CITY OF CONROE
PLANNING COMMISSION
REGULAR MEETING MINUTES

February 04, 2016

PRESENT: Jim Arnold, Acting Chairman
Fred Greer, Member
Chris Caywood, Member
Mike Stoecker, Member

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

ABSENT: Dr. Bob Rabuck, Chairman
Foster Madeley, Vice-Chairman
Steve Hailey, Member
Scott Taylor, P.E., Executive Director of Infrastructure Services

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

1. APPROVAL OF THE JANUARY 21, 2016, REGULAR MEETING MINUTES

Mr. Stoecker made a motion to approve the minutes of January 21, 2016.

Mr. Caywood seconded the motion.

The motion carried unanimously.

2. APPROVAL OF THE JANUARY 26, 2016, SPECIAL MEETING MINUTES

Mr. Caywood made a motion to approve the minutes of January 21, 2016.

Mr. Greer seconded the motion.

The motion carried unanimously.

3. FINAL PLAT OF CANYON CREEK, SECTION 3

The following information is from the memorandum from City Staff:

The proposed 20.62-acre residential subdivision in the W. S. Allen Survey, A-2 and the John McDillon Survey, A-347, is located west of North Loop 336 West and south of Longmire Road, within the City Limits. 64 lots and 2 restricted reserves in 4 blocks will be created. Access to Longmire Road will be provided via the existing Canyon Lake Creek Drive and the proposed streets. Proposed streets will be concrete with curbs and gutters, and an underground
storm sewer system. Proposed water and sanitary sewer mains will connect to existing City utilities.

Mr. Ron Saikowski, with Quest Engineering, addressed the Commission.

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, make street names (& all text) legible on the vicinity map.

As per Item No. 2, label all platted rights-of-way as such.

As per Item No. 3, label the 100-yr floodplain as such.

As per Item No. 4, label the acreage for each reserve.

As per Item No. 5, provide complete street centerlines and perpendicular dimensions from each street centerline to the adjacent right-of-way.

As per Item No. 6, provide a 45° building line transition labeled with a bearing and distance, on the lot having the lesser width building line, where building line widths change from one lot to the next.

As per Item No. 7, add the standard maintenance note for a residential subdivision in the city limits, to the plat.

As per Item No. 8, provide 30-ft. radii at the acute corners for all intersections that the streets intersect with a not more than 10° difference from a 90° angle.

As per Item No. 9, clean up all overlapping text, add “PL” to the legend.

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

As per Item No. 1, in the future, complete the line on the application regarding changes from the preliminary plat to the final plat, if the plat has changed.

As per Item No. 2, provide an executed, recorded “Release of Easement” for the temporary easement shown on the plat and remove the easement and its label from the plat. The Storm Water Covenants must remain intact.

As per Item No. 3, correct the cost to complete the public improvements on the Subdivision Development Agreement to match the amount on the performance bond and provide a revised first page original, of the performance bond.

As per Item No. 4, the plat must comply with Section 94-112(a), items 1-7.
As per Item No. 5, the subdivision benchmark must comply with Section 94-112(b, c) and be set in a right-of-way.

As per Item No. 6, 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. Make the patent survey lines bold.

As per Item No. 7, show and label all easements listed in the City Planning Letter, or provide a revised City Planning Letter with the non-applicable easements removed. Provide hard copies of all offsite easements adjacent to the plat boundary.

As per Item No. 8, where an easement width is more restrictive than the required building line width, remove the building line within the easement and label the easement boundary as the building line, also, with the applicable width, and do not overlap building lines.

As per Item No. 9, correct the reserve acreage in the title block.

As per Item No. 10, show and label all proposed easements as shown on the approved plans.

As per Item No. 11, use standard City language for the lien holders’ subordination statement and notary’s acknowledgment and list the Clerk’s file numbers for the liens.

As per Item No. 12, use standard City language for the surveyor’s certification.

As per Item No. 13, add the planning commission certification, using standard City language, to the plat.

As per Item No. 14, remove notes 1, 5, 6, & 8 from the plat.

As per Item No. 15, correct all scriveners’ errors and remove extraneous lines and text from the plat.

As per Item No. 16, label all match lines and make them easily legible (do not use “screening”).

As per Item No. 17, all seals on the mylar must be legible.

As per Item No. 18, FYI-The as-built drawings must match the recorded plat.

Mr. Greer made a motion to approve the final plat of Canyon Creek, Section 3, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

4. **FINAL PLAT OF WEDGEWOOD FALLS, SECTION 2**

The following information is from the memorandum from City Staff:
The proposed 15.40-acre residential subdivision in the John McDillon Survey, A-347, is located west of Longmire Road and north of F.M. 3083, within the City Limits. 67 lots and 7 restricted reserves in 4 blocks will be created. Access to Longmire Road will be provided by the proposed Wie Drive and access to FM 3083 will be provided by the connection of a proposed extension of Parnevik Place to Section 1. 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 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, provide the County Clerk's recording information for the Longmire Road right-of-way, or label as a “Prescriptive Right-of-Way” and label the apparent width.

