

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

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

**7:00 P.M.**

**TUESDAY**  
**September 13, 2022**

1. Planning and Zoning Commission Call to Order
2. Review of Minutes
  - a. July 12, 2022, Regular Planning and Zoning Commission Meeting
3. Petitions - None
4. Audience to Visitors
5. New Business
  - a. Planning and Zoning Commission Sexual Harassment Training
6. Old Business
  - a. Planning and Zoning Commission Technical Training
  - b. Code of Conduct for Planning and Zoning Commission
7. Communications
  - a. Member Communications
  - b. Trustee Comments
  - c. Staff Communications
8. Adjournment

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Village Manager's Office at least 48 hours in advance of the scheduled meeting. The Village Manager's Office can be reached via telephone at (708) 283-5605 or via email at [athurston@vopf.com](mailto:athurston@vopf.com). Every effort will be made to allow for meeting participation.

**Park Forest  
Planning and Zoning Commission Meeting Minutes  
Park Forest Board Room  
Tuesday, July 12, 2022**

**Present:** Chair Vernita Wickliffe Lewis; Vice Chair Marguerite Hutchins; Commissioners: Samuel Brooks, Cynthia Burton-Prete, Denise Poston, and Doug Price; Trustee Liaison Maya Hardy

**Staff:** Andrew Brown, Planner

**Absent:** None

**Visitors:** Forest Preserve District of Park Forest Staff: Chris Slattery, Kelvin Boyd, Craig Stevenson, and Credell Wallace

**Call to Order:** Meeting was called to order at 7:03 pm.

**Review of Minutes April 12, 2022:** Under review of minutes for March 8, 2022, where it states under staff communications, apiary should be plural.

The first paragraph on page two, the sentence states “the Commissioners provided their thoughts.” This should be written as “Commissioner’s.” The second paragraph of page two, the first word is “Commissioner’s” should be changed “Commissioners.”

Under Old Business, the third sentence states “Burton-Prete stated there is a safety and perception issues that prevailing at the Sauk Trail Woods” should be changed to “...there are safety and perception issues prevailing at Sauk Trail Woods.”

Under Staff Communication on page three, a sentence written as “There was a preliminary discussion with a cannabis infuser and developing in Park Forest.” The sentence should be changed to “There was a preliminary discussion with a cannabis infuser about developing in Park Forest.” The sixth sentence of the paragraph states “The house at 117 Wilson requires and ordinance.” This sentence should include “an” before “ordinance” to be changed to “The house at 117 Wilson requires an ordinance to be sold...”

A motion was made to approve the minutes with corrections by Hutchins. Seconded by Brooks. All in favor.

**Petitions:** None

**Audience to Visitors:** None

**New Business:**

**a. Planning and Zoning Commission Training**

Brown contacted the Illinois Chapter of the American Planning Association (APA) to see what types of training maybe available for Commissioners. The training being offered has already been completed by the Commissioners. However, the Illinois Chapter of the APA can provide routine training again or make that training available to a potential new Commissioner. The rest of the commission could receive training on another more technical planning subject.

The Commission discussed technical training about redevelopment especially in regard to the Eastgate Neighborhood. Brown wanted to make sure to all training is approved by the Commission prior to coordinating for services.

**b. Code of Conduct for Planning and Zoning Commission**

Hardy talked about the new contract Commissioners are being asked to sign. This is a new requirement Commissioners from all Village Boards and Commissions need to read and sign. General discussion resulted in the Commission asking for more information about the Code of Conduct and if the Commission is required to sign due to the signing a previous document through the American Planning Association.

Brown stated he would look into what the Commission may have signed in the past to see if this supersedes the Code of Conduct requirement.

**Old Business:**

**a. Forest Preserve District of Cook County Workshop and Survey Results**

Brown reviewed the November meeting in regard to Sauk Trail Woods. Brown talked about the workshop the Forest Preserve hosted at Dining on the Green in February 2022 and the online survey that was posted.

The Commission provided the Forest Preserve District of Cook County time to present on their findings regarding Sauk Trail Woods. Wallace started the presentation on Sauk Trail Woods. First, he discussed the geographic background to see who and/or what might be drawing utilization from Sauk Trail Woods. The Forest Preserve reviewed data from the workshop and online surveys. Answers to a survey question about future programming at Sauk Trail Woods mentioned that people would like to see nature education, walking and social groups, and camping and fishing at Sauk Trail Woods.

Members of the Forest Preserve stated the National Public Land Day celebration event happening on September 24, 2022, was meant to draw new users to Sauk Trail Woods. The Forest Preserve asked if any partners from the community would like to support getting the word out about the event.

Burton-Prete asked how the Commission could help get the September 24<sup>th</sup> event into the news to make people more aware.

