

STAKEHOLDER INVOLVEMENT PLAN

IL ROUTE 47 STUDY IL ROUTE 71 TO CATON FARM ROAD

SECTION (109, 110) R KENDALL COUNTY



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1. INTRODUCTION

1.1 Project Background

The Illinois Route 47 study area is comprised of approximately 4.2 miles from Illinois Route 171 on the north to Caton Farm Road on the south. The study area contains agricultural and rural land uses for the southern three miles located primarily in unincorporated Kendall County, with a mixture of residential and commercial land uses within the portion of the study area located in the United City of Yorkville. The existing roadway generally consists of a two-lane rural cross-section with open ditch drainage for the southern, unincorporated area, and two-lanes with protected turning lanes and intersection widening for the northern section in Yorkville. IDOT has identified that the current traffic volumes in this corridor are near the capacity of the existing roadway, and that additional development and lack of alternate routes will continue to increase demand on the state highway system. The proposed scope of work will be determined through engineering evaluation and public involvement. Preliminary engineering studies have been conducted for adding lanes to IL 47 north and south of this study area.

Given the potential impacts that a proposed improvement could have, the project has been designated as a Context Sensitive Solutions (CSS) project. CSS is a collaborative approach that involves all stakeholders to develop a facility that fits into its surroundings and preserves scenic, aesthetic, historic, and environmental resources while improving safety and mobility. A Stakeholder Involvement Plan (SIP) is critical to the success of CSS principles on a project. The SIP, by its very nature, is a work in progress throughout the life of the project, and thus, subject to revision any time events warrant. The project life is comprised of three distinct phases. Phase I is the preliminary engineering and environmental study, Phase II includes detailed plan preparation and land acquisition, and Phase III is the actual construction of the project.

ILLINOIS ROUTE 47 PROJECT AREA

ILLINOIS ROUTE 71 TO CATON FARM ROAD - KENDALL COUNTY



Not To Scale



1.2 Context Sensitive Solutions

This project is being developed using the principles of CSS per the Illinois Department of Transportation Context Sensitive Solutions (CSS) Policy and BDE Procedure 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 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 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, 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 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:

- 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 plan is to provide a guide for implementing stakeholder involvement for the IL Route 47 project. The 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 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 the roles and responsibilities of the lead agency (Table 2-1 in Appendix A).
- Identifies cooperating agencies and agency responsibilities (Table 2-2 in Appendix A).
- Identifies participating agencies (Table 2-3 in Appendix A)>
- Identifies the Project Study Group (PSG, Table 3-1 in Appendix A).
- Identifies the Community Advisory Group (CAG, Table 3-2 in Appendix A), and its roles and responsibilities.
- Establishes the timing and type of involvement activities with all stakeholders.
- Establishes stakeholder requirements for providing timely input to the project development process.

2.2 Stakeholder Identification Procedures

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
- Property owners

- Businesses adjacent to the study area
- Churches within the project limits
- Schools within the study area
- Advocates for community and historic interests
- Special interest groups (environmental coalitions, bicycle groups, etc.)
- Elected/community officials
- Government and planning agencies
- Transportation system users and organizations
- Chambers of Commerce
- Neighborhood groups
- Utilities / Telecommunications
- Emergency service providers
- Law enforcement agencies
- Drainage Districts
- Postmasters
- Others outside the study area with an interest in the project

Early coordination and/or meetings will be conducted with local municipal and county governments within the study area as a means of identifying interested parties and stakeholders, including individuals, businesses, community leaders and organizations. The identification of stakeholders will be done through a combination of desktop searches, handing out fliers, and input from local community leaders. It is anticipated that new stakeholders will be added to the initial stakeholder list 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. These opportunities include, but are not limited to, the project website, public meetings, the Community Advisory Group, and press releases (see Section 5). The project mailing list will be updated and maintained through the duration of the project.

