

FINAL

APPROVED

DeKalb-Sycamore Area Transportation Study

Public Participation Plan



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Appendixes Updated: December 21, 2011

DSATS will make every effort to make this document available upon request to non-English speaking or hearing or visually-impaired citizens.

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Introduction

Each day, the lives of DeKalb-Sycamore area residents are affected by our transportation system. Anyone who wants to go anywhere finds the opportunities- and limitations- determined by whether the transportation system provides a safe, efficient, and effective means of travel. The DeKalb-Sycamore Area Transportation Study (DSATS) is the Metropolitan Planning Organization (MPO) for the DeKalb-Sycamore Urbanized Area (UA). The Urbanized Area encompasses all or portions of the City of DeKalb, the City of Sycamore, the Town of Cortland, DeKalb County, and Northern Illinois University.

Through the Transportation Equity Act for the 21st Century (TEA-21) and its predecessor, the Intermodal Surface Transportation and Efficiency Act (ISTEA), each region that is designated an urbanized area (50,000+ population) by the Census Bureau must establish a Metropolitan Planning Organization.

The purpose of DSATS, the MPO for the DeKalb-Sycamore area, is to have on-going long range planning that integrates and supports all modes of transportation including auto, transit, bicycle, pedestrian, and freight. DSATS strives to foster the spirit of intergovernmental cooperation, coordinate projects across jurisdictional boundaries, and integrate transportation planning with land use planning and development.

One of the primary ways that MPO's facilitate cooperation is the prioritization of transportation projects for federal funds. The MPO assigns Surface Transportation Planning-Urban (STP-U) funds to local transportation projects, and approves

the use of all federal funds allocated towards transportation projects in a 20- to 25-year planning horizon. In most cases, the MPO is not the implementing agency for projects, but provides an overall coordination in the planning for and programming of funding for projects. Coordination and cooperation through the MPO Process optimizes the application of limited resources to an area's transportation needs, recognizing that such needs do not stop at municipal boundaries.

The MPO is comprised of a Policy Committee, a Technical Committee, and staff. The DSATS Policy Committee is made up of elected officials representing their respective communities. The Policy Committee and IDOT jointly share the responsibility for developing and maintaining the transportation plans and programs as required by State and Federal law. The Policy Committee determines Technical Advisory Committee and Policy Committee membership and voting privileges, enacts and amends DSATS bylaws, and approves work products such as the Transportation Improvement Program (TIP). A list of Policy and Technical Advisory Committee members can be found in Appendix B.

The Technical Advisory Committee's (TAC) membership is drawn from professional and technical staff from the jurisdictions represented by the Policy Committee. The role of the TAC is to provide professional and technical advice and recommendations to the Policy Committee on all matters pertaining to the technical planning functions of DSATS and other matters as requested.

The City of DeKalb is the Lead Agency for DSATS and provides the staffing for the program. DSATS staff currently consists of a part-time Study Director, who also serves as the City Planner for the City of DeKalb, a full-time Transportation Planner, and a part-time graduate intern. Staff is responsible for the ongoing supervision, management, and coordination of the planning efforts of the DSATS program. This includes record keeping, correspondence, local funding disbursement and management, document maintenance, and information dissemination. Staff contact information can be found in Appendix A.

DSATS staff is also responsible for preparing drafts of the following federally required documents: Public Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and Human Services Transportation Plan (HSTP). These documents are reviewed by the Technical Committee and eventually adopted by the Policy Committee. The UPWP, the LRTP, and the TIP, and the HSTP provide the foundation for the planning and programming efforts of the MPO.

The purpose of the Unified Planning Work Program (UPWP) is to establish the activities and planning projects that the DeKalb-Sycamore Area Transportation Study (DSATS) intends to accomplish during the specified fiscal year. The UPWP is updated annually. Programmed planning (“PL”) funds are derived mainly from federal grants (typically 80%), namely the Federal Highway Administration and the Federal Transit Administration. The remaining funds (typically 20%) are provided by the City of DeKalb as local match. Additional funding may be provided on a case-by-case basis by some or

all of the participating jurisdictions for special planning projects.

The Long Range Transportation Plan is the statement of the ways the region intends to invest in the transportation system. The plan, which has a minimum time horizon of twenty years, includes the long and short-range program strategies/actions that will lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. The LRTP is updated at least every five years.

Using the LRTP as a base, the Transportation Improvement Program is prepared. The TIP is a short-term document normally covering three years, and is updated at least every two years. The TIP is a financially constrained document outlining the most immediate implementation priorities for transportation projects and allocating resources. A project may not receive federal funding unless it is included in the TIP.

The Public Participation Plan Mission Statement

The DeKalb-Sycamore Area Transportation Study will provide opportunities for meaningful public and stakeholder involvement in the transportation related decision-making processes. DSATS will accomplish this by making information accessible to all citizens through multiple venues and techniques. Actual and meaningful discussion and input is the key to effective public involvement. This Policy outlines the strategies that DSATS will employ to accomplish this goal.

Objectives of the DSATS' Public Participation Plan

- ***Notify* the public in a timely manner of policies, progress of specific projects, and issues related to the planning process.**
- ***Engage* all stakeholders with opportunities for participating in the decision-making process.**
- ***Listen* to citizen concerns and ideas and address them in a prompt manner.**
- ***Learn* from collected information and stakeholders' ideas to develop consensus and resolve conflicts, to generate better planning decisions.**
- ***Expand* an effective outreach process that includes an integrated feedback process for evaluation and improvement.**
- ***Evaluate* regularly the measured effectiveness of participation strategies.**

This Public Participation Plan and all public involvement activities pertaining to the provision of public transportation in the DeKalb urbanized area initiated by DSATS, its member organizations, and all public transit providers contracted by the member organizations satisfies the program-of-project requirements of the Federal Transit Administration (FTA) Section 5307 Program, the Illinois Downstate Operating Assistance Program (DOAP) and any other applicable public transit grants.

