CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

April 21, 2016

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

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

ABSENT: Adam France, Development Coordinator
Scott Taylor, P.E., Executive Director of Infrastructure Services

A quorum being present, the Regular Meeting was called to order at 9:35 a.m. by the Chairman.

1. APPROVAL OF THE APRIL 07, 2016, REGULAR MEETING MINUTES

Mr. Arnold made a motion to approve the minutes of April 07, 2016.

Mr. Hailey seconded the motion.

The motion carried unanimously.

2. PUBLIC HEARING ON FINAL PLAT OF SPIRIT OF TEXAS, SECTION 1, BEING A PARTIAL REPLAT OF BLOCKS 4 & 5, OF HAIRSTON ADDITION TO THE CITY OF CONROE, AND INCLUDING UNPLATTED ACREAGE

The Chairman closed the regular meeting at 9:36 a.m. and opened the public hearing.

There were no comments made.

The Chairman closed the public hearing at 9:37 a.m. and re-opened the regular meeting.

3. PUBLIC HEARING ON FINAL PLAT OF THE ESTATES, PARTIAL REPLAT NO. 1, A REPLAT OF LOTS 4 & 5, BLOCK 2, OF THE ESTATES

The following information is from the memorandum from City Staff:
The Chairman closed the regular meeting at 9:37 a.m. and opened the public hearing.

There were no comments made.

The Chairman closed the public hearing at 9:38 a.m. and re-opened the regular meeting.

4. **PUBLIC HEARING ON FINAL PLAT OF RANCHO ESCONDIDO, PARTIAL REPLAT NO. 1, A PARTIAL REPLAT OF LOTS 7 & 8, RANCHO ESCONDIDO**

The Chairman closed the regular meeting at 9:38 a.m. and opened the public hearing.

There were no comments made.

The Chairman closed the public hearing at 9:39 a.m. and re-opened the regular meeting.

5. **PUBLIC HEARING ON FINAL PLAT OF BOBCAT OF HOUSTON, REPLAT NO. 1, BEING A REPLAT OF BOBCAT OF HOUSTON, AND INCLUDING UNPLATTED ACREAGE**

The Chairman closed the regular meeting at 9:39 a.m. and opened the public hearing.

There were no comments made.

The Chairman closed the public hearing at 9:40 a.m. and re-opened the regular meeting.

6. **FINAL PLAT OF SPIRIT OF TEXAS, SECTION 1, BEING A PARTIAL REPLAT OF BLOCKS 4 & 5, OF HAIRSTON ADDITION TO THE CITY OF CONROE, AND INCLUDING UNPLATTED ACREAGE**

The following information is from the memorandum from City Staff:

The proposed 7.950-acre commercial subdivision in the Denward James Survey, A-289, is located east of IH-45 and south and adjacent to SH 105 W, within the City Limits. 4 restricted reserves in 1 block will be created. The proposed subdivision has access to SH 105 W via the existing Spirit of Texas Way, which will become a private street. Water mains and sanitary sewers will connect to City utilities.

Mr. Jeffrey Moon, with Jeffrey Moon and Associates, addressed the Commission.

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, remove Note 7 and label two corners of the parent tract as such. Make the reserve boundaries a bold line, but less bold than the plat boundary, but bolder than they appear on the final plat, for legibility. The plat boundary and reserve boundaries must be easily discernible.

As per Item No. 2, label the 25-ft wide front building line for Reserve “B” along Spirit of Texas Way. Label all proposed Tree Preserves as such.

Mr. Moon asked requested a variance to allow a 15-ft front building line.

Mr. Haily made a motion to approve the variance request.

Mr. Arnold seconded the motion.

The motion carried unanimously.

As per Item No. 3, add a note to the plat stating that “The sanitary sewer tap for the Reserve “C” development may not connect, or tie into, to the 8-in sanitary sewer located within the private sanitary sewer easement, but must connect to the public manhole located in the “City of Conroe, 10-ft x 10-ft S.S.E.”

As per Item No. 4, add a note to the plat stating: “Development within a 100-year floodplain must conform to the requirements of the City’s floodplain management regulations and may not result in an increase in the height of the 100-year base flood elevation.”

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

As per Item No. 1, the MCECD-911 Addressed plat must match the final plat.

As per Item No. 2, label the unmarked monuments as “set” or “found” and the material used.

As per Item No. 3, change the title block to “......BLOCKS 4 & 5, HAIRSTON ADDITION TO THE CITY OF CONROE, RECORDED IN VOLUME 4, PAGE 27, M.C.M.R.. CONTAINING 7.401 ACRES IN 4 RESTRICTED RESERVES IN 1 BLOCK” and add “.....and dedicate Spirit of Texas Way as a private street.)” to the reason for the replat.

As per Item No. 4, make the 100-year floodplain boundary a heavy solid line.

As per Item No. 5, remove building lines from within easements as shown. Label “L16” as a Variable B.L. and remove the “B.L.” label from “L17”. (94-109(b)

As per Item No. 6, remove Note 8 and move Note 14 to Sheet 1 of 3.