As per Item No. 2, correct the floodplain note to reflect the location of the subdivision according to the 2014 FEMA FIRM panels and whether located in or out of the 100-yr floodplain.

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

As per Item No. 1, provide original tax certificates showing a zero balance.

As per Item No. 2, label two sets of state plane coordinates carried to the 4th decimal place.

As per Item No. 3, the acreage labeled on the plat and the acreage listed in the City Planning Letter must match.

As per Item No. 4, provide a new subdivision benchmark, or convert the existing benchmark survey information, as required, to match the (94-112(b) survey information, and show the location of the benchmark used on the plat map with a broken line (if needed) and label a scaled bearing and distance and label that the info is “scaled”, if so.

As per Item No. 5, tie a corner of the plat boundary to a corner of the original patent survey with a scaled bearing and distance, and tie two corners of the subject tract to two corners of the parent tract, with scaled bearings and distances, and/or label the parent tract corners as such.

As per Item No. 6, show and label all easements listed in the City Planning Letter or provide a revised City Planning Letter with the non-applicable easements removed. Label the existing utility easements extending from Parnevik Place in Section 1, at the south plat boundary.

As per Item No. 7, the proposed easements on the plat do not match the proposed easements on the approved plans.
As per Item No. 8, add a note to the plat stating how detention is achieved for Section 2.

As per Item No. 9, FYI- As-built drawings must match the recorded plat.

Mr. Stoecker made a motion to approve the final plat of Wedgewood Falls, Section 2, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

5. FINAL PLAT OF GRAND CENTRAL PARK, SECTION 1

The following information is from the memorandum from City Staff:

The subject 32.576-acre residential subdivision in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. 85 lots and 4 reserves in 3 blocks will be created. Access to the South Loop will be provided via the proposed Grand Central Parkway and the proposed Town Park Drive. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed water and sanitary sewer mains will connect to existing City utilities.

Mr. Matt Tucker, with LJA Engineering Inc., addressed the Commission.

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 allowable text size is 1/10" inch throughout the plat.

As per Item No. 2, 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.

As per Item No. 3, note the applicable F.I.R.M. panel number and date, and whether this subdivision lies in or out of the 100-yr floodplain. Indicate the 100-yr floodplain boundaries with heavy solid lines.

As per Item No. 4, show and label, or note, all building setback lines, including in all reserves.

As per Item No. 5, provide a 16-ft utility easement along both sides of all street rights-of-way or a 14-ft utility easement along both sides of the rights-of-way, provided the wet utilities are located within the rights-of-way and the electric service is underground.

As per Item No. 6, where streets do not intersect at a 90° angle, the acute angle of the intersection must have 30-ft radii at the acute corner(s).
As per Item No. 7, add the standard maintenance note for residential subdivisions within the City limits for maintenance of private improvements.

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

As per Item No. 1, provide official documentation showing the relationship of the business entities listed on the plat.

As per Item No. 2, show match-lines that match.

As per Item No. 3, remove "-Paving & Appurtenances" from the plat title line on the first page of the performance bond and provide a corrected original.

As per Item No. 4, the plat must comply with Sec. 94-112(a), items 1-7.

As per Item No. 5, label the benchmark on the plat. The subdivision benchmark must comply with 94-112(b, c) and must be set in a right-of-way.

As per Item No. 6, label Grand Lake Creek. Show and label all easements listed in the City Planning Letter, or provide a revised City Planning Letter with the non-applicable easements removed.

As per Item No. 7, the building setback exhibits must reflect the building lines applicable to this section.

As per Item No. 8, the street names on the plat and the MCECD-911 addressed plat must match.

As per Item No. 9, remove all easements from within the 16-ft (or 14-ft) utility easements and add “utility” purposes to the use for Reserve “A”, per the U.C.C.

As per Item No. 10, show and label proposed easements as shown on the approved plans, remove the labeling and existing 10-ft wide sanitary sewer to be abandoned by City Council, from the plat, as the plat will not be approved until after the easement is abandoned; show, and label with Clerk’s recording information, proposed off-site easements located adjacent to the plat boundary; and provide copies of the recorded easements.

As per Item No. 11, use standard language for an individual signing for a corporation in the notary’s acknowledgment(s) for the owner’s dedication.

As per Item No. 12, use standard City language for the lien holders’ subordination statement and acknowledgment.

As per Item No. 13, provide 45° building line transitions, described with bearings and distances, where the building line changes width from one lot to an adjacent lot, with the transition taking place on the lot with the lesser building line width.

As per Item No. 14, add “SURVEYOR” after “ENGINEER” in LJA’s information label.
As per Item No. 15, remove “(SEE NOTE 10)” from the Surveyor’s Certification and remove Notes 1, 4, & 9.