2.3 Stakeholder Involvement Ground Rules

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

These 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 revisions/additions at any time as events warrant.
- All participants must keep an open mind and participate openly, honestly, and respectfully.
- The role of the CAG is to advise the PSG, which will make the ultimate decisions on this project. A consensus of CAG member concurrence on project choices is sought, but the ultimate decisions remain in the hands of the PSG and the State of Illinois.
- All participants should work collaboratively and cooperatively to seek a consensus solution.
 Consensus is defined as "when a majority of the stakeholders agrees on a particular issue, while the remainder of stakeholders agrees its 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.
- IDOT and FHWA will serve as the lead agencies and make final project decisions.

3 PROJECT WORKING GROUPS

The working groups for this project will consist of a Project Study Group (PSG) and a Community Advisory Group (CAG). Membership of these groups may be altered during the project to allow for an optimal multi-disciplinary team. The CAG will interface directly with the PSG. The meetings will be designed to encourage timely and meaningful opportunities for participation.

3.1 Project Study Group (PSG)

Per IDOT's CSS procedures, IDOT has formed a PSG, an interdisciplinary team, for developing the IL Route 47 project. The PSG will make the ultimate project recommendations and decisions on this project. This group consists of a multidisciplinary team of representatives from IDOT, FHWA, the project consultant team, and other technical agencies as appropriate. The membership of the PSG may 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 3-1 in Appendix A will form the PSG for the IL Route 47 project.

3.2 Community Advisory Group (CAG)

To assist in the development of the environmental and engineering studies for the IL Route 47 study, IDOT has proposed the establishment of a CAG. The purpose of the CAG is to provide input on various study elements including the definition of project needs, and evaluation of the potential alternatives. The CAG consists of community leaders from the study area, and stakeholders with expertise or technical interest in environmental, land use, transportation, and economic development that are

affected by the study, as well as other representative stakeholders. The initial invitation membership of the CAG is presented in Table 3-2 in Appendix A. Individuals wishing to be considered for CAG membership will be able to do so by signing up at public meetings or via the project website, or by responding to fliers. The PSG will ultimately determine CAG membership to ensure balanced representation in an effective and manageable workshop setting.

Any interested persons who do not become members of the CAG will be added to the stakeholder list, ensuring they will receive meeting invitations 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 throughout the project. This plan serves as a guide for public involvement in the Phase I study, but includes strategies that can be used through all project phases. 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 each strategy is intended to reach. Implementation of this plan requires the commitment and efforts of all study participants and includes actions, responsibilities, and timing. The PSG will be responsible for the overall development, implementation and coordination of the SIP.

3.4 Stakeholder Involvement

Any stakeholder that shows interest in the project will be added to the stakeholder list, ensuring they will receive meeting invitations and project updates. IDOT and/or the project consultant team will also be available to meet with stakeholder 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.

4 TENTATIVE SCHEDULE OF PROJECT DEVELOPMENT ACTIVITIES / STAKEHOLDER INVOLVEMENT

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

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

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

- Assemble the PSG.
- Develop the SIP and post to the project website.
- Organize and hold Local Officials Meeting #1 to kick-off project and identify stakeholders.
- Organize and hold Public Information Meeting #1 to educate stakeholders on the project process, study area and history, and to identify preliminary study area issues/concerns.
- Assemble and organize the Community Advisory Group (CAG), and hold CAG Meeting #1 to solicit input on issues and concerns, and introduce the Problem Statement and Purpose and Need.
- Conduct regulatory/resource agency scoping activities.

4.2 Step Two: Refine Alternatives

This stage of the project consists of the further detailed evaluation of project alternatives. Activities in this stage include the following:

- Organize and hold CAG meeting #2 to review Public Information Meeting results and solicit input to identify and refine proposed alternatives.
- Organize and hold Public Information Meeting #2 to present the Problem Statement and Purpose and Need, and to collect additional input to refine proposed alternatives.

