

Item #9:
Village Trustee Wachs
Old McHenry Road - Stakeholder Meeting June 9, 2012



Stakeholder Involvement Plan

Old McHenry Road Phase I Study Village of Long Grove

Lake County Division of Transportation



Version 1.0
July 9, 2012

Stakeholder Involvement Group

Last Updated July 9, 2012

Name	Affiliation / Company	SIG Interest / Role
Claire Ball	Long Grove Business & Community Partners and Long Grove Business Owners	Business
Stephen F. Douglass	Green Courte Partners	Business
Rachel Perkal	Long Grove Business & Community Partners	Business
Anne Fossier Donnell	Self	Resident
Edward Maher	Long Grove Residents	Resident
Kristen Nelson	Self	Resident
Randy Warren	Kildeer Countryside Elementary School, Facility Manager	School
Dave Lothspeich	Village of Long Grove, Village Manager	Village of Long Grove
Maria Rodriguez	Village of Long Grove, President	Village of Long Grove
Marc Small	Village of Long Grove, Roads Commisioner / Emergency Management Coordinator	Village of Long Grove
Charlie Wachs	Village of Long Grove, Trustee	Village of Long Grove

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**Old McHenry Road Phase I Study
Downtown Long Grove
Stakeholder Involvement Plan**

1. INTRODUCTION

Old McHenry Road from Cuba Road to Illinois Route 53 exists as a two-lane road through the Village of Long Grove and is under the maintenance and jurisdiction of the Lake County Division of Transportation (LCDOT). It was originally constructed in 1947. The main objective of the Old McHenry Road study is to determine the appropriate transportation solution that addresses the project purpose and need.

2. PROJECT BACKGROUND

A feasibility study for the Old McHenry Road at Robert Parker Coffin Road intersection was conducted by LCDOT in 2002. The Village of Long Grove studied the same intersection in 2009.

3. REGULATORY ENVIRONMENT

The Old McHenry Road Phase I Study is being conducted in keeping with State and Federal requirements meant to integrate environmental values and public interaction into transportation improvements. While this project does not require following the guidelines put forth in the National Environmental Policy Act (NEPA) and the Illinois Department of Transportation's Context Sensitive Solutions (CSS) policy and procedures, LCDOT has elected to use the principles of both policies to help guide the decision making process.

Coordination with federal and state environmental, regulatory, and resource agencies along with other agencies with jurisdiction or permitting authority will occur throughout the Phase I Study.

3.1. Context Sensitive Solutions (CSS)

This project is being developed using the principles of CSS, according to guidance found in the Illinois Department of Transportation (IDOT) CSS policy and procedures (IDOT Departmental Policies, D&E-21, August 1, 2005 - See Appendix A for full text). A listing of additional resources on CSS is also included in Appendix A. 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 improve safety and mobility for the traveling public, while seeking to preserve and possibly enhance the residential, neighborhood, economic, historic and natural qualities of the settings through which they pass. The CSS Policy requires that a Stakeholder Involvement Plan (SIP) be developed. This document is being prepared to fulfill that requirement. Although LCDOT is using the CSS process to help guide the decision making process, this project is not required to follow the CSS policy.

3.2. Study Authority

In keeping with IDOT's Context Sensitive Solutions policy and procedures, a multi-disciplinary Project Study Group (PSG) will be formed to provide oversight. The PSG will be responsible for the overall project development process and ensuring that all applicable federal, state, and local requirements are met. The PSG is also responsible for ensuring that the actions stipulated in the SIP are carried out as intended. Because certain disciplines do not need to be involved until later in the study, the membership of the PSG is not static and will evolve as project requirements change. Although the membership may change, the leadership of the Group remains constant, with the LCDOT Acting Director of Planning and Programming/Acting County Engineer serving as group leader throughout the study. A list of the Project Study Group members is listed in Appendix B.

The primary objectives of the PSG include:

- Maintaining the project development process
- Identification of study and project development issues
- Providing guidance in developing solutions to issues identified
- Promoting collaborative partnerships with all involved parties

4. STAKEHOLDER INVOLVEMENT GOALS AND OBJECTIVES

The primary goal of the study is to develop a transportation solution that is: 1) technically sound, 2) economically feasible, 3) satisfies the intent of the Context Sensitive Solutions policy, and 4) understood by a majority of those affected by it. Achieving this goal requires careful integration of stakeholder and technical input in a way that uses time and resources efficiently and produces results that address the community and transportation needs. With this in mind, the stakeholder involvement process is specifically intended to:

- Provide the necessary background for informed input and involvement.
- Integrate input from community members, special interest groups, governmental agencies and technical support groups.
- Develop, with LCDOT, evaluation criteria that address the community, agency and technical concerns to assess the proposed alternatives.
- Use professional process planning and facilitation to ensure all public interaction is productive, useful, and duly considered.

A list of stakeholders is included in Appendix C. At a minimum, the public involvement process is intended to allow interested persons the opportunity to participate in the study, if they wish to do so, and to have their viewpoints sought and seriously considered with a process that is complete, inclusive and transparent.

5. STAKEHOLDER INVOLVEMENT OPPORTUNITIES

Because there are multiple community stakeholders that may be affected or will otherwise have a stake in the project, several different opportunities will be provided to ensure that each is included in the decision making process.

5.1. Public Meetings

Public meetings will be held to inform and allow collaboration. These include two public meetings and a public hearing.

The **first public meeting** was held on October 19, 2011 in which 1) aerial exhibits were displayed showing existing conditions, 2) the project schedule was presented, and 3) traffic simulations were shown for the existing traffic volumes during the a.m. and p.m. peak hours for the Old McHenry Road at Robert Parker Coffin Road intersection. The meeting was held in an open house format from 5:00 p.m. to 7:00 p.m. during which interested citizens were able to view the exhibits and ask the PSG questions.

The **second public meeting** will be held to present information and receive feedback about the alternative improvement design concepts which are identified and analyzed over the course of the study. The format will be similar to that of the first public meeting, with flexibility allowed for the use of various multi-media as seen fit to convey the project information.

A **public hearing** will be held near the conclusion of the study. Its purpose will be to 1) present the preferred improvement plan to the public, along with the information that was used to support its selection as the preferred plan, and 2) document public statements about the preferred plan. The hearing will be conducted in an open house format for informal review of study materials and discussion with the Project Study Group and Stakeholder Involvement Group members. A court reporter will be available to take formal, verbatim statements from the public regarding the study.

