

	<p>Technical Committee</p>	<p>March 2, 2006</p>
	<p>A meeting of the Technical Committee of the Cook DuPage Corridor Study was held on February 23, 2006 at 1:30 p.m. at the CATS/NIPC Offices, DuPage Conference Room, Sears Tower, 8th Floor, Chicago.</p> <p>This document provides a summary of the discussion for each agenda item and attendance rosters.</p> <p>I. Introductions and Roster</p> <p>Mr. Patrick Higgins, Chair of the Technical Committee, opened the session and stated that there was a quorum. Introductions were made and all attendees completed the sign-in sheet.</p> <p>Mr. Higgins noted that although unable to attend today's meeting, Mr. Christopher DiPalma will serve on the Technical Committee representing the Federal Highway Administration at future meetings and that the appointment of a representative by the Federal Transit Administration is still pending.</p> <p>Mr. Higgins stated that many Committee members attended the previous Joint Policy and Technical Committee meeting held on January 26, 2006. Mr. Higgins highlighted key outcomes of the meeting including:</p> <ul style="list-style-type: none"> ▪ Approval of the Problem Statement that would serve as the basis for Item IV on today's agenda ▪ Approval of Committee rosters and selection of officers for the Policy Committee and Technical Committee: <ul style="list-style-type: none"> ○ Policy Committee Chair: Paul Fichtner, DuPage County Board Member ○ Policy Committee Vice Chair: David Pope, President of Oak Park ○ Technical Committee Chair: Himself ○ Technical Committee Vice Chair: selection was deferred to today's meeting ▪ Agreement that Technical Committee will meet the 4th Thursday of each month at 1:30 p.m. <p>Mr. Higgins informed the Committee that the Statement of Purpose and Need developed by the RTA staff would be the focus of today's meeting without a request for final action. Instead, the process would begin today and a revised preliminary statement of purpose will be brought back to the Committee next month.</p> <p>II. Approval of the January 26, 2006 Meeting Summary</p> <p>On a motion made by Gordon Smith and a second by Mark Avery, the minutes from January 26, 2006 Joint Policy Committee and Technical Committee Meeting were unanimously approved as presented.</p>	

III. Cook DuPage Corridor Program Overview

A. Options Feasibility Phase Scopes of Work

Michelle Ryan introduced three contracts for Cook DuPage Corridor currently underway:

1. Options and Feasibility lead by American Consulting Engineers (ACE)
2. Corridor Planning Standards by Wilbur Smith Associates (WSA)
3. Public Involvement and Communications by Dovetail Consulting

Next, each project manager was asked to provide highlights of major tasks, interactions with committee, input and decisions required:

Tony Catalina, Project Manager, Options and Feasibility

- Six tasks involve technical work requiring input, interaction and feedback from the Technical Committee
- Task 1: Project Initiation: major deliverable is master project schedule
- Task 2: Data Collection: determine, identify, assemble data needed to carry out analysis including corridor base map, committee and public meeting presentation materials
- Task 3: Statement of Purpose and Need: three primary products including problem statement approved last meeting...this is first major interaction with Committee
- Task 4: Evaluation Methodology: will present methodology at March meeting...details of intended methodology will be provided prior to Committee meeting...evaluation will be a two stage evaluation process...first stage will be large pool of options, second stage will be much smaller group...evaluation will most likely be in the form of a matrix
- Task 5: Conceptual Options: will review RTP projects...will require assistance from various agencies to consider RTP projects in pool of potential projects/options...anticipate presentation of Conception Options to Committee in April
- Task 6: Detailed Evaluation: will look at engineering feasibility of various plans, operating plans, market feasibility, and equity issues
- Task 7: Candidate Projects: will recommend small set of candidate projects to advance to next phase of Corridor Study – Alternative Analysis

Summary of Questions/Responses on Options Feasibility:

- Do we have a schedule? Yes and the schedule summary was provided with last Committee meeting materials. The schedule does move very quickly. If all goes well, recommendations stage will take place in September.