Implementing the Public Participation Plan

Since their inception, Metropolitan Planning Organizations have followed the 3-C Planning Process, which was first set forth in the 1962 Federal-Aid Highway Act. MPO's were created to ensure that transportation-planning efforts were "continuing, comprehensive, and cooperative." "Cooperative" was defined to include federal, state, and local levels of government, as well as various nongovernmental organizations involved in or affected by transportation issues. "Continuing" referred to the need for periodic evaluations of the plan's goals and recommendations. "Comprehensive" was intended to incorporate these ten basic elements into every transportation planning effort:

1. Economic factors affecting development
2. Population
3. Land Use
4. Transportation facilities including those for mass transportation.
5. Travel patterns
6. Terminal and transfer facilities
7. Traffic control features
8. Zoning ordinances, subdivision regulations, and other local building requirements
9. Financial resources
10. Social and community value factors, such as preservation of open space, parks and recreational facilities, preservation of historic sites and buildings, environmental amenities, and aesthetics

Ongoing legislation has expanded upon the 3-C Process. Through ISTEA, the federal government mandates a deep level of public involvement throughout the planning process. In 2005, the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) expanded the definition of "interested parties" to be consulted in the development of the participation plan and LRTP. It also requires plans to demonstrate sincere and measurable intent in making the planning process and its product readily accessible to the public. In general, the law and DSATS encourage informed public comment through solicitation of ideas on issues, scope, and alternatives well in advance of public hearings. The following items are descriptions of the Code of Federal Regulations: Public Participation in Metropolitan Transportation Planning 23 CFR 450.316b(1) (denoted by *italics*), as well as DSATS efforts to realize them.

I. The metropolitan planning process shall include a proactive public involvement process that provides complete information, regular updates, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs.

The Transportation Improvement Program contains, at a minimum, information on all road and transit projects with an element of federal funding. Examples of federal funding include Surface Transportation Urban (STU) funds, Hazard Elimination Safety Program (HES) funds, and member initiatives. DSATS policy is to also include information on projects sponsored by IDOT and local jurisdictions that are expected to have an impact on the regional transportation network.

The TIP also serves as the Program of Projects for the disbursement of Section 5307 federal transit funds. The amount of Section 5307 dollars available to the DeKalb-Sycamore area and their intended use is published as a part of the TIP.

The Human Services Transportation Plan identifies the ways in which the public transportation system is integrated with the Human Service providers in the DeKalb Sycamore area to ensure that all residents of the area have access to all the needed services within the region.

Each of the above documents – PPP, TIP, LRTP, and HSTP – will not be adopted until considered at a public hearing held at the DSATS Policy Committee meeting. Notice of said public hearing shall be published in an area newspaper not less than ten days before said date.

Below are the guidelines for these plans to identify required plan updates and public input information.

1. Public Participation Plan (PPP):

- (a) Must be updated each time the Long Range Transportation Plan is updated (every 5 years)*
- (b) DSATS preferred policy is to update plan each year*
- (c) Required Public Comment Period: 45 days – Must be advertised as Legal Notice in local Newspaper*
- (d) Public Hearing:*
 - i) Must be held during or after Public Comment Period*
 - ii) Must be advertised in local newspaper at least 10 days before event*

2. Transportation Improvement Program (TIP)

- (a) Must include all anticipated transportation projects for the next 4 to 5 years;*
- (b) Must be updated every two (2) years;*

- (c) DSATS preferred policy is to update plan each year;*
- (d) Required Public Comment Period:*
 - i) Standard Update: 30 days – Must be advertised as Legal Notice in local Newspaper*
 - ii) TIP Amendments: Any TIP Amendments should conform to the Policies set forth in the Procedures for DSATS TIP Modifications (DSATS060-09).*
- (e) Public Hearing:*
 - i) Must be held during or after Public Comment Period*
 - ii) Must be advertised in local newspaper at least 10 days before event*

3. Long Range Transportation Plan (LRTP):

- (a) Must be updated every 5 years (should the DSATS area ever become a non-attainment area, the plan would then be updated every 4 years)*
- (b) Required Public Comment Period: 45 days – Must be advertised as Legal Notice in local Newspaper*
- (c) Public Hearing:*
 - i) Must be held during or after Public Comment Period*
 - ii) Must be advertised in local newspaper at least 10 days before event*

4. Human Services Transportation Plan (HSTP):

- (a) Must be updated each time the Long Range Transportation Plan is updated (every 5 years)*
- (b) Required Public Comment Period: 45 days – Must be advertised as Legal Notice in local Newspaper*
- (c) Public Hearing:*
 - i) Must be held during or after Public Comment Period*
 - ii) Must be advertised in local newspaper at least 10 days before event*

5. Unified Planning Work Program (UPWP):

- (a) Must be updated every Fiscal Year and submitted to IDOT for approval.*
- (b) Required Public Comment Period: As this is part of the contract to receive MPO Planning funds, no public comment period is required. This plan should be made available to the public for their review any time they request it.*

II. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties, and segments of the community affected by transportation plans programs, and projects (including but not limited to central city and other local jurisdiction concerns);

DSATS has implemented a website as part of the City of DeKalb's Community Development Department's website. The DSATS logo is located on the city's homepage and can be directly linked to.

The website serves as a primary gateway for individuals and groups interested in learning about or participating in DSATS' planning and programming processes. All of the DSATS' plans, such as the LRTP, UPWP, TIP, HSTP, the ITS Architecture, the Bikeways Plan, the Transit Development Plan, and the Public Participation Plan are located on the website. In addition, DSATS solicits public participation on the website by including public comment forms for download. The website also maintains all the Minutes, Agendas, and Agenda Summaries for all meetings since the creation of DSATS

DSATS distributes a monthly newsletter, primarily circulated by e-mail, but also available through U.S. mail, to keep all parties informed of MPO activities. This newsletter is released the first day of the month and includes information about DSATS' meetings, projects, and other important articles. Subscriptions are solicited through a letter sent to all area social service agencies and transit providers, published in the local newspaper, and on the DSATS website.

DSATS also advertises all DSATS Meetings and Press Releases on the City of DeKalb Channel 14 in order to distribute MPO information.

DSATS also tries to have links on the websites of member organizations and where possible will try to distribute information via organization newsletters.

III. Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the federal aid highway and transit programs are being considered;

Back-up materials provided to committee members will be available to the public by request. Copies of the Public Participation Plan (PPP), Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), Transportation Improvement Plan (TIP), and Human Services Transportation Plan (HSTP) will be made available to the public at the following locations: City of DeKalb Community Development Annex, City of Sycamore Administration Building, DeKalb County Planning and Zoning office, and the Town of Cortland clerk's office. Copies will also be available to the area's public libraries. Maps and addresses of public review locations can be found in Appendix D. All plans are also available on the DSATS website.

DSATS intends to include a glossary of technical terms with all of the above documents and others as appropriate, in an effort to clarify an often complicated slew of programs, terms, acronyms, and abbreviations for the public. A glossary of terms can be found in Appendix D. Whenever time permits, DSATS will accommodate requests for individual meetings with interested members of the public.

IV. Require adequate public notice of public involvement activities and time for public review and comment at key decision points including, but not limited to, approval of plans, and TIPs;

Information on public involvement opportunities is made available through postings at the DeKalb Municipal Building, distribution of notice to DeKalb area media, and through the DSATS website.

