

MINUTES  
WEST FORT BEND MANAGEMENT DISTRICT

December 11, 2012

The Board of Directors (the "Board") of West Fort Bend Management District (the "District") met in regular session, open to the public, on December 11, 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
Robert G. "Bob" Ray	Assistant Vice President

With the exception of Director Terrell, all of the above were present thus constituting a quorum.

Also present at the meeting were Advisory Board Members Sharon Wallingford; Lee Vela with Clear Channel Outdoor, Lester Jones with ALJ Lindsey Company; Beth Wolf with Fort Bend County, Robert Haas with the City of Richmond; Travis Tanner and Matt Fielder with the City of Rosenberg; Adisa Harrington of Allen Boone Humphries Robinson LLP ("ABHR"); and Rachel Steele, Executive Director of the District.

Director Dupuis called the meeting to order at 3:00 p.m.

CONSENT AGENDA ITEMS

1-2. November 20, 2012, Meeting Minutes Financial Report and Pending Invoices

The minutes and invoices were provided to the directors in advance of the meeting. The Board reviewed the November meeting minutes, financial report and pending invoices. After review of the items on the current agenda, Director Ray moved for approval of all items on the current agenda. Director Howard seconded the motion, which passed unanimously.

REGULAR AGENDA ITEMS

3. Comments from the Public

No comments were received from the public.

4. Amend FY 2013 Budget, if necessary.

Director Ward reviewed budget revisions with the Board and requested that Ms. Steele to coordinate with the City of Rosenberg Finance Department on updates to the monthly financial statements. The purpose of the revisions is to ensure that the reported numbers from the monthly financials are in line with the projected monthly budget totals. Ms. Steele confirmed that she would relay the budget revisions back to the City of Rosenberg Finance Department. Upon confirmation from Ms. Steele, Director Howard moved that the Board approve the budget amendments. Director Ray seconded the motion, which passed unanimously.

5. Review and take action to renew mowing services contract or award new contracts.

Ms. Steele reported that a meeting with the vendor, Reliant Sand and Construction was held on December 4, 2012. Mr. Haas and Brent Greak, representative for Reliant Sand attended the meeting. The purpose of the meeting was to discuss coordination, maintenance of the mowing service area and updates to the vendor contract. Ms. Steele reported that the meeting went well. To enhance service coordination, maps of the mowing service area were given to the vendor, which they will distribute to their field team monthly as they clean-up the rights-of-way. This will ensure that the area is fully serviced. Director Howard moved to renew the mowing service contract with Reliant Sand and Construction. Director Ward seconded the motion, which passed by unanimous vote.

6. Amend District Architectural and Landscaping Standards and Guidelines regarding the definition of masonry, industrial and temporary signage.

Mr. Haas reviewed the existing definitions as established in the District's Architectural Design Guidelines. This request has come before the Board based on research Mr. Haas and Ms. Steele did in identifying the major misinterpretations and misunderstanding as part of the development review and variance application processes. The Board briefly discussed the existing definitions for the terms in question. After some discussion Director Howard moved that Ms. Steele and Mr. Haas revise the definitions and bring them back for Board review in the following months. The Board took no action on amending the identified definitions.

7. Receive a presentation from Clear Channel Outdoor on Electronic Billboards and establish a subcommittee for review process.

Lee Vela, with Clear Channel Outdoor gave a PowerPoint presentation on electronic billboards. The PowerPoint can be found as an attachment to these minutes. Clear Channel Outdoor is proposing to construct and install an electronic billboard along the US Highway 59 in close proximity to the Highway 59 and FM 762 intersection. Clear Channel has reviewed the sign standards for the District and realizes that the sign they are proposing does not meet the District's standards and will require a variance. The time of construction for the electronic billboard is not known yet. Clear Channel is briefing the Board in advance of the variance request to outline the program and goals of their electronic billboard network they are creating. The Board took no action on the report.

8. Activity within the District, including permits under review issued and closed since the last meeting including signs, variance requests, and enforcement of standards (Travis Tanner-Rosenberg, Robert Haas-Richmond)

Mr. Tanner had no variance requests or development report for December. Mr. Haas reviewed a summary of commercial development activity in Richmond, which is attached to these minutes. The Board took no action on the report.

