CITY OF CONROE  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  

November 16, 2017

PRESENT:  
Fred Greer, Vice-Chairman  
Dr. Bob Rabuck, Member  
Jim Arnold, Member  
Chris Caywood, Member

OTHERS:  
Chris Bogert, P.E., Engineering Manager  
Adam France, Development Coordinator  
Tommy Woolley, Interim Director of Engineering  
Marcus Winberry, City Attorney  
Dana Berry, Secretary

ABSENT:  
Chris Baughman, Chairman  
Steve Hailey, Member  
Curt Maddux, Member  
Sandy Hilderbrand, Development Coordinator  
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 NOVEMBER 02, 2017, REGULAR MEETING MINUTES

Mr. Arnold made a motion to approve the minutes of November 02, 2017.

Dr. Rabuck seconded the motion.

The motion carried unanimously.

2. FINAL PLAT OF TWDC-HHC VILLAGE PARK AND TERALYN WOODS PARKWAY EXTENSION 1

The following information is from the memorandum from City Staff:

The subject 21.765-acre subdivision in the James Buchanan Survey, A-100, is located north of FM 830 and west of IH-45, within the City Limits. Two streets and one reserve in one block will be created. Proposed streets will be concrete with roadside drainage ditches and/or underground storm sewers. Proposed Montgomery County M.U.D. 128 water and sanitary sewer mains will ultimately connect to existing City utilities.

Mr. Geoff Freeman, with LJA Engineering, 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 ties to the parent tract as “SCALED”, unless actually surveyed on the ground.

As per Item No. 2, FYI - Rights-of-way must be marked by monuments for final plat approval and Teralyn Woods Parkway from the southern plat boundary, south to F.M. 830 must be recorded prior to final plat approval.

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

As per Item No. 1, future plat submittals missing the signature of the owner or the agent and / or other information on the application, will be rejected and returned without review.

As per Item No. 2, provide a copy of all off-site easements, approved by the City and recorded at the County Clerk’s office, with the plat submittal, per the Administrative Checklist.

As per Item No. 3, provide a tax certificate showing a zero balance for the current year.

As per Item No. 4, correct the match line so the entire plat may be viewed.

As per Item No. 5, show and label the offsite water main easement to provide water to the park via the proposed water main extension. Provide an approved plan, cost estimate and bond for the extension.

As per Item No. 6, the Subdivision Development Agreement, Cost Estimate amount and Performance Bond amount must all match; and the signer’s printed name must be added under the signature line on the bond.

As per Item No. 7, 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 4.

As per Item No. 8, label the benchmark and note the existing benchmark used to set the benchmark, including elevation and datum.

As per Item No. 9, correct the building setback lines for Reserve “A”, by removing the setback lines and labels, or removing Note 11.

As per Item No. 10, label all dimensions from angle points and points of curve to the adjacent right-of-way with correct dimensions.
As per Item No. 11, remove the proposed "5' W.L.E." from within the 10-ft utility easement adjacent to the street right-of-way. Show and label all proposed easements as shown or needed on plans, including off-site easements and show and label all easements listed in the City Planning Letter, or provide a revised City Planning Letter with non-applicable items removed.

As per Item No. 12, as per Item No. 1, Add the Clerk’s file number to Note 6, per the City Planning Letter and add a note to the plat stating that “This property is subject to a Waiver Agreement, etc.”, per the City Planning Letter.

As per Item No. 13, as per Item No. 1, FYI-The as-built drawings must match the recorded plat.

Mr. Caywood made a motion to approve the final plat of TWDC-HHC Village Park and Teralyn Woods Parkway Extension 1, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.

3. **FINAL PLAT OF TWDC-HHC, SECTION 3**

The following information is from the memorandum from City Staff:

The subject 21.334-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. 73 lots and 6 reserves in 3 blocks will be created. Access to FM 830 will be provided via Teralyn Woods Parkway and proposed streets. Proposed streets will be concrete curb and gutter with underground storm sewers. Proposed Montgomery County M.U.D. 128 water and sanitary sewer mains will ultimately 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, label Teralyn Woods Parkway on the vicinity map.

As per Item No. 2, streets not intersecting at a 90° angle, but not having more than a 10° variation, must have 30-ft radii at the acute angle corners.

