CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

October 19, 2017

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

OTHERS:     Adam France, Development Coordinator
            Sandy Hilderbrand, Development Coordinator
            Chris Bogert, P.E., Engineering Manager
            Scott Taylor, P.E., Director of Engineering
            Tommy Woolley, Assistant Director – Projects/Transportation
            Dana Berry, Secretary

ABSENT:     Marcus Winberry, City Attorney
            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 OCTOBER 05, 2017, REGULAR MEETING MINUTES

Mr. Caywood made a motion to approve the minutes of October 05, 2017.

Mr. Hailey seconded the motion.

The motion carried unanimously.

2. PUBLIC HEARING FOR THE FINAL PLAT OF VALERO STORE NO. 1485
   SUBDIVISION REPLAT NO. 2, A REPLAT OF RESTRICTED RESERVE “B”,
   BLOCK 1, OF VALERO STORE NO. 1485

   The Chairman closed the regular meeting at 9:31 a.m. and opened the public hearing.

   There were no comments made.

   The Chairman closed the public hearing at 9:32 a.m. and re-opened the regular meeting.
3. FINAL PLAT OF SOUTHERNMOST LAND AND CATTLE

The following information is from the memorandum from City Staff:

The proposed 8.00-acre commercial subdivision in the John Bricker Survey, A-71, is located west of Sgt. Ed Holcomb Boulevard and south of South Loop 336, within the City Limits. 2 reserves in 1 block will be created. This subdivision has direct access to both South Loop 336. No new streets will be created. Proposed water taps will connect to existing City utilities. A proposed sanitary sewer extension will connect to existing sanitary sewer mains.

Mr. Mike Glezman, with Glezman Surveying, Inc., addressed the Commission.

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

PLAT:

As per Item No. 1, clarify the addresses listed on the MCECD-911 Addressed Plat.

As per Item No. 2, provide signed recording fees checks.

As per Item No. 3, remove “LLC” from the subdivision name blanks on the Subdivision Development Agreement.

As per Item No. 4, show and label the private access easement between Reserves “A” & “B”.

As per Item No. 5, use standard City language for the Planning Commission certification.

As per Item No. 6, resolve private sanitary sewer easement issue.

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

Mr. Arnold made a motion to approve the final plat of Southernmost Land and Cattle, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

Mr. Baughman abstained.

The motion carried unanimously.

4. PRELIMINARY PLAT OF LAUREL RIDGE AT GRAYSTONE, SECTION 3

The following information is from the memorandum from City Staff:

The proposed 26.47-acre subdivision in the John McDillon Survey, A-347, is located north of SH 105 and west of Carter Moore Drive, within the City Limits. 51 lots, 3 reserves in 4 blocks
will be created. Access to Carter Moore Drive will be provided via the existing streets within Laurel Ridge at Graystone. Proposed streets will be concrete curb and gutter with underground storm sewers. Proposed MCMUD 107 water and sanitary sewer mains will connect to existing City utilities.

Mr. Stan Winter, with Jones & Carter, Inc., addressed the Commission.

After review of the preliminary 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, label “Conroe”, and correct the City Limits boundary, on the vicinity map.

As per Item No. 2, provide a tie from a second corner of the subject tract to a second corner of the parent tract, with bearings and distances.

As per Item No. 3, show extensions of easements within 200-ft of the plat boundary.

As per Item No. 4, provide recording information for the adjacent plats, and correct the ownership information for the parcel adjacent to the eastern boundary line. Abandon the portions of the easements in the rights-of-way and utility easements recorded under County Clerk’s file numbers 2015082458, 2015082459 and 2015093603, and remove from within the rights-of-way and utility easements on the plat.

As per Item No. 5, show the 100-yr floodplain as a heavy solid line.

As per Item No. 6, provide complete bearings and dimensions for all block and lot lines.

As per Item No. 7, add the use of “tree preserve” to applicable reserves’ uses to comply with Chapter 102-Vegetation Ordinance.

As per Item No. 8, label perpendicular dimensions from the street centerlines of rights-of-ways to adjacent lot lines, change “Old Stone Drive” to a street name unique to Montgomery County, where it changes direction and provide street name change symbols on the plat and legend, and either change “Moss Creek Court” to “Moss Creek Lane”, or amend Laurel Ridge at Graystone Sec 2 recorded plat to reflect “Moss Creek Court”.

As per Item No. 9, label the radii of all culs-de-sac and “knuckles”.

As per Item No. 10, temporary culs-de-sac or other acceptable temporary turn-arounds are required where Silver Mist Drive and Slate Run Drive terminate at the plat boundary, until the streets are extended by recorded plats.

