

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

Village Hall- Boardroom

7:00 p.m.

March 2, 2020

Roll Call

Pledge of Allegiance

Reports of Village Officers

Mayor
Village Manager

Village Attorney
Village Clerk

Reports of Commission Liaisons and Committee Chairpersons

Citizens Comments, Observations, Petitions

Motion: Approval of Consent

CONSENT:

1. Resolution: A Resolution Authorizing the Village of Park Forest to submit an Application for Community Development Block Grant funds to the County of Cook, Illinois
2. Resolution: A Resolution for Local Match Funding and Project Commitment for 2020 Invest in Cook Call for Projects
3. Resolution: A Resolution Declaring the Village of Park Forest an Immigrant-Friendly Community

Appointments

DEBATABLE:

4. 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 (Final Reading)
5. 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 (Final Reading)
6. Ordinance: An Ordinance Amending the Village Code of Ordinances of the Village of Park Forest Governing the Board of Fire and Police Commissioners (First Reading)

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.

MOTIONS

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

1. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Authorizing the Village of Park Forest to submit an Application for Community Development Block Grant funds to the County of Cook, Illinois.
2. MOVED, that the Mayor and Board of Trustees Adopt a Resolution for Local match Funding and Project Commitment for 2020 Invest in Cook Call for Projects.
3. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Declaring the Village of Park Forest and Immigrant-Friendly Community.

MOVED, that the Mayor and Board of Trustees appoint Shanikka Clayton, 170 Park Street, to the Youth Commission for a term to expire on December 31, 2020.

MOVED, that the Mayor and Board of Trustees appoint Robyn Porter, 134 Elm Street, to the Youth Commission for a term to expire on December 31, 2020.

March 2, 2020

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 (CDBG) 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 Special Regular Meeting on March 2, 2020, for approval.

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 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 Special Regular meeting of March 2, 2020 for your approval.

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 2nd day of March, 2020.

APPROVED:

ATTEST:

Village Mayor

Village Clerk

CERTIFICATE OF RESOLUTION

I, the undersigned, do hereby 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

March 2, 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 March 2020.

Sheila McGann - Village Clerk

SEAL

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 Special Regular meeting agenda of March 2, 2020, for approval.

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 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 Special Regular Agenda of March 2, 2020, for approval.

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 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 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.

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 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.*

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

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

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

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

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

(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.

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

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.

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 Special Regular Agenda of March 2, 2020, for approval.

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.

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. *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) 31-35-206-035-0000. 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.

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

Sauk Trail

FAMILY VIDEO

Family Video
Commercial Lease Division
847-904-9052

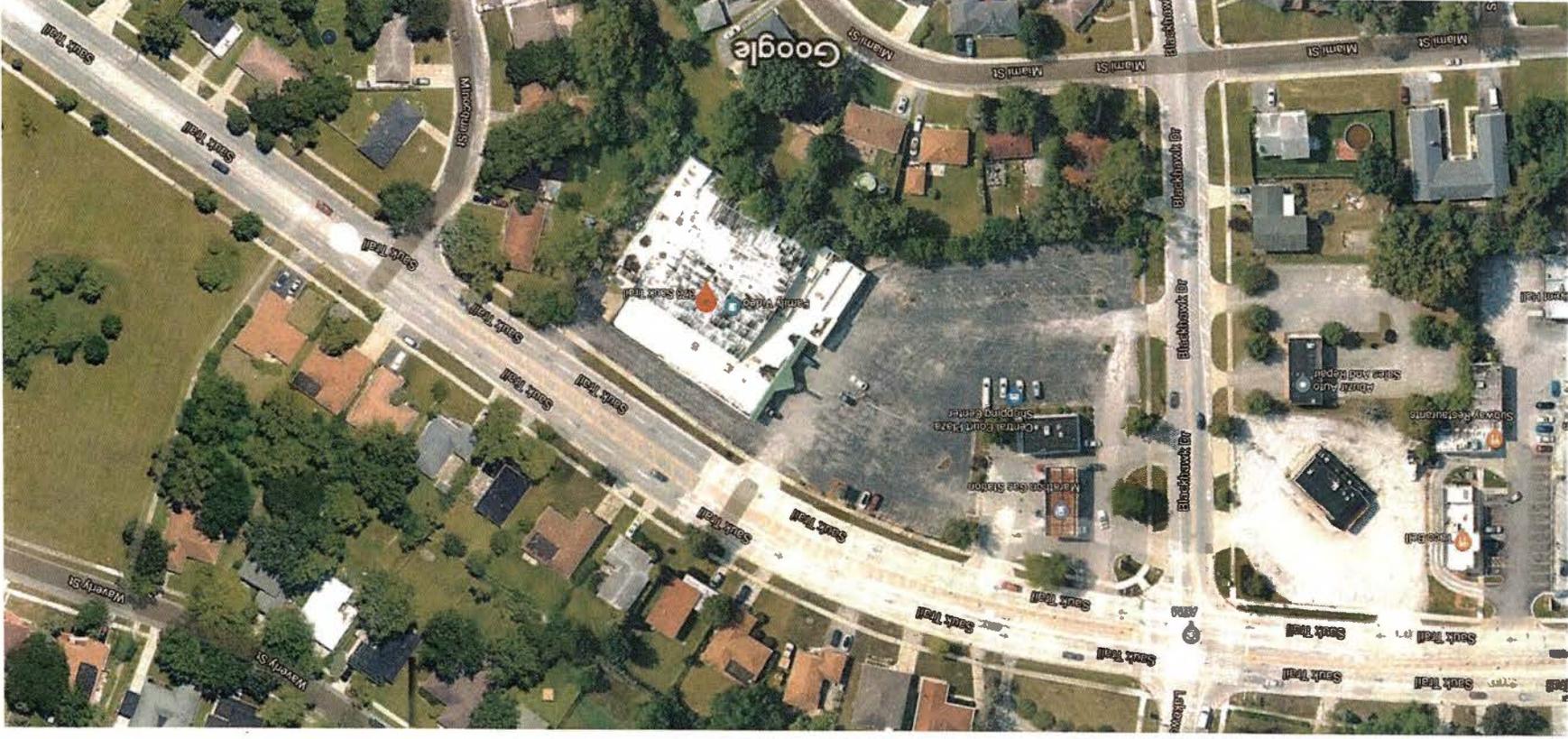
Copyright © 1998 by Family Video
All Rights Reserved

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.



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.

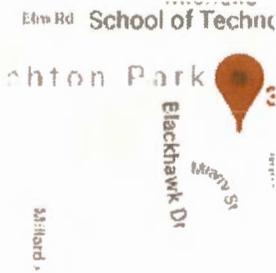
We plan on working with Park Forest appropriate departments for approval on the face changes if needed.



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 10:00 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 BRIEFING

TO: Mayor Jonathan Vanderbilt
Board of Trustees

FROM: Thomas K. Mick,
Village Manager

DATE: February 26, 2020

RE: An Ordinance Amending the Village Code of Ordinances of the Village of Park Forest Governing the Board of Fire and Police Commissioners

BACKGROUND/DISCUSSION:

State statute has longstanding language regarding the appointment of members to Fire and Police Commissions at the local government level. In particular, there is a stipulation which relates to political party affiliation and that an appointee must declare in writing which party she or he supports. As best as Village Staff can tell in looking back through Village archives, the Village of Park Forest has never enforced this requirement. This likely has been attributable to Park Forest's longstanding status as a non-partisan community when it comes to local elections.

Being made aware of this caveat in the state law, the Village should consider moving forward with an amendment to the Village Code of Ordinances which accurately reflects what takes place in Park Forest with regard to appointments for the Board of Fire and Police Commissioners. The attached ordinance, drafted by Village Attorney Ross Secler, amends Village Code with regard to eligibility requirements for members of the Village Board of Fire and Police Commissioners to ensure that it operates in a non-partisan manner without any of the statutory political party affiliation or declaration requirements. Finally, Village legal counsel has located relevant case law which allows Park Forest to amend the Code of Ordinances in this manner as an exercise of the Village's Home Rule authority.

SCHEDULE FOR CONSIDERATION: This item will appear on the March 2, 2020 Special Regular Meeting for First Reading and the Village Board Rules Meeting agenda for discussion.

