

ONE PAGE OVERVIEW
Central Jersey Transportation Forum
June 9th, 2016 Meeting

Welcome and Introductions

There were over 58 participants, including representatives from twelve municipalities, three counties, two MPOs, and various agencies and organizations (for-profit and non-profit). Bill Neary, Forum Chair and Executive Director of Keep Middlesex Moving TMA, welcomed everyone. Bryan Bidlack, Director of Planning for South Brunswick Township, welcomed the Forum to South Brunswick.

Forum Business

The February 4th, 2016 meeting summary was approved. A roll-call vote unanimously endorsed sending a letter of support for the NJ Transit Delco Lead Train Safe Haven and Service Restoration Project. An invitation was extended for a municipal representative to join the Forum Steering Committee and West Windsor volunteered. Jesse Buerk, Senior Transportation Planner at DVRPC, presented a summary of the *Spring 2016 Planned Projects Status Report*, which was distributed at the meeting. Mr. Buerk thanked everyone who contributed to the report and asked voting members to help distribute information about it to local planning board and council members.

How Forum Municipalities are Doing Transportation Smart Growth

Tom Vigna, North Brunswick Township Planner and Chair of the Route 1 Regional Growth Strategy (Rt1RGS) Action Team, gave an update about the effort to develop a brochure summarizing how Central Jersey municipalities are implementing transportation smart growth. The brochure is nearing completion after several well-attended, energetic joint action team meetings. It includes over seventy local examples. A panel of experts presented overviews of some of the strategies listed in the brochure:

- Les Varga, Director of Planning and Zoning for Plainsboro Township discussed how zoning is being used to manage the impacts of new development in Plainsboro.
- Pat Ward, Director of Community Development for West Windsor Township provided an overview of traffic management solutions used to reduce traffic and improve safety in West Windsor.
- Matt Lawson, Principle Planner for the Mercer County Planning Division, and Paul Pogorzelski, Administrator and Engineer for Hopewell Township, discussed challenges and opportunities in implementing Complete Streets policies and ordinances.
- Cheryl Kastrenakes, Executive Director of Greater Mercer TMA, discussed creative solutions to fund shuttles and increase transportation options.
- Megan Kelly, Principal Planner at NJTPA, summarized a number of options for funding smart growth projects.

The panel concluded with a discussion of how to effectively distribute the brochure and use it to maximum effect such as by holding a well-publicized webinar. The Forum voted unanimously to endorse the brochure.

Preparedness for Incidents on Local and State Roads

Sal Cowan, Director of Traffic Operations at NJDOT, and Lt. Thomas Falletta, Unit Head of the NJ State Police Incident Management Unit shared information about NJDOT's free Traffic Incident Management (TIM) training program for first responders, including municipal first responders who work with county or local roads. The program is also available at no charge for volunteer emergency response personnel.

Brief Updates and Dialogue

Mr. Bidlack shared an overview of South Brunswick's ongoing discussions with NJDOT regarding use of the shoulders on US 1 for additional capacity during peak hours. Ms. Kelly provided a recap of NJTPA's recent Transit Supportive Development Forum.

Meeting Summary
Central Jersey Transportation Forum
June 9th, 2016

ATTENDEES: over 58 participants – Please advise if you attended but are not on the list.

| Mayors | | | |
|----------|---------|-------|-----------------------|
| Peter | Cantu | Mayor | Plainsboro Township |
| Liz | Lempert | Mayor | Princeton |
| Shing-Fu | Hsueh | Mayor | West Windsor Township |

| Municipal Staff | | | |
|-----------------|-------------|---|---|
| Rich | Moody | Engineer | City of New Brunswick |
| Ted | Chase | Councilman | Franklin Township |
| David | Maski | Director of Planning | Hillsborough Township |
| Paul | Pogorzelski | Administrator & Engineer | Hopewell Township |
| James | Parvesse | Township Engineer | Lawrence Township |
| Gail | Smith | Engineer | Montgomery Township |
| Tom | Vigna | Township Planner; Chair, RT1RGS Action Team | North Brunswick Township Community Development - Division of Planning |
| Arthur | Lehrhaupt | Planning Board Chair | Plainsboro Township |
| Les | Varga | Director of Planning and Zoning | Plainsboro Township |
| Jenny | Crumiller | Councilwoman | Princeton |
| Deanna | Stockton | Municipal Engineer | Princeton |
| Lee | Solow | Planning Director | Planning Board of Princeton |
| Ann | Bell | Administrative Officer | Robbinsville Township |
| Bryan | Bidlack | Director of Planning | South Brunswick Township |
| Jerry | Lutin | Planning Board Member | South Brunswick Township |
| Pat | Ward | Director of Community Development | West Windsor Township |

