CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

February 20, 2020

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

OTHERS: Dana Berry, Development Coordinator
Sandy Hilderbrand, Development Coordinator
Chris Bogert, P.E., City Engineer
Stacy Kelemen, Secretary
Marcus Winberry, City Attorney

ABSENT: Chris Caywood, Member
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 FEBRUARY 06, 2020, REGULAR MEETING MINUTES

Mr. Arnold made a motion to approve the minutes of February 06, 2020.

Mr. Maddux seconded the motion.

The motion carried unanimously.

2. PRELIMINARY PLAT OF QT 7108 SUBDIVISION, BEING A REPLAT OF RESERVE “M”, “N” AND “O” OF PINE HALLOW SUBDIVISION

The proposed 6.354-acre commercial subdivision in the W.S. Allen Survey, A-2, is located north of SH 105 and east of IH-45 N. One commercial reserve in one block will be created. The proposed subdivision has direct access to the IH-45 access road, Wilson Road and Plantation Drive and no new streets will be constructed. Proposed water and sanitary sewer services 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 remainder of Reserve “M” must be platted with this subdivision if the remaining acreage is less than 5.0 acres. The owner of the remaining acreage must also certify the plat.

As per Item No. 2, the minimum allowable text size is 1/10th of an inch throughout the plat.

As per Item No. 3, correct the name of the proposed subdivision to read:

QT 7108 SUBDIVISION
BEING A REPLAT OF RESERVE “M”, “N”, AND “O”
OF PINE HOLLOW SUBDIVISION OF RECORD IN
CABINET “B” SHEET 113 OF THE MAP RECORDS OF
MONTGOMERY COUNTY, TEXAS

A COMMERCIAL SUBDIVISION OF _____ ACRES OF
LAND, SITUATED IN THE W.S. ALLEN SURVEY,
ABSTRACT NO. 2, MONTGOMERY COUNTY, TEXAS

REASON FOR REPLAT

TO CREATE 1 COMMERCIAL RESERVE

As per Item No. 4, correct all references to the acreage in the subdivision to match.

As per Item No. 5, add the name and address of the owner to the plat.

As per Item No. 6, label the project name and existing streets on the Vicinity Map and add “CONROE” to the map.

As per Item No. 7, show and label a scaled bearing and distance from a corner of the subject tract to a corner of the of original survey (patent) of which the newly create tract is a part and stating that the bearing and distance is scaled and tie two corners of the subject tract to two corners of the parent tract with bearings and distances, and label as “SCALED”, unless surveyed, or label the parent tract corners as such.

As per Item No. 8, show and label all utility or other easements located within the subdivision together with all extensions of such easements within 200-feet of the boundaries of the land to be subdivided.

As per Item No. 9, correct the FEMA FIRM panel number and state whether the property is in or out of the 100-year flood plain.

As per Item No. 10, add a note to the plat stating how detention is achieved.

As per Item No. 11, correct scriveners’ errors.
LAND STUDY

In addition to the items above, the following must also 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, show and label the layout and width of all proposed easements.

As per Item No. 3, show and label the size and location of all existing sanitary sewer mains, water mains, and underground storm sewer facilities.

As per Item No. 4, show and label the size and location of all proposed sanitary sewer mains, water mains, and underground storm sewer facilities.

As per Item No. 5, detention is required for this subdivision; 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 QT 7108 Subdivision, being a replat of Reserve “M”, “N”, and “O” of Pine Hollow Subdivision, subject to the satisfactory completion of all items.

Mr. Maddux seconded the motion.

The motion carried unanimously.

3. FINAL PLAT OF BARTON CREEK RANCH SEC. 2

The proposed 12,044-acre residential subdivision in the A.M. Folks Survey, A-215, is located east of IH-45 and north of South Loop 336. Forty lots and seven reserves in two blocks will be created. Access to South Loop 336 will be provided via the proposed Cathedral Oaks Trail. 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 item is from the preliminary plat memo and must be satisfactorily addressed:

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

As per Item No. 2, show and label, or note all easements listed in the City Planning Letter or provide a revised City Planning Letter with the non-applicable items removed.

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

As per Item No. 1, clarify the set benchmark to comply with (94-112(b)).
As per Item No. 2, show and label a 16-ft utility easement along the east side of Reserve “C”, per the U.C.C. comment on Barton Creek Ranch, Sec. 4.

As per Item No. 3, print the name of all signers on the Subdivision Performance Bond.

