

Stakeholder Involvement Plan

Version 2.0

Phase I Study

US 20

West of Randall Road to East of Shales Parkway

Kane and Cook Counties

January 2014

(Revised March 2015)

Prepared for:



Region One / District One

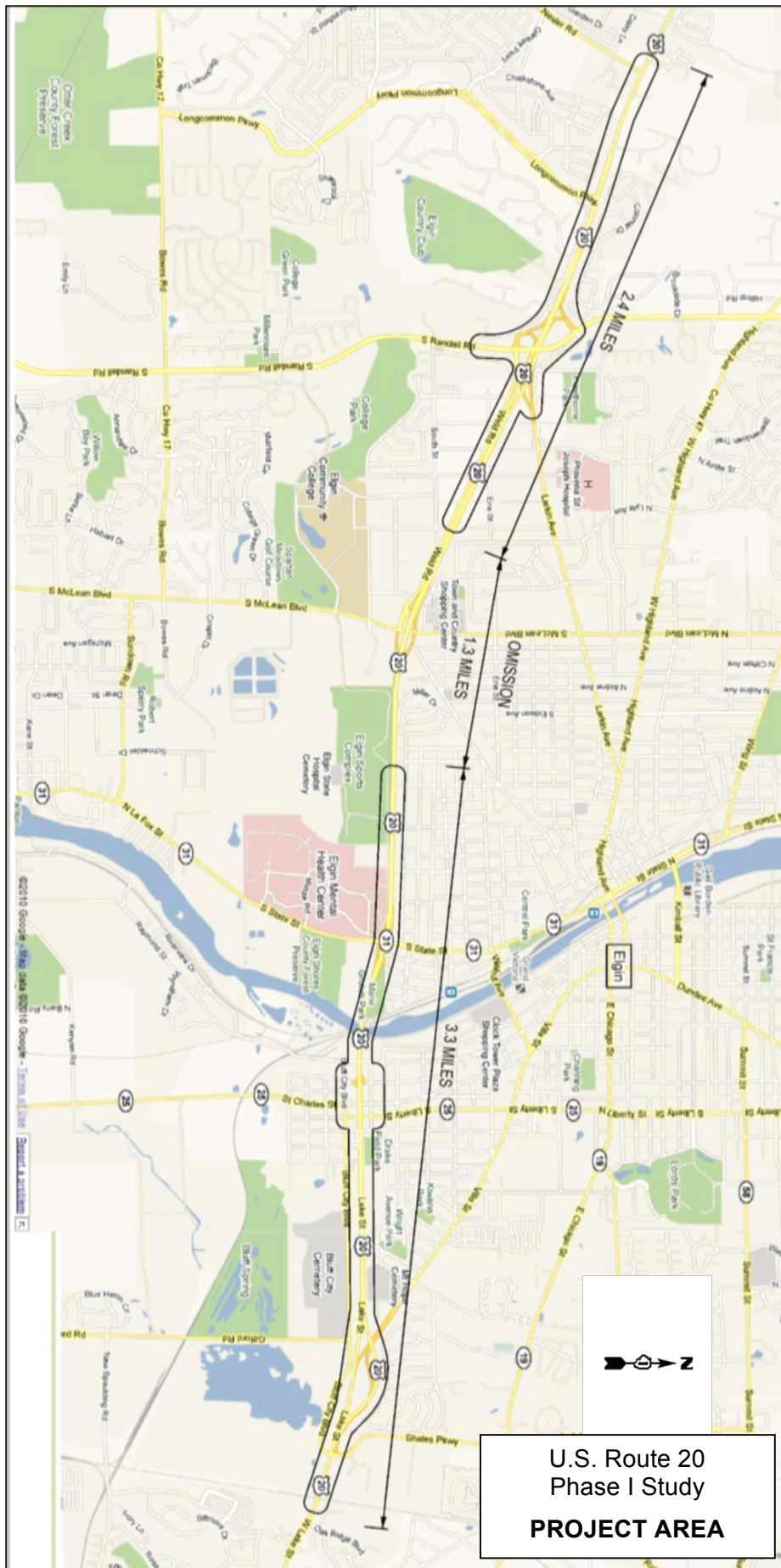


Figure 1 – US Route 20 Phase I Study– Project Area

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1. Introduction

1.1 Project Background

The Illinois Department of Transportation is performing Phase I studies in order to resurface, rehabilitate, and restore portions of US 20 in Elgin. The project area extends from just east of Shales Parkway in Cook County to just west of Nesler Road in Kane County, with the exception of 1.3 miles of US 20 at McLean Boulevard. The interchange of US 20 and McLean Boulevard is being reconstructed under a different project. The western section of the project is 2.4 miles long, and the eastern section of the project is 3.3 miles long (Figure 1).

In 1962, US 20 was realigned to bypass the main commercial and residential areas of downtown Elgin. Growth over the subsequent decades has extended the limits of residential, commercial and recreational land uses. Today, US 20 separates residential neighborhoods from shopping areas and parks.

Projects to resurface, rehabilitate, and restore roadways are often called 3R projects. The Phase I Project Report and environmental analysis for the US 20 corridor will focus on:

- **Structures** – Bridges will be evaluated for the work required and cost needed to upgrade them to current 3R design standards. Inspections will be performed and Bridge Condition Reports will be prepared.
- **Roadway** – This 3R project is not anticipated to move or widen US 20. There may be improvements to ramp intersections and intersections adjacent to ramps. These improvements will be evaluated to assess the work involved and the cost to upgrade roadway conditions, enhance safety, and improve traffic operations.
- **Public Involvement** – Proposed 3R improvements will be coordinated with the public through the Context Sensitive Solutions (CSS) process. The principles of CSS will be met through a basic public involvement program. Representatives from the City of Elgin will be key stakeholders. Among the city's interests are future plans for land development west of Randall Road and enhancement of community cohesion.

1.2 Context Sensitive Solutions

This project is being developed per the Illinois Department of Transportation Context Sensitive Solutions (CSS) Policy and Illinois DOT Bureau of Design & Environment Manual (BDE Manual) Section 48-06.

