CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

March 05, 2015

PRESENT: Dr. Bob Rabuck, Chairman
        Foster Madeley, Vice-Chairman
        Chris Caywood, Member
        Fred Greer, Member

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

ABSENT:  Mike Stoecker, Member
          Jim Arnold, Member
          Steve Hailey, Member

A quorum being present, the Regular Meeting was called to order at 9:35 a.m. by the Chairman.

1. APPROVAL OF THE FEBRUARY 19, 2015, REGULAR MEETING MINUTES

Mr. Madeley made a motion to approve the minutes of February 19, 2015.

Mr. Greer seconded the motion.

The motion carried unanimously.

2. PUBLIC HEARING ON STILLWATER, SECTION 1, BEING A PARTIAL REPLAT OF LOT 6, EDWARD HALL TWO SURVEYS SUBDIVISION

The Chairman closed the regular meeting at 9:37 a.m. and opened the public hearing.

There were no comments made.

The Chairman closed the public hearing at 9:38 a.m. and re-opened the regular meeting.

3. PUBLIC HEARING ON STILLWATER, SECTION 3, BEING A PARTIAL REPLAT OF LOT 6, EDWARD HALL TWO SURVEYS SUBDIVISION

The Chairman closed the regular meeting at 9:38 a.m. and opened the public hearing.

Ms. Kay Martin addressed the Commission.
The Chairman closed the public hearing at 9:42 a.m. and re-opened the regular meeting.

4. **VARIANCE REQUEST FOR 512 N. THIRD STREET**

The following information is from the memorandum from City Staff:

The proposed 31-foot by 75-foot residential lot out Block 17, Lot 5 of the Ralston Addition, in the Lemuel Smith Survey, A-526, is located north of Phillips Street and east of the UPRR railroad, within the City Limits. The owner wishes to subdivide the proposed lot out of the previously subdivided Lots 5, 6, 7, & 8 of Block 17 of the Ralston Addition. Both lots would have access to existing streets. Both lots would be connected to existing city utilities.

Attached is a letter from the property owner requesting a variance to allow the subdivision of the proposed 31-foot by 75-foot lot so she may sell the house, but retain the storage building.

The minimum allowable frontage for a lot, per Section 94-252(a)(2), is a 50-foot width; the proposed lot has only 31-feet of frontage. The minimum allowable depth of a lot, per Section 94-252(a)(3), is 100-feet; the proposed lot has only 75-feet of depth. And the minimum allowable area for a lot, per Section 94-252(a)(4), is 5,000 square feet; the proposed lot has an area of 2,325 square feet, which is less than one-half the required minimum lot area.

The proposed lot configuration also prevents compliance with the minimum building setbacks for the front (25-feet per 94-259(a)(1)) and north side (5-feet per 94-259(a)(2)) of the lot.

The proposed lot configuration deviates substantially from the minimum requirements required by the City's subdivision ordinance and as no special conditions or circumstances exist peculiar to this requested subdivision to justify granting the variance, staff recommends denying this variance as requested.

Mr. Caywood made a motion to deny the requested variance.

Mr. Madeley seconded the motion.

The motion carried unanimously.

5. **FINAL PLAT OF CHASE RUN, SECTION 1**

The following information is from the memorandum from City Staff:

The proposed 54.868-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. 120 lots and 5 restricted reserves in 5 blocks will be created. Access to League Line Road will be provided by the proposed Tyler Run Boulevard. 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.

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

As per Item No. 1, provide separate checks in respective amounts for the plat, Subdivision Development Agreement, and Lien Holder's Acknowledgement and Subordination Statement, for recording fees.

As per Item No. 2, plat survey must comply with Sec. 94-112, items 2 and 7.

As per Item No. 3, note whether the benchmark elevation is measured in Geoid 03 or Geoid 09.

As per Item No. 4, show and label the current city limits on the vicinity map.

As per Item No. 5, label the dimension of the 30-ft roadway and ROW easement which is located within the plat boundary.

As per Item No. 6, provide perpendicular dimensions from all street centerlines to adjacent rights-of-way.

