

2017 Work Plan for Board of Health

2017 Initiatives and Ongoing Projects

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST	BOH LEAD
Chapter 20, Article 2 Board of Health	Chronic Disease <ul style="list-style-type: none"> Community collaboration 	<ul style="list-style-type: none"> Partner with outside entities (ex. West Cook YMCA) to develop and support strategies to address adult chronic diseases (ex. CHD, Cancer, Diabetes) 	2017		
Chapter 20, Article 2 Board of Health	Nutrition <ul style="list-style-type: none"> Childhood Obesity Adult obesity Increase consumption of fruits and vegetables Rethink your drink Exercise 	Partner with outside entities attending to these areas: <ul style="list-style-type: none"> Explore a Public Education Forum to be hosted in conjunction with D97, the Early Childhood Collaboration and other community partners for the purpose of promoting preschool/school nutrition Partner with outside entities to develop /support strategies to address reducing sodium /sugar consumption Work with Farmers Market and other Village resources to develop strategies to promote increased consumption of fruits and vegetables. Collaborate with other communities who have successfully initiated rethink your drink campaigns to develop plan for Village. Partner with community organizations to support efforts to decrease sedentary lifestyles. 	2017		
Chapter 20, Article 2 Board of Health	Tobacco <ul style="list-style-type: none"> Children exposed to second-hand smoke 	<ul style="list-style-type: none"> Identify and collaborate with community partners to increase public awareness of the impact of exposure to second – hand smoke on infants and children. Monitor ongoing progress and compliance with Tobacco 21 ordinance 	2017		

Chapter 20, Article 2 Board of Health	Environmental <ul style="list-style-type: none"> Impact of spraying for mosquitos w/West Nile Virus 	<ul style="list-style-type: none"> Host a public education session (as needed) or work with Public Relations to develop a new video for the web Attend Farmers Market and Day in Our Village to provide educational materials Review current marketing materials or develop/print new or additional materials. 	January -May 2017 July 2017 January 2017		
Chapter 20, Article 2 Board of Health	Access to Dental/Health Care	<ul style="list-style-type: none"> Access current resources. Attend Day in Our Village with information 	January 2017 July 2017		
Chapter 20, Article 2 Board of Health	Cycling Safety	<p>Monitor Comprehensive Cycling Safety Policy including:</p> <ul style="list-style-type: none"> BOH to provide annual report to the Village Board. Review Police data regarding bike helmet use etc. As part of BOH review, develop/discuss the need for any follow-up educational campaign. Explore the possibility for DIVY bike programs to provide disposable helmets. Liaison with Oak Park Police Officers assigned to Junior high and high schools to develop interventions to address bike helmet issues. 	September 2017 (after spring/summer bike season) January 2017 January 2017		
Chapter 20, Article 2 Board of Health	Mental Health <ul style="list-style-type: none"> Mental Health Violence Anti-Stigma 	<p>Partner with outside entities administering these areas:</p> <ul style="list-style-type: none"> Review data from Oak Park Police Department as relates to issues of violence in the community Review the status of suicide prevention in the community Collaborate with community organizations addressing bullying to develop or support interventions. 	2017		
Chapter 20, Article 2 Board of Health	Public Health Emergency Preparedness	<p>Annually review trends/programs related to emergency management as it relates to the Health Department.</p> <ul style="list-style-type: none"> Collaborate with the Emergency Preparedness Coordinator to increase public awareness 	March 2017		

Chapter 20, Article 2 Board of Health	Renewal of IPLAN	<p>The Village is required to update the IPLAN for its certified Public Health Department by December 2016. The Board of Health is required to be part of the review and formally accept/agree with this plan prior to the Village submitting to the IL Department of Public Health.</p> <ul style="list-style-type: none"> • Various public meetings and workshops will be required which may need the BOH assistance. • Review the Village's draft IPLAN document prior to submittal to the State of IL 	September – November 2017		All
Chapter 20, Article 2 Board of Health	Commission liaison	BOH commissioner appointed to liaison with other Village commissions on specified projects.	As-needed		
Chapter 20, Article 2 Board of Health	Fitzsimmons Awards for Public Health	Develop criteria for use by village residents when nominating an individual or organization for this award	January 2017		
Chapter 20, Article 2 Board of Health	Increasing awareness among Village residents of Public Health	<ul style="list-style-type: none"> • Identify National and international Public Health activities. • Work with Public Relations to communicate national Public Health activities through Village communication methods. 	2017		
Chapter 20, Article 2 Board of Health	Youth Drug, Alcohol and Tobacco Prevention	Attend IMPACT meetings as needed	As-needed		
Chapter 20, Article 2 Board of Health	Review of Village Health Data and Statistics	Annually review trends in Oak Park health data (ex. Communicable Disease)	Monthly		
Chapter 20, Article 2 Board of Health	Public Health and the Comp Plan	The Plan Commission will present a summary of the newly updated Comp Plan	On-Hold		

2016 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES
Chapter 20, Article 2 Board of Health	Chronic Disease: Childhood Obesity 1) Partner with outside entities attending to these areas: Explore a Public Education Forum to be hosted in conjunction with D97, the Early Childhood Collaboration and other community partners for the purpose of promoting preschool/school nutrition. 2) Tobacco Education	1) Early Childhood Collaboration presented information at BOH meeting and BOH Chair reached out to Village stakeholders. Will continue into 2017 work plan 2) The Village passed the Tobacco 21 ordinance on June 6
Chapter 20, Article 2 Board of Health	Impact of spraying for mosquitos w/West Nile Virus Host a public education session or develop a new video for the web. Attend Farmers Market and Day in Our Village to provide educational materials. Review current marketing materials or develop/print new or additional materials.	The BOH handed out WNV materials at the Farmers' Market & Day in Our Village. Public education session was held in 2015 (Mosquito Forum)
Chapter 20, Article 2 Board of Health	Access to Dental/HealthCare: Explore more ways to advertise access to dental care & Attend Day in Our Village with information & explore the possibility of an alternate site location for better access to information	The Board of Health attempted to recruit a dentist for the BOH vacancy, however this did not come to fruition.
Chapter 20, Article 2 Board of Health	Cycling Safety: BOH was to monitory Comprehensive Cycling Safety Policy including: Village Board asked for a follow-up Report after implementation. BOH to provide report to the Board. Review Police data regarding how many stops, etc. and as part of BOH review, develop/discuss the need for any follow-up educational campaign. Finally explore the ability for the DIVY bike program to provide disposable helmets.	The BOH requested biking statistics from the Police Department. Deputy Chief of Police Tony Ambrose participated in a BOH meeting providing information on the bike safety program. Bike safety literature was handed out at a Day in Our Village. Refrigerator magnets (bike safety) were created by the Police Department at the recommendation of the BOH. Police updated the bike safety helmet video based on BOH recommendations.
Chapter 20, Article 2 Board of Health	Mental Health: Partner with outside entities administering these areas: 1) Due to current lack of the funds via the State of IL, this issue may be further refined by the Board of Health once resources can be better identified. 2) Review the issue of suicide prevention in the community per the Village Board's referral to the Board of Health	Commissioner Strokosch appointed the BOH liaison for the Community Mental Health Board of Oak Park Township and he presented information back to the BOH on the CMHB's activities.
Chapter 20, Article 2 Board of Health	Communicable Disease: Annually review trends in Oak Park as it relates to Communicable Disease	Joanne Despotes, PHN presented information on the status of communicable disease in Oak Park at a BOH meeting. Communicable Disease statistics presented monthly in the Health Department's Executive Summary.
Chapter 20, Article 2 Board of Health	Public Health Emergency Preparedness Annually review trends/programs related to emergency management as it relates to the Health Department. Explore partnering with other local agencies to create public awareness	Murray Snow, Emergency Preparedness Coordinator for the Village presented information on Village Emergency Preparedness program activities at a BOH meeting.
Chapter 20, Article 2 Board of Health	Renewal of IPLAN: The Village is required to update the IPLAN for its certified Public Health Department every five years. The Board of Health is required to be part of the review and formally accept/agree with this plan prior to the Village submitting to the IL Department of Public Health. Various public meetings and workshops will be required which may need the BOH assistance. Review the Village's draft IPLAN document prior to submittal to the State of IL	IPLAN will be addressed in FY 2017.