“CSS is an interdisciplinary approach that seeks effective, multi-modal transportation solutions by working with stakeholders to develop, build, and maintain cost-effective transportation facilities that fit into and reflect the project's surroundings - its “context.” Through early, frequent, and meaningful communication with stakeholders, and a flexible and creative approach to design, the resulting projects should improve safety and mobility for the traveling public, while seeking to preserve and enhance the scenic, economic, historic, and natural qualities of the settings through which they pass.”

The CSS approach will provide stakeholders with the tools and information they require to effectively participate in the study process including providing an understanding of the planning process, transportation planning guidelines, design guidelines, and the relationship between transportation issues (needs) and project alternatives. In other words, using the CSS process should provide all project stakeholders a mechanism to share comments or concerns about transportation objectives and project

alternatives as well as improve the ability of the project team to understand and address concerns raised. This integrated approach to problem solving and decision-making will help build community understanding and promote involvement through the study process.

As identified in IDOT's CSS policies, stakeholder involvement is critical to project success. The CSS process strives to achieve the following:

- Understand stakeholder's key issues and concerns
- Involve stakeholders in the decision-making process early and often
- Establish an understanding of the stakeholder's project role
- Address all modes of transportation
- Set a project schedule
- Apply flexibility in design to address stakeholders' concerns whenever possible

2. Goals and Objectives

The purpose of this Stakeholder Involvement Plan (SIP) is to provide an outline for implementing stakeholder involvement in this project. The SIP serves to define the methods and tools that will be used to engage and educate stakeholders in the decision making process for this project.

Stakeholder involvement plays a crucial role in confirming that the intended project addresses the community's needs and considers its concerns. This SIP details multiple forums for the open exchange of information and ideas between the public and the transportation agencies involved.

The SIP includes proactive agency involvement aimed at resolving issues, streamlining document review and agency consultation and achieving informed consent. Involving the public in the project development process will help address community concerns and help the project proceed smoothly.