4.3 Step Three: Approval of Final Alternative

The process will continue with the identification and concurrence of the preferred design approach and FHWA approval of the Preferred Alternative. Activities in this stage of the project development process include the following:

- Identification of the Preferred Alternative based on technical analysis and stakeholder input.
- FHWA concurrence on the preferred design approach.
- Organize and hold CAG Meeting #3 to review results of Public Information Meeting #2 and present Preferred Alternative.
- Organize and hold Local Officials Meeting #2 to present Preferred Alternative.
- Organize and hold Public Hearing to present Preferred Alternative.
- Consider Public Hearing comments and finalize alternative.

4.4 Project Development Schedule and Stakeholder Involvement Activities

The tentative schedule for project development activities and stakeholder involvement activities is presented in Appendix B, Table 4-1.

5 PUBLIC INVOLVEMENT PLAN ACTIVITIES

The following activities are proposed as the public involvement plan for IL Route 47 Phase I project. Unless noted, the PSG is the responsible party for activities and coordination. All activities will be approved by IDOT before proceeding. The designated point of contact at District 3 is Kelly Vlastnik, P.E. She will coordinate internal IDOT reviews and approvals including consolidating review comments and resolution of conflicting issues.

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

5.1 Stakeholder Activities

A stakeholder is identified as anyone who could be affected by the project and has a stake in its outcome. In addition to the general public, key groups of stakeholders identified for this study include those with decision making capabilities related to implementing transportation investments, and those with public standing that speak for the general public and can influence the broader spectrum of public opinion. These representatives, divided into two groups, include:

- Local, regional, state and federal elected and appointed officials and agency representatives
 with jurisdiction over the transportation planning process and affected environmental,
 historic, cultural and economic resources; and
- Corridor residents, businesses and property owners, the motoring public, professional
 associations and local, regional and potentially statewide community, civic and environmental
 organizations.

Media publication and broadcast groups, critical to informing the public and affecting public opinion, are addressed later in this section.

5.2 Public Outreach Meetings

Stakeholder involvement for the IL Route 47 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. These meeting opportunities are listed below.

Public Meetings

Public involvement for the IL Route 47 project includes opportunities for broader public involvement in the form of public meetings. These large-scale meetings encourage public attendance and foster

public awareness of project developments and alternatives that are being evaluated. These meetings also provide a forum for general public input, including concerns and comments regarding project alternatives. Two public meetings and one public hearing will be held to coincide with major milestones during the project development process. Please note that the dates shown below in parentheses are tentative and therefore subject to change.

- The first Public Information Meeting (February, 2011) served as a project kickoff to educate stakeholders on the project process and study area, history, identify study area issues/concerns, and present alternatives. It provides an opportunity for the public to share its perspectives regarding transportation issues and project concerns.
- The second Public Information meeting (March, 2013) gave stakeholders an additional opportunity to provide input and to further refine proposed alternatives.
- The Public Hearing (Anticipated Winter/Spring2015) will present the Preferred Alternative for public review and comment.

These meetings 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 by public notices placed in area newspapers, the project website, and on third party websites such as those hosted by local municipal and county governments. Opportunities for the public to provide written comments (comment forms) will be available at the meetings.

Stakeholder Workshops

Multiple CAG meetings are being conducted as a means to obtain representative stakeholder input regarding various project issues and potential system solutions. Meetings with individual stakeholder groups will also be scheduled as needed. Renderings and visualizations are developed to illustrate concepts and issues that have been raised, developed, and evaluated. The renderings and visualizations are dependent on the topic of discussion and format of the particular workshop.

- CAG Meeting #1 held August 25, 2011
- CAG Meeting #2 held May 7, 2012
- CAG Meeting #3 scheduled for November 18, 2014

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

Mailing List

To support public meeting invitations and other direct public contact, a mailing list has been developed and is updated periodically. Phone numbers and e-mail addresses are added to the list, as available.

The mailing list will include recipients such 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. The mailing list will include government and business leaders and addresses in the immediate area. This list will be updated throughout the project through various means of communication, such as sign-in sheets and the project website.