As per Item No. 16, add a note to the plat stating: “This property is subject to a memorandum of development agreement recorded under MCCF Nos. 2015-084418 and 2015-084419. “

As per Item No. 17, add a note to the plat stating: “This property is located within the Conroe Municipal Management District No. 1.”

As per Item No. 18, FYI-As-built drawings must match the recorded plat.

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

Mr. Greer seconded the motion.

The motion carried unanimously.

6. **FINAL PLAT OF GRAND CENTRAL PARK, SECTION 2**

The following information is from the memorandum from City Staff:

The subject 16.859-acre residential subdivision in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. 58 lots and 3 reserves in 2 blocks will be created. Access to the South Loop will be provided via the proposed Grand Central Parkway and the proposed Town Park Drive. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed water and sanitary sewer mains will connect to existing City utilities.

Mr. Matt Tucker, with LJA Engineering Inc., addressed the Commission.

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 allowable text size is 1/10th inch throughout the plat.

As per Item No. 2, 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.

As per Item No. 3, note the applicable F.I.R.M. panel number and date, and whether this subdivision lies in or out of the 100-yr floodplain. Indicate the 100-yr floodplain boundaries with heavy solid lines.

As per Item No. 4, show and label, or note, all building setback lines, including in all reserves.
As per Item No. 5, provide a 16-ft utility easement along both sides of all rights-of-way or a 14-ft utility easement along both sides of the rights-of-way provided the wet utilities are located within the rights-of-way and the electric service is underground, per the U.C.C.

As per Item No. 6, add the standard maintenance note for residential subdivisions within the City limits for maintenance of private improvements.

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

As per Item No. 1, provide official documentation showing the relationship of the business entities listed on the plat.

As per Item No. 2, remove “-Paving” from the plat title line on the first page of the performance bond and provide a corrected original.

As per Item No. 3, the plat must comply with Sec. 94-112(a), items 1-7.

As per Item No. 4, label the benchmark on the plat. The subdivision benchmark must comply with 94-112(b, c) and be set in a right-of-way.

As per Item No. 5, show and label all easements listed on the City Planning Letter, or provide a revised City Planning Letter with the non-applicable easement removed.

As per Item No. 6, label the property abutting the eastern boundary of Section 2 with ownership and recording information.

As per Item No. 7, the building setback exhibits must reflect the building lines applicable to this section.

As per Item No. 8, show and label a perpendicular tie, with a bearing and distance, from the end of Red Petal Way at the plat boundary, to the centerline of Painted Trillium Drive (of Sec 1). Correct the right-of-way width of Tricoast Court. The street names on the plat and MCECD-911 addressed plat must match.

As per Item No. 9, remove all easements from within the 16-ft (or 14-ft) utility easements, per the U.C.C.

As per Item No. 10, use standard language for an individual signing for a corporation in the notary’s acknowledgment(s) for the owner’s dedication.

As per Item No. 11, use standard City language for the lien holders’ subordination statement and acknowledgment.

As per Item No. 12, provide 45° building line transitions with bearings and distances where the building line changes from one lot to an adjacent lot, with the transition taking place on the lot with the lesser building line.

As per Item No. 13, add “SURVEYOR” after “ENGINEER” in LJA’s information label.
As per Item No. 14, remove "(SEE NOTE 10)" from the Surveyor’s Certification and remove Notes 1, 4, & 9.

As per Item No. 15, add a note to the plat stating: "This property is subject to a memorandum of development agreement recorded under MCCF Nos. 2015-084418 and 2015-084419."

As per Item No. 16, add a note to the plat stating: "This property is located within the Conroe Municipal Management District No. 1."

As per Item No. 17, FYI-As-built drawings must match the recorded plat.

Mr. Caywood made a motion to approve the final plat of Grand Central Park, Section 2, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

7. FINAL PLAT OF GRAND CENTRAL PARK, SECTION 3

The following information is from the memorandum from City Staff:

The subject 7.850-acre residential unit development in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. 22 lots and 3 reserves in 1 block will be created. Access to the South Loop will be provided via the proposed Grand Central Parkway and the proposed Town Park Drive. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed water and sanitary sewer mains will connect to existing City utilities.

Mr. Matt Tucker, with LJA Engineering, Inc., addressed the Commission.

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 allowable text size is 1/10th inch throughout the plat.

As per Item No. 2, add "UNIT DEVELOPMENT" to the title block.

As per Item No. 3, 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. (Label parent tract corners as such.)

As per Item No. 4, note the applicable F.I.R.M. panel number and date, and whether this subdivision lies in or out of the 100-yr floodplain.
As per Item No. 5, show and label, or note, all building setback lines, including in all reserves. (Side and rear setbacks)

As per Item No. 6, label the perpendicular dimensions from the street centerline angle points and points of curve, to adjacent rights-of-way.

