

## **Appendix B**

### **Sample Meeting Invitation Letters, Postcards, Door Hangers, and Advertisement**

Sample Invitation Letter to Community Advisory Group Member

## COMMUNITY MEETING ANNOUNCEMENT

April 30, 2012

[Name]

[Title]

[Organization]

[Address]

Chicago, IL [Zip]

Dear [Salutation]:

### Will you join us?

You are invited to attend a **Community Meeting** hosted by the Illinois Department of Transportation regarding the preparation of the Environmental Impact Statement for the Grand Crossing Rail Project. Part of the Chicago Region Environmental and Transportation Efficiency (CREATE) Program, the purpose of the Grand Crossing Rail Project is to improve freight and passenger rail efficiency on Chicago's South Side and enhance Amtrak's on-time performance.

### Why are we conducting the meeting?

This Community Meeting is being held to provide an additional opportunity for the community to review and comment on the materials presented at the December 2011 meetings. ***No new information will be presented.***

The purpose of the meeting is to:

- Provide an overview of the project
- Review the project's purpose and need for improvements
- Obtain additional public input on the project, including its Purpose and Need Statement

### Agenda

A formal session with questions and answers will be held at 6:00 p.m. The formal session will be preceded by an open house from 4:00 p.m. and 6:00 p.m., where you will be able to view an audio-visual presentation and project exhibits. The project team will also be available to discuss the project and answer questions.

The meeting will be accessible to persons with disabilities. Anyone needing special assistance should contact Josh Druding at (312) 335-0100. Persons planning to attend who will need a sign language interpreter or similar accommodations should notify the Illinois Department of Transportation at (866) 273-3631 (TTY) at least five days prior to the meeting.

**When and Where?**

Date: Thursday, May 17, 2012  
Time: 6:00-7:30pm, with Open House session from 4:00-6:00pm  
Location: New Beginnings Church  
6620 S. King Drive, Chicago

In the case of a weather emergency, the Community Meeting will be held at the same time and location in June 2012, with the exact date to be provided in a follow-up notice.

**Where can you find more information?**

Additional information about the Grand Crossing Rail Project is available at [www.grandcrossingrail.com](http://www.grandcrossingrail.com). Questions and comments regarding the project should be sent to:

Tony Pakeltis, Parsons  
10 S. Riverside Plaza, Suite 400  
Chicago, IL 60606  
[info@grandcrossingrail.com](mailto:info@grandcrossingrail.com)

**Spread the Word!**

Your participation is important and will help the project team identify the transportation issues and community values that will be considered as the Grand Crossing Rail Project progresses. Please tell your friends and neighbors about this important meeting and encourage them to attend.

Thank you for your continued interest in the project. We hope to see you at the meeting.

Very truly yours,



Danielle E. Stewart, P.E.  
Acting CREATE Section Chief  
Illinois Department of Transportation  
[www.createprogram.org](http://www.createprogram.org)

**Sample Invitation Letter to Elected Official Whose District is Directly Impacted**

April 30, 2012

[Name]

[Title]

[Organization]

[Address]

Chicago, IL [Zip]

Dear [Salutation]:

On May 17, 2012, the Illinois Department of Transportation (IDOT) will be hosting a **Community Meeting** regarding the preparation of the Environmental Impact Statement for the Chicago Region Environmental and Transportation Efficiency (CREATE) Program Grand Crossing Rail Project. As you know from our previous conversations, the purpose of the Grand Crossing Rail Project is to improve freight and passenger rail efficiency on Chicago's South Side and enhance Amtrak's on-time performance.

Details of the meeting are provided on the enclosed postcard, which will be distributed at community facilities throughout the study area. Postcards also will be mailed to all property owners in the study area immediately adjacent to railroad right-of-way. The meetings will be advertised in print in the Chicago Sun-Times, The Defender, and The Chicago Crusader, and submitted to websites such as the Englewood Portal, EveryBlock Chicago, Resident Association of Greater Englewood (RAGE), New Life Covenant, Teamwork Englewood, Antioch MB Church, and Imagine Englewood If for electronic posting.

