

COMMISSION: PLAN & DESIGN COMMISSION

FY2024 COMMISSION WORKPLAN SUBMITTAL



Jurisdiction and Purpose:

Formed as a merger of the Plan Commission and Design Review Commission in 2015, the Plan and Design Commission’s jurisdiction and authority are established in Chapter 33.406 of the City Code. The Commission is authorized to: Prepare and recommend to the City Council an official comprehensive plan for the present and future development or redevelopment of the City of Highland Park, and prepare and recommend changes to the official plan and map; call upon any officials of the City of Highland Park for aid and advice upon any matter properly within the scope of interest of the Plan and Design Commission; and, to give aid to the officials of the City of Highland Park charged with the direction of projects for improvements embraced in the official plan and generally to promote the realization of the official plan in addition to other powers granted from time to time as may be conferred by the City Council. Additionally, the Commission reviews exterior design features for non-single family residential structures, certain sign permit applications, landscaping and screening applications, lighting plans, awnings, and fences, and shall grant or deny a Certificate of Approval pursuant to the provisions of Chapter 176 of the City Code.

FY2023 Commission Members:

Council Liaison and Staff:

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| <ul style="list-style-type: none"> • Walter Hainsfurther, Chair • Karen Moore, Vice Chair • Adam Hecht • Steven Kerch • Barisa Bruckman • Daniel Mantis • Denise Arnold | <ul style="list-style-type: none"> • Annette Lidawer, Council Liaison • Joel Fontane, Secretary/Liaison • Karl J. Burhop, Staff Liaison • Jackson Roberts, Student Rep. |
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The Plan & Design Commission meets on the first and third Tuesdays at 7:00 PM

FY2024 Objectives

Staff Note: Each objective should include an estimated timeline for complete by quarter (Q1, Q2, Q3, Q4). Also include measures to assess performance/success to the greatest extent possible.

Associated Funding Request

| | |
|---|-----|
| Consider development applications and render decisions or make recommendations to the City Council as needed. | \$0 |
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FY2024 Workplan Objectives

| | <u>Status</u> |
|--|----------------------|
| Consider development applications and render decisions or make recommendations to the City Council as needed. The funds allocated for these efforts are cover the cost of third-party transportation & engineering consulting services, as well as other development review-related consulting services as needed. | Ongoing |
| Advise and Participate in Master Plan Update | |
| Other projects as directed by City Council | |

Operating Expense Requests

| | <u>Amount</u> |
|---|----------------------|
| Minute Taker | \$6,150 |
| Videotaping | \$0 |
| Advertising | \$2,460 |
| Education & Training | \$0 |
| Supplies – Books & Periodicals | \$75 |
| Business Expense - Commissioner Recognition | \$75 |

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|---------------------------------------|---------|
| FY2024 TOTAL REQUEST: | \$8,760 |
| FY2023 BUDGET: | \$8,850 |
| FY2023 Estimated Expenditures: | \$8,050 |