

MINUTES
WEST FORT BEND MANAGEMENT DISTRICT

January 17, 2012

The Board of Directors (the "Board") of West Fort Bend Management District (the "District") met in regular session, open to the public, on January 17, 2012, at the Richmond City Hall Annex, 600 Morton Street, Richmond, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

Joey Dupuis	President
Glenn Howard	Vice President
Lane Ward	Assistant Secretary
Cliff Terrell	Secretary
Bob Ray	Assistant Vice President

all of the above were present, thus constituting a quorum.

Also present at the meeting were Advisory Board Members Bill Jamison, Ron Ewer, Sharron Wallingford, Billy Benton and Mike Shaw, Theresa Parma and Vincent Morales with the City of Rosenberg, Robert Haas with the City of Richmond, Lynne Humphries with Allen Boone Humphries (ABHR), and Rachel Steele, Executive Director for the District.

Director Dupuis called the meeting to order at 3:09 p.m.

CONSENT AGENDA ITEMS

1. November 8, 2011 and December 21, 2011 Meeting Minutes

The minutes and invoices were provided to the directors in advance of the meeting. After a review of the minutes, Director Ward moved for approval of the minutes subject to the correction of typos as well as the finance report and invoices for the month of January. Director Ray seconded the motion, which passed unanimously.

2. Financial Report and Pending Invoices

REGULAR AGENDA ITEMS

3. Comments from the Public

No comments were received.

4. Amend 2012 Fiscal Year Budget, if necessary.

The Board took no action on the item.

5. Discuss and authorize preparation of the FY 2011 Annual Report.

Ms. Steele circulated copies of the Fiscal Year 2010 Annual Report to the Board to discuss formatting and content. Ms. Steele will begin preparing the Fiscal Year 2011 Annual Report and asked that any formatting changes the Board would like to see included in the document be sent to her before early February. After a brief discussion Director Howard moved that the Board authorize the preparation of the FY 2011 Annual Report. Director Terrell seconded the motion, which passed unanimously.

6. Activity Within the District, Including Permits Under Review Issued and Closed Since the Last Meeting including, Signs, Variance Requests, and Enforcement of Standards. (Theresa Parma- Rosenberg; and Robert Haas-Richmond)

Ms. Parma briefly addressed the Board noting that she did not have a development report this month. Ms. Parma mentioned that representatives from the Frito Lay Corporation would be attending to present and discuss their plans for expanding their existing building in Rosenberg. The Board took no action.

**a. Discuss and take action on a development review process for the
Richmond Town Center Commercial Development in Richmond, Texas;**

Mr. Haas gave a progress report on the development occurring in the proposed Richmond Town Center (RTC). Mr. Haas noted that the developer had been given a copy of the development comparisons (between the District and RTC) that were prepared by the District to illustrate the development specifications discrepancies. Based on a brief review of the document the developer did not have a problem with the differences between the two development specifications. Director Ward noted that the greatest discrepancy between the two standards centered on landscaping. The largest discrepancy being that the preferred tree of the District is the live oak and the preferred tree of RTC is the palm tree. Coincidentally, the District's plant and tree recommendations do not make allowances for palm trees in landscaping. Mr. Haas noted that the developer would like to have the option of discussing a compromise on the tree requirement in the next few months, but that for now the developer would leave landscape coordination up to the individual building owner and the District. Mr. Haas commented that CVS is preparing their final site plan and should have a submittal to the City of Richmond by early February. Mr. Haas anticipated

bringing the landscape plan before the Variance Committee for review once it was submitted to his office. The Board took no action on the item.

b. Discuss and take action on site plan and potential variance request submitted from CVS, Richmond, Texas;

Mr. Haas reported that CVS had not submitted their final plans to the City of Richmond for review and subsequently there was no variance to consider at this time. The Board took no action on the item.

c. Discuss and take action on development plans as they relate to Frito Lay expansion in Rosenberg;

Mr. Gill with GSBS architects, an architect retained by Frito Lay, gave a brief presentation on the status of the Frito Lay expansion. Mr. Gill noted that the second phase of the expansion was under way and would include the construction of an additional building on the site. The proposed building would be aluminum, which Frito Lay realized was not an approved building material under the District's development standards. Mr. Gill noted that Frito Lay submitted a variance application to the City of Rosenberg to request the use of the aluminum for their building material. The variance application was circulated to the Board. Upon review of the variance application Ms. Humphries noted that some form of mitigation would need to be considered before the variance request was considered by the Board. Ms. Steele noted that a site visit would be scheduled with the Variance Committee to review the proposed request. Ms. Steele also noted that a mitigation option would be coordinated with the applicant and prepared for the Board's consideration at the February 14, 2012 meeting. The Board took no action on the item.

d. Discuss and take action on sign relocation for Finnegan Chevrolet, Rosenberg, Texas;

