

**APPROVED**

**FINAL**

## **DeKalb-Sycamore Area Transportation Study**

### **Public Involvement Policy**



Adopted by the DSATS Policy Committee on September 27, 2004  
Last Amended on August 22, 2005

## 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 21<sup>st</sup> 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 MPOs 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).

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, and a full-time Transportation Planner. 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.

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), and Transportation Improvement Program (TIP). These documents are reviewed by the Technical Committee and eventually adopted by the Policy Committee. The UPWP, the LRTP, and the TIP 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 Policy**

*The DeKalb-Sycamore Area Transportation Study will provide opportunities for citizens to affect the outcomes of 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.*

## Implementing the Policy

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. MPOs 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 ten basic elements into every transportation planning effort. Those ten elements are:

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 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 federal requirements for public participation under ISTEA (denoted by italics), as well as DSATS efforts to realize them.

*1. The metropolitan planning process shall include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPS. To meet the requirements the process shall:*

- i. Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;*
- ii. Require a minimum public comment period of 45 days before the Transportation Improvement Program is initially adopted or revised;*
- iii. Require a minimum public comment period of 45 days before the Long Range Transportation Plan is initially adopted or approved.*

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.

Each of the above documents – PIP, TIP, and LRTP – 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.

More specific dates for public review, committee consideration, and action are available through the Development Schedules. Development schedules are updated in February of each year and published as an addendum to the Plan. Staff and Committee contacts are also updated at this time.

*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 will implement a website within the next two years. Until this goal is realized, the websites of each participating community – DeKalb, Sycamore, Cortland, and DeKalb County – will be used.

As DSATS is currently developing its initial policy documents, the development of a website may be delayed until after the completion of the 2030 Long Range Transportation Plan. The ability to develop a comprehensive website may be limited to the resources made available to DSATS in the next two years. However, it is anticipated that the website will eventually serve as a primary gateway for individuals and groups interested in learning about or participating in DSATS’ planning and programming processes.

DSATS plans to implement a newsletter, primarily distributed by e-mail, but also available through U.S. mail, to keep all parties informed of MPO activities. This newsletter will be sent in advance of major project events, meetings, and activities. There will be no fewer than five issues per year, with no more than four months between issues. Subscription will be solicited through a letter sent to all area social service agencies and transit providers, published in the local newspaper, and eventually through the DSATS website.

DSATS may also utilize the City of DeKalb Channel 8 and press releases in order to distribute MPO information.

*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 Involvement Policy, Unified Planning Work Program, Long Range Transportation Plan, and Transportation Improvement Plan 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.

DSATS intends to include a glossary of technical terms with all of the above documents and others as appropriate, in effort to clarify an often complicated slew of programs, terms, acronyms, and abbreviations for the public. 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 will eventually be available on 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 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 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 MPOs, 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 is exploring the possibility of retaining professional media services. Envisioned products include a logo, letterhead, e-newsletter format, and website. DSATS intends 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.



---

## Appendix

---

## Staff Contacts

Name: Ray Keller  
Title: City Planner / Study Director  
Phone: 815-748-2367  
E-mail: [rkeller@cityofdekalb.com](mailto:rkeller@cityofdekalb.com)  
Address: 223 S. Fourth St. Suite A  
DeKalb, IL 60115

Name: Laurie Hoogeveen  
Title: Transportation Planner  
Phone: 815-748-2366  
E-mail: [laurie.hoogeveen@cityofdekalb.com](mailto:laurie.hoogeveen@cityofdekalb.com)  
Address: 223 S. Fourth St. Suite A  
DeKalb, IL 60115

