CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

February 02, 2017

PRESENT: Dr. Bob Rabuck, Chairman
Jim Arnold, Vice-Chairman
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: Steve Hailey, Member
Marcus Winberry, City Attorney
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 19, 2017, REGULAR MEETING MINUTES

Mr. Greer made a motion to approve the minutes of January 19, 2017.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

2. PRELIMINARY PLAT OF EAST LOOP BUSINESS PARK I

The following information is from the memorandum from City Staff:

The proposed 7.700-acre commercial subdivision in in the John Toops Survey, A-563, is located north of SH 105 and west of Loop 336 East, within the City Limits. The commercial subdivision will consist of 5 restricted reserves in 1 block. This subdivision has direct access to Loop 336 East. No new streets will be created. Proposed water and sanitary sewer main extensions will connect to existing city mains.

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 1/10th-inch throughout the plat.

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

As per Item No. 3, tie two corners of the subject tract to two corners of the parent tract with bearings and distances and label the parent tract corners as such.

As per Item No. 4, correct the floodplain note to reflect the correct FEMA F.I.R.M. panel number and date.

As per Item No. 5, label the detention and drainage easement as a variable width building line, also, and do not overlap building lines.

As per Item No. 6, remove notes 4 & 5 from the plat and label or remove extraneous lines.

As per Item No. 7, FYI- A shared detention agreement is required for the final plat.

As per Item No. 8, FYI- This subdivision is subject to Chapter 102-Vegetation Ordinance.

LAND STUDY:

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

As per Item No. 2, show and label the proposed drainage outfall structure(s).

Mr. Caywood made a motion to approve the preliminary plat of East Loop Business Park I, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

Mr. Stoecker abstained.

The motion carried unanimously.

3. **PRELIMINARY PLAT OF EAST LOOP BUSINESS PARK II**

The following information is from the memorandum from City Staff:

The proposed 7.506-acre commercial subdivision in in the John Toops Survey, A-563, is located north of SH 105 and east of Loop 336 East, within the City Limits. The commercial subdivision will consist of 6 restricted reserves in 1 block. This subdivision has direct access to Loop 336 East. No new streets will be created. Proposed water and sanitary sewer main extensions will connect to existing city mains.
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 1/10th-inch throughout the plat.

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

As per Item No. 3, tie two corners of the subject tract to two corners of the parent tract with bearings and distances and label the parent tract corners as such.

As per Item No. 4, show and label all easements within 200-ft.

As per Item No. 5, correct the floodplain note to reflect the correct FEMA F.I.R.M. panel number and date.

As per Item No. 6, remove the 10-ft rear building line from within the detention and drainage easement.

As per Item No. 7, remove the vegetation easement label from the 16-ft utility easement.

As per Item No. 8, provide the required screening buffer. Screening is required where commercial property abuts residential property.

As per Item No. 9, remove notes 4 & 5 from the plat, remove original property information and label or remove extraneous lines.

As per Item No. 10, FYI- A shared detention agreement is required for the final plat.

As per Item No. 11, FYI- This subdivision is subject to Chapter 102-Vegetation Ordinance.

**LAND STUDY:**

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

As per Item No. 2, show and label the proposed drainage flow arrows and drainage outfall structure(s).

Mr. Arnold made a motion to approve the preliminary plat of East Loop Business Park II, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

Mr. Stoecker abstained.

The motion carried unanimously.
4. **FINAL PLAT OF LADERA CREEK, SECTION 2**

The following information is from the memorandum from City Staff:

The proposed 30.303-acre subdivision in the John Dorsey Survey, A-174 and the A. M. Folks Survey, A-215, is located north of South Loop 336 and east of FM 1314, within the City Limits. 74 lots, 6 reserves and 4 tree preserves in 2 blocks will be created. Access to South Loop 336 will be provided via a proposed extension to Ladera Creek Trace. Proposed streets will be concrete curb and gutter with underground storm sewers. Proposed water and sanitary sewer mains will be 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, the minimum allowable text size is 1/10th inch throughout the plat. The plat boundary submitted digitally does not match the plat boundary shown on the plat.

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 street names unique to Montgomery County (Maplewood & Iron Wood may not be used and streets terminating in a cul-de-sac must end with “Court”) and label the dimensions from all angle points to adjacent lot lines for “Iron Wood” Court.

As per Item No. 4, it is not clear how detention is to be provided for this section. Any off-site drainage easement or detention pond must be approved, recorded and a copy provided with the final plat submittal, along with the approved plans. (Add a note to the plat stating how detention is achieved, or why it is not required.)

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

As per Item No. 1, correct the match lines to make sheets match.

As per Item No. 2, show and label Ladera Creek Trace on the Vicinity map to define the access for this subdivision from Loop 336.

