CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

October 05, 2017

PRESENT: Chris Baughman, Chairman
Fred Greer, Vice-Chairman
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
Tommy Woolley, Assistant Director – Projects/Transportation
Dana Berry, Secretary

ABSENT: Jim Arnold, Member
Scott Taylor, P.E., Director of Engineering
Marcus Winberry, City Attorney
Nancy Mikeska, Director of Community Development

A quorum being present, the Regular Meeting was called to order at 9:33 a.m. by the Chairman.

1. APPROVAL OF THE SEPTEMBER 21, 2017, REGULAR MEETING MINUTES

Mr. Caywood made a motion to approve the minutes of September 21, 2017.

Mr. Hailey seconded the motion.

The motion carried unanimously.

2. PUBLIC HEARING FOR THE FINAL PLAT OF STERLING ACRES SECTION 1 REPLAT NO. 1, A REPLAT OF STERLING ACRES SECTION 1 (FAST-TRACK REPLAT)

The Chairman closed the regular meeting at 9:33 a.m. and opened the public hearing.

There were no comments made.

The Chairman closed the public hearing at 9:34 a.m. and re-opened the regular meeting.
3. FINAL PLAT OF STERLING ACRES SECTION 1 REPLAT NO. 1, A REPLAT OF STERLING ACRES SECTION 1 (FAST-TRACK REPLAT)

The following information is from the memorandum from City Staff:

The proposed 4.00-acre commercial subdivision in the Timothy Cude Survey, A-12, is located west of IH-45 and north of FM 830, within the Planning Area. Two restricted reserves in one block will be replatted. The owner wishes to replat the reserves create two restricted reserves. This subdivision has direct access to FM 830. No new streets are proposed. Proposed water and sanitary sewer services are provided by an existing water well and aerobic 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, add a “Reason for replat” to the title block(s), change the title to read “Final Replat”, and correct the quotation marks.

As per Item No. 2, show and label all easements listed on the City Planning Letter and add the appropriate easement language to the owners’ dedicatory language, or provide a revised City Planning Letter with the non-applicable easements removed.

As per Item No. 3, provide the subdivision name and recording information for the property adjacent to the northern plat boundary.

As per Item No. 4, describe the private detention easement, 30-ft drainage easement, 30-ft utility easement, and 15-ft access easement with bearings and distances.

As per Item No. 5, list all liens lien holders’ notary’s acknowledgments.

As per Item No. 6, use standard County language for the surveyor’s acknowledgment.

Mr. Hailey made a motion to approve the final plat of Sterling Acres, Section 1, Replat No. 1, being a replat of Sterling Acres, Section 1, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

4. PUBLIC HEARING FOR THE FINAL PLAT OF WATER CREST ON LAKE CONROE, SECTION 5, A PARTIAL REPLAT OF WATER CREST ON LAKE CONROE RECREATION CENTER

The Chairman closed the regular meeting at 9:34 a.m. and opened the public hearing.
There were no comments made.

The Chairman closed the public hearing at 9:35 a.m. and re-opened the regular meeting.

5. **FINAL PLAT OF RESERVE AT EAST FOREST, SECTION 1**

This item was withdrawn prior to the meeting.

6. **PRELIMINARY PLAT OF CHASE RUN, SECTION 4**

The following information is from the memorandum from City Staff:

He 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 preliminary plat, we recommend approval.

Mr. Caywood made a motion to approve the preliminary plat of Chase Run, Section 4.

Mr. Maddux seconded the motion.

The motion carried unanimously.

7. **FINAL PLAT OF FOREST CREST PARKWAY EXTENSION DEDICATION**

The following information is from the memorandum from City Staff:

The proposed 2.305-acre street dedication in the James Edwards, A-190 is located south of League Line Road and west of Longmire Road, within the City Limits. This street will tie in to the existing Longmire Road. The proposed street will be concrete curb and gutter with underground storm sewers. Proposed MCMUD 126 water and sanitary sewer mains will connect to existing City utilities.

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

**PLAT:**

As per Item No. 1, note that this property is subject to the Amended and Restated Waiver Agreement recorded under Clerk’s file number 2014092613, per the City Planning Letter.

