CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

February 16, 2017

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

OTHERS: Sandy Hilderbrand, Development Coordinator
Adam France, Development Coordinator
Chris Bogert, P.E., Engineering Manager
Dana Berry, Secretary

ABSENT: Scott Taylor, P.E., Director of Public Works
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 FEBRUARY 02, 2017, REGULAR MEETING MINUTES

Mr. Arnold made a motion to approve the minutes of February 02, 2017.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

2. PUBLIC HEARING ON WALDEN ON LAKE CONROE, SECTION 15A, REPLAT NO. 1, BEING A REPLAT OF LOT 1 OF WALDEN ON LAKE CONROE, SECTION 15A (FAST-TRACK REPLAT)

The Chairman closed the regular meeting at 9:31 a.m. and opened the public hearing.

There were no comments made.

The Chairman closed the public hearing at 9:32 a.m. and re-opened the regular meeting.
3. FINAL PLAT OF WALDEN ON LAKE CONROE, SECTION 15A, REPLAT NO. 1, BEING A REPLAT OF LOT 1 OF WALDEN ON LAKE CONROE, SECTION 15A (FAST-TRACK REPLAT)

The following information is from the memorandum from City Staff:

The proposed 0.454-acre residential subdivision in the Thomas Corner Survey, A-10, is located north of Walden Road, within the Planning Area. 3 lots in 1 block will be created. The proposed lots have direct access to Raintree Drive. Water and sanitary sewer services will be connected to existing MCMUD 9/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, the benchmark stamp must reflect the subdivision name.

As per Item No. 2, correct the title block(s) to reflect what is shown on the redlines and remove "partial" throughout the plat.

As per Item No. 3, clarify the spelling of the owners' last name throughout the plat.

As per Item No. 4, where an easement is more restrictive than the building line, remove the building line and label the easement as the building line, also.

As per Item No. 5, provide a lien holder's subordination statement referencing the liens per the City Planning Letter on the plat or as a separate document and in the lien holder's notary acknowledgement change "corporation" to "bank", if applicable.

Mr. Caywood made a motion to approve the final plat of Walden on Lake Conroe, Section 15A, Replat No. 1, being a replat of Lot 1 of Walden on Lake Conroe, Section 15A (fast-track replat), subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.

4. FINAL PLAT OF THE GARDENS AT MADELEY MANOR, BEING A PARTIAL REPLAT OF RESERVE "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 (FAST-TRACK REPLAT)

The following information is from the memorandum from City Staff:

The proposed 5.2816-acre commercial subdivision in the James Denward Survey, A-289, is located east of IH-45 and north of SH 105 W, within the City Limits. One restricted commercial reserve, one restricted drainage and detention reserve and one unrestricted reserve
will be created. The proposed Reserves “A” & “B” have direct access to North Frazier Street and W Austin Street, but Reserve “C” will need an access easement to N. Frazier. No new street is proposed. Water and sanitary sewer services 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, provide a completely executed Mylar original.

As per Item No. 2, the plat survey must comply with (94-112(a)(3, 6, 7)).

As per Item No. 3, the set subdivision benchmark must completely comply with (94-112(b)). Add labels for physical dimensions to locate it in the field.

As per Item No. 4, the minimum allowable text size throughout the plat is 1/10th-inch in height.

As per Item No. 5, show and label a scaled bearing and distance from a corner of the subject tract to the original (patent) survey, and a scaled bearing and distance from two corners of the subject tract to two corners of the parent tract or label two parent tract corners as such.

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

As per Item No. 7, correctly label all building setback lines.

As per Item No. 8, correct scrivener’s errors in the Owner’s Certification and the County Clerk’s Certification.

As per Item No. 9, use standard City language for the surveyor’s certification.

As per Item No. 10, label the 15-ft Tree Preservation Zone along the southeast boundary as a “Screening Buffer”, also.

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

As per Item No. 1, label existing easements abutting, and within 200-ft of, the plat boundary.

As per Item No. 2, provide a 15-ft wide access easement from the right-of-way to Reserve “C” or make the detention/drainage area an easement, rather than a reserve.

As per Item No. 3, remove the 10-ft building line in Reserve “C” and add a note stating: “No enclosed structure shall be constructed within Reserve “C”.” (unless “C” made an easement, then no building lines are necessary for Reserve “B” surrounding “C”).
As per Item No. 4, add the text “portion of” prior to the text “Cartwright Avenue and “20’ Alley” in Note 6 and correct other scrivener's errors in Notes 2, 5 & 6.

Mr. Greer made a motion to approve the final plat of The Gardens at Madeley Manor, being a partial replat of Reserve ‘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 (Fast-Track Replat), subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

5. REQUEST TO SUBDIVIDE RESERVE “A”, BLOCK 1, OF SHOPS OF CONROE PLAZA FINAL PLAT, BY METES AND BOUNDS

The following information is from the memorandum from City Staff:

The proposed commercial subdivision is located in the W.S. Allen Survey, A-2, north of SH 105 W and west of IH-45, within the City Limits. The owner wishes to subdivide Reserve “A” of Shops of Conroe Final Replat to create two commercial reserves. Both reserves have direct access to Fountain Lane. Water and sewer services will connect to existing City 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 text large enough to be easily legible on an 8 ½” x 14” sheet.

