



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Board and Committees
From: CMAP Staff
Date: December 7, 2012
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, 75 local projects have been initiated. Of these, 19 projects have been completed, 43 are fully underway, and 13 will get actively underway in the near future.

In November, a livability study for the Red Line extension was completed for the Developing Communities Project and the CTA, and the report will be released in mid-December. Also, the McHenry County subarea plan for waterfront areas was also completed in November; this was the first consultant-led project to be completed.

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. Public hearing held at Village Hall on November 14. Plan Commission unanimously approved the Plan for adoption. Presentation to Planning and Zoning Committee scheduled for December 10 and Village Board meeting date set for December 17.
Algonquin downtown plan (see project website)	Jack Pfingston	Feb. 2012- Jan. 2013	Grant funds	Underway. A “reality check” summit designed to get personal assessment of preliminary recommendations from developers and other selected stakeholders, including McHenry County agencies, was held on the afternoon of November 28, followed by the second public planning workshop on the evening of November 28. The summit drew about 15 people and the public workshop had about 60 participants.
Alsip comprehensive plan (see project website)	Sam Shenbaga	Jan. 2012 - Mar. 2013	Staff assistance	Underway. Draft plan completed and submitted to Mayor for review. Mayor approved Plan for distribution to Steering Committee. Steering Committee currently reviewing Plan and CMAP staff to present to Committee on December 13. Draft Plan also distributed to RTA and Pace for review. Public Open House date set for January 16.
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	City approved the MOU, resolution, and project scope on November 27. Project work will begin in December; CMAP staff is in the process of choosing a sub-consultant to lend assistance with some project elements.
Big Rock comprehensive plan	Trevor Dick	Jan. 2013 – Dec 2013	Staff assistance	CMAP staff is currently working with the County and the Village to finalize a scope of work. The goal is to have a MOU and Scope of Work approved by the Village Board at their December 13 Board meeting.
Bronzeville Alliance Retail corridor study, phase 2 (see project website)	Sef Okoth	Phase 2: Nov. 2011 – Dec. 2012	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

website)				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 end of 2012, 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 which will be completed by end of 2012. 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	Dec. 2012 – Nov. 2013	Staff assistance	This project involves the preparation of a neighborhood plan to shape the future of Chicago’s Chinatown. Full scoping of the project continues, with kick-off expected in 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 January.
Downers Grove bicycle and pedestrian plan	Jack Pfingston	Mar.-Dec. 2012	Grant funds	Underway. A public meeting to consider the draft recommendations was held on November 14. The draft plan is expected in mid-December with final plan expected by mid-January.

DuPage County unincorporated areas plan	Jack Pffingston	Oct. 2012- Sept. 2013	Consultant assistance	Underway. Kickoff meeting took place on November 1. Consultant (Teska) currently gathering data. Teska, DMMC, and the County engaged in strategy for interviewing affected municipalities; interviews expected to begin in January.
Elburn comprehensive plan	Jack Pffingston	Apr. 2012 - Feb. 2013	Grant funds	Underway. Draft plan and recommendations expected in the first week of December; final plan by late January or early February.
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 Urban Land Institute (ULI) for Technical Assistance Panel (TAP) assistance for project. Kickoff meeting with ULI is expected in December.
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 will be the comprehensive plan and submitting comments in December. Public open house is slated for early 2013.
Fox Lake bicycle plan	Jack Pffingston	July 2012- Mar. 2013	Grant funds	Underway. Steering committee will meet December 19 to consider draft recommendations; draft plan expected in late December.
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.
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 will begin 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) by January for review and discussion.
Kane County / Carpentersville <i>Homes for a Changing Region</i>	Drew Williams-Clark	Jan 2013- Dec 2013	Staff assistance	A meeting has been scheduled for December 12 to discuss scope, MOU and resolutions with staff from partner applicants: Elgin, East Dundee and West Dundee. Resolutions are anticipated for approval by end of February.

project				
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 - Dec. 2012	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 2013.
Lansing comprehensive plan	Sam Shenbaga	Oct. 2012- Sept. 2013	Consultant assistance	Underway. Houseal Lavigne Associates selected as project consultant. Steering Committee created for project. Consultant presented scope of work to Village Board on November 20. Steering Committee kick-off meeting scheduled for December 10 at Village Hall. Community Workshop tentatively scheduled for January 29. Village is currently working with SSMMA to gather GIS data to provide consultant for mapping purposes.
Liberty Prairie Conservancy local food system plan (see project website)	Jessica Simoncelli	Aug. 2011 – Dec. 2012	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	Pete Saunders	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 January 2013. 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. Staff worked with community to refine project scope. Project will specifically focus on housing and retail economic development strategies. Project was kicked off in early December.
Metropolitan Mayors Caucus immigrant integration toolkit	Erin Aleman	Jan. 2013 – May 2013	Staff assistance	Staff have developed a preliminary scope and timeline with MMC. Final approval of scope documents expected in January.
Morton Grove industrial areas plan (see project website)	Nicole Woods	Feb. 2012 - Apr. 2013	Staff assistance	Underway. Existing conditions report will be submitted for Village staff to review in early December. Copies of report will be sent to Steering Committee in January and a formal review and discussion of the report is slated for January.

