CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

July 16, 2015

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

OTHERS:  Adam France, Development Coordinator
          Sandy Hilderbrand, Development Coordinator
          Chris Bogert, P.E., Engineering Manager
          Dana Berry, Secretary

ABSENT:  Dr. Bob Rabuck, Chairman
         Steve Hailey, Member
         Scott Taylor, P.E., Executive Director of Infrastructure Services
         Marcus Winberry, City Attorney

A quorum being present, the Regular Meeting was called to order at 10:00 a.m. by the Vice-Chairman.

1.  APPROVAL OF THE JULY 02, 2015, REGULAR MEETING MINUTES

Mr. Arnold made a motion to approve the minutes of July 02, 2015.

Mr. Caywood seconded the motion.

The motion carried unanimously.

2.  FINAL PLAT OF WATER CREST ON LAKE CONROE, SECTION 1

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.

PLAT:

As per Item No. 1, 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.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

3. PRELIMINARY PLAT OF SCENIC FOREST WAY DEDICATION PLAT

The following information is from the memorandum from City Staff:

The proposed 14.593-acre street right-of-way in the James Edward Survey, A-190, is located south of League Line Road and west of Longmire Road, within the Planning Area. The proposed street will be concrete with borrow ditches. No proposed water mains or sanitary sewer mains are indicated.

Mr. Brent Sherrod, with ACES, 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 minimum allowable text size is 1/10th inch throughout the plat.

As per Item No. 2, provide a street name unique to Montgomery County and name the plat accordingly.

As per Item No. 3 show and label Kaleo Way, correctly label existing street names and do not use screening, for clarity.

As per Item No. 4, provide a scaled bearing and distance from a corner of the subject tract to a corner of the original (patent) survey and at least two corners referenced to two parent tract corners with bearings and distances.

As per Item No. 5, clarify the boundaries of the 4.175-acre waterline easement.

As per Item No. 6, the minimum allowable right-of-way width for a collector street is 60 feet. Provide the correct curve information, labels and curve data, for all curves shown.

As per Item No. 7, provide a perpendicular tie labeled with a bearing and distance to the existing Longmire Road street centerline, provide cutbacks per the P-19 detail in the design manual, and provide perpendicular dimensions from the street centerline, at all angle points and points of curve, to the right-of-way.

As per Item No. 8, FYI-Sidewalks and streetlights are required for this subdivision.

As per Item No. 9, provide the standard maintenance note for commercial subdivisions within the Planning Area.
As per Item No. 10, remove topographic features and extraneous text from the plat.

As per Item No. 11, correct the note number references and add the easement notes referenced, but not listed, on the plat.

As per Item No. 12, remove the surveyor’s information from within the plat boundary.

As per Item No. 13, remove adjacent property boundaries from within the plat boundary.

**LAND STUDY:**

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

As per Item No. 1, terminate the proposed street concrete at the western right-of-way of Longmire Road/eastern plat boundary and use asphalt for the connection to the existing Longmire Road. The City will tie the proposed Longmire Road to the new street concrete during the construction to widen Longmire Road.

As per Item No. 2, the minimum allowable text size is $1/10^{th}$ inch throughout the land study.

As per Item No. 3, label contour elevations.

As per Item No. 4, label proposed pavement widths.

As per Item No. 5, show and label the existing utilities that the proposed utilities will connect to.

As per Item No. 6, show and label all proposed utilities. Except where connection is not technically feasible, each new subdivision which is located within 500 feet of an existing city water or sewer main shall be connected to the City’s systems. A new subdivision located within the city or planning area which is not to be connected to the city's water supply must be served by a public water supply system which is suitable for future connection to the city's systems. All mains and laterals of such systems must be constructed in accordance with the standards applicable to facilities connected to the city's systems. Fire hydrants must be provided in accordance with the standards applicable to facilities connected to the city's water supply system.

As per Item No. 7, clean up all overlapping text.

Mr. Stoecker made a motion to approve the preliminary plat of Scenic Forest Way Dedication Plat, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.
4. PRELIMINARY PLAT OF LAUREL RIDGE AT GRAYSTONE, SECTION 2

The following information is from the memorandum from City Staff:

The proposed 28.63-acre residential subdivision in the John McDillon Survey, A-347, is located west of Carter Moore Drive and east of IH-45, within the City Limits. 63 lots and 3 restricted reserves in 3 blocks will be created. Access to Carter Moore Drive will be provided via Section 1 streets. Proposed streets will be concrete, with curbs and gutters and an underground storm sewer system. Proposed water and sanitary sewer mains will be connected to City utilities in Section 1.

Mr. Stan Winter, with Jones and Carter, Inc., 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, Section 2 must comply with the City amendments to the IFC, Sec. 30-62, regarding fire department access, as there will be more than 74 lots, when Section 2 is developed.

As per Item No. 2, add “/Surveyor” to “Engineer”, as in “Engineer/Surveyor”, above Brown & Gay Engineers, Inc., etc., to signify the surveyor preparing the plat.

As per Item No. 3, show the subject tract in the correct location, and show and label the current city limits, on the vicinity map.