As per Item No. 7, remove "AND RESERVES" from the first line of the "Setbacks" note.

As per Item No. 8, add "OPAQUE" after "6’", and before "FENCE", in Note 2.

As per Item No. 9, remove Note 3.

As per Item No. 10, do not use Autocad screening for lines or text.

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

Mr. Caywood made a motion to approve the final plat of Chase Run, Section 1, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

6. FINAL PLAT OF WATER CREST ON LAKE CONROE, SECTION 11

The following information is from the memorandum from City Staff:

The proposed 4.437-acre residential subdivision in the James Edwards Survey, A-190 and the Elijah Collard Survey, A-7, is located west of IH-45 and south of League Line Road, within the City Limits. 14 lots and 1 reserve in 1 block will be created. Access to League Line Road will be provided via existing streets. The proposed street will be concrete with curbs and gutters and an underground storm sewer system. Proposed water and sanitary sewer mains will connect to MCMUD 126 utilities.

After reviewing the final plat, we recommend approval, subject to the satisfactory completion of the following item.
**PLAT:**

As per Item No. 1, provide a signed and sealed engineer’s cost estimate for the public improvements.

As per Item No. 2, provide “Detail ‘A’” on the plat to describe the Crest Royale Parkway benchmark location with regard to a corner of the subject subdivision.

As per Item No. 3, as-built drawings must match the recorded plat.

Mr. Greer made a motion to approve the final plat of Stillwater on Lake Conroe, Section 11, subject to the satisfactory completion of all items.

Mr. Madeley seconded the motion.

The motion carried unanimously.

7. **FINAL PLAT OF BARTON WOODS, SECTION 3**

The following information is from the memorandum from City Staff:

The subject 13.348-acre residential subdivision, in the A.M. Falks Survey, A-215, is located south of the South Loop 336, east of FM 1314 and west of FM 3083, within the City Limits. Access to South Loop 336 will be via the existing Barton Woods Boulevard. 32 lots and 3 restricted reserves in 3 blocks will be created. Streets will be concrete with concrete curbs and gutters, with an underground storm sewer system. Water and sanitary sewer mains will connect to existing Conroe Municipal Utility District No. 1 utilities.

Mr. David Vogt, with Vogt Engineering and Ms. Mary Daily, with Wilbow Corp., 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, the required size for a plat is 20-in x 24-in. In the future, provide copies of the plat at the required sheet size and a CD with a digital copy containing nothing but the boundary of the plat referenced to state plane coordinates, per the checklists.

As per Item No. 2, show and label existing streets providing access to this subdivision, on the vicinity map.

As per Item No. 3, note whether this property lies in or out of the 100-yr floodplain, with reference to the applicable FEMA F.I.R.M. panel number and date.

As per Item No. 4, provide complete bearings and dimensions for all block and lot lines.
As per Item No. 5, show and label, or note all required building setback lines, including in reserves. If not showing building lines in the reserves, add a note to the plat stating that “Enclosed structures are prohibited within reserves.”

As per Item No. 6, note that reserves are for utility purposes, also, per the U.C.C.

As per Item No. 7, use a consistent line type for all street centerlines.

As per Item No. 8, label a bearing and distance for the building line transition between Block 1, Lots 1 and 15.

As per Item No. 9, sidewalks and streetlights are required for this subdivision.

As per Item No. 10, remove proposed topographic features from the plat.

As per Item No. 11, a variance has been requested to waive the requirement for sidewalks along both sides of South Barton Woods Boulevard and to allow sidewalks along the south side only, due to the delay in the development of this section of the subdivision and to maintain the character of the already developed sections, but is not recommended, as no special circumstances or conditions exist peculiar to this subdivision to justify granting the variance.

**LAND STUDY:**

As per Item No. 1, label the right-of-way width of all proposed streets.

As per Item No. 2, clean up all overlapping text.

As per Item No. 3, 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. Madeley made a motion to defer the variance request and to approve the preliminary plat of Barton Woods, Section 3, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

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

Dr. Bob Rabuck, Chairman

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