As per Item No. 4, submit a revised Lien Holder’s Subordination using language for an individual signing for a business entity in the Notary’s Acknowledgment.

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

Mr. Maddux made a motion to approve the final plat of Barton Creek Ranch Sec. 2, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

4. **FINAL PLAT OF BARTON CREEK RANCH SEC. 3**

The subject 15.134-acre residential subdivision in the A.M. Folks Survey, A-215, is located east of IH-45 and north of South Loop 336 East. Sixty-one lots and four reserves in three blocks will be created. Access to South Loop 336 will be provided via Cathedral Oaks Trail and proposed streets in this section. 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:**

As per Item No. 1, the plat must comply with (94-112(b)(7)).

As per Item No. 2, print the name of all signers on the Subdivision Performance Bond.

As per Item No. 3, submit a revised Lien Holder’s Subordination using language for an individual signing for a business entity in the Notary’s Acknowledgment.

As per Item No. 4, the as-built drawings must match the recorded plat.

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

Mr. Arnold made a motion to approve the final plat of Barton Creek Ranch Sec. 3, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.
5. **PRELIMINARY PLAT OF BARTON CREEK RANCH SEC. 4**

The subject 12.460-acre residential subdivision in the A.M. Folks Survey, A-215, is located east of IH-45 and north of South Loop 336 East. Fifty-two lots and five reserves in six blocks will be created. Access to South Loop 336 will be provided via Cathedral Oaks Trail and proposed streets in this section. 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 preliminary plat, we recommend approval, subject to the satisfactory completion of the following items:

**PLAT:**

As per Item No. 1, provide a bearing and distance for lines along the plat boundary; provide a scaled bearing and distance from a corner of the subject tract to the original survey; show and label ties described by a bearing and distance from two corners of the plat boundary to two corners of the parent tract.

As per Item No. 2, show bearings for all lot lines in Block 4.

As per Item No. 3, remove the “B.L.” label from reserves.

As per Item No. 4, change the name of Oak Canyon Drive to a name unique to Montgomery County; show a perpendicular tie, labeled with bearings and distances, from the proposed Cathedral Oaks Trail extension to the existing street; label dimensions from all angle points and points of curve to adjacent rights-of-way.

As per Item No. 5, show and label 16’ utility easements and provide a record of offsite easements along Cathedral Oaks Trail.

As per Item No. 6, correct scrivener’s errors.

**LAND STUDY:**

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

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

As per Item No. 2, show and label topographic contours at two-foot intervals or less.

As per Item No. 3, depict 16’ utility easements along Cathedral Oaks Trail.

As per Item No. 4, clearly depict proposed subdivision sectioning.
Mr. Arnold made a motion to approve the preliminary plat of Barton Creek Ranch Sec. 4, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

6. PRELIMINARY PLAT OF BARTON CREEK RANCH SEC. 5

The subject 28.867-acre residential subdivision in the A.M. Folks Survey, A-215, is located east of IH-45 and north of South Loop 336 East. Fifty-six lots and eight reserves in four blocks will be created. Access to South Loop 336 will be provided via proposed Barton Creek Ranch Trail and other proposed streets in this section. 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 preliminary plat, we recommend approval, subject to the satisfactory completion of the following items:

PLAT:

As per Item No. 1, provide a scaled bearing and distance from a corner of the subject tract to the original survey and show and label ties described by a bearing and distance from two corners of the plat boundary to two corners of the parent tract.

As per Item No. 2, label the BGM Land Investments inner portion as a reserve or remove it from the plat boundary.

As per Item No. 3, remove the “B.L.” label from reserves.

As per Item No. 4, label dimensions from all angle points and points of curve to adjacent rights-of-way.

As per Item No. 5, show and label 16’ utility easements, including offsite easements, along Barton Creek Ranch Trail.

LAND STUDY:

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

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

As per Item No. 2, show and label topographic contours at two-foot intervals or less.

As per Item No. 3, show and label a 16’ utility easement along both sides of all street rights-of-way.

As per Item No. 4, clearly depict proposed subdivision sectioning.
Mr. Arnold made a motion to approve the preliminary plat of Barton Creek Ranch Sec. 5, subject to the satisfactory completion of all items.

Mr. Maddux seconded the motion.

The motion carried unanimously.

