

CERTIFICATE FOR RESOLUTION

I.

On the 28th day of May, 2020, the City Council of the City of Conroe, Texas, consisting of the following qualified members, to-wit: **Toby Powell, Mayor; Duke Coon, Mayor Pro-Tem; Council Members Seth Gibson, Duane Ham, Jody Czajkoski and Raymond McDonald**, did convene in public session in the Council Chamber of the City Hall at 300 West Davis in Conroe, Texas. The roll being first called, a quorum was established, all members being present. The Meeting was open to the public and public notice of the time, place and purpose of the Meeting was given, all as required by Chapter 551, Texas Government Code.

II.

WHEREUPON, AMONG OTHER BUSINESS transacted, the Council considered adoption of the following written Resolution, to-wit:

RESOLUTION NO. 4491-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, ADOPTING DESIGN STANDARDS AND PROVIDING FOR THE APPOINTMENT OF AN ARCHITECTURAL REVIEW BOARD TO ADMINISTER A PROGRAM TO INCENTIVIZE THE DEVELOPMENT OF NEW RESIDENTIAL HOUSING UNITS IN DOWNTOWN CONROE

III.

Upon motion of Council Member Ham, seconded by Council Member McDonald, all members present voted for adoption of the Resolution, except the following: No one voted against and no one abstained. A majority of those Council Members present having voted for adoption, the presiding officer declared the Resolution passed and adopted.

IV.

A true, full and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate.

SIGNED AND SEALED this 28th day of May, 2020.


SOCO M. GORJON, City Secretary



RESOLUTION NO. 4491-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, ADOPTING DESIGN STANDARDS AND PROVIDING FOR THE APPOINTMENT OF AN ARCHITECTURAL REVIEW BOARD TO ADMINISTER A PROGRAM TO INCENTIVIZE THE DEVELOPMENT OF NEW RESIDENTIAL HOUSING UNITS IN DOWNTOWN CONROE

WHEREAS, by Resolution No. 4472-19 dated November 14, 2019 the City Council established a Residential Housing Incentive Program with the objective of stimulating new residential development within certain designated Downtown areas; and

WHEREAS, the Resolution required that projects be designed in accordance with architectural guidelines and standards to be approved by the City Council and further provided that a three person architectural review board be established to review all projects for compliance with the adopted standards;

WHEREAS, the attached Design Standards have been prepared to guide the design of projects approved for incentive funding under the Residential Housing Incentive Program; and

WHEREAS, the City Council desires to expand the number of persons on the Architectural Review Board and to establish qualifications for membership on the Board and appoint the initial members:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, THAT:

Section 1. This resolution is generally applicable within the territory inside the City of Conroe that is shown on the Map attached as Exhibit A, which territory is bounded by Interstate Highway 45 to the west, Dallas Street to the north, 10th Street to the east and the railway tracks to the south. This territory is hereinafter referred to as the "Downtown Housing Target Zone" or "DHTZ". Notwithstanding this general boundary description the neighborhood designated as the Uptown District is expressly excluded from the DHTZ and the program established by this resolution shall not be applicable to development in the Uptown District.

Section 2. The goal of the program established by this resolution is to create 1,000 new residential units within the DHTZ. The program automatically closes to new entry when agreements have been reached extending incentives to the target number of new residential units.

Section 3. New residential development in the DHTZ shall be eligible to apply for a housing development incentive not to exceed \$15,000 per housing unit to be payable in annual installments on a reimbursement basis following the issuance of a certificate of occupancy for the new housing units. The incentive shall be applicable to single family homes, duplexes, townhouses, apartments, condominiums, and other forms of residential construction that are expected to result in a minimum taxable project value of \$350,000 based on the estimated construction cost. Each new detached single family home shall constitute a separate project and each duplex or other structure that includes attached or multi-family residential units shall constitute a project. The incentive may be paid from any funds lawfully available to City but in no event shall any annual installment payment exceed 75% of the amount of ad valorem tax revenue collected by the City of Conroe on the project for the preceding year. The first incentive payment shall be due not earlier than April 1 of the calendar year following the year for which the improvements first become taxable. The payments shall continue for 10 consecutive years or until the maximum incentive of \$15,000 per residential unit has been paid. Projects that do not result in a taxable value of at least \$350,000 shall not be eligible to receive the incentive.

