



Meeting Notes

Subject:	Meeting Minutes – Project Study Group (PSG) Meeting #2		
Client:	Illinois Department of Transportation – Region 2 – District 2		
Project:	IDOT PTB167/ITEM 20 WO 3: IL 2 CSS	Project No:	226558
Meeting Date:	May 28, 2014	Meeting Location:	IDOT Region 2 – District 2, Dixon, IL
Notes by:	HDR		

Attendees: Sign-in sheets (2) attached.

- Masood Ahmad, IDOT
- Jon Estrem, IDOT
- Matt Farmer, IDOT
- Rich Guise, IDOT
- Douglas Harp, IDOT
- Kevin Henson, IDOT
- Heath Jordan, IDOT
- Jim Kelly, USACE (online)
- Paul Loete, IDOT
- Dan Long, IDOT
- Kevin Marchek, IDOT
- Brian Mayer, IDOT
- Mike Marchyshyn, HDR
- Jon McCormick, IDOT
- Jennifer Mitchell, HDR
- Mark Nardini, IDOT
- Cassandra Rodgers, IDOT
- Trisha Thompson, IDOT
- Kris Tobin, IDOT
- John Wegmeyer, IDOT

Handouts:

- CAG 1 Agenda
- CAG 1 Presentation
- Draft SIP

Topics Discussed:

1. Welcome (HDR)
2. The purpose of the meeting was to review the agenda for Community Advisory Group (CAG) Meeting 1.
3. HDR provided an overview of the Public Information Meeting 1. The details included the location, time of event, exhibits, video presentation, and the comments received.
4. HDR reviewed the content of the draft SIP. It is intended to share the SIP with the CAG. Comments provided at the meeting included: Remove the word "Route" throughout the SIP; Add Glossary of Terms. Others comments will be forwarded at a later date. The document is a living document and can be edited at any time as needed. *See attached SIP.*
5. The process in which the CAG would be selected was discussed. The process entails the following steps while being documented on a board for all to see:
 - a. Identify the type of stakeholder from the application
 - b. Identify the location of the stakeholder from the application
 - c. Ask the audience if there are any in attendance that did not complete an application but would be interested in participation. Add them to the list if there are any.

- d. Review the interested stakeholder list to determine if there is an abundance of a specific type of stakeholder and/or location of stakeholders.
 - e. If there is abundance in any interest group or location, request the specific group to select a primary attendee and an alternate.
 - f. If there is a reasonable variety and diversity, request the group to identify missing stakeholders.
 - g. If there are missing stakeholders, reach out for membership.
 - h. Those remaining on the list are on the CAG
6. HDR reviewed the agenda and presentation for CAG Meeting 1 scheduled for June 4 at the Byron Library. *See attached handouts.*
- a. HDR requested for IDOT to provide the staff names and titles of those attending the CAG meeting for inclusion in the presentation.
 - b. It was noted that IDOT needs to provide the level of detail of project information to HDR for inclusion in the presentation.
 - c. All project email will go through Kevin Henson
 - d. All written correspondence shall be addressed to Paul Loete, Attn Masood Ahmad.
7. HDR presented the agenda for CAG Meeting 2, tentatively scheduled for June 26 at the Byron Library.
- Q: IDOT – What alternatives will be offered?
- A: HDR – It was mentioned this morning with Kevin Henson that a meeting should be held to discuss this point. Does the meeting need to be with the geometrics section or with the whole PSG?
- A: IDOT – The whole PSG.

PSG Meeting #3 was tentatively scheduled for Monday June 16.

Q: IDOT – What does the Engineering and Environment 101 entail and who will present?

A: HDR – HDR will present a working document that can be reviewed and commented upon by IDOT.

Either IDOT staff or HDR can present the topics. HDR will get the draft E&E 101 to IDOT for review.

Action Items:

1. HDR to receive and address SIP comments
2. HDR to address comments on CAG Meeting 1 presentation.
3. HDR to prepare Engineering and Environment 101 for IDOT review and comment

Meeting Purpose: IL 2 PSG Meeting 2
Meeting Date: May 28, 2014
Meeting Time: 9:30 a.m.
Location: D2 Assembly Room

List of Attendees

Name (print)	Company/ Organization	Phone Number	E-mail Address (print)
Jennifer Mitchell	HDR	773-867-7225	jennifer.mitchell@hdrinc.com
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Douglas Happ	IDOT	815-284-5335	doug.happ@illinois.gov

CAG Meeting 1

IL 2

IL 72 East (Byron) to Beltline Road (Rockford)

Region 2 – District 2

June 4, 2014

5:30 PM to 7:30 PM

AGENDA

- I. Welcome (5 min)
- II. Planning Process (10 min)
 - a. Project / Phase I Study
 - b. NEPA
 - c. CSS
 - d. SIP
- III. CAG Defined (20 min)
 - a. Responsibilities
 - b. Role
 - c. Ground Rules
 - d. CAG Selection
 - i. Identify those present
 - ii. Show on map
 - iii. Request one representative
 - iv. Review for missing representation
 - e. Project Logo
- IV. Study Overview (15 min)
- V. Break Out Session (60 min)
 - a. Context Audit
 - b. Problem Statement
 - c. Introduce Purpose and Need
- VI. Closing Comments (10 min)
 - a. Schedule
 - b. Topics

IL 2

IL 72 (BYRON) TO BELTLINE ROAD (SOUTH OF ROCKFORD)

COMMUNITY ADVISORY GROUP MEETING

Wednesday, June 4, 2014



Meeting Agenda

1. Welcome (5 min)
2. Planning Process (10 min)
3. CAG Defined (20 min)
4. Study Overview (10 min)
5. Public Meeting #1 Review (10 min)
6. Breakout Session (60 min)
7. Closing Remarks / Next Steps (10 min)



2

1. Welcome



3

1. Welcome

Purpose of the Meeting

- Introduce Project Team
- Phase I Study Process, NEPA Process, CSS
- Define Roles of the CAG
- Present Study Background
- Facilitated Discussion
 - Brainstorm Project Branding
 - Define a Problem Statement
 - Introduce the Purpose and Need



4

1. Welcome

Project Team Introductions



Matt Farmer
Project Engineer

Kevin Henson
Project Manager

Chad Spreeman
Studies & Plans Squad Engineer

Jennifer Mitchell
Project Manager

Michael Marchyshyn
Transportation Planner



5

Questions?