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Gary Mitchell, Project Manager, Corridor Planning Standards

- Corridor Planning Standards is a new concept
- Background, philosophy and rationale behind standards stems from the need to involve local communities upfront, systematically
- Goal is to have local criteria to evaluate transportation options
- Focus is "context" as it relates to "context-sensitive" design
- Three major elements of the workscope:
 - Community Profile and Assessment of each community in corridor
 - A Corridor Assessment
 - Corridor Planning Standards: will work with Corridor Planning Standards Working Group to develop menu of standards, criteria to evaluate how well transportation options fit in with local priorities...should be a reflection of local values, potential for the future, economic development...examples include ensuring emergency vehicle circulation when implementing new transit service.
- Working with Downers Grove as pilot community before rolling out to other communities

Mignon Allen, Public Involvement and Communications

- Nineteen public involvement techniques will support both the Options Feasibility and Alternatives Analysis phases of the study, core tasks include:
 - Public Involvement Plan...outlines goals and objectives of public outreach to ensure ongoing and meaningful opportunities for input
 - Corridor Mailing List...direct mailing is effective means to notify public of various events, will need Committee assistance in developing list to ensure affected groups are informed and involved
 - Public Scoping Meeting...scheduled in June
 - Media Promotions/Public Relations...will include press releases, media briefings, and alerts to promote key messages, progress and outcomes of the process
 - Website...to place information at people's fingertips
 - Newsletters...will provide detailed project information to mailing list...need Committee feedback on articles of interest
 - Interviews/Speaking Engagements...will provide stakeholders (and groups) with one-on-one time to discuss issues of concern
 - Environment Justice...will be sensitive to needs and concerns of low income, minority, elderly and disabled populations in outreach process
 - Public Information Materials

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Summary of Questions/Responses on Public Involvement:

- Will you be holding public meetings in the evening? Yes, we are open to providing flexible meeting times such as weekends, midday, and evenings to encourage public participation...all options are available in public involvement program.
- How will Committee be notified of press releases? Committee will be provided summary of media information at each regular Committee meeting.
- Will you provide newsletter articles or other materials available for Committee members to disseminate? Yes, we welcome the assistance of the Committee in spreading the word and information about the Cook DuPage Corridor Study. The intent of the Citizens Advisory Committee is to provide guidance and feedback on the appropriateness of public information materials from a citizen perspective. We encourage the Technical Committee to provide information and materials for newsletter articles and other public information materials.
- Size and complexity of the Corridor with 50+ communities, 1.1 million people living/working within Corridor, and many jurisdictions. It is an extensive effort to ensure everyone is informed and has adequate input into the decision-making process for the study. We have outlined our understanding of what it will take to reach the communities in the Public Involvement Plan, which we consider to be a "living document." We are looking for the Committee to give us feedback and guidance on what works and what does not work, so that we can make adjustments as we move forward.

B. Discussion of Issues and Opportunities

Mr. Higgins asked each Committee member to respond on a comment card to the following questions:

- 1) What is your single greatest concern for the corridor?
- 2) What is the single greatest opportunity for this group?

Mr. Higgins noted that Ms. Ryan would collect the responses and summarize the results at the next Committee meeting.

IV. Development of Preliminary Statement of Purpose and Need

A. Overview of Draft Preliminary Statement

Mr. Bill Lenski introduced Purpose and Need Fact Sheet and the components of the draft preliminary Purpose and Need Statement. Mr. Lenski stated that the draft Statement covers each of the four needs identified in the Travel Market Analysis: lack of transit access, congestion on I-290, traffic flow problems on arterial roads, and bus service issues. Mr. Lenski confirmed that the focus of this phase of study, in accordance with the Problem Statement adopted by the Policy Committee and Technical Committee on January 26, 2006, is on the first two identified needs by improving mobility for priority markets, and expanding range of transit options for those markets. Mr. Lenski reassured the Committee that the study will not lose sight of the other identified needs.

Mr. Lenski reviewed background and descriptive information considered in the development of the Purpose and Need Statement including current transportation projects in corridor, land use, population and employment trends, and transportation needs by market and by mode. Mr. Lenski reiterated that the statement is still a draft needing refinement on employment centers, goals and objectives, and graphics/diagrams.

Mr. Lenski noted that the Preliminary Purpose and Need Statement is scheduled for consideration by the Policy Committee in May.

Summary of Comments/Questions/Responses on Purpose and Need Statement:

- Will Purpose and Need Statement be transmitted for formal approval to the applicable federal agencies, i.e. FHWA, FTA? Will Purpose and Need Statement need to be legally defensible? During the Options and Feasibility phase of the study, the statement is considered a “preliminary” Purpose and Need Statement. At the end of this year, we will have a statement prepared for FTA, FHWA review and approval to move into the Alternatives Analysis phase.
- Is the Travel Market Analysis complete or are findings still being finalized? The Travel market analysis is complete.
- Comment: Draft statement has four needs, four goals...appears to be focused on transit, must focus on all modes although remainder of document speaks well to global issues.