As per Item No. 3, FYI-streets providing access to this subdivision must be recorded prior to final plat approval.

In addition to the items above, the following must be addressed:
As per Item No. 1, future plat submittals missing the signature of the owner or the agent and/or other information on the application, will be rejected and returned without review.

As per Item No. 2, provide a copy of all off-site easements, approved by the City and recorded at the County Clerk’s office, with the plat submittal, per the Administrative Checklist.

As per Item No. 3, provide a tax certificate showing a zero balance for the current year.

As per Item No. 4, the Subdivision Development Agreement, Cost Estimate amount and Performance Bond amount must all match; and the signer’s printed name must be added under the signature line on the bond.

As per Item No. 5, 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. 6, label the benchmark and note the existing benchmark used to set the benchmark, including elevation and datum.

As per Item No. 7, label the tie to the original patent survey and parent corner as "(SCALED)".

As per Item No. 8, label the recording information for all existing easements.

As per Item No. 9, remove Note 12 or remove the building lines from within Reserves “C” & “E”, label shared building lines and utility easements as “10’ B.L./U.E.” or “10’ B.L. & U.E.” for clarity as the current labeling is confusing and add “UNLESS SHOWN OTHERWISE” to the end of Note 4.

As per Item No. 10, label all dimensions from angle points and points of curve to the adjacent right-of-way with correct dimensions and show and label a perpendicular tie, with a bearing and distance, from the centerline of Bluebell Woods Way to the centerline of Terelyn Woods Parkway.

As per Item No. 11, remove all proposed "W.L.E." and "S.S.E." from within the 10-ft and 15-ft utility easements adjacent to the street rights-of-way.

As per Item No. 12, verify that all building line transitions are 45°.

As per Item No. 13, add the Clerk’s file number to Note 7, per the City Planning Letter and add a note to the plat stating that “This property is subject to a Waiver Agreement, etc.”, per the City Planning Letter.

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

Mr. Arnold made a motion to approve the final plat of TWDC-HHC, Section 3, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.
The motion carried unanimously.

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

The following information is from the memorandum from City Staff:

The subject 5.044-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. 11 lots and 4 reserves in 2 blocks will be created. Access to FM 830 will be provided via Teralyn Woods Parkway and proposed streets. Proposed streets will be concrete curb and gutter with underground storm sewers. Proposed Montgomery County M.U.D. 128 water and sanitary sewer mains will ultimately connect to existing City utilities.

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

**PLAT:**

These following items are from the preliminary plat memo and must be satisfactorily addressed:

As per Item No. 1, label Teralyn Woods Parkway on the vicinity map.

As per Item No. 2, FYI-streets providing access to this subdivision must be recorded prior to final plat approval.

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

As per Item No. 1, future plat submittals missing the signature of the owner or the agent and/or other information on the application, will be rejected and returned without review.

As per Item No. 2, provide a copy of all off-site easements, approved by the City and recorded at the County Clerk’s office, with the plat submittal, per the Administrative Checklist.

As per Item No. 3, provide a tax certificate showing a zero balance for the current year.

As per Item No. 4, the Subdivision Development Agreement, Cost Estimate amount and Performance Bond amount must all match; and the signer’s printed name must be added under the signature line on the bond.

As per Item No. 5, 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. 6, label the benchmark and note the existing benchmark used to set the benchmark, including elevation and datum.

As per Item No. 7, correct the acreage in the title block to match the City Planning Letter.
As per Item No. 8, label the tie to the original patent survey and parent corner as “(SCALED)”.

As per Item No. 9, label the recording information for N. Teralyn Hills Drive and correct the title of the subdivision to the east of this section and add the recording information.

As per Item No. 10, remove the ordinance number from Note 12 and add “UNLESS SHOWN OTHERWISE” to the end of Note 4.

As per Item No. 11, label all dimensions from angle points and points of curve to the adjacent right-of-way.

As per Item No. 12, make the line type for all utility easements consistent.

As per Item No. 13, add the Clerk’s file number to Note 7, per the City Planning Letter and add a note to the plat stating that “This property is subject to a Waiver Agreement, etc.”, per the City Planning Letter.