ORDINANCE No. _____

**AN ORDINANCE AMENDING CHAPTER 2 (“ADMINISTRATION”) OF
THE CODE OF ORDINANCES OF THE VILLAGE OF PARK FOREST
GOVERNING THE BOARD OF FIRE AND POLICE COMMISSIONERS**

WHEREAS, the Village of Park Forest, Cook County and Will County, Illinois (the “Village”) is a home rule municipality pursuant to Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and perform any function pertaining to its government and affairs (the “Home Rule Powers”); and

WHEREAS, the Mayor and the Board of Trustees of the Village of Park Forest (the “Corporate Authorities”) may from time to time amend the text of the Code of Ordinances for the Village of Park Forest when it is determined to be in the best interest of the Village; and

WHEREAS, the Village of Park Forest operates in a non-partisan fashion and does not believe that political party affiliation should be considered in making appointments to the Board of Fire and Police Commissioners in and for the Village of Park Forest; and

WHEREAS, the Mayor and Board of Trustees believe it is in the best interest of the Village to amend the eligibility requirements to remove any qualification requiring any declaration of political party affiliation for members appointed to the Board of Fire and Police Commissioners in and for 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, as follows:

SECTION 1. That the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

SECTION 2. That Chapter 2, Article V, Section 2-357 of the Code of Ordinances of the Village of Park Forest is hereby amended as follow by adding the underlined portions:

Sec. 2-357. - Appointment; terms of office.

The president, with the consent of the board of trustees, shall appoint the board of fire and police commissioners. Such board shall consist of three members, whose terms of office shall be three years and until their respective successors are appointed and have qualified. No such appointment, however, shall be made by any president within 30 days before the expiration of his/**her** term of office. Vacancies on the board shall be filled in the same manner as the original appointments. A majority of the board constitutes a quorum for the conduct of the board's business.

The village board of fire and police commissioners shall be considered nonpartisan and political party affiliation shall not be considered when determining member eligibility or the composition of the board. Each member appointed therein shall serve in a nonpartisan capacity without declaring affiliation to any political

party for purposes of determining the eligible composition of the board and shall not be required to swear to any affidavit or make any other statement regarding political party affiliation in the member's capacity as a member of the board of fire and compliance commissioners.

Except as provided in this Code, in all other respects, Section 10-2.1-3 of the Illinois Municipal Code, 65 ILCS 5/1-1-1, et seq., is hereby adopted.

SECTION 3: If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4: Any ordinance, resolutions, motions or orders (or portion thereof) in conflict with this Ordinance are hereby repealed to the extent of such conflict in conflict with any provisions of this Ordinance is hereby repealed solely to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

[Remainder of Page Intentionally Left Blank]

PASSED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois this _____ day of _____, 2020, pursuant to roll call vote, as follows:

	Yes	No	Absent	Present
Tiffani Graham				
Maya Hardy				
Candyce Herron				
Glenna Hennessy				
Theresa Settles				
Joseph Woods				
Jonathan Vanderbilt				
TOTAL:				

APPROVED by the Mayor of the Village of Park Forest, Cook and Will Counties, Illinois on this _____ day of _____, 2020.

APPROVED

:

ATTEST:

Jonathan Vanderbilt

Sheila McGann

State of Illinois)
) ss
Counties of Cook and Will)

CERTIFICATION

I, Sheila McGann, do hereby certify that I am the duly qualified and elected Clerk of the Village of Park Forest, Cook and Will Counties, Illinois, and that as such Clerk I do have charge of and custody of the books and records of the Village of Park Forest, Cook and Will Counties, Illinois.

I do hereby further certify that the foregoing is a full, true and correct copy of Ordinance No. _____, **“AN ORDINANCE AMENDING CHAPTER 2 (“ADMINISTRATION”) OF THE CODE OF ORDINANCES OF THE VILLAGE OF PARK FOREST GOVERNING THE BOARD OF FIRE AND POLICE COMMISSIONERS”** passed and approved by the Mayor and Board of Trustees of the Village of Park Forest, Illinois on _____, 2020.

IN WITNESS WHEREOF, I have hereunto affixed my hand and the Corporate Seal of the Village of Park Forest, Cook and Will Counties, Illinois this ____ day of _____, 2020.

Sheila McGann
Village Clerk
Village of Park Forest

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

7:00 p.m.

March 2, 2020

Roll Call

1. IT Services Request for Proposal (RFP) Results and Recommendation
2. An Ordinance Amending the Village Code of Ordinances of the Village of Park Forest Governing the Board of Fire and Police Commissioners
3. Contract Renewal of Village Wide Sidewalk and Curb Restoration Program
4. Contract Renewal of the Asphalt Patching Program
5. Renewal of Contract for Removal of Lime Residuals
6. Motor Fuel Tax Maintenance Resolution and Municipal Maintenance cost Estimate for Fiscal Year 2021

Mayor's Comments

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors

Adjournment

Executive Session

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 MEMORANDUM

DATE: February 25, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

FROM: Mark A. Pries, Deputy Village Manager/Finance Director

RE: IT Services Request for Proposal (RFP) Results

BACKGROUND/DISCUSSION:

One of the issues that came to light after last year's ransomware attack was the IT division in the Finance department had a structure unlike the other departments in the Village as there was no succession plan in place should the IT Administrator leave the Village. There was an IT Technician in place but this position did not have the ability to manage the Village's network for extended periods of time. Given the fact there were only two IT positions in the entire Village structure, difficult decisions were made to change the structure of the IT division. The IT Technician position was eliminated and the Village went out to bid for managed IT services from a firm that could provide daily support to the IT Administrator as well as higher-level support in the planning, developing and budget areas of the Village's IT network, which also includes the Village's telephone system (VOIP). Lastly, this change is also meant to bring in a firm that could manage the Village's IT network in the event the IT Administrator leaves the Village.

Given the high degree of technical expertise needed by the successful IT firm, the Village's purchasing policy allows the requirement of placing public ads soliciting bids to be waived. Four members of the Village staff – the IT Administrator, Director of Human Resources, one of the Deputy Police Chiefs and the Deputy Village Manager – formed the committee that worked on this process. Eight IT firms were contacted and sent a request for proposal. As part of the RFP process, potential bidding firms had the ability to schedule a walk-through of the Village's facilities to get a better understanding of the IT network. Not all firms scheduled a walk-through but all eight firms replied to the RFP and the bid tab is attached to this memo.

Two firms, Current Technologies and Client First, presented proposals that the committee believed provided the best fit for the Village while also being affordable. At this point, references were checked and it became very clear that Client First's services were viewed much more favorably than Current Technologies. Also, during the voluntary walk-throughs before the bids were submitted, Client First demonstrated the most familiarity

and technical understanding of the firms that scheduled a walk-through. Client First was brought in for an interview with the committee and, afterwards, the committee unanimously decided to recommend the hiring of Client First. Client First's annual cost of \$87,160 is the lowest cost of all bidders except the DSN Group. However, the cost given by the DSN Group was for a level of services below what was detailed in the RFP and there was information missing from DSN's bid that was required as specified in the RFP which resulted in DSN being disqualified from further consideration. Client First's hourly rate sheet is attached to this memo. The annual cost for Client First is afforded by reassigning the salary and benefits cost from the former IT Technician, which is currently \$98,652 annually.

Client First is a national company that has its second largest office located in Schaumburg. Their client list has several municipal clients and some of those clients have very similar networks and operational software/hardware as the Village of Park Forest. Village staff have already reviewed Client First's sexual harassment policy (an IRMA requirement) and the engagement agreement and all are acceptable. The last item that needs to be done is any staff from Client First who will work in the Police department will need to be fingerprinted and have a background check done but these will be done after Board approval but before Client First begins working for the Village.

Based upon the above items, staff believes Client First is the right fit for the Village at this time. Staff recommends the Village Board allow the Village Manager to enter into an agreement with Client First for managed IT services for the Village based on the hourly rates provided in the Client First proposal.

SCHEDULE FOR CONSIDERATION:

This matter will appear for discussion at the Rules Meeting on March 2, 2020.