Wallace stated the Forest Preserve staff can ask the media to come out to market the upcoming event.

Wickliffe Lewis asked what committees the Forest Preserve already has in place to implement programs and activities at Sauk Trail Woods.

Boyd stated that they have a team ready to implement programs and activities and that the Forest Preserve will announce it on their website. Additionally, the Forest Preserve will give out brochures to inform people about different programs and activities happening at Sauk Trail Woods.

Brown stated marketing of the event can come from different Village Staff, the water bill, and the different social media from Park Forest Departments.

**Communications:**

- a. **Member Communications:** Burton-Prete asked about the meeting from April 12, 2022, regarding the fences. Trustee Hardy stated that the Board had decided not to change the ordinance. What they had decided was put information regarding the fence regulation in the new owner's packet and on the website. Burton-Prete then inquired about new zoning applications for the Commission. Brown stated that some have had their preliminary consultation, but no formal application have been submitted. Hutchins stated that she attended the Pioneer Brunch at Poppin Plates. Hutchins stated the brunch was good and everyone in attendance had a good time. Another brunch will be held in September and if anyone was interested to contact Evelyn Randle.
- b. **Trustee Comments:** Director Gunther from the Parks, Recreation, and Community Health Department is retiring. August 19, 2022, will be Rob's last day. A couple of shift commanders from the Village of Park Forest Police Department are also retiring. Hardy asked the Commissioners if they want to add another member to the Commission. The Commission agreed that adding one more member to help be a tiebreaker if there is a vote. The Veteran's Day program is November 10, 2022. T-shirts were made for the event and are available if to help support the Veteran's Commission. Six hundred and twenty-three homes have been nominated for the beautification award. Mike Jones from State Farm is retiring. Another State Farm Agent will be taking over and running his business. Recycle Fest is scheduled for July 30, 2022, starting at 8:00 am and ending at 12:00 pm.
- c. **Staff Communications:** Brown followed up about the Jolly Trolley from the April Planning and Zoning Commission meeting. He stated that the Trolley is provided by Pace in partnership with Rich Township and the Village of Park Forest. The regular price is \$3.00, senior price is \$1.50, and children under 7 ride for free with an adult. There was a steep decline in utilization of the Jolly Trolley due to the pandemic. However, utilization is slowly increasing. Brown also stated that he expected zoning applications within the next two months. Once they are formally applied for, the applications will be included in

the agenda. The Department of Economic and Planning sent three agenda items to the Board on July 11, 2022. They included an intergovernmental agreement with the South Suburban Land Bank and Development Authority and two ordinances for the sale of Village owned property. The intergovernmental agreement reestablishes the partnership between the Village and the South Suburban Land Bank and Development Authority and provides a framework for how the two entities will operate together.

**Adjournment:** A motion was made by Price to adjourn, seconded by Hutchins. All in favor. The meeting was adjourned at 9:23 pm.

**VILLAGE OF PARK FOREST  
CODE OF CONDUCT FOR VOLUNTEER BOARD MEMBERS  
AND COMMISSIONERS**

**Volunteer Board Member/Commissioner Services:**

Volunteers/Commissioners of the Village of Park Forest (the “Village”) serve on specific committees, which provide insights and recommendations to the Board of Trustees. These valuable insights assist the elected officials in the decision-making process as they look to implement policies that best suit the needs of Park Forest residents.

**Volunteer Board/Commissioner**

A Volunteer Board Member/Commissioner is defined as anyone, an appointed member of the board or commission serving without compensation or expectation of compensation beyond reimbursement, who performs at the direction of the Trustee Liaison/Staff Liaison on behalf of the Board of Trustees and Village of Park Forest. A Volunteer Board Member/Commissioner must be officially appointed by the Village prior to performance of a task. This is done by filling out a Volunteer Board/Commissioner application found on the Village’s website or at Village Hall. Unless specifically agreed by the Village, individuals will not be considered as Volunteers Board/ Commissioners of the Village. Volunteer Board Members/Commissioners shall not expect future employment at the Village.

**Guidelines for all Volunteer Board/Commissioners**

All Volunteer Board Members/Commissioners are required to read the Volunteer Board Member/Commissioner Code of Conduct and sign the acknowledgment form.

**Code of Conduct**

As a Volunteer Board Member/Commissioner of the Village of Park Forest, I will do my utmost to represent the Village in a respectable manner by adhering to the following standards and principles:

1. I will abide by the rules and guidelines imposed by the Village of Park Forest.
2. As a member of a public body that advises the Village of Park Forest Board of Trustees, I understand that it is imperative that my financial obligations (water bill, parking ticket, business license, etc.) to the Village of Park Forest be current.
3. I will understand and respect the Village’s non-partisan approach to local government and the Council-Manager form of government.
4. I will work to ensure that as a Volunteer Board Member/Commissioner I am aiming to benefit the community and the Village.
5. I will respectfully listen to those who communicate with the board, seek to understand the views while recognizing my responsibility to represent the interests of the entire community.
6. I will keep in mind everyone’s safety and report any incidents that may occur to the Trustee Liaison or Staff Liaison.

