

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
HELD REMOTELY
PUBLIC NOTICE POSTED AT THE VILLAGE HALL
350 VICTORY DRIVE, PARK FOREST, ILLINOIS

CONFERENCE CALL

6:00 p.m.

April 27, 2020

Roll Call

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. A Motion to the minutes of the April 6, 2020 Special Regular Meeting
2. A Resolution Approving Renewal and Continuation of a Local Disaster and State of Emergency Within the Village of Park Forest in Response to the COVID-19 Pandemic
3. A Resolution Adopting Fiscal Policies for the 2020/2021 Fiscal Year Budget
4. Renewal of Landscape Maintenance Contracts
5. An Intergovernmental Agreement Between the Village of Flossmoor and the Villages of Glenwood, Hazel Crest, Homewood, Matteson, Park Forest, Riverdale, South Holland and Thornton for the Provision of Fire Station Alerting Equipment and Associated Software Under a Grant from the US Department of Homeland Security Through the Federal Emergency Management Agency
6. A Resolution Converting the Intersection of Lakewood & Forest Boulevards to a Stop Control Intersection

DEBATABLE:

7. An Ordinance Approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Transport Business at 80-90 North Street (Final Reading)

NOTE – DUE TO COVID-19, THE BOARD MEETING WILL BE HELD VIA CONFERENCE CALL
***Public comment can be sent prior to the phone conference Board Meeting via email to tmick@vopf.com by 3 pm the day of the meeting and public comments will be read during the public meeting**
****A record of all action (if any) taken During the Board Meeting will be made available upon request.**

8. An Ordinance Approving a Zoning Map Amendment of property in the C-3, Corridor Commercial zoning district to the M, Manufacturing zoning district, at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive) (Final Reading)
9. An Ordinance approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower on a portion of the property at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive) (Final Reading)
10. An Ordinance Establishing a Procedure for the Reporting and Independent Review of Allegations of Sexual Harassment Against an Elected Official by an Elected Official (Final Reading)

Adjournment

**NOTE – DUE TO COVID-19,
THE BOARD MEETING WILL BE HELD VIA CONFERENCE CALL**

***Public comment can be sent prior to the phone conference Board Meeting via email to tmick@vopf.com by 3 pm the day of the meeting and public comments will be read during the public meeting**

****A record of all action (if any) taken during the Board Meeting will be made available upon request.**

NOTE: Copies of Agenda Items are Available on the Village website at www.villageofparkforest.com

MOTIONS

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

1. MOVED, that the Mayor and Board of Trustees approve the minutes of the April 6, 2020 Special Regular Meeting
2. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Approving Renewal and Continuation of a Local Disaster and State of Emergency Within the Village of Park Forest in Response to the COVID-19 Pandemic
3. MOVED, that the Mayor and Board of Trustees Approve A Resolution Adopting Fiscal Policies for the 2020/2021 Fiscal Year Budget
4. MOVED, that the Village Manager is authorized to renew two contracts with Dutch Valley Landscape Contractors of Beecher, Illinois for mowing of various areas of the Village
5. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Approving an Intergovernmental Agreement Between the Village of Flossmoor and the Villages of Glenwood, Hazel Crest, Homewood, Matteson, Park Forest, Riverdale, South Holland and Thornton for the Provision of Fire Station Alerting Equipment and Associated Software Under a Grant from the US Department of Homeland Security Through the Federal Emergency Management Agency
6. MOVED, that the Mayor and Board of Trustees Adopt A Resolution Converting the Intersection of Lakewood & Forest Boulevards to a Stop Control Intersection

April 27, 2020

VILLAGE OF PARK FOREST

**SPECIAL REGULAR MEETING OF THE BOARD OF TRUSTEES
HELD REMOTELY
PUBLIC NOTICE POSTED AT THE VILLAGE HALL
350 VICTORY DRIVE
PARK FOREST, ILLINOIS**

CONFERENCE CALL

7:00 p.m.

April 6, 2020

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

ABSENT: none

STAFF IN ATTENDANCE: Village Manager Tom Mick, Village Attorney Ross Secler, Director of Finance Mark Pries, Police Chief Christopher Mannino, Fire Chief Tracy Natyshok

RECORDER: Village Clerk Sheila McGann

Roll Call

The audio meeting was called to order at 7:01 p.m. by Mayor Vanderbilt. Roll was called by Clerk McGann.

Reports of Village Officers

Mayor

Mayor Vanderbilt explained that this meeting is being done remotely due to the restrictions of the Covid-19 virus. He thanked first responders, Manager Mick, all the staff, Bloom Township, various businesses, and numerous families that have contributed in their own ways to keep things running so smoothly. He said that updates regarding the virus are available through the Cook County Public Health Website. The US Census deadlines have been extending. He thanked all that have already completed the forms. It is very important to have 100% response for full representation.

Village Attorney

Attorney Secler thanked all of those who worked to put the audio meeting together. He would be available to answer any questions regarding the Open Meetings Act and the conference meeting process.

Village Manager

Manager Mick reminded residents that the governor's stay-at-home order will continue until April 30 for now. This means that Village Hall is operating in a reduced capacity. Water bills can be paid online or by phone. Animal licenses/applications can be downloaded then mailed in or dropped off when completed. Vehicle sticker applications can also be mailed in or dropped off. The deadline for vehicle sticker purchases has been extended.

Manager Mick encouraged all residents to adhere to the stay-at-home order. Unfortunately, municipal violations may be issued if/when it becomes necessary. He noted that Covid 19 updates will also be on the Village website as it will continued to be monitored. He said that Park Forest at 48.1% is trending above the national rate in census replies, but under the state of Illinois rate. If there are any questions regarding the census, call Manager Mick at 748-1129.

Village Clerk

No report

Reports of Commission Liaisons and Committee Chairpersons

All of the Trustees thanked the first responders, the Mayor, the Manager, and staff for their continued dedication and courage to keep the citizens safe. They wished all residents to stay safe and be patient during these unusual circumstances. Trustee Woods thanked the 2020 Complete Count Committee for their dedication in the getting the word out for all to complete the Census forms. Trustee Graham encouraged residents to shop locally when possible. Mayor Vanderbilt said the Village’s Facebook page and website includes businesses that are open in Park Forest.

Citizens Comments, Observations, Petitions

As per the agenda posting, public comment was to be sent to Manager Mick by 3 p.m. of the day of the meeting and would be read at the meeting. None were received.

Motion: Approval of Consent

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

CONSENT:

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 pertaining to a local disaster and state of emergency due to the COVID-19 pandemic.

Approval of the consent agenda was moved by Trustee Graham and seconded by Trustee Woods. Mayor Vanderbilt asked if anyone wished any item be removed from the consent agenda for further discussion. Hearing none, a roll call vote was called by Mayor Vanderbilt on the motion to approve the consent agenda. The consent agenda was approved with the following results:

Ayes: 7
Nays: 0
Absent: 0

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

Manger Mick noted for the public that this time of the Covid-19 pandemic is a disaster. This resolution’s approval puts the Village in a position to obtain reimbursement in the future from the Federal Government for unexpected costs, i.e.: personal protection equipment, sanitization procedure materials, eye protection, etc. This resolution is good for thirty days and may have to

be approved again if necessary. Mayor Vanderbilt read the resolution and said Manager Mick will serve as the Emergency Services Director.

DEBATABLE: None

Adjournment

This concluded the special regular Board meeting.

There being no further business. Mayor Vanderbilt called for a motion to adjourn. Motion was made by Trustee Settles, seconded by Trustee Hardy and passed unanimously by voice vote: all ayes, no noes.

Mayor Vanderbilt adjourned the special regular meeting at 7:31 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

AGENDA BRIEFING

TO: Mayor Jonathan Vanderbilt
Board of Trustees

FROM: Thomas K. Mick, Village Manager

DATE: April 22, 2020

RE: **A Resolution Approving Renewal and Continuation of a Local Disaster and State of Emergency Within the Village of Park Forest in Response to the COVID-19 Pandemic**

BACKGROUND/DISCUSSION:

With its Board Meeting on April 6th, the Village of Park Forest approved a resolution declaring a local disaster and state of emergency related to the COVID-19 pandemic. Pursuant to that resolution, the duration of the declaration of local disaster and state of emergency will be in place for 30 days or until the next Regular Board Meeting. To this end, the attached resolution has been drafted with support from Village legal counsel which extends the declaration to the next Village Board Meeting.

SCHEDULE FOR CONSIDERATION:

This item will appear on the April 27, 2020 Regular meeting for Board approval.

RESOLUTION NO. _____

APPROVING RENEWAL AND CONTINUATION OF LOCAL DISASTER AND STATE OF EMERGENCY WITHIN THE VILLAGE OF PARK FOREST IN RESPONSE TO THE COVID-19 PANDEMIC

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 including, but not limited to, the power to legislate for the protection of the public health, safety, and welfare; and (the “Home Rule Powers”); and

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/11-1-6, provides for the declaration of a state of emergency and the grant of extraordinary power and authority to the Village President by the corporate authorities to exercise, by executive order, during a state of emergency, such of the powers of the Village Board as may be reasonably necessary to respond to the emergency; and

WHEREAS, the Illinois Emergency Management Agency Act, 20 ILCS 3305/11, further provides for emergency local disaster declaration by the Mayor, as principal executive officer of the Village, or his or her interim emergency successor, the effect of which is to activate the emergency operations plan of the Village pursuant to the Emergency Management Agency Act and to authorize the furnishing of aid and assistance thereunder; and

WHEREAS, the Village has its own Emergency Service and Disaster Agency Ordinances found in Chapter 34, Article I of the Village Code of Ordinances; and

WHEREAS, on April 6, 2020, the Mayor executed and issued a Statement of Standards and Declaration of Local State of Emergency, pursuant to Section 11-1-6 of the Illinois Municipal Code (65 ILCS 5/11-1-6), Section 11 of the Illinois Emergency Management Agency Act (20 ILCS 3305/11), and Chapter 34, Article I of the Code of Ordinances of the Village of Park Forest; and

WHEREAS, on April 6, 2020, in light of the developments related to the COVID-19 Pandemic, the Village Board passed a Resolution No. R-20-10, a *Resolution Pertaining to a Local Disaster and State of Emergency Due to the COVID-19 Pandemic*; and

WHEREAS, due to the continuing nature of the COVID-19 Pandemic, the Village must continue to take action to further contain and mitigate the local impact of the virus outbreak and provide for the continuity of government, activation of the Village Emergency Operation Plans, provide for the continuation of essential services, qualify for federal and state disaster assistance, and provide for the health and safety of all Village residents; and

WHEREAS, the Mayor and Board of Trustees find that it is in the best interests of the Village of Park Forest, its residents, and of the public health and safety to approve the extension for the Declaration of Local State of Emergency and the activation of local disaster and emergency provisions allowed by State and local law during the current state of emergency within the Village.

NOW, THEREFORE, BE IT RESOLVED 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. The Standards and Declaration of Local State of Emergency executed and issued by the Mayor on April 6, 2020, and any subsequent re-proclamations and declarations of a local state of emergency related to the COVID-19 Pandemic issued or re-issued by the Mayor, are hereby approved and extended until the next meeting of a quorum of the Village Board is held, at which time it may be continued or extended by further act of the Village Board.

SECTION 3. The Mayor is further authorized to exercise the emergency powers granted

to him/her pursuant to Resolution No. R-20-10 and Se Chapter 34, Article I of the Code of Ordinances of the Village of Park Forest, as amended. The State of Emergency and the Emergency Powers granted therein shall be in continuous effect until the next meeting of a quorum of the Village Board is held, at which time it may be continued or extended by further act of the Village Board.

SECTION 4. This Resolution shall be in full force and effect immediately from and after its passage due to its emergency nature.

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PASSED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois this 27th day of April, 2020, pursuant to roll call vote, as follows:

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

APPROVED by the Mayor of the Village of Park Forest, Cook and Will Counties, Illinois on this 27th day of April, 2020.

APPROVED:

ATTEST:

Jonathan Vanderbilt, Mayor

Sheila McGann, Clerk



AGENDA MEMORANDUM

DATE: April 22, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

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

RE: **A RESOLUTION ADOPTING FISCAL POLICIES FOR THE
2020/2021 FISCAL YEAR BUDGET**

BACKGROUND/DISCUSSION: One of the basic requirements of the Distinguished Budget Award program is that the budget must contain Fiscal Policies. These policies are contained in the Budget Message section of the budget.

The policies provide guidance to management staff in the preparation of their budgets. The policies are based, partially, on the tax levy that was adopted the previous December and the assumptions underlying the tax levy. Economic conditions were also considered that have impacted revenues and expenditures since the levy adoption. Also, uncontrolled expenses such as liability or health insurance are addressed separately.

It has been traditional for the Board to adopt the Fiscal Policies by way of a resolution. Many of the basic policies carry over from year-to-year. Policies that are subject to change annually are those that relate to the cap on departmental expenses, salary increases, water/sewer and other rates and policies related to borrowing. For the 2020/2021 Budget Year, the policies in these areas are:

- 1) A 2% increase in departmental expenditures.
- 2) A 2.75% salary increase for all personnel. This is consistent with negotiated union contracts.
- 3) **Water rates will increase 5% from the FY 19/20 amount of \$16.42 per 1,000 gallons to \$17.24 per 1,000 gallons in FY 20/21** based on the rate ordinance adopted May, 2018.
- 4) **Sewer rates will increase 5% from the FY 19/20 amount of \$3.00 per 1,000 gallons to \$3.15 per 1,000 gallons in FY 20/21** based on the rate ordinance adopted May, 2018. This is the second sewer rate increase since

July 1, 2010. Four years ago, the Board approved moving storm sewer maintenance into the Sewer Fund.

- 5) **Refuse rates increased to \$24.22 for all of calendar 2020 and will increase to \$25.03 January 1, 2021.** Calendar 2020 represents year seven of the contract.

Included in budget guidelines were restrictions in capital spending.

Regular reporting and analysis, maintenance of a sufficient fund balance, review of all user fees and the Board’s directive on the collection of rents owed in the DownTown are also included in Fiscal Policies.

Designation of Fund Balance

The Governmental Accounting Standards Board (GASB) issued a statement that provides detailed requirements for reporting fund balance. The statement allows for restrictions of fund balances. The most restricted category is “committed” funds. The next restriction is “assigned” funds. An assignment designates the governing board’s intent. The process required is to grant authority, through the Fiscal Policies, to an individual to designate assignments. The policies indicate that the Finance Director will assign funds consistent with Board intent. The Assigned Fund balances recommended for Fiscal 2020 are as follows:

Fund balance assigned for IRMA deductible	\$500,000
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There will be further assignments as FY 19/20 comes to a close. Encumbrances reflecting approved budget expenditures which remained unspent will also be added to the assigned fund balances. In addition, the GASB statement requires that the Village Board indicate in policies the order in which fund balances will be spent. This guideline is included in the Fiscal Policies and indicates that funds intended for a specific purpose be spent first, then moving to funds that are unassigned. This ensures that moneys reserved for specific purposes are not spent on anything for which they were not intended.

SCHEDULE FOR CONSIDERATION: This matter will appear on the agenda of the Regular Meeting of Monday, April 27, 2020 for approval.

**A RESOLUTION ADOPTING
FISCAL POLICIES
FOR THE 2020/2021 FISCAL YEAR BUDGET**

WHEREAS, Fiscal Policies provide the framework for the development of the Village's Annual budget and shape the development of said budget; and

WHEREAS, Fiscal Policies provide the means for implementing the Board's Strategic Planning Goals as articulated in the Fiscal Year Budget.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest that the Fiscal Policies for Fiscal Year 2020/2021, attached hereto, are hereby adopted.

BE IT FURTHER RESOLVED that these Fiscal Policies shall be incorporated into the Fiscal Year 2020/2021 Budget and the resources of the Village shall be allocated according to these policies.

Adopted this 27th day of April, 2020.

APPROVED:

ATTEST:

Mayor

Village Clerk

BUDGET POLICIES - FISCAL:

Rationale:

Fiscal Policies of the Village of Park Forest are based on the need to establish a mechanism of review and assessment of financial conditions of the Village while addressing certain economic trends. For the coming fiscal year, a continued evaluation of trends and services will be needed. The economic trends currently identified include:

- Housing values continue to increase as well as a reduction in vacant and foreclosed homes reflects stabilization in the Village's housing market. Albeit a slow pace, the Village is recovering from the financial crisis of 2007.
- A stagnant commercial tax base, with few sales tax producing entities.
- The State of Illinois has consistently, over the last ten years, reduced the amount of State shared revenues meant for municipalities. For the last four years, Income Tax allocations have been reduced by the State in attempts to fix their financial condition.
- Utility tax revenues continue to decline as a result of a reduced commercial base, packaged services and de-regulation.
- The Village's purchase and conversion of DownTown Park Forest to a TIF District. In the first few years of the TIF, no increment was generated and the TIF debt was a burden on the taxpayers. Over the years, the TIF was able to generate revenue that helped pay for redevelopment initiatives as well as abate a part of the annual debt service requirements of the TIF. The 2017 abatement for TIF debt was the entire amount, \$1,142,170 and the 2018 abatement for TIF debt was the entire amount, \$1,164,923. Fiscal 2019-2020 saw the TIF debt paid in full. Incremental taxes relieve the TIF debt service burden on taxpayers. Increasing increment provides further relief as well as additional funding to redevelop the DownTown area. The Village is pursuing an extension of the DownTown TIF.
- The Village's aging infrastructure and plans to address that infrastructure. The Lincoln Highway Landscape Enhancement Project was completed in 2017. During 2017, four miles of water main were replaced and nearly 2 miles of roadways resurfaced. In Fiscal Year 2018, the water main replacement project wrapped up. Also, the last major aspects of the Village Green improvements were completed. In Fiscal Year 2019, a \$2 million water main extension down Western Avenue was completed without the need for borrowing along with the Village receiving \$750,000 from Agrati to offset some of the cost of this water main extension. With the 2018 tax levy, the Village Board authorized an additional \$500,000 to be budgeted annually, starting in Fiscal 2019-2020, for street maintenance projects utilizing property tax dollars that were previously used to support the Health Department. FY 20-21 will see additional water main replacement occurring in the Village, the start of a 2-year, \$5 million project funded by IEPA low-interest loans.

- The impact of the COVID-19 global pandemic of 2020 is still being experienced. At the time the FY 20-21 fiscal policies were created, the extent of the financial impact to the Village is not known. However, the State of Illinois is experiencing considerable financial hardships and has already delayed payments to municipal governments for State-shared revenues (income tax, telecomm tax, etc.). Although extensive emergency funding has been approved at both the State and Federal levels, measuring the impact of this emergency will continue for several years.

Despite the slow growth/recovery of the tax base, the Village has a history of providing a high level of municipal services. Thus, it must maximize the return on each revenue dollar.

The Fiscal Policies included in the 2020/2021 Budget are designed to address, not necessarily solve, these aforementioned trends and challenges.

Fiscal Policies:

1. Budgetary revenues will be projected at the conservative end of the scale of anticipated revenue.
 - Revenues derived from property taxes are most clearly known because they were determined at the time of the prior year’s levy.
 - Sales and income tax projections are based on an analysis of historic trends coupled with known changes.
 - Revenues derived from intergovernmental sources are projected based upon consultation with the appropriate State or County agencies.
 - Grant revenues are budgeted for approved projects as well as items that have a reasonable certainty of being approved. Budget amendments are made for any grants subsequently awarded.
 - Revenues derived from “fee for service” budgetary categories are conservatively estimated. Fees are adjusted based on an evaluation of the cost to provide said services.
2. Budgetary expenditures will reflect a realistic cap on anticipated expenditures. Expenditures will be paid with current revenues and excess fund balances, to the extent available.
3. Department Heads will maintain a total overall increase of 2% over the 2019/2020 level of expenditures for those items that involve controllable costs. This does not include pensions, health insurance, or IRMA. Nor does it include salary increases.

4. The 2020/2021 Budget will provide for salary steps. It will also provide for a 2.75% annual salary increase for all Village employees.
5. A level of unassigned fund balance will be maintained in the General Fund sufficient to handle emergency needs, cash flow needs associated with the timing of property tax receipts and unfavorable variances in estimating the revenue and expenditure budget. It is the Village's goal to establish an unassigned fund balance level in the General Fund sufficient to cover three to four months of operations. A three to four month reserve is considered an appropriate reserve level for the General Fund and all other budgeted Governmental-type Funds, including the Library. Reserve levels in Enterprise Funds can range greatly depending upon the potential for large capital outlays (Water and Sewer Funds) or for pay-as-you-go services (Refuse Fund). A minimum reserve level for Enterprise Funds is three months of operations.
6. Potential areas for budget savings for the Fiscal Year ending 2019/2020 will be identified. Fiscal savings identified in the 2019/2020 Budget will not be permitted to "carry over" into the 2020/2021 Budget, unless specifically approved by the Finance Director, but will contribute to the unassigned fund balance.
7. Adequate funding, as determined by a State or independent actuarial study, will be provided for Police and Fire pension funds. For FICA and IMRF obligations, the Village will levy amounts sufficient to cover costs. \$18,000 in Personal Property Replacement Tax (PPRT) revenue will shift from IMRF to FICA for FY 20-21.
 - (a) The Actuarial Assumptions for the Police and Fire Pension Funds are as follows:
 - A 6.75% interest rate assumption
 - Entry Age Normal
 - Target 100% Amortization
 - Salary increases of 4%
 - 30-year amortization period (22 years remaining)
 - Inflation at 2.5%
 - The Pub-S 2010 Mortality Table is used
 - (b) Both the Police and Fire Pension Funds have adopted Investment Policies. These policies allow for asset allocations consistent with State Statutes for a maximum of 65% in allowable equities and the remainder in fixed income investments.
8. All departments will be charged an amount sufficient to fund vehicle replacement and maintenance through the Vehicle Services Fund.
9. The Aqua Center and Tennis Club will operate as enterprise funds with fee-generated revenue supporting expenses. Inasmuch as the Aqua Center and Tennis Club are amenities that enhance the quality of life of the residents of the Village and serve to market the community, in the event that fees are insufficient to cover capital and operating expenditures, the Board may decide to use the general tax revenues of the Village for those purposes.