<u>Vendor</u>	<u>Price</u>	<u>Comments</u>
Kings Enterprise Based Solutions, LLC	\$95,190 annually	Dell Compellent and CISCO networkKings team (CCIE, CCNA, CCMP and UCCE) Appear to have good experience but staff is small to medium/small and this might not work Clarify their resumes-do they show their work while working for Kings or is it all before they joined Kings? How long has this company been in business?
DSN Group	\$6,840/month only includes (2) 4-hour days per week this cost is for services well below what was requested in RFP	Good experience but limited clients and they seem to be managed by a larger firm In business since 1994 Do not like continuous mention of purchasing blocks of hours and about half of services are outside of monthly fee No mention of phone/VOIP system experience They provided NO information on their staff - THIS WAS REQUIRED IN THE RFP
Sikich, LLP	\$20,250/month	NO
Current Technologies	\$99,732 annually	Smaller sized but seems to have good array of experience; good amount of municipal clients In business since 1997 Org chart doesn't reconcile to job titles from individual resumes Senior IT Consultant shows good municipal experience several individuals show communication and telecommunication experience Quote seems to provide the closest services to what we need and they seem the most flexible
ProxIt	\$91,440 annually	In business since 2014 Small staff size with good client base/only 5 gov't clients Determine exact cost based on # of computers and # of servers Decent amount of certifications but education is a concern No mention of phone/VOIP system experience Proposal and experience seems very light
Prescient	\$185,000 annually	NO
Client First	\$87,160 annually	over 15 years experience; shows extensive municipal experience specifically show VOIP experience; staff experience, education and certifications look strong Response times (p 20) seem high metrics and measurements appear the most straight-forward of all proposals management methodology chart (p 23) seems exactly what we need and asked for in RFQ
RK Dickson	\$119,880 annually	35 years experience; 220 employees; owned by GIS a XEROX subsidiary work with 120 counties in Iowa, Illinois and wisconsin; have 50 managed services customers Proposal appears completely built around call-in service; \$9,990 monthly quote does NOT include any on-site time This is NOT what we need

Cost Proposal

Fee Information

Our fees are based on the time spent on a project at our standard rates. Our standard billing rates for these types of services are based on the type and level of the assigned consultants' skill sets. However, we have discounted our rates for this engagement. We do not anticipate any travel-related expenses. Other reimbursable items for IT support may include relatively small hardware, which will only be purchased after consulting with the Village of Park Forest and obtaining written approval.

Summary Rates	
Consultant Level	Hourly Rate
Administrative Staff	\$ 50
IT Technician and Senior Technician	\$ 95
Network Engineer/Project Management/Consultant	\$ 150
Senior Network Engineer/Senior Consultant	\$ 165
Specialized Senior Consulting – Director Level	\$ 185
Partner	\$ 195

Network Engineer and Project Management are expected to include the majority of higher-level engineering or project-related work. Specialized Senior Consulting – Director Level includes team leads in telecommunications, structured cabling, and applications (ERP, land management, CAD/RMS) subject matter experts. Partner includes the three partners in the firm.

AGENDA BRIEFING

DATE: February 21, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

FROM: Nicholas Christie – Assistant Village Engineer - DPW

RE: Contract Renewal of Village Wide Sidewalk and Curb Restoration Program

BACKGROUND/DISCUSSION:

On April 15, 2019, the Village entered into a contract with Olthoff, Inc. located in Chicago Heights, IL for its Village Wide Sidewalk and Curb Restoration Program. See the attached tabulation from last year's bid. Under this contract, Olthoff, Inc. agreed to fix concrete that was broken during water main breaks, sewer repairs, or tripping hazards. The company agreed to respond to work once the Village had accumulated over 40 cubic yards. Generally, this means that concrete restoration work takes place in mid-summer, late fall, and early spring to minimize the time it take to repair water main break and sewer repair locations.

On page 5 of the contract, there is a renewal clause for Fiscal '21 and Fiscal '22:
“Upon written agreement of both parties no later than April 1, 2020 and 2021, this contract may be renewed by the Village of Park Forest for a period of one successive year under the same terms and conditions as in this original contract subject to approval by the Village Board. The contract unit prices may be changed for the renewal periods with price adjustments based on the Consumer Price Index (CPI). The total number of renewal years permitted shall not exceed two (2).”

Staff recommends renewing this contract for Fiscal '21 at a 2.3% increase based upon CPI. Olthoff, Inc. successfully completed all items in the current contract and has indicated they would like to renew the contract. See attached signed renewal letter. The attached price tabulation indicates the contract unit costs with an estimated Fiscal 2021 quantity.

RECOMMENDATION: Renew the Village Wide Sidewalk and Curb Restoration Program contract with Olthoff, Inc., located in Chicago Heights, IL, with a 2.3% increase. Authorize the Village Manager into enter into said contract in the amount of \$117,752.21 with a 10% contingency for any additional work as determined by the Village Engineer for a total cost not to exceed \$129,527.43. Funds for the work are located in the General, MFT, Sewer, and Water Funds in the Fiscal 2021 Budget. The contingency accounts for an unknown volume of utility repair restoration.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules meeting of March 2, 2020 for your discussion.

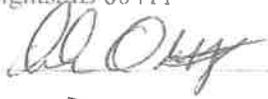
**LETTER OF UNDERSTANDING
FISCAL 2020 SIDEWALK AND CURB RESTORATION PROGRAM
WITH THE VILLAGE OF PARK FOREST – RENEWAL 2020-2021**

The current Fiscal 2020 Sidewalk and Curb Restoration Contract, as concluded on April 17, 2019, between Olthoff (Contractor), Chicago Heights, IL and the Village of Park Forest, IL (Owner) expires June 30, 2020. Page 5 of the contract contains the following language:

“Upon written agreement of both parties no later than April 1, 2020 and 2021, this contract may be renewed by the Village of Park Forest for a period of one successive year under the same terms and conditions as in this original contract subject to approval by the Village Board. The contract unit prices may be changed for the renewal periods with price adjustments based on the Consumer Price Index (CPI). The total number of renewal years permitted shall not exceed two (2).”

By signature of its corporate officer below, the Contractor hereby acknowledges and accepts the Owner's offer to extend the contract for an additional year until June 30, 2021 and an adjusted rate of CPI Increase of 2.3%. See attached adjusted unit prices. All other terms and conditions within the contract shall remain in effect as agreed upon in the original contract.

Agreed by:
Olthoff, Inc.
1800 Eats Joe Orr Road
Chicago Heights, IL 60411

Signature: 
Name (print): Dale Olthoff
Title: President

2/19/2020
Date

Attest:

For Village of Park Forest

Village Clerk

By: _____
Village Manager

(seal)

		UNIT	TOTAL QUANTITY	2020 UNIT PRICE	2021 ADJ. 2.3% UNIT PRICE	EXTENDED
ESTIMATED UTILITY RESTORATIONS (1 YEAR)						
1	FURNISH AND INSTALL PCC SIDEWALK (5" THICK)	SQ. FT	1,900	\$7.38	\$7.55	\$14,344.51
2	FURNISH AND INSTALL PCC SIDEWALK AT DRIVE (6.25" THICK)	SQ. FT	300	\$8.61	\$8.81	\$2,642.41
3	FURNISH AND INSTALL PCC COMBINATION SIDEWALK (5" THICK)	SQ. FT	900	\$8.61	\$8.81	\$7,927.23
4	FURNISH AND INSTALL PCC COMBINATION SIDEWALK AT DRIVE (6.25" THICK)	SQ. FT	450	\$10.33	\$10.57	\$4,755.42
5	FURNISH AND INSTALL DETECTABLE ADA WARNING PLATES	SQ. FT	40	\$29.43	\$30.11	\$1,204.28
6	FURNISH AND INSTALL VARIABLE CURB & GUTTER	L.F.	300	\$28.15	\$28.80	\$8,659.24
7	FURNISH AND INSTALL P.C.C. DRIVEWAY APRON	SQ. FT	1,500	\$8.11	\$8.30	\$12,444.80
8	FURNISH TRAFFIC CONTROL AND PROTECTION (TOTAL PER CALL OUT)	EA.	3	\$1,844.20	\$1,886.62	\$5,659.85
ESTIMATED SIDEWALK AND CURB REPAIRS (1 YEAR)						
9	REMOVE AND REPLACE PCC SIDEWALK	SQ. FT	3,000	\$7.81	\$7.99	\$22,968.89
10	REMOVE AND REPLACE PCC COMBINATION SIDEWALK	SQ. FT	2,700	\$9.23	\$9.44	\$25,494.18
11	REMOVE AND REPLACE VARIABLE CURB & GUTTER	L.F.	250	\$35.84	\$36.66	\$9,166.08
12	FURNISH AND INSTALL DETECTABLE ADA WARNING PLATES	SQ. FT	50	\$29.43	\$30.11	\$1,505.34
					2021 TOTAL	\$117,752.21