**DSATS Policy Committee**

<b>Jurisdiction</b>	<b>Contact</b>	<b>Title or Department</b>	<b>Phone #</b>	<b>E-mail</b>	<b>Address</b>
City of DeKalb					
	James Barr	Alderman, 7 <sup>th</sup> Ward	(815) 754-0697	<a href="mailto:jbarr@cityofdekalb.com">jbarr@cityofdekalb.com</a>	1020 Spiros Ct. DeKalb, IL 60115
	Linda Wiggins	Administrative Services Director	(815) 748-2393	<a href="mailto:lwiggins@cityofdekalb.com">lwiggins@cityofdekalb.com</a>	200 S. Fourth St. DeKalb, IL 60115
City of Sycamore	Ken Mundy	Mayor	(815) 895-4517	<a href="mailto:kmundy@cityofsycamore.com">kmundy@cityofsycamore.com</a>	308 W. State St. Sycamore, IL 60178
DeKalb County	Eileen Dubin	County Board	(815) 756-9103	dfassoc@tbcnet.com	200 N. Main St. Sycamore, IL 60178
Northern Illinois University	Dr. John Peters	President	(815) 753-1273	<a href="mailto:jpeters@niu.edu">jpeters@niu.edu</a>	Lowden Hall 301 DeKalb, IL 60115
	Alternate: Rena Cotsones	Executive Director, Community Relations	(815) 753-0834	<a href="mailto:rcotsones@niu.edu">rcotsones@niu.edu</a>	Lowden Hall 202 DeKalb, IL 60115
Illinois Department of Transportation	Gregory Mounts	District Engineer	(815) 284-5301	<a href="mailto:mountsgl@dot.state.il.us">mountsgl@dot.state.il.us</a>	819 Depot Ave. Dixon, IL 61021
	Alternate: Kristine Tobin	Programming Engineer	(815) 284-5444	<a href="mailto:tobinkl@dot.state.il.us">tobinkl@dot.state.il.us</a>	819 Depot Ave. Dixon, IL 61021

## DSATS Technical Committee

Jurisdiction	Name	Title	Phone Number	E-mail	Address
City of DeKalb	Joel Maurer	City Engineer	(815) 748-2030	<a href="mailto:jmaurer@cityofdekalb.com">jmaurer@cityofdekalb.com</a>	223 S. Fourth St. DeKalb, IL 60115
	Russ Farnum	Community Development Director	(815) 748-2362	<a href="mailto:rfarnum@cityofdekalb.com">rfarnum@cityofdekalb.com</a>	223 S. Fourth St. DeKalb, IL 60115
	Mark Biernacki	City Manager	(815) 748-2090	<a href="mailto:mark.biernacki@cityofdekalb.com">mark.biernacki@cityofdekalb.com</a>	200 S. Fourth St. DeKalb, IL 60115
City of Sycamore	Bill Nicklas	City Manager	(815) 895-4853	<a href="mailto:bnicklas@cityofsycamore.com">bnicklas@cityofsycamore.com</a>	308 W. State St. Sycamore, IL 60178
	John Brady	City Engineer	(815) 895-4519	<a href="mailto:jbrady@cityofsycamore.com">jbrady@cityofsycamore.com</a>	541 DeKalb Ave. Sycamore, IL 60178
DeKalb County	Bill Lorence	County Engineer	(815) 756-9513	<a href="mailto:wlorence@dekalbcounty.org">wlorence@dekalbcounty.org</a>	1826 Barber Greene Road DeKalb, IL 60115
	Paul Miller	Planning Director	(815) 895-7214	<a href="mailto:pmiller@dekalbcounty.org">pmiller@dekalbcounty.org</a>	110 E. Sycamore St. Sycamore, IL 60178
	Ray Bockman	County Administrator	(815) 895-7186	<a href="mailto:rbockman@dekalbcounty.org">rbockman@dekalbcounty.org</a>	110 E. Sycamore St. Sycamore, IL 60178
Town of Cortland	Tom Simmons	Consulting Engineer	(815) 562-9087	<a href="mailto:tsimmons@simmons-engineering.com">tsimmons@simmons-engineering.com</a>	515 Lincoln Hwy. Rochelle, IL 61068
Northern Illinois University	Bob Albanese	Associate Vice President- Finance and Facilities	(815) 753-2755	<a href="mailto:rca@niu.edu">rca@niu.edu</a>	Lowden Hall 201F DeKalb, IL 60115
	Ken Pugh	Director- Management and Materials Department	(815) 753-6283	<a href="mailto:kpugh@niu.edu">kpugh@niu.edu</a>	DB 116A DeKalb, IL 60115
	Jim Murphy	Campus Planner	(815) 753-1480	<a href="mailto:jmurphy@niu.edu">jmurphy@niu.edu</a>	Physical Plant Building DeKalb, IL 60115