Section 4. The City Administrator shall provide for the administration of the DHTZ incentive program and may designate an appropriate city department or official to receive and process applications for DHTZ incentive agreements. Every DHTZ incentive agreement must be in writing and provide for the number of new housing units to be created. All DHTZ incentive agreements must be approved by the City Council and must fully incorporate the requirements of this resolution.

Section 5. (a) Each project must be designed and constructed in accordance with the Design Standards that are attached hereto as Exhibit B, which Design Guidelines are adopted for such purpose by the City Council. A five person Architectural Review Board ("ARB") appointed by the Mayor and approved by the City Council must review and approve the exterior design of each project to assure that the proposed design conforms to the adopted guidelines. The ARB shall include two (2) members of the City Council, one (1) architect, one (1) engineer and one (1) citizen historian. ARB approval for the exterior design must be obtained prior to beginning construction. Members of the ARB serve at the will of the City Council and serve until replaced.

(b) The ARB shall operate in conformity with the Rules and Procedures that are attached as Exhibit C to this Resolution and are hereby approved by the City Council for such purpose.

Section 6. The City Council may at any time review, alter or terminate the DHTZ incentive program, provided that no such alteration or

termination shall be deemed to alter the rights established under any previously approved DHTZ incentive agreement.

Section 7. This resolution amends and controls over Resolution No. 4472-19 dated November 14, 2019 to the extent of any conflict.

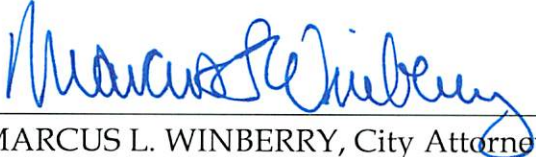
Section 8. This resolution shall be effective immediately upon adoption.

PASSED AND APPROVED this 28th day of May, 2020.



TOBY POWELL, Mayor

APPROVED AS TO FORM:



MARCUS L. WINBERRY, City Attorney

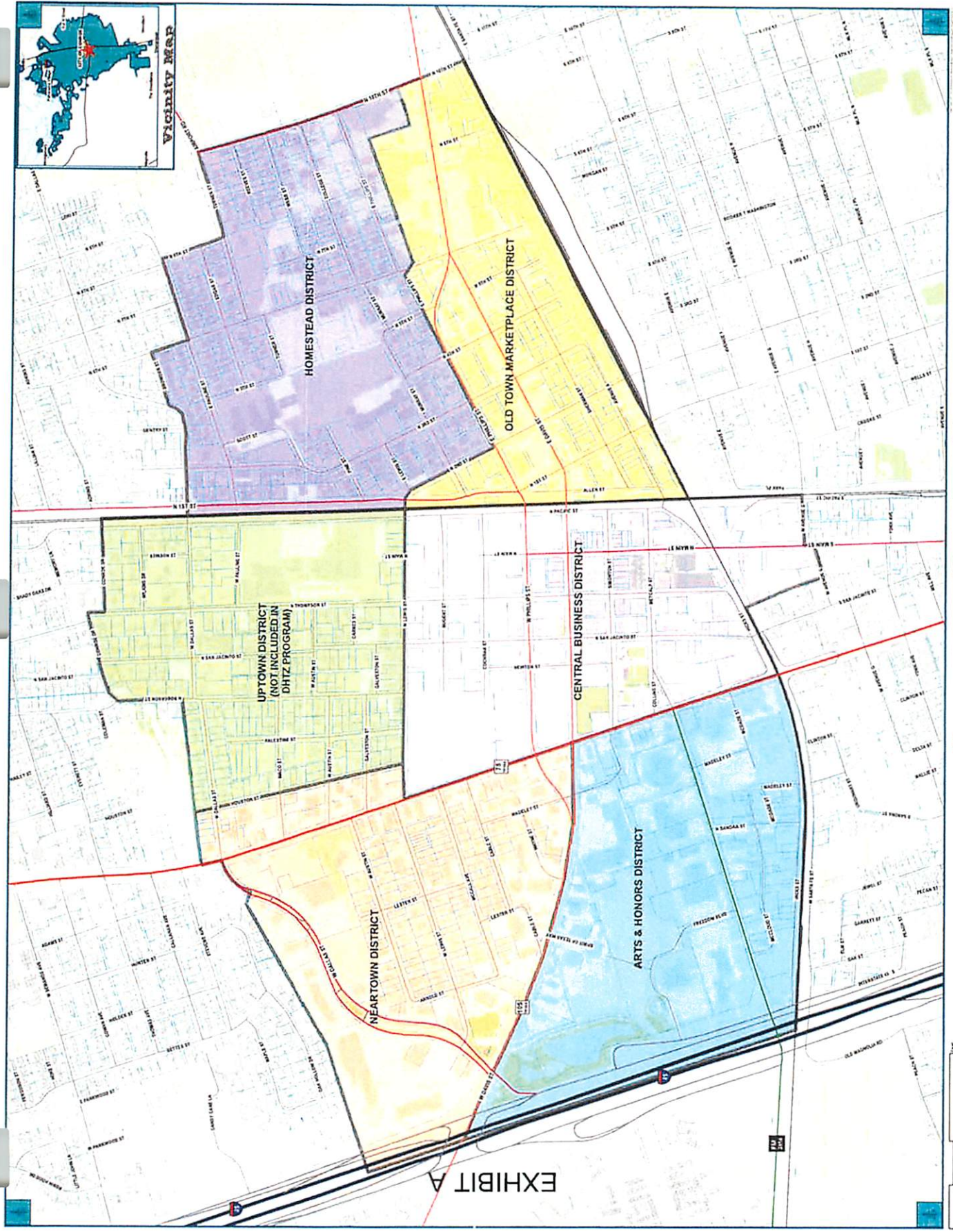
ATTEST:



