CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

June 15, 2017

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

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

ABSENT:   Scott Taylor, P.E., Director of Public Works
          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 MAY 15, 2017, REGULAR MEETING MINUTES

Mr. Arnold made a motion to approve the minutes of May 15, 2017.

Mr. Caywood seconded the motion.

The motion carried unanimously.

2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN BY COMMISSION MEMBERS

Dr. Rabuck made a motion to elect Mr. Baughman as the Planning Commission Chairman.

Mr. Caywood seconded the motion.

The motion carried unanimously.

Dr. Rabuck made a motion to elect Mr. Greer as the Planning Commission Vice-Chairman.

Mr. Caywood seconded the motion.

The motion carried unanimously.
PRELIMINARY PLAT OF BFV-P LAND VENTURE

The following information is from the memorandum from City Staff:

The proposed 59.620-acre commercial subdivision in the Jeh Bricker Survey, A-71, is located north of S. Loop 336 West and west of Sgt. Ed Holcomb Boulevard, within the City Limits. The commercial subdivision will consist of 6 restricted reserves in 1 block. This subdivision has direct access to S. Loop 336 West. No new streets will be created. Proposed water and sanitary service leads 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, label Sgt. Ed Holcomb on the vicinity map.

As per Item No. 2, provide the ownership and recording information for the property adjacent to Reserves “E” & “F”.

As per Item No. 3, note explicitly whether or not this property lies within the 100-yr floodplain and/or floodway, label the 100-yr floodplain boundary as such, show the 100-yr floodplain boundary line as a heavy solid line, and remove the 500-yr floodplain from the plat.

As per Item No. 4, label “Block 1” on the plat and change in the title block(s).

As per Item No. 5, show and label 10-ft rear building lines in Reserves “A” & “B” and 10-ft “front” building lines where Reserves “C” and “E” abut the rear boundaries of Reserves “A” and “C”. Where an easement is more restrictive than the required building setback line, remove the building line and label the easement as the effective building line, also.

As per Item No. 6, label the uses of Reserves “C” & “E” as “Commercial (Multi-family)/Drainage” (if Drainage is applicable)

As per Item No. 7, provide a 16-ft utility easement along S. Loop 336 West, per the U.C.C.

As per Item No. 8, use the standard maintenance note for commercial subdivisions within the City Limits.

As per Item No. 9, development within the floodplain must comply with Sec. 94-224.

LAND STUDY:

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

As per Item No. 1, the reserves uses do not match the plat.
As per Item No. 2, it is not clear how storm water detention is to be provided. Assure that any off-site storm water drainage to/through this site is accounted for in the drainage plan/report.

Mr. Caywood made a motion to approve the preliminary plat of BFV-P Land Venture, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

4. PRELIMINARY PLAT OF BARTON WOODS, SECTION 3

The following information is from the memorandum from City Staff:

The proposed 69.238-acre residential subdivision in the A. M. Folks Survey, A-215, the Ransom House Survey, A-245, and the Theodore Slade Survey, A-500, is located east of IH 45 and south of South Loop 336 East, within the City Limits and ETJ. 264 lots and 11 restricted reserves in 10 blocks will be created. Access to South Loop 336 East will be provided via the proposed and existing streets within Barton Woods. 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 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, this subdivision must comply with Chapter 102, the Vegetation Ordinance.

As per Item No. 2, show and label existing streets providing access to this subdivision, on the vicinity map.

As per Item No. 3, label a distance from a subject tract corner to a corner of the original patent survey.

As per Item No. 4, provide the property ownership and recording information for all property adjacent to the plat boundary.

As per Item No. 5, show the 100-yr floodplain as a heavy solid line, label the line as the 100-yr floodplain, and use up to date FEMA F.I.R.M. panel information.

As per Item No. 6, show and label or note all required building setback lines, including in all reserves, or add a note to the plat stating that “no enclosed structures may be constructed within any reserve”.