## DSATS Technical Committee

Jurisdiction	Name	Title	Phone Number	E-mail	Address
NIU Student Association		Director of Governmental Affairs			Campus Life Building DeKalb, IL 60115
	Andre Ramsey	Director of Transportation	(815) 753-9922		Campus Life Building DeKalb, IL 60115
Voluntary Action Center	Tom Zucker	Executive Director	(815) 758-3932	<a href="mailto:tzvac@aol.com">tzvac@aol.com</a>	1606 Bethany Rd. DeKalb, IL 60115
	Ellen Rogers	Assistant Director	(815) 758-3932	<a href="mailto:vacdk@aol.com">vacdk@aol.com</a>	1606 Bethany Rd. DeKalb, IL 60115
Kishwaukee College IL Employment Training Center	Elaine Cozort	IETC Coordinator	(815) 756-4893 x226	<a href="mailto:elaineco@kishwaukeecollege.edu">elaineco@kishwaukeecollege.edu</a>	1701 E. Lincoln Hwy DeKalb, IL 60115
	Larry Apperson	Vice President of Student Services	(815) 825-2086 x249	<a href="mailto:apperson@kishwaukeecollege.edu">apperson@kishwaukeecollege.edu</a>	21193 Malta Rd. Malta, IL 60150
Illinois Department of Transportation – District 2	Kristine Tobin	Programming Engineer	(815) 284-5444	<a href="mailto:tobinkl@dot.state.il.us">tobinkl@dot.state.il.us</a>	819 Depot Ave. Dixon, IL 61021
	Ross Monk	Program Development Engineer	(815) 284-5307	<a href="mailto:monkre@dot.state.il.us">monkre@dot.state.il.us</a>	819 Depot Avenue Dixon, IL 61021
Illinois Department of Transportation – Public Transportation	Dave Spacek	Program Manager	(312) 793-2154	<a href="mailto:spacekDT@dot.state.il.us">spacekDT@dot.state.il.us</a>	310 South Michigan Ave. 16th Floor Chicago, IL 60604-4205
Illinois Department of Transportation – Planning and Programming	Sharon Durbin	Program Manager	(217) 785-2996	<a href="mailto:durbinsl@dot.il.gov">durbinsl@dot.il.gov</a>	2300 S. Dirksen Parkway Springfield, IL 62764
Federal Highway Administration	John Donovan	Transportation Planning Specialist	(217) 492-4642	<a href="mailto:John.Donovan@fhwa.dot.gov">John.Donovan@fhwa.dot.gov</a>	3250 Executive Park Dr. Springfield, IL 62703

## Tentative Meeting Dates

### DSATS Policy Committee

All DSATS Policy Committee meetings are scheduled for the fourth Monday of each month. The committee meets at 3 p.m. in the Basement Classroom of the DeKalb Municipal Building, located at 200 S. Fourth St. in DeKalb, IL, unless otherwise scheduled.