5.2. Small Group Meetings

Briefings with individual businesses or groups of businesses, schools, park districts, churches, and residents over the course of the study may be used as an opportunity to introduce the project, provide project updates, and receive specific input on the project from the group to those persons.

5.3. Project Website

LCDOT will provide a website where up-to-date information about all aspects of the study will be posted. The website will include study documents and exhibits for viewing or downloading. The direct link to the website is <http://www.lakecountyl.gov/Transportation/Pages/OldMcHenryRoadImprovement.aspx>. The Village of Long Grove may wish to provide a link to the project website from their community website.

5.4. Media Relations

Local newspapers, radio stations and television stations may be contacted for disseminating information about the project. Notices and reminders of project meetings will be sent to area media outlets in advance of the public meetings and following significant study events or milestones.

5.5. Comment Forms

Comment forms will be provided at both public meetings and the public hearing to encourage participants to provide their comments on the project. Comments may also be submitted to cgleason@lakecountyl.gov. Comments may be provided in writing or electronically and will be accepted at any time during the study process. All comments will be reviewed and incorporated as appropriate.

5.6. Stakeholder Involvement Group (SIG)

A key element of this Stakeholder Involvement Plan will be the creation of a Stakeholder Involvement Group (SIG). The SIG will assist the Project Study Group in identifying community context and determining community characteristics that should be taken into consideration in the planning process.

This group is expected to consist of representatives from a broad cross section of area and regional interests (i.e. community stakeholders). In order to be effective, the number of members on the SIG should be sufficient to ensure all potential social, economic, and environmental project issues, from both a local and regional perspective, are considered and evaluated throughout the project development process. The SIG must also be manageable in size and structure to ensure meetings are effective and productive to permit project progress. In this regard, the SIG membership may be limited to one or two representatives from similar entities/interests in order to ensure broad representation within a functional group size.

5.6.1. Stakeholder Involvement Group Objectives

The main role of the SIG is to build consensus and incorporate community values and considerations into LCDOT's decision making framework. The SIG will achieve several study objectives as defined in the CSS process during regularly scheduled meetings held throughout the study process. Each meeting will have a specific project topic for discussions on which a decision or consensus can be made.

Detailed engineering and technical information will be presented by LCDOT to the SIG throughout the study as information is developed. In this way, the SIG will function as a community liaison or pipeline between LCDOT and the public. Meetings will not be open to the public as the SIG meeting format is not intended as a public forum or workshop. Several public meetings and other opportunities for public comment will be held throughout the project. It is important to note that consensus will be sought on each issue discussed. LCDOT is committed to working with all agencies and stakeholders in the study process to identify issues early and seek consensus on disagreements. LCDOT is therefore committed to building SIG consensus for project decisions. However, if an impasse has been reached after making good-faith efforts to address unresolved concerns, the PSG, as the ultimate decision-making authority for the project, may proceed to the next stage of project development without achieving consensus. In the

case of an unresolved dispute, the PSG, through LCDOT will notify the SIG of their decision and proposed course of action.

5.6.2. Stakeholder Involvement Group Participation and Responsibilities

The various SIG meeting participants will include Project Study Group representatives and the SIG membership.

The responsibilities of the **Project Study Group's participants** include: 1) participating in two-way communication with SIG members, accepting the responsibility to receive and consider stakeholder concerns and perspectives shared by SIG members; 2) ensuring a transparent process of sharing detailed study information that will affect the alternatives selection process; and 3) reviewing recommendations and making decisions.

The responsibilities of the **SIG members** include: 1) attending each SIG meeting and participating in Group facilitated discussions and activities; 2) participating openly and honestly, respecting the opinions of Group members; 3) supporting the specific role of the Group in the study process; 4) representing their organization and community interests; and 5) working to achieve consensus among all interested parties and the public/community interests. SIG members are expected to commit to attending all scheduled SIG meetings to the extent possible. Progress made at SIG meetings will not be revisited for absent SIG members at subsequent meetings, unless this is required based on new and relevant project information as determined by the PSG.

5.6.3. Formation and Structure

To achieve its objectives, it is important that the SIG be representative of the overall study area's interest, those that have a stake in the outcome. Therefore, the SIG membership will include individuals from a broad range of interest organizations. These will include the following:

- Village of Long Grove Officials
- Long Grove Business and Community Partners Members
- Kildeer Countryside Elementary School Representative
- Village of Long Grove area residents

A list of the Stakeholder Involvement Group members is included in Appendix D.

5.6.4. Ground Rules and Operating Procedures

For a Stakeholder Involvement Group to function effectively, clear ground rules and operating procedures need to be spelled out and accepted by all parties.

Ground Rules – The Lake County Division of Transportation has established SIG ground rules as listed in following guidance under the Illinois Department of Transportation's CSS policy and procedures. These ground rules will not be considered final until they are agreed upon by the SIG membership.

- 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 in the process must treat each other with respect and dignity.
- All decisions made by LCDOT must be arrived at in a clear and transparent manner and stakeholders should agree their input has been duly considered.
- The project must progress at a reasonable pace, based on the project schedule.
- Minutes of individual stakeholder meetings and SIG meetings will be maintained by LCDOT.
- Individual SIG members may be replaced on the SIG membership if they are deemed unable to fulfill the duties of a member or not following the ground rules.

**Old McHenry Road Phase I Study
Downtown Long Grove
Stakeholder Involvement Plan**

- 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 stakeholders agrees its input has been heard and duly considered and that the process as a whole was fair”.
- LCDOT’s overall goal is to develop a consensus plan for Old McHenry Road. However, consensus may or may not be achieved on every issue. LCDOT may elect to move the process forward in instances where consensus cannot be achieved.

Operating Procedures and Techniques – There is a wide variety of procedures and techniques that may be used to help achieve the goals of the SIG. Techniques that may be used include the following:

- Informal group process format, as an alternative to parliamentary procedures
- Focused conversations
- Consensus building workshops
- Acceptability testing
- Outside assignments
- Field trips (i.e. visit to the project site, and/or other similar completed improvement locations)

The specific techniques to be used will be determined as the SIG process unfolds.

SIG Process – It is expected that the SIG will meet approximately four times over the course of the 24-month study schedule. Meetings will be held no more than once a month. They will be held at the Village of Long Grove village hall and will be approximately two hours in duration.

