CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

January 16, 2020

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

OTHERS: Dana Berry, Development Coordinator
         Sandy Hilderbrand, Development Coordinator
         Marcus Winberry, City Attorney
         Stacy Kelemen, Secretary

ABSENT: Dr. Bob Rabuck, Member
        Chris Bogert, P.E., City Engineering
        Tommy Woolley, Director of Capital Projects/Transportation

A quorum being present, the Regular Meeting was called to order at 9:30 a.m. by the Chairman.

1. APPROVAL OF THE DECEMBER 19, 2019, REGULAR MEETING MINUTES

Mr. Arnold made a motion to approve the minutes of December 19, 2019.

Mr. Maddux seconded the motion.

The motion carried unanimously.

2. FINAL PLAT OF STILLWATER SECTION 6

The proposed 16.6612-acre residential subdivision is located in the Henry Applewhite Survey, A-50, south of FM 1488 and west of IH-45. Seventy-four lots and three reserves in three blocks will be created. Access to Koenig Road will be provided via the proposed and existing streets within Stillwater. Proposed streets will be concrete curb and gutter with underground storm sewers. Water and sanitary sewer services will be connected to proposed Montgomery County MUD 138 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 plat must comply with (94-112(a)(2,7)).
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As per Item No. 2, change the name of the owner on the Subdivision Development Agreement to match the owner’s name on the City Planning Letter.

As per Item No. 3, change the name of the owner on the Subdivision Performance Bond to match the owner’s name on the City Planning Letter and add the contractor as a principal or remove the word “and”.

As per Item No. 4, remove shading from the vicinity map.

As per Item No. 5, remove Note 11 and references to Note 11 from the plat.

As per Item No. 6, label dimensions from angle points and points or curve to an adjacent lot line for all proposed streets.

As per Item No. 7, correct the Notary’s Acknowledgement for the Owner’s Certification.

As per Item No. 8, correct scrivener’s errors.

Mr. Caywood made a motion to approve the final plat of Stillwater Section 6, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

3. **PRELIMINARY PLAT OF STILLWATER SECTION 7**

The proposed 16,9934-acre subdivision is located in the Henry Applewhite Survey, A-50, south of FM 1488 and west of IH-45. Eighty-two lots and two restricted reserves in two blocks will be created. Access to Koenig Road will be provided via proposed and existing streets within Stillwater. Proposed streets will be concrete curb and gutter with underground storm sewers. Water and sanitary sewer services will be connected to proposed Montgomery County MUD 138 utilities.

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

**PLAT:**

As per Item No. 1, remove shading from the vicinity map.

As per Item No. 2, easements within rights-of-way must be abandoned prior to final plat approval.

As per Item No. 3, show and label required building setbacks and provide 45 degree transitions where required.
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As per Item No. 4, add a note regarding how detention is provided for this subdivision or note why it is not required.

As per Item No. 5, correct scrivener’s 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 1/10th-inch throughout the land study.

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. Maddux made a motion to approve the preliminary plat of Stillwater Section 7, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

4. **PRELIMINARY PLAT OF VENETIAN PINES SECTION 1**

The subject 19.2297-acre residential subdivision in the Lemuel Smith Survey, A-526, is located north of SH 105 and adjacent to the southern right-of-way of Airport Road. 105 lots and 9 reserves in 6 blocks will be created. Access to Airport Road will be provided via the proposed Venetian Pines Drive and Beck Falls Drive. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed water and sanitary sewer main will be connected to existing Montgomery County MUD 138 utilities.

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

**PLAT:**

As per Item No. 1, make the vicinity map larger, for legibility, label existing streets and add “CONROE” to the vicinity map.

As per Item No. 2, provide complete bearings and distances for all lot lines.

As per Item No. 3, provide a temporary off-site 16-ft. wide utility easement at the terminus of Portia Court with language in the easement document stating “the temporary easement shall be released without further action upon dedication by a recorded plat”, per the U.C.C.

As per Item No. 4, add “Utilities” to the use for the reserves and provide street frontage for all reserves. This revision may require a resubmittal of the preliminary plat and land study.
As per Item No. 5, FYI – with the final plat submittal, provide a copy of the page (pages) of the Restrictive Covenants showing that the lot owners are responsible for the fees for the maintenance of the detention pond and that the HOA/POA has the authority to file a lien against the property for non-payment of fees. (Do not submit the entire restrictions document, provide only the pertinent pages.)

As per Item No. 6, remove Note 14, and all references to it, from the plat.

As per Item No. 7, remove all shading and grey scale and correct scrivener’s 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 1/10th-inch.

As per Item No. 2, clearly define the boundary of all property owned or controlled by this developer.

As per Item No. 3, extend the proposed sanitary sewer main to the northern property boundary and loop all water mains.

As per Item No. 4, label proposed sectioning for this subdivision.

As per Item No. 5, clean up overlapping text.

As per Item No. 6, 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 Venetian Pines Section 1, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.

5. **REQUEST TO SUBDIVIDE LOTS 5, 6, AND 7, BLOCK 39, OF LAKE CONROE FOREST, SECTION 2, BY METES AND BOUNDS**

The proposed 0.393 residential subdivision in the John T. Vince Survey, A-41, is located south of SH 105 west and west of McCaleb Road. The owner wishes to subdivide Lots five, six and seven, Block thirty-nine, of Lake Conroe Forest, Section 2, to create two 0.197-acre residential building sites. The proposed tracts have direct access to Cedar River Road. Water service is provided by Lake Bonanza Water Supply Company and an on-site septic system will provide sanitary sewer service.
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, correct the title block according to the review copy comments.

As per Item No. 2, remove building lines from within utility easements; building lines must not overlap.

As per Item No. 3, show and label required building setbacks as shown on review copy.

As per Item No. 4, remove “LOT” from proposed tracts and label as “Tract 1” and “Tract 2”.

As per Item No. 5, correct scrivener’s errors.

As per Item No. 6, the Building Official made no comment.

As per Item No. 7, the UCC commented that it accepts the subdivision.

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. Hailey made a motion to approve the request to subdivide Lots 5, 6, and 7, Block 39, of Lake Conroe Forest, Section 2 by Metes & Bounds, subject to the satisfactory completion of all items.

Mr. Maddux seconded the motion.

The motion carried unanimously.

6. CONSENT AGENDA: REJECTED ENGINEERING PLANS

Approval of rejected Engineering plans

Mr. Caywood made a motion to approve the Consent Agenda Item.

Mr. Maddux seconded the motion.

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

Chris Baughman, Chairman

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