



MEMORANDUM

To: CMAP Board and Committees

From: Bob Dean, Deputy Executive Director for Local Planning

Date: October 3, 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, 65 local projects have been initiated. Of these, 15 projects have been completed, 40 are fully underway, and 10 will get actively underway in the near future. One project, the Berwyn comprehensive plan, was completed in September. Further detail on LTA project status can be found on the attached project status table.

The Board and MPO Policy Committee will be asked to approve the staff recommendations for newly selected projects at the October 10 meeting. The memo describing the recommendations has been included as a separate item in the meeting materials. If approved, this will result in the addition of more than 40 new projects to the program; most of these are expected to be initiated in the first half of 2013. These projects will begin to appear on the project status table as they approach startup.

ACTION REQUESTED: Discussion.

Projects Currently Underway

Project	CMAP lead	Timeline	Assistance type	Status and notes
Addison comprehensive plan (see project website)	Sam Shenbaga	July 2011 – Nov. 2012	Staff assistance	Underway. Plan Commission review of Draft Plan completed. Public Open House held on September 27 at Village Hall. Draft plan submitted to Pace, RTA, and Choose DuPage for review. Final document laid out with graphics completed and sent to Village staff for final review.
Algonquin downtown plan (see project website)	Hala Ahmed	Feb. 2012- Jan. 2013	Grant funds	Underway. Following the September 19 Steering Committee meeting in which results of the public meeting were presented, the consultant will present to a joint Village Commission (Planning & Zoning, Economic Development, Historic, Public Arts) meeting on October 11 to provide an update on the study. The Steering Committee will review preliminary recommendations on October 23. The second public planning workshop and a developer summit are scheduled for November.
Alsip comprehensive plan (see project website)	Sam Shenbaga	Jan. 2012 - Mar. 2013	Staff assistance	Underway. Recommendations memo reviewed by Mayor and Steering Committee and approved. Plan report outline created by CMAP staff and recommendations to be drafted over the course of the next 6-8 weeks.
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 on August 20. Existing Conditions Report and mapping are underway. Outreach activities include key stakeholder interviews conducted Sept 26-27 and MetroQuest. The first public workshop is scheduled on October 9.
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.
Bronzeville Alliance Retail corridor study, phase 2 (see project website)	Sef Okoth	Phase 2: Nov. 2011 – Dec. 2012	Staff assistance	Underway. Staff drafted plan recommendations and proposed zoning changes which were reviewed and approved by the Planning and Urban Design Division at the City of Chicago. Proposed future land use and zoning maps were created. The final memo on Retail Market Analysis was completed. The steering committee is scheduled to meet on October 9 to review the plan recommendations, proposed zoning changes as well as the findings of the retail market analysis.
Bronzeville national heritage area feasibility study	Sef Okoth	July 2012 - June 2013	Staff assistance	Underway. The Project Advisory Committee (PAC) roster, its mandate and work plan were finalized. Plans are underway for its kick-off meeting. A public education and communication plan was drafted. Project outreach has been conducted to the Field Museum, Chicago Park District

