

AGENDA
PARK FOREST PLANNING AND ZONING COMMISSION

Park Forest Village Hall
Board Room

7:00 P.M.

TUESDAY
April 9, 2024

1. Planning and Zoning Commission Call to Order
2. Review of Minutes
 - a. March 12, 2024 Regular Planning and Zoning Commission Meeting
3. Petitions - None
4. Audience to Visitors
5. New Business - None
6. Old Business
 - a. Short Term Rental Workshop
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. Every effort will be made to allow for meeting participation.

**Park Forest
Planning and Zoning Commission Meeting Minutes
Park Forest Board Room
Tuesday, March 12, 2024**

Present: Chair Vernita Wickliffe Lewis; Vice Chair Marguerite Hutchins; Commissioners Samuel Brooks, Cynthia Burton-Prete, Denise Poston; Trustee Liaison John V. Moore

Staff: Andrew Brown, Assistant Director of Economic Development and Planning, Planning and Zoning Commission Staff Liaison

Absent: Commissioner Doug Price

Visitors: None.

Call to Order: The meeting was called to order at 7:00 pm.

Review of Minutes for February 13, 2024:

A motion to approve the minutes was made by Hutchins and seconded by Brooks. All in favor. The minutes were approved.

Petitions: None.

Audience to Visitors: None.

New Business: None.

Old Business:

a. Short Term Rental Discussion

The Economic Development Advisory Group (EDAG) has completed its review of short-term rentals, highlighting both benefits and challenges. The discussion raised concerns over regulation enforcement, with suggestions like a mandatory landlord registration to mitigate complaints. A proposal for a short-term rental host handbook was made to clarify expectations and policies. Park Forest is considering adopting models from other communities for their short-term rental policies and may revise the Unified Development Ordinance to include such rentals. There was debate over whether guests should register their vehicles, with some believing this might already be covered by platforms like Airbnb. Plans are in place to enrich the April meeting with relevant articles and a workshop, involving discussions on adapting policies and examining local short-term rentals based on police complaints.

Communications:

- a. **Member Communications:** None.
- b. **Trustee Comments:** Trustee Moore expressed gratitude to the Commissioners for their efforts concerning the special use permit for the new development at Main Street and Cunningham, mentioning that the Board will cast its final vote on Monday. Additionally, he acknowledged the Commissioners for their long-standing service to the Park Forest Planning and Zoning Committee with awards: Samuel Brooks (5.44 years), Denise Poston (6.59 years), Cynthia Burton-Prete (18.95 years), Vernita Wickliffe Lewis (25.68 years), Marguerite Hutchins (27.09 years, plus an additional 8.38 years with the Human Relations Committee), and Doug Price (25.11 years). Each Commissioner received a plaque in recognition of their contributions.
- c. **Staff Communications:** Brown informed the Commissioners that progress is being made on finalizing the sale under the IFF contract, which will transfer the lot to the developer. He mentioned the latest update indicates construction is expected to begin within the next two months.

Adjournment: A motion to adjourn the meeting was made by Burton-Prete and seconded by Hutchins. All in favor. The meeting was adjourned at 8:15 pm.