CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

March 17, 2016

PRESENT:
Dr. Bob Rabuck, Chairman
Fred Greer, Member
Mike Stoecker, Member
Chris Caywood, Member
Steve Hailey, Member

OTHERS:
Adam France, Development Coordinator
Sandy Hilderbrand, Development Coordinator
Chris Bogert, P.E., Engineering Manager
Marcus Winberry, City Attorney
Dana Berry, Secretary

ABSENT:
Jim Arnold, Vice-Chairman
Scott Taylor, P.E., Executive Director of Infrastructure Services

A quorum being present, the Regular Meeting was called to order at 9:30 a.m. by the Chairman.

1. APPROVAL OF THE MARCH 03, 2016, REGULAR MEETING MINUTES

Mr. Greer made a motion to approve the minutes of March 03, 2016.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

2. FINAL PLAT OF WEDGEWOOD FOREST, SECTION 1

The following information is from the memorandum from City Staff:

The proposed 8.757-acre residential subdivision in the P. H. Herndon Survey, A-256, is located northwest of FM 3083 and north of SH 105, within the City Limits. 17 lots and 5 restricted reserves in 2 blocks will be created. Access to SH 105 will be provided via the proposed Wedgewood Forest Drive. Proposed streets will be concrete, with curbs and gutters and an underground storm sewer system. Proposed water and sanitary sewer systems will connect to existing City utilities.

After reviewing the final plat, we recommend approval, subject to the satisfactory completion of the following items:
PLAT:

The following items are from the preliminary plat memo and must be satisfactorily addressed: As per Item No. 1, provide a tie with a scaled bearing and distance from a corner of the subject tract to a corner of the original (patent) survey.

As per Item No. 2, provide the County Clerk’s recording information for the SH 105 right-of-way.

As per Item No. 3, provide street names unique to Montgomery County, label dimensions from all angle points and points of curve to adjacent lot lines and label radii for all culs-de-sac.

As per Item No. 4, remove notes 2 and 3, from the plat.

In addition to the items above, the following must be addressed:

As per Item No. 1, unsigned applications or checklists will not be accepted for review.

As per Item No. 2, provide original tax certificate(s) showing a zero balance.

As per Item No. 3, street names for streets terminating in a cul-de-sac must end in “Court”.

As per Item No. 4, add a note to the plat stating that: “A portion of Section 1 storm drainage is detained by the detention pond in the future Section ??..”

As per Item No. 5, provide an updated addressed plat showing the new street names.

As per Item No. 6, the subdivision benchmark must be set within the right-of-way, not on private property. Note the existing benchmark used to set the new benchmark, on the plat.

As per Item No. 7, correct the building setback label on the adjacent Unrestricted Reserve “B”.

As per Item No. 8, show and label the 100-yr floodplain boundary as a heavy solid black line.

As per Item No. 9, provide lien holder’s acknowledgments for the lien holders listed on the City Planning Letter.

As per Item No. 10, clean-up overlapping text.

As per Item No. 11, do not use grayscale on the plat.

As per Item No. 12, FYI-The as-built drawings must match the recorded plat.

Mr. Caywood made a motion to approve the final plat of Wedgewood Forest, Section 1, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.
The motion carried unanimously.

3. **PRELIMINARY PLAT OF 336 MARKETPLACE**

   The following information is from the memorandum from City Staff:

   The proposed 101.696-acre commercial subdivision in the Ransom House Survey, A-245, is located west of IH-45 and south of South Loop 336, within the City Limits. 5 reserves in 3 blocks will be created. This subdivision has direct access to both South Loop 336 and IH-45. No new streets will be created. Proposed water and sanitary sewer mains will connect to existing City utilities.

   After reviewing the preliminary plat, we recommend approval, subject to the satisfactory completion of the following items:

   **PLAT:**

   As per Item No. 1, incomplete submittal packages, applications or checklists will not be accepted for review.

   As per Item No. 2, the minimum allowable text size throughout the plat is 1/10\(^{th}\) inch.

   As per Item No. 3, provide a scaled bearing and distance from a corner of the subject tract to a corner of the original (patent) survey and tie two corners of the subject tract to two corners of the parent tract with bearings and distances, or label the parent tract corners as such.

