



# Chicago Metropolitan Agency for Planning

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606

312 454 0400  
[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

## **Local Coordinating Committee** **Annotated Agenda** **Wednesday, February 11, 2015—8:00 a.m.**

DuPage County Conference Room  
233 S. Wacker Drive, Suite 800  
Chicago, Illinois

- 1.0 Call to Order and Introductions** 8:00 a.m.
- 2.0 Agenda Changes and Announcements**
- 3.0 Approval of Minutes – October 8, 2014**  
ACTION REQUESTED: Approval
- 4.0 Introduction of New Committee Member**  
The Land Use committee has identified Mark VanKerkhoff, Director of the Kane County Development and Community Services Department, as their new representative to the Local Coordinating Committee.  
ACTION REQUESTED: Information
- 5.0 LTA Project Example: Cook County Planning for Progress**  
On January 21, the Cook County Planning for Progress strategic plan was approved by the County's Board of Commissioners. CMAP staff and Cook County representatives will describe the process and results of the plan, which serves as both the County's Consolidated Plan (meeting a HUD requirement) and Comprehensive Economic Development Strategy (meeting an EDA requirement). CMAP staff will also describe a related project that was recently initiated for McHenry County.  
ACTION REQUESTED: Discussion
- 6.0 Local Match Requirements for LTA Program**  
The recent evaluation of the LTA program highlighted the importance of local commitment. One potential program change includes beginning to assess a local match. The attached memo introduces some of the key issues involved in assessing a local match, and committee discussion is encouraged.  
ACTION REQUESTED: Discussion

## **7.0 Next Call for Projects**

The next call for projects is expected to be initiated in spring 2015, with applications due in summer and project selection in October. The attached memo provides additional detail on the expected schedule.

ACTION REQUESTED: Discussion

## **8.0 LTA Program Update**

The Board receives monthly updates on the status of each active project within the LTA program. Staff will briefly review the current update.

ACTION REQUESTED: Discussion

## **9.0 Other Business**

## **10.0 Public Comment**

Public comment is encouraged throughout the meeting. The Chair will recognize non-committee members as appropriate. Non-committee members wishing to address the Committee should so signify by raising their hand in order to be recognized by the Chair. The Chair will have discretion to limit discussion.

## **11.0 Next Meeting: May 13, 2015**

## **12.0 Adjournment**

### **Local Coordinating Committee Members:**

___ Rita Athas	___ Judith Kossy	___ William Rodeghier
___ Michael Davidson	___ Lisa Laws	___ Rae Rupp Srch
___ Nancy Firfer	___ Raul Raymundo	___ Carolyn Schofield
___ Jennifer Killen	___ Rick Reinbold	___ Mark VanKerkhoff
		___ Sean Wiedel



# Chicago Metropolitan Agency for Planning

## Agenda Item No. 3.0

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### Local Coordinating Committee

#### DRAFT Minutes

Wednesday, October 8, 2014

8:00 a.m.

Offices of the Chicago Metropolitan Agency for Planning  
Cook County Conference Room  
233 S. Wacker Drive, Suite 800  
Chicago, Illinois 60606

**Members Present:** Rita Athas (CMAP Board-Chicago), Mike Davidson (Human and Community Development committee), Nancy Firfer (Housing committee), David Galowich (Land Use committee), Jennifer Killen (Transportation committee), Judith Kossy (Economic Development committee), Lisa Laws (CMAP Board-Chicago), Rick Reinbold (CMAP Board-south Cook County), William Rodeghier (CMAP Board-west Cook County), Rae Rupp Srch (CMAP Board-DuPage County), Carolyn Schofield (CMAP Board-McHenry County), Sean Wiedel (Environment and Natural Resources committee)

**Members Absent:** Raul Raymundo (CMAP Board-Chicago),

**Staff Present:** Bob Dean

**Others Present:** None

#### 1.0 Call to Order

Rita Athas, Chair, called the meeting to order at 8:05 a.m., and members were asked to introduce themselves.

#### 2.0 Agenda Changes and Announcements

There were no agenda changes or announcements.

#### 3.0 Approval of the Minutes-May 14, 2014

On a motion by Sean Wiedel and a second by William Rodeghier, the minutes were approved with no changes.

#### **4.0 Introduction of New Committee Member**

Judith Kossy, the new committee member representing the Economic Development committee, introduced herself and described her background.