SOCO M. GORKON, City Secretary



EXHIBIT A



Downtown Housing Target Zone Program Map: Conroe, Texas

Legend

- ARTS & HONORS DISTRICT
- CENTRAL BUSINESS DISTRICT
- HOMESTEAD DISTRICT
- NEAR TOWN DISTRICT
- OLD TOWN MARKETPLACE DISTRICT
- UPTOWN DISTRICT
- Major Road
- Street
- Boundary

Scale: 0 100 200 Feet

North Arrow

Central Business District Residential Incentive Design Standards

Residential Types									
	Single Family Home	Residential Infill Development	Townhouse/Flat	Live/Work	Duplex to Quadplex	Rowhouse or Brownstone	Residential Above Commercial	Limited Density Multifamily	High Density Multifamily
Setback from Roadway <i>Buildings should be pushed closer to the street in order to have a stronger relationship with the sidewalk and pedestrians</i>									
Preferred Build To	5 feet	S/A Surrounding	Property Line	Property Line	5 feet	Property Line	Property Line	Property Line	Property Line
But No Further Setback than	25 feet	S/A Surrounding	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet
Maximum Height									
	3 stories	Front Façade S/A Surrounding	3 stories	3 stories	3 stories	3 stories	N/A	3 stories	N/A
Primary (Pedestrian) Entrance									
	Facing Street	Facing Street	Prominent and Facing Street	N/A	Prominent and Facing Street	Prominent and Facing Street	N/A	Prominent and Facing Street	Prominent and Facing Street
Structural Variations <i>Variations add visual interest to a building that add to appearance of both the building and surrounding area</i>									
Roofline									
Flat Roofline			Include parapets or cornices or with peaked or sloped façade elements						
Pitched Roofline	N/A	S/A Surrounding	Include gables, dormers or shed roof elements to break up expanses of roofline that exceed 80 feet						
Height	N/A	S/A Surrounding	Should include some differentiation in height if building front façade extends more than 80' along the roadway						
Street Facing Façade(s)	N/A	S/A Surrounding	Should include differentiation of 2.5 feet or more in plane if building front façade extends more than 80' along the roadway						
Materials	N/A	S/A Surrounding	Large building forms and wall surfaces should incorporate a variation or combination of materials, surface relief or texture						
Glazing/Transparency									
Consistency Windows should have a consistent pattern and shape on street facing facades									
Percent of Street Facing Façade									
First Floor (minimum)	N/A	S/A Surrounding	25 percent	50 percent	25 percent	25 percent	50 percent	25 percent	25 percent
Upper Floors (minimum)	N/A	S/A Surrounding	25 percent	25 percent	25 percent	25 percent	25 percent	25 percent	25 percent
Glass Type Clear Preferred									
Tinted, colored or opaque	N/A	S/A Surrounding	Requires Approval						
Mirrored or Reflective Prohibited									
Pedestrian Elements (if appropriate to design)									
Front Porch	Encouraged	Encouraged	Encouraged						

Central Business District Residential Incentive Design Standards

Residential Types

	Single Family Home	Residential Infill Development	Townhouse/Flat	Live/Work	Duplex to Quadplex	Rowhouse or Brownstone	Residential Above Commercial	Limited Density Multifamily	High Density Multifamily
Balcony/Balconies			Encouraged	Encouraged		Encouraged	Encouraged	Encouraged	Encouraged
Canopies, Awnings or Similar						Encouraged	Encouraged	Encouraged	Encouraged

