AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
350 VICTORY DRIVE
PARK FOREST, ILLINOIS

Village Hall - Board Room 6:00 p.m. February 24, 2020

Roll Call

Pledge of Allegiance

Reports of Village Officers

Mayor	Village Attorney
Village Manager	Village Clerk

Reports of Commission Liaisons and Committee Chairpersons

Citizens Comments, Observations, Petitions

Motion: Approval of Consent

CONSENT:

1. Motion: A Motion to approve the minutes of the Rules meeting of February 3, 2020 and the Regular meeting of February 17, 2020.

DEBATABLE:

2. Ordinance: An Ordinance Approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80 North Street (First Reading)

3. Ordinance: An Ordinance Approving a Special Use Permit in the C-3, Commercial Corridor zoning district to permit an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower at 373 Sauk Trail (First Reading)

Adjournment

NOTE: Copies of Agenda Items are Available in the Lobby of Village Hall and on the Village website www.villageofparkforest.com
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 (708) 748-1129 or via e-mail at athurston@vopf.com. Every effort will be made to allow for meeting participation.

MOTIONS

MOVED that the Consent Agenda and each item contained therein be hereby approved:

1. MOVED, that the Mayor and Board of Trustees approve the minutes of the Rules meeting of February 3, 2020 and the Regular meeting of February 17, 2020.

February 24, 2020

VILLAGE OF PARK FOREST

RULES MEETING OF THE BOARD OF TRUSTEES
VILLAGE OF PARK FOREST, 350 VICTORY DRIVE, PARK FOREST, ILLINOIS
COOK AND WILL COUNTIES

Village Hall- Boardroom **7:00 p.m.** **February 3, 2020**

M I N U T E S

IN ATTENDANCE: Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Candyce Herron, Trustee Joseph Woods, Trustee Maya Hardy, Trustee Glenna Hennessy, and Mayor Jonathan Vanderbilt

STAFF IN ATTENDANCE: Village Manager Tom Mick, Director of Personnel Denyse Carreras, Police Deputy Chief Brian Rzyski, Fire Chief Tracy Natyshok, Village Attorney Leslie Kennedy, Finance Director Mark Pries, Director of Economic Development Hildy Kingma, Director of Community Development Larrie Kerestes, Director of Public Works Roderick Ysaguirre, Assistant Director of Recreation and Parks Kevin Adams, Assistant Finance Director Sharon Floyd, and IT Coordinator Craig Kaufman

RECORDER: Village Deputy Clerk Angela Thurston

OTHERS IN ATTENDANCE: Brad Porter and Matt Beran, Lauterbach and Amen, LLC; Donna Bryant, Arnold Crater and Malcolm Weems, B2B Strategic Solutions, Inc.; Alyssa Moore and Isela Juarez, Jeff Ellis Management

Roll Call
The meeting was called to order at 7:00 p.m. by Mayor Vanderbilt. Roll was called by Deputy Clerk Thurston.

1. 2018/2019 Audit Reports Presentation
Manager Mick said this item is out of the Finance Department and noted that the dialog should be between the Mayor, Board of Trustees and the Auditors. Matt Beran began his report by explaining the preparation process for the audit from the first meeting with Mark Pries and Sharon Floyd and what would be expected. Mr. Beran referenced the three sections he would be covering: the SAZ114 Letter, Audit Report and the Management Letter. He noted the Village has accomplished receiving the CAFR award for 24 years in a row, which ranks at the top for municipalities in Illinois. The Village received an Unmodified Opinion with the audit review, which is the highest recognition. The financial highlights noted in the documents are high level summary of finances. Mr. Beran led the board through the remainder of the audit. Mayor Vanderbilt asked the Board is there were any questions or comments. Trustee Settles asked if the Village is in good financial health, to which Brad Porter replied, yes. Hearing no other questions or comments this item will be on the agenda at the next regular meeting.

2. Selection of a Strategic Planning Facilitator
Manager Mick said this item comes out of the Manager's Office and Community Development. Manager Mick explained what the Village has done over the years related to strategic planning. These approaches have included budget-based annual planning, lectures, surveys, focus groups and 3 to 5 year sets of goals. After seeking proposals from three consulting entities, the recommendation is to work with B2B Strategic Solutions. Manager Mick introduced Donna Bryant, owner of B2B. Ms. Bryant gave an overview of B2B and introduced some of her team. Mayor Vanderbilt asked the Board is there were any questions or comments. Trustee Woods asked if they have worked with other municipalities around our area. Arnold Crater said they worked with school district #205. Hearing no other questions or comments this item will be on the agenda at the next regular meeting.

3. Aqua Center Management Agreement-Renewal
Manager Mick said this item comes from Recreation and Parks Department. Assistant Director Adams gave an overview of Jeff Ellis Management who currently provides all day to day management of the Aqua Center. The Village would be responsible for the daily cash handling, front desk staff, any capital repairs, maintenance of grounds, and chemical purchases. There are two options for the season: 13 week season or 12 week season. Staff is recommending the 12 week season, in the past few years with weather being cooler attendance has been low the first week. Trustee Graham asked if there has been thought to enclosing the pool so it can be used year round. Mr. Adams said he can have someone come out and give a quote to do that. Mayor Vanderbilt asked if JEM looks at purchasing local pools. Ms. Moore said that is something the company would be open to considering. Hearing no other questions or comments this item will be on the agenda of the next regular meeting.

4. Purchase of Dell Back-Up Appliance
Manager Mick said this item is out of the Finance Department and IT. Finance Director Pries stated that the Mayor and Trustees are familiar with the issues we had in the fall with internet security. Purchasing the Dell back- up appliance will back give the village a better back up system that if the village were to get hacked again the information lost would be minimal, maybe just hours of data. A budget amendment would be needed to purchase this. Mayor Vanderbilt asked the Board if there were questions or comments. Trustee Hardy asked if this guarantees security. IT Administrator Kaufman replied that this is an appliance that backs up our data, it does not provide security. Mayor Vanderbilt asked how much data was lost in the fall. Administrator Kaufman said a couple of weeks' worth. Hearing no other questions or comments this item will be on the agenda of the next regular meeting.

5. 2020 Season Aqua Center Fees
Manager Mick said this item comes from Recreation and Parks Department. Assistant Director Adams gave an overview of members and senior are the most loyal members. The proposed fees this year are in consideration that the 2020 season will be a week shorter, starting the season the second week of June. Mayor Vanderbilt asked the Board if there were questions or comments. Trustee Hennessy asked if there was a fee difference from resident to non-resident. Kevin replied when there was a higher daily fee previously put in place, the Aqua Center lost attendance.

Hearing no other questions or comments this item will be on the agenda of the next regular meeting.

6. An Intergovernmental Agreement between the Village of Park Forest and Rich Township in regard to Access to Park Forest Municipal Fuel

Manager Mick said this item comes from Department of Public Works and Administration. Manager Mick explained that currently, buses in the Jolley Trolley transportation program refuel at the Public Works Yard as part of an agreement with Rich Township. The Township has requested consideration to expand access to 9 vehicles in their fleet. An intergovernmental agreement has been drafted to this extent. It notes how fuel would be billed, that an annual $400 fee will be assessed to help cover software management and key fobs, and that both sides have the ability to opt out of the agreement with 60 days written notice. Mayor Vanderbilt asked the Board if there were questions or comments. Hearing none this item will be on the agenda of the next regular meeting.

7. A Resolution requesting the use of Transportation Development Credits Highway (TDCH) for the 2020 Surface Transportation Program (STP) Call for Projects, South Orchard Drive

Manager Mick said this item comes from Department of Public Works, this agenda item along with agenda item #8 will be discusses at the same time. Under the revised methodology for this project, applications will be scored and ranked. Park Forest is considered a Cohort 4 community which allows the Village to apply for 100% federal funding for all phases this project. The Village's 20% match would be $212,811 for South Orchard Drive.

8. A Resolution requesting the use of Transportation Development Credits Highway (TDCH) for the 2020 Surface Transportation Program (STP) Call for Projects, Westwood Drive/Norwood Blvd.

This item was discussed with agenda item # 7. The Village's 20% match would be $763,018 for Westwood Drive/Norwood Blvd. Mayor Vanderbilt asked the Board if there were questions or comments. Hearing none this item will be on the agenda of the next regular meeting.

9. Purchase of a 2020 Ford F-250 XL Pick Up Truck, Replace Vehicle/Equipment #606

Manager Mick said this item comes from Department of Public Works. The purchase of this 2020 Pick Up truck would replace a 2008 Ford F-250 which is used daily by DPW staff and has over 114,745 miles on it. This purchase has been budgeted for the FY20 budget. Mayor Vanderbilt asked the Board if there were any questions or comments. Hearing none this item will be on the agenda of the next regular meeting.

10. Purchase of a 2020 Ford F-250 XL Pick Up Truck, Replace 2008 Ford Ranger

Director Ysaguirre explained the 2020 Ford F-250 will replace a 2008 Ford Ranger with over 136,000 miles that will be auctioned. The new truck assigned as #607 will go to the supervisor, his truck will be reassigned as #507 to be used by field crews, the current #507 will be reassigned as #564 and be used as a spare pick up for field crews.

11. Oswego Street Sanitary Sewer Replacement Contract
Manager Mick said this item comes from Department of Public Works. Director Ysagguire explained about 2,200 feet of sanitary sewer has deteriorated beyond the point that it could be lined with Oswego Street being the most critical section. DPW opened up the bidding process and received 9 bids, which were opened on January 23, 2020. It is recommended that M/J Underground be awarded the contract. M/J Underground has done work in Park Forest before and DPW has been satisfied with their work. Funds will be repurposed from that were allocated to storm sewer improvements in Capital Outlays for this project. Mayor Vanderbilt asked the Board if there were any questions or comments. Hearing none this item will be on the agenda of the next regular meeting.

12. 2020 Street Sign Replacement Contract – Central CN Corridor
Manager Mick said this item is out of the Public Works Department. Director Ysaguirre explained the bidding process and noted that 5 bids were received. The Federal Highway Association has mandated that all street and name signs meet retroreflective standards. Staff recommends awarding the contract to Traffic Control and Protection, located in Bartlett, IL. Traffic Control and Protection is an IDOT requalified bidder and they have performed 2 previous rounds of this multiyear program and we had no issue with their work.

Mayor's Comments
Mayor Vanderbilt reported on a number of meetings, events, and openings he had attended in Park Forest recently. On January 31, 2020 he was a judge for School District #163's Science Fair.

Manager's Comments
Manager Mick reported on many upcoming events in February. The Governors Hometown Award reception will be at Village Hall at 6 pm on February 17, 2020. The Award was presented to the Village in Springfield back in November for the service provided by the Veterans Closet & Resource Center since 2015.

Trustee's Comments
Trustee Settles thanked all those that participated in the first Blight to Bright house project at 305 Sauganash and thanked the Finance Department for the work they did on the Audit. She noted that the Veterans Commission will meet February 8, 2020.

Trustee Herron noted that the Housing Authority will be meeting Thursday February 6, 2020.

Trustee Woods reported on various events and meetings he attended the last couple weeks. He reported on activities that Economic Development has participated in. He noted how enjoyable it was to be a judge at SD #163 Science Fair. He also pointed out that Michelle Obama School is the first school in the area to have an indoor greenhouse.

Trustee Hardy reported the Planning and Zoning Commission will be meeting Tuesday, February 18, 2020 and the Commission on Human Relations is moving their meetings to the last Tuesday of the month. She also was a judge for SD #163 Science Fair and enjoyed it a lot. .

Trustee Graham thanked Daniel Gladstone for inviting the Mayor and Board of Trustees to be a judge at SD #163 Science Fair, it was a pleasure to be a judge. She noted the Environment Commission will be meeting Thursday, February 6, 2020 and the Youth Commission will be meeting Wednesday, February 12, 2020.

Trustee Hennessy thanked those that participated in the first Blight to Bright house project. She reference how different a Monday night board meeting is compared to a Saturday Rules meeting being much more laid back with open dialog with residents.

Attorney's Comments
No report

Clerk Comments
No report

Audience to Visitors

None

Adjournment

This concluded the Rules Board meeting.

There being no further business. Mayor Vanderbilt called for a motion to adjourn. Motion was made by Trustee Woods seconded by Trustee Graham and passed unanimously.

Mayor Vanderbilt adjourned the rules meeting at 8:42 p.m.

Respectfully submitted,
Angela Thurston
Village Deputy Clerk

VILLAGE OF PARK FOREST

REGULAR MEETING OF THE BOARD OF TRUSTEES
350 VICTORY DRIVE
PARK FOREST, ILLINOIS

Village Hall - Board Room **7:00 p.m.** **February 17, 2020**

IN ATTENDANCE: Mayor Jonathan Vanderbilt, Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Joseph Woods, Trustee Candyce Herron, Trustee Maya Hardy, Trustee Glenna Hennessy

ABSENT: none

STAFF IN ATTENDANCE: Village Manager Tom Mick, Police Chief Christopher Mannino, Fire Chief Tracy Natyshok, Village Attorney Ross Secler, Finance Director Mark Pries, Director of Personnel Denyse Carreras, Director of Communications Jason Miller, Director of Economic Development Hildy Kingma, Director of Public Works Roderick Ysaguirre, Code Enforcement Manager Jerry Martin, Director of Recreation and Parks Rob Gunther, and IT Coordinator Craig Kaufman

RECORDER: Village Deputy Clerk Angela Thurston

OTHERS IN ATTENDANCE: Paid on Call Fire Captain William Tilley and family and friends; members of the Police and Fire Departments; Mark Kellogg, PJ Pritts, Barbara Jackson, Ann LaFrance of the Veterans Commission; Mike Ganz Veterans Volunteer Coordinator; resident Malcolm Johnson and several other residents

Roll Call

Meeting was called to order at 7:00 p.m. by Mayor Vanderbilt. Roll was called by Deputy Clerk Thurston

Pledge of Allegiance

The Mayor led the Board and the audience in the Pledge of Allegiance.

Reports of Village Officers

Mayor

Mayor Vanderbilt read a proclamation Recognizing February as Black History Month. He read a resolution congratulating Capitan William Tilley for his 46 years of service. Captain Tilley thanked the Village. The Mayor noted the Village has been awarded with a Governors Hometown Award for the Veterans Closet and members of the Veterans Commission were in attendance to present a plaque and sign to the Village. He commented that the Veterans Closet is a resource for the entire south suburban region. Mayor Vanderbilt noted the meetings and events he attended the past two weeks. He congratulated Captain Tilley on his retirements and the

Police Department on the Honors ceremony, noting the awards that Detective JP Garrity and Community Service Officer Charles Harris received.

Village Attorney
No report

Village Manager
Manager Mick congratulated Captain Tilley on his retirement, the Veterans Closet on receiving the Governors Hometown Award and the Police Department for their Honors Ceremony. He noted the upcoming six month financial update/strategic planning meeting, which is scheduled for Saturday, February 22 at 9:00 am and is open to the public. The Black History Month event, "Are we Equal," is scheduled for Saturday, February 29, at 1:00 pm at Freedom Hall. Employment opportunities are listed on the Village's website including Records Clerk, Housing Authority Director and DownTown maintenance worker. Registration for the 2020 Park Forest Youth Baseball is open.

Village Clerk
No report

Reports of Commission Liaisons and Committee Chairpersons
Trustee Woods reported on the different events he attended over the last two weeks, including the Southland Voice food giveaway, the Park Forest Civic Leadership Academy and the Rich Strong musical program.

Trustee Settles noted how much she enjoyed the Police Department Honors Ceremony and she acknowledged two kids from the community who received citizen awards. She also commented on the Rich Strong program, it was very good.

Trustee Hennessy stated that she believes Park Forest Police Department is second to none.

Trustee Herron reported Recreation and Parks is having a Free throw contest on March 27, 2020 with a $200 grand prize.

Trustee Graham reported the Environment Commission is preparing for Earth Week in April. She offered her condolences to the Sloan family, a Library Board Trustee that lost her father.

Trustee Hardy reported on upcoming meetings. She commented how enjoyable the Rich Strong program was and that they have a couple each year.

Each of the Trustees congratulated Captain Tilley on his retirement, the Police Department for the Honors Ceremony and the Veteran Closet for the Governors Hometown Award.

Citizens Comments, Observations, Petitions
Malcolm Johnson, 193 Washington St, commented that he is a homeowner and wants to rent his property out on AirBnB, the problem he has is that according to code the house has to be

inspected each time someone new moves in. He stated that could be 3 times a week and doesn't understand why that many inspections would have to be done at one address.

Motion: Approval of Consent

Mayor Vanderbilt called for a motion to approve the consent agenda. The consent agenda included the following items:

CONSENT:

MOVED that the Consent Agenda and each item contained therein be hereby approved:

1. MOVED, that the Mayor and Board of Trustees approve the minutes of the Special Rules meeting of November 25, 2019, the Rules meeting of November 25, 2019, the Regular meeting of November 25, 2019, the Rules meeting of December 2, 2019, the Saturday Rules meeting of December 7, 2019, the Regular meeting of December 9, 2019, the Saturday Rules meeting of January 4, 2020, the Rules meeting of January 6, 2020, the Special Rules meeting of January 21, 2020, the Regular meeting of January 21, 2020 and the Saturday Rules meeting of February 1, 2020.

2. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Thanking William Tilley for his Dedicated Service to the Village of Park Forest.

3. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Outlining an Agreement with South Suburban Mayors and Managers Association and the Village of Park Forest Programming Funds for South Orchard Drive Roadway Improvement Project.

4. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Outlining an Agreement with South Suburban Mayors and Managers Association and the Village of Park Forest Programming Funds for Westwood Drive/Norwood Blvd. Roadway Improvement Project.

5. MOVED, that the Mayor and Board of Trustees Approve a partnership with the Village of Park Forest and B2B Strategic Solutions for Strategic Planning Guidance in the amount of $24,000.

6. MOVED, that the Mayor and Board of Trustees Approve the purchase of a Dell Back-Up Appliance in the amount of $66,481.38.

7. MOVED, that the Village Manager is Authorized to enter into an Intergovernmental Agreement between the Village of Park Forest and Rich Township in Regard to Access to Park Forest Municipal Fuel.

8. MOVED, that the Village Manager is hereby authorized to contract with Jeff Ellis Management to manage the Park Forest Aqua Center, for a 12-week session, for a three (3) year period at an annual cost of $182,621.

9. MOVED, that the Mayor and Board of Trustees Approve the Fee Schedule for the Park Forest Aqua Center 2020 Season.

10. MOVED, that the Village Manager is Authorized to enter into a contract with M/J Underground for the Oswego Street Sanitary Sewer Replacement in the amount of $279,618 with a 10% contingency for any additional work as determined by the Village Engineer for a total cost not to exceed $307,579.80.

11. MOVED, that the Village Manager is Authorized to enter into a contract with Traffic Control and Protection, in Bartlett, IL for the 2020 Street Sign Replacement in the amount of $69,054.50 with a 10% contingency for any additional work as determined by the Village Engineer for a total cost not to exceed $75,959.95.

12. MOVED, that the Village Manager approve a Purchase Order in the amount of $33,586 for the Purchase of a 2020 Ford F-250 XL Pick Up Truck.

13. MOVED, that the Village Manager approve a Purchase Order in the amount of $27,808 for the Purchase of a 2020 Ford F-250 XL Pick Up Truck.

MOVED, that the Mayor and Board of Trustees appoint Trustee Theresa Settles as Chair of Committee C and as a member of Board Committee A.

MOVED, that the Mayor and Board of Trustees appoint Trustee Tiffani Graham as a member of Board Committee A and C.

MOVED, that the Mayor and Board of Trustees appoint Trustee Joseph A. Woods as a member of Committee A and B.

MOVED, that the Mayor and Board of Trustees appoint Trustee Candyce Herron as a member of Board Committee B and C.

MOVED, that the Mayor and Board of Trustees appoint Trustee Maya Hardy as Chair of Board Committee A and as a member of Board Committee C.

MOVED, that the Mayor and Board of Trustees appoint Trustee Glenna Hennessy as Chair of Board Committee B and as a member of Board Committee A.

MOVED, that the Mayor and Board of Trustees appoint Susan Blatchford, as Chairperson of the Beautification Awards Committee for a term to expire on December 31, 2020.

MOVED, that the Mayor and Board of Trustees appoint Michael Adami, as Chairperson of the Recreation & Parks Board for a term to expire on December 31, 2020.

MOVED, that the Mayor and Board of Trustees appoint Vernice Warren, as Chairperson of the Youth Commission for a term to expire on December 31, 2020.

MOVED, that the Mayor and Board of Trustees appoint Wannika Vance-Clark, as Vice-Chairperson of the Youth Commission for a term to expire on December 31, 2020.

Approval of the consent agenda was moved by Trustee Woods and seconded by Trustee Settles. Mayor Vanderbilt asked if anyone wished any items be removed from the consent agenda for further discussion.

On the motion to approve the consent agenda, a roll call vote was called by Mayor Vanderbilt. The consent agenda was approved with the following results:

Ayes: 7
Nays: 0
Absent: 0

The consent agenda was adopted with seven (7) ayes, no (0) nays and no (0) absent.

DEBATABLE:

Adjourn to Executive Session

Mayor Vanderbilt called for a motion to adjourn into executive session according to Open Meetings Act 5 Il C 7 section 120 sub section 2c for the purpose to consider the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. Trustee Graham motioned to adjourn to executive session, Trustee Woods seconded. A roll call vote was taken on the motion with the following results:

Ayes: 7
Nay: 0
Absent: 0

With seven (7) ayes and no (0) nays and no (0) absent, the meeting adjourned to executive session at 7:42 p.m.

The Regular meeting reconvened at 8:30 p.m. Deputy Clerk Thurston called the roll.
None absent.

There being no further business. Mayor Vanderbilt called for a motion to adjourn. Motion was made by Trustee Settles, seconded by Trustee Graham and passed unanimously.

Mayor Vanderbilt adjourned the regular meeting at 8:31 p.m.

Respectfully submitted,
Angela Thurston
Village Deputy Clerk

AGENDA BRIEFING

DATE: February 19, 2020

TO: Mayor Vanderbilt
Board of Trustees

FROM: Hildy L. Kingma, AICP
Director of Economic Development and Planning

RE: Consideration of an Ordinance Approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80 North Street

BACKGROUND/DISCUSSION:

A request has been submitted by ForeBio Properties LLC (property owner) and ZBD Illinois LLC (applicant) for a Special Use Permit to permit an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80 North Street. The subject property is zoned M, Manufacturing.

As required by the Unified Development Ordinance (UDO), notice of this public hearing was published in the *Daily Southtown* on February 2, 2020. In addition, notice of the public hearing was sent to all property owners within 250 feet of the subject property via United States Postal Service, and a sign noting the date, time, and purpose of the public hearing was posted on the Orchard Drive and North Street frontages of the property. No comments were received from surrounding property owners prior to the public hearing. Fourteen members of the public attended the public hearing. A total of six residents spoke at either this public hearing or the hearing for the Special Use Permit at 373 Sauk Trail. Two of the residents who live in the vicinity of 80 North Street spoke in favor of the request, two spoke in opposition, and one made suggestions for conditions. The other speakers had more general, but supportive, comments about cannabis businesses.

A Special Use may be approved by the Board only after the Commission and the Village Board have evaluated the application and made specific written findings based on the Standards for Special Use Permits established by Article VIII-3.C.4. After taking public comment and discussing this request, the PZC voted 8-0 to recommend approval of the requested Special Use Permit to allow an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80 North Street, with the conditions noted below.

- The building must be in compliance with all building code, fire code, code enforcement, Unified Development Ordinance (UDO), and health codes related to the specific occupancy, and it will be maintained in compliance with these codes as long as the business is in operation.
- The building and business operation will be in compliance with all requirements of the Cannabis Regulation and Tax Act (the Act) and Chapter 22 (Business), Division 4 (Cannabis Business Establishments) of the Village Municipal Code at all times.
- The fence between the property and the Old Plank Road Trail (north side of the property) will need to be repaired or replaced.

- The vegetation on the property between the building and the fence line will need to be removed to allow proper video surveillance of the area.
- All parking, access, and other paved areas must be saw-cut/patched (as appropriate), seal coated, and restriped.
- A minimum of 54 parking spaces must be provided in conformance with the Village's design standards for parking lots.
- The west driveway onto North Street may be required to be modified to right turns in/out only if traffic access becomes problematic in the future.
- Exterior signage must comply with the Village's sign design standards as established by Article VII of the UDO.
- Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.
- All transport vehicles (those that transport cannabis to or from the premises) and other commercial trucks will be required to use Western Avenue to access North Street.
- The business is required to implement the odor control plan described in the application for a Special Use Permit and the application for a State License. If there are future concerns about odor outside the property boundaries, the business shall be required to mitigate the concerns immediately.

The PZC's full recommendation, including their findings regarding the required Standards for Special Use Permits, is noted in the attached memo. The full Staff report is also attached.

The attached Ordinance has been reviewed and approved by the Village Attorney.

SCHEDULE FOR CONSIDERATION: This item will appear on the Regular Agenda of February 24, 2020, for First Reading and on the Rules Agenda of February 24, 2020, for discussion.

ORDINANCE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR AN ADULT-USE CANNABIS CRAFT GROWER, ADULT-USE CANNABIS INFUSER, AND ADULT-USE CANNABIS TRANSPORTER AT 80 NORTH STREET IN THE VILLAGE OF PARK FOREST, ILLINOIS

WHEREAS, the Village of Park Forest Unified Development Ordinance ("UDO") requires the individual approval of certain uses (known as "Special Uses") in specific zoning districts after consideration by the Planning and Zoning Commission and approval by the Board of Trustees; and

WHEREAS, ZBD Illinois LLC ("Applicant"), and ForeBio Properties LLC ("Property Owner"), have submitted an application for a Special Use Permit in the M, Manufacturing Zoning District pursuant to Table III-2-A (Use Table) of the UDO to allow for an Adult-Use Cannabis Craft Grower, an Adult-Use Cannabis Infuser, and an Adult-Use Cannabis Transporter, at 80 North Street, Park Forest, Illinois, PIN 31-25-200-009-0000 and PIN 31-25-200-011-0000 ("Subject Property"); and

WHEREAS, on February 2, 2020, a notice of public hearing for the Application was published in *The Daily Southtown,* a newspaper of general circulation within the Village; and

WHEREAS, notice of the public hearing was sent to all property owners within 250 feet of the subject property via regular mail; and

WHEREAS, a sign noting the date, time, and purpose of the public hearing was posted on the property starting on January 31, 2020; and

WHEREAS, the Planning and Zoning Commission conducted the public hearing to consider the Application on February 18, 2020; and

WHEREAS, upon the conclusion of the public hearing, the Planning and Zoning Commission recommended approval of the requested Special Use Permit, subject to the conditions set forth below; and

WHEREAS, the Mayor and Board of Trustees have determined that allowing the Special Use Permit for an Adult-Use Cannabis Craft Grower, an Adult-Use Cannabis Infuser, and an Adult-Use Cannabis Transporter serves a public purpose and will be in the best interests of the Village of Park Forest.

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, in the exercise of the Village's home rule powers, as follows:

Section 1. **Recitals Incorporated**. The recitals set forth above constitute a material part of this Ordinance as if set forth in their entirety in this Section 1.

Section 2. **Adoption of Findings and Recommendation**. The findings and recommendation of the Planning and Zoning Commission, together with all reports and exhibits submitted at the public hearing, are hereby incorporated by reference herein and are approved.

Section 3. **Additional Finding**. In addition to the findings set forth in Section 2 above, the Board of Trustees further finds that no deviations from district regulations are necessary to accommodate the Special Use.

Section 4. **Special Use Permit Granted**. A Special Use Permit is hereby granted to the Property Owner pursuant to the Planning and Zoning Commission's recommendation and Article VIII-3.C. of the Unified Development Ordinance for the operation of an Adult-Use Cannabis Craft Grower, an Adult-Use Cannabis Infuser, and an Adult-Use Cannabis Transporter at the Subject Property as permitted pursuant to Table III-2.A. (Use Table) of the UDO.

Section 5. Conditions of Special Use Permit. The Special Use Permit granted herein is subject to the following conditions in the interest of the public health, safety, and welfare as prescribed by Article VIII-3.C. of the UDO:

1. Compliance with Village Codes. The building must be in compliance with all building code, fire code, code enforcement, UDO, and health codes related to the specific occupancy, and it will be maintained in compliance with these codes as long as the business is in operation.

2. Compliance with Applicable Laws. The building and business operation will be in compliance with all requirements of the Cannabis Regulation and Tax Act ("the Act") and Chapter 22 (Business), Division 4 (Cannabis Business Establishments) of the Village Municipal Code at all times.

3. No Authorization of Work. This Ordinance does not authorize the commencement of any work on the Subject Property. Except as otherwise specifically provided in writing in advance by the Village, no work of any kind shall be commenced on the Subject Property until all conditions of this Ordinance precedent to such work have been fulfilled and after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.

4. Village Business Registration. The Applicant shall ensure that a Village Cannabis Business Registration certificate is obtained prior to issuance of a Certificate of Occupancy, and maintained in good standing as long as the business is in operation.

5. Compliance with M, Manufacturing Zoning District. The Applicant shall comply with all other applicable requirements of the M, Manufacturing Zoning District.

6. Security Measures. The fence between the property and the Old Plank Road Trail (north side of the property) will need to be repaired or replaced. Further, the vegetation on the property between the building and the fence line will need to be removed to allow proper video surveillance of the area.

7. Pavement Improvements. All parking, access, and other paved areas must be saw-cut/patched (as appropriate), seal coated, and restriped.

8. Parking Standards. A minimum of 54 parking spaces must be provided in conformance with the Village's design standards for parking lots.

9. Access. The west driveway onto North Street may be required to be modified to right turns in/out only if traffic access becomes problematic in the future.

10. Signage. Exterior signage must comply with the Village's sign design standards as established by Article VII of the UDO.

11. Lighting. Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.

12. Transport and Commercial Vehicles. All transport vehicles (those that transport cannabis to or from the premises) and other commercial trucks will be required to use Western Avenue to access North Street.

13. Odor Control. The business is required to implement the odor control plan described in the application for a Special Use Permit and the application for a State License. If there are future concerns about odor outside the property boundaries, the business shall be required to mitigate the concerns immediately.

14. Special Use Permit Limited to Applicant. The Special Use Permit shall be limited to the Applicant and shall not be transferable except upon reapplication, hearing, and approval in the manner provided by the UDO.

15. Agreement to Terms of Ordinance. This Ordinance shall be signed by the Property Owner and the Applicant to signify its agreement to the terms hereof.

16. Duration of Special Use Permit. The Special Use granted herein shall be permitted for as long as the Subject Property is used as an Adult-Use Cannabis Craft Grower, an Adult-Use Cannabis Infuser, and an Adult-Use Cannabis Transporter by the Applicant.

Section 6. Violation of Condition or Code. Any violation of (i) any term or condition set forth in this Ordinance or (ii) any applicable code, ordinance, or regulation of the Village shall be grounds for the immediate rescission by the Board of Trustees of the approvals granted in this Ordinance.

Section 7. **Severability and Repeal of Inconsistent Ordinances** If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All other ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 8. **Effective Date**. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

PASSED this _____ day of _____, 2020.

APPROVED: **ATTEST:**

_____ _____

Jonathan Vanderbilt, Mayor Sheila McGann, Village Clerk

ACKNOWLEDGMENT AND AGREEMENT BY THE PROPERTY OWNER AND THE APPLICANT TO THE CONDITIONS OF THIS ORDINANCE:

_____

Jason Wan, ForeBio Properties, LLC
Property Owner

_____

Date

_____

Miriam Schneider, ZBD Illinois, LLC
Applicant

_____

Date

MEMORANDUM

TO: Mayor and Board of Trustees

FROM: Vernita Wickliffe-Lewis, Chair
Park Forest Planning and Zoning Commission

DATE: February 19, 2020

RE: Recommendation – Request for a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80 North Street

Recommendation

At the regular meeting of February 18, 2020, the Planning and Zoning Commission considered a request for a Special Use Permit to allow an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80 North Street. The subject property is zoned M, Manufacturing. Full details of this request are included in the attached Staff report.

After taking public comment and discussing this request, the Planning and Zoning Commission voted 8-0 to recommend approval of the requested Special Use Permit with the following conditions:

- The building must be in compliance with all building code, fire code, code enforcement, Unified Development Ordinance (UDO), and health codes related to the specific occupancy, and it will be maintained in compliance with these codes as long as the business is in operation.
- The building and business operation will be in compliance with all requirements of the Cannabis Regulation and Tax Act (the Act) and Chapter 22 (Business), Division 4 (Cannabis Business Establishments) of the Village Municipal Code at all times.
- The fence between the property and the Old Plank Road Trail (north side of the property) will need to be repaired or replaced.
- The vegetation on the property between the building and the fence line will need to be removed to allow proper video surveillance of the area.
- All parking, access, and other paved areas must be saw-cut/patched (as appropriate), seal coated, and restriped.
- A minimum of 54 parking spaces must be provided in conformance with the Village's design standards for parking lots.
- The west driveway onto North Street may be required to be modified to right turns in/out only if traffic access becomes problematic in the future.
- Exterior signage must comply with the Village's sign design standards as established by Article VII of the UDO.
- Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.
- All transport vehicles (those that transport cannabis to or from the premises) and other commercial trucks will be required to use Western Avenue to access North Street.

- The business is required to implement the odor control plan described in the application for a Special Use Permit and the application for a State License. If there are future concerns about odor outside the property boundaries, the business shall be required to mitigate the concerns immediately.

Standards for Special Use Permits

A Special Use Permit may be granted by the Board only after the Planning and Zoning Commission and the Village Board have evaluated the application and made specific written findings based on each of the Standards for Special Use Permits established by Article VIII-3.C.4. The required standards are noted below, with the Commission's specific findings as related to this request.