As per Item No. 7, provide a 16-ft utility easement along both sides of all rights-of-way or a 14-ft utility easement along both sides of the rights-of-way provided the wet utilities are located within the rights-of-way and the electric service is underground, per the U.C.C.

As per Item No. 8, provide a table showing that the compensating open-space requirement has been satisfied.

As per Item No. 9, add the standard maintenance note for residential subdivisions within the City limits for maintenance of private improvements.

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

As per Item No. 1, provide official documentation showing the relationship of the business entities listed on the plat.

As per Item No. 2, remove “-Paving” from the plat title line on the first page of the performance bond and provide a corrected original.

As per Item No. 3, the plat must comply with Sec. 94-112(a), items 1-7.

As per Item No. 4, label the benchmark on the plat. The subdivision benchmark must comply with 94-112(b, c) and be set in a right-of-way.

As per Item No. 5, correct the names of the future subdivisions adjacent to this section.

As per Item No. 6, label the block number on the plat map.

As per Item No. 7, the building setback exhibits must reflect the building lines applicable to this section.

As per Item No. 8, remove all easements from within the 16-ft (or 14-ft) utility easements, per the U.C.C.

As per Item No. 9, use standard language for an individual signing for a corporation in the notary’s acknowledgment(s) for the owner’s dedication.

As per Item No. 10, use standard City language for the lien holders’ subordination statement and acknowledgment.

As per Item No. 11, provide 45° building line transitions, described with bearings and distances, where the building line changes width from one lot to an adjacent lot, with the transition taking place on the lot with the lesser building line width.
As per Item No. 12, add “SURVEYOR” after “ENGINEER” in LJA’s information label.

As per Item No. 13, remove “(SEE NOTE 10)” from the Surveyor’s Certification and remove Notes 1, 4, & 9.

As per Item No. 14, add a note to the plat stating: “This property is subject to a memorandum of development agreement recorded under MCCF Nos. 2015-084418 and 2015-084419. “

As per Item No. 15, add a note to the plat stating: “This property is located within the Conroe Municipal Management District No. 1.”

As per Item No. 16, FYI-As-built drawings must match the recorded plat.

Mr. Greer made a motion to approve the final plat of Grand Central Park, Section 3, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.

8. FINAL PLAT OF GRAND CENTRAL PARK, SECTION 4

The following information is from the memorandum from City Staff:

The subject 11.457-acre residential unit development in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. 74 lots and 3 reserves in 2 blocks will be created. Access to the South Loop will be via the proposed Twilight Toast Drive, the proposed Grand Central Parkway and the proposed Town Park Drive. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed water and sanitary sewer mains will connect to existing 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 allowable text size is 1/10th inch throughout the plat.

As per Item No. 2, add “A Unit Development” to the title block.

As per Item No. 3, 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.

As per Item No. 4, label Grand Lake Creek.
As per Item No. 5, note the applicable F.I.R.M. panel number and date, and whether this subdivision lies in or out of the 100-yr floodplain. Indicate the 100-yr floodplain boundaries with heavy solid lines.

As per Item No. 6, label the perpendicular dimensions from the street centerline angle points and points of curve to adjacent rights-of-way.

As per Item No. 7, provide 45° building line transitions with bearings and distances where the building line changes from one lot to an adjacent lot, with the transition taking place on the lot with the lesser building line width.

As per Item No. 8, provide a 16-ft utility easement along both sides of all rights-of-way or a 14-ft utility easement along both sides of the rights-of-way provided the wet utilities are located within the rights-of-way and the electric service is underground, per the U.C.C.

As per Item No. 9, provide a table showing that the compensating open-space requirement has been satisfied.

As per Item No. 10, add the standard maintenance note for residential subdivisions within the City limits for maintenance of private improvements.

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

As per Item No. 1, provide official documentation showing the relationship of the business entities listed on the plat.

As per Item No. 2, remove "-Paving & Appurtenances" from the plat title line on the first page of the performance bond and provide a corrected original.

As per Item No. 3, the plat must comply with Sec. 94-112(a), items 1-7.

As per Item No. 4, label the benchmark inset as such. The subdivision benchmark must be set within a right-of-way and must comply with 94-112(b, c).

As per Item No. 5, show and label all easements listed in the City Planning Letter, or provide a revised City Planning Letter with the non-applicable easements removed.

As per Item No. 6, label the ownership with County clerk's recording information for the property to the south and west of this section. Label the recording information for Grand Central Parkway.

As per Item No. 7, remove proposed floodway/plain boundaries and corresponding labels. The new data will be shown on the replat after the approval of the LOMR.

As per Item No. 8, the "zero lot line setback" may not be located on a shared lot line for adjacent lots. Show and label, or note all required building lines, including in all reserves. The building setback exhibits must reflect the building lines applicable to this section.
As per Item No. 9, show and label a perpendicular (or radial) tie, with a bearing and distance (or curve data), from the end of Silver Sky Street, at the plat boundary, to the centerline of Twilight Toast Drive.