   As per Item No. 4, clarify the limits of existing easements with leaders (no shading shown, but shading noted) and label with Clerk’s recording information. Add required notes referenced, but not listed, on the plat.

   As per Item No. 5, label the County Clerk’s recording information for property adjacent to the subdivision.

   As per Item No. 6, add a floodplain note to the plat and state explicitly whether this subdivision is located within, or out of, the 100-yr floodplain, and reference to the applicable FEMA F.I.R.M. panel number and date, and LOMR case number, if applicable.

   As per Item No. 7, show and label or note all required building lines. Where an easement is more restrictive than the required building line, label the easement width as the building line, also.

   As per Item No. 8, provide a 16-ft utility easement along all street rights-of-way, per the U.C.C. and show and label all proposed easements as shown, or required by, the Land Study.

   As per Item No. 9, label commercial reserves as restricted to commercial use, label with individual letters and label the use(s) for each.
As per Item No. 10, label the applicable sheet numbers on each block, on sheet 1, for reference.

As per Item No. 11, do not “screen” text or lines, or use grayscale, as it is illegible.

**LAND STUDY:**

In addition to the items above, the following must be addressed.

As per Item No. 1, Show the 100-year floodplain in “Lot 1” and “Lot 3”, if applicable. The 100-year floodplain on the land study must match the plat. Note the LOMR case number if applicable.

As per Item No. 2, label the size of all existing utilities.

As per Item No. 3, ensure that all water mains are looped.

As per Item No. 4, assure that any off-site storm water drainage to/through this site is accounted for in the drainage plan/report.

Mr. Greer made a motion to approve the preliminary plat of 336 Marketplace, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

4. **FINAL PLAT OF THUNDERBASIN PARKWAY DEDICATION PLAT**

The following information is from the memorandum from City Staff:

The subject 3.234- acre proposed street right-of-way in the James Hodge Survey, A-19, is located north of FM 1488 and west of IH-45, within the Planning Area. The proposed street will be concrete with concrete curbs and gutters and underground storm sewers. Proposed water and sanitary sewer mains will connect to proposed MCMUD 139 utilities.

After reviewing the final plat, we recommend approval, subject to the satisfactory completion of the following items:

**PLAT**

As per Item No. 1, provide a letter from MCMUD 139 ensuring that all public improvements will be constructed per the approved construction plans.

As per Item No. 2, note the Geoid used to measure the elevation for the set benchmark.
As per Item No. 3, show and label the easement listed in Volume 650, Page 513 of the City Planning Letter, or provide a revised City Planning Letter with the non-applicable easement removed. Show and label the existing 10-ft utility easement along the southwest right-of-way of Beartooth Bend Trail.

As per Item No. 4, use standard County language for a corporation, for the owner's dedicatory language.

As per Item No. 5, remove the Maintenance Note, as the street is being dedicated to the public.

Mr. Caywood made a motion to approve the final plat of Thunder Basin Parkway Dedication Plat, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

5. FINAL PLAT OF SUNRISE RANCH, SECTION 6

The following information is from the memorandum from City Staff:

The subject 10.346-acre residential subdivision, in the William Atkins Survey, A-3, is located on the south side of SH 105 West, east of Walden Road and west of Blue Heron Drive, in the Planning Area. Access to SH 105 West will be provided via a proposed extension to the existing Sunrise Ranch Drive. 42 lots and 2 reserves, in 4 blocks, will be created. Streets will be concrete with concrete curbs and gutters, and an underground storm sewer system. Water mains will be connected to T &W Water Service Co. mains and sanitary sewer mains will be connected to SC Utilities' mains.

After reviewing the final plat, we recommend approval, subject to the satisfactory completion of the following items:

PLAT:

The following items are from the preliminary plat memo and must be satisfactorily addressed:

As per Item No. 1, provide complete bearings and distances for all lot lines.

As per Item No. 2, submit site distance calculations showing that minimum site distance requirements are met for the 300-ft radius curve with a 12.57 foot long tangent, per the variance condition.