6

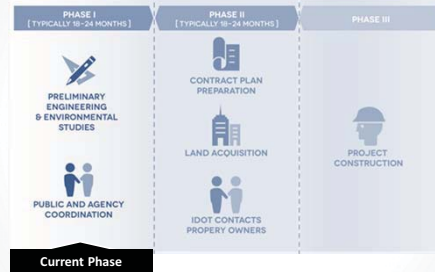
2. Planning Process



7

2. Planning Process

Project Implementation Process



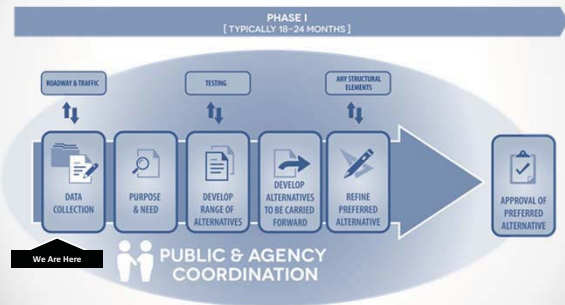
NOTE: The Department's FY 2014-2019 Proposed Multimodal Transportation Improvement Program does not include funding for Phase II Engineering, Land Acquisition, or Construction Engineering.



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2. Planning Process

Phase I Study Process



2. Planning Process

NEPA Process

National Environmental Policy Act (NEPA) – 1969

- Primary national charter for the protection of the environment
- Full range of reasonable alternatives, including “no-build” alternative must be considered
- Comprehensive environmental review (avoid, minimize, mitigate impacts)
- Public involvement
- Formal documentation/disclosure

2. Planning Process

Context Sensitive Solutions (CSS)

CSS Defined

“...a collaborative, interdisciplinary approach that involves all stakeholders to develop a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic, and environmental resources, while maintaining safety and mobility.”

- Federal Highway Administration

2. Planning Process

Context Sensitive Solutions (CSS)

CSS Guiding Principles

- Involves stakeholders in the process
- Balance many factors
- Address all modes of transportation
- Use multiple types of expertise
- Use flexibility in design
- Incorporate aesthetics
- Achieve a **general understanding of agreement** among stakeholders



2. Planning Process

Stakeholder Involvement Plan

A living framework for stakeholder involvement

Purpose

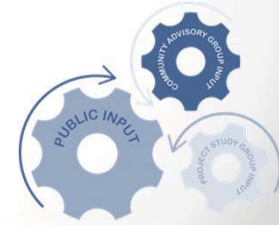
- Identifies stakeholders
- Identifies roles and responsibilities of project participants
- Establishes timing of stakeholder activities
- Sets ground rules for participation

2. Planning Process

Stakeholder Involvement Plan

Stakeholders

- Property Owners
- Residents
- Business Interests
- Elected Officials
- Regulatory Agencies
- Policy Advocates & Special Interest Groups
- Travelers & General Public



Questions?

3. CAG Defined

3. CAG Defined

Community Advisory Group



3. CAG Defined

Responsibilities

Membership

- Approximately 20 stakeholder representatives
- Broad range of community interests

General Responsibilities

- Attend meetings, participate in discussions, and review all materials
- Support the CSS process
- Identify issues and resources
- Serve as communication conduit
- Work toward a general understanding of project related issues

3. CAG Defined

Role of the CAG

- Identify criteria that reflect the ideas and interests of the entire community
- Develop a Problem Statement
- Provide input on Purpose and Need Statement
- Provide input on alternatives
- Comment on public involvement activities

3. CAG Defined

General Agreement

Everyone's voice is heard and considered in the process, seeking an agreement of most participants. The intent is to maximize stakeholder participation and ownership of project decisions. General agreement may or may not be achieved on every issue. *The Project Study Group may elect to move the process forward in instances where consensus cannot be achieved.*

3. CAG Defined

Ground Rules (1 of 3)

The purpose of the Stakeholder Involvement Process is to gather and consider input on the project in order to produce the best solutions to the problems identified.

- All input from all participants in the process is valued and considered.
- All participants must come to the process with an open mind and participate openly and honestly.
- All participants must treat each other with respect and dignity.

3. CAG Defined

Ground Rules (2 of 3)

- The CAG members are subject to revision at any time.
- The project must progress at a reasonable pace, based on the project's CSS schedule.
- All CAG members should work collaboratively and cooperatively to seek a consensus solution.
- Members of the media and interested stakeholders are welcome at all CAG meetings, but must remain in the role of observers, not participants in the process.

3. CAG Defined

Ground Rules (3 of 3)

- All participants understand that topics will not be re-visited once the issues have been addressed and a general understanding is reached.
- All decisions made by the Illinois Department of Transportation (IDOT) must be arrived at in a clear and transparent manner and stakeholders should agree that their input has been actively solicited and duly considered.

3. CAG Defined

CAG Selection

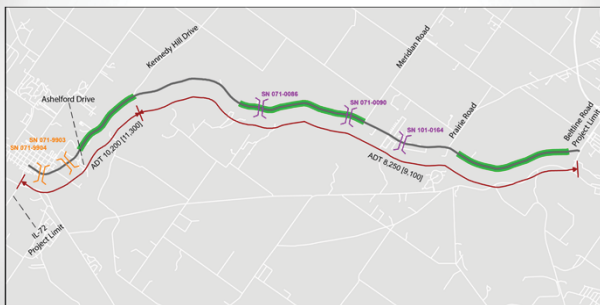


Questions?

4. Study Overview

4. Study Overview

Location Map



4. Study Overview

CRASH SEVERITY (2008 – 2012)

Number of crashes per location		FATAL	TYPE A	TYPE B	TYPE C
IL 2 INTERSECTION	IL 72	—	—	2	2
	Ashford Drive	—	—	—	—
	Kennedy Hill Road	—	—	—	—
	Meridian Road	—	—	—	—
	Prairie Road	—	—	2	—
IL 2 SECTION	Beltline Road	—	—	3	1
	IL 72 to Ashford Drive	—	1	1	3
	Ashford Drive to Kennedy Hill Road	1	4	10	—
	Kennedy Hill Road to Meridian Road	2	7	7	3
	Meridian Road to Prairie Road	—	4	3	2
Prairie Road to Beltline Road	1	1	9	5	

FATAL – A crash in which at least one person dies within 30 days of the crash as a result of injuries sustained during the crash.

