheme #1 (60' wide by 125' deep)**  
 Number of units total (including ADUs):  
 Number of parking spaces:  
 Did you place buildings within the setbacks? Y / N  
 Did you reduce parking spaces? Y / N

Make notes about your design!

## Lot Testing Scheme #1 (60' wide by 125' deep)

Number of units total (including ADUs): 3

Number of parking spaces: 2

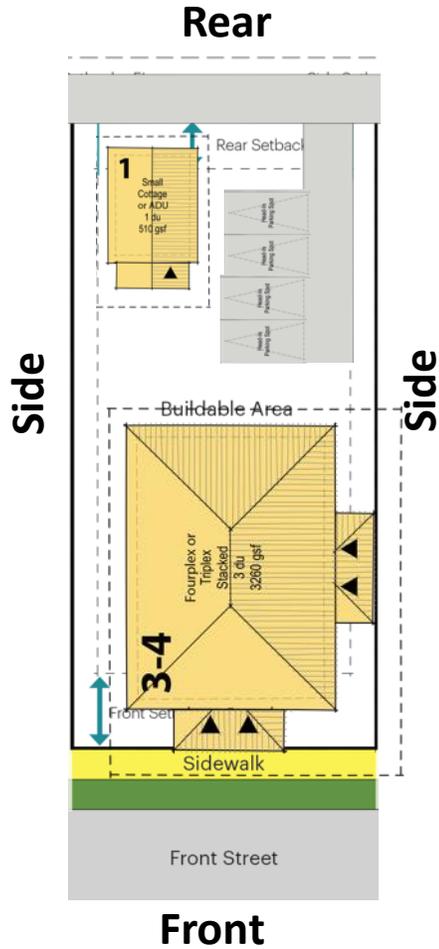
Did you place buildings within the setbacks? Y N

Did you reduce parking spaces? Y / N

Duplex, ADU

# Test again & add more units per lot

60' by 125'

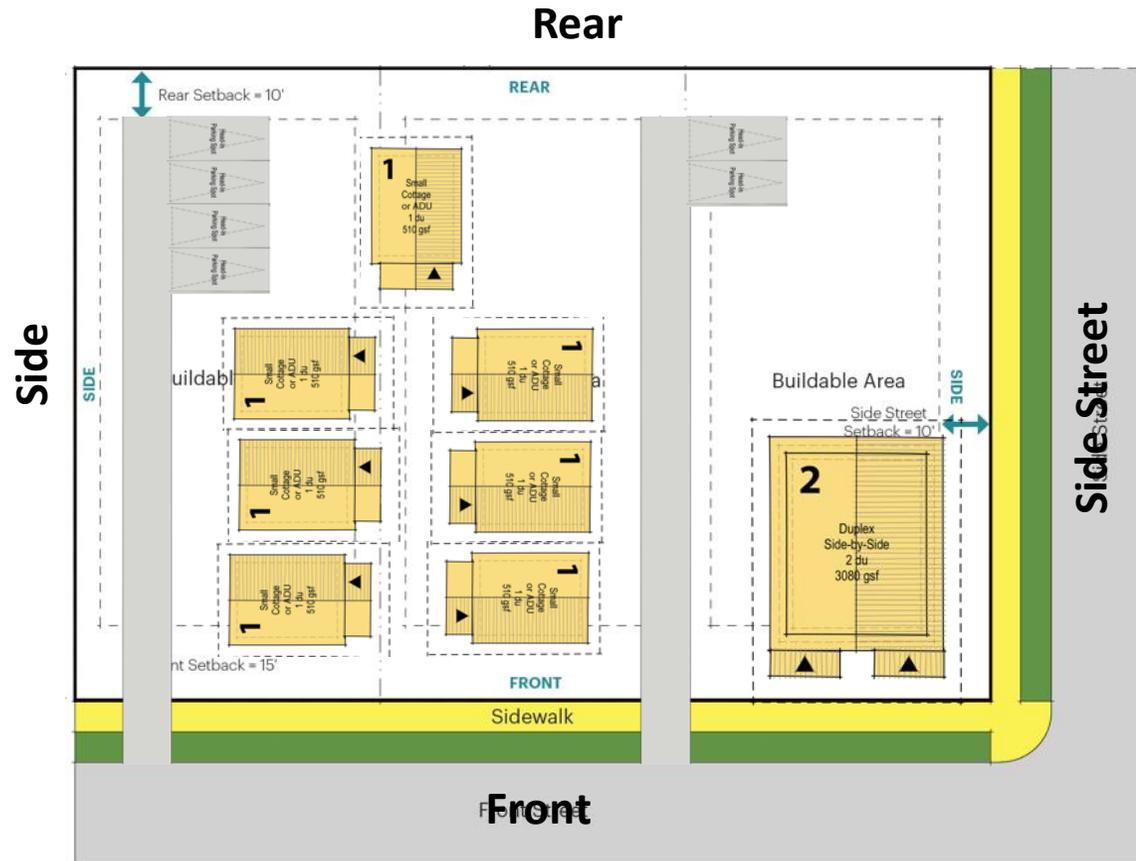


Take note if you have to break any rules.