| Counties | | | |
|----------|-------------|--|-------------------------------------|
| Leslie | Floyd | Planning Director | Mercer County Planning Division |
| Kevin | Kraft | Assistant Planner | Mercer County Planning Division |
| Matt | Lawson | Principal Planner | Mercer County Planning Division |
| Tony | Gambilonghi | Supervising Planner for Transportation | Middlesex County Office of Planning |
| George | Ververides | Director | Middlesex County Office of Planning |
| Walt | Lane | Director of Planning | Somerset County Planning Division |
| Kenneth | Wedeen | Principal Transportation Planner | Somerset County Planning Division |

| Metropolitan Planning Organizations | | | |
|-------------------------------------|------------|---|--|
| Jesse | Buerk | Senior Transportation Planner | Delaware Valley Regional Planning Commission |
| Zoe | Neaderland | Manager, Transp. Safety & Congestion Mgmt. | Delaware Valley Regional Planning Commission |
| Barry | Seymour | Executive Director | Delaware Valley Regional Planning Commission |
| Martin | Ziech | Intern | Delaware Valley Regional Planning Commission |
| Lois | Goldman | Director of Regional Planning | North Jersey Transportation Planning Authority |
| Megan | Kelly | Principal Planner, Subregional Planning Studies | North Jersey Transportation Planning Authority |

| Other Regional Bodies | | | |
|-----------------------|-------------|-----------------------------------|--|
| Chad | Dixson | Mobility Manager | Greater Mercer TMA |
| Cheryl | Kastrenakes | Executive Director | Greater Mercer TMA |
| Bill | Neary | Executive Director; Forum Chair | Keep Middlesex Moving TMA |
| Basil | Giletto | Chair of Transportation Committee | Mercer Regional Chamber of Commerce (MRCC) |
| Donna | Allison | Executive Director | Ridewise of Raritan Valley |

| State Departments | | | |
|-------------------|-----------|--|--|
| Robert | Tessier | Project Specialist | NJ Department of Community Affairs, Local Planning Services |
| Barry | Ableman | Principal Planner | NJ Department of State, Office for Planning Advocacy |
| Tom | Houck | Transportation Planner | NJ Department of Transportation, Bureau of Statewide Strategies |
| Scott | Stephens | Assistant Division Director of Community and Constituent Relations | NJ Department of Transportation, Government and Community Relations |
| Mike | Russo | Director | NJ Department of Transportation, Local Aid and Economic Development |
| Bill | Piedra | Park-and-Ride Coordinator | NJ Department of Transportation, Park-Ride/Ridesharing Coordination Unit |
| David | Macinnes | Senior Transportation Analyst | NJ Department of Transportation, Traffic Incident Management |
| Sal | Cowan | Director of Traffic Operations | NJ Department of Transportation, Transportation Systems Management |
| Craig | Augustoni | Regional Fire Coordinator | NJ Office of Fire Department Preparedness |
| Lt. Tom | Falletta | Unit Head | NJ State Police Incident Management Unit |
| Mike | Viscardi | Senior Facilities Manager | NJ Transit |

| Other | | | |
|-----------|----------|---|---|
| Rikki | Massand | Journalist | |
| John | Carroll | Legislative Aide | Assemblyman Andrew Zwicker |
| Jack | Kanarek | Senior Project Manager; Chair , Transit Action Team | Dewberry |
| Kerri | Tyerman | Project Manager | Dewberry |
| Katherine | Kish | Chairman | Einstein's Alley |
| Curt | Emmich | Associate | Picus Associates |
| Sheldon | Sturges | Managing Director | Princeton Future |
| William | Moody | Citizen | Princeton Resident |
| Marvin | Reed | Citizen | Princeton Resident |
| Kristin | Appelget | Director | Princeton University Community & Regional Affairs |

1. **Welcome and Introductions**

There were over 58 participants, including representatives from twelve municipalities, three counties, two MPOs, and various agencies and organizations (for-profit and non-profit). Bill Neary, Forum Chair and Executive Director of Keep Middlesex Moving TMA, welcomed everyone. Bryan Bidlack, Director of Planning for South Brunswick Township, welcomed the Forum to South Brunswick on behalf of Mayor Frank Gambatese, who was unable to attend.