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- Will the public have an opportunity to review the preliminary Purpose and Need Statement? At the Public Scoping Meeting, scheduled for June, the public will be provided all documentation and findings developed to date including the Problem Statement, preliminary Purpose and Need Statement, and Conceptual Options.
- Comment: Elaborate on references and focus on intersuburban travel markets. There are seven intersuburban markets with travel through six major activity centers.
- What is the explanation for the focus of the Purpose and Need Statement on the first two needs and not all four needs? What constitutes a major investment, a capital investment? I have a concern that there is a woeful lack of operational funding for transit service in this region and corridor, and to continue the discussion about the Cook DuPage Corridor Study without focusing on the significant fact that funding is inadequate. The Travel Market Analysis is one of the best analyses prepared in many years. We continue to focus on capital investment on a legacy system, and over the last twenty years the growth has been in the suburbs, yet you want to take the discussion of operational funding off the table. Any discussion regarding capital investment must have discussion of operating funds to complement the investment. It is my understanding that we are looking to deal with mobility and connectivity within Cook DuPage Corridor. To take out and segregate operational funding from the discussion is dangerous.

Mr. Lenski responded that the first two needs may warrant a major investment, whereas the other needs are more operational in nature. It is not likely that we will be able to address this issue in a major investment study. We agree this is a concern regionally and for each service board.

Mr. DeLaurentiis noted that this is a matter of regional public policy and a question for the RTA Strategic Plan and the Regional Transportation Plan. The question is appropriate; however, is it the will of the Policy Committee and the Technical Committee to entertain issues of operations assistance or funding for operations?

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Mr. Lenski recalled that the purpose of the study is to determine what are the best set of possible, feasible options and improvements to address the mobility needs of the corridor. He noted that any capital investment will have an offsetting operational impact.

Ms. Ryan referenced the Options Feasibility work scope and clarified that cost estimates for both capital and operating will be examined when evaluating potential options and financial feasibility is part of the assessment.

- Who do we submit feedback and minor wordsmith comments to? Michelle Ryan.
- Some of the identified mobility needs extend beyond the specific study area borders, i.e. east of the Cicero Avenue border; do the study area boundaries preclude solutions that extend beyond such a boundary? When we develop options they will be based on travel patterns not just boundaries. Corridor boundaries are different from the study area boundaries. Study area boundaries are best understood in terms of the travel markets, origins and destinations of the travel markets. The full study area boundaries are actually the same as the Reverse Commute Travel Market area – the lakefront to Kane County, and from Devon Avenue to 95th Street. RTA will revise the purpose and need text to clarify and distinguish the Corridor boundaries versus the study area boundaries.
- Comment: Many employment centers operate 24 hours/day and do not have transit access because transit operates traditional peak hours. Study should address the non-traditional work hours as well as the non-traditional work travel patterns.

Mark Avery suggested/requested that the Technical Committee Chair contact the Policy Committee Chair to ensure that the Technical Committee is proceeding as the Policy Committee expects/desires with respect to the operational concerns raised by Pace. Mr. Higgins agreed and noted that such communication should occur before the next meeting

B. Development of Goals and Objectives

Tony Catalina offered some background on Goals and Objectives:

- Goals are general expression of community and regional values
- Objectives are more specific
- Each objective will have quantitative and qualitative measures and will be used to score/evaluate various options
- Options must address Purpose and Need Statement

Mignon Allen provided an overview of the group exercise to develop goals and objectives. Ms. Allen distributed a Goals and Objectives worksheet that listed the mobility themes, potential goals and objectives and introduced a set of discussion questions.

At the suggestion of the Chair, the Committee decided to convene a special work session for themselves on Wednesday, March 8, 2006 at 1:30 p.m. at CATS dedicated to developing Goals and Objectives. To prepare for the session the Committee established the following action items:

- 1) Receive electronic version of Goals and Objectives worksheet from Michelle Ryan.
- 2) Review Goals and Objectives worksheet with other staff or respective jurisdictions, if needed.
- 3) Develop written responses to the discussion questions presented on the Goals and Objectives worksheet and forward to Michelle Ryan. Provide responses at least two days prior to special work session.

V. Nominations for Vice Chair

Mr. Higgins opened the floor to nominations for Vice Chair of the Technical Committee. Mr. Higgins suggested Mr. Rick Boehm for the position; there were no other nominations. Ms. Tam Kutzmark made a motion to approve Mr. Rick Boehm as Committee Vice Chair and Mr. Bob Dean provided a second to the motion. The Committee voted unanimously to approve Mr. Boehm as Vice Chair.

VI. Establishment of Future Meeting Locations

The Technical Committee established the following location for their regular meetings:

CATS/NIPC Offices
 DuPage Conference Room
 Sears Tower, 8th Floor, Chicago

VII. Development of Citizens Advisory Committee Invitation List

Ms. Ryan recapped the role and responsibilities of the Citizens Advisory Committee (CAC):

- To provide insight on how to reach particular constituencies
- To ensure that public information materials are effective
- To give first impression of decisions and thoughts put forward by Policy and Technical Committees

CAC members are to be organizations with constituencies, not private citizens. Ms. Ryan directed attention to a handout regarding CAC call for participation and requested the Technical Committee input. Consultant Nancy Seeger recommended ITE, WTS and ASCE. Mr. Dame provided RTA staff with a contact name for the Chicago APA Metro Chapter.

