CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

September 07, 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
Marcus Winberry, City Attorney
Dana Berry, Secretary

ABSENT: Nancy Mikeska, Director of Community Development

A quorum being present, the Regular Meeting was called to order at 9:32 a.m. by the Chairman.

1. APPROVAL OF THE AUGUST 17, 2017, REGULAR MEETING MINUTES

Mr. Hailey made a motion to approve the minutes of August 17, 2017.

Mr. Maddux seconded the motion.

The motion carried unanimously.

2. PUBLIC HEARING FOR THE MEADOWS AT JACOBS RESERVE SECTION 6, BEING A REPLAT OF LOT 216, BLOCK 7, OF CARRIAGE HILLS SUBDIVISION SECTIONS 2 AND 3, AND INCLUDING UNPLATTED ACREAGE

The Chairman closed the regular meeting at 10:04 a.m. and opened the public hearing.

Ms. Shelley Stewart addressed the Commission in opposition of the plat.
Mr. H.D. Lowery addressed the Commission in opposition of the plat.
Ms. Marian Booker addressed the Commission in opposition of the plat.
Mr. James Ryan addressed the Commission in opposition of the plat.
Mr. Jeff Schrick addressed the Commission in opposition of the plat.
Mr. Stephen Esch addressed the Commission in opposition of the plat.
Ms. Deborah Howard addressed the Commission in opposition of the plat.
Mr. Blake Meaux addressed the Commission in opposition of the plat.
Mr. Eric Beasley addressed the Commission in opposition of the plat.
Mr. Don Brewer addressed the Commission in opposition of the plat.
Mr. Robert Griffin addressed the Commission in opposition of the plat.
Ms. Cheryl Fanny addressed the Commission in opposition of the plat.
Mr. Dan Basko addressed the Commission in opposition of the plat.
Mr. Bob Gunter addressed the Commission in opposition of the plat.
Ms. Mary Potter addressed the Commission in opposition of the plat.
Ms. Karen Kaough addressed the Commission in opposition of the plat.
Ms. Gayle Royster addressed the Commission in opposition of the plat.
Ms. Vicki Dickinson addressed the Commission in opposition of the plat.
Ms. Ginger Eskew addressed the Commission in opposition of the plat.
Ms. Rihanna Erickson addressed the Commission in opposition of the plat.

The Chairman closed the public hearing at 11:17 a.m. and re-opened the regular meeting.

3. REQUEST TO SUBDIVIDE RESERVE “B”, BLOCK 1, OF NORTH FRAZIER RESERVE MINOR PLAT, BY METES AND BOUNDS

The following information is from the memorandum from City Staff:

The proposed commercial subdivision in the W.S. Allen Survey, A-2, is located north of SH 105 W and west of IH-45, within the City Limits. The owner wishes to subdivide Reserve “B”, Block 1, of North Frazier Reserve Minor Plat to create two commercial reserves. The proposed Reserve “C” has direct access to North Frazier and Reserve “B” will access North Frazier via a thirty-foot wide shared access easement. 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 1/2” x 14” sheet.

As per Item No. 2, correct the title block according to the review copy provided.

As per Item No. 3, label the block number on Reserve “C”.

As per Item No. 4, remove overlapping building lines and easement lines.

As per Item No. 5, add a note stating how detention is achieved for the proposed reserves and the recording information of the maintenance agreement.

As per Item No. 6, the survey must comply with Sec. (94-112(a)(6)).
As per Item No. 7, change “U.S.” to “State” for the Highway 75 label.

As per Item No. 8, remove the original acreage of Reserve “B” to avoid confusion.

As per Item No. 9, add “easements recorded” after “and” in Note 4 or show and label the private 36-ft utility easement listed on the Special Warranty Deed.

As per Item No. 10, due to the recent storm, the UCC comments will be emailed as soon as possible after the next meeting on September 13, 2017.

As per Item No. 11, after all corrections have been addressed, submit the original sealed and signed survey(s) and metes and bounds for both parcels, on a maximum 8 1/2” x 14” sheet size 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 request to subdivide Reserve “B”, Block 1, of North Frazier Reserve Minor Plat, by metes and bounds, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

4. **FINAL PLAT OF GRAND CENTRAL PARK, SECTION 9**

The following information is from the memorandum from City Staff:

The subject 3.707-acre subdivision in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. Nine lots and four reserves in two blocks will be created. Access to the South Loop will be provided via the proposed Grand Central Parkway Extension and proposed 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 items are from the preliminary plat memo and must be addressed:

As per Item No. 1, streets providing access to this subdivision must be recorded prior to final plat approval.