6. ADMINISTRATION

Administration of the Stakeholder Involvement Plan will be an ongoing effort throughout the project development process under the guidance of the Project Study Group. In order to ensure an effective collaborative partnership with project stakeholders, this SIP will be periodically updated in response to new project information, identification of new project stakeholders, and unforeseen project needs or events. In this regard, fundamental SIP administrative tasks will include, but not be limited to, the following:

- Maintain a current list of project stakeholders and contact information.
- Maintain a timely and complete record of all stakeholder contacts and meetings.
- Ensure a complete and comprehensive project record of implementation of the Stakeholder Involvement Plan (SIP).
- Update the SIP on an ongoing basis as events warrant.

7. ANTICIPATED SCHEDULE OF EVENTS

The project schedule calls for a study of twenty-four months in duration, with an anticipated completion date of spring 2012. Within that time period, the study will move through four distinct steps:

- Present SIG Process, Discuss Existing Conditions, Identify Project Needs, Input on Project Purpose
- Present Project Purpose, Discuss Design Criteria, Input on Alternatives
- Present Alternative Analysis, Discuss Public Meeting No. 2, Input on Preferred Alternative
- Present Public Meeting No. 2 Summary, Discuss Alternative Analysis, Input on Preferred Alternative

The Project Study Process diagram with a timeline is included at the end of this section.

8. PLAN AVAILABILITY AND MONITORING/UPDATES

8.1. Availability of the Stakeholder Involvement Plan

The SIP will be available to stakeholders for review at Public Meetings and each SIG meeting. As the project proceeds forward, LCDOT will update the SIP on a regular basis to reflect appropriate changes or additions. LCDOT will advise stakeholders of future SIP updates and send updates to the SIG members.

8.2. 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:

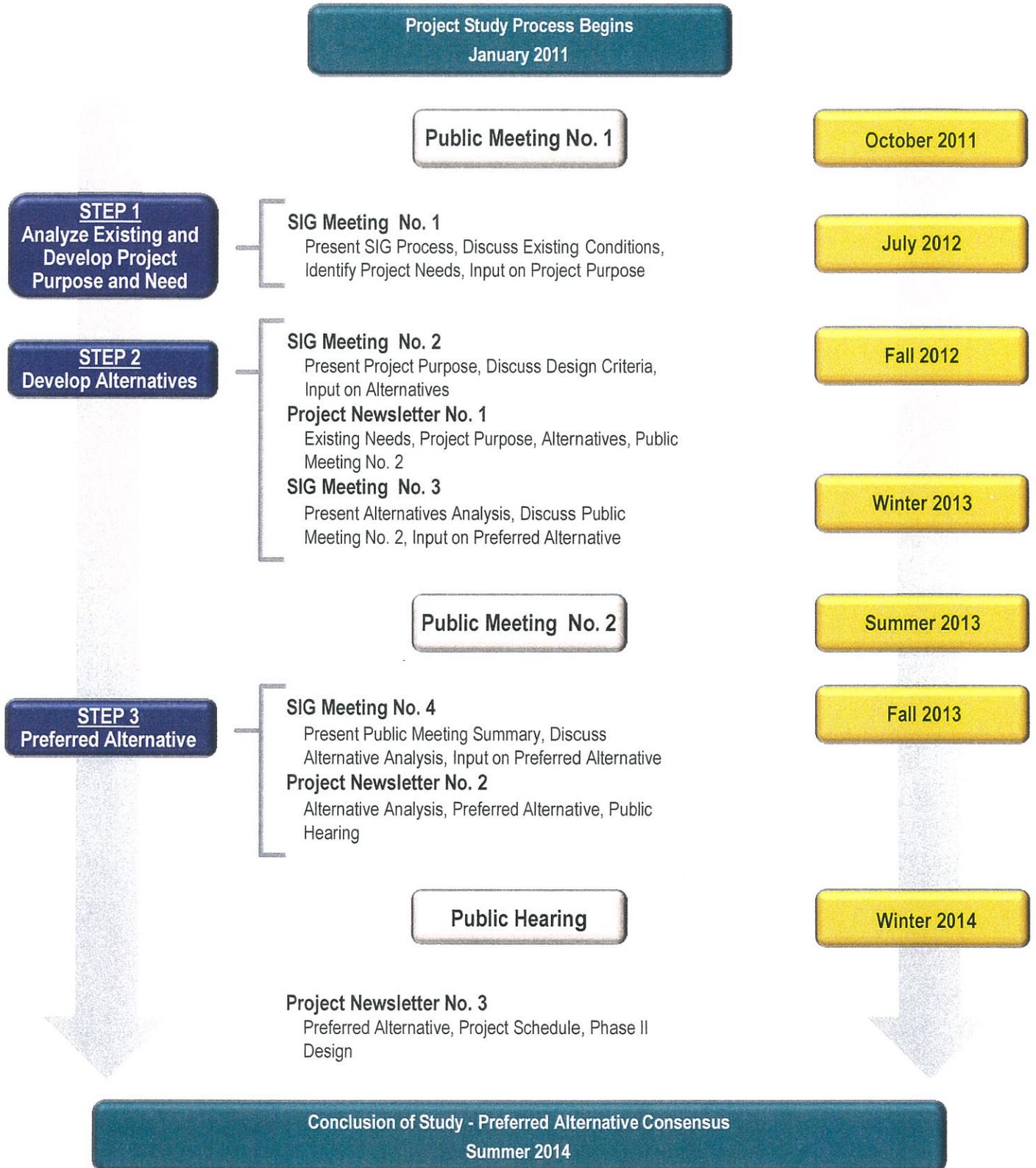
- Maintaining a current list of project stakeholders.
- Maintaining a detailed public involvement record (log) that includes records of all stakeholder contacts, meetings, and comments.
- Ensuring two-way communication and timely responses to stakeholders through formal and informal channels.

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

Plan Updates:

Version 1.0: July 9, 2012

Project Study Process Diagram



APPENDIX A

IDOT Context Sensitive Solutions Policy



Illinois Department of Transportation Departmental Policies

D&E-21
August 1, 2005

CONTEXT SENSITIVE SOLUTIONS

1. POLICY

The Department will utilize a Context Sensitive Solutions (CSS) process in the planning, design, construction and operation of all projects involving new construction, reconstruction and major expansion of transportation facilities. This is pursuant to Public Act 093-0545.

2. PURPOSE

The purpose of this Policy is to provide guidelines for defining the CSS process and its uses.