Notes:  
Reduce rear, front & side setbacks

Added an ADU

Three 60' by 125's

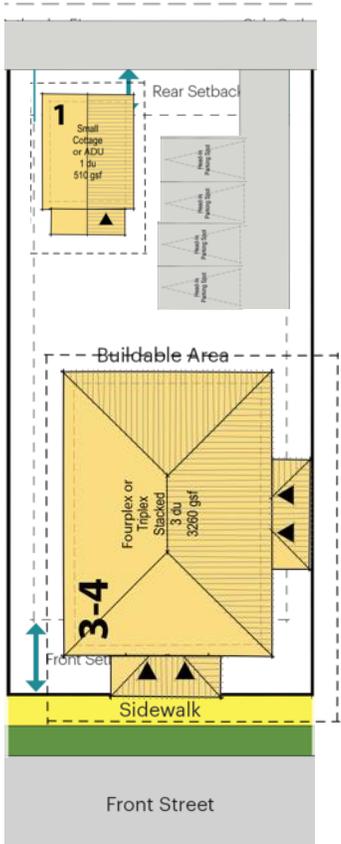


Try to get as many units on site as you can!

Notes:  
Reduce front setbacks

Reduced parking standards

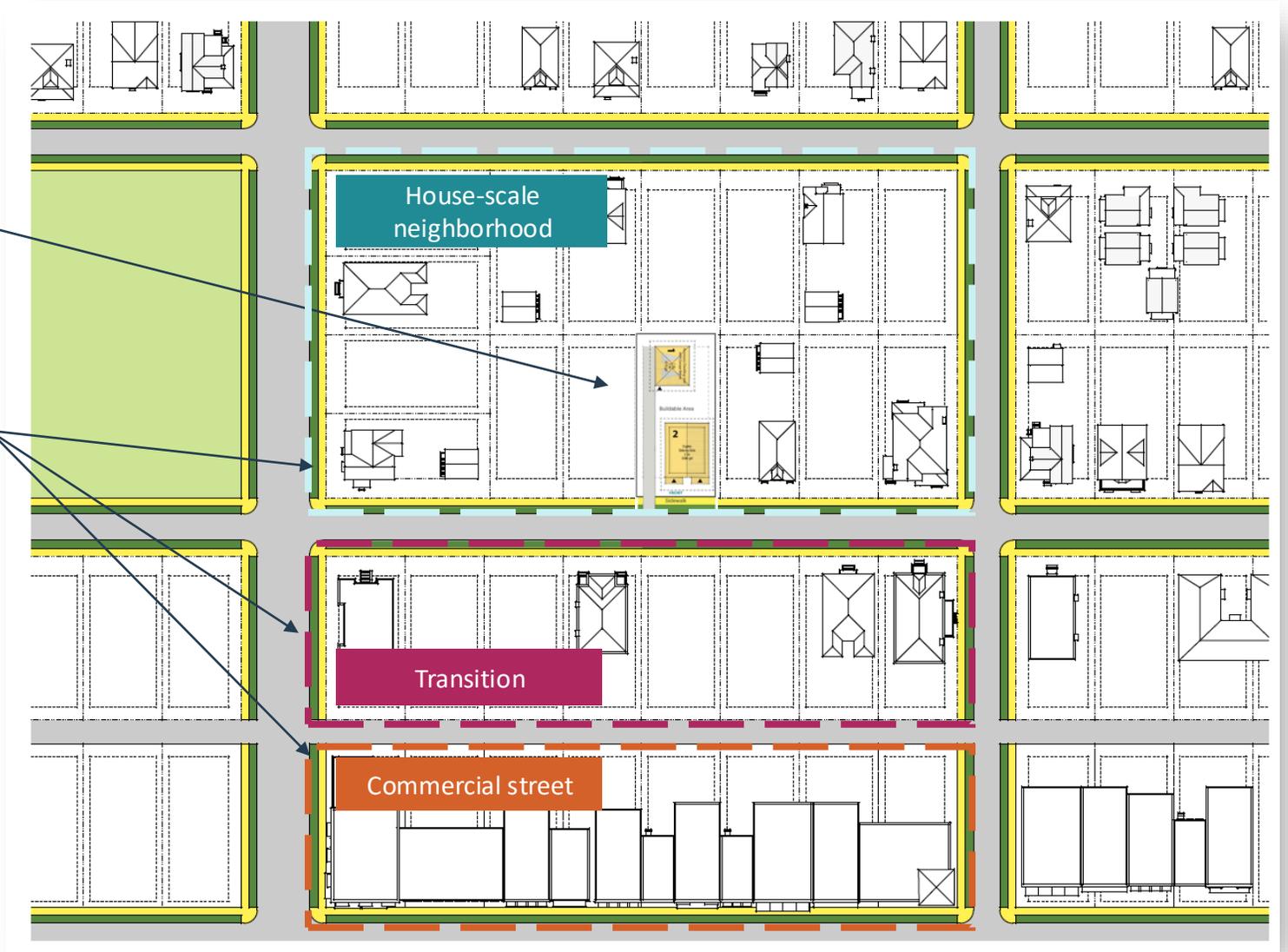
# How does your site fit into a neighborhood?

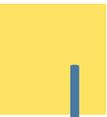


Add your lot within a neighborhood

Match building scales to context

Report out on lessons learned





# Lot Testing: Share at your table

**Which housing types work best on your lot?**

**What adjustments to guidelines/standards did you work through?**

**Do you think these housing types would fit into your neighborhood? Why or why not?**

**Who do you imagine would want to live at your site?**

Your answers should help guide zoning **standards** in your community. Try this exercise using an existing lot in your community.

**Thank you!**

# Thank you for all your insights!

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