CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

February 05, 2015

PRESENT:  Foster Madeley, Vice-Chairman
          Chris Caywood, Member
          Fred Greer, Member
          Jim Arnold, Member
          Mike Stoecker, Member
          Steve Hailey, Member

OTHERS:   Adam France, Development Coordinator
          Sandy Hilderbrand, Development Coordinator
          Scott Taylor, P.E., Executive Director of Infrastructure Services
          Marcus Winberry, City Attorney
          Dana Berry, Secretary

ABSENT:   Dr. Bob Rabuck, Chairman

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

1. APPROVAL OF THE JANUARY 15, 2015, REGULAR MEETING MINUTES

Mr. Arnold made a motion to approve the minutes of January 15, 2015.

Mr. Greer seconded the motion.

The motion carried unanimously.

2. PUBLIC HEARING ON TRADERS RIDGE BUSINESS PARK, SECTION 1, BEING A PARTIAL REPLAT OF TRACT NO. 2, LOTS 1, 2, 3, & 4, OF THE M.H. GOSSETT SUBDIVISION.

The Vice-Chairman closed the regular meeting at 9:31 a.m. and opened the public hearing.

There were no comments made.

The Vice-Chairman closed the public hearing at 9:32 a.m. and re-opened the regular meeting.

3. VARIANCE REQUEST FOR CHASE RUN, SECTION 3

The following information is from the memorandum from City Staff:

The proposed 17.833-acre residential subdivision in the Martin P. Clark Survey, A-148, is located north of League Line Road and west of IH-45, within the City Limits. 46 lots and 1 restricted reserve in 3 blocks will be created. Access to League Line Road will be provided by
Tyler Run Boulevard and the proposed streets within Section 3. 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 of Conroe utilities.

Attached is a letter from the Engineer of record requesting a variance to provide street layouts with less than 300-ft radii centerlines for reverse curves, as long minimum sight distance requirements are met, as required by the Sec. 94-259(c), and as listed in the preliminary plat memorandum.

This subdivision has been designed with a curvilinear street pattern for visual appeal and to encourage reduced traffic speed. Sight distance analyses have been performed on the streets having reverse-curve radii less than 300-ft and the attached calculations and exhibits demonstrate that the sight distance requirements may be met by the use of unobstructed visibility easements.

Staff has reviewed the calculations and exhibits and has no objection to the requested variance, provided that the unobstructed visibility easements are shown and described on the plat, including a note explaining how the easements must be maintained.

Mr. Greer made a motion to grant the variance request for Chase Run, Section 3, subject to satisfactory completion of all requirements.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

4. **FINAL PLAT OF LONDMIRE POINTE**

The following information is from the memorandum from City Staff:

The proposed 2.255-acre subdivision is located on Longmire Road, in the P. H. Herndon Survey, A-256, north of FM 3083 and south of League Line Road, within the City Limits. 4 urban estate lots in 1 block will be created. All proposed lots have direct access to existing streets and no new streets will be created. Proposed water services will connect to existing city utilities and proposed sanitary sewer services will connect to a sanitary sewer extension.

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, provide a 45° building line transition labeled with a bearing and distance between Lots 3 & 4 (both sides), with the transition taking place on the lot with the lesser building line.

As per Item No. 2, note how detention is provided, or why it is not required.
In addition to the items above, the following items must be addressed:

As per Item No. 1, the plat survey must comply with Sec. 94-112(a).

As per Item No. 2, the benchmark must be set within a public road right-of-way, not a private lot.

As per Item No. 3, provide a revised Subdivision Development Agreement and Maintenance Letter of Credit, using standard City language, reflecting the corrected engineer’s estimate.

As per Item No. 4, show and label, or note, all easements listed on the City Planning Letter, or provide an updated City Planning Letter with the non-applicable easements removed.

As per Item No. 5, move the 16-ft utility easement north of the 0.105-acre public street easement (effective right-of-way), per the U.C.C. Label the drainage easements along the lot line common to lots 2 & 4 as Private Drainage Easements. Extend the 10-ft utility/private drainage easements to the 16-ft utility easement in lots 2 & 4. Terminate the 10-ft utility/private sanitary sewer easement at the 16-ft utility easement in lot 3.

As per Item No. 6, the plat survey must comply with Sec. 94-112(a).

As per Item No. 7, the minimum allowable text size is 1/10th inch throughout the plat.

As per Item No. 8, use standard City language for the owner’s certification.

As per Item No. 9, provide a 45° building line transition labeled with a bearing and distance in lot 2, where the building line transitions from a 10-ft wide to a 5-ft wide setback.

As per Item No. 10, do not screen any text or lines on the plat. (Tie to patent survey)

As per Item No. 11, as-built drawings must match the recorded plat.

Mr. Stoecker made a motion to approve the final plat of Longmire Pointe, subject to the satisfactory completion of all items.

Mr. Hailey seconded the motion.

The motion carried unanimously.

