CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

January 19, 2017

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

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

ABSENT: Mike Stoecker, Member
Adam France, Development Coordinator
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 JANUARY 05, 2017, REGULAR MEETING MINUTES

Mr. Arnold made a motion to approve the minutes of January 05, 2017.

Mr. Caywood seconded the motion.

The motion carried unanimously.

2. VARIANCE REQUEST FOR CHASE RUN, SECTION 4

The following information is from the memorandum from City Staff:

The proposed 29.652-acre subdivision in the Martin P. Clark Survey, A-148, is located west of IH-45 and north of League Line Rd., within the City Limits. 116 lots and 1 restricted reserve in 5 blocks will be created. Access to League Line Road will be provided via the existing Tyler Run Boulevard and other existing streets and proposed streets within the subdivision. 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.
Attached is a letter from the Engineer of record requesting a variance to provide street layouts with less than 300-ft radii centerlines for reverse curves, as long minimum sight distance requirements are met, as required by the Sec. 94-259(c).

This subdivision has been designed with a curvilinear street pattern for visual appeal and to encourage reduced traffic speed. Sight distance analyses have been performed on the streets having reverse-curve radii less than 300-ft and the attached calculations and exhibits demonstrate that the sight distance requirements may be met by the use of unobstructed visibility easements.

Staff has reviewed the calculations and exhibits and has no objection to, and recommends granting the requested variance, provided that the unobstructed visibility easements are shown and described on the plat, including a note explaining how the easements must be maintained.

Mr. Greer made a motion to grant the requested variance for Chase Run, Section 4, subject to the listed provisions.

Mr. Hailey seconded the motion.

The motion carried unanimously.

3. PRELIMINARY PLAT OF NORTH FRAZIER INDUSTRIAL PARK

The following information is from the memorandum from City Staff:

The proposed 20.488-acre subdivision in the James Edwards Survey, A-190, is located south of League Line Road and east of IH-45, within the City Limits. The industrial subdivision will consist of 14 restricted reserves in 1 block. Access to North Frazier Street will be provided via the proposed North Frazier Industrial Park 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 preliminary plat, we recommend approval, subject to the satisfactory completion of the following items:

PLAT:

As per Item No. 1, provide hard copies of all offsite easements and label the proposed easements with Clerk’s recording information on the plat.

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

As per Item No. 3, add the text “its assigns” before “or other governmental entities” in Note 5.

As per Item No. 4, make the text on the Vicinity Map legible or remove unnecessary text, label the creek name and label “Conroe”. Show and label FM west of IH-45 on the Key Map.
As per Item No. 5, show the monuments on the plat boundary for clarification of distances. Add "(SCALED)" to the bearing and distance to the patent survey tie and add "& Parent Tract" to the two ties to the original 83.4503-acre parent tract. Label Survey names for all Abstract labels shown.

As per Item No. 6, remove Note 16 regarding the released AT&T easement as it no longer encumbers this property. Show and label the approximate centerline of the creek and label the creek name. Rename the "Driveway Entrance Easement" as "Shared Access Easement" per the original document and add "MCCF #2015074170" to the easement label. Show and label a 16-ft utility easement along North Frazier Street, per the U.C.C. Provide evidence of the release of 7-ft of the 25-ft Gulf States Utility Easement noted in Note 14 and add recording information for such.

As per Item No. 7, remove all floodplain information, boundaries and labels, except for the 2014 FEMA information from the plat. In Note 10, add "panel" after "FIRM" on the second line, correct to reflect 2014 information only and state specifically whether or not this property lies within the 100-year floodplain. Make the 100-year floodplain boundaries a heavy, solid line.

As per Item No. 8, provide complete bearings and distances for all front, rear and side reserve lines or block lines.

As per Item No. 9, remove building lines from within easements. Make building lines a continuous polygon within each reserve, with no overlapping lines.

As per Item No. 10, label the use for Reserves "A", "M" & "N", as Tree Preserves (not Preservation), in the "Use Table". Show the reserve boundaries bolder, but less bold than the plat boundary.

As per Item No. 11, label the perpendicular dimension from angle points and points of curve to the adjacent right-of-way boundary.

As per Item No. 12, show and label a 16-ft utility easement along North Frazier Street, per the U.C.C. Correct the width of the Drainage Easement listed in Note 13, to match the plat survey width and add "and is dedicated to the City of Conroe". Add "City of Conroe" to the easement label on the plat. Label bearings and distances for all proposed, non-parallel easements.

As per Item No. 13, add a legend to the plat showing the monument symbol and abbreviations, remove Note 9 from the plat and remove "per the UCC (94-109(b)(15, 17)" from Note 8.

As per Item No. 14, correct scrivener's errors, clean-up overlapping text to make all text legible and remove extraneous text.
LAND STUDY:

As per Item No. 1, the minimum allowable text size is 1/10th of an inch throughout the land study. The text on all the utilities is illegible.