3. GUIDELINES FOR IMPLEMENTATION

- a. The CSS process seeks to provide cost-effective transportation facilities which involve:
 1. A balance between mobility, community needs and the environment while keeping safety paramount.
 2. Involving stakeholders in the decision-making process early and continuously throughout the development of the project.
 3. Addressing all modes of transportation in the planning and design of the project.
 4. Using all appropriate disciplines to help plan for and design the project.
 5. Applying the flexibility inherent in our design standards to fit a project into its surroundings and add lasting value to the communities it serves.
 6. Incorporating aesthetics as part of basic design.
- b. At the point where a feasibility study or Phase I study will be placed in a Multi-Year Program, a decision shall be made on whether to implement the CSS process for that project.

- c. The CSS process shall include Stakeholder Involvement Processes that are:
 - 1. Applicable to a wide range of projects.
 - 2. Flexible and modular.
 - 3. Simple enough to avoid adding another layer of process to an already lengthy planning and design schedule.
- d. The Department is ultimately responsible for the safety and integrity of the state transportation system and therefore must make the final decisions regarding any and all aspects of the projects.
- e. The Department will establish an internal training program to educate its staff on CSS policy, approaches, and techniques.
- f. Project elements, developed through the CSS process, may require cost participation from sources outside of the Department.
- g. The Department will encourage local agencies to use CSS as a best practice in the development of local projects.
- h. In order to determine the project's scope, elements and funding, the CSS process should commence at the earliest stages of the project's development.
- i. In urbanized areas, the Department will solicit the assistance of the Metropolitan Planning Organizations (MPOs) with the CSS process on eligible state projects within their jurisdictions.
- j. State projects under expedited timeframes may preclude the use of a comprehensive CSS process. However, stakeholders will be involved with such projects to the extent possible under the constrained schedules.
- k. Design elements developed by the CSS process must be constructed and maintained. Changes to the scope of such projects can only be made after additional stakeholder involvement.
- l. The practical aspects of this CSS policy shall be reviewed on an annual basis and revised as a consensus document beginning in July 2006.

4. **RESPONSIBILITIES.**

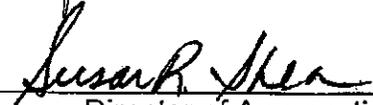
The Bureau of Design and Environment is responsible for preparing and maintaining this Policy. Each signatory Office or Division is responsible for implementing and assuring compliance with the provisions of this policy affecting operations or policies under their jurisdiction.

5. **ACCESSIBILITY.**

Copies of this Policy may be obtained from the Bureau of Design and Environment in the Harry R. Hanley Building. This Policy may be examined in the Hanley Building Library and in each of the nine District Highway Offices. It will also be posted on the Department's CSS website.

CLOSING NOTICE.

Established: August 1, 2005

<p>Approved:</p>  <hr/> <p>Secretary of Transportation</p>	<p>7/26/05</p> <hr/> <p>Date</p>
 <hr/> <p>Director of Highways</p>	<p>8/2/05</p> <hr/> <p>Date</p>
<p>Deak Smith</p> <hr/> <p>Director of Planning & Programming</p>	<p>8-2-05</p> <hr/> <p>Date</p>
 <hr/> <p>Director of Public and Intermodal Transportation</p>	<p>8-2-05</p> <hr/> <p>Date</p>
 <hr/> <p>Director of Aeronautics</p>	<p>8-2-05</p> <hr/> <p>Date</p>

Context Sensitive Solutions Resource List

IDOT Bureau of Design and Environment Procedure Memorandum: www.dot.state.il.us/desenv/bdemems.html

- BDE Procedure Memorandum No. 48-06 Dated March 1, 2006: Design Flexibility and the Stakeholder Involvement Process for Context Sensitive Solutions (CSS)
- BDE Procedure Memorandum No. 61-08 Dated March 1, 2008: Meeting SAFETEA-LU Section 6002, Context Sensitive Solutions, and NEPA/404 Merger Process Requirements for Environmental Impact Statements

IDOT Context Sensitive Solutions Website: www.dot.state.il.us/css/home.html

IDOT Context Sensitive Solutions On-Line Training: www.dot.state.il.us/css/training/index.html

IDOT Community Impact Assessment Manual: www.dot.state.il.us/desenv/ciam.html

APPENDIX B
Project Study Group

Appendix B

Project Study Group Members

Last Updated July 9, 2012

Agency / Contact	Job Description	Address
Lake County Division of Transportation (LCDOT)		
Paula J. Trigg	Acting Director of Engineering / Acting County Engineer	600 West Winchester Road Libertyville, IL 60048 pstrigg@lakecountyil.gov
Chuck L. Gleason	Project Manager	600 West Winchester Road Libertyville, IL 60048 cgleason@lakecountyil.gov
TranSystems Corporation (TSC)		
Jeffrey R. Hall	Project Manager	1475 East Woodfield Road, Suite 600 Schaumburg, IL 60173 jrhall@transystems.com
Jesse L. Vuorenmaa	Project Engineer	1475 East Woodfield Road, Suite 600 Schaumburg, IL 60173 jvuorenmaa@transystems.com

APPENDIX C
Stakeholder List

**Appendix C
Stakeholder List**

Last Updated July 9, 2012

Agency	Contact	Title	Address
Illinois Senate	Dan Duffy	State Senator	330 East Main Street Suite 301 Barrington, IL 60010
Illinois House of Representatives	Ed Sullivan	Illinois House Representative	700 North Lake Street Mundelein, IL 60060
Lake County Board	David B. Stolman	County Board Chairman County Board District 20	18 North County Street, 10th Floor Waukegan, IL 60085
Lake County Board	Diana O'Kelly	Public Works and Transportation Committee Chair County Board District 10	18 North County Street, 10th Floor Waukegan, IL 60085
Lake County Board	Aaron Lawlor	County Board District 18	18 North County Street, 10th Floor Waukegan, IL 60085
Lake County Board	Craig Taylor	County Board District 19	18 North County Street, 10th Floor Waukegan, IL 60085
Village of Long Grove	Maria Rodriguez	Village President	3110 RFD Long Grove, IL 60047
Village of Long Grove	David Lothspeich	Village Manager	3110 RFD Long Grove, IL 60047
Village of Long Grove	Marc Small	Roads Commissioner / Emergency Management Coordinator	3110 RFD Long Grove, IL 60047
Village of Long Grove	Charlie Wachs	Trustee	3110 RFD Long Grove, IL 60047
Long Grove Park District	Jane Wittig	President	3849 Old McHenry Road Long Grove, IL 60047
Long Grove Fire Protection District			1165 Old McHenry Road Long Grove, IL 60047
Lake County Sheriff's Office	Mark C. Curran	Sheriff	25 South Martin Luther King Jr. Avenue Waukegan, IL 60085
Kildeer Countryside Elementary School	Jennifer Smith	Principal	3100 Old McHenry Road Long Grove, IL 60047

