CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

September 03, 2015

PRESENT:
Dr. Bob Rabuck, Chairman
Chris Caywood, Member
Jim Arnold, Member
Mike Stoecker, Member
Fred Greer, Member

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

ABSENT:
Foster Madeley, Vice-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 9:30 a.m. by the Chairman.

1. APPROVAL OF THE AUGUST 20, 2015, REGULAR MEETING MINUTES

Mr. Arnold made a motion to approve the minutes of August 20, 2015.

Mr. Greer seconded the motion.

The motion carried unanimously.

2. FINAL PLAT OF STEWART’S FOREST, SECTION 9

The following information is from the memorandum from City Staff:

The proposed 30.1149-acre subdivision in the Ransom House Survey, A-245 and the Joseph HouseSurvey, A-250, is located south of South Loop 336 and east of IH-45, within the City Limits. 80 lots and 2 reserves in 2 blocks are proposed. Access to Loop 336 will be provided via existing streets in other sections of the subdivision, as well as the proposed streets. Proposed streets will be concrete with curbs and gutters and underground storm sewers. Water and sanitary sewer services will be connected to 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, the minimum required text size is 1/10th inch throughout the plat. (Plat may need to be drawn at a larger scale to meet this requirement.)

As per Item No. 2, provide a tie from a corner of the subject tract to the corner of the original (patent) survey with a scaled bearing and provide a second tie from a corner of the subject tract to a corner of the parent tract. (Label parent tract corners as such.)

As per Item No. 3, provide ownership information for adjacent properties.

As per Item No. 4, show and label a 14-ft utility easement along both sides of all street rights-of-way, move the storm sewer easement outside the 14-ft utility easement and note that restricted reserves may be used for underground utility purposes also, per the U.C.C.

As per Item No. 5, add a note to the plat regarding detention requirements for this subdivision.

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

As per Item No. 1, the developer’s name on the Subdivision Development Agreement and Performance Bond must match the name on the City Planning Letter. The Subdivision Development Agreement dollar amounts must match the Engineer’s cost estimate, and the bond must match the agreement.

As per Item No. 2, provide a check made to the order of “Montgomery County Clerk”, in the amount of $27.00, for the Subdivision Development Agreement recording fees.

As per Item No. 3, the plat survey must comply with Sec. 94-112(a), items 2 and 7.

As per Item No. 4, note the datum and Geoid used to set the benchmark. Remove the “T.” from the benchmark labels on the plat, including in the notes.

As per Item No. 5, add the total acreage in reserves to the title block. Correct the plat date to match on all sheets.

As per Item No. 6, show and label the current City Limits, on the vicinity map.

As per Item No. 7, correct the floodplain note to state whether this property lies within, or out of, the 100-year floodplain and change the note to reference to the 1.0% annual chance storm. The location of the 100-yr floodplain on the plat does not appear to match the FEMA F.I.R.M. panel.

As per Item No. 8, where the easement width is more restrictive than the minimum required building line width, label the easement boundary as a building line, also.

As per Item No. 9, label the width of the storm sewer easement on Block 1, Lot 45.
As per Item No. 10, label the proposed 10-ft S. E. and 10-ft S.S.E. and adjacent 14-ft U.E.'s, as 24-ft U.E.'s, rather than showing as 2 separate easements, per the U.C.C.

As per Item No. 11, add a note to the plat stating: "This property is subject to the 'Assignment and Assumption Agreement Relating to Wastewater Treatment Capacity', recorded under MCCF No. 2005-129616.", per the City Planning Letter.

As per Item No. 12, add a note to the plat stating: "The Temporary cul-de-sac Easement dedicated under MCCF No. 2006-135116 shall terminate on the date this plat is recorded.", per the City Planning Letter.

As per Item No. 13, remove General Notes 16 and 18 (2), as they do not apply to this plat.

As per Item No. 14, provide as-built drawings without the "fold" throughout the plans. As-built drawings must match the recorded plat.

Mr. Stoecker made a motion to approve the final plat of Stewart's Forest, Section 9, subject to the satisfactory completion of all items.

Mr. Arnold seconded the motion.

The motion carried unanimously.

3. PRELIMINARY PLAT OF BARTON CREEK RANCH, SECTION 1

The following information is from the memorandum from City Staff:

The proposed 28.7333-acre residential subdivision in the A.M. Folks Survey, A-215, is located west of IH-45 and north of South Loop 336, within the City Limits. 113 lots and 10 reserves in 4 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 preliminary plat, we recommend approval, subject to the satisfactory completion of the following items:

PLAT:

As per Item No. 1, show and label the detention reserve within the plat boundary.

As per Item No. 2, add the number of blocks to the title block.

As per Item No. 3, move the street stub-out at the east boundary to the north, abutting the undeveloped 40-acre tract.
As per Item No. 4, use a curve and line table on the final plat for clarity. Show and label two corners of the plat boundary referenced to two corners of the parent tract with bearings and distances. Make the entire boundary a heavy solid line.

As per Item No. 5, label County Clerk’s recording information for all property adjacent to the subdivision.

As per Item No. 6, add a note to the plat stating whether this subdivision is located within the 100-yr floodplain and referencing the applicable FEMA F.I.R.M. map panel number and date.

As per Item No. 7, label the Tree Preservation Reserves as “Preserves”. Add a note to the plat stating “No enclosed structures shall be constructed within any reserve”.

As per Item No. 8, the reserves on the plat do not match the reserves on the Land Study.

As per Item No. 9, remove the boundaries and the labels for the wet utility easements from within the 25-ft utility easements, as it is already a utility easement, per the U.C.C. Use consistent linetypes for similar objects (easements) throughout the plat.

As per Item No. 10, show and label a perpendicular tie from the south end of the Cathedral Oaks Trail centerline to the South Loop 336 centerline, with a bearing and distance. Label complete layouts of all street centerlines. Label the perpendicular dimensions from all angle points and points of curve, to the right-of-way.

As per Item No. 11, add the standard City maintenance note for residential subdivisions located within the City Limits to the plat.

As per Item No. 12, this subdivision requires a second fire access road that complies with the Fire Code.

As per Item No. 13, remove the topographic features from the plat and clean-up overlapping text.

As per Item No. 14, FYI- Sidewalks and streetlights are required for this subdivision.

As per Item No. 15, FYI- Reserves must have a minimum of 50-ft of street frontage and must be addressed off of the street upon which the frontage is the greatest.

**LAND STUDY:**

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

As per Item No. 1, move the street stub-out at the east boundary, to the north, to abut the undeveloped 40-acre tract.

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

As per Item No. 3, label all pavement widths.
As per Item No. 4, show and label the existing City sewer mains that the proposed water and sewer mains will be connected to.

As per Item No. 5, do not cross private property with double taps (water and/or sewer).

As per Item No. 6, this subdivision must comply with the Vegetation Ordinance, Chapter 102.

As per Item No. 7, provide a traffic impact analysis with the engineering plan submittal package.

As per Item No. 8, assure that any off-site storm water drainage through this site is accounted for in the drainage plan.

Mr. Caywood made a motion to approve the preliminary plat of Barton Creek Ranch, Section 1, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

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

[Signature]

Dr. Bob Rabuck, Chairman

/db