As per Item No. 2, label the pavement width and material and label the width of the drainage easement for the creek to match the plat.

As per Item No. 3, show and label all existing utilities the proposed mains will connect to.

As per Item No. 4, all water mains must be looped.

Mr. Caywood made a motion to approve the preliminary plat of North Frazier Industrial Park, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.

4. FINAL PLAT OF FOSTERS RIDGE, SECTION 9

The following information is from the memorandum from City Staff:

The proposed 18.344-acre residential subdivision in the James Hodge Survey, A-19, is located west of IH-45 and north of FM 1488, within the Planning Area. 66 lots and 4 restricted reserves in 1 block will be created. Access to Old Conroe-Magnolia Road will be provided via the existing 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 existing Montgomery County MUD 139 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 and must be satisfactorily addressed:

As per Item No. 1, Label County Clerk’s recording information for adjacent streets (on all applicable sheets).

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

As per Item No. 1, Change the dates to read “2017” in the Planning Commission Certification, County Clerk’s Certification, and Commissioners Court Certification.

As per Item No. 2, FY1- as-builts must match the recorded plat.
Mr. Caywood made a motion to approve the final plat of Fosters Ridge, Section 9, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

5. **FINAL PLAT OF CORONA TRACT, SECTION 1**

The following information is from the memorandum from City Staff:

The proposed 2.904-acre subdivision in the Lemuel Smith Survey, A-526 is located east of SH 75 (North Frazier Street) and south of SH 105, within the City Limits. 1 lot and 1 restricted reserve in 1 block will be created. This subdivision has direct access to Hicks Street and North San Jacinto Street. No new streets will be created. Water and sanitary sewer taps are connected 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 total acres in reserve to the title block(s).

As per Item No. 2, show and label the easement recorded under County Clerk’s file number 2008-039238, per the City of Conroe Planning Letter.

As per Item No. 3, provide the County Clerk’s recording information for North San Jacinto Street and label Hicks Street as “Prescriptive”.

As per Item No. 4, show and label a 25-ft front building line along SH 75 (North Frazier Street) & North San Jacinto Street, per the MCECD-911 Addressed Plat addresses.

As per Item No. 5, use the notary acknowledgement for individuals for the owners of Lot 1.

As per Item No. 6, use the notary acknowledgement for an individual signing for a corporation for the lien holder and change corporation to “bank”.

As per Item No. 7, provide the required screening along the northern boundary of Lot 1 and correct the screening buffer label along the common reserve/lot line.

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

Mr. Caywood seconded the motion.

The motion carried unanimously.
6. **FINAL 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 132 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, label Cayden Creek Way on the vicinity map.

As per Item No. 2, show and label all existing easements within 200-ft of the property being subdivided.

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

As per Item No. 1, show and label all easements listed on the City Planning Letter, or provide an updated City Planning Letter with non-applicable items removed.

As per Item No. 2, provide a MCECD911 addressed plat that matches the final plat.

As per Item No. 3, bring plat survey into compliance with 94-112(a)(3 &7)) by labeling two corners on the plat boundary and noting an acceptable orientation for bearings and azimuths.

As per Item No. 4, the subdivision benchmark must comply with 94-112(b)).

As per Item No. 5, provide a subdivision development agreement filled out in blue or black ink with the form of the performance bond amount corrected.

As per Item No. 6, the minimum allowable text size throughout the plat is 1/10th-inch.

As per Item No. 7, label the lift station with plat name and recording information and label the adjacent creek name.

As per Item No. 8, verify the base flood elevations as they do not appear to match the LOMR.
As per Item No. 9, label Reserve “C” with a “Block 2” symbol for clarity.

As per Item No. 10, show, and label with recording information, all required proposed offsite easements as needed by the approved plans, including storm drainage, water, fire access, force main and any other required easement. The plat may not be approved until the required offsite easements are recorded, we have received hard copies and the recording information is labeled on the plat. Clarify the extents of the second access easement, as it is not clear what is being dedicated by plat and what is being dedicated by separate instrument (remove dashed line between Lots 31 and 32 of Block 2?)

As per Item No. 11, label the drainage easement adjacent to the south boundary with Clerk’s recording information. The proposed easements on the as-built plans must match the recorded plat. Assure the required easement widths are correctly labeled on the final plat prior to recordation or an amending plat or replat will be required to make changes.

As per Item No. 12, add a note to the label for the utility easement recorded under MCCF #2014108359 stating: “The easement shall terminate upon abandonment of the grantee, if the need for the easement ceases to exist or if the easement becomes impossible of performance.”

As per Item No. 13, change “will” to “is” in Note 2.

As per Item No. 14, remove extraneous symbols and lines.

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

Mr. Arnold seconded the motion.

The motion carried unanimously.

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

[Signature]

Dr. Bob Rabuck, Chairman

/db