The goals of this SIP include:

- Identify stakeholders and ensure their opportunity for meaningful input into the project's development from beginning to end
- Identify the Project Study Group and method of identifying the Community Advisory Group
- Identify the roles and responsibilities of the joint lead agencies
- Identify reasonable alternative solutions to solve identified problems, with stakeholder input and concurrence
- Establish the timing and type of involvement activities with all stakeholders
- Establish stakeholder requirements for providing timely input to the project development process

3. Project Working Groups

IDOT will invite stakeholders to participate in the project working groups. The two working groups established for this project are the Project Study Group and the Community Advisory Group.

Project working group members represent a cross-section of diverse stakeholders. As such, the working groups are an important mechanism for obtaining project input. The objective of the project working

groups is to provide multidisciplinary advisory input to project decisions, and ultimately, to help develop a general understanding solution for the project.

3.1 Project Study Group

Per IDOT's CSS procedures, IDOT has formed a Project Study Group (PSG), an interdisciplinary team for developing the US 20 project. The PSG is made up of representatives from IDOT, FHWA and the project consultant team. The PSG membership is listed in Appendix A.

The PSG has primary responsibility for the project development process and making recommendations to IDOT and FHWA leadership. This group will meet periodically throughout the study process to provide technical oversight and expertise in key areas including project process, agency procedures and standards, and technical approaches. The PSG has primary responsibility for ensuring compliance with the SIP as well as IDOT and FHWA requirements. Final decisions will be made by IDOT and FHWA leadership. The primary objectives of the PSG include:

- Expediting the project development process
- Identifying and resolving project development issues
- Promoting partnership with all involved parties to address identified project needs
- Working to develop general understanding with stakeholders
- Making periodic presentations to IDOT FHWA to acquire partial or complete approvals on approach and design solutions
- Acquire clearances and approval of resource agencies

3.2 Community Advisory Group

Community Advisory Groups (CAGs) consist of community stakeholders and organizations that represent the views of all of the communities and counties within and adjacent to the project study area. The responsibilities of the CAG include providing input to the study process and general understanding at key project milestones.

The CAG meetings will have a workshop format designed to encourage timely and meaningful opportunities for information exchange between the CAG and the PSG. The intended result is to garner general understanding from the CAG members when managing community issues, addressing design, environmental, and technical issues, as well as developing and refining proposed improvement alternatives. Final decisions will be made by IDOT and FHWA leadership.

Any community outside the study area that shows interest in the project and is not a part of the CAG will be added to the stakeholder list, ensuring they will receive newsletters, meeting invitations, and project updates. The project team will also be available to meet with any community on a one-on-one basis throughout the project.

4. Stakeholders

Per IDOT's CSS procedures, a stakeholder is anyone who could be affected by the project and has a stake in its outcome. This includes elected officials, property owners, business owners, special interest groups, and motorists traveling through the study area.

The role of stakeholders is to advise the Project Study Group and IDOT. A general understanding from stakeholders is sought, but ultimately the project decisions remain the responsibility of IDOT and FHWA.

General understanding is defined as a majority of the stakeholders in agreement, with the minority agreeing that their input was duly considered.

4.1 Stakeholder Identification

Stakeholders are identified through a combination of database searches and input from local community leaders. It is anticipated that new stakeholders will be added throughout the project. Stakeholders for this project may include, but not be limited to, the following:

- Elected officials
- Community representatives
- Residents
- Business owners adjacent to the study area
- Churches and schools within the project limits
- Advocates for community and historic interests
- Special interest groups (environmental, etc.)
- Government and planning agencies
- Transportation system users
- Chambers of commerce
- Neighborhood organizations
- Utilities
- Civic groups
- Others outside the study area with an interest in the project

An initial list of project stakeholders is included in Appendix A.

4.2 Tentative Ground Rules for Stakeholder Involvement

The SIP will be conducted based on a set of ground rules that form the basis for the respectful interaction of all parties involved in this process. These ground rules will be established tentatively with the initiation of the SIP, but must be agreed upon by the stakeholders and, therefore, may be modified based on stakeholder input.