Public Website

In an effort to utilize electronic resources, disseminate information to the public and to receive input and comments, a public website has been developed. This website provides a centralized source of information, available to anyone with access to the internet at any time. The IL Route 47 website has the capability of maintaining a history of the project in a cost-effective manner.

The IL Route 47 project website is accessible via IDOT's website at www.idot.illinois.gov/projects/il-47-project. Information posted on the website includes project history, study process and information, maps, photos, reports, and electronic versions of printed material. The website also allows for two-way communication (comment forms), through the use of e-mail. For consistency, the website will have major updates on the same schedule as the study's major milestones.

Media Strategies

An effective method of informing the general public about a project and its results is through broadcast and print media. To effectively use the media, a number of media strategies are being employed to provide accurate and frequent coverage of the project and the study. Media strategies to be used during this study include message development, press releases, publication pieces, and media correspondence with agency-designated spokespersons.

The goal is to issue a number of press releases throughout the study period. Incorporating the key message, these press releases are to announce public meetings, study work to date, important results, and next steps.

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. 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. Two weeks for developing, editing, approving and mailing the response is a proposed time frame throughout the study process.

Phone calls and standard mail are being answered by IDOT, but the project consultant team is available to assist in the preparation of responses. Monitoring other meeting activity, third party websites and media reports will continue throughout the study. Reports on the activity are detailed and stored as they occur.

6 PLAN AVAILABILITY AND MONITORING / UPDATES

The SIP is a dynamic document that is available to stakeholders and updated as appropriate throughout 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 Meetings and on the project website. The stakeholder review period for the initial SIP was 30 days from its date of release in 2011. As the project proceeds forward, the PSG will update the SIP on a regular basis to reflect appropriate changes or additions. SIP updates are posted on the project website.

6.2 Modification of the Stakeholder Involvement Plan

The plan is 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 agencies should notify IDOT of staffing and contact information changes in a timely manner. Plan updates are tracked in Appendix A, Table 6-1.

Appendix A Tables

Table 2-1 Lead Agencies

Agency Name	Role	Other Project Roles	Responsibilities
Federal Highway Administration	Lead Federal Agency		
Illinois Department of Transportation	Joint-Lead Agency		

Table 2-2 Cooperating Agencies and Agency Responsibilities

Agency Name	Role	Cooperating Agency Response	Other Project Roles	Responsibilities
Illinois Department of Natural Resources/US Fish and Wildlife Service	Cooperating Agency	Accepted		
US Environmental Protection Agency	Cooperating Agency	Pending		
Illinois Historic Preservation Agency	Cooperating Agency	Accepted		
US Army Corps of Engineers, Chicago District	Cooperating Agency	Pending		
Illinois Department of Agriculture	Cooperating Agency	Accepted		
Illinois Environmental Protection Agency	Cooperating Agency	Pending		

Table 2-3
Participating Agencies and Agency Responsibilities

Agency Name	Requested Role	Participating Agency Response	Other Project Roles	Responsibilities
Chicago Metropolitan Agency for Planning	Participating Agency	Accepted		
Federal Emergency Management Agency	Participating Agency	Pending		
Kendall County	Participating Agency	Pending		
United City of Yorkville	Participating Agency	Accepted		

Table 3-1
Project Study Group Members

Agency Name	Contact Person/Title	E-mail & Mailing Address
Illinois Department of Transportation, Region 2/District 3	Kelly Vlastnik, P.E. Studies & Plans Unit Chief	Kelly.Vlastnik@illinois.gov Illinois Department of Transportation Region 2/District 3 700 East Norris Drive Ottawa, IL 61350
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Planning

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Table 3-2
Community Advisory Group Members

Name	Affiliation	Status
Megan Andrews	Kendall Co. Soil & Water Conservation District	Active
Krysti Barksdale-Noble	United City of Yorkville	Pending
Raymond Brucki	Property Owner	Active
Keith Conroy	Coldwell Banker (Saravanos Properties, LLC)	Pending
Lynn Dubajic	Yorkville EDC	Pending
Shane English	Grundy Bank Land and Trust	Pending
Erik Gauss	Cross Evangelical Lutheran Church	Active
Steve Gengler	Property Owner	Active