As per Item No. 11, Section 3 must comply with the City amendments to the IFC, Sec. 30-62, regarding fire department access, as there will be more than 74 lots, when Section 3 is developed. The final plat will not be approved until this requirement is met.
As per Item No. 12, FYI- Section 3 must comply with the vegetation ordinance requirement for tree canopy.

As per Item No. 13, FYI- Streetlights are required for this subdivision.

**LAND STUDY:**

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

As per Item No. 1, section 3 must comply with the City amendments to the IFC, Sec. 30-62, regarding fire department access, as there will be more than 74 lots, when Section 3 is developed. The final plat will not be approved until this requirement is met.

As per Item No. 2, minimum pavement widths must comply with the City’s design manual.

As per Item No. 3, label the uses of all reserves.

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

As per Item No. 5, show and label proposed water mains.

Mr. Caywood made a motion to approve the preliminary plat of Laurel Ridge, at Graystone, Section 3, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

5. **FINAL PLAT OF CAYDEN CREEK, SECTION 3**

The following information is from the memorandum from City Staff:

The proposed 14.052-acre residential subdivision in the John Bricker Survey, A-71, is located west of IH-45 and north of South Loop 336, within the City Limits. 37 lots and 4 restricted reserves in 3 blocks will be created. Access to Sgt. Ed Holcomb Blvd. will be provided via a proposed extension to the existing Cayden Creek Way. Proposed streets will be concrete with curbs and gutters and an underground storm sewer system. Proposed MUD 96 water and sanitary sewer mains will connect to existing City utilities.

Ms. Celeste Berger, with Pape-Dawson Engineers, Inc., addressed the Commission.

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

The following items were from the preliminary plat memo and must be satisfactorily addressed:

As per Item No. 1, remove any extraneous topographic features from the plat.

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

As per Item No. 1, add a match-line to the patent survey tie, referencing “Detail “A”, and correct “tract” to read “Survey” in Detail “A”.

As per Item No. 2, show and label the 100-yr floodplain boundary per LOMR 16-06-1603P and label whether the effective floodway is per LOMR 16-06-1603P or the applicable panel number.

As per Item No. 3, provide documentation of the location of the 1-acre drill site referenced in the City Planning Letter and label the streets adjacent to this subdivision.

As per Item No. 4, change “Littleton Way” south of Colford Way to “Littleton Court”, and provide a revised MCECD-911 Addressed Plat reflecting the change, and show all angle points/points of curvature.

As per Item No. 5, remove or show the 5-ft utility easement in Block 3, Lot 9, label the recording information for all off-site easements, and show and label a 25-ft storm sewer easement in Reserve “D” and a variable width storm sewer easement in Reserve “B”.

As per Item No. 6, carry state plane coordinates to the 4th decimal place.

As per Item No. 7, note the two NGS monuments the subdivision benchmark is referenced to.

As per Item No. 8, remove Note 7 from the plat.

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

Mr. Hailey made a motion to approve the final plat of Cayden Creek, Section 3, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.

6. FINAL PLAT OF CAYDEN CREEK, SECTION 4

The following information is from the memorandum from City Staff:
The proposed 12.161-acre residential subdivision in the John Bricker Survey, A-71, is located west of Sgt. Ed Holcomb Boulevard and north of South Loop 336 West, within the City Limits. 48 lots and 4 restricted reserves in 1 block will be created. Access to Sgt. Ed Holcomb Boulevard will be provided via the existing Cayden Creek Way. 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.

Ms. Celeste Berger, with Pape-Dawson Engineering, Inc., addressed the Commission. After reviewing the final plat, we recommend approval, subject to the satisfactory completion of the following items:

**PLAT:**

The following items were from the preliminary plat memo and must be satisfactorily addressed:

As per Item No. 1, provide the correct property ownership and recording information for the property adjacent to the western plat boundary.

As per Item No. 2, show and label the 100-yr floodplain, as a heavy solid line, per FEMA LOMR 16-06-1603P.

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

As per Item No. 1, carry state plane coordinate pairs to the 4\(^{th}\) decimal place.

As per Item No. 2, provide a tie from the subdivision to the existing benchmark within 500-ft.

As per Item No. 3, provide complete bearings and distances for the subdivision boundary.

As per Item No. 4, provide documentation of the location of the 1-acre drill site referenced in the City Planning Letter and show and label the right-of-way referenced in the City Planning Letter, or provide a revised City Planning Letter with the non-applicable encumbrances removed.