TYPE A | Incapacitating Injury – Any injury other than fatal, that prevents the injured person from walking, driving, or normally continuing the activities he/she was capable of performing before the injury occurred. Inclusions: severe lacerations, broken/distorted limbs, skull injuries, chest injuries, and abdominal injuries.

TYPE B | Non-incapacitating Injury – Any injury, other than a fatal or incapacitating injury that is evident to observers at the scene of the crash. Inclusions: lumps on the head, abrasions, bruises, and minor lacerations.

TYPE C | Reported, No Injury Evident – Any injury reported or claimed that is not listed above. Inclusions: momentary unconsciousness, claims of injuries not evident, limping, complaints of pain, nausea.

4. Study Overview



4. Study Overview

Roadway Deficiencies

- Narrow Shoulders
- Sight Distance
- Lack of Passing Opportunities
- Roadway Hazards
 - Trees
 - Guardrail
- Traffic
 - IL 72 to Kennedy Hill Rd (2015 = 10,200 / 2035 = 12,500)
 - Kennedy Hill Rd to Beltline Rd (2015 = 8,250 / 2035 = 10,050)

Questions?

5. Public Meeting #1 Review

5. Public Meeting #1 Review

Overview

- May 7, 2014, St. Mary Catholic Church
- Video presentation provided an overview of the study process
- Exhibit Display Boards
- Summary Brochure
- Comment Forms and CAG membership forms were made available
- Over 100 residents, business owners, and government officials



5. Public Meeting #1 Review

Overview

Public Concerns

- Safety
- Deteriorating Pavement
- Emergency Response
- Narrow Shoulders
- Funding
- Traffic Signal Placement
- Roadway Hazards
- Active Eagles Nests
- High Crash Rates
- Scenic Route Preservation



Questions?

6. Breakout Session

6. Breakout Session

Project Branding

What Is Branding?

.....identification of product. the use of advertising, distinctive design, and other means to relate a look to a specific project.



6. Breakout Session

Project Branding

1. What keywords describe the IL 2 corridor?
2. What images represent the IL 2 corridor?
3. What colors represent the IL 2 corridor?

6. Breakout Session

Community Context Audit

The context of a transportation project consists of:

- *Visible Context:* physical elements within the study area.
- *Invisible Context:* how people value and relate to the visible elements in the study area.

Community Context Audit Form:

- Used in development of Problem Statement.
- Effective tool for making good decisions.
- Leads to a quality design.



6. Breakout Session

Exercise

- Complete the Context Audit
- List issues and concerns that are important for you along the project corridor
- Keep an open mind, there are no wrong answers
- List the top three issues and concerns of each person
- Select most prominent issues from group list

6. Breakout Session

Problem Statement Development

What is a Problem Statement?

- Summarizes the issues and concerns within the project area
- States the important aspects of the project area
- Provides focus in developing the more detailed *Purpose and Need Statement*

6. Breakout Session

Examples of a Problem Statement

- The transportation-related issues at Barrington Road and Jane Addams Memorial Tollway (I-90), within the study area, to be solved by this project are inadequate vehicular access on and off I-90 and Barrington Road, the inability to accommodate for current/future traffic needs, and provide for bicycle/pedestrian opportunities and transit development. In addition, emergency vehicles are currently unable to travel to and from medical facilities in a timely manner.

6. Breakout Session

Examples of a Problem Statement

- *The problems to be addressed by the Study are associated with traffic congestion, excessive travel delays and reduced mobility that occur when Central Avenue is blocked by freight trains using the Belt Railway Company (BRC) 59th Street Rail Branch.*

6. Breakout Session

Purpose and Need Statement

The Purpose and Need Statement is intended to clarify the expected outcome of a public expenditure and to justify that expenditure – what is to be accomplished and why it is necessary.

6. Breakout Session

Purpose and Need

Purpose

- Why is the project proposed?
 - Intended outcomes
 - Objectives to address needs
 - Achievable and specific
 - Helps to develop reasonable range of alternatives and to evaluate potential solutions

Need

- Why is the project needed?
 - Key problems to address any underlying causes
 - Factual and quantifiable
 - Supports purpose statement

6. Breakout Session

Examples of Purpose and Need

- *Provide a transportation infrastructure improvement in the Central Avenue corridor that reduces congestion, enhances safety, and improves multimodal connectivity in the greater Midway area.*

6. Breakout Session

Examples of Purpose and Need

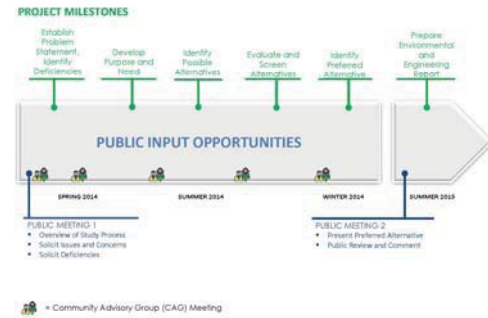
- The purpose of the proposed action is to provide an improved transportation facility for all users along IL 53 and IL 56, and to alleviate roadway flooding. The need for the proposed action is due to the crash history within the project area, flooding history, inadequacies of the current IL 53 and IL 56 intersection capacity and roadway geometry south and east of the intersection, and lack of accommodations for pedestrians and bicyclists.

Questions?

7. Closing Remarks / Next Steps

7. Closing Remarks / Next Steps

Project Schedule



7. Closing Remarks / Next Steps

Get Involved - Keep In Touch

Contact



▪ **Visit** the project website:
www.dot.il.gov/IL2IL72/index.html



▪ **Email** the team: kevin.henson@illinois.gov

▪ **Mail** written comments to:
 Mr. Paul Loete, Regional Engineer
 Illinois Department of Transportation / District 2
 Attn: Masood Ahmad
 819 Depot Avenue
 Dixon, IL 610211096

7. Closing Remarks / Next Steps

Next Steps

- Meeting minutes to follow
- Upcoming CAG Meetings
 - June 26, 2014
 - Future Meetings
 - Day of the Week
 - Time of the Day