Everyone introduced himself or herself.

2. Forum Business

The February 4th, 2016 meeting summary was unanimously approved. Mr. Neary referenced the handout in the meeting folders summarizing the results from a survey of Forum participants that was conducted after the February 4th meeting in Trenton. The survey responses were largely supportive of including Trenton among the locations that Forum meetings cycle between, but also provided insight into issues that caused discomfort for some meeting attendees. The survey also indicated that there is interest in holding a future Forum meeting in New Brunswick. Mr. Neary noted that the City of New Brunswick had sent a participant to the current meeting and praised the city's efforts to implement smart growth. He reviewed the structure of the Forum's Steering Committee and extended an invitation for a municipal representative to join. Barry Seymour, Executive Director of DVRPC, noted that the list of Steering Committee representatives was on the back of the meeting agendas. Mayor Hsueh of West Windsor volunteered to participate as the Steering Committee's municipal representative.

A roll-call vote was held and the Forum unanimously endorsed sending a letter of support for the NJ Transit Delco Lead Train Safe Haven and Service Restoration Project.

Jesse Buerk, Senior Transportation Planner at DVRPC, presented a summary of the Spring 2016 Planned Projects Status Report, which was distributed at the meeting. Mr. Buerk thanked everyone who contributed to the report and asked voting members to help distribute information about it to local planning board and council members.

- He explained that the current edition of the Planned Projects Status Report covers transportation projects listed in the Fiscal Years 2016–2019 Transportation Improvement Programs (TIPs) for DVRPC and NJTPA, including 25 projects in Forum municipalities which equal an investment of approximately \$333 million.
- The report includes summary tables, maps tracking projects along the US 1, US 206, and US 130 corridors, some limited information about county projects, and information about land development projects proposed or recently completed by public or private entities in Central Jersey.
- One key takeaway from the report is the emphasis on preservation projects, with 8 bridge and 8 roadway rehabilitation projects combining to make up over half the total number of projects. There were also 4 projects addressing east-west access, and 11 new projects. The report also includes updates on completed projects.
- Mr. Buerk shared an infographic detailing the large number of land development projects that have been recently built or are currently under construction, including over 7,000 housing units, nearly 2 million square feet of commercial space, and nearly 2.5 million square feet of new warehouse space. He asked for the Forum's help in distributing this information to local officials. Packets that included a letter about the report along with a copy of the infographic and the most relevant corridor map(s) for each voting member township were distributed.
- Mr. Buerk also noted that an interactive map to display the land development projects is currently in development.

3. How Forum Municipalities are Doing Transportation Smart Growth

Tom Vigna, North Brunswick Township Planner and Chair of the Route 1 Regional Growth Strategy (Rt1RGS) Action Team, gave an update about the effort to develop a brochure summarizing how Central Jersey municipalities are implementing transportation smart growth. It's important for planners to be able to get information to decision makers so that they can take action, but this can be challenging due to the overwhelming amount of information that's available. The idea behind the smart growth brochure was to create a digestible document with short summaries designed to spark the reader's interest. It includes eleven strategies with local examples and contact information. Mr. Vigna said the brochure is nearing completion after several well-attended, energetic joint action team meetings. He said that at this time, the Joint Action Teams would like the full Forum's blessing to finalize the brochure and distribute it to Forum municipalities. Mr. Vigna noted that it's not too late to incorporate more examples and encouraged anyone with photos to share them.

A panel of experts presented overviews of some of the strategies listed in the brochure:

- Les Varga, Director of Planning and Zoning for Plainsboro Township, discussed how zoning is being used to manage the impacts of new development in Plainsboro.
 - His first example was the Plainsboro Village Center, which had initially been zoned for large single family lots. Instead, Plainsboro Township developed a Village Area Plan which was incorporated into its Master Plan. This new zoning included a mix of town homes, single-family homes, apartments, office, retail, and a public library. In addition, a bus stop for NJ Transit's Route 600 bus was included. This route connects with the Princeton Junction rail station. Bike paths and bike parking were also included. He noted that the Village Area Plan continues to evolve.
 - Next, Mr. Varga discussed Plainsboro's clustered residential development zoning. To foster the preservation of open space and farmland, the township created six residential districts to govern minimum tract area, density, and other requirements. Each district includes provisions regarding clustered residential development.
 - Finally, Mr. Varga touched on Plainsboro's shared and reserved parking policies. Plainsboro allows shared parking on a project-by-project basis when it can be demonstrated that under a "worse case" scenario, there is still a sufficient amount of parking. Reserved parking is also an option, particularly to reduce impervious surface and allow more landscaping. Again, the applicant must demonstrate that a lower number of spaces will be sufficient. Mr. Varga said examples of shared parking include the church and library within the Village Center, and the Princeton Forrestal Village development.
- Mr. Vigna described the performance based zoning overlay that has been successful in North Brunswick. With this concept, developers are incentivized to make specific improvements by offering them the potential of receiving bonuses or expedited reviews. For example, traffic improvements can be incentivized through bonuses. Mr. Vigna said it's important for the township to decide what it wants to give developers by right versus through incentives.
- Pat Ward, Director of Community Development for West Windsor Township provided an overview of a number of traffic management solutions that have been used effectively to reduce traffic and improve safety in West Windsor.
 - In terms of traffic calming, West Windsor has used strategies including driver feedback signs/radar speed signs, rumble strips and stripes, narrow lanes and bike lanes, raised medians and pedestrian refuge islands, on-street parking, and textured pavement. She cited the example of Cranbury Road, a curvy road where the township was experiencing a problem with roadway departure crashes. West Windsor worked with Mercer County to reduce the road's speed limit. The township also added signage, including driver feedback speed signs. Ms. Ward added that it's important not to overdo it with signage.
 - Ms. Ward discussed some lessons learned from community feedback about speed tables, which proved controversial among residents and first responders. She provided another example of working with emergency responders and neighborhood residents to address concerns about a road diet that's being explored for Canal Pointe Boulevard.
 - Access management strategies include shared driveways and/or parking, raised medians, frontage roads and/or backage (behind developments) roads, and required interconnections. Ms. Ward discussed examples and stressed the importance of getting buy-in from all the property owners who will be affected.
 - Ms. Ward explained what a roundabout is and how it's different from a New Jersey traffic circle; the primary difference is that roundabouts very clearly define how traffic should flow and who should yield or not. She said in West Windsor's experience they are very efficient in the right situations. Another advantage is that a roundabout does not require a warrant, as a traffic signal does. West Windsor worked proactively with operators of large vehicles such as fire trucks and buses to hold a "rodeo" event to show everyone how to navigate a roundabout and prove that it was possible even with larger vehicles.
 - Lois Goldman, Director of Regional Planning at NJTPA, thanked Ms. Ward for the great presentation. She mentioned that NJDOT currently has a roundabout pilot program with the goal of constructing at least one roundabout in each county in New Jersey.
- Matt Lawson, Principle Planner for the Mercer County Planning Division, and Paul Pogorzelski, Administrator and Engineer for Hopewell Township, discussed challenges and opportunities in implementing Complete Streets policies and ordinances.