Revised 9-27-2016

Chapter 20, Article 2 Board of Health	Environmental Hazards: Invite EEAC Chair to attend BOH meeting to discuss environmental health issues and commission collaboration In addition, BOH member may attend EEAC meetings as topics of interest related to public health appear on EEAC agenda	Commissioner Bob Danstrom appointed liaison for the at EEAC commissioner. Chair Miller and commissioners provided comments on their lawn care pesticide flyer.
Chapter 20, Article 2 Board of Health	Youth Drug, Alcohol and Tobacco Prevention: Attend IMPACT meetings as needed	Chair Florence Miller was the liaison for this group and attended meetings. In addition, Chair Miller attended the OPRF Workgroup for Positive Youth Development in 2016.

Building Codes Advisory Commission
Work Plan 2016-17

Meeting Date	Work Plan Item Completed
September 15th	<ul style="list-style-type: none"> Code Review Task: Chairman Hudson to perform a power point of 2009 vs 2012 vs 2015 Code changes
October 20th	<ul style="list-style-type: none"> Code Review Task: Commissioner Floody to discuss the currently adopted Village amendments as it relates to the updated changes in the IBC Chapters 15-23 (Structural)
November 17th	<ul style="list-style-type: none"> Code Review Task: Commissioner Sabitino to discuss the currently adopted Village amendments as it relates to the updated changes in the IBC Chapters 13-14 (Energy & Exterior walls)
December 15th	<ul style="list-style-type: none"> Code Review Task: Commissioner Hamer to discuss the currently adopted Village amendments as it relates to the updated changes in the IBC Chapter 12 (Interior Finishes)
January 21	<ul style="list-style-type: none"> Code Review Task: Commissioner Hudson to discuss the currently adopted Village amendments as it relates to the updated changes in the IBC Chapters 10-11 (Means of Egress & Accessibility)
February 18	<ul style="list-style-type: none"> Code Review Task: FIRE DEPARTMENT to provide input/discuss the currently adopted Village amendments as it relates to the updated changes in the IBC Chapters 7-9 (Fire Codes)
March 17	<ul style="list-style-type: none"> Code Review Task: Commissioner Heitzman to discuss the currently adopted Village amendments as it relates to the updated changes in the IBC Chapters 3-6 (Use, Special Req. Heights, Types)
April 21	<ul style="list-style-type: none"> Code Review Task: Chairman Kelly/ Liason Cutaia to discuss the currently adopted Village amendments as it relates to the updated changes in the IBC Chapters 1-3 & 32-33(Admin & Const. site)
May 19	<ul style="list-style-type: none"> Code Review Task: Commission to discuss the currently adopted Village amendments as it relates to the updated changes in the adopted IBC appendixes
June 16	<ul style="list-style-type: none"> Code Review Task: Commissioner Visteen and Liles to discuss the currently adopted Village amendments as it relates to the updated changes in the Electric and Plumbing Codes (IPC, IBC etc.)
July 21	<ul style="list-style-type: none"> Code Review Task: Commissioner Nussbaum to discuss the currently adopted Village amendments as it relates to the updated changes in the Mechanical Code (IBC & IMC)
August 18	<ul style="list-style-type: none"> Code Review Task: Commission to Review the currently adopted Village amendments as it relates to the updated changes in the IRC together

Building Codes Advisory Commission
Work Plan 2016-17

September 15	<ul style="list-style-type: none"> Code Review Task: Commission to Review the currently adopted Village amendments as it relates to the updated changes in the IRC together
October 20	<ul style="list-style-type: none"> Code Review Task: Commission to Review the currently adopted Village amendments as it relates to the updated changes in the IRC together
November 17	<ul style="list-style-type: none"> Code Review Task: Commission to Review the currently adopted Village amendments as it relates to the updated changes in the IRC together Review the handrail submittals
December 15	<ul style="list-style-type: none"> Code Review Task: Present to the Village Council? Attend the Awards Ceremony

2017 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Review each new addition of the model codes and recommend local amendments	Review 2015 ICC codes- On Hold	Recommend local amendments to the Director of Development Customer Services	Target goal of review of one code book per month throughout 2016	\$250
Provide code interpretations to the Director of Development Customer Services	Serve as Board of Appeals for building code-related matters	Ensure proper interpretation and application of the building codes. Review of Village website materials.	As needed throughout 2016	\$0

Building Codes Advisory Commission
Work Plan 2016-17

Review and recommend the approval or denial of the use of alternative materials or methods of construction	Serve as consultant to Director of Development Customer Services	Review specific requests for alternative materials or methods of construction	As needed throughout 2016	\$0
Provide Code Interpretations to Director of Development Customer Services	Serve as consultant to Director of Development Customer Services	Review specific code provisions as requested by the Director: Specifically Self Certification program and list of required inspections	As needed throughout 2016	\$0

TOTAL BUDGET REQUEST FOR 2015: \$250.00.

Building Codes Advisory Commission
Work Plan 2016-17

2015 Initiatives – Completed / Not Pursued

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Review each new addition of the model codes and recommend local amendments	Review 2009 IPMC Codes for adoption by the Village	New codes adopted to keep abreast of changing construction methods, materials and technologies.	Completed	\$0
Review each new addition of the model codes and recommend local amendments	Educational sessions	Not completed		

2017
Work Plan for Citizen Involvement Commission
Supporting Diversity

2017 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Ongoing recruitment program, with commissioners advising local residents of open positions	Increased citizen awareness of civic service.	Ongoing	
Commission Support	Review applications prior to monthly meetings and prepare questions for each candidate; be prepared to make informed decisions among multiple candidates for a commission.	Commission vacancies have a candidate recommended for appointment within a month after next meeting of commission with a vacancy rate below 10%.	Ongoing	
Volunteer Recognition	Promote attendance at and staff the Village Board's volunteer recognition reception annually; commissioners will attend event to register and welcome guests.	Increase attendance at reception by promoting attendance to all commissions. Board members and at least 100 commissioners will attend event.	April	\$2,300.00

2017

Work Plan for Citizen Involvement Commission
Supporting Diversity

2016 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Ongoing recruitment program, mobilizing CIC commissioners to actively recruit volunteers through personal outreach and to select the best candidates for each position.	By mid-year vacancies are in single digits, well below 10% and waiting list provides a pool of candidates for most upcoming vacancies through year end. Commissioners in a number of cases have had multiple candidates to choose from.	Ongoing	
Commission Support	Review applications prior to monthly meetings and prepare questions for each candidate; be prepared to make informed decisions among multiple candidates for a commission.	Reviewed applications prior to monthly meetings and prepared questions for each candidate; made decisions among multiple candidates for a commission and recommendations for future appointments.	Monthly	
Volunteer Recognition	Host a volunteer recognition event annually; members will attend event and provide staffing to welcome guests and introduce commissioners to each other.	Over 50 commissioners and chairs attended April event and most commissioners were present to act as hosts. On behalf of the Board the Mayor recognized the work of all commissions and thanked commissioners.	April	\$1,700.00

Citizen Police Oversight Committee 2017 Initiatives (adopted 2016)

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Complaints from citizens	Investigate complaints made by citizens of alleged police misconduct	Report findings of complaints of alleged police misconduct to CPOC and the complainant(s)	Within eight weeks of the date the complaint is filed with the Police	None
Monitor & evaluate discipline and administration	<ul style="list-style-type: none"> Attend annual in-service training sessions conducted for the Police Department. Ride with Oak Park Police Department Officers. 	Obtain in-depth knowledge of legal, environmental and occupational conditions that impact interactions with citizens	As needed	None
Cultural and racial diversity issues	With approval from the Board of Trustees, or at the direction of the Board, undertake studies of issues pertaining to police-community relations, policing strategies, recruitment, training or promotions.		As needed	As approved by the Board of Trustees
Reports to Board of Trustees	Summarize and analyze statistics re citizen complaints: alleged rule violations, ethnicity, gender of complainant and the police officer, and residence of complainant.	Reports to the Board of Committee activities during the previous six months; summary of complaints; and analysis of other information considered by the Committee.	Semi-annual	None