As per Item No. 10, remove all easements from within the 16-ft (or 14-ft) utility easements, per the U.C.C. Show, and label with Clerk’s recording information, proposed off-site easements located adjacent to the plat boundary; and provide copies of the recorded off-site easements.

As per Item No. 11, use standard language for an individual signing for a corporation in the notary’s acknowledgment(s) for the owner’s dedication.

As per Item No. 12, use standard City language for the lien holders’ subordination statement and acknowledgment.

As per Item No. 13, add “SURVEYOR” after “ENGINEER” in LJA’s information label.

As per Item No. 14, remove “(SEE NOTE 10)” from the Surveyor’s Certification and remove Notes 1, 4, & 8.

As per Item No. 15, add a note to the plat stating: “This property is subject to a memorandum of development agreement recorded under MCCF Nos. 2015-084418 and 2015-084419. “

As per Item No. 16, add a note to the plat stating: “This property is located within the Conroe Municipal Management District No. 1.”

As per Item No. 17, FYI-As-built drawings must match the recorded plat.

Mr. Stoecker made a motion to approve the final plat of Grand Central Park, Section 4, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

9. **FINAL PLAT OF GRAND CENTRAL PARK, SECTION 5**

The following information is from the memorandum from City Staff:

The subject 22.282-acre, proposed residential subdivision, in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. 43 lots and 3 reserves in 1 block will be created. Access to the South Loop will be provided via the proposed Grand Central Parkway and the proposed Town Park Drive. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed water and sanitary sewer mains will connect to existing City utilities.

Mr. Matt Tucker, with LJA Engineering, Inc., addressed the Commission.

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 allowable text size is 1/10th inch throughout the plat.

As per Item No. 2, label the name of the creek on the plat.

As per Item No. 3, 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.

As per Item No. 4, note the applicable F.I.R.M. panel number and date, and whether this subdivision lies in or out of the 100-yr floodplain. Indicate the 100-yr floodplain boundaries with heavy solid lines.

As per Item No. 5, provide a 16-ft utility easement along both sides of all rights-of-way or a 14-ft utility easement along both sides of the rights-of-way provided the wet utilities are located within the rights-of-way and the electrical distribution system is underground, per the U.C.C.

As per Item No. 6, provide 45° building line transitions with labeled bearings and distances, with the transition taking place on the lot with the lesser building line width, where required.

As per Item No. 7, show and label, or note, all building setback lines, including in all reserves.

As per Item No. 8, add the standard maintenance note for residential subdivisions within the City limits for maintenance of private improvements.

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

As per Item No. 1, in the future, provide an application with correct information regarding the plat being submitted.

As per Item No. 2, provide official documentation showing the relationship of the business entities listed on the plat.

As per Item No. 3, remove "-Paving & Appurtenances" from the plat title line on the first page of the performance bond and provide a corrected original.

As per Item No. 4, the plat must comply with Sec. 94-112(a), items 1-7.

As per Item No. 5, label the benchmark on the plat. The subdivision benchmark must comply with 94-112(b, c) and must be set in a right-of-way.

As per Item No. 6, label Grand Lake Creek. Show and label all easements listed in the City Planning Letter, or provide a revised City Planning Letter with the non-applicable easements removed.
As per Item No. 7, remove all references to the proposed floodplain boundary changes (labels and boundaries) as the changes will appear on the replat after the LOMR has been approved.

As per Item No. 8, label “Block 1” on the plat map.

As per Item No. 9, the building setback exhibits must reflect the building lines applicable to this section.

As per Item No. 10, the street names on the plat and the MCECD-911 addressed plat must match. Change the name of “Liatris Place” to “Liatris Court” on the plat, past (east of) the intersection of Liatris Place with Coxcomb Court. Remove “West” from the Twilight Toast Drive street name. Provide a revised addressed plat with an address label for Reserve “B” and street names that match the corrected plat.

As per Item No. 11, show and label a perpendicular tie, with a bearing and distance, from the end of Twilight Toast Drive, at the plat boundary, to the centerline of Grand Central Parkway.

As per Item No. 12, remove all easements from within the 16-ft (or 14-ft) utility easements, per the U.C.C.

As per Item No. 13, show, and label with Clerk’s recording information, proposed off-site easements located adjacent to the plat boundary; and provide copies of the recorded off-site easements.

As per Item No. 14, use standard language for an individual signing for a corporation in the notary’s acknowledgment(s) for the owner’s dedication.

As per Item No. 15, use standard City language for the lien holders’ subordination statement and acknowledgment.

As per Item No. 16, add “SURVEYOR” after “ENGINEER” in LJA’s information label.

As per Item No. 17, remove “(SEE NOTE 10)” from the Surveyor’s Certification and remove Notes 1, 4, & 8.

