CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

December 07, 2017

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

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

ABSENT:   Nancy Mikeska, Director of Community Development

A quorum being present, the Regular Meeting was called to order at 10:00 a.m. by the Chairman.

1.   APPROVAL OF THE NOVEMBER 16, 2017, REGULAR MEETING MINUTES

Dr. Rabuck made a motion to approve the minutes of November 16, 2017.

Mr. Greer seconded the motion.

The motion carried unanimously.

2.   PUBLIC HEARING FOR FINAL PLAT OF POINT AQUARIUS SECTION 2 REPLAT
     NO. 1, A REPLAT OF LOTS 16, 17, & 18 IN BLOCK 2 OF POINT AQUARIUS
     SECTION 2 (FAST-TRACK REPLAT)

     The Chairman closed the regular meeting at 10:00 a.m. and opened the public hearing.

     There were no comments made.

     The Chairman closed the public hearing at 10:01 a.m. and re-opened the regular meeting.
3. **FINAL PLAT OF POINT AQUARIUS SECTION 2 REPLAT NO. 1, A REPLAT OF LOTS 16, 17, & 18 IN BLOCK 2 OF POINT AQUARIUS SECTION 2 (FAST-TRACK REPLAT)**

The following information is from the memorandum from City Staff:

The proposed 0.712-acre residential subdivision in the Timothy Cude Survey, A-12, is located west of IH-45 and south of FM 1097, within the Planning Area. The owners wish to replat Lots 16, 17, & 18 into two lots in one block. This subdivision has direct access to Taurus Drive and no new streets are proposed. Proposed water and sanitary services will connect to existing Point Aquarius MUD facilities.

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 Maintenance note for properties located within the Planning Area.

As per Item No. 2, provide a letter from the property owners authorizing your representation.

As per Item No. 3, the plat must comply with the subdivision benchmark requirement, per 94-112(a & b). Specifically, comply with 94-112(a)(5-7), note the benchmark used to set the benchmark, including elevation and datum and note two published NGS monuments the benchmark was referenced to.

As per Item No. 4, change the title to read: **POINT AQUARIUS SECTION 2 REPLAT NO. 1,**

**BEING A REPLAT OF LOTS 16, 17 & 18 IN BLOCK 2 OF POINT AQUARIUS, SECTION 2...**

**BEING ALSO A 0.712 ACRE TRACT OF LAND IN THE TIMOTHY CÜDE...**

**REASON FOR REPLAT: TO RECONFIGURE 3 LOTS INTO 2 LOTS**

As per Item No. 5, the minimum text size throughout the plat is 1/10th-inch.

As per Item No. 6, label the approximate distance from Point Aquarius Drive, east, to IH-45 on the Vicinity Map.

As per Item No. 7, the Benchmark must be located in the street right-of-way, not an individually owned lot.

As per Item No. 8, show and label a scaled bearing and distance from a corner of the subject tract to a corner of the original (patent) survey and label as “SCALED”, unless surveyed.
As per Item No. 9, show and label existing easements within 200-ft of the plat boundary and correct the 12-ft utility easement as shown on the recorded plat for the original Lot 17, as the easement may not be made a lesser width than the original easement by the replat without prior release from all affected utility companies.

As per Item No. 10, label the recording information for Taurus Drive.

As per Item No. 11, label bearings and distances for all lot lines.

As per Item No. 12, correct the building line width at the location of the previously mentioned 12-ft utility easement (item 8) and show and label, with bearings and distances, 45 degree building line transitions on the lots with the lesser building setback widths.

As per Item No. 13, use standard County Language for the owner's dedication and notary's acknowledgments and change the subdivision name according to the memorandum.

As per Item No. 14, provide all lien holder's subordination and acknowledgement statements for lien holders listed in the City Planning Letter.

As per Item No. 15, correct scriveners' errors.

Mr. Caywood made a motion to approve the final plat of Point Aquarius Section 2 Replat No. 1, a replat of lots 16, 17, & 18 in Block 2 of Point Aquarius Section 2, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.

4. **PUBLIC HEARING FOR FINAL PLAT OF BASEKE'S ADDITION TO THE CITY OF CONROE PARTIAL REPLAT NO. 1, A PARTIAL REPLAT OF LOTS 2 & 3 BLOCK 1 OF BASEKE'S ADDITION TO THE CITY OF CONROE (FAST-TRACK REPLAT)**

The Chairman closed the regular meeting at 10:01 a.m. and opened the public hearing.