DO

				Engineers Estimate		OLTHOFF, Inc.		Precision Grading and Excavating		Davis Concrete Construction Co.	
		UNIT	TOTAL QUANTITY	UNIT PRICE	EXTENDED	UNIT PRICE	EXTENDED	UNIT PRICE	EXTENDED	UNIT PRICE	EXTENDED
ESTIMATED UTILITY RESTORATIONS (1 YEAR)											
1	FURNISH AND INSTALL PCC SIDEWALK (5" THICK)	SQ. FT	1,900	\$8.24	\$15,656.00	\$7.38	\$14,022.00	\$7.50	\$14,250.00	\$8.50	\$16,150.00
2	FURNISH AND INSTALL PCC SIDEWALK AT DRIVE (6.25" THICK)	SQ. FT	300	\$9.27	\$2,781.00	\$8.61	\$2,583.00	\$8.50	\$2,550.00	\$9.35	\$2,805.00
3	FURNISH AND INSTALL PCC COMBINATION SIDEWALK (5" THICK)	SQ. FT	900	\$10.30	\$9,270.00	\$8.61	\$7,749.00	\$8.95	\$8,055.00	\$10.35	\$9,315.00
4	FURNISH AND INSTALL PCC COMBINATION SIDEWALK AT DRIVE (6.25" THICK)	SQ. FT	450	\$11.33	\$5,098.50	\$10.33	\$4,648.50	\$9.75	\$4,387.50	\$11.00	\$4,950.00
5	FURNISH AND INSTALL DETECTABLE ADA WARNING PLATES	SQ. FT	40	\$25.75	\$1,030.00	\$29.43	\$1,177.20	\$25.00	\$1,000.00	\$37.50	\$1,500.00
6	FURNISH AND INSTALL VARIABLE CURB & GUTTER	L.F.	300	\$30.90	\$9,270.00	\$28.15	\$8,445.00	\$40.00	\$12,000.00	\$35.00	\$10,500.00
7	FURNISH AND INSTALL P.C.C. DRIVEWAY APRON	SQ. FT	1,500	\$9.27	\$13,905.00	\$8.11	\$12,165.00	\$8.00	\$12,000.00	\$9.35	\$14,025.00
8	FURNISH TRAFFIC CONTROL AND PROTECTION (TOTAL PER CALL OUT)	EA.	3	\$309.00	\$927.00	\$1,844.20	\$5,532.60	\$1,000.00	\$3,000.00	\$1,500.00	\$4,500.00
ESTIMATED SIDEWALK AND CURB REPAIRS (1 YEAR)											
9	REMOVE AND REPLACE PCC SIDEWALK	SQ. FT	3,000	\$8.24	\$24,720.00	\$7.81	\$23,430.00	\$7.50	\$22,500.00	\$8.50	\$25,500.00
10	REMOVE AND REPLACE PCC COMBINATION SIDEWALK	SQ. FT	2,700	\$10.30	\$27,810.00	\$9.23	\$24,921.00	\$9.15	\$24,705.00	\$10.60	\$28,620.00
11	REMOVE AND REPLACE VARIABLE CURB & GUTTER	L.F.	250	\$30.90	\$7,725.00	\$35.84	\$8,960.00	\$45.00	\$11,250.00	\$35.00	\$8,750.00
12	FURNISH AND INSTALL DETECTABLE ADA WARNING PLATES	SQ. FT	50	\$25.75	\$1,287.50	\$29.43	\$1,471.50	\$25.00	\$1,250.00	\$37.50	\$1,875.00
				TOTAL	\$119,480.00	TOTAL	\$115,104.80	TOTAL	\$116,947.50	TOTAL	\$128,490.00
						Apparent Low Bidder					

				J&J Newell Concrete Contractors, Inc.		Burrink Commercial Services		Strada Construction Co.	
		UNIT	TOTAL QUANTITY	UNIT PRICE	EXTENDED	UNIT PRICE	EXTENDED	UNIT PRICE	EXTENDED
ESTIMATED UTILITY RESTORATIONS (1 YEAR)									
1	FURNISH AND INSTALL PCC SIDEWALK (5" THICK)	SQ. FT	1,900	\$8.00	\$15,200.00	\$5.00	\$9,500.00	\$9.50	\$18,050.00
2	FURNISH AND INSTALL PCC SIDEWALK AT DRIVE (6.25" THICK)	SQ. FT	300	\$8.50	\$2,550.00	\$6.50	\$1,950.00	\$9.75	\$2,925.00
3	FURNISH AND INSTALL PCC COMBINATION SIDEWALK (5" THICK)	SQ. FT	900	\$8.95	\$8,055.00	\$7.00	\$6,300.00	\$10.50	\$9,450.00
4	FURNISH AND INSTALL PCC COMBINATION SIDEWALK AT DRIVE (6.25" THICK)	SQ. FT	450	\$10.00	\$4,500.00	\$8.50	\$3,825.00	\$10.75	\$4,837.50
5	FURNISH AND INSTALL DETECTABLE ADA WARNING PLATES	SQ. FT	40	\$30.00	\$1,200.00	\$30.00	\$1,200.00	\$22.00	\$880.00
6	FURNISH AND INSTALL VARIABLE CURB & GUTTER	L.F.	300	\$30.00	\$9,000.00	\$20.00	\$6,000.00	\$38.00	\$11,400.00
7	FURNISH AND INSTALL P.C.C. DRIVEWAY APRON	SQ. FT	1,500	\$8.00	\$12,000.00	\$6.50	\$9,750.00	\$10.00	\$15,000.00
8	FURNISH TRAFFIC CONTROL AND PROTECTION (TOTAL PER CALL OUT)	EA.	3	\$300.00	\$900.00	\$3,500.00	\$10,500.00	\$500.00	\$1,500.00
ESTIMATED SIDEWALK AND CURB REPAIRS (1 YEAR)									
9	REMOVE AND REPLACE PCC SIDEWALK	SQ. FT	3,000	\$7.45	\$22,350.00	\$10.00	\$30,000.00	\$9.50	\$28,500.00
10	REMOVE AND REPLACE PCC COMBINATION SIDEWALK	SQ. FT	2,700	\$11.50	\$31,050.00	\$11.00	\$29,700.00	\$10.50	\$28,350.00
11	REMOVE AND REPLACE VARIABLE CURB & GUTTER	L.F.	250	\$30.00	\$7,500.00	\$40.00	\$10,000.00	\$38.00	\$9,500.00
12	FURNISH AND INSTALL DETECTABLE ADA WARNING PLATES	SQ. FT	50	\$30.00	\$1,500.00	\$30.00	\$1,500.00	\$22.00	\$1,100.00
				TOTAL	\$115,805.00	TOTAL	\$120,225.00	TOTAL	\$131,492.50

AGENDA BRIEFING

DATE: February 21, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

FROM: Nicholas Christie – Assistant Village Engineer - DPW

RE: Contract Renewal of the Asphalt Patching Program

BACKGROUND/DISCUSSION:

On April 15, 2019, the Village entered into a contract with Olthoff, Inc. located in Chicago Heights, IL, for its Annual Asphalt Patching Program. See the attached tabulation from last year's bid. Under this contract, Olthoff, Inc. agreed to fix patch streets where relatively small and defined pavement failures have occurred and where utility restorations are needed. The company agreed to respond to work once the Village had accumulated over 150 square yards. Generally, this means that patching work takes place in mid-summer, late fall, and early Spring, to minimize the time it take to repair water main break and sewer repair locations.

On page 21 of the contract, there is a renewal clause for Fiscal '21 and Fiscal '22:

“Upon written agreement of both parties no later than April 1, 2020 and 2021, the contract may be renewed by the Village of Park Forest for a period of one successive year under the same terms and conditions as in the original contract subject to approval by the Village Board. The contract unit prices may be changed for the renewal periods with price adjustments based on the Consumer Price Index (CPI). If asphalt prices exceed the CPI adjustment, the Village of Park Forest will have the right to grant a renewal based upon Bituminous Material Cost Adjustment, as described in this contract”.

Staff recommends renewing this contract for Fiscal '20 at a 2.3% increase based upon CPI. Olthoff, Inc. successfully completed all items in the current contract and has indicated they would like to renew the contract. See attached signed renewal letter. The attached price tabulation indicates the contract unit costs with an estimated Fiscal 2021 quantity.

RECOMMENDATION: Renew the Asphalt Patching Program contract with Olthoff, Inc. located in Chicago Heights, IL, with a 2.3% increase. Authorize the Village Manager into enter into said contract in the amount of \$100,994.65 with a contingency for any additional work as determined by the Village Engineer for a total cost not to exceed \$175,000. Funds for the work are located in the General, MFT, Sewer, and Water Funds of the Fiscal 2021 Budget.