#### 2004

August	23
September	27
October	25
November	22
December	27

#### 2005

January	24
February	28
March	28
April	25
May	23
June	27
July	25
August	22
September	26
October	24
November	28
December	26

### 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.

#### 2004

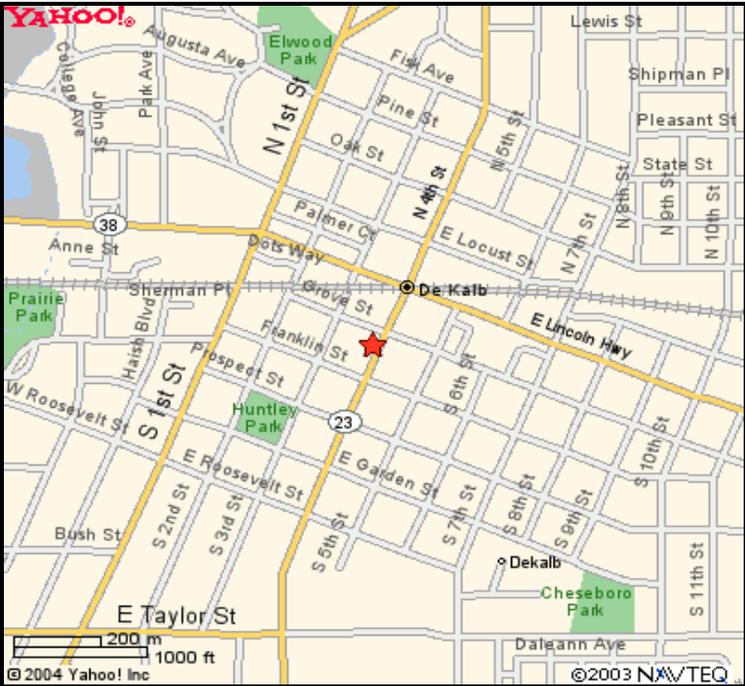
August	9
September	13
October	11
November	8
December	13

#### 2005

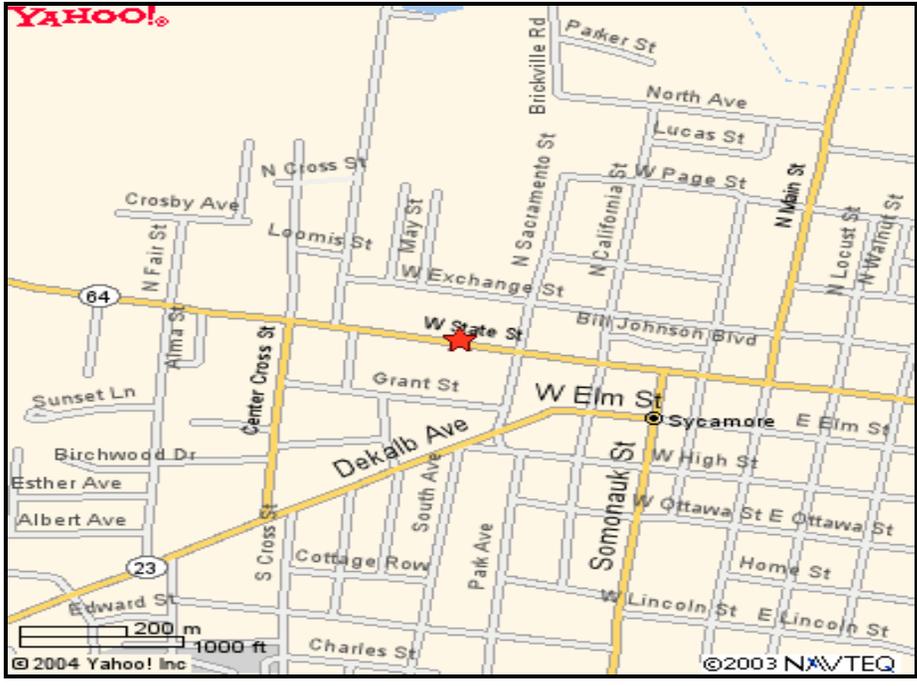
January	10
February	14
March	14
April	11
May	9
June	13
July	11
August	8
September	12
October	10
November	14
December	12

