CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

November 02, 2017

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

OTHERS: Chris Bogert, P.E., Engineering Manager
Marcus Winberry, City Attorney
Stacy Kelemen, Interim Secretary

ABSENT: Chris Caywood, Member
Adam France, Development Coordinator
Sandy Hilderbrand, Development Coordinator
Tommy Woolley, Interim Director of Engineering
Dana Berry, Secretary
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 19, 2017, REGULAR MEETING MINUTES

Mr. Arnold made a motion to approve the minutes of October 19, 2017.

Mr. Hailey seconded the motion.

The motion carried unanimously.

2. FINAL PLAT OF TWCD-HHC TERALYN WOODS PARKWAY STREET DEDICATION

The following information is from the memorandum from City Staff:

The subject 2.2241-acre street dedication in the James Buchanan Survey, A-100, is located 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 pavement with storm sewers or roadside drainage ditches. Proposed M.U.D. 128 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 satisfactorily addressed:

As per Item No. 1, show (with bolder lines) the city limits for Conroe and Panorama Village (and Willis) on the vicinity map.

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

As per Item No. 1, provide a tax certificate showing a zero balance for the current year.

As per Item No. 2, provide two separate checks, in the correct amounts, made to the order of the County Clerk, for the recording of the plat and subdivision development agreement.

As per Item No. 3, the survey must comply with (94-112(a)(3)).

As per Item No. 4, label the benchmark and correct the benchmark note.

As per Item No. 5, print the signer’s name under the signature line on the Performance Bond.

As per Item No. 6, label the tie to the original (patent) survey and parent tract corners with “(SCALEd)”, if applicable.

As per Item No. 7, use standard County language for the Clerk’s filing certification.

As per Item No. 8, correct the detention note to reflect the actual conditions.

As per Item No. 9, correct Note 1, add the Clerk’s filing information to Note 6 (per City Planning Letter), and remove Notes 2, 8 and 11.

As per Item No. 10, add “CF NO.” to the legend, or use, and add, “MCCFN”.

Mr. Hailey made a motion to approve the final plat of TWDC-HHC Teralyn Woods Parkway Street Dedication, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

3. **FINAL PLAT OF TWCD-HHC, SECTION 1**

The following information is from the memorandum from City Staff:
The subject 12.001-acre residential subdivision in the James Buchanan Survey, A-100, is located north of FM 830, and west of IH-45, within the City Limits. 43 lots and 3 reserves in 1 block will be created. Access to FM 830 will be provided via the proposed Teralyn Woods Parkway. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed M.U.D. 128 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 satisfactorily addressed:

As per Item No. 1, show (with bolder lines) the city limits for Conroe and Panorama Village (and Willis); and label Teralyn Woods Parkway, on the vicinity map.

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

As per Item No. 1, provide a tax certificate showing a zero balance for the current year.

As per Item No. 2, provide two separate checks, in the correct amounts, made to the order of the County Clerk, for the recording of the plat and subdivision development agreement.

As per Item No. 3, the Subdivision Development Agreements, Cost Estimate amounts and Performance Bond amounts must all match for TWDC-HHC Sec 1 and Phase 1 Detention; a bond is missing a signature; and add the signer’s printed name under the signature lines on the bonds.

As per Item No. 4, the survey must comply with (94-112(a)(3)), correct Note 1., and label the size and material for lot, block and reserve corner monuments in Note 5.

As per Item No. 5, label the benchmark, correct the benchmark note and note the existing benchmark used to set the benchmark, including elevation and datum.

As per Item No. 6, label the total acreage in all reserves, in the title block.

As per Item No. 7, add “UNLESS SHOWN OTHERWISE” to the end of Note 4.

As per Item No. 8, remove all proposed ”W.L.E.” and “S.S.E.” from within the 10-ft and 15-ft utility easements adjacent to the streets rights-of-way and label the off-site easement required for the development of this section with recording information (record Sec 2 before Sec 1).

As per Item No. 9, use standard County language for the Clerk’s filing certification.

As per Item No. 10, correct the numbering of the notes, correct the detention note (Note 13) to reflect the actual conditions and add “MCCF” to the legend, (instead of “FN” or “CF”) and correct Note 7.
As per Item No. 11, the as-built drawings must match the recorded plat.

Mr. Greer made a motion to approve the final plat of TWDC-HHC, Section 1, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

4. **FINAL PLAT OF TWDC-HHC, SECTION 2**

The following information is from the memorandum from City Staff:

The subject 18.807-acre residential subdivision in the James Buchanan Survey, A-100, is located north of FM 830, and west of IH-45, within the City Limits. 47 lots and 4 reserves in 1 block will be created. Access to FM 830 will be provided via the proposed Teralyn Woods Parkway. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed M.U.D. 128 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 satisfactorily addressed:

As per Item No. 1, show (with bolder lines) the city limits for Conroe and Panorama Village (and Willis); and label Teralyn Woods Parkway, on the vicinity map.

As per Item No. 2, note all applicable FEMA F.I.R.M. panel numbers in the floodplain note.

As per Item No. 3, label the dimensions from all angle points and points of curve to the right-of-way.

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

As per Item No. 1, provide a tax certificate showing a zero balance for the current year.

As per Item No. 2, provide two separate checks, in the correct amounts, made to the order of the County Clerk, for the recording of the plat and subdivision development agreement.

As per Item No. 3, add the signer’s printed name under the signature line on the bond.