This contract is for the entire fiscal year. The large contingency accounts for an unknown volume of utility repair restoration. Also, DPW will need to evaluate the best use of its General Fund dollars in consideration of the proper split between patching and next year's full road resurfacing program. The contingency allows for flexibility in planning, while not exceeding the Contractual Street Maintenance Line Item in the General Fund.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules meeting of March 2, 2020 for your discussion.

**LETTER OF UNDERSTANDING
FISCAL 2020 ASPHALT PATCHING PROGRAM CONTRACT
WITH THE VILLAGE OF PARK FOREST – RENEWAL 2020-2021**

The current Fiscal 2020 Asphalt Patching Program Contract, as concluded on April 17, 2019, between Olthoff (Contractor), Chicago Heights, IL and the Village of Park Forest, IL (Owner) expires June 30, 2020. Page 21 of the contract contains the following language:

"Upon written agreement of both parties no later than April 1, 2020 and 2021, the contract may be renewed by the Village of Park Forest for a period of one successive year under the same terms and conditions as in the original contract subject to approval by the Village Board. The contract unit prices may be changed for the renewal periods with price adjustments based on the Consumer Price Index (CPI). If asphalt prices exceed the CPI adjustment, the Village of Park Forest will have the right to grant a renewal based upon Bituminous Material Cost Adjustment, as described in this contract".

By signature of its corporate officer below, the Contractor hereby acknowledges and accepts the Owner's offer to extend the contract for an additional year until June 30, 2021 and an adjusted rate of CPI Increase of 2.3%. See attached adjusted unit prices. All other terms and conditions within the contract shall remain in effect as agreed upon in the original contract.

Agreed by:

Olthoff, Inc.
1800 Eats Joe Orr Road
Chicago Heights, IL 60411

Signature: 

7/19/2020
Date

Name (print): Dale Olthoff

Title: President

Attest:

For Village of Park Forest

Village Clerk

By: _____
Village Manager

(seal)

Fiscal 2021 Asphalt Patching Program Contract Renewal

2/10/2020

ITEM #	DESCRIPTION	ESTIMATED QUANTITY	UNIT	2020 UNIT PRICE	2021 ADJ. UNIT PRICE	EXTENDED AMOUNT
1	Road Class D Patch 5 1/2" (Type 1)	150	SY	\$61.49	\$62.90	\$9,435.64
2	Road Class D Patch 5 1/2" (Type 2)	600	SY	\$58.27	\$59.61	\$35,766.13
3	Road Class D Patch 5 1/2" (Type 3)	600	SY	\$51.38	\$52.56	\$31,537.04
4	Road Class D Patch 5 1/2" (Type 4)	150	SY	\$48.48	\$49.60	\$7,439.26
5	Drive Class D Patch 5 1/2" (Type 1)	30	SY	\$62.73	\$64.17	\$1,925.18
6	Drive Class D Patch 5 1/2" (Type 2)	120	SY	\$54.36	\$55.61	\$6,673.23
7	Drive Class D Patch 5 1/2" (Type 3)	120	SY	\$53.22	\$54.44	\$6,533.29
8	Drive Class D Patch 5 1/2" (Type 4)	30	SY	\$54.90	\$56.16	\$1,684.88

BID TOTAL	\$100,994.65
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BID TABULATIONS
Fiscal 2020 Asphalt Patching Program

3/20/2019

				Park Forest Estimate		M&J Asphalt Paving Company, Inc.		Pavement Systems, Inc.		Apparent Low Bidder Olthoff		Sanchez Paving	
ITEM #	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	Road Class D Patch 5 1/2" (Type 1)	150	SY	\$83.20	\$12,480.00	\$77.00	\$11,550.00	\$92.00	\$13,800.00	\$61.49	\$9,223.50	\$62.00	\$9,300.00
2	Road Class D Patch 5 1/2" (Type 2)	600	SY	\$67.60	\$40,560.00	\$74.00	\$44,400.00	\$90.00	\$54,000.00	\$58.27	\$34,962.00	\$60.00	\$36,000.00
3	Road Class D Patch 5 1/2" (Type 3)	600	SY	\$67.60	\$40,560.00	\$72.00	\$43,200.00	\$88.00	\$52,800.00	\$51.38	\$30,828.00	\$58.00	\$34,800.00
4	Road Class D Patch 5 1/2" (Type 4)	150	SY	\$62.40	\$9,360.00	\$70.00	\$10,500.00	\$86.00	\$12,900.00	\$48.48	\$7,272.00	\$56.00	\$8,400.00
5	Drive Class D Patch 5 1/2" (Type 1)	30	SY	\$93.60	\$2,808.00	\$82.00	\$2,460.00	\$85.00	\$2,550.00	\$62.73	\$1,881.90	\$70.00	\$2,100.00
6	Drive Class D Patch 5 1/2" (Type 2)	120	SY	\$72.80	\$8,736.00	\$80.00	\$9,600.00	\$80.00	\$9,600.00	\$54.36	\$6,523.20	\$68.00	\$8,160.00
7	Drive Class D Patch 5 1/2" (Type 3)	120	SY	\$72.80	\$8,736.00	\$77.00	\$9,240.00	\$75.00	\$9,000.00	\$53.22	\$6,386.40	\$66.00	\$7,920.00
8	Drive Class D Patch 5 1/2" (Type 4)	30	SY	\$67.60	\$2,028.00	\$72.00	\$2,160.00	\$70.00	\$2,100.00	\$54.90	\$1,647.00	\$64.00	\$1,920.00
				BID TOTAL	\$125,268.00	BID TOTAL	\$133,110.00	BID TOTAL	\$156,750.00	BID TOTAL	\$98,724.00	BID TOTAL	\$108,600.00
												AS READ	\$132,000.00

				McGill Construction Co. LLC		Gallagher Asphalt Corporation		Matthew Paving Inc.		D Construction	
ITEM #	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	Road Class D Patch 5 1/2" (Type 1)	150	SY	\$65.00	\$9,750.00	\$73.00	\$10,950.00	\$68.00	\$10,200.00	\$75.00	\$11,250.00
2	Road Class D Patch 5 1/2" (Type 2)	600	SY	\$60.00	\$36,000.00	\$66.00	\$39,600.00	\$62.00	\$37,200.00	\$75.00	\$45,000.00
3	Road Class D Patch 5 1/2" (Type 3)	600	SY	\$52.50	\$31,500.00	\$60.00	\$36,000.00	\$55.00	\$33,000.00	\$72.00	\$43,200.00
4	Road Class D Patch 5 1/2" (Type 4)	150	SY	\$50.00	\$7,500.00	\$58.00	\$8,700.00	\$50.00	\$7,500.00	\$72.00	\$10,800.00
5	Drive Class D Patch 5 1/2" (Type 1)	30	SY	\$70.00	\$2,100.00	\$77.00	\$2,310.00	\$75.00	\$2,250.00	\$85.00	\$2,550.00
6	Drive Class D Patch 5 1/2" (Type 2)	120	SY	\$55.00	\$6,600.00	\$69.00	\$8,280.00	\$65.00	\$7,800.00	\$85.00	\$10,200.00
7	Drive Class D Patch 5 1/2" (Type 3)	120	SY	\$52.50	\$6,300.00	\$64.00	\$7,680.00	\$63.00	\$7,560.00	\$83.00	\$9,960.00
8	Drive Class D Patch 5 1/2" (Type 4)	30	SY	\$54.00	\$1,620.00	\$59.00	\$1,770.00	\$75.00	\$2,250.00	\$83.00	\$2,490.00
				BID TOTAL	\$101,370.00	BID TOTAL	\$115,290.00	BID TOTAL	\$107,760.00	BID TOTAL	\$135,450.00

AGENDA BRIEFING

DATE: February 24, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

FROM: Nicholas Christie – Assistant Director of Public Works/Village Engineer

SUBJECT: **Renewal** of Contract for Removal of Lime Residuals

BACKGROUND/DISCUSSION:

Almost three years ago, on Tuesday, March 28, 2017, at 2:30 p.m., the Department of Public Works opened 3 bids for Removal and Land Application of Lime Residuals from the Water Treatment Plant and Lagoon. Bids were advertised in the Daily Southtown, Village Website, and mailed to 2 known bidders. A total of 10 prospective bidders requested access to view the documents online. Greg Hamann Trucking Company from Grant Park, IL was the lowest bidder in the amount of \$216,000. See attached Bid Tab.

