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

OTHERS:  Sandy Hilderbrand, Development Coordinator
Adam France, Development Coordinator
Chris Bogert, P.E., Engineering Manager
Scott Taylor, P.E., Director of Public Works
Marcus Winberry, City Attorney
Dana Berry, Secretary

ABSENT:  Steve Hailey, Member
Nancy Mikeska, Director of Community Development

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

1.  APPROVAL OF THE JULY 21, 2016, REGULAR MEETING MINUTES

Mr. Arnold made a motion to approve the minutes of July 21, 2016.

Mr. Caywood seconded the motion.

The motion carried unanimously.

2.  REQUEST TO SUBDIVIDE BLOCK 5, LOT 9, OF SCHOOL PARK ADDITION, BY METES & BOUNDS

The following information is from the memorandum from City Staff:

The proposed residential lot created from Block 5, Lot 9 of School Park Addition, in the Lemuel Smith Survey, A-526, is located north of SH 105 and east of IH-45, within the City Limits. The owner requests to subdivide Lot 9, to legally create a residential lot. The proposed lot has direct access to the existing Edgar Street and existing water and sewer services connect to existing City utilities.

The minimum allowable frontage for a lot, per Section 94-252(a)(2), is 50-feet of width; the proposed lot has an originally platted 45-feet frontage width. The minimum allowable depth of a lot, per Section 94-252(a)(3), is 100-feet; the proposed lot has only 69.42-feet of depth, due to the earlier subdivision of the lot. Lastly, the minimum allowable area for a lot, per Section 94-
252(a)(4), is 5,000 square feet; the proposed lot has an area of 3,124 square feet. Therefore, a variance must be granted to allow the smaller lot size, to grant the request.

A request was made to the Commission in 2009 to subdivide Block 5, Lot 9, by metes & bounds. However, the previous owner never corrected the conditions established by the Commission and subsequently subdivided and sold part of Lot 9, including the residence, to Mr. Jaimes. Mr. Jaimes has resolved the previous deficiencies from the April 9, 2009, meeting memo as much as possible as is within his legal rights.

Although the lot does not meet the minimum size, staff recommends the Planning Commission grant the variance and allow the lot to be subdivided by metes and bounds, as requested, as the deficiencies have been corrected, to make the Jaimes’s purchased lot considered legally subdivided, and to allow the Montgomery County Appraisal District to have an accurate record of property ownership, all provided the following is addressed:

As per Item No. 1, provide County Clerk’s recording fees for the “Order”.

Mr. Greer made a motion to grant the requested variance and to approve the request to subdivide Lot 9, Block 5, of School Park Addition, by metes and bounds, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

3. **FINAL PLAT OF LAUREL RIDGE AT GRAYSTONE, SECTION 1**

The following information is from the memorandum from City Staff:

The proposed 23.42-acre subdivision in the John McDillon Survey, A-347, is located northwest of Carter Moore Drive and west of IH-45, within the City Limits. 65 lots and 9 reserves in 5 blocks will be created. Access to Carter Moore Drive will be provided via the proposed Graystone Manor Drive. Proposed streets will be concrete curb and gutter with underground storm sewers. Proposed Water and sanitary sewer mains 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 pet Item No. 1, label “Conroe” on the vicinity map. (Since all property shown is located within the city limits.)

As pet Item No. 2, provide complete bearings and distances for all lot, reserve and block lines.

In addition to the items above, the following must be satisfactorily addressed:
As pet Item No. 1, the subdivision benchmark must comply with (94-112(b)).

As pet Item No. 2, designate areas being used for tree preservation as “Tree Preserves” (A, D, E, G, H, I); list the uses as “tree preserve, open space and underground utilities” and list the number and total acreage next to “Reserves” in the title block. Label the remaining reserves as such (B, C, F); add “Drainage” to the uses for Reserve “C” and list the number and total acreage in the title block.

As pet Item No. 3, add a note to the plat stating that “This subdivision is subject to an Access Easement Agreement recorded under County Clerk’s file number 2016051731.”, as listed in the City Planning Letter. Verify the easement label and recording information for the easement recorded under County Clerk’s file number 2015109188.

As pet Item No. 4, depict the 100-year floodplain boundary with a heavy, solid line.

As pet Item No. 5, provide site distance calculations for all reverse curves with a 300-ft, or less, radius, showing that an unobstructed visibility easement is not required for safe driver visibility. Label dimensions from angle points and points of curvature to adjacent rights-of-way/lot lines.

As pet Item No. 6, provide a 16-ft utility easement along both sides of all street rights-of-way, per the U.C.C.

As pet Item No. 7, use standard City language for the Maintenance Covenant.