APPENDIX D

Stakeholder Involvement Group

Appendix D

Stakeholder Involvement Group

Last Updated July 9, 2012

Name	Affiliation / Company	SIG Interest / Role
Claire Ball	Long Grove Business & Community Partners and Long Grove Business Owners	Business
Stephen F. Douglass	Green Courte Partners	Business
Rachel Perkal	Long Grove Business & Community Partners	Business
Anne Fossier Donnell	Self	Resident
Edward Maher	Long Grove Residents	Resident
Kristen Nelson	Self	Resident
Randy Warren	Kildeer Countryside Elementary School, Facility Manager	School
Dave Lothspeich	Village of Long Grove, Village Manager	Village of Long Grove
Maria Rodriguez	Village of Long Grove, President	Village of Long Grove
Marc Small	Village of Long Grove, Roads Commisioner / Emergency Management Coordinator	Village of Long Grove
Charlie Wachs	Village of Long Grove, Trustee	Village of Long Grove

Responsibilities and Ground Rules

A. Responsibilities

The responsibilities of the **Stakeholder Involvement Group Members** include:

- Attending each SIG meeting and participating in discussions and activities.
- Participating openly and honestly, respecting the opinions of group members.
- Representing their organization and community interests
- Working to achieve consensus among all interested parties and the public/community interests.

SIG members are expected to commit to attending all scheduled SIG meetings to the extent possible. Progress made at SIG meetings will not be revisited for absent SIG members at subsequent meetings, unless this is required based on new and relevant project information as determined by the Project Study Group.

The responsibilities of the **Project Study Group Members** include:

- Participating in two-way communication with SIG members, accepting the responsibility to receive and consider stakeholder concerns and perspectives shared by SIG members.
- Ensuring a transparent process of sharing detailed study information that will affect the alternatives selection process.
- Reviewing recommendations and making decisions.

B. Ground Rules

The Stakeholder Involvement Group 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 not be considered final until they are agreed upon by the SIG membership.

- 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 in the process must treat each other with respect and dignity.
- All decisions made by LCDOT must be arrived at in a clear and transparent manner and stakeholders should agree their input has been duly considered.
- The project must progress at a reasonable pace, based on the project schedule.
- Minutes of individual stakeholder meetings and SIG meetings will be maintained by LCDOT.
- Individual SIG members may be replaced on the SIG membership if they are deemed unable to fulfill the duties of a member or not following the ground rules.
- 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 stakeholders agrees its input has been heard and duly considered and that the process as a whole was fair".
- LCDOT's overall goal is to develop a consensus plan for Old McHenry Road. However, consensus may or may not be achieved on every issue. LCDOT may elect to move the process forward in instances where consensus cannot be achieved.

Stakeholder Involvement Group Meeting #1

Lake County Division of Transportation

Old McHenry Road Phase I Study

Downtown Long Grove

July 9, 2012



Introductions – Project Study Group



■ Project Study Group Members

- Lake County Division of Transportation (LCDOT)
 - Paula J. Trigg – Acting Director of Engineering/Acting County Engineer
 - Chuck L. Gleason – Project Manager
- TranSystems
 - Jeffrey R. Hall – Project Manager
 - Jesse L. Vuorenmaa – Project Engineer



Stakeholder Involvement Group Meeting #1
July 9, 2012

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Introductions – Stakeholder Involvement Group



▪ Stakeholder Involvement Group (SIG) Members

- Village of Long Grove Officials
 - Honorable Maria Rodriguez – Village President
 - Charlie Wachs – Village Trustee
 - David Lothspeich – Village Manager
 - Marc Small – Roads Commissioner / Emergency Management Coordinator



Stakeholder Involvement Group Meeting #1
July 9, 2012

3



Introductions – Stakeholder Involvement Group



▪ Stakeholder Involvement Group (SIG) Members

- Long Grove Business and Community Partners (LGBCP)
 - Claire Ball
 - Rachel Perkal
 - Stephen F. Douglass
- Kildeer Countryside Elementary School
 - Randy Warren – Kildeer Countryside Elementary School Facility Manager
- Other Community Members
 - Anne Fossier Donnell – Resident
 - Edward Maher – Resident
 - Kristen Nelson – Resident

Stakeholder Involvement Group Meeting #1
July 9, 2012



Meeting Agenda



- **Meeting Agenda Overview**

- Project Study Group/Stakeholder Involvement Group Responsibilities and Ground Rules
- Project Schedule
- Existing Conditions
- Public Meeting No.1 Review
- Project Needs
- Introduction to Project Purpose
- Next Steps

Stakeholder Involvement Group Meetings

Lake County Division of Transportation
Old McHenry Road Phase I Study
Downtown Long Grove



Stakeholder Involvement Group Meeting #1
July 9, 2012

5



Meeting Agenda



- **SIG Project Binders**
 - Meeting Information
 - Meeting and Reference Materials



Stakeholder Involvement Group Meeting #1
July 9, 2012



Context Sensitive Solutions (CSS)



- CSS is 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.”
- This CSS process involves bringing together the Project Study Group, Village of Long Grove officials, and other community members to develop a solution that fits both the transportation and community’s needs.
- This project is not required to follow the CSS policy. LCDOT is using the CSS process to guide the decision making process.



Stakeholder Involvement Group Meeting #1
July 9, 2012



Stakeholder Involvement Plan (SIP)



- Stakeholder Involvement Goals and Objectives
- Responsibilities and Ground Rules
- Schedule



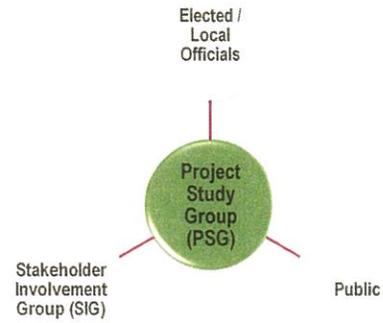
Stakeholder Involvement Group Meeting #1
July 9, 2012



Project Study Group Responsibilities



- **Maintain two-way communication with SIG members**
- **Ensure transparent process**
- **Review SIG recommendations**
- **Project Study Group makes all decisions based on SIG input**



Stakeholder Involvement Group Meeting #1
July 9, 2012



SIG Responsibilities



- **Attend each SIG meeting and actively participate in discussions and activities**
- **Be open-minded and honest while respecting opinions of other members**
- **Represent community and/or organization interests**
- **Work to achieve consensus**
 - Consensus is defined as “when a majority of the stakeholders agree on a particular issue, while the remainder of stakeholders agrees its input has been heard and duly considered and the process as a whole was fair”.

