CITY OF CONROE  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
July 21, 2016  

PRESENT:  Jim Arnold, Vice-Chairman  
Fred Greer, Member  
Steve Hailey, Member  
Chris Caywood, Member  

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

ABSENT:  Dr. Bob Rabuck, Chairman  
Mike Stoecker, Member  
Scott Taylor, P.E., Executive Director of Infrastructure Services  
Marcus Winberry, City Attorney  

A quorum being present, the Regular Meeting was called to order at 9:32 a.m. by the Vice-Chairman.  

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

Mr. Hailey made a motion to approve the minutes of July 07, 2016.  

Mr. Greer seconded the motion.  

The motion carried unanimously.  

2. PRELIMINARY PLAT OF TWDC-HHC TERALYN WOODS PARKWAY STREET DEDICATION  

The following information is from the memorandum from City Staff:  

The subject 2.23-acre street dedication is located in the James Buchanan Survey, A-100, north of FM 830 and west of IH-45, within the City Limits. No lots or reserves will be created. The proposed street will be concrete with concrete curbs and gutters, underground storm sewers or roadside drainage ditches. Proposed M.U.D. 128 water and sanitary sewer mains will connect to existing City utilities.  

Mr. Matt Tucker, with LJA Engineering, addressed the Commission.  

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

As per Item No. 1, future plat submittals missing the signature of the owner or the agent and / or other information (M.U.D. information) on the application, will be returned without review.

As per Item No. 2, the minimum text size throughout the plat is 1/10th of an inch.

As per Item No. 3, do not use screening or grayscale for lines, or text, for legibility.

As per Item No. 4, show and label the city limits for Conroe and Panorama Village, label Panorama Village and label Lake Conroe, on the vicinity map.

As per Item No. 5, 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.

As per Item No. 6, add “Right-of-Way” to the width labeled for F.M. 830.

As per Item No. 7, remove the duplicate floodplain note.

As per Item No. 8, show the monuments for the street centerlines, label the dimensions from all angle points and points of curve to the right-of-way and label a perpendicular tie, from the centerline of Teralyn Woods Parkway to the centerline of FM 830, with a bearing and distance.

As per Item No. 9, add a note to the plat stating how detention is provided for this street.

LAND STUDY:

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

As per Item No. 1, provide a Land Study which covers all contiguous land owned or controlled by the developer.

As per Item No. 2, size interior combination easements according to City standards and label all right-of-way widths.

As per Item No. 3, loop all water mains; no dead ends are allowed.

Mr. Greer made a motion to approve the preliminary plat of TWDC – HHC Teralyn Woods Parkway Street Dedication, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

3. PRELIMINARY PLAT OF TWDC-HHC SECTION 1

The following information is from the memorandum from City Staff:
The subject 11.88-acre residential subdivision is located in the James Buchanan Survey, A-100, north of FM 830, and west of IH-45, within the City Limits. 43 lots and 1 reserve in 1 block will be created. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed M.U.D. 128 water and sanitary sewer mains will connect to existing City utilities.

Mr. Matt Tucker, with LJA Engineering, addressed the Commission.

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

PLAT:

As per Item No. 1, future plat submittals missing the signature of the owner or the agent and / or other information (M.U.D. information) on the application, will be returned without review.

As per Item No. 2, do not use screening or grayscale for lines, or text, for legibility.

As per Item No. 3, show and label the city limits for Conroe and Panorama Village, label Panorama Village, Teralywn Woods Parkway and Lake Conroe, on the vicinity map.

As per Item No. 4, 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.

As per Item No. 5, add “Right-of-Way” to the width labeled for F.M. 830.

As per Item No. 6, remove note 9 or remove the building lines from within Reserve “A”.

As per Item No. 7, show the monuments for the street centerlines, label the dimensions from all angle points and points of curve to the right-of-way; label a perpendicular tie, from the centerline of the entrance street to the centerline of Teralyn Woods Parkway, with a bearing and distance; provide a street name unique to Montgomery County for the entrance street, east of Teralyn Woods Parkway; and label “First Star Lane” as “First Star Court”, as it terminates in a cul-de-sac.