V. Demonstrate explicit consideration and response to public input received during the planning and program development processes;

Public input received during the planning and program development process will be summarized and maintained in the DSATS files. Such comment may be incorporated in the final report by either a response based on practical engineering principles and Technical committee review, through policy change, or in an appendix.

VI. Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households;

DSATS hopes to reach the traditionally underserved population by working through area social service agencies which are already in contact with these populations. DSATS will work with the agencies on an individual basis as requested, and will work through the DeKalb Continuum of Care group, Networking for Families, and other appropriate forums to provide general information and outreach.

If a major service reduction or any fare increase for transit service is proposed, DSATS will work with the whole public, but especially with traditionally underserved populations, to assess the impact of such changes. A major service reduction is defined by cutting one or more route or the cutting the availability or capacity of existing service by twenty-five percent or more. The service provider and any contractor retain the right to make service and fare decisions, but may not do so before holding a public hearing. Notice of the public hearing shall be published not less than ten days prior to the hearing.

VII. When significant written and oral comments are received on the draft transportation plan or TIP as a result of the public involvement process or the interagency consultation process required under U.S. EPA's conformity regulations, a summary, analysis, and report on the disposition of comments shall be made a part of the final plan and TIP;

VIII. If the final plan or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available;

Review of any significantly revised plan or TIP shall be available for not less than ten days. Copies of such plans will be made available at all sites listed as public review sites.

IX. Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;

DSATS is committed to providing full public access to key decisions. DSATS will employ the variety of techniques detailed in this Policy to achieve that goal. From time to time, DSATS staff may solicit comments from the public and evaluate existing opportunities. DSATS will review the Public Involvement Policy concurrently with the LRTP during each major update.

X. These procedures will be reviewed by the FHWA and the FTA as necessary for all MPO's, to assure that full and open access is provided to MPO decision-making processes;

XI. Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs to reduce redundancies and costs;

XII. Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794, which ensures that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any program receiving federal assistance from the United States Department of Transportation;

DSATS is committed to a meaningful effort to involve low income and minority populations in the decision processes established to program federal funds. DSATS evaluates the nature, extent, and incidence of probable favorable and adverse human health or environmental impacts of each program or activity on any particular group, paying particular attention to the affects upon minority or low-income populations.

In addition to goals for informed participation by all groups, DSATS addresses Title VI requirements in the following ways:

- The DeKalb-Sycamore area has a somewhat unique situation in that a major provider, Voluntary Action Center, is also a social service agency. VAC's target populations include the disabled, the elderly, and households for whom automobile ownership is economically difficult.
- DSATS works with available forums including the DeKalb Continuum of Care, a network of social service agencies, law enforcement, state agencies, and local jurisdictions, to publicize the plans and actions of the MPO.
- The MPO recognizes a need for transit services in areas currently not served. DSATS also recognizes a need and desire for transit making connections to other transit within the region.
- The MPO will continue to seek opportunities that will lead to improved transportation for those traditionally underserved.

Beyond those populations protected by Title VI, the City of DeKalb's Municipal Code includes sexual orientation and matriculation as protected classes. Other populations may be later identified as needing protected status. DSATS shall automatically include any other specially-protected populations identified by its member jurisdictions.

XIII. Identify actions necessary to comply with the Americans with Disabilities Act of 1990 and U.S. DOT regulations “Transportation for Individuals with Disabilities”.

XIV. Provide for the involvement of traffic, ride-sharing, parking, transportation safety and enforcement agencies, commuter rail operators, airport and port authorities, toll authorities, appropriate private transportation providers, and where appropriate city officials; and

XV. The metropolitan transportation planning process shall include preparation of technical and other reports to assure documentation of the development, refinement, and update of the transportation plan. The reports shall be reasonably available to interested parties, consistent with Sec. 450.316(b)(1).

DSATS will include participation from persons with disabilities, particularly by working in concert with the DeKalb Disabilities Commission, RAMP, and other groups. As the region’s population ages, it can be anticipated that the needs for special transportation services will grow. The presence of Northern Illinois University in the community also attracts populations with special needs. DSATS will attempt to anticipate areas in which special transportation services may be needed to serve these growing populations.

XVI. Additional techniques:

- DSATS has retained professional media services. DSATS has a logo, letterhead, e-newsletter format, and website. DSATS strives to create an image that is recognizable to other organizations and to the public. It is hoped that this image will facilitate the public’s recognition of DSATS as a forum for transportation issues, a source of information, and a resource for identifying and addressing the DeKalb-Sycamore Area’s transportation needs.
- DSATS will undertake a comprehensive update to this Policy approximately every five years, in concurrence with the Long Range Transportation Plan update. During this update, DSATS will evaluate strategies undertaken during the previous years and will adjust its public participation techniques accordingly. This review process is intended so that DSATS is continually working towards improved incorporation of the public in the decision making process.
- In the interim, DSATS will annually provide updated lists of contact people for its Staff, Committees, and member jurisdictions. The DSATS website will include this information, as well as identify the proper contacts for specific projects or questions.

DSATS' Efforts to Ensure an Equitable Public Participation Process

DSATS strives to ensure impartial and sufficient opportunity for public input. DSATS holds two open meetings each month and invites the public to attend. The Policy Committee convenes the fourth Wednesday of the month at 3:00 p.m. in the DeKalb Annex Building, Large Conference Room, 223 S. Fourth Street, Suite A, DeKalb, IL 60115. The Conference Room has teleconferencing equipment available if prior arrangements are made. The Technical Advisory Committee (TAC) meets the second Monday of the month at the DeKalb County Highway Department, 1826 Barber Green Road, DeKalb, IL 60115. Both rooms are handicap accessible and transportation to meetings can be arranged if prior arrangements are made with DSATS staff.

If applicable, more than one public meeting will be held on the same subject, in a different location and/or at a different time, so that different segments of citizens have equal opportunity to participate and provide input. Meeting summaries are always available from DSATS staff in the event a person would like to review the discussion of a specific meeting. Citizens are always encouraged to provide input during public comment periods. Should there be nothing for the agenda in a particular month, meetings may be cancelled. If you plan to attend a particular meeting, please contact DSATS staff to verify if a particular meeting is being held.

DSATS Consideration and Incorporation of Public Input

DSATS will evaluate all input and feedback, both written and verbal, as to its appropriateness and significance. Written responses will be prepared only when specifically requested. Effective transportation decision-making depends on understanding and properly addressing the unique needs of different socioeconomic groups. The MPO identifies residential, employment, and transportation patterns of low-income and minority populations so that their needs can be identified and addressed. Public involvement processes are evaluated and improved, where necessary, to eliminate participation barriers and engage minority and low-income population in transportation decisions.