These rules include the following:

- Stakeholder input will be duly considered in order to yield the best solutions to problems identified by the process
- Participant input in the process is valued and will be considered
- All participants in the process must treat each other with respect and dignity
- All participants must keep an open mind and participate openly and honestly
- All participants should work collaboratively and cooperatively to seek general agreement on a solution. General agreement is achieved when the majority of the stakeholders are in agreement with the remainder feeling that their input has been heard and duly considered and that the process as a whole was fair
- The project must progress at a reasonable pace, based on the project schedule
- The role of the Stakeholders is to advise the Project Study Group. General agreement on project choices is sought, but the final project decisions will be made by IDOT and FHWA

- IDOT's decisions must be arrived at in a clear and transparent manner and stakeholders should agree their input has been duly considered
- Members of the media are welcome at all stakeholder meetings but must remain in the role of observers, not participants in the process

5. Stakeholder Involvement Methods

This section summarizes the methods and venues for stakeholders to be involved in the US 20 public involvement process. These outreach methods will be used by the project team to keep the public informed of project development and to invite valuable input from stakeholders.

5.1 Public Outreach Meetings

Stakeholder involvement will be an ongoing process from project initiation through completion. In addition to the Community Advisory Group meetings, various other meetings will be held throughout the project development process to provide outreach opportunities to all stakeholders.

Elected Officials Meetings

Briefings will be conducted with local and regional elected officials, including legislators, regarding project updates and progress. These meetings may be held at major milestones in the project or as requested.

Small Group Meetings

Small group meetings are useful in providing project information to the surrounding community and aiding the general public in better understanding project goals and objectives. These meetings also provide each group with the opportunity to obtain the undivided attention of the project staff so they know that their concerns have been heard. Small group meetings will be ongoing throughout the project. Attendees may include the project team, local agencies and organizations, members of the business community, and neighborhood groups and individuals. The meetings will address specific project issues and allow for more specialized discussions and input.

Public Meetings

Public involvement for the project will also include opportunities for broader public meetings in the form of public information meetings and stakeholder workshops. These meetings will encourage public attendance and foster public awareness of project developments and alternatives that are being evaluated. These meetings also will provide a forum for general public input, including concerns and comments regarding project alternatives.

The meetings will utilize various public informational techniques such as project boards, handouts, and PowerPoint or multimedia presentations summarizing the project work and findings to date. The public meetings will be advertised by flyers as well as public notices placed in area newspapers. Opportunities for the public to provide written comments and verbal comments through a court reporter will be available at the meetings. Table 5-1 highlights the tentative date, purpose, and objectives of each public meeting.

Table 5 -1: Public Meetings

Meeting	Tentative Date	Purpose and Objectives
Public Informational Meeting #1	October 2013	<ul style="list-style-type: none"> • Introduce the project and the CSS process, provide project background and present information on study process to stakeholders • Identify general issues in the project area and collect information for the community context audit • Confirm project study area • Provide an opportunity for stakeholders to communicate issues and concerns • Identify potential members of Community Advisory Group
Public Meeting #2	Late Spring/Early Summer 2015	<ul style="list-style-type: none"> • Present Problem Statement • Present Purpose Statement • Present potential improvement alternatives • Review impacts, as well as opportunities for mitigation and enhancement • Obtain stakeholder comments on potential improvement alternatives
Public Hearing	Fall 2015	<ul style="list-style-type: none"> • Present preferred alternative • Review impacts, detailed information on engineering design aspects, and proposed mitigation • Obtain public comment on the preferred alternative and measures to address impacts.

5.2 Other Methods of Public Involvement

In addition to the meeting opportunities described in the preceding section, there will be several other methods for the public to obtain information about the project. These methods (noted below) will provide information and opportunity for feedback regarding upcoming public meeting events, project schedule, and general project status updates within the study area. All materials developed for the project will share a cohesive look and feel to make project information easy for the public to recognize.

Mailing List

A mailing list will be developed that will include such recipients as property owners; federal, state, and local officials; special interest groups; resource agencies; businesses; emergency responders, schools, churches, civic organizations, law enforcement, railroad organizations and members of the public. The mailing list will be developed using existing resources (names and addresses of officials from other recent projects in the area), as well as desktop reviews and Internet searches. This list will be updated throughout the project.

Web site

The Project Team will develop a website that describes the US 20 project and provides current information and ways to get involved. The website will be augmented with additional materials and information as the project progresses.