In addition to the items above, the following items must be satisfactorily addressed:

As per Item No. 1, show and label the benchmark on the plat survey and note an NGS monument that the benchmark is referenced to.
As per Item No. 2, show and label (if visible in the area), or note, the easement recorded under County Clerk’s file number 2013-032150 listed in the City Planning Letter, or provide a revised City Planning Letter with the non-applicable easement removed.

As per Item No. 3, use standard County language for the owner’s dedicatory language.

As per Item No. 4, correct the scrivener’s error in the Commissioners’ Court acknowledgment.

As per Item No. 5, add the word “PARTIALLY” following “lies” in Note 9, for both zones listed.

As per Item No. 6, FYI-The as-built drawings must match the recorded plat.

Mr. Greer made a motion to approve the final plat of Sunrise Ranch, Section 6, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

6. **PRELIMINARY PLAT OF DEMONTROND CONROE**

The following information is from the memorandum from City Staff:

The proposed 1.9975-acre commercial subdivision in the John Bricker Survey, A-71, is located west of IH-45 and south of Ark Drive, within the City Limits. 1 restricted reserve in 1 block will be created. The proposed subdivision has direct access to Ark Drive and Humble Tank Farm Road. An approximately 258-foot long and 71.75-foot wide strip (0.4241-acres) of the constructed Ark Drive is being dedicated as right-of-way. Proposed water and sanitary sewer taps will connect to existing City utilities.

After reviewing the preliminary plat, we recommend approval, subject to the satisfactory completion of the following items:

**PLAT:**

As per Item No. 1, the plat of this property is a partial replat of Block 14, of the M.H. Gossett subdivision and requires a public hearing prior to action on the final plat.

As per Item No. 2, the minimum allowable text size throughout the plat is 1/10\text{th} inch.

As per Item No. 3, a larger sheet size of 20-inches x 24-inches is allowed.

As per Item No. 4, change the title block to read:

DeMontrond Conroe

1 Block 1 Restricted Reserve (1.5734 Acres)

A Commercial Subdivision of 1.9975-acres

in the John Bricker Survey, A-71;
being also a partial replat of Block 14 of
M.H. Gossett Subdivision,
as recorded in Volume 1, Page 39, of the
Map Records of Montgomery County, Texas

As per Item No. 5, add "City of Conroe" to the vicinity map.

As per Item No. 6, show the subdivision boundary as a heavy solid line, provide a scaled bearing and distance from a corner of the subject tract to a corner of the original (patent) survey and tie two corners of the subject tract to two corners of the parent tract with bearings and distances, or label the parent tract corners as such.

As per Item No. 7, label the ownership information for properties adjacent to the subdivision.

As per Item No. 8, add a note to the plat stating explicitly whether the subdivision is located within, or out of, the 100-yr floodplain, and reference the applicable FEMA F.I.R.M. panel number and date.

As per Item No. 9, show and label or note all required building lines. Where an easement is more restrictive than the required building line, label the easement width as the building line, also. Do not overlap building lines. (FYI-effective building line widths may change due to requirements of the landscape ordinance.)

As per Item No. 10, label the restricted use(s) for Reserve "A" and label as "Restricted", throughout the plat.

As per Item No. 11, remove the note regarding City of Conroe and Ark Drive, labeled above the right-of-way to be dedicated by this plat. Label the eastern portion of Ark Drive as "70' Right-of-Way".

As per Item No. 12, show and label a 16-ft utility easement on along all street rights-of-way, per the U.C.C. Use a dashed line type for the easement boundary and remove the two "apparent" notes from the plat.

As per Item No. 13, do not "screen" text or lines, or use a grayscale, as items become illegible.

As per Item No. 14, remove Notes 1 & 4, topographic features, extraneous text, and non-applicable items in the legend from the plat.

**LAND STUDY:**

In addition to the items above, the following must be addressed.

As per Item No. 1, show storm water drainage flow arrows.

As per Item No. 2, the minimum sewer tap size for commercial buildings is 6-inches.
As per Item No. 3, remove the parking note and the reference to “City of Conroe drawing” from the Land Study.

Mr. Caywood made a motion to approve the preliminary plat of Demontrond Conroe, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

There being no further business to discuss, the meeting was adjourned.

Jim Arnold, Vice-Chairman

/db