1) The proposed special use will not endanger the health, safety, comfort, convenience, and general welfare of the public. *The Commission unanimously agreed that this standard is met based on the recommended conditions, with particular concern for the condition related to odor control.*
2) The proposed special use is compatible with the character of the adjacent properties and other property within the immediate vicinity of the proposed special use. *The Commission unanimously agreed that this standard is met.*
3) The proposed special use will not impede the normal and orderly development and improvement of adjacent properties and other property within the immediate vicinity of the proposed special use. *The Commission unanimously agreed that this standard is met.*
4) The proposed special use will be provided with adequate utilities, access roads, drainage, and/or other necessary facilities. *All Commission unanimously agreed that this standard is met.*
5) The proposed special use is consistent with the intent of the elements of the Comprehensive Plan, the Unified Development Ordinance, and other land use policies of the Village. *Based on the recommended conditions, the Commission unanimously agreed that this standard is met.*

Best regards,
Vernita Wickliffe-Lewis, Chair

PLANNING AND ZOINING COMMISSION MEMO

TO: Planning and Zoning Commission

FROM: Hildy L. Kingma, AICP
Director of Economic Development and Planning

DATE: February 10, 2020

RE: NEW BUSINESS – Planning and Zoning Commission Meeting of February 18, 2020
Public Hearing to consider a Request for a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80-90 North Street

Application for Special Use Permit

A request has been submitted by ForeBio Properties LLC (property owner) and ZBD Illinois LLC (applicant) for a Special Use Permit to permit an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80-90 North Street. The subject property is zoned M, Manufacturing. ForeBio Properties purchased this property from the Village of Park Forest in 2017. The Village acquired the property in 2010 with a Judicial Deed because the property was tax delinquent and abandoned. The property has been vacant since before the Village's acquisition. Since its acquisition of the property, ForeBio Properties has remediated extensive mold, secured the property, and made the property weather tight. The property owner has also received a permit for the electrical improvements needed to serve the use in his portion of the building.

The applicant proposes three types of adult-use cannabis business establishments to be conducted on this property, including a craft grower, infuser, and transporter. These uses are defined by the Cannabis Regulation and Tax Act (the "Act") and the Unified Development Ordinance (UDO) in the following manner:

> **Adult-Use Cannabis Craft Grower***:* A facility operated by an organization or business that is licensed by the Illinois Department of Agriculture to cultivate, dry, cure, and package cannabis and perform other necessary activities to make cannabis available for sale at a dispensing organization or use at a processing organization, per the Cannabis Regulation and Tax Act, (P.A. 101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.
> **Adult- Use Cannabis Infuser Organization or Infuser***:* A facility operated by an organization or business that is licensed by the Illinois Department of Agriculture to directly incorporate cannabis or cannabis concentrate into a product formulation to produce a cannabis-infused product, per the Cannabis Regulation and Tax Act, (P.A. 101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.

Adult-use Cannabis Transporting Organization or Transporter: An organization or business that is licensed by the Illinois Department of Agriculture to transport cannabis on behalf of a cannabis business establishment or a community college licensed under the Community College Cannabis Vocational Training Pilot Program, per the Cannabis Regulation and Tax Act, (P.A. 101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.

Note that, per the Act, craft growers may start at 5,000 square feet in size and increase over time to 14,000 square feet as they prove their ability to meet the State's expectations.

Process for Consideration of Special Use Permit

As required by the Unified Development Ordinance (UDO), notice of this public hearing was published in the *Daily Southtown* on February 2, 2020. In addition, notice of the public hearing was sent to all property owners within 250 feet of the subject property (53) via United States Postal Service, and a sign noting the date, time, and purpose of the public hearing was posted on both the Orchard Drive and North Street frontages of the property. As of the date of this memo, no comments have been received from surrounding property owners. Any comments received prior to the Public Hearing will be reported on at the Planning and Zoning Commission meeting.

Table III-2.A. Use Table of the UDO specifies the permitted and special uses permitted in each zoning district. This Table notes that all adult-use cannabis business establishments are Special Uses in the zoning districts in which they are permitted. The requested uses are permitted with a Special Use Permit in the M, Manufacturing zoning district, subject to the use standards outlined in Section III-3.CC of the UDO. In describing the process for approval of special uses, Article VIII-3.C. notes that "the purpose of this special use application is to provide for uses that may have a special, unique, or unusual impact on the use of neighboring property". This Article of the UDO also emphasizes that "each proposed special use shall be evaluated on an individual basis with regard to the applicable standards of this Ordinance to determine whether approval of the special use is appropriate at the particular location in the manner proposed".

The Planning and Zoning Commission (PZC) is required to hold a public hearing on all requests for special uses and to make its recommendation to the Board of Trustees. The PZC's recommendation must include findings related to each of the standards for special use permits (see below). If the PZC recommends approval of the special use, it may include "conditions upon the establishment, location, construction, maintenance, and operation of the special use as deemed necessary to protect the public interest". In addition, the PZC may require guarantees from the applicant to assure compliance with the stipulated conditions of approval. The required standards for special use permits are noted below, and a worksheet has been attached to assist the PZC in drafting its findings related to the requested special use.

- The proposed special use will not endanger the health, safety, comfort, convenience and general welfare of the public.
- The proposed special use is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed special use.

- The proposed special use will not impede the normal and orderly development and improvement of adjacent properties and other property within the immediate vicinity of the proposed special use.
- The proposed special use will be provided with adequate utilities, access roads, drainage, and/or other necessary facilities.
- The proposed special use is consistent with the intent of the elements of the Comprehensive Plan, this Unified Development Ordinance, and the other land use policies of the Village.

As evidenced by the required standards for special use permits, when evaluating each request for a special use, the PZC and Board of Trustees should consider such issues as on-site parking and loading facilities, vehicular and pedestrian access, proper protection of adjacent properties, and other site development issues. In addition, the PZC and Board should consider the compatibility of the proposed use and its location with the purpose of the zoning district in which it is located, as well as its compatibility with the specific use standards established for adult-use cannabis business establishments. The applicant's response to each of the required standards for special uses is incorporated into the application memo, attached as Exhibit A.

Compliance with Use Standards

ZBD Illinois proposes to lease a maximum of 87,120 square feet of space at 80-90 North Street, which is a total of 123,600 square feet in size. The remaining manufacturing space will be used by ForeBio Properties for their food and nutritional products manufacturing business. The property owner proposes to lease space in the office building to other users not yet identified. As required by Section III-3-CC. of the UDO, Exhibit A describes in detail how the applicant proposes to address matters related to security, parking, access, interior and exterior lighting, and odor control. Because of the detail provided in Exhibit A, these matters will only be summarized in this Staff memo.

The business operations will be conducted from 6 am to 8 pm, seven days per week. This is in conformance with the Act and the Village's provisions as established by Chapter 22 (Business), Division 4 (Cannabis Business Establishments) of the Village's Municipal Code.

As required by the UDO use standards for cannabis businesses, adult-use cannabis uses will be completely separated from non-cannabis uses. The Applicant describes the separation of these business uses in the following manner:

> Contractually, the commercial lease will subdivide Applicant's use and tenancy by concrete walls along the interior northern and western perimeters of the lease. The HVAC system will provide separate ducted supply and return air systems to prohibit air flow between its occupied space and any other square footage or tenancy in the building. Further, the proposed cannabis business organization will provide for its own bathrooms, lunchrooms, locker rooms, and other common rooms, and prohibit the sharing of any such rooms on the premises with any entity.

The Applicant has described their security plan in detail in Exhibit A. This will include the following elements:

- Dedicated, secure employee and visitor parking. All parking will be monitored by video and staffed with security agents, and be equipped with security lighting.
- An experienced security company has been hired and is described in detail in Exhibit A. A minimum of two security professionals will be on-duty and on-site at all times.
- All employees must display their State-issued Registered Agent Identification Card prior to entering the building, and will only be permitted into that portion of the building for which they have specific security clearance.
- The building and property will be monitored with alarms, video, fencing, and security personnel.

Note that the Police Department has reviewed this security plan and makes the following comments:

- The fence between the property and the Old Plank Road Trail (north side of the property) will need to be repaired or replaced if it is to be considered part of the security plan.
- The vegetation on the property between the building and the fence line will need to be removed to allow proper video surveillance of the area.

The Applicant's lighting plan is also described in Exhibit A, including their commitment to conforming to the Village's standards for outdoor lighting established by Article VI-8 of the UDO. These standards specify that outdoor lighting must be equipped with automatic controls that shut off the lights (with the exception of security lighting) after business hours, with cut-off or shielding fixtures so light is directed to the building or the ground, and with energy efficient fixtures. Exterior lighting will be provided along the perimeter fencing, as well as the driveway access points, building access points, shipping and receiving areas, parking areas, and "other areas of interest".

Attached is a site plan for the entire property (Exhibit B). This site plan shows the location of the adult-use cannabis businesses (ZBD Illinois LLC), the ForeBio Properties manufacturing operations ("protein plant" and "future peptide plant"), and the office space that is for lease to additional businesses. Access to the property will be gained by two driveways. The western driveway, closest to Orchard Drive, provides access to the employee and visitor parking area. The east driveway provides access to the additional two acres of fenced yard and loading docks that will be used by the adult-use cannabis business enterprises. Additional employee parking will also be provided in this area. Fencing exists around the yard and dock area, and a secure gate that requires a badge to enter will be installed. As noted above, the Police Department has recommended additional improvements to the fence and landscaping to enhance security to this area. The Department of Public Works has noted the close proximity of the west driveway to the intersection of Orchard Drive and North Street. The combination of increased traffic to the property, and increased traffic on North Street (especially when the railroad tracks are blocked with train traffic), this driveway may become difficult to access from the west. If that does become the case, the Village may have to require this driveway to be modified to allow right turns in/out only.

At this time, there are 30 parking spaces in the area west of the building designated for the Applicant's use. Access to the fenced area on the east side of the building was not available to Staff. However, this is a large area, capable of providing employee parking, as well as serving the shipping and receiving needs of the operation. The total building space to be used by the applicant (87,120 square feet) requires a total of 54 parking spaces. Therefore, using the parking areas on both the west and the east sides of the building will be necessary in order to serve the parking needs of the cannabis operations. Staff recommends that, should the PZC recommend approval of the required Special Use Permit, approval should be conditioned on sawcut/patching, sealcoating, and re-striping of the west parking lot and the paved, fenced area on the east side of the building. Note that the actual number of parking spaces in the west parking lot may change when striping conforms to the Village's current parking lot design standards.

The Applicant has noted that they will require all transport vehicles (those that transport cannabis to or from the premises) to use Western Avenue to access North Street. This will ensure that there will be no impact from this additional truck traffic in the residential area along Orchard Drive. Note, as well, that the Act and Section 22-206 (Additional Regulations for Adult-Use Cannabis Transporters) of the Village Municipal Code specify that cannabis transporters may not use commercial motor vehicles with a weight rating of over 10,001 pounds. Further, the Act makes it unlawful for vehicles transporting cannabis to bear any markings to indicate the vehicle contains cannabis, or bear the name or logo of the cannabis business establishment. In order to put the size limitation into perspective, Exhibit C provides several examples of Class 2 light duty trucks, all of which are no more than 10,000 pounds in weight.

The Applicant has described their odor control plan in detail in Exhibit A. Section 22-198 (Control of Emissions) of the Village Municipal Code requires that "sufficient measures and means of preventing smoke, odors, debris, dust, fluids, and other substances from exiting a cannabis business establishment must be provided at all time". This provision will enable the Village to address concerns about odor outside the building, or odor that negatively impacts the other tenants of the building, if the odor control measures to be put into place fail to work adequately.

No signage plan has been submitted as part of this application. Therefore, exterior signage, if any, will be required to comply with the Village's sign design standards as established by the UDO. This will be addressed at the time that plans are submitted and a permit issued for construction of any exterior signs.

<u>Conditions of Approval</u>
Staff recommends that if the PZC recommends approval of this Special Use Permit, the following items should be made conditions of the recommendation.

- The building must be in compliance with all building code, fire code, code enforcement, UDO, and health codes related to the specific occupancy, and it will be maintained in compliance with these codes as long as the business is in operation.
- The building and business operation will be in compliance with all requirements of the Cannabis Regulation and Tax Act and Chapter 22

(Business), Division 4 (Cannabis Business Establishments) of the Village Municipal Code at all times.

- The fence between the property and the Old Plank Road Trail (north side of the property) will need to be repaired or replaced if it is to be considered part of the security plan.
- The vegetation on the property between the building and the fence line will need to be removed to allow proper video surveillance of the area.
- All parking, access, and other paved areas must be sawcut/patched (as appropriate), seal coated, and restriped.
- A minimum of 54 parking spaces must be provided in conformance with the Village's design standards for parking lots.
- The west driveway may be required to be modified to right turns in/out only if traffic access becomes problematic in the future.
- Exterior signage must comply with the Village's sign design standards as established by Article VII of the UDO.
- Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.

Planning and Zoning Commission Action: After conducting the public hearing, the Planning and Zoning Commission is asked to consider this request for a Special Use Permit to permit an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80-90 North Street, and make a recommendation to the Board of Trustees on this request.

STANDARDS FOR SPECIAL USE PERMITS
WORKSHEET

The Unified Development Ordinance requires that the Planning and Zoning Commission, Board of Trustees, and Zoning Administrator evaluate each request for based on a specific set of standards. This worksheet is provided to assist the Applicant and the Planning and Zoning Commission with drafting a response to each of the required standards for Special Use Permits that will be sent to the Board of Trustees with a recommendation on the requested Special Use Permit. The required standards are as follows:

1. *The proposed special use will not endanger the health, safety, comfort, convenience, and general welfare of the public.*

2. *The proposed special use is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed special use.*

3. *The proposed special use will not impede the normal and orderly development and improvement of adjacent properties and other property within the immediate vicinity of the proposed special use.*

4. *The proposed special use will be provided with adequate utilities, access roads, drainage, and/or other necessary facilities.*

5. *The proposed special use is consistent with the intent of the elements of the Comprehensive Plan, the Unified Development Ordinance, and other land use policies of the Village.*

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EXHIBIT A

SPECIAL USE APPLICATION ADDENDUM

TO: Planning and Zoning Commission

APPLICANT: ZBD Illinois, LLC

DATE: January 24, 2020

RE: Request for a Special Use Permit in the Manufacturing (M) Zoning District for a Cannabis Business Establishment at 80-90 North Street

Enclosed in this application is a request by Forebio Properties, LLC (the "Property Owner") and ZBD Illinois, LLC ("Applicant"), for a Special Use Permit to permit a Craft Grower, Infuser Organization, and Transporter Organization at the manufacturing building located at 80-90 North Street (§ III-3.CC of the Unified Development Ordinance).

Reason for Request, Proposed Special Use and Development Plan

The Applicant seeks a special use to establish a Craft Grower, Infuser Organization, and Transport Organization (collectively, the "proposed cannabis organization"), at 80-90 North Street and permit, among other activities, the cultivation, manufacture, processing, production, packaging, infusion, and transport of cannabis and cannabis-infused products in accordance with § III-3.CC of the UDO and the Cannabis Regulation and Tax Act (CRTA).

The types of products manufactured and produced for sale to other cannabis business establishments will at all times comply with the rules and regulations of the CRTA, as amended, and include cannabis flower, extracts, isolates, dabs, cartridges/pens, tinctures, topicals, edibles, accessories and devices. Applicant will ensure that all business plans to manufacture cannabis material by processing, extraction and infusion methods, as well as Applicant's corresponding design and construction plans, are developed under close guidance and direction from the Park Forest Fire Department and consistent with the provisions of the Park Forest Code of Ordinances, Chapter 18 (Buildings and Buildings Regulations) and other applicable federal, state, and local codes or standards.

Pursuant to Table III-2-A Use Table of the UDO, each of the proposed cannabis organizations are Special Uses in the M-2 (Manufacturing) Zoning District. Applicant submits this request in accordance with such Table, the process for approval of special uses set forth in § VIII-3.C, and all applicable Use Standards set forth in § III-3. Additionally, Applicant shall file an affidavit with the Village affirming compliance with § III-3.CC, any additional conditions established by an approved Special Use Permit, any conditions established by an approved cannabis license pursuant to Chapter 6 of the Municipal Code, and all other requirements of the Act.

Applicant will submit its applications to operate each of the proposed cannabis organizations to the Illinois Department of Agriculture by March 16, 2020. In each application, Applicant is

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required to include verification that the proposed organization is in compliance with the local zoning rules established by the local jurisdiction (Emergency Rules § 1300.300(e)(8), .400(d)(8), .510.(d)(8) and 410 ILCS 705/30-10, 35-10, 40-10). Further, Applicant must be denied its license if it would not be in compliance with local zoning rules (Emergency Rules § 1300.310(a)(2), .410(a)(2), 530(a)(2)).