As per Item No. 4, the survey must comply with (94-112(a)(3)), correct Note 1., and label the size and material for lot, block and reserve corner monuments in Note 5.
As per Item No. 5, label the benchmark, correct the benchmark note and note the existing benchmark used to set the benchmark, including elevation and datum.

As per Item No. 6, verify the total subdivision acreage and label the total acreage in all reserves, in the title block.

As per Item No. 7, label the tie to the original patent survey as "(SCALEd)".

As per Item No. 8, verify the Lift Station Easement recording information and label the widths of all existing easements.

As per Item No. 9, add "UNLESS SHOWN OTHERWISE" to the end of Note 4.

As per Item No. 10, as per Item No. 1, Label the right-of-way of Verdancia Park Court as "VARIABLE R.O.W.", at the entrance.

As per Item No. 11, label all proposed easements, including the widths, remove all proposed "W.L.E." and "S.S.E." from within the 10-ft and 15-ft utility easements adjacent to the streets rights-of-way and label the off-site easement required for the development of this section with recording information (record Sec 2 before Sec 1) and label the 30-ft S.S.E. and STM S.E. extension to Sec 1, as "FUTURE".

As per Item No. 12, use standard County language for the Clerk’s filing certification.

As per Item No. 13, correct the detention note (Note 13) to reflect the actual conditions, add "MCCFN" to the legend, As per Item No. 1, (instead of "FN" or "CF") and correct Note 7.

As per Item No. 14, the as-built drawings must match the recorded plat.

Mr. Hailey made a motion to approve the final plat of TWDC-HHC, Section 2, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

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

The following information is from the memorandum from City Staff:

The proposed 28.439-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. 112 lots and 11 restricted reserves in 3 blocks will be created. Access to Old Hwy. 105 Sapp Road will be provided via proposed the proposed 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 preliminary plat, we recommend approval, subject to the satisfactory completion of the following items:

**PLAT:**

As per Item No. 1, show and label a scaled bearing and distance from a corner of the subject tract to a corner of the original (patent) survey.

As per Item No. 2, update adjacent property ownership and recording information and provide the recording information for Old Highway 105.

As per Item No. 3, label building lines as variable width, where applicable, and remove building lines from within the rights-of-way, easements and where they are overlapping.

As per Item No. 4, reserve uses shown on the plat do not match note 8 or the land study.

As per Item No. 5, streets terminating in a cul-de-sac must have a street name ending in “Court” and change the duplicate street name “Amber Ruse Drive” to “Lost Timbers Drive”.

As per Item No. 6, provide complete bearings and dimensions for all easements. Areas labeled “landscape easement must be labeled as “tree perseveration easement” if those areas are to be used for canopy credit to comply with the vegetation ordinance. Remove all easements from within the right-of-way. Provide drainage easements in reserves used for drainage, where applicable.

As per Item No. 7, FYI-Sidewalks are required along both sides of all collector streets.

As per Item No. 8, FYI- Streetlights are required for this subdivision.

As per Item No. 9, clean up overlapping and incomplete text.

**LAND STUDY:**

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

As per Item No. 1, identify the entire area owned or controlled by this developer on the Land Study.

As per Item No. 2, label topographic contours.

As per Item No. 3, label the right-of-way widths of proposed streets.

As per Item No. 4, reserve uses shown do not match the plat.
As per Item No. 5, show and label the proposed M.C.M.U.D. No. 142 utilities that will serve this subdivision.

As per Item No. 6, show and label drainage flow arrows and assure that all water mains are looped.

As per Item No. 7, provide a legend for shaded areas.

As per Item No. 8, 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 Woods of Conroe, Section 3, subject to the satisfactory completion of all items.

Mr. Maddux seconded the motion.

The motion carried unanimously.

6. PRELIMINARY PLAT OF THE MEADOWS AT JACOBS RESERVE, SECTION 6

The following information is from the memorandum from City Staff:

The proposed 10.909-acre residential subdivision in the James Hodge Survey, A-19, is located east of Carriage Hills Boulevard and north of FM 1488, within the Planning Area. 35 lots and 4 restricted reserves in 1 block will be created. Access to Carriage Hills Boulevard will be provided via the proposed streets in the section and existing streets within Jacobs Reserve. Proposed streets will be concrete with curbs and gutters and an underground storm sewer system. Proposed water and sanitary sewer systems will connect to proposed Montgomery County MUD 112 utilities.

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

PLAT:

As per Item No. 1, show and label the 100-yr floodplain boundary as a heavy solid line. Development must comply with Sec. 94-224 and the LOMR must be approved prior to final plat approval, and noted in the floodplain note.

As per Item No. 2, provide County Clerk’s recording information for the property adjacent to the eastern plat boundary.

As per Item No. 3, remove the building line from within Reserve “A”.

As per Item No. 4, label or remove all extraneous lines and leaders and fix all match lines.

As per Item No. 5, provide access to the adjacent properties for water sewer, and access.
As per Item No. 6, FYI- Streetlights are required for this subdivision.

**LAND STUDY:**

As per Item No. 1, the minimum allowable text size is 1/10\textsuperscript{th} throughout the land study.

As per Item No. 2, label 100-yr floodplain boundary as such.

As per Item No. 3, label all proposed easement widths and the pavement widths of all proposed streets.

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

As per Item No. 5, it is not clear how detention is to be provided. Show and label proposed detention facilities.

As per Item No. 6, provide connectivity to adjacent properties; i.e. water, sewer, access.

Mr. Hailey made a motion to approve the preliminary plat of The Meadows at Jacobs Reserve, Section 4, 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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