Stakeholder Involvement Group Meeting #1
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SIG Ground Rules



- Ground Rules are set and agreed upon at the first SIG meeting
- Role of the stakeholder is to advise the Project Study Group during the decision making process
- Consensus will be sought for every issue but may or may not be achieved. If consensus is not achieved, PSG will document all objections and make a final decision to allow the process to move forward.

Old Brewery Road Project Study Group
Stakeholder Involvement
Stakeholder Involvement Plan

Responsibilities and Ground Rules

A. Stakeholder

The role of the Stakeholder/Involved Group Members is to:

- Participate in the project study group meetings and provide input into the project study group's decision-making process.
- Provide input into the project study group's decision-making process.
- Provide input into the project study group's decision-making process.

B. Project Study Group

The role of the Project Study Group is to:

- Provide input into the project study group's decision-making process.
- Provide input into the project study group's decision-making process.
- Provide input into the project study group's decision-making process.

C. Project Study Group

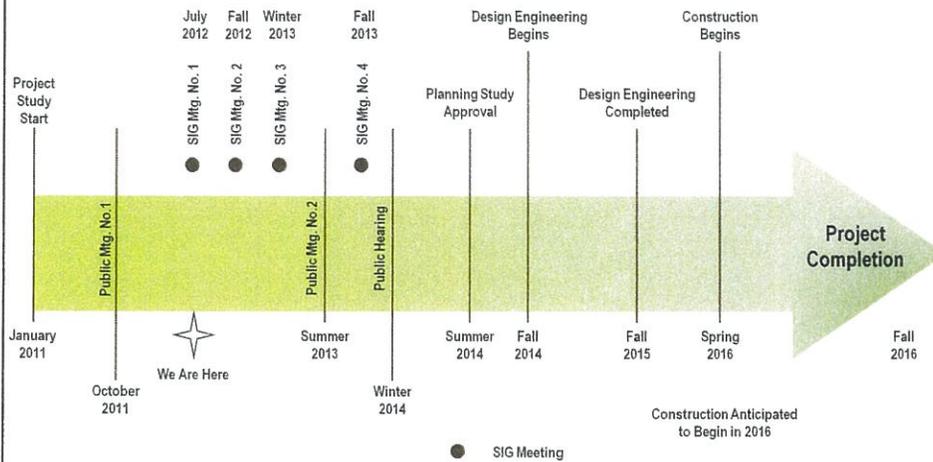
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Stakeholder Involvement Group Meeting #1
 July 9, 2012



Project Schedule



Stakeholder Involvement Group Meeting #1
July 9, 2012



Existing Conditions



- **Old McHenry Road constructed in 1947**
 - Last resurfaced in 1992 with only spot repairs since
- **Old McHenry Road at Robert Parker Coffin Road is an all-way stop-controlled intersection**
- **Pedestrian accommodations and access to businesses are provided within Downtown Long Grove**



Stakeholder Involvement Group Meeting #1
July 9, 2012

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Public Meeting No. 1 Review



- Public Input Meeting held on October 19, 2011
- 81 attendees
- Displayed aerial exhibits showing existing conditions
- Showed traffic simulation models for existing traffic volumes during the A.M. and P.M. peak hours

STATE OF ILLINOIS
LAKE COUNTY DIVISION OF TRANSPORTATION
600 WEST WINCHESTER ROAD
LIBERTYVILLE, IL

State of Illinois, Lake County, Division of Transportation will hold a public meeting to discuss the proposed reconstruction of the 120th Street Road through the Village of Long Grove, including the addition of a 12th Lane (12th Lane) and the addition of a 13th Lane (13th Lane). The meeting will be held on October 19, 2011, at 7:00 P.M. at the Libertyville Community Center, 120th Street, Libertyville, IL 60110.

Staff from the Lake County Division of Transportation and their engineering consultants will be available to discuss the existing conditions and present the proposed reconstruction plans. Attendees may also comment on the project. A public input meeting will be held on October 19, 2011, at 7:00 P.M. at the Libertyville Community Center, 120th Street, Libertyville, IL 60110.

The project will be completed in the summer of 2012. The project will include the reconstruction of the 120th Street Road through the Village of Long Grove, including the addition of a 12th Lane (12th Lane) and the addition of a 13th Lane (13th Lane). The project will be completed in the summer of 2012.

The meeting will be held on October 19, 2011, at 7:00 P.M. at the Libertyville Community Center, 120th Street, Libertyville, IL 60110. The meeting will be held on October 19, 2011, at 7:00 P.M. at the Libertyville Community Center, 120th Street, Libertyville, IL 60110.

Division of Public Works and Transportation Chairman

600 West Winchester Road
Libertyville, IL 60110
630-253-1234

Stakeholder Involvement Group Meeting #1
July 9, 2012

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Public Meeting No. 1 Review



- 28 comments were received
- Concerns were traffic congestion during peak hour, pedestrian safety, sight distance at the Old McHenry Road and Robert Parker Coffin Road intersection, and inadequate drainage
- Also concerned with impacts to businesses, preserving the historic nature of the area, and maintaining and/or improving aesthetics/streetscaping

Public Meeting No. 1 Summary

1. Introduction
2. Meeting Location
3. Meeting Date
4. Meeting Time
5. Meeting Agenda

Introduction

The purpose of this meeting was to provide an opportunity for the public to provide input on the proposed project.

Public Meeting

The Public Meeting was held on Tuesday, October 16, 2012, from 7:00 a.m. to 9:00 a.m. at the Old McHenry Road and Robert Parker Coffin Road intersection. The meeting was held in a room located at the intersection of Old McHenry Road and Robert Parker Coffin Road. The meeting was held in a room located at the intersection of Old McHenry Road and Robert Parker Coffin Road.

Approximately 28 people attended the meeting. The meeting was held in a room located at the intersection of Old McHenry Road and Robert Parker Coffin Road.

