CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

August 03, 2017

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

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

ABSENT:  Nancy Mikeska, Director of Community Development
         Marcus Winberry, City Attorney

A quorum being present, the Regular Meeting was called to order at 9:30 a.m. by the Chairman.

1. **APPROVAL OF THE JULY 20, 2017, REGULAR MEETING MINUTES**

Mr. Arnold made a motion to approve the minutes of July 20, 2017.

Mr. Greer seconded the motion.

The motion carried unanimously.

2. **FINAL PLAT OF CHASE RUN, SECTION 4**

The following information is from the memorandum from City Staff:

The proposed 29.652-acre subdivision in the Martin P. Clark Survey, A-148, is located west of IH-45 and north of League Line Rd., within the City Limits. 116 lots and 1 restricted reserve in 5 blocks will be created. Access to League Line Road will be provided via the existing Tyler Run Boulevard and other existing streets and proposed streets within the subdivision. Proposed streets will be concrete, with curbs and gutters and an underground storm sewer system. Proposed water and sanitary sewer mains will be connected to 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, correct the amount of the estimated cost to complete the required improvements on the Subdivision Development Agreement to reflect the total cost of all required improvements.

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

As per Item No. 3, label 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, or label the parent tract corners as such.

As per Item No. 4, label all existing easements within 200-ft of the plat boundary.

As per Item No. 5, Label the updated ownership and County Clerk’s recording information for the property located adjacent to the northern plat boundary.

As per Item No. 6, add the symbol showing the street name change to the plat. Add the symbol to the legend.

As per Item No. 7, a minimum of 50-ft of frontage is required for a reserve, unless it is labeled as an easement.

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

As per Item No. 1, provide two separate checks for recording fees; one in the amount of $126.00 for plat recording fees and the other for $27.00 for the Subdivision Development Recording fees, both made out to Montgomery County Clerk.

As per Item No. 2, provide complete street centerline data.

As per Item No. 3, provide two sets of state plane coordinates carried to the fourth decimal place on two corner of the subdivision.

As per Item No. 4, set a subdivision benchmark, or tie to an existing one within 500-ft of the subdivision boundary.

As per Item No. 5, use standard City of Conroe language for the surveyor’s certification.
As per Item No. 6, use the notary’s acknowledgement for an individual signing for a corporation, for the owner’s dedicatory language.

As per Item No. 7, FYI- As-builts must match the recorded plat.

Mr. Hailey made a motion to approve the final plat of Chase Run, Section 4, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

3. FINAL PLAT OF PINELAKE 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 final plat, we recommend approval, subject to the satisfactory completion of the following items:

PLAT:

As per Item No. 1, remove “proposed” form the rights-of way dedication labels.

As per Item No. 2, use standard County language for the surveyor’s certification.

Mr. Arnold made a motion to approve the final plat of Pinelake Crossing Subdivision, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

4. FINAL 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.

Ms. Toni Collins addressed the Commission in opposition of the plat.

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

**PLAT:**

As per Item No. 1, subdivision benchmark must comply with Sec. 94-112(b,c)).

Mr. Hailey made a motion to defer the final plat of Fosters Ridge Section 7A.

Mr. Maddux seconded the motion.

Mr. Arnold opposed the motion.

The motion carried.

5. **FINAL 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 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 final, we recommend approval.

Mr. Greer made a motion to approve the final 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 unplatted acreage.

Mr. Arnold seconded the motion.

The motion carried unanimously.

6. **FINAL PLAT OF GRAND CENTRAL PARKWAY PHASE 2 STREET DEDICATION**

The following information is from the memorandum from City Staff:
The subject 3.859-acre street dedication in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. Access to IH-45 will be provided via the existing Grand Central Parkway. The proposed street will be concrete with concrete curbs and gutters and underground storm sewers. 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 items are from the preliminary plat memo and must be addressed:

As per Item No. 1, correctly show and label the City Limits on the vicinity map.

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

As per Item No. 1, add a note to the plat for each item under “Easements and Encumbrances” in the City Planning Letter stating: “This property is subject to.....”

As per Item No. 2, add the “set 5/8” I.R.” symbol to the legend and the survey must comply with (94-112(a) (2, 7).

As per Item No. 3, add a “6” “ label to the concrete column and a ” “3” “ label to the brass disk descriptions of the benchmark, add dimensions to the benchmark location and add a “Benchmark” label to the “See Inset” note at the Benchmark location on the plat.

As per Item No. 4, complete the subdivision name on the Performance Bond.

As per Item No. 5, label the ties to the parent tract corners as “Scaled”, if applicable.

As per Item No. 6, state whether the subdivision is located within, or out of, the 100-yr floodplain, in the floodplain note.

As per Item No. 7, change the text “Doc.” to “MCCF” on the easement recording information and add “MCCF” to the legend. Easements on the plat must match the approved plans. A 16-ft utility easement along both sides of all rights-of-way when the adjacent properties are platted is required, per the U.C.C.

As per Item No. 8, change “corporation” to “company” in the notary’s acknowledgments for the owner’s dedication.

As per Item No. 9, as-builts drawings must match the recorded plat.

Mr. Hailey made a motion to approve the final plat of Grand Central Parkway Phase 2 Street Dedication, subject to the satisfactory completion of all items.
Mr. Maddux seconded the motion.

The motion carried unanimously.

