



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Board and Committees
From: CMAP Staff
Date: November 2, 2011
Re: Local Technical Assistance Program Update

The CMAP Board and committees will be receiving regular updates on the projects being undertaken through the Local Technical Assistance (LTA) program, including those receiving staff assistance and grants. To date, 42 local projects have been kicked off, and of these, 21 projects are fully underway. Many of the projects that have been kicked off but are not fully underway are grants which are in the administrative stage; others involving staff assistance are being scheduled to get underway in several months, based on staff availability.

The project status table has been modified slightly to include project start and end dates in the "Timeline" column, rather than just the end dates. This was done to provide a better sense of project duration.

By the end of 2011, LTA projects will start to be completed. A separate section will be added to this document to list completed projects and provide links to the final products.

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)	Rosa Y. Ortiz	July 2011 - June 2012	Staff assistance	Underway. One-on-one interviews have been conducted with key stakeholders in addition to focus groups. The existing conditions report is underway and is expected to be completed in November. The next public meeting will be taking place November 16.
Algonquin downtown plan	Pete Saunders	TBD	Grant funds	The Village is beginning its RFP process and expects to make a consultant selection by early December.
Alsip comprehensive plan	Trevor Dick / Sam Shenbaga	Feb. 2012 - Jan. 2013	Staff assistance	The comprehensive plan process is expected to begin in February. Formation of a Steering Committee is currently underway. Village staff are beginning a SWOT analysis with department heads and elected and appointed officials in advance of our kickoff.
Berwyn comprehensive plan (see project website)	Sam Shenbaga	June 2011 - May 2012	Staff assistance	Underway. Steering Committee meeting was conducted on October 13 to present existing conditions report. Findings of report approved by Committee. Visioning workshop scheduled for November 19 and outreach efforts are currently underway.
Blue Island comprehensive plan (see project website)	Sam Shenbaga	Apr. 2011 - Mar. 2012	Staff assistance	Underway. Business breakfast meeting was conducted on October 18 with industrial and retail business owners. Visioning workshop was conducted on October 19. Initial recommendation directions memo being formulated for city staff review. Coordination meeting set up with Chicago Wilderness to develop specific Plan recommendations related to natural environment and to set up anticipated future project.
Bronzeville Alliance retail corridor study	Sef Okoth	Apr.-Dec. 2011	Staff assistance	Underway. Phase 1 of project is led by Metropolitan Planning Council (MPC), with CMAP in supporting role. A final report on retail strategies is due to be released in near future, completing Phase 1. Bronzeville Alliance and other community stakeholders (local chambers & IIT) are currently reviewing the Phase 2 scope, schedule, task assignments, and public outreach strategy (to begin in 2012). CMAP met with the Bronzeville Alliance on November 1 to discuss the MOU and strategize on steering committee formulation.
Campton Hills comprehensive plan (see project website)	Jason Navota	Apr. 2011 - May 2012	Staff assistance	Underway. Existing conditions report is complete. Draft goals and objectives have been received from 5 of 9 subcommittees; others are underway. The

project website)				second public meeting was held September 24 to review Existing Conditions, vet Village Guiding Principles (Vision Statements), and gather input at nine 'idea stations' for how and where to implement these Principles and issues needing to be addressed. Next public meeting focused on future land use plan alternatives is scheduled for November 17; development of four future land use scenarios underway. Parallel, separately funded Village Center planning process is underway (with CMAP on Steering Committee) with first public meeting held on October 13. These two efforts will be closely coordinated.
Carpentersville "Old Town" Area Action Plan	Trevor Dick	Sept. 2011 - Jan. 2012	Staff assistance	Underway. An existing conditions report is being prepared, and key person interviews are being scheduled. A public charrette will be held November 3, and a "professional planners" charrette will be held on November 16 as part of the CMAP Land Use Committee's November meeting. Initial meetings have also been held with the Planning and Zoning Commission and the Village Board on October 18 and 22 to obtain their initial goals. Staff are also working on setting up a MetroQuest website for the project.
Chicago "Green and Healthy Neighborhood" plan for Englewood, Woodlawn, and Washington Park (see project website)	Jason Navota	Mar. 2011 - Sept. 2012	Staff assistance	Underway. First phase of data collection and mapping complete. Outreach plan and schedule continues to evolve per CMAP and LISC discussion of most effective and efficient community engagement approach. Draft goals and objectives complete. First public community meeting was held October 26 at Teamwork Englewood and a draft Existing Conditions report was shared with participants.
Chicago Housing Authority LeClaire Courts redevelopment	Sef Okoth	TBD	Grant funds and staff assistance	The resolution and grant approval are complete. RFP release is expected in November. In addition to grant funds, CMAP will be providing staff assistance related to outreach to nearby suburban municipalities and analysis related to LEED-ND certification. A preliminary list of suburban communities to be reached out to is being developed. A detailed scope, timeline, and task assignment has been drafted (to be reviewed by project partners). Project promotional materials and a site map are being developed.
Developing Communities Project support for CTA Red Line extension	Kendra Smith	Oct. 2011 - Sept. 2012	Staff assistance	Underway. Project was initiated September 20, with a CMAP internal staff meeting and an introduction meeting with Developing Community Project (DCP) representatives. Staff met with DCP on October 31 to begin selecting the project advisory committee in conjunction with DCP. Loyola University Center for Urban Research & Learning (CURL) has been selected to assist