DSATS Forms of Public Participation

To ensure an efficient public involvement process, the following techniques, or any combination may be used by DSATS:

- Public Notification
- Mailing Lists
- Copies of Documents
- Public Comment
- Open Meetings
- Open Houses
- DSATS Attendance at Other Meetings
- DSATS Website

Evaluation of Public Participation Efforts

Periodic review of public participation activities to evaluate program effectiveness is required by federal regulation 23 CFR 450.212(a)(7). Periodic evaluation of DSATS' efforts will determine whether the public participation methods are effective. In the event a public participation program is not effective, it can be redesigned and improved to achieve the public participation goals of DSATS.

The evaluation of DSATS public participation programs will focus on an assessment of each program's overall success and effectiveness in achieving its participation goals. Strong participation numbers and inclusion of a broad range of interests is of particular concern to DSATS staff. Criteria have been established to accurately measure the effectiveness of each of the recommended public participation tools in accomplishing these goals. The chart below evaluates criteria in both qualitative and quantitative forms.

PUBLIC PARTICIPATION TOOL	QUANTITATIVE MEASURES	QUALITATIVE MEASURES
Mailing Lists	Number of additions to a mailing list	Concise and clear information portrayed
	Diversity of representation	Effectiveness of newsletter
	Quantity of education materials distributed	
Open Houses	Number of events for public involvement	Effectiveness of meeting format
	Number of comments received	Public understanding of the process
	Number of participants	Timing of public involvement
	Number of "environmental justice" attendees	Meeting convenience
	Diversity of attendees	Quality of public input—useful in plan development?
Meetings	Number of comments received	Effectiveness of meeting format
	Number of participants	Public understanding of the process
	Number of "environmental justice" attendees	Quality of feedback obtained
	Diversity of attendees	Quality of public input—useful in plan development?
DSATS Website	Number of documents	Timeliness of document updates
	Number of hits per month	Effective format for information access
	Number of public comments and suggestions submitted	Quality of feedback obtained
	Number of additions to the mailing list	Concise and clear information

DSATS will evaluate the four most commonly used public participation methods it employs: mailing lists, open houses, meetings, and the DSATS website. On all occasions, measures of public participation are recorded as numbers, statistics, and summaries of qualitative observations. The quantitative components could include, but are not limited to, meeting attendance, number of hits on the internet site, and number of suggestions received. The quantitative measurements typically determine the “who,” “what” and “where” of decision-making, whereas the qualitative measurements determine the “why” and “how”—which are not easily determined by numbers or statistics. Quantitative measurements are usually conclusive while qualitative measurements are exploratory in nature.

The quantitative and qualitative measures will be compiled annually and analyzed against previous years’ data to determine change in participation levels. Results of such analysis could be presented and discussed at an annual staff public participation meeting to determine the effectiveness of the tools.

The Public Participation Plan is intended to be a document which can incorporate revisions from the public. It is also designed to be flexible and offer a number of varied techniques for public participation.

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Appendix A. DSATS Staff

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Name: Brian Dickson
Title: Transportation Planner / MPO Coordinator
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Name: Lynnea Erickson
Title: Transportation Intern
Phone: 815-748-2061
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Address: 223 S. Fourth St. Suite A
DeKalb, IL 60115

Appendix B. DSATS' Policy and Technical Advisory Committees

DSATS Policy Committee					
Jurisdiction	Contact	Title or Department	Phone #	E-mail	Address
City of DeKalb (3 Votes)	Kris Povlsen	Mayor	(815) 748-2027	kpovlsen@cityofdekalb.com	200 S. Fourth St. DeKalb, IL 60115
	Mark Biernacki	City Manager	(815) 748-2391	mark.biernacki@cityofdekalb.com	
	Ron Naylor	Alderman, 5 th Ward		ron.naylor@cityofdekalb.com	
City of Sycamore (2 Votes)	Ken Mundy	Mayor	(815) 895-4517	kmundy@cityofsycamore.com	308 W. State St. Sycamore, IL 60178
	Brian Gregory	Acting City Manager	(815) 895-0918	bgregory@cityofsycamore.com	
Town of Cortland (1 Vote)	Robert K. Seyller	Mayor	(815) 756-0941	mayor@cortlandil.org	59 S. Somonauk Rd., PO Box 519 Cortland, IL 60112-0519
	Alt: Walter Magdziarz	Town Administrator	(815) 756-9041	townadministrator@cortlandil.org	
DeKalb County (1 Vote)	Larry Anderson	County Board Exec	(815) 825-2143	laa72643@juno.com	200 N. Main St. Sycamore, IL 60178
Northern Illinois University (1 Vote)	Dr. John Peters	President	(815) 753-1273	jpeters@niu.edu	Altgeld Hall DeKalb, IL 60115
	Alt: Bill Finucane		(815) 753-1558	bfinucane@niu.com	
Illinois Department of Transportation (1 Vote)	Eric Therkildsen	Acting Dep. Director of Highways, Region 3	(815) 434-8473	Eric.Therkildsen@illinois.gov	700 E. Norris Dr., Ottawa, IL. 61350
	Alternate: Lou Paukovitz	Region 3, District Planner	(815) 434-8473	Louis.Paukovitz@illinois.gov	

DSATS Technical Advisory Committee

Jurisdiction	Name	Title	Phone Number	E-mail	Address
City of DeKalb (1 Vote)	Joel Maurer	City Engineer	(815) 748-2030	jmaurer@cityofdekalb.com	223 S. Fourth St. DeKalb, IL 60115
	Tom Cleveland (Airport-Non Voting)	Airport Director	(815) 748-8102	TCleveland@cityofdekalb.com	3232 Pleasant Street, DeKalb, IL 60115
	Alt: T.J. Moore	Public Works Director	(815) 748-2332	Thomas.Moore@CITYOFDEKALB.com	223 S. Fourth St. DeKalb, IL 60115
City of Sycamore (1 Vote)	John Laskowski	City Engineer	(815) 895-4519	jlaskowski@cityofsycamore.com	541 DeKalb Ave. Sycamore, IL 60178
	Alt: John Sauter	Division of Building & Engineering Director		jsauter@cityofsycamore.com	
DeKalb County (1 Vote)	Nathan Schwartz	County Engineer	(815) 756-9513	nschwartz@dekalbcounty.org	1826 Barber Greene Road DeKalb, IL 60115
	Alt: Paul Miller	Planning Director	(815) 895-7214	pmiller@dekalbcounty.org	110 E. Sycamore St. Sycamore, IL 60178
	Alt: Ray Bockman	County Administrator	(815) 895-7186	rbockman@dekalbcounty.org	
Town of Cortland (1 Vote)	Walter Magdziarz	Town Administrator	(815) 756-9041	townadministrator@cortlandil.org	59 S. Somonauk Rd., PO Box 519 Cortland, IL 60112-0519
	Alt: Robert K. Seyller	Mayor	(815) 756-0941	mayor@cortlandil.org	
Northern Illinois University (1 Vote)	Bob Albanese	Associate Vice President- Finance and Facilities	(815) 753-2755	rca@niu.edu	Lowden Hall 201F DeKalb, IL 60115
	Ken Pugh	Director- Management & Materials Dept.	(815) 753-6283	kpugh@niu.edu	DB 116A DeKalb, IL 60115
	Jim Murphy	Campus Planner	(815) 753-1480	jmurphy@niu.edu	Physical Plant Building DeKalb, IL 60115
NIU Student Association (1 Vote)	Robert Sorsby	SA President	(815) 753-9923	Rsorsby@niu.edu	Campus Life Building DeKalb, IL 60115
	Josh Venaas	Director of Transportation	(815) 753-0308	A1544579@wpo.cso.niu.edu	
Voluntary Action Center (1 Vote)	Tom Zucker	Executive Director	(815) 758-3932	tzvac@aol.com	1606 Bethany Rd. DeKalb, IL 60115
	Alt: Ellen Rogers	Assistant Director	(815) 758-3932	yacdk@aol.com	
	Alt: Bill Finucane	VAC Board of Directors	(815) 753-1558	bfinucane@niu.com	Northern Illinois University DeKalb, IL 60015-2854