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

As per Item No. 1, provide two checks in the correct amounts for recording the plat and the development agreement.
As per Item No. 2, correct the subdivision name on the Performance Bond to match the name on the plat.

As per Item No. 3, be consistent in depicting monument symbols (i.e. at intersections), note the type of material and size of monuments for lots, block and reserve boundaries if different form the boundary monuments and bring the survey into compliance with (94-112(a)(2, 3 &6)).

As per Item No. 4, label the benchmark label indicating the detail as “BENCHMARK”, title the benchmark detail as such, labels bearings and distances or dimensions on the detail to locate the benchmark on the ground and note the existing benchmark used to set the benchmark, including the elevation and datum.

As per Item No. 5, label the parent corner ties as “scaled” if applicable.

As per Item No. 6, show and label all easements listed in the City Planning Letter or provide an updated Letter with non-applicable items removed, label the width of the variable water line easement, both inside and outside of the plat, and verify the type of easement for Doc. No. 2017052042, as it the plat notation does not match the approved plans.

As per Item No. 7, remove the language regarding mineral rights in Note 13 and correct the first recording number for the Waiver of Special Appraisal.

As per Item No. 8, correct scriveners’ errors.

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

Mr. Hailey made a motion to approve the final plat of Grand Central Park, Section 9, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

5. FINAL PLAT OF VILLAS AT WHITE OAK RANCH, SECTION 1

The following information is from the memorandum from City Staff:

The proposed 12.324-acre residential subdivision in the James Edwards Survey, A-190, is located south of Longmire Way and west of Longmire, within the Planning Area. 50 lots and 5 restricted reserves in 3 blocks will be created. Access to Longmire Way will be provided via the existing White Oak Ranch Drive. 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 Aqua Texas, Inc. utilities.

Mr. Jeffrey Moon, with Jeffrey Moon and Associates, addressed the Commission.
Ms. Steffanie DeLoss, with Bleyl and Associates, addressed the Commission.
Mr. Joe Curtis addressed the Commission in opposition of the plat.
Mr. William Dunn addressed the Commission in opposition of the plat.
Ms. Deborah Howard addressed the Commission in opposition of the plat.
Ms. Sandra Wescott addressed the Commission in opposition of the plat.
Mr. Adrian Jacob, with Trinity Profectus, LLC, addressed the Commission.

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, label the use for Restricted Reserve “D”.

As per Item No. 2, provide sight distance calculations for reverse curves having a centerline radius of 300-ft or less.

As per Item No. 3, temporary turn-around easements (onsite or off-site) are required at the end of Fountain Villas Way. Provide language on the plat (on-site) or in the separate easement document (off-site) providing for the “abandonment of the temporary turn-around easement, without further action, when the street is extended by a recorded plat.”

Per staff, this item is being waived.

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

As per Item No. 1, correct the total acreage in reserves in the title block(s).

As per Item No. 2, provide recording information for the 16-ft offsite utility easement and a copy of the easement, extend the 16-ft utility easement along the front of Block 3, Lot 6, to the plat boundary, and show and label all easements per the approved plans.

As per Item No. 3, note the Geoid and datum in the subdivision benchmark details and correct the benchmark label in the detail and on the plat.

As per Item No. 4, correct the location of the 45º building line transition on Block 2, Lot 7.

As per Item No. 5, show and label, or note a 10-ft rear building line along the lots in Block 3.

As per Item No. 6, use standard County language for the owner’s certification, dedication (for corporations), and notary acknowledgment (for corporations).

As per Item No. 7, use standard County language for the lien holder’s subordination statement and acknowledgment.
As per Item No. 8, use standard County language for the surveyor’s acknowledgment.

Mr. Caywood made a motion to approve the final plat of Villas at White Oak Ranch, Section 1, subject to the satisfactory completion of all items.

Mr. Maddux seconded the motion.

The motion carried unanimously.

6. **FINAL PLAT OF STILLWATER SECTION 4**

This item was withdrawn prior to the meeting.

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

Chris Baughman, Chairman

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