

## MEETING NOTES

Date: June 06, 2007

Meeting Name: FM 2920 Kick off Meeting

Location: Houston-Galveston Area Council (H-GAC)

Purpose: Kick off meeting to discuss scope of services and expectations for the FM 2920 Access Management Study

Attending: Christy Willhite, H-GAC; Inas Aweidah, HNTB; Ryan Bricker, HNTB; Richard Zientek, HNTB; Ramesh Gunda, Gunda Corp; David Yazharr, Gunda Corp; Catherine McCreight, TXDOT; Jerry Bobo, H-GAC; Ivalu Rose, City of Tomball; Erin Custer, City of Tomball; Colleen Gilbert, Greater Tomball Area Chamber; Fabi Lentino, HNTB; Jack Searcy, Houston Northwest Chamber; Wayne Gisler, Harris County; Sergio Rodriguez, TXDOT; Gene Schmidt, City of Waller; Martin Gonzalez, HNTB; Greg Ranft, TXDOT; PK Okyere, Wilbur Smith and Associates; Paula Lenz, North Houston Association; Jeff Kaufman, H-GAC

H-GAC welcomed all attendees and stakeholders and introduced the FM 2920 Access Management Study and the contractor, HNTB. During the meeting, the following items were discussed:

- The scope of services and deliverables
- Preliminary work plan and timeline
- List of goals and objectives
- Data collection needed for the project and
- Questionnaire for the steering committee.

### Topics reviewed included the following:

- H-GAC detailed that a vision will need to be kept in mind. Recommendations included a smart street, livable centers and "Envisioning Houston-Creating an area where you work, live and play." The area is ready for development. HNTB Urban Planning development will be a key component of the project.
- TxDOT requested that final report includes space conceptual layouts and sketches of improvement, need to use the 11x17 report format.
- H-GAC detailed lessons learned on State Highway 6 (SH 6). The listed projects along SH 6 did not include one project that was going to construction which caught the SH 6 team off guard. H-GAC wanted to make sure that the team reviews current and past TIPs and municipalities - long and short range plans.

### Public Outreach

- For Work Plan/Timeline – HNTB will plan, coordinate and execute 2 public meetings with H-GAC, the cities of Tomball and Waller, Harris County, Houston Northwest Chamber of Commerce, Texas Department of Transportation and Tomball Chamber of Commerce at mutually agreed upon locations for the public meetings for FM 2920
- Purpose of Public Meetings/ PM #1 (tentative for end of September 07) is to present the information and items such as existing conditions, current public access challenges and solicit input, PM # 2 (tentative for February 08) – will be held to present the findings of the study
- H-GAC will send out meeting notices and formal letters and invitations to chambers, churches, elected officials and other Community stakeholders

Meeting minutes were compiled by HNTB. All questions or concerns should be submitted to the H-GAC Project Manager, Christy Willhite.

- HNTB will maintain the mailing lists provided by others and will include adjacent property owners (APO) lists. The mailing list will be provided to H-GAC to send out notices.
- The steering committee will get a chance to review all public meeting materials prior to meetings. Adequate time will be given to provide input.
- Chambers were encouraged to provide mailing lists for store managers, members of the chambers and directors from associations and churches to add to the FM 2920 mailing list
- Need to reach out to realtors and/or developers. H-GAC representative detailed the biggest complaint H-GAC has received is from property owners who purchase property between projects and are not aware. TxDOT will also provide changeable message signs for meeting locations and dates along the corridor.
- TxDOT asked for due diligence in keeping proper documentation of meeting notices and overall outreach efforts. In addition, we should reach out to media to get good coverage when appropriate.
- TxDOT asked if holding a meeting at one location for each public meeting series was sufficient for the entire length of the project. TxDOT would like to hold meetings at 2 locations for each series
- H-GAC will host a project specific website ([fm2920mobility.com](http://fm2920mobility.com)) where all related project materials will be posted