Informational Materials

Informational pieces will be provided to attendees of public meetings and will be available on the project website. These pieces will provide current project information and invite stakeholders to participate in the CSS process.

Updates

Key project updates will be provided to stakeholders via the website, direct mail, brochures, and/or through members of the CAG.

6. Administration and Changes to Stakeholder Involvement Plan

This SIP is a dynamic document that will be available to stakeholders and updated as appropriate through the duration of the project. This section describes SIP stakeholder review opportunities and plan update procedures.

The PSG will make the SIP available to stakeholders for review at Public Meetings and on the project page of the IDOT website. The stakeholder review period for the SIP will be 30 days from date of release. As the project proceeds, the SIP will be updated to reflect appropriate changes or additions. SIP updates will be posted on the project page of the IDOT website.

The plan will be reviewed regularly for continued effectiveness and updated as appropriate. Plan administration includes, but is not limited to, the following:

- Maintaining a current list of project stakeholders with contact information
- Maintaining a public involvement record (log) that includes records of all stakeholder contacts, meetings, and comments
- Ensuring two-way communication and timely responses to stakeholders through formal and informal channels
- Updating the SIP as needed through the duration of the project

Table 7-1: Stakeholder Involvement Plan Revision History

Version	Date	Major Changes from Previous Version
Draft, 1.0	September 2013	None
Draft, 2.0	March 2015	Consolidate three public meetings to two public meetings and update names in Appendix A.

Appendix A: Preliminary Stakeholder Lists

Project Study Group		
Organization	Name	Title
IDOT District 1	John Fortmann	Deputy Director, Region 1 Engineer
IDOT District 1	Jose Rios	Engineer of Program Development
IDOT District 1	Steve Travia	Bureau Chief of Traffic
IDOT District 1	Pete Harmet	Bureau Chief of Programming
IDOT District 1	John Baczek	Project and Environmental Studies Section Chief
IDOT District 1	Kimberly Murphy	Consultant Studies Unit Head
IDOT District 1	Lori Brown	Project Manager
IDOT District 1	Aren Kriks	Project Engineer
IDOT District 1	Earl Dunn	Area Programmer for Cook County
IDOT District 1	Marnie Hooghkirk	Area Programmer for Kane County
IDOT District 1	Ken Eng	Bureau Chief of Design
IDOT District 1	Catherine Kibble	Consultant Services Section Chief, Design
IDOT District 1	Jose Dominguez	Design Project Support Engineer
IDOT District 1	Andy Rabadi	Railroad Engineer
IDOT District 1	Mike Cullian	Property and Management Relocation Chief
IDOT District 1	Rick Wanner	Bureau of Maintenance Roadside Development
IDOT District 1	Sam Mead	Environmental Studies Unit Head
IDOT District 1	Vanessa Ruiz	Environmental Specialist
IDOT District 1	Rick Wojcik	Hydraulics Unit Head
IDOT District 1	Jim Stumpner	Bureau Chief of Maintenance
IDOT District 1	Sarah Wilson	Maintenance Bridge Engineer
IDOT BDE	Scott Stitt	Bureau of Design & Environment
FHWA	Robin Helmerichs	Transportation Engineer
Jacobs	Thomas Ives	Project Manager
Jacobs	Tim Barry	Project Engineer
Jacobs	Gretchen Wahl	Senior Communications Specialist

Stakeholders: Local and County Elected Officials	
Stakeholder	Representing
Mayor David Kaptain	City of Elgin
Council Member Richard Dunne	City of Elgin

Stakeholders: Local and County Elected Officials	
Stakeholder	Representing
Council Member Terry L. Gavin	City of Elgin
Council Member RosamariaMartinez	City of Elgin
Council Member Tish S. Powell	City of Elgin
Council Member John Prigge	City of Elgin
Council Member Carol J. Rauschenberger	City of Elgin
Council Member Toby Shaw	City of Elgin
Council Member F. John Steffen	City of Elgin
Sustainability Commissioner April Anderson	City of Elgin
Sustainability Commissioner Toni Frazier	City of Elgin
Sustainability Commissioner Mitch Jacobs	City of Elgin
Sustainability Commissioner Melissa Hernandez	City of Elgin
Sustainability Commissioner Laura Knoerr	City of Elgin
Sustainability Commissioner Gary Masterson	City of Elgin
Sustainability Commissioner Dave Segel	City of Elgin