As per Item No. 2, correct the plat name for “Shops at Conroe Plaza Final Plat throughout”.

As per Item No. 3, label “Block 1” on the surveys.

As per Item No. 4, change the title to read “METES & BOUNDS SUBDIVISION OF RESERVE “A”,

BLOCK 1, SHOPS AT CONROE PLAZA FINAL PLAT,
2 COMMERCIAL RESERVES 2.3282 AC 1 BLOCK

As per Item No. 5, remove overlapping building lines and easement lines.

As per Item No. 6, change the proposed Reserve designations to “A” & “C” and label the reserves as “Commercial Reserves”.

As per Item No. 7, add a note stating whether this property is located within, or out of, the 100-year floodplain.
As per Item No. 8, add a note stating how detention is achieved for the proposed reserves and the recording information of the agreement.

As per Item No. 9, the survey must comply with Sec. (94-112(a)(1-7)).

As per Item No. 10, the Building Official commented to label the 25-ft tree preserve along SH 105; show and label an 18-ft tree preserve along Fountain Lane, with a 34-ft building line labeled for Reserve “A”; and show and label a 25-ft tree preserve along Fountain Lane, with a 41-ft building line labeled for Reserve “C”.

As per Item No. 11, the UCC commented that it accepts the subdivision.

As per Item No. 12, 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 Reserve “A”, Block 1, of Shops of Conroe Plaza Final Plat, by metes and bounds, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

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

The following information is from the memorandum from City Staff:

The proposed 20.49-acre subdivision in 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.

Mr. John Strange, with JNS Engineers, LLC, addressed the Commission.

After reviewing the final plat, we recommend rejection, due to the numerous erroneous or incomplete items listed below:

**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.

As per Item No. 2, show the street for Hilltop Drive and correct SH 75 (not US 75), on the vicinity map.
As per Item No. 3, label the 25-ft GSU easement with size and recording information. Remove all references to a release of 7-ft of the 25-ft Gulf States Utility Easement and remove Note 12.

As per Item No. 4, provide complete bearings and distances for all front, rear and side reserve lines or block lines.

As per Item No. 5, show the reserve boundaries bolder, but less bold than the plat boundary.

As per Item No. 6, label the perpendicular dimension from angle points and points of curve to the adjacent right-of-way boundary.

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

As per Item No. 1, provide a check made to the order of Montgomery County Clerk for plat recording fees.

As per Item No. 2, provide a completely executed mylar original with the surveyor’s seal.

As per Item No. 3, the survey must comply with 94-112(a)(1-7)). Label the monument size and type of material in the legend next to the monument symbol.

As per Item No. 4, the benchmark must comply with 94-112(b). Change the labels for the benchmark from “Monument” to “Benchmark”.

As per Item No. 5, provide a maintenance bond with the developer listed as a “principal”.

As per Item No. 6, provide recorded hard copies of all required offsite easements required for this subdivision and label the proposed easements with Clerk’s recording information on the plat. Show and label with recording information, all existing easements within 200-ft of the plat boundary.

As per Item No. 7, remove the owner’s dedication with County language completely from the plat.

As per Item No. 8, remove the texts “2014 100-year” and “See Note 9” from the floodway label.

As per Item No. 9, add building lines for Reserve “L” as shown and make continuous within the reserve, with no overlapping lines.

As per Item No. 10, add a blank for the months in the dates for the Planning Commission Certification and leave them blank.

As per Item No. 11, correct the deed recording information per the City Planning Letter for the lien and correct the spelling of the lienholder.
As per Item No. 12, update the dedication page to the current month and year. Make text 1/10"-inch, minimum.

As per Item No. 13, the plat must match the approved plans and the as-built drawings must match the recorded plat.

Mr. Stoecker made a motion to reject the final plat of North Frazier Industrial Park.

Mr. Greer seconded the motion.

The motion carried unanimously.

7. **PRELIMINARY PLAT OF STILLWATER, SECTION 5, BEING A PARTIAL REPLAT OF LOT 6 OF THE EDWARD HALL TWO SURVEYS**

The following information is from the memorandum from City Staff:

The proposed 26.30-acre residential subdivision is located in the Thomas Toby Survey, A-576 and the Henry Applewhite Survey, A-50, south of FM 1488 and west of IH-45 south, in the City Limits. 68 lots and 2 restricted reserves in 3 blocks will be created. Access to IH-45 will be provided via existing streets in Stillwater and Guinn Road. Proposed streets will be concrete curb and gutter with underground storm sewers. Water and sanitary sewer services will connect to MCMUD 138 utilities.

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

**PLAT:**

As per Item No. 1, 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. 2, streetlights are required for this subdivision.

As per Item No. 3, FY1-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. 4, FY1- A public hearing is required prior to action on the final plat.

As per Item No. 5, a variance has been requested, and is recommended for the reasons presented in the request and the variance being granted for previous sections within this subdivision, to allow a 20-ft wide front building setback line along all streets, rather than the 25-ft width on streets other than culs-de-sac, as required by the ordinance.

**LAND STUDY:**
As per Item No. 6, label the width of all proposed easements.

Mr. Arnold made a motion to grant the requested variance and to approve the preliminary plat of Stillwater, Section 5, being a partial replat of lot 6 of the Edward Hall Two Surveys, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

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

Dr. Bob Rabuck, Chairman

/db