As per Item No. 18, add a note to the plat stating: “This property is subject to a memorandum of development agreement recorded under MCCF Nos. 2015-084418 and 2015-084419. “

As per Item No. 19, add a note to the plat stating: “This property is located within the Conroe Municipal Management District No. 1.”

As per Item No. 20, FYI-As-built drawings must match the recorded plat.

Mr. Caywood made a motion to approve the final plat of Grand Central Park, Section 5, subject to the satisfactory completion of all items.

Mr. Stoecker seconded the motion.

The motion carried unanimously.
10. FINAL PLAT OF GRAND CENTRAL PARK, SECTION 6

The following information is from the memorandum from City Staff:

The subject 22.986-acre residential subdivision in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. 56 lots and 3 reserves in 2 blocks will be created. Access to the South Loop will be provided via the proposed Grand Central Parkway and the proposed Town Park Drive. Proposed streets will be concrete with concrete curbs and gutters and underground storm sewers. Proposed water and sanitary sewer mains will connect to existing City utilities.

Mr. Matt Tucker, with LJA Engineering, Inc., addressed the Commission.

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 allowable text size is 1/10\textsuperscript{th} inch throughout the plat.

As per Item No. 2, 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.

As per Item No. 3, label the ownership, with Clerk's recording information, of the property southeast of the plat boundary.

As per Item No. 4, note the applicable F.I.R.M. panel number and date, and whether this subdivision lies in or out of the 100-yr floodplain. Indicate the 100-yr floodplain boundaries with heavy solid lines.

As per Item No. 5, provide a 16-ft utility easement along both sides of all rights-of-way or a 14-ft utility easement along both sides of the rights-of-way provided the wet utilities are located within the rights-of-way and the electric service is underground, per the U.C.C.

As per Item No. 6, provide 45° building line transitions with labeled bearings and distances, with the transition taking place on the lot with the lesser building line width, where required.

As per Item No. 7, show and label, or note, all building setback lines, including in all reserves.

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

As per Item No. 1, in the future, provide an application with correct information regarding the plat being submitted.
As per Item No. 2, provide official documentation showing the relationship of the business entities listed on the plat.

As per Item No. 3, remove "-Paving" from the plat title line on the first page of the performance bond and provide a corrected original.

As per Item No. 4, the plat must comply with Sec. 94-112(a), items 1-7.

As per Item No. 5, show and label all easements listed in the City Planning Letter, or provide a revised City Planning Letter with the non-applicable easements removed.

As per Item No. 6, remove all references to the proposed floodplain boundary changes (labels and boundaries) as the changes will appear on the replat after the LOMR has been approved.

As per Item No. 7, the building setback exhibits must reflect the building lines applicable to this section.

As per Item No. 8, show and label a perpendicular tie, with a bearing and distance, from the end of Marble Garden Lane at the plat boundary, to the centerline of Twilight Toast Drive. Streets terminating in a cul-de-sac must have a street name ending in "Court". Street names on the plat and MCECD-911 addressed plat must match.

As per Item No. 9, remove all easements from within the 16-ft (or 14-ft) utility easements, per the U.C.C. Label proposed non-parallel easements with complete bearings and distances.

As per Item No. 10, use standard language for an individual signing for a corporation in the notary's acknowledgment(s) for the owner's dedication.

As per Item No. 11, use standard City language for the lien holders' subordination statement and acknowledgment.

As per Item No. 12, add the standard maintenance note for residential subdivisions within the City limits for maintenance of private improvements.

As per Item No. 13, add "SURVEYOR" after "ENGINEER" in LJA's information label.

As per Item No. 14, remove "(SEE NOTE 10)" from the Surveyor's Certification and remove Notes 1, 4, & 8.

As per Item No. 15, add a note to the plat stating: "This property is subject to a memorandum of development agreement recorded under MCCF Nos. 2015-084418 and 2015-084419."

As per Item No. 16, add a note to the plat stating: "This property is located within the Conroe Municipal Management District No. 1."

As per Item No. 17, FYI-As-built drawings must match the recorded plat.

Mr. Greer made a motion to approve the final plat of Grand Central Park, Section 6, subject to the satisfactory completion of all items.
Mr. Caywood seconded the motion.

The motion carried unanimously.

11. FINAL PLAT OF GRAND CENTRAL PARKWAY PHASE 1

The following information is from the memorandum from City Staff:

The subject 10.507-acre, proposed street right-of-way in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. The proposed street will be concrete with concrete curbs and gutters and underground storm sewers. Proposed water and sanitary sewer mains will connect to existing City utilities.

Mr. Matt Tucker, with LJA Engineering, Inc., addressed the Commission.

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

As per Item No. 2, label the 100-yr floodplain boundary as such on the plat map.

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

As per Item No. 1, correct the engineer’s cost estimate, correct the owners’ names on the Agreement and Performance Bond to match the owners as listed in the City Planning Letter, correct the bond amount on the agreement to match the bond and provide revised originals.