				with the Livability Media portion of the project; CMAP is currently processing the contract with CURL.
Downers Grove bicycle and pedestrian plan	Pete Saunders	TBD	Grant funds	The Village is beginning its RFP process and expects to make a consultant selection by early December.
Elburn comprehensive plan	Bob Dean	TBD	Grant funds	Grant approved by CMAP Board in October. Staff is working with the community to enter into the grant agreement and initiate a consultant selection process.
Elgin sidewalk gap and transit stop study	Lindsay Banks	TBD	Grant funds	Staff is working with the community to enter into the grant agreement and initiate a consultant selection process.
Elmwood Park comprehensive plan (see project website)	Nicole Woods	June 2011 - May 2012	Staff assistance	Underway. Staff conducted a meeting with senior residents on October 3 and is currently completing the existing conditions report.
Evanston water efficiency program	Amy Talbot	Nov. 2011 - June 2012	Staff assistance	Evanston-led research will continue into the fall with a summary document to be produced before official start in November 2011.
Glen Ellyn downtown streetscape and parking study	Lindsay Banks	TBD	Grant funds	The resolution and IGA are complete, and the community is developing the RFP to select a consultant.
Hanover Park corridor study	Stephen Ostrander	Dec. 2011 - Mar. 2012	Staff assistance and small grant	After redefinition of focus of ULI Chicago's Technical Assistance Panel (TAP) on community's Irving Park Road corridor, staff received confirmation from ULI Public Policy Committee, allowing direct planning with ULI to proceed. First meeting for TAP between Hanover Park and ULI (and CMAP) on November 2 in Village Hall.
Hillside comprehensive plan	Lindsay Banks	TBD	Grant funds	The resolution and IGA are complete, and the community is developing the RFP to select a consultant.
Joliet "Old Prison" redevelopment (see project website)	Pete Saunders	July 2011 - Jan. 2012	Staff assistance and small grant	Underway. Key stakeholder meeting scheduled for mid-November, and ULI Technical Assistance Panel (TAP) is tentatively scheduled for mid-January. CMAP is preparing existing conditions report with assistance from ULI.
Kane County local food project	Amy Talbot	TBD	Staff assistance	Developing scope, MOU, and resolution for approval before end of 2011. Extensive CMAP involvement expected to begin in early 2012.
Lake County sustainability plan	Kristin Ihnchak	Feb. 2012 - Jan. 2013	Staff assistance	Scope of work is being developed through discussions with the County. Initiation is expected in February 2012. The Delta Institute and Openlands are both on contract to assist with some plan elements.
Lake Zurich	Amy	Feb.-Nov.	Staff	Underway. Report development continues. Public meeting in Lake Zurich

comprehensive water resources project	Talbot	2011	assistance	on October 26. Final report to be produced before end of November 2011.
Lakemoor comprehensive plan	Jason Navota / Nora Beck	Nov. 2011 - Oct. 2012	Staff assistance	Underway. Meetings held with Steering Committee on August 18, September 29, and October 27 to discuss scope, schedule, MOU, resolution, data and mapping, public involvement strategy, and issues and concerns. Data collection, mapping, and initial outreach to begin in November. First Public Meeting scheduled for January 19.
Liberty Prairie Conservancy local food system plan	Jessica Simoncelli	Aug. 2011 - June 2012	Staff assistance	Underway. Survey instrument has been developed to identify barriers to sustainable farming in Lake County, which will be administered to agricultural stakeholders through fall 2011. Concurrent research on policies that affect food systems is being conducted in partnership with Openlands. Data collection and mapping for the update to the Liberty Prairie Reserve Master Plan has begun.
McHenry County subarea plan	Bob Dean	TBD	Grant funds	Grant approved by CMAP Board in October. Staff is working with the County to enter into the grant agreement. This project will be managed by the County as an extension of their contract with Camiros, a planning consulting firm, to assist with the creation of a Unified Development Ordinance.
Metropolitan Mayors Caucus "Homes for a Changing Region" project in south Cook (see project website)	Drew Williams-Clark	Feb.-Dec. 2011	Staff assistance	Underway. Project led by Metropolitan Mayors Caucus (MMC) and Metropolitan Planning Council (MPC), with CMAP in supporting role. Data analysis components have been completed as have public workshops. Municipal plans have been revised per internal feedback and will be taken to the towns in December. Sub-regional recommendations have been revised per feedback from the collaborative.
Morton Grove industrial areas plan	Trevor Dick	TBD	Staff assistance	Scope of work is being developed through discussions with Village staff. Project initiation expected in January 2012.
New Lenox corridor plan	Pete Saunders	TBD	Grant funds	Grant approved by CMAP Board in October. Staff is working with the community to enter into the grant agreement and initiate a consultant selection process.
Norridge comprehensive plan (see project website)	Trevor Dick	May 2011 - Mar. 2012	Staff assistance	Underway. The Plan Commission approved the Existing Conditions Report at their meeting in September. A public visioning charrette was held on October 25. The project team is now working on the Draft Plans and Recommendations. Draft Plans will be presented to the Steering Committee in January 2012.