VIII. Other Business

A Special Working Meeting for Goals and Objectives will be held on March 8 as previously noted.

The next regular meeting of the Technical Committee is:

Thursday, March 23, 2006, 1:30 p.m.
CATS/NIPC Offices
DuPage Conference Room
Sears Tower, 8th Floor, Chicago

IX. Adjourn

On a motion by Rick Boehm and a second by John Baczek, the meeting adjourned at approximately 2:45 p.m.

X. Attendance Rosters

Technical Committee				
Present	Absent	Name	Title	Organization
✓		Abraham, Chuck	Program Support Chief	IDOT, Division of Intermodal and Public Transportation
✓		Alvarez, Jose Luis	Grant Director, Town of Cicero	North Central Council of Mayors
✓		Avery, Mark	Chief of Traffic Planning and Programming	DuPage County Center
✓		Baczek, John	Consultant Studies Unit Head	IDOT - District 1, Division of Highways
✓		Boehm, Rick	Village Manager, Village of Oak Brook	DuPage Council of Mayors
✓		Bolton, Michael	Deputy Executive Director, Strategic Services	Pace
✓		Bozic, Claire	Director of Plan Implementation	Chicago Area Transportation Study
✓		Ciavarella, Lynnette	Director, Office of Planning and Analysis	Metra
✓		Dame, Peter J.	Deputy Village Manager, Village of Oak Park	North Central Council of Mayors
✓		Dean, Bob	Transportation Planner, City of Naperville	DuPage Council of Mayors
	✓	DiPalma, Christopher	Metropolitan Planning Engineer	Federal Highway Administration
✓		Godowski, Peter	Highway Engineer, Bureau of Transportation and Planning	Cook County Highway Department
✓		Guerriero, Henry	Traffic and Revenue Analyst, Planning Department	Illinois State Toll Highway Authority
✓		Hazlett, Richard	Coordinating Planner	Chicago Department of Transportation
✓		Higgins, Patrick	Village Manager, Village of Western Springs	Central Council of Mayors
✓		Kutzmark, Tam	Transportation Planning Liaison, DMMC	DuPage Council of Mayors
✓		Leary, Jill	Planning Coordinator, WCMC	Central Council of Mayors
*		McC Campbell, Roy	Comptroller and CFO, Village of Bellwood	North Central Council of Mayors
✓		McCluskey, Beth	Council Liaison	North Central Council of Mayors
✓		Mehta, Jignesh	Senior Planning Analyst	Northeastern Illinois Planning Commission
✓		Montazery, Yadollah	Assistant Director	Chicago OEMC
**		Shiffer, Michael	Vice President, Planning and Development	Chicago Transit Authority
✓		Smith, Gordon	Senior Metropolitan Planning Manager	IDOT, Office of Planning and Programming
	✓	TBD		Federal Transit Administration

*Mr. John Flood, Jr., Asst. Village Administrator/Treasurer for the Village of Hillside, served on behalf of the North Central Council of Mayors in place of Mr. Roy McC Campbell

**Mr. Peter Farhenwald, Manager, Facilities Planning, served on behalf of the CTA in place of Mr. Shiffer.

Others in Attendance

Present	Name	Title	Organization
✓	Randy Blankenhorn	Chief, Bureau of Urban Program Planning	IDOT-Office of Planning & Programming
✓	Fera, Dorin	Manager, Traffic Division	Village of Downers Grove
✓	Lee, Aimee	Strategic Planning	CTA
✓	McAtee, Patrick	Sr. Director of Planning, Development and Real Estate	Metra

Staff

✓	Allen, Mignon	President	Dovetail Consulting
✓	Catalina, Tony	Manager, Transit Division	American Consulting Engineers
✓	DeLaurentiis, John	Deputy Executive Director, Planning	RTA
✓	Doenges, Dan	Transportation Analyst	Wilbur Smith Associates
✓	Kukreja, Charu	Corridor Planning Studies	RTA
✓	Lenski, Bill	Manager, Corridor Planning Studies	RTA
✓	Mitchell, Gary	Director, Urban Planning Services	Wilbur Smith Associates
✓	O'Holleran, John	Principal	American Consulting Engineers
✓	Ryan, Michelle	Principal Analyst, Corridor Planning Studies	RTA
✓	Seeger, Nancy		Nancy Seeger Assoc.