7. **FINAL PLAT OF GRAND CENTRAL PARK SECTION 7, A UNIT DEVELOPMENT**

The following information is from the memorandum from City Staff:

The subject 7.622-acre unit development in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. 21 lots and 3 reserves in 1 block will be created. Access to the South Loop will be provided via the proposed Grand Central Parkway Phase 2 extension and existing streets. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. 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 addressed:

As per Item No. 1, correctly show and label the City Limits on the vicinity map.

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

As per Item No. 1, show and label, or note, all items listed under “Easements and Encumbrances” in the City Planning Letter, or provide an updated letter with non-applicable items removed.

As per Item No. 2, add the “set 5/8” I.R.” symbol to the legend and the survey must comply with (94-112(a)(2)).

As per Item No. 3, add a “6” “ label to the concrete column and a ” “3” “ label to the brass disk descriptions of the benchmark, add a dimension to the benchmark location in the inset and add a “Benchmark” label to the “See Inset” note at the Benchmark location on the plat.

As per Item No. 4, label the ties to the parent tract corners as “Scaled”, if applicable.

As per Item No. 5, change the text “Doc.” to “MCCF” in the easement recording information and add “MCCF” to the legend.

As per Item No. 6, correct the setback diagrams to show the building lines as continuous, not overlapping.

As per Item No. 7, label the dimensions from angle points or points of curve, to the right-of-way, for the north portion of Dawning Rays Court.
As per Item No. 8, remove the 5-ft water line easement from within the 14-ft utility easement. A 16-ft utility easement along each side of all rights-of-way is needed, or remove the water line easement from the utility easement if a 14-ft utility easement is dedicated, per the U.C.C.

As per Item No. 9, change “corporation” to “company” in the notary’s acknowledgments for the owner’s dedication.

As per Item No. 10, use standard County language for the Certificate of Filing by the County Clerk.

As per Item No. 11, as-built drawings must match the recorded plat.

Mr. Caywood made a motion to approve the final plat of Grand Central Park Section 7, a Unit Development, subject to the satisfactory completion of all items.

Mr. Maddux seconded the motion.

The motion carried unanimously.

8. FINAL PLAT OF GRAND CENTRAL PARK SECTION 8, A UNIT DEVELOPMENT

The following information is from the memorandum from City Staff:

The subject 13.188-acre residential unit development in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. 38 lots and 4 reserves in 1 block will be created. Access to South Loop 336 will be provided via the proposed Grand Central Parkway Phase 2 extension and existing streets. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. 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 addressed:

As per Item No. 1, correctly show and label the City Limits on the vicinity map.

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

As per Item No. 1, provide a revised MCECD911 addressed Final Plat with Reserve ‘C’ addressed.

As per Item No. 2, show and label, or note, all items listed under “Easements and Encumbrances” in the City Planning Letter, or provide an updated letter with non-applicable items removed.

As per Item No. 3, show all monuments, add the “set 5/8” I.R.” symbol to the legend and the survey must comply with (94-112(a)(2)).
As per Item No. 4, add a “6” “ label to the concrete column and a ” and “3” “ label to the brass disk descriptions of the benchmark, add a dimension to the benchmark location in the inset and add a “Benchmark” label to the “See Inset” note at the Benchmark location on the plat.

As per Item No. 5, label the ties to the parent tract corners as “Scaled”, if applicable.

As per Item No. 6, change the text “Doc.” to “MCCF” in the easement recording information and add “MCCF” to the legend.

As per Item No. 7, label correct bearings and distances for all block lines.

As per Item No. 8, correct the setback diagrams to show the building lines as continuous, not overlapping.

As per Item No. 9, label all proposed easements which are not parallel to the right-of-way with bearings and distances, to describe the boundaries. Remove the 5-ft water line easements from within the 14-ft utility easements. A 16-ft utility easement along each side of all rights-of-way is needed, or remove the water line easement from the utility easement if a 14-ft utility easement is dedicated, per the U.C.C.

As per Item No. 10, change “corporation” to “company” in the notary’s acknowledgments for the owner’s dedication.

As per Item No. 11, use standard County language for the Certificate of Filing by the County Clerk.

As per Item No. 12, as-built drawings must match the recorded plat.

Mr. Caywood made a motion to approve the final plat of Grand Central Park Section 8, a Unit Development, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

9. FINAL PLAT OF AA-AFFORDABLE STORAGE CONROE

The following information is from the memorandum from City Staff:

The proposed 6.586-acre commercial subdivision in the Mary Corner Survey, A-9, is located south of SH 105 West and west of Sapp Road, within the City Limits. One restricted reserve in one block will be created. The proposed subdivision will have direct access to Sapp Road and no new streets will be created. Water service will be connected to a proposed City water main extension and the proposed subdivision will have an on-site septic system.

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

As per Item No. 1, provide a completely executed and notarized Mylar original.

As per Item No. 2, provide a corrected Subdivision Development Agreement.

As per Item No. 3, provide copies of the liens listing the lien holder’s identification.

As per Item No. 4, correct the building line and tree preserve width labels.

As per Item No. 5, use standard City language for the owner’s certification and notary’s acknowledgment.

As per Item No. 6, correct all scriveners’ errors shown on the review copy.

Mr. Maddux made a motion to approve the final plat of AA-Affordable Storage Conroe, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

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

Fred Greer, Vice-Chairman

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