2016 Completed Initiative

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Complaints from citizens	Investigated ten complaints of alleged police misconduct	Findings reported on complaints	Within twelve weeks of the date the complaint is filed with the Police	
Complaints from Police Department staff	No complaints have been received to date from sworn or unsworn members of the Police Department alleging discriminatory or unfair treatment by the Department			
Complaints from Police Department staff	Seek input from the Village Attorney and Interim HR Director regarding the Municipal Code, Collective Bargaining Agreements and EEOC provisions related to staff complaints.	Review completed and ordinance amendment adopted by Village Board on June 6, 2016 as Ordinance 16-073	On or before July 1 complete review.	None

2017 Work Plan for Civic Information Systems Commission

2017 Initiatives*

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Enhance Civic Engagement, Communication, Transparency, Efficiency	VOP IT Survey	Conduct a survey of residents and business in the VOP to determine what citizens are looking for in technology, including village services, interaction with the government, and commercial services vital to their lives and businesses.	Winter 2017	\$1,500 ⁺
Enhance Village Internet Services in a forward visionary manner	VOP Gigabit Community	Work to better understand the current state of Internet access in the Village of Oak Park; Identify resources (municipal and private) to increase the average bandwidth available to OP residents; Investigate ways to bring high-speed access to more OP residents.	Winter 2017	\$1000 ⁺
Enhance Civic Engagement, Communication, Transparency, Efficiency	Government Access, Participation, and Outreach	Compile a list of tools (web, mobile apps, etc.) to enable better access to government, participation in government and engagement with citizens via technology; Report on recommendations for tools the VOP might want to formally explore via studies or trials	Spring 2017	\$500 ⁺

Enhance Village Operations in a sustainable and forward visionary manner	VOP Fiber Network	Review the VOP fiber optics wide area network plan as it relates to the IT Strategic Plan, municipal operations, and long term community benefits; seek opportunities for collaborative effort with other area taxing bodies.	Spring 2017	\$10,000 [†]
Enhance Village Services in a sustainable and forward visionary manner	IT Strategic Plan Review	Review the IT Strategic Plan to understand accomplishments and help prioritize projects within the context of changing technologies, operating department changes and community needs.	Summer 2017	\$500 [†]

**The rational and strategic purposes of these two Initiatives are contained in the Strategic Plan presented at the Board of Trustees 1/20/2014*

[†] Potential costs include software trials; payment for survey tools, and potentially the engagement of consultants to aid in the understanding and planning for complex projects.

2017 Work Plan for Community Design Commission
Supporting Retail Strategy/Commercial District Vitality/Sustainability

2017 Initiatives and Ongoing Projects

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Promote ever-increasing pride of ownership and higher level maintenance of property	Cavalcade of Pride Awards	Present community property and business owners with exterior beautification award. Consolidated presentation with HPC, EEC, and DAC.	Ongoing/2 nd - 4 th quarter of each year	\$1,000
Research and recommend public improvements	Review planned development's landscape plans and ensure ongoing compliance	Each planned development presents a landscape plan which is sent for review and comment. The CDC reports back to the Plan Commission.	Ongoing/when necessary	N/A
Research and recommend public improvements	Tree Inventory	Update village tree inventory and advise Village Forester accordingly.	Ongoing	N/A
Hold public hearings as the Design Review Commission	Sign variance review and decisions	The CDC makes final recommendations on sign variances	Ongoing/when necessary	Legal Notice cost in General Fund
Promote ever-increasing pride of ownership and higher level maintenance of property	Design Advice: For private and public Landscaping & Signs	Forestry Committee to provide advice on private and public property plantings. CDC sitting as a Committee of the Whole to provide advice on sign design relative to Sign Code.	Ongoing	N/A
Researching and Recommending Revisions to Sign Ordinance	Sign Code Review	The CDC shall periodically review the sign code to determine potential modifications	Ongoing/when necessary	N/A
Research and recommend public improvements	Public Education on Tree Maintenance	Program that provides Education to the public relative to tree maintenance and health.	Ongoing/when necessary	N/A
Hold Public Meetings and make recommendations	Way Finding Program Update – future phases	Sit as the Steering Committee and provide advice and recommendations.	Ongoing/when necessary	N/A
Researching and Recommending Forestry Management Plan	Forestry Management Plan Development	Develop a Village-wide Forestry Management Plan for guidance on tree species development, care of existing canopy, inventory process, budget, and goals.	2017	N/A

2017 Work Plan for Community Development Citizens Advisory Committee (CDCAC)
Supporting Diversity, Housing, Fiscal Responsibility, Sustainability and Intergovernmental Cooperation

2017 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Fiscal Responsibility Housing Sustainability Intergovernmental Cooperation Diversity	1 Identify current communication channels within the Oak Park non-profit community and participate in outreach efforts to local non-profits to notify them of CDCAC-related grant funding opportunities.	Provide for greater awareness of the Village's CDBG & ESG programs within its non-profit community to increase the potential number of applicants.	1st quarter 2017	-
	2. Review proposals and make funding recommendations for PY 2017 CDBG- & ESG-funded activities.	Review, rate and make funding recommendations on the 2017 CDBG & ESG proposals submitted, consistent with Con Plan & Board of Trustees' direction.	Early-2nd quarter 2017; Seven Presentation/Funding Recommendation meetings in 2017	\$100.00
	3. Have a table at Day in Our Village, June 4, 2017 (& possibly other 2017 events). Provide information & give away promotional objects.	Oak Park residents and agencies become more aware of Grants, CDCAC work, and grant-funded agency accomplishments.	2nd quarter 2017	\$200.00
	4. Meet to approve minutes, review processes & receive updates. Prospective CDCAC member attends meeting. Discuss draft 2018 Work Plan.	CDCAC members approve minutes & get updates; prospective CDCAC member learns about processes; and 2018 Work Plan is approved.	3rd quarter 2017	-

2017 Work Plan for Community Development Citizens Advisory Committee (CDCAC)

Supporting Diversity, Housing, Fiscal Responsibility, Sustainability and Intergovernmental Cooperation

Instructions for completing Work Plan

This work plan format provides space to indicate any goal of the Board of Trustees that is supported by your commission:

- Diversity
- Housing
- Retail Strategy
- Commercial District Vitality
- Fiscal Responsibility
- Sustainability
- User Friendly Village Hall
- Intergovernmental Cooperation

Please follow these instructions to complete your work plan:

Column 1: Provides enabling language for your commission by topic.

Column 2: List any projects you are pursuing this year in this category.

Column 3: Indicate what outcomes your project will produce.

Column 4: Indicate the proposed time frame for this project, including one which may be multi-year.

Column 5: If required for your project, indicate your proposed budget for this project.