New Lenox corridor plan	Jack Pflingston	Aug. 2012- June 2013	Grant funds	Underway. Consultant continues work on Existing Conditions Synthesis Report; expected in late December after next meeting of Steering Committee (in mid-December).
Niles multimodal transportation plan	Jack Pflingston	Jan.-Dec. 2013	Grant funds	Project scoping and RFP development are underway. RFP release in first half of December.
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.
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 December followed by a public open house in January 2013.
Northwest Municipal Conference trail access plan	Jack Pflingston	TBD	Consultant assistance	Initial scoping meeting held November 13; scoping and RFP development underway.
Northwest Suburban Housing Collaborative <i>Homes for a Changing Region</i> project (see project website)	Drew Williams-Clark	Feb.-Dec. 2012	Staff assistance	Underway. Report drafts have been reviewed. Staff are making final revisions for line edits and design work in December.
Oak Lawn 95 th Street corridor study	Pete Saunders	Jan.-Dec. 2013	Consultant assistance	Village and CMAP staff are currently conducting consultant interviews. Project startup is expected in January.
Oak Park water conservation program (see project website)	Nora Beck	Aug. 2011 – Dec. 2012	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-Clark	TBD	Consultant assistance	A new RFP is being drafted for village staff review in December.
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 selected as project consultant. First project staff meeting and steering committee meeting held November 13. First public meeting slated for late January or early February.
Riverside downtown area plan (see project website)	Nora Beck	Feb. 2012- Feb. 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. Existing conditions report completed and posted to the project website. Visioning meeting scheduled for December 4.
Seven Generations Ahead sustainability data	Drew Williams-Clark	Nov. 2012- Feb. 2013	Staff assistance	Underway. Scope and timeline were approved in November, and work is ongoing.
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. Comprehensive series of focus groups planned for December and January with help of steering committee and other partners in community. Staff also continue preparation of existing conditions report.
Westchester comprehensive plan (see project website)	Samantha Robinson	Nov. 2011 – Feb. 2013	Staff assistance	Underway. Presented draft plan recommendations to Mayor, Village Manager and Steering Committee on November 15. Received market analysis of commercial corridors on December 4. Working on draft comprehensive plan to be completed by mid-December.
West Cook Housing Collaborative, phase 2: Challenge Grant support	Drew Williams-Clark	Mar.-Nov. 2012	Staff assistance	Underway. Preliminary site rankings were approved by steering committee in November. A draft recommendations memo was delivered in November and is under review.
Wheeling active	Lindsay	Jan-Nov.	Grant	Underway. Minor changes suggested on draft plan. Wheeling Plan

transportation plan	Bayley	2012	funds	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 December 17.
Wicker Park-Bucktown parking study	Lindsay Bayley	TBD	Staff assistance	Project scoping underway. Project kick-off expected in January, 2013.

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. City Staff requested a few changes based on recent events which were completed by CMAP staff and revised Plan submitted to City on November 28.
Blue Island comprehensive plan (see project website)	Sam Shenbaga	June 2012	Staff assistance	Plan Commissioner Training workshop conducted at City Hall on 10 October. Meeting with Planning Director scheduled on October 31 to discuss Western Avenue two-way conversion project.
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 Plan Commission June 25 and approved 'with changes' 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	Kendra Smith	Nov. 2012	Staff assistance	The Red Line Livability Project community brochure, technical report, webpage and video have been completed and are set for release mid-December. DCP, CMAP and CTA will utilize materials during future

Line extension (see project website)				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	On October 23, 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 project website)	Stephen Ostrander	Nov. 2012	Staff assistance and small grant	The report for the ULI Chicago Technical Assistance Panel (studying the Irving Park Road corridor), has been completed and sent to press for printing, and will be 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. 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 project website)	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 project website)	Pete Saunders	May 2012	Staff assistance and small grant	On City’s advisement, stopped proceeding on brownfield assessment grant. Implementation focus now shifts to the creation of an open space working group for the 160-acre Prison East site. CMAP and City have begun coordination with Openlands, Joliet Park District, Will County Forest Preserve District, others 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.
Orland Park water conservation ordinance (see project website)	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 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, Park Forest submitted a new LTA application for zoning updates to help implement the recommendations of the sustainability plan.
SSMMA housing investment prioritization (see project website)	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.