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

Dr. Rabuck made a motion to approve the final plat of TWDC-HHC, Section 4, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.

5. **FINAL PLAT OF TWDC-HHC, SECTION 5**

The following information is from the memorandum from City Staff:

The subject 9.329-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. 18 lots and 3 reserves in 2 blocks will be created. Access to FM 830 will be provided via Teralyn Woods Parkway and proposed streets. Proposed streets will be concrete curb and gutter with underground storm sewers. Proposed Montgomery County M.U.D. 128 water and sanitary sewer mains will ultimately 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, development within the floodplain must comply with 94-224 and the LOMR must be approved by FEMA prior to final plat approval.
As per Item No. 2, ....note the additional applicable FEMA F.I.R.M. panel number. (In the floodplain note.)

As per Item No. 3, FYI-streets providing access to this subdivision must be recorded prior to final plat approval.

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

As per Item No. 1, future plat submittals missing the signature of the owner or the agent and / or other information on the application, will be rejected and returned without review.

As per Item No. 2, provide a copy of all off-site easements, approved by the City and recorded at the County Clerk’s office, with the plat submittal, per the Administrative Checklist.

As per Item No. 3, provide a tax certificate showing a zero balance for the current year.

As per Item No. 4, the Subdivision Development Agreement, Cost Estimate amount and Performance Bond amount must all match; and the signer’s printed name must be added under the signature line on the bond.

As per Item No. 5, 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. 6, label the benchmark and note the existing benchmark used to set the benchmark, including elevation and datum.

As per Item No. 7, label Teralyn Woods Parkway on the vicinity map.

As per Item No. 8, label the tie to the original patent survey and parent corner as “(SCALEd)”.

As per Item No. 9, show all existing easements within 200-ft of the boundary, label with the easement width and recording information and remove “(Exhibit A or B)” from the offsite easement labels.

As per Item No. 10, show the adjacent boundary of TWDC-HHC Sec 2 at the Sec 5 plat boundary and label all recording information for adjacent subdivisions.

As per Item No. 11, add the “Insets” and verify that complete bearings and distances for all lot and block lines are labeled.

As per Item No. 12, remove the ordinance number from Note 12 and add “UNLESS SHOWN OTHERWISE” to the end of Note 4.

As per Item No. 13, label all proposed offsite easements with recording information.

As per Item No. 14, verify that all building line transitions are 45°.
As per Item No. 15, streets not intersecting at a 90° angle, but not having more than a 10° variation, must have 30-ft radii at the acute angle corners.

As per Item No. 16, add the “Insets”, the Clerk’s file number to Note 7 per the City Planning Letter and a note to the plat stating that “This property is subject to a Waiver Agreement, etc.”, per the City Planning Letter.

As per Item No. 17, FYI-The as-built drawings must match the recorded plat.

Mr. Arnold made a motion to approve the final plat of TWDC-HHC, Section 5, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

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

The following information is from the memorandum from City Staff:

The proposed 2.300-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.

**PLAT:**

As per Item No. 1, FYI- As-builts must match the recorded plat.

Mr. Caywood made a motion to approve the final plat of Forest Crest Parkway Extension Dedication.

Mr. Arnold seconded the motion.

The motion carried unanimously.

7. **FINAL PLAT OF WATER CREST ON LAKE CONROE, SECTION 5, BEING A PARTIAL REPLAT OF WATER CREST ON LAKE CONROE RECREATION CENTER**

The following information is from the memorandum from City Staff:

The proposed 18.288-acre residential subdivision in the James Edwards Survey, A-190, is located west of Longmire Road and south of League Line Road, within the City Limits. 67 lots and 5 restricted reserves in 4 blocks will be created. Access to League Line Road will be
provided via proposed and existing streets within the subdivision. Proposed streets will be concrete curb and gutter with an underground storm sewer system. Proposed water and sewer systems will connect to existing M.C.M.U.D. 126 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, use a consistent line type/weight for the subdivision boundary.

As per Item No. 2, the 100-yr floodplain (not shown) does not appear to match the applicable FEMA F.I.R.M. panel. Development in the 100-year floodplain must conform to the City’s floodplain management regulations.

As per Item No. 3, provide site distance calculations for the C33-C39 reverse curve, showing that minimum site distance requirements are met.