Property Owner proposes to lease space to Applicant in its existing industrial building, which has remained vacant since its purchase from the Village of Park Forest in 2017. The building is approximately 123,600 square feet of office, cold storage, and industrial warehouse space situated on approximately 7.01 acres of land. A maximum of 87,120 square feet will be available for occupancy by Applicant. In the first phase of its business, Applicant will occupy up to 40,000 square feet for the operation of the proposed cannabis organization, which will consist of up to 14,000 square feet of canopy space, up to 2,000 square feet of space where pre-flowering activities are performed such as cloning and vegetation, up to 3,000 square feet of space where post-harvest activities are performed such as drying, curing, trimming, cleaning, and packaging, up to 7,500 square feet of space where processing and infusion activities are performed, up to 7,500 square feet of secure storage, including cold storage and freezer space, and up to 6,000 square feet of a mixture of office space, equipment rooms, common bathrooms, lunchrooms, locker rooms or other areas of the building where work or cultivation of cannabis is not performed, which may be shared amongst all on-site employees of Applicant per 410 ILCS 705/30-30(c). Additionally, the proposed cannabis organization will occupy approximately 2 acres of fenced yard on the east side of the property, which includes 5 interior loading docks and 3 drive-in doors with sufficient clearance (25'x18') for safe and efficient deliveries and transport activities. Throughout the term of the commercial lease, Applicant will reserve the right to incrementally expand its occupancy and square footage up to the total 87,120 of square feet to meet the evolving needs of the business as it grows and is successful in its operations. At all times, Applicant shall ensure that its square footage of canopy space complies with all provisions in the CRTA and applicable regulations.

Attached is a floor plan for the proposed cannabis organization and a site plan for the entire 7.01-acre plot of real property, which offers a schematic detailing the dimensions and specifications for each room of the proposed cannabis organization, the function of each room, the designation of restricted and public access areas, access points, internal points of entry and exit, signage, landscaped areas, the parking lot, outside areas, loading zones, driveways, and public sidewalks. The facility will comply with the Illinois 2018 Accessibility Code, which meets the requirements for the amended Environmental Barriers Act (2017) and the federal Americans with Disabilities Act Standards for Accessible Design (2010).

In accordance with § III-3.CC.3 of the UDO and 410 ILCS 705/30-30(o), the proposed cannabis organization is not located within 500 feet of the property line of a pre-existing public or private preschool or elementary, a public or private secondary school, a day care center, or a day care home or within 1,500 feet of another craft grower or a cultivation center.

As permitted pursuant to the UDO and the CRTA, the proposed cannabis organization's hours of operation shall be 6:00am to 8:00pm, 7 days per week, and Applicant will be responsible for ensuring that all operations and deliveries to dispensaries, infuser organizations, or transporters

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are conducted within these time constraints. Applicant will establish its operational work shifts to optimize employee traffic flow, both vehicular and pedestrian, and parking supply and demand at varying time intervals and ensure a safe, comfortable and productive work environment. Applicant has designed a Staffing Plan to provide detailed information on how the proposed cannabis organization will forecast and determine its business needs over time and hire, onboard, develop and retain sufficient staffing. Applicant will employ 50 or more full-time and part-time individuals to work at the proposed cannabis organization, and will ensure it is abundantly staffed until actual, primary data to forecast staffing needs to match the business and customer demands is available.

The requested Special Use will not have an adverse impact on the surrounding properties in the community. Applicant is committed to maintaining the facility and operating the proposed cannabis organization with the highest level of security and compliance under all applicable federal, state, and local rules and regulations. As required by the CRTA and all applicable State regulations, Applicant's right to operate the proposed cannabis organization is contingent on its ongoing, demonstrable ability to (i) operate in a facility that is suitable for effective and safe production of cannabis and cannabis-infused products, (ii) meet consumer demand by operating the facility in a safe and efficient manner with minimal impact on the environment and the surrounding community, and (iii) prevent the theft or diversion of cannabis, discourage unlawful activity, ensure secure delivery of products to other cannabis business establishments, and assist with state and local law enforcement (Emergency Rules § 1300.307(a)(1)-(3), .407(a)(1)-(3), .520).

The Property is located on the corner of an industrial business park, which consists of buildings zoned exclusively for manufacturing use. There is no adjacent residential neighborhood or property owner. The Property is located on a large 7.01-acre lot. The building occupies roughly 40.48% of the total acreage of the property lot, and is located towards the middle of the lot, which has the effect of creating a variety of physical buffers and safe boundaries between directly adjacent lots, buildings and accessways. Neighboring the west side of the building, there is a sizable, grassy area that occupies the westernmost area of the lot adjacent to Orchard Drive. A forested area lines the entire northern perimeter of the lot, serving as a barrier between the building and adjacent Old Plank Road Trail. A fence exists on the northern lot line, creating a secure barrier between the property and the adjacent land and public trail to the north. A two-acre area enclosed by a fence is located on the east side of the lot, and provides a secure boundary between the loading dock area and a neighboring industrial warehouse. Ten (10) undeveloped parcels of land border the Property on the south side of the lot and across North Street, 6 of which are owned by the Village of Park Forest and 3 of which are privately owned.

When considering the potential impact on the community, the Property's location on the corner of Orchard Drive and North Street mitigates against the particular sensitivities that exist regarding vehicular transport of commercial cannabis products in residential roads and corridors. Pursuant to local loading requirements, the Applicant and any vendor, customer, or contractor will be required to utilize the commercial corridor of Western Avenue for the shipping and transportation of all cannabis and cannabis-infused products, agricultural inputs, equipment, or other commercial deliveries. Vehicles for such commercial deliveries and shipments will be prohibited from entering the facility by way of North Street from Orchard Drive and driving

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through the residential area or key pedestrian walkways. Further, Applicant's employees and visitors may utilize the residential streets to enter the facility from Orchard Drive exclusively. This flow of vehicular traffic has the effect of increasing the physical separation between passenger and commercial vehicles and minimizing vehicular traffic congestion.

Further, certain residential neighborhoods in the Village of Park Forest are designated by the State of Illinois as Disproportionate Impact Areas. It is the only town in Rich Township that has such designation, and therefore, is uniquely situated to be a leading beneficiary of economic and community development and the Restore, Reinvest, and Renew Program established under the CRTA. Applicant's Staffing Plan ensures that it hires, retains, and advances a diverse workforce and recruits directly from the communities served. Applicant will publicly report on its progress against its workforce objectives, including the commitment to promote employment infrastructure and capacity building related to the social determinants of health and hire from the community. In totality, these efforts will ensure a higher quality living and working environment throughout the Village of Park Forest.

Additionally, the Metra commuter parking lot is located a ½ mile west of the property. This is a meaningful opportunity to attract residents in neighboring communities who seek employment opportunities at the proposed cannabis organization and provide an affordable, convenient, and comfortable commute. The Old Plank Trail provides pedestrians and bicyclists with a convenient and safe way to walk or bicycle from the nearby commuter lot to the entrance of the facility.

Applicant is and, at all times, will maintain in full compliance with the prohibition on co-location with a non-cannabis business, per § III-3.CC.8 of the UDO. Property Owner currently reserves 36,480 square feet for its own future occupancy and operations. This space is currently vacant. As indicated in the accompanying floor plan and supported by the proposed business organization's Security and Development Plan, Applicant's tenancy and Property Owners' vacancy or actual use of the remaining space will serve as entirely separate and distinct tenancies. Applicant will utilize a combination of security mechanisms to ensure that the highest level of security controls are implemented to create separation from any neighboring tenancies or operations, such as physical barriers, separate access points, electronic access controls, monitoring by on-site security personnel, stringent identification verification, intrusion detection, continuous electronic monitoring, training of on-site personnel, and the strategic placement of alarms, signage, and video surveillance. Contractually, the commercial lease will subdivide Applicant's use and tenancy by concrete walls along the interior northern and western perimeters of the lease. The HVAC system will provide separate ducted supply and return air systems to prohibit air flow between its occupied space and any other square footage or tenancy in the building. Further, the proposed cannabis business organization will provide for its own bathrooms, lunchrooms, locker rooms and other common rooms and prohibit the sharing of any such rooms on the premises with any entity. Notwithstanding the foregoing, Applicant is and, at all times, will maintain in full compliance with applicable rules and regulations governing the permitted co-location of Craft Grower, Infuser, and Transport Organizations (410 ILCS 705/1-10, 410 ILCS 705/35- 25(l), Emergency Rules § 1300.10, 1300.415(j)).

To ensure consistent availability of private parking, minimal traffic congestion, and the safety and security of Applicant's employees and visitors, Applicant will have dedicated, secure

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employee and visitor parking located in a lot on the west side of the building. Traffic to the property would enter the parking lot from North Street, and the combined parking lots on the east, north and west side has a total of approximately 100 parking space. Pursuant to the UDO, the number of required parking spaces to serve the special use of the proposed cannabis organization will be determined in accordance with Table V-2-A. Off-Street Parking Requirements and based on the classification of land use. Per § III-3.CC.8 of the UDO, a Craft Grower, Infuser, and Transporter will each be classified as Heavy or Light Manufacturing for purposes of determining the required number of parking spaces. A proposed organization classified under Heavy or Light Manufacturing land use is required to have 1 parking space per 1,000 square feet of gross floor area up to 20,000 square feet plus 1 parking space per 2,000 square feet of gross floor area in excess of 20,000 square feet. The proposed cannabis organization will occupy up to approximately 40,000 square feet of space, and therefore, will require 30 parking spaces. This parking requirement can be satisfied utilizing the existing parking spaces from within the parking lot on the west side of the building, and if needed, the parking lot on the east side of the building as well. Accordingly, increased traffic due to higher volumes of employees or visitors, will not cause traffic congestion or unavailability of parking spots at the facility.

Applicant's objective is to be a valued and responsible community member, and has specific designed its facility and operational protocols to provide a safe and efficient environment to produce cannabis and cannabis-infused products and ensure the continued success of the business in the Village of Park Forest. Applicant has contracted with Silver Star Protection Group (SSPG) to oversee and implement its Security Plan. SSPG comprises senior security experts with more than 80 years of law enforcement experience who have delivered security services in the cannabis industry since the Medical Compassionate Use Program in 2014. SSPG has evolved into the leading, full-service cannabis-security provider in Illinois and has expanded its operations to other states. Given its industry experience, SSPG is uniquely positioned to implement a comprehensive security plan that exceeds all regulations and requirements under the Act. The following provides a non-exhaustive overview of the security measures to be implemented as part of the proposed cannabis organization's Security Plan, in compliance with 410 ILCS 705/30-30(b), 410 ILCS 705/35-25(b), and 410 ILCS 40-10(6).

Leadership: Applicant has engaged Ed Farrell as Director of Security for the proposed dispensing organization. Director of Security will oversee all security operations at dispensing organization and is responsible for the protection of people, property, and assets and ensuring all security policies and procedures are followed at all times. Ed Farrell is the Owner and Managing Partner of SSPG. He is responsible for day-to-day leadership and general management of the company as well as assisting clients implement highly effective security solutions. Prior to SSPG, Ed was a member of the United States Marshals Service for 23 years, retiring as a Supervisory Inspector where he managed operations on a Task Force covering three states. Ed brings extensive knowledge of safety, security and regulatory compliance. Ed managed numerous high profile and complex fugitive investigations that spanned multiple jurisdictions, states and counties. Ed's career includes experience protecting Supreme Court Justices, the Drug Czar and members of the judiciary who were under credible threats. Ed was a member of the U.S. Marshals Service's national SWAT team known as Special Operations Group

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(SOG) for 8 years where he was regularly deployed across the US to respond to national emergencies.

Facility Access Control and Personnel Identification Systems: Employees will enter the facility through the employee entrance or front entrance on the west side of the building and pass through a secure man trap. If applicable, the main entrance door to the building may be a shared door with other occupants or tenants, and Applicant's employees will immediately proceed to a secure man trap and pass through a commercial grade reinforced steel door with a steel frame and reinforced steel doors. All employees must possess and display a valid State of Illinois-issued Registered Agent Identification Card at all items, and are required to "swipe in" to the Electronically Engineered Access Control System (EEACS) upon arrival and departure. Each employee will be given a designated access level based on his/her scope of employment in the proposed cannabis organization. Access levels and clearances will only be provided to those employees with a need to access specific areas. Each employee will be given an RFID access card that has been programmed for specific physical access privileges, and all doors will be secured against unauthorized access. Further, each employee will require dual authentication to receive access to each room or an area in the facility.

Perimeter Intrusion Detection Systems: Applicant's security team will monitor the perimeter to ensure maximum safety at all areas of the property, including public accessways. All windows will be constructed of ballistic glass or covered with ballistic film to provide a minimum of level 3A ballistic security in the event of intrusion.

Alarm Systems: Applicant will install Burglar and Hold-Up Alarm System designed to achieve the highest-grade alarm protection. Also, our licensed alarm contractor, Forest Security Systems, Inc., will issue a Grade AA alarm certificate to indicate the system is installed using the highest-grade protection, similar to the protection utilized in banks and jewelry stores. The system will integrate: (1) high security alarm contacts on all access points, (2) high security glass-break detection on all exterior windows, (3) strategically placed alarms (duress/hold-up), (4) motion detection, (5) vault monitoring, (6) environmental monitoring, (7) 24-7 monitoring of all monitoring equipment by trained security professionals, (8) signal system redundancy, and (9) electronic door locks. This multi-layered system will prevent unauthorized access and instantly alert law enforcement, Applicant, and Applicant's security to all alarm events pursuant to 410 ILCS 705/15-100(h)(1)(v).

24-Hour Interior and Exterior Surveillance: The facility will have 24-hour, 7 days a week, uninterrupted video surveillance and monitoring. Unobstructed surveillance of every square inch of the floor plan will be covered under video surveillance, excluding the restrooms and locker rooms and cameras will be located in all cultivation rooms in a manner that provides utmost vertical movement. The entire perimeter of the facility, including all external doors, access points and windows, parking areas, roof of the building, and all outlying grounds leading up to the perimeter fence, will be under video surveillance.

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Parking: All parking areas will be under continuous video surveillance, security lighting and fully illuminated during all hours of the day. Security Agents will be located outside of the entrance to monitor entering vehicles and detect potential security threats.

On-Site Personnel: A minimum of two SSPG security professionals will be on duty and on-site at all times, and Applicant will establish a dedicated security office with adequate IT infrastructure to support the various monitoring and alarm applications, security monitors linked to every camera, a direct, fail-safe communication channel with local law enforcement, and remote access controls for all facility doors.

Lighting: Applicant will strategically place exterior lighting throughout the property to emphasize and highlight the perimeter fencing. Lighting will also include the entrance area to include the driveway access points, building access points, shipping and receiving areas, parking area, and other areas of interest. Exterior lighting will produce sufficient light to create a psychological deterrent to intrusion as well as make detection virtually certain. The exterior lighting of protected areas, including the parking area and active pedestrian entrances, will at a minimum meet the CFR requirements and the Illuminating Engineering Society of North America (IESNA) recommendations and be designed with overlapping illumination as well as backup power for redundancy purposes. Further, all outdoor lighting shall satisfy the applicable requirements of § VI-8 of the UDO, including ensuring the automatic shut-off mechanism of lights, except for security lighting, within one hour following the close of business, and the installation of photoelectric sensor controls, occupancy sensors, and timers to automatically reduce outdoor lighting when sufficient daylight is available. Additionally, Applicant shall use LED or similar energy efficient technology as required by applicable projects in accordance with § VI-8.B.

Applicant has engaged a reputable, local Mechanical Engineering and HVAC firm to design its Air Treatment System for the proposed cannabis organization. Applicant's proposed cannabis organization will maintain adequate ventilation, temperature and humidity control, and equipment. To mitigate the risk of public nuisance presented by odors from cannabis and cannabis products, air will be scrubbed properly and continually. This will require that the cultivation, processing and infusion atmosphere be scrubbed and flushed at least once per minute. Applicant shall commit to carrying out this protocol as part of its Odor Control and Mitigation Plan (OCMP). All air scrubbing efforts maintained by Applicant will occur in addition to the Smart Cleanroom HVAC system that will be outfitted in the facility. The system will establish zones with regard to quantities of people and cannabis. The higher a zone's concentration of cannabis, the higher the concentration of ventilation required. Air quality and composition will be automatically measured in real-time, and the system will respond to conditions dynamically to maximize air quality and control odor. To drive higher efficiency, the system may leverage residential furnaces and air-conditioning in zones that require 45 BTU or more, which will be more cost-effective, easier to maintain, and 96-98% efficient, compared to an 80%-efficient rooftop unit. Schedules for each zone will include: lighting, heating, cooling, and ventilation to eliminate odors and create comfortable spaces for both the Limited Access and Restricted Access Areas. Calculations, knowhow and professional judgment are based on firm's decades of experience, AIA Exhibit J Guidelines, ASHRAE and American National Standards Institute (ANSI) design recommendations for ventilation and pressure relationships. Applicant

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will utilize a series of forced-air, high-velocity induction fans to eliminate any offensive odor that may result from the presence of cannabis. These fans operate in conjunction with specific industrial-grade purification filters that rely on activated, high-capacity carbon to remove any volatile organic compounds that may be present in an airstream. These fan and filter combinations are capable of scrubbing approximately 1,000 cubic feet of air per minute, and will be placed strategically throughout the facility. A complete schematic detailing the precise type and number of odor-scrubbing units and other ventilation and odor and contaminant mitigant units will be provided to the State in its application submission and will be submitted to the Village at the time of construction and buildout.