7. I understand that as a Volunteer Board Member/Commissioner, I am expected and required to report to duties on time and in an unimpaired condition for my assigned tasks, which includes not having any alcohol or illegal drugs in my system as that may interfere with my duties.
8. I understand that there may be media coverage of certain events at the Village facilities. I agree that I shall not grant radio, televisions, or press interviews, or otherwise initiate or accept media contact relating in any way to the Village. Should my likeness be photographed, taped, or otherwise recorded by the Village or media, I irrevocably consent to the reproduction and use of such photography, tapes, or other recordings without compensation to me and hereby assign my rights I may have to the Village.
9. I agree to hold in confidence any information disclosed to me concerning the business activities of the Village, and relation to any confidential or proprietary data, and agree not to divulge such information to any person or persons unless I have received written authorization from the Village. I agree not to remove any documents or materials (whether computer-generated, hard copy, audio or otherwise) from any of the offices or other locations in which the Village conducts business, and I expressly agree that any such photographs or records, if made, may be retrieved without notice by the Village and/or enjoined from use by the Village.
10. I understand that I am prohibited from making disparaging or defamatory statements about the Village of Park Forest or its activities. I further understand that I should refrain from posting anything about co-Volunteer Board Members/Commissioners, Village personal, or Village of Park Forest's affiliates, partners, constitutes, clients, or vendors that might be offensive.
11. In the event that I am unable to fulfill my obligation, and/or be absent, I will notify my Chair or Staff Liaison as soon as possible and the Trustee Liaison will be kept informed.
12. I understand that repeated/unexcused absences will result in my termination as a Volunteer Board Member/Commissioner. Unless there are extenuating circumstances, missing more than three (3) meetings in one calendar year may be grounds for dismissal.
13. I understand that I am expected to participate in any required Volunteer Board Member/Commissioner training sessions and/or orientations. Among other things, this includes Illinois Open Meetings Act training, annual sexual harassment training, filing of statements of economic interest, etc.
14. I will have a positive, enthusiastic and respectful attitude while assisting other Volunteer Board Members/Commissioners in the implementation of activities.
15. I hereby assign to the Village all right, title, and interest in and to any work product developed or created by me for the Village in connection with my services as a Volunteer Board/Commissioner. I acknowledge that this assignment further extends to any and all profits derived from the sale, use or other application of any such work product or part thereof.
16. I will respect the rights of the participants' and confidentiality of other Volunteer Board Members/Commissioners. I will not discuss publicly any situations or personal characteristics of participants or other Volunteer Board Members/Commissioners.
17. I will display ethical, professional conduct and behavior at all times while representing the Village of Park Forest.

- 18. I will respect Village facilities and will use common sense when in the use of such facilities. Use of Village facilities will only take place with proper authorization or approval to do so.
- 19. I understand that in the event of a conflict, I shall avoid any verbal or physical arguments and inform my Trustee Liaison or Staff Liaison.
- 20. I understand and shall abide by the Village of Park Forest's anti-harassment policy. I further understand that it is my responsibility to report any act of discrimination or harassment in violation of this policy.
- 21. I understand and agree that as a Volunteer Board Member/Commissioner, I shall receive no compensation for my services.
- 22. I understand that any failing to abide by the Code of Conduct may result in my removal as a Volunteer Board Member/Commissioner for the Village.

**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

I have received and read Village of Park Forest's Code of Conduct for Volunteer Board Members/Commissioners and understand its contents. I understand that the Village of Park Forest expressly reserves the right to change, modify or delate provisions without any notice.

I have entered into my Volunteer Board Member/Commissioner relationship with the Village of Park Forest voluntarily and acknowledge that there is no specific length of being a Volunteer Board Member/Commissioner. Accordingly, I can terminate the relationship at any time. As a Volunteer Board Member/Commissioner serving at will, my tenure may be terminated with or without cause, at any time in accordance with the Local Volunteer Board Member Removal Act and any other local or state laws which might apply.

Furthermore, I acknowledge that there is no contract of employment or volunteer/commissioner. I understand that it is my responsibility to fully read and comply with the policies contained herein, and any revisions made to it.

\_\_\_\_\_  
 Volunteer Board Member/Commissioner Signature

\_\_\_\_\_  
 Date:

\_\_\_\_\_  
 Volunteer Board Member/Commissioner Name