IDOT invites you or a representative to participate in this Community Meeting and would also like to extend to you the opportunity to speak briefly during the formal presentation. We will contact you directly to coordinate the details. If you have any questions in the meantime or would like to discuss the project, please contact Jakita Trotter, CREATE Public Outreach Administrator, at (312) 793-2790; or Tony Pakeltis, Parsons, at (312) 930-5268. Additional information is also available on the project website at [www.grandcrossingrail.com](http://www.grandcrossingrail.com).

Thank you for your continued support. We hope you can join us.

Very truly yours,



Danielle E. Stewart, P.E.  
Acting CREATE Section Chief  
Illinois Department of Transportation  
[www.createprogram.org](http://www.createprogram.org)

**Sample Invitation Letter to Elected Official Whose District is *Not* Directly Impacted**

April 30, 2012

[Name]

[Title]

[Organization]

[Address]

Chicago, IL [Zip]

Dear [Salutation]:

On May 17, 2012, the Illinois Department of Transportation (IDOT) will be hosting a **Community Meeting** regarding the preparation of the Environmental Impact Statement for the Chicago Region Environmental and Transportation Efficiency (CREATE) Program Grand Crossing Rail Project. As you know from our previous correspondence, the purpose of the Grand Crossing Rail Project is to improve freight and passenger rail efficiency on Chicago's South Side and enhance Amtrak's on-time performance.

Details of the meeting are provided on the enclosed postcard, which will be distributed at community facilities throughout the study area. Postcards also will be mailed to all property owners in the study area immediately adjacent to railroad right-of-way. The meetings will be advertised in print in the Chicago Sun-Times, The Defender, and The Chicago Crusader, and submitted to websites such as the Englewood Portal, EveryBlock Chicago, Resident Association of Greater Englewood (RAGE), New Life Covenant, Teamwork Englewood, Antioch MB Church, and Imagine Englewood If for electronic posting.

IDOT invites you or a representative to attend this Community Meeting. If you have any questions in the meantime or would like to discuss the project, please contact Jakita Trotter, CREATE Public Outreach Administrator, at (312) 793-2790; or Tony Pakeltis, Parsons, at (312) 930-5268. Additional information is also available on the project website at [www.grandcrossingrail.com](http://www.grandcrossingrail.com).

Thank you for your continued support. We hope you can join us.

Very truly yours,



Danielle E. Stewart, P.E.  
Acting CREATE Section Chief  
Illinois Department of Transportation  
[www.createprogram.org](http://www.createprogram.org)

**Sample Invitation Letter to City Agency that Owns Property Within the Study Area**

April 30, 2012

[Name]

[Title]

[Organization]

[Address]

Chicago, IL [Zip]

Dear [Salutation]:

The Illinois Department of Transportation (IDOT) is preparing an Environmental Impact Statement (EIS) for the Grand Crossing Rail Project. Part of the Chicago Region Environmental and Transportation Efficiency (CREATE) Program, the purpose of the Grand Crossing Rail Project is to improve freight and passenger rail efficiency on Chicago's South Side and enhance Amtrak's on-time performance. As you know from our previous correspondence, property records indicate that the [agency] is the owner of record for one or more properties within or adjacent to the Grand Crossing Rail Project study area.

On May 17, 2012, IDOT will be hosting a **Community Meeting** regarding the preparation of the EIS for the project. The enclosed postcard provides additional details of the meeting. The purpose of this Community Meeting is to provide an overview of the project, review the project's purpose and need for improvements, and obtain additional public input on the project, including its Purpose and Need Statement. As the owner of property within the study area, IDOT would like to invite you or a representative of the [agency] to attend.

