CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

September 21, 2017

PRESENT:  Chris Baughman, Chairman
           Fred Greer, Vice-Chairman
           Jim Arnold, Member
           Chris Caywood, Member
           Steve Hailey, 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:   Dr. Bob Rabuck, Member
           Curt Maddux, Member
           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 SEPTEMBER 07, 2017, REGULAR MEETING MINUTES

Mr. Hailey made a motion to approve the minutes of September 07, 2017.

Mr. Greer seconded the motion.

The motion carried unanimously.

2. FINAL PLAT OF THE WOODS OF CONROE, SECTION 2

The following information is from the memorandum from City Staff:

The proposed 14,006-acre residential subdivision in the Mary Corner Survey, A-9, is located west of Sapp Road and south of SH 105, within the City Limits. 68 lots and 7 restricted reserves in 5 blocks will be created. Access to Sapp Road will be provided via proposed streets and existing streets in Section 1. Proposed streets will be concrete curb and gutter with an underground storm sewer system. Proposed water and sanitary sewer systems will connect to proposed Montgomery County M.U.D. No. 142 utilities.

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

As per Item No. 1, show and label existing streets providing access to this subdivision on the vicinity map.

As per Item No. 2, show and label the easement recorded under clerk’s file number 2017002502, in the remaining portion of the Pulte 50-acre tract.

As per Item No. 3, label the existing street in Lake Conroe West the fire apparatus access easement connects to.

As per Item No. 4, correct building line and tree preservation easement labels in Blocks 2 & 4.

As per Item No. 5, the use for Restricted Reserve “C” does not match the approved plans and provide a 25-ft drainage easement, if applicable to the correct use.

As per Item No. 6, verify and/or correct easement labels that do not match the approved plans.

As per Item No. 7, provide a revised sheet one of the Subdivision Development Agreement without the dates filled in.

As per Item No. 8, correct the section number in the owner’s dedicatory language.

Mr. Caywood made a motion to approve the final plat of The Woods of Conroe, Section 2, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

3. FINAL PLAT OF STILLWATER, SECTION 4

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

As per Item No. 1, provide recording information for all easements shown with missing information which are located within 200-ft of the plat boundary. Show and label, or note, all easements listed on the City Planning Letter, or provide an updated City Planning Letter with non-applicable items removed.

As per Item No. 2, note the two NGS monuments the subdivision benchmark is referenced to and the existing subdivision benchmark used to set the subdivision benchmark, including the elevation and datum.

As per Item No. 3, describe the building line transition on Lot 16, Block 2, with a bearing and distance.

As per Item No. 4, as-built drawings must match the recorded plat.

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

Mr. Caywood seconded the motion.

The motion carried unanimously.

4. PRELIMINARY PLAT OF GRAND CENTRAL PARK, SECTION 10

The following information is from the memorandum from City Staff:

The subject 22.793-acre residential subdivision in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. 71 lots and 4 reserves in 2 blocks will be created. Access to the South Loop will be provided via the proposed Grand Central Parkway 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 preliminary plat, we recommend approval, subject to the satisfactory completion of the following items:

PLAT:

As per Item No. 1, label the 100-yr floodplain and show as a heavy solid line. Development within the floodplain must comply with 94-224. Fill in the effective date of the LOMR in the floodplain note.

As per Item No. 2, remove building lines from within reserves, or remove note 12.

As per Item No. 3, provide a storm sewer easement in Reserve “B”, and “C” (if applicable to “C”). Provide recorded off site easements for utilities outside of the plat boundary, required for this
subdivision. Provide a 16-ft utility easement along both sides of all rights-of-way or a 14-ft utility easement along both sides of the rights-of-way provided the wet utilities are located within the rights-of-way and the electric service is underground and show all utility easements on the face of the plat, per the U.C.C.

As per Item No. 4, secondary streets shall have a minimum centerline radius of 300-ft or more for reverse curves. Provide sight-distance calculations for all reverse curves radii of 300-ft or less.

As per Item No. 5, for streets not intersecting at a 90° angle, where approved, the acute angle intersections must have 30-ft radii at acute corners.

