CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

November 03, 2016

PRESENT: Dr. Bob Rabuck, Chairman
Jim Arnold, Vice-Chairman
Steve Hailey, Member
Chris Caywood, Member
Chris Baughman, Member
Fred Greer, 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
Dana Berry, Secretary

ABSENT: Marcus Winberry, City Attorney
Nancy Mikeska, Director of Community Development

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

1. APPROVAL OF THE OCTOBER 20, 2016, REGULAR MEETING MINUTES

Mr. Greer made a motion to approve the minutes of October 20, 2016.

Mr. Hailey seconded the motion.

The motion carried unanimously.

2. PUBLIC HEARING FOR THE ARK CHURCH SOUTH, BEING A PARTIAL REPLEAT OF LOT 3 OF THE M.H. GOSSETT SUBDIVISION,...BEING ALSO A SUBDIVISION OF 8.469 ACRES OUT OF THE JOHN BRICKER SURVEY, A-71...

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.

The following information is from the memorandum from City Staff:

The proposed 8.469-acre commercial subdivision in the John Bricker Survey, A-71, is located west of IH-45 and south of Kirk Road, within the City Limits. 1 restricted reserve in 1 block will be created. No new streets will be created as this subdivision has direct access to Kirk Road and Gladstell Street. The proposed water service was connected 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, show and label Ark Drive on the vicinity map.

As per Item No. 2, show and label, or note, all required building setback lines.

As per Item No. 3, show and label a screening buffer, and note an entity to provide for its maintenance, where the commercial reserve abuts residential property. (Use standard City language for the maintenance note for a commercial subdivision within the City limits).

In additions to the items above, the following must also be addressed:

As per Item No. 1, all script on the mylar original must be legible.

As per Item No. 2, label, or note unmarked monuments in the legend, as to the size and material used and label the scale factor to seven decimal places.

As per Item No. 3, note two published NGS monuments the set benchmark is referenced to and note the elevation and datum of the benchmark (CC-21) used to set the subdivision benchmark.

As per Item No. 4, add “Commercial” in front of “Reserve” in, and remove “and Lot 2” from, the title block.

As per Item No. 5, label the recording information for Kirk Road and Gladstell Street or label as “prescriptive” with the apparent width, if recording information is not locatable.

As per Item No. 6, in the floodplain note, note specifically whether this property is located within, or out of, the 100-year floodplain.

As per Item No. 7, label Reserve “A” as “Restricted” and add ”(Commercial Use)” to the label.
As per Item No. 8, use standard City language for the owner's dedication and add the signatory’s title.

As per Item No. 9, use standard City language for the Planning Commission Certification signature line for the Chair.

As per Item No. 10, increase the size of the text for the bar scale and scale to meet minimum 1/10-inch height.

As per Item No. 11, add “street” before “right-of-way” in the dedication for Kirk Road right-of-way and remove General Note 1.

Mr. Arnold made a motion to approve the final plat of the Ark Church South, being a partial replat of Lot 3 of the M.H. Gossett Subdivision, being also a subdivision of 8.469 acres out of the John Bricker Survey, a-71, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

4. PUBLIC HEARING ON THE FINAL PLAT OF THE GARDENS AT MADELEY MANOR, BEING A PARTIAL REPLAT OF RESERVSVE ‘F’ OF CROSSROADS PARK, A REPLAT OF LOTS 97-100, 142-147, & 190-192 OF GLENWOOD PARK AND A REPLAT OF BLOCKS 3 & 4 OF RISHER SUBDIVISION

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. PRELIMINARY PLAT OF RESERVES AT STILLWATER CREEK CRIVE

This item was withdrawn prior to the meeting.

6. FINAL PLAT OF AVENUE M RESERVES, BEING A PARTIAL REPLAT OF LOTS 1 AND 2 OF THE MIKE HARRIS SUBDIVISION

The following information is from the memorandum from City Staff:

The proposed 3.7596-acre commercial subdivision in the W.H. Harrison Survey, A-653, is located west of FM 3083 and north of Avenue M, within the City Limits. 3 restricted reserves in 1 block will be created. The proposed subdivision has direct access to FM 3083 and Avenue M. An approximately 680-foot long and 5-foot wide strip (0.0781-acres) will be dedicated as right-of-way. Proposed water and sanitary sewer taps will 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, add the numbers of acres within the reserves to the title block.

As per Item No. 2, show and label, or note the easement recorded in Volume 301, Page 608, per the City Planning Letter, or provided a revised City Planning Letter with the easement removed (if not applicable).

As per Item No. 3, show the right-of-way being dedicated to be within the plat boundary (make the southerly right-of-way dedication line the plat boundary).

As per Item No. 4, note whether grid or ground distances are shown.

As per Item No. 5, correct the dimensions on the graphic scale.

As per Item No. 6, a variance has been requested, and is recommended, to waive the required sidewalk along the Avenue M frontage, as Avenue M is on the thoroughfare plan as a collector street and requires widening in the future. To aid in this endeavor, the developer has agreed to dedicate a 5-ft strip along Avenue M for future street right-of-way. A sidewalk constructed now will be destroyed during the street widening construction.