As per Item No. 3, the water line easement located within the proposed Ladera Creek Trace right-of-way must be abandoned and removed from the right-of-way. (In the future, keep the proposed improvements within the plat boundary unless off-site infrastructure is necessary.) Label the creek name on the west boundary, as applicable. Label the recording information for the original Gulf States Utility Company easement to be amended, as well as the amended easement recording information and label all existing easements within 200-ft of the plat boundary.
As per Item No. 4, make reserve boundaries easily legible and label complete bearings and distances for all reserve boundaries.

As per Item No. 5, remove the label for the future drainage easement and add a note to the plat stating: “An additional easement along the existing sanitary sewer shall be dedicated by the developer in a separate recorded instrument, according to the agreement made in June 2016, during negotiations with the City to abandon an existing drainage easement.”

As per Item No. 6, use standard County language for the County Clerk’s filing certification.

As per Item No. 7, remove the slab elevation note from the plat and add a note to the plat stating: “This property is located within the Montgomery County Municipal Utility District No. 148.”

As per Item No. 8, correct scrivener’s errors throughout the plat and make the Abstract boundaries a different line type from all others on the plat.

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

Mr. Greer seconded the motion.

The motion carried unanimously.

5. **FINAL PLAT OF PINE VALLEY DRIVE DEDICATION PLAT**

The following information is from the memorandum from City Staff:

The proposed 14.684-acre street right-of-way in the James Edwards Survey, A-190, is located south of League Line Road and west of Longmire Road, within the City Limits. The proposed street will be concrete with borrow ditches. No proposed water mains or sanitary sewer mains will be constructed.

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

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

As per Item No. 1, provide three separate checks for the plat fees (made to the order of the City of Conroe), the recording fees for the plat and the recording fees for the agreement (made to the order of Montgomery County Clerk.)
As per Item No. 2, verify that the easement recorded in Volume 665, Page 535 and the right-of-way recorded in Volume 636, Page 538, of the Montgomery County Deed Records, and as listed in the City Planning Letter, do not encumber the property located within the plat boundary.

As per Item No. 3, provide a MCECD911 addressed final plat as required.

As per Item No. 4, the survey must comply with 94-112(a)(7)).

As per Item No. 5, make the detail for the benchmark a larger scale, label dimensions to locate the benchmark in the field and label Pine Valley Drive, Longmire Road and Kaleo Way in the detail (if shown).

As per Item No. 6, remove the standard maintenance note as the City will maintain the street and right-of-way as annexed and the note is not needed.

As per Item No. 7, make the City Limit boundary legible on the Vicinity Map by changing the line type.

As per Item No. 8, label the widths of the existing easements adjacent to, and within 200-ft, of the plat boundary for clarity and add the text “& partially released by document recorded under CCFN 2016062436” to the labels for the 2.642-ac 16-ft utility easement. Add a label on each sheet for each easement shown.

As per Item No. 9, provide official documentation explaining the relationship between the entities reflected in the Owner’s Certification.

As per Item No. 10, the as-built drawings must match the recorded plat.

As per Item No. 11, correct the scrivener’s errors throughout the plat.

Mr. Arnold made a motion to approve the final plat of Pine Valley Drive Dedication Plat, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

6. PRELIMINARY PLAT OF DHUKANI HOLDINGS, SECTION 1

The following information is from the memorandum from City Staff:

The proposed 1.802-acre subdivision in in the James Edwards Survey, A-190, is located north of FM 3083 (Carter Moore Drive) and west of IH-45, within the City Limits. The commercial subdivision will consist of 1 restricted reserve in 1 block. This subdivision has direct access to both Teas nursery Road and FM 3083 (Carter Moore Drive). No new streets will be created. 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, use a consistent line type for the subdivision boundary (heavy line).

As per Item No. 2, remove the topographic feature from the plat.

As per Item No. 3, FYI- This subdivision is subject to the Carter Moore Drive Scenic Corridor requirements.

**LAND STUDY:**

As per Item No. 1, show and label all proposed utilities and drainage flow arrows.

As per Item No. 2, it is not clear how detention is to be provided. Show and label proposed detention facilities.

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

Mr. Arnold seconded the motion.

The motion carried unanimously.

7. **REQUEST TO SUBDIVIDE LOTS 53 & 54, BLOCK 1, THE WOODS OF CONROE SECTION 1, BY METES AND BOUNDS**

The following information is from the memorandum from City Staff:

The proposed residential subdivision is located in the Mary Corner Survey, A-9, south of SH 105 W and east of IH-45, within the City Limits. The owner wishes to subdivide Lots 53 and 54, Block 1, of The Woods of Conroe Section 1, to reconfigure the lot boundaries. The lots have direct access to Roaring Timber Drive and no new streets will be constructed. Water and sewer services will connect to proposed Montgomery County M.U.D. No. 142 water and sanitary sewer mains.