Northwest Suburban Housing Collaborative "Homes for a Changing Region" project in northwest Cook	Drew Williams-Clark	Jan.-Sept. 2012	Staff assistance	Scope of work is being developed through discussions with project sponsor. Project initiation expected in January 2012.
Oak Park water conservation program	Amy Talbot	Aug. 2011 - Mar. 2012	Staff assistance	Underway. Existing conditions and October public meeting complete. Work on recommendations and additional outreach strategies will occur in November. Residential survey will continue until end of 2011.
Orland Park water conservation ordinance	Hala Ahmed	Nov. 2011 - Mar. 2012	Staff assistance	MOU and resolution are complete, and scope of work and timeline are currently being refined by CMAP and Village staff. Project Steering Committee will meet in November to develop goals and provide guidance for project development. Staff is in discussion regarding outreach strategy and schedules.
Park Forest sustainability plan (see project website)	Kristin Ihnchak	June 2011 - Apr. 2012	Staff assistance	Underway. Sustainability Assessment (existing conditions report) was presented to Citizens Advisory Committee on October 24. Development of MetroQuest web tool for public involvement is currently underway. MetroQuest will be used as a feature during the second public workshop (to be held November 30) to gauge preferences on potential strategies to implement Plan goals. Center for Neighborhood Technology (CNT) is on contract to assist with some plan elements.
Plainfield downtown transportation plan	Pete Saunders	TBD	Grant funds	Village is beginning its RFP process and expects to make a consultant selection by early December.
Riverside downtown area plan	Trevor Dick	Jan.-Oct. 2012	Staff assistance	Discussions with community representatives ongoing. Project initiation expected in January 2012.
South Suburban Mayors and Managers Association (SSMMA) housing investment prioritization	Nicole Woods	June 2011 - Apr. 2012	Staff assistance	Underway. Housing Investment Tool was revised based upon feedback from the Project Advisory Committee. It was presented again to the Project Advisory Committee on October 31 for final review and will be presented to the Chicago Southland Housing and Community Development Collaborative on November 10.
Waukegan planning prioritization report	Stephen Ostrander	Oct. 2011 - Jan. 2012	Staff assistance	Underway. With resolutions approved and MOU signed by City (and CMAP), CMAP staff began drafting work plan for to carry out approved scope of work, beginning with two items slated for November: 1. Thorough inventory and analysis of all relevant past plans, studies, etc., and 2. Interviews with City staff, Council members, and other relevant

				stakeholders, including focused outreach to Latino community.
Westchester comprehensive plan	Samantha Robinson	Nov. 2011 - Oct. 2012	Staff assistance	Scope of work is being developed through discussions with project sponsor. Project initiation expected in November 2011.
West Cook Housing Collaborative "Homes for a Changing Region" project in west Cook (see project website)	Drew Williams-Clark	May 2011 - Feb. 2012	Staff assistance	Underway. Housing supply and demand projections, capacity analyses and public workshops have been completed for five municipalities in west Cook County. Recommendations and visualizations are under development.
Wheeling active transportation plan	Lindsay Banks	TBD	Grant funds	The resolution and IGA are complete, an RFP to select a consultant was released in late September, Village staff has recommended a consultant to be selected, and the Village Board is expected to take up the approval vote at their November meeting.
Will County subarea plan for Fairmont (see project website)	Trevor Dick	May 2011 - Jan. 2012	Staff assistance	Underway. The draft plan is being prepared. A summary of key recommendations are expected to be presented to the steering committee at their November meeting. A public open house to view and discuss key recommendations is being planned for early December 2011.

Other Projects

For most other projects on the "higher priority" project list, scoping is underway and will continue through the remainder of 2011. As of this update, CMAP staff has met with each project sponsor to begin discussions of project scope and timeline. Through the remainder of 2011 and early 2012, new projects will be initiated as existing projects are completed.