Mr. Greer made a motion to grant the variance request and to approve the final plat of the Avenue M Reserves, being a partial replat of Lots 1 and 2 of the Mike Harris Subdivision, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.

7. **PRELIMINARY PLAT OF PARKWEST SUBDIVISION REPLAT NO. 2, A UNIT DEVELOPMENT, BEING A REPLAT OF RESERVES “D” AND “E” OF PARKWEST SUBDIVISION (COMMERCIAL)**

The following information is from the memorandum from City Staff:

The subject 5.9464-acre unit development is located in the L.Y. Folsom Survey, A-212, west of IH-45 and south of SH 105 within the City Limits. 37 lots and 3 reserves in 1 block will be created. The proposed street will be concrete with concrete curbs and gutters and underground storm sewers. 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, the minimum allowable text size is 1/10\textsuperscript{th} inch throughout the plat.

As per Item No. 2, add "of Restricted Reserves 'D' and 'E' ", after "Being a Replat" in the title block.

As per Item No. 3, add the total acreage in all reserves to the title block.

As per Item No. 4, add a north arrow and label IH-45 on the Vicinity Map.

As per Item No. 5, label the right-of-way width of Wickersham Street and the recording information for Camelot Street.

As per Item No. 6, label the block number on the plat map.

As per Item No. 7, make reserve boundaries evident with lines bolder than the lot lines, but not as bold as the boundary.

As per Item No. 8, the developer would like building lines to be located as follows for this unit development:

A 25-ft wide front building line along the straight portion of the street, a 20-ft wide front building line along the cul-de-sac, a 5-ft side lot building line with a zero lot line on the opposite side of the lot and a 10-ft rear building line.

(Staff recommends approving the requested building lines.)

As per Item No. 9, label the 16-ft utility easement in Reserve "B" as a building line also, and change note 2.) in the Building Setback Diagram to read: "There is a five foot side lot building line with a zero lot line on the opposite side of the lot."

As per Item No. 10, change the name of Camelot Pines Court to a street name unique in Montgomery County. Remove the Tree Pres. boundary from within the right-of-way.

As per Item No. 11, curve "C4" requires a 30-ft radius due to the angle of the street intersection.

As per Item No. 12, label the dimension of the easements on this property along the north plat boundary.

As per Item No. 13, remove Note 5, remove the contours, add "SSE" to the legend and move text labels off of block and/or lot lines.

As per Item No. 14, FYI-Street lights are required for this subdivision.

LAND STUDY:

In addition to the items above, the following must be satisfactorily addressed:
As per Item No. 1, the minimum allowable text size is 1/10\textsuperscript{th} inch throughout the land study.

As per Item No. 2, correct the pavement configuration at the entrance to comply with the fire code Appendix D Section D107.1 (2), regarding fire access roads.

As per Item No. 3, label all pavements widths and provide pavement radii at the intersection of Camelot and Camelot Pines Court according to City standards.

As per Item No. 4, minimum pavement width is 29-ft b-b.

As per Item No. 5, install proposed utilities at least 5-ft from the right-of-way.

As per Item No. 6, 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 Parkwest Subdivision Replat No. 2, a Unit Development, being a replat of Reserves “D” and “E” of Parkwest Subdivision (Commercial), subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

Mr. Hailey abstained.

The motion carried unanimously.

8. **PRELIMINARY PLAT OF SOUTHERNMOST LAND AND CATTLE**

The following information is from the memorandum from City Staff:

The proposed 8.00-acre commercial subdivision in the John Bricker Survey, A-71, is located west of Sgt. Ed Holcomb Boulevard and south of South Loop 336, within the City Limits. 2 reserves in 1 block will be created. This subdivision has direct access to both South Loop 336. No new streets will be created. Proposed water taps will connect to existing City utilities. A proposed sanitary sewer extension will connect to existing sanitary sewer mains.

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

**PLAT:**

As per Item No. 1, label “Conroe” and add “creek” to the Alligator Creek label, 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, or label the parent tract corners as such.
As per Item No. 3, correct the floodplain note to state that “a portion of this property lies within the 100-yr floodplain” and show the 100-yr floodplain as a heavy solid line. Development within the floodplain must comply with 94-224, as to Restricted Reserve “B”.

As per Item No. 4, remove overlapping building lines, label the front building line as “41-ft”, and label the Tree Preservation Zone as such.

As per Item No. 5, remove topographic features from the plat.

**LAND STUDY:**

As per Item No. 1, Assure that any off-site storm water drainage to/through this site is accounted for in the drainage plan/report.

Mr. Hailey made a motion to approve the preliminary plat of Southernmost Land and Cattle, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

9. **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:**

As per Item No. 1, this plat must comply with the subdivision benchmark requirement, per 94-112(b). Specifically, label the Geoid year used to measure at least one of the set benchmark elevations, note two published NGS monuments the benchmarks were referenced to and add a label for the size of the concrete column and brass disk of the set benchmarks.

As per Item No. 2, remove the “Flood Zone Boundary” label on the 500-yr/shaded zone “X” boundary.