The Subdivision Ordinance (Chapter 94) provides for the Commission to allow this type of division under certain conditions. These conditions will be met by the proposed subdivision and staff recommends that the Planning Commission grant the request to allow this subdivision by metes and bounds, as requested, provided the following conditions are satisfactorily addressed:

As per Item No. 1, make building setback lines continuous, not overlapping, on both surveys.

As per Item No. 2, add "lie" to the floodplain note.
As per Item No. 3, after all corrections have been addressed, submit the original sealed and signed survey(s) on a maximum 8 ½” x 14” sheet for recording purposes, a CD with a digital copy (.dwg) and provide County Clerk’s recording fees for the “Order”.

Mr. Caywood made a motion to approve the request to subdivide Lots 53 & 54, Block 1, The Woods of Conroe, Section 1, by metes and bounds, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

Mr. Stoecker abstained.

The motion carried unanimously.

8. PRELIMINARY PLAT OF HILLS OF WESTLAKE, SECTION 2

The following information is from the memorandum from City Staff:

The proposed 28.963-acre residential subdivision is located in the P. H. Herndon Survey, A-256, north of SH 105 and east of La Salle Avenue, in the Planning Area. 111 lots and 9 restricted reserves in 4 blocks will be created. Access to La Salle Avenue will be provided via existing streets in Hills of Westlake, Section 1. Proposed streets will be concrete curb and gutter with underground storm sewers. Water and sanitary sewer services will connect to MCMUD 42 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, tie a second corner of the subject tract to a second corner of the parent tract with a bearing and distance, or label a second parent tract corner as such.

As per Item No. 2, correct the floodplain note to state that this property does not lie within the 100-yr floodplain.

As per Item No. 3, either show and label all building lines within reserves, or remove all building lines from within reserves and add a note to the plat stating “No enclosed structures shall be constructed in any reserve”. Where an easement is more restrictive than the required building setback line, remove the building line from within the easement and label the easement as the building line, also.

As per Item No. 4, provide perpendicular dimensions from street centerlines to adjacent lot lines for all streets.

As per Item No. 5, show and label a 14-ft utility easement along the side of Lot 11, Block 3, per the U.C.C.
As per Item No. 6, FYI-If the separate “pods” are constructed in two separate phases, they must be platted as two separate sections, rather than one section.

As per Item No. 7, sidewalks and streetlights are required for this subdivision.

As per Item No. 8, correct all match lines and associated labeling.

As per Item No. 9, remove or label all extraneous lines.

**LAND STUDY:**

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

As per Item No. 2, show and label all proposed drainage flow arrows.

Mr. Arnold made a motion to approve the preliminary plat of Hills of Westlake, Section 2, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

9. **FINAL PLAT OF FOSTERS RIDGE, SECTION 8**

The following information is from the memorandum from City Staff:

The proposed 36.78-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. 132 lots and 6 restricted reserves in 3 blocks will be created. Access to Old Conroe-Magnolia Road will be provided via the proposed Denali Wilderness Parkway, the existing Fosters Ridge Parkway 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:**

The following items are from the preliminary plat memo and must be satisfactorily addressed:

As per Item No. 1, provide correct ownership and County Clerk’s recording information for all adjacent property.

As per Item No. 2, where an easement width is more restrictive than the required building setback width, label the easement boundary as the building line, also.
In addition to the items above, the following items must be satisfactorily addressed:

As per Item No. 1, correct the total acreage within all reserves in the title block(s).

As per Item No. 2, correctly label the existing streets, on the vicinity map.

As per Item No. 3, show and label the easement recorded under Clerk’s file number 2014068104, per the City Planning Letter.

As per Item No. 4, add Restricted Reserve “F” to the Reserve Table, including acreage and uses.

As per Item No. 5, provide a 16-ft utility easement along the frontage of Reserve “A”, Block 2 and provide a 10-ft utility easement along the side street of Lot 66, Block 2, per the U.C.C.

As per Item No. 6, add “see detail on page 4” to the benchmark on sheet 5.

As per Item No. 7, the minimum allowable text size is 1/10th inch throughout the plat.

As per Item No. 8, correct the dates in the Planning Commission, County Clerk’s, and Commissioner Court’s certifications.

As per Item No. 9, provide an updated MCECD-911 Addressed Plat reflecting the final plat, showing Restricted Reserve “F” addressed as well as Restricted Reserve “E”.

Mr. Caywood made a motion to approve the final plat of Fosters Ridge, Section 8, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

10. **FINAL PLAT OF NORTH FRAZIER INDUSTRIAL PARK**

   This item was withdrawn prior to the meeting.

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

Dr. Bob Rabuck, Chairman

/db