Kishwaukee College Illinois WorkNet Center (IWNC) (1 Vote)	Elaine Cozort	IWNC Coordinator	(815) 756-4893 x226	elaineco@kishwaukeecollege.edu	1701 E. Lincoln Hwy DeKalb, IL 60115
	Alt: Evelina Cichy	Dean, Adult Education and Transition Programs	(815) 825-2086 x3760	ejcichy@kishwaukeecollege.edu	Office #U116 21193 Malta Road Malta, Illinois 60150
	Alt: Michelle Pease	Coordinator of the Employment Resource Center	(815) 825-2086 x3590	mpease@kishwaukeecollege.edu	Office #U138 21193 Malta Road Malta, Illinois 60150
Illinois Department of Transportation – District 3 (1 Vote)	Lou Paukovitz	District Planner	(815) 434-8473	Louis.Paukovitz@illinois.gov	700 E. Norris Dr., Ottawa, IL 61350
	Alt: Karen J Pillion	District Planner	(815) 434-8473	Karen.Pillion@illinois.gov	
	Alt: Dan Mestelle	District Planner	(815) 434-8473	Dan.Mestelle@illinois.gov	
Illinois Department of Transportation – Public Transportation (Non-Voting)	Dave Spacek	Program Manager	(312) 793-2154	David.spacek@illinois.gov	310 South Michigan Ave. 16th Floor Chicago, IL 60604-4205
Illinois Department of Transportation – Planning and Programming (Non-Voting)	Curtis M. Jones	Transit & Metropolitan Planning Manager	(217) 785-2995	Curtis.Jones@illinois.gov	2300 S. Dirksen Parkway Springfield, IL 62764
Federal Highway Administration (Non-Voting)	John Donovan	Transportation Planning Specialist	(217) 492-4642	John.Donovan@fhwa.dot.gov	3250 Executive Park Dr. Springfield, IL 62703
Federal Transit Administration (Non-Voting)	Marisol Simon	Region 5 Administrator	(312) 353-2789	marisol.simon@dot.gov	200 West Adams Street Suite 320 Chicago, IL 60606

Appendix C. DSATS 2010 and 2011 Tentative Meeting Dates

DSATS Policy Committee

All DSATS Policy Committee meetings are scheduled for the fourth Wednesday of each month. The committee meets at 3:00 p.m. in the Large Conference Room of the DeKalb Municipal Annex Building, located at 223 S. Fourth St. Suite A in DeKalb, IL, unless otherwise scheduled.

2011

October	26
November	16 (3 rd Wednesday)
December	21 (3 rd Wednesday)

2012 (Tentative)

January	25
February	22
March	28
April	25
May	23
June	27
July	25
August	22
September	26
October	24
November	21 (3 rd Wednesday)
December	19 (3 rd Wednesday)

DSATS Technical Committee

All DSATS Technical Committee meetings are scheduled for the second Monday of each month. The committee meets at 1:15 p.m. at the County Highway Garage, located at 1826 Barber Greene Rd. in DeKalb, IL, unless otherwise scheduled.

2011

October	11 (Tuesday – Monday is Columbus Day)
November	14
December	12

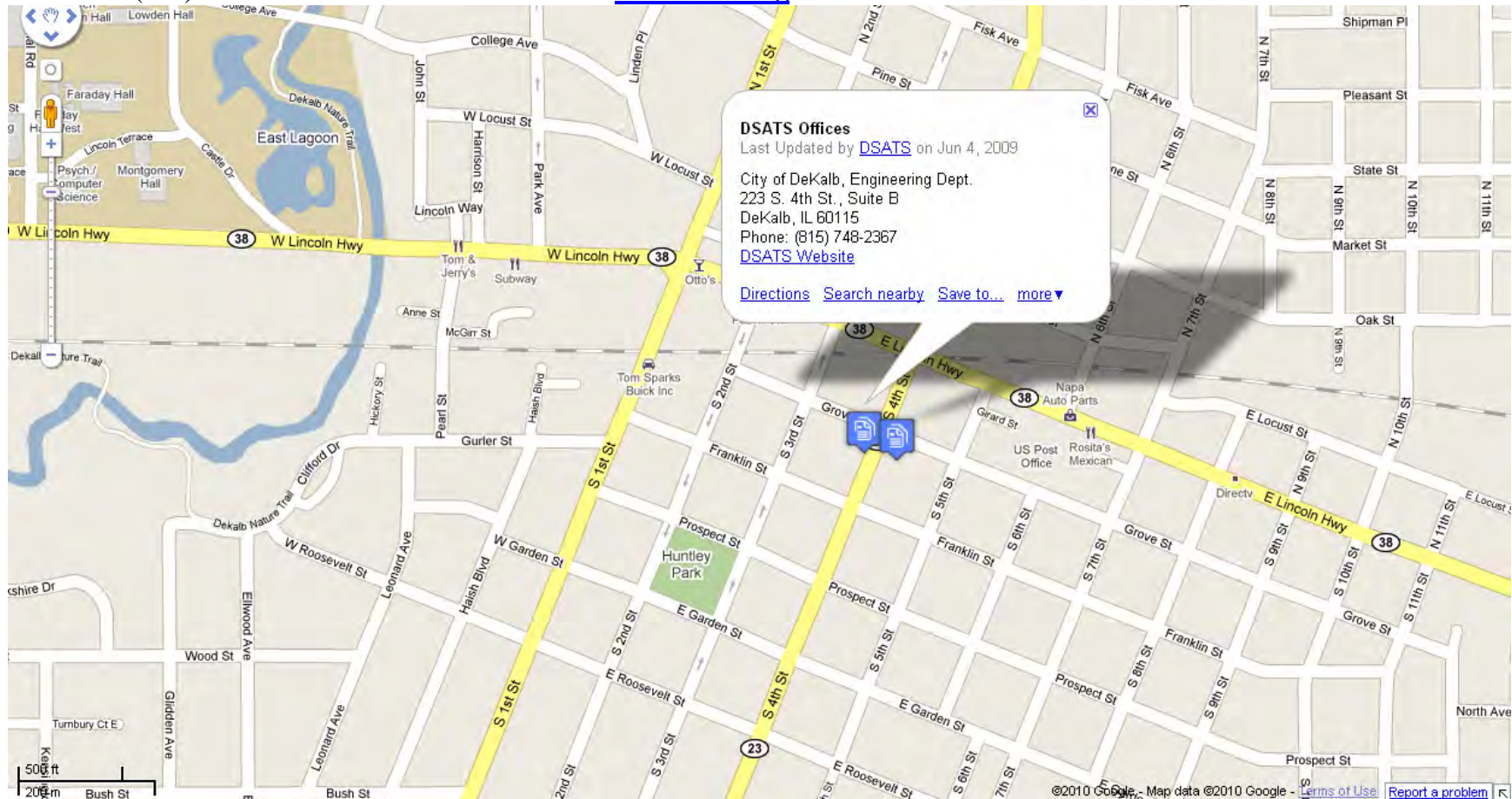
2012 (Tentative)