As per Item No. 6, streets providing access to this subdivision must be recorded prior to final plat approval.

**LAND STUDY:**

As per Item No. 1, label all proposed rights-of-way, pavement, and easement widths. Provide a storm sewer easement in Reserve “B”, and “C” (if applicable to “C”). Provide recorded off-site easements for utilities outside of the plat boundary, required for this subdivision.

As per Item No. 2, the proposed reserves do not match the plat.

As per Item No. 3, label the proposed section numbers.

Mr. Caywood made a motion to approve the preliminary plat of Grand Central Park, Section 10, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.

**5. PRELIMINARY PLAT OF GRAND CENTRAL PARK, SECTION 11**

The following information is from the memorandum from City Staff:

The subject 6.279-acre residential subdivision in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. 12 lots and 2 reserves in 1 block will be created. Access to the South Loop will be provided via the proposed Grand Central Parkway 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 preliminary plat, we recommend approval, subject to the satisfactory completion of the following items:
PLAT:

As per Item No. 1, provide complete bearings and dimensions for the subdivision boundary and use consistent labeling.

As per Item No. 2, label the 100-yr floodplain and show as a heavy solid line. Development within the floodplain must comply with 94-224. Fill in the effective date of the LOMR in the floodplain note.

As per Item No. 3, provide complete bearings and dimensions for all lot and block lines.

As per Item No. 4, show and label, or note building lines in reserve “B” if the reserve will have enclosed structures, or remove note 12. If no structures are to be built in Reserve “B”, remove the “structure” use.

As per Item No. 5, provide all street centerline data, length and bearings of all tangents, and dimensions from all angle points and points of curvature to adjacent lot lines.

As per Item No. 6, provide recorded off site easements with the final plat for utilities outside of the plat boundary, required for this subdivision. Provide a 16-ft utility easement along both sides of all rights-of-way or a 14-ft utility easement along both sides of the rights-of-way provided the wet utilities are located within the rights-of-way and the electric service is underground and show all utility easements on the face of the plat, per the U.C.C.

As per Item No. 7, streets providing access to this subdivision must be recorded prior to final plat approval.

As per Item No. 8, make all text legible.

LAND STUDY:

As per Item No. 1, label all proposed right-of-way, pavement, and easement widths. Provide recorded off-site easements for utilities outside of the plat boundary, required for this subdivision.

As per Item No. 2, label the proposed section numbers.

Mr. Hailey made a motion to approve the preliminary plat of Grand Central Park, Section 11, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

6. PRELIMINARY PLAT OF GRAND CENTRAL PARK, SECTION 12

The following information is from the memorandum from City Staff:
The subject 24.364-acre residential subdivision in the Ransom House Survey, A-245, is located south of South Loop 336 and west of I-45, within the City Limits. 46 lots and 5 reserves in 1 block will be created. Access to the South Loop will be provided via the proposed Grand Central Parkway 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 preliminary plat, we recommend approval, subject to the satisfactory completion of the following items:

**PLAT:**

As per Item No. 1, label the 100-yr floodplain and show as a heavy solid line. Development within the floodplain must comply with 94-224. Fill in the effective date of the LOMR in the floodplain note.

As per Item No. 2, label “Block 1” on the plat.

As per Item No. 3, show and label, or note building lines in reserve “B” if the reserve will have enclosed structures, or remove note 12. If no structures are to be built in Reserve “B”, remove the “structure” use.

As per Item No. 4, street names on the plat do not match the land study and provide complete street centerline data.

As per Item No. 5, provide a utility easement in in Reserve “D”, and show all easements shown on the land study. Provide recorded off site easements for utilities outside of the plat boundary, required for this subdivision. Provide a 16-ft utility easement along both sides of all rights-of-way or a 14-ft utility easement along both sides of the rights-of-way provided the wet utilities are located within the rights-of-way and the electric service is underground and show all utility easements on the face of the plat, per the U.C.C.

As per Item No. 6, provide 45\(^\circ\) building line transitions, where required, labeled with a bearing and distance.

As per Item No. 7, streets providing access to this subdivision must be recorded prior to final plat approval.