#### **5.0 Project Selection Recommendations**

Bob Dean informed the committee that 25 new projects were recommended to be added to the LTA program, out of more than 100 applications submitted. He referred committee members to the project selection memo included in the materials. On a motion by David Galowich and a second by Nancy Firfer, the committee unanimously recommended that the new project selection be approved by the Board.

#### **6.0 Evaluation of LTA Program**

Bob Dean stated that CMAP had been undertaking an evaluation of the LTA program, with the intention of informing program changes in future years. He summarized a series of presentations that had been given to the working committees over the summer, covering the program's basic statistics, alignment with GO TO 2040, implementation progress, and internal and external project evaluations. He concluded by emphasizing local commitment, plan implementation, and evolving program focus as key elements to address.

On local commitment, Mr. Dean noted that the commitment of the local project sponsor was shown to have the most influence on project success. He noted a few changes in the program in upcoming years that are meant to guarantee local commitment, including more aggressive project screening and requiring local match. Committee members broadly agreed. Rae Rupp Srch noted that this matched her own observations. Mike Davidson commented that site visits with applicants are invaluable in reviewing applications. Rita Athas noted that it would be important, when considering local match, to set a sliding scale that did not discourage lower-income communities from participating.

On implementation, Mr. Dean stated that CMAP would be seeking further involvement of external partner organizations that may become implementation partners in future LTA projects. David Galowich asked about the definition of implementation, and Mr. Dean clarified that implementation included observable change that occurred after plan adoption. Judith Kossy suggested being as clear as possible about how implementation is measured, so that future applicants understand how to set themselves up for implementation.

Finally, on program focus, Mr. Dean reiterated that keeping a broad and diverse program was important, and required external funding. He highlighted several particular issues – stormwater, flooding, and disaster resilience; economic development and reinvestment; and freight – which would be emerging focuses of the program. Ms. Schofield noted that projects involving water had become less common, and Mr. Dean responded that this was linked to funding for water projects, which CMAP was currently seeking from several sources. Ms. Athas added that the focus on economic development and reinvestment was very important and was a good future direction for the program.

**7.0 LTA Program Update**

Bob Dean noted that a full list of ongoing LTA projects was contained in the meeting materials. There were no comments or questions on these.

**8.0 Other Business**

There was no other business before the Local Coordinating Committee.

**9.0 Public Comment**

There were no comments from the public.

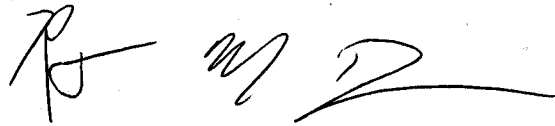
**10.0 Next Meeting**

The next meeting of the Local Coordinating Committee is scheduled for February 11, 2015.

**11.0 Adjournment**

At 8:45 a.m., on a motion by David Galowich and a second by Mike Davidson, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D. Galowich", written in a cursive style.





## MEMORANDUM

**To:** Local Coordinating Committee

**From:** Bob Dean, Deputy Executive Director for Local Planning

**Date:** February 4, 2015

**Re:** Local Match Requirements for Local Technical Assistance (LTA) Program

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Since its initiation in spring 2011, the LTA program has provided planning assistance to communities across the Chicago metropolitan area. To date, nearly 100 plans have been completed, with 50 more underway. While the program has been quite popular and is considered a success, improvements can always be made. During summer and fall 2014, in partnership with working committees and other stakeholders, CMAP staff have evaluated the program and recommended several changes, as described in [this memo](#).

The most significant change involves local match. Most programs like LTA, whether they offer technical assistance or grants, require some form of local match, typically making up 20% of the project cost. CMAP's program evaluation found that local commitment is a key contributor to the success of a project, and a local match contribution can help to demonstrate local commitment and increase local ownership. However, it is important to structure the match requirement in a way that does not preclude the involvement of higher-need communities.

CMAP staff recommends that local match requirements for LTA projects begin with the new call for projects to be issued in May 2015. Several key issues need to be resolved before the local match requirement should be implemented. These are explored below, and committee discussion of each of these issues is requested.

### Discussion of key issues

*Evaluating need.* As the concept of local match was discussed during fall 2014, stakeholders repeatedly emphasized the importance of keeping the program accessible to smaller, lower-capacity communities. In the evaluation of LTA projects, CMAP already measures "community need" on a scale of 0 to 100 using tax base, median household income, and population size. This may also be a suitable indicator of ability to contribute a local match.