January	9
February	13
March	12
April	9
May	14
June	11
July	9
August	13
September	10
October	9 (Tuesday – Monday is Columbus Day)
November	12
December	10

Appendix D. Public Review Sites

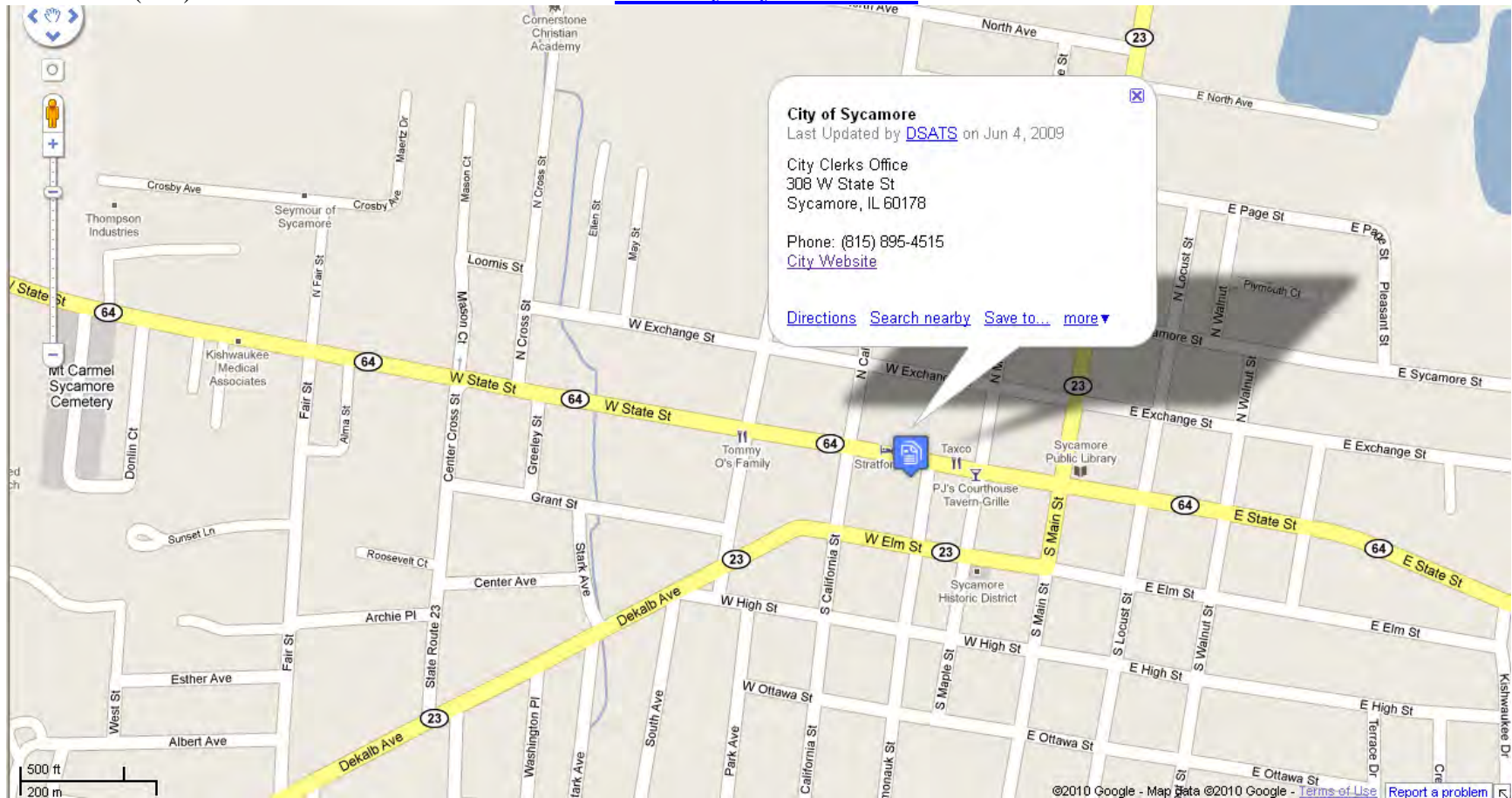
1. City of DeKalb – DSATS Office
223 S. Fourth St., Suite B,
DeKalb, IL 60115
Phone: (815) 748-2367