10. Capital expenditures will be planned through the mechanism of a five-year capital plan that feeds into the annual budget. The Capital Plan will be updated on an annual basis. Actual capital expenditures will be budgeted contingent upon available revenues. Capital expenditures will be accounted for within departmental budgets.
11. The Parking Lot Fund will no longer pay for salaries of Public Works personnel or transfer funds to the Vehicle Services Fund in order to keep the Fund financially stable and independent.
12. DownTown Park Forest will operate as an enterprise fund. The Board may transfer General Fund monies to cover operating and redevelopment costs. The Village will pay its appropriate share of CAM (Common Area Maintenance) costs from the DownTown Fund and may, if needed by the DownTown Fund, pay these CAM costs by a transfer from the General Fund.
13. Capital expenditures for DownTown will be prioritized and accomplished as funds are identified for those capital expenditures or with the approval of the Board of Trustees. The Budget for DownTown shall be subject to review at six months.
14. The DownTown Budget does not reflect any sale of property. Sales of properties will be actively pursued. The DownTown Budget, also, does not recommend additional borrowing.
15. Management of the DownTown Fund will take any means necessary to collect rent from any tenant that is more than one (1) month behind on their rent payment. This includes starting the eviction process for any tenant that is behind on their rent.
16. User fees, such as charges for water, sewer, and garbage, will be evaluated annually to ensure that fees cover costs, if intended to do so, including maintenance and replacement costs, and that fees are increased in reasonable increments on an annual basis. A new, five-year water rate schedule was adopted in April, 2018 with no increase for FY 2018/2019. The four subsequent fiscal years each have a 5% increase to water rates.

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2020	\$16.42
2021	\$17.24

A new refuse contract began January 1, 2014 and expires December 31, 2023. At the end of calendar 2017, Star Disposal proposed to begin an electronic curbside pickup program for single family homes that would coincide with the weekly Tuesday collection. The current contract includes an annual 3.5% rate increase schedule for years 1-5. There is a provision in year 6 (2019) that if the average Consumer Price Index (CPI) comparisons for years 1-5 averages less than 3.5%, there would be no rate increase in year 6 (2019). In comparing the CPI for the first 5 years, a 0% increase for year 6 (2019) was not warranted. Therefore, Star proposed to begin this program in calendar 2018 upon Board approval, even though the rate increase would not take effect until calendar 2019, if the Village would agree with the 3.5% increase

in year 6. The Village Board approved this proposal and amended the original contract.

<u>Calendar Year</u>	<u>Monthly Refuse Rate</u>
2020	\$24.22
2021	\$25.03

It is the Village’s intent to reduce Inflow and Infiltration (I & I) and continue to maintain and replace aging sewer infrastructure as needed. Beginning in Fiscal 2015, storm sewer maintenance is also charged to the sewer fund. Similar to water rates, a five-year sewer rate schedule was adopted in April, 2018 with no increase to FY 2018/2019. The subsequent four fiscal years will each have a 5% increase to rates. Sewer rates for the current budget year are as follows:

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2020	\$3.00
2021	\$3.15

17. The budget is flexible within departments. Over-expenditures on one line must be compensated for within the departmental budget. However, departments may not overspend their total departmental budget without a budget amendment.
18. Budget amendments will be made at the mid-point of the budgetary cycle. Budget amendments will only be made to accommodate major, unanticipated changes in revenue, expenditures, or personnel.
19. The Board will receive detailed operating results at a minimum of each quarter. Evaluation of areas will be made where cost savings have occurred that could warrant redirection of funds. In addition, the Board receives a weekly report of bills paid.
20. The Village’s annual budget is meant to convey the initiatives and strategies implemented across Village departments to accomplish the Board’s goals as determined in the Strategic Planning process. Due to the 2019 election and considerable changeover in the make-up of the Village Board, Strategic Planning has not yet happened, which means new Board goals have not been established. It is the intent of the Board and management to complete the new Strategic Planning process later in calendar 2020 and the Board goals so determined Will guide future years’ budgets. The affordability of implementing the Board’s Goals will be determined at the time revenues are projected each year as part of the Budget process.
21. The Finance Director will determine if a portion of fund balance should be assigned. This determination will be based upon Board directives and goals.
22. The Village, when possible, will spend the most restricted dollars before less restricted, in the following order:
 - 1) Nonspendable (if funds become spendable)
 - 2) Restricted
 - 3) Committed

- 4) Assigned
- 5) Unassigned

- 23. All Governmental Accounting Standards Pronouncements will be implemented. The Village will strive for the Certificate of Achievement for Excellence in Financial Reporting as well as the Distinguished Budget Presentation Award.
- 24. The Village's Debt Management Policies will be identified annually in the Budget Document and include narrative about new debt issuances.

A budgetary monitoring and control system will be maintained. Budget performance will be measured, at a minimum, on a quarterly basis with results being provided to the Village Board. The Finance Director, Village Manager and Department Heads will conduct a formal six-month review of budget performance with the results being provided to the Village Board.

AGENDA BRIEFING

DATE: March 30, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

FROM: Robert Gunther
Director of Recreation & Parks

RE: Landscape Maintenance Contract Renewal

BACKGROUND/DISCUSSION:

Currently the Village has two separate contracts for mowing within the Village. One designated as Areas #1 - #10 and the second designated as Areas #12 - #18. Areas #1 - #10 includes municipal buildings and other high visibility locations which are mowed weekly. Areas #12 - #18 includes vacant lots and various unoccupied commercial properties which are mown less frequently. Both of these contracts include an option to renew them annually for two additional years, provided both parties are willing to do so. The contract for Areas #12 - #18 was awarded in 2018 and has been renewed once. The contract for Areas #1 - #10 was awarded in 2019; this will be the first renewal.

Both of these contracts are currently serviced by the same vendor, Dutch Valley Landscape Contractors from Beecher, IL. In the attached letter, the owner has indicated his willingness to renew both contracts. It should be noted that both contracts will be renewed for 2020 at the same pricing from 2019.

Staff has been pleased with the performance of Dutch Valley Landscape Contractors and recommends the Board authorize renewal of both contracts with Dutch Valley Landscape Contractors for the 2020 mowing season. The weekly cost for Areas #1 - #10 is \$1,309 with an estimated season total of \$36,652. The bi-weekly cost for Areas #12 - #18 is \$2,966.00 with an anticipated season cost of \$41,524.00.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Regular Meeting of April 27, 2020 for Board approval.



Dutch Valley

LANDSCAPE CONTRACTORS

March 31, 2020

To whom it may Concern,

Dutch Valley is willing to extend our existing contract with the village for the mowing of area 1-10 and areas 12-18. We will be able to honor the same pricing in 2020 as in 2019.

Thanks for your consideration.

Jason Musch

President

AGENDA BRIEFING

DATE: March 23, 2020

TO: Mayor Jonathan Vanderbilt
Board of Trustees

FROM: Tracy Natyshok, Fire Chief

RE: **An Intergovernmental Agreement Between the Village of Flossmoor and the Villages of Glenwood, Hazel Crest, Homewood, Matteson, Park Forest, Riverdale, South Holland and Thornton for the Provision of Fire Station Alerting Equipment and Associated Software Under a Grant from the US Department of Homeland Security Through the Federal Emergency Management Agency**

BACKGROUND/DISCUSSION:

In 2019, the Villages of Park Forest, Flossmoor, Glenwood, Hazel Crest, Homewood, Matteson, Riverdale, South Holland and Thornton completed a regional grant application to the Department of Homeland Security for grant funding under the Assistance to Firefighter's Grant Program. The Grant was written for the procurement of Fire Station Alerting Equipment, Software, Installation, and Configuration to be used by E-COM and SouthCom dispatch centers and the nine participating Fire Departments. The Federal Emergency Management Agency (FEMA) awarded the grant application for the project for total costs of \$527,438.00. This grant has been approved for 90% Federal Funding (\$479,489.09) with a 10% match for the local funding (\$47,948.91). The Village of Flossmoor Fire Department is the Grantee for the entire Grant amount of \$527,438.00 and will administer the grant. Each participating Fire Department will be invoiced by The Village of Flossmoor for their share of the 10% match.

This grant will allow The Park Forest Fire Department to upgrade the equipment used to activate station alerting tones. The equipment will include message boards, ramp-up lighting, and software to decrease the time it takes to tone out a call. The new system will also increase firefighter safety by decreasing the sudden shock of alerting tones by using a ramp-up system. The ramp-up system will include pre-tones and lights that turn on slowly. The cost of the project for Park Forest Fire will be \$53,049. The match for Park Forest is \$4,823. This has been budgeted for and will be taken from capital computer projects within the fire department's capital plan.

RECOMMENDATION: Fire Department staff recommends the adoption of the attached resolution approving an Intergovernmental Agreement between The Village of Flossmoor and The Villages of Park Forest, Glenwood, Hazel Crest, Homewood, Matteson, Riverdale, South Holland and Thornton for the provision of fire station alerting equipment and associated software under a grant from the U.S Department of Homeland Security through the Federal Emergency Management Agency.

SCHEDULE FOR DISCUSSION: This item will appear on the agenda of the Regular Meeting of April 27, 2020, for Board approval.

RESOLUTION NO. _____

**RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE VILLAGE OF FLOSSMOOR, ILLINOIS,
AND THE VILLAGES OF GLENWOOD, HAZEL CREST, HOMEWOOD,
MATTESON, PARK FOREST, RIVERDALE, SOUTH HOLLAND, AND
THORNTON FOR THE PROVISION OF FIRE STATION ALERTING
EQUIPMENT AND ASSOCIATED SOFTWARE UNDER A GRANT FROM THE
U.S. DEPARTMENT OF HOMELAND SECURITY THROUGH THE FEDERAL
EMERGENCY MANAGEMENT AGENCY**

WHEREAS, the Village of Flossmoor through its Fire Department has made application to the Department of Homeland Security for grant funding under the Assistance to Firefighter’s Grant Program for the procurement installation of Fire Station Alerting Equipment, Software, Installation, and Configuration to be used by E-COM and SouthCom and their member Fire Departments (the Project); and

WHEREAS, the Village of Flossmoor has been notified by the Federal Emergency Management Agency (FEMA) that the grant application for the project costs of \$527,438.00 has been approved for 90% Federal Funding (\$479,489.09) and 10% of the Federal Funding as the local funding (\$47,948.91) (Local Share); and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest, Cook County, Illinois, that the Agreement entitled **Intergovernmental Agreement between the Village of Flossmoor, Illinois, and the Villages of Glenwood, Hazel Crest, Homewood, Matteson, Park Forest, Riverdale South Holland and Thornton, Illinois for the Provision of Station Alerting Equipment and Associated Software under a Grant from the U.S. Department of Homeland Security through the Federal Emergency Management Agency**, a copy of which is attached hereto as Exhibit A is hereby approved. The Mayor is hereby authorized to execute and the Village Clerk to attest to the attached agreement which shall be effective according to its terms.

BE IT FURTHER RESOLVED that the Village Manager is authorized to do such acts as may be necessary or convenient to carry out the terms and intent of the agreement.

This Resolution shall be effective immediately upon its passage.

PASSED this ____ day of April, 2020.

APPROVED:

ATTEST:

Mayor

Village Clerk

**AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE VILLAGE OF FLOSSMOOR, ILLINOIS,
AND THE VILLAGES OF GLENWOOD, HAZEL CREST, HOMEWOOD,
MATTESON, PARK FOREST, RIVERDALE,
SOUTH HOLLAND, AND THORNTON
FOR THE PROVISION OF
FIRE STATION ALERTING EQUIPMENT AND ASSOCIATED SOFTWARE
UNDER A GRANT FROM THE U.S. DEPARTMENT OF HOMELAND SECURITY
THROUGH THE FEDERAL EMERGENCY MANAGEMENT AGENCY**

WHEREAS, the Villages of Flossmoor, Glenwood, Hazel Crest, Homewood, Matteson, Park Forest, Riverdale, South Holland and Thornton (hereafter “Member Villages” are members of either E-COM or SouthCom, a joint dispatch entity, which provides emergency dispatch services to each member’s Fire and Police Departments; and

WHEREAS, the Village of Flossmoor through its Fire Department has made application to the Department of Homeland Security for grant funding under the Assistance to Firefighter’s Grant Program for the procurement installation of Fire Station Alerting Equipment, Software, Installation, and Configuration to be used by E-COM and SouthCom and their member Fire Departments (the Project); and

WHEREAS, the Village of Flossmoor has been notified by the Federal Emergency Management Agency (FEMA) that the grant application for the project costs of \$527,438.00 has been approved for 90% Federal Funding (\$479,489.09) and 10% of the Federal Funding as the local funding (\$47,948.91)(Local Share); and

WHEREAS, each of the Member Villages desire to participate in this Project and contribute their respective shares of the Local Share and all other expenses of administration which the Village of Flossmoor will incur to administer this grant, all as set forth in this Agreement.

NOW, THEREFORE in consideration of the promises, covenants, terms and conditions set forth herein, the above Member Villages agree as follows:

1. Procurement of Equipment, Software, Installation, and Configuration

The Village of Flossmoor has determined that the equipment, software, and installation shall be purchased and provided from US Digital Designs, Inc. consistent with the grant application and in compliance with competitive bidding requirements.

The equipment purchased by the Village of Flossmoor pursuant to the grant shall be delivered directly to the Member Village per the equipment list submitted to the Village of Flossmoor. After receipt of the equipment and software and completion of the installation and configuration, each Member Village shall use the equipment in accordance with the applicable warranty requirements and be

responsible for all maintenance of the equipment and software as required after the warranty period of one year from acceptance date has expired.

2. Administrative Expense

The Village of Flossmoor estimates its expense to administer the grant and provide the equipment and software, including legal and audit expenses, to approximate \$6,000.00. This cost has been factored into the grant award, however any administrative costs up to and exceeding this amount shall be borne and paid by each Member Village in the same proportion as their respective percentage of the overall Project cost. Any additional expenses will be calculated and invoiced by the Village of Flossmoor to the participants after grant close-out and auditing are complete.

3. Allocation of Local Share for Equipment, Software, Installation, and Configuration

The amount of each Member Village's share of the total Local Share for Equipment, software, installation, and configuration shall be as shown on **Exhibit A**.

4. Compliance with Agreement Articles Assistance to Firefighter's Grant Program.

The Village of Flossmoor Fire Department is the Grantee for the entire Grant amount of \$527,438.00. It is likely that this Grant amount, when added to other grants received by the Village of Flossmoor, will cause the audit requirements of OMB Circular A-133 to be met, commonly known as the Federal Single Audit requirement. The Village of Flossmoor through its Finance Department and its auditors, shall comply with such requirement together with such other requirements as are contained in the Agreement Articles which are attached to this Agreement and made part hereof as **Exhibit B**, as amended from time to time. Each Village Member shall, for all purposes, be a sub-grantee of the Village of Flossmoor and shall use the equipment and software in accordance with the requirements of the Agreement Articles. Each Village Member shall keep records for the equipment and software received by each of them as deemed necessary for the Village of Flossmoor to comply with the Grant agreement and audit requirements. Each Village Member shall indemnify and hold Village of Flossmoor harmless for any failure to comply with the grant agreement and audit requirements thereunder with respect to the equipment and software received by each Village Member under this Grant. Each Village Member shall cooperate with the Village of Flossmoor and timely comply with its requests for documents and/or information to the fullest extent to permit the Village of Flossmoor to comply with the requirements of the Grant agreement, including its audit requirement.

Three years after the grant closeout date, each Member Village shall become the owner of the equipment received following any final payments and an

administrative process to transfer the assets from the Village of Flossmoor to the respective Member Village that is in accordance with the Village of Flossmoor's auditors.

5. Indemnification. Each Member Village shall indemnify and hold harmless the Village, its agents, officers and employees against all injuries deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses (including any liabilities, judgments, costs and expenses and reasonable attorney's fees) which may arise directly or indirectly as a result of the Village's administration of the Assistance to the Firefighter's Grant Program of the U.S. Department of Homeland Security through the Federal Emergency Management Agency as well as the operation and use of such equipment during which period the equipment is an asset of the Village of Flossmoor.
6. Resolution. Each Member Village shall provide to the Village of Flossmoor a certified copy of the resolution substantially in the form attached hereto as **Exhibit C**, authorizing the execution of this Agreement by their respective corporate authorities.
7. Payments to Flossmoor: The amounts due to the Village of Flossmoor for each Member Village under Paragraphs 2 and 4 shall be paid to the Village of Flossmoor prior to delivery and installation of any equipment and software for that Member Village.
8. The Village of Flossmoor with the cooperation of the other Member Villages shall use its best efforts to comply with the requirements of the Grant Agreement, including its' single audit requirement, if necessary.
9. This Agreement may be signed in counterparts by each Member Village.

VILLAGE OF FLOSSMOOR

By: _____
Mayor

ATTEST: _____
Village Clerk

VILLAGE OF GLENWOOD

By: _____
Mayor

ATTEST: _____
Village Clerk

VILLAGE OF HAZEL CREST

By: _____
Mayor

ATTEST: _____
Village Clerk

VILLAGE OF HOMEWOOD

By: _____
Mayor

ATTEST: _____
Village Clerk

VILLAGE OF MATTESON

By: _____
Mayor

ATTEST: _____
Village Clerk

VILLAGE OF PARK FOREST

By: _____
Mayor

ATTEST: _____
Village Clerk

VILLAGE OF RIVERDALE

By: _____
Mayor

ATTEST: _____
Village Clerk

VILLAGE OF SOUTH HOLLAND

By: _____
Mayor

ATTEST: _____
Village Clerk

VILLAGE OF THORNTON

By: _____
Chairman, Board of Directors

ATTEST: _____
Secretary

Exhibit "A"

Department	Grant Submittal / Grant Approved \$	Grant Approved Local Share	Actual Cost	Revised Local Share
Flossmoor	\$55,939	\$5,085	\$59,454	\$8,600
Glenwood	\$103,317	\$9,392	\$113,868	\$19,944
Hazel Crest	\$52,310	\$4,755	\$61,054	\$13,500
Homewood	\$46,657	\$4,242	\$46,657	\$4,242
Matteson	\$103,317	\$9,392	\$111,281	\$17,357
Park Forest	\$53,049	\$4,823	\$53,049	\$4,823
Riverdale	\$47,063	\$4,278	\$47,926	\$5,141
South Holland	\$13,759	\$1,251	\$15,970	\$3,461
Thornton	\$52,028	\$4,730	\$53,326	\$6,028
Total:	\$527,438	\$47,949	\$562,585	\$83,096

Exhibit B

Agreement Articles

Program: Fiscal Year 2018 Assistance to Firefighters Grant

Recipient: VILLAGE OF FLOSSMOOR

DUNS number: 143362304

Award number: EMW-2018-FR-00179

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Article 1 Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

DHS financial assistance recipients must complete either the Office of Management and Budget(OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances -Construction Programs as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations(C.F.R) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

Article 2 DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. 1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS. 2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance. 3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. 4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance. 5. Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. Recipients are required to provide this information once every two (2) years, not every time an award is made. After the initial submission for the first award under which this term applies, recipients are only required to submit updates every two years, not every time a grant is awarded. Recipients should submit the completed tool, including supporting materials to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.

Article 3 Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article 4	Activities Conducted Abroad
Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.	
Article 5	Age Discrimination Act of 1975
Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.	
Article 6	Americans with Disabilities Act of 1990
Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101–12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.	
Article 7	Best Practices for Collection and Use of Personally Identifiable Information (PII)
Recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template as useful resources respectively.	
Article 8	Civil Rights Act of 1964 – Title VI
Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.	

Article 9 Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (See 42 U.S.C. § 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D)

Article 10 Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article 11 Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, and 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article 12 Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. 8101).

Article 13 Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

<p>Article 14 Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX Recipients must comply with the requirements of Title IX of the Education Amendments of 1972 Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.</p>
<p>Article 15 Energy Policy and Conservation Act Recipients must comply with the requirements of The Energy Policy and Conservation Act Pub. L. No. 94- 163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.</p>
<p>Article 16 False Claims Act and Program Fraud Civil Remedies Recipients must comply with the requirements of The False Claims Act, 31 U.S.C. § 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.</p>
<p>Article 17 Federal Debt Status All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)</p>
<p>Article 18 Federal Leadership on Reducing Text Messaging while Driving Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.</p>
<p>Article 19 Fly America Act of 1974 Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.</p>
<p>Article 20 Hotel and Motel Fire Safety Act of 1990 In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, codified as amended at 15 U.S.C. § 2225.</p>

Article 21	<p>Limited English Proficiency (Civil Rights Act of 1964, Title VI) Recipients must comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance https://www.dhs.gov/guidancepublished-help-department-supported-organizations-provide-meaningful-access-people-limited and additional resources on http://www.lep.gov.</p>
Article 22	<p>Lobbying Prohibitions Recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.</p>
Article 23	<p>National Environmental Policy Act Recipients must comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq.) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.</p>
Article 24	<p>Nondiscrimination in Matters Pertaining to Faith-Based Organizations It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.</p>
Article 25	<p>Non-supplanting Requirement Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.</p>
Article 26	<p>Notice of Funding Opportunity Requirements All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated hereby reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.</p>

Article 27	Patents and Intellectual Property Rights
<p>Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.</p>	
Article 28	Procurement of Recovered Materials
<p>States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.</p>	
Article 29	Rehabilitation Act of 1973
<p>Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973) (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.</p>	
Article 30	Reporting of Matters Related to Recipient Integrity and Performance
<p>If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.</p>	
Article 31	Reporting Subawards and Executive Compensation
<p>Recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.</p>	
Article 32	SAFECOM
<p>Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.</p>	

Article 33	Terrorist Financing	Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.
Article 34	Trafficking Victims Protection Act of 2000	Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000, (TVPA) codified as amended by 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.
Article 35	Universal Identifier and System of Award Management (SAM)	Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.
Article 36	USA Patriot Act of 2001	Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.
Article 37	Use of DHS Seal, Logo and Flags	Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.
Article 38	Whistleblower Protection Act	Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.
Article 39	Acceptance of Post Award Changes	In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov if you have any questions.

Article 40 Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. § 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. § 200.308(e) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the Federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article 41 Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its subrecipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.

Article 42 Environmental Planning and Historic Preservation

DHS/FEMA funded activities that may require an EHP review are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all Federal, state, and local requirements. Acceptance of Federal funding requires recipient to comply with all Federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize Federal funding. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA's Environmental and Historic Preservation (EHP) screening form and instructions go to the DHS/FEMA website at: <https://www.fema.gov/media-library/assets/documents/90195>. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

AGENDA BRIEFING

DATE: March 23, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

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

RE: Resolution to convert the intersection of Lakewood Blvd. and Forest Blvd. to a stop control intersection.