In the interest of transparency, staff recommends releasing a list showing the “need score” for every municipality in the region prior to this year’s call for projects. This will make the method used to calculate match, and the match rate itself, clear. This list will be modified annually as economic and demographic data are updated. Using the most recent data, the current method identifies the highest-need community in the region as Ford Heights, with a score of 99, and the lowest-need as Naperville, with a score of 0.

*Requiring match on a sliding scale.* CMAP staff suggests the concept of a sliding scale, with match requirements varying according to need. Staff recommends several gradations of local match requirement:

- Very high need communities (scores over 65): 5% match requirement
- High need communities (scores between 50 and 65): 10% match requirement
- Moderate need communities (scores between 35 and 50): 15% match requirement
- Low and very low (scores under 35): 20% match requirement

Approximately half of the region’s communities fall into the low and very low categories, requiring a full 20% match, and the other half would qualify for a reduced match of less than 20%.

A simpler method would divide the region into two types of communities – those with reduced match (say, 5%), and those with full match (20%). While this is simpler, it will likely generate concerns by the communities that are barely “on the wrong side of the line,” and are required to pay a 20% match, compared to similar communities that must only contribute 5%. Gradations help to avoid a single, major dividing line. Therefore, staff recommends using the sliding scale method.

It is also worth noting that the bottom of the scale is proposed to be set at 5%, not 0%. The average LTA project has a value of \$100,000, and staff believes that communities can afford a match of \$5,000 if the project is truly a priority, or can find a partner organization to contribute this funding for them. However, please note that some project types are recommended to be exempt from match requirements – see below for further detail on this.

*Determining appropriate geography to assess match.* For most municipalities, a single need score is appropriate, but in the cases of larger geographies, there are significant geographic differences between parts of the community. This is particularly true for the City of Chicago and for Counties. For these applicants, jurisdiction-wide projects will have need score calculated for the entire geography. But for projects that have a tighter geographic focus – a neighborhood within the City of Chicago, or a specific unincorporated area within a County – need will be calculated based on the demographics of the target geography, rather than the entire jurisdiction. Practically, for example, this means that City-sponsored projects in lower-income areas of Chicago will be classified as very high or high need, requiring a 5% or 10% match, while City-wide projects or those in higher-income areas would require the full 20% match.

Some applications are submitted by multijurisdictional organizations – often Councils of Government (COGs), but sometimes smaller groups of municipalities or townships. In these cases, an average need score will be calculated based on the scores of the individual



participants. In the case of multijurisdictional projects, the participating communities will need to work out among themselves how much each community will contribute, prior to CMAP committing LTA resources.

For park districts, townships, and similar units of government, CMAP staff will attempt to approximate the method used for measuring need across municipalities, using the best available data for the geography covered.

*Treatment of projects sponsored by nongovernmental organizations.* In some cases, applicants are not units of government at all. This is particularly common in the City of Chicago, where many applications are submitted by nonprofit organizations. In these cases, need scores will be calculated based on the geography of the target project. For example, a community-based organization with a project focusing on a single neighborhood in the City of Chicago would calculate need based on the demographics of that neighborhood, while a larger nonprofit with a project that benefits a multi-community area would calculate need based on the average need scores of the communities that it serves.

In the cases of nonprofit applicants, the nonprofit organization itself is responsible for providing the local match. They could get this match from various sources – including philanthropic organizations, larger umbrella nonprofits, or public sources, like contributions from the municipality in which they are located. The source of the match is not important to CMAP, but it is the responsibility of the nonprofit to secure it if they are the project sponsors.

*In-kind contributions.* Many stakeholders suggested that higher-need communities be able to offer in-kind contributions of staff time rather than a financial commitment. CMAP fully agrees that LTA project sponsors need to commit significant time to make a project a success. However, time should be committed in addition to, rather than instead of, the financial contributions described above. Lower-need and higher-need communities alike must spend time on projects to make them successful.

During this year's project evaluation, applicants were asked to contribute approximately 200 hours per project of time; only the applicants that agreed to this, and could identify the individuals who would commit the time, were selected. Time commitments were made on behalf of staff, elected officials, planning commissioners, and volunteers. This time commitment should also continue through future years of the program. For future projects, CMAP staff will ask for time commitments to be detailed in the MOU between CMAP and the project sponsor.