As per Item No. 8, clean up all overlapping text and make all monuments and points legible.

As per Item No. 9, provide a 15-ft sanitary sewer easement running east and west, adjacent to the existing City of Conroe 15-ft wide Sewer Easement recorded in Volume 779, Page 633 M.C.D.R.
LAND STUDY:

As per Item No. 1, label all proposed right-of-way, pavement, and easement widths. Easements shown on the land study do not match the plat. Provide recorded off site easements for utilities outside of the plat boundary, required for this subdivision.

As per Item No. 2, label the all section numbers.

Mr. Hailey made a motion to approve the preliminary plat of Grand Central Park, Section 12, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

7. FINAL PLAT OF BARTON CREEK RANCH, SECTION 1

The following information is from the memorandum from City Staff:

The proposed 33.505-acre residential subdivision in the A.M. Folks Survey, A-215, is located east of IH-45 and north of South Loop 336, within the City Limits. 111 lots and 17 reserves in 4 blocks will be created. Access to South Loop 336 will be provided via the proposed Cathedral Oaks Trail. 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 final plat, we recommend approval, subject to the satisfactory completion of the following items:

PLAT:

As per Item No. 1, clarify notes 5 & 10, note whether grid or ground distances are shown, and provide a minimum of two coordinate pairs on plat corners.

As per Item No. 2, show and label, or note all easements and agreements listed under Item 2 on the City Planning Letter or provide a revised City Planning Letter with the non-applicable items removed.

As per Item No. 3, where an easement is more restrictive than the required building setback line, label the easement as the building setback line, also, and remove the 25-ft front building line from within Reserve “E”.

As per Item No. 4, provide the County Clerk’s recording information for the 20-ft fill easement adjacent to the northwestern plat boundary. Label the drainage easements in Block 1 and the storm sewer easement in Reserve “O” as “private” (or remove the storm sewer easement from within Reserve “O”). Provide 16-ft utility easements in reserves adjacent to rights-of-way, per the U.C.C.
As per Item No. 5, use standard City language for the lien holder’s acknowledgment (notary) for an individual signing for a corporation, and change corporation to “partnership”.

As per Item No. 6, add a note to the plat stating that “this property lies within the boundaries of Conroe Municipal Utility District No. 1.”

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

Mr. Greer made a motion to approve the final plat of Barton Creek Ranch, Section 1, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

8. PRELIMINARY PLAT OF BARTON CREEK RANCH, SECTION 2

The following information is from the memorandum from City Staff:

The proposed 27,005-acre residential subdivision in the A.M. Folks Survey, A-215, is located east of IH-45 and north of South Loop 336, within the City Limits. 88 lots and 15 reserves in 6 blocks will be created. Access to South Loop 336 will be provided via the proposed Cathedral Oaks Trail. 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 Conroe Municipal Utility District No. 1 utilities.

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

PLAT:

As per Item No. 1, provide a scaled bearing and distance from a corner of the subject tract to a corner of the original (patent) survey, stating that it is scaled, and tie two corners of the subject tract to two corners of the parent tract with bearings and distances.

As per Item No. 2, where an easement is more restrictive than the required building setback line, label the easement as the building setback line, also.

As per Item No. 3, streets terminating in a cul-de-sac must have a street name ending in “Court”. Change the suffix in the street name “Tulip Poplar Court” to “Drive”, “Way”, “Trail”, “Lane”, etc. Provide dimensions from all angle points and points of curvature to adjacent lot lines.

As per Item No. 4, provide recorded off-site easements for all utilities located outside of the plat boundary that are required for this subdivision. Provide 16-ft utility easements in reserves adjacent to rights-of-way, per the U.C.C.
As per Item No. 5, label the radius for all culs-de-sac and “knuckles”.

As per Item No. 6, streets not intersecting at 90°, within an approved 10° variation, must have 30-ft radii at acute corners.

As per Item No. 7, provide a recorded temporary turn-around easement with the final plat.

As per Item No. 8, FYI- Sidewalks are required along both sides of all collector streets and streetlights are required for this subdivision.