Gary Golinski	United City of Yorkville	Pending
Richard Hart	United City of Yorkville	Pending
Larry Hilt	United City of Yorkville	Active
Michael Hitzemann	Bristol-Kendall Fire Department	Pending
Mike Hughes	Property Owner	Pending
Francis Klaas	Kendall County	Pending
Dale Konicek	Property Owner	Pending
Bart Olson	United City of Yorkville	Pending
Jason Pettit	Kendall County Forest Preserve	Active
John Pribich	ComEd	Pending
Mike Sims	Kendall County Sheriff Office	Active
Dan Reedy	Kendall County Farm Bureau	Pending
Bradley Sanderson	Engineering Enterprises, Inc.	Active
Frank Scalise	Property Owner	Pending
Marty Schwartz	Kendall Township	Pending
Marilyn Seaton	Kendall County Historical Society	Pending
Laura Shraw	United City of Yorkville	Pending
Bill Stahler	Grainco FS, Inc.	Active
David Stewart	Grainco FS, Inc.	Pending
Bob Walker	Bristol Township	Pending
Jeff Wilkins	Kendall County	Active
Angela Zubko	Kendall County	Active
TBD	BGM Group, Inc.	Pending

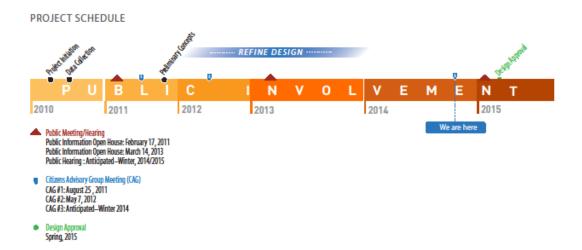
TBD	Windett Ridge Community Association	Pending
TBD	Aux Sable Creek Watershed Advisory Group	Pending

Table 6-1
SIP Revision History

Version	Date	Document Name	Revision Description
1	September 2010	Stakeholder Involvement Plan	Original
2	August 2011	Stakeholder Involvement Plan	Version 2
3	September 2011	Stakeholder Involvement Plan	Version 3
4	October 2014	Stakeholder Involvement Plan	Version 4

Appendix B Project Development Schedule

Table 4-1
Project Development Schedule



Appendix C Glossary, Acronyms, and Abbreviation

Appendix C

Glossary, Acronyms, and Abbreviations

Glossary

Alternative Design Approach One of a number of specific transportation improvement proposals, alignments,

options, design choices, etc. in a study. Following detailed analysis, one

improvement alternative is chosen for implementation.

Consensus When a majority agrees upon a particular issue, while the dissenting remainder

agrees that their input has been heard and duly considered and that the process as a

whole was fair.

Context Sensitive Solutions Balance between mobility, community needs and the environment while developing

transportation projects that improve safety and mobility. This is achieved through involving stakeholders early and continuously, addressing all modes of transportation, applying flexibility in the design, and incorporating aesthetics to the overall project.

National Environmental Policy Act (NEPA)

The federal law that requires the preparation of an Environmental Impact Policy Statement (EIS), Environmental Assessment (EA), or Categorical Exclusion (CE) for a

federally-funded action.

Acronyms

ADT Average Daily Traffic

BDE Bureau of Design and Environment

CA Cooperating Agency

CAG Community Advisory Group
CSS Context Sensitive Solutions

FHWA Federal Highway Administration

IDNR Illinois Department of Natural Resources

IDOT Illinois Department of Transportation

IEPA Illinois Environmental Protection Agency

NEPA National Environmental Policy Act

PA Participating Agency
PSG Project Study Group

CMAP Chicago Metropolitan Agency for Planning

SIP Stakeholder Involvement Plan