*Exempt project types.* Staff recommends that certain types of projects should be exempt from the matching requirements. First, staff proposes that Planning Priorities Reports also be exempt from the match requirements. These reports are meant to help higher-need communities understand their needs and recommend an appropriate activity to address these needs. Planning Priorities Reports also provide an opportunity to gauge local commitment, as they involve close working relationships with community leaders over a number of months.

In communities with “very high” or “high” need, staff recommends also exempting projects identified in Planning Priorities Reports from the local match requirement, as long as the community demonstrated significant commitment during the writing of the Planning Priorities Report. In other words, communities that are not capable of contributing a local match can still receive free assistance – but they will need to go through a prioritization process first, and demonstrate local commitment throughout that process, before the free assistance will be given. This may also be appropriate for other implementation projects in higher-need communities – for example, a zoning ordinance update that follows a comprehensive plan.

Finally, staff also recommends that other very small projects, with a cost of \$25,000, also be exempted from match requirements. Projects this small are rare; only five of the 100 completed projects have had a cost under \$25,000. Small projects like this are typically selected because they align directly with a regional priority of CMAP, and are essentially local explorations of regional issues that provide value to the agency as a whole.

*Overmatching.* Staff recommends that applicants should be permitted to overmatch, or contribute more local match than is required. Applicants that overmatch should be given more favorable consideration in the evaluation process than those that do not, but overmatching will not guarantee a successful application – the project will still need to be evaluated positively.

*Consultant vs. staff-led.* Staff recommends that match be required for all types of projects – whether they are led by staff or contracted to consulting firms.

*Payment schedules.* A simple payment arrangement is recommended for local match. Staff recommends requesting the match at the project’s midpoint. Another option is to invoice throughout the project, but that is more administratively time-consuming, both for CMAP and the project sponsor.

*Amount and use of match.* The purpose of collecting a local match is to ensure local commitment, and it is not expected to significantly impact CMAP’s budget. Approximately \$250,000 (which is a ballpark estimate) is likely to be contributed in local match in a given year. Staff recommends that all local match collected be added to the general fund and used to support the LTA program.

## **Conclusion**

The committee is asked to discuss these points, keeping in mind that the purpose of the local match is to increase local commitment. The committee is also asked to discuss how to best publicize the recommended changes to potential LTA applicants. Following today’s discussion, staff will generate a draft proposal for implementation of local match that will be discussed with the CMAP Board at their meeting in March.

**ACTION REQUESTED:** Discussion

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# Chicago Metropolitan Agency for Planning

## Agenda Item No. 7.0

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## MEMORANDUM

**To:** Local Coordinating Committee

**From:** Bob Dean, Deputy Executive Director for Local Planning

**Date:** February 4, 2015

**Re:** Schedule for Future Applications

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Staff expects to conduct a call for LTA projects in 2015, and intends to use a process and schedule similar to last year's. This memo is meant to summarize staff's recommendations for several elements of the proposed application process, including approximate dates, application forms, project eligibility, and selection criteria.

### **Schedule and key dates**

Key points in the technical assistance application process are as follows (all dates in 2015):

- Early May – begin call for projects and release application materials
- May and June – informational meetings and presentations to potential applicants
- Late June – applications due
- Late September – special meeting of Local Coordinating Committee to discuss program (if necessary)
- October 14 – Local Coordinating Committee, Board, and MPO Policy Committee consider approval of program

The application schedule will be coordinated with the RTA's Community Planning Program, but the schedules differ in the approval process. CMAP and the RTA will be combining efforts again this year to publicize the program. Outreach efforts are expected to include, at a minimum, a webinar-type meeting, presentations at meetings of the suburban Councils of Government (COGs) and Councils of Mayors (COMs), and mail and email communication to municipalities. CMAP will also make direct contact with high-need communities that do not have professional staff to ensure that they are aware of the assistance opportunities and are capable of submitting appropriate applications.

### **Application forms**

The RTA is coordinating closely with CMAP on application forms, as in past years. This is ongoing, and draft forms are not yet available for review.

The same application form will be used to request assistance from a variety of programs, including Community Planning Program grants from the RTA, implementation assistance from the RTA, and staff and/or consultant assistance from CMAP. The initial form will be simple and easy to complete. Once the initial application is received, CMAP and RTA will determine the most appropriate type of assistance for that particular project, and then will follow up to gather more information as necessary.