The Water Plant incorporates a plate press, which dewateres the lime residuals produced by the lime softening process (Water Plant Residuals). The press discharges the residuals, by gravity, into a semi-truck trailer located on the first floor. The Water Plant produces approximately 10 dry tons of residuals per day.

The Water Plant also incorporates a settling lagoon which is used as a backup system to the press (Lagoon Residuals). The slurry is pumped to the lagoons where solids are allowed to settle and the remaining water is treated and released or evaporates from the lagoon. Residuals removed from the lagoons are required, as needed.

This contract consists of the removal of lime residuals from the Water Plant along with removal of additional residuals accumulated in the lime lagoons. On page 24 of the contract, there is a renewal clause as stated below: *“Upon written agreement of both parties no later than March 1, 2018, 2019, 2020, and 2021, this contract may be renewed by the Village of Park Forest for a period of one successive year under the same terms and conditions as in this original contract subject to approval by the Village Board. The contract unit prices may be changed for the renewal periods with price adjustments based on the Consumer Price Index (CPI). The total number of renewal years permitted shall not exceed four (4).”*

Staff recommends renewing this contract for Fiscal 2021 at a 2.3% increase based upon CPI. Greg Hamann Trucking successfully completed all items in the current contract and has indicated they would like to renew the contract. See attached signed renewal letter. The attached price tabulation indicates the contract unit costs with an estimated Fiscal 2021 quantity.

The contract will be paid from the 2020/2021 Budget under the water fund.

RECOMMENDATION: Award this contract to Greg Hamann Trucking Co. of Grant Park, Illinois for a total price of \$229,929.48, with a 25% contingency for any additional work, for a total not to exceed cost of \$287,411.85.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules Meeting of March 2, 2020 for your discussion.

**LETTER OF UNDERSTANDING
REMOVAL AND DISPOSAL OF LIME RESIDUALS CONTRACT
WITH THE VILLAGE OF PARK FOREST – EXTENSION 2020-2021**

The current operative Removal and Disposal of Lime Residuals Contract between Greg Hamann Trucking, Co. (Contractor), Grant Park, IL and the Village of Park Forest, IL (Owner) expires June 30, 2020. The Instructions to Bidders contains the following language:

“Upon written agreement of both parties no later than March 1, 2018, 2019, 2020, and 2021, this contract may be renewed by the Village of Park Forest for a period of one successive year under the same terms and conditions as in this original contract subject to approval by the Village Board. The contract unit prices may be changed for the renewal periods with price adjustments based on the Consumer Price Index (CPI). The total number of renewal years permitted shall not exceed four (4).”

The contract unit prices for the extension term beginning July 1, 2020 and ending June 30, 2021 shall be increased by 2.3% based upon current CPI and as listed below:

Water Plant Residuals – Removal and Disposal	\$37.26/ton
Lagoon Residuals – Removal and Disposal	\$40.45/ton

By signature of its corporate officer below, the Contractor hereby acknowledges and accepts the Owner’s offer to extend the contract for an additional year to June 30, 2021.

All other terms and conditions within the contract shall remain in effect.

Agreed by:

Greg Hamann Trucking, Co.
7294 North Vincennes Trail
Grant Park, IL 60940

Signature: *Dick Hamann*

2-23-2020
Date

Name (print): *Dick Hamann*

Title: *President*

For Village of Park Forest

By: _____
Village Manager

Attest:

Village Clerk

(seal)

Lime Removal and Disposal Bid Tabulations

			Engineers Estimate		Synagro		Greg Hamann Trucking		Stewart Spreading	
	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Water Plant Residuals	4,000	Tons	\$40.00	\$160,000.00	\$37.25	\$149,000.00	\$35.00	\$140,000.00	\$38.50	\$154,000.00
Lagoon Residuals-Removal	2,000	Tons	\$45.00	\$90,000.00	\$72.00	<u>\$144,000.00</u>	\$38.00	<u>\$76,000.00</u>	\$41.50	<u>\$83,000.00</u>
			Total	\$250,000.00	Total	\$293,000.00	Total	\$216,000.00	Total	\$237,000.00

Lime Removal and Disposal
Fiscal 2021 Extension
July 1, 2020-June 30, 2021

	Quantity	Unit	2020 Unit Price	New 2021 Unit Price	Total Price
Water Plant Residuals	4,000	Tons	\$36.42	\$37.26	\$149,030.64
Lagoon Residuals-Removal	2,000	Tons	\$39.54	\$40.45	<u>\$80,898.84</u>
				Total	\$229,929.48

AGENDA BRIEFING

DATE: February 20, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

FROM: Nicholas Christie– Asst. Director of Public Works/ Asst. Village Engineer

RE: Motor Fuel Tax Maintenance Resolution and Municipal Maintenance Cost Estimate for Fiscal Year 2021

BACKGROUND/DISCUSSION:

The Illinois Department of Transportation requires that every municipality submit a **Municipal Estimate of Maintenance Costs**, BLR 14222 form, and a **Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code**, BLR 14220 form, to appropriate Motor Fuel Tax Funds (MFT) for various day labor and contractual maintenance costs for the Village’s maintenance year/fiscal year. This estimate and resolution informs IDOT of the Village’s desire to appropriate this amount of funds from the Village’s Unobligated Balance to its Obligated Balance for this use.

The Village’s upcoming Municipal Estimate of Maintenance Costs consists of material costs for, snow and ice control, street light maintenance, traffic sign maintenance and pavement maintenance as preformed by village day labor/staff. As well as, contractual maintenance costs for traffic signal maintenance, street sweeping, herbicide application, pavement marking, pavement patching, traffic sign replacement as performed by contractors, and the engineering service cost for annual inspection of the Thorn Creek Bridge.

DPW does not charge day labor salaries or equipment/vehicle costs when village labor and equipment/vehicles are used to perform the work outlined on the Municipal Estimate of Maintenance Costs. Per Board directive, these expenses are charged to the General. DPW seeks to accumulate and utilize more of its MFT funds to fund capital projects, maintenance contracts, and engineering services.

The upcoming fiscal year’s Maintenance Resolution is in the amount of \$524,237.50.

RECOMMENDATION: Approve the Motor Fuel Tax - **Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code**, BLR form 14220, and **Municipal Estimate of Maintenance Costs**, BLR form 14222, in the amount of \$524,237.50 to appropriate Motor Fuel Tax funds for eligible maintenance costs for Fiscal Year 2021.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules meeting of March 2, 2020 for your discussion.



Resolution for Maintenance Under the Illinois Highway Code



Resolution Number	Resolution Type	Section Number
	Original	21-00000-00-GM

BE IT RESOLVED, by the Board of the Village of Park Forest of Park Forest Illinois that there is hereby appropriated the sum of five hundred and twenty four thousand, two hundred and thirty seven dollars and fifty cents Dollars (\$524,237.50) of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 07/01/20 to 06/30/21.

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Park Forest shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Sheila McGann Village Clerk in and for said Village of Park Forest in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Board of Park Forest at a meeting held on 03/16/20.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this Day day of Month, Year.

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date

Instructions for BLR 14220

This form shall be used when a Local Public Agency (LPA) wants to perform maintenance operations using Motor Fuel Tax (MFT) funds. Refer to Chapter 14 of the Bureau of Local Roads and Streets Manual (BLRS Manual) for more detailed information. This form is to be used by a Municipality or a County. Road Districts will use BLR 14221. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Resolution Number	Insert the resolution number as assigned by the LPA, if applicable.
Resolution Type	From the drop down box, choose the type of resolution: -Original would be used when passing a resolution for the first time for this project. -Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions. -Amended would be used when a previously passed resolution is being amended.
Section Number	Insert the section number of the improvement covered by the resolution.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Resolution Amount	Insert the dollar value of the resolution for maintenance to be paid for with MFT funds in words, followed by the same amount in numerical format in the ().
Beginning Date	Insert the beginning date of the maintenance period. Maintenance periods must be a 12 or 24 month consecutive period.
Ending Date	Insert the ending date of the maintenance period.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Name of Clerk	Insert the name of the LPA Clerk.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
Name of LPA	Insert the name of the LPA.
Date	Insert the date of the meeting.
Day	Insert the day the Clerk signed the document.
Month, Year	Insert the month and year of the clerk's signature.
Clerk Signature	Clerk shall sign here.
Approved	The Department of Transportation representative shall sign and date here upon approval.