As per Item No. 8, provide a 16-ft utility easement along both sides of all rights-of-way, or a 14-ft utility easement along both sides of the rights-of-way (provided the wet utilities are located within the rights-of-way and the electric service is underground) and show utility easements on the plat, per the U.C.C.

As per Item No. 9, provide bearings and distances for all 45° building line transitions.

As per Item No. 10, add a note to the plat stating how detention is provided for this subdivision.

As per Item No. 11, this subdivision must comply with the tree preservation ordinance. Label all tree/forest preserves as such, exclusive of utility easements and label as preserves, with acreage, (if applicable) in the title block.
LAND STUDY:

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

As per Item No. 1, provide a Land Study which covers all contiguous land owned or controlled by the developer.

As per Item No. 2, size interior combination easements according to City standards and label all right-of-way widths.

As per Item No. 3, loop all water mains; no dead ends are allowed.

Mr. Caywood made a motion to approve the preliminary plat of TWDC-HHC, Section 1, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

4. PRELIMINARY PLAT OF TWDC-HHC, SECTION 2

The following information is from the memorandum from City Staff:

The subject 18.94-acre residential subdivision is located in the James Buchanan Survey, A-100, north of FM 830, and west of IH-45, within the City Limits. 47 lots and 2 reserves in 1 block will be created. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed M.U.D. 128 water and sanitary sewer mains will connect to existing City utilities.

Mr. Matt Tucker, with LJA Engineering, addressed the Commission.

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

PLAT:

As per Item No. 1, future plat submittals missing the signature of the owner or the agent and / or other information (M.U.D. information) on the application, will be returned without review.

As per Item No. 2, do not use screening or grayscale for lines, or text, for legibility.

As per Item No. 3, show and label the city limits for Conroe and Panorama Village, label Panorama Village, Teralyn Woods Parkway and Lake Conroe, on the vicinity map.

As per Item No. 4, 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.
As per Item No. 5, note all applicable FEMA F.I.R.M. panel numbers in the floodplain note.

As per Item No. 6, provide complete bearings and distances for all lot and block lines.

As per Item No. 7, label all building setback lines shown on the plat and either remove the building lines from within the reserves, or remove note 9.

As per Item No. 8, show the monuments for the street centerlines; label complete curve and line data for street centerlines; label the dimensions from all angle points and points of curve to the right-of-way; label a perpendicular tie, from the centerline of Verdancia Park Court to the centerline of Teralyn Woods Parkway, with a bearing and distance; and label “Verdancia Park Lane” and “Evening Tide Way” as a “Court”, as they terminate in a cul-de-sac.

As per Item No. 9, provide a 16-ft utility easement along both sides of all rights-of-way or a 14-ft utility easement along both sides of the rights-of-way (provided the wet utilities are located within the rights-of-way and the electric service is underground) and show utility easements on the plat, per the U.C.C. Size interior combination utility easements according to City standards. Remove easements from within the rights-of-way.

As per Item No. 10, provide bearings and distances for all 45° building line transitions.

As per Item No. 11, add a note to the plat stating how detention is provided for this subdivision.

As per Item No. 12, this subdivision must comply with the tree preservation ordinance. Label all tree/forest preserves as such, exclusive of utility easements and label as preserves with acreage, (if applicable) in the title block.

**LAND STUDY:**

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

As per Item No. 1, provide a Land Study which covers all contiguous land owned or controlled by the developer.

As per Item No. 2, label all right-of-way widths.

As per Item No. 3, loop all water mains; no dead ends are allowed.