As per Item No. 9, add a note to the plat stating that “this property lies within the boundaries of Conroe Municipal Utility District No. 1.”

As per Item No. 10, clean up all overlapping text. Label or remove all extraneous lines.

**LAND STUDY:**

As per Item No. 1, provide recorded off-site easements for all utilities located outside of the plat boundary that are required for this subdivision. Label all pavement widths.

As per Item No. 2, show and label with the size, all existing utilities the proposed utilities will connect to.

Mr. Hailey made a motion to approve the preliminary plat of Barton Creek Ranch, Section 2, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

9. **PRELIMINARY PLAT OF ARBOR PINES**

The following information is from the memorandum from City Staff:

The proposed 7.323-acre subdivision in the W.S. Allen Survey, A-2, is located north of North Loop 336 and east FM 1484, within the City Limits. 21 lots and 2 reserves in 2 blocks will be created. Access to Canterbury Drive will be provided via the proposed Arbor Pines Court. Proposed streets will be concrete curb and gutter with underground storm sewers. Proposed water and sanitary sewer mains will connect to existing City utilities.

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

**PLAT:**

As per Item No. 1, add the standard maintenance note to the plat to provide for a maintenance entity to maintain the required private subdivision improvements.
As per Item No. 2, the minimum allowable text size throughout the plat is 1/10\textsuperscript{th}-inch.

As per Item No. 3, label the number of reserves, and the total acreage within reserves, in the title block.

As per Item No. 4, label "Conroe" on the Vicinity Map.

As per Item No. 5, depict the subdivision boundary with a heavy/bold line weight, make the reserve boundaries a line weight that is easily discernable, label the tie to the original patent survey corner as "scaled" and tie two corners of the subject tract to two corners of the parent tract, with bearings and distances, and label as "scaled", if applicable.

As per Item No. 6, show and label existing easements within 200-ft of the boundary.

As per Item No. 7, show the 100-year floodplain boundary as a heavy solid line and provide a label for it.

As per Item No. 8, label complete bearings and distances for all lot and block lines.

As per Item No. 9, label the complete layout of the proposed street, label it "Arbor Pines Court" and label the perpendicular dimensions from the centerline to the adjacent right-of-way, at all angle points and points of curve. "Cut-backs", per detail "P-19", are required at the intersection of Arbor Pines Court and Canterbury Drive.

As per Item No. 10, provide 16-ft utility easements along both sides of all street rights-of-way, including across reserves, or 14-ft utility easements along both sides of all street rights-of-way, including across reserves, if all wet utilities are located within the rights-of-way and electrical lines are buried, per the U.C.C. Provide a 25-ft wide storm sewer easement from the Arbor Pines Court right-of-way, crossing Reserve "B" to the detention pond. Do not show easements or building lines within the right-of-way. Label utility easements as "U.E.", not "P.U.E."

As per Item No. 11, development within the 100-year floodplain must conform to the City's floodplain management regulations and may not result in an increase in the height of the 100-year base flood elevation. Lots located wholly within the 100-year floodplain must have an area of at least one-half acre, and lots located partially within the 100-year floodplain must have 5,000 square feet of area outside of the 100-year floodplain.

As per Item No. 12, Lot 15, Block 1 does not appear to conform to the minimum width requirement at the 25-ft front building line.

As per Item No. 13, screening is required where residential lots abut property developed for commercial use. If Tree Preservation Zones are not required due to a variance, the minimum screening is required. If a variance is not granted to waive the Tree Preservation Zones, they may serve as screening, provided they meet the minimum requirements for screening. Show
and label Tree Preservation Zones as "Tree Preserves" on the plat, if they are required, and list them in the title block, similar to how the reserves are listed.

As per Item No. 14, the street light layout must conform to the City's street lighting policy.

As per Item No. 15, remove extraneous text, including "Rec:” bearings and distances.

**LAND STUDY:**

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

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

As per Item No. 2, label the size of the existing utilities (storm sewer).

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. Hailey made a motion to approve the preliminary plat of Arbor Pines, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.

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

Chris Baughman, Chairman

/db