The only significant difference between this year's application form and last year's form is likely to involve local match requirements. If local match begins to be required, as staff has recommended, the application form and the related program guide will need to include more information on match requirements.

### **Eligibility**

Eligibility for LTA project types is broad, but is limited somewhat by the range of funding available to CMAP. Following the expiration of HUD funds in January 2014, CMAP is primarily funded through federal transportation sources. Most projects, such as comprehensive plans, corridor studies, zoning ordinance updates, and other projects that affect land use and transportation are eligible to be pursued using transportation funds.

CMAP has secured outside funding to support the LTA program from various sources. For the 2015 applications, the most relevant external sources include the Illinois Department of Natural Resources and the MacArthur Foundation (for projects with water resources components) as well as the Chicago Community Trust (whose grant broadly supports the LTA program). Other funding applications are currently under consideration as well. These sources do allow some projects without transportation elements to be pursued. However, the funds received through these grants are limited, so projects seeking to use these funds will need to be carefully prioritized.

Eligible applicants for technical assistance include municipalities (including the City of Chicago), counties, townships, Councils of Government, multijurisdictional groups, and nonprofit or community-based organizations, provided that these organizations have the full support of the local government(s) in the project area.

### **Selection criteria**

In past years, LTA applications have been evaluated based on six criteria, including consistency with GO TO 2040, community need, interjurisdictional coordination and involvement of partners, local commitment and feasibility of implementation, input from relevant Counties and Councils of Government (COGs), and geographic balance. These criteria are recommended to continue to be used, with a heavy emphasis on local commitment and implementation.

Committee discussion of the contents of this memo is requested.

**ACTION REQUESTED:** Discussion

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# Chicago Metropolitan Agency for Planning

## Agenda Item No. 8.0

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### MEMORANDUM

**To:** CMAP Board and Committees

**From:** CMAP Staff

**Date:** February 4, 2015

**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, 155 local projects have been initiated. Of these, 96 projects have been completed, 49 are fully underway, and 10 will get actively underway in the near future.

Further detail on LTA project status can be found in the attached project status table. Projects that appear in this document for the first time, or that were recently completed, are noted and highlighted in italics.

ACTION REQUESTED: Discussion



## Projects Currently Underway

Project	CMAP lead	Timeline	Assistance type	Status and notes
Algonquin-Carpentersville Fox River corridor plan (see <a href="#">website</a> )	Brian Daly	May 2014-Aug. 2015	Staff assistance	Staff has begun the visioning phase of the project and is drafting the recommendations memo. Staff presented the completed Existing Conditions Report to the Steering at a meeting on January 7. A public workshop took place in Carpentersville on January 21.
Arlington Heights bicycle-pedestrian plan (see <a href="#">website</a> )	John O'Neal	May 2014-June 2015	Staff assistance	Incorporated Village comments on Existing Conditions Report. Shared Existing Conditions Report with Steering Committee and scheduled meeting with them to discuss report (February 4). Began planning for Visioning Workshop.
Barrington area bikeway feasibility study	Jack Pfingston	June 2014-June 2015	Consultant assistance	A public meeting to review and comment on the five proposed routes will be held on February 5 in Hoffman Estates. Steering Committee will narrow field to two routes after public meeting.
<i>Bensenville comprehensive plan (see <a href="#">website</a>)</i>	<i>Sam Shenbaga</i>	<i>Mar. 2013-Jan. 2015</i>	<i>Staff assistance</i>	<i>Newly completed. Plan adopted unanimously by Village Board on January 28.</i>
Berwyn parking study (see <a href="#">website</a> )	Lindsay Bayley	Nov. 2013-June 2015	Staff assistance	Existing Conditions Report draft under internal review.
Berwyn zoning revisions (see <a href="#">website</a> )	Kristin Ihnchak	Jan. 2013-May 2015	Staff and consultant assistance	No update this month.
<i>Blue Island capital improvement plan</i>	<i>Evy Zwiebach</i>	<i>Apr.-Dec. 2015</i>	<i>Staff assistance</i>	<i>Newly added to monthly report. Scoping is underway.</i>
Calumet Park planning priorities report	Sam Shenbaga	TBD	Staff assistance	Scoping is underway.
Campton Hills zoning and subdivision regulations	Kristin Ihnchak	Jul. 2014-Oct. 2015	Consultant assistance	Cameros has completed a technical review memo in mid-December, which outlines initial recommendations for revisions to the zoning and subdivision ordinances. The project has been put on pause and will be picked back up after elections in April.
Chicago Metro Metals Consortium	Martin Menninger	Nov. 2014-Apr. 2015	Staff assistance	Initial screening criteria were used to narrow the project list, with further discussion of evaluation criteria at a steering committee meeting on January 26. Further evaluation and prioritization will occur before the next steering committee meeting, scheduled for February 19.