Mr. Ernest Wayne Pete Rucker addressed the Commission.
Ms. Nneka Steels addressed the Commission.

The Chairman closed the public hearing at 10:10 a.m. and re-opened the regular meeting.

5. **FINAL PLAT OF BASEKE'S ADDITION TO THE CITY OF CONROE PARTIAL REPLAT NO. 1, A PARTIAL REPLAT OF LOTS 2 & 3 BLOCK 1 OF BASEKE'S ADDITION TO THE CITY OF CONROE (FAST-TRACK REPLAT)**

The following information is from the memorandum from City Staff:
The proposed 0.5667-acre commercial subdivision in the Sidney Shepperd Survey, A-501, is located east of IH-45 and south of FM 2854, within the City Limits. Two restricted reserves in one block will be created. The owners wish to replat parts of Lots 2 & 3, in Block 1 into two commercial reserves. This subdivision has direct access to Avenue F and Avenue G and no new streets are proposed. Proposed water and sanitary services will connect to existing city utilities.

Ms. Nneka Steels, with Texas Professional Surveying, 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, the plat must comply with the subdivision benchmark requirements according to 94-112(a & b). Specifically, comply with 94-112(a)(2, 3 & 6) and note the existing benchmark used to set the benchmark, including the elevation and datum.

As per Item No. 2, the minimum text size allowed throughout the plat is 1/10th-inch.

As per Item No. 3, correct “BASEKE’S” on the Vicinity Map.

As per Item No. 4, correct the FEMA FIRM panel number in the floodplain note.

As per Item No. 5, change the front building line on Reserve “B” to 25-ft and show the transition, described with a bearing and distance, on Reserve “A”.

As per Item No. 6, label screening buffers where commercial property abuts residential property.

As per Item No. 7, correct the Owner’s name in the owner’s dedication, add a notary’s acknowledgment for each person signing the plat, use the language for an individual signing for a business entity, but use “church” instead of “corporation”.

As per Item No. 8, provide a lien holder’s subordination and acknowledgement statement as listed in the Attorney’s Letter, or provided a copy of the recorded “Release of Lien”.

As per Item No. 9, correct all scriveners’ errors.

Mr. Arnold made a motion to approve the final plat of Baseke’s Addition to the City of Conroe Partial Replat No. 1, a partial replat of Lots 2 & 3 Block 1 of Baseke’s Addition to the City of Conroe, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.
6. **PUBLIC HEARING FOR FINAL PLAT OF GRAND CENTRAL PARK SEC 4 PARTIAL REPLAT NO. 1, A UNIT DEVELOPMENT, BEING A REPLAT OF LOTS 1 – 14 & 17 – 26, BLOCK 2 OF GRAND CENTRAL PARK SEC 4 (FAST-TRACK REPLAT)**

The Chairman closed the regular meeting at 10:10 a.m. and opened the public hearing.

No comments were made.

The Chairman closed the public hearing at 10:11 a.m. and re-opened the regular meeting.

7. **FINAL PLAT OF GRAND CENTRAL PARK SEC 4 PARTIAL REPLAT NO. 1, A UNIT DEVELOPMENT, BEING A REPLAT OF LOTS 1 – 14 & 17 – 26, BLOCK 2 OF GRAND CENTRAL PARK SEC 4 (FAST-TRACK REPLAT)**

The following information is from the memorandum from City Staff:

The subject 2.103-acre unit development in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. 20 lots and two reserves in one block will be created. Access to the South Loop will be provided via Twilight Toast Drive, Grand Central Parkway and Town Park Drive. No new streets will be constructed. Existing water and sanitary sewer mains are connected to City utilities.

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

**PLAT:**

As per Item No. 1, provide original tax certificates showing a zero balance.

As per Item No. 2, provide Clerk’s recording fees for the plat.

As per Item No. 3, provide an updated MCECD911 addressed map reflecting the new lot layout.

As per Item No. 4, provide a letter from the developer acknowledging that the Sec 4 Subdivision Development Agreement and the corresponding Bonds shall also apply to the property within the Grand Central Park Sec 4A Unit Development plat.

As per Item No. 5, the subdivision benchmark must comply with 94-112(a, b)), and remove “CONC” in the third line of the note.

As per Item No. 6, change the name of the plat to read:

    GRAND CENTRAL PARK SEC 4A
    A UNIT DEVELOPMENT
    BEING A REPLAT OF LOTS 1-14 & 17-26, BLOCK 2
OF GRAND CENTRAL PARK SEC 4, AS RECORDED IN ........