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				and IDNR. Staff continues to conduct research to support the feasibility study.
Centers for New Horizons local food survey	Sef Okoth	Nov. 2012 – June 2013	Staff assistance	This project will involve a survey of community residents to gain a better understanding of their food preferences and shopping patterns. Scoping and survey development are underway.
Chicago “Green and Healthy Neighborhood” plan for Englewood, Woodlawn, and Washington Park (see project website)	Jason Navota	Mar. 2011 - Dec. 2012	Staff assistance	Underway. First phase complete and summarized in draft existing conditions summary posted online. 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. Three public meetings complete, with the most recent one held on September 29. Final public meeting scheduled for November 10. Detailed zone planning and land use policy development are underway.
Chicago Housing Authority LeClaire Courts redevelopment	Sef Okoth	Aug. 2012- July 2013	Consultant assistance	Underway. URS is leading a team of consultants on this project. Project kick-off meeting was held on September 6 at the CHA. The Steering Committee roster and stakeholder outreach plan were drafted. Outreach to transportation agencies and elected officials are underway. Initial data gathering and market analysis has begun
Developing Communities Project support for CTA Red Line extension (see project website)	Kendra Smith	Oct. 2011 - Oct. 2012	Staff assistance	Underway. To date, thirteen of fifteen community focus groups have taken place. CMAP has selected Left Brain Right Brain Productions for filming and editing of the Red Line livability video. Project partners, DCP & CTA approved video script and filming began September 17; the video is expected to be completed by mid-October. CMAP is currently working on the final report deliverable. Community Education Session planning in conjunction with CTA is currently underway.
Downers Grove bicycle and pedestrian plan	Hala Ahmed	Mar.-Dec. 2012	Grant funds	Underway. The draft Pedestrian Infrastructure (ADA) report was submitted in September. The consultant held a bike workshop. Recommendations are being drafted for submission in October.
DuPage County unincorporated areas plan	Jack Pfingston	Oct. 2012- Sept. 2013	Consultant assistance	CMAP received responses from prequalified firms; selection of consultant expected in first week of October, with project underway shortly after selection.
Elburn comprehensive plan	Jack Pfingston	Apr. 2012 - Feb. 2013	Grant funds	Underway. CMAP reviewed Existing Conditions Report and sent comments to Elburn in mid-September. A student workshop was held

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				September 20 and a visioning workshop, which took into consideration the Existing Conditions Report, was held September 26. The Existing Conditions Report is expected to go before the Elburn Plan Commission in early October.
Elgin Dundee Avenue corridor study	Pete Saunders	TBD	Staff assistance and small grant	Project scoping is underway. City staff is preparing to approve MOU and resolution, and kickoff meeting with ULI is expected in early October.
Elgin sidewalk gap and transit stop study	Lindsay Bayley	June 2012-Apr. 2013	Grant funds	Underway. Second steering committee meeting will be held on October 4. Sidewalk and intersection survey nearly complete, as part of the Existing Conditions survey.
Elmwood Park comprehensive plan (see project website)	Nicole Woods	June 2011-Feb. 2013	Staff assistance	Underway. Staff is drafting the Comprehensive Plan. Draft of plan is scheduled to be reviewed by Village staff in late October and to the steering committee in late November.
Fox Lake bicycle plan	Jack Pfingston	July 2012-Mar. 2013	Grant funds	Underway. Consultant distributed draft Current Conditions Assessment at Sept 19 Steering Committee meeting. CMAP currently reviewing the draft with comments expected by mid-October. A public workshop is scheduled for October 30.
Glen Ellyn downtown streetscape and parking study	Lindsay Bayley	July 2012-June 2013	Grant funds	Underway. Internal meeting held with staff and consultant. First steering committee meeting will be held on October 16.
Hanover Park corridor study (see project website)	Stephen Ostrander	Feb. 2012-Oct. 2012	Staff assistance and small grant	Underway. The report for the ULI Chicago Technical Assistance Panel (studying the Irving Park Road corridor) is in the process of being completed by ULI, with close review by CMAP. Through CMAP assistance, architectural firm SCB is preparing additional illustrations for the report: a comprehensive plan of corridor study area and a bird's-eye rendering of proposed site development for former location of Menards. The report is expected to be completed in October.
Kane County local food project	Amy Talbot	Sept. 2012-Mar. 2013	Staff assistance	Underway. Hosting kick-off meeting in September to start developing site criteria and steering committee.
Kane County transit plan implementation	Trevor Dick	July 2012-June 2013	Staff assistance	Underway. On September 11, a kick off-meeting was held for the Oversight Steering Committee (OSC) including representatives from nearly 20 municipalities in Kane County and from Pace, Metra, and RTA.