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Stakeholder Involvement Group Meeting #1
July 9, 2012



Project Needs



- Roadway needs to be reconstructed due to existing pavement that is deteriorating
- Roadway needs curb and gutter to correct the existing drainage problems
- Old McHenry Road at Robert Parker Coffin Road intersection needs to be improved to address the existing congestion and safety problems



Stakeholder Involvement Group Meeting #1
July 9, 2012

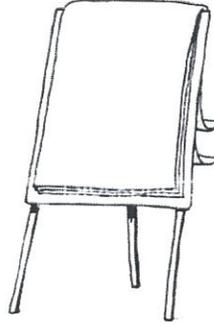
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Additional Project Needs



▪ SIG Identified Needs



Stakeholder Involvement Group Meeting #1
July 9, 2012

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Input on Project Purpose



- Address Project Needs
- SIG Input



Stakeholder Involvement Group Meeting #1
July 9, 2012

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Summary



- **Introduced SIG**
- **Agreed to SIG Ground Rules**
- **Reviewed Existing Conditions**
- **Reviewed Public Meeting No. 1**
- **Identified Project Needs**
- **Introduced Project Purpose**



Stakeholder Involvement Group Meeting #1
July 9, 2012

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Next Steps



- Begin Preliminary Design Studies
- Begin Preliminary Traffic Studies
- Begin Preliminary Drainage Studies
- SIG Meeting No. 2



Stakeholder Involvement Group Meeting #1
July 9, 2012

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Next Meeting



▪ SIG Meeting No. 2

- Fall 2012
- Approve Project Purpose and Need
- Develop Design Criteria
- Identify Project Alternatives

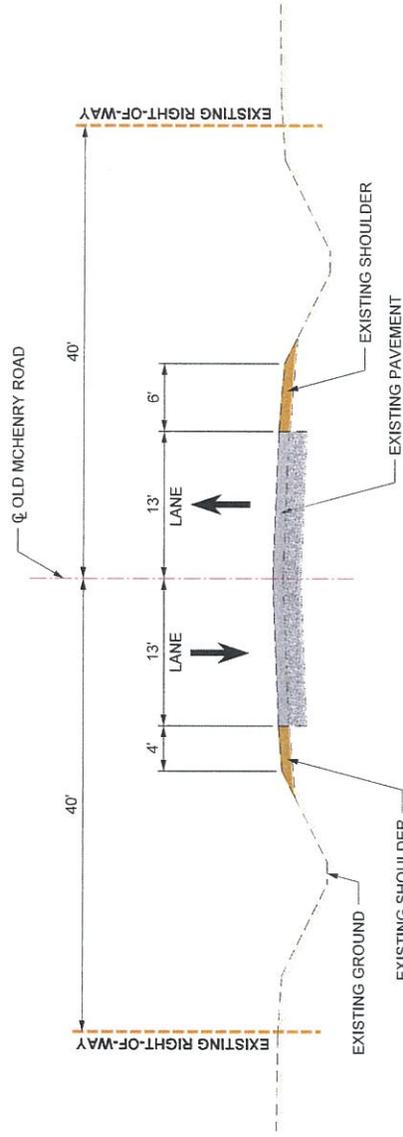


Stakeholder Involvement Group Meeting #1
July 9, 2012

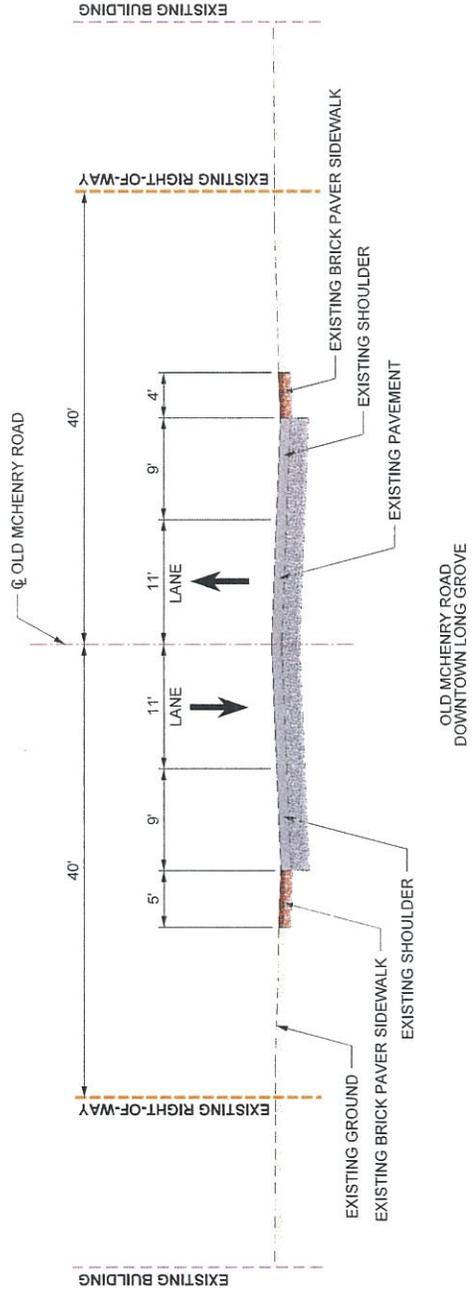
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OLD MCHENRY ROAD VILLAGE OF LONG GROVE EXISTING TYPICAL SECTIONS