- Mr. Lawson began by showing an image of a German “woonerf”, which is an intersection where all controls are eliminated and various modes including automobiles, bicycles, and pedestrians operate in mixed traffic. The concept works because speeds are slow and people make eye contact with one another. Next, he showed an example from the NACTO Urban Bikeway Design Guide of a street with a bike lane, curb bump-outs, and green infrastructure for stormwater management. The City of Philadelphia has implemented similar designs.
- Mr. Lawson touched on some of the statutory requirements that can help implement Complete Streets. Federal ADA requirements include adding curb ramps at every intersection. State Residential Site Improvement Standards (RSIS) require sidewalks within two miles of schools and within half a mile of train stations, bus routes, and school bus routes. Mr. Lawson showed a map that illustrated how a two-mile buffer around all the schools ends up covering nearly all of Mercer, Middlesex, and Somerset counties. With the right plan, this statute could be used to build out the sidewalk network. He also touched on the fact that by law, bicycles have the same right to be on the road as motor vehicles do.
- Mr. Lawson noted that New Jersey is a leading state in terms of adopting Complete Streets policies. Once a policy is adopted, it means that transportation planners and engineers should routinely design and operate the entire right of way to enable safe access for all users, regardless of age, ability, or mode of transportation. While many policies have been adopted, implementation remains a challenge. Mr. Lawson encouraged municipalities to identify where sidewalks and bike lanes should be in their Master Plans. In addition, opportunities to make Complete Streets improvements should be sought whenever paving, ADA, or other construction projects take place. He provided a list of numerous grant opportunities for planning and implementation of Complete Streets. There are also many technical resources available to help with planning and designing projects, including an FHWA guidebook on how to incorporate Complete Streets with paving projects.
- Mr. Pogorzelski reviewed Hopewell Township’s approach to implementing Complete Streets. With the frequent turnover that is common with local government, policies tend to come and go. However, laws are harder to change, so Hopewell Township took the step of developing a Complete Streets ordinance in addition to an adopted policy. Having both the policy and ordinance in place has proven effective in helping the township negotiate specific Complete Streets improvements with developers.
- Cheryl Kastrenakes, Executive Director of Greater Mercer TMA, discussed creative solutions to fund shuttles and increase transportation options.
 - Ms. Kastrenakes gave the example of the Princeton Free B shuttle, which uses municipal funds to operate new vehicles purchased with funds from Princeton University. Another example of a successful community shuttle is the Princeton Junction Shuttle and Community Bus, which serves East Windsor and Hightstown. The vehicle for this service was purchased with a federal 5310 grant (FTA Enhanced Mobility of Seniors and Individuals with Disabilities Program) and the same source is used to fund operations, with additional/matching funding contributions from East Windsor, Hightstown, and Mercer County.
 - The Train Link service that operated between the Princeton Forrestal Center and the Princeton Junction Rail Station for 21 years was an example of a successful privately funded corporate shuttle. This service was designed to meet select peak hour morning and evening trains. Funding was provided by corporations and the Forrestal Center developer. The service was discontinued in 2011.
 - An example of a successful Public Private Partnership is the Z-Line, a free bus service connecting to the Matrix Business Park in Robbinsville via Hamilton Marketplace. Funding for the Z-Line is provided by Amazon, Mercer County, and NJ Transit via the NJ JARC program.
 - An example of a successful shuttle from outside Central Jersey is the King of Prussia Connector, which provides service from SEPTA regional rail stations to the King of Prussia business park. It is funded through a Public Private Partnership with contributions from the King of Prussia District, federal CMAQ funds, and funds from local business partners. In addition, the service collects revenues from ticket sales and advertising.
 - Mr. Vigna mentioned that incentive based zoning can be used to encourage a shuttle service. Mr. Neary offered an example of a developer who is providing a shuttle from a development to a train station as an amenity.

- Megan Kelly, Principal Planner at NJTPA, summarized a number of options for funding smart growth projects. She distributed a handout of current NJTPA grant assistance programs. These include subregional, regional, and corridor studies; the planning for emerging centers program; CMAQ grants; and the Transportation Alternatives Program (TAP) including Safe Routes to School.
 - Mr. Seymour mentioned that the DVRPC 2016 Municipal Resource Guide was recently published and is available online. It includes information about many funding opportunities.

The panel concluded with a discussion of how to effectively distribute the brochure and use it to maximum effect. Highlights included:

- Zoe Neaderland, Manager of Transportation Safety and Congestion Management at DVRPC, said it is impressive to hear about so many smart growth practices being implemented in Central Jersey. She asked the group to share any other good local smart growth examples with the Joint Action Teams. Photos are especially appreciated. She asked for the group's opinion on other ways to share the resources in the smart growth brochure, such as by holding a webinar or further information sessions at future Forum meetings. Mr. Seymour highlighted the importance of collaborating with all the great non-profits in the region to get the word out.
- John Carroll, Legislative Aid for NJ Assemblyman Andrew Zwicker, said the assemblyman is looking for opportunities to innovate and do more with the resources we have in New Jersey. He thanked the group for sharing so many great ideas and encouraged everyone to reach out to Assemblyman Zwicker with further thoughts.
- Mr. Neary reminded the group about some of the services the region's Transportation Management Associations can provide, including outreach to businesses and local officials, help with surveys, and setting up carpools, to name just a few.
- Ms. Ward said she has been participating in the Forum for 13 years, and while there is often a great deal of frustration about the things that can't be done because the State of New Jersey would have to take the lead, there are also many things that municipalities do control.
- Mr. Pogorzelski said that developing a toolbox to help train new Planning Board members would be very helpful and effective. Mr. Neary noted that it could also be useful for Mayors and town council members.
- The Forum voted unanimously to endorse and distribute the brochure.