As per Item No. 7, label reserves used to comply with Chapter 102 as “preserves”, with a separate preserve table.
As per Item No. 8, label the right-of-way width of Silver Dove Lane as “variable”.

As per Item No. 9, do not show duplicate easements from the land study within the 16-ft utility easements, show applicable easements form the land study on the plat, and provide the necessary recorded off-site easements at the final plat. Add a note to the plat how detention is achieved 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.

As per Item No. 10, provide 45° building line transitions labeled with a bearing and distance, where required.

As per Item No. 11, streets not intersecting at 90°, with a variation of 10° where approved, must have 30-ft radii at acute corners.

As per Item No. 12, FYI- Streetlights and sidewalks are required for this subdivision.

As per Item No. 13, FYI- Development within the floodplain must comply with Sec. 94-224.

**LAND STUDY:**

As per Item No. 1, assure that any off-site storm water drainage to/through this site is accounted for in the drainage plan/report.

As per Item No. 2, remove utility-specific easements form within the proposed 16-ft utility easements.

As per Item No. 3, medians/esplanades in cul-de-sacs must have radii that comply with the 2009 IFC.

Mr. Arnold made a motion to approve the preliminary plat of Barton Woods, Section 3, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

5. **PRELIMINARY PLAT OF CEDAR CREEK SECTION 3, INCLUDNG A REPLAT OF RESERVE A, OF CEDAR CREEK SECTION 1, WITH VARIANCE FOR LOT SIZE**

This item was withdrawn prior to the meeting.

6. **PRELIMINARY PLAT OF GULLO SECTION 1**

The following information is from the memorandum from City Staff:

The proposed 8.76-acre commercial subdivision in the John Bricker Survey, A-71, is located south of SH 105 on the IH-45 southbound access road, within the City Limits. 1 restricted reserve in 1 block will be created. The proposed subdivision has direct access to the IH-45.
southbound access road and no new streets are proposed. Proposed sanitary sewer and water services will be connected to existing City of Conroe utilities, if required for development.

Mr. Ron Saikowski, with Quest Engineering, and Mr. Jeffrey Moon, with Jeffrey Moon and Associates, 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, add the residual parcels resulting from the subdivision of the original parcels which now comprise the new subdivision, which contain less than 5.0 acres due to the subdivision of the original parcels, to the plat boundary. Make separate reserves if the developer does not want to include them in Reserve “A”.

As per Item No. 2, assure that all text throughout the plat is a minimum of 1/10th of an inch in height.

As per Item No. 3, add “Commercial” before “Subdivision” in the title block.

As per Item No. 4, correct the street label on the Vicinity Map.

As per Item No. 5, verify the bearings for the boundary calls and tie a corner of the plat boundary to a corner of the patent survey and label it with a scaled bearing and distance.

As per Item No. 6, label Old Magnolia Road as a “Variable Width Prescriptive Right-of-Way”.

As per Item No. 7, show and label all required building lines.

As per Item No. 8, provide a minimum 16-ft wide sanitary sewer easement for the existing sewer shown on the land study and label all proposed drainage easements as “Private” or “TXDOT” easements as the City will not accept the drainage easements. Provide an easement or reserve for the detention pond.

As per Item No. 9, use standard City language for the Maintenance Note.

As per Item No. 10, show and label required Tree Preservation Zones as required for commercial developments. This subdivision must comply with the Chapter 102-Vegetation Ordinance.

As per Item No. 11, a street light may be required for this subdivision at the time of development.

As per Item No. 12, label or remove extraneous lines and correct scrivener’s errors.

**LAND STUDY:**

In addition to the items above, the following must be satisfactorily addressed:
As per Item No. 1, the minimum allowable text size is 1/10"-inch throughout the Land Study. (Contour elevations illegible)

As per Item No. 2, show all proposed utilities and label with sizes and materials.

As per Item No. 3, assure that any off-site storm water drainage to/through this site is accounted for in the drainage plan/report.

Mr. Greer made a motion to approve the preliminary plat of Gullo, Section 1, 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.

Jim Arnold, Acting Chairman

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