Three (3) certified signed originals must be submitted to the Regional Engineer's District office. Following IDOT's approval, distribution will be as follows:

Local Public Agency Clerk
Engineer (Municipal, Consultant or County)
District



Local Public Agency General Maintenance



Estimate of Maintenance Costs

Submittal Type Original

Local Public Agency	County	Section Number	Maintenance Period Beginning	Maintenance Period Ending
Park Forest	Cook	21-00000-00-GM	07/01/20	06/30/21

Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
1. Contractual Traffic Signal	I	No	Western @ Illinois	Yr	0.25	\$6,100.00	\$1,525.00	
Maintenance w/ IDOT			Western @ North	Yr	0.25	\$6,100.00	\$1,525.00	
			Western @ Main	Yr	0.33	\$6,100.00	\$2,013.00	\$5,063.00
2. Contractual Traffic Signal	I	No	Sauk Tr @ Central Pk.	Yr	0.125	\$6,684.00	\$835.50	
Maintenance w/ Cook County			Sauk Tr. @ Blackhawk	Yr	0.5	\$6,684.00	\$3,342.00	
			Sauk Tr. @ Shabbona	Yr	0.5	\$6,684.00	\$3,342.00	
			Sauk Tr. @ Indianwood	Yr	0.5	\$6,684.00	\$3,342.00	
			Sauk Trail @ Orchard	Yr	0.5	\$6,684.00	\$3,342.00	\$14,203.50
3. Contractual Traffic Signal	IIA	No	Orchard @ Indiana	Mo.	12	\$177.00	\$2,124.00	
Maintenance (100% Village)			Orchard @ North	Mo.	12	\$177.00	\$2,124.00	
			Orchard @ Lakewood	Mo.	12	\$177.00	\$2,124.00	
			Orchard @ Main	Mo.	12	\$177.00	\$2,124.00	\$8,496.00
4. Snow and Ice Control	I	No	Salt (State Purchase)	Tons	2,000	\$90.00	\$180,000.00	
(Day Labor)	IIA	No	Liq. Calcium Chloride	Gal	4,000	\$1.00	\$4,000.00	\$184,000.00
5. Traffic and Street Name Sign	IIA	No	Telspar Post	Ea.	50	\$25.00	\$1,250.00	
Maintenance Supplies			Telspar Anchor	Ea.	40	\$15.00	\$600.00	
(Day Labor)			Misc. Hardware	L.S.	1	\$300.00	\$300.00	
			Street Name Signs	Ea.	10	\$50.00	\$500.00	
			Traffic Signs	Ea.	11	\$50.00	\$550.00	\$3,200.00
6. Pavement Patching	IIA	No	UPM	Tons	25	\$120.00	\$3,000.00	
(Day Labor)			Emulsion/Prime	Ea.	40	\$50.00	\$2,000.00	
			Aggregate (CA-7)	Tons	50	\$20.00	\$1,000.00	
			Aggregate (CA-6)	Tons	35	\$15.00	\$525.00	
			Bit. Surface Material	Tons	215	\$60.00	\$12,900.00	\$19,425.00
7. Pavement Patching	IIA	Yes	Class B Patch	SY	50	\$100.00	\$5,000.00	
(by Contractor)			Class D Patch	SY	25	\$200.00	\$5,000.00	\$10,000.00

Estimate of Maintenance Costs

Submittal Type Original

Local Public Agency	County	Section	Maintenance Period	
Park Forest	Cook	21-00000-00-GM	Beginning	Ending
			07/01/20	06/30/21

8. Street Light Maint. Supplies	IIA	No	Light Poles	Ea.	4	\$2,500.00	\$10,000.00	
(Day Labor)			Lamps and Ballasts (Misc)	L.S.	1	\$5,000.00	\$5,000.00	
			Wire and Hardware	L.S.	1	\$5,000.00	\$5,000.00	\$20,000.00
9. Sidewalk/Curb/Gutter	IIA	No	Concrete	CY	5	\$150.00	\$750.00	\$750.00
(day labor)								
10. Herbicide (by contractor)	IIA	Yes	Curb Side Vegetation Control	L.S.	1	\$8,500.00	\$8,500.00	\$8,500.00
11. Street Sweeping	IIB	Yes	Maintenance Contract	L.S.	1	\$45,000.00	\$45,000.00	\$45,000.00
21-00000-01-GM			by Contractor					
12. Traffic Signs	IV	Yes	Maintenance Contract	L.S.	1	\$100,000.00	\$100,000.00	\$100,000.00
21-00000-02-GM			by Contractor					
14. Pavement Markings	IIB	Yes	Maintenance Contract	L.S.	1	\$30,000.00	\$30,000.00	\$30,000.00
21-00000-03-GM			by Contractor					
15. Public Utility Service	I	No	Electricity	Mo.	12	\$6,250.00	\$75,000.00	\$75,000.00
(Comed-Street / Traffic Lights)								
Total Operation Cost								\$523,637.50

Estimate of Maintenance Costs Summary

	MFT Funds	Other Funds	Estimated Costs
Maintenance			
Local Public Agency Labor	\$0.00	\$0.00	\$0.00
Local Public Agency Equipment	\$0.00	\$0.00	\$0.00
Materials/Contracts(Non Bid Items)	\$227,375.00	\$0.00	\$227,375.00
Materials/Deliver & Install/Request for Quotations (Bid Items)	\$18,500.00	\$0.00	\$18,500.00
Formal Contract (Bid Items)	\$277,762.50	\$0.00	\$277,762.50
Maintenance Total	\$523,637.50	\$0.00	\$523,637.50

Estimated Maintenance Eng Costs Summary

	MFT Funds	Other Funds	Total Est Costs
Maintenance Engineering			
Preliminary Engineering	\$0.00	\$0.00	\$0.00
Engineering Inspection	\$0.00	\$0.00	\$0.00
Material Testing	\$0.00	\$0.00	\$0.00
Advertising	\$0.00	\$0.00	\$0.00
Bridge Inspection Engineering	\$600.00	\$0.00	\$600.00
Maintenance Engineering Total	\$600.00	\$0.00	\$600.00

Total Estimated Maintenance	\$524,237.50	\$0.00	\$524,237.50
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Remarks

SUBMITTED

Local Public Agency Official

Date

Title

County Engineer/Superintendent of Highways

Date

APPROVED

Regional Engineer

Department of Transportation

Date

Instructions for BLR 14222 - Page 1 of 4

NOTE: Form instructions should not be included when the form is submitted

This form is used by all Local Public Agencies (LPAs) to submit their maintenance program and also submit their maintenance expenditure statements. A resolution (BLR 14220) must be submitted and approved by the Illinois Department of Transportation (IDOT) prior to incurring any expenditures. For items required to be bid the estimate of cost must be submitted prior to submittal of required bidding documents. Authorizations will be made based on the resolution and/or the approved contract/ acceptance/request for quotations documents.

The maintenance expenditure statement must be submitted within 3 months of the end of the maintenance period. Maintenance resolutions and estimates submitted for future maintenance periods after that date will not be processed until the delinquent maintenance expenditure statement has been submitted. Only one form needs to be completed per maintenance period, combine all operations on one form.

For additional information refer to the Bureau of Local Roads Manual (BLRS), Chapter 14. For signature requirements refer to Chapter 2, section 3.05(b) of the BLRS Manual

For items being completed for the estimate all materials, equipment, labor and contract amounts are considered estimates. For estimates where LPA equipment is completed, an Equipment Rental Schedule (BLR 12110) must also be submitted for approval. When completing the form for the Maintenance Expenditure all items must be actual amounts spent.

