CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

March 02, 2017

PRESENT: Dr. Bob Rabuck, 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
         Scott Taylor, P.E., Director of Public Works
         Marcus Winberry, City Attorney
         Dana Berry, Secretary

ABSENT:  Jim Arnold, Vice-Chairman
         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, 16, 2017, REGULAR MEETING MINUTES

Mr. Hailey made a motion to approve the minutes of February 16, 2017.

Mr. Greer seconded the motion.

The motion carried unanimously.

2. PUBLIC HEARING ON FINAL PLAT OF BLANCA SUBDIVISION, A REPLAT OF LOTS 11 & 12, BLOCK 6 OF POINT AQUARIUS, SECTION 2 (FAST TRACK REPLAT)

The Chairman closed the regular meeting at 9:30 a.m. and opened the public hearing.

There were no comments made.

The Chairman closed the public hearing at 9:31 a.m. and re-opened the regular meeting.
3. **FINAL PLAT OF BLANCA SUBDIVISION, A REPLAT OF LOTS 11 & 12, BLOCK 6 OF POINT AQUARIUS, SECTION 2 (FAST-TRACK REPLAT)**

The following information is from the memorandum from City Staff:

The proposed 0.5646-acre subdivision in the Timothy Cude Survey, A-12, is located south of F.M. 1097 and west of Cude Cemetery Road, within the Planning Area. The owner wishes to combine Block 1, Lots 11 & 12, Block 6, of Point Aquarius, Section 2, to create one lot. The proposed lot has direct access to the existing Lyra Drive. No new streets will be constructed. Water and sewer service will be provided by the existing Point Aquarius M.U.D.

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

**PLAT:**

As per Item No. 1, the survey must comply with Sec.

As per Item No. 2, label the datum used for the Conroe_RM1 label.