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

As per Item No. 5, label existing easements with County Clerk’s recording information and show and label existing easements within 200-ft of the plat boundary.

As per Item No. 6, provide ownership information, including County Clerk’s recording information, for all adjacent properties.

As per Item No. 7, correct the floodplain note to indicate the location of the subdivision with respect to the 100-year floodplain and verify the zone letter listed. Show and label the floodway as scaled from the F.I.R.M. panel.

As per Item No. 8, provide complete bearings and distances for all block and lots lines.

As per Item No. 9, correct the note reference for Reserve ‘A’ to reflect the correct note number, per the U.C.C.
As per Item No. 10, provide a street name unique to Montgomery County for “Slate Drive” and provide complete street centerline data. Correct the titles for the Line Table and Curve Table.

As per Item No. 11, provide a 16-ft utility easement along both sides of Slate Drive, per the U.C.C.

As per Item No. 12, Block 1, Lot 1 requires a minimum 60-ft frontage as it is a corner lot.

As per Item No. 13, the leaders for the 5-ft side lot setbacks are misleading and confusing. Correct the leaders so the setbacks widths are well-defined for each lot.

As per Item No. 14, street lights are required for this subdivision.

As per Item No. 15, label the high banks of White Oak Creek located within the plat boundary and show and label a variable width drainage easement parallel to, and 20-feet from, the high banks.

As per Item No. 16 FYI-Reserves must be addressed and the address must be off of the street upon which the frontage is the greatest.

As per Item No. 17 FYI-Section 2 may not be approved until Section 1 has been recorded.

**LAND STUDY:**

In addition to the items above, the following must also be 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 pavement and right-of-way widths of all proposed streets.

As per Item No. 3, label the uses for the reserves shown.

As per Item No. 4, remove the dead-end water main shown on Slate Drive.

As per Item No. 5, do not use screening on the land study, as screened items may be illegible.

Mr. Arnold made a motion to approve the preliminary plat of Laurel Ridge at Graystone, Section 2, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

**5. LAND STUDY OF MONTGOMERY RIDGE**

The following information is from the memorandum from City Staff:
The proposed 125.4-acre residential subdivision in the William W. Shepperd Survey, A-480, is located south of SH 105 and east of FM 2854, within the Planning Area. 440 lots and an unknown number of reserves in an unknown number of blocks will be created. Access to SH 105 will be provided via the existing Club Drive. Proposed streets will be concrete, with curbs and gutters and an underground storm sewer system. Proposed water and sanitary sewer systems will connect to proposed M.U.D. facilities, pending City approval of the district.

After reviewing the land study, we recommend approval, subject to the satisfactory completion of the following items:

**LAND STUDY:**

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 the right-of-way width and pavement width of all proposed streets on all sheets. Provide a temporary cul-de-sac at the end of the main street on the east side of Club Drive. Drainage easements must be a minimum of 25-ft wide or sized according to the Design Manual. Show and label a 16-ft utility easement along both sides of all street rights-of-way or a 14-ft utility easement, if all of the wet utilities are located within the rights-of-way, per the U.C.C.

As per Item no. 3, label the use of all property located within the plat boundary.

As per Item no. 4, loop all water mains. Provide a copy of the TECQ approval for the proposed wastewater treatment plant and approval from the Lone Star Groundwater Conservation District for the proposed water well, with the engineering plans.

As per Item no. 5, show and label the high banks of Stewart Creek North Tributary No. 1 located within the plat boundary and show and label a variable width drainage easement parallel to, and 20-feet from, the high bank.

As per Item no. 6, do not use screening on the land study.

As per Item no. 7, FYI-Maintain a minimum 70-ft distance from the rear drainage easement along the creek to the front building setback line, for the lots along the creek.

As per Item no. 8, FYI-Street lights, and sidewalks along both sides of all collector streets, are required for this subdivision.

As per Item no. 9, FYI-Provide a list of street names for approval, prior to preliminary plat submittal.

Mr. Arnold made a motion to approve the land study of Montgomery Ridge, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.
6. FINAL PLAT OF CISD SCHOOL AVENUE STREET DEDICATION PLAT

The following information is from the memorandum from City Staff:

The proposed 6.418-acre street right-of-way in the John Toops Survey, A-563, is located east of FM 3083 N and west of N Loop 336 E, within the City Limits. The street has direct access to, and connects, FM 3083 N to N Loop 336 E. The street is concrete with curbs and gutters and an underground storm sewer system. Utilities have been constructed and the project is in the Final Certification phase.

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 scaled bearing and distance from a corner of the subject tract to a corner of the original (patent) survey and tie two corners of the subject tract to two corners of the parent tract with bearings and distances, or label found parent tract corners as such.

As per Item No. 2, note the Geoid used for the set benchmark elevation and the elevation and datum for the referenced City of Conroe benchmark. (94-112(b))

As per Item No. 3, correct the subdivision name in the owner’s certification and use the language for an individual executing for a corporation or business entity in the notary’s acknowledgment. The notary’s seal must be legible on the original mylar.

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

Mr. Caywood made a motion to approve the final plat of CISD School Avenue Street Dedication Plat, 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

/db