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

As per Item No. 1, add a note to the plat stating “This property is subject to the Amended and Restated Waiver Agreement as recorded in Document No. 2014092613, Official Records of Montgomery County, Texas”, per the City Planning Letter. Correct the easement width label for the utility easement parallel to Longmire Cove.

As per Item No. 2, where easements are equal to or more restrictive than the required building line, label the easement line as the building line also, for clarity. Add “W.L.E.” & “S.S.E.” labels to the 5-ft B.L. labels in Block 1, Lot 18 and Block 2, Lot 1.

As per Item No. 3, make the text legible on the match line map on sheet 2 of 4.

As per Item No. 4, provide a revised MCECD-911 Addressed Plat with “Pearl Bay Lane” corrected to “Pearl Bay Court”, west of “Sweet Marjoram Lane”.

As per Item No. 5, FYI- As-builts must match the final plat.

Mr. Arnold made a motion to approve the final plat of Water Crest on Lake Conroe, Section 5, being a partial replat of Water Crest on Lake Conroe Recreation Center, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.
8. **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.

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

**PLAT:**

As per Item No. 1, provide the additional owner’s name and information on all sheets.

As per Item No. 2, show and label all easements per the approved plans. Label the utility easement width along the side lot lines of Block 1, Lot 1; Block 2, Lots 1 & 14; and Block 3, Lot 1.

As per Item No. 3, use standard County language for the lien holder’s subordination statement and 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. Arnold seconded the motion.

The motion carried unanimously.

9. **FINAL PLAT OF RESERVE AT EAST FOREST, SECTION ONE**

The following information is from the memorandum from City Staff:

The proposed 8.1402-acre residential subdivision in the Daniel F. Whilden Survey, A-640, is located south of FM 1488 and west of IH-45 South, within the City Limits. 7 lots and 1 restricted reserve in 2 blocks will be created. Access to Peoples Road will be provided via the existing Koenig Lane and the proposed East Forest 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 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, label the acreage for all reserves and tree preserves, if applicable, separately, in the title block.

As per Item No. 2, show and label, or note, all required building lines, including in the reserve.

As per Item No. 3, show and label the location of required screening buffers.

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

As per Item No. 1, add the total acres in reserve to the title block(s).

As per Item No. 2, provide complete bearings for the subdivision boundary.

As per Item No. 3, it appears that an additional off-site sanitary sewer easement is required to connect the southern plat boundary to the north boundary of the recorded 2017-006813 easement, for continuity. Provide the recording information on the plat and a hard copy.

As per Item No. 4, remove overlapping building lines. Show and label the correct side lot/reserve building lines where the side lot/reserve line abuts a future street or alley.

As per Item No. 5, use standard City language for the owner’s dedication.

As per Item No. 6, correct the lienholder’s name and subdivision name in the lienholder’s subordination statement and acknowledgment. Provide an additional lien holder’s subordination statement either on that plat or as a separate document for the additional liens listed on the City Planning Letter. If providing as an additional document, provide an additional $11.00 for recording fees.

As per Item No. 7, note the additional NGS monument the subdivision benchmark is referenced to.

As per Item No. 8, provide a signed and sealed engineer’s cost estimate.

As per Item No. 9, label extraneous lines, remove overlapping text, and correct scrivener’s errors.

As per Item No. 10, FYI- As-buils must match the recorded plat.

Mr. Caywood made a motion to approve the final plat of Reserve at East Forest, Section One, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.
The motion carried unanimously.

10. PUBLIC HEARING FOR FINAL PLAT OF WOODLAND ESTATES VILLAS, A REPLAT OF LOT 11, BLOCK 1, OF WOODLAND ESTATES

The Vice-Chairman closed the regular meeting at 9:36 a.m. and opened the public hearing.

Mr. Donald Cates spoke in opposition of the replat.
Ms. Jennifer Clinton spoke in opposition of the replat.
Mr. Claude Baxter spoke in opposition of the replat.
Ms. Ladoris Cates spoke in opposition of the replat.
Ms. Debbie Gordon spoke in opposition of the replat.

The Vice-Chairman closed the public hearing at 9:57 a.m. and re-opened the regular meeting.

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

Chris Baughman, Chairman
/db