As per Item No. 3, remove “Minor Plat” and change the title block to read:

```plaintext
FINAL PLAT
BLANCA SUBDIVISION
A REPLAT OF LOTS 11 & 12, BLOCK 6
OF POINT AQUARIUS, SECTION 2 .....etc.

BEING A SUBDIVISION .....etc.
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Change the reason for the replat to:

THE REASON FOR THE REPLAT IS TO COMBINE LOTS 11 & 12, BLOCK 6 OF POINT AQUARIUS, SECTION 2, INTO ONE LOT

As per Item No. 4, correct the scrivener’s error on the Vicinity Map.

As per Item No. 5, show and label all existing easements within 200-ft of the subdivision, including all easements listed on the City Planning Letter under “2. Easements” or provide an updated City Planning Letter with the non-applicable items removed.

As per Item No. 6, show the boundary between Point Aquarius Sections 1 and 2 with a solid bold line, but not as bold as the replat boundary and add a note to the plat regarding Volume 741, Page 445 Water Quality Board Statement to the plat as listed on the City Planning Letter.

As per Item No. 7, remove the areas where the building lines overlap.
As per Item No. 8, correct the name of the plat and the scrivener’s errors in the Owner’s Dedication.

As per Item No. 9, correct the name of the plat and use standard County language for the lienholder’s subordination statement and all notary acknowledgments.

Mr. Caywood made a motion to approve the final plat of Blanca Subdivision, a replat of Lots 11 & 12, Block 6 of Point Aquarius, Section 2 (fast-track replat), subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

4. REQUEST TO SUBDIVIDE LOT 18 OF S.A. McCALL SUBDIVISION BY METES AND BOUNDS

The following information is from the memorandum from City Staff:

The proposed subdivision is located in the P.J. Willis Survey, A-610, north of FM 3083 and east of IH-45, within the City Limits. The owner wishes to subdivide Lot 18 of the S.A. McCall Subdivision to create six residential lots in one block. The proposed lots have direct access to Mann Road. 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, the survey must comply with Sec. (94-112(a)(1-7)).

As per Item No. 2, make all text easily legible on an 8½” x 14” Sheet.

As per Item No. 3, remove all improvements from the survey.

As per Item No. 4, label “Block 1” on the survey.

As per Item No. 5, change the title to read “SIX 0.33-ACRE TRACTS OUT OF LOT 18 OF S.A. McCALL SUBDIVISION”

As per Item No. 6, show and label all required building lines.

As per Item No. 7, add a note stating whether this property is located within, or out of, the 100-year floodplain and note the applicable FEMA FRIM panel number.

As per Item No. 8, label current and correct information on adjoiners.
As per Item No. 9, remove Notes 6-10 and correct scrivener’s errors.

As per Item No. 10, the UCC commented that it does not accept the subdivision and to provide a 16-ft wide utility easement along Parsley and Mann Roads and to dedicate the easement by a separate instrument.

As per Item No. 11, after all corrections have been addressed, submit the original sealed and signed survey(s) on a maximum 8 1/2” x 14” sheet for recording purposes, a CD with a digital copy (.dwg) and provide County Clerk’s recording fees for the “Order”.

Mr. Baughman made a motion to approve the request to subdivide Lot 18, of S.A. McCall Subdivision, by metes and bounds, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

5. FINAL PLAT OF DHUKANI HOLDINGS, SECTION 1

The following information is from the memorandum from City Staff:

The proposed 1.802-acre subdivision 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 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 Building Official commented to show the required tree preservation zones. (Provide Building Department approved tree preservation plan)

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

As per Item No. 1, remove building lines from within the tree preservation zones and label the tree preservation zones as the effective building setback width.

As per Item No. 2, for the lien holder’s subordination statement’s notary acknowledgement, use the notary acknowledgement for an individual signing for a corporation, and change “corporation” to “bank”.

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As per Item No. 3, add a note to the plat stating “Detention requirements shall be determined at the time of development, and calculated using the coefficient required for the parent tract acreage.”

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

Mr. Caywood seconded the motion.

The motion carried unanimously.

6. PRELIMINARY PLAT OF PINE LAKE CROSSING SUBDIVISION

The following information is from the memorandum from City Staff:

The proposed 32.6080-acre residential subdivision in in the William Atkins Survey, A-3, is located north of north of Rabon Chapel Road and west of Pine Lake Road, within the Planning Area. The residential subdivision will consist of 18 lots and 1 restricted reserve in 1 block. This subdivision has direct access to both Rabon Chapel and Pine Lake Roads. No new streets will be created. 0.5522 acres of right-of-way will be dedicated for Rabon Chapel and Pine Lake Roads. Proposed water mains will connect to Lake Bonanza Supply Corp and sanitary sewer service will be provided by individual septic systems.

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

PLAT:

As per Item No. 1, correct the number of lots in the title block.

As per Item No. 2, label the city limits boundary as such, 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 and 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, provide the County Clerk’s recording information for Pine Lake Road.

As per Item No. 5, correct the proposed lot numbers.

As per Item No. 6, describe the proposed drainage and detention pond easements with bearings and distances and label the detention pond and drainage easements as private.

As per Item No. 7, remove topographic features and associated labelling from the plat.
**LAND STUDY:**

As per Item No. 1, show proposed storm water drainage pipes and drainage outfall structure(s).

Mr. Greer made a motion to approve the preliminary plat of Pine Lake Crossing Subdivision, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

7. **PRELIMINARY PLAT OF STILLWATER, SECTION 4, 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 26.21-acre residential subdivision is located in the Daniel F. Whilden Survey, A-640 and the Henry Applewhite Survey, A-50, south of FM 1488 and west of IH-45 south, in the City Limits. 63 lots and 1 restricted reserve in 4 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, correct scrivener's errors throughout the plat.

As per Item No. 2, label the bearing and distance on the scaled tie to the original (patent) survey corner and label the abstracts along the common abstract boundary line.

As per Item No. 3, provide correct ownership and recording information for the property adjacent to the southern plat boundary.

As per Item No. 4, provide complete curve data.

As per Item No. 5, provide a 45° building line transition, labeled with a bearing and distance, where a the building line changes from one lot to another, with the transition taking place on the lot with the lesser building line.

As per Item No. 6, streetlights are required for this subdivision.

As per Item No. 7, FYI- A public hearing is required prior to action on the final plat.
As per Item No. 8, 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. 1, label the width of all proposed streets.

Mr. Stoecker made a motion to grant the requested variance and to approve the preliminary plat of Stillwater, Section 4, being a partial replat of lot 6 of the Edward Hall Two surveys, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

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

Dr. Bob Rabuck, Chairman

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