As pet Item No. 8, remove Note 17 and the extra match line from sheet 3, and adjust the match line label.

As pet Item No. 9, FYI - As-built drawings must match the recorded plat.

Mr. Stoecker made a motion to approve the final plat of Laurel Ridge at Graystone, Section 1, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

4. PRELIMINARY PLAT OF HIDDEN CREEK PRESERVE, SECTION 1

The following information is from the memorandum from City Staff:

The proposed 47.968-acre residential subdivision in the Joshua G. Smith Survey, A-539, the E.I. Conroe Survey, S.F. 15593, the Alexander McCowan Survey, A-369 and the Sidney Shepperd Survey, A-501, is located east of FM 1314 and north of Avenue M, within the City Limits. 119 lots and 5 reserves in 3 blocks will be created. Access to Avenue M will be provided via the proposed Gentle Breeze Drive. The secondary access will be provided by the extension of South Magnolia Drive. Proposed streets will be concrete with curbs and gutters.
and an underground storm sewer system. Proposed M.C.M.U.D. No. 92 water and sanitary sewer systems 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, add the total acreage in Reserves only, (remove the Tree Preserve acreage) in the title block. Separately list the Tree Preserve acreage (on the same line, next to the reserve acreage in the title block). Add the number of tree preserves, also.

As per Item No. 2, verify the boundary bearings and distances. Clarify with leaders, if necessary. 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, and provide a tie from a corner of the subject tract to a corner of the original (patent) survey. Show and label the boundaries for the various surveys involved and label the corresponding abstracts. Make reserve boundaries easily discernible, but of a thinner lineweight than the plat boundary. The plat boundary should be the boldest line.

As per Item No. 3, show and label all existing easements located within 200-ft of the property being subdivided. Clarify the location of the labeled Mobil pipeline easement.

As per Item No. 4, label the County Clerk’s ownership and recording information for all property adjacent to the subdivision, including the recording information for Avenue M.

As per Item No. 5, label the 100-yr floodplain as such and remove the non-applicable FIRM panel number in the floodplain note. Detention Ponds may not be located within the 100-year floodplain.

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

As per Item No. 7, show and label all front, rear and side lot building setback lines. In Note 10, add “or tree preserve,” after “reserve”.

As per Item No. 8, label Tree Preserves with no reference to a “reserve”. Remove the “Compensative Storage” information and the “Detention” (in the floodplain) label, from the reserve uses, from the plat.

As per Item No. 9, provide street names unique to Montgomery County (and label street names and right-of-way widths for all streets) for the street names shown crossed-out on the review copy; provide complete street centerline data and label perpendicular dimensions from all angle points and points of curve to adjacent lot lines. Describe the perpendicular or radial tie from the street centerline at the end of Gentle Breeze Drive to the street centerline of Avenue M, with a bearing and distance. Only culs-de-sac streets may be labeled as a “Court”. Do not duplicate “Court” street names. Remove the pavement width labels from the plat.
As per Item No. 10, provide a 16-ft front lot utility easement on both sides of all street rights-of-way (14-ft utility easements allowed, provided all wet utilities are located within the rights-of-way), and a 16-ft utility easement along Avenue M, or add “utilities” to the reserve uses for the reserves along Avenue M, per the U.C.C.

As per Item No. 11, dedicate a public drainage easement along the creek with a width measuring 20-ft beyond both high banks. (It is not clear which lines represent the high banks.)

As per Item No. 12, provide 45° building line transitions with bearings and distances, where building line widths change from lot to lot. (Not required at corners, only required at adjacent parallel building lines; if shown at corners, label each with a bearing & distance).

As per Item No. 13, change C8 and C9 to a minimum 30-ft radius.

As per Item No. 14, clean up all overlapping text and remove the asphalt road shown (Avenue M) from the plat.

As per Item No. 15, clarify the labels for lines and curves from the line and curve tables; use leaders if necessary. It is not clear which label is describing which line/curve.

As per Item No. 16, clarify Note 6 (which easements?) and number the notes as shown on the plat review copy. Add a “Note 11” stating: “This property lies within the Montgomery County Municipal Utility District No. 92 boundary.”

As per Item No. 17, FYI-Use standard City (not Montgomery County) language for the dedication page for the final plat.

**LAND STUDY:**

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

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

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

As per Item No. 3, label all reserves and preserves with designation and use.

As per Item No. 4, show and label existing storm water structures adjacent to the property.

As per Item No. 5, loop the water main on Trey Court back to the 16-inch main on Avenue M, in a 16-ft water main easement. Show storm drainage flow arrows.