TOTAL 2017 BUDGET REQUEST:

Details of all the Commission Budgets are referenced in the actual budget in the section marked *Policy Development & Support*

2017 Work Plan for Community Relations Commission
Supporting Diversity Board Goal

2017 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
“to develop improved intergroup relations”	Fourth of July, Diversity Parade	In collaboration with the VOP staff, have a successful parade and promote VOP diversity and inclusion efforts.	January-July 2017	\$2,000
	Dinner and Dialogue Project	CRC to host special dinner meetings to bring community groups and involved individuals together to discuss community issues around the issues of race and multicultural diversity	Throughout the Year	\$3,500
	Ethnic Day Essay/Poetry Contest in partnership with local school entities	Recognition of youth who exemplify and promote the values of diversity and inclusion in Oak Park	May-June 2017	\$500
	Partner with Day In Our Village Festival Committee to promote successful festival.	Strengthen coordination and collaboration for expanded annual festival with focus on increasing multi-racial networking in the Village	September -June 2017	\$1,000
	Conduct fact-finding forums with local service providers, Police Department and local organizations for commission education to respond to issues	Identification of obstacles to community harmony and promotion of cooperation with village community organizations	Ongoing	N/A

2017 Work Plan for Community Relations Commission
Supporting Diversity Board Goal

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
	"Continue Cross-Community Outreach Initiatives to neighboring communities	Increased collaboration and social/ cultural sharing between Oak Park and neighboring communities	Ongoing	N/A
"to secure equal furnishing of services to residents"	Work with appropriate Village staff and entities on fair Housing task Force recommendations	Improved fair housing education and housing options for residents in Oak Park	Ongoing	N/A

2017 Work Plan for Community Relations Commission
Supporting Diversity Board Goal

2016-Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
"to develop improved intergroup relations"	Diversity Dinners	Conducted five diversity dinners bringing residents together to discuss diversity, inclusion and race relations issues.	January-November 2016	\$1,000
	Fourth of July Diversity Parade	Hosted and organized Fourth of July Diversity Parade, in coordination with the Village of Oak Park Staff	July 4, 2016	\$2,000
	Diversity essay/Poetry Contest for middle school students	Held successful joint poetry/essay writing middle school contest with Multicultural Education Center.	N/A	n/a
	Day in Our Village of Oak Park	CRC Commissioner joined Day Festival Committee and assisted in festival prep	June 5, 2016	N/A
"to secure equal furnishings of services to residents"	Collaborate with HPAC on relevant issues identified in Analysis to Impediments report	CRC participated and was represented by a member on the Fair Housing Task Force charged with developing recommendations to Impediments report.	2016	N/A

2017 Work Plan for Community Relations Commission

Supporting Diversity Board Goal

Instructions for completing Work Plan

This work plan format provides space to indicate any goal of the Board of Trustees that is supported by your commission:

- Diversity
- Housing
- Retail Strategy
- Commercial District Vitality
- Fiscal Responsibility
- Sustainability
- User Friendly Village Hall
- Intergovernmental Cooperation

Please follow these instructions to complete your work plan:

Column 1: Provides enabling language for your commission by topic.

Column 2: List any projects you are pursuing this year in this category.

Column 3: Indicate what outcomes your project will produce.

Column 4: Indicate the proposed time frame for this project, including one which may be multi-year.

Column 5: If required for your project, indicate your proposed budget for this project.

TOTAL 2013 BUDGET REQUEST:

Details of all the Commission Budgets are referenced in the actual budget in the section marked *Policy Development & Support*

2017 WORK PLAN FOR DISABILITY ACCESS COMMISSION

Trustee Liaison: Bob Tucker

Staff Liaison: Steven Cutaia

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN: 20 hours in addition to monthly meetings

ENABLING LANGUAGE:

2-33-1: CREATION:

There is hereby created and established in and for the Village of Oak Park a commission to be hereafter known as the Disability Access Commission, which shall consist of the following members:

A. Chairperson;

B. Eight (8) members;

C. The Chief Building Inspector/Access Advisor for the Village of Oak Park, as an ex officio member.

The members and chairperson shall be appointed by the President with the consent of the Village Board. Members shall serve without compensation and shall initially be appointed as follows: a chairperson and two (2) members for one year, three (3) members for two (2) years, and three (3) members for three (3) years. Thereafter, the chairperson and all members shall be appointed for three (3) year terms. (Ord. 1999-0-2, 2-1-99)

2-33-2: OBJECTIVES:

The purpose of the Disability Access Commission is to advise the Village in its efforts to facilitate full participation in community activities by its disabled residents, to bring disabled persons into the mainstream of Oak Park life by recognizing that disabled persons can lead proud and productive lives, to promote universal access throughout the Village, and to heighten public awareness. (Ord. 1999-0-2, 2-1-99)

2-33-3: DUTIES:

A. Recommend to the Village Board the removal of barriers to the participation of disabled in Village programs and activities.

B. Recommend to the Village Board the removal of physical barriers to disabled access to Village-owned property and buildings and provide advisory assistance to the Department of Code Enforcement in the removal of such barriers.

2017 Work Plan for Universal Access Commission

Supporting Diversity

- C. Cooperate with and provide support to other Village commissions, committees, task forces, and departments in their efforts to facilitate and promote universal access.
- D. Provide advice to any entity within the Village which seeks assistance from the Commission on how to better serve the needs of the disabled beyond minimal requirements of the law.
- E. Identify appropriate respite care agencies in Oak Park and, with prior Village approval, make this information available to the public.
- F. Develop and present to the Village a plan to increase awareness in both the public and private sector, regarding the rights and abilities of disabled persons.
- G. Work with the Manager's office to establish seminars and workshops that promote public awareness of accessibility issues.
- H. Establish and carry out a program to recognize excellence in providing access to disabled persons within the Village which will make the public aware of businesses and institutions which are accessible.
- I. Create a guidebook to accessible facilities, programs and activities in Oak Park, which guidebook may be made available to the public with the approval of the Village Board.
- J. Work with Public Works Department to develop and maintain a safe route map showing the location of all accessible public paths of travel in Oak Park, which map may be made available to the public with the approval of the Village Board.
- K. Advise appropriate Village staff on accessibility requirements, as requested.
- L. Evaluate the accessibility of buildings and services within the Village and encourage appropriate Village Code Department staff to initiate staff communication with building owners and/or managers regarding the insufficiency of accessibility in their buildings.
- M. Promote additional participation on the Commission by disabled persons and disability service providers in Oak Park. (Ord. 1999-0-2, 2-1-99)

2017 Work Plan for Universal Access Commission

Supporting Diversity

2-33-4: POWERS:

A. The Commission shall serve as an advisory body to the Village Board of Trustees on matters of accessibility for the disabled and shall hold such public hearings on the issues of accessibility as the Board, from time to time, shall assign to the Commission.

B. The Commission shall advise Village staff, as requested, on issues involving the interpretation of the Federal, State and/or Municipal codes on accessibility with respect to building accessibility issues.

C. The Commission shall assist Village staff, as requested, in mediation of disputes originating from interpretation of this Code with respect to building accessibility issues.

D. The Commission shall conduct, with Village approval, public awareness, public education and public service programs with regard to accessibility for the disabled. (Ord. 1999-0-2, 2-1-99)

2017 Work Plan for Universal Access Commission
Supporting Diversity

2017 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Advise Village on access issues	<ol style="list-style-type: none"> 1. Continue to collaborate with other citizen commissions and Village staff on cross-relevant issues 2. Coordinate a self-evaluation for accessibility within the Village and update the transition plan as necessary. 	<ol style="list-style-type: none"> 1. Educate other commissions on disability issues and work collaborative to address issues. 2. Improve accessibility within the Village. 	<i>By end of 2017</i>	
Bring persons with disability into mainstream and public education	Education/outreach events	Participate in at least 3 outreach event(s), such as Farmer's Market and health fairs, to promote disability awareness and community involvement	2017	
Promote disability access throughout village.	<ol style="list-style-type: none"> 1. Review Disability Guidebook for out-of-date information, reprint booklet and post any updates on online version 2. Conduct meeting rotation in community locations 3. Host a Diversity Dinner 4. Increase community presence through media (such as social media) 5. Conduct an ADA small business compliance training at a Chamber of Commerce meeting. 6. Attend Day In Our Village 7. Make presentation to school Assembly 	<ul style="list-style-type: none"> • Provide resource information for people with disabilities in Oak Park. • Become accessible to our target population, hear public voices and address accessibility concerns. • Increase awareness of our commission and disability related issues. • Educate small businesses on the importance and benefits of being ADA compliant / disability-friendly by establishing award. 	2017	

TOTAL BUDGET REQUEST FOR 2017: \$Pending.