7. **FINAL PLAT OF CITY CENTRAL AVENUE STREET DEDICATION**

The subject 0.6925-acre street dedication subdivision is located in the Joseph House Survey, A-250, south of South Loop 336 and west of IH-45. No lots or reserves will be created. The proposed street will be concrete with concrete curbs and gutters with underground storm sewers. Proposed water and sanitary sewer mains will connect to proposed 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, Grand Central Parkway Phase 4 Street Dedication plat must be recorded prior to final plat approval.

As per Item No. 2, the benchmark must comply with (94-112(b)).

As per Item No. 3, provide a currently dated Performance Bond.

As per Item No. 4, correct scrivener's errors.

As per Item No. 5, the as-built drawings must match the recorded plat.

Mr. Greer made a motion to approve the final plat of City Central Avenue Street Dedication, subject to the satisfactory completion of all items.

Mr. Maddux seconded the motion.

The motion carried unanimously.

8. **PRELIMINARY PLAT OF CITY CENTRAL AVENUE PHASE 2 AND IVY STEEL AVENUE STREET DEDICATION**

The subject 1.112-acre street dedication subdivision is located in the Joseph House Survey, A-250, south of South Loop 336 and west of IH-45. No lots or reserves will be created. The proposed street will be concrete with concrete curbs and gutters with underground storm sewers. Proposed water and sanitary sewer mains will connect to proposed 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, Grand Central Parkway Phase 2 Street Dedication plat must be recorded prior to final plat approval.

As per Item No. 2, City Central Avenue Street Dedication plat must be recorded prior to final plat approval.

As per Item No. 3, label the size of existing and proposed easements and the U.C.C. commented that it does not accept the subdivision; that the 16-ft. utility easements shown must be recorded by a separate instrument and the recording information added to the plat.

As per Item No. 4, easements located in the right-of-way must be abandoned prior to final plat approval.

As per Item No. 5, sidewalks or trails are required along these streets.

As per Item No. 6, remove Note 11. This language must be included in the recorded temporary cul-de-sac easement document and not on the plat.

As per Item No. 7, 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, label the 100-year floodplain as such.

As per Item No. 3, show and label easements required for development of this section, including widths and types.

As per Item No. 4, show and label proposed utilities with pipe sizes.

As per Item No. 5, assure that any off-site storm water drainage to/through this site is accounted for in the drainage plan/report.

As per Item No. 6, the land study and plat must match.

Mr. Maddux made a motion to approve the preliminary plat of City Central Avenue Phase 2 and Ivy Steel Avenue Street Dedication, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.
9. **PRELIMINARY PLAT OF TOWN PARK DRIVE PHASE 3 STREET DEDICATION**

The subject 0.220-acre proposed street dedication subdivision is located in the Joseph House Survey, A-250, south of South Loop 336 West and west of IH-45. No lots or reserves will be created. The proposed street will be concrete with concrete curbs and gutters and underground storm sewers. The 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 bar scale must match the scale of the plat.

As per Item No. 2, show and label a temporary turn-around easement at the termination of Town Park Drive, 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 and provide a recorded off-site easements document”.

As per Item No. 3, sidewalks or a trail are required along this street.

As per Item No. 4, the Plat must match the Land Study.

**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, label the 100-year floodplain as such.

As per Item No. 3, show and label easements required for development of this section, including widths and types.

As per Item No. 4, show and label proposed utilities with pipe sizes.

As per Item No. 5, 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 Town Park Drive Phase 3 Street Dedication, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.
10. **FINAL PLAT OF THE WOODLANDS HILLS SEC 6**

The subject 13.640-acre residential subdivision in the James Buchanan Survey, A-100, is located north of FM 830 and west of IH-45. Twenty-eight lots and three reserves in one block will be created. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. 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, show monuments for radii at the Stellar Hills Court intersection with North Teralyln Hills Drive, along C6.

As per Item No. 2, provide easements as required by proposed utilities from Stellar Hills Court to existing utility connections (Reserves “A” and “B”).

As per Item No. 3, show and label a public drainage easement 20-ft beyond the high banks of the channel.

As per Item No. 4, use the current bond in the future.

As per Item No. 5, as-built drawings must match recorded plat.

Mr. Maddux made a motion to approve the final plat of The Woodlands Hills Sec 6, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.