Mr. Hailey made a motion to approve the preliminary plat of TWDC-HHC, Section 2, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

5. **PRELIMINARY PLAT OF CAYDEN CREEK, SECTION 2**

The following information is from the memorandum from City Staff:
The proposed 14.052-acre residential subdivision in the John Bricker Survey, A-71, is located west of IH-45 and north of South Loop 336, within the City Limits. 63 lots and 4 restricted reserves in 3 blocks will be created. Access to Sgt. Ed Holcomb Blvd. will be provided via a proposed extension to the existing Cayden Creek Way. Proposed streets will be concrete with curbs and gutters and an underground storm sewer system. Proposed MUD 96 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, correct the total reserve acreage in the title block.

As per Item No. 2, label Cayden Creek Way on the vicinity map.

As per Item No. 3, show and label all easements within 200-ft of the property being subdivided.

As per Item No. 4, show and label the 100-yr floodplain boundary and correct the (southern) effective base flood elevation label. The final plat may not be approved until the LOMR is approved by FEMA.

As per Item No. 5, label "Block 3" on the plat map.

As per Item No. 6, provide complete bearings and distances for all lot lines.

As per Item No. 7, where an easement is more restrictive than the required building setback line, label the easement as the building line, also.

As per Item No. 8, provide complete street centerline data and dimensions from angle points and points of curvature to adjacent lot lines. Label the right-of-way for Cayden Creek Way, west of Swinford Court, as "Variable Width ROW".

As per Item No. 9, provide a 16-ft utility easement along both sides of all rights-of-way, or a 14-ft utility easement along both sides of the rights-of-way (provided the wet utilities are located within the rights-of-way and the electric service is underground); show and label a 16-ft utility easement crossing the lift station access; and label all utility easements on the plat, per the U.C.C.

As per Item No. 10, Block 2, Lot 34 must have a minimum 45-ft frontage, as measured at the building line.

As per Item No. 11, Block 2, Lot 41 and Block 3, Lot 1, corner lots, must have a minimum 55-ft street frontage.

As per Item No. 12, screening is required for the lots that back up to the lift station site.

As per Item No. 13, sidewalks and streetlights are required for this subdivision.
As per Item No. 14, do not use screening or grayscale on the plat and clean-up overlapping text.

As per Item No. 15, remove information for PT #1300 and PT #1301 from the plat.

**LAND STUDY:**

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

As per Item No. 1, provide topographic contours at 2-ft intervals or less.

As per Item No. 2, label the street right-of-way widths and proposed easements.

As per Item No. 3, label reserves with their restricted uses.

As per Item No. 4, show and label existing utilities the proposed utilities will connect to.

As per Item No. 5, label proposed water mains and show drainage flow arrows.

Mr. Caywood made a motion to approve the preliminary plat of Cayden Creek, Section 2, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

6. **FINAL PLAT OF THE FOUNTAINS AT JACOBS RESERVE, SECTION TWO, ALSO BEING A PARTIAL REPLAT OF A PORTION OF LOTS 27, 28, & 35 AND ALL OF LOTS 29-34, BLOCK 2, AND A PORTION OF LOTS 60 AND 61, BLOCK 3, AND A PORTION OF WHITE OAK DRIVE AND A PORTION OF OAK ARBOR DRIVE, LAKEWOOD ESTATES, SECTION ONE**

The following information is from the memorandum from City Staff:

The proposed 20.52-acre commercial subdivision in the A.W. Springer Survey, A-490, is located north of FM 1488 and east of Carriage Hills Boulevard, within the Planning Area. 2 restricted reserves in 1 block will be created. The proposed subdivision has direct access to Carriage Hills Boulevard. Although no new streets will be created, 0.08-acre is being dedicated as additional right-of-way for Carriage Hills Boulevard. Proposed water and sanitary sewer mains will be connected to existing MCMUD 112 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, note the Clerk’s recording information for the shared detention agreement on the plat.

As per Item No. 2, remove “#1” in note 3.

As per Item No. 3, correct match lines to correctly match both/all affected sheets.