OLD MCHENRY ROAD
NORTH OF DOWNTOWN LONG GROVE



OLD MCHENRY ROAD
DOWNTOWN LONG GROVE

OLD MCHENRY ROAD
VILLAGE OF LONG GROVE
PROJECT LOCATION MAP



OLD MCHENRY ROAD
VILLAGE OF LONG GROVE
MULTI-USE PATH AND PARKING INVENTORY

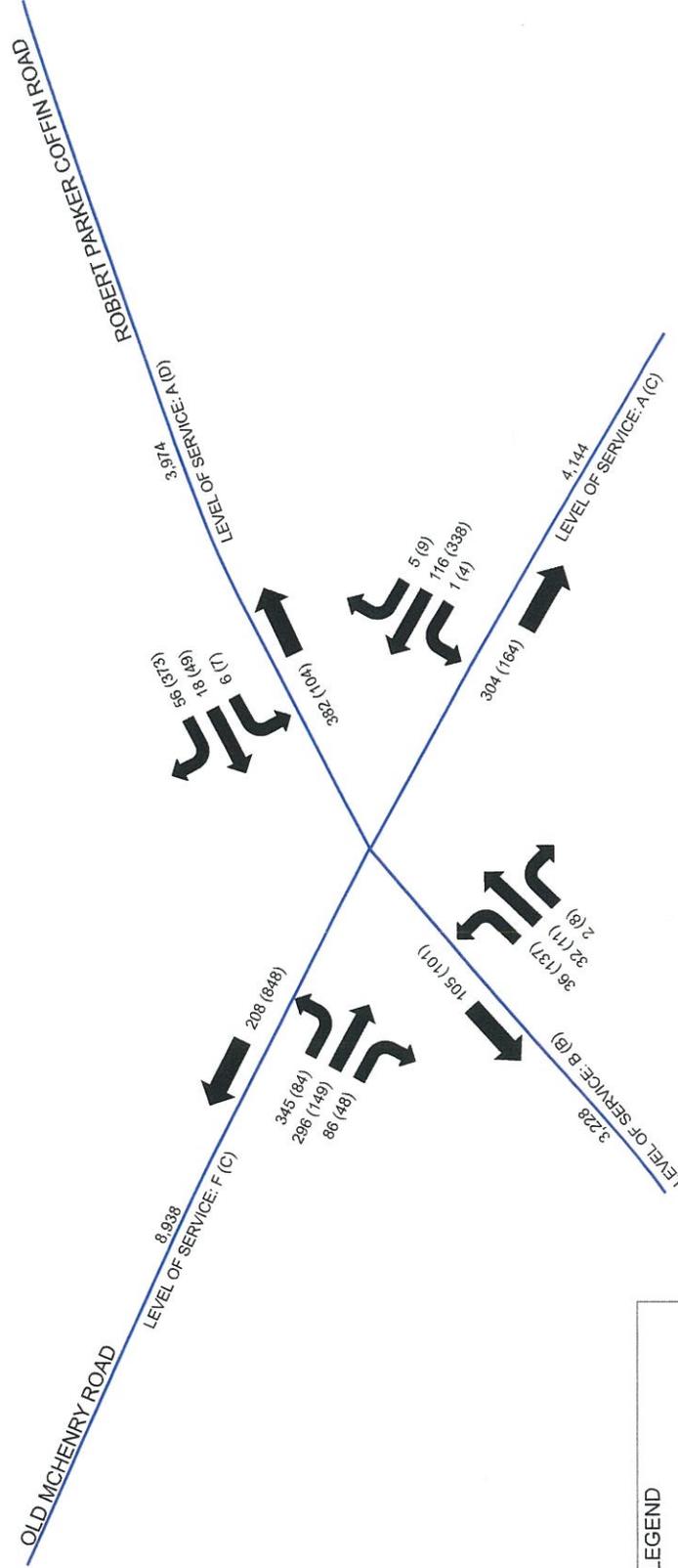


OLD MCHENRY ROAD
VILLAGE OF LONG GROVE
ENVIRONMENTAL INVENTORY



Old McHenry Road Village of Long Grove

2011 Existing Traffic Data Old McHenry Road at Robert Parker Coffin Road



LEGEND
 296 (149) = AM (PM) PEAK HOUR VALUES
 3,228 = AVERAGE DAILY TRAFFIC
 LEVEL OF SERVICE: AM (PM)

OVERALL INTERSECTION LEVEL OF SERVICE: F (C)

Old McHenry Road Village of Long Grove

Crash Summary Table Old McHenry Road at Robert Parker Coffin Road



Year	Crash Type							Total
	Intersection Related Crash			Congestion Related Crash			Total	
	Right Angle	Left Turn	Fixed Object	Pedestrian	Rear End	Side Swipe		
2007	0	3	0	1	2	0	6	
2008	1	0	1	0	0	1	3	
2009	1	0	0	1	1	0	3	
Total	2	3	1	2	3	1	12	

Public Meeting No. 1 Summary

Old McHenry Road
Phase I Study
Village of Long Grove

October 19, 2011

Introduction

This memorandum summarizes Public Meeting No. 1 held on October 19, 2011 and the comments received based on the presented existing conditions.

Public Meeting

The Public Meeting open house was held on October 19, 2011 from 5 p.m. to 7 p.m. at the Kildeer Countryside Elementary School. A public meeting notice was published in the Daily Herald on October 4 and October 13, 2011. Notification letters were sent to the property owners adjacent to the project. The purpose of the meeting was to present the inception of the project and to obtain public opinion on current issues and needs.

A project brochure was given to attendees at the welcome table. The project brochure detailed the project purpose, existing conditions, the public involvement process, and the project timeline.

Various exhibits were presented at the meeting. The exhibits included a project location map, an existing conditions map, an environmental inventory map, and a multi-use path and parking inventory map. There were also exhibits showing existing crash data, existing traffic volumes, and the anticipated project schedule. Videos were shown simulating existing traffic during the AM and PM peak periods.

Staff members from the Lake County Division of Transportation (LCDOT) and TranSystems were available to guide meeting attendees through the aerial exhibits and simulation videos and to answer any questions. After viewing the exhibits and videos, attendees were able to complete a comment form.

A total of 81 people signed in at the meeting with 22 comments received from the attendees during the meeting. An additional 6 comments were mailed or e-mailed to LCDOT during the public comment period. A total of 28 unique comments were received.

Summary of Comments

The goal of the public meeting was to gather public comments on the current needs of the project area.

Many respondents noted that peak hour traffic congestion is a problem. Other commonly cited issues were pedestrian safety, inadequate drainage, and poor intersection sight distance at Old McHenry and Robert Parker Coffin Road.

The majority of respondents supported some form of improvement with only one comment stating nothing should be done in the area. The most commonly suggested improvement was a traffic signal at the intersection of Old McHenry and Robert Parker Coffin Road. Some of these comments called specifically for a traffic signal which would only operate during peak times and have a four-way stop condition during off-peak times. Other less frequently cited suggestions were having police direct traffic, redirecting traffic around the project area through regional improvements, and a roundabout.

Public Meeting No. 1 Summary
Old McHenry Road
Phase I Study
Village of Long Grove
October 19, 2011

The respondents had several general concerns. Many comments stated concerns about impacts to businesses, both with the final proposed improvement and during construction. Other often cited concerns were pedestrian safety, preserving the historic nature of the area, and maintaining or improving aesthetics/streetscaping.

Conclusion

The majority of respondents believe that some form of improvement is warranted with the most commonly suggested being a traffic signal at Old McHenry Road and Robert Parker Coffin Road. Any proposed improvement should attempt to preserve the business community and historic nature of the area while improving traffic congestion.