CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

January 05, 2017

PRESENT:  Dr. Bob Rabuck, Chairman
          Jim Arnold, Vice-Chairman
          Steve Hailey, Member
          Chris Caywood, Member
          Mike Stoecker, Member
          Chris Baughman, 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:  Fred Greer, Member
          Nancy Mikeska, Director of Community Development

A quorum being present, the Regular Meeting was called to order at 9:30 a.m. by the Chairman.

1. APPROVAL OF THE DECEMBER 15, 2016, REGULAR MEETING MINUTES

Mr. Stoecker made a motion to approve the minutes of December 15, 2016.

Mr. Caywood seconded the motion.

The motion carried unanimously.

2. FINAL PLAT OF CAYDEN CREEK LIFT STATION

The following information is from the memorandum from City Staff:

The proposed 0.217-acre commercial subdivision in the John Bricker Survey, A-71, is located west of IH-45 and north of South Loop 336, within the City Limits. 1 restricted reserve in 1 block will be created. As no new streets will be created, and the site has no future street frontage, a permanent sanitary sewer/access easement with a 16-ft wide paved access road is being platted within the plat boundary for permanent access to the future Section 2 street right-of-way. The proposed sanitary sewer system 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, submit separate checks made to the order of the County Clerk for recording the plat and the Subdivision Development Agreement, as required by the County.

As per Item No. 2, submit a copy of the MCECD911 map.

As per Item No. 3, show and label all easements listed on the title report, or provide an updated title report with the non-applicable items removed. The easements adjacent to the lift station shown on the plat do not match the easements shown on the plans. Show and label the easements correctly on the plat and on the as-built drawings.

As per Item No. 4, submit a Subdivision Development Agreement with blue or black type. The amounts listed for the performance bond and maintenance bond must match the amount on the bid form.

As per Item No. 5, change the floodplain note to include the LOMR information regarding this property, as the plat will not be approved until the LOMR is effective on 01/11/2017.

As per Item No. 6, add the text “subdivision” after the subdivision name on the third line of the owner’s certification.

As per Item No. 7, FYI-The lift station may not be initially accepted until Section 2 streets have been dedicated by a recorded plat.

Mr. Arnold made a motion to approve the final plat of Cayden Creek Lift Station, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

3. FINAL PLAT OF LAUREL RIDGE AT GRAYSTONE, SECTION 2

The following information is from the memorandum from City Staff:

The proposed 1.66-acre residential subdivision in the John McDillon Survey, A-347, is located west of Carter Moore Drive and west of IH-45, within the City Limits. 9 lots in 2 blocks will be created. Access to Carter Moore Drive will be provided via Section 1 streets. Proposed streets will be concrete, with curbs and gutters and an underground storm sewer system. Proposed water and sanitary sewer mains will be connected to City utilities in Section 1.

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, show and label the existing streets providing access to this subdivision, on the vicinity map.

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

As per Item No. 1, abandon the portions of the easements affecting this subdivision recorded under County Clerk’s file numbers 2015082460 and 2015082458 and remove from the plat.

As per Item No. 2, correct the dates in the Planning Commission and County Clerk’s certifications.

As per Item No. 3, FYI- As-builts must match the recorded plat.

As per Item No. 4, FYI- Section 2 must comply with the vegetation ordinance requirement for tree canopy, per the Building Official.

Mr. Hailey made a motion to approve the final plat of Laurel Ridge at Graystone, Section 2, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

4. FINAL PLAT OF WEST LAKE VILLAGE, SECTION 1

The following information is from the memorandum from City Staff:

The proposed 0.990-acre residential subdivision in the William C. Clark Survey, A-6, is located west of IH 45, north of SH 105 and north of S. Diamondhead, within the City Limits. 3 lots in 1 block will be created. The proposed private street will be concrete with curbs and gutters with surface storm drainage. Water and sanitary sewer service will be provided by Diamondhead Water Supply Corporation/Hays Utilities.

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

PLAT:

As per Item No. 1, show the 100-yr floodplain boundary as a heavy solid line.

As per Item No. 2, verify the acreage of Restricted Reserve “A” and correct the label on the plat and title block(s).

As per Item No. 3, provide complete street centerline data.

As per Item No. 4, use the notary’s acknowledgement for an individual signing for a corporation/entity.
As per Item No. 5, correct the dates in the Planning Commission and County Clerk's certifications.

As per Item No. 6, FYI- As-builts must match the recorded plat.

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

Mr. Arnold seconded the motion.

The motion carried unanimously.