As per Item No. 3, remove building line labels from within the drainage easement located along the west right-of-way of Crescent Campus Blvd. (94-109(b)(14))
As per Item No. 4, if, and when, the re-routed sanitary sewer in Block 3, Reserve “F” is re-routed, complete construction plans for approval, a completed and executed subdivision development agreement and a performance bond shall be required, prior to construction, per Section 94.

As per Item No. 5, remove the “Flood Zone Boundary” label on the 500-yr/shaded zone “X” boundary.

As per Item No. 6, enlarge the text size to 1/10th-inch on the bar scale, on sheets four through six, of six.

As per Item No. 7, provide As-built drawings which match the recorded plat, at the completion of site construction, for City records.

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

Mr. Arnold seconded the motion.

The motion carried unanimously.

10. FINAL PLAT OF FOSTERS RIDGE, SECTION 7

The following information is from the memorandum from City Staff:

The proposed 30.368-acre residential subdivision in the James Hodge Survey, A-19 and the David Thomas, A-497, is located west of IH-45 and north of FM 1488, within the Planning Area. 91 lots and 4 restricted reserves in 3 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 final plat, we recommend approval, subject to the satisfactory completion of the following items:

PLAT:

As per Item No. 1, provide 2016 tax certificates showing a zero balance.

As per Item No. 2, FYI- as-builts must match the recorded plat.

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

Mr. Stoecker seconded the motion.

The motion carried unanimously.
11. FINAL PLAT OF CONROE PARK NORTH, SECTION 10, BEING A PARTIAL REPLAT OF CONROE PARK NORTH, SECTION 6, RESERVES “H” & “I” (FAST TRACK REPLAT)

The following information is from the memorandum from City Staff:

The proposed 10.48-acre commercial subdivision in the John L. Cross Survey, A-153 and the WM. Starrock Survey, A-486, is located north of FM 3083, and west of Pollock Drive, within the City Limits. One restricted reserve in one block will be created. The proposed subdivision has direct access to Pollock Drive. Proposed water and sanitary sewer taps will 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, change “Part” to read “Partial Replat”, in the title block.

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.

As per Item No. 3, provide ownership or subdivision names, with recording information for all adjacent properties.

As per Item No. 4, note whether grid or ground distances are shown.

As per Item No. 5, use standard City language for the owner’s dedication and use the notary’s acknowledgment for an individual signing for a corporation.

As per Item No. 6, remove the original subdivision annotations and reserve boundary line from the plat.

As per Item No. 7, remove the standard maintenance note for commercial subdivisions located within the City Limits.

As per Item No. 8, provide a dedicated reserve or easement for the detention pond.

Mr. Arnold made a motion to approve the final plat of Conroe Park North, Section 10, being a partial replat of Conroe Park North, Section 6, reserves “H” and “I”, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.
12. **FINAL PLAT OF THE WOODS OF CONROE, SECTION 1**

The following information is from the memorandum from City Staff:

The proposed 35.070-acre residential subdivision in the Mary Corner Survey, A-9, is located west of Sapp Road and south of SH 105, within the City Limits. 98 lots and 10 restricted reserves in 3 blocks will be created. Access to Sapp Road will be provided via proposed streets. Proposed streets will be concrete curb and gutter with an underground storm sewer system. Proposed water and sewer systems will connect to proposed M.C.M.U.D. 142 extensions to 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, areas labeled “landscape reserve” or “greenbelt” must be labeled as “tree preserve” if those areas are to be used for canopy credit to comply with the vegetation ordinance.

As per Item No. 2, provide an off-site fire access road easement to comply with the fire code.

As per Item No. 3, a temporary cul-de-sac or other acceptable temporary turn-around is required where the two north-south streets terminate at the south plat boundary, until the street is extended by a recorded plat.

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

As per Item No. 1, show and label the creek traversing the subdivision, and label the distance (in miles) from Sapp Road the W. Loop 336 along SH 105, on the vicinity map.

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.

As per Item No. 3, if Reserve “F” is not to be used for detention, change the use.

As per Item No. 4, streets terminating in a cul-de-sac must have a street name ending in “Court”.

As per Item No. 5, the fire apparatus access easement must be granted to the City.

As per Item No. 6, use standard City language for the owner’s dedicatory language and use the notary’s acknowledgement for an individual signing for a corporation.
As per Item No. 7, development within the floodplain must comply with 94-224. Provide square footage calculations for the lots affected by the 100-yr floodplain.

As per Item No. 8, label the name of the creek traversing Lots 35 & 36 and Reserve "F".

As per Item No. 9, note that this property lies within M.C.M.U.D. 142.

As per Item No. 10, provide original sheets of pages 1, 2, and 3 of the Subdivision Development Agreement.

As per Item No. 11, correct the subdivision name on sheet one of the Subdivision Performance Bond.

As per Item No. 12, clean up all overlapping text and correct scrivener's errors.

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

Mr. Hailey seconded the motion.

Mr. Stoecker abstained.

The motion carried unanimously.

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

[Signature]
Dr. Bob Rabuck, Chairman

/db