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EXHIBIT B

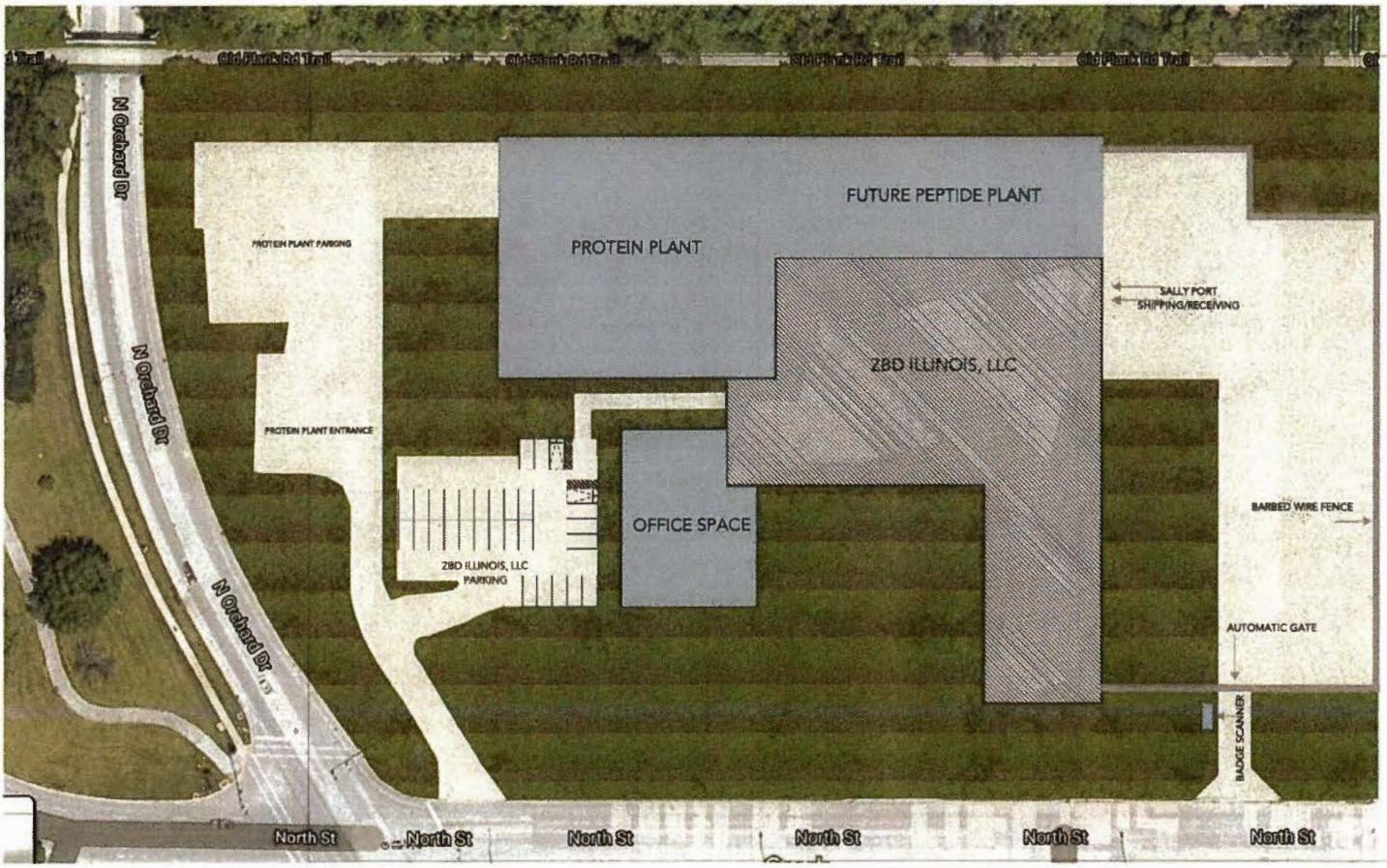

Exhibit C

Class 2 Light Duty Truck Exampes

Weight Rating no more than 10,000 pounds

AGENDA BRIEFING

DATE: February 19, 2020

TO: Mayor Vanderbilt
Board of Trustees

FROM: Hildy L. Kingma, AICP
Director of Economic Development and Planning

RE: Consideration of an Ordinance Approving a Special Use Permit in the C-3, Commercial Corridor zoning district to permit an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower at 373 Sauk Trail

BACKGROUND/DISCUSSION:

A request has been submitted by K&E Enterprises (property owner) and Charles Eric Hoogland (Applicant) for a Special Use Permit to permit an Adult-Use Cannabis Dispensary and an Adult Use Cannabis Craft Grower at 373 Sauk Trail. The subject property is zoned C-3, Corridor Commercial.

As required by the Unified Development Ordinance (UDO), notice of this public hearing was published in the *Daily Southtown* on February 2, 2020. In addition, notice of the public hearing was sent to all property owners within 250 feet of the subject property via United States Postal Service, and a sign noting the date, time, and purpose of the public hearing was posted on the Orchard Drive and North Street frontages of the property. No comments were received from surrounding property owners prior to the public hearing. Fourteen members of the public attended the public hearing. A total of six residents spoke at either this public hearing or the hearing for the Special Use Permit at 80 North Street. While residents who live in the neighborhood of the subject property attended the public hearing, none of them spoke. Among the residents who did speak, only two spoke in opposition to cannabis businesses in general.

A Special Use may be approved by the Board only after the Commission and the Village Board have evaluated the application and made specific written findings based on the Standards for Special Use Permits established by Article VIII-3.C.4. After taking public comment and discussing this request, the Planning and Zoning Commission voted 8-0 to recommend approval of the requested Special Use Permit to allow an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower at 373 Sauk Trail, with the conditions noted below.

- The building must be in compliance with all building code, fire code, code enforcement, Unified Development Ordinance (UDO), and health codes related to the specific occupancy, and it will be maintained in compliance with these codes as long as the business is in operation.
- The building and business operation will be in compliance with all requirements of the Cannabis Regulation and Tax Act (the Act) and Chapter 22 (Business), Division 4 (Cannabis Business Establishments) of the Village Municipal Code at all times.
- The vegetation on the back of the property (east and south sides) must be completely cleared out and exterior cameras installed to cover all of the exterior of the building.

- The fencing along the perimeter of the property must be replaced with a type of fencing which would allow an Officer on patrol to see into the back (east) side of the property. That area also requires lighting, installed with thought for security, but also for not allowing light pollution to affect the neighboring residential properties.
- All parking, access, and other paved areas must be saw-cut/patched (as appropriate), seal coated, and restriped. This includes the removal of the old light bases that create driving/tripping hazards.
- A minimum of 37 parking spaces must be provided in conformance with the Village's design standards for parking lots.
- Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.
- Truck traffic shall access the property only from the Blackhawk Drive driveway or the east driveway from Sauk Trail.
- The driveway to Blackhawk Drive may be required to be modified to right turns in/out only if traffic access becomes problematic in the future.
- Exterior signage (both freestanding and building signage) must comply with the Village's sign design standards as established by Article VII of the UDO, if the new, proposed use is not established by August 12, 2020.
- The hours of operation for both businesses must comply with the Act and Chapter 22 of the Municipal Code.
- The business is required to implement the odor control plan described in the application for a Special Use Permit and the application for a State License. If there are future concerns about odor outside the property boundaries, the business shall be required to mitigate the concerns immediately.

The Planning and Zoning Commission's full recommendation, including their findings regarding the required Standards for Special Use Permits, is noted in the attached memo. The full Staff report is also attached.

The attached Ordinance has been reviewed and approved by the Village Attorney.

SCHEDULE FOR CONSIDERATION: This item will appear on the Regular Agenda of February 24, 2020, for First Reading and on the Rules Agenda of February 24, 2020, for discussion.

ORDINANCE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR AN ADULT-USE CANNABIS DISPENSARY AND AN ADULT-USE CANNABIS CRAFT GROWER AT 373 SAUK TRAIL IN THE VILLAGE OF PARK FOREST, ILLINOIS

WHEREAS, the Village of Park Forest Unified Development Ordinance ("UDO") requires the individual approval of certain uses (known as "Special Uses") in specific zoning districts after consideration by the Planning and Zoning Commission and approval by the Board of Trustees; and

WHEREAS, Charles Eric Hoogland ("Applicant"), and K&E Enterprises ("Property Owner"), have submitted an application for a Special Use Permit in the C-3, Corridor Commercial Zoning District pursuant to Table III-2-A (Use Table) of the UDO to allow for an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower, at 373 Sauk Trail, Park Forest, Illinois, PIN 31-35-206-035-0000 ("Subject Property"); and

WHEREAS, on February 2, 2020, a notice of public hearing for the Application was published in *The Daily Southtown,* a newspaper of general circulation within the Village; and

WHEREAS, notice of the public hearing was sent to all property owners within 250 feet of the subject property via regular mail; and

WHEREAS, a sign noting the date, time, and purpose of the public hearing was posted on the property starting on January 31, 2020; and

WHEREAS, the Planning and Zoning Commission conducted the public hearing to consider the Application on February 18, 2020; and

WHEREAS, upon the conclusion of the public hearing, the Planning and Zoning Commission recommended approval of the requested Special Use Permit, subject to the conditions set forth below; and

WHEREAS, the Mayor and Board of Trustees have determined that allowing the Special Use Permit for an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower serves a public purpose and will be in the best interests of the Village of Park Forest.

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, in the exercise of the Village's home rule powers, as follows:

Section 1. **Recitals Incorporated**. The recitals set forth above constitute a material part of this Ordinance as if set forth in their entirety in this Section 1.

Section 2. **Adoption of Findings and Recommendation**. The findings and recommendation of the Planning and Zoning Commission, together with all reports and exhibits submitted at the public hearing, are hereby incorporated by reference herein and are approved.

Section 3. **Additional Finding**. In addition to the findings set forth in Section 2 above, the Board of Trustees further finds that no deviations from district regulations are necessary to accommodate the Special Use.

Section 4. **Special Use Permit Granted**. A Special Use Permit is hereby granted to the Property Owner pursuant to the Planning and Zoning Commission's recommendation and Article VIII-3.C. of the Unified Development Ordinance for the operation of an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower at the Subject Property as permitted pursuant to Table III-2.A. (Use Table) of the UDO.

Section 5. **Conditions of Special Use Permit.** The Special Use Permit granted herein is subject to the following conditions in the interest of the public health, safety, and welfare as prescribed by Article VIII-3.C. of the UDO:

1. Compliance with Village Codes. The building must be in compliance with all building code, fire code, code enforcement, UDO, and health codes related to the specific occupancy, and it will be maintained in compliance with these codes as long as the business is in operation.

2. Compliance with Applicable Laws. The building and business operation will be in compliance with all requirements of the Cannabis Regulation and Tax Act ("the Act") and Chapter 22 (Business), Division 4 (Cannabis Business Establishments) of the Village Municipal Code at all times.

3. No Authorization of Work. This Ordinance does not authorize the commencement of any work on the Subject Property. Except as otherwise specifically provided in writing in advance by the Village, no work of any kind shall be commenced on the Subject Property until all conditions of this Ordinance precedent to such work have been fulfilled and after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.

4. Village Business Registration. The Applicant shall ensure that a Village Cannabis Business Registration certificate is obtained prior to issuance of a Certificate of Occupancy, and maintained in good standing as long as the business is in operation.

5. Compliance with C-3, Corridor Commercial Zoning District. The Applicant shall comply with all other applicable requirements of the C-3, Corridor Commercial Zoning District.

6. Security Measures. The vegetation on the back of the property (east and south sides) must be completely cleared out and exterior cameras installed to cover all of the exterior of the building. Further, the fencing along the perimeter of the property must be replaced with a type of fencing which would allow an Officer on patrol to see into the back (east) side of the property. That area also requires lighting, installed with thought for security, but also for not allowing light pollution to affect the neighboring residential properties.

7. Pavement Improvements. All parking, access, and other paved areas must be saw-cut/patched (as appropriate), seal coated, and restriped. This includes the removal of the old light bases that create driving/tripping hazards.

8. Parking Standards. A minimum of 37 parking spaces must be provided in conformance with the Village's design standards for parking lots.

9. Access. Truck traffic shall access the property only from the Blackhawk Drive driveway or the east driveway from Sauk Trail. Further, the driveway to Blackhawk Drive may be required to be modified to right turns in/out only if traffic access becomes problematic in the future.

10. Signage. Exterior signage (both freestanding and building signage) must comply with the Village's sign design standards as established by Article VII of the UDO, if the new, proposed use is not established by August 12, 2020.

11. Lighting. Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.

12. Hours of Operation. The hours of operation for both businesses must comply with the Act and Chapter 22 of the Municipal Code.

13. Odor Control. The business is required to implement the odor control plan described in the application for a Special Use Permit and the application for a State License. If there are future concerns about odor outside the property boundaries, the business shall be required to mitigate the concerns immediately.

14. Special Use Permit Limited to Applicant. The Special Use Permit shall be limited to the Applicant and shall not be transferable except upon reapplication, hearing, and approval in the manner provided by the UDO.

15. Agreement to Terms of Ordinance. This Ordinance shall be signed by the Property Owner and the Applicant to signify its agreement to the terms hereof.

16. Duration of Special Use Permit. The Special Use granted herein shall be permitted for as long as the Subject Property is used as an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower by the Applicant.

Section 6. **Violation of Condition or Code.** Any violation of (i) any term or condition set forth in this Ordinance or (ii) any applicable code, ordinance, or regulation of the Village shall be grounds for the immediate rescission by the Board of Trustees of the approvals granted in this Ordinance.

Section 7. **Severability and Repeal of Inconsistent Ordinances** If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All other ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 8. **Effective Date**. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

PASSED this _____ day of _____, 2020.

APPROVED: **ATTEST:**

_____ _____

Jonathan Vanderbilt, Mayor Sheila McGann, Village Clerk

ACKNOWLEDGMENT AND AGREEMENT BY THE PROPERTY OWNER AND THE APPLICANT TO THE CONDITIONS OF THIS ORDINANCE:

_____

Representative (provide title), K&E Enterprises
Property Owner

_____

Date

_____

Charles Eric Hoogland
Applicant

_____

Date

MEMORANDUM

TO: Mayor and Board of Trustees

FROM: Vernita Wickliffe-Lewis, Chair
Park Forest Planning and Zoning Commission

DATE: February 19, 2020

RE: Recommendation – Request for a Special Use Permit in the C-3, Corridor Commercial zoning district to permit an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower at 373 Sauk Trail

Recommendation

At the regular meeting of February 18, 2020, the Planning and Zoning Commission considered a request for a Special Use Permit to allow an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower at 373 Sauk Trail. The subject property is zoned C-3, Corridor Commercial. Full details of this request are included in the attached Staff report.

After taking public comment and discussing this request, the Planning and Zoning Commission voted 8-0 to recommend approval of the requested Special Use Permit with the following conditions:

- The building must be in compliance with all building code, fire code, code enforcement, Unified Development Ordinance (UDO), and health codes related to the specific occupancy, and it will be maintained in compliance with these codes as long as the business is in operation.
- The building and business operation will be in compliance with all requirements of the Cannabis Regulation and Tax Act (the Act) and Chapter 22 (Business), Division 4 (Cannabis Business Establishments) of the Village Municipal Code at all times.
- The vegetation on the back of the property (east and south sides) must be completely cleared out and exterior cameras installed to cover all of the exterior of the building.
- The fencing along the perimeter of the property must be replaced with a type of fencing which would allow an Officer on patrol to see into the back (east) side of the property. That area also requires lighting, installed with thought for security, but also for not allowing light pollution to affect the neighboring residential properties.
- All parking, access, and other paved areas must be saw-cut/patched (as appropriate), seal coated, and restriped. This includes the removal of the old light bases that create driving/tripping hazards.
- A minimum of 37 parking spaces must be provided in conformance with the Village's design standards for parking lots.
- Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.
- Truck traffic shall access the property only from the Blackhawk Drive driveway or the east driveway from Sauk Trail.

- The driveway to Blackhawk Drive may be required to be modified to right turns in/out only if traffic access becomes problematic in the future.
- Exterior signage (both freestanding and building signage) must comply with the Village's sign design standards as established by Article VII of the UDO, if the new, proposed use is not established by August 12, 2020.
- The hours of operation for both businesses must comply with the Act and Chapter 22 of the Municipal Code.
- The business is required to implement the odor control plan described in the application for a Special Use Permit and the application for a State License. If there are future concerns about odor outside the property boundaries, the business shall be required to mitigate the concerns immediately.

