



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Board and Committees
From: CMAP Staff
Date: January 2, 2013
Re: Local Technical Assistance Program Update

The CMAP Board and committees receive regular updates on the projects being undertaken through the Local Technical Assistance (LTA) program, including those receiving staff assistance and grants. To date, 80 local projects have been initiated. Of these, 20 projects have been completed, 44 are fully underway, and 16 will get actively underway in the near future.

Further detail on LTA project status can be found on the attached project status table.

ACTION REQUESTED: Discussion.

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Projects Currently Underway

Project	CMAP lead	Timeline	Assistance type	Status and notes
Addison comprehensive plan (see project website)	Sam Shenbaga	July 2011 – Jan. 2013	Staff assistance	Underway. Plan presented to Planning and Zoning Committee on December 10. Committee unanimously supported Plan recommendations. Plan to be formally adopted at January 7 Village Board meeting.
Algonquin downtown plan (see project website)	Jack Pfingston	Feb. 2012- Mar. 2013	Grant funds	Underway. The final draft recommendations for the plan will be presented to the Steering Committee when it convenes January 24. Approval of the final plan is expected in February or March.
Alsip comprehensive plan (see project website)	Sam Shenbaga	Jan. 2012 - Mar. 2013	Staff assistance	Underway. Plan recommendations presented to Project Steering Committee on December 13. Steering Committee unanimously approved all recommendations in Plan. Plan recommendations to be presented to general public at Public Open House on February 13 to be held at Park District facility. Comments received from Pace and RTA on Plan recommendations. Writing a grant proposal in coordination with Village to hire a professional planner to lead Plan implementation.
Antioch greenway plan (see project website)	Shafaq Choudry	Apr. 2012- June 2013	Staff assistance	Underway. Kickoff meeting with steering committee and Village Board meetings took place in August. Existing Conditions Report and mapping are in draft form. The first public workshop took place October followed by a high school focus group in November. Existing Conditions Report submitted and reviewed by steering committee in December. Collected over 160 responses from the community on the MetroQuest website.
Berwyn zoning revisions	Kristin Ihnchak	Dec. 2012 - Sept. 2013	Staff and consultant assistance	Underway. Camiros has been selected to assist CMAP staff during the project.
Big Rock comprehensive plan	Trevor Dick	Feb. 2013 – Jan. 2014	Staff assistance	CMAP staff is currently working with County and Village staff to finalize the scope of work. The goal is to have a MOU and Scope of Work approved by the Village Board at their January 8 Board meeting.
Bronzeville Alliance Retail corridor study, phase 2 (see project website)	Sef Okoth	Phase 2: Nov. 2011 – Jan. 2013	Staff assistance	Underway. Staff completed initial draft of the plan which is now being reviewed internally. The Steering Committee met with City Department of Housing and Economic Development to discuss the proposed plan recommendations and to strategize on meetings to brief the Aldermen. A public meeting is being planned for January to present the draft plan.

Bronzeville national heritage area feasibility study (see project website)	Sef Okoth	July 2012 - June 2013	Staff assistance	Underway. Staff continues to conduct research and outreach for the feasibility study.
Centers for New Horizons local food survey	Sef Okoth	Nov. 2012 – June 2013	Staff assistance	Underway. Project scoping was finalized and a project kick-off meeting was held on November 29 at CMAP. Staff completed drafting the survey which is currently being reviewed by the City. Draft MOU and the scope of work were sent to the Centers for New Horizons (CNH) and Chicago State University’s Neighborhood Assistance Center (NAC) and is currently being reviewed.
Chicago “Green and Healthy Neighborhood” plan for Englewood, Woodlawn, and Washington Park (see project website)	Jason Navota	Mar. 2011 – Mar. 2013	Staff assistance	Underway. Second phase planning and outreach is complete and third phase zone planning and land use policy development and drafting of plan chapters is underway. CMAP intends to convey draft chapters to City of Chicago Department of Housing and Economic Development by early 2013, with draft plan and all concept illustrations complete in first quarter of 2013, and a final public open house in late March 2013.
Chicago Housing Authority LeClaire Courts redevelopment	Sef Okoth	Aug. 2012- July 2013	Consultant assistance	Underway. Consultants are finalizing the Existing Conditions Report. Market analysis and assessment of transportation improvements are still underway. CHA sent out an introductory letter and project summary to the aldermen in the affected wards. The consultant (URS) has requested for meetings with the Aldermen to brief them on the project and get their input.
Chinatown neighborhood plan	Stephen Ostrander	Jan. 2013 – Dec. 2013	Staff assistance	This project involves the preparation of a neighborhood plan to shape the future of Chicago’s Chinatown. Final scoping of the project continues, with full initiation of project in January.
Des Plaines neighborhood plan	Pete Saunders	TBD	Consultant assistance	Project scoping underway. RFP will be released in early 2013 for a CPTED-focused neighborhood plan in the Apache Park neighborhood.
Downers Grove bicycle and pedestrian plan	Jack Pflingston	Mar. 2012 – Jan. 2013	Grant funds	Underway. Draft Plan was received in mid-December; currently under review by CMAP, Metra, other interested parties and stakeholders. Final draft plan expected by mid-January.
DuPage County unincorporated areas plan	Jack Pflingston	Oct. 2012- Sept. 2013	Consultant assistance	Underway. Data collection underway and nearing completion; meetings with affected municipalities began in mid-late December and are nearly complete. Existing Conditions report expected in early-mid February.
Elburn comprehensive plan	Jack Pflingston	Apr. 2012 - Feb. 2013	Grant funds	Underway. Draft plan and recommendations released in early December; currently under review. Steering Committee will meet January 16 to