Stakeholders: Local and County Elected Officials	
Stakeholder	Representing
Deputy Chief Bill Wolf	City of Elgin
Commissioner Timothy O. Schneider	Cook County District 15
Commissioner Deborah Allan	Kane County District 17
Commissioner Douglas Schefflow	Kane County District 22
Commissioner Michael Kenyon	Kane County District 16

Stakeholders: Local and County Government Employees	
Stakeholder	Representing
City Manager Sean R. Stegall	City of Elgin
Assistant City Manager Richard G. Kozal	City of Elgin
City Engineer Joe Evers	City of Elgin
Senior Planner Dave Waden	City of Elgin
Senior Planner SaroshSaher	City of Elgin
Community Development Director Marc Mylott	City of Elgin
Management Analyst/Sustainability Grant Coordinator Aaron Cosentino	City of Elgin

Stakeholder	Representing
U.S. Senator Richard J. Durbin	Illinois
U.S. Senator Mark Kirk	Illinois
U.S. Representative Tammy Duckworth	8 th Congressional District
U.S. Representative Peter Roskam	6 th Congressional District
State Senator Michael Noland	22 nd Senate District
State Senator Jim Oberweis	25 th Senate District
State Senator Karen McConaughay	33 rd Senate District
State Representative Anna Moeller	43 rd State Representative District
State Representative Mike Fortner	49 th State Representative District
State Representative Steven A. Andersson	65 th State Representative District

* The bulk of the project is in U.S. Representative Duckworth’s district, with only a small part in U.S. Representative Roskam’s. District map: <http://www.cityofelgin.org/DocumentCenter/View/45844>

The bulk of the project is in IL Senator Noland’s district, with only a small part in IL Senators McConaughay and Oberweis’. District map: <http://www.cityofelgin.org/DocumentCenter/View/45842>

The bulk of the project is in IL Representative Moeller’s district, with only a small part in IL Representatives Andersson’s and Fortner’s. District map: <http://www.cityofelgin.org/DocumentCenter/View/45843>

Federal, State, and Local Agencies	
Stakeholder	Representing
Kay Batey	FHWA
Susan Hedman	US Environmental Protection Agency
Kathy Chernich	US Army Corps of Engineers
Shawn Cirton	US Fish and Wildlife
Lisa Bonnett	Illinois Environmental Protection Agency
Marc Miller	Illinois Department of Natural Resources
Anne Haaker	Illinois Historic Preservation Agency
President John J. Hoscheit	Forest Preserve District of Kane County (Elgin Shores Forest Preserve)
General Superintendent Arnold Randall	Forest Preserve District of Cook County (Bluff Spring Fen)
Executive Director Robert Trueblood	Fox River Water Reclamation District
Police Chief Jeffrey Swoboda	City of Elgin Police Department
Fire Chief John P. Fahy	City of Elgin Fire Department
Parks and Recreation Director Randy Reopelle	City of Elgin Parks and Recreation Department
Public Works Superintendent Colby Basham	City of Elgin Department of Public Works
Assistant Golf Operations Director Jim Vogt	City of Elgin Highlands Golf Course

Stakeholder	Representing
Carol Gieske, President	Elgin Area Chamber
President and CEO Kimberly Bless	Elgin Area Convention and Visitors Bureau
Gary Swick, President	Friends of the Fox River
Sandy Kaptain	Elgin Green Groups
Mavis Bates, Chair Nate Stelton, Vice-Chair	Sierra Club, Valley of the Fox Group
President Katie Parkhurst	Fox River Ecosystem Partnership
Manager Charles Krabbe	VFW Post 1307
Commander Norman D. Bellows	American Legion Post 57
Exalted Ruler Don Kempa	Elks Lodge

Stakeholder	Representing
News Editor Paul Harth	Elgin Courier-News
Transportation/Projects Writer MarniPyke	Daily Herald