As per Item No. 5, show and label the 100-yr floodplain and floodway boundaries per LOMR 16-06-1693P, and explicitly note this this property lies partially within the 100-yr floodplain and floodway per LOMR 16-06-1693P.

As per Item No. 6, add a street name change symbol to the plat and legend, where applicable.

As per Item No. 7, show and label a variable width storm sewer easement in Reserve “C” and a drainage easement in Reserve “A”, between Lots 41 and 42.

As per Item No. 8, provide a revised MCECD-911 Addressed Plat with Reserve “A” addressed.

As per Item No. 9, FYI- As-builts must match the recorded plat.
Mr. Hailey made a motion to approve the final plat of Cayden Creek, Section 4, subject to the satisfactory completion of all items.

Mr. Maddux seconded the motion.

The motion carried unanimously.

7. **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 item:

**PLAT:**

As per Item No. 1, provide two separate checks for County Clerk recording fees for the plat and subdivision development agreement.

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

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

Dr. Rabuck seconded the motion.

The motion carried unanimously.

8. **PRELIMINARY PLAT OF HILLS OF WESTLAKE SECTION 2**

The following information is from the memorandum from City Staff:

The proposed 28.693-acre residential subdivision in the P. H. Herndon Survey, A-256, is located north of SH 105 and east of La Salle Avenue, in the Planning Area. 120 lots and 11 restricted reserves in 4 blocks will be created. Access to La Salle Avenue will be provided via extensions to existing streets in Hills of Westlake, Section 1. Proposed streets will be concrete curb and gutter with underground storm sewers. Water and sanitary sewer services will connect to MCMUD 42 utilities.
Mr. Jeff Freeman, with LJA Engineering, Inc., addressed the Commission.

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 existing street names for Section 1 on Sheet 1 of 6.

As per Item No. 2, correct the city limit labels and add a city limit label to the eastern plat boundary, as applicable, and show and label the existing streets/street names for the streets providing access to both parts of this section, on the vicinity map.

As per Item No. 3, label the tie to the original survey as “SCALED” if applicable and make the boundary line a consistent width.

As per Item No. 4, provide complete bearings and distances for all lot and block lines. ( 

As per Item No. 5, label Westlake Terrace Drive within the plat boundary and provide perpendicular dimensions from street centerlines to adjacent lot lines at angle points and points of curve.

As per Item No. 6, label drainage easements from the perimeter drainage reserves to the rights-of-way as “Private Drainage Easement”, or remove the “easement” designation.

As per Item No. 7, streetlights are required for this subdivision.

As per Item No. 8, correct all match lines and associated labeling.

**LAND STUDY:**

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

As per Item No. 1, loop all water mains.

As per Item No. 2, assure that any off-site storm water drainage to/through this site is accounted for in the drainage plan/report.

Mr. Greer made a motion to approve the preliminary plat of Hills of Westlake Section 2, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.
9. **PRELIMINARY PLAT OF CRESCENT CAMPUS BOULEVARD PHASE 2 STREET DEDICATION**

The following information is from the memorandum from City Staff:

The subject 3.026-acre street dedication is located in the Ransom House Survey, A-245, south of South Loop 336 and west of IH-45, within the City Limits. No lots or reserves will be created. The proposed street will be concrete with concrete curbs and gutters with underground storm sewers and/or roadside drainage ditches. 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, change the name of the plat to “Crescent Campus Boulevard Phase 2 Street Dedication.”

As per Item No. 2, label Crighton Road on the Vicinity Map.

As per Item No. 3, label the tie to the original survey as “SCALED”, if applicable.

As per Item No. 4, label the IH-45 Southbound Access Road as such.

As per Item No. 5, correct the applicable FIRM panel number and note whether the property within the plat boundary lies within, or out of, the 100-year floodplain in the floodplain note; note the LOMR if applicable; and if applicable, the final plat will not be approved until the LOMR has been approved by FEMA.

As per Item No. 6, show, and label with a bearing and distance, the perpendicular tie from the centerline of Crescent Campus Boulevard, to the centerline of the IH-45 southbound access road.

As per Item No. 7, label the “Variable Width R.O.W.” as such near the intersection for the future east-west street. Provide a 16-ft utility easement adjacent to both sides of the right-of-way, (or a 14-ft utility easement, provided all wet utilities are located within the rights-of-way), when the adjacent properties are developed, per the U.C.C.; and provide recorded offsite easements for all utilities required to serve this street (including the lift station).

As per Item No. 8, it is not clear how detention is provided for this property; add a note to the plat stating the reason why no detention is required, if applicable.