				consider draft, with final plan expected in February.
Elgin Dundee Avenue corridor study	Pete Saunders	TBD	Staff assistance and small grant	Project scoping is underway. Kickoff meeting with ULI taking place in early January. ULI is seeking panel members for the project. Date of the two-day TAP panel is to be determined.
Elgin sidewalk gap and transit stop study	Lindsay Bayley	June 2012-Apr. 2013	Grant funds	Underway. Processing input received from November's Public Workshop. Detailed existing conditions maps created for the city, which was divided into 14 sections for legibility. Steering Committee meeting planned for January.
Elmwood Park comprehensive plan (see project website)	Nicole Woods	June 2011-Feb. 2013	Staff assistance	Underway. Steering committee and Village Trustees received a draft copy of the comprehensive plan in late November. Steering committee and Trustees are reviewing the comprehensive plan and submitting comments. Public open house is slated for early 2013.
Evanston bicycle plan	Jack Pfingston	May 2013-Feb. 2014	Grant funds	Scoping of this project is underway. Initial scoping meeting with the City took place December 20. The City will be choosing a consultant for the project and expects to release an RFP by early March.
Fox Lake bicycle plan	Jack Pfingston	July 2012-Mar. 2013	Grant funds	Underway. Steering committee met December 19 to consider draft interim framework plan; will meet again in mid-late January to consider final draft plan.
Glen Ellyn downtown streetscape and parking study (see project website)	Lindsay Bayley	July 2012-June 2013	Grant funds	Underway. Consultant team is preparing plans and documents for Steering Committee to review; next meeting planned for January. To date, nearly 60 responses to the online survey have been received.
Hinsdale parking study	Lindsay Bayley	Nov. 2012-June 2013	Staff assistance	Underway. Kick-off meeting held on November 27, parking survey data collection underway. Formation of steering committee underway.
Hoffman Estates workforce development project	Annie Byrne	Jan.-Nov. 2013	Staff assistance	Scoping of the project is ongoing. CMAP will discuss project scope with the project steering committee on January 16 and begin work shortly thereafter.
IDNR water loss evaluation project	Tim Loftus	Feb.-Dec. 2013	Staff assistance	Project scoping is underway, and a meeting with partner organizations to discuss scope is scheduled for January 9.
Kane County local food project	Jessica Simoncelli	Sept. 2012-Mar. 2013	Staff assistance	Underway. Kickoff meeting held in early November, and a December 12 meeting began to determine site criteria for local food production.
Kane County transit plan implementation	Trevor Dick	July 2012-June 2013	Staff assistance	Underway. CMAP staff is currently compiling an analysis report that will be brought back to the Oversight Steering Committee (OSC) in

				January/February for review and discussion.
Kane County / Carpentersville Homes for a Changing Region project	Drew Williams- Clark	Feb.-Dec. 2013	Staff assistance	Project partners met with CMAP staff, MPC, MMC and Kane County on December 12 to discuss scope, MOU and resolutions. Resolutions are anticipated for approval by end of February. Staff also anticipate a kickoff meeting in February.
Lake County sustainability plan (see project website)	Kristin Ihnchak	Mar. 2012 - Mar. 2013	Staff assistance	Underway. Plan recommendations are being drafted, with a target for staff review by the end of December. Delta Institute and Openlands are both on contract to assist with some plan elements.
Lakemoor comprehensive plan (see project website)	Nora Beck	Nov. 2011 – Jan. 2013	Staff assistance	Underway. A Public Open House on the Draft Plan was held on November 13 with 30 people in attendance. Plan expected to enter formal adoption process by early January.
Lansing comprehensive plan	Sam Shenbaga	Oct. 2012- Sept. 2013	Consultant assistance	Underway. Houseal Lavigne Associates selected as project consultant. Steering Committee project kick-off meeting held at Village Hall on December 10. Stakeholder interviews being scheduled and to be conducted in January. GIS information received by consultant from SSMMA.
Liberty Prairie Conservancy local food system plan (see project website)	Jessica Simoncelli	Aug. 2011 – Jan. 2013	Staff assistance	Underway. Drafts of the Liberty Prairie Reserve Master Plan and the Lake County Sustainable Food Systems Report are being reviewed internally and by steering committees, with discussion to be held at December 18 meetings. Afterwards, final edits and layout will occur.
Lynwood comprehensive plan	Samantha Robinson	Oct. 2012 – Sept. 2013	Consultant assistance	Underway. Houseal Lavigne Associates selected as project consultant. Consultant presented scope of work to the Mayor and Village Board members on December 5. Coordinating with Mayor to create a steering committee, which is expected to meet in January. Village is gathering copies of most current comprehensive plan and zoning ordinance for consultant. Consultant is coordinating with Cook County to access GIS data for mapping purposes.
Maywood economic development strategy	Nicole Woods	Dec. 2012- Aug. 2013	Staff assistance	Underway. Project was refined in late 2012, to focus specifically on retail and house markets. Staff is currently conducting the retail market study which includes identifying market area boundaries, sales, and retail gap assessments.
Metropolitan Mayors Caucus immigrant integration toolkit	Erin Aleman	Jan. 2013 – May 2013	Staff assistance	Staff developed a preliminary scope and timeline with MMC. Final approval of scope documents expected late January.
Morton Grove industrial	Nicole	Feb. 2012 -	Staff	Underway. Existing conditions report has undergone internal review and

areas plan (see project website)	Woods	June 2013	assistance	will be sent to Village Staff and Steering Committee in early January. Formal review and discussion of the report is slated for February.
New Lenox corridor plan	Jack Pffingston	Aug. 2012- June 2013	Grant funds	Underway. Existing Conditions Synthesis Report to be released during first week of January; Steering Committee will meet January 11 to consider the draft.
Niles environmental action plan (see project website)	Kristin Ihnchak	May 2012- Feb. 2013	Staff assistance	Underway. Public open house on December 4, with staff department head meetings to follow in December and January for further plan refinement. Public hearing with Village Board is scheduled for February 12.
Niles multimodal transportation plan	Jack Pffingston	TBD	Grant funds	Project scoping and RFP development are underway. RFP release scheduled for January 4.
NorrIDGE zoning revisions	Kristin Ihnchak	TBD	Staff assistance	An initial Zoning Board meeting will be held on December 3 to discuss the general project scope. Based on this discussion, a more specific scope will be drafted for presentation to the Village Board.
Northlake comprehensive plan (see project website)	Trevor Dick	Mar. 2012- Feb. 2013	Staff assistance	Underway. CMAP staff is currently working on the Draft Comprehensive Plan. A draft is expected to be presented to the Steering Committee in January followed by a public open house in January/February 2013.
Northwest Municipal Conference trail access plan	Jack Pffingston	TBD	Consultant assistance	Initial scoping meeting held November 13; currently working on scoping and RFP development.
Northwest Suburban Housing Collaborative <i>Homes for a Changing Region</i> project (see project website)	Drew Williams-Clark	Feb. 2012 – Jan. 2013	Staff assistance	Underway. Report drafts have been reviewed. CMAP staff have begun text editing and graphic design work. Final reports will be printed and presented in February.
Northwest Water Planning Alliance drought mitigation plan	Tim Loftus	Feb.-Dec. 2013	Staff assistance	Preliminary discussions are underway with a scoping meeting scheduled for early January. A steering committee of key NWPA members is being formed to assist with project scoping and guidance.
Oak Lawn 95 th Street corridor study	Pete Saunders	Jan.-Dec. 2013	Consultant assistance	Underway. Teska Associates was selected as the consultant for this project. Kickoff with the community will occur in January.
Oak Park water conservation program (see project website)	Nora Beck	Aug. 2011 – Jan. 2013	Staff assistance	Underway. Draft released to public in August. Final draft to be presented to Board for approval in January.
Olympia Fields zoning ordinance update	Drew Williams-	TBD	Consultant assistance	A new RFP is under village staff review. Staff anticipates posting in January.