Director Dupuis introduced Gary Finnegan with Finnegan Chevrolet in Rosenberg. The variance request before the Board is for the relocation of a pylon sign from 2629 Southwest Freeway to 2625 Southwest Freeway. The reason for the request is that 2625 Southwest Freeway is becoming a Buick-GMC dealership, as it previously was a used car lot. The existing sign that is being moved will be the Chevrolet sign currently located at 2629 Southwest Freeway. When the sign is moved the insert in the sign will be replaced with Buick-GMC logos. Director Howard inquired as to how far apart the existing signs will be spaced once the sign is relocated? Mr. Finnegan responded that they would be 150 feet apart. Director Ray asked for the District's current sign spacing specification. Ms. Steele responded 125 feet. Ms. Humphries noted that this is a

variance request because it is a sign not defined under the Districts standards. The relocation of the sign triggers the requirement that Mr. Finnegan come into compliance with the Districts standard. Ms. Humphries also noted that by granting the variance the Board would need consider some type of mitigation effort, which the Board has historically conveyed through additional landscaping requirements. Director Howard asked how the site was currently landscaped. Mr. Finnegan responded that there is a flowerbed in front of the Chevrolet showroom, but nothing exists at the GMC-Buick site. One reason for the lack of landscaping is due to the presence of the TxDOT right-of-way in the front of the Buick-GMC tract. The easement abuts the property line and leaves little area to install or maintain landscaping. After additional discussion Director Howard noted that the Variance Committee would make a site visit to Finnegan Chevrolet to survey the existing conditions and propose a mitigation strategy. The Board took no action on the item.

e. Other discussion items and variance requests that have been submitted for Board consideration.

Ms. Steele noted that the Variance Committee will meet immediately after the Board Meeting to coordinate times and dates for site visits to Finnegan Chevrolet and Frito Lay. The Variance Committee will prepare and send out variance recommendation letters in advance of the February 14, 2012 Board meeting, so that all relevant parties are aware of the Committee's recommendations.

7. Review and take action on proposed changes to Chapter Seven (7) of the West Fort Bend Management District's Signage Standards.

Ms. Steele circulated a PowerPoint to the Board which summarized the Districts commercial sign standards as well as those for the cities of Richmond, Rosenberg and Waterford Park- a Planned Unit Development approved by the District in 2011. Ms. Steele also presented two case studies from the City of Kyle and League City, Texas to show that sign size is based on either a formula that includes building size in relation to frontage or is explicitly set through a maximum allowance of sign area square footage. Currently, the District's standards allow for all development tracts to develop with a 9'x4' or with a sign area of 36 sqft. The Board reviewed the findings shown in the PowerPoint. Mr. Jameson inquired as to whether other cities with highways in their jurisdictions had adopted sign standards to directly address commercial development along their highway frontage roads. Ms. Steele responded that yes, several cities had developed sign ordinances in that manner. Based on the case studies collected, most of the communities had detailed sign ordinances specifically for development along highway frontage roads and a separate standard for signage in other parts of the community. After further discussion Director Dupuis commented that revising the sign standards to reflect sign variations and types would be an extensive process. Ms. Steele

noted that the Standards Committee should focus on defining sign size and height before moving onto other signage considerations. Director Howard agreed and noted that a workshop for defining size should be set before the next Board meeting to prepare a recommendation to the full Board. Ms. Humphries proposed meeting on February 8, 2012 to review size specifications. Ms. Steele agreed to schedule the meeting and would coordinate attendance. The Board took no action on the item.

8. Discuss and take action to receive proposals for graphic design services as related to the preparation of the District's revised signage standards.

The Board took no action on the item.

9. Review appointments and receive Committee Reports:
 - a. **Standards Committee**

Ms. Steele confirmed that the Standards Committee would meet on Wednesday, February 8, 2012 to review and consider revising the District's existing commercial signage standards. The Committee will specifically consider variation in sign height and consider adding additional signage classifications to the existing list of permitted signs. The Board took no action on the report.

b. 2012 Grant and Tree Planting Committee

Ms. Steele gave an update on the Apache Corporation tree grant. Apache is coordinating tree delivery for late February or early March. A date for delivery has not been set by the local vendor. The District has a list of interested commercial entities within its boundaries that would like to receive the trees. There is a potential that volunteers will be needed for community tree planting. Director Ray relayed the name of Scout Leader in Pecan Grove to coordinate with. The Board took no action on the report.

10. Report from Advisory Board Members

No reports were given.

11. Report from Directors and District Consultants Regarding Events and Activities Attended During the Month.

Director Ward commented that he gave a presentation on the Segment Three I-69 study to the Central Fort Bend Chamber Infrastructure Committee on January 2nd. Director Ward noted that approximately twenty-two people attended the meeting and that the presentation was well received. Ms. Steele also noted that the Committee has asked for an additional briefing by the District at their February meeting, which she agreed to present.

12. Report from Executive Director on outstanding and pending District business and plan for addressing District businesses.

Ms. Steele noted that the District and City of Richmond had participated in interviews with the Houston-Galveston Area Council for the 2013 Solid Waste grant. At the time of the report no announcement had been given on the grant awards. Ms. Steele anticipated having feedback and a potential announcement at the February 14, 2012 Board meeting and would report back then. The Board took no action on the report.

13. Convene in Executive Session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney to discuss performance review of Executive Director.

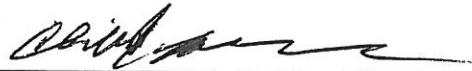
Director Dupuis thanked everyone for their attendance at the meeting. The Board convened in executive session at 4:53 p.m.

14. Reconvene in Open Session and authorize action regarding performance review.

The Board reconvened Open Session at 4:55 p.m.. Director Dupuis noted that he would collect and coordinate comments from the assessments and share them at a future meeting. The Board took no action on the item.

15. Adjournment

Director Howard moved to adjourn the meeting at 4:56 pm. Director Ward seconded the motion, which carried unanimously.



Cliff Terrell

Secretary, West Fort Bend Management District