Materials

Buildings should be constructed of high-quality, durable materials that retain their appearance over time and can be economically maintained

Class I Materials (75% of total building façade)	wood siding, clay fired brick, natural stone, masonry, cement stucco and glass
Class II Materials (25% of total building façade)	architectural metal, fiber cement siding, concrete brick, manufactured stone, and integrally colored split face block
Ineligible materials	EIFS, smooth-face concrete block, tilt-up concrete panel systems, metal panel systems, and vinyl and aluminum siding

Parking

S/A Townhouse

Encouraged

Located behind the primary structure (the building and its relationship to the street is more important than visible parking)

Screening of Equipment

Refuse, Recycling and Storage	Located to rear or otherwise unnoticeable area and screened with a permanent enclosure in same architectural style, materials and color of building
Roof mounted equipment	Low profile, non-reflective and not visible from public streets, sidewalks and open areas
Solar Panels	Architecturally integrated into the roof or building form
Ground mounted equipment	Screened from view using permanent enclosure or maintained vegetation
Building mounted equipment	Avoid placing equipment on front façade of building

Arts & Honors District Residential Incentive Design Standards

Residential Types

	Single Family Home	Residential Infill Development	Townhouse/Flat	Live/Work	Duplex to Quadplex	Rowhouse or Brownstone	Residential Above Commercial	Limited Density Multifamily	High Density Multifamily
Setback from Roadway <i>Buildings should be pushed closer to the street in order to have a stronger relationship with the sidewalk and pedestrians</i>									
Preferred Build To	15 feet	S/A Surrounding	5 feet	5 feet	15 feet	5 feet	5 feet	5 feet	5 feet
But No Further Setback than	25 feet	S/A Surrounding	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet
Maximum Height									
	3 stories	Front Façade S/A Surrounding	3 stories	3 stories	3 stories	3 stories	3 stories	3 stories	5 stories
Primary (Pedestrian) Entrance									
	Facing Street	Facing Street	Prominent and Facing Street	N/A	Prominent and Facing Street	Prominent and Facing Street	N/A	Prominent and Facing Street	Prominent and Facing Street
Structural Variations <i>Variations add visual interest to a building that add to appearance of both the building and surrounding area</i>									
Roofline									
Flat Roofline			Include parapets or cornices or with peaked or sloped façade elements						
Pitched Roofline	N/A	S/A Surrounding	Include gables, dormers or shed roof elements to break up expanses of roofline that exceed 80 feet						
Height	N/A	S/A Surrounding	Should include some differentiation in height if building front façade extends more than 80' along the roadway						
Street Facing Façade(s)	N/A	S/A Surrounding	Should include differentiation of 2.5 feet or more in plane if building front façade extends more than 80' along the roadway						
Materials	N/A	S/A Surrounding	Large building forms and wall surfaces should incorporate a variation or combination of materials, surface relief or texture						
Glazing/Transparency									
Consistency Windows should have a consistent pattern and shape on street facing facades									
Percent of Street Facing Façade									
First Floor (minimum)	N/A	S/A Surrounding	25 percent	50 percent	25 percent	25 percent	50 percent	25 percent	25 percent
Upper Floors (minimum)	N/A	S/A Surrounding	25 percent	25 percent	25 percent	25 percent	25 percent	25 percent	25 percent
Glass Type									
Tinted, colored or opaque	N/A	S/A Surrounding	Clear Preferred						
						Requires Approval			
Mirrored or Reflective					Prohibited				
Pedestrian Elements (If appropriate to design)									
Front Porch	Encouraged	Encouraged	Encouraged						

Arts & Honors District Residential Incentive Design Standards

Residential Types

	Single Family Home	Residential Infill Development	Townhouse/Flat	Live/Work	Duplex to Quadplex	Rowhouse or Brownstone	Residential Above Commercial	Limited Density Multifamily	High Density Multifamily
Balcony/Balconies			Encouraged	Encouraged		Encouraged	Encouraged	Encouraged	Encouraged
Canopies, Awnings or Similar						Encouraged	Encouraged	Encouraged	Encouraged

Materials

Buildings should be constructed of high-quality, durable materials that retain their appearance over time and can be economically maintained

Class I Materials (75% of total building façade)	wood siding, clay fired brick, natural stone, masