



## MEMORANDUM

**To:** CMAP Board and Committees  
**From:** CMAP Staff  
**Date:** November 7, 2012  
**Re:** Local Technical Assistance Program Update

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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, 72 local projects have been initiated. Of these, 17 projects have been completed, 41 are fully underway, and 14 will get actively underway in the near future. Two projects, the Hanover Park corridor plan and Norridge comprehensive plan, were completed in October. Further detail on LTA project status can be found on the attached project status table.

More than 40 projects were added to the LTA program at the Board and MPO Policy Committee meeting on October 10. Some of these have begun to be scoped, and are included in the status table. Others will be added over the coming months as they approach startup.

ACTION REQUESTED: Discussion.

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## Projects Currently Underway

Project	CMAP lead	Timeline	Assistance type	Status and notes
Addison comprehensive plan (see <a href="#">project website</a> )	Sam Shenbaga	July 2011 – Nov. 2012	Staff assistance	Underway. Public Hearing to be held at Village Hall on November 14 <sup>th</sup> at 7:00pm. Plan adoption tentatively planned for end of November.
Algonquin downtown plan (see <a href="#">project website</a> )	Jack Pfingston	Feb. 2012- Jan. 2013	Grant funds	Underway. Consultant presented to a joint Village Commission meeting on October 11. The Committee of the Whole met on October 23 to review preliminary recommendations. The second public planning workshop and a developer summit are scheduled for November 28.
Alsip comprehensive plan (see <a href="#">project website</a> )	Sam Shenbaga	Jan. 2012 - Mar. 2013	Staff assistance	Underway. Meetings conducted with RTA and Pace to discuss Plan recommendations. Draft plan is on schedule for completion by mid-November.
Antioch greenway plan (see <a href="#">project website</a> )	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 9. High school focus group scheduled for November 7 <sup>th</sup> .
Berwyn zoning revisions	Kristin Ihnchak	Dec. 2012 - Sept. 2013	Staff and consultant assistance	This project involves the full rewrite of Berwyn's zoning ordinance, building on the comprehensive plan update that was recently completed. Scoping is underway.
Big Rock comprehensive plan	Trevor Dick	TBD	Staff assistance	Met with Village and County staff on October 31 <sup>st</sup> to discuss project scoping and expected CMAP role. CMAP staff will be working with County staff to create scope of work and expected deliverables in November.
Bronzeville Alliance Retail corridor study, phase 2 (see <a href="#">project website</a> )	Sef Okoth	Phase 2: Nov. 2011 – Dec. 2012	Staff assistance	Underway. Plan recommendations, market analysis and proposed zoning changes presented to the Steering Committee on October 9 <sup>th</sup> . CMAP staff currently drafting the plan to be completed in November. Meeting held with MPC on October 18 <sup>th</sup> to review project progress and strategize for the final public meeting. Plans are underway to brief the aldermen on the plan recommendations and hold a public meeting to present the draft plan to the public.
Bronzeville national heritage area feasibility study (see <a href="#">Project</a> )	Sef Okoth	July 2012 - June 2013	Staff assistance	Underway. Project kick-off meeting and Project Advisory Committee (PAC) meeting held October 30 <sup>th</sup> . The committee reviewed and approved the project scope and outreach plan. CMAP staff drafted and presented the

<a href="#">Website</a>				statement of significance, mission, vision statements, and themes for the proposed National Heritage Area. They will be forwarded to the National Park Service after review by the PAC. 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 involves surveying residents to understand their food preferences, shopping patterns, and barriers to accessing food resources. Meeting held with CNH on October 4 <sup>th</sup> to scope the project. Staff completed drafting the survey with assistance from food accessibility experts from Chicago State University and UIC. Review of the draft survey by key project partners is underway.
Chicago “Green and Healthy Neighborhood” plan for Englewood, Woodlawn, and Washington Park (see <a href="#">project website</a> )	Jason Navota	Mar. 2011 - Dec. 2012	Staff assistance	Underway. Second phase planning and outreach is underway, including group tours and planning for 20+ “zones.” Housing analysis complete. Separate analyses of green infrastructure and food systems are underway. Final public meeting scheduled for November 10. Detailed zone planning and land use policy development and drafting of plan chapters are underway.
Chicago Housing Authority LeClaire Courts redevelopment	Sef Okoth	Aug. 2012- July 2013	Consultant assistance	Underway. Consultants continued working on the existing conditions and market analyses. Draft report on the existing conditions is expected at the end of November. Feasibility assessment of transportation improvements began in October. Plans are underway to meet with the affected Aldermen to brief them on the project.
Chinatown neighborhood plan	Stephen Ostrander	Nov. 2012 – Nov. 2013	Staff assistance	This project involves the preparation of a neighborhood plan to shape the future of Chicago’s Chinatown, building on its recent centennial celebration. Project will include stakeholder meetings to discuss various planning subjects. Full scoping of the project is currently underway, with kick-off expected in early December.
Des Plaines neighborhood plan	Pete Saunders	TBD	Consultant assistance	Project scoping underway. Focus shifted from development of the development of design guidelines near a train station to a CPTED-focused neighborhood plan in the Apache Park neighborhood. An RFP is under development for release in November.
Developing Communities Project support for CTA Red Line extension (see	Kendra Smith	Oct. 2011 - Oct. 2012	Staff assistance	Underway. All community focus groups and interviews are complete and have been transcribed by Loyola’s Center for Urban Research and Learning. CMAP staff has viewed the first draft of the Red Line Livability Video, the second draft was sent to project partners, CTA and DCP, for review the

<a href="#">project website</a> )				week of October 29 <sup>th</sup> . It is expected that the video will be complete in November. The first draft report is under internal review. Community Education Session planning in conjunction with CTA continues.
Downers Grove bicycle and pedestrian plan	Jack Pfingston	Mar.-Dec. 2012	Grant funds	Underway. The draft Pedestrian Infrastructure report is under Village review. Draft comments from Metra and Pace have been received. Recommendations from the public outreach process were drafted and sent to the Village and considered by the steering committee on October 16. There will be a public meeting to consider the draft recommendations on November 14 <sup>th</sup> .
DuPage County unincorporated areas plan	Jack Pfingston	Oct. 2012-Sept. 2013	Consultant assistance	Underway. Consultant has been selected. Kickoff meeting took place on November 1.
Elburn comprehensive plan	Jack Pfingston	Apr. 2012 - Feb. 2013	Grant funds	Underway. Existing Conditions Report reviewed by Elburn Plan Commission in October. Draft Plan and recommendations expected in late November or early December.
Elgin Dundee Avenue corridor study	Pete Saunders	TBD	Staff assistance and small grant	Project scoping is underway. City approved MOU and resolution in October. CMAP staff is preparing application to ULI for TAP assistance for project. Kickoff meeting with ULI is expected in early November.
Elgin sidewalk gap and transit stop study	Lindsay Bayley	June 2012-Apr. 2013	Grant funds	Underway. Second steering committee meeting held on October 4. Public meeting will be held on November 15. Sidewalk and intersection survey complete for Existing Conditions survey.
Elmwood Park comprehensive plan (see <a href="#">project website</a> )	Nicole Woods	June 2011-Feb. 2013	Staff assistance	Staff has completed a draft of the Comprehensive Plan, which is under review by Village staff. Steering committee will receive a copy of the draft in late November.
Fox Lake bicycle plan	Jack Pfingston	July 2012-Mar. 2013	Grant funds	Underway. Public workshop held October 30 <sup>th</sup> . Steering committee will meet in November.
Glen Ellyn downtown streetscape and parking study (see <a href="#">project website</a> )	Lindsay Bayley	July 2012-June 2013	Grant funds	Underway. First steering committee meeting held on October 16, website went live and existing conditions review is under development.
Hinsdale parking study	Lindsay Bayley	TBD	Staff assistance	Project scoping is underway. The Village Board will vote on the approval of the MOU and resolution on November 6 <sup>th</sup> . Kickoff meeting is expected in early November.

Kane County local food project	Jessica Simoncelli	Sept. 2012- Mar. 2013	Staff assistance	Underway. Kickoff meeting held in early November for development of site criteria and steering committee.
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) by January for review and discussion.
Kane County / Carpentersville <i>Homes for a Changing Region</i> project	Drew Williams-Clark	Jan 2013- Dec 2013	Staff assistance	Staff met with lead applicant in early November to discuss scope and timeline. A meeting has been tentatively scheduled in early December to discuss scope, MOU and resolutions with staff from partner applicants: Elgin, East Dundee and West Dundee. Resolutions are anticipated for approval in January
Lake County sustainability plan (see <a href="#">project website</a> )	Kristin Ihnchak	Mar. 2012 - Feb. 2013	Staff assistance	Underway. Preliminary recommendation ideas and policy statements are under development. Delta Institute and Openlands are both on contract to assist with some plan elements.
Lakemoor comprehensive plan (see <a href="#">project website</a> )	Nora Beck	Nov. 2011 - Dec. 2012	Staff assistance	Underway. Draft Plan approved by steering committee. Public Open House on the Draft Plan scheduled for November 13. Project expected to enter formal adoption process in by end of January.
Lansing comprehensive plan	Sam Shenbaga	Oct. 2012- Sept. 2013	Consultant assistance	Underway. Consultant interviews conducted jointly by CMAP and Village of Lansing staff. Houseal Lavigne selected as project consultant. Project kick-off meeting expected in November.
Liberty Prairie Conservancy local food system plan (see <a href="#">project website</a> )	Jessica Simoncelli	Aug. 2011 – Dec. 2012	Staff assistance	Underway. The needs assessment report draft examines existing conditions and recommends next steps for a working group to support the sustainable food system in Lake County. Steering committee review of the final draft will occur in November. Staff and partners are writing recommendations for the Liberty Prairie Reserve master plan update.
Lynwood comprehensive plan	Pete Saunders	Oct. 2012 – Sept. 2013	Consultant assistance	Underway. Houseal Lavigne Associates selected as project consultant. Currently pursuing project kickoff meeting between consultant and Village staff, and will coordinate creation of steering committee throughout November.
Maywood economic development strategy	Nicole Woods	Oct. 2012- Aug. 2013	Staff assistance	Staff is working with Village on further refining project scope and schedule. Project is expected to officially kick-off in November.
McHenry County subarea plan	Jack Pflingston	Dec. 2011- Dec. 2012	Grant funds	Underway. Draft Final Report expected to go before the Planning and Development Committee by November 15 for Board approval by November 20.
Morton Grove industrial	Nicole	Feb. 2012 -	Staff	Underway. Staff is currently drafting the Existing Conditions Report and

areas plan (see <a href="#">project website</a> )	Woods	Apr. 2013	assistance	preparing it for internal review. The report is expected to be delivered for Village staff review in November.
New Lenox corridor plan	Jack Pfungston	Aug. 2012- June 2013	Grant funds	Underway. Two meetings, one for business & property owners, and the other for service providers and other stakeholders, were held on October 25. Next meeting of the steering committee expected in December. Consultant continues work on Existing Conditions Synthesis Report.
Niles multimodal transportation plan	Jack Pfungston	Jan.-Dec. 2013	Grant funds	Project combines the Milwaukee Avenue corridor study that was selected during the first round of the LTA program with the bicycle and pedestrian plan that was selected for the second round. Project scoping and RFP development are underway.
Niles environmental action plan (see <a href="#">project website</a> )	Kristin Ihnchak	May 2012- Feb. 2013	Staff assistance	Underway. CMAP staff is drafting the plan for presentation at a public open house on December 4.
Norridge zoning revisions	Kristin Ihnchak	TBD	Staff assistance	Following the completion of the Norridge comprehensive plan, the Village's zoning ordinance will be examined and recommendations for improvements will be made. This project is currently being scoped.
Northlake comprehensive plan (see <a href="#">project website</a> )	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 by December followed by a public open house.
Northwest Suburban Housing Collaborative <i>Homes for a Changing Region</i> project (see <a href="#">project website</a> )	Drew Williams-Clark	Feb.-Nov. 2012	Staff assistance	Underway. Municipal recommendations have been presented to municipal officials for review. Report drafts will be distributed to staff in November for final review before the plan design phase begins in December.
Oak Lawn 95 <sup>th</sup> Street corridor study	Pete Saunders	Nov. 2012- Oct. 2013	Consultant assistance	Underway. RFP deadline was October 11, with six responses. Village approved MOU and resolution in October. Village and CMAP staff are currently evaluating responses for interviews in early November. Project startup is expected in December.
Oak Park water conservation program (see <a href="#">project website</a> )	Nora Beck	Aug. 2011 – Dec. 2012	Staff assistance	Underway. Draft released to public in August. Presenting revised draft to Board in December with final draft to be presented to Board for approval in January.
Olympia Fields zoning ordinance update	Drew Williams-Clark	Dec. 2012- July 2013	Grant funds	RFP was rescinded after pre-bid discussion and is currently under review.

Plainfield downtown transportation plan (see <a href="#">project website</a> )	Pete Saunders	Aug. 2012 – Jun. 2013	Grant funds	Underway. Consultant continued gathering data for existing conditions report and website development. Consultant coordinated with Will County Forest Preserve District, Kendall County Highway Department and Plainfield Township Highway Department. Initial public meeting will be held November 14..
Regional arts and culture toolkit	Stephen Ostrander	Apr. 2012- Feb. 2013	Staff assistance	Underway. Expert advisory group reviewed the updated outline of the toolkit’s content, which is also under internal review at CMAP. In consultation with advisory group, staff and consultant team continues to finalize local and national case studies to be included in toolkit.
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 selected as project consultant. First project staff meeting and steering committee meeting both scheduled for November 13.
Riverside downtown area plan (see <a href="#">project website</a> )	Nora Beck	Feb. 2012- Feb. 2013	Staff assistance	Underway. Draft recommendations memo under review by steering committee, to be confirmed by November 15. A draft plan is expected to be complete in January 2013.
Round Lake Heights comprehensive plan (see <a href="#">project website</a> )	Jonathan Burch	May 2012- Apr. 2013	Staff assistance	Underway. Existing conditions report completed and posted to the project website. Visioning meeting scheduled for December 4 <sup>th</sup> .
Seven Generations Ahead sustainability data	Drew Williams-Clark	Nov. 2012- Feb. 2013,	Staff assistance	Staff have developed a preliminary scope and timeline with SGA. Final approval of scope documents expected in November.
SSMMA interchange land use planning	Jessica Simoncelli	July 2012- June 2013	Consultant and staff assistance	Underway. Project steering committee, comprised of local representatives and regional partners, held a kick-off meeting at SSMMA’s office on October 10. Data collection on existing conditions in the study area is underway.
Waukegan subarea plan	Stephen Ostrander	Sept. 2012- Aug. 2013	Staff assistance	Underway. Staff held a series of one-on-one interviews in October to identify stakeholders and steering committee. Staff also continued analysis of corridor as part of the preparation of the existing conditions report, scheduled for completion by the end of December. Targeted focus groups are planned for late November.
Westchester	Samantha	Nov. 2011 –	Staff	Underway. Received comments from Village staff regarding draft plan

comprehensive plan (see <a href="#">project website</a> )	Robinson	Feb. 2013	assistance	recommendations in October. Working on draft comprehensive plan to be completed at the end of November. Market analysis for various commercial areas to be completed in December. Draft plan will be modified to reflect results from market analysis in December.
West Cook Housing Collaborative, phase 2: Challenge Grant support	Drew Williams-Clark	Mar.-Nov. 2012	Staff assistance	Underway. The working committee discussed preliminary site rankings to be approved by steering committee in November. A recommendations memo will be delivered in November.
Wheeling active transportation plan	Lindsay Bayley	Jan-Nov. 2012	Grant funds	Underway. Third steering committee meeting held to tour the recommended improvements and priorities. Draft plan sent to Village officials for review.

## Completed Projects

Project	CMAP lead	Completion date	Assistance type	Implementation status
Berwyn comprehensive plan (see <a href="#">project website</a> )	Sam Shenbaga	Oct. 2012	Staff assistance	Plan adopted unanimously by City Council on October 23 <sup>rd</sup> . Project completed.
Blue Island comprehensive plan (see <a href="#">project website</a> )	Sam Shenbaga	June 2012	Staff assistance	Plan Commissioner Training workshop conducted at City Hall on 10 <sup>th</sup> October. Meeting with Planning Director scheduled on October 31 <sup>st</sup> to discuss Western Avenue two-way conversion project.
Bronzeville Alliance retail corridor study, phase 1 (see <a href="#">project website</a> )	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 currently developing a website that will be a one-stop shop for economic and community development information for Bronzeville. She is also coordinating QCDC and 51 <sup>st</sup> Street Business Association to work collaboratively. Both of these tasks were recommended in Phase 1
Campton Hills comprehensive plan (see <a href="#">project website</a> )	Jason Navota	Aug. 2012	Staff assistance	Final plan approved by Plan Commission June 25 and approved 'with changes' by Village Board on August 21.
Carpentersville "Old	Trevor	July 2012	Staff	The Village Board unanimously adopted the Plan at their July 10 meeting.



Town" Area Action Plan (see <a href="#">project website</a> )	Dick		assistance	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.
Evanston water efficiency program (see <a href="#">project website</a> )	Amy Talbot	Aug. 2012	Staff assistance	Plan accepted by Council in August. Implementation actions started by City and Utility.
Fairmont Neighborhood Plan (see <a href="#">project website</a> )	Trevor Dick	Apr. 2012	Staff assistance	On October 23 <sup>rd</sup> , representatives from the County, CMAP, Openlands, Lockport Township Park District, Will County Farm Bureau, Fairmont School District, the Food Pantry, and members from the steering committee met to discuss how to create a community garden(s) in the Fairmont community. The next steps include meeting with the senior group and local residents to ensure "grassroots" support on the potential location(s).
Hanover Park corridor study (see <a href="#">project website</a> )	Stephen Ostrander	Nov. 2012	Staff assistance and small grant	The report for the ULI Chicago Technical Assistance Panel (studying the Irving Park Road corridor), will be completed by ULI Chicago in early November. Through CMAP assistance, architectural firm SCB has prepared additional illustrations for the report.
<i>Homes for a Changing Region</i> in south Cook (see <a href="#">project website</a> )	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. Lansing, Olympia Fields, and Park Forest received additional technical assistance under the EPA "Building Blocks for Sustainable Communities" program in May. Future LTA projects in Lansing and Olympia Fields are now being scoped.
<i>Homes for a Changing Region</i> in west Cook (see <a href="#">project website</a> )	Drew Williams-Clark	Apr. 2012	Staff assistance	Phase 2 of this project, which involves supporting a Community Challenge grant in the same communities, is underway.
Joliet "Old Prison" redevelopment (see <a href="#">project website</a> )	Pete Saunders	May 2012	Staff assistance and small grant	CMAP staff is working on a federal grant application to seek brownfield assessment funding for the 160-acre Prison East site. Deadline for the grant application is November 19.
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.
Norridge comprehensive plan (see <a href="#">project website</a> )	Trevor Dick	Oct. 2012	Staff assistance	The Board voted unanimously to adopt the plan on October 24, 2012

Orland Park water conservation ordinance (see <a href="#">project website</a> )	Hala Ahmed	June 2012	Staff assistance	A meeting to initiate the regionalization process for the water conservation ordinance was completed on August 31. Based on meeting outcomes, staff from Orland Park will draft a Guiding Principles document to be distributed to the other five largest communities that purchase water from the Oak Lawn system. The document will address outdoor watering regulations that may be agreeable to all communities.
Park Forest sustainability plan (see <a href="#">project website</a> )	Kristin Ihnchak	May 2012	Staff assistance	Plan was unanimously adopted by the Village Board on May 14 and an implementation memo has been shared with Village staff. The Chicago Community Trust's grant to Park Forest directly implements the recommendations of this project. Also, Park Forest submitted a new LTA application for zoning updates to help implement the recommendations of the sustainability plan.
SSMMA housing investment prioritization (see <a href="#">project website</a> )	Nicole Woods	June 2012	Staff assistance	Tool was approved by the Collaborative and SSMMA in May. 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 analyzing how the tool can be part of the Southland Loan Fund underwriting criteria process.
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.