BACKGROUND/DISCUSSION

DPW contractually maintains all the traffic signals throughout the community. This past fall, the Village's contractor, Meade Electric Company, notified DPW that the signal at Lakewood Blvd. and Forest Blvd. was antiquated and would need to be upgraded to adhere to today's traffic standards. The quote for the upgrade was over \$18,000. At the same time, DPW was contracted with V3 Engineering to provide Phase 1 Engineering of the Forest Blvd. corridor through Cook County's 'Invest in Cook' funding. We observed that all of the intersections on Forest were stop controlled, with the exception of Lakewood, and were functioning well. Thus, we wondered if a signal at Lakewood was still warranted based on today's traffic volumes and projected future growth. DPW requested V3 to study this intersection further and provide a report with their recommendations. See their report attached. To summarize, V3 Engineering agreed that a signal was no longer warranted and recommended that the intersection should be converted to a 3-way stop control intersection. DPW agrees with the report and would like to make the change this spring in order to avoid paying the \$18,000 to upgrade the signals. The Police and Fire Departments are supportive of this change as it will help improve response time.

RECOMMENDATION: Enable the Mayor to sign the Resolution converting the intersection of Lakewood Blvd. and Forest Blvd. to a stop control intersection.

SCHEDULE FOR DISCUSSION: This item will appear on the Agenda of the Regular meeting of April 27, 2020, for your approval.

RESOLUTION NO. _____

**A RESOLUTION CONVERTING THE INTERSECTION OF LAKEWOOD BLVD.
AND FOREST BLVD. TO A STOP CONTROL INTERSECTION**

WHEREAS, the intersection of Lakewood Blvd. and Forest Blvd. is currently controlled with traffic signals; and

WHEREAS, these traffic signals are antiquated and need to be upgraded at significant cost to the Village; and

WHEREAS, a study provided by V3 Engineering notes that the traffic signal is no longer warranted; and

WHEREAS, the Department of Public Works will convert the intersection to a stop control intersection, per the recommendation of the engineering report; and

WHEREAS, the Village of Park Forest acting by and through its Mayor and Board of Trustees has authorized the improvement;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest, Cook County and Will County, Illinois, in the exercise of Park Forest's home rule powers that the intersection of Lakewood Blvd. and Forest Blvd. be converted to a stop control intersection. **BE IT FURTHER RESOLVED** that the Mayor is hereby authorized to execute the Agreement and associated documents on behalf of the Village.

ADOPTED this 27th day of April, 2020.

APPROVED:

ATTEST:

Jon Vanderbilt, Mayor

Sheila McGann, Village Clerk

TECHNICAL MEMORANDUM



DATE: March 13, 2020
TO: Roderick Ysaguirre, P.E., Village of Park Forest
Nick Christie, P.E., CFM, Village of Park Forest
FROM: Peter Reinhofer, P.E.
RE: **Forest Boulevard and Lakewood Boulevard Traffic Signal Warrant Analysis**

V3 Companies is working with the Village of Park Forest on a Phase I Study of Forest Boulevard from Indianwood Boulevard to Norwood Boulevard. As part of the study, turning movement traffic counts were collected throughout the corridor including the signalized intersection of Forest Boulevard and Lakewood Boulevard. The purpose of this Traffic Signal Warrant Analysis Technical Memorandum is to determine if the intersection currently meets the warrants for a traffic signal and, if not, what is the appropriate intersection control at Forest Boulevard and Lakewood Boulevard.

Existing Roadway System

The characteristics of the roadways in the vicinity of the signalized intersection are presented below. An aerial of the existing intersection is illustrated in Figure 1.

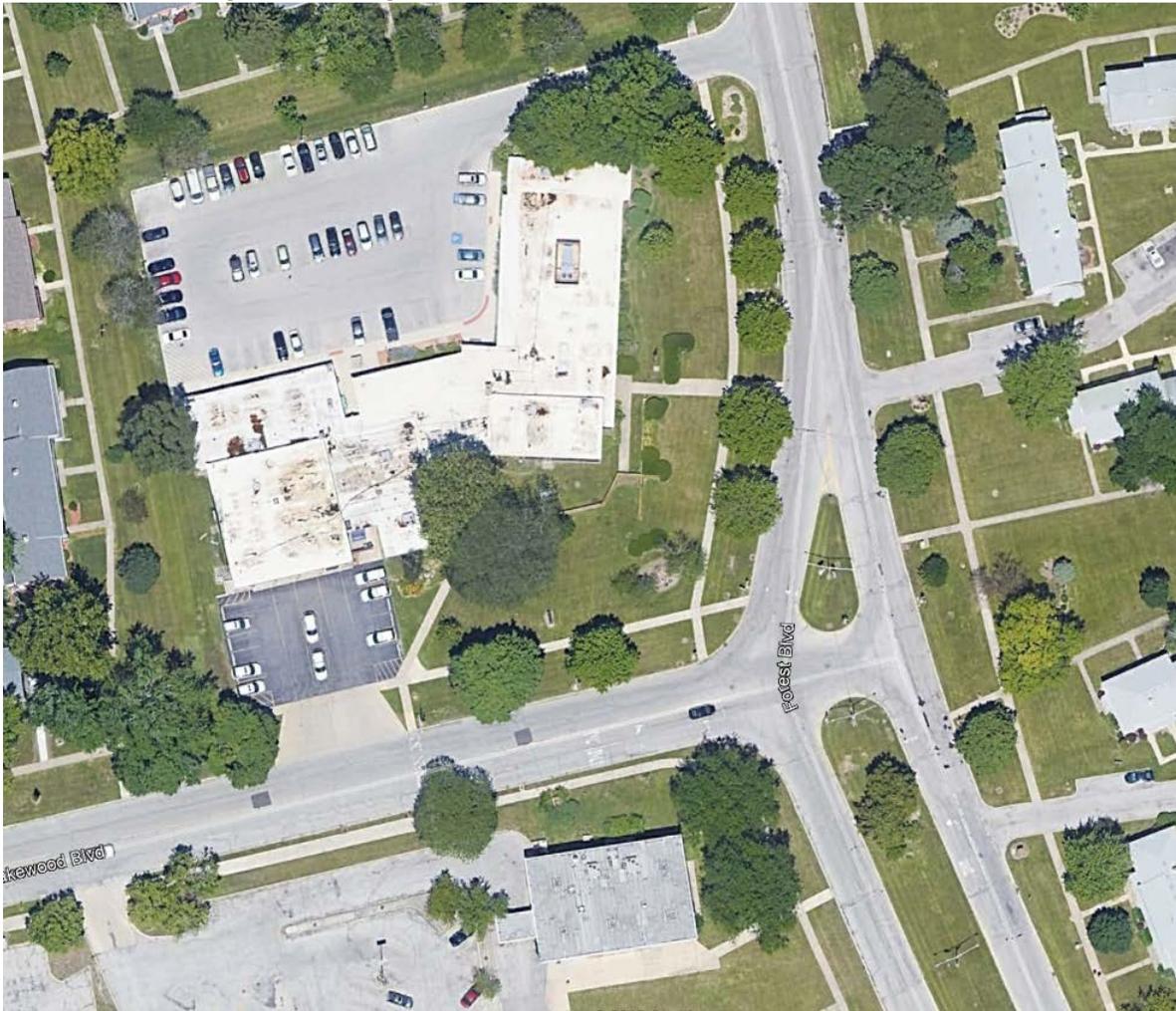
Forest Boulevard is a collector street with two travel lanes in each direction separated by a landscaped median south of Lakewood Boulevard and one travel lane in each direction with on-street parking on one side north of Lakewood Boulevard. The posted speed limit is 25 mph and sidewalks are present on both sides of the roadway. Forest Boulevard is under the jurisdiction of the Village of Park Forest

Lakewood Boulevard is also a collector street with two travel lanes in each direction and a posted speed limit of 30 mph. Sidewalks are present on both sides of the roadway. Lakewood Boulevard is under the jurisdiction of the Village of Park Forest.

The intersection of Forest Boulevard and Lakewood Boulevard is signalized and observed to operate with an actuated uncoordinated signal timing. The signal appears to rest on the Forest Boulevard approach and will change phases to the eastbound approach and the northbound left turn as vehicles approach those movements. The eastbound right turn has an overlap phase with a right turn arrow when the northbound left turn has the green turn arrow. The southbound approach consists of one through lane and one shared through/right turn lane, the northbound approach consists of one left turn lane and one through lane, and the eastbound approach consists of one left turn lane and one right turn lane. The northbound left turn operates as a protected movement only and the southbound approach is signed with a No Turn on Red. The west leg of the intersection has pedestrian signals and a crosswalk for the north/south movement, however there are no pedestrian signals or crosswalks in the east/west direction.

The Village of Park Forest Police Department is located at the northwest corner of the intersection. The primary parking lot and exit for police and emergency vehicles is accessed by a driveway on Lakewood Boulevard. A secondary driveway for visitors and non-emergency vehicles is located on Forest Boulevard.

Figure 1: Existing Forest Boulevard and Lakewood Boulevard Intersection



Existing Traffic Volumes and Future Forecasts

To assist in the evaluation of the Forest Boulevard and Lakewood Boulevard intersection, existing vehicular turning movement and pedestrian volumes were collected at the intersection. Existing traffic counts were collected on Thursday, October 3, 2019 from 6:00 am to 8:00 pm and on Saturday, October 5, 2019 from 10:00 am to 2:00 pm. The weekday traffic volumes broken into 15-minute segments has been attached to this Technical Memorandum.

Future traffic volumes are estimated for the year 2050 based on projections from the Chicago Metropolitan Agency for Planning (CMAP). These volumes account for future related growth in the area. The average daily traffic volumes for the Phase I study area roadways were obtained from traffic counts and the IDOT database. A summary of the CMAP growth rates is provided in Table 1.

The CMAP projections include a total growth of approximately 25 percent from the count year to 2050 on Forest Boulevard south of Lakewood Boulevard, 31.4 percent north of Lakewood Boulevard, and 30.3 percent on Lakewood Boulevard. This equates to a compounded average growth rate range of 0.8 to 1.0 percent per year.

Table 1: CMAP Growth Rates

CMAP Projected Growth Rates Forest Boulevard Improvements					
Street	AADT		Total Growth from Count Year to 2050	Non Compounded Yearly Rate	Total Growth from 2019 to 2050
	Existing AADT (Year)	2050 Proj.			
Forest Blvd (between Main St and Lakewood Blvd)	2,400 (2019)	3,000	25.0%	0.8%	25.0%
Forest Blvd (between Lakewood Blvd and Norwood Blvd)	3,500 (2019)	4,600	31.4%	1.0%	31.4%
Lakewood Boulevard	3,300 (2018)	4,300	30.3%	0.9%	29.4%

While a traffic signal may have met one or more the warrants in the past, changes in traffic flow over time may reduce the effectiveness of traffic signal control.

Traffic Signal Warrant Analysis

The investigation for the need for a traffic control signal is based on the methodology established in the Manual on Uniform Traffic Control Devices (MUTCD). The MUTCD establishes nine individual warrants. Installation of a traffic signal should be further investigated at locations that meet one or more warrants. The nine warrants are:

- Warrant 1, Eight-Hour Vehicular Volume
- Warrant 2, Four-Hour Vehicular Volume
- Warrant 3, Peak Hour
- Warrant 4, Pedestrian Volume
- Warrant 5, School Crossing
- Warrant 6, Coordinated Signal System
- Warrant 7, Crash Experience
- Warrant 8, Roadway Network
- Warrant 9, Intersection Near a Grade Crossing

Warrants 1, 2, and 3 are met if a total of eight, four, or one hour in the day, respectively, exceed the thresholds established in the MUTCD. Additionally, IDOT methodology also requires a reduction of the minor approach right turn volume based on factors such as lane configuration and conflicting volumes. Based on the vehicular volumes collected at the intersection and utilizing the IDOT reduction methodology, the intersection does not meet the eight-, four-, or peak hour warrants.

Warrant 4, the pedestrian volume signal warrant, is intended for application where the traffic volume of a major street is so heavy that pedestrians experience excessive delay in crossing the major street. Based on the pedestrian volumes and field observations, this warrant is not met.

Warrants 5, 6, 8, and 9 are also not met based on the surrounding area conditions, such as no schools in the area, not being interconnected with other signals, and not located near a railroad grade crossing.

Warrant 7, the crash experience signal warrant, is intended for application where the severity and frequency of crashes are the principal reason to consider the installation of a traffic signal. Based on crash data provided by the Village of Park Forest, there were zero crashes at this intersection from 2015 to 2019.

The supporting Signal Warrant Review Sheet and Right Turn Factorization Sheet have been attached to this Technical Memorandum.

Based on a review of the existing and future conditions along with a review of the MUTCD traffic signal warrants, it is concluded that the signalized intersection of Forest Boulevard and Lakewood Boulevard does not currently meet the warrants for a traffic signal.

Removal of Traffic Signals

Section 4B.02 of the MUTCD provides the following guidance for the removal of a traffic signal:

If changes in traffic patterns eliminate the need for a traffic control signal, consideration should be given to removing it and replacing it with appropriate alternative traffic control devices, if any are needed.

If the engineering study indicates that the traffic control signal is no longer justified, and a decision is made to remove the signal, removal should be accomplished using the following steps:

- A. Determine the appropriate traffic control to be used after removal of the sign.
- B. Remove any sight distance restrictions.
- C. Inform the public of the removal study.
- D. Flash or cover the signal heads for a minimum of 90 days and install the appropriate stop control or other traffic control device.
- E. Remove the signal if the engineering data collected during the removal study period confirms that the signal is no longer needed.

Instead of total removal of a traffic control signal, the poles, controller cabinet, and cables may remain in place after removal of the signal heads for continued analysis.

It should be noted that it is possible that a signalized intersection that does not meet any of the warrants may meet at least one warrant after the signal is removed, due to the potential increase in crashes, delay, or traffic patterns. Therefore, engineering judgment is required for the potential removal of a traffic signal.

Intersection Control Evaluation

The Highway Capacity Manual provides an exhibit that suggests the intersection control type based on peak hour volumes. Exhibit 10-15 provides guidance for two-way stop, four-way stop, and traffic signal control based on the major street and minor street peak hour volumes. Based on the existing peak hour volumes and the Exhibit, two-way stop control on the minor street is the indicated intersection control. However, since Forest Boulevard currently has a wide landscaped median which could make it difficult for eastbound left turning vehicles to see northbound vehicles, an all-way stop controlled intersection may be the better option. In addition, with the driveway for exiting police cars located on Lakewood Boulevard, the sight distance for northbound vehicles may be better to see the police cars traveling through the intersection.

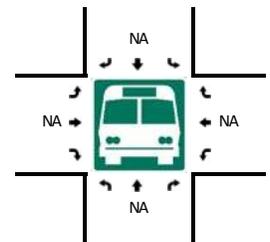
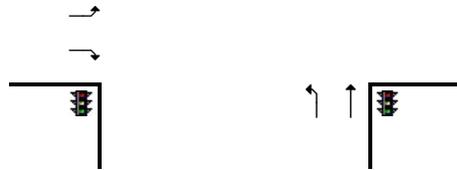
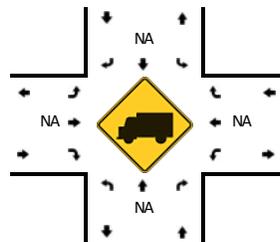
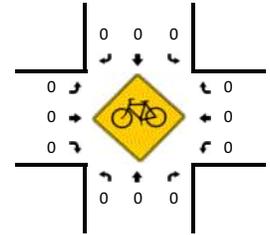
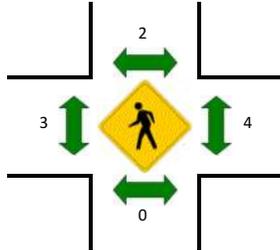
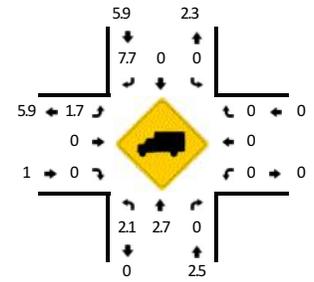
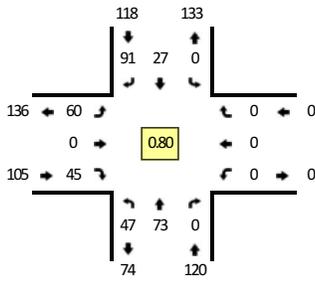
Due to expense associated with the removal and since this intersection will likely be reconstructed in the near future, the following steps should be followed:

1. Inform the public of the intersection control modification at the intersection.
2. The traffic signal should be placed in all-way flashing red operation. If the existing signal equipment cannot flash all-way red, the traffic signal heads should be bagged and stop signs and stop bars should be installed on all approaches.
3. Conduct an assessment of the intersection operations and safety. If both are acceptable, the traffic signal should be deactivated and stop signs and stop bars should be installed on all approaches. Traffic signal deactivation could be accomplished by covering the signal heads or removing them completely.
4. After an extended period of acceptable all-way stop control operation, the signal poles and pedestals can be removed.
5. If additional modifications are constructed along Forest Boulevard as part of the Phase I Study, the intersection control evaluation should be reevaluated based on the proposed intersection geometrics, such as a roundabout or a minor street stop control.

LOCATION: Forest Blvd -- Lakewood Blvd
CITY/STATE: Park Forest, IL

QC JOB #: 1489926
DATE: Thu, Oct 3 2019

Peak-Hour: 4:45 PM -- 5:45 PM
Peak 15-Min: 5:00 PM -- 5:15 PM



15-Min Count Period Beginning At	Forest Blvd (Northbound)				Forest Blvd (Southbound)				Lakewood Blvd (Eastbound)				Lakewood Blvd (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
6:00 AM	3	5	0	0	0	5	3	0	2	0	1	0	0	0	0	0	19	
6:15 AM	3	5	0	0	0	1	5	0	4	0	2	0	0	0	0	0	20	
6:30 AM	1	2	0	0	0	3	8	0	2	0	1	0	0	0	0	0	17	
6:45 AM	5	7	0	0	0	2	15	0	3	0	1	0	0	0	0	0	33	
7:00 AM	3	7	0	1	0	2	8	0	4	0	1	0	0	0	0	0	26	89
7:15 AM	7	8	0	0	0	3	9	0	5	0	3	0	0	0	0	0	35	111
7:30 AM	9	13	0	0	0	6	21	0	6	0	3	0	0	0	0	0	58	152
7:45 AM	13	9	0	1	0	16	24	0	9	0	11	0	0	0	0	0	83	202
8:00 AM	8	10	0	0	0	7	24	0	14	0	6	0	0	0	0	0	69	245
8:15 AM	11	10	0	0	0	5	15	0	12	0	8	0	0	0	0	0	61	271
8:30 AM	4	12	0	0	0	7	9	0	5	0	3	0	0	0	0	0	40	253
8:45 AM	4	9	0	0	0	7	6	0	7	0	11	0	0	0	0	0	44	214
9:00 AM	5	9	0	0	0	2	12	0	8	0	3	0	0	0	0	0	39	184
9:15 AM	3	9	0	0	0	3	13	0	12	0	9	0	0	0	0	0	49	172
9:30 AM	5	9	0	0	0	8	15	0	10	0	11	0	0	0	0	0	58	190
9:45 AM	2	11	0	1	0	7	17	0	7	0	7	0	0	0	0	0	52	198
10:00 AM	5	15	0	0	0	6	11	0	1	0	5	0	0	0	0	0	43	202
10:15 AM	7	6	0	0	0	8	11	0	7	0	7	0	0	0	0	0	46	199
10:30 AM	4	17	0	1	0	9	12	0	8	0	4	0	0	0	0	0	55	196
10:45 AM	6	10	0	1	0	8	17	0	9	0	9	0	0	0	0	0	60	204
11:00 AM	10	11	0	0	0	10	11	0	10	0	6	0	0	0	0	0	58	219
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12:45 PM	12	11	0	0	0	8	13	0	8	0	6	0	0	0	0	0	58	224
1:00 PM	6	16	0	0	0	7	15	0	10	0	8	0	0	0	0	0	62	222
1:15 PM	8	11	0	0	0	7	14	0	5	0	6	0	0	0	0	0	51	222
1:30 PM	7	7	0	0	0	7	15	0	11	0	7	0	0	0	0	0	54	225
1:45 PM	8	11	0	1	0	10	12	0	17	0	4	0	0	0	0	0	63	230
2:00 PM	8	22	0	1	0	8	19	0	11	0	9	0	0	0	0	0	78	246
2:15 PM	3	12	0	0	0	5	15	0	14	0	4	0	0	0	0	0	53	248
2:30 PM	7	11	0	0	0	7	14	0	9	0	11	0	0	0	0	0	59	253
2:45 PM	6	14	0	0	0	10	23	0	16	0	13	0	0	0	0	0	82	272
3:00 PM	12	22	0	0	0	16	18	0	21	0	11	0	0	0	0	0	100	294
3:15 PM	8	15	0	0	0	8	25	0	16	0	13	0	0	0	0	0	85	326
3:30 PM	9	20	0	0	0	8	16	0	14	0	5	0	0	0	0	0	72	339

15-Min Count Period Beginning At	Forest Blvd (Northbound)				Forest Blvd (Southbound)				Lakewood Blvd (Eastbound)				Lakewood Blvd (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
3:45 PM	4	13	0	0	0	7	15	0	17	0	9	0	0	0	0	0	65	322
4:00 PM	7	11	0	1	0	6	28	0	22	0	8	0	0	0	0	0	83	305
4:15 PM	8	14	0	1	0	11	20	0	13	0	10	0	0	0	0	0	77	297
4:30 PM	5	13	0	0	0	7	18	0	12	0	8	0	0	0	0	0	63	288
4:45 PM	10	17	0	0	0	7	25	0	14	0	9	0	0	0	0	0	82	305
5:00 PM	18	21	0	1	0	11	23	0	20	0	13	0	0	0	0	0	107	329
5:15 PM	10	16	0	0	0	5	25	0	15	0	13	0	0	0	0	0	84	336
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5:45 PM	4	12	0	0	0	6	17	0	16	0	19	0	0	0	0	0	74	335
6:00 PM	14	19	0	1	0	6	19	0	16	0	9	0	0	0	0	0	84	312
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6:30 PM	9	11	0	1	0	12	18	0	15	0	8	0	0	0	0	0	74	296
6:45 PM	5	7	0	0	0	10	15	0	8	0	8	0	0	0	0	0	53	275
7:00 PM	7	10	0	0	0	12	14	0	15	0	18	0	0	0	0	0	76	267
7:15 PM	11	14	0	0	0	7	9	0	14	0	7	0	0	0	0	0	62	265
7:30 PM	5	3	0	1	0	6	12	0	11	0	8	0	0	0	0	0	46	237
7:45 PM	2	12	0	0	0	10	5	0	9	0	10	0	0	0	0	0	48	232
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	72	84	0	4	0	44	92	0	80	0	52	0	0	0	0	0	428	
Heavy Trucks	4	4	0		0	0	4		0	0	0		0	0	0		12	
Pedestrians		0				0				0				4			4	
Bicycles		0				0				0				0			0	
Railroad																		
Stopped Buses																		
<i>Comments:</i>																		