5. PRELIMINARY PLAT OF CANYON CREEK, SECTION 3

The following information is from the memorandum from City Staff:

The proposed 35.55-acre residential subdivision in the W. S. Allen Survey, A-2 and the John McDilllon Survey, A-347, is located west of North Loop 336 West and south of Longmire Road, within the City Limits. 122 lots and 2 restricted reserves in 3 blocks will be created. Access to Longmire Road will be provided via the existing Canyon Lake Creek Drive and the proposed streets. Proposed streets will be concrete with curbs and gutters, and an underground
storm sewer system. Proposed water and sanitary sewer mains will connect to existing City utilities.
After reviewing the preliminary plat, we recommend approval, subject to the satisfaction completion of the following items:

**PLAT:**

As per Item No. 1, in the future, provide a CD containing plat boundary information only in a .dwg format, with the submittal package.

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

As per Item No. 3, add a title to, make street names legible on, show and label the street providing access for this subdivision on and show and label the creek centerline and name on, the vicinity map.

As per Item No. 4, show the subdivision boundary as a heavy solid line.

As per Item No. 5, label all platted rights-of-way as such, show and label existing easements, remove the detention pond and show and label the creek and approximate location of the creek centerline, on the plat.

As per Item No. 6, label the subdivision located south of the south plat boundary with the name and the Clerk's recording information.

As per Item No. 7, label the 100-yr floodplain and depict with a heavy solid line (remove cross-hatching).

As per Item No. 8, show all lot and block lines.

As per Item No. 9, show and label or note all required building lines, including in all reserves.

As per Item No. 10, show all reserve boundaries as bolder lines to be easily discernible and label the acreage for each reserve.

As per Item No. 11, provide complete street centerlines and perpendicular dimensions from each street centerline to the adjacent right-of-way. Remove references to pavement width from the plat.

As per Item No. 12, provide a 16-ft utility easement along both sides of all street rights-of-way (or 14-ft, provided all wet utilities are located within the rights-of-way) and add a note to the plat stating that reserves may be used for utility purposes, also, per the U.C.C.

As per Item No. 13, provide a 45° building line transition labeled with a bearing and distance, on the lot having the lesser width building line, where building line widths change from one lot to the next.
As per Item No. 14, add the standard maintenance note for residential subdivision in the city limits, on the plat.

As per Item No. 15, provide 30-ft. radii at the acute corners for all intersections that streets intersect with a not more than 10° difference from a 90° angle.

As per Item No. 16, streetlights and sidewalks are required for this subdivision.

As per Item No. 17, clean up all overlapping text, add “PL” to the legend and remove all topographic information from the plat.

As per Item No. 18, add a note stating that “All easements extend equidistant from either side of the property lines unless noted otherwise.”, or label easement dimensions on the plat.

As per Item No. 19, remove Note 2, sheet 1 of 11 and clarify Note 7, sheet 7 (etc.) of 11.

As per Item No. 20, FYI-For the secondary access easement from the bank to be acceptable, the bank must grant an irrevocable easement to the City and nothing less. (We recommend requesting approval of language prior to you obtaining bank signatures.)

As per Item No. 21, FYI-Benchmarks must be set within a public right-of-way, not on private property.

**LAND STUDY:**

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

As per Item No. 2, the minimum allowable pavement width for proposed streets is 29-ft, back-of-curb to back-of-curb.

As per Item No. 3, label the size of the existing utilities that the proposed utilities will connect to. Show and label all existing easements.

As per Item No. 4, no dead-end water mains are allowed. Show drainage flow arrows indicating the proposed drainage flow.

As per Item No. 5, remove the existing pavement from the previously constructed Amy Lee extension at Cindy Lane and add new curbing to create a continuous curb and gutter along the west side of Cindy Lane.

As per Item No. 6, this subdivision must comply with the Vegetation Ordinance. In the future, please submit a Tree Preservation Plan, prepared by an urban forest professional registered with the City of Conroe, in accordance with Chapter 102, with the Land Study.

Mr. Arnold made a motion to approve the preliminary plat of Canyon Creek, Section 3, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.
Mr. Hailey abstained.

The motion carried unanimously.

6. **PRELIMINARY PLAT OF BDBF BUSINESS PARK**

The following information is from the memorandum from City Staff:

The proposed 12.918 acre commercial subdivision in the Robert Kuykendall Survey, A-301, is located at the southwest corner of the intersection of Avenue M with FM 3083, within the City Limits. 4 restricted reserves 1 block will be created. Proposed reserves will have direct access to either FM 3083 and/or Avenue M. No new streets will be created. Proposed water services will connect to existing City utilities and a proposed sewer main on Avenue M will be constructed to serve the new subdivision.

Mr. Blake Felton, with BDBF Investments, LLC, addressed the Commission.

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

**PLAT:**

As per Item No. 1, in the future, provide a CD containing plat boundary information only in a .dwg format.

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

As per Item No. 3, a 5-ft street right-of-way dedication along Avenue M is required for future widening. (The 18-ft utility easement must run along the south side of the 5-ft strip.)

A variance was requested on this item. It will be re-presented at a later date.