As per Item No. 7, use a consistent linetype, different than the type used for building lines, for the easement lines, for clarity.
Mr. Greer made a motion to approve the final plat of Spirit of Texas, Section 1, being a partial replat of Hairston Addition to the City of Conroe, Texas, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

7. **FINAL PLAT OF THE ESTATES, PARTIAL REPLAT NO. 1, BEING A REPLAT OF LOTS 4 & 5, BLOCK 2, THE ESTATES**

The following information is from the memorandum from City Staff:

The proposed 2.7102-acre subdivision in the Neil Martin Survey, A-26, is located north of FM 1097 and east of Longstreet, within the Planning Area. 2 lots in 1 block will be created. Access to Longstreet will be provided via the existing Oak Manor Drive. No new streets will be created. The lots will have individual wells and septic systems.

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

**PLAT:**

As per Item No. 1, change the name on the plat to read:

THE ESTATES PARTIAL REPLAT NO. 1
BEING A REPLAT OF LOTS 4 AND 5, BLOCK 2,
OF THE ESTATES, AS RECORDED IN
CABINET Q, SHEET 125, M.C.M.R.
TOTALING 2.7102 ACRES IN THE
NEIL MARTIN SURVEY, A-26,
MONTGOMERY COUNTY, TEXAS
2 LOTS 1 BLOCK

As per Item No. 2, note explicitly whether this property lies within, or out of the 100-yr floodplain, in the floodplain note.

As per Item No. 3, label “Block 1” on the plat map.

As per Item No. 4, correct note 4 of the surveyor’s notes on the plat to reflect the Central Zone and corresponding information (if applicable). Note a reference orientation on the plat.

As per Item No. 5, the plat must comply with benchmark requirements listed in 94-112(b, c).

As per Item No. 6, use standard County language for the owner’s dedication and correct the subdivision name throughout the plat, including in all dedications and acknowledgments.

As per Item No. 7, add the language for an individual signing for a business entity in both of the lien holders’ acknowledgment and subordination statements.
As per Item No. 8, remove the Amending Plat certification and add the Planning Commission Certification.

Mr. Stoecker made a motion to approve the final plat of The Estates, Partial Replat No. 1, Being a Replat of Lots 4 & 5, Block 2, The Estates, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.

8. **FINAL PLAT OF RANCHO ESCONDIDO, PARTIAL REPLAT NO. 1, BEING A PARTIAL REPLAT OF LOTS 7 & 8, OF RANCHO ESCONDIDO**

The following information is from the memorandum from City Staff:

The proposed 0.8117-acre subdivision in the James Edward Survey, A-190, is located south of FM 830 and west of IH-45, within the Planning Area. 1 lot in 1 block will be created. Access to FM 830 is provided via existing streets within Rancho Escondido and Cude Cemetery Road. No new streets will be created. Water and sanitary sewer services will be connected to existing Far Hills Utility District utilities.

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

**PLAT:**

As per Item No. 1, the plat survey must comply with Sec. 94-112(a), items 6 & 7.

As per Item No. 2, set the subdivision benchmark within a right-of-way and comply with all requirements listed in Sec. 94-112(b).

As per Item No. 3, change the name to show “BEING A PARTIAL REPLAT OF LOTS 7 & 8....ETC.” UNDER “RANCHO ESCONDIDO PARTIAL REPLAT NO. 1”.

As per Item No. 4, show and label Cude Cemetery Road and FM 830 on the Vicinity Map and label the approximate distance to IH-45 from Cude Cemetery Road.

As per Item No. 5, show and label a scaled bearing and distance from a corner of the subject tract to a corner of the original (patent) survey.

As per Item No. 6, show and label the 100-yr floodplain according to the applicable FEMA F.I.R.M. panel.

As per Item No. 7, show and label or note all required building lines.

As per Item No. 8, use standard County language for the owner's dedication and add the additional paragraph for overhead utility lines per the City Planning Letter.
As per Item No. 9, use standard County language for the surveyor's certification.

As per Item No. 10, use standard City language for the maintenance note for residential subdivisions located within the Planning Area.

As per Item No. 11, remove "Map" from the last line of the Clerk's Certification of Filing and add a blank, to match standard County language.

As per Item No. 12, remove note 3 from the plat.

Mr. Greer made a motion to approve the final plat of Rancho Escondido, Partial Replat No. 1, Being a Partial Replat of Lots 7 & 8, of Rancho Escondido, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

9. PRELIMINARY PLAT OF FOSTERS RIDGE, SECTION 7

The following information is from the memorandum from City Staff:

The proposed 31.294-acre residential subdivision in the James Hodge Survey, A-19 and the Frederick Seiberman Survey, A-497, is located west of IH-45 and north of FM 1488, within the Planning Area. 94 lots and 4 restricted reserves in 2 blocks will be created. Access to Old Conroe-Magnolia Road will be provided via the proposed Denali Wilderness and Thunder Basin Parkways and proposed streets in this section. Proposed streets will be concrete with curbs and gutters and an underground storm sewer system. Proposed water and sanitary sewer systems will connect to proposed MCMUD 139 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 application and checklists must be completely filled out to constitute a complete submittal.