11. **FINAL PLAT OF PROMENADE SUBDIVISION, A PARTIAL REPLAT OF UNRESTRICTED RESERVE “B”, BLOCK 1 OF RIVER POINTE SUBDIVISION, SECTION ONE (FAST-TRACK REPLAT)**

The proposed 1.147-acre commercial subdivision in the Ransom House Survey, A-245, is located west of IH-45 and north of South Loop 336. One reserves in one blocks will be created. The reserve has direct access to the South Loop 336 and the IH-45 southbound access road. No new streets are proposed. Proposed water and sanitary sewer mains connect to existing City utilities.

Mr. Jeffrey Moon with Jeffrey Moon and Associates 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, add "SUBDIVISION" instead of "REPLAT" in the first line of the title block and add "COMMERCIAL" in the second paragraph of the title block.

As per Item No. 2, the remainder of Unrestricted Reserve "B", River Pointe Section One must be platted with this subdivision if the remaining acreage is less than 5.0 acres. The owner of the remaining acreage must also certify the plat.

As per Item No. 3, show and label 16-ft utility easements along both sides of all street rights-of-way, per the U.C.C.

As per Item No. 4, correct scriveners' errors.

Mr. Hailey made a motion to approve the final plat of Promenade Subdivision, a partial replat of Unrestricted Reserve "B", Block 1 of River Pointe Subdivision, Section One, subject to the satisfactory completion of all items including resolving whether to include the remaining acreage, which staff determined was not applicable to this replat.

Mr. Arnold seconded the motion.

The motion carried unanimously.

12. FINAL PLAT OF MACKENZIE CREEK SECTION 1

The subject 53.456-acre residential subdivision in the Alexander McCowan survey, A-370, is located south of S. Loop 336 and east of IH-45. Two hundred and fifty-four lots and seven reserves in ten block will be created. Access to Loop 336 will be provided via the proposed Mackenzie Creek Drive. Proposed streets will be concrete with curbs and gutters and an underground storm sewer system. Proposed water and sanitary sewer services will connect to existing City utilities.

Mr. Jeffrey Moon with Jeffrey Moon and Associates addressed the Commission.

Ms. Steffanie Deloss with Bleyle Engineering addressed the Commission.

After reviewing the final plat, we recommend rejection due to the numerous errors, omissions and incomplete nature of the final plat, as listed in the following items:

PLAT:

As per Item No. 1, the following items are from the preliminary plat memo and must be satisfactorily addressed:

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

As per Item No. 3, label the City Limits of Conroe correctly on the vicinity map.
As per Item No. 4, label the bearing for the tie from a corner of the subject tract to the original (patent) survey and label as “scaled” if not surveyed.

As per Item No. 5, label complete bearings and dimensions for all lot or block lines.

As per Item No. 6, correct Note 5 and remove building setback lines and labels from reserves.

As per Item No. 7, label streets as “Rights-of-Way” and label widths and dimensions from all angle points and points of curve to adjacent rights-of-way.

As per Item No. 8, sidewalks are required along collector streets, as the requested variance was denied.

As per Item No. 9, correct match lines on all sheets and provide sheets for all parts of subdivision.

As per Item No. 10, correct scrivener’s errors.

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

As per Item No. 1, provide a corrected MCECD911 addressed plat.

As per Item No. 2, the plat must comply with (94-112(a)(2)(7)).

As per Item No. 3, add “print name” and “title” for principal’s signature on the performance bond; do not label bond approval date; in the future use the current updated bond form; the developer must initial the struck-through “private limited company” on the signature page of the agreement, as the entity is a “Texas Limited Partnership”.

As per Item No. 4, in the future, provide the bond with the approval date left blank.

As per Item No. 5, the plat is not drawn to the scale shown.

As per Item No. 6, label the ownership of all adjoining lands, including the correct recording information.

As per Item No. 7, label all lots with correct numbers.

As per Item No. 8, label all required building setback lines throughout the plat.

As per Item No. 9, label the designation for all reserves throughout the plat or add a reserve table.

As per Item No. 10, label “Wooded Lane” as a variable width right-of-way inside of the western plat boundary on the far west side of the plat.

As per Item No. 11, label all utility easements shown throughout the plat.
As per Item No. 11, correct the Right-of-Way Line Table.

As per Item No. 12, clean up overlapping text.

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

Mr. Arnold made a motion to reject the final plat of Mackenzie Creek Section 1.

Dr. Rabuck seconded the motion.

The motion carried unanimously.

13. CONSENT AGENDA: REJECTED ENGINEERING PLANS

Approval of rejected Engineering plans

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

Mr. Greer second the motion.

Motion carried unanimously.

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

Chris Baughman, Chairman

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