

MEETING NOTES



Date 10-10-2007

Meeting Name: FM 2920 Access Management Study Steering Committee Meeting

Location: Houston Galveston Area Council (H-GAC) Offices, Room C

Purpose: To provide the steering committee an update and review potential presentation items for the November Public Meetings.

Attending: Inas Aweidah, P.E., PM, Martin Gonzalez, P.E., Richard Zientek, Mandy Cecil and Steering Committee members listed on the attached sign-in sheet.

Highlights of the meeting:

The purpose of the second FM 2920 AM Study Steering Committee meeting was to provide an update on data collected, completed/ongoing tasks, and potential presentation materials for the upcoming November public meetings. The following items are highlights of the meeting:

The Project Manager provided a general overview of the agenda items. The project manager provided an update on data collected to date, including:

- Land use maps were obtained for the entire study area
- Traffic Counts were collected and initial level of service analysis was performed
- Inventory on driveways and signals completed
- Crash data from 99-00 obtained from H-GAC
- ROW information and typical sections
- Mailing list was compiled from various sources including all property owners along the corridor
- Planned projects (from the H-GAC RTP)
- Prepared Public meeting material / letters for mail outs

H-GAC representatives also emphasized the need to coordinate with TxDOT on current and ongoing projects along the FM 2920 corridor study area (Proposed Grand Parkway facility to be listed, etc.) and to look as far back as the 2000 TIP. NW Houston Chamber representative detailed the importance of looking at the impact of the proposed modifications of T.C. Jester in the study area.

The Project Manager provided introductions of the Public Outreach Team who detailed the meeting location, mailing list database, and continued outreach tools to be utilized. The Project Manager provided an overview of the boards to be utilized and layout of the facilities.

The Project Manager provided a list of planned project information but needs further input from TxDOT and Harris County. Both agreed to provide further information in a timely manner. In addition, the Harris County representative detailed to be careful on the quality of the crash data.

The Project Manager informed the committee that it is best to place all material to be presented at the public meeting including the questionnaire on the website on the day of the public meeting, this way we can refer the public and media to the website to obtain needed information. The Steering Committee also recommended a deadline for comments to be submitted (2 weeks after the public meeting).

The Project Manager played a 13 minute educational video on access management; the steering committee agreed that it will be very useful during the meetings. Also some public friendly FHWA outreach material on access management will be used at the meeting

Action Items:

1. Obtain recent updated crash data from TxDOT
2. Obtain an updated comprehensive listing of planned projects from TxDOT and Harris County

3. Revise the Questionnaire based on comments received at the meeting
4. Send H-GAC the electronic files for the outreach material so that H-GAC can print copies for the public meeting
5. Create a "Thank you for sponsorship" board at the PM for those who provide the facility and refreshments
6. Provide the steering committee a copy of all the final boards to be presented at the meeting for review few days prior to the public meeting

This is our understanding of items discussed and decisions reached. Please contact us if there are changes or additions.

Submitted by,

Richard A. Zientek
Senior Public Involvement Representative