CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

July 06, 2017

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

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

ABSENT: Chris Baughman, Chairman
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 JUNE 15, 2017, REGULAR MEETING MINUTES

Dr. Rabuck made a motion to approve the minutes of June 15, 2017.

Mr. Hailey seconded the motion.

The motion carried unanimously.

2. PUBLIC HEARING FOR STILLWATER SECTION 5, BEING A PARTIAL REPLAT OF LOT 6 OF THE EDWARD HALL TWO SURVEYS

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

Ms. Kay Martin addressed the Commission.

The Acting Chairman closed the public hearing at 9:36 a.m. and re-opened the regular meeting.

3. PRELIMINARY PLAT OF FOSTERS RIDGE, SECTION 7A

The following information is from the memorandum from City Staff:
The subject 0.925-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. Three lots in one block will be created to complete the original Section 7 of Fosters Ridge. Access to Old Conroe-Magnolia Road will be provided via existing streets within this, and other, sections of Fosters Ridge. Existing streets are concrete with curbs and gutters and an underground storm sewer system. The existing water and sanitary sewer systems are connected to MCMUD 139 utilities.

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

**PLAT:**

No comments.

**LAND STUDY:**

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

As per Item No. 2, label the pavement widths for all adjacent streets.

Mr. Greer made a motion to approve the preliminary plat of Fosters Ridge, Section 7A, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

4. **PRELIMINARY PLAT OF FOSTERS RIDGE SECTION 9 PARTIAL REPLAT NO. 1, BEING A REPLAT OF RESTRICTED RESERVE “B” OF FOSTERS RIDGE SECTION 9 AND INCLUDING UNPLATTED ACREAGE**

The following information is from the memorandum from City Staff:

The proposed 1.1828-acre subdivision in the James Hodge Survey, A-19, is located west of IH-45 and north of FM 1488, within the Planning Area. 1 restricted reserve in 1 block will be created. Access to Old Conroe-Magnolia Road will be provided via the existing streets in Fosters Ridge. No new streets will be created. Proposed water and sanitary sewer services will connect to existing Montgomery County MUD 139 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 the street providing access to this subdivision on the Vicinity Map.
As per Item No. 2, show and label a 20-ft front building line along Autumn Creek Court and Emory Peak Court, and remove the “B.L.” label from the 16-ft U.E. label.

As per Item No. 3, add “screening” to the 1-ft buffer labels.

As per Item No. 4, FYI- A public hearing must be held prior to action on the final plat.

**LAND STUDY:**

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

As per Item No. 1, make the reserve boundary easily discernable.

Mr. Hailey made a motion to approve the preliminary plat of Fosters Ridge Section 9 Partial Replat No. 1, being a Replat of Restricted Reserve “B” of Fosters Ridge Section 9 and Including Previously Un-platted Acreage, subject to the satisfactory completion of all items.

Dr. Rabuck seconded the motion.

The motion carried unanimously.

5. **PRELIMINARY PLAT OF THE MEADOWS AT JACOBS RESERVE, SECTION SIX, BEING A REPLAT OF LOT 216 OF CARRIAGE HILLS SUBDIVISION SECTIONS 2 AND 3, AND INCLUDING UN-PLATTED ACREAGE**

The following information is from the memorandum from City Staff:

The proposed 14.001-acre residential subdivision in the James Hodge Survey, A-19, is located east of Carriage Hills Boulevard and north of FM 1488, within the Planning Area. 42 lots and 4 restricted reserves in 1 block will be created. Access to Carriage Hills Boulevard will be provided via the proposed streets in the section and existing streets within Jacobs Reserve. 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 Montgomery County MUD 112 utilities.

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

**PLAT:**

As per Item No. 1, show and label the street providing access to this subdivision on the Vicinity Map.

As per Item No. 2, tie two corners of the subject tract to two corners of the parent tract, with bearings and distances.
As per Item No. 3, show and label the 100-yr floodplain boundary as a heavy solid line, correct the FEMA F.I.R.M. panel numbers and the location of this property in relation to the 100-yr floodplain boundary, in the floodplain note. Development must comply with Sec. 94-224 and the LOMR must be approved prior to final plat approval, and noted in the floodplain note.

As per Item No. 4, add utilities to the use(s) of Restricted Reserve “D”, per the U.C.C.
As per Item No. 5, provide a street name unique to Montgomery County to Chestnut Hill Circle. Streets terminating in a cul-de-sac must have a street name ending in “Court”. Provide dimensions from all angle points and points of curvature to adjacent lot lines.

As per Item No. 6, provide a 10-ft utility easement on Lot 6 along Chestnut Meadow Drive, per the U.C.C.

As per Item No. 7, show and label an applicable screening buffer between Restricted Reserve “D” and Lot 33.

As per Item No. 8, streetlights are required for this subdivision.

As per Item No. 9, FYI- A public hearing must be held prior to action on the final plat.

LAND STUDY:

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

As per Item No. 2, show and label the 100-yr floodplain boundary, as scaled from the applicable F.I.R.M. panels.

As per Item No. 3, label the pavement widths of all proposed streets.

As per Item No. 4, show and label the existing water main the proposed water main will connect to.