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				Currently compiling and analysis report that will be brought back to the OSC in December/January.
Lake County sustainability plan (see project website)	Kristin Ihnchak	Mar. 2012 - Feb. 2013	Staff assistance	Underway. The draft existing conditions analysis was presented to the steering committee on September 25. The project team is revising the draft and developing preliminary recommendation ideas. 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. Draft plan is being reviewed by Village.
Lansing comprehensive plan	Sam Shenbaga	Oct. 2012- Sept. 2013	Consultant assistance	Resolution approving MOU and scope of work was approved in August. An RFP for consultant assistance was issued August 17, with responses due September 7. The project is targeted for kickoff in early fall.
Liberty Prairie Conservancy local food system plan (see project website)	Jessica Simoncelli	Aug. 2011 - Dec. 2012	Staff assistance	Underway. Informational presentations to Lake County Board and Forest Preserve District committees occurred in late August. 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. 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	Responses to RFP received September 21, and proposals are under review. Pursuing resolution and MOU passage by Village in October. Consultant selection expected to be made in mid-October with project start soon following.
Maywood economic development strategy	Nicole Woods	Oct. 2012- Aug. 2013	Staff assistance	Project is expected to kick off in October. Preliminary data is currently being collected for the project.
McHenry County subarea plan	Jack Pflingston	Dec. 2011- Dec. 2012	Grant funds	Underway. The public meeting for affected neighborhoods took place on September 24 and was attended by 60 residents. Consultant expects to have draft report and recommendations to County staff by the end of October.
Morton Grove industrial areas plan (see project website)	Nicole Woods	Feb. 2012 - Apr. 2013	Staff assistance	Underway. Staff and consultants are collecting data for the existing conditions report. Draft of the report is scheduled to be delivered to Village Staff in early November.

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New Lenox corridor plan	Jack Pfungston	Aug. 2012- June 2013	Grant funds	Underway. A public workshop was held September 26 and included the launch of an interactive website. The website will feature scenario building, mapping and questionnaires for residents and local businesses.
Niles environmental action plan (see project website)	Kristin Ihnchak	May 2012- Feb. 2013	Staff assistance	Underway. The team has drafted the existing conditions report, which is being reviewed by the steering committee. A steering committee meeting to review a menu of preliminary recommendations is scheduled for October 16.
Norridge comprehensive plan (see project website)	Trevor Dick	May 2011 – Oct. 2012	Staff assistance	Underway. The public hearing was held on September 20 and the Plan Commission voted unanimously to forward to the Village Board for their next meeting. The Board is expected to adopt the plan in October.
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 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 the next month or two followed by a public open house.
Northwest Suburban Housing Collaborative “Homes for a Changing Region” project (see project website)	Drew Williams-Clark	Feb.-Nov. 2012	Staff assistance	Underway. Municipal recommendation memos were distributed to staff and elected officials this month and a series of Board/Council meetings to discuss proposed local recommendations are scheduled for October.
Oak Lawn 95 th Street corridor study	Pete Saunders	Nov. 2012- Oct. 2013	Consultant assistance	RFP released on September 20, deadline for responses is October 11. Village is pursuing approval of MOU and resolution in October. Project startup is expected in November.
Oak Park water conservation program (see project website)	Amy Talbot	Aug. 2011 –Dec. 2012	Staff assistance	Underway. Draft released to public in August. Presenting revised draft to Board in October with final draft to be presented to Board for approval in December.
Olympia Fields zoning ordinance update.	Drew Williams-Clark	Dec. 2012- July 2013	Grant funds	Resolution and MOU approved by Village in September. RFP to be released in October.

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Plainfield downtown transportation plan (see project website)	Pete Saunders	Aug. 2012 – Jun. 2013	Grant funds	Underway. Consultant team of Baxter & Woodman/Teska has prepared a project website and is gathering data for existing conditions report. An initial public meeting is scheduled for November 14.
Regional arts and culture toolkit	Stephen Ostrander	Apr. 2012- Jan. 2013	Staff assistance	Underway. Expert advisory group is reviewing the proposed outline of the toolkit content, which has been updated, expanded, and defined at a more detailed level, as well as identifying the best local and national case studies to help illustrate implementation techniques.
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 of municipal leaders working on climate change is scheduled to meet on November 8 to review a partial draft of the toolkit.
Richton Park comprehensive plan	Pete Saunders	Aug. 2012- July 2013	Consultant assistance	Underway. Houseal Lavigne Associates selected as project consultant. CMAP staff is working with community to establish steering committee, and consultant is preparing for October steering committee meeting.
Riverside downtown area plan (see project website)	Nora Beck	Feb. 2012- Feb. 2013	Staff assistance	Underway. The second public meeting, focused on visioning, drew over 45 participants on September 5. Draft recommendations memo under development.
Round Lake Heights comprehensive plan (see project website)	Jonathan Burch	May 2012- Apr. 2013	Staff assistance	Underway. Existing conditions report was completed in September with copies distributed to the Village. An October 23 meeting is scheduled to present the report to the Village Board and Zoning Board along with proposed scenarios for the visioning in November and December.
SSMMA interchange land use planning	Jessica Simoncelli	July 2012- June 2013	Consultant and staff assistance	Underway. CMAP and SSMMA selected Land Vision as the lead contractor for the project, with TranSystems, Baxter & Woodman, and Business Districts Inc. as subcontractors. The steering committee includes local and regional partners, and will meet on October 10. Data collection is ongoing.
Waukegan subarea plan	Stephen Ostrander	Sept. 2012- Aug. 2013	Staff assistance	Underway. In September staff began community outreach in Washington Street commercial corridor, to identify key stakeholders as well as potential members of project steering committee, which will be formed in October following one-on-one interviews with likely members. Staff also began analysis of corridor (businesses along corridor, streetscape conditions, and demographic information).