2017 Work Plan for Environment and Energy Commission Supporting Sustainability

2017 Initiatives and Ongoing Projects

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Promote energy conservation and environmental sustainability Promote recycling and waste reduction	Public Education	Provide educational outreach (including composting, energy efficiency and conservation, native planting and special collection events and other environmental information) to the community by participating in Day In Our Village, Farmers' Market and three other community events. Also seek opportunities to reach out to local groups and School Green Teams.	Ongoing	\$100.00 for printing and display items
Promote environmental sustainability	Public Education	Green Awards – recognizing specific efforts by individuals, businesses or community organizations that embody the advance of the Village's mission toward a sustainable and secure future.	Partner with HPC, CDC and DAC to share ceremony	\$1,000.00 for share of ceremony costs
Maintaining a beneficial environment as pollution-free as possible	Sustainability Pollution reduction Public Education	Work with Wild Ones and other groups to promote methods of pesticide avoidance practices and initiatives and native plant landscaping. Distribute educational materials and 800 Pesticide Free yard signs to residents and schools.	April - November	
Promote environmental sustainability	Sustainability	Review aggregation funds generated and recommend projects for local renewable energy projects.	TBD	
Promote environmental sustainability	Sustainability	Explore the potential for community solar projects including partnership with other local and regional organizations.	TBD	
Promote environmental sustainability	Sustainability Pollution reduction	Advise the Board on proposed I-ECO interagency sustainability organization structure.	TBD	
Promote environmental sustainability	Public Education Pollution reduction	Research noise abatement initiatives that could be potential installations along the Green Line.	TBD	

2017 Work Plan for Environment and Energy Commission Supporting Sustainability

2016 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Promote energy conservation and environmental sustainability Promote recycling and waste reduction	Public Education	Provided educational (including composting, energy efficiency and conservation, water conservation, pesticide avoidance, special collection events and other environmental information) outreach to the community by participating in Day In Our Village, Farmers' Market and Earth Fest.	Throughout the year	\$100.00 for printing and display items
Promote environmental sustainability	Public Education	Green Awards – Partnered with HPC, CDC and DAC to share the 2016 Awards ceremony	Presentation Scheduled for Dec. 7	\$1,000.00 for share of ceremony costs
Promote environmental sustainability	Sustainability	Reviewed refuse, recycling and yardwaste collection contract and made a recommendation to the Village Board for consideration.	February	
Maintaining a beneficial environment as pollution-free as possible	Sustainability Pollution reduction Public Education	Worked with Wild Ones and other groups to promote methods of pesticide avoidance practices and initiatives and native plant landscaping. Created an educational brochure and continued to distribute 800 Pesticide Free yard signs to residents and schools.	Ongoing	
Promote environmental sustainability	Sustainability Pollution reduction Public Education	Submitted a recommendation to the Village Board regarding single-use plastic bags.	Sept. 19	
Promote energy conservation and environmental sustainability	Sustainability Pollution reduction	Attended presentations and provided comments to the PlanItGreen Advisory Board on the energy aggregation projects.		

2017 Work Plan for the Farmers' Market Commission Supporting Sustainability

2017 Initiatives and Ongoing Projects

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
18-2-11 (E) Farmers' Market Ordinance	Children's Activities	Engage children and parents. Education on sustainability, locally grown produce and farming.	At least once per month	Largely volunteer coordinated with nominal staff personnel costs, Printing and Advertisement <i>(Budgeted under Farmers' Market & Health Department budgets)</i>
18-2-11 (E) Farmers' Market Ordinance	Attendance Survey	Obtain accurate counts of market attendance for use in vendor recruitment, promotions and budget requests.	Select market days throughout the 2017 season.	No cost
18-2-11 (E) Farmers' Market Ordinance	Pie-baking contest	Community outreach and promoting market products.	July when most of the fruit in season	Largely volunteer coordinated with nominal staff personnel costs, Printing and Advertisement <i>(Budgeted under Farmers' Market & Health Department budgets)</i>
18-2-11 (E) Farmers' Market Ordinance	A Day in Our Village	More community outreach and raising awareness of the farmers' market.	First Sunday in June, 2017	Nominal budget for giveaway items, games, prizes. Staffed by volunteers and commissioners.
18-2-11 (E) Farmers' Market Ordinance	Vendor Survey	Information gathered will improve market operations and improve market for vendors and patrons	November 2017	Staff personnel costs <i>(Budgeted under Farmers' Market & Health Department budgets)</i> Survey Monkey Account, budgeted under Farmers' Market Budget
18-2-11 (E) Farmers' Market Ordinance	Food Donations/ Food Rescue	Vendors donate left-over foods to not-for-profit organizations	Mid May – October	No cost

2017 Work Plan for the Farmers' Market Commission Supporting Sustainability

18-2-11 (E) Farmers' Market Ordinance	Go Green Days	Allows Village partners and not-for-profits in the green industry to exhibit	First two Saturday's of Market in May	No cost
18-2-11 (E) Farmers' Market Ordinance	Customer Survey	Information gathered will improve market operations and improve market for vendors and patrons	One Saturday Mid-May – October	Staff personnel costs (<i>Budgeted under Farmers' Market & Health Department budgets</i>)
18-2-8 (E) – Farmers Market Ordinance	Farm Inspections	Encourage Village Board to support farm inspections by supporting the budgeting of the farm inspections. Farm inspections will increase the authenticity of the market. Farm inspections will increase the likelihood of vendors selling only what they grow.	January – November 2017	Staff personnel costs, travel costs (<i>Budgeted under Farmers' Market budget</i>)
18-2-11 (E) Farmers' Market Ordinance	Networking with other Farmers' Markets	Commission chair and members to network with other Farmers' Market organizers to learn best practices of other markets.	January – December 2017	Travel costs (<i>Budgeted under Farmers' Market budget</i>)
18-2-8(A)(1)(b) Farmers' Market Ordinance	Food Demonstrations	Invite local food operators to operate a food demonstration at the Farmers' Market.	Mid-May to October	Environmental Health Staff to review Temporary Food Applications and inspect at Farmers' Market (<i>Budgeted under Health Depart. Budget</i>), Farmers' Market Staff to coordinate food demonstrations (<i>Budgeted under Farmers' Market budget</i>)
18-2-11 (E) Farmers' Market Ordinance	Increase use of social media & other	Commission will communicate upcoming special events to Village staff and encourage the Village to use all the available social media tools to advertise the Farmers' Market	January – December 2017	Farmers' Market, Environmental Health and Communications staff time (<i>Budgeted under Village budget personnel</i>)

**2017 Work Plan for the Farmers' Market Commission
Supporting Sustainability**

	communicati on tools			
18-2-11 (E) Farmers' Market Ordinance	Corn Roast Event	Commission will sell corn at Farmers' Market, encouraging patrons to visit market and bring in revenue for the Village	August 2017	Corn Roaster Rental (<i>Budgeted under Farmers' Market budget</i>)
18-2-11 (E) Farmers' Market Ordinance	Stone Soup Event	Commission will run this event that encourages patrons to visit Market	October 28, 2017	Environmental Health Staff to review Temporary Food Applications and provide food safety consultation (<i>Budgeted under Health Depart. Budget</i>), Farmers' Market Staff to coordinate rental of cooktop.(<i>Budgeted under Farmers' Market budget</i>)