As per Item No. 4, label the right-of-way width and County Clerk’s recording information for FM 3083.

As per Item No. 5, show and label all required building setback lines, in all reserves. Remove the labeled 5-ft rear setback for reserves B & C, and label the north boundary line of the 30-ft easement as a building line. Provide 45° transitions on the reserve having the lesser width setback where building setback width changes from one reserve to the next. Provide 10-ft rear setback lines for reserves A & D. Show building lines as continuous, not overlapping.

As per Item No. 6, label the restricted use for each reserve.

As per Item No. 7, screening, and an entity to provide for its maintenance, is required where commercial property is platted adjacent to existing residential property.
As per Item No. 8, it is not clear how storm water detention is to be provided for this subdivision.

As per Item No. 9, street lights and sidewalks along Avenue M are required for this subdivision.

A variance was requested on this item. It will be re-presented at a later date.

**LAND STUDY:**

As per Item No. 1, show and label all existing utilities.

As per Item No. 2, show and label all proposed utilities.

As per Item No. 3, show, or note, how detention is to be provided.

As per Item No. 4, this subdivision must comply with the Vegetation Ordinance. In the future, please submit a Tree Preservation Plan, prepared by an urban forest professional registered with the City of Conroe, in accordance with Chapter 102, with the Land Study.

Mr. Hailey made a motion to approve the preliminary plat of BDBF Business Park, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

7. **FINAL PLAT OF BRIAR GROVE, SECTION 3**

The following information is from the memorandum from City Staff:

The proposed 13.068-acre residential subdivision in the W.S. Allen Survey, A-2, is located east of IH-45 and south of North Loop 336 East, within the City Limits. 67 lots, in 2 blocks, will be created. Access to North Loop 336 East will be provided via the existing Briar Grove Drive in other sections and the proposed Briar Grove Drive extension. Proposed streets will be concrete with curbs and gutters and an underground storm sewer system. 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:**

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

As per Item No. 1, list the correct F.I.R.M. panel number in the floodplain note.

As per Item No. 2, provide street names unique to Montgomery County for proposed streets.
In addition to the items above, the following must be satisfactorily addressed:

As per Item No. 1, provide official documentation explaining the relationship of BCS Development Company with HKR, Investments, L.P.

As per Item No. 2, add “Section III” to the subdivision name in the second blank of the first paragraph of the Subdivision Development Agreement.

As per Item No. 3, print the person’s name that signed both bonds for BCS Development Company, under the signatory line.

As per Item No. 4, benchmarks must be set within the public right-of-way.

As per Item No. 5, add the complete name of the lienholder bank in the acknowledgment and subordination statement. (“N.A.”)

As per Item No. 6, remove note 6 and clean up all overlapping text.

As per Item No. 7, as-built drawings must match the recorded plat.

Mr. Hailey made a motion to approve the final plat of Briar Grove, Section 3, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

8. PRELIMINARY PLAT OF ENCORE AT WEST FORK

The following information is from the memorandum from City Staff:

The proposed 12.49 acre commercial subdivision in the John McDillon Survey, A-347, is located west of West Fork Boulevard and south of SH 105, within the City Limits. 2 unrestricted reserves in 1 block will be created. Direct access will be provided via West Fork Boulevard and SH 105. No new streets will be created. Proposed water and 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, show and label the current city limits and West Fork Blvd. on the vicinity and location maps.

As per Item No. 2, provide a scaled bearing and distance from a corner of the subject tract to a corner of the original (patent) survey. Show monuments at a legible scale.
As per Item No. 3, correct the incorrect recording number for the 10-ft utility easement off of SH 105. Existing unused easements within/through the property must be abandoned prior to final plat approval. Add “16-ft wide prescriptive…” to the House Road easement label and Note 10.

As per Item No. 4, provide the County Clerk’s recording information for SH 105 and verify ownership information for all adjacent properties.

As per Item No. 5, note whether this subdivision lies within, or out of, the 100-yr floodplain.

As per Item No. 6, provide complete bearings and distances for all reserve boundaries and make the boundary for Reserve “B” bolder and easily discernible.

As per Item No. 7, provide a 16-ft utility easement along West Fork Blvd. and SH 105, per the U.C.C. Proposed detention facilities must be located within a dedicated reserve or easement.

As per Item No. 8, use the maintenance note for commercial subdivisions within the city limits.

As per Item No. 9, FYI-Benchmarks must be set within a public right-of-way, not on private property.

**LAND STUDY:**

As per Item No. 1, show and label all existing and proposed easements.

As per Item No. 2, show and label all proposed reserves.

As per Item No. 3, show and label all existing utilities.

As per Item No. 4, detention must be located within a dedicated reserve or easement.

As per Item No. 5, this subdivision must comply with the Vegetation Ordinance. In the future, please submit a Tree Preservation Plan, prepared by an urban forest professional registered with the City of Conroe, in accordance with Chapter 102, with the Land Study.

Mr. Greer made a motion to approve the preliminary plat of Encore at West Fork, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

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

Dr. Bob Rabuck, Chairman

/db