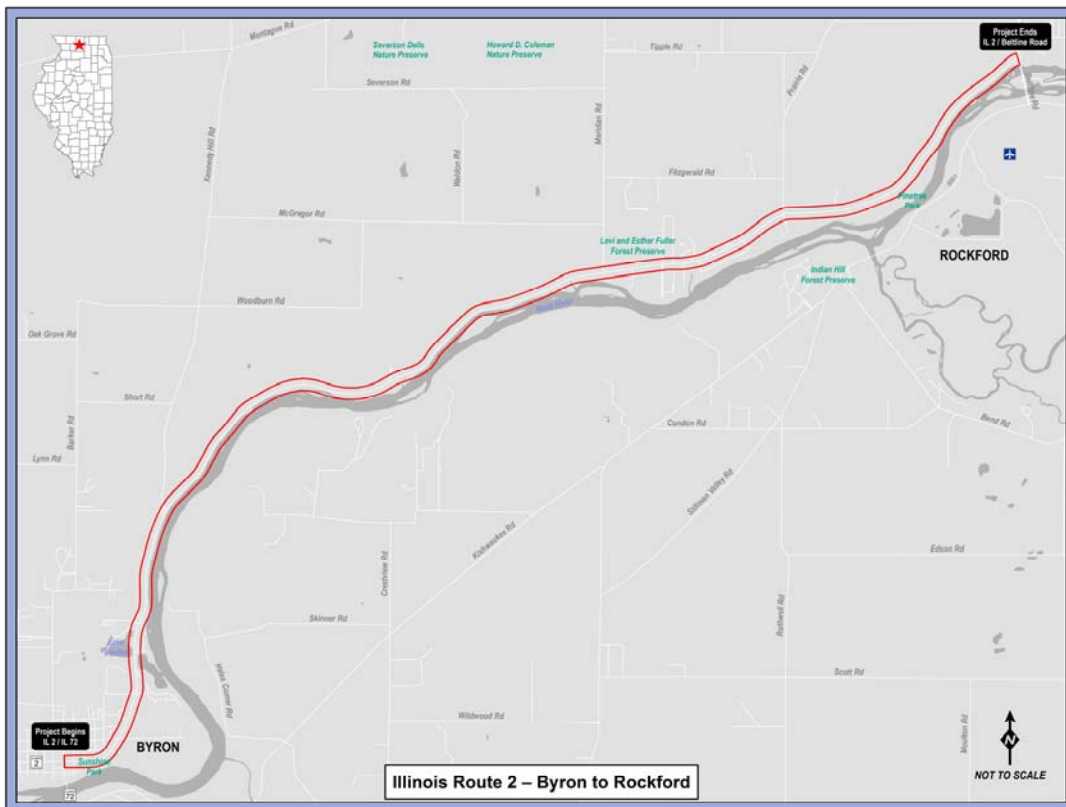
Questions?

THANK YOU!



ILLINOIS ROUTE 2
IL 72 IN BYRON TO
BELTLINE ROAD SOUTH OF ROCKFORD

STAKEHOLDER INVOLVEMENT PLAN
FOR
AGENCY AND PUBLIC INVOLVEMENT



Illinois Department of Transportation

Date: May 2014

Version 2.0

Illinois Route 2 – Byron to Rockford Phase I Study
Stakeholder Involvement Plan

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1.0 INTRODUCTION

1.1 Project Background

The study area for the Illinois Route 2 – Byron to Rockford Phase I Study is located in Ogle and Winnebago Counties and runs alongside the Rock River in north central Illinois. See Figure 1. The section involved in this study is 10.5 miles of roadway from IL 72 in Byron, IL to Beltline Road south of Rockford, IL. The roadway was originally constructed in 1925 as 18' wide concrete pavement. In 1955 the pavement was widened to 22' width using PCC Base Course. Over the years, many layers of Hot Mix Asphalt pavement have been placed over the original concrete pavement. The deterioration of the existing pavement, severity of accidents and other safety concerns has led to the study of this project. The preliminary engineering and environmental evaluation of Illinois Route 2 will study alternatives for realigning the existing roadway, increasing capacity and improving safety. The current study is being undertaken by IDOT. Proposed improvements for Illinois Route 2 may include realignment of the existing roadway, additional turn lanes, passing lanes, shoulder widening and the removal of hazards within the clear zone.

The preliminary engineering and environmental study will be processed as a Class II Categorical Exclusion (CE II), following the guidelines set forth by the National Environmental Policy Act (NEPA). The purpose of the study is to analyze the potential impacts of the proposed alternatives, and ultimately make a recommendation. The study is scheduled to take approximately 18 to 24 months to complete.

The goal of this CE II and Project Report is to identify transportation deficiencies, develop improvement alternatives, recommend preferred improvements, and identify and evaluate impacts of a preferred transportation improvement for Illinois Route 2 between IL 72 in Byron and Beltline Road south of Rockford.

1.2 Context Sensitive Solutions (CSS)

This project is being developed using the principles of CSS per IDOT Context Sensitive Solutions (CSS) Policy and Procedural Memorandum 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 which fit into and reflect the project’s surroundings – its “context”. Through frequent communication with stakeholders, and a flexible 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.”

Illinois Route 2 – Byron to Rockford Phase I Study
Stakeholder Involvement Plan

The CSS approach will provide stakeholders with the tools and information required to effectively participate in the study process including providing an understanding of the NEPA 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, in addition to improving 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 consensus 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:

- Strike a balance between cost, safety, mobility, community needs, and the environment.
- Involve stakeholders in the decision-making process early and continuously, throughout the development of the project.
- Address all appropriate modes of transportation in the plan and design of the project, including mass transit, pedestrians and bicyclists.
- Use all appropriate disciplines to help plan for and design the project.
- Apply the flexibility inherent in the design standards to fit the project into its surroundings. Incorporate aesthetics as part of basic “good design.”

A Stakeholder Involvement Plan (SIP) is critical to the success of CSS principles on a project. This SIP was developed to meet the requirements of CSS and to address the Coordination Plan requirements of 23 USC §139(g) within the context of the NEPA process.

2.0 Goals and Objectives of the SIP

The purpose of the SIP is to provide a guide for implementing a public involvement plan for the Illinois Route 2 – Byron to Rockford Phase I Study. This SIP will be used as a blueprint for defining methods and tools to educate and engage all stakeholders in the decision-making process for this project. The SIP has been designed to ensure that stakeholders are provided a number of opportunities to be informed and engaged as the project progresses.

2.1 Stakeholder Involvement Plan Goals

The goal of the SIP is to actively seek the participation of communities, agencies, individual interest groups, and the general public throughout the project development process. The SIP provides the framework for achieving consensus and communicating

**Illinois Route 2 – Byron to Rockford Phase I Study
Stakeholder Involvement Plan**

the decision-making process between the general public, public agencies, and governmental officials to identify transportation solutions for the project.