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Westchester comprehensive plan (see project website)	Samantha Robinson	Nov. 2011 – Feb. 2013	Staff assistance	Underway. Conducted MetroQuest exercise with high school students who are residents. Awaiting Village staff response regarding draft plan recommendations. Sent scope of work to consultant to perform a market analysis for various commercial areas, which will help inform the comprehensive plan.
West Cook Housing Collaborative, phase 2: Challenge Grant support	Drew Williams-Clark	Mar.-Nov. 2012	Staff assistance	Underway. The steering committee approved the methodology for a tool to prioritize sites for investment with HUD funds. Site rankings are also drafted and under review. A recommendations memo will be delivered in the fall.
Wheeling active transportation plan	Lindsay Bayley	Jan-Nov. 2012	Grant funds	Underway. Second steering committee meeting held, outline of plan presented, sidewalk gap analysis completed. Draft plan expected by early October. Bike ride with Village leaders planned for mid-October.

Completed Projects

Project	CMAP lead	Completion date	Assistance type	Implementation status
Berwyn comprehensive plan (see project website)	Sam Shenbaga	Sept. 2012	Staff assistance	Public Hearing at City Council meeting conducted on September 25. Plan to be adopted by City Council at October 9 Council meeting.
Blue Island comprehensive plan (see project website)	Sam Shenbaga	June 2012	Staff assistance	Implementation memo distributed to Cook County, RTA, Metra, CNT, Preservation Compact, Pace, and SSMMA. Meeting held with Blue Island Planning Director to discuss next steps. Meetings conducted with Preservation Compact and RTA to review implementation memo and understand implementation roles. Additional meetings scheduled with CNT and SSMMA. Blue Island to host and participate in Plan Commissioner training workshop on October 10 at City Hall.
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 on

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				September 17 who has been working a website to market vacant land and buildings along the corridors. She has also been doing business outreach and will be surveying business owners in the corridors to assess their needs. CMAP has helped with survey development and provided baseline data and formation to support these efforts.
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 reviewed internally. This will be followed by a meeting with Village Staff to discuss next steps.
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	The County and CMAP staff met the first week in September to discuss next steps. The County will reconvene the Steering Committee for a meeting and discussed the idea of a "celebration" of the plan and already completed items such as the bus shelters and sidewalk grant award. The County and CMAP staff also met with representatives of Openlands in Fairmont the last week of September to discuss a possible community gardening project.
<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	Pete Saunders	May 2012	Staff assistance	Follow-up implementation activities have begun with ULI and City of Joliet. Meeting held in August to discuss implementation priorities and

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project website)			and small grant	responsibilities. Regular status checks including ULI and CMAP will be held quarterly.
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.
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 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 project website)	Nicole Woods	June 2012	Staff assistance	Tool was approved by the Collaborative and SSMMA in May. Currently, the Collaborative is working with the Southland communities to create a housing project inventory and analyzing how the tool can be part of the Southland Loan Fund underwriting criteria process. Additionally, the Collaborative is presently using the tool to help a community prioritize the best neighborhood to focus their housing rehab efforts.
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.

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