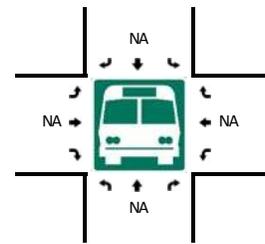
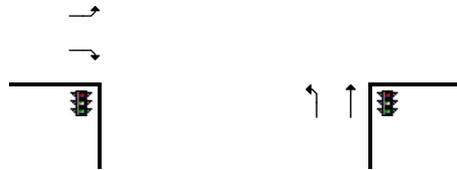
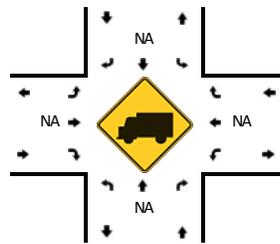
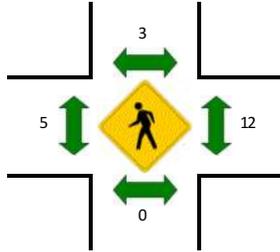
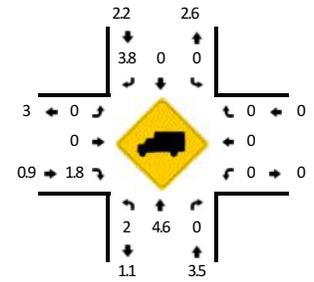
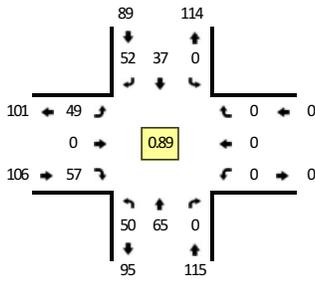
Report generated on 10/11/2019 12:41 PM

SOURCE: Quality Counts, LLC (<http://www.qualitycounts.net>) 1-877-580-2212

LOCATION: Forest Blvd -- Lakewood Blvd
CITY/STATE: Park Forest, IL

QC JOB #: 1489927
DATE: Sat, Oct 5 2019

Peak-Hour: 11:00 AM -- 12:00 PM
Peak 15-Min: 11:00 AM -- 11:15 AM



15-Min Count Period Beginning At	Forest Blvd (Northbound)				Forest Blvd (Southbound)				Lakewood Blvd (Eastbound)				Lakewood Blvd (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
10:00 AM	11	16	0	0	0	9	12	0	10	0	14	0	0	0	0	0	72	
10:15 AM	10	19	0	0	0	7	5	0	9	0	7	0	0	0	0	0	57	
10:30 AM	11	19	0	0	0	19	16	2	6	0	13	0	0	0	0	0	86	
10:45 AM	9	14	0	0	0	6	13	0	11	0	17	0	0	0	0	0	70	285
11:00 AM	19	21	0	0	0	8	15	0	12	0	12	0	0	0	0	0	87	300
11:15 AM	5	12	0	0	0	10	12	0	9	0	11	0	0	0	0	0	59	302
11:30 AM	10	18	0	0	0	11	10	0	18	0	11	0	0	0	0	0	78	294
11:45 AM	15	14	0	1	0	8	15	0	10	0	23	0	0	0	0	0	86	310
12:00 PM	11	22	0	2	0	5	16	0	8	0	8	0	0	0	0	0	72	295
12:15 PM	6	12	0	0	0	3	18	0	14	0	13	0	0	0	0	0	66	302
12:30 PM	5	9	0	1	0	8	15	0	9	0	13	0	0	0	0	0	60	284
12:45 PM	10	13	0	0	0	7	15	0	14	0	5	0	0	0	0	0	64	262
1:00 PM	8	12	0	0	0	9	11	0	13	0	5	0	0	0	0	0	58	248
1:15 PM	6	16	0	2	0	9	18	0	14	0	11	0	0	0	0	0	76	258
1:30 PM	1	7	0	1	0	3	12	0	14	0	10	0	0	0	0	0	48	246
1:45 PM	5	9	0	0	0	4	16	0	9	0	14	0	0	0	0	0	57	239
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	76	84	0	0	0	32	60	0	48	0	48	0	0	0	0	0	348	
Heavy Trucks	4	8	0	0	0	0	8	0	0	0	0	0	0	0	0	0	20	
Pedestrians	0	0	0	0	0	0	0	0	0	8	0	0	0	4	0	0	12	
Bicycles	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Railroad																		
Stopped Buses																		

Comments:

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION
BUREAU OF TRAFFIC

DISTRICT #1

TRAFFIC SIGNAL STUDY PACKAGE - MUTCD

INTERSECTION: Forest Boulevard & Lakewood Boulevard
MUNICIPALITY: Park Forest WARRANTS MET: NONE
COUNTY: Cook COUNTS & DATE: Quality Counts 10/3/2019
DATE: 3/9/2020 REVIEWED BY: V3

Forest Boulevard & Lakewood Boulevard

City: **Park Forest**
 County: **Cook**
 District: **1**

Major Forest Boulevard
Minor Lakewood Boulevard

State Of Illinois
 Department of Transportation
 Bureau of Traffic

Date: 3/9/2020

SUMMARY OF TRAFFIC SURVEY

Route:	TRAFFIC FROM NORTH Forest Boulevard N. of: Lakewood Boulevard Going				TRAFFIC FROM SOUTH Forest Boulevard S. of: Lakewood Boulevard Going				TOTAL NORTH AND SOUTH	TRAFFIC FROM EAST Lakewood Boulevard E. of: Forest Boulevard Going				TRAFFIC FROM WEST Lakewood Boulevard W. of: Forest Boulevard Going				TOTAL EAST AND WEST	GRAND TOTAL
	EAST ↘	SOUTH ↓	WEST ↙	TOTAL	WEST ↖	NORTH ↑	EAST ↗	TOTAL		SOUTH ↙	WEST ←	NORTH ↖	TOTAL	NORTH ↖	EAST →	SOUTH ↘	TOTAL		
START TIME																			
6:00-7:00	0	11	31	42	12	19	0	31	73	0	0	0	0	11	0	5	16	16	89
7:00-8:00	0	27	62	89	32	37	0	69	158	0	0	0	0	24	0	18	42	42	200
8:00-9:00	0	26	54	80	27	41	0	68	148	0	0	0	0	38	0	28	66	66	214
9:00-10:00	0	20	57	77	15	38	0	53	130	0	0	0	0	37	0	30	67	67	197
10:00-11:00	0	31	51	82	22	48	0	70	152	0	0	0	0	25	0	25	50	50	202
11:00-12:00	0	34	46	80	25	45	0	70	150	0	0	0	0	37	0	29	66	66	216
12:00-1:00	0	35	46	81	25	48	0	73	154	0	0	0	0	43	0	25	68	68	222
1:00-2:00	0	31	56	87	29	45	0	74	161	0	0	0	0	43	0	25	68	68	229
2:00-3:00	0	30	71	101	24	59	0	83	184	0	0	0	0	50	0	37	87	87	271
3:00-4:00	0	39	74	113	33	70	0	103	216	0	0	0	0	68	0	38	106	106	322
4:00-5:00	0	31	91	122	30	55	0	85	207	0	0	0	0	61	0	35	96	96	303
5:00-6:00	0	26	83	109	39	68	0	107	216	0	0	0	0	62	0	55	117	117	333
6:00-7:00	0	36	73	109	34	47	0	81	190	0	0	0	0	50	0	32	82	82	272
7:00-8:00	0	35	40	75	25	39	0	64	139	0	0	0	0	49	0	43	92	92	231

REVIEW INFORMATION

COUNTS USED: Quality Counts
 COUNT DATE(S): 10/3/2019
 DATA REVIEWED: 3/9/2020
 REVIEWED BY: CAS

RIGHT TURN FACTORIZATION SHEET

INTERSECTION: Forest Boulevard & Lakewood Boulevard
 MUNICIPALITY: Park Forest

COUNTY: Cook

DIR	PEAK HOUR	MINOR STREET - EASTBOUND				CRITICAL MAINLINE APPROACH VOLUME PER LANE	BASE RIGHT TURN REDUCTION %	MAINLINE CONGESTION FACTOR %	ADJUSTED RIGHT TURN REDUCTION %	ADJUSTED RIGHT TURNS	ADJUSTED MINOR STREET VOLUME
		STREET NAME		Lakewood Boulevard							
		CONFIG. #	3								
CRIT. MAINLINE LANE #	2										
LEFT	THROUGH	RIGHT	APP. TOTAL								
NB	6:00	11	0	5	16	6	75%	0%	75%	1	12
NB	7:00	24	0	18	42	14	75%	0%	75%	5	29
NB	8:00	38	0	28	66	13	75%	0%	75%	7	45
NB	9:00	37	0	30	67	10	75%	0%	75%	8	45
NB	10:00	25	0	25	50	16	75%	0%	75%	6	31
NB	11:00	37	0	29	66	17	75%	0%	75%	7	44
NB	12:00	43	0	25	68	18	75%	0%	75%	6	49
NB	1:00	43	0	25	68	16	75%	0%	75%	6	49
NB	2:00	50	0	37	87	15	75%	0%	75%	9	59
NB	3:00	68	0	38	106	20	75%	0%	75%	10	78
NB	4:00	61	0	35	96	16	75%	0%	75%	9	70
NB	5:00	62	0	55	117	13	75%	0%	75%	14	76
NB	6:00	50	0	32	82	18	75%	0%	75%	8	58
NB	7:00	49	0	43	92	18	75%	0%	75%	11	60

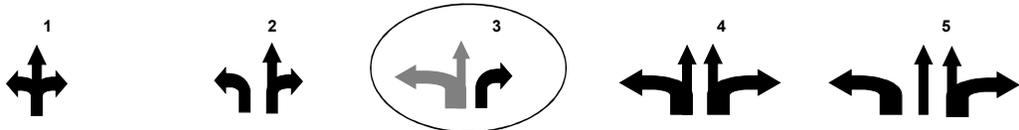
MAINLINE CONGESTION FACTORS	
VOLUMES	FACTOR %
0-399	0%
400-499	5%
500-599	10%
600-699	15%
700-799	20%
800-899	25%
900-999	30%
1000-1099	35%
1100-1199	40%
1200-1299	45%
1300-1399	50%
1400-1499	55%

REVIEW INFORMATION

COUNTS USED: Quality Counts
 COUNT DATE(S): 10/3/2019
 DATE REVIEWED 3/9/2020
 REVIEWED BY: CAS

RIGHT TURN FACTORIZATION SHEET (CONT.)

LANE CONFIGURATIONS



Any configuration with an exclusive right turn lane (usually up to 600 ft. long)

PH	LEFT	THROUGH	RIGHT	TOTAL (A)	0.7A	0.35A	3T	T/3	(T+L)	(T+R)	3R	3L	T/2	T/4	L=T=R (+/-)
6:00	11	0	5	16	11	6	0	0	11	5	15	33	0	0	NO
7:00	24	0	18	42	29	15	0	0	24	18	54	72	0	0	NO
8:00	38	0	28	66	46	23	0	0	38	28	84	114	0	0	NO
9:00	37	0	30	67	47	23	0	0	37	30	90	111	0	0	NO
10:00	25	0	25	50	35	18	0	0	25	25	75	75	0	0	NO
11:00	37	0	29	66	46	23	0	0	37	29	87	111	0	0	NO
12:00	43	0	25	68	48	24	0	0	43	25	75	129	0	0	NO
1:00	43	0	25	68	48	24	0	0	43	25	75	129	0	0	NO
2:00	50	0	37	87	61	30	0	0	50	37	111	150	0	0	NO
3:00	68	0	38	106	74	37	0	0	68	38	114	204	0	0	NO
4:00	61	0	35	96	67	34	0	0	61	35	105	183	0	0	NO
5:00	62	0	55	117	82	41	0	0	62	55	165	186	0	0	NO
6:00	50	0	32	82	57	29	0	0	50	32	96	150	0	0	NO
7:00	49	0	43	92	64	32	0	0	49	43	129	147	0	0	NO

PH	BASE REDUCTION				
	CONFIG 1	CONFIG 2	CONFIG 3	CONFIG 4	CONFIG 5
6:00	20%	60%	75%	60%	75%
7:00	40%	60%	75%	60%	75%
8:00	40%	60%	75%	60%	75%
9:00	40%	60%	75%	60%	75%
10:00	40%	60%	75%	30%	75%
11:00	40%	60%	75%	60%	75%
12:00	40%	60%	75%	60%	75%
1:00	40%	60%	75%	60%	75%
2:00	40%	60%	75%	60%	75%
3:00	40%	60%	75%	60%	75%
4:00	40%	60%	75%	60%	75%
5:00	40%	60%	75%	60%	75%
6:00	40%	60%	75%	60%	75%
7:00	40%	60%	75%	60%	75%

SIGNAL WARRANT REVIEW SHEET

District #1

SRA: N/A
 YES NO

INTERSECTION: Forest Boulevard & Lakewood Boulevard
 MUNICIPALITY: Park Forest

COUNTY: Cook

Speed Limit of Major Route 25
 Number of Lanes of Major Approach 2

Isolated Community with Population < 10,000 No
 Number of Lanes of Minor Approach 2

HOUR BEGIN	MAJOR STREET VOLUME (both approaches)	ADJ. MINOR STREET VOLUME (higher volume approaches)	Check any hours which meet the following Warrants			
			WARRANT 1			
			A	B	WARRANT 1 A/B: 8 hrs of both	
100%	100%	80% of A	80% of B			
6:00	73	12				
7:00	158	29				
8:00	148	45				
9:00	130	45				
10:00	152	31				
11:00	150	44				
12:00	154	49				
1:00	161	49				
2:00	184	59				
3:00	216	78				
4:00	207	70				
5:00	216	76				
6:00	190	58				
7:00	139	60				
Hours Met:			0	0	0	0
Met:			NO	NO	NO	
Volume Requirements:			MAJOR: 600	900	480	720
			MINOR: 200	100	200	80

- | | | |
|--|---|-----|
| WARRANT 1 | YES <input type="radio"/> NO <input checked="" type="radio"/> | N/A |
| Warrant 1 is met if any of the following Conditions are met: | | |
| • CONDITION A
Minum Vehicular Volume | YES <input type="radio"/> NO <input checked="" type="radio"/> | N/A |
| • CONDITION B
Interruption of Continuous Traffic | YES <input type="radio"/> NO <input checked="" type="radio"/> | N/A |
| • CONDITION A/B
Combination of Warrantts | YES <input type="radio"/> NO <input checked="" type="radio"/> | N/A |
| WARRANT 2 | YES <input type="radio"/> NO <input checked="" type="radio"/> | N/A |
| Four Hour Volume | | |
| WARRANT 3 | YES <input type="radio"/> NO <input checked="" type="radio"/> | N/A |
| Peak Hour Volume | | |
| WARRANT 4 | YES <input type="radio"/> NO <input checked="" type="radio"/> | N/A |
| Pedestrian Volume | | |
| WARRANT 5 | YES <input type="radio"/> NO <input checked="" type="radio"/> | N/A |
| School Crossing | | |
| WARRANT 6 | YES <input type="radio"/> NO <input checked="" type="radio"/> | N/A |
| Coordinated Signal System | | |
| WARRANT 7 | YES <input type="radio"/> NO <input checked="" type="radio"/> | N/A |
| Accidents Experience | | |
| WARRANT 8 | YES <input type="radio"/> NO <input checked="" type="radio"/> | N/A |
| Roadway Network | | |
| WARRANT 9 | YES <input type="radio"/> NO <input checked="" type="radio"/> | N/A |
| Intersection Near a Grade Crossing | | |

REVIEW INFORMATION

COUNTS USED: Quality Counts
 COUNT DATE(S): 10/3/2019
 DATE REVIEWED: 3/9/2020
 REVIEWED BY: CAS

Comments

TRAFFIC SIGNAL WARRANT SUMMARY

City: **Park Forest**
 County: **Cook**

Engineer: **CAS**
 Date: **3/9/2020**

Major Street: **Forest Boulevard**
 Minor Street: **Lakewood Boulevard**

Lanes: **2**
 Lanes: **2**

Critical Approach Speed: **25**

Volume Level Criteria

1. Is the critical speed of major street traffic > 70 km/h (40 mph)? Yes No
2. Is the intersection in a built-up area of isolated community of <10,000 population? Yes No
- If Question 1 or 2 above is answered "Yes", then use "70%" volume level 70% 100%

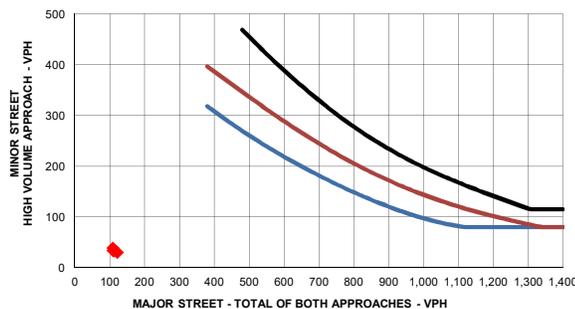
WARRANT 2 - FOUR-HOUR VEHICULAR VOLUME

If all four points lie above the appropriate line, then the warrant is satisfied.

Applicable: Yes No
 Satisfied: Yes No

Plot four volume combinations on the applicable figure below.

FIGURE 4C-1: Criteria for "100%" Volume Level



* Note: 115 vph applies as the lower threshold volume for a minor street approach with two or more lanes and 80 vph applies as the lower threshold volume for a minor street approach with one lane.

FIGURE 4C-2: Criteria for "70%" Volume Level



* Note: 80 vph applies as the lower threshold volume for a minor street approach with two or more lanes and 60 vph applies as the lower threshold volume for a minor street approach with one lane.

FOUR HIGHEST HOURS	Volumes	
	MAJOR STREET	MINOR STREET
4:00 - 5:00	122	30
5:00 - 6:00	109	39
3:00 - 4:00	113	33
6:00 - 7:00	109	34

AGENDA BRIEFING

DATE: April 15, 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 Transport Business at 80-90 North Street

BACKGROUND/DISCUSSION:

A request has been submitted by ForeBio Properties LLC (property owner) and Herblo Transport LLC (applicant) for a Special Use Permit to permit an Adult-Use Cannabis Transport Business at 80-90 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 March 29, 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 signs noting the date, time, and purpose of the public hearing were 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. Due to the public health emergency, members of the public were given the opportunity to send letters or emails, or call, the Economic Development and Planning Department with comments on this application. All comments would be read during the public hearing. Members of the public also could have called the Department for the call-in number, but no one requested the number for this item.

A Special Use may be approved by the Board only after the Planning and Zoning Commission (PZC) 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 of the Unified Development Ordinance (UDO). After taking public comment and discussing this request, the PZC voted 7-0 (with two Commissioners absent) to recommend approval of the requested Special Use Permit to allow an Adult-Use Cannabis Transport Business at 80-90 North Street, with the conditions noted below.

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 tenant space must be constructed 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 tenant space created for this business must be fully self-contained and not provide for any co-location with a non-cannabis business. Any access to the larger building may be through a common area only, with a secure entrance to the subject business.
- A minimum of eight (8) parking spaces must be provided in conformance with Article V-6 (Parking Design Standards). Any additional parking must be provided on existing impervious surface and designed in conformance with Article V-6 (Parking Design Standards) of the UDO.
- Transport vehicles must be parked in the interior dock area when on-site.
- The installation of any fence or wall must conform to the Use Standards for Accessory Structures contained in Article III-4-C. of the UDO.
- Landscaping must be designed to conform to the Village's landscaping standards established by Article VI of the UDO.
- Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.
- Exterior signage, if any, must comply with the Village's sign design standards as established by Article VII of the UDO.

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

SCHEDULE FOR CONSIDERATION: This item will appear on the Regular Agenda of April 27, 2020 for Final Reading.

ORDINANCE NO. _____

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT
FOR AN ADULT-USE CANNABIS TRANSPORTER AT 80-90 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, Herblo Transport 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 Transporter, at 80-90 North Street, Park Forest, Illinois, PIN 31-25-200-009-0000 and PIN 31-25-200-011-0000 (“Subject Property”); and

WHEREAS, on March 29, 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; and

WHEREAS, the Planning and Zoning Commission conducted the public hearing to consider the Application on April 14, 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 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 Applicant 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 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 tenant space 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. **No Co-Location.** The tenant space created for this business must be fully self-contained and not provide for any co-location with a non-cannabis business.

Any access to the larger building may be through a common area only, with a secure entrance to the subject business.

7. Parking Standards. A minimum of eight (8) parking spaces must be provided in conformance with Article V-6 of the UDO, the Village's design standards for parking lots. Any additional parking must be provided on existing impervious surface and designed in conformance with Article V-6 of the UDO.

8. Transport Vehicle Parking. Cannabis transport vehicles must be parked in the interior dock area when on-site.

9. Fence Standards. The installation of any fence or wall must conform to the Use Standards for Accessory Structures contained in Article III-4-C. of the UDO.

10. Landscaping. Landscaping must be designed to conform to the Village's landscaping standards established by Article VI 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. Signage. Exterior signage must comply with the Village's sign design standards as established by Article VII of the UDO.

13. 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.

14. 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.