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

As per Item No. 1, make the match lines a different linetype/lineweight, than the plat boundary linetype/lineweight for clarification. Make the reserve boundary a heavier lineweight than the leaders.

As per Item No. 2, show and label the Gulf States Utilities Company easement dedicated in Volume 498, Page 638, as listed on the City Planning Letter, or provide an updated City Planning Letter with the non-applicable easement removed.

As per Item No. 3, show and label a 16-ft utility easement along both sides of all street rights-of-way, offset the 16-ft utility easement shown along Carriage Hills Blvd. from the new rights-of-way being dedicated, extend the 16-ft utility easement along Carriage Hills across Reserve “B”; and additional easements will be taken as needed, per the U.C.C.

As per Item No. 4, verify the existing benchmark information and correct the sheet number that is referenced in note 5.

As per Item No. 5, show and label a building line at the northern boundary of Restricted Reserve “A” and correct the building setback width along the eastern boundary of Reserve “A” after the boundary “jogs” west. Add a note to the plat stating: "No enclosed structure shall be constructed within Restricted Reserve “B”.”

As per Item No. 6, show and label the easement dedicated in Volume 498, Page 638, or provide an updated City Planning Letter with the non-applicable easement removed.

As per Item No. 7, change “corporation” to “municipal utility district” in the notary’s acknowledgment for the executor for MUD 112 ownership.

As per Item No. 8, as-built drawings must match the recorded plat.

Mr. Greer made a motion to approve the final plat of The Fountains at Jacobs Reserve, Section Two, also being a partial replat of portion of Lots 27, 28 & 35, and all of Lots 29-34, Block 2, and a portion of Lots 60 and 61, Block 3, and a portion of White Oak Drive and a portion of Oak Arbor Drive, Lakewood Estates, Section One, subject to the satisfactory completion of all items.
Mr. Caywood seconded the motion.

The motion carried unanimously.

7. **FINAL PLAT OF DEMONTROND CONROE, BEING A PARTIAL REPLAT OF BLOCK 14, M.H. GOSSETT SUBDIVISION**

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.

Nicole Bowden, with Poteet Design 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, the minimum allowable text size throughout the plat is 1/10th inch.

As per Item No. 2, 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. 3, add a note to the plat stating explicitly whether the subdivision is located within, or out of, the 100-yr floodplain, and reference the (current) applicable FEMA F.I.R.M. panel number and date.

As per Item No. 4, 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 (and remove the less restrictive building line). Do not overlap building lines. (FY1-effective building line widths may change due to requirements of the landscape ordinance.)

As per Item No. 5, label the eastern portion of Ark Drive as “70’ Right-of-Way”.

In addition to the items above, the following items must be satisfactorily addressed:
As per Item No. 1, add the total acreage within reserves to the title block. Add “Restricted” in front of “Reserves” in the title block. Add “Commercial” in front of “Subdivision” in the title block. (as shown on the redlines)

As per Item No. 2, remove the note: “ACCORDING TO PC MEMO…..” below the plat name, from the plat.

As per Item No. 3, show and label, or note, all easements listed in the City Planning Letter, or provide a revised City Planning Letter with the non-applicable easements removed.

As per Item No. 4, this plat must comply with survey requirements in Sec. 94-112(a), items 1-7.

As per Item No. 5, a subdivision benchmark is required for this subdivision and it must comply with Sec 94-112(b).

As per Item No. 6, add “known” in front of “to me” and replace “corporation” with “entity” in the notary’s acknowledgment for the owner’s dedication.

As per Item No. 7, this subdivision must comply with Chapter 102-Vegetation.

As per Item No. 8, add a note to the plat stating how detention is provided for this property and reference the agreement recording information if applicable.

As per Item No. 9, remove Note 1 from the plat.

Mr. Caywood made a motion to approve the final plat of Demontrond Conroe, being a partial replat of Block 14, M.H. Gossett Subdivision, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

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

Dr. Bob Rabuck, Chairman

/db