Project	CMAP lead	Timeline	Assistance type	Status and notes
Carol Stream comprehensive plan (see <a href="#">website</a> )	Trevor Dick	Feb. 2014-June 2015	Staff assistance	The Steering Committee met on January 12 to review the Existing Conditions Report. Currently a recommendations memo is being prepared and a public visioning workshop is being planned for March.
Chicago Pilsen-Little Village neighborhood plan (see <a href="#">website</a> )	Evy Zwiebach	Dec. 2013-Sept. 2015	Staff assistance	A focus group meeting on the industrial areas in Pilsen and Little Village was held on January 22. The team is preparing for upcoming community engagement, including a focus group and community workshops in the late winter and spring.
Chicago West Pullman neighborhood plan	Evy Zwiebach	Oct. 2014-Sept. 2015	Consultant assistance	The consultant submitted the revised draft Existing Conditions Report, which CMAP staff, as well as DPD and local partner, are reviewing. The first public meeting took place on January 15. The next Steering Committee meeting is scheduled for February 23.
Chicago Heights comprehensive plan (see <a href="#">website</a> )	Kendra Smith	Apr. 2013-Mar. 2015	Staff assistance	Draft comments have been received from Steering Committee and project partners; final plan underway. Planning for late February open house and planning and zoning commission presentation.
Chinatown neighborhood plan (see <a href="#">website</a> )	Stephen Ostrander	Apr. 2013-Feb. 2015	Staff assistance	The public comment period for the draft plan ended on January 8. CMAP staff assisted main community partner in preparation of grant application to Chicago Community Trust for funding to support implementation of plan. CMAP staff began laying out the plan for final publication.
Cicero comprehensive plan (see <a href="#">website</a> )	Jonathan Burch	Apr. 2014-June 2015	Consultant assistance	The consultant presented the existing conditions report to the Steering Committee this past month and will proceed with visioning and plan development.
Cook County consolidated plan (see <a href="#">website</a> )	Jonathan Burch	Apr. 2013-Jan. 2015	Staff assistance	<i>Newly completed. On January 21, the Cook County Board adopted the plan. CMAP staff will now assist with submission of the plan to EDA (February 2015) and HUD (August 2015) while also pursuing implementation.</i>
Crete comprehensive plan	Jack Pfingston	May 2014-Aug. 2015	Consultant assistance	First meeting of the Steering Committee took place January 13. Data collection continues, with stakeholder interviews in first half of February to be followed by first public meeting and workshop (set for February 19).
Crystal Lake transportation plan (see <a href="#">website</a> )	Nora Beck	Mar. 2014-June 2015	Staff assistance	Staff are drafting the existing conditions report for the City's review in February.