Mr. Greer made a motion to approve the preliminary plat of The Meadows at Jacobs Reserve, Section Six, Being a Replat of Lot 2016 of Carriage Hills Subdivision Sections 2 and 3, and Including Un-platted Acreage, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

6. **FINAL PLAT OF BARTON CREEK RANCH, SECTION 1**

This item was withdrawn prior to the meeting.
7. REQUEST TO SUBDIVIDE RESERVE “A” OF BDBF BUSINESS PARK, BY METES AND BOUNDS

The following information is from the memorandum from City Staff:

The proposed 1.514-acre commercial subdivision in the Robert Kuykendall Survey, A-301, is located at the southwest corner of the intersection of Avenue M with FM 3083, within the City Limits. The owner wishes to subdivide Reserve “A” of BDBF Business Park to create two commercial reserves. Both reserves have direct access to existing City streets. Water and sewer services connect to existing City utilities.

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 1/2” x 14” sheet.

As per Item No. 2, correct the name to “Subdivision by Metes and Bounds”, not plat, and add “of BDBF Business Park Subdivision” after “Restricted Reserve “A” “ in the title.

As per Item No. 3, correct overlapping building lines and easement lines.

As per Item No. 4, show and label the 25-ft G.S.U. easement and dimension of the width of the easement on “A-1”.

As per Item No. 5, label “A-1” as “Restricted to Commercial Use”.

As per Item No. 6, remove “appear to” from the flood plain note.

As per Item No. 7, add a note stating how detention is achieved for the proposed reserve and the recording information for the agreement.

As per Item No. 8, label the adjacent Reserve “B” side building line and the rear building line & drainage easement for Reserve “A”, and label a bearing and distance to the 45 degree angled south building line.

As per Item No. 9, the survey must comply with Sec. (94-112(a)(6)).

As per Item No. 10, label the current subdivision information for the tract north of Avenue “M”.

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 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. Hailey made a motion to approve the request to subdivide Reserve “A” of BDBF Business Park, by metes and bounds, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

8. PRELIMINARY PLAT OF CEDAR CREEK SUBDIVISION SECTION THREE, INCLUDING A REPLAT OF RESTRICTED RESERVE A OF CEDAR CREEK SUBDIVISION SECTION ONE

The following information is from the memorandum from City Staff:

The subject 10.294-acre residential subdivision is located in the John Dorsey Survey, A-174 and the John C. Wahrenberger Survey, A-818, north of the South Loop 336 and west of FM 1314, in the City Limits. 39 lots and 3 reserves in 3 (or 4) blocks will be created. Access is provided to South 7th St. via the existing Cedar Creek Drive and to Foster Drive via the proposed Cedar Crossing Drive. Proposed streets will be concrete, with concrete curbs and gutters and underground storm sewers. The proposed water and sanitary sewer systems will connect to existing City utilities.

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

PLAT:

As per Item No. 1, provide the tie to the original survey from a corner of the boundary and provide a tie from a corner of the boundary to two parent corners, with labeled bearings and distances.

As per Item No. 2, remove all “PUBLIC” labels from easements, existing and proposed. All easements are dedicated to the public unless specifically designated as “PRIVATE”. Label all “PRIVATE” easements, existing and proposed, as such. Add an additional leader to the 65-ft D.E. in Reserve A, for clarity.

As per Item No. 3, make the 100-yr floodplain boundary a heavy solid line and remove the label and boundary for the 500-yr floodplain, as it is not regulated.

As per Item No. 4, correct block and lot numbering (blocks 2 & 3 or 2, 3, & 4) and correct the title block if adding an additional block.

As per Item No. 5, label complete bearings and distance for all block lines.

As per Item No. 6, add a note to the plat stating: “No enclosed structure shall be constructed within in any reserve, to satisfy building line requirements.”
As per Item No. 7, show and label the Tree Preserves, per the building official. No Tree Preserves (woodland tree stands) or newly planted trees may be located within any easement. Add a note to the plat stating such. No tree preservation or new trees may be located within Reserve C in the area south of block 3 (as shown on the submitted plat) and east of the proposed Cedar Crossing Drive east right-of-way line, due to the numerous easements in the area.

As per Item No. 8, provide a unique name for the unnamed street and label the complete layout for the proposed streets. Show, and label with a bearing and distance, a perpendicular tie from the centerline of Cedar Crossing Drive to the centerline of Foster Drive.

As per Item No. 9, provide site distance calculations showing that the site distance requirements are met for “C12” and “C-13”.

As per Item No. 10, add a note to the plat stating how detention is achieved for this section, or why it is not required.

As per Item No. 11, do not use screening or grayscale, make all line widths easily legible (not too thin) and scan-able on the plat and add small leader lines to the short distances on the lot/block lines.

As per Item No. 12, a variance has been requested, and is recommended for the reasons stated in the request, to allow less than 100-ft of depth for Block 3, Lot 6 and Block 2, Lots 8, 9 & 10.

As per Item No. 13, do not use screening or grayscale, make all line widths easily legible (not too thin) on the plat and add small leader lines to the short distances on the lot/block lines. (Screening, grayscale and ultra-thin line weights tend to get lost in scanning.)

**LAND STUDY:**

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

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

As per Item No. 2, the street light layout will be approved by the Engineering Plan approval, only.

As per Item No. 3, this subdivision must comply with Chapter 102- Vegetation Ordinance. 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 grant the requested variance and to approve the preliminary plat of Cedar Creek Subdivision Section Three, Including a Replat of Restricted Reserve A of Cedar Creek Subdivision Section One, 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.

Chris Baughman, Chairman

/db