2017 Work Plan for the Farmers' Market Commission Supporting Sustainability

ENABLING LANGUAGE	PROJECT	2016 OUTCOMES
18-2-11 (E) Farmers' Market Ordinance	Amended Farmers' Market Ordinance	Worked with Farmers' Market staff, Environmental Health Supervisor and Village Attorney to submit an amendment to the Farmers' Market Ordinance to Village Board. Amendments removed the limitation on the maximum number of meat vendors.
18-2-11 (E) Farmers' Market Ordinance	Children's Activities	Collaboration with local child-oriented businesses, ongoing Treasure Hunt, story time. The Commission had successful partnerships with several local community businesses which supported children's activities on the first and third Saturdays of each month. Participants included Wonder Works, Magical Minds, Oak Park Public Library, the Park District of Oak Park, Musikgarten of Oak Park, Miss Clara's Joyful Learning Center, and Seed Montessori. The commission also provided for two children's activities, seed pots.
18-2-11 (E) Farmers' Market Ordinance	YMCA Vegetable of the Week	The market partnered with the YMCA, which produced a fruit or vegetable of the week recipe card that could be handed out for free to patrons. As part of the relationship, the YMCA attended three markets and gave away wooden recipe card boxes.
18-2-11 (E) Farmers' Market Ordinance	Media Sponsorship	WBEZ promoted the market about a dozen times in exchange for being a guest of the market. WBEZ was a popular guest, giving away reusable tote bags in exchange for contact info.
18-2-11 (E) Farmers' Market Ordinance	Community Outreach	The market hosted several taxing bodies to do outreach at the market, including: Police Department, Village Trustees, District 97, the Board of Health, and Township.
18-2-11 (E) Farmers' Market Ordinance	Vendor Survey	Information gathered was evaluated by market staff and commissioners to improve market operations and improve market for vendors and patrons.
18-2-11 (E) Farmers' Market Ordinance	Food Donations/ Food Rescue	Vendors donated foods nearly every Saturday to the Oak Park River Forest Food Pantry.

2017 Work Plan for the Farmers' Market Commission Supporting Sustainability

18-2-11 (E) Farmers' Market Ordinance	Go Green Days	Allowed Village partners and local businesses to exhibit green-oriented projects and products at the market. The program was expanded this year to fill up more unused space at the start of the market.
18-2-11 (E) Farmers' Market Ordinance	Customer Attendance	Surveyed attendance at the market four times and learned the average attendance is about 4,900 per market.
18-2-8 (E) – Farmers Market Ordinance	Farm Inspections/Visits	Three farm visits completed in 2016 through September. More visits may be done in 2016.
18-2-8(A)(1)(b) Farmers' Market Ordinance	Food Demonstrations	No food demos this season.
18-2-11 (E) Farmers' Market Ordinance	Corn Roast Event	Commission sold more than 900 ears of corn at Farmers' Market, raising more than \$1,451. Corn was donated from The Farm, Nichols, Geneva Lakes, and Genesis and butter from Nordic Creamery.
18-2-11 (E) Farmers' Market Ordinance	Stone Soup Event	Stone Soup is scheduled for Oct. 29. A local restaurant makes the soup with donated produce plus cheese and bread from market vendors. We usually serve about 600 cups.
18-2-11 (E) Farmers' Market Ordinance	Day in Our Village	Commission volunteers staffed a tent, hosted "Guess the Vegetable" game, gave away garden gloves and pencil cases, recruited volunteers and answered market questions.
18-2-11 (E) Farmers' Market Ordinance	Friends Recruitment Night	Commissioner-led a well-attended Friends recruitment night at the Oak Park Public Library in May. Would-be volunteers were given an info sheet and overview of the market and volunteer opportunities.

2017 Work Plan for the Farmers' Market Commission Supporting Sustainability

Instructions for completing Work Plan

Please follow these instructions to complete your work plan:

Chart One: 2017 Initiatives & On-Going Projects

Column 1: Provide enabling language for your commission by topic. Use exact references only.

Column 2: List your 2017 Initiatives/projects you propose to the Village Board.

Column 3: Indicate what outcomes your project will produce.

Column 4: Indicate the proposed time frame for this project, including one which may be multi-year.

Column 5: If required for your project, indicate your proposed budget for this project.

Chart Two: 2016 Accomplishments

Column 1: Provide enabling language for your commission by topic. Use exact references only.

Column 2: List your 2017 Accomplishments

Column 3: Indicate what outcomes you achieved

2017 WORK PLAN FOR HISTORIC PRESERVATION COMMISSION

Trustee Liaison: Bob Tucker

Staff Liaison: Douglas Kaarre

2017 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Public Education	HPC Newsletter	Continue to create an HPC Newsletter for educational purposes and distribute on-line, via email blasts, and by hard copy.	Quarterly	\$0
Public Education	Historic Landmarks	Designating individual properties as Historic Landmarks.	Ongoing	\$1,000 (four plaques) \$100 (research fees)
Historic Preservation Awards	Preservation Awards	Sponsor annual preservation awards and co-host the awards event with the Environment & Energy Advisory Commission and the Community Design Commission	Winter (December 19)	\$2,000 (selection and event costs)
Public education	<u>Strategic HP Plan Recommendation</u> : Develop and deliver a customizable training program for Village Board members and various Village Commissions to provide information on HPC programs and services.	<ul style="list-style-type: none"> • Provide at least one customized training session and information to Village Trustees, VOP staff, and Village Commissions that have overlap with the work of the HPC, including Plan Commission, Environment & Energy, Community Design, and Zoning Board. • Increase knowledge of HPC programs and incentives that can be promoted to property owners • Increase interaction and cooperation between Village commissions and staff • Present a program to the above Board and Commission members to reinforce prior education efforts 	Throughout 2016 as requested.	\$0

2017 Work Plan for Historic Preservation Commission
Supporting Housing, Commercial District Vitality, Sustainability & User-Friendly Village Hall

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Historic Preservation Ordinance	<u>Strategic HP Plan Recommendation (and ongoing):</u> Examine the Historic Preservation Ordinance and its review processes to identify future process efficiencies.	Examine the Historic Preservation Ordinance for administrative and procedural updates, including Historic Landmark designation, Certificate of Appropriateness Reviews and Certificate of Advisory Reviews. Also update the Commission's Rules of Procedures.	Ongoing	\$0
Adoption of guidelines, Public Education	<u>Strategic HP Plan Recommendation:</u> Organize joint cooperation with Environment & Energy Commission	Serve as liaison between two commissions to keep abreast of on-going projects and share information	Ongoing	\$0
Adoption of guidelines, Public Education	<u>Strategic HP Plan Recommendation:</u> Organize joint cooperation with Zoning Board of Appeals	Serve as liaison between two commissions to keep abreast of on-going projects and share information	Ongoing	\$0
Adoption of guidelines, Public Education	<u>Strategic HP Plan Recommendation:</u> Organize joint cooperation with Plan Commission	Serve as liaison between two commissions to keep abreast of on-going projects and share information	Ongoing	\$0
Public Education	<u>Strategic HP Plan Recommendation:</u> Educate the local real estate community	Provide training on historic preservation to local realtors	Ongoing	\$0
Public Education	Strategic HP Plan Recommendation: Initiate a comprehensive ongoing education program for residential property owners	Update the <i>Guide to Oak Park's Frank Lloyd Wright and Prairie School Historic District</i> published by the Commission in 1999 with the goal of printing a second edition.	Spring	\$0

2017 Work Plan for Historic Preservation Commission
Supporting Housing, Commercial District Vitality, Sustainability & User-Friendly Village Hall

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Public Education	Strategic HP Plan Recommendation: Identify and initiate partnership opportunities, either short or long-term, with the local business community and institutions supporting joint economic development and historic preservation objectives.	Investigate and create a comprehensive education, marketing and outreach program, possibly with local business/economic development/history partners, which promotes the significance /importance of historic commercial buildings and their preservation and reuse. Include economic incentives and discuss the "Motor Row" themed properties along Madison Street.	Spring-Summer	\$1,500
Public Education	Strategic HP Plan Recommendation: Identify potential cooperative efforts between Village Historic Preservation officials and other Oak Park taxing bodies	Coordinate with a local working group of preservation professionals and the Oak Park Postmaster to support the long-term preservation of the Oak Park Post Office at 901 Lake Street and provide expertise, resources and planning for restoration, maintenance and potential future reuse scenarios.	Ongoing	\$0
	TOTAL BUDGET REQUEST FOR 2016			\$3,500