Project	CMAP lead	Timeline	Assistance type	Status and notes
Dixmoor planning prioritization report (see <a href="#">website</a> )	Jessica Gershman	Jan. 2014-Feb. 2015	Staff assistance	Community reviewing draft report, with expected Board review and action in February.
DuPage County / Addison Homes for a Changing Region project	Kendra Smith	Sept. 2013-Mar. 2015	Staff assistance	Draft comments received from municipalities. Finalization of draft plan underway.
DuPage County / Hanover Park Homes for a Changing Region project	Drew Williams-Clark	Nov. 2014-Oct. 2015	Consultant assistance	Initial fact finding discussions with municipal officials and staff took place in January.
DuPage County Elgin-O'Hare bicycle and pedestrian planning	John O'Neal	Mar. 2015-Sept. 2016	Consultant assistance	Scoping underway, with RFP release expected in February.
DuPage County sustainability guide (see <a href="#">website</a> )	Louise Yeung	June 2014-July 2015	Staff assistance	No update this month.
Elmwood Park zoning assessment	Patrick Day	Nov. 2014-Aug. 2015	Staff assistance	A Steering Committee meeting to kick off the project will be held on February 9.
Endeleo Institute planning priorities report	Kendra Smith	Feb.-Oct. 2015	Staff assistance	Scoping underway, with project startup expected in early February.
Fox Lake planning priorities report	Jack Pfingston	Dec. 2014-June 2015	Staff assistance	Stakeholder engagement proposal completed and reviewed. Stakeholder interviews will take place during weeks of February 9 and 16.
Franklin Park comprehensive plan	TBD	Apr. 2015-June 2016	Staff assistance	Scoping underway.
<i>Glenview natural resources plan</i>	<i>Brian Daly</i>	<i>Feb.-Dec. 2015</i>	<i>Staff assistance</i>	<i>Newly added to monthly report. Scoping is underway.</i>
Governor's State University green infrastructure plan	Holly Hudson	Apr. 2015 – Mar. 2016	Consultant assistance	Scoping is near completion. Execution of an MOU with Governor's State University is expected in early February. An RFP release is expected in February.

Project	CMAP lead	Timeline	Assistance type	Status and notes
Harvard comprehensive plan (see <a href="#">website</a> )	Nora Beck	May 2014-Nov. 2015	Staff assistance	Project has been restarted, with public kickoff meeting scheduled for March 5. Staff working on existing conditions analysis.
Huntley zoning update	Patrick Day	May 2015-Apr. 2016	Consultant assistance	Newly added to monthly report. RFP release expected in early February.
Kane County health impact assessment (see <a href="#">website</a> )	Stephen Ostrander	July 2014-Mar. 2015	Staff assistance	CMAP staff finished draft report on potential health impacts of roundabouts versus conventional intersections, and worked with partners from Kane County and the Village of Carpentersville to prepare presentation of main findings to Village Board on February 3, in anticipation of Village's upcoming application for CMAQ funding.
Kane County transit plan implementation (see <a href="#">website</a> )	Trevor Dick	July 2012-Feb. 2015	Staff assistance	The report will be presented to the County Transportation Committee on February 17.
Lake County Route 53/120 land use plan (see <a href="#">website</a> )	Jason Navota	Nov. 2013-Dec. 2015	Staff and consultant assistance	The land use planning effort is underway. Draft Existing Conditions Assessment is under revision based on partner comments. Updated market projections and conservation, restoration, and mitigation priorities are complete. Corridor land use scenarios are in development. A Plan implementation strategy is being researched and developed. The IL Route 53/120 Corridor Plan Land Use Committee met for the fourth time on October 23, and the next LUC meeting will be held February 5.
Lake County / Round Lake Homes for a Changing Region project (see <a href="#">website</a> )	Stephen Ostrander	July 2014-Oct. 2015	Staff assistance	CMAP staff prepared comprehensive summary of all input gathered thus far from municipalities, Lake County, nongovernmental partners, and other key stakeholders. Main project team (CMAP, MPC, MMC, and Lake County Community Foundation) reviewed this input and the analysis conducted so far to begin formulating potential recommendations for Homes plan.
Lemont development review process analysis	Jake Seid	Jan.-May 2015	Consultant assistance	Consultant was selected for project in January following interview process. Project scoping will be completed in early February prior to project kick-off in late February.
Lyons comprehensive plan (see <a href="#">website</a> )	Jason Navota	July 2013-Feb. 2015	Staff assistance	Final plan has been reviewed by the Village and Steering Committee and is being formatted. Public open house was held on January 27, and public hearing and adoption are anticipated for February.