<u>Standards for Special Use Permits</u>
A Special Use Permit may be granted by the Board only after the Planning and Zoning Commission and the Village Board have evaluated the application and made specific written findings based on each of the Standards for Special Use Permits established by Article VIII-3.C.4. The required standards are noted below, with the Commission's specific findings as related to this request.

1) The proposed special use will not endanger the health, safety, comfort, convenience, and general welfare of the public. *The Commission unanimously agreed that this standard is met based on the recommended conditions, with particular concern for the condition related to odor control.*
2) The proposed special use is compatible with the character of the adjacent properties and other property within the immediate vicinity of the proposed special use. *The Commission unanimously agreed that this standard is met.*
3) The proposed special use will not impede the normal and orderly development and improvement of adjacent properties and other property within the immediate vicinity of the proposed special use. *The Commission unanimously agreed that this standard is met.*
4) The proposed special use will be provided with adequate utilities, access roads, drainage, and/or other necessary facilities. *The Commission unanimously agreed that this standard is met.*
5) The proposed special use is consistent with the intent of the elements of the Comprehensive Plan, the Unified Development Ordinance, and other land use policies of the Village. *Based on the recommended conditions, the Commission unanimously agreed that this standard is met.*

Best regards,
Vernita Wickliffe-Lewis, Chair

PLANNING AND ZONING COMMISSION MEMO

TO: Planning and Zoning Commission

FROM: Hildy L. Kingma, AICP
Director of Economic Development and Planning

DATE: February 10, 2020

RE: NEW BUSINESS – Planning and Zoning Commission Meeting of February 18, 2020
Public Hearing to consider a Request for a Special Use Permit in the C-3, Commercial Corridor zoning district to permit an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower at 373 Sauk Trail

Application for Special Use Permit

A request has been submitted by K&E Enterprises (property owner) and Charles Eric Hoogland (Applicant) for a Special Use Permit to permit an Adult-Use Cannabis Dispensary and an Adult Use Cannabis Craft Grower at 373 Sauk Trail. K&E Enterprises has owned the property since 1994, when they opened the Family Video store in 3,000 square feet at the property. In 1994, a hardware store was opened at the property, in approximately 33,000 square feet of space. That space has been vacant since 1998. The Family Video has now closed, and the property owner proposes two types of adult-use cannabis business establishments to be conducted on this property, including a dispensary and a craft grower. The subject property is zoned C-3, Corridor Commercial. The proposed uses are defined by the Cannabis Regulation and Tax Act (the "Act") and the Unified Development Ordinance (UDO) in the following manner:

> **Adult-Use Cannabis Dispensing Organization:** A facility operated by an organization or business that is licensed by the Illinois Department of Financial and Professional Regulation to acquire cannabis from licensed cannabis business establishments for the purpose of selling or dispensing cannabis, cannabis-infused products, cannabis seeds, paraphernalia or related supplies to purchasers or to qualified registered medical cannabis patients and caregivers, per the Cannabis Regulation and Tax Act, (P.A. 101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.
> **Adult-Use Cannabis Craft Grower***:* A facility operated by an organization or business that is licensed by the Illinois Department of Agriculture to cultivate, dry, cure, and package cannabis and perform other necessary activities to make cannabis available for sale at a dispensing organization or use at a processing organization, per the Cannabis Regulation and Tax Act, (P.A. 101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.

Note that, per the Act, craft growers may start at 5,000 square feet in size, and increase to 14,000 square feet as they prove their ability to meet the State's expectations. The Unified Development Ordinance (UDO) also limits the size of craft growers in the C-3 zoning district to no more than 14,000 square feet.

Process for Consideration of Special Use Permit

As required by the UDO, notice of this public hearing was published in the *Daily Southtown* on February 2, 2020. In addition, notice of the public hearing was sent to all property owners within 250 feet of the subject property (83) via United States Postal Service, and a sign noting the date, time, and purpose of the public hearing was posted on both the Sauk Trail and Blackhawk Drive frontages of the property. As of the date of this memo, no comments have been received from surrounding property owners. Any comments received prior to the Public Hearing will be reported on at the Planning and Zoning Commission meeting.

Table III-2.A. Use Table of the UDO specifies the permitted and special uses in each zoning district. This Table notes that all adult-use cannabis business establishments are Special Uses in the zoning districts in which they are permitted. The requested uses are permitted with a Special Use Permit in the C-3, Corridor Commercial zoning district, subject to the use standards outlined in Section III-3.CC of the UDO. In describing the process for approval of special uses, Article VIII-3.C. notes that "the purpose of this special use application is to provide for uses that may have a special, unique, or unusual impact on the use of neighboring property". This Article of the UDO also emphasizes that "each proposed special use shall be evaluated on an individual basis with regard to the applicable standards of this Ordinance to determine whether approval of the special use is appropriate at the particular location in the manner proposed".

The Planning and Zoning Commission (PZC) is required to hold a public hearing on all requests for special uses and to make its recommendation to the Board of Trustees. The PZC's recommendation must include findings related to each of the standards for special use permits (see below). If the PZC recommends approval of the special use, it may include "conditions upon the establishment, location, construction, maintenance, and operation of the special use as deemed necessary to protect the public interest". In addition, the PZC may require guarantees from the applicant to assure compliance with the stipulated conditions of approval. The required standards for special use permits are noted below, and a worksheet has been attached to assist the PZC in drafting its findings related to the requested special use.

- The proposed special use will not endanger the health, safety, comfort, convenience and general welfare of the public.
- The proposed special use is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed special use.
- The proposed special use will not impede the normal and orderly development and improvement of adjacent properties and other property within the immediate vicinity of the proposed special use.
- The proposed special use will be provided with adequate utilities, access roads, drainage, and/or other necessary facilities.
- The proposed special use is consistent with the intent of the elements of the Comprehensive Plan, this Unified Development Ordinance, and the other land use policies of the Village.

As evidenced by the required standards for special use permits, when evaluating each request for a special use, the PZC and Board of Trustees should consider such issues as on-site parking and loading facilities, vehicular and pedestrian access, proper protection of adjacent properties, and

other site development issues. In addition, the PZC and Board should consider the compatibility of the proposed use and its location with the purpose of the zoning district in which it is located, as well as its compatibility with the specific use standards established for adult-use cannabis business establishments. The applicant's response to each of the required standards for special uses is attached as Exhibit A.

Compliance with Use Standards

The Applicant owns the property at which the adult-use cannabis business establishments will be located. The detail provided in the application notes that the total size of the building is 37,600 square feet in size. The proposed adult-use dispensary will occupy 3,000 square feet (the location where the Family Video had been located). The craft grower will occupy the remainder of the building, subject to the size limitations imposed by the Act and the UDO. The Applicant's plan to address the use standards required by Section III-3-CC. of the UDO is described in Exhibit B, including matters related to security, parking, access, hours of operation, signage, and odor control.

The Applicant's security plan is described in Exhibit B. This will include the following elements:

- Cameras on the outside perimeter of the building to provide for building and parking lot security, with monitoring on a 24 hour, seven-day basis.
- Additional lighting to be installed in the parking lot.
- Cameras installed within the dispensary, along with an entry-way that requires customers to be screened and escorted by a security office.
- Cameras installed within the craft growing area, with monitoring on a 24 hour, seven-day basis.
- Installation of bollards outside the building to prevent vehicles from running into the building.

Note that the Police Department has reviewed the proposed security plan, and has offered the following comments:

- Determine whether the Applicant will have private security on-premises after regular business hours, and if so, how many and for what hours.
- There is no indication of surveillance cameras on the back of the property (east and south sides) and this is a likely burglary point of entry. The Police Department recommends that the vegetation in these areas must be completely cleared out and exterior cameras installed to cover all of the exterior of the building.
- The fencing around the perimeter of the property should be replaced with a type of fencing which would allow an Officer on patrol to see into the back (east) side of the property. That area would also need lighting, installed with thought for security, but also for not allowing light pollution to affect the neighboring residential properties.

The Applicant has noted that they will add lighting to the parking lot. Otherwise, no detail is provided about their lighting plan. Lighting at the property should be sufficient to meet the needs of the Act and the Village's Police Department. In addition, the Applicant should be required to conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO. These standards specify that outdoor lighting must be equipped with automatic

controls that shut off the lights (with the exception of security lighting) after business hours, with cut-off or shielding fixtures so light is directed to the building or the ground, and with energy efficient fixtures.

Exhibit B includes both a site plan and an aerial photograph of the entire property. The site plan shows the location of the building and the access drives to the property. Access is available from both Sauk Trail (two driveways) and Blackhawk Drive. In order to limit traffic conflicts, truck traffic should be required to access the property only from the Blackhawk Drive access or the east access from Sauk Trail.

The application notes that there are approximately 136 parking spaces on the property. Staff was unable to confirm this number because of the faded pavement striping and snow on the ground. Based on the combination of retail (dispensary) and manufacturing (craft grower) uses, a minimum of 37 parking spaces are required. Staff recommends that, should the PZC recommend approval of the required Special Use Permit, the Applicant should be required to sawcut/patch, sealcoat, and re-stripe the parking lot. There are a number of locations in the parking lot where old light bases remain and create driving/tripping hazards. These should be removed and patched. It should be noted, as well, that the row of parking shown on the site plan between the building and Sauk Trail should not be re-striped because there is not sufficient width to meet the Village's design standards. As a result of the modifications recommended, and based on the existing design standards for parking lots, the number of parking spaces will change. However, given the size of the parking lot and the large number of existing parking spaces, there is likely to still be more than sufficient parking available for this use.

The Applicant has described their odor control plan in Exhibit B. Section 22-198 (Control of Emissions) of the Village Municipal Code requires that "sufficient measures and means of preventing smoke, odors, debris, dust, fluids, and other substances from exiting a cannabis business establishment must be provided at all time". This provision will enable the Village to address concerns about odor outside the building if the odor control measures to be put into place fail to work adequately.

The Applicant proposes to use the existing pole sign and building signs on the property. The existing pole sign, however, exceeds the provisions of the UDO for pole signs. Pole signs in the C-3, Corridor Commercial zoning district, are permitted to be no more than 48 square feet in size, and 25 feet tall. The existing sign is 28 feet tall and 136.8 square feet in size. No data is available regarding the size of the building signs. Based on Staff observance, the Family Video store was closed on February 12, 2020, although it actually closed earlier than that date. Article VII-2.F.4. of the UDO specifies that "if a new on-site use for the sign has not commenced within six months of the previous use vacating the premises, the sign shall be deemed abandoned, and is subject to the provisions of Article VIII-5.D.6 (Discontinuation or Abandonment of Nonconforming Signs)." Article VIII-5.D.6. requires that the nonconforming signs be removed. Therefore, if the proposed adult-use cannabis business establishments have not opened by August 12, 2020, the existing, nonconforming signs must be removed and new signs that conform to the UDO installed.

The application notes that business operations will be conducted from 10 am to 11 pm on Monday through Saturday, and 10 am to 6 pm on Sunday. This proposal is inconsistent with the Act and the Village's provisions as established by Chapter 22 (Business), Division 4 (Cannabis Business Establishments) of the Village's Municipal Code. Both the Act and Municipal Code limit the hours of adult-use cannabis business establishments to 6 am to 10 pm. Therefore, the Applicant must adjust the hours of operation accordingly.

Conditions of Approval

Staff recommends that if the PZC recommends approval of this Special Use Permit, the following items should be made conditions of the recommendation.

- The building must be in compliance with all building code, fire code, code enforcement, UDO, and health codes related to the specific occupancy, and it will be maintained in compliance with these codes as long as the business is in operation.
- The building and business operation will be in compliance with all requirements of the Cannabis Regulation and Tax Act and Chapter 22 (Business), Division 4 (Cannabis Business Establishments) of the Village Municipal Code at all times.
- The vegetation on the back of the property (east and south sides) must be completely cleared out and exterior cameras installed to cover all of the exterior of the building.
- The fencing along the perimeter of the property must be replaced with a type of fencing which would allow an Officer on patrol to see into the back (east) side of the property. That area also requires lighting, installed with thought for security, but also for not allowing light pollution to affect the neighboring residential properties.
- All parking, access, and other paved areas must be sawcut/patched (as appropriate), seal coated, and restriped. This includes the removal of the old light bases that create driving/tripping hazards.
- A minimum of 37 parking spaces must be provided in conformance with the Village's design standards for parking lots.
- Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.
- Truck traffic shall access the property only from the Blackhawk Drive driveway or the east driveway from Sauk Trail.
- Exterior signage (both freestanding and building signage) must comply with the Village's sign design standards as established by Article VII of the UDO, if the new, proposed use is not established by August 12, 2020.

Planning and Zoning Commission Action: After conducting the public hearing, the Planning and Zoning Commission is asked to consider this request for a Special Use Permit to permit an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower at 373 Sauk Trail, and make a recommendation to the Board of Trustees on this request.

STANDARDS FOR SPECIAL USE PERMITS WORKSHEET

The Unified Development Ordinance requires that the Planning and Zoning Commission, Board of Trustees, and Zoning Administrator evaluate each request for based on a specific set of standards. This worksheet is provided to assist the Applicant and the Planning and Zoning Commission with drafting a response to each of the required standards for Special Use Permits that will be sent to the Board of Trustees with a recommendation on the requested Special Use Permit. The required standards are as follows:

1. *The proposed special use will not endanger the health, safety, comfort, convenience, and general welfare of the public.*

2. *The proposed special use is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed special use.*

3. *The proposed special use will not impede the normal and orderly development and improvement of adjacent properties and other property within the immediate vicinity of the proposed special use.*

4. *The proposed special use will be provided with adequate utilities, access roads, drainage, and/or other necessary facilities.*

5. *The proposed special use is consistent with the intent of the elements of the Comprehensive Plan, the Unified Development Ordinance, and other land use policies of the Village.*

EXHIBIT A

STANDARDS FOR SPECIAL USE PERMITS
WORKSHEET

The Unified Development Ordinance requires that the Planning and Zoning Commission, Board of Trustees, and Zoning Administrator evaluate each request for based on a specific set of standards. This worksheet is provided to assist the Applicant and the Planning and Zoning Commission with drafting a response to each of the required standards for Special Use Permits that will be sent to the Board of Trustees with a recommendation on the requested Special Use Permit. The required standards are as follows:

1. *The proposed special use will not endanger the health, safety, comfort, convenience, and general welfare of the public.*

THIS SPECIAL USE OF THE PROPERTY IN USE WITH VILLAGE REGULATIONS WILL NOT AFFECT THE HEALTH, SAFETY, COMFORT, CONVENIENCE, OR WELFARE OF THE PUBLIC.

2. *The proposed special use is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed special use.*

THE AREA SURROUNDING THE SAUK TRAIL PROPERTY IS DIVERSE AND INCLUDES GAS STATIONS, RESTAURANTS, RETAIL, AND OTHER COMMERCIAL PROPERTIES.

3. *The proposed special use will not impede the normal and orderly development and improvement of adjacent properties and other property within the immediate vicinity of the proposed special use.*

THE SPECIAL USE WILL NOT ALTER THE COMMERCIAL RETAIL OPERATION NOR IMPEDE DEVELOPMENT AND IMPROVEMENT IN THE AREA.

4. *The proposed special use will be provided with adequate utilities, access roads, drainage, and/or other necessary facilities.*

THE SPECIAL USE WILL UTILIZE EXISTING UTILITIES, ROADS, AND FACILITIES. ANY OTHER NECESSARY FACILITIES ARE NOT ANTICIPATED AT THIS TIME.

5. *The proposed special use is consistent with the intent of the elements of the Comprehensive Plan, the Unified Development Ordinance, and other land use policies of the Village.*

THIS SPECIAL USE WILL COMPLY WITH ALL CITY, STATE, AND FEDERAL LAWS, RULES, AND ORDINANCES.

EXHIBIT B

PROPOSED STRUCTURE

The proposed structure is located at 373 Sauk Trail, Park Forest, Illinois 60466. Property PIN(s) 31-35-206-035-OOOO. The structure was previously known as Family Video.

The structure was built in 1970 on 37,600 square feet of gross rentable area. Currently it has 136 parking spaces. It is a single tenant structure and will remain that way when we operate in the structure.

The building is compliant to apply for a special use permit with the proper zoning..

We have included an interior lighting plan with this section and have included the outside lighting plan and security plans under separate cover.

EXTERIOR SECURITY

A TOTAL OF 22 CAMERAS ARE PROJECTED FOR THE EXTERIOR SECURITY OF THE BUILDING AND THE SAFETY OF CLIENTS IN THE PARKING LOT.

The red dots represent the positioning of the all-weather proof, high resolution color and vandal resistant cameras. Some of the cameras will be wired and some will be wireless.

The yellow dots are locations we hope we will receive approval to cinder block close during the remodeling of the interior and exterior of the complex. If we do not receive approval to cinder block close these locations, we will add additional cameras for safety.

We are projecting 24 hour, 7 days a week recording and in house and off-site monitoring. Off site monitoring will be provided by an outside contractor.

Additionally, we will be adding more lighting to the outside of the complex that will also brighten the parking lot with Park Forest approval. The current lighting as a video store was previously approved but we would like to upgrade not to affect traffic on the streets or our neighbors.