## Public Review Sites

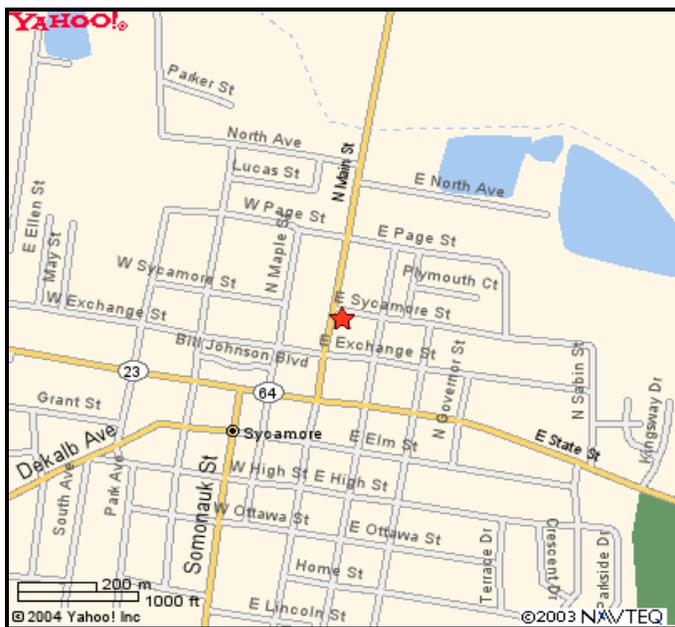
- 1. City of DeKalb Community Development Department  
 223 S. Fourth St. Suite A  
 DeKalb, IL 60115  
 (815) 748-2060  
[www.cityofdekalb.com](http://www.cityofdekalb.com)



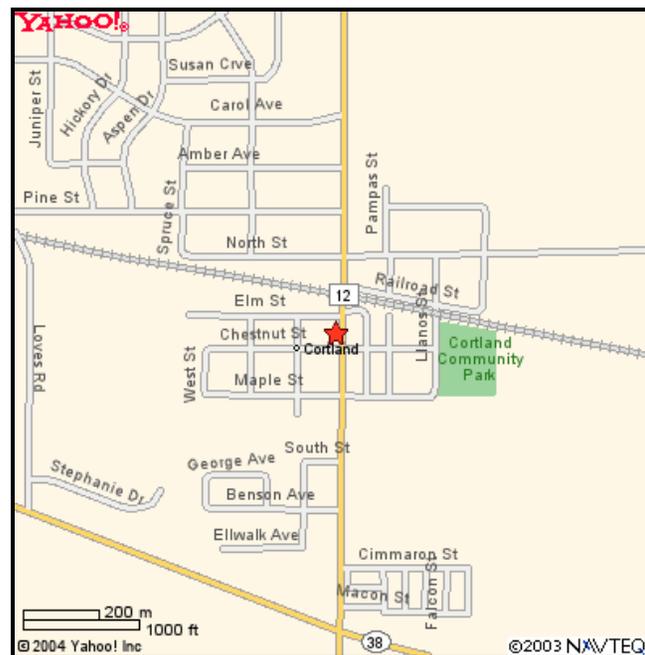
- 2. City of Sycamore  
 308 W. State St.  
 Sycamore, IL 60178  
 (815) 895-4515  
[www.cityofsycamore.com](http://www.cityofsycamore.com)



- DeKalb County Planning and Zoning Office  
110 E. Sycamore St.  
Sycamore, IL 60178  
(815) 895-7188  
[www.dekalbcounty.org](http://www.dekalbcounty.org)



- Town of Cortland  
1909 Somonauk Road  
Cortland, IL 60112  
(815) 756-3030  
[www.cortlandil.org](http://www.cortlandil.org)



## 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.

**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:** 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 2 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.

**IDOT:** Illinois Department of Transportation

**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.

**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.

**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.

**NHS:** National Highway System.

**PL funds:** Planning funds.

**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 mail 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 21<sup>st</sup> 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.