

MINUTES  
WEST FORT BEND MANAGEMENT DISTRICT

April 10, 2012

The Board of Directors (the "Board") of West Fort Bend Management District (the "District") met in regular session, open to the public, on April 10, 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:

Glenn Howard  
Lane Ward  
Cliff Terrell  
Bob Ray

Vice President  
Assistant Secretary  
Secretary  
Assistant Vice President

all of the above were present, with the exception of Director Ward, thus constituting a quorum.

Also present at the meeting were Ed Crowell with the Imperial Arts Theater Company, Advisory Board Member Billy Benton, Matt Fielder and Theresa Parma 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 3:02 p.m.

CONSENT AGENDA ITEMS

1. March 13, 2012 Meeting Minutes

The minutes and invoices were provided to the directors in advance of the meeting. The Board reviewed the March meeting minutes. Director Howard reviewed the variance decision and mitigation options that were set for SafeLite Auto. Director Howard noted that SafeLite would be planting low growing landscape along the side of their building due to the hardship imposed by the existing power lines (which do not allow trees to grow under them). Director Howard asked that the details of the approval letter be incorporated into the minutes for record keeping purposes. Ms. Parma noted that she would forward the final letter of approval outlining the landscaping measures and mitigation to Ms. Steele after the meeting so that the minutes could reflect the mitigation. Ms. Steele agreed to make the requested edits based on the letter Ms. Parma will provide. After additional review, Director Terrell moved for approval of the minutes as well as the finance report for February 2012 as well as the invoices for the month of March. 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 take action on a resolution of support for the Cultural Arts District being created in Rosenberg.

Mr. Ed Crowell with the Imperial Arts Theater Company gave an overview of the Cultural Arts District creation process. Imperial Arts Theater Company will be representing the City of Rosenberg as it prepares and submits an application to the Texas Commission on the Arts for a cultural district designation for downtown Rosenberg. The district designation is a tool to promote the arts, but to also serve as a catalyst to promote historic preservation and revitalization in the community. A requirement of the cultural district application is to show community support of the initiative through supporting resolutions by local government entities.

After a brief discussion on the creation of the cultural district Director Howard moved that the Board approve the resolution of support. Director Terrell seconded the motion, which passed unanimously.

#### 6. Discuss and take action on a resolution of support for the 2012 USDA Jobs Accelerator and Economic Growth Grant Application.

Ms. Steele noted that the matching grant requirement for the application exceeded the District's matching grant budget and that the program would not be pursued. The Board took no action on the report.

#### 7. 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)

Mr. Haas circulated his monthly report and noted while there were no variances to bring before the Board this month. Mr. Haas noted that he anticipated meeting with the Variance Committee in a few weeks to discuss variances for Tiny Steps Education Center and CVS Pharmacy.



Ms. Parma briefly addressed the Board and reviewed her monthly development report. Ms. Parma also discussed the City of Rosenberg's pending variance request with the District.

**a. NOV Oilwell;**

Ms. Parma gave a brief summary on the NOV Oilwell variance application. NOV is requesting a variance as they build a metal building at the back of their property. This metal building will be constructed of the same materials and composition color as the existing metal buildings on the site. These buildings were permitted under a development agreement between NOV, The City of Rosenberg and the District in 2005. A component of this agreement includes a mitigation formula for future expansion and development of the site that may not meet the District's standards. NOV continues to pursue and maintain site landscaping as it relates to this agreement. Director Howard discussed the site visit to NOV with the Board. After a brief discussion, Director Ray moved that the Board approve the variance request. Director Terrell seconded the motion, which passed unanimously.

**b. Shell Gas Station**

Ms. Parma reviewed the variance request for the Shell gas station located at 5715 Reading Road in Rosenberg. The gas station is seeking a sign variance because they are being forced to relocate their existing sign due to roadway expansion. The new sign will vary from the existing sign in that it will incorporate a digital price board. Due to the change in form from manual to digital price display a variance is being triggered. Director Ray inquired as to whether or not the applicant would consider a ground/monument based sign that may be closer to the roadway and proved easier reading capability to passing traffic. Ms. Parma noted that the applicant had to move the sign in the next ten days, but that they were coordinating new sign specifications through Shell's corporate marketing office. The sign drawing provided to the Board was the first illustration produced by the sign company. Shell does have a monument based sign specification in its sign design guidelines. Ms. Parma noted that if a ground/monument based sign was to be contemplated the District should find a size that could serve as a standard for this gas stations well as for future applicants. Director Ray noted that he had observed several gas station price signs in Cinco Ranch, Richmond and Katy that would be strong examples for the gas station standard. After continued discussion Director Howard moved that the applicant work with Shell to identify a monument based sign which could be forward to Ms. Parma and the Variance Committee for final review and approval. Director Ray seconded the motion, which passed unanimously.

8. Review and take action on proposed changes to the West Fort Bend Management District's Signage Standards.

Ms. Steele noted that the cities of Richmond and Rosenberg are working to adopt a uniform sign ordinance and that she would be attending the working meetings between the two cities and report back to the Board on any new developments.

Ms. Parma noted that it would be helpful if the District were to adopt a gas station sign standard so that future gas stations could be held to the same design criteria and architectural standard. Director Ray noted that he had forwarded gas station signs to Ms. Steele for a case study comparison. Ms. Steele noted that she would begin measuring the monument based signs used by gas stations in the community and create a case study for the Standards Committee and the Board to review and consider for adoption to the sign standards. The Board took no action in the item.

9. Review and take action on 2012 service contract for cellular service with Verizon.

Ms. Steele reviewed the existing service contract with the Board. The existing plan has a data component that is no longer necessary, due to the evolution of web-based e-mail. Ms. Steele requested that the service contract be modified to remove the data component, which could result in a savings of twenty dollars beginning on the May invoice. Ms. Steele also reviewed cell phone specifications with the Board and requested the purchase of a new District cell phone. After a brief discussion Director Ray moved that the service contract be renewed and that the purchase of a new cell phone be allowed. Director Howard seconded the motion, which passed unanimously.

10. Review appointments and receive Committee Reports:

**a. 2012 Grant Committee: Access Management**

Ms. Steele gave a status update on the progression of the project negotiations. Over the next three weeks the District will collect resolutions of support from the cities and county to include in our application to H-GAC. H-GAC estimates a project initiation in the fall of 2012. The Board took no action on the report.

**b. FM 359 Beautification**

Ms. Steele noted that the Apache Tree Grant will give the District approximately two-hundred trees to plant in the community. After touring the District and speaking with TxDOT, a favorable place to plant the trees would be in the newly constructed medians being created down FM 359. The Board took no action on the report.



11. Report from Advisory Board Members

No reports were given.

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

No updates were given.

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

Ms. Steele noted that lists of business owners and stakeholders associated with the proposed projects on FM 359 and Highway 90A would be prepared so that outreach could begin. The intent is to identify areas that could potentially petition the District for assessment and thus create an alternative source of funding. The Board took no action on the report.

14. 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.

The Board did not convene in Executive Session and no litigation is being contemplated.

15. Reconvene in Open Session and authorize appropriate action regarding contemplated litigation.

The Board did not convene in Executive Session and no litigation is being contemplated.

16. Adjournment

Director Howard moved to adjourn the meeting at 4:53pm. Director Terrell seconded the motion, which carried unanimously.



Cliff Terrell  
Secretary, West Fort Bend Management District