CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

May 21, 2015

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

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

ABSENT:    Marcus Winberry, City Attorney

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

1. APPROVAL OF THE MAY 07, 2015, REGULAR MEETING MINUTES

Mr. Greer made a motion to approve the minutes of May 07, 2015.

Mr. Hailey seconded the motion.

The motion carried unanimously.

2. FINAL 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. 1 restricted reserve 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 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.
As per Item No. 2, change the title block to read “1 Restricted Reserve”.

As per Item No. 3, note whether the set benchmark elevation is measured in Geoid ‘03 or Geoid ‘09 and note the two NGS monuments the set benchmark is referenced to.

As per Item No. 4, remove building lines from within easements. Where the easement width is more restrictive than the building setback width, label the easement boundary as the building line, also.

As per Item No. 5, label Reserve ”A” as “Restricted” to “Commercial Use”.

As per Item No. 6, a drainage easement 20-ft beyond the high bank is required adjacent to the drainage way along the southern plat boundary. Label all City of Conroe easements as “C.O.C.” easements. Correct the label for the 20’ C.O.C. U.E. (Tract II) Easement.

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

Mr. Stoecker seconded the motion.

The motion carried unanimously.

3. PRELIMINARY PLAT OF WEST LAKE VILLAGE, SECTION 1

This item was withdrawn prior to the meeting.

4. PRELIMINARY PLAT OF 84 LUMBER, SECTION 1

The following information is from the memorandum from City Staff:

The proposed 11.251 acre commercial subdivision in the John Bricker Survey, A-71, is located at the northwest corner of the intersection of IH-45 and Gladstell St., within the City Limits. 2 restricted reserves in 1 block will be created. Proposed reserves will have direct access to IH-45/Gladstell St. and Kirk/Humble Tank Rd. No new streets will be created. 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 minimum allowable text size is 1/10th of an inch throughout the plat.

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

As per Item No. 3, tie two corners of the subject tract to two corners of the parent tract with bearings and distances, or label parent tract corners as such.
As per Item No. 4, show the common line for IH-45 and Gladstell rights-of-way. Label the right-of-way width and County Clerk’s recording information for IH-45 & Gladstell.

As per Item No. 5, the 100-year floodplain boundary does not appear to match the F.I.R.M. panel. Note whether this property lies within or out of the 100-yr floodplain.

As per Item No. 6, label “Block 1”, on the plat map.

As per Item No. 7, remove building lines from within easements.

As per Item No. 8, provide a 16-ft utility easement along both sides of all street rights-of-way, including Kirk Road, per the U.C.C.

As per Item No. 9, development within the 100-year floodplain must conform to the requirements of the City’s floodplain management regulations and may not result in an increase in the height of the 100-year base flood elevation.

**LAND STUDY:**

As per Item No. 1, show and label all existing utilities to serve the subdivision.

As per Item No. 2, show and label all proposed utilities, including extensions, required to serve the subdivision.

Mr. Arnold made a motion to approve the preliminary plat of 84 Lumber, Section 1, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

5. **FINAL PLAT OF THE ESTATES, SECTION 2**

The following information is from the memorandum from City Staff:

The proposed 53.132-acre urban estate subdivision in the Neal Martin Survey, A-26, is located west of IH 45 and north of FM 1097, in the Planning Area. 42 lots in 2 blocks will be created. Proposed streets will be asphalt with borrow ditches. Water service will be provided by Enchanted Estates PWS and the lots will have individual aerobic septic systems.

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, show and label the 15-ft drainage easement required on each side of the creek centerline, per the County dedicatory language.

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

As per Item No. 1, the 100-year floodplain boundary does not appear to match the F.I.R.M. panel.

As per Item No. 2, remove building lines from within easements.

As per Item No. 3, the survey must comply with Sec. 94-112, items 2-6.

As per Item No. 4, note the two NGS monuments the set benchmark is referenced to.

As per Item No. 5, use standard County language for the owner’s dedication.

As per Item No. 6, use standard county language for the surveyor’s certification/acknowledgment.

As per Item No. 7, use standard City language for the Planning Commission Certification.

As per Item No. 8, correct the definition of “P.U.E” to “Public Utility Easement”.

As per Item No. 9, add a note to the plat stating: “Public access to the cemetery located in Block 1, Lot 2, shall not be prohibited during reasonable hours.”

As per Item No. 10, remove Note 15.

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

Mr. Greer made a motion to approve the final plat of The Estates, Section 2, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

6. FINAL PLAT OF WATER CREST ON LAKE CONROE, SECTION 10

The following information is from the memorandum from City Staff:

The proposed 30.51-acre residential subdivision in the James Edwards Survey, A-190, is located west of IH-45 and south of League Line Rd., within the City Limits. 76 lots and 3 reserves in 3 blocks will be created. Access to League Line Road will be provided via existing streets within the subdivision. Proposed streets will be concrete with curbs and gutters and an underground storm sewer system. Proposed water and sanitary sewer systems will connect to MCMUD 126 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 a signed and sealed engineer's cost estimate.

As per Item No. 2, add a note to the plat stating “This property is subject to an Amended and Restated Waiver Agreement recorded under MCCF No. 2014092613,” per the City Planning Letter.

As per Item No. 3, provide a benchmark per Section 94-112.

As per Item No. 4, tie two corners of the subject tract to two corners of the parent tract with bearings and distances, or label parent tract corners as such.

As per Item No. 5, name streets terminating in a cul-de-sac, “Court”.

As per Item No. 6, FYI-As-built drawings must match the recorded plat.

Mr. Caywood made a motion to approve the final plat of Water Crest on Lake Conroe, Section 10, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.

7. **REQUEST TO SUBDIVIDE BLOCK 1, LOT 28, OF LONGWOOD SUBDIVISION, BY METES AND BOUNDS**

The following information is from the memorandum from City Staff:

The proposed residential subdivision in the W. S. Allen Survey, A-2, is located north of SH 105 and west of Longmire Rd., within the City Limits. The owner wishes to subdivide Block 1, Lot 28, of Longwood Subdivision, to create a 0.213-acre lot on the north side of Lot 28. The proposed lot has direct access to a private street and no new streets will be constructed. Water and sewer services will connect to existing City water and sanitary sewer mains.

A variance has been requested to allow a 10-ft front building line, rather than the required 25-ft front building line (94-259(a)(1)), as the front building lines throughout the subdivision have been previously platted as 10-ft front building lines.

The Subdivision Ordinance (Chapter 94) provides for the Commission to allow this type of division under certain conditions. These conditions will be not be met by the proposed subdivision unless the variance is granted. Staff recommends that the Planning Commission grant the requested variance and allow this subdivision by metes and bounds, provided the following conditions are satisfactorily addressed:
As per Item No. 1, in the future, include a digital copy of the geo-referenced boundary with the digital copy of the survey.

As per Item No. 2, remove overlapping building lines.

As per Item No. 3, remove the label “(50’ R.O.W.)”.

As per Item No. 4, provide a digital copy of the revised survey and 4 hard copies for review.

As per Item No. 5, provide an original 8 ½-in x 14-in. (legal size) survey and metes and bounds for recording, after all corrections have been addressed, and provide County Clerk’s recording fees for the “Order”.

Mr. Stoecker made a motion to grant the variance request and to approve the request to subdivide Block 1, Lot 28, of Longwood Subdivision by metes and bounds, subject to the satisfactory completion of all items.

Mr. Madeley 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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