Website: www.dsats.org



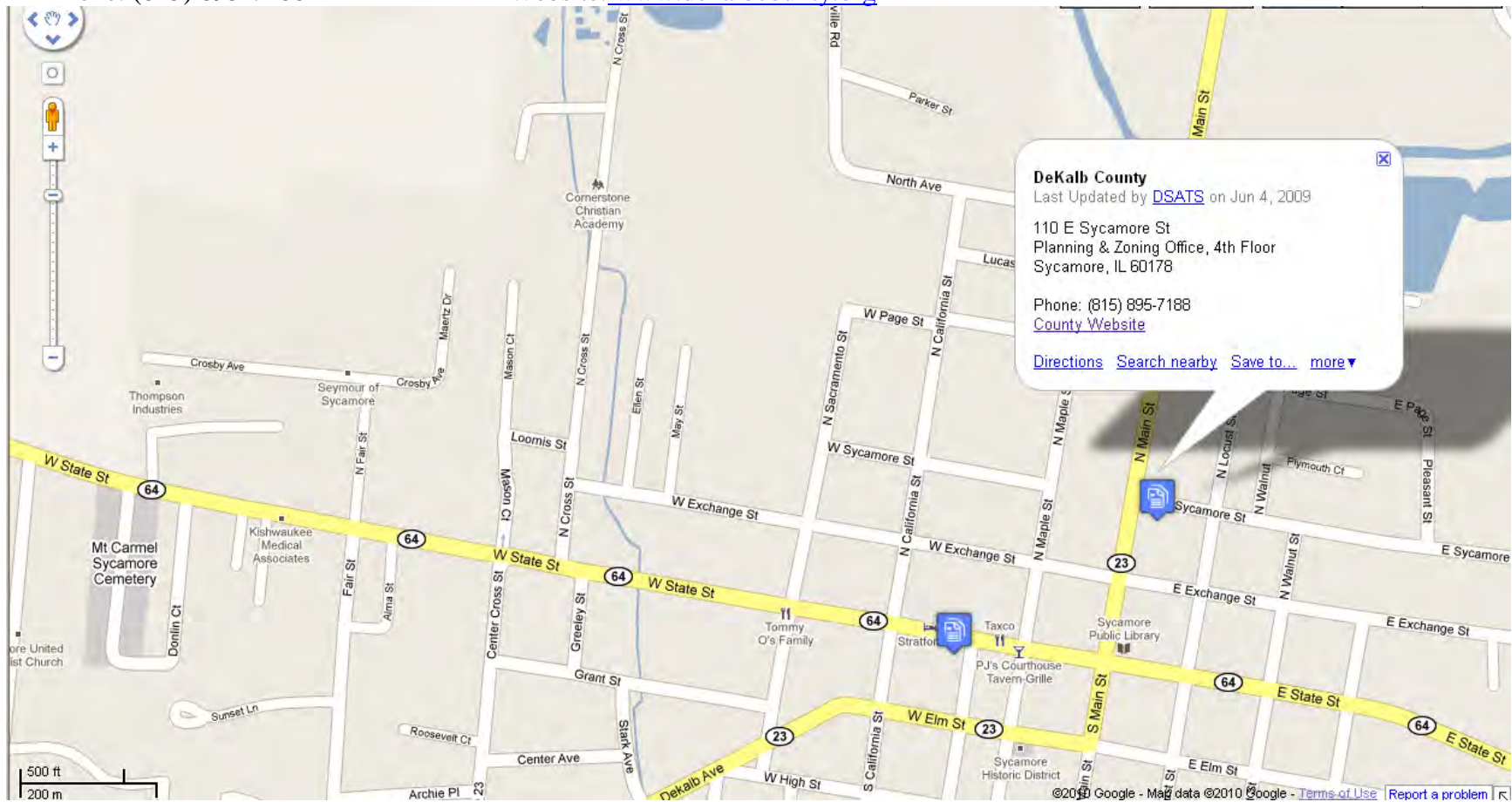
2. City of Sycamore
308 W. State St.
Sycamore, IL 60178
Phone: (815) 895-4515

Website: www.cityofsycamore.com



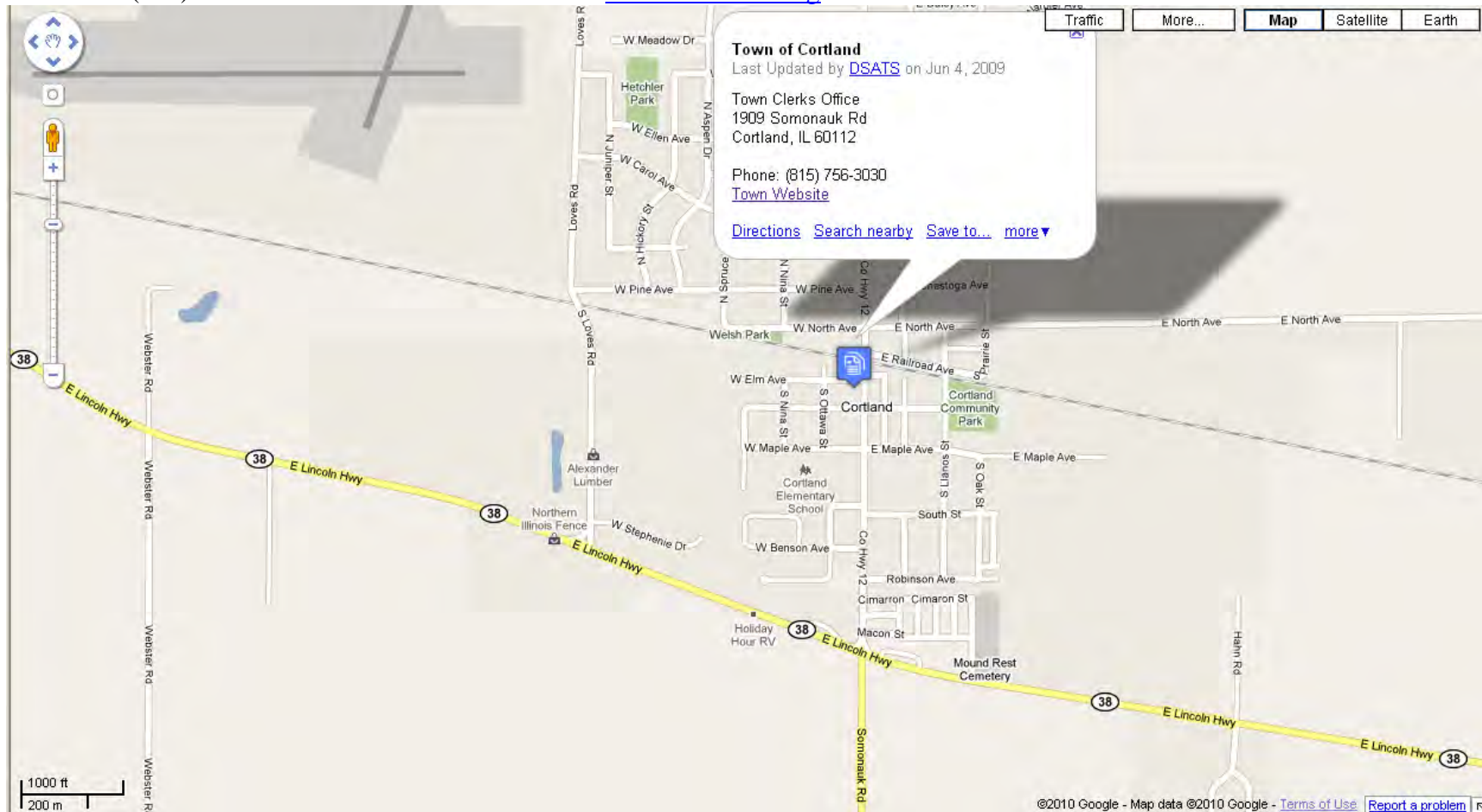
3. DeKalb County Planning and Zoning Office
110 E. Sycamore St.
Sycamore, IL 60178
Phone: (815) 895-7188