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 27th day of April, 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

Taronda Ransom, Herblo Transport, LLC
Applicant

Date

MEMORANDUM

TO: Mayor and Board of Trustees

FROM: Marty Hutchins, Vice Chair
Park Forest Planning and Zoning Commission

DATE: April 15, 2020

RE: Recommendation – Request for a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Transport Business at 80-90 North Street

Recommendation

At the regular meeting of April 14, 2020, the Planning and Zoning Commission considered a request for a Special Use Permit to allow an Adult-Use Cannabis Transport Business at 80-90 North Street. The application was submitted by Taronda Ransom, of Herblo Transport, LLC (applicant) and Jason Wan, of Forebio Properties (property owner). 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 7-0 (with two Commissioners absent) to recommend approval of the requested Special Use Permit with the following conditions:

- The tenant space must be constructed 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 tenant space created for this business must be fully self-contained and not provide for any co-location with a non-cannabis business. Any access to the larger building may be through a common area only, with a secure entrance to the subject business.
- A minimum of eight (8) parking spaces must be provided in conformance with Article V-6 (Parking Design Standards). Any additional parking must be provided on existing impervious surface and design in conformance with Article V-6 (Parking Design Standards).
- Transport vehicles must be parked in the interior dock area when on-site.
- The installation of any fence or wall must conform to the Use Standards for Accessory Structures contained in Article III-4-C. of the UDO.
- Landscaping must be designed to conform to the Village's landscaping standards established by Article VI of the UDO.
- Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.
- Exterior signage, if any, must comply with the Village's sign design standards as established by Article VII of the UDO.

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 of the Unified Development Ordinance. 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.*
- 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. *The Commission unanimously agreed that this standard is met.*

Best regards,
Marty Hutchins, Vice Chair

PLANNING AND ZONING COMMISSION MEMO

TO: Planning and Zoning Commission

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

DATE: April 9, 2020

RE: NEW BUSINESS – Planning and Zoning Commission Meeting of April 14, 2020
Public Hearing to consider a Request for a Special Use Permit in the M,
Manufacturing zoning district to permit an Adult-Use Cannabis Transport
Business at 80-90 North Street

Application for Special Use Permit

A request has been submitted by Taronda Ransom, of Herblo Transport, LLC (applicant), and Jason Wan, of Forebio Properties (property owner) for a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Transport Business at the property. This use is defined by the Cannabis Regulation and Tax Act (the “Act”) and the Unified Development Ordinance (UDO) in the following manner:

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.

Unlike other types of adult-use cannabis business establishments, the Act does not limit the number of transport business establishments, nor does it require a minimum distance between these businesses. All applications for transport business establishments that meet minimum requirements will be granted a license from the State.

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 March 29, 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 North Street and Orchard Drive frontages of the property. As of the date of this memo, no public comment has been received regarding this application. Any comments received prior to the Public Hearing will be read out loud at the Planning and Zoning Commission (PZC) 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 use (Transporter) is 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 PZC is required to hold a public hearing on all requests for Special Use Permits and to make its recommendation to the Board of Trustees. 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. If the PZC recommends approval of the requested 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 PZC must make specific written findings “based on each of the standards”.

- 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 (Article III-3.CC). The applicant’s response to each of the required standards for special uses is attached as Exhibit A.

Applicant’s Proposal and Consistency with Use Standards

The applicant, Herblo Transport LLC, proposes to lease approximately 7,800 square feet of space at the manufacturing building located at 80-90 North Street. The specific location of the proposed business within the building is shown on Exhibit B. This exhibit also shows the internal layout of the space, and the proposed parking and loading dock. Based on the internal

and external site plans submitted, it is not clear how employees and visitors will enter and exit the building. If there is any access through the larger building, it must be through a common area. Both the Act and the UDO prohibit the co-location of cannabis and non-cannabis businesses, and the build-out of this business location must conform to that requirement.

The business will use two (2) transport vehicles initially, and will add more as needed. The interior dock area has capacity for four (4) vehicles, and all transport vehicles will remain within this area when not in use. The Applicant has noted that all transport vehicles will comply with the requirements of the Act and Park Forest Municipal Code (Section 22-206 - Additional Regulations for Adult-Use Cannabis Transporters). These requirements 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.

Business operations will occur between the hours of 7 am and 9 pm, which is consistent 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. The Applicant has indicated that no exterior signage will be installed to identify the business. Should this change in the future, exterior signage will be required to comply with the Village's sign design standards as established by the UDO. This will be addressed when/if plans are submitted and a permit issued for construction of any exterior signs.

Vehicular access to the business will be from the second driveway east of Orchard Drive. This driveway is approximately 300 feet from Orchard Drive, so it provides a sufficient separation distance from the intersection of Orchard Drive and North Street to allow for safe ingress and egress. The applicant intends to construct a fence to secure the employee and visitor parking area, and has noted specific security measures that will be installed on the fence and gate. These security measures are listed in Exhibit D under the heading **Fence Security Measures**. No other details regarding the fence have been provided. Therefore, Staff recommends that it must be installed in full compliance with the standards established by the UDO in Article III-4-C. (Use Standards for Accessory Structures). A detailed summary of all security measures to be implemented for this business is included in Exhibit D.

Based on the parking standards for Heavy or Light Manufacturing uses (UDO Table V-2-A. Off-Street Parking Requirements), this use requires eight (8) parking spaces. The applicant has indicated that they project six (6) to eight (8) employees on-site. In addition, while customer visits will be minimal, prospective customers will be allowed to tour the facility upon request to ensure the business and its security measures meet their needs. Therefore, additional parking may be needed. Article V-2.A.4. (Maximum Number of Parking Spaces) permits no more than 125 percent of the required minimum parking amount, and allows the Zoning Administrator to make an exception and allow 150 percent more than the maximum to be provided. However, in this case, the area accessed by the driveway to this business is already paved. Therefore, as long as no new pervious surface is added, the parking is designed in compliance with Article V-6

(Parking Design Standards), and the minimum number of parking spaces are provided, any additional parking should be permitted.

There will be no cannabis products stored or kept at this business location at any time. Therefore, no odor control plan is required for consideration of the requested Special Use Permit.

Village Staff from the Police, Fire, Public Works, and Economic Development Departments have reviewed this application and provided comments. All comments have been addressed and are consistent with the description included in this section of the Staff Report.

Conditions of Approval

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

- The tenant space must be constructed 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 tenant space create for this business must be fully self-contained and not provide for any co-location with a non-cannabis business. Any access to the larger building may be through a common area only, with a secure entrance to the subject business.
- A minimum of eight (8) parking spaces must be provided in conformance with Article V-6 (Parking Design Standards). Any additional parking must be provided on existing impervious surface and design in conformance with Article V-6 (Parking Design Standards).
- Transport vehicles must be parked in the interior dock area when on-site.
- The installation of any fence or wall must conform to the Use Standards for Accessory Structures contained in Article III-4-C. of the UDO.
- Landscaping must be designed to conform to the Village's landscaping standards established by Article VI of the UDO.
- Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.
- Exterior signage, if any, must comply with the Village's sign design standards as established by Article VII 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 Transporter Business 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

**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.*

The proposed location is located with the proper zoning per the Village of Park Forest, in the manufacturing district. The proposed location will meet and exceed all security guidelines outlined by the state and local municipality. The security features include the interior and exterior of the proposed location, the vehicles used directly in the business, and on the fenced area where employees and visitors will be required to park. There will be no cannabis products kept on site at all. With these security measures and the position of the location, this location 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.*

The proposed location is compatible with the character of the other properties in the area. The proposed location is located in the manufacturing district, with two other businesses, where there will be similar businesses. In the immediate vicinity of the proposed location is the trail, undeveloped land, and Orchard Dr. There are no immediate properties in the vicinity.

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.*

Since the proposed location will be part of a co-tenancy with two other manufacturing businesses which will have transportation needs as well, this location will not impede on the development or improvement of the other businesses. Herblo Transport has been assigned its own, separate space from the other businesses so we will not overlap nor share a space with any cannabis or non-cannabis businesses.

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

The proposed location will be equipped with the essential utilities such as gas, electric, and water. The location provides us with access to the main roads of North St and Orchard St., which should provide us with the drainage system, if needed.

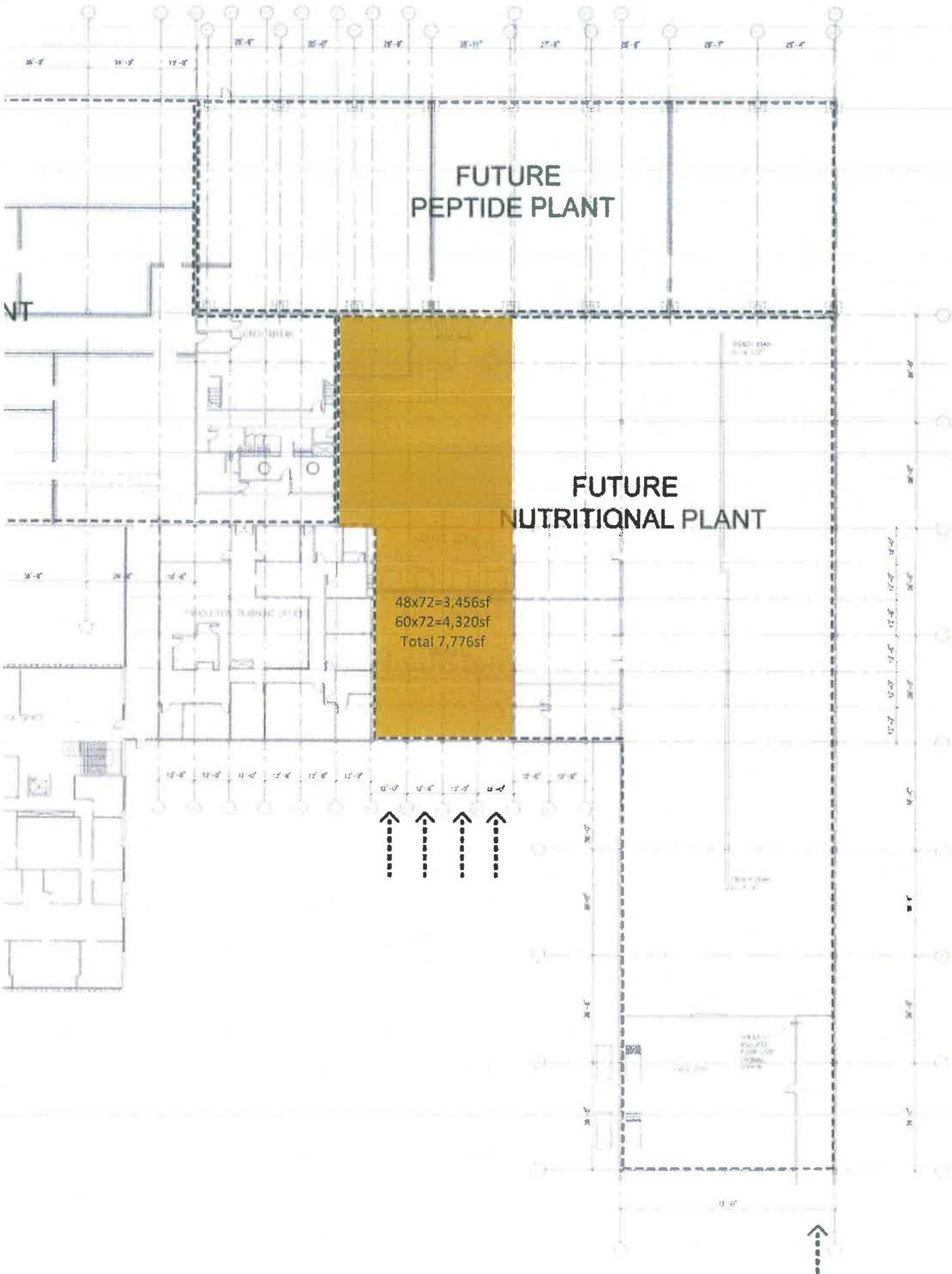
5. *The proposed special use is consistent with the intent of the elements of the Comprehensive Plan, the Unified Development Ordinance, and other land use policies of the Village.*

The proposed location is proper zoned according to the zoning ordinance of the Village of Park Forest, IL. The location is in the manufacturing district of the village.



EXHIBIT B

External and Internal Site Plans



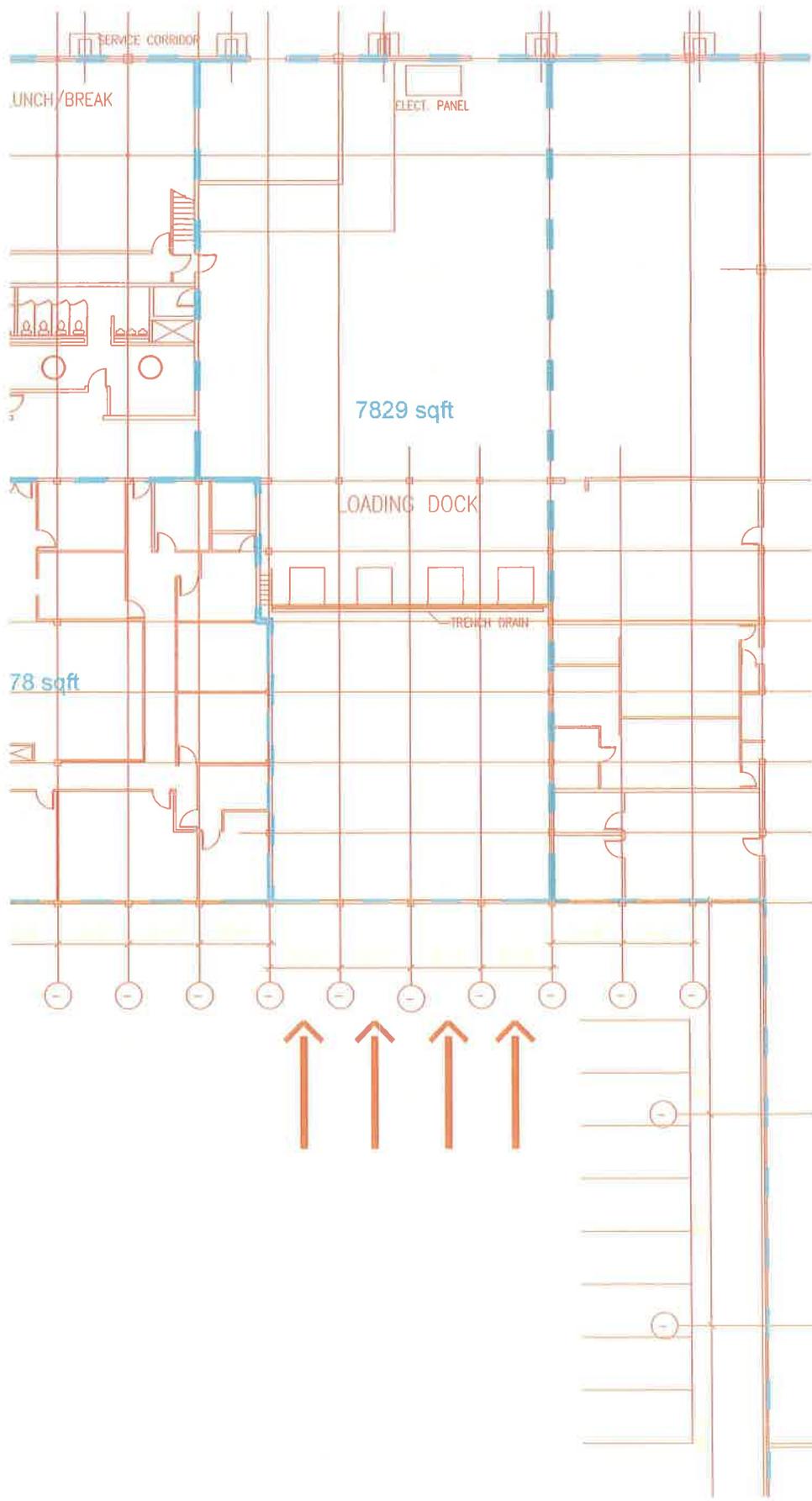
FUTURE PEPTIDE PLANT

FUTURE NUTRITIONAL PLANT

48x72=3,456sf
60x72=4,320sf
Total 7,776sf

VT





Internal Site Plan

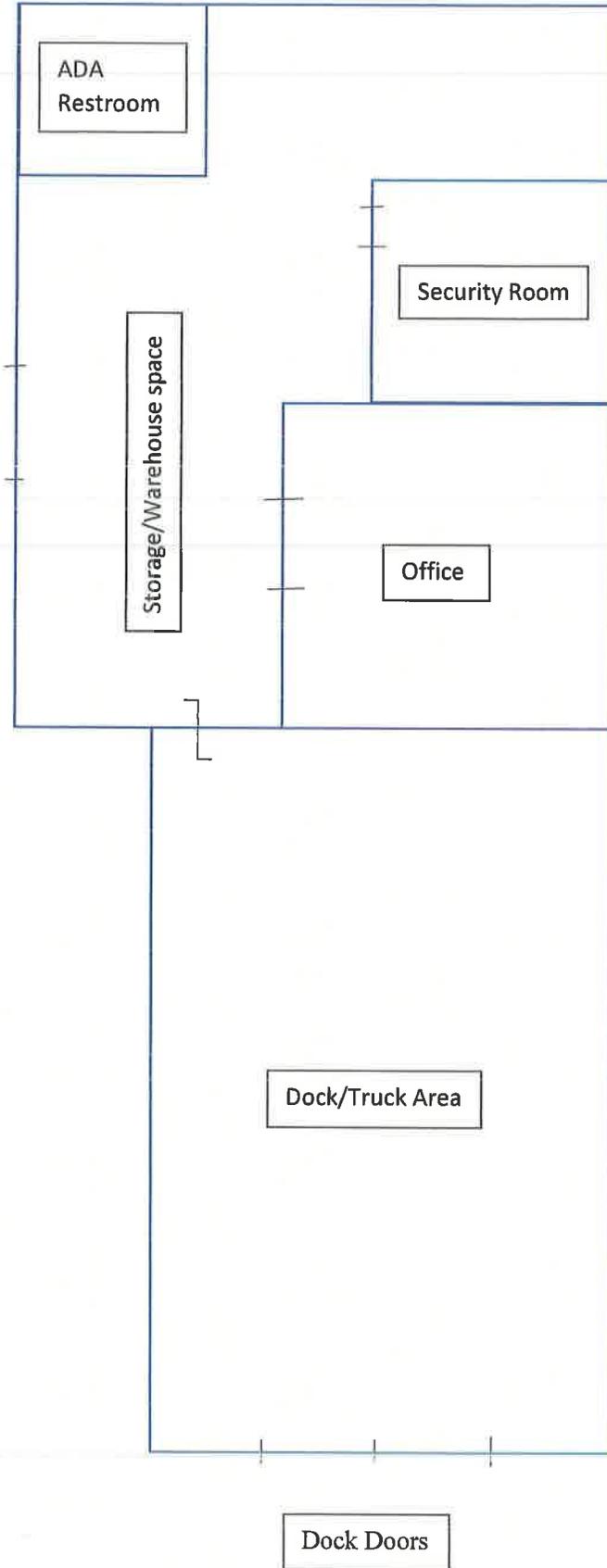


Exhibit C
Class 2 Light Duty Truck Examples
Weight Rating no more than 10,000 pounds



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EXHIBIT D

SUMMARY OF HERBLO TRANSPORT SECURITY PLAN

The details that follow are excerpted from the documents submitted by the Applicant to support this application for a Special Use Permit. Items in *italics* are questions or requests for information posed by Village Staff.

Provide as much detail as possible regarding the actual location of exterior lighting and interior and exterior security cameras.

Outdoor security lighting will be designed to augment other security measures such as physical barriers, intrusion detection systems, video surveillance, and security personnel activities. These lights will be regularly inspected and properly maintained. Some lights will have emergency power backup capabilities. The security lighting will provide several advantages:

- Employee peace of mind when using the site after dark
- Possible deterrence of adversaries and suspicious activities
- Improved surveillance and security response
- Reduced liability
- Witness potential
- Enhanced observation
- Allow officers to respond visually to alarms at night

All cameras will be supplemented with infrared lighting, or superior technology, that allows for improved monitoring and recording capabilities. All exterior areas of the Applicant's Cannabis Transporter facility will be outfitted with motion-detection activated lighting. This will help reduce excess light pollution while allowing the Applicant to maintain a secure Cannabis Transporter facility.

To ensure the effective prevention of unauthorized entry, theft, and diversion, lighting fixtures shall be designed and installed to ensure proper surveillance of both sides of all exterior doors, entrances, and portals; all interior doors, and passages between rooms; and to illuminate work areas for employee safety.

Lighting in the interior will be operated automatically by photo-sensor, ensuring that lighting will at all times be optimal for video capture, resolution, and clarity. Applicant intends to use Light Emitting Diode (LED) bulbs that are ENERGY STAR-qualified to keep the interior of the licensed Transporter facility optimally illuminated.

Security Systems

Applicant has identified BMPs to ensure the premises of Applicant's Cannabis Transporter facility where transport vehicles are stored does not allow for unlawful activities. The Security and Recordkeeping Plan includes a compliance overview demonstrating that all security procedures, equipment, and designs are and will be maintained in compliance with all applicable laws and administrative rules set forth in the CRTA and emergency rules, including regulations

pertaining to dispensary and craft grower operations. When appropriate, dispensary and craft grower regulations and ordinances have been used to establish best practices when no other ordinance has been promulgated.

Applicant acknowledges the security risk with any cannabis business establishment. Applicant has identified BMPs to ensure the premises of Applicant's Cannabis Transporter facility where transport vehicles are stored does not allow for unlawful activities. At no time will any cannabis product be stored at the Applicant's Transporter premises, in compliance with the CRTA.

Applicant will outfit the Cannabis Transporter facility with commercial-grade security equipment installed by InVisions Systems, an Illinois licensed private security contractor, License No: 127-001456. This partnership shall ensure all requirements of 8 IAC 1300.385 of the enclosed, locked facility for securing and storing cannabis with engineering plans in specification with 8 IAC 1300.350.

Applicant's Operation Director and Security Director shall work with InVisions Systems to ensure the Cannabis Transporter facility meets the requirements of 8 IAC 1300.385 such that:

- Applicant shall operate and maintain a closed-circuit television (CCTV) surveillance system on the premises in good working order for 24 hours every day, 7 days a week, compliant with the following minimum standards:
 - The surveillance system shall visually record and monitor all building entrances and exits; all parking lot areas; and rear alley areas immediately adjacent to the building. The surveillance system shall cover the entire inside of the facility, including all limited access areas, but does not include restrooms nor the executive office. Fixed cameras shall be installed to provide a consistent recorded image of these areas. Applicant's Security Director shall instruct the company or individuals installing the surveillance cameras to maximize the quality of facial and body images, and to avoid backlighting and physical obstructions.
 - Cameras installed outdoors and in low-light interior areas shall be day/night cameras with a minimum resolution of 600 lines per inch (analog) or D1 (IP), and a minimum light factor requirement of 0.7 LUX. The installation of additional lighting may be required to increase picture clarity and brightness. Cameras shall be calibrated and focused to maximize the quality of the recorded image.
- The recording device shall be digital and meet the following minimum standards:
 - Displays a date and time stamp on all recorded video.
 - Produces a digital video disc using an installed media recording drive. The video on the disc shall be viewable on any Windows PC, and shall include any required player software on the disc.
 - Remains operational during a power outage for an unlimited amount of time.
 - Allows for the exporting of still images in an industry standard image format, including .jpg, .bmp and .gif. Exported video shall have the ability to be archived in a proprietary format that ensures authentication of the video and guarantees that no alteration of the recorded image has taken place. Exported video shall also have the ability to be saved in an industry standard file format that can be played on a standard computer operating system. All recordings shall be erased or destroyed prior to disposal.