The SIP:

- Identifies stakeholders.
- Identifies Project Study Group (PSG).
- Identifies Community Advisory Group (CAG).
- Identifies the roles and responsibilities of the lead agency.
- Establishes the timing and type of involvement activities with all stakeholders.
- Establishes stakeholder requirements for providing timely input to the project development process.

The SIP, by its very nature, is a work in progress and thus subject to revision anytime events warrant.

2.2 Stakeholder Identification Process

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 property owners, business owners, state and local officials, special interest groups, and motorists who utilize the facility. Stakeholders for this project may include, but not be limited to, the following:

- Residents
- Business owners
- Institutions (churches, schools, etc.)
- Advocates for community and historic interests
- Special interest groups (environmental, etc.)
- Elected/community officials
- Government and transportation agencies
- Transportation system users
- Chambers of commerce
- Neighborhood groups
- Environmental coalitions
- Bicycle groups
- Railroads and utilities
- Others outside the study area with an interest in the project

Early coordination and/or meetings will be conducted with communities, within the study area, as a means of identifying interested parties and stakeholders, including individuals, businesses, community leaders and organizations within each of the communities, townships, and counties. The identification of stakeholders will be done through a combination of prior stakeholder lists, research, and input from local community leaders. It

**Illinois Route 2 – Byron to Rockford Phase I Study
Stakeholder Involvement Plan**

is anticipated that new stakeholders will be added to the initial stakeholder list (see Table 1) throughout the project. All stakeholders expressing interest in the project will be added to the project mailing list, and will be able to participate in the process through various public outreach opportunities. The opportunities include, but are not limited to, the project website, the CAG project study groups, public meetings, newsletters, and press releases. The project mailing list will be updated and maintained through the duration of the project. The PSG will also be available to meet with stakeholder working groups on a one-on-one basis throughout the project, if deemed necessary. In addition, stakeholders will be informed about the project website where they can access information and submit comments.

2.3 Stakeholder Involvement Ground Rules

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.

The rules include the following:

- Input on the project from all stakeholders is duly considered in order to yield the best solutions to problems identified by the process.
- Input from all participants in the process is valued and considered.
- The list of stakeholders is subject to revision at any time as events warrant.
- All participants must keep an open mind and participate openly, honestly, and respectfully.
- All participants should work collaboratively and cooperatively to seek a consensus solution. Consensus is defined as “when a majority of the stakeholders agree on a particular issue, while the remainder of the stakeholders agree their input has been heard and duly considered and that the process as a whole was fair.”
- All participants in the process must treat each other with respect and dignity.
- The project must progress at a reasonable pace, based on the project schedule.
- Final project decisions will be made by IDOT and FHWA.
- Members of the media and interested stakeholders who are not CAG members are welcome to attend all CAG meetings but must remain in the role of observers, not participants in the process.

3.0 Stakeholder Group Organization

Each of the project working groups has a distinct, yet inter-related advisory role in the project development process, as described in detail in the remainder of this section. Project working group members represent a cross-section of the diverse stakeholders for this project. The objective of the project working groups will be to provide multi-disciplinary

**Illinois Route 2 – Byron to Rockford Phase I Study
Stakeholder Involvement Plan**

advisory input to project decisions, and ultimately, to help develop a consensus solution for the project. In general, the role of the project working groups will be to provide input and advice to the Project Study Group (PSG) so as to build overall consensus as the project moves forward.

3.1 Project Study Group (PSG)

Per IDOT's CSS procedures, IDOT has formed a PSG, an interdisciplinary team, for developing the Illinois Route 2 – Byron to Rockford Phase I Study. This group consists of a multidisciplinary team of representatives from IDOT, FHWA and the project consultant team (HDR, Inc.). The membership of the PSG will evolve as the understanding of the project's context is clarified.

The PSG has primary responsibility for the project development process. This group will meet throughout the study process to provide technical oversight and expertise in key areas including study process, agency procedures and standards, and technical approaches. The PSG also has primary responsibility for ensuring compliance with the SIP.

Other responsibilities of the PSG include the following:

- Expediting the project development process.
- Identifying and resolving project development issues.
- Promoting partnership with stakeholders to address identified project needs.
- Working to develop consensus among stakeholders.

The persons listed in Table 2 will form the PSG for the Illinois Route 2 – Byron to Rockford Phase I Study.

3.2 Community Advisory Group (CAG)

To assist in the development of the environmental and engineering studies for the Illinois Route 2 – Byron to Rockford Phase I Study, IDOT has proposed the establishment of a Community Advisory Group (CAG). The CAG will represent the views of the communities and counties within the project area. The responsibilities of this group include providing input to the study process, and reaching a consensus at key project milestones, e.g., project purpose and need, alternatives to be carried forward, and preferred alternative. IDOT will invite stakeholders to participate in the CAG. The CAG can consist of local agencies and organizations, members of the business community, and various property owners. Group membership may be altered during the project to allow for optimal stakeholder involvement.

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The initial invitational membership of the CAG is presented in Table 3. Alternates are presented in Table 4

The CAG meeting programs will be designed to encourage timely and meaningful opportunities for input, and to encourage information sharing and collaboration between the CAG and the PSG.

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

3.3 Implementation

Public involvement in the planning process begins as soon as the study starts and continues well after the ending date of a study contract. The SIP serves as a guide for public involvement in Phase I of this study, but includes strategies that can be used throughout all phases, including construction. Implementation of this plan requires the commitment and efforts of all involved parties. As an implementation guide, this plan links specific strategies to the study schedule and identifies the audience that each strategy is intended to reach. Implementation of this plan requires the commitment and efforts of all study participants and includes the expected actions, responsibilities, and timing. The PSG will be responsible for the overall development, implementation and coordination of the Stakeholder Involvement Plan.

3.4 Dispute Resolution

IDOT is committed to working with all agencies and stakeholders in the study process to identify issues early and seek consensus on disagreements.

IDOT is committed to building stakeholder consensus for decisions. However, if an impasse has been reached after making good faith efforts to address unresolved concerns, IDOT may proceed to the next step of project development without achieving consensus. In the case of an unresolved dispute, IDOT will notify agencies and stakeholders of their decision and the proposed course of action.

IDOT maintains the final word: IDOT is the agency responsible for the safety and integrity of the state highway system and local agency routes built or improved with state or federal funds. As such there will be considerations which cannot be compromised. There will be many different stakeholders, such as local elected officials, environmentalists, other agencies, special interest groups, property owners and the general public, for each project; each will have differing views and interests. Although conflict resolution is a tool

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to resolve these differences, IDOT is held ultimately responsible and therefore makes the final decision.