INTERIOR SECURITY

FOR DISPENSARY

APROXIMATELY 12 CAMERAS ARE PROJECTED FOR THE INTERIOR SECURITY OF THE 3,000 SUARE FOOT DISPENSARY.

With Park Forest approval we will install protective ballers on the outside entrance of the complex preventing anybody ramming the entrance with a vehicle and for client and employee safety.

We are submitting a potential rendering of what we anticipate the dispensary design to be. This rendering does not have the exact dimensions, but we anticipate a 3,000 square foot dispensary. Additionally, the dispensary will be sealed from the entrance where clients will be screened as per Illinois regulations. Upon arrival a security officer will escort a guest to a welcome counter where they will have to show their ID for verification approval. Once cleared they will be escorted through a locked door into the dispensary where it will also have a security officer during operating hours.

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INTERIOR SECURITY

FOR CULTIVATION AREA

A TOTAL OF 27 CAMERAS ARE PROJECTED FOR THE INTERIOR SECURITY OF THE CULTIVATION AREA.

The pink dots represent the positioning of the all-weather proof, high resolution color and vandal resistant cameras. Some of the cameras will be wired and some will be wireless.

We are submitting what we anticipate how our growing area will layout. This actual layout does not have the exact dimension of 373 Sauk Trail. Upon approval we will submit an updated plan reflecting the exact dimensions.

We are projecting 24 hour, 7 days a week recording and in house and off-site monitoring. Off site monitoring will be provided by an outside contractor. In house monitoring will be in a locked room.

SITE DESIGN

We have no plans to change the ingress or egress of the property. The property flow was previously approved by Park Forest and we find it very adequate.

There are currently two access points to the property that should be sufficient to the nature of the business.

373 SAUK TRAIL

PARK FOREST, ILLINOIS

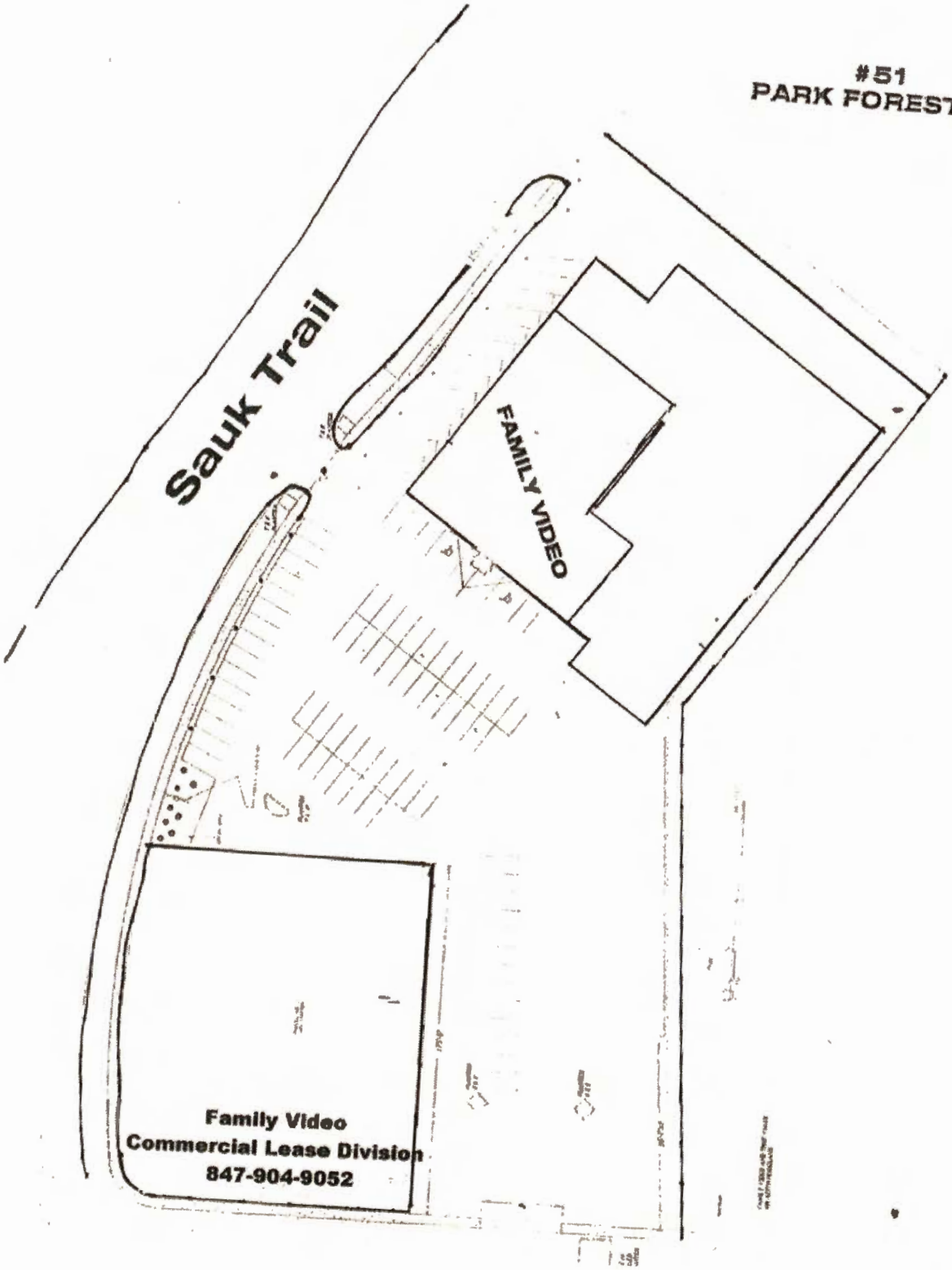
PARKING LAYOUT

Based on the City of Park Forest Table V-2-A requirements we believe the property located at 373 Sauk Trail meets the parking requirements under the light Manufacturing zoning requirements.

The property currently has over 40 parking spaces and we do not plan on changing the square footage of the structure.

Parking plan on next page.

#51
PARK FOREST, IL



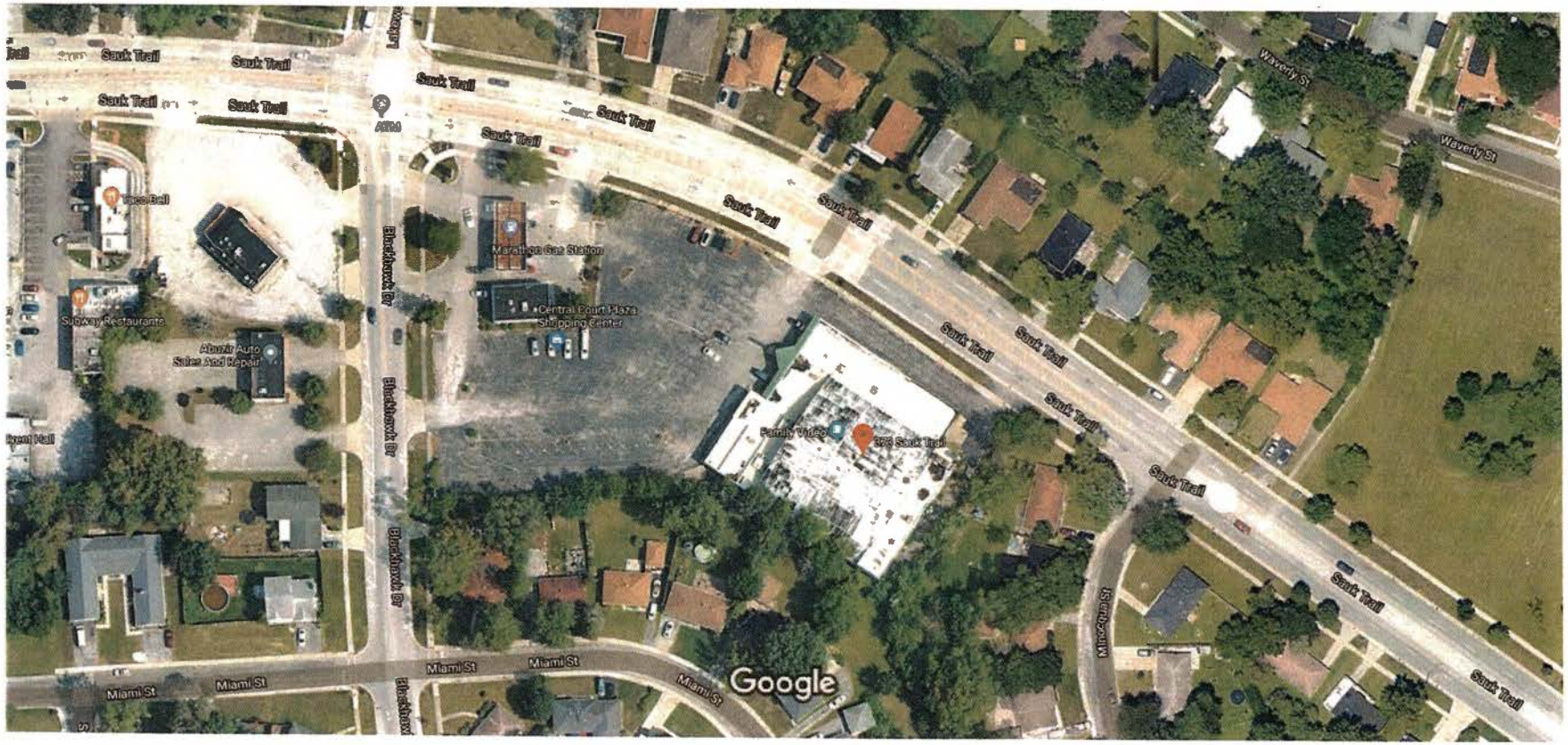
TRAFFIC

Our two entrances and exits are off Sauk Trail. In 2018 the traffic count at our intersection was 18,815 cars daily.

We do not intend or anticipate increasing the traffic flow that was already there when the structure was a video store.

Also, our clients will be more active in the evening hours reducing any potential traffic flow issues during those hours.

Google Maps 373 Sauk Trail



Imagery ©2020 Maxar Technologies, U.S. Geological Survey, Map data ©2020 50 ft

ODOR CONTROL

From experience we are fully aware how difficult eliminating the smell of marijuana can be outside of the facility.

Since marijuana was first approved in Colorado there are multiple forms of "smell mitigation technology" available today. The industry has now learned from its mistakes over the last 7 years how to mitigate the smell. New industries have sprouted just for this issue.

We intend to use a carbon filtration system that has become very affective in the industry. If for any reason this system fails, we can upgrade to a double carbon filtration system. Carbon filtration systems are the most environmentally safe systems available today.

At no time do we want to upset our neighbors. We are going to mange the odor at our location, and we do not want people to have a neighborhood that's any different than the neighborhood they moved into. We are committed not to have exterior odors as we will have a considerable investment into this location.

SIGNAGE

Currently we have no plans on adding to the signage currently on the property. The curb sign that was previously approved as a video store will only change its face. The letters on the building by the front door will also just change the name.

We plan on working with Park Forest appropriate departments for approval on the face changes if needed.

Google Maps Park Forest, Illinois

Image capture: Sep 2018 © 2020 Google

Google

Street View

HOURS OF OPERATIONS

To comply with the State law we plan on operating from 10:00 A.M. to 11:00 P.M. Monday through Saturday and !0:00 A.M. to 6:00 P.M. on Sundays.

We anticipate having 12 employees in the dispensary portion of the structure 7 days a week. Approximately 6 employees in the cultivation area when the cultivation commences. During harvest the number in the cultivation department can increase to 20 three times a year.

We hope to have a customers flow of approximately 100 per day.

AGENDA

RULES MEETING OF THE BOARD OF TRUSTEES
VILLAGE OF PARK FOREST, 350 VICTORY DRIVE, PARK FOREST, ILLINOIS
COOK AND WILL COUNTIES

Village Hall- Boardroom 6:00 p.m. February 24, 2020

Roll Call

1. An Ordinance Approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80 North Street

2. An Ordinance Approving a Special Use Permit in the C-3, Commercial Corridor zoning district to permit an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower at 373 Sauk Trail

3. A Resolution Authorizing the Village of Park Forest to submit an Application for Community Development Block Grant funds to the County of Cook, Illinois

4. A Resolution Declaring the Village of Park Forest an Immigrant-Friendly Community

5. A Project and Funding Commitment Resolution for an Invest in Cook FY 2020 Call for Projects Application

6. Strategic Planning Workshop – B2B Strategic Solutions presentation

Mayor's Comments

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors

Adjournment

Agenda Items are Available in the Lobby of Village Hall and on the Village website www.villageofparkforest.com
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 (708)748-1129 or via e-mail at athurston@vopf.com. Every effort will be made to allow for meeting participation

AGENDA BRIEFING

DATE: February 17, 2020

TO: Mayor Vanderbilt
Board of Trustees

FROM: Roderick Ysaguirre, PE
Director of Public Works

RE: Resolution Authorizing the Village of Park Forest to submit an Application for Community Development Block Grant funds to the County of Cook, Illinois

BACKGROUND/DISCUSSION:
Cook County's Community Development Block Grant (CBDG) program allows for infrastructure improvements in Census block groups where 51 percent or more of the population have incomes in the low to moderate range. Twelve Census block groups in the Village qualify for CDBG funds using this metric. Village Staff propose to submit an application to install 11,493 linear feet of Cured in Place Pipe (CIPP) liner of sanitary sewers in the Eastgate neighborhood, as highlighted on the attached exhibit. Deteriorated sanitary sewers take on storm water inundation causing home backups and sanitary sewer overflows (SSO's). Collapsed sewers can have an even more damaging impact on the neighborhood and the environment. In the past five years, three sections of sewers in the Village have collapsed, requiring over 700 feet of new sanitary sewer to be installed at a cost to the Village of over $80,000 per incident. Installing CIPP liner in the sewer system will prevent collapse and extend the service life of the sewer by at least 50 years. This method of addressing the Village's deteriorating sewer system is extremely cost effective in comparison to pipe replacement.

The Village and its partners have invested a significant amount other resources in this neighborhood in order to stabilize it and enhance the quality of life. Over the course of the past 10 years, this has included the demolition/deconstruction of 67 vacant, blighted houses. An additional 14 houses had been demolished in the years preceding 2010. Between the Village and the South Suburban Land Bank and Development Authority, 69 of these vacant lots are in public ownership. Two of the vacant lots were converted to a public park in response to a visioning effort in the neighborhood in 2014 when the overwhelming need expressed by Eastgate residents was for a new park in the east portion of the neighborhood.

The attached Resolution is a requirement of the CDBG application process. It authorizes the Village Manager to sign all documents related to the application, and confirms the Village's commitment to matching funds.

SCHEDULE FOR CONSIDERATION: This item will appear on the agenda of the Board's Rules Meeting on February 24, 2020.

RESOLUTION No. _____

A RESOLUTION AUTHORIZING THE VILLAGE OF PARK FOREST TO SUBMIT AN APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS TO THE COUNTY OF COOK, ILLINOIS

WHEREAS, the Village's Five-Year Capital Plan for FY2020-2021, and for previous years, identifies a need for funding to maintain, improve and repair the Village's sanitary sewer system; and

WHEREAS, the Village has committed additional resources to the targeted neighborhood to address public works and quality of life issues.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE BOARD OF TRUSTEES OF THE VILLAGE OF PARK FOREST in the exercise of their home rule powers as follows:

Section 1: A Request is hereby made to the County of Cook, Illinois, for Community Development Block Grant ("CBDG") funds for Program Year 2020 in the amount of $300,000 for the following project:

Project: Fiscal 2021 CIPP Sewer Lining Program
Amount: $300,000 Match: $99,699.95

as identified in the Village of Park Forest's CDBG 2020 Program Year application.

Section 2: The Village Manager is hereby directed and authorized to sign the Application and various forms contained herein, make all required submissions and do all things necessary to complete the Application for the funds requested in Section 1 of this Resolution, a copy of which Application is on file with the Village Clerk, and, when necessary, the Village Clerk is directed and authorized to attest the signature of the Village Manager.

Section 3: The Village Manager is hereby authorized to certify that matching funds, which have been identified as supporting the Project as set out within the Application, will be made available upon the approval of the Project by the County of Cook, Illinois or the prorated share thereof.

Section 4: The Village Manager is also authorized to provide such additional information that may be required to fulfill the obligations of the grant.

Section 5: This Resolution shall be in full force and effect from and after its passage, approval, and publication as provided by law.

PASSED this _____ day of _____, 2020.

APPROVED: **ATTEST:**

_____ _____

Mayor Jonathan Vanderbilt Sheila McGann, Village Clerk

AGENDA BRIEFING

DATE: February 18, 2020

TO: Mayor Vanderbilt
Board of Trustees

FROM: Hildy L. Kingma, AICP, Director of Economic Development and Planning

RE: Resolution Declaring the Village of Park Forest an Immigrant-Friendly Community

BACKGROUND/DISCUSSION:
The attached Resolution declaring the Village an immigrant-friendly community is another step in the Village's commitment to Race Equity and Leadership. The Resolution is intended to be a clear statement to the Village's immigrant population that they are valued members of the community. All residents and visitors will be treated with respect, and no active steps will be taken to determine their status in this country with respect to immigration documentation.