A UNIT DEVELOPMENT SUBDIVISION OF 2.103 ACRES OF LAND
SITUATED IN....... (94-109(b)(1,2) (Change in Owners’ dedication, also)

As per Item No. 7, label the street(s) providing access from the proposed subdivision to the Grand Central Parkway on the Vicinity Map.

As per Item No. 8, for a Unit Development, the building lines must be approved by the Planning Commission. Staff recommends approval of the building lines as shown on the plat. Use a consistent line type for the building lines in the Building Line Exhibits.

As per Item No. 9, correct the notary’s acknowledgment language in the owner’s dedication.

As per Item No. 10, provide all lien holders’ acknowledgements as listed in the City Planning Letter.

As per Item No. 11, correct the County Clerk’s certification.

As per Item No. 12, correct Notes 1, 5, & 8 and add “M.C.M.R.” to the legend.

As per Item No. 13, FYI - as-built drawings must match the replat as well as the remaining Sec 4 lot/reserve configurations.

Mr. Hailey made a motion to approve the final plat of Grand Central Park Sec 4 Partial Replat No. 1, a Unit Development, being a Replat of Lots 1 – 14 & 17 – 26, Block 2 of Grand Central Park Sec. 4, subject to the satisfactory completion of all items.

Mr. Maddux seconded the motion.

The motion carried unanimously.

8. PRELIMINARY PLAT OF GRAND CENTRAL PARKWAY PHASE 3 STREET DEDICATION

The following information is from the memorandum from City Staff:

The subject 0.883-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, correct the project location on the Vicinity Map on sheet 3.

As per Item No. 2, show, and label with a bearing and distance, the perpendicular tie from the centerline of Grand Central Parkway, to the centerline of the Sgt. Ed Holcomb.

As per Item No. 3, provide a 10-ft utility easement adjacent to the southern right-of-way line, per the U.C.C.

As per Item No. 4, 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"-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, label the existing utilities the proposed utilities will connect to.

As per Item No. 4, label the sections numbers.

Mr. Greer made a motion to approve the final plat of Grand Central Parkway Phase 3 Street Dedication, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

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

The following information is from the memorandum from City Staff:

The proposed 22.2530-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, provide the County Clerk’s recording information for the Forest Crest Parkway Extension Dedication Plat.

As per Item No. 2, add the use of “utilities” for Reserve “A”, per the U.C.C.

As per Item No. 3, make the text legible on the match line exhibit.

As per Item No. 4, FYI- As-builts must match the recorded plat.

Mr. Hailey 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. Maddux seconded the motion.

The motion carried unanimously.

10. FINAL PLAT OF FOSTERS RIDGE, SECTION 11

The following information is from the memorandum from City Staff:

The proposed 40,000-acre subdivision in the James Hodge Survey, A-19 is located north of FM 1488 and south of Old Conroe Road, within the Planning Area. 124 lots, 8 reserves in 2 blocks will be created. Access to Old Conroe Road will be provided via the proposed Autumn Creek Drive. Proposed streets will be concrete curb and gutter with underground storm sewers. Proposed MCMUD 139 water and sanitary sewer mains will connect to existing MCMUD 139 utilities.

Ms. Toni Collins spoke in opposition of the plat.

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

PLAT:

The following item is from the preliminary plat memo and must be satisfactorily addressed:

As per Item No. 1, show and label a lift station easement in Reserve “D”.

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

As per Item No. 1, show and label all easements listed on the City Planning Letter, or provide a revised City Planning Letter with the non-applicable easements removed.

As per Item No. 2, show and label all easements per the approved plans.
As per Item No. 3, show and label applicable screening buffers where lots are abutting the lift station and water plant sites.

As per Item No. 4, FYI- As-builts must match the recorded plat.

Mr. Arnold made a motion to approve the final plat of Fosters Ridge, Section 11, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

11. **FINAL PLAT OF VALERO STORE NO. 1485 REPLAT NO. 2, BEING A PARTIAL REPLAT OF RESERVE ‘B’, BLOCK 1 OF VALERO STORE NO. 1485 SUBDIVISION MINOR PLAT (FAST-TRACK REPLAT)**

The following information is from the memorandum from City Staff:

The proposed 1.4180-acre commercial subdivision in the P.J. Willis Survey, A- 610, is located west of North Frazier St. and south of FM 3083, within the City Limits. One restricted commercial reserve in one block will be created. The proposed Reserve has direct access to North Frazier Street No new street is proposed. Water and sanitary sewer services will be connected 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, tie two corners of the subject tract to two corners of the parent tract with bearings and distances or label two parent tract corners as such.