5. **PUBLIC HEARING FOR FINAL PLAT OF TEJAS CORNER, BEING A PARTIAL REPLAT OF TRACTS 19 & 20, BLOCK 6, OF LAKE CONROE FOREST (FAST-TRACK REPLAT)**

The Chairman closed the regular meeting at 9:32 a.m. and opened the public hearing.

There were no comments made.

The Chairman closed the public hearing at 9:33 a.m. and re-opened the regular meeting.

6. **FINAL PLAT OF TEJAS CORNER, BEING A PARTIAL REPLAT OF TRACTS 19 & 20, BLOCK 6, OF LAKE CONROE FOREST (FAST-TRACK REPLAT)**

The following information is from the memorandum from City Staff:

The proposed 3.863-acre commercial subdivision in the John T. Vince Survey, A-41, is located west of Tejas Boulevard and south of SH 105, within the City Limits. 2 restricted reserves in 1 block will be created. This subdivision has direct access to both Tejas Boulevard and SH 105. No new streets will be created. Proposed water and sanitary sewer mains will be connected to existing Aqua Texas utilities.

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

**PLAT:**

As per Item No. 1, correct the title block(s) to read “tracts” and “partial replat”.

As per Item No. 2, show and label the current City Limits, on the vicinity map.

As per Item No. 3, 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. 4, show and label all easements located within 200-ft of the subdivision boundary.
As per Item No. 5, correct the ownership information for the property adjacent to the western boundary line.

As per Item No. 6, note explicitly whether this property lies in or out of the 100-yr floodplain and show the 100-yr floodplain boundary as a heavy solid line.

As per Item No. 7, where an easement or tree preservation zone is more restrictive than the required building line, remove the building line and label the most restrictive line as the effective building line width. Remove all overlapping building lines.

As per Item No. 8, change the use of Restricted Reserve “B”.

As per Item No. 9, remove the “City of Conroe” labels from the 16-ft utility easements, per the U.C.C. and staff.

As per Item No. 10, plat must comply with items 1-7 of the surveying requirements.

As per Item No. 11, a subdivision benchmark must be set, shown on the plat, and all requirements met.

As per Item No. 12, provide the standard maintenance note for Commercial Subdivisions located within the City Limits.

As per Item No. 13, remove all County dedicatory language and use standard City language for all dedicatory languages.

As per Item No. 14, provide the standard maintenance note for Commercial Subdivisions located within the City Limits.

Mr. Stoecker made a motion to approve the final plat of Tejas Corner, being a partial replat of Tracts 19 & 20, Block 6, of Lake Conroe Forest (Fast-Track Replat), subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

7. REQUEST FOR BUILDING LINE SETBACKS FOR GRAND CENTRAL PARK, SECTION 7, A UNIT DEVELOPMENT

The following information is from the memorandum from City Staff:

The subject 7.622-acre residential unit development in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. 21 lots and 3 reserves in 1 block will be created. Access to the South Loop will be provided via the proposed Grand Central Parkway Extension and existing streets. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed water and sanitary sewer mains will connect to existing City utilities.
The Engineer has submitted a letter and diagrams to request the building line setbacks to be located as follows for this unit development:

A 20-ft wide residence front building setback, with a 20-ft wide garage front building setback, for straight-in garages, and a 20-ft wide residence front building setback, with a 14-ft or 16-ft wide garage front building setback, for turn-in garages; a 5-ft side building setback opposite a 0-ft side setback on one side of each lot (shown on the diagrams with a triangle); and a 10-ft rear building setback for all lots.

Staff recommends the building lines as requested.

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

Mr. Arnold made a motion to grant the request for building setbacks for Grand Central Park, Section 7, a Unit Development.

Mr. Hailey seconded the motion.

The motion carried unanimously.

8. REQUEST FOR BUILDING LINE SETBACKS FOR GRAND CENTRAL PARK, SECTION 8, A UNIT DEVELOPMENT

The following information is from the memorandum from City Staff:

The subject 13.165-acre residential unit development in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. 38 lots and 4 reserves in 1 block will be created. Access to the South Loop will be provided via the proposed Grand Central Parkway Extension and existing streets. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed water and sanitary sewer mains will connect to existing City utilities.

The Engineer has submitted a letter and diagrams to request the building line setbacks to be located as follows for this unit development:

A 20-ft wide residence front building setback, with a 20-ft wide garage front building setback, for straight-in garages, and a 20-ft wide residence front building setback, with a 14-ft or 16-ft wide garage front building setback, for turn-in garages; a 5-ft side building setback opposite a 0-ft side setback on one side of each lot (shown on the diagrams with a triangle); and a 10-ft rear building setback for all lots.

Staff recommends the building lines as requested.

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

Mr. Caywood made a motion to grant the request for building setbacks for Grand Central Park, Section 8, a Unit Development.
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