Project	CMAP lead	Timeline	Assistance type	Status and notes
McHenry County Comprehensive Economic Development Strategy	Jonathan Burch	Jan.-Sept. 2015	Staff and consultant assistance	The County Board adopted the resolution and signed the MOU in January. Scoping of consultant assistance is underway.
North Aurora comprehensive plan	Jack Pfingston	Jan. 2014-Apr. 2015	Consultant assistance	Draft plan elements currently under review.
North Chicago comprehensive plan (see <a href="#">website</a> )	Jake Seid	May 2014-Sept. 2015	Staff assistance	CMAP staff discussed existing conditions report with City staff in preparation for meeting with Steering Committee, which will likely occur in February. A public visioning meeting will be held in the weeks following the presentation of the existing conditions report to the Steering Committee.
Oswego-Montgomery-Yorkville shared services study (see <a href="#">website</a> )	Louise Yeung	May 2014-July 2015	Staff assistance	Currently supporting staff in developing and executing sharing agreements; drafting Shared Services Assessment report.
Park Forest zoning revisions (see <a href="#">website</a> )	Kristin Ihnchak	June 2013-June 2015	Staff and consultant assistance	No update for this month.
Pingree Grove comprehensive plan	Jack Pfingston	Aug. 2014-Aug. 2015	Consultant Assistance	Key stakeholder interviews and focus group discussions completed; market analysis was discussed by Steering Committee at January 29 meeting. Existing Conditions Report expected in February.
Regional truck permitting project	Jessica Gershman	Jan. 2015-June 2016	Consultant assistance	Project Steering Committee met on January 13, and scope was revised according to that discussion. RFP was drafted and is currently being reviewed by Steering Committee, with expected release in early February.
Richton Park zoning revisions	Jake Seid	Nov. 2014-June 2015	Consultant assistance	Consultant will complete stakeholder interviews and public workshops in January and February, and begin to assess the existing Zoning Ordinance and research best practices for the revised document.
Roselle comprehensive plan	Dan Olson	Jan.-Dec. 2015	Consultant assistance	Proposal scoring completed and interviews were held with finalists on January 27. Consultant selected by project team and submitted for approval to the February Board meeting.

Project	CMAP lead	Timeline	Assistance type	Status and notes
Rosemont comprehensive plan (see <a href="#">website</a> )	Sam Shenbaga	Oct. 2013-Mar. 2015	Staff assistance	Plan recommendations being drafted.
South Elgin zoning update	Jake Seid	Oct. 2014-May 2016	Staff assistance	Project kick off meeting with Steering Committee took place on January 21. In February, CMAP team will complete stakeholder interviews and begin process of reviewing existing plans and ordinances.
SSMMA Calumet Green Manufacturing Partnership	Brian Daly	May 2014-Mar. 2015	Staff and consultant assistance	The Chicago Jobs Council has completed a draft of its existing conditions report and sustainability matrix. CMAP is currently reviewing the drafts.
SSMMA Complete Streets plan	John O'Neal	July 2014-Aug. 2015	Staff assistance	Map book created for review by local jurisdictions in the South Council of Mayors. Meeting with Active Transportation Alliance/CCDPH and SSMMA staff held to discuss collaboration and formation of advisory group. Active Trans presented new map to bicycle group in Chicago Heights for review.
Steger planning priorities report	Jonathan Burch	TBD	Staff assistance	Scoping complete. Kickoff meeting anticipated for February.
Summit comprehensive plan (see <a href="#">website</a> )	Nora Beck	Dec. 2013-Mar. 2015	Staff assistance	Public Open House, scheduled for February 3, public hearing on draft plan scheduled for February 17.
UIC multimodal transportation plan (see <a href="#">website</a> )	Lindsay Bayley	June 2013-Mar. 2015	Staff assistance	Revised final draft under review by the Steering Committee, meeting planned for February 3.
Waukegan subarea plan (see <a href="#">website</a> )	Stephen Ostrander	Oct. 2012-Feb. 2015	Staff assistance	Steering Committee finished its final review on January 5. CMAP staff awaited final presentation to City Council for approval, as the City led preparatory discussion of the plan and implementation priorities with area aldermen, chambers of commerce, etc.
West Suburban Chamber of Commerce and Industry cargo-oriented development plan	Evy Zwiebach	June 2014-June 2015	Staff assistance and small contract	No update.
Westchester zoning ordinance	Kristin Ihnchak	Nov. 2014-Oct. 2015	Consultant assistance	Duncan Associates held a Steering Committee meeting to kick off the zoning ordinance update on January 22, and a follow up meeting with the committee will take place on February 26.

Project	CMAP lead	Timeline	Assistance type	Status and notes
Winthrop Harbor comprehensive plan (see <a href="#">website</a> )	Sam Shenbaga	Sept. 2014- Sept. 2015	Staff assistance	Existing conditions analysis underway.
Zion comprehensive plan	Nora Beck	Feb. 2014- Mar. 2015	Consultant assistance	Consultant working on city-wide plan components for the comprehensive plan.

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