9. Discuss and take action on assessment of penalty of up to \$20,000 per day for property owner/tenant violation of the District's standards related to the development of commercial property at 714 Highway 90A in Richmond, Texas.

Mr. Haas noted that the tenant at 714 Highway 90 A, Chris Long with Imperial Wrecker, has not yet submitted his site plan for review. Ms. Steele noted that after the November 22, 2012 Board meeting a letter was sent to the owner outlining the variance process. With that letter being sent only 18 days ago she requested that the Board allow the tenant more time to respond. Upon consideration the Board took no action on the assessment of penalties.



10. Receive an update on the proposed sign ordinance being pursued between Richmond and Rosenberg

Mr. Haas reported that the City of Richmond anticipates holding a workshop on the signage issue in February which will be immediately followed by the consideration of a sign ordinance in March. The Board took no action on the report.

11. Review appointments and receive Committee Reports:

- a. Funding Updates
- b. District Development Awards

Ms. Steele reported that she would be working with the City and auditor over the next few weeks to ensure a timely and efficient audit process. Based on the findings of the audit she anticipates bringing additional budget amendments back to the Board by February. These amendments will be necessary to determine the duration of funding for the executive director's position.

Ms. Steele also reviewed the Image Award program with the Board. First utilized in 2009, the purpose of the awards is to survey all of the development applications and variance requests for the current calendar year and identify projects that successfully met the District standards and positively impacted their surrounding community by the construction of their site. The Board considered projects from 2012 for both Richmond and Rosenberg and opted to identify projects in both cities. Projects eligible for the award must have submitted and had their site plan and or variance approved by the Board and open for business as of December 1, 2012. After reviewing project photos and submittals from all projects submitted to the Board identified Fajita Pete's and O'Reilly Auto Parts in Richmond as well as OCuSOFT and SafeLite in Rosenberg. Ms. Steele explained that awardee's would be recognized with a certificate at a local City Council meeting in 2013 as well as have an article on their site written and published in the Fort Bend Herald and Fort Bend Business Journal.

12. Report from Advisory Board Members

No reports were given.

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

No reports were given and the Board took no action.

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

Ms. Steele reported that a meeting with the County to discuss enhanced coordination of the District standards to property owners is scheduled for December 19,

2012. The past few months has seen an increase in illegal building and permitting due to lack of County notification about the West Fort Bend Management District. The purpose of the meeting will be to add additional notations about the District and its boundary on the County plat checklist and development review procedure. The Board took no action on the report.

15. Convene in Executive Session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with attorney to discuss pending or contemplated litigation

The Board did not convene in executive session.

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

There was no need to reconvene since the Board did not meet in Executive Session.

17. Adjournment

Director Ray moved to adjourn the meeting at 4:00 pm. Director Howard seconded the motion, which carried unanimously.



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Cliff Terrell

Secretary, West Fort Bend Management District

LIST OF ATTACHMENTS TO MINUTES

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**CITY OF RICHMOND MONTHLY ACTIVITY REPORT**  
**WEST FORT BEND MANAGEMENT DISTRICT**  
**MEETING DATE: TUESDAY, DECEMBER 11, 2012**

**PROJECT STATUS:**

- ❖ **Rio Vista. Legend Homes. – F.M. 359**
  - Sent letter providing guidelines to place signs legally.
- ❖ **Imperial Wrecker Service Storage Lot. – 714 U.S. Hwy 90-A East**
  - No action.
- ❖ **Villas at the S.W. Freeway – U.S. 59 at Grand Parkway**
  - Plans submitted. Landscape & fencing plans approved. Meeting with developer to discuss masonry percentages.
- ❖ **River Pointe Center – U.S. 59 at Grand Parkway.**
  - Site work, grading only. Complete. Plats signed.

Other Items:

- Sign Ordinance update. None.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Robert J. Haas", is written over a light gray, stylized outline of the same signature.

Robert J. Haas