- A display monitor with a minimum screen size of 12 inches shall be connected to the electronic recording security system at all times.
- Electronic recording security systems must be maintained in good working order at all times. The owner of a Cannabis Transporter shall instruct each manager, employee, or agent overseeing the functioning of the video recording security system to immediately report to the Security Director any malfunctioning or technical problems with the system.
- Security recordings shall meet the following minimum requirements:
 - The recorded image resolution shall be at least D1; and,
 - The recorded image frame rate shall be at least three frames per second during alarm or motion-based recording.

Applicant shall retain security recordings for a minimum of 90 days at the licensed premises, and an additional 90 days off-site (e.g., cloud storage). The recording system for the security cameras must be located in a locked, tamper-proof compartment.

The surveillance system must be able to connect to a video printer capable of immediately producing a clear still photo from any video camera image.

Video or photographic images shall be turned over to ISP or the Department upon request.

Applicant shall limit access to surveillance areas to persons who are essential to surveillance operations, law enforcement agencies, security system service personnel, the Department, and others when approved by the Department. A current list of authorized employees and service personnel that have access to the surveillance room must be available to the Department upon request. Surveillance rooms shall remain locked.

The electronic security system shall be available 24 hours per day, 7 days per week, to the Department and law enforcement agencies via a secure web-based portal.

All cameras shall have the ability to produce a clear, color, still photo from the surveillance video, either live or recorded. Cameras shall embed all video surveillance recordings with a date and time stamp. All cameras shall record for 24 hours, and all recordings shall be made available to the Department for immediate viewing upon request. Recordings shall not be destroyed or altered and shall be retained for 180 days, doubling the minimum requirements of 90 days.

Applicant shall incorporate the following surveillance categories for all components of the surveillance system in the design and implementation phase of rollout:

- General Surveillance
 - Resolution: 20 to 30 pixels per horizontal foot of coverage
 - Provides for viewing or recording general information such as activity or movement within a certain area, such as traffic flow or activities, or unauthorized entry
 - Mostly used in areas that record minimum security Limited Access Areas throughout the facility
- Identification
 - Resolution: 40 to 50 pixels per horizontal foot of coverage

- Specifically providing resolution for the ability to recognize a person's face or read license plates
- Mostly used in exterior cameras in places such as in the parking lot, on the front street, and above all main entrances and exits
- High-Detail
 - Resolution: 70 to 90 pixels per horizontal foot of coverage
 - Provides the ability to identify every detail within the field of view
 - Mostly used in areas where propensity for diversion, theft or loss is highest such as in storage room, cash vault room and associated corridors

4k resolution (4096 x 2160 pixels) exceeds requirements for all three of these categories. Applicant shall provide cameras and monitors with 4k resolution where applicable and cost-effective.

24-hour Surveillance System

Applicant's facility shall use surveillance by InVisions Systems with monthly maintenance and spot testing. Applicant shall have Security Manager continuously monitoring the security and surveillance systems. All employees shall be made aware of monitoring to deter employee theft. Appropriate signage indicating the area is under surveillance will be displayed in accordance with the Cannabis Regulation and Tax Act.

Applicant shall work with InVision Systems to install a continuous 24-hour Electronic Video Monitoring system (EVMS) that includes call-up monitors larger than 19 inches, unobstructed video surveillance of all enclosed Cannabis Transporter facility areas, unobstructed video surveillance of all outside areas, and various other capabilities. The surveillance system shall provide protection against theft and diversion that is facilitated or hidden by tampering with computers and electronic records.

Applicant shall limit access to surveillance monitoring recording equipment to persons who are essential to surveillance operations, law enforcement authorities acting within their jurisdiction, security system service personnel, and the Department.

Applicant shall install security lighting that exceeds all standards for "enhanced security lighting" promulgated in RF-20-98 published by the Illuminating Engineering Society of North America (IES). All lighting shall maintain a minimum horizontal illuminance of 0.5fc at all times. Broad-spectrum lighting shall enhance nighttime visibility.

Applicant shall not operate the Cannabis Transporter facility if the surveillance system is inoperative. Applicant shall provide a list of authorized CTA and service personnel that have access to the surveillance equipment to the Department.

Applicant's Facility Management Plan shall include the maintenance of trees, bushes, and other foliage outside of the Cannabis Transporter premises to ensure exterior conditions do not allow for a person or persons to conceal themselves from sight.

Fence Security Measures

- Any fencing and/or gate around the entire Premises shall be equipped with a security alarm system. Every five feet throughout the entire perimeter of the fence will be equipped with a security alarm system that can detect significant pressure that is applied to the fence.
- When significant pressure is detected, alarms will sound, and contracted armed security is notified to the specific section of fence that detected the pressure. Any entrance gate will be equipped with the same security alarm system as the fence perimeter and will be equipped with a motion sensor that can detect when the gate is open.
- Any unauthorized entry into the gate will trigger the alarm that alerts armed contracted security guards.
- The security alarm system on the fencing and gate shall be capable of detecting power loss. When power loss is detected, the Owner will be alerted by alarm and by warning statement on computer monitor.
- The Owner will also automatically be alerted by automated phone call and text by security alarm system company concerning power loss.
- The surveillance system will be continuously recording the perimeter of the area of the Premises. All areas around the perimeter of the Premises will be sufficiently lighted, and all camera systems will be high resolution and have motion detectors.
- All portions of the security fence and gate shall be recorded by a video surveillance system. Every 20 feet of the fence perimeter will be equipped with video surveillance cameras to ensure facial recognition at any point of the perimeter.
- Any entrance gate on the Premises will be equipped with two video surveillance cameras to identify any vehicle and/or individual entering the Premises.

Measures for When Location is Closed for Business

During hours of operation, Applicant shall store cannabis transport vehicles and currency in Restricted Access Areas (RAAs). During all operational and non-operational hours, all currency shall be in an enclosed vault room and shall be accessible only to specifically authorized CTA.

When the Cannabis Transporter facility is closed, all currency shall be stored in a reinforced vault room in RAA. Electronic, biometric access controls shall have the capability to maintain an electronic daily log of CTAs with access to the reinforced vault rooms and knowledge of access code or combination, along with CTA entry and exit logs with associated time stamps. Applicant shall keep all locks and access control devices in good working order.

Currency Storage

Currency shall be stored in an Underwriters Lab (UL) listed modular burglary-resistant vault room with a Group 1-R lock, or a General Services Administration (GSA) Class V rated security container, or the equivalent, that affords the following security protection:

- 30 man minutes against surreptitious entry
- 10 man minutes against forced entry

- 20 man hours against lock manipulation
- 20 man hours against radiological attack

Any safes or additional storage containers within the vault room shall be bolted, strapped, or otherwise securely fastened to the floor or wall in such a way that it cannot be readily removed if it weighs less than 750 pounds. The vault room shall be equipped with the alarm system mentioned in Security Systems part of this plan, which, upon attempted unauthorized entry, transmits a signal directly to Applicant, InVision Systems the Department, the Department of State Police, and the Village of Park Forest Police Department.

Any safes or additional storage containers within the vault room shall be bolted, strapped, or otherwise securely fastened to the floor or wall in such a way that it cannot be readily removed if it weighs less than 750 pounds. The vault room shall be equipped with alarm system mentioned in Security Systems part of this plan, which, upon attempted unauthorized entry, transmits a signal directly to Applicant, InVision Systems, the Department, the Department of State Police, and the Village of Park Forest Police Department.

Will this business employ on-site security personnel? If so, please provide as much detail as possible, including the number of security personnel on-site at any time and the hours they will be on-site.

Herblo Transport will have on-site security personnel during all business hours. The company will employ two full time security guards to be present at least an hour before business opening through an hour after closing. The site will have 24-hour surveillance both on the interior and exterior from security cameras including thermal cameras.

AGENDA BRIEFING

DATE: April 15, 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 Zoning Map Amendment of property in the C-3, Corridor Commercial zoning district to the M, Manufacturing zoning district, at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive)

BACKGROUND/DISCUSSION:

A request has been submitted by TGC Group LLC (applicant) for a Zoning Map Amendment to rezone a portion of the property at 2540 Western Avenue (the property formerly known as the Norwood Shopping Center) from the C-3, Corridor Commercial zoning district to the M, Manufacturing zoning district. This application has been submitted in order to allow the Applicant to make the second Application for a Special Use Permit for an adult-use cannabis craft grower (see separate agenda item). The subject property is currently owned by the Village of Park Forest, and the Applicant is working with Village Staff to negotiate a purchase agreement. Ultimately, the purchase agreement will be considered by the Economic Development Advisory Group, which will make a recommendation to the Board of Trustees for final consideration.

As required by the Unified Development Ordinance (UDO), notice of this public hearing was published in the *Daily Southtown* on March 29, 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 signs noting the date, time, and purpose of the public hearing were posted on the Western Avenue and Norwood Drive frontages of the property. No comments were received from surrounding property owners prior to the public hearing. Due to the public health emergency, members of the public were given the opportunity to send letters or emails or call the Economic Development and Planning Department with comments on this application. All comments would be read during the public hearing. Members of the public also could have called the Department for the call-in number. One member of the public did request the call-in number, but did not participate in the conference call.

A Zoning Amendment may be approved by the Board only after the Planning and Zoning Commission (PZC) and the Village Board have evaluated the application and made specific written findings based on the Standards for Zoning Amendments established by Article VIII-3.E.3. of the Unified Development Ordinance (UDO). After taking public comment and discussing this request, the PZC voted 7-0 (with two Commissioners absent) to recommend approval of the requested Zoning Map Amendment to rezone a two (2) acre portion of the subject property from C-3, Corridor Commercial to M, Manufacturing, with the conditions noted below.

- The Zoning Map Amendment is conditioned on the sale of the property to the Applicant.

- The M, Manufacturing zoning parcel will conform to the plat of subdivision prepared as part of the development of the Applicant's project.

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

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

SCHEDULE FOR CONSIDERATION: This item will appear on the Regular Agenda of April 27, 2020 for Final Reading.

ORDINANCE NO. _____

**AN ORDINANCE GRANTING A ZONING MAP AMENDMENT
TO REZONE APPROXIMATELY TWO (2) ACRES OF PROPERTY
FROM THE C-3, CORRIDOR COMMERCIAL ZONING DISTRICT
TO THE M, MANUFACTURING ZONING DISTRICT,
THE PROPERTY BEING LOCATED AT 2540 WESTERN AVENUE
IN THE VILLAGE OF PARK FOREST, ILLINOIS**

WHEREAS, Article VIII-3.E. of the Village of Park Forest Unified Development Ordinance (“UDO”) establishes a process for Zoning Text and Map Amendments after consideration by the Planning and Zoning Commission and approval by the Board of Trustees; and

WHEREAS, Taneeshia Thomas, CEO of TGC Group LLC (“Applicant”) has submitted an application for a Zoning Map Amendment to rezone property in the C-3, Corridor Commercial zoning district to the M, Manufacturing zoning district, at 2540 Western Avenue, Park Forest, Illinois, including portions of PIN 31-25-202-015-0000, PIN 31-25-202-016-0000, PIN 31-25-202-028-0000, PIN 31-25-202-030-0000, PIN 31-25-202-035-0000, and PIN 31-25-202-037-0000 (“Subject Property”); and

WHEREAS, on March 29, 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, signs noting the date, time, and purpose of the public hearing were posted on the property; and

WHEREAS, the Planning and Zoning Commission conducted the public hearing to consider the Application on April 14, 2020; and

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

WHEREAS, the Mayor and Board of Trustees have determined that approving the Zoning Map Amendment 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 Zoning Map Amendment.

Section 4. Zoning Map Amendment Granted. A Zoning Map Amendment is hereby granted to rezone a portion of the property at 2540 Western Avenue from the C-3, Corridor Commercial zoning district to the M, Manufacturing zoning district, subject to the following conditions:

1. **Sale of Property.** The Zoning Map Amendment is conditioned on the sale of property by the Village of Park Forest to the Applicant.
2. **Plat of Subdivision.** The M, Manufacturing zoning parcel will conform to the plat of subdivision prepared as part of the development of the Applicant's project.
3. **Expiration of Zoning Map Amendment Approval.** If no deed recording the sale of property to the Applicant, and no plat of subdivision has been prepared and recorded with the Cook County Recorder of Deeds by December 31, 2020, to establish the appropriate zoning parcel, this Zoning Map Amendment shall be voided.

Section 5. 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 27th day of April, 2020.

APPROVED:

ATTEST:

Jonathan Vanderbilt, Mayor

Sheila McGann, Village Clerk

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

Taneeshia Thomas, TCG Group, LLC
Applicant

Date

MEMORANDUM

TO: Mayor and Board of Trustees

FROM: Marty Hutchins, Vice Chair
Park Forest Planning and Zoning Commission

DATE: April 15, 2020

RE: Recommendation – Request for a Zoning Map Amendment of property in the C-3, Corridor Commercial zoning district to the M, Manufacturing zoning district, and a Request for a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive)

Recommendation

At the regular meeting of April 14, 2020, the Planning and Zoning Commission considered a request for a Zoning Map Amendment and a Special Use Permit to allow an Adult-Use Cannabis Craft Grower at 2540 Western Avenue. The application was submitted by Taneeshia Thomas, CEO of TGC Group LLC (applicant). The subject property is owned by the Village of Park Forest, and the applicant is working with Village Staff to negotiate an agreement to purchase approximately two acres of the property. Full details of this request are included in the attached Staff report.

Zoning Map Amendment

After taking public comment and discussing this request, the Planning and Zoning Commission voted 7-0 (with two Commissioners absent) to recommend approval of the requested Special Use Permit with the following conditions:

- The Zoning Map Amendment is conditioned on the sale of the property to the Applicant.
- The M, Manufacturing zoning parcel will conform to the plat of subdivision prepared as part of the development of the Applicant's project.

A Zoning Amendment 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 a balance of the Standards for Zoning Amendments established by Article VIII-3.E.3 of the Unified Development Ordinance. The required standards are noted below, with the Commission's specific findings as related to this request.

- 1) The proposed amendment will not endanger the health, safety, comfort, convenience, and general welfare of the public. *The Commission unanimously agreed that this standard is met.*
- 2) The proposed amendment is compatible with the existing uses, character, and zoning of adjacent properties and other property within the immediate vicinity of the proposed amendment. *A majority of the Commission agreed that this standard is met.*
- 3) The proposed amendment provides a relative gain to the public, as compared to any hardship imposed upon an individual property owner. *The Commission unanimously agreed that this standard is met.*

- 4) The proposed amendment makes it more feasible to develop property relative to the present zoning classification of the property. *A majority of the Commission agreed that this standard is met.*
- 5) The proposed amendment addresses the community need for a specific use. *The Commission unanimously agreed that this standard is met.*
- 6) The proposed amendment corrects an error, adds clarification, or reflects a change in policy. *The Commission unanimously agreed that this standard is not applicable to a Zoning Map Amendment.*
- 7) The proposed amendment rectifies existing nonconformities and, if so, the extent of such nonconformities. *The Commission unanimously agreed that this standard is not applicable to a Zoning Map Amendment.*
- 8) The proposed amendment 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. *The Commission unanimously agreed that this standard is met.*

Special Use Permit

After taking public comment and discussing this request, the Planning and Zoning Commission voted 7-0 (with two Commissioners absent) to recommend approval of the requested Special Use Permit with the following conditions:

- The building must be constructed 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.
- Building construction materials must include a masonry finish on the east facing façade.
- A minimum of 28 parking spaces must be provided in conformance with the Village's design standards for parking lots. Any additional parking spaces provided, up to a permitted maximum of 42 spaces, must be constructed of a pervious surface approved by the Village.
- Landscaping must be designed to conform to the Village's landscaping standards established by Article VI of the UDO.
- Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.
- Exterior signage, if any, must comply with the Village's sign design standards as established by Article VII of the UDO.
- 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 following use standards for any fence or wall constructed on the site must be met consistent with Article III-4.C.6 of the UDO.
 - An eight (8) foot tall fence or wall would only be permitted along the north, south, and west sides of the property, behind the front façade (east) of the principal structure.
 - A fence or wall up to three feet (3) tall would be allowed in the front (east) yard, between the front façade of the principal structure and the east property line.

- The fence or wall may be constructed of any of the material permitted by Article III-4.C.6.c. of the UDO.
- Barbed wire (not razor wire) will be permitted on the portion of the fence or wall that is eight (8) feet in height.
- Storm water management must comply with the Village's draft storm water management element of the UDO.

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 of the Unified Development Ordinance. 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. *A majority of the Commission agreed that this standard is met.*
- 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. *A majority of the Commission 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, based on the recommended conditions of approval.*
- 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. *The Commission unanimously agreed that this standard is met.*

Best regards,
Marty Hutchins, Vice Chair

AGENDA BRIEFING

DATE: April 15, 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 on a portion of the property at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive)

BACKGROUND/DISCUSSION:

A request has been submitted by TGC Group LLC (applicant) for a Special Use Permit in the M, Manufacturing zoning district to allow for the development of an adult-use cannabis craft grower. The subject property will be approximately two (2) acres from the larger parcel at 2540 Western Avenue (former Norwood Shopping Center). The property is currently owned by the Village of Park Forest, and the Applicant is working with Village Staff to negotiate a purchase agreement. Ultimately, the purchase agreement will be considered by the Economic Development Advisory Group, which will make a recommendation to the Board of Trustees for final consideration.

As required by the Unified Development Ordinance (UDO), notice of this public hearing was published in the *Daily Southtown* on March 29, 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 signs noting the date, time, and purpose of the public hearing were posted on the Western Avenue and Norwood Drive frontages of the property. Due to the public health emergency, members of the public were given the opportunity to send letters or emails or call the Economic Development and Planning Department with comments on this application. All comments would be read during the public hearing. Members of the public also could have called the Department for the call-in number. One member of the public did request the call-in number and discussed the project with Staff, but did not participate in the conference call.

A Special Use Permit may be approved by the Board only after the Planning and Zoning Commission (PZC) and the Village Board have evaluated the application and made specific written findings based on the Standards for Special Uses established by Article VIII-3.C.4. of the Unified Development Ordinance (UDO). After taking public comment and discussing this request, the PZC voted 7-0 (with two Commissioners absent) to recommend approval of the requested Special Use Permit, with the conditions noted below.

- The building must be constructed 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.
- Building construction materials must include a masonry finish on the east facing façade.
- A minimum of 28 parking spaces must be provided in conformance with the Village's design standards for parking lots. Any additional parking spaces provided, up to a permitted maximum of 42 spaces, must be constructed of a pervious surface approved by the Village.
- Landscaping must be designed to conform to the Village's landscaping standards established by Article VI of the UDO.
- Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.
- Exterior signage, if any, must comply with the Village's sign design standards as established by Article VII of the UDO.
- 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 following use standards for any fence or wall constructed on the site must be met consistent with Article III-4.C.6 of the UDO.
 - An eight (8) foot tall fence or wall would only be permitted along the north, south, and west sides of the property, behind the front façade (east) of the principal structure.
 - A fence or wall up to three feet (3) tall would be allowed in the front (east) yard, between the front façade of the principal structure and the east property line.
 - The fence or wall may be constructed of any of the material permitted by Article III-4.C.6.c. of the UDO.
 - Barbed wire (not razor wire) will be permitted on the portion of the fence or wall that is eight (8) feet in height.
- Storm water management must comply with the Village's draft storm water management element of the UDO.

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

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

SCHEDULE FOR CONSIDERATION: This item will appear on the Regular Agenda of April 27, 2020 for Final Reading.

ORDINANCE NO. _____

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT
FOR AN ADULT-USE CANNABIS CRAFT GROWER ON A PORTION
OF THE PROPERTY AT 2540 WESTERN AVENUE
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, Taneeshia Thomas, CEO of TGC Group LLC (“Applicant”), has 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 on a portion of the property at 2540 Western Avenue, Park Forest, Illinois, including portions of PIN 31-25-202-015-0000, PIN 31-25-202-016-0000, PIN 31-25-202-028-0000, PIN 31-25-202-030-0000, PIN 31-25-202-035-0000, and PIN 31-25-202-037-0000 (“Subject Property”); and

WHEREAS, on March 29, 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, signs noting the date, time, and purpose of the public hearing were posted on the property; and

WHEREAS, the Planning and Zoning Commission conducted the public hearing to consider the Application on April 14, 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 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 Applicant 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 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 constructed 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. **Building Construction Materials.** Building construction materials must include a masonry finish on the east facing façade.

7. Parking Standards. A minimum of 28 parking spaces must be provided in conformance with Article V-6 of the UDO, the Village's design standards for parking lots. Any additional parking spaces provided, up to a permitted maximum of 42 spaces, must be constructed of a pervious surface approved by the Village.
8. Landscaping. Landscaping must be designed to conform to the Village's landscaping standards established by Article VI of the UDO.
9. Lighting. Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.
10. Signage. Exterior signage must comply with the Village's sign design standards as established by Article VII of the UDO.
11. Odor Control Plan. 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.
12. Fence Standards. The following use standards for any fence or wall constructed on the site must be met consistent with Article III-4.C.6 of the UDO.
 - a. An eight (8) foot tall fence or wall would only be permitted along the north, south, and west sides of the property, behind the front façade (east) of the principal structure.
 - b. A fence or wall up to three feet (3) tall would be allowed in the front (east) yard, between the front façade of the principal structure and the east property line.
 - c. The fence or wall may be constructed of any of the material permitted by Article III-4.C.6.c. of the UDO.
 - d. Barbed wire (not razor wire) will be permitted on the portion of the fence or wall that is eight (8) feet in height.
13. Storm Water Management. Storm water management must comply with the Village's draft storm water management element of the UDO.
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 Applicant to signify their agreement to the terms hereof.