As per Item No. 2, the plat must comply with Sec. 94-112(a), items 1-7.

As per Item No. 3, the plat benchmark must comply with Sec. 94-112(b, c).

As per Item No. 4, the name(s) and address(es) of the owner(s) on the plat must match the information in the City Planning Letter.

As per Item No. 5, label Silverdale Creek. Show and label all easements listed in the City Planning Letter, or provide a revised City Planning Letter with the non-applicable easements removed.

As per Item No. 6, verify the ownership of the property adjacent to the southern plat boundary.

As per Item No. 7, depict the 100-year floodplain with a heavy solid line and in the floodplain note, explicitly state whether this property lies within or out of the 100-yr floodplain.
As per Item No. 8, show and label adjacent off-site easements and provide copies of recorded off-site easements.

As per Item No. 9, use the standard language for an individual signing for a corporation in the notary’s acknowledgment for the owners’ certifications.

As per Item No. 10, use standard City language for the lien holders’ subordination statements.

As per Item No. 11, correct the dates on the dedication page for the Planning Commission Certification and County Clerk’s Filing Certification.

As per Item No. 12, add “SURVEYOR” after “ENGINEER” in LJA’s information label.

As per Item No. 13, remove “(SEE NOTE 2)” from the Surveyor’s Certification and remove Note 6.

As per Item No. 14, add a note to the plat stating: “This property is subject to a memorandum of development agreement recorded under MCCF Nos. 2015-084418 and 2015-084419. “

As per Item No. 15, add a note to the plat stating: “This property is located within the Conroe Municipal Management District No. 1.”

As per Item No. 16, FYI- As-built drawings must match the recorded plat.

Mr. Greer made a motion to approve the final plat of Grand Central Parkway, Phase 1, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

12. **FINAL PLAT OF URBAN AVENUE STREET DEDICATION**

The following information is from the memorandum from City Staff:

The subject 1.743-acre, proposed street right-of-way in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. The proposed street will be concrete with concrete curbs and gutters and underground storm sewers. The proposed water main will connect to existing City utilities and no sanitary sewer main is proposed.

Mr. Matt Tucker, with LJA Engineering, Inc., addressed the Commission.

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, 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. (Label parent tract corners as such.)

As per Item No. 2, streets should intersect at a 90-degree angle where possible and especially at intersections with major streets. Where not possible, for good cause, a variation of a maximum of 10-degrees from a right angle may be approved. Where approved, the acute angle of the intersection must have 30-ft radii at the acute corner(s). Provide perpendicular ties labeled with bearings and distances from the centerline of Urban Avenue to the centerlines of South Loop 336 and Grand Central Parkway.

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

As per Item No. 1, provide 2015 original embossed tax certificates showing a zero balance.

As per Item No. 2, complete the owner’s certification on the mylar.

As per Item No. 3, correct the owner’s name on the Agreement and Performance Bond, correct the bond amount on the agreement to match the bond and provide revised originals.

As per Item No. 4, the plat must comply with Sec. 94-112(a), items 1-7.

As per Item No. 5, the plat benchmark must comply with Sec. 94-112(b,c).

As per Item No. 6, fill-in the recording information for the right-of-way adjacent to the southern plat boundary.

As per Item No. 7, in the floodplain note, explicitly note whether this property lies within or out of the 100-yr floodplain.

As per Item No. 8, show and label adjacent off-site easements and provide copies of recorded off-site easements.

As per Item No. 9, use the standard language for an individual signing for a corporation in the notary’s acknowledgment for the owner’s certification.

As per Item No. 10, correct the dates on the dedication page for the Planning Commission Certification and County Clerk’s Filing Certification.

As per Item No. 11, add “SURVEYOR” after “ENGINEER” in LJA’s information label.

As per Item No. 12, remove “(SEE NOTE 2)” from the Surveyor’s Certification.

As per Item No. 13, add a note to the plat stating: “This property is subject to a memorandum of development agreement recorded under MCCF Nos. 2015-084418 and 2015-084419.”

As per Item No. 14, add a note to the plat stating: “This property is located within the Conroe Municipal Management District No. 1.”
As per Item No. 15, FYI- As-built drawings must match the recorded plat.

Mr. Greer made a motion to approve the final plat of Urban Avenue Street Dedication, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

13. FINAL PLAT OF CRESCENT CAMPUS BOULEVARD STREET DEDICATION

The following information is from the memorandum from City Staff:

The subject 2.470-acre, proposed street right-of-way in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. The proposed street will be concrete with concrete curbs and gutters and underground storm sewers. The proposed water main will connect to existing City utilities and no sanitary sewer main is proposed.

Mr. Matt Tucker, with LJA Engineering, Inc., addressed the Commission.

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, 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. (Label parent tract corners as such.)