2017 Work Plan for HOUSING PROGRAMS ADVISORY COMMITTEE
Supporting Housing, Diversity and Fiscal Responsibility

2017 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
<p>Enhance quality of residential properties</p> <p>Increase value of residential properties</p>	Single-Family Property Rehab Program	<p>Review and recommend Single Family Rehab Loan requests</p> <p>Review Single Family Rehab eligibility guidelines, especially for alignment with the comprehensive plan, and recommend changes, if any, to the Board.</p>	<p>Ongoing</p> <p>Winter</p>	
<p>Enhance quality of residential properties</p> <p>Increase value of residential properties</p>	Multi-Family Housing Programs	<p>Review program guidelines and procedures, especially for alignment with the comprehensive plan, for the Small Rental program</p> <p>Review and recommend loan and grant requests</p>	<p>Spring</p> <p>Ongoing</p>	

2017 Work Plan for HOUSING PROGRAMS ADVISORY COMMITTEE
Supporting Housing, Diversity and Fiscal Responsibility

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
<p>Affordable housing options</p> <p>Enhance quality of residential properties</p> <p>Increase value of residential properties</p>	Public Education	<p>Meet with community members to discuss housing including partner agencies, realtors, financial institutions and building owners and managers.</p> <p>Attend A Day In Our Village</p>	<p>As Needed</p> <p>Spring</p>	\$100
Economic & racial diversity	Housing Data	<p>Review census information as it relates to housing issues and diversity of population</p> <p>Review Housing Programs Performance Measurements, especially for alignment with the comprehensive plan,</p>	<p>Winter</p> <p>Winter</p>	
<p>Affordable housing options</p> <p>Enhance quality of residential properties</p>	Foreclosures	Review foreclosure data and present data to Board for review and comparison	Ongoing	
<p>Economic & racial diversity</p> <p>Affordable housing options</p>	Analysis of Impediments and upcoming Analysis of Fair Housing	<p>Work on implementation activities</p> <p>Report on progress of AI implementation</p>	Ongoing	

2017 Work Plan for HOUSING PROGRAMS ADVISORY COMMITTEE
Supporting Housing, Diversity and Fiscal Responsibility

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Economic & racial diversity	Fair Housing	Monitor implementation of Comprehensive Plan and Fair Housing Task Force recommendations through staff reports on progress made by the Fair Housing Working Group and Agency Partners	Ongoing	
Economic & racial diversity Affordable housing options	Joint Commission work	Conduct annual joint meeting with the Disability Access Commission and Community Relations Commission to review staff Fair Housing Report.	Winter	
Affordable housing options	Affordable Housing	Review Board Study Session on Affordable Housing policy and program options.	Winter	

2017 Work Plan for HOUSING PROGRAMS ADVISORY COMMITTEE
Supporting Housing, Diversity and Fiscal Responsibility

2016 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Enhance quality of residential properties Increase value of residential properties	Single-Family Property Rehab Program	Reviewed and recommended five Single Family Rehab Loan requests	Ongoing	
Enhance quality of residential properties Increase value of residential properties	Multi-Family Housing Programs	Reviewed and recommended 3 Small Rental Rehab Program Loan requests Reviewed and recommended approval of updated program guidelines and procedures for the Multi-Family Incentives Program	Ongoing	
Affordable housing options Enhance quality of residential properties Increase value of residential properties	Public Education	Met with community members to discuss housing including partner agencies, realtors, financial institutions and building owners and managers. Attended A Day In Our Village	As Needed Spring	 \$300
Economic & racial diversity	Housing Data	Reviewed census information as it relates to housing issues and diversity of population	Spring	

2017 Work Plan for HOUSING PROGRAMS ADVISORY COMMITTEE
Supporting Housing, Diversity and Fiscal Responsibility

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Affordable housing options Enhance quality of residential properties	Foreclosures	Reviewed foreclosure data and present data to Board for review and comparison	Ongoing	
Economic & racial diversity Affordable housing options	Analysis Impediments	Worked on implementation activities, especially in connection with the Fair Housing Task Force.	Ongoing	
Economic & racial diversity	Fair Housing	Implemented measures recommended by the Fair Housing Task Force, especially as they pertain to review of staff fair housing work plan, working group outcomes, and joint commission meeting.	Ongoing	

LIQUOR CONTROL REVIEW BOARD 2017 WORK PLAN

2017 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Application Review	Review of new applications and applicants for liquor licenses for all required documentation and make recommendations to Liquor Control Commissioner.	Review of new applications for compliance with all Village Code requirements and recommendations to Village Board.	Ongoing.	
Investigate Operations	Review and recommend renewal of liquor licenses for qualifying applicants to Liquor Control Commissioner.	Review of renewals for timely liquor tax remittance and compliance with Village Code.	Ongoing.	
Code Review	Based on Board direction, prepare recommendations for revisions to Alcoholic Liquor Dealers chapter of Village Code as needed.	Review Alcoholic Liquor Dealers chapter of Village Code to bring language into compliance with current practices; review any other needed changes.	Ongoing.	
Fee Review	Review liquor license fees in Village Code and those of other communities.	Make a recommendation on fees.	December 2016.	
BYOB Classification	Discuss need for classification	Dependent on discussion	2017	

2016 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Application Review	Review of new applications and applicants for liquor licenses for all required documentation and make recommendations to Liquor Control Commissioner,	Recommended approval of 5 new liquor licenses as of August 16, 2016.	Ongoing.	
Investigate Operations	Review and recommend renewal of liquor licenses for qualifying applicants to Liquor Control Commissioner,	Recommended renewals of 40 liquor licenses as of August 16, 2016.	Ongoing.	
Enforcement Actions	As necessary.	Two enforcement actions taken and orders issued.	As needed.	
Ordinance Review	Based on Village Board direction, prepare recommendations for revisions to Alcoholic Liquor Dealers chapter of Village Code as needed.	Ordinance Amendments Completed: *Brew pub category; *Hours of operation; expansion; *Bond requirements revisions; *Application revisions; and *New retail category created; *Craft beer lounge category.	Additional review expected to continue in 2017.	
Ordinance Review	Give recommendation on tavern/bar liquor license classification	Recommended that the Code remain the same		

2017 Plan Commission Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
To cooperate with municipal or regional or other groups to further the local planning program for harmonious and integrated planning for the area	Planned Development / Zoning Review	As required the Commission will review each applicable zoning application during which they will engage other commissions for possible integration of recommendations on specific topics.	On- Going	n/a
To prepare and recommend to the BOT, from time to time, specific improvements in pursuance of the Comprehensive Plan	General Zoning Ordinance Updates	The Commission will continue to refine and review the Zoning Ordinance for relevance and improvement as necessary.	On-Going	Possible – depending on need for Public Hearings
Commission Betterment	Commissioner Training	Required Training relative to the Open Meetings Act. As well as ongoing plan commission training where available	On-Going	\$500
To prepare and recommend to the BOT, from time to time, specific improvements in pursuance of the Comprehensive Plan	Update of Business District Plans: Harrison Arts District / SouthTown / North Avenue	The Commission will support the updating/revision process with the hired consultant(s) and staff.	1 st Quarter 2017	Budget allotted in Administrative Budget for Planning Division
Rules of Procedure	Updated Rules of Procedure in compliance with new Zoning Ordinance	New Rules of Procedure	1 st Quarter 2017	n/a

Draft 2017 Work Plan for Transportation Commission

Approved by the Village Board of Trustees on _____

2017 Initiatives and Ongoing Projects

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Recommendations	Continue to review the following issues brought before the Commission and make recommendations to the Village Board: <ul style="list-style-type: none">• Parking• Traffic• Cul-de-sac and other street closing petitions• Transportation related items referred by the Board from other Commissions• Various school traffic plans	<ul style="list-style-type: none">• Improved utilization and efficiency of on-street and off-street parking resources• Improved level of safety for pedestrians, bicyclists, and motor vehicles as they move about in the public right-of-way.• Improved level of safety for school children walking to and from school	These are recurring annual projects	from Transportation Commission fund = \$2,400/year for mailing notifications + \$1,000/year for agenda printing costs + \$6,000/year for traffic consultant studies + \$600/year for staff webinar training
Recommendations	Develop traffic calming toolbox for use in traffic calming	<ul style="list-style-type: none">• Provide a known list of accepted options to address traffic problems on streets	Started in 2016 and finish in first quarter of 2017	