As per Item No. 2, the minimum allowable text size is 1/10th-inch.

As per Item No. 3, show and label streets providing access to this subdivision on the Vicinity Map.

As per Item No. 4, show and label abstract boundaries where applicable.

As per Item No. 5, label ownership and County Clerk's recording information for all adjacent property, including the recording information for the 10-ft right-of-way dedication for Old Conroe-Magnolia Road.
As per Item No. 6, remove the non-applicable FEMA F.I.R.M. panel number from Note 7.

As per Item No. 7, where an easement width is more restrictive than the required building setback width, label the easement boundary as the building line, also; where the easement width is not more restrictive than the required building line label as an easement only.

As per Item No. 8, remove the text “per the U.C.C. (94-109(b)(15, 17)” from Note 9.

As per Item No. 9, label “Town Peak Court”, including the right-of-way width on the plat and provide perpendicular dimensions from all angle points and points of curve to adjacent lot lines.

As per Item No. 10, clarify the width of the utility easement from Reserve ‘C’ through block 2, lot 32 and block 2, lot 1 and label the easement widths on the reserve and on the lots and as “Variable Width”, if necessary.

As per Item No. 11, sidewalks and streetlights are required for this subdivision.

As per Item No. 12, FYI-Final Plat approval may not be obtained until the plats for the proposed streets providing access to Old Conroe-Magnolia have been recorded.

**LAND STUDY:**

As per Item No. 1, the minimum allowable text size is 1/10th throughout the land study.

As per Item No. 2, provide contours and elevations on the 1”=100’ scale sheet.

As per Item No. 3, label the pavement widths for all proposed streets.

As per Item No. 4, label the reserves with the designation and the restricted use.

As per Item No. 5, show and label all existing (or proposed) utilities the proposed utilities will connect to.

Mr. Arnold made a motion to approve the preliminary plat of Fosters Ridge, Section 7, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

**10. FINAL PLAT OF LADERA CREEK, SECTION 1**

The following information is from the memorandum from City Staff:

The proposed 20,588-acre subdivision in the A.M. Folk Survey, A-215, is located north of South Loop 336 and east of FM 1314, within the City Limits. 57 lots, 3 reserves and 4
preserves in 3 blocks will be created. Access to South Loop 336 will be provided via the proposed Ladera Creek Trace. Proposed streets will be concrete curb and gutter with underground storm sewers. Proposed MCMUD 148 water and sanitary sewer mains will connect to existing City utilities.

After reviewing the final plat, we recommend approval, subject to 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, the minimum allowable text size is 1/10\(^{th}\) inch throughout the plat. Use additional sheets if necessary to comply.

As per Item No. 2, show the 100-year floodplain boundary as a heavy solid line.

As per Item No. 3, show and label, or specifically note, all required building setback lines, including in all reserves, or add a note stating "No structure shall be constructed within any reserve".

As per Item No. 4, show and label required 45\(^{\circ}\) building line transition, with a bearing and distance.

As per Item No. 5, it is not clear how detention is to be provided for this section. Any off-site drainage easement or detention pond must be approved, recorded and a copy provided with the final plat submittal, along with the approved plans.

As per Item No. 6, remove Note 6.

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

As per Item No. 1, the MCECD-911 addressed plat must match the final plat.

As per Item No. 2, the plat survey must comply with Sec. 94-112 (a), items 1-7.

As per Item No. 3, label a tie, described by a bearing and distance, from a corner of the subdivision to the existing benchmark used for this section.

As per Item No. 4, add the section number in the blank for the subdivision name and section on the first page of the Subdivision Development Agreement.

As per Item No. 5, 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. 6, provide a street name ending in "Court", unique to Montgomery County for the street terminating in a cul-de-sac and add street name change symbol, and add symbol to legend.

As per Item No. 7, provide information, including the agreement with respective recording information and offsite drainage easements adjacent to the plat boundary, with respective recording information, to describe how detention is achieved for this section.

As per Item No. 8, provide a 16-ft utility easement (14-ft utility easement allowed, provided all wet utilities are located within the rights-of-way) along South Loop 336 and along both sides of Ladera Creek Trace, per the U.C.C.

As per Item No. 9, remove the combination utility ease and labels, recorded under Clerk’s file number 2010-035139 and add a note to the plat stating that: “The Easement recorded under MCCF No. 2010-035139 was approved for release by City of Conroe Council on April 28, 2016 and the Release of Easement was recorded under MCCF No.________________.”

As per Item No. 10, remove the utility and water main easements from the preserves and make them reserves restricted to utilities. Change the tables to reflect the newly defined acreage in all. Label Reserve “F” as restricted to “Private Drainage & Utilities” in the Reserve Table.

As per Item No. 11, label the radii for all culs-de-sac and “knuckles”.

As per Item No. 12, change “reserves” to “preserves” in Note 11.

As per Item No. 13, correct scriveners’ errors throughout the plat and remove all non-applicable notes.

As per Item No. 14, FYI as-buils must match the recorded plat.

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

Mr. Arnold seconded the motion.

The motion carried unanimously.

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

Dr. Bob Rabuck, Chairman

/db