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Oswego economic development plan	Pete Saunders	Mar. 2013 – Jan. 2014	Staff assistance	This project is currently being scoped and is expected to begin in early 2013.
Plainfield downtown transportation plan (see project website)	Pete Saunders	Aug. 2012 – Jun. 2013	Grant funds	Underway. Consultant presented draft transportation concepts for public input at public meeting held on November 14. Continued input and feedback is being gathered through the project website. Next public engagement is scheduled for February.
Regional arts and culture toolkit	Stephen Ostrander	Apr. 2012- Feb. 2013	Staff assistance	Underway. Following internal and external review of content strategy, staff and consultant team are proceeding to develop content for the toolkit, with completion expected in February.
Regional climate change adaptation toolkit	Jesse Elam	July 2012- Mar. 2013	Staff assistance	Underway. This toolkit aims to help municipalities understand and adapt to the impacts of climate change in the Chicago region, with a focus on public infrastructure and land. An advisory committee meeting has been rescheduled pending contract execution with the University of Illinois.
Richton Park comprehensive plan	Pete Saunders	Aug. 2012- July 2013	Consultant assistance	Underway. Houseal Lavigne Associates is currently gathering data for the project. First public meeting slated for late January or early February.
Riverside downtown area plan (see project website)	Nora Beck	Feb. 2012- Apr. 2013	Staff assistance	Underway. A recommendations memo was approved by Steering Committee and staff are developing draft plan. A draft is expected to be complete in January.
Round Lake Heights comprehensive plan (see project website)	Jonathan Burch	May 2012- Apr. 2013	Staff assistance	Underway. Conducted a Village-wide visioning meeting on December 4 along with a Latino focus group meeting on December 10. Currently creating recommendations memo.
Seven Generations Ahead sustainability data	Drew Williams-Clark	Nov. 2012- Feb. 2013	Staff assistance	Underway. Staff met with SGA project team in December and have begun data estimations work. SGA will review preliminary findings in January.
SSMMA interchange land use planning	Jessica Simoncelli	July 2012- Sept. 2013	Consultant and staff assistance	Underway. Due to change in consultant leadership, project has been delayed, but will restart in January.
Waukegan subarea plan	Stephen Ostrander	Sept. 2012- Aug. 2013	Staff assistance	Underway. First meeting of project steering committee held. The first of a series of focus groups was completed in December with the rest slated for January, with help of steering committee and other partners in community. Staff also continue preparation of existing conditions report.
Westchester comprehensive plan (see	Samantha Robinson	Nov. 2011 – Mar. 2013	Staff assistance	Underway. Presented draft plan recommendations to Mayor, Village Manager and Steering Committee on November 15. Received market

project website)				analysis of commercial corridors on December 4. Working on draft comprehensive plan to be completed by mid-January.
Wheeling active transportation plan	Lindsay Bayley	Jan-Nov. 2012	Grant funds	Underway. Minor changes suggested on draft plan. Wheeling Plan Commission will vote to recommend adopting the plan as an amendment to their Comprehensive Plan on December 6. The Village Board will then be expected to vote at their meeting on January 7.
Wicker Park-Bucktown parking study	Lindsay Bayley	TBD	Staff assistance	Project scoping underway. Project kick-off expected in January.

Completed Projects

Project	CMAP lead	Completion date	Assistance type	Implementation status
Berwyn comprehensive plan (see project website)	Sam Shenbaga	Oct. 2012	Staff assistance	Plan adopted unanimously by City Council on October 23. Project completed. Year-long zoning ordinance revision project initiated.
Blue Island comprehensive plan (see project website)	Sam Shenbaga	June 2012	Staff assistance	Meeting conducted with Planning Director and other staff members. Supported MPC on the City's Illinois Green Infrastructure Grant Application. Working with MPC and the City to write a Chicago Community Trust grant to reduce stormwater runoff in residential areas.
Bronzeville Alliance retail corridor study, phase 1 (see project website)	Sef Okoth	Feb. 2012	Staff assistance	Two ongoing activities are helping to implement the project. The second phase focusing on land use change is underway and is described above. Also, the Chicago Community Trust provided a grant to the Renaissance Collaborative (TRC) in May to directly implement the recommendations of this project. TRC hired an Economic Development Coordinator who is helping to implement the BRI recommendations. The Alliance is currently working on an application for the second round of CCT Grant funding to expand their activities.
Campton Hills comprehensive plan (see project website)	Jason Navota	Aug. 2012	Staff assistance	Final plan approved by Village Board on August 21.
Carpentersville "Old Town" Area Action Plan (see project website)	Trevor Dick	July 2012	Staff assistance	The Village Board unanimously adopted the Plan at their July 10 meeting. An implementation memo is being created and will be reviewed internally. This will be followed by a meeting with Village Staff to discuss next steps.

Developing Communities Project support for CTA Red Line extension (see project website)	Kendra Smith	Nov. 2012	Staff assistance	The Red Line Livability Project community brochure, technical report, webpage and video have been completed and are available at www.cmap.illinois.gov/red-line . DCP, CMAP and CTA will utilize materials during future Community Education and Visioning sessions as well as in interaction with elected officials.
Evanston water efficiency program (see project website)	Amy Talbot	Aug. 2012	Staff assistance	Plan accepted by Council in August. Implementation actions started by City and Utility.
Fairmont Neighborhood Plan (see project website)	Trevor Dick	Apr. 2012	Staff assistance	County staff is working to submit a grant to the Chicago Community Trust to conduct an analysis on whether a CDC is feasible in Fairmont.
Hanover Park corridor study (see project website)	Stephen Ostrander	Dec. 2012	Staff assistance and small grant	The report for the ULI Chicago Technical Assistance Panel (studying the Irving Park Road corridor), was released in early December.
<i>Homes for a Changing Region</i> in south Cook (see project website)	Drew Williams-Clark	Dec. 2011	Staff assistance	Three of the four communities covered by the project have follow-up LTA projects. One, the Park Forest sustainability plan, was adopted in May, with a follow-up zoning project beginning in the spring. A comprehensive plan in Lansing is now underway, and a subarea plan in Olympia Fields is being scoped.
<i>Homes for a Changing Region</i> in west Cook (see project website)	Drew Williams-Clark	Apr. 2012	Staff assistance	Phase 2 of this project, which involves supporting a Community Challenge grant to the West Cook County Housing Collaborative in the same communities, was completed in December.
Joliet "Old Prison" redevelopment (see project website)	Pete Saunders	May 2012	Staff assistance and small grant	CMAP is assisting the City of Joliet and Will County Forest Preserve District in developing an Open Space Task Force agreement between City, Openlands, Joliet Park District and Will County Forest Preserve District to work jointly on future recreational use of site.
Lake Zurich comprehensive water resources project	Amy Talbot	Apr. 2012	Staff assistance	Lake Zurich has submitted an application for further LTA assistance to implement the recommendations of this project. This will be reviewed in the coming months.
McHenry County subarea plan	Jack Pflingston	Nov. 2012	Grant funds	The final plan was adopted by the McHenry County Board at their meeting on November 20.
Norridge comprehensive plan (see project website)	Trevor Dick	Oct. 2012	Staff assistance	The Board voted unanimously to adopt the plan on October 24. CMAP is currently working with staff to create a scope of work to review the

website)				Village's zoning ordinance.
Orland Park water conservation ordinance (see project website)	Hala Ahmed	June 2012	Staff assistance	A second meeting to discuss a draft regional water conservation resolution amongst the other five largest communities that purchase water from the Oak Lawn system was held on December 13. The communities will now take a revised version of the resolution through their respective legislative processes. Orland Park is aiming for adoption in January or February.
Park Forest sustainability plan (see project website)	Kristin Ihnchak	May 2012	Staff assistance	Plan was unanimously adopted by the Village Board on May 14. Staff will hold a meeting to discuss the draft implementation memo on December 10. The Chicago Community Trust's grant to Park Forest directly implements the recommendations of this project. Also, a new LTA project involving zoning updates will be initiated in spring 2013.
SSMMA housing investment prioritization (see project website)	Nicole Woods	June 2012	Staff assistance	Tool was approved by the Collaborative and SSMMA in May, 2012. The Collaborative has utilized the tool to assess projects in the various Southland communities, including CDBG communities. Currently, the Collaborative is communicating the results from the tool's assessments to inform communities of the strengths and weaknesses of their projects. The Collaborative is also currently considering refining the tool to tailor it to specific funding sources.
Waukegan planning prioritization report	Stephen Ostrander	July 2012	Staff assistance	CMAP staff presented the recommendations of the planning prioritization report to the Waukegan City Council Meeting of the Whole on July 30. Follow-up subarea plan is underway.
West Cook Housing Collaborative, phase 2: Challenge Grant support	Drew Williams-Clark	Dec. 2012	Staff assistance	The project has been completed and materials have been transmitted to the West Cook Housing Collaborative for the use of the participating communities.