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 27th day of April, 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:

Taneeshia Thomas, CEO of TGC Group, LLC
Applicant

Date

MEMORANDUM

TO: Mayor and Board of Trustees

FROM: Marty Hutchins, Vice Chair
Park Forest Planning and Zoning Commission

DATE: April 15, 2020

RE: Recommendation – Request for a Zoning Map Amendment of property in the C-3, Corridor Commercial zoning district to the M, Manufacturing zoning district, and a Request for a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive)

Recommendation

At the regular meeting of April 14, 2020, the Planning and Zoning Commission considered a request for a Zoning Map Amendment and a Special Use Permit to allow an Adult-Use Cannabis Craft Grower at 2540 Western Avenue. The application was submitted by Taneeshia Thomas, CEO of TGC Group LLC (applicant). The subject property is owned by the Village of Park Forest, and the applicant is working with Village Staff to negotiate an agreement to purchase approximately two acres of the property. Full details of this request are included in the attached Staff report.

Zoning Map Amendment

After taking public comment and discussing this request, the Planning and Zoning Commission voted 7-0 (with two Commissioners absent) to recommend approval of the requested Special Use Permit with the following conditions:

- The Zoning Map Amendment is conditioned on the sale of the property to the Applicant.
- The M, Manufacturing zoning parcel will conform to the plat of subdivision prepared as part of the development of the Applicant's project.

A Zoning Amendment 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 a balance of the Standards for Zoning Amendments established by Article VIII-3.E.3 of the Unified Development Ordinance. The required standards are noted below, with the Commission's specific findings as related to this request.

- 1) The proposed amendment will not endanger the health, safety, comfort, convenience, and general welfare of the public. *The Commission unanimously agreed that this standard is met.*
- 2) The proposed amendment is compatible with the existing uses, character, and zoning of adjacent properties and other property within the immediate vicinity of the proposed amendment. *A majority of the Commission agreed that this standard is met.*
- 3) The proposed amendment provides a relative gain to the public, as compared to any hardship imposed upon an individual property owner. *The Commission unanimously agreed that this standard is met.*

- 4) The proposed amendment makes it more feasible to develop property relative to the present zoning classification of the property. *A majority of the Commission agreed that this standard is met.*
- 5) The proposed amendment addresses the community need for a specific use. *The Commission unanimously agreed that this standard is met.*
- 6) The proposed amendment corrects an error, adds clarification, or reflects a change in policy. *The Commission unanimously agreed that this standard is not applicable to a Zoning Map Amendment.*
- 7) The proposed amendment rectifies existing nonconformities and, if so, the extent of such nonconformities. *The Commission unanimously agreed that this standard is not applicable to a Zoning Map Amendment.*
- 8) The proposed amendment 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. *The Commission unanimously agreed that this standard is met.*

Special Use Permit

After taking public comment and discussing this request, the Planning and Zoning Commission voted 7-0 (with two Commissioners absent) to recommend approval of the requested Special Use Permit with the following conditions:

- The building must be constructed 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.
- Building construction materials must include a masonry finish on the east facing façade.
- A minimum of 28 parking spaces must be provided in conformance with the Village's design standards for parking lots. Any additional parking spaces provided, up to a permitted maximum of 42 spaces, must be constructed of a pervious surface approved by the Village.
- Landscaping must be designed to conform to the Village's landscaping standards established by Article VI of the UDO.
- Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.
- Exterior signage, if any, must comply with the Village's sign design standards as established by Article VII of the UDO.
- 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 following use standards for any fence or wall constructed on the site must be met consistent with Article III-4.C.6 of the UDO.
 - An eight (8) foot tall fence or wall would only be permitted along the north, south, and west sides of the property, behind the front façade (east) of the principal structure.
 - A fence or wall up to three feet (3) tall would be allowed in the front (east) yard, between the front façade of the principal structure and the east property line.

- The fence or wall may be constructed of any of the material permitted by Article III-4.C.6.c. of the UDO.
- Barbed wire (not razor wire) will be permitted on the portion of the fence or wall that is eight (8) feet in height.
- Storm water management must comply with the Village's draft storm water management element of the UDO.

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 of the Unified Development Ordinance. 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. *A majority of the Commission agreed that this standard is met.*
- 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. *A majority of the Commission 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, based on the recommended conditions of approval.*
- 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. *The Commission unanimously agreed that this standard is met.*

Best regards,
Marty Hutchins, Vice Chair

PLANNING AND ZONING COMMISSION MEMO

TO: Planning and Zoning Commission

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

DATE: April 9, 2020

RE: NEW BUSINESS – Planning and Zoning Commission Meeting of April 14, 2020
Public Hearing to consider a Request for a Zoning Map Amendment of property in the C-3, Corridor Commercial zoning district to the M, Manufacturing zoning district, and a Request for a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive)

Application for Zoning Map Amendment and Special Use Permit

A request has been submitted by Taneeshia Thomas, CEO of TGC Group LLC (applicant), for a Zoning Map Amendment of a portion of the property at 2540 Western Avenue from C-3, Corridor Commercial zoning district to M, Manufacturing zoning district, and for a Special Use Permit in the newly created M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower at the property. The subject property is currently owned by the Village of Park Forest. The applicant is negotiating with the Village to acquire approximately two (2) acres from the 14-acre parcel at the northwest corner of Western Avenue and Norwood Drive for this business (formerly known as the Norwood Square Shopping Center).

The applicant proposes an adult-use cannabis craft grower business establishment to be conducted on this property. This use is 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.

Note that, per the Act, craft growers must start at 5,000 square feet in size and may increase over time to 14,000 square feet as they prove their ability to meet the State’s expectations. The Unified Development Ordinance requires stand-alone cannabis craft growing operations (i.e., not co-located with a cannabis dispensary) to be located in the M, Manufacturing zoning district with an approved Special Use Permit.

Process for Consideration of Rezoning and Special Use Permit

As required by the Unified Development Ordinance (UDO), notice of this public hearing was published in the *Daily Southtown* on March 29, 2020. In addition, notice of the public hearing

was sent to all property owners within 250 feet of the subject property (130) via United States Postal Service, and a sign noting the date, time, and purpose of the public hearing was posted on both the Western Avenue and Norwood Drive frontages of the property. As of the date of this memo, only one phone call question has been received from surrounding property owners. The property owner asked about the specific location of the proposed business on the 14-acre parcel. Any additional comments received prior to the Public Hearing will be read out loud 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 use (craft grower) is permitted with a Special Use Permit in the M, Manufacturing zoning district, subject to the use standards outlined in Article 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”.

As noted above, the subject property is currently zoned C-3, Corridor Commercial. Therefore, before considering the request for the Special Use Permit, the Planning and Zoning Commission (PZC) must first consider a request for Zoning Map Amendment for a portion of the property to amend the map to the M, Manufacturing zoning district. More detail about this request is included later in this Staff report.

The PZC is required to hold a public hearing on all requests for Zoning Amendments and Special Uses and to make its recommendations to the Board of Trustees. The PZC’s recommendations must include findings related to the standards for Zoning Amendments and for Special Use Permits. The required standards for Zoning Amendments are noted below, and a worksheet has been attached to assist the PZC in drafting its findings related to this element of the Applicant’s request. The PZC must make written findings “based on a balance of the standards”. The applicant’s response to each of the required standards for Zoning Amendments is included in Exhibit A.

- The proposed amendment will not endanger the health, safety, comfort, convenience, and general welfare of the public.
- The proposed amendment is compatible with the existing uses, character, and zoning of adjacent properties and other property within the immediate vicinity of the proposed amendment.
- The proposed amendment provides a relative gain to the public, as compared to any hardship imposed upon an individual property owner.
- The proposed amendment makes it more feasible to develop property relative to the present zoning classification of the property.
- The proposed amendment addresses the community need for a specific use.
- The proposed amendment corrects an error, adds clarification, or reflects a change in policy.

- The proposed amendment rectifies existing nonconformities and, if so, the extent of such nonconformities.
- The proposed amendment 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.

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 Permit element of the application. If the PZC recommends approval of the requested 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 PZC must make specific written findings “based on each of the standards”. The Applicant’s response to each of the required standards for Special Use Permits is included in Exhibit B.

- 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 (Article III-3.CC). More detail on the compatibility of the Application with the specific use standards for adult-use cannabis business establishments is found in the next section of this report.

Applicant’s Proposal and Consistency with Use Standards

The applicant, TGC Group, LLC, proposes to purchase approximately two (2) acres of property from the Village of Park Forest, generally to be located at the north end of the subject property (northwest of Ken’s Liquor Store). The applicant is still working with Village Staff on this element of the project. Ultimately, the offer to purchase property will be considered by the Economic Development Advisory Group, which will make a recommendation to the Board of Trustees for final consideration. The buyer will be required to prepare a plat of subdivision,

which will establish the specific location for the Zoning Map Amendment and Special Use Permit.

The development will include a building that is 25,000 square feet in size, located on a property that is approximately two (2) acres in size. A concept plan for the site layout is included in Exhibit C, showing the layout of the building, as well as parking, exterior lighting, exterior cameras, and access to the site. More detailed drawings of the interior of the building are also included in Exhibit C that indicate access to the building, loading bays, interior security devices, and building uses. Note that these are conceptual renderings, but they provide a good indication of the intent to address the use standards for adult-use cannabis business establishments. Other site design issues that must be addressed, but are not indicated on the concept plans, include internal site circulation, landscaping, signage, and a detailed storm water management plan. These site elements must be addressed in detail on the final site plan required by the UDO. Therefore, Staff recommends that these elements of the development must be installed in compliance with the design standards established by the UDO. The applicant has indicated that the building will be primarily constructed of steel. Because of the visible location on Western Avenue, Staff recommends that a masonry finish on the east facing façade be required.

The site proposed for acquisition is located at the north end of the property at 2540 Western Avenue. This site is generally defined by the driveway north of Ken's Liquors on the south, the Village-owned drainage way and CN railroad tracks to the north, and the existing storage building on the property to the west. It will be located approximately 150 feet west of the Western Avenue frontage, thereby leaving a parcel approximately one (1) acre in size on Western Avenue for future commercial development. Access to the property would be from an extension of the existing driveway onto Western Avenue, north of Ken's Liquors. No new curb cuts to Western Avenue will be permitted.

Based on the parking standards for Heavy or Light Manufacturing uses (UDO Table V-2-A. Off-Street Parking Requirements), this use requires 22 parking spaces. However, the applicant has indicated that they project a minimum of 25 employees. The business will hire a cannabis transport organization to transport their products, so no additional vehicles will be stored on-site. Because of the projected number of employees, more than 20 parking spaces are likely to be needed. Article V-2.A.4. (Maximum Number of Parking Spaces) permits no more than 125 percent of the required minimum parking amount (in this case 28 parking spaces), with four specific exceptions. The applicable exception in this case is as follows: "With Zoning Administrator approval, the maximum parking amount may be exceeded up to 50 percent, provided that the area exceeding the maximum is constructed with a pervious surface as approved by the Village". With a maximum number of 28 parking spaces permitted on this site, up to 42 parking spaces may be provided with this exception. Staff recommends, therefore, that at least 28 parking spaces must be provided. If any number of parking spaces in excess of 28, and up to 42 are provided, they must be constructed with a pervious surface approved by the Village. The final determination of the number of parking spaces will be established when the full site plan is submitted for review and approval consistent with Article VIII-3.B. (Zoning Application/Site Plan Review).

The facility will not be open to the public. Therefore, the only regular traffic to the property will include the employees (projected minimum of 25 employees), monthly deliveries, and cannabis transport vehicles. The business will operate Monday through Friday, from 9 am to 5 pm. Technicians will be on-call at all hours and all days of the week. Security personnel will be on-site at all hours and all days of the week. The proposed business hours are 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.

Monthly deliveries of craft grow materials and equipment, such as packaging supplies and soil, will occur via commercial delivery services (i.e., FedEx or UPS) or the US Post Office. For the delivery and pick-up of cannabis and associated products, the business plans to hire a State-licensed cannabis transport operator.

In addition to the security personnel, cameras, and lighting already noted, secure access to the site will be managed in the following manner:

- Access to the property will be through a locked gate and guard building, equipped with a security camera and sound system. This will serve as the preliminary safety/security checkpoint. All employees, contractors, and visitors must enter through this gate.
- Visitors and employees will be directed to park in separate areas.
- The only pedestrian access to the property envisioned by the applicant would be from employees who arrive to work via a ride-share service, public transportation, or those who are dropped off by family/friends. None of these vehicles will be given access to the property, and these pedestrians will still be subject to check-in/out at the security gate.
- Anyone wishing to access the building will be subject to another check (in addition to the security check at the entrance gate) via facial recognition and a key fob, as well as a metal detector.
- Visitors will be issued a one-time temporary pass, which must be surrendered after the visit and cannot be re-used. Visitors will also be subject to the metal detector and will be escorted to the appropriate area within the facility.
- Loading will occur in a secured, internal area of the building. This interior loading area will be staffed with armed security personnel, and there will be no access from this loading area to the interior of the facility without proper and advance clearance/approval.
- Once access to the grounds is granted, additional procedures will be in place to ensure proper record keeping regarding all visitors, contractors, and employees who enter and exit the premises.

The applicant proposes to install a perimeter fence constructed of chain link with privacy inserts and barbed wire along the top. The applicant has asked permission for a ten (10) foot tall fence, including the barbed wire. Article III-4.C.6. establishes the use standards for fences or walls. The maximum height of a fence in the interior and rear yard is eight (8) feet. Because this property will be located along a major arterial, and within an area that includes existing and future commercial uses, Staff recommends that the fence standards be maintained, specifically the following –

- An eight (8) foot tall fence or wall would only be permitted along the north, south, and west sides of the property, behind the front façade of the principal structure.

- A fence or wall up to three feet (3) tall would be allowed in the front (east) yard, between the front façade of the principal structure and the east property line.
- The fence or wall may be constructed of any of the materials permitted by Article III-4.C.6.c. of the UDO.
- Barbed wire (not razor wire) will be permitted on the portion of the fence or wall that is eight (8) feet in height.

In order to minimize any adverse impacts to abutting properties from odor emitting activities on the property, the applicant proposes to utilize a three step filtering and sterilization process. These steps include Merv-13 filtration, sterilization through UV light and titanium dioxide, and charcoal filtration. The applicant has noted that this process is consistent with other cannabis craft growing operations in the country, and should eliminate any odor from escaping the facility. Staff recommends the same odor control condition be attached to this Special Use Permit that was added to the previous cannabis applications considered by the PZC (see section on “Conditions of Approval”).

Village Staff from the Police, Fire, Public Works, and Economic Development Departments have reviewed this application and provided comments. All comments have been addressed and are consistent with the description included in this section of the Staff Report.

Request for Zoning Map Amendment

The 14-acre parcel located at 2540 Western Avenue (the northwest corner of Western Avenue and Norwood Drive) is the former location of the Norwood Square shopping center. Outlots to the 14-acre parcel include a motor vehicle repair shop, an insurance agency, and a liquor store. Based on the past use and the adjacent uses, the property was zoned C-3, Corridor Commercial at the time the Zoning Map was amended through the adoption of the Unified Development Ordinance.

The proposed use, adult-use cannabis craft grower, must be located in an M, Manufacturing zoning district. While the subject property is currently zoned C-3, Corridor Commercial, there is sufficient evidence in the Village’s comprehensive plan, economic development studies, and existing conditions, to support a request for a portion of the property to be rezoned to M, Manufacturing.

The Strategic Plan for Economic Development and Planning (adopted in 2008) included the subject property as one of the key priority areas for redevelopment. At that time, the shopping center was still in place and had recently been sold to a private developer. Therefore, the planning policies and implementation strategies largely focused on the future use of the property for commercial purposes. However, the following policy was included in the Strategic Plan:

- In the very long term, as the potential impact of the third regional airport impacts the Village’s market position for employment uses, consideration should be given to converting some or all of the rear (western) portion of the site to employment uses. In this scenario, commercial outlots should remain along the Western Avenue and Westwood Drive (Norwood Drive) frontages.

Since 2008, the shopping center building was demolished (2012) and CN purchased the former EJ&E railroad tracks, significantly increasing the number and length of trains that use the railroad tracks to the north of the subject property (2010). Both events have had an impact on the ability of the subject property to support large scale commercial development, and have made the use of the subject property for employment/manufacturing uses more attractive. In 2011, the Village participated in a south suburban retail investment study to examine how the participating communities can better address retail economic development. As part of the study, each municipality worked with the consultant to develop marketing materials for key retail centers in their community. The marketing sheet prepared for the Norwood Square Shopping Center is attached as Exhibit D. It shows the subject property as generally parcels C and G (portion) on the Conceptual Site Plan. Both parcels are proposed for future use as “retail/medical/flex”, which includes employment type uses. The remaining conceptual parcels on the site continue to be proposed, and marketed, for retail and restaurant uses. This is the conceptual site plan Village Staff uses to market the subject property.

Staff has worked with the Applicant to site their business at the north end of the subject property in order to be consistent with the plans noted above and other standards for Zoning Amendments. The CN railroad and the Village’s Business Park are located to the north of this site. The Business Park is zoned M, Manufacturing. The Village’s Public Works and Parks maintenance yard and Water Treatment Plant are located to the west of the site. While these uses are located in the R-1, Single Family Residence zoning district, they are more industrial in nature. Therefore, rezoning this portion of the former Norwood property to M, Manufacturing would be consistent with these surrounding uses. Conditions recommended for the Special Use Permit further address compatibility of this development with the surrounding existing and potential future uses.

Because of the history of this parcel, and the increase in train traffic over the past decade, marketing this property for retail and restaurant uses has become more difficult. The proposed map amendment makes development of a portion of the property more feasible, and potentially increases the potential for development of the remainder of the property. The addition of an employment use to the property (and the related jobs) could generate more interest from retail and/or restaurant users.

Request for Special Use Permit

The section above, titled “Applicant’s Proposal and Consistency with use Standards”, addresses the issues that should be considered when evaluating the appropriateness of a Special Use Permit. These issues include on-site parking and loading, vehicle and pedestrian access, protection of adjacent uses, and compatibility of the proposed use with the purpose of the zoning district in which it is located. In this case, the applicable zoning district is M, Manufacturing, provided the PZC is supportive of the Zoning Map Amendment. The earlier section of the Staff report also addresses the specific use standards that are applicable to adult-use cannabis business establishments (Article III-3.CC. of the UDO). In addition to the more general site issues listed above, these include the security plan, interior and exterior lighting, hours of operation, and odor control. When considering the applicant’s compatibility with the standards for a Special Use Permit, the PZC should take of these issues into consideration.

Conditions of Approval

Staff recommends that if the PZC recommends approval of the requested Zoning Map Amendment, the following items should be made conditions of the recommendation:

- The Zoning Map Amendment is conditioned on the sale of the property to the Applicant.
- The M, Manufacturing zoning parcel will conform to the plat of subdivision prepared as part of the development of the Applicant's project.

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

- The building must be constructed 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.
- Building construction materials must include a masonry finish on the east facing façade.
- A minimum of 28 parking spaces must be provided in conformance with the Village's design standards for parking lots. Any additional parking spaces provided, up to a permitted maximum of 42 spaces, must be constructed of a pervious surface approved by the Village.
- Landscaping must be designed to conform to the Village's landscaping standards established by Article VI of the UDO.
- Exterior lighting must conform to the Village's standards for outdoor lighting established by Article VI-8 of the UDO.
- Exterior signage, if any, must comply with the Village's sign design standards as established by Article VII of the UDO.
- 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 following use standards for any fence or wall constructed on the site must be met consistent with Article III-4.C.6 of the UDO.
 - An eight (8) foot tall fence or wall would only be permitted along the north, south, and west sides of the property, behind the front façade (east) of the principal structure.
 - A fence or wall up to three feet (3) tall would be allowed in the front (east) yard, between the front façade of the principal structure and the east property line.
 - The fence or wall may be constructed of any of the material permitted by Article III-4.C.6.c. of the UDO.
 - Barbed wire (not razor wire) will be permitted on the portion of the fence or wall that is eight (8) feet in height.
- Storm water management must comply with the Village's draft storm water management element 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 Zoning Map Amendment for a portion of the property at 2540 Western Avenue from the C-3, Corridor Commercial zoning district to the M, Manufacturing zoning district, and make a recommendation to the Board of Trustees on this request.

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 on a portion of the property at 2540 Western Avenue, and make a recommendation to the Board of Trustees on this request.

**ZONING AMENDMENTS
STANDARDS FOR ZONING AMENDMENTS
WORKSHEET**

The Unified Development Ordinance requires that a zoning text or map amendment shall not be granted unless specific standards have been met relative to the specific case. This worksheet is provided to assist the Planning and Zoning Commission with drafting a response to each of the required standards for zoning amendments that will be sent to the Board of Trustees with a recommendation on the requested amendment. The required standards are as follows:

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

2. *The proposed amendment is compatible with the existing uses, character, and zoning of adjacent properties and other property within the immediate vicinity of the proposed amendment.*

3. *The proposed amendment provides a relative gain to the public, as compared to any hardship imposed upon an individual property owner.*

4. *The proposed amendment makes it more feasible to develop property relative to the present zoning classification of the property.*

5. *The proposed amendment addresses the community need for a specific use.*

6. *The proposed amendment corrects an error, adds clarification, or reflects a change in policy.*

7. *The proposed amendment rectifies existing nonconformities and, if so, the extent of such nonconformities.*

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

**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:

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

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

- 11. *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.*

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

13. 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

TGC GROUP, LLC
March 9, 2020

ZONING AMENDMENTS STANDARDS FOR ZONING AMENDMENTS WORKSHEET

The Unified Development Ordinance requires that a zoning text or map amendment shall not be granted unless specific standards have been met relative to the specific case. This worksheet is provided to assist the Planning and Zoning Commission with drafting a response to each of the required standards for zoning amendments that will be sent to the Board of Trustees with a recommendation on the requested amendment. The required standards are as follows:

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

Although the proposed variation is in accordance and will meet Village of Park forest Uniform Development Ordinance as it relates to Adult-Use Cannabis Craft Grower § III-3.CC, the current parcel it is located a in section designated for combined craft grower and dispensary businesses. In this case TGC will function exclusively as a craft grower business. It will not endanger the health, safety, comfort, convenience, and general welfare of the public. On the contrary, TGC intends to staff/employ security personnel as well as install and maintain large scale security systems to ensure general public safety and piece of mind.