Section 5 of the Resolution is consistent with the Illinois TRUST Act, which was signed into law in 2017. That Act restricts local law enforcement agencies from transferring people in local custody to federal immigration officials without a judicial warrant. In this way, immigrants do not need to fear that any interaction with local Police will result in deportation.

In addition, by adopting this Resolution two months prior to the 2020 US Census, this should be another indicator to Park Forest residents who were born in another country that they are vital to the total population count in the Village.

The Commission on Human Relations reviewed this Resolution at their regular meeting on January 29. There was consensus among the Commission members that this Resolution should be forwarded to the Board for consideration.

SCHEDULE FOR CONSIDERATION: This item will appear on the Board's Rules meeting agenda of February 24, 2020, for discussion.

RESOLUTION _____

A RESOLUTION DECLARING THE VILLAGE OF PARK FOREST AN IMMIGRANT-FRIENDLY COMMUNITY

WHEREAS, the Village of Park Forest ("Village") welcomes diversity and believes that all individuals living in or visiting the Village should be treated fairly and with respect and dignity, and the Village Board wishes to further enhance the Village's relationship with immigrant communities and declare Park Forest an immigrant-friendly community; and

WHEREAS, this Resolution discourages unlawful discrimination and strongly supports the equal treatment of all individuals regardless of national origin; and

WHEREAS, the Village Board finds that achieving and maintaining a community that treats documented and undocumented immigrants with respect and dignity is in line with the public policy of the Village and the principles upon which the United States was founded; and

WHEREAS, this Resolution will promote the general welfare of Village residents and visitors like; and

WHEREAS, the validity of the Village as an ethnically, racially, and religiously diverse Village in the State of Illinois is built, in part, on the strength of its immigrant residents; and

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE BOARD OF TRUSTEES OF THE VILLAGE OF PARK FOREST in the exercise of their home rule powers as follows:

Section 1. Recitals Incorporated. The above recitals are incorporated herein as though fully set forth.

Section 2. Definitions. The following terms wherever used in this Resolution shall have the following meanings unless a different meaning appears from the context:

> "Administrative warrant" means an immigration warrant of arrest, order to detain or release aliens, notice of custody determination, notice to appear, removal order, warrant of removal, or any other document, that can form the basis for an individual's arrest or detention for a civil immigration enforcement purpose. An administrative warrant includes but is not limited to Form I-200, "Warrant for the Arrest of Alien," Form I-205 "Warrant of Removal/Deportation," any predecessor or successor form, and all wants, hits, or requests contained in the "Immigration Violator File" of the FBI's National Crime Information Center (NCIC) database. This definition does not include any criminal warrant issued upon a judicial determination of probable cause, and in compliance with the requirements of the Fourth Amendment to the U.S. Constitution and Article I, Section 6 of the Illinois Constitution.

“Citizenship or immigration status” means all matters regarding questions of citizenship of the United States or any other country, the authority to reside in or otherwise be present in the United States, the time and manner of a person’s entry into the United States, or any other immigration matter enforced by the Department of Homeland Security or successor or other federal agency charged with the enforcement of civil immigration laws.

“Coerce” means to use express or implied threats towards a person or any family member of a person that attempts to put the person in immediate fear of the consequences in order to compel that person to act against his or her will.

“Contact information” means home address, work address, telephone number, electronic mail address, social media contact information, or any other means of contacting an individual.

“Eligible for release from custody” means that the person may be released from custody because one of the following conditions has occurred:

(1) All criminal charges against the person have been dropped or dismissed.
(2) The person has been acquitted of all criminal charges filed against him or her.
(3) The person has served all the time required for his or her sentence.
(4) The person has posted a bond.
(5) The person is otherwise eligible for release under state or local law, or local policy.

“Family member” means a person’s (i) mother, father, spouse, brother or sister (including blood, adopted, step, or half), son or daughter (including blood, adopted, step, or half), father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent or grandchild; or (ii) court-appointed legal guardian or a person for whom the person is a court- appointed legal guardian; or (iii) domestic partner or the domestic partner's mother, father, brother, sister (including blood, adopted, step, or half), son or daughter (including blood, adopted, step, or half).

“Immigration detainer” means a request to a state or local law enforcement agency to provide notice of release or maintain custody of an individual based on an alleged violation of a civil immigration law, including detainers issued pursuant to Sections 1226 or 1357 of Title 8 of the United States Code or 287.7 or 236.1 of Title 8 of the Code of Federal Regulations. An immigration detainer includes but is not limited to Form I-247A “Immigration Detainer – Notice of Action” and any predecessor or successor form.

“Verbal abuse” means the use of a remark which is overtly insulting, mocking or belittling directed at a person based upon the actual or perceived: (1) race, color, sex, religion, national origin, English proficiency, sexual orientation, or gender identity of that person, or (2) citizenship or immigration status of that person or that person’s family member.

Section 3. Conditioning benefits, services, or opportunities on immigrant status prohibited.

(a) No Village employee or Department shall condition the provision of Village benefits, services, or opportunities on matters related to citizenship or immigration status unless required to do so by state or federal law, or court order.

(b) All applications, questionnaires, and interview forms used in relation to Village benefits, opportunities, or services shall be promptly reviewed by the pertinent Departments, which shall delete any questions on such forms regarding citizenship or immigration status, other than those required by statute, ordinance, federal regulation or court decision, within 60 days of the passage of this Resolution.

(c) Where presentation of an Illinois driver's license or identification card is accepted as adequate evidence of identity, presentation of a photo identity document issued by the person's nation of origin, such as a driver's license, passport, or consular identification document, shall be accepted and shall not subject the person to a higher level of scrutiny or different treatment than if the person had provided an Illinois driver's license or identification card except that this subsection (c) shall not apply to the completion of the federal I-9 forms or other federal forms that mandates specific identity documents.

Section 4. Threats based on citizenship or immigration status prohibited. No Village employee or Department shall do any of the following:

(a) coerce any person based upon the person's actual or perceived citizenship or immigration status or the actual or perceived citizenship or immigration status of the person's family member; or

(b) communicate a threat to deport that person or any family member of that person under circumstances that reasonably tend to produce a fear that the threat will be carried out; or

(c) otherwise subject a person to verbal abuse as defined by this Resolution.

Section 5. Immigration enforcement actions.

(a) No Village employee or Department shall stop, arrest, detain, or continue to detain a person after that person becomes eligible for release from custody or is free to leave an encounter with the Village, based on any of the following:

(1) an immigration detainer;

(2) an administrative warrant (including but not limited to entered into the Federal Bureau of Investigation's National Crime Information Center database); or

(3) any other basis that is based solely on the belief that the person is not present legally in the United States, or that the person has committed a civil immigration violation.

Section 6. **Information regarding citizenship or immigration status.** Nothing in this Resolution prohibits any Village employee or Department from sending to, or receiving from, any local, state, federal agency, information regarding an individual's citizenship or immigration status.

Section 7. **Severability and Repeal of Inconsistent Ordinances, Resolutions and Motions.** If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution. All resolutions, ordinances and motions in conflict herewith are hereby repealed to the extent of such conflict.

Section 8. **Effective Date.** This Resolution shall take effect from and after its adoption and approval.

APPROVED: **ATTEST:**

_____ _____

Mayor Village Clerk

AGENDA BRIEFING

DATE: February 24, 2020

TO: Mayor Vanderbilt
Board of Trustees

FROM: Roderick Ysaguirre – Director of Public Works/Village Engineer

RE: A Project and Funding Commitment Resolution for an Invest in Cook FY 2020 Call for Projects Application.

BACKGROUND/DISCUSSION:

Connecting Cook County is the County's first long range transportation (LRTP) plan in 75 years. The plan outlines a new direction and a more expansive role for the County in funding and collaborating on projects across jurisdictional boundaries and in achieving greater integration of the system across all transportation modes. The plan identifies five priorities:

1. Prioritize Transit and Other Transportation Alternatives
2. Support the Region's Role as North America's Freight Capital
3. Promote Equal Access to Opportunities
4. Maintain and Modernize What Already Exists
5. Increase Investments in Transportation

The County is playing an increasingly active role in supporting local governments in their efforts to build and maintain a comprehensive transportation network. Therefore, the County has offered monetary and staff support to help municipal or regional transportation agencies leverage available revenues to complete or expedite transportation improvements. Invest in Cook represents one avenue for beginning to implement the priorities of *Connecting Cook County*. On January 15, 2020, the Cook County Department of Transportation and Highways announced a fourth round of Invest in Cook funding. 8.5 million dollars in Transportation Funds will be used to fund costs of planning and feasibility studies, engineering and construction associated with improvements consistent with the LRTP.

DPW was unsuccessful in being awarded funding in 2017 when the Invest in Cook program started. DPW submitted a second application for the 2018 program and was awarded funding to Phase I Engineering for a Complete Streets Improvement project along Forest Blvd. DPW is currently under way with the Phase I Engineering process and intends to submit a 3rd application for the 2020 program, for Phase II – Design Engineering, as continuation work of the same project. Due to funding limitations, selected applications may receive less than the amount originally requested. There is no required local match for this funding, but an application will be looked at more favorably if a funding match was provided.

This agenda item consists of approval of a Funding and Project Commitment Resolution for design engineering only, in support of this project that will be included in the application package. Planning level estimates for design are in the range of $500,000 to $600,000 with a planning level estimate of $5-6 million for construction and subject to change.

The application will consist of a request for funding for design engineering to improve Forest/Norwood Blvd, from Indianwood Blvd to Western Ave. Staff's intention would include, but not be limited to, reconstruct the curb and roadway, lane reductions, installation of an off-road multi-use path, make sidewalk improvements, make geometric improvements at intersections, signage, pavement markings, restoration, intersection control improvements, street lighting improvements, and possible construction of a roundabout or similar facility at the intersection with Lakewood Blvd. Upon completion of this design work, DPW would then have a shovel ready project, and be in the position to apply for subsequent/other construction funds/grants to construct this project.

DPW suggests a 20% funding commitment for the design work for this project which is estimated to be around, $100,000 to $120,000. At this time, Village General Funds are planned to be used as the source for the Village match. The application will request the remaining 80% from Cook County through the 2020 Invest in Cook call for projects.

RECOMMENDATION: Approve this Resolution indicating the Village's commitment to the project and commitment to 20% of Village funds to fund the design work, if selected.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules meeting of February 24, 2020 for your discussion.

[Type here]

RESOLUTION No. _____

A RESOLUTION FOR LOCAL MATCH FUNDING AND PROJECT COMMITMENT FOR 2020 INVEST IN COOK CALL FOR PROJECTS

WHEREAS, Cook County developed its first long range transportation plan in 75 years called *Connecting Cook County*, which takes stock of transportation assets, deficiencies and future needs, and measures them against the community and economic opportunities that transportation can facilitate; and

WHEREAS, the plan outlines a new direction and a more expansive role for the County in funding and collaborating on projects across jurisdictional boundaries and in achieving greater integration of the system across all transportation modes; and

WHEREAS, The Cook County Department of Transportation and Highways is playing an increasingly active role in supporting local governments in their efforts to build and maintain a comprehensive transportation network; and

WHEREAS, the County has offered monetary and staff support to help municipal agencies leverage available revenues to complete or expedite transportation improvements; and

WHEREAS, the County announced a call for projects and staff is desirous to submit an application on behalf of the Village; and

WHEREAS, in May 2012, the Village adopted the *Growing Green: Park Forest Sustainability Plan*, which recommends that the usability of all streets in the Village be examined to ensure they are suitable for all types of travelers; and

WHEREAS, in December 2014, the Village adopted a *Bicycle and Pedestrian Plan* that establishes a bicycle and pedestrian network to create a safe and efficient system to connect residents with key community destinations; and

WHEREAS, in March 2015, the Village adopted an award-winning *Complete Streets Policy* which states, among other things, that future roadway projects shall be used as opportunities to improve safety, access, and mobility for users of the public way and to further integrate bicycle, pedestrian, and transit modes into the transportation system; and

WHEREAS, the Village received 2018 Invest in Cook funds for Phase I Engineering and proposes to submit a project application for 2020 Invest in Cook funds for Phase II - Design Engineering.

NOW, THEREFORE, LET IT BE RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, that the Village is in support of submitting a project application and if selected, is committed to the project and will commit to a 20% local match in funding the project; and

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to sign the Project Application.

ADOPTED this _____ day of February 2020.

APPROVED: ATTEST:

_____ _____

Village Mayor Village Clerk

CERTIFICATE OF RESOLUTION

I, the undersigned, do herby certify that I am the duly qualified and appointed Village Clerk of the Village of Park Forest, in the Counties and State aforesaid; and as such Clerk, I am the keeper of the official journal, records and files of the Village Board of said Village.

I do further certify that the attached and foregoing is a full, true and correct copy of:

Resolution No._____
Passed and Approved
February_____, 2020

As adopted by the Mayor and Board of Trustees of the Village of Park Forest at a legally convened meeting in the Village of Park Forest.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Village of Park Forest, Cook and Will Counties, Illinois this _____day of February 2020.

_____
Sheila McGann - Village Clerk

SEAL

AGENDA BRIEFING

TO: Mayor Jonathan Vanderbilt
Board of Trustees

FROM: Thomas K. Mick, Village Manager

DATE: February 20, 2020

RE: Strategic Planning Workshop

BACKGROUND/DISCUSSION:
The Village Board recently selected B2B Strategic Solutions to be the Village facilitator to guide the Village of Park Forest in coordinating a strategic planning/goal setting process. To get things underway, B2B representatives will be on hand for the February 24th Rules Meeting. Their presentation will focus on the following topics:

- What is a Strategic Plan
- Strategic Goal Setting
- The Village's Role in the Strategic Planning Process
- Community Involvement in the Process

SCHEDULE FOR CONSIDERATION: This item will appear on the February 24, 2020 Village Board Rules Meeting agenda for discussion.

B 2 B STRATEGIC SOLUTIONS INC

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Village of Park Forest
Strategic Planning Session

February 24, 2020

www.b2bssi.com

info@b2bssi.com

B 2 B STRATEGIC SOLUTIONS INC

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Strategic Planning Session
Project Team

Project Executive: Donna C. Bryant
Project Lead: Malcolm Weems
Senior Analyst: Arnold Crater

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info@b2bssi.com

B2B STRATEGIC SOLUTIONS INC

Village of Park Forest: Strategic Planning Session

What is a Strategic Plan?

A process by which an organization assesses where they are now and where they want to be. A strategic plan encompasses long and short-term goals from simple to complex. It also provides methods to track progress towards those goals. The stages are:

- Clarify your vision
- Gather and analyze information
- Formulate a strategy
- Implement your strategy
- Evaluate and control

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Village of Park Forest: Strategic Planning Session

What is a Strategic Plan?

Components:

- Mission statement
- Vision statement
- SWOT Analysis
- Goal setting
- Financial assessment
- Action Plan
- Detailed metric on how to review and track

Benefits:

- Sets a sense of direction
- Increases operational efficiency
- Allows the organization to be proactive versus reactive

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Village of Park Forest: Strategic Planning Session

Strategic Goal Setting

- Living up to the vision and mission statement
- Identifying Strengths, Weaknesses, Opportunities and Threats
- Understanding what is within VOPF's power
- Prioritizing time and resources
- Bringing stakeholders to a consensus

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Village of Park Forest: Strategic Planning Session

Strategic Goal Setting

SMART Goal format

Specific, Measurable, Attainable, Realistic and Time bound

Examples:

- Increase affordable housing options by 5% in 3 years
- Retrofit all city lights with LED within 5 years

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B2B STRATEGIC SOLUTIONS INC **Village of Park Forest: Strategic Planning Session**

Village Official Process

Discussion Phase I:

- Conduct workshop with VOPF officials
  - Discussion questions to include a review of:
    - Mission statement
    - Vision statement
    - SWOT analysis
    - Potential goals

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B2B STRATEGIC SOLUTIONS INC **Village of Park Forest: Strategic Planning Session**

Constituent Process

Constituent Outreach

1. Create a postcard inviting residents to participate in the strategic planning process
2. Create a signup sheet on the VOPF's website where said respondents can enter their information for a chance to participate
3. Choose constituents based on an equal sample of 3 residents per neighborhood

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Village of Park Forest: Strategic Planning Session

Constituent Process

Discussion Phase II:

- Conduct workshop with 39 constituents
  - Discussion questions to include a review of:
    - Mission statement
    - Vision statement
    - SWOT analysis
    - Potential goals

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B2B STRATEGIC SOLUTIONS INC

Village of Park Forest: Planning Session

Our Process

Analysis Phase:

1. Review and analyze data from all discussion workshops
2. Compile a list of top 10 goals based on collected data
3. Create a survey asking for prioritization of top 10 goals
4. Present top 5 goals based on survey responses

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B2B STRATEGIC INC
Village of Park Forest: Strategic Planning Session
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