As per Item No. 2, Note the elevations for both NGS monuments the subdivision benchmark is referenced to.
As per Item No. 3, FYI- As-builts must match the recorded plat.

Mr. Hailey made a motion to approve the final plat of Forest Crest Parkway Extension Dedication, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

8. **FINAL PLAT OF WATER CREST ON LAKE CONROE, SECTION 9**

The following information is from the memorandum from City Staff:

The proposed 22.2528-acre residential subdivision in the James Edwards Survey, A-190 and the Elijah Collard Survey, A-7, is located west of IH-45 and north of Longmire Way, within the City Limits. 77 lots and 1 restricted reserve in 2 blocks will be created. Access to League Line Road will be provided via the existing streets in Water Crest on Lake Conroe. Proposed streets will be concrete with curbs and gutters and an underground storm sewer system. Proposed water and sanitary sewer systems will connect to 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, note that this property is subject to documents recorded under County Clerk's document numbers 2014092613 and 2015063453, per the City Planning Letter, and show and label the 25-ft temporary storm sewer easement, with recording information, per the approved plans.

As per Item No. 2, FYI- As-builts must match the recorded plat.

Mr. Greer made a motion to approve the final plat of Water Crest on Lake Conroe, Section 9, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

9. **PRELIMINARY PLAT OF THE WOODLANDS HILLS, SECTION 1**

The following information is from the memorandum from City Staff:

The subject 35.63-acre residential subdivision is located in the James Buchanan Survey, A-100, north of FM 830, and west of IH-45, within the City Limits. 51 lots and 2 reserves in 2 blocks will be created. Access to Teralyn Woods Parkway will be provided via the proposed Rivus
Overlook Drive and other proposed streets. Proposed streets will be concrete with concrete curbs and gutters with underground storm sewers. Proposed M.U.D. 128-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 a “closed” polygon of the geo-referenced boundary for the floodplain map and make all line weights heavy enough to be easily legible. (Lighter line weights may not scan when recorded at the Clerk’s office.)

As per Item No. 2, remove the “Covenant Easement Exhibit” and corresponding note from the plat.

As per Item No. 3, tie two corners of the subject tract to two corners of the parent tract with bearings and distances and label as such. Label all ties as “scaled”, if applicable.

As per Item No. 4, label all existing adjacent easements with recording information.

As per Item No. 5, label the right-of-way width and recording information for Teralyn Woods Parkway Dedication Plat.

As per Item No. 6, correct the floodplain note.

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

As per Item No. 8, show and label, or note, all building lines.

As per Item No. 9, label the complete layout of all street centerlines; make the monuments for the street centerlines legible; label the dimensions from all angle points and points of curve to the right-of-way; label a perpendicular tie from the centerline of Rivus Overlook Drive to the centerline of Teralyn Woods Parkway, with a bearing and distance; and provide site distance calculations for C14 showing the street layout is safe.

As per Item No. 10, 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), show and label all utility easements to be dedicated on the plat and offset the right-of-way for the utility easements at the corners at the street intersections, per the U.C.C. Clarify the use of all proposed easements and provide a 30-ft storm sewer and sanitary sewer easement from the cul-de-sac on Hushed Nightfall Court to the drainage way boundary, make all easement labels clear as to the use of the easement.

As per Item No. 11, any development within the floodplain must comply with the City’s floodplain management regulations.

As per Item No. 12, this subdivision must comply with the tree preservation/vegetation ordinance.
As per Item No. 13, correct scrivener’s errors on all sheets.

As per Item No. 14, FYI-Section 1 may not be approved until the Teralyn Woods Parkway Street Dedication has been approved and recorded.

LAND STUDY:

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

As per Item No. 1, provide a Land Study which shows accurate subdivision plat boundaries and label sections with plat names and sections.

As per Item No. 2, show and label all proposed easements and label all pavement and right-of-way widths.

As per Item No. 3, assure all off-site undeveloped storm flows from adjacent properties are accounted for in the drainage study and verify the adequacy of the accepting creek for the storm sewer outfalls.

Mr. Hailey made a motion to approve the preliminary plat of The Woodlands Hills, Section 1, 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.

Chris Baughman, Chairman

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