Draft 2017 Work Plan for Transportation Commission

Approved by the Village Board of Trustees on _____

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Recommendations	Review updating the design and placement of parking related signs in the Village contingent upon the sign updating project being funded in 2017. (this item is carried over from 2016 work plan)	Provide input as needed to finalize implementation of the Village's unified on-street parking signage	Finish in 2017	
Recommendations	Review way finding signs for downtown parking garages (this is carried over from 2016 work plan)	Provide input as needed to finalize implementation of the Village's way-finding signage plan as it relates to Downtown Oak Park parking garages.	Finish in 2017	
Recommendations	Work with Village Board of Trustees on comprehensive parking study	<ul style="list-style-type: none"> • Standardize effective hours of restrictions • Eliminate conflicting parking restrictions • Improve use of shared parking resources 	Completion dependent on Village Board's schedule	
Recommendations	Review 1st season usage of Divvy Bike program	<ul style="list-style-type: none"> • Ascertain the usage and effectiveness of the Village's Divvy Bike program • Consider if expanding the program is warranted • Expand public awareness of the benefits of bicycle usage • Enhance Public Awareness on the safety issues and benefits of bike usage 	Complete by the end of the 3rd quarter of 2017	

Draft 2017 Work Plan for Transportation Commission

Approved by the Village Board of Trustees on _____

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Recommendations	Review results of overnight permit parking recommendations in Y2, Y3, and Y4 overnight on-street permit parking zones	<ul style="list-style-type: none"> Standardize effective hours of restrictions Eliminate conflicting parking restrictions Improve use of shared parking resources Increase the supply of parking spaces 	Six months after implementation	
Recommendations	Receive updates on PACE's and CTA's flag to posted stop policy in the Village and on bus stop accessibility in general	<ul style="list-style-type: none"> Coordinate with all public transit agencies to facilitate bus stop spacing within the village. Enhance bus stop accessibility for all users, by making all bus stops to fully comply with ADA standards. Provide the minimum bus stop length, based on the respective public transit agency requirements. 	Complete by third quarter of 2017	
Recommendations	Review update of Village's Bicycle plan and its implementation	<ul style="list-style-type: none"> Make Village more bike friendly Review plan implementation as streets get resurfaced Review how bike plan interacts with Village's 5-year capital improvement plan program 	Complete by second quarter of 2017	
Recommendations	Traffic signal and speed control devises on arterial and collector streets	<ul style="list-style-type: none"> Reduction in red light violations Reduction of speeding adjacent to parks and/or schools 	Complete by fourth quarter of 2017	
Recommendations	Review Safe Walking Routes to School	<ul style="list-style-type: none"> Improve the pathway of students and other pedestrians to/from the respective school Determine if changes to the existing plan(s) are warranted. 	Complete by fourth quarter of 2017	

Draft 2017 Work Plan for Transportation Commission

Approved by the Village Board of Trustees on _____

2016 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES
	Review petition to upgrade to all-way stop signs at the Thomas and Lombard intersection	This intersection was upgraded to all-way stop signs in June 2016
	Review petition to upgrade to all-way stop signs at the Jackson and Cuyler Intersection	Instead of upgrading to all-way stop signs, Rectangular Rapid Flashing Beacon (RRFB) lights were installed on Jackson in August 2016 to warn motorists of pedestrians crossing Jackson
	Review petition to upgrade from two-way to all-way stop signs at the Intersection of Berkshire street and Columbian avenue	This intersection was upgraded to all-way stop signs in April 2016
	Petition to make the 1000 block of Columbian avenue one way southbound only during school hours	Denied.
	Review of St. Catherine / St. Lucy School pedestrian and traffic safety plan	VBOT approved school pedestrian and traffic safety plan was implemented in August 2016
	Petition for all-way stop signs at Grove and Berkshire	Reviewed by the Transportation Commission and awaiting review by the VBOT in October 2016

TRANSPORTATION COMMISSION

Draft 2017 Work Plan for Transportation Commission

Approved by the Village Board of Trustees on _____

	Develop traffic calming toolbox for use in traffic calming	The Commission discussed this item at five meeting as of August 2016. The Commission will continue working on this in 2016 and finish in early 2017
	Finish parking study of Y2, Y3, and Y4 overnight on-street permit parking zones	The Commission discussed this item at three meeting in 2016. Staff conducted required studies, surveys, and analysis. Recommendation scheduled to be submitted to the VBOT in the 4th quarter of 2016
	Determine if the need exists for a comprehensive rewrite / update of all existing permitted and unpermitted parking restriction resolutions / motions / ordinances by means of an ad-hoc committee. If needed, the actual rewrite / update would take place under a future work plan. (this item is carried over from 2014 work plan)	Reviewed by the Transportation Commission in January 2016. No recommendations were given.

Instructions for completing Work Plan

Please follow these instructions to complete your work plan:

Chart One: 2017 Initiatives & On-Going Projects

Column 1: Provide enabling language for your commission by topic. Use exact references only.

Column 2: List your 2017 Initiatives/projects you propose to the Village Board.

TRANSPORTATION COMMISSION

Draft 2017 Work Plan for Transportation Commission

Approved by the Village Board of Trustees on _____

Column 3: Indicate what outcomes your project will produce.

Column 4: Indicate the proposed time frame for this project, including one which may be multi-year.

Column 5: If required for your project, indicate your proposed budget for this project.

Chart Two: 2016 Accomplishments

Column 1: Provide enabling language for your commission by topic. Use exact references only.

Column 2: List your 2016 Accomplishments

Column 3: Indicate what outcomes you achieved

2017 Work Plan for Zoning Board of Appeals

STAFF LIASON: Mike Bruce

VILLAGE BOARD LIASON: Peter Barber

2017 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Hold public hearings on special use, use variation and amendment applications.	Special use, use variance and amendment review.	The ZBA provides findings of facts and makes recommendations to the Village Board.	Ongoing	N/A
Hold public hearings and decide bulk variation applications.	Bulk variance review and decisions.	The ZBA makes the final decision on bulk variances.	Ongoing	N/A
Make recommendations to Board of Trustees on special use, use variation and amendment applications.	The ZBA will hear and rule on special uses, use variations and amendments to determine whether it is in the best interest of the public and to insure that the intent of the Zoning Ordinance is upheld.	Provide findings of facts and make recommendations to the Village Board.	Ongoing	N/A
Research and recommend revisions to the Zoning Board of Appeal's Rules of Procedures.	The ZBA will periodically review the Rules of Procedures.	Review and amend the Rules of Procedure.	Ongoing/when necessary	N/A
Hold public hearings on appeal.	Hear and rule on appeals for any person aggrieved by a decision of the Zoning Officer.	The ZBA makes the final decision on appeals.	Ongoing	N/A
Commission Betterment	Commissioner Training	Commissioner training where available	On-going	\$300

2017 Work Plan for Zoning Board of Appeals

STAFF LIASON: Mike Bruce

VILLAGE BOARD LIASON: Peter Barber

Instructions for completing Work Plan

This work plan format provides space to indicate any goal of the Board of Trustees that is supported by your commission:

- Diversity
- Housing
- Retail Strategy
- Commercial District Vitality
- Fiscal Responsibility
- Sustainability
- User Friendly Village Hall
- Intergovernmental Cooperation

Please follow these instructions to complete your work plan:

Column 1: Provides enabling language for your commission by topic.

Column 2: List any projects you are pursuing this year in this category.

Column 3: Indicate what outcomes your project will produce.

Column 4: Indicate the proposed time frame for this project, including one which may be multi-year.

Column 5: If required for your project, indicate your proposed budget for this project.

TOTAL 2017 BUDGET REQUEST:

Details of all the Commission Budgets are referenced in the actual budget in the section marked *Policy Development & Support*