**LAND STUDY:**

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

As per Item No. 1, the minimum allowable text size is 1/10\(^{th}\)-inch throughout the Land Study.
As per Item No. 2, label the width of the street pavement, medians and R.O.W.; and show and label all easements required for the development of this street.

As per Item No. 3, show and label the existing water main the proposed water main will connect to.

As per Item No. 4, show proposed drainage flow arrows.

Mr. Caywood made a motion to approve the preliminary plat of Crescent Campus Boulevard Phase 2 Street Dedication, subject to the satisfactory completion of all items.

Mr. Maddux seconded the motion.

The motion carried unanimously.

10. PRELIMINARY PLAT OF THE WOODLANDS HILLS – NORTH TERALYN HILLS DRIVE PHASE 2 STREET DEDICATION

The following information is from the memorandum from City Staff:

The subject 2.65-acre street dedication is located in the James Buchanan Survey, A-100, north of FM 830 and west of IH-45, within the City Limits. No lots or reserves will be created. The proposed street will be concrete with concrete curbs and gutters with underground storm sewers and/or roadside drainage ditches. 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, change the name of the plat to “THE WOODLANDS HILLS-NORTH TERALYN HILLS DRIVE PHASE 2 STREET DEDICATION.”

As per Item No. 2, label the majors streets on the vicinity map.

As per Item No. 3, label the complete layout of the street with bearings and distances and curve data, label the perpendicular dimensions from the street centerline to the right-of-way at the north end of the street; and show, and label with a bearing and distance, the perpendicular tie from the centerline of North Teralyn Hills Drive, to the centerline of FM 830.

As per Item No. 4, provide a 16-ft utility easement adjacent to both sides of the right-of-way, or a 14-ft utility easement, provided all wet utilities are located within the rights-of-way, per the U.C.C.; and provide recorded offsite easements for all utilities required to serve this street.

As per Item No. 5, provide for storm water drainage.
As per Item No. 6, provide a temporary turn-around easement at the termination of the north end of the pavement, with language in the easement document stating: “the temporary easement shall be released without further action upon extension of the street as dedicated by a recorded plat.”

As per Item No. 7, the minimum allowable pavement width at the entrance is 20-ft front of curb to front of curb, per Fire Regulations.

As per Item No. 8, make the street monuments legible.

**LAND STUDY:**

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

As per Item No. 1, the minimum allowable text size is 1/10\(^\text{th}\)-inch throughout the Land Study.

As per Item No. 2, label the width of the R.O.W.; and show and label all easements required for the development of this street.

As per Item No. 3, show and label how storm water drainage is controlled and show proposed drainage flow arrows.

Mr. Arnold made a motion to approve the preliminary plat of The Woodlands Hills – North Teralyn Hills Drive Phase 2 Street Dedication, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

11. **PRELIMINARY PLAT OF THE WOODLANDS HILLS SEC 2**

The following information is from the memorandum from City Staff:

The subject 17.18-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. 48 lots and 5 reserves in 3 blocks will be created. The proposed streets will be concrete with concrete curbs and gutters with underground storm sewers and/or roadside drainage ditches. 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 major streets on the vicinity map.

As per Item No. 2, label the subdivision boundary with complete bearings and distances and curve data.
As per Item No. 3, the portions of the existing easements located within the right-of-way must be abandoned and label the drainage way north of the subdivision boundary as such.

As per Item No. 4, clearly depict the boundaries of the adjacent subdivisions.

As per Item No. 5, correct the floodplain note.

As per Item No. 6, label complete bearings and distances for all lot and block lines.

As per Item No. 7, show, and label or note, all building lines; and label easements as building lines, also, where the interior easement boundary is equal to or more restrictive than the minimum building line width.

As per Item No. 8, label building line transitions with a bearing and distance.

As per Item No. 9, label the complete layout of the street with complete bearings and distances and curve data, label the perpendicular dimensions from the street centerline to the rights-of-way; and show, and label with a bearing and distance, the perpendicular tie from the centerline of Prelude Park Trail to the centerline of Teralyn Woods Parkway.

As per Item No. 10, show and label easements as shown, or as required, by the land study utility layouts; assure all easements are drawn to scale; and provide recorded offsite easements for all utilities as required to serve this section.

As per Item No. 11, make the street layout at the west end of Lantano Path Loop adequate for firetruck and school bus access.

As per Item No. 12, provide for storm water drainage.

As per Item No. 13, provide a temporary turn-around easement at the termination of the north end of the pavement, with language in the easement document stating: “the temporary easement shall be released without further action upon extension of the street as dedicated by a recorded plat.”

As per Item No. 14, remove Note 4 and the corresponding exhibit from the plat.

**LAND STUDY:**

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

As per Item No. 1, the minimum allowable text size is 1/10\textsuperscript{th}-inch throughout the Land Study.

As per Item No. 2, show and label all easements required for the development of this section.

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 The Woodlands Hills Sec 2, subject to the satisfactory completion of all items.

Mr. Maddux seconded the motion.

The motion carried unanimously.

12. **PRELIMINARY PLAT OF THE WOODLANDS HILLS SEC 3**

The following information is from the memorandum from City Staff:

The subject 17.60-acre residential subdivision is located in the James Buchanan Survey, A-100, and north of FM 830 and west of IH-45, within the City Limits. 70 lots and 6 reserves in 3 blocks will be created. The proposed streets will be concrete with concrete curbs and gutters with underground storm sewers and/or roadside drainage ditches. 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, the minimum allowable text size is 1/10th-inch.

As per Item No. 2, label the major streets on the vicinity map.

As per Item No. 3, label the subdivision boundary with complete bearings and distances and curve data; label, with bearings and distances, a scaled tie from a corner of the proposed subdivision boundary to a corner of the original (patent) survey, and label, with bearings and distances, two scaled ties from two corners of the proposed subdivision boundary to two parent tract corners.

As per Item No. 4, label the drainage way north of the subdivision boundary as such.

As per Item No. 5, clearly depict the boundaries of the adjacent subdivisions.

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; and label easements as building lines, also, where the interior easement boundary is equal to or more restrictive than the minimum building line width.

As per Item No. 9, label building line transitions with a bearing and distance.

As per Item No. 10, remove the “street name change” symbol from Silva creek Trail and Fawn Valley Trail (Silva Creek Trail runs from its intersection with North Teralyn Hills Drive, to its
intersection with Fawn Valley Trail and Sonata Pass), label the complete layout of the street with complete bearings and distances and curve data, label the perpendicular dimensions from the street centerline to the rights-of-way; and show, and label with a bearing and distance, the perpendicular tie from the centerline of Silva Creek Trail to the centerline of North Teralyn Hills Drive and correct the name of “North Teralyn Hills Drive.”

As per Item No. 11, show and label proposed easements as shown, or as required, by the land study utility layouts; assure all easements are drawn to scale; offset easements from the right-of-way at the intersections; and provide recorded offsite easements for all utilities as required to serve this section.

As per Item No. 12, make the street layout at the west end of Lantano Path Loop adequate for firetruck and school bus access.

As per Item No. 13, remove Note 4 and the corresponding exhibit from the plat, remove extraneous lines and correct all scriveners’ errors.

**LAND STUDY:**

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

As per Item No. 1, the minimum allowable text size is 1/10\textsuperscript{th}-inch throughout the Land Study.

As per Item No. 2, show and label all easements required for the development of this section.

As per Item No. 3, make the subdivision boundary line type consistent.

As per Item No. 4, assure that any off-site storm water drainage to/through this site is accounted for in the drainage plan/report.

Mr. Arnold made a motion to approve the preliminary plat of The Woodlands Hills Sec 3, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

**13. PRELIMINARY PLAT OF THE WOODLANDS ESTATES VILLAS**

The following information is from the memorandum from City Staff:

The proposed 1.002-acre residential subdivision in the John Carr Survey, A-187, is located west of Airport Road and south of N. Loop 336 East, within the City Limits. 5 lots in 1 block will be created. Access to Airport Road will be provided via the existing streets in Woodland Estates. No new streets will be created. Proposed water taps will connect to existing City utilities and sanitary sewer taps will connect to a proposed sanitary sewer main extension.
Ms. Nneka Steelees, with Texas Professional Surveying, addressed the Commission.

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

**PLAT:**

As per Item No. 1, change the name of the subdivision to read as shown on the plat.

As per Item No. 2, provide the recording information for E. Semands Street and Shady Lane.

As per Item No. 3, show and label rear building lines on all lots. A 25-ft front building line is required on the front of all lots.

As per Item No. 4, FYI- a Public Hearing must be held for all replats, prior to final plat approval, and notices mailed, if required.

**LAND STUDY:**

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

As per Item No. 1, Show and label all existing utilities.

Mr. Caywood made a motion to approve the preliminary plat of Woodland Estates Villas, subject to the satisfactory completion of all items.

Mr. Maddux seconded the motion.

The motion carried unanimously.

14. **PRELIMINARY PLAT OF THE WOODS OF CONROE, SECTION 3**

This item was withdrawn prior to the meeting.

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

Chris Baughman, Chairman

/db