4.0 Tentative Schedule of Project Development Activities/Stakeholder Involvement

This section describes the general project development process, project activities, and associated stakeholder involvement activities.

4.1 Step One: Stakeholder Identification, Development of the SIP, Project Initiation

This stage of the project development process begins the CSS process with various agency notifications, project organizational activities, and scoping activities. Suggested activities include, but are not limited to, the following:

- Assemble and organize the internal Project Study Group (PSG) and identify participants for the external project working group referred to as the Community Advisory Group (CAG).
- Identify project cooperating agencies
- Develop and circulate the draft Stakeholder Involvement Plan (SIP).
- Organize and hold initial one-on-one meetings with agency stakeholders.
- Organize and hold the public kick-off meeting to inform stakeholders of the project process, defined study area, project history, identify study area issues/concerns, and solicit participation.

4.2 Step Two: Develop Project Purpose and Need

The objective of this stage is to further clarify the transportation problems in the study area and utilize the goals and objectives to develop the project problem statement. Project purpose discussions will focus on providing stakeholders with background on known issues, such as traffic safety and congestion/operational concerns, traffic forecasts, and their prospective effects on future traffic conditions. Issues raised by the project stakeholders in Step One will also be discussed. This will set the stage for meaningful discussions about potential solutions.

The information presented and collected will be used as the basis for the development of the project Purpose and Need statement. Activities in this stage include the following:

- Organize and conduct the initial CAG meeting/workshop. The purpose of the meeting is to explain how the CAG fits within the public involvement process and convey ground rules for participation. The initial task will be to assist in identifying the transportation problems/issues/deficiencies in the study area and to identify goals and objectives for the project.
- Develop a draft problem statement.

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- Develop a draft project Purpose and Need statement; opportunities for stakeholder review will be provided.

4.3 Step Three: Develop a Range of Alternatives

A range of project alternatives will be considered to address the project's Purpose and Need. The alternatives development process will be iterative in nature providing progressively greater detail. Numerous opportunities will be provided for stakeholder input to the development and evaluation of alternatives. Steps in the alternatives development process include the following:

- Organize and hold CAG meeting to discuss and identify initial alternatives.
- Identification of alternative development procedures, planning and design guidelines, and alternative evaluation procedures. This information will serve as the general guidance for the alternatives development and evaluation process.
- Identify environmental resources within the project's Area of Potential Effect.
- Achieve stakeholder consensus on the range of alternatives.

4.4 Step Four: Alternatives to be Carried Forward

This milestone of the project consists of screening the list of suggested alternatives, to identify those alternatives that meet the project Purpose and Need. This milestone is intended to conclude with Alternatives to be Carried Forward.

- Evaluation of the initial alternatives.
- Organize and hold CAG meeting/workshop to discuss alternatives that meet Purpose and Need.
- Identification of alternatives to be carried forward.
- Agency update on the alternatives to be carried forward.

4.5 Step Five: Preferred Alternative

In this step, the alternative(s) to be carried forward are further developed to screen additional comprehensive environmental and design issues. These issues are summarized and presented to the stakeholders for their consideration, evaluation, and input. The objective of this step is to achieve consensus on a single preferred alternative.

- Detailed evaluation of the alternative(s) carried forward.
- Organize and hold CAG meetings/workshops to present design details, evaluation findings and receive stakeholder feedback.
- Achieve stakeholder consensus on a preferred alternative.
- Agency update on the preferred alternative.
- Hold a CAG meeting in advance of the public meeting to provide a preview of the materials to be presented at the public hearing.

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- Organize and hold a public meeting to present the Preferred Alternative including the identification of all potential property and access impacts.
- Preparation and publication of final CE II.

5.0 Public Involvement Plan Activities

The following public involvement activities are proposed for the Illinois Route 2 – Byron to Rockford study. Unless otherwise noted, the PSG is the responsible party for activities and coordination, and all activities will be approved by IDOT before proceeding. The PSG designated point of approval is Kevin Henson with IDOT District Two. He will manage internal IDOT reviews and approvals, consolidate review comments, and coordinate the resolution of conflicting study issues.

Each strategy as described, identifies a target audience, and includes an implementation schedule.

5.1 Public Outreach Meetings

Stakeholder involvement for the Illinois Route 2 – Byron to Rockford study will be an ongoing process from project initiation through completion. Various meetings will be held throughout the project development process to provide outreach opportunities to all stakeholders. Various meeting opportunities are listed below and will be held as needed and identified throughout the study. Project handouts or other appropriate meeting materials will be prepared for distribution at the meetings.

5.1.1 Agency Coordination

The preparation of a CE II requires compliance with many local, state and federal rules, regulations and laws. In order to ensure compliance, coordination with resource agencies will occur periodically throughout the study process. Initially, a general meeting will be held with local, state and federal resource agencies as part of the Scoping process. As the project progresses, meetings will be held with individual resource agencies to discuss environmental findings and compliance with local, state and federal requirements.

5.1.2 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 various property owners. The meetings

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will address specific project issues and allow for more specialized discussions and input. Project handouts or other appropriate meeting materials will be prepared for distribution at these meetings.

5.1.3 Elected Officials Briefings

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. Appropriate project summary materials will be prepared for distribution at these meetings.

5.1.4 Public Meetings

Public involvement for the Illinois Route 2 – Byron to Rockford Phase I Study will include opportunities for broader public meetings in the form of public information meetings. These large-scale 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. Two public meetings are anticipated to coincide with major project milestones:

- Public Meeting #1 (5/7/14) is a project kickoff meeting which includes introduction of the PSG, the process and objectives, display existing conditions, explain the CSS process, and provide an opportunity for the public to share its perspectives regarding transportation issues, project concerns, goals and objectives to be used for the problem statement and purpose and need.
- Public Meeting #2 (4/28/15) presents the Purpose and Need, Range of Alternatives considered, and the Preferred Alternative. The public will have the opportunity to review and comment upon the Preferred Alternative.

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 meetings will be advertised through public notices placed in area newspapers. Opportunities for the public to provide written comments will be available via comment forms (at the meetings) and the project website (<http://www.dot.il.gov/IL2IL72/index.html>).

5.2 Other Mechanisms for 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

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upcoming public meeting events, project schedule, and general project status updates within the study area.