Website: www.dekalbcounty.org



4. Town of Cortland
1909 Somonauk Road
Cortland, IL 60112
Phone: (815) 756-3030

Website: www.cortlandil.org



Appendix E. Glossary of Terms

AADT: Average Annual Daily Traffic.

AASHTO: American Association of State Highway and Transportation Officials.

ADA: Americans with Disabilities Act of 1990.

AMPO: American Metropolitan Planning Organizations.

APTA: American Public Transportation Association.

AWDT: Average Weekday Traffic.

CAA: Clean Air Act.

CAAA: Clean Air Act Amendments of 1990.

CMAQ: Congestion Mitigation & Air Quality Improvement Program.

CMS: Congestion Management System, required for all Transportation Management Areas (TMA's).

CPI: Consumer Price Index.

Capacity: A transportation facility's ability to accommodate a moving stream of people or vehicles in a given time.

Capacity Deficiency: Occurs when the number of vehicles on a roadway exceeds the desired level of service threshold volumes for that roadway.

Congestion: The volume of traffic at which transportation facility performance is no longer operating at an acceptable level of service.

DSATS: DeKalb-Sycamore Area Transportation Study.

DOAP: Illinois Department of Transportation Downstate Operating Assistance Program.

EIS: Environmental Impact Statement. An analysis of environmental impacts of proposed land development and transportation projects; conducted for federally funded or approved projects per NEPA.

EPA: U. S. Environmental Protection Agency.

Enhancements (Program funds): Program within the surface transportation program (STP) that sets aside 10% of STP funds for non-highway projects, including bike/pedestrian facilities, streetscape improvements, and preservation of historic transportation buildings or structures.

Environmental Justice: The examination of the planning process of possible disproportionately high and adverse effects on minority or low-income populations. These types of impacts should be considered along with other community impacts when evaluating plans, programs, and projects.

FHWA: Federal Highway Administration

FTA: Federal Transit Administration

Flex Funds: ISTEA program funds that may be used for either highway or transit projects.

Federal-Aid System: Consists of roads which are eligible for either NHS or STP funding.

Functional Classification: The grouping of streets and highways into classes according to the character of service they are intended to provide. Basic to this process is the recognition that roads do not function independently, but rather as a system-wide network of roads.

GIS: Geographic Information Systems.

HOV: High occupancy vehicle (generally two or more persons occupying).

Highway Trust Fund: The federal trust fund established by the Highway Revenue Act of 1956; this fund has two accounts – the Highway Account and the Mass Transit Account. Trust Fund Revenues are derived from federal-highway-user taxes and fees such as motor fuel taxes; trust fund uses and expenditures are determined by law.

HSTP: Human Services Transportation Plan

IDOT: Illinois Department of Transportation

IEPA: Illinois Environmental Protection Agency

IPTA: Illinois Public Transportation Association

ITE: Institute of Traffic Engineers

ISTEA: Intermodal Surface Transportation Equity Act of 1991

ITS: Intelligent Transportation Systems

Intermodal: A transportation system connecting or including different modes of transportation.

JARC: Job Access and Reverse Commute. Federal Transit Administration Grant 5316, which provides funding to provide transportation for seniors, persons with disabilities, and low-

income households to get transportation to and from employment locations.

LRTP: Long Range Transportation Plan.

Level of Service/LOS: The quality of flow in the moving stream of people or vehicles. Typically, ranges from LOS A (free flow traffic) to LOS F (stop-and-go unacceptable conditions.)

MPO: Metropolitan Planning Organization

MTP: Metropolitan Transportation Plan.

Metropolitan Planning Area: The region in which the MPO carries out its transportation planning responsibilities and is designated as such by the MPO and the Governor in accordance with ISTEA regulations.

NAAQS: National Ambient Air Quality Standards

NEPA: The 1969 National Environmental Policy Act, which requires that the “human condition” be considered when contemplating any action with federal support.

New Freedom: Federal Transit Administration Grant Program 5317, which provides funding for persons with disabilities programs that provide service beyond what is required by ADA.

NHS: National Highway System.

PPP: Public Participation Plan

Performance Measures: Indicators of how well the transportation system is performing with regard to such things as average speed, reliability of travel, and accident rates. Many

areas use performance measures to monitor the achievement of societal goals such as the mobility of disadvantaged populations, levels of air quality, and the health of the economy.

PL funds: Planning funds.

SAFETEA-LU: The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users

Smart Growth: A set of policies and programs designed to protect, preserve, and economically develop established communities and valuable natural and cultural resources.

ROW: Right-of-Way. Land corridors needed for the construction of highways, transit facilities, railroads, etc.

Reverse Commuting: Movement in a direction opposite the main flow of traffic, such as from the central city to a suburb during the morning peak period.

SIP: State Implementation Plan.

SOV: Single Occupancy Vehicle.

SPR funds: State Planning and Research funds.

STIP: Statewide Transportation Improvement Program.

STP: Surface Transportation Program.

Title VI of Civil Rights Act of 1964: Prohibits discrimination in any program receiving federal assistance, and is the legal foundation for environmental justice considerations.

Transportation Asset Management: A strategic framework for making cost effective decisions about allocating resources and managing infrastructure.

Trip Generation: Estimating the number of trips generated to/from a location or zone, based on the assumed relationship among socio-economic factors, land-use characteristics, and the number of trips.

TAC: Technical Advisory Committee.

TAZ: Transportation Analysis Zone.

TDM: Transportation Demand Management.

TEA-21: Transportation Equity Act for the 21st Century.

TIP: Transportation Improvement Program.

TMA's: Transportation Management Areas. Areas over 200,000 in population are designated as TMA's.

UPWP: Unified Planning Work Program.

Urbanized Area: An area with a population of 50,000 or more as designated by the U.S. Census Bureau.

VMT: Vehicle Miles of Travel. The amount of vehicle travel on a designated set of roadways multiplied by the total mileage of those roadways.