If you have any questions in the meantime or would like to discuss the project in detail, please contact Tony Pakeltis of our consultant team at [info@grandcrossingrail.com](mailto:info@grandcrossingrail.com) or (312) 930-5268. Additional information is also available on the project website at [www.grandcrossingrail.com](http://www.grandcrossingrail.com).

Thank you for your continued support. We hope you can join us.

Very truly yours,



Danielle E. Stewart, P.E.  
Acting CREATE Section Chief  
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[www.createprogram.org](http://www.createprogram.org)



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**The purpose of the meetings is to:**

- Provide an overview of the project
- Review the project's purpose and need for improvements
- Obtain public input on the project, including its Purpose and Need statement

**Thursday, May 17, 2012**

New Beginnings Church  
6620 South King Drive  
Chicago, IL 60637

**Formal session with Q&A:**  
6:00 p.m. to 7:30 p.m.

**Open House:**  
4:00 p.m. to 6:00 p.m.

This Community Meeting will present the same information from the December 2011 public meetings. No new information will be available.

**A formal session with questions and answers will be held from 6:00 p.m. to 7:30 p.m.** An open house will be held between 4:00 p.m. and 6:00 p.m. where you can view an audio-visual presentation and project exhibits. The project team will also be available during this time to discuss the project and answer questions.

**In the case of a weather emergency, the Community Meeting will be rescheduled for a later date in June 2012.**

The meeting will be accessible to persons with disabilities. Anyone needing special assistance should contact Josh Druding at (312) 335-0100. Persons planning to attend who will need a sign language interpreter or similar accommodations should notify the Illinois Department of Transportation at (866) 273-3631 (TTY) at least five days prior to the meeting.

Questions and comments regarding this project should be sent to:

**Spread the Word!**

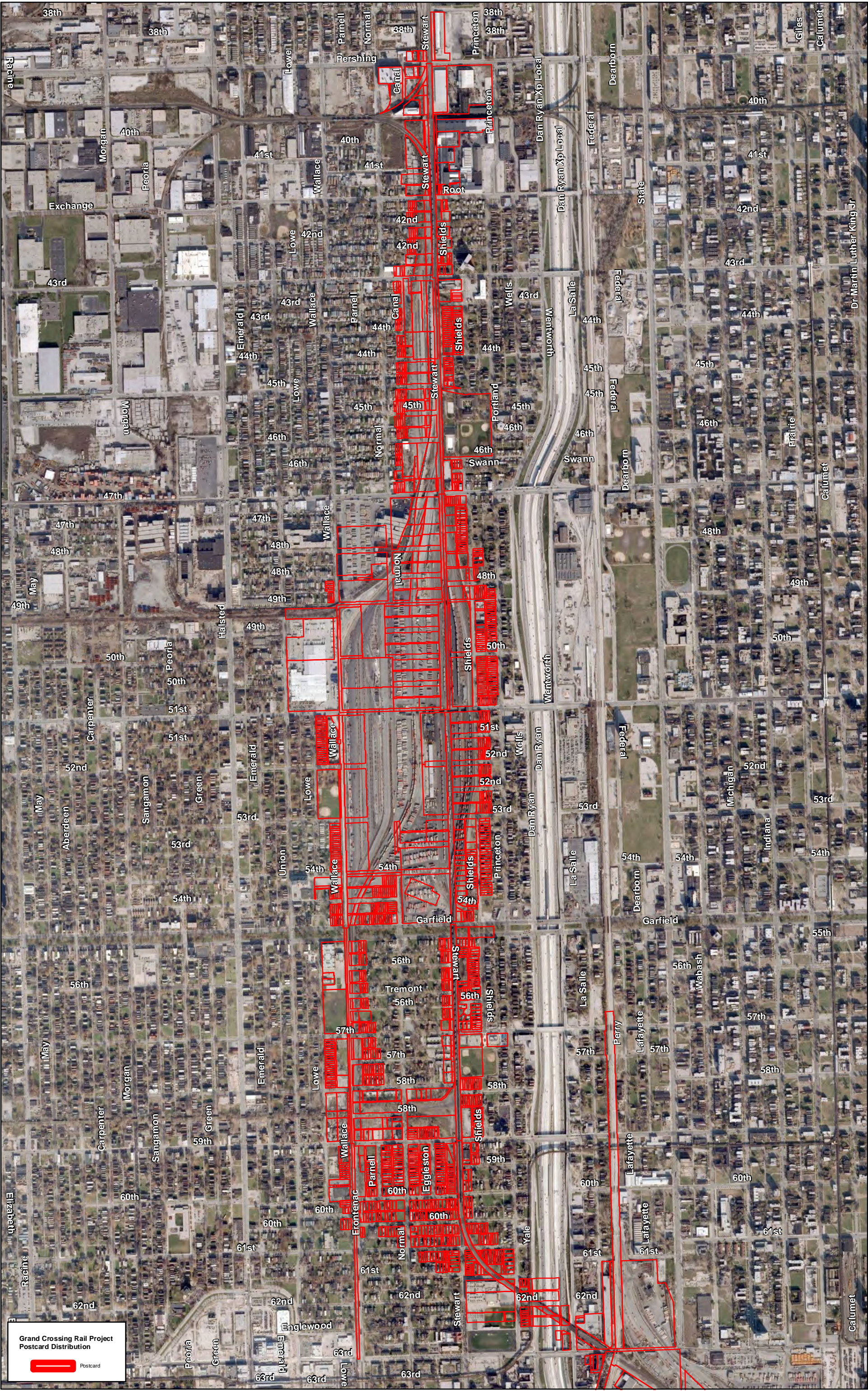
Please share meeting info with your neighbors and community groups. To request postcards for distribution, please contact Josh Druding at 312-335-0100.

**Grand Crossing Rail Project | Parsons | 10 South Riverside Plaza, 4th Floor | Chicago, Illinois 60606**  
**Attn: Tony Pakeltis | e-mail: [info@grandcrossingrail.com](mailto:info@grandcrossingrail.com)**


**[www.grandcrossingrail.com](http://www.grandcrossingrail.com)**



**Grand Crossing Rail Project**  
10 S. Riverside Plaza, 4th Floor  
Chicago, IL 60606  
c/o Parsons Transportation Group




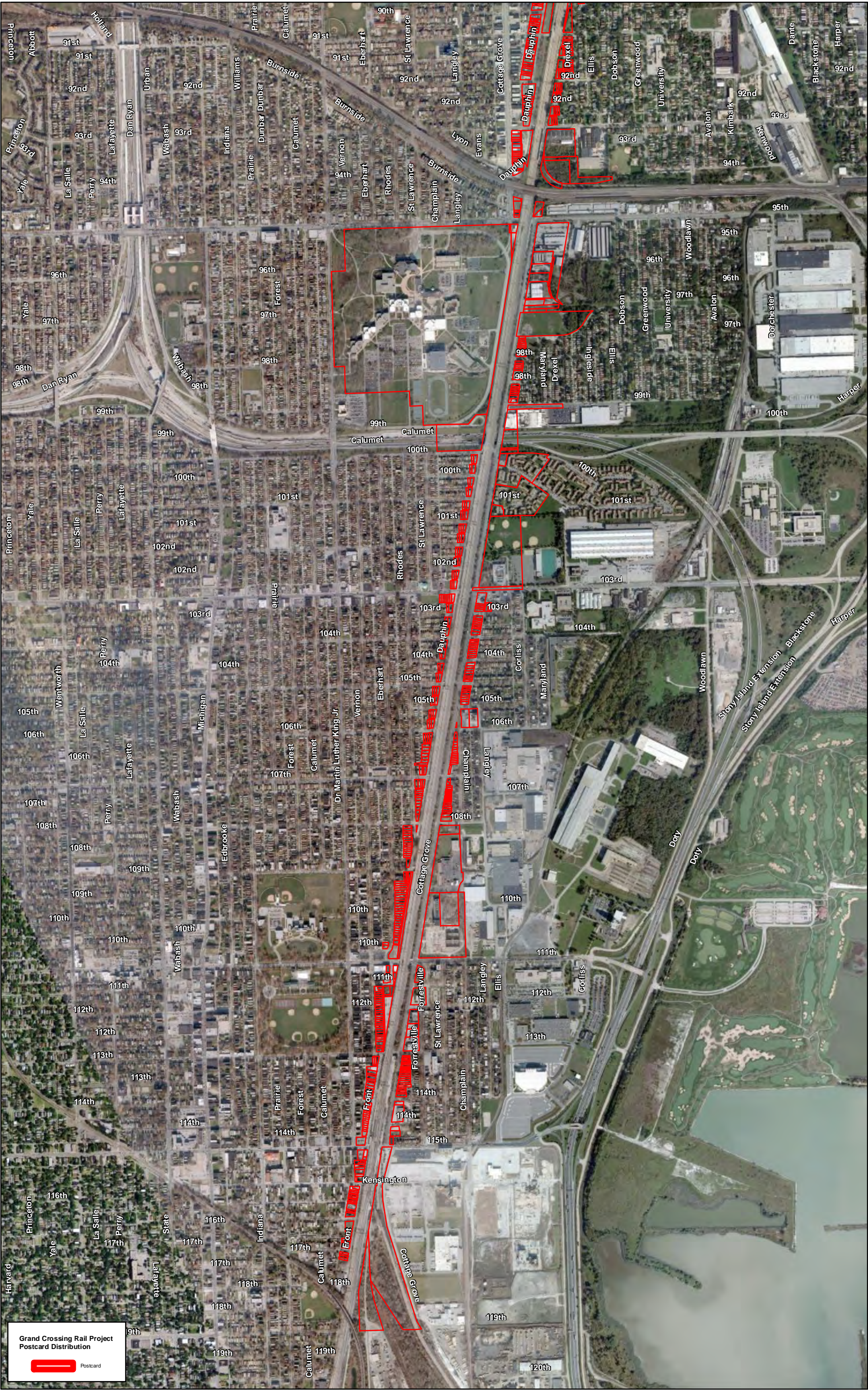
Grand Crossing Rail Project  
Postcard Distribution

 Postcard



Grand Crossing Rail Project  
Postcard Distribution

 Postcard



5/8"

1 1/4" Hole  
Removed



Illinois Department  
of Transportation



GRAND CROSSING  
RAIL PROJECT

C R E A T E

KEEPING THE GO IN CHICAGO

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CUT LINE



**Public Outreach  
Community Meeting  
Door Hanger Distribution Plan  
May 3, 2012**

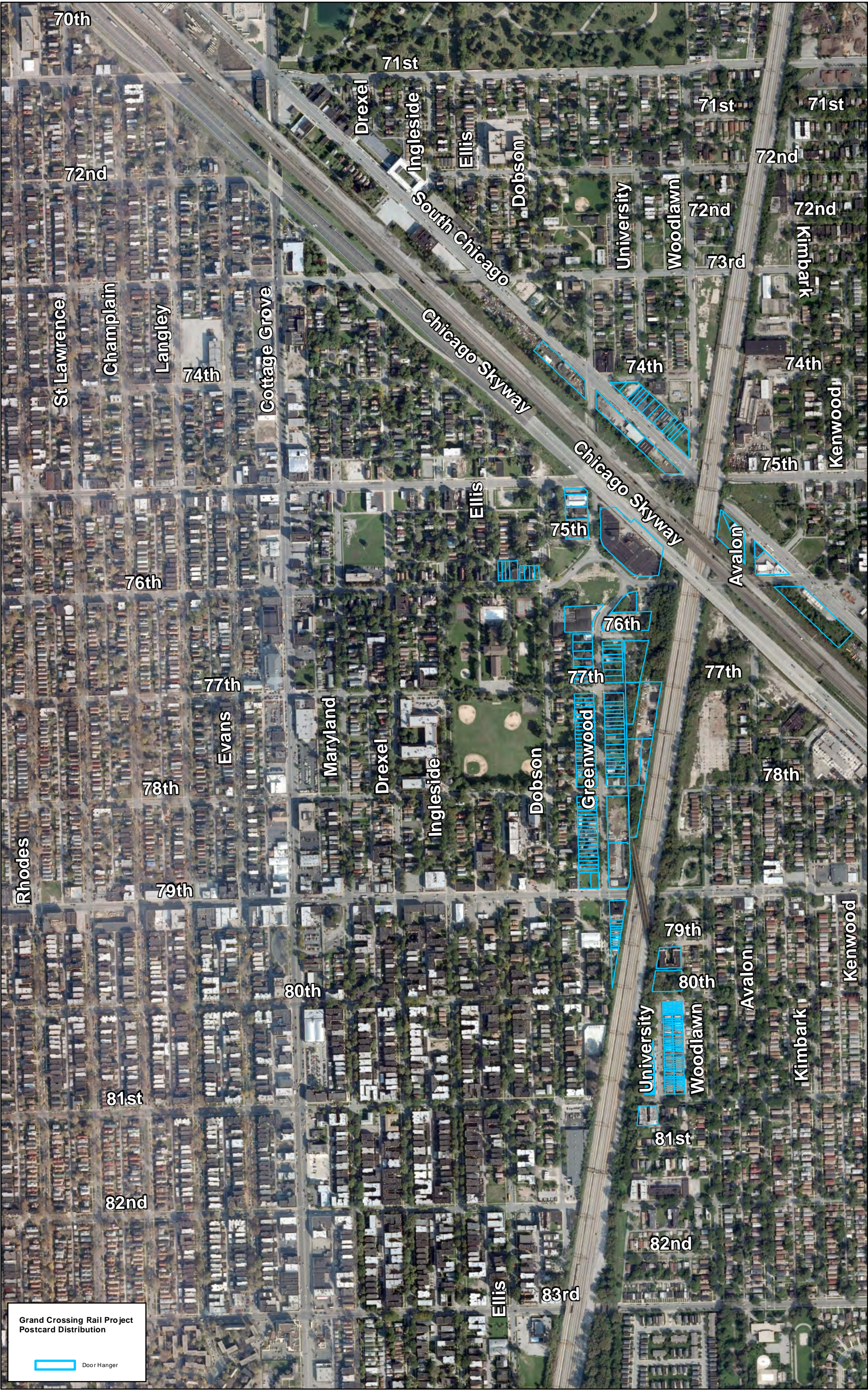
Door hangers will be placed in certain blocks in the study area to notify residents of the upcoming community meeting. The majority of the door hangers will be in the areas of North 1 and North 2 where there is the greatest likelihood for displacements. Some additional blocks will be canvassed near Grand Crossing near the CN Connection. Blocks that may be affected by potential viaduct closures have also been included. The attached maps show the blocks that would be canvassed with door hangers. Most of the door hangers overlap areas that are also being reached by postcard.

Teams of two people would be sent out to cover the blocks – one for each side of the street. Roughly 700 buildings would be reached with the blocks highlighted. The canvassing is scheduled to be carried out by a local vendor (Diverse City) on Tuesday, May 8, 2012 – the week prior to the public meeting.



Grand Crossing Rail Project  
Postcard Distribution

 Door Hanger



Grand Crossing Rail Project  
Postcard Distribution



Door Hanger

## CREATE

KEEPING THE GO IN CHICAGO

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**Thursday, May 17, 2012**

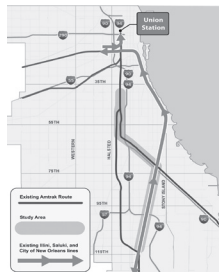
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