CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

August 18, 2016

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

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

ABSENT:    Chris Caywood, Member
            Mike Stoecker, Member

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

1.  APPROVAL OF THE AUGUST 04, 2016, REGULAR MEETING MINUTES

Mr. Greer made a motion to approve the minutes of August 04, 2016.

Mr. Arnold seconded the motion.

The motion carried unanimously.

2.  PUBLIC HEARING ON FINAL PLAT OF STEVEN BARRIER, REPLT NO. 1

    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 CANYON CREEK, SECTION 3, REPLAT NO. 1

    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. **FINAL PLAT OF CANYON CREEK, SECTION 3, REPLAT NO. 1, BEING A REPLAT OF CANYON CREEK, SECTION 3**

The following information is from the memorandum from City Staff:

The proposed 20.62-acre residential subdivision is located in the W. S. Allen Survey, A-2 and the John McDillon Survey, A-347, west of North Loop 336 West and south of Longmire Road, within the City Limits. 64 lots and 2 restricted reserves in 4 blocks will be created. Access to Longmire Road will be provided via the existing Canyon Lake Creek Drive and the existing streets within the subdivision. Water and sanitary sewer mains connect to existing City 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 the developer acknowledging the Subdivision Development Agreement and its associated maintenance bond for the property previously platted under Canyon Creek, Section 3, shall also apply to the property platted under Canyon Creek Section 3 Replat No. 1.

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

As per Item No. 3, add the total number of lots, blocks, reserves and total reserve acreage, in the title block.

As per Item No. 4, label “Conroe”, on the vicinity map.

As per Item No. 5, make the plat boundary a bolder line.

As per Item No. 6, label the county clerk’s recording information for the 10-ft utility easement along the northern boundary of Restricted Reserve “B” and show and label all easements listed in the City Planning Letter, or provide a revised City Planning Letter with the non-applicable items removed.

As per Item No. 7, use a heavy solid line to delineate the 100-yr floodplain boundary.

As per Item No. 8, label the 10-ft building line along the side of Block 2, Lot 1, on sheet 2 of 9, as a 10-ft utility easement, also, per the U.C.C.

As per Item No. 9, change the name of the person executing the plat for the developer in the owner’s dedication.

As per Item No. 10, change “corporation” to “bank” or “entity” in the notary’s acknowledgment for the lien holders’ acknowledgment and subordination statements.
As per Item No. 11, add a note to the plat stating “This property is subject to a Covenant for Maintenance of Storm Water Collection System and Temporary Easement, recorded under Montgomery County Clerk’s File No. 2011087011, as affected by Release of Temporary Easement, recorded under County Clerk’s file number 2016018185, of the Official Public Records, Montgomery County, Texas.”, as listed in the City Planning Letter.

As per Item No. 12, add a note to the plat stating “This property is subject to a Subdivision Development Agreement, recorded under Montgomery County Clerk’s File No. 2016034436, of the Official Public Records, Montgomery County, Texas.”, as listed in the City Planning Letter.

As per Item No. 13, label or remove the extraneous lines in Restricted Reserve “B” and label all dimensions with the appropriate “foot” or “inch” symbol.

Mr. Arnold made a motion to approve the final plat of Canyon Creek, Section 3, Replat No. 1, being a replat of Canyon Creek, Section 3, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

5. PRELIMINARY PLAT OF TWDC-HHC VILLAGE PARK AND TERALYN WOODS PARKWAY EXT 1

The following information is from the memorandum from City Staff:

The subject 21.765-acre subdivision is located in the James Buchanan Survey, A-100, north of FM 830 and west of IH-45, within the City Limits. One reserve in one block will be created. Proposed streets will be concrete with roadside drainage ditches and/or underground storm sewers. Proposed Montgomery County M.U.D. 128 water and sanitary sewer mains will ultimately connect to existing City utilities.

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, the minimum allowable text size throughout the plat is 1/10th of an inch.

As per Item No. 2, correct the street name in the title block to read “Teralyn Woods Parkway”.

As per Item No. 3, Label Teralyn Woods Parkway, on the vicinity map

As per Item No. 4, tie two corners of the subject tract to two corners of the parent tract with bearings and distances.
As per Item No. 5, show the natural pond and drainage course in Reserve “A”.

As per Item No. 6, correct the floodplain note to correctly state the location of the subdivision with regard to the proximity to the 100-year floodplain and remove the extra floodplain note.

As per Item No. 7, correct the building setback lines for Reserve “A”, by removing the setback lines and labels, or removing Note 10.

As per Item No. 8, make the monuments for the street centerlines legible.

As per Item No. 9, show and label the storm sewer easement in Reserve “A” as depicted on the Land Study; and add a 16-ft utility easement along both sides of Teralyn Woods Parkway and label all easements, per the U.C.C.

As per Item No. 10, add a note to the plat stating that “Detention for this subdivision is provided by the pond in Reserve “A”.”

As per Item No. 11, add the monument symbols to the legend and make all monument symbols legible.