Maintenance	From the drop down choose which type of document is being submitted. Choose Estimate of Cost if an estimate is being submitted, choose Maintenance Expenditure Statement if a maintenance expenditure statement is being submitted.
Submittal	Choose the type of submittal, if this is the first submittal choose original, if revising a previous submittal choose, revised. If adding to a previous submittal choose supplemental.
Local Public Agency	Insert the name of the Local Public Agency.
County	Insert the County in which the Local Public Agency is located.
Maintenance Period	
Beginning	Insert the beginning date of the maintenance period.
Ending	Insert the ending date of the maintenance period.
Section	Insert the section number assigned to this project. The letters at the end of the section number will always be a "GM".
Maintenance Operations	List each maintenance operation separately
Maintenance Eng. Category	From the drop down choose the maintenance engineering category as it applies to the operation listed to the left. The definitions of the categories can be found in the BLRS Manual Chapter 14, section 14-2.04 Maintenance Engineering Categories are:
Category I	Services purchased without a proposal such as electric energy or materials purchased from Central Management Services' Joint Purchasing Program or another joint purchasing program that has been approved by the District BLRS or CBLRS.
Category II-A	Maintenance items that are not included in Maintenance Engineering Category I or do not require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution.
Category II-B	Routine maintenance items that require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution. Routine maintenance includes all items in the following work categories: snow removal, street sweeping, lighting and traffic signal maintenance, cleaning ditches or drainage structures, tree trimming or removal, mowing, crack sealing, pavement marking, shoulder maintenance limited amounts of concrete curb and gutter repair, scour mitigation, pavement patching, and minor drainage repairs.
Category III	Maintenance items that are not covered by Maintenance Engineering Category I and require competitive bidding with a material proposal, a deliver and install proposal or request for quotations.
Category IV	Maintenance items that are not covered by Maintenance Engineering Category I and require competitive bidding with a contract proposal.

Instructions for BLR 14222 - Page 2 of 4

The instructions listed below only apply to the maintenance estimate of cost. For LPA's using Local Public Agency Labor and/or Local Public Agency Equipment Rental, the estimated amounts are only listed on those specific lines and are not to be included with each operation on the estimate of cost.

Insp Req	From the drop down choose No or Yes as it applies to the maintenance operation listed to the left. Items requiring no engineering inspection should be no.
Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	List the items for each operation on a separate line, grouping items for the same operation together, for the operation listed to the left. If work being done as a contract list work by contractor.
Unit	Insert the unit of measure for the material listed to the left, if applicable
Quantity	Insert the quantity of material for the material listed to the left, if applicable.
Unit Cost	Insert the unit cost of the material listed to the left, if applicable.
Cost	No entry necessary, this is a calculated field. This is the quantity times the unit cost.
Total Maintenance Operation Cost Maintenance	Insert the total of the Maintenance Operation Cost, for items done by a contract insert the estimated contract amount.
Estimate of Maintenance Costs Summary	Under each item listed below, list the amount to of estimated MFT funds to be expended and other funds, if applicable. The total Estimated cost is a calculated field.
Local Public Agency Labor	Insert the estimated amount for LPA labor for all maintenance operations, if applicable.
Local Public Agency Equipment Rental	Insert the estimated amount for LPA equipment rental for all maintenance operations, if applicable.
Materials/Contracts (Non Bid Items)	Insert the estimated amount for materials and/or contracts for items the LPA is not required to bid, if applicable.
Materials/Deliver & Install,	Insert the total amount estimated to be expended on materials/Request for Quotations (Bid Items) deliver and install proposals and/or Request for Quotations. This will be for items required to be bid.
Formal Contracts	Insert the total amount estimated to be expended on formal contracts. This will be for items required to be bid.
Total Estimated Cost	This is a calculated field and will be automatically filled in for each type. This is the sum of all funding for the item.
Total Maintenance Operation Cost	This is a calculated field, no entry is necessary. This is the sum of all items expended on this operation.
Total Maintenance Cost	This is a calculated field, no entry is necessary. This is the sum of all maintenance operation costs.
Maintenance Engineering Cost Summary	Under each item listed below, list under the funding type what the estimated amount to be expended is.
Preliminary Engineering Fee	Insert the amount of funds estimated to be expended for Preliminary Engineering, if applicable.
Engineering Inspection Fee	Insert the amount of funds estimated to be expended for Engineering Inspection, if applicable.
Material Testing Costs	Insert the dollar amount of funds estimated to be expended on material testing costs, if applicable. Insert the amount to be paid from MFT and the amount to be paid with local funds, if applicable.

Instructions for BLR 14222 - Page 3 of 4

Advertising Costs	Insert the dollar amount of funds estimated to be expended on advertising costs, if applicable. Insert the amount to be paid from MFT and the amount to be paid with local funds, if applicable.
Bridge Inspection Costs	Insert the dollar amount of funds estimated to be expended on bridge inspection costs, if applicable. Insert the amount to be paid from MFT and the amount to be paid with local funds, if applicable.
Total Maintenance Engineering	This is a calculated field, no entry is necessary. This is the sum of all maintenance engineering costs listed above.
Totals:	This is a calculated field. It is the total of the estimated maintenance cost plus the estimated maintenance engineering cost.
These instructions apply to the Maintenance Expenditure Statement.	
Maintenance Operation	Type in the name of the maintenance operation for which the amounts to the right will be completed. For a form that was completed as an Estimate of Cost and is now being changed to a Maintenance Expenditure Statement, this field will be completed from the estimate.
Maint Eng Category	From the drop down select the Maintenance Engineering Category that applies to the operation listed to the left.
LPA Labor	For the operation listed to the left insert the amount expended for LPA labor, if applicable.
LPA Equipment Rental	For the operation listed to the left insert the amount expended on LPA equipment rental if applicable.
Materials/Contracts (Non-Bid)	For the operation listed to the left insert the amount expended for materials and/or contracts that was not required to be bid, if applicable.
Materials/Deliver & Install, Request for Quotations (Bid Items)	For the operation listed to the left insert the amount expended using a bidding process for materials, deliver & install and/or request for quotations, if applicable.
Formal Contract	For the operation listed to the left insert the amount expended for items bid using the formal contract process, if applicable.
Total Operation Cost	This is a calculated field, it will sum the amounts expended for the operation listed to the left.
Operation Engineering Inspection Fee	For the operation listed to the left insert the amount of engineering inspection charged for this operation, if applicable.
Total Maintenance	This is a calculated field, no entry necessary. It is the sum of all maintenance operations.
Maintenance Engineering Cost Summary Preliminary Engineering Fee	Insert the dollar amount of funds spent on preliminary engineering for this maintenance section.
Engineering Inspection Fee	Insert the amount of funds expended for Engineering Inspection, if applicable.
Material Testing Costs	Insert the dollar amount of funds spent on material testing costs, if applicable.
Advertising Costs	Insert the dollar amount of funds spent on advertising costs, if applicable.
Bridge Inspection Costs	Insert the dollar amount of funds spent on bridge inspection costs, if applicable.
Total Maintenance Engineering	This is a calculated field, no entry is necessary. This is the sum of all maintenance engineering costs listed above.
Total Maintenance Program Costs	Insert the total cost of the Maintenance and Maint. Engineering. The maintenance amount will be the amount from the Total Cost from the Maintenance Items table. The Maint. Eng will be the Maintenance Engineering Total from above.

Instructions for BLR 14222 - Page 4 of 4

Contributions, Refunds, Paid with Other Funds	Enter the dollar amount of contributions, refunds or amounts paid with other funds for this maintenance section, if applicable, for both maintenance and maintenance engineering.
Total Motor Fuel Tax Portion	These are calculated fields, no entry is necessary. This is the sum of the total cost minus the amount paid with funds other than MFT funds.
Total Motor Fuel Tax Funds Authorized	Insert the total amount of MFT funds authorized for maintenance under the maintenance column, and the total amount of MFT funds authorized for maintenance engineering under the Maint. Engineering column.
Surplus/Deficit	These are calculated fields, no entry is necessary. This is the sum of the Total Motor Fuel Tax funds authorized minus the Total Motor Fuel Tax portion. A positive number will result in a credit to the unobligated fund of the Motor Fuel Tax fund. A negative number means more funds were spent than authorized. If the negative number has a resolution to cover the overage, the item(s) that resulted in the overage have been approved by IDOT, and are covered in the overrun policy, this amount will be authorized. If these conditions are not met, you must contact your District office for guidance.
Certification	Upon submittal of this form as the maintenance expenditure statement the LPA official shall check this box as certification.
End of instructions for Maintenance Expenditure Statement	
Submitted	
Local Public Agency Official	The proper official shall sign, insert their title and date here. For Estimates of Cost covering a Township/Road District the road commissioner shall sign and date as Local Public Agency Official. For Municipalities the municipal official shall sign and date here.
County Engineer/Superintendent of Highways	For County project and/or Township/Road District projects the county engineer/superintendent of highways shall sign here.
Approved	Upon approval the Regional Engineer shall sign and date here. This approval is subject to change based upon a documentation review by the Department.

A minimum of three (3) signed originals must be submitted to the Regional Engineer's District office.

Following the Regional Engineer's approval, distribution will be as follows:

- Local Public Agency Clerk
- Engineer (Consultant or County Engineer)
- District File