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

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

5. FINAL 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. 8 restricted reserves in 3 blocks will be created. This subdivision has direct access to the South Loop 336 and the IH-45 southbound access road, as well as the new Grand Central Park streets. No new streets are proposed. Proposed water and sanitary sewer mains 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, the minimum allowable text size throughout the plat is 1/10th inch.

As per Item No. 2, 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, where an easement is more restrictive than the required building line, label the easement width as the building line width, also.

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

As per Item No. 1, show and label a minimum of two state plane coordinate pairs for at least two boundary corners.

As per Item No. 2, this plat must comply with the subdivision benchmark requirement, per 94-112(b) or (c).

As per Item No. 3, the total subdivision acreage does not match the acreage listed in the City Planning Letter. Verify, and correct the acreage, if necessary.

As per Item No. 4, provide all recording information listed in the City Planning Letter, for the 50-ft Texas Express Pipeline, LLC, easement.

As per Item No. 5, show the 100-year floodplain boundary as a heavy, solid line and label it. In the floodplain note, state explicitly that portions of this property lie within the 100-yr floodplain.
As per Item No. 6, remove building lines from within easements and label the 15-ft "S.S.E." along the southern plat boundary as a variable width building line, also, where applicable.

As per Item No. 7, correct the uses for Reserves “C”, “D”, “E”, “G”, & “H” and make the reserve boundaries a thinner lineweight than the plat boundary.

As per Item No. 8, show the re-routed sanitary sewer easement in Block 3 and label it with the County Clerk’s recording information. Show and label all Landscape Easements according to the approved plans and adjust building lines as necessary.

As per Item No. 9, complete the lien holder’s acknowledgment and subordination statement.

As per Item No. 10, use the language for an individual signing for a corporation in the notary’s acknowledgments of the owner’s dedication and lien holder’s acknowledgment and subordination statement.

As per Item No. 11, add a note to the plat stating: “This property is subject to a Development Agreement recorded under Montgomery County Clerk’s file number 2014094269. “

As per Item No. 12, add a note to the plat stating: “This subdivision is located within the Conroe Municipal Management District No. 1.”

As per Item No. 13, provide a legend for the plat abbreviations; do not screen hatch, lines or text; add the hatching in the easement near “L9” if missing; clarify the location of “L9” in Detail “A”; correct the reserve designations in Detail “B”; add “#1” to the end of CMMD notations; and correct “TDOT” to “TXDOT”.

As per Item No. 14, provide a fully executed mylar.

As per Item No. 15, provide As-built drawings which match the recorded plat, at the completion of site construction, for City records.

Mr. Stoecker made a motion to approve the final plat of 336 Marketplace, subject to the satisfactory completion of all items and the developer providing a subdivision development agreement and a performance bond for the sanitary sewer relocation.

Mr. Greer seconded the motion.

The motion carried unanimously.

6. FINAL PLAT OF HERITAGE RESERVE, SECTION 1

The following information is from the memorandum from City Staff:

The proposed 24.43-acre residential subdivision in the James Edwards Survey, A-190, is located west of Longmire Road and south of Longmire Way, within the City Limits. 66 lots and 4 restricted reserves in 3 blocks will be created. Access to Longmire Way will be provided via the proposed Heritage Way. 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 scaled bearing and distance from a corner of the subject tract to a corner of the original (patent) survey.

As per Item No. 2, identify reserve boundaries with bolder lines.

As per Item No. 3, the minimum allowable radius for a reverse curve is 300-ft, provided the minimum sight distance requirement is met. (Provide site distance calculations for all reverse curves with a 300-ft radius, or less, showing that an unobstructed visibility easement is not required for safe driver visibility.)

As per Item No. 4, where allowed, the acute angle of the intersection must have a 30-ft radius. Provide the required cutback for the obtuse angle per P-19 and provide a perpendicular tie labeled with a bearing and distance, to the Longmire Way street centerline. (Lines 109 and 110 are not listed on the Line Table so it is not possible to tell if the intersection complies.)

As per Item No. 5, when a new subdivision is traversed by or adjacent to any creek, stream or other natural drainage way, storm water drainage easements following the general course of the stream shall be dedicated in favor of the public. At a minimum, such easement shall include the area between the high banks of the channel together with the parallel and adjacent areas extending 20 feet on either side of the channel. Add additional drainage easements described with bearings and distances as shown on the redlines (for the preliminary plat).

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

As per Item No. 1, provide a revised Subdivision Development Agreement with the overall cost of construction that matches the Engineer’s estimate and revise the amount for the maintenance bond accordingly.

As per Item No. 2, add “Restricted Reserve “B” and all of ” before “Unrestricted Reserve “C”, “ in the title block. Leave a line space between the title block and the reason for the replat, for clarity.