As per Item No. 2, streets should intersect at a 90-degree angle where possible and especially at intersections with major streets. Where not possible, for good cause, a variation of a maximum of 10-degrees from a right angle may be approved. Where approved, the acute angle of the intersection must have 30-ft radii at the acute corner(s). Provide perpendicular ties labeled with bearings and distances from the centerline of Crescent Campus Boulevard to the centerlines of South Loop 336 and Grand Central Parkway.

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

As per Item No. 1, provide 2015 original embossed tax certificates showing a zero balance.

As per Item No. 2, complete the owner's certification on the mylar.

As per Item No. 3, correct the owner's name on the Agreement and Performance Bond, correct the bond amount on the agreement to match the bond and provide revised originals.
As per Item No. 4, the plat must comply with Sec. 94-112(a), items 1-7.

As per Item No. 5, the plat benchmark must comply with Sec. 94-112(b, c).

As per Item No. 6, show and label all easements listed on the City Planning Letter, or provide a revised City Planning Letter with the non-applicable easements removed.

As per Item No. 7, fill-in the recording information for the right-of-way adjacent to the southern plat boundary.

As per Item No. 8, in the floodplain note, explicitly note whether this property lies within or out of the 100-yr floodplain.

As per Item No. 9, show and label adjacent off-site easements and provide copies of recorded off-site easements.

As per Item No. 10, correct the dates on the dedication page for the Planning Commission Certification and County Clerk’s Filing Certification.

As per Item No. 11, add “SURVEYOR” after “ENGINEER” in LJA’s information label.

As per Item No. 12, remove “(SEE NOTE 2)” from the Surveyor’s Certification.

As per Item No. 13, add a note to the plat stating: “This property is subject to a memorandum of development agreement recorded under MCCF Nos. 2015-084418 and 2015-084419. “

As per Item No. 14, add a note to the plat stating: “This property is located within the Conroe Municipal Management District No. 1.”

As per Item No. 15, FYI- As-built drawings must match the recorded plat.

Mr. Stoecker made a motion to approve the final plat of Crescent Campus Boulevard Street Dedication, subject to the satisfactory completion of all items.

Mr. Caywood seconded the motion.

The motion carried unanimously.

14. FINAL PLAT OF TOWN PARK DRIVE STREET DEDICATION

The following information is from the memorandum from City Staff:

The subject 2.663-acre, proposed street right-of-way in the Ransom House Survey, A-245, is located south of South Loop 336 and west of IH-45, within the City Limits. The proposed street will be concrete with concrete curbs and gutters and underground storm sewers. The proposed water main will connect to existing City utilities and no sanitary sewer main is proposed.

Mr. Matt Tucker, with LJA Engineering, Inc., addressed the Commission.
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, 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 scaled bearings and distances. (Label parent tract corners as such.)

As per Item No. 2, streets should intersect at a 90-degree angle where possible and especially at intersections with major streets. Where not possible, for good cause, a variation of a maximum of 10-degrees from a right angle may be approved. Where approved, the acute angle of the intersection must have 30-ft radii at the acute corner(s). Provide perpendicular ties labeled with bearings and distances from the centerline of Town Park Drive to the centerlines of South Loop 336 and Grand Central Parkway.

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

As per Item No. 1, correct the owner’s name on the Agreement and Performance Bond, correct the bond amount on the agreement to match the bond and provide revised originals.

As per Item No. 2, the plat must comply with Sec. 94-112(a), items 1-7.

As per Item No. 3, the plat benchmark must comply with Sec. 94-112(b,c).

As per Item No. 4, the minimum allowable text size is 1/10th inch throughout the plat.

As per Item No. 5, fill-in the recording information for the right-of-way adjacent to the southern plat boundary.

As per Item No. 6, correct the floodplain note to reflect the location of the subdivision according to the 2014 FEMA FIRM panels, explicitly note whether this property lies in or out of the 100-yr floodplain and show the 100-yr floodplain boundary as a heavy solid line.

As per Item No. 7, show and label adjacent off-site easements and provide copies of recorded off-site easements.

As per Item No. 8, correct the dates on the dedication page for the Planning Commission Certification and County Clerk’s Filing Certification.

As per Item No. 9, use standard City language for the lien holders’ subordination statements.

As per Item No. 10, add “SURVEYOR” after “ENGINEER” in LJA’s information label.

As per Item No. 11, remove “(SEE NOTE 2)” from the Surveyor’s Certification and remove Note 6.
As per Item No. 12, add a note to the plat stating: “This property is subject to a memorandum of development agreement recorded under MCCF Nos. 2015-084418 and 2015-084419. “

As per Item No. 13, add a note to the plat stating: “This property is located within the Conroe Municipal Management District No. 1.”

As per Item No. 14, FYI- As-built drawings must match the recorded plat.

Mr. Caywood made a motion to approve the final plat of Town Park Drive Street Dedication, subject to the satisfactory completion of all items.

Mr. Greer seconded the motion.

The motion carried unanimously.

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

Dr. Bob Rabuck, Chairman

/db