5.2.1 Mailing List

To support public meeting invitations, newsletter distribution and other direct public contact, a mailing list will be developed and updated. Phone numbers and e-mail addresses will be added to the list, as available.

A mailing list will include such recipients as landowners; federal, state, and local officials; special interest groups; resource agencies; businesses; 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 other identified stakeholders. This list will be updated throughout the project through various means of communication, such as sign-in sheets and the project website.

5.2.2 Public Website

In an effort to utilize electronic resources, disseminate information to the public and to receive input and comments, a public website will be developed. This website will provide a centralized source of information, available to anyone with access to the internet at any time.

Information posted on the website will include project history, study process and information, maps, photos, reports, and electronic versions of printed collateral. The website will also allow for two-way communication (comment forms), through the use of e-mail. For consistency, the website will be updated on the same schedule as the study's major milestones.

Website Domain: <http://www.dot.il.gov/IL2IL72/index.html>

5.2.3 Public Response and Communication

Throughout this study, direct public comment will come in the form of e-mail (via a direct link from the website), standard mail, phone calls and comment forms from meetings and briefings. Indirect public comment will come through the media, non-agency sponsored meetings and third party websites. It is important to address public comment so that the public understands that its concerns and opinions are being recognized and to monitor indirect public comment, to be able to respond to potentially problematic issues such as misinformation.

Mail and e-mail responses offer the time to develop a personalized response, yet timeliness is important as well. A week for developing comment responses is a proposed time frame, throughout the study process, acknowledging that IDOT

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reviews and approvals may take longer for those responses that must be routed through the elected officials.

Phone calls and standard mail will be answered by IDOT, unless the study team is requested to complete the response. Monitoring other meeting activity, third party websites and media reports will continue throughout the study. Reports on the activity will be detailed and stored as they occur.

6.0 Plan Availability and Monitoring/Updates

The 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.

6.1 Availability of the Stakeholder Involvement Plan

The PSG will make the SIP available to stakeholders for review at public meeting #1 and on the project website. The stakeholder review period for the SIP will be 30 days from date of release. As the project proceeds forward, IDOT will update the SIP on a regular basis to reflect appropriate changes or additions. IDOT will advise stakeholders of future SIP updates and post updates on the project website.

6.2 Modification of the Stakeholder Involvement Plan

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

- Maintaining a current list of project stakeholders
- Maintaining a detailed 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.

Revisions to this SIP may be necessary through all phases of the project. The PSG will provide updated versions of the SIP to all agencies involved, as necessary. Cooperating and participating agencies should notify IDOT of staffing and contact information changes in a timely manner. Plan updates will be tracked and identified in Table 6.

Figure 1 Project Study Area Map



Table 1 Stakeholder List

AGENCY NAME	CONTACT	TITLE	E-MAIL & MAILING ADDRESS
Ogle County	Ms. Sandy Beitel	E9-1-1 Coordinator	sbeitel@oglecounty.org 103 Jefferson Street Oregon, IL 61061
Ogle County Health Department	Main Office		907 West Pines Road Oregon, IL 61061
Ogle County Planning & Zoning Department			911 W Pines Road Oregon, IL 61061
Ogle County Solid Waste Management			srypkema@oglecounty.org 909 West Pines Road Oregon, IL 61061
Ogle County Recorder's Office			recorder@oglecounty.org 105 S 5th Street, Suite 212 Oregon, IL 61061
Byron Office and Wastewater Treatment Plant	Mr. Jeffry Ludwig	Director of Public Works	504 W Blackhawk Drive Byron, IL 61010
Ogle County	Mr. Todd Murray	Chief	TMurray@byronil.net P.O. Box 916 Byron, IL 61010
Ogle County	Mr. Larry Hewitt	Building and Zoning Officer	lhewitt@es-il.org P.O. Box 916 Byron, IL 61010
Byron Post Office			232 N Union Street Byron, IL 61010
US Post Office			5225 Harrison Avenue Rockford, IL 61125
Lee County Council On Aging			100 W 2nd Street Dixon, IL 61021
City of Byron	Dan Reilly	Ward I Alderman	dreilly@es-il.org
City of Byron	John Rickard	Ward II Alderman	jrickard@es-il.org
City of Byron	Todd Isaacs	Ward III Alderman	tisaacs@es-il.org
City of Byron	Christy Hanlin	Ward IV Alderman	chanlin@es-il.org
City of Byron	Ms. Kim P. Gouker	City Clerk	cityclerk@byronil.net
Byron Chamber of Commerce	Ms. Deanna Mershon	Executive Director	byronchamber@gmail.com 232 W 2nd Street P.O. Box 405 Byron, IL 61010
Byron Forest Preserve District			info@byronforestpreserve.com 7993 N River Road Byron, IL 61010
Winnebago County Forest Preserve District			wcfpd@wcfpd.org 5500 Northrock Drive Rockford, IL 61103
Winnebago County Health Department		Public Health Administrator	401 Division Street P.O. Box 4009 Rockford, IL 61101-0509
County Administration Building	Ms. Nancy McPherson	Recorder of Deeds	404 Elm Street, Room 405 Rockford, IL 61101