As per Item No. 3, 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, remove the 25-ft building line along the south side of Longmire Way from within the Heritage Way right-of-way and label the combination utility easement in the rear of Block 1, Lots 1-7, as a variable width building line, also.

As per Item No. 5, provide a 14-ft utility easement along both sides of Heritage Way, or note that Reserves "B" & "C" may be used for utility purposes also, per the U.C.C. Remove the 16-ft utility easement along the south side of Longmire Way from within the Heritage Way right-of-way.

As per Item No. 6, remove the paragraph regarding private streets from the owner's dedicatory language.

As per Item No. 7, include all applicable County Clerk's recording numbers in the lien holder's subordination statement. Provide a lien holder's subordination statement for all lien holders listed in the City Planning Letter.

As per Item No. 8, add a note to the plat that states that: "This property is located within the Montgomery County Municipal Utility District No. 138."

As per Item No. 9, remove Note 3 from the plat.

Mr. Arnold made a motion to approve the final plat of Heritage Reserve, Section 1, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

7. FINAL PLAT OF WEDGEWOOD FALLS, SECTION 3

The following information is from the memorandum from City Staff:

The proposed 9.554-acre residential subdivision in the John McDillon Survey, A-347, is located west of Longmire Road and north of F.M. 3083, within the City Limits. 42 lots and 5 restricted reserves in 2 blocks will be created. Access to Longmire Road will be provided by the existing Wie Drive in Section 2. Proposed streets will be concrete, with curbs and gutters and an underground storm sewer system. Proposed M.C.M.U.D. No. 132 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 bearing and distance for all boundary lines and tie two corners of the subject tract to two corners of the parent tract with bearings and distances (or label parent tract corners as such).

As per Item No. 2, label all lot numbers.

As per Item No. 3, label the perpendicular dimension from all street centerlines to the rights-of-way.

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

As per Item No. 1, provide tax certificates from Montgomery County M.U.D. No. 132, showing a zero balance.

As per Item No. 2, add a note to the plat stating that: “This subdivision is located within the boundaries of Montgomery County Municipal Utility District 132.”

As per Item No. 3, the subdivision benchmark must comply with (94-112(b)).

As per Item No. 4, make the City Limits labels legible on the vicinity map, on all sheets. Do not use screening or grayscale on plats.

As per Item No. 5, show and label all existing easements within 200-ft of the plat boundary. Label the 25-ft storm sewer easement in Reserve “B” and correct the 30-ft drainage easement in Section 2, adjacent to the plat boundary, to match the approved plans.

As per Item No. 6, correct the floodplain note to reflect the current FEMA F.I.R.M. panel number(s) and date.

As per Item No. 7, add “BSL” to the legend

As per Item No. 8, add “Drainage” to the uses for Reserve “B”.

As per Item No. 9, label the radius of the “knuckle” located at the intersection of Alcott Drive with Harmon Drive.

As per Item No. 10, use the language for an individual signing for a corporation in the notary’s acknowledgment of the owner’s dedication.

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

As per Item No. 12, remove Notes 17, 18 and 19, and clean-up overlapping and extraneous text.

As per Item No. 13, FYI- As-built drawings must match the recorded plat.
Mr. Greer made a motion to approve the final plat of Wedgewood Falls, Section 3, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

8. FINAL PLAT OF CCBC APRIL SOUND, A REPLAT OF LOTS 13 & 14, APRIL SOUND, SECTION 11

The following information is from the memorandum from City Staff:

The proposed 1.585-acre commercial subdivision, in the John T. Vince Survey, A-41, is located west of IH-45 and adjacent to the southern right-of-way of SH 105, within the City Limits. 1 restricted reserve in 1 block will be created. The subdivision has direct access to SH 105 and no new streets will be created. Water and sanitary sewer services will connect to existing Montgomery County MUD No. 4 utilities.

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

PLAT:

The following item is from the preliminary plat memo and must be satisfactorily addressed:

As per Item No. 1, state explicitly whether this property lies within, or out of, the 100-yr floodplain, in the floodplain note.

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

As per Item No. 1, the plat survey must comply with Sec. 94-112(a), items 3-7.

As per Item No. 2, the subdivision benchmark must comply with Sec. 94-112(b) or (c).

As per Item No. 3, building lines should be continuous, not overlapping.

As per Item No. 4, add a note to the plat stating how detention is provided for this subdivision, or why it is not required.

As per Item No. 5, correct the year in the title block.

Mr. Arnold made a motion to approve the final plat of CCBC April Sound, a replat of Lots 13 & 14, April Sound, Section 11, 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.

[Signature]

Dr. Bob Rabuck, Chairman

/db