As per Item No. 2, correct the graphic scale label.

As per Item No. 3, use standard City language for the planning commission certification.

As per Item No. 4, use the standard maintenance note for commercial subdivisions located within the City Limits.

As per Item No. 5, clarify or remove notes 4 & 5.

Mr. Hailey made a motion to approve the final plat of Valero Store No. 1485 Replat No. 2, being a partial replat of Reserve ‘B’, Block 1 of Valero Store No. 1485 Subdivision Minor Plat, subject to the satisfactory completion of all items.

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

12. PUBLIC HEARING FOR FINAL PLAT OF CONROE PARK NORTH, SECTION 11, BEING A PARTIAL REPLAT OF RESTRICTED RESERVE “C”, BLOCK 2, OF CONROE PARK NORTH, SECTION 6 (FAST-TRACK REPLAT)

The Chairman closed the regular meeting at 10:14 a.m. and opened the public hearing.

There were no comments made.

The Chairman closed the public hearing at 10:15 a.m. and re-opened the regular meeting.

13. FINAL PLAT OF CONROE PARK NORTH, SECTION 11, BEING A PARTIAL REPLAT OF RESTRICTED RESERVE “C”, BLOCK 2 OF CONROE PARK NORTH, SECTION 6 (FAST-TRACK REPLAT)

The following information is from the memorandum from City Staff:

The proposed 18.600-acre commercial subdivision in the John L. Cross Survey, A-153, and the W. M. Starrock Survey, A-486 is located east of Conroe Park West Drive and north of FM 3083, within the City Limits. One restricted reserve in one block will be replatted. This subdivision has direct access to Conroe Park West Drive. No new streets are proposed. Proposed 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:

As per Item No. 1, the minimum allowable text size is 1/10th inch throughout the plat. Change the title block as shown on the redlines.

As per Item No. 2, label “Conroe Park West Drive” on the vicinity map.

As per Item No. 3, show and label the 30-ft utility and drainage easement per item “d” under “easements and other encumbrances” in the City Planning Letter.

As per Item No. 4, label the use for the reserve.

As per Item No. 5, correct the benchmark stamp to reflect the correct section number.

Mr. Caywood made a motion to approve the final plat of Conroe Park North, Section 11, being a partial replat of Restricted Reserve “C”, Block 2 of Conroe Park North, Section 6, subject to the satisfactory completion of all items.

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

14. REQUEST TO SUBDIVIDE RESERVE “F”, BLOCK 2 OF CONROE PARK NORTH, SECTION 8, BY METES AND BOUNDS

The following information is from the memorandum from City Staff:

The proposed commercial subdivision is located in the W.S. Allen Survey, A-2, north of FM 3083 and east of Mike Meador Parkway, within the City Limits. The owner wishes to subdivide Reserve “F” of Block 2, Conroe Park North, Section 8, to create one commercial reserve. The reserve has direct access to Mike Meador Parkway. Water and sewer services will connect to existing City water and sanitary sewer mains.

The Subdivision Ordinance (Chapter 94) provides for the Commission to allow this type of division under certain conditions. These conditions will be met by the proposed subdivision and staff recommends that the Planning Commission grant the request to allow this subdivision by metes and bounds, as requested, provided the following conditions are satisfactorily addressed:

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

As per Item No. 2, provide the subdivision name and recording information for the adjacent reserves.

As per Item No. 3, correct the location of the 25-ft front building line and/or label, and label the effective front building line width, if greater, due to the tree preservation zone requirement.

As per Item No. 4, correct the owner’s name to match the City Planning Letter.

As per Item No. 5, show and label a 5-ft side building line along the northern subdivision boundary.

As per Item No. 6, the Building Official commented to show and label a 25-ft tree preserve along Mike Meador Parkway behind the utility easement.

As per Item No. 7, the U.C.C. commented that it accepts the subdivision and that it will take additional easements as needed.

As per Item No. 8, after all corrections have been addressed, submit the original sealed and signed survey(s) on a maximum 8 ½” x 14” sheet for recording purposes, a CD with a digital copy (.dwg) and provide County Clerk’s recording fees for the “Order”.

Mr. Caywood made a motion to approve the request to subdivide Reserve “F”, Block 2, of Conroe Park North, Section 8 by metes and bounds, subject to the satisfactory completion of all items.

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

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

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Chris Baughman, Chairman

/db