Winnebago County Justice Center			650 W State Street Rockford, IL 61102
Winnebago County Planning, Zoning and Mapping			planningandzoning@wincoil.us 404 Elm Street, Room 403 Rockford, IL 61101
Regional Planning & Economic Development	Ms. Stacy Bernardi	Economic Development Director	sbernardi@wincoil.us 404 Elm Street, Room 403 Rockford, IL 61101
Regional Planning & Economic Development	Ms. Julie Worley	Executive Assistant	jworley@wincoil.us 405 Elm Street, Room 403 Rockford, IL 61101
Rockford Township		Clerk	jholt@twp.rockford.il.us
Rockford Township	Mr. Ryan Gailey	Trustee	
Rockford Township	Mr. Frank Manzullo	Trustee	
Rockford Township	Mr. Ken Staaf	Trustee	
Rockford Township	Mr. Jasper St. Angel	Trustee	
Rockford Township	Mr. Daniel Conness	Highway Commissioner	Commissiонер@twp.rockford.il.us 404 N. Springfield Avenue Rockford, IL 61101
Rockford Chamber of Commerce	Mr. Einar K. Forsman	President and CEO	eforsman@rockfordchamber.com 308 W State Street Rockford, IL 61101
Canadian Pacific Railroad	Mr. Dan Sabatka	Director Engineering Works - US East	Daniel_Sabatka@cpr.ca
ComEd Owned Railroad			
West Shore Pipeline Company	Mr. Rick Parkinson		3400 S Badger Road Arlington Heights, IL 60005
Commonwealth Edison Company	Mr. Michael Lenox		123 Energy Avenue Rockford, IL 61109
Verizon	Mr. Kalin Hinshaw		112 W Elm Street Sycamore, IL 60178
AT&T	Mr. Wally Zdon		225 E Chicago Street Elgin, IL 60120
Nicor Gas Co.	Ms. Constance Lane		1844 Ferry Road Naperville, IL 60563-9600
Rockford Water Department	Mr. Jon Hollander		425 E State Street Rockford, IL 61104
Rock River Water Reclamation District	Ms. Dana Carroll		3333 Kishwaukee P.O. Box 7480 Rockford, IL 61126-7480
Comcast Cable	Ms. Michael Owens		4450 Kishwaukee Street Rockford, IL 61109
City of Byron water & Sewer	Mr. Jeff Ludwig		232 W Second Street P.O. Box 916 Byron, IL 61010
Lee/Ogle Regional Office of Education	Mr. Paul McMahon	Regional Superintendent	7772 Clinton Street Dixon, IL 61021
Boone-Winnebago	Dr. Lori A. Fanello	Regional Superintendent	300 Heart Boulevard Loves Park, IL 61111
Boone-Winnebago	Ms. Linda Oshita	Assistant Regional Superintendent	300 Heart Boulevard Loves Park, IL 61111
Byron School District	Dr. James Hammack	Superintendent	696 N Colfax Byron, IL 61010

Mary Morgan Elementary School	Mr. Buster Barton	Principal	420 N Colfax Byron, IL 61010
Byron Middle School	Mr. Steve Herkert	Principal	850 N Colfax Byron, IL 61010
Byron High School	Mr. Peter Verona	Principal	696 N Colfax Byron, IL 61010
Chicago Rockford International Airport		Administration Office	rfd@flyrfd.com 60 Airport Drive Rockford, IL 61109
First Baptist Church of Byron	Mr. Randy Snider	Senior Pastor	byronbaptistsecretary@comcast.net 205 N Peru Street P.O. Box 439 Byron, IL 61010
Shepherd Evangelical Free Church			220 W 3rd Street Byron, IL 61010
St Mary Catholic Church Rectory			3954 E Mockingbird Lane Byron, IL 61010
All Saints Lutheran Church	Ms. Marilyn Hanson	Pastor	pastor@allsaintsbyron.org 624 Luther Drive Byron, IL 61010
Saint Mary's Catholic Church	Mr. Howard Barch	Pastor	secretary@saintmaryinbyron.org 226 E Second Street Byron, IL 61010
United Church of Byron	Mr. Mike Mulberry	Reverend	revmikemul@frontier.com 701 W Second Street Byron, IL 61010
Faith Center			4721 S Main Street Rockford, IL 61102
Oregon Ambulance Services			101 Madison Street Oregon, IL 61061
Lifeline Ambulance Services LLC			318 Roxbury Road Rockford, IL 61107
Metro Medical Services			2437 N Central Avenue Rockford, IL 61107
Osf Lifeline Ambulance			942 River Lane Loves Park, IL 61111
ATS Medical Services Inc			6419 Material Avenue Loves Park, IL 61111
Superior Ambulance			6922 Forest Hills Road Loves Park, IL 61111
Metro Medical Services			5112 Forest Hills Court Loves Park, IL 61111
Blackhawk Fire Protection District			nfo@blackhawkfire.org 3738 Main Street Rockford, IL 61102-4239
Byron Fire Protection District	Galen Bennett	Chief	gbennett@es-il.org P.O. Box 904 Byron, IL 61010
Winnebago County Sheriff's Office	Mr. Richard Meyers	Sheriff	650 S State Street Rockford, IL 61102
Ogle County Sheriff's Office Administration and Patrol	Mr. Michael R. Harn	Sheriff	oglesheriff@oglecounty.org 103 Jefferson Street Oregon, IL 61061

Ogle County Correctional Center	Ms. Gerda Clark	Jail Administrator	gclark@oglecounty.org 107 S Fifth Street Oregon, IL 61061
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Table 2 Project Study Group

AGENCY NAME	CONTACT	TITLE	E-MAIL & MAILING ADDRESS
Illinois Department of Transportation	Paul Loete	Regional Engineer	Paul.Loete@illinois.gov IDOT District 2 819 Depot Avenue Dixon, IL 61021-3500
Illinois Department of Transportation Program Development	Kevin Marchek	Program Development Engineer	Kevin.Marchek@illinois.gov IDOT District 2 819 Depot Avenue Dixon, IL 61021-3500
Illinois Department of Transportation Program Development	Masood Ahmad	Studies and Plans Engineer	Masood.Ahmad@illinois.gov IDOT District 2 819 Depot Avenue Dixon, IL 61021-3500
Illinois Department of Transportation Program Development	Matt Farmer	Project Engineer	Mathew.Farmer@illinois.gov IDOT District 2 819 Depot Avenue Dixon, IL 61021-3500
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Illinois Department of Transportation Hydraulics	Rich Guise	Hydraulics Engineer	Rich.Guise@illinois.gov IDOT District 2 819 Depot Avenue Dixon, IL 61021-3500
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Illinois Department of Transportation Operations	Trisha Thompson	Acting Operations Engineer	Trisha.Thompson@illinois.gov IDOT District 2 819 Depot Avenue Dixon, IL 61021-3500

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Illinois Department of Transportation Land Acquisition	Jon Estrem	Condemnation & Acquisitions Services Engineer	Jon.Estrem@illinois.gov IDOT District 2 819 Depot Avenue Dixon, IL 61021-3500
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HDR	Michael Marchyshyn	Transportation Planner/GIS Specialist	Michael.Marchyshyn@hdrinc.com 8550 W. Bryn Mawr Avenue Suite 900 Chicago, IL 60631

Table 3 Community Advisory Group Members

Representation	Contact Person	Email	Phone	Address

Table 4 Community Advisory Group Member Alternates

Representation	Contact Person	Email	Phone	Address

Table 5 SIP Revision History

<u>Version</u>	<u>Date</u>	<u>Revision Description</u>
1	March, 2014	Original – Placeholders to be filled-in following initial review/discussion with IDOT
2	June 2014	Updated Stakeholder List