As per Item No. 12, FYI - Rights-of-way must be marked by monuments for final plat approval and Teralyn Woods Parkway from the southern plat boundary, south to F.M. 830 must be recorded prior to final plat approval.

**LAND STUDY:**

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

As per Item No. 1, show and label all areas located within the 100-year floodplain or floodway on the overall map, per the applicable FEMA F.I.R.M. panel(s).

As per Item No. 2, show and label the pavement widths and right-of-way widths of all proposed streets and size easements according to City standards.

As per Item No. 3, show all existing storm water facilities, pipes, culverts or other drainage structures (FM 830).

As per Item No. 4, loop all water mains; no dead ends are allowed.

As per Item No. 5, 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 TWDC-HHC Village Park and Teralyn Woods Parkway Ext 1, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.
PRELIMINARY PLAT OF TWDC-HHC, SECTION 3

The following information is from the memorandum from City Staff:

The subject 21.486-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. 74 lots and 3 reserves in 3 blocks will be created. Access to FM 830 will be provided via the proposed Teralyn Woods Parkway. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed Montgomery County M.U.D. 128 water and sanitary sewer mains will ultimately 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, label Teralyn Woods Parkway, on the vicinity map.

As per Item No. 2, tie two corners of the subject tract to two corners of the parent tract, with bearings and distances.

As per Item No. 3, add “Right-of-Way” to the width labeled for FM 830.

As per Item No. 4, provide complete bearings and distances for all lot and block lines.

As per Item No. 5, label all building setback line widths shown on the plat.

As per Item No. 6, Reserve “B” must have a combination sanitary/storm sewer easement across it wide enough to maintain the mains.

As per Item No. 7, provide a name unique to Montgomery County, for one of the “Brighton Side Court” streets. Make the monuments for the street centerlines legible and provide complete street centerline line and curve data.

As per Item No. 8, provide a sanitary sewer easement for the force main through Reserve “A”, and per the U.C.C., 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). Size utility easements according to City standards.

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

As per Item No. 10, streets not intersecting at a 90° angle, and not having more than a 10° variation, must have 30-ft radii at the acute angle corners.
As per Item No. 11, add a note to the plat stating how detention is achieved for this subdivision.

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

As per Item No. 13, remove Note 9 and correct the text line weights which do not match the surrounding text line weights.

As per Item No. 14, FYI-streets providing access to this subdivision must be recorded prior to final plat approval.

**LAND STUDY:**

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

As per Item No. 1, show and label all areas located within the 100-year floodplain or floodway on the overall map, per the applicable FEMA F.I.R.M. panel(s).

As per Item No. 2, show and label the pavement widths and right-of-way widths of all proposed streets and size easements according to City standards.

As per Item No. 3, show all existing storm water facilities, pipes, culverts or other drainage structures (FM 830).

As per Item No. 4, loop all water mains; no dead ends are allowed. (Design Manual)

As per Item No. 5, assure that any off-site storm water drainage to/through this site is accounted for in the drainage plan/report.

Mr. Arnold made a motion to approve the preliminary plat of TWDC-HHC, Section 3, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

7. **PRELIMINARY PLAT OF TWDC-HHC, SECTION 4**

The following information is from the memorandum from City Staff:

The subject 5.0435-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. 11 lots and 3 reserves in 2 blocks will be created. Access to FM 830 will be provided via the proposed Teralyn Woods Parkway and other proposed streets. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed Montgomery County M.U.D. 128 water and sanitary sewer mains will ultimately 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, label Teralyn Woods Parkway, on the vicinity map.

As per Item No. 2, tie two corners of the subject tract to two corners of the parent tract with bearings and distances.

As per Item No. 3, Reserve “B” must have a sanitary sewer easement across it wide enough to maintain the main.

As per Item No. 4, make the monuments for the street centerlines (and all other monuments) legible and provide complete street centerline line and curve data.

As per Item No. 5, show and label a sanitary sewer easement for the sewer from the south near Lot 11 and a water line easement across Reserve “A”, and per the U.C.C., 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 with Clerk’s recording information on the final plat, the off-site storm sewer to the detention pond. Size utility easements according to City standards.

As per Item No. 6, add a note to the plat stating how detention is achieved for this subdivision.

As per Item No. 7, this subdivision must comply with the tree preservation ordinance. If applicable, label all tree/forest preserves as such, exclusive of utility easements and label as preserves with acreage, separate from reserves, in the title block.

As per Item No. 8, FYI-streets providing access to this subdivision must be recorded prior to final plat approval.

**LAND STUDY:**

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

As per Item No. 1, show and label all areas located within the 100-year floodplain or floodway on the overall map, per the applicable FEMA F.I.R.M. panel(s).

As per Item No. 2, show and label the pavement widths and right-of-way widths of all proposed streets and size easements according to City standards.

As per Item No. 3, show all existing storm water facilities, pipes, culverts or other drainage structures (FM 830).

As per Item No. 4, loop all water mains; no dead ends are allowed. (Design Manual)
As per Item No. 5, 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 final plat the preliminary plat of TWDC-HHC, Section 4, 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.

[Signature]
Dr. Bob Rabuck, Chairman

/db