2. *The proposed amendment is compatible with the existing uses, character, and zoning of adjacent properties and other property within the immediate vicinity of the proposed amendment.*

Due to the nature of business, TGC will be a unique business in the Village. However, it will not have any adverse impact on the property or businesses in the "immediate" vicinity.

3. *The proposed amendment provides a relative gain to the public, as compared to any hardship imposed upon an individual property owner.*

Yes. The proposed amendment will provide gain to the public as it will directly impact economic growth and subsequently increase individual property owners investment/interest in Park Forest

TGC GROUP, LLC
March 9, 2020

- 4. The proposed amendment makes it more feasible to develop property relative to the present zoning classification of the property.*

Yes, because the proposed amendment allows the Village to generate additional tax dollars and business profit incentives. As presently zoned, land is unused and not generating any income. Consequently, it is of no benefit to the Village not to allow proposed development of land.

- 5. The proposed amendment addresses the community need for a specific use.*

Yes, it does. The proposed amendment addresses the community need for specific use as this proposed use is unique and new to Park Forest. The specific use of this proposed amendment will generate additional local employment opportunities for Village residents and provide a boost to the local economy.

- 6. The proposed amendment corrects an error, adds clarification, or reflects a change in policy.*

There is no error per se. The proposed amendment does however provide another option/opportunity for the Village to consider that might not otherwise be available based on the location and relative actual use the parcel/land was intended for. TGC believes the current use will be better suited in another capacity that does not have any negative impact to the surrounding properties.

- 7. The proposed amendment rectifies existing nonconformities and, if so, the extent of such nonconformities.*

Yes, it does. The proposed amendment will satisfy land use nonconformities that might have contributed to the deterrent of non-use of the parcel/land in the past

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

Yes.

EXHIBIT B

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.*

Although the proposed variation is in accordance and will meet Village of Park forest Uniform Development Ordinance as it relates to Adult-Use Cannabis Craft Grower § III-3.CC, the current parcel it is located a in section designated for combined craft grower and dispensary businesses. In this case TGC will function exclusively as a craft grower business. It will not endanger the health, safety, comfort, convenience, and general welfare of the public. On the contrary, TGC intends to staff/employ security personnel as well as install and maintain large scale security systems to ensure general public safety and piece of mind.

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.*

Due to the nature of business, TGC will be unique business in the Village. However, it will not have any adverse impact on the property or businesses in the “immediate” vicinity.

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.*

No, it will not as TGC is a private business with a limited amount of/selective activity. Its operations will not impede normal or orderly development and improvement of adjacent properties and others within the immediate vicinity. On the contrary TGC will be an asset to the community by way of job creation and economic surplus

TGC GROUP, LLC
March 9, 2020

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

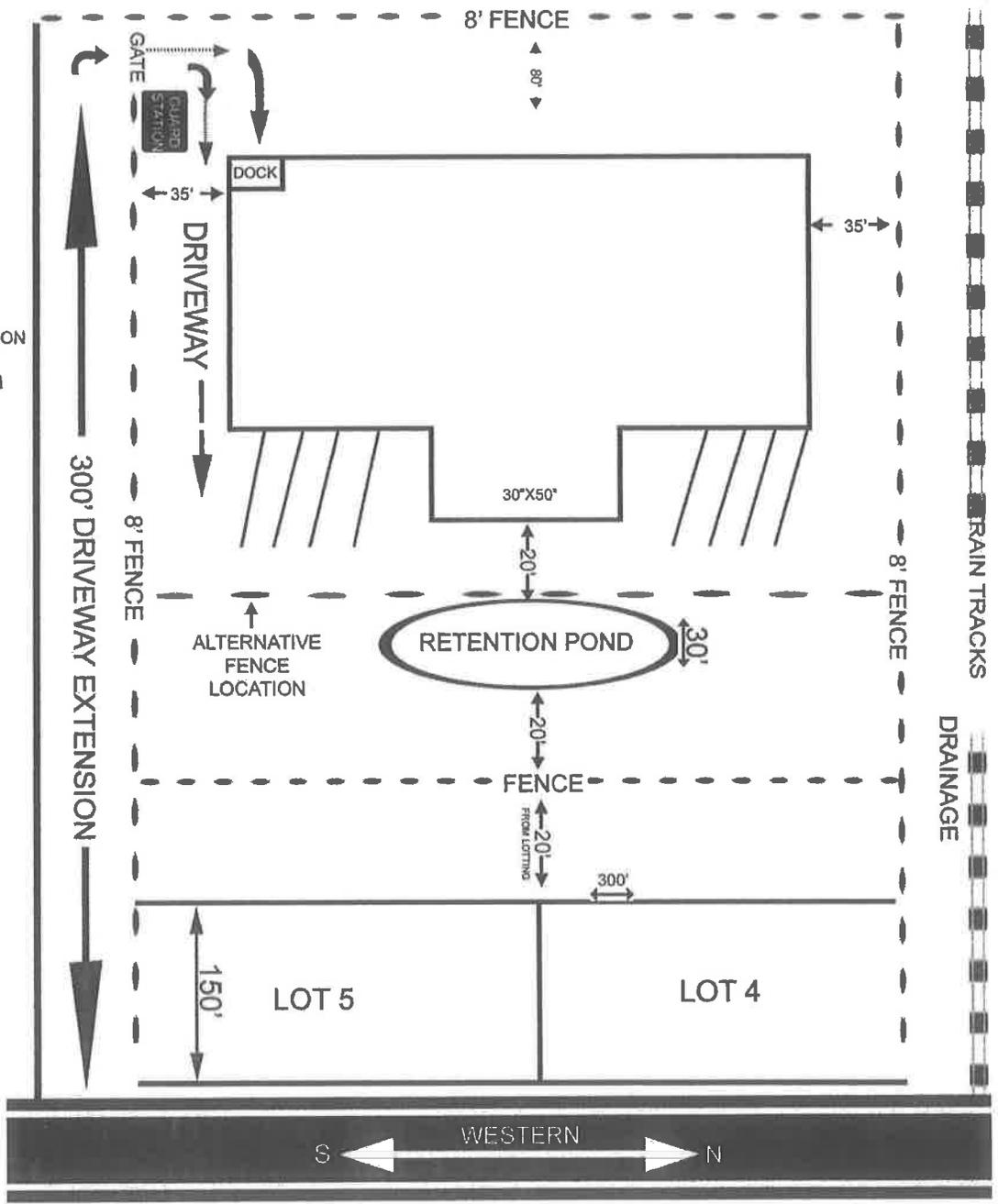
Yes, TGC will work closely with Village officials, building and development and inspectors to ensure proper development of land per Village ordinances and code.

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.*

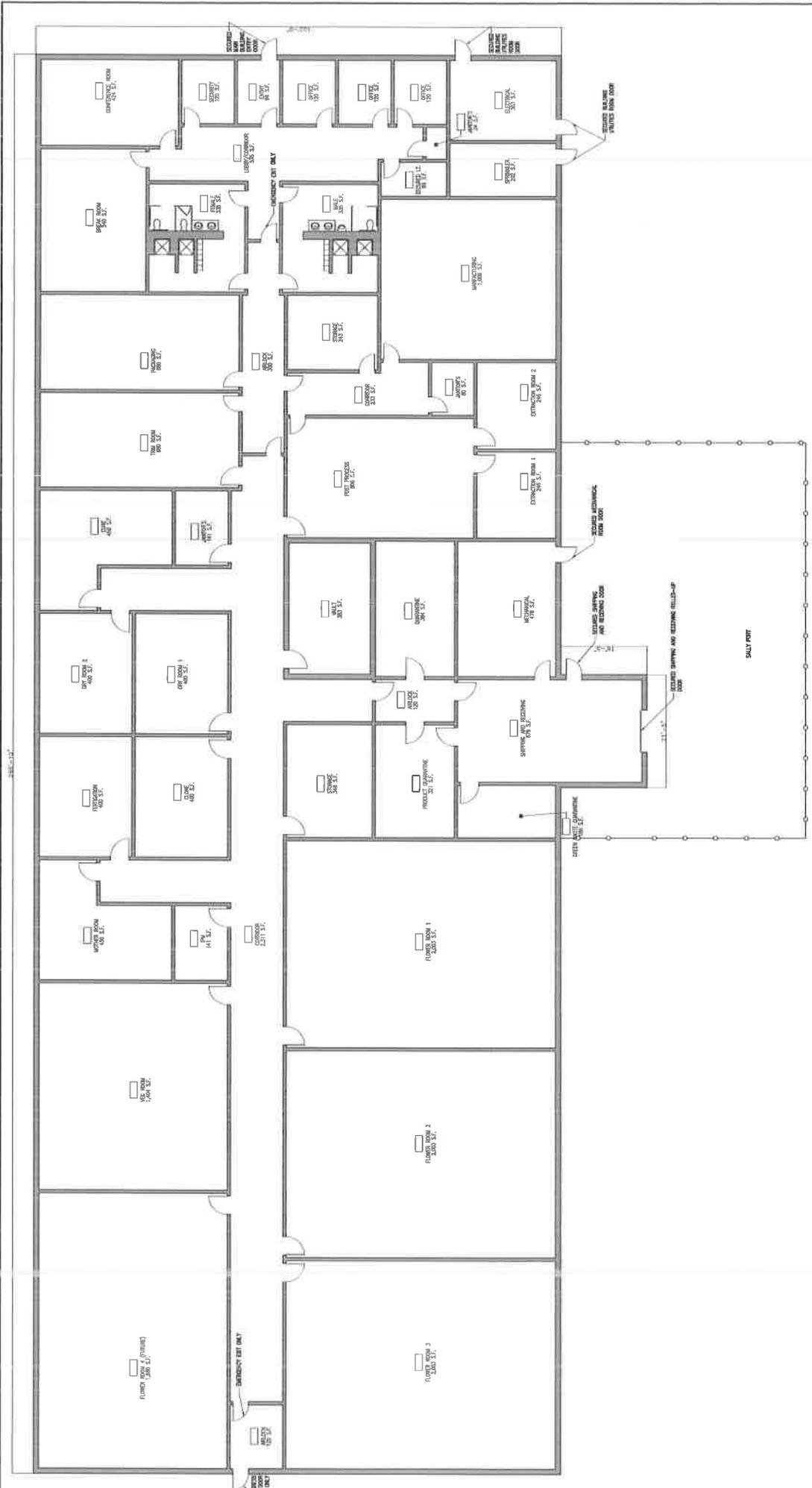
Yes

EXHIBIT C

PARCEL FOR PIN SEPARATION
150' OF WEST 1/2 OF LOT 4
150' OF WEST 1/2 OF LOT 5
150' X 300' OF NORTH EAST SECTION
OF LOT 6
ALTERNATIVE FENCE LOCATION
IS BEHIND RETENTION POND



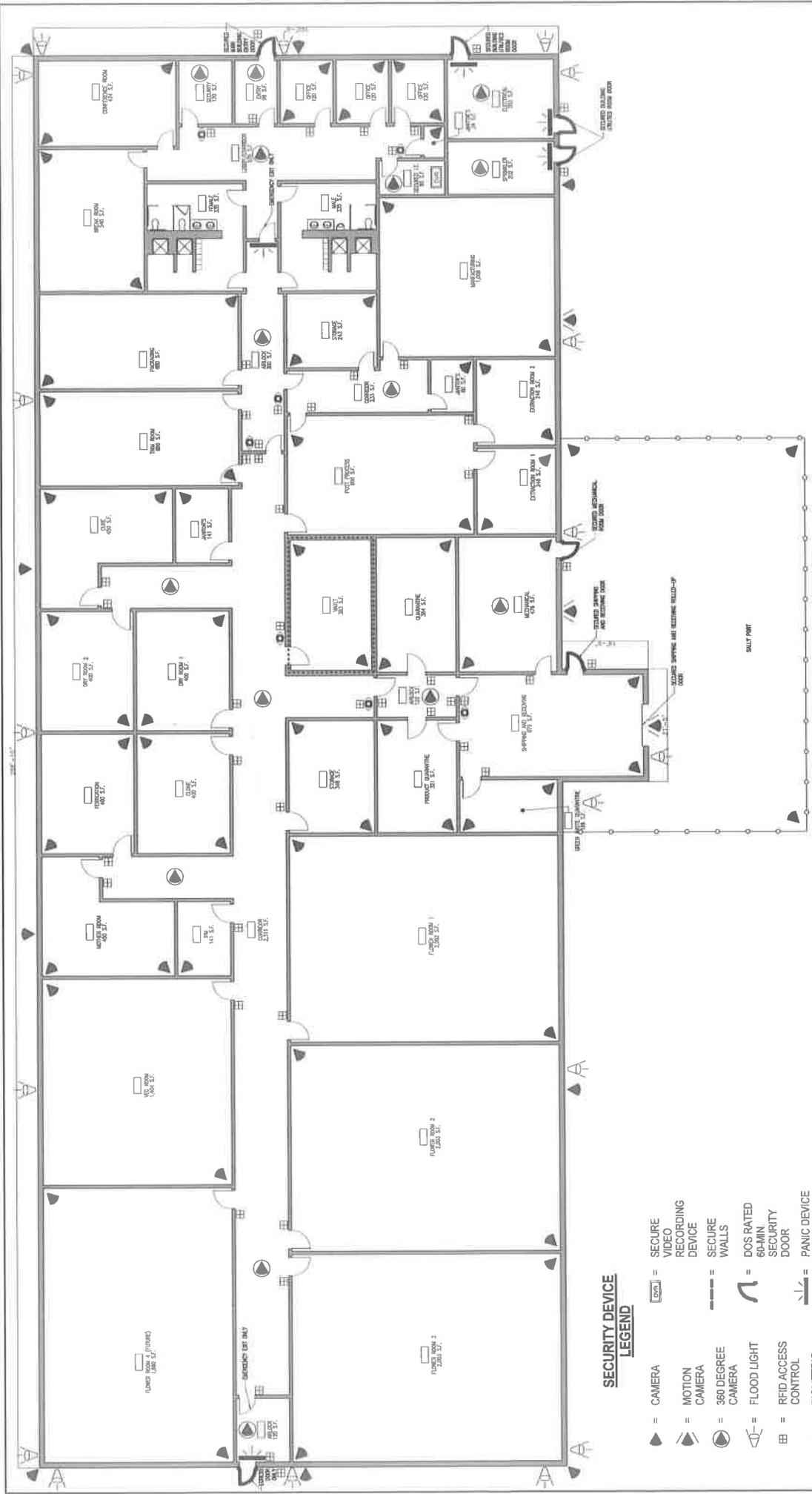
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A1.1
PROPOSED PLAN
 03/11/2020

1 PROPOSED PLAN - CRAFT GROW CULTIVATION
 SCALE: 1/8" = 1'-0"





SECURITY DEVICE LEGEND

- ▶ = CAMERA
- ◀ = MOTION CAMERA
- = 360 DEGREE CAMERA
- ⚡ = FLOOD LIGHT
- ⊞ = RFID ACCESS CONTROL DOOR
- 👁 = BIOMETRIC ACCESS CONTROL
- 📹 = SECURE VIDEO RECORDING DEVICE
- = SECURE WALLS
- ⤵ = DOS RATED SECURITY DOOR
- ⚡ = PANIC DEVICE W/ ALARM

Regional Map

EXHIBIT D



Current & Proposed Uses

SITE AREA	15.6 ac
EXISTING TENANTS	(sf)
NORWOOD SQUARE SHOPPING CENTER VACANT	144,200
OUTLOTS VACANT	3,100
VACANT	3,000
LIFETIME MUFFLERS & BRAKES	3,000

OPTION A: PROPOSED INFILL

KEY	LAND USE	TOTAL BUILDING AREA
A, B, E, F	RESTAURANTS/RETAIL	30,000 SF
C	RETAIL/MEDICAL/FLEX	40,000 SF
G	RETAIL/MEDICAL/FLEX	22,000 SF
D, H	RETAIL	22,000 SF

OPTION B: ORIGINAL SITE

Conceptual Site Plan



+ INFORMATION

Please Contact - Hildy L. Kingma, AICP, Director of Economic Development & Planning, 708.283.5622, hkingma@vopf.com

DESTINATION

PARK FOREST

Norwood Square Shopping Center



Region at a Glance

- Over 271,000 customers within a 15-minute drive spending \$2.3 billion on retail purchases
- Three Interstate 57 interchanges offering quick access to over 91,000 average daily traffic
- A racially diverse population including executives living in some of Chicago's wealthiest suburbs as well as young workers seeking to provide for their families
- Sophisticated financial incentives to support new construction, building rehab, and high volume tenanting

Features

- 22,600 average daily traffic at this location.
- Tax increment financing (TIF) district established in 2005, and Cook County Class 8 property tax incentive potentially available. N.F.R. letter received.
- Village is supportive of redevelopment that includes retail, office, and/or light manufacturing uses
- Nearby commercial includes White Castle, Walgreens, Big Apple Restaurant, Life Time Muffler and Brakes, and UHaul Storage

Demographics

	5-Minutes	10-Minutes	15-Minutes
Population	19,515	80,731	140,585
Household Average Income	\$61,061	\$67,159	\$76,229
Total Employees	3,886	27,368	55,222
Total Retail Expenditure*	\$163,913,387	\$657,273,555	\$1,253,006,784
Eating & Drinking*	\$15,728,266	\$63,348,855	\$121,560,308

Demographic data © 2010 by Experian/Applied Geographic Solutions.

* Estimated data from 2010 data source.

Contact

Village of Park Forest

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AGENDA BRIEFING

TO: Mayor Jonathan Vanderbilt
Board of Trustees

FROM: Thomas K. Mick, Village Manager

DATE: April 8, 2020

RE: **An Ordinance Establishing a Procedure for the Reporting and Independent Review of Allegations of Sexual Harassment Against an Elected Official by an Elected Official**

BACKGROUND/DISCUSSION:

The State of Illinois recently adopted Public Act 101-221 to address sexual harassment as well as other forms of harassment (race, gender based, disability, etc.) for all employers in Illinois. The Act applies to all employers across Illinois, both public and private.

The public act requires local governments to provide for a mechanism, by ordinance or resolution, for reporting allegations of sexual harassment by local elected officials against other local elected officials and for independent review of the allegations. Attached is a proposed ordinance developed by Village legal counsel. The Village Attorney recommends that this policy be kept separate from any other anti-harassment policy or handbook related to employees.

SCHEDULE FOR CONSIDERATION:

This item will appear on the April 27, 2020 Regular Meeting for Final Reading.

**THE VILLAGE OF PARK FOREST
COOK AND WILL COUNTIES, ILLINOIS**

ORDINANCE NO. _____

**AN ORDINANCE ESTABLISHING A PROCEDURE FOR THE
REPORTING AND INDEPENDENT REVIEW OF ALLEGATIONS
OF SEXUAL HARASSMENT AGAINST AN
ELECTED OFFICAL BY AN ELECTED OFFICIAL**

**JONATHAN VANDERBILT, President
SHEILA MCGANN, Clerk**

**TIFFANI GRAHAM
MAYA HARDY
CANDYCE HERRON
GLENN HENNESSY
THERESA SETTLES
JOSEPH WOODS**

TRUSTEES

**Published in pamphlet form by authority of the Mayor and Board of Trustees of the Village of Park Forest on _____, 2020
ODELSON, STERK, MURPHEY, FRAZIER & McGRATH, LTD. - Village Attorneys
3318 West 95th Street – Evergreen Park, Illinois 60805**

ORDINANCE NUMBER _____

**AN ORDINANCE ESTABLISHING A PROCEDURE FOR THE
REPORTING AND INDEPENDENT REVIEW OF ALLEGATIONS
OF SEXUAL HARASSMENT AGAINST AN
ELECTED OFFICIAL BY AN ELECTED OFFICIAL**

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 General Assembly has adopted Public Act 101-0221 which, in part, amends Section 70-5 of the State Officials and Employees Ethic Act (5 ILCS 430/) (“Act”); and

WHEREAS, said amendment to Section 70-5 of the Act requires certain units of government such as the Village to provide for the reporting and independent review of allegations of sexual harassment against an elected official by an elected official; and

WHEREAS, it is the intention of the Mayor and Board of Trustees (the “*Corporate Authorities*”) to provide the reporting mechanism directed by the Act.

NOW THEREFORE, BE IT ORDINAED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, as follows:

SECTION 1: The foregoing preambles are restated and incorporated herein by reference though fully set forth herein.

SECTION 2: The Village of Park Forest hereby establishes a procedure for reporting an incident of sexual harassment against an elected official by an elected official and for an independent review of the allegations.

- A. Pursuant to Section 70-5 of the Act, elected Village officials are encouraged to promptly report claims of sexual harassment by another elected official. Every effort should be made to file such complaints as soon as possible, while facts are known, and potential witnesses are available. If the elected official feels

comfortable doing so, he or she should directly inform the harassing individual that the individual's conduct or communication is offensive and must stop.

- B. Elected officials should report claims of sexual harassment against a trustee to the Village Manager or the Mayor. If the report is made to the Mayor, the Mayor shall promptly notify the Village Manager. If the Mayor is the subject of the complaint, the Village Manager shall notify the most senior trustee. The senior trustee is defined as the trustee who was sworn into office on the earliest date. If two or more trustees were sworn in on the same date, seniority will be determined by alphabetical order of the trustee's last name. If the report is made to the Village Manager, the Village Manager shall promptly notify the Mayor. If the Village Manager is the subject of the complaint, the Mayor shall notify the most senior trustee. Reports of sexual harassment will be confidential to the greatest extent possible.
- C. When a complaint of sexual harassment is made against an elected official, the Mayor shall appoint a qualified law firm that has experience in workplace investigations to conduct an independent review of the allegations. If the allegations concern the Mayor, or the Mayor is a witness or otherwise conflicted, the Village Manager shall make the appointment. If the allegations concern both the Mayor and the Village Manager and/or they are both witnesses or otherwise conflicted, the senior most trustee shall make the appointment. The investigator shall prepare a written report and submit it to the Mayor and Board of Trustees.
- D. If the investigator finds that the elected official that is the subject of the investigation has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board and the finding shall be forwarded to the complainant and the Illinois Department of Human Rights.

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

SECTION 4: All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: This ordinance shall be in full force and effect from and after its passage, approval and publication 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 27th day of April, 2020, pursuant to roll call vote, as follows:

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

APPROVED by the Mayor of the Village of Park Forest, Cook and Will Counties, Illinois on this 27th day of April, 2020.

APPROVED:

ATTEST:

Jonathan Vanderbilt, Mayor

Sheila McGann, Clerk

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.

April 27, 2020

This meeting has been cancelled

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