CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

December 17, 2015

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

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

ABSENT:  Foster Madeley, Vice-Chairman
          Mike Stoecker, Member
          Steve Hailey, Member
          Chris Bogert, P.E., Engineering Manager

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

1. APPROVAL OF THE DECEMBER 03, 2015, REGULAR MEETING MINUTES

Mr. Arnold made a motion to approve the minutes of December 03, 2015.

Mr. Greer seconded the motion.

The motion carried unanimously.

2. PRELIMINARY PLAT OF BRIAR GROVE, SECTION 4

The following information is from the memorandum from City Staff:

The proposed 12.968-acre subdivision in the W. S. Allen Survey, A-2, is located south of North Loop 336 and west of Airport Road, within the City Limits. 59 lots and in 3 blocks will be created. Access to North Loop 336 will be provided via existing streets within the Briar Grove subdivision. Proposed streets will be concrete curb and gutter with underground storm sewers. Proposed water and sanitary sewer mains will be connected to existing City utilities.

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

PLAT:

As per Item No. 1, correct the graphic scale on sheets 2 & 3, to match the actual plat scale.
As per Item No. 2, label “Conroe”, and the existing street names providing access to this subdivision, on the vicinity map.

As per Item No. 3, label the (scaled) bearing and distance for the tie from a corner of the plat boundary to the southeast corner of the parent tract.

As per Item No. 4, provide a street name unique to Montgomery County to replace “Long Shadow Court”, change the street name of “Shadow Bend Circle” to “Shadow Bend Court” and label the perpendicular dimensions from street centerlines to street rights-of-way.

As per Item No. 5, show and label a 16-ft utility easement, or a 14-ft utility easement, provided all wet utilities are located within the right-of-way, along Pleasant Bend, per the U.C.C. The proposed easements on the plat and the Land Study must match.

As per Item No. 6, provide 45° building line transitions where required, and describe each transition with a bearing and distance.

As per Item No. 7, add a note to the plat stating that detention for Section 4 was accounted for in the original engineering design of the subdivision. Provided a copy of the detention agreement with the original detention pond owner and note the recording number on the plat. The developer shall have his engineer verify, in writing, that the detention pond has been constructed to the ultimate size and configuration as required by the original approved plans and drainage study, prior to acceptance of Section 4 by the City.

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

**LAND STUDY:**

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

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

As per Item No. 2, label all street paving widths and right-of-way widths.

As per Item No. 3, loop all water mains. Show drainage flow arrows.

Mr. Caywood made a motion to approve the preliminary plat of Briar Grove, Section 4, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

3. **PRELIMINARY PLAT OF SPIRIT OF TEXAS, SECTION 1**

The following information is from the memorandum from City Staff:

The proposed 7.950-acre commercial subdivision in the Denward James Survey, A-289, is located east of IH-45 and south and adjacent to SH 105 W, within the City Limits. 4 restricted
reserves in 1 block will be created. The proposed subdivision has access to SH 105 W via the existing Spirit of Texas Way, for Reserves “A”, “B”, & “C”, but reserve “D” will require a shared access easement to be created, as it has no street frontage. A proposed water and sanitary sewer extension is required for this subdivision.

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

**PLAT:**

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

As per Item No. 2, add “A COMERCIAL SUBDIVISION” to the title block.

As per Item No. 3, label the total acreage in reserves in the title block.

As per Item No. 4, add a label for Alligator Creek to the vicinity map.

As per Item No. 5, tie two corners of the boundary to two corners of the parent tract with (scaled) bearings and distances. Make the plat boundary a bold line, with the reserve boundaries less bold, but bolder than they appear on the preliminary plat, for legibility. The plat boundary and reserve boundaries must be easily discernible.

As per Item No. 6, verify the ownership for adjacent properties.

As per Item No. 7, correct the information in the 100-year floodplain label.

As per Item No. 8, show and label, or note, all required building setback lines.

As per Item No. 9, label Spirit of Texas Way as a Private Street with a P.U.E./P.A.E. Show and label the complete street centerline layout for Spirit of Texas Way. Show and label, with recording information, a perpetual shared access easement that runs with the land, for access to Reserve “D” from Spirit of Texas Way, and provide a hard copy of the recorded access agreement. Be sure that the access easement configuration complies with the Fire Department regulations for fire access roads.

As per Item No. 10, show and label a 10-ft wide Private Sanitary Sewer Easement, and a 15-ft Utility Easement/25-ft Building Line west of and adjacent to the 10-ft easement, on the west side of Spirit of Texas Way, for the existing private 8-in sanitary sewer. Show and label a 16-ft wide Water Main Easement centered on the existing 8-in water main north of Spirit of Texas Way. Label the 25-ft Drainage Easement as a Private 25-ft Drainage Easement. Extend the Private 10-ft Drainage Easement to the Private 25-ft Drainage Easement. Label the 25-ft wide front utility easement/building line along SH 105, for Reserves “B” and “C”, on either side of Spirit of Texas Way. Label the Alligator Creek Drainage Easement as “City of Conroe” and label the easement width. Label all Tree Preserves as such. Show and label the Entergy transformer easement on the plat map. Clarify the area of the easement recorded under C.C.F.N. 2015-004214.
As per Item No. 11, add a note to the plat that “The Sanitary Sewer tap for the Reserve “C” development may not connect, or tie into, to the 8-in sanitary sewer located within the private sanitary sewer easement, but must connect to a public sanitary sewer main.”

Per discussion with staff, this note will not be required on the plat.

As per Item No. 12, add a note to the plat stating: “Development within a 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.”

As per Item No. 13, add a note to the plat stating how (or why not required) detention is provided for this subdivision.

As per Item No. 14, add a legend, remove notes 8 & 9 and clean-up overlapping text.

**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 1/10th-inch.

As per Item No. 2, label the pavement width of Spirit of Texas Way.

As per Item No. 3, loop the public water main. Show storm drainage flow arrows.

As per Item No. 4, this subdivision must comply with the Vegetation Ordinance.

As per Item No. 5, assure that any off-site storm water drainage to/through this site is accounted for in the drainage plan/report.

Mr. Caywood made a motion to approve the preliminary plat of Spirit of Texas, Section 1, 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.

[Signature]

Dr. Bob Rabuck, Chairman

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