4. Preparedness for Incidents on Local and State Roads

Sal Cowan, Director of Traffic Operations at NJDOT, and Lt. Thomas Falletta, Unit Head of the NJ State Police Incident Management Unit shared information about NJDOT's free training program for first responders. Mr. Cowan said that NJDOT's Traffic Incident Management (TIM) program has provided training for over 8,000 people in the state of New Jersey since its inception. He noted that the techniques can be applied to any roadway in New Jersey. More information is available at www.njtim.org.

Lt. Falletta said effective TIM is focused on a coordinated response to traffic incidents. The goal is to detect each incident as early as possible, clear it quickly, and avoid secondary events. Lt. Falletta's unit handles incidents on state and interstate highways, and sometimes local routes. They coordinate closely with construction projects, where effective TIM is especially important and challenging. His group's focus is on safety, not on investigating incidents, although they do work with local police to allow them to do what they need to investigate incidents safely. Lt. Falletta described Incident Management Task Forces (IMTFs) and his involvement with several IMTFs that DVRPC has helped organize in southern New Jersey. He noted that the Mercer County IMTF is still a relatively new group. Lt. Falletta touched on the other impacts of incidents such as lost time and productivity. He discussed the issue of secondary crashes, which can often result in serious injuries and additional congestion. Good TIM practices are very effective at reducing secondary incidents.

Mr. Cowan concluded the presentation by stating that the goal of these programs is to save lives. He noted that the NJ Attorney General has endorsed the practices in the TIM training program, which are based on well-established national techniques. Locally, the TIM training was provided to the West Windsor Township police department and Mr. Cowan said his group would be more than happy to train

other municipal police and fire personnel. He reiterated that this training is free and is also available to volunteer staff, such as volunteer fire departments. Mr. Cowan said there will be twelve training courses offered over the summer of 2016.

Ms. Ward asked for confirmation that the TIM training is also available to volunteers. Mr. Cowan confirmed that it is, and said it is also open to municipal engineers. Professional certification credits are available for taking the course. The training can be done locally if requested.

Mr. Seymour thanked Mr. Cowan and Lt. Falletta and expressed how important this work is. He said that DVRPC has been involved with TIM and IMTFs for over twenty years and that it has become clear that training is critical for effective and safe TIM.

5. Brief Updates and Dialogue

Mr. Bidlack provided a brief update of discussions that have taken place between South Brunswick and NJDOT regarding part-time shoulder use as a congestion mitigation strategy. He said that South Brunswick has met with local legislators and NJDOT staff to explore this potential solution to peak hour congestion issues. Using the shoulder as an additional travel lane during peak periods along with other operations strategies can be a less expensive means of adding capacity than a full road widening. Mr. Bidlack said a consultant has completed an initial study and South Brunswick has assembled a task force to explore the study's recommendations. South Brunswick and NJDOT will continue meeting, sharing data, and discussing the issue in the hopes of identifying a project to advance.

Ms. Kelly provided a recap of NJTPA's recent Transit Supportive Development Forum. The event focused on how to implement Transit Oriented Development (TOD), bringing together transportation professionals and local land use decision makers. Tips on how to assemble RFPs and attract the right developers were offered. Financial mechanisms to implement TOD were discussed.

Mr. Neary encouraged everyone to visit the recently upgraded www.NJrideshare.com website.

There were no further comments and the meeting was adjourned.

The Delaware Valley Regional Planning Commission (DVRPC) fully complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related nondiscrimination statutes and regulations in all programs and activities. DVRPC's website, www.dvrpc.org, may be translated into multiple languages. Publications and other public documents can be made available in alternative languages and formats, if requested. DVRPC public meetings are always held in ADA-accessible facilities and in transit-accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven days prior to a meeting. Requests made within seven days will be accommodated to the greatest extent possible. Any person who believes they have been aggrieved by an unlawful discriminatory practice by DVRPC under Title VI has a right to file a formal complaint. Any such complaint may be in writing and filed with DVRPC's Title VI Compliance Manager and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence. For more information on DVRPC's Title VI program, or to obtain a Title VI Complaint Form, please call (215) 238-2871 or email public_affairs@dvrpc.org.