

## Appendix A

### Sample Meeting Invitation Letters, Postcards, and Advertisements

## Sample Invitation Letter to Community Advisory Group Member

November 23, 2011

[Name]  
[Title]  
[Organization]  
[Address]  
[City], [State] [Zip]

Dear [Salutation]:

### Will you join us?

You are invited to attend Public Meetings 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 these meetings?

The purpose of the meetings is to:

- Provide an overview of the project
- Review the project's draft purpose and need for improvements
- Obtain public input on the draft purpose and need

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.

### Agenda

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 to discuss the project and answer questions. A formal session with questions and answers will then be held at 6:00 p.m.

The meetings 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?**

For your convenience, two meetings will be held – one in the northern portion of the study area, and one in the southern portion. Both meetings will present the same content:

|           |                                                                   |           |                                                           |
|-----------|-------------------------------------------------------------------|-----------|-----------------------------------------------------------|
| Date:     | December 12, 2011                                                 | Date:     | December 13, 2011                                         |
| Time:     | 4:00pm-7:30pm                                                     | Time:     | 4:00pm-7:30pm                                             |
| Location: | Grand Crossing Park Field House<br>7655 S. Ingleside Ave, Chicago | Location: | Sherwood Park Field House<br>5701 S. Shields Ave, Chicago |

In the case of a weather emergency, the Public Meetings will be held at the same times and locations in January 2012, with the exact dates 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)

Thank you for your consideration. 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 Directly Impacted**

November 23, 2011

The Honorable [Name]  
[District/Ward]  
[Address]  
[City], [State] [Zip]

Dear [Salutation]:

On December 12 and 13, 2011, the Illinois Department of Transportation (IDOT) will be hosting Public Meetings 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 meetings are provided on the enclosed postcard, which will be distributed by Community Advisory Group members and 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 the Chicago Sun-Times, Chatham-Southeast Citizen, South End Citizen, Chicago Independent Bulletin, The Defender, and The Chicago Crusader.

IDOT invites you to participate in one or both of these Public Meetings 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**

November 23, 2011

The Honorable [Name]  
[District/Ward]  
[Address]  
[City], [State] [Zip]

Dear [Salutation]:

On December 12 and 13, 2011, the Illinois Department of Transportation (IDOT) will be hosting Public Meetings 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.

Details of the meetings are provided on the enclosed postcard, which will be distributed by Community Advisory Group members and 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 the Chicago Sun-Times, Chatham-Southeast Citizen, South End Citizen, Chicago Independent Bulletin, The Defender, and The Chicago Crusader.

IDOT invites you to attend one or both of these Public Meetings. 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**

November 23, 2011

[Name]  
[Title]  
[Agency]  
[Address]  
[City], [State] [Zip]

Dear [Salutation]:

The Illinois Department of Transportation (IDOT) is preparing an Environmental Impact Statement for the Chicago Region Environmental and Transportation Efficiency (CREATE) Program Grand Crossing Rail Project. Every day, six Amtrak trains on the Illini, Saluki, and City of New Orleans lines pass through Chicago's South Side, coming from Champaign, Carbondale, Memphis, and New Orleans. The route they currently travel is congested and does not provide direct access into Union Station, causing delays for rail passengers.

IDOT is working with the Federal Highway Administration, the Chicago Department of Transportation, and the Association of American Railroads to find solutions to these issues. The Grand Crossing Rail Project will examine alternate, less congested routes that would enable Amtrak trains to travel directly into Union Station, improving freight and passenger rail efficiency and enhancing Amtrak's on-time performance.

We are writing to inform you that 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. A list of those properties is attached.

Our first Public Meetings for the Grand Crossing Rail Project will be held on December 12 and 13, 2011. The enclosed postcard provides additional details of these meetings. The purpose of the Public Meetings is to provide an overview of the project, review the project's draft purpose and need for improvements, and obtain public input on the draft purpose and need. 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).

Very truly yours,

A handwritten signature in black ink that reads "Danielle Stewart". The signature is written in a cursive, flowing style.

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

You are invited to attend **Public Meetings** hosted by the Illinois Department of Transportation regarding the preparation of the Environmental Impact Statement for the **Grand Crossing Rail Project**. 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.

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

- Provide an overview of the project
- Review the project's draft purpose and need for improvements
- Obtain public input on the draft purpose and need

**PUBLIC MEETINGS WILL TAKE PLACE: 4:00 p.m. - 7:30 p.m.**

**Monday, December 12, 2011**

Grand Crossing Park Field House  
7655 South Ingleside Avenue  
Chicago, IL 60619

**Tuesday, December 13, 2011**

Sherwood Park Field House  
5701 South Shields Avenue  
Chicago, IL 60621

Both meetings will present the same content.

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 to discuss the project and answer questions. A formal session with questions and answers will then be held from 6:00 p.m. to 7:30 p.m.

**In the case of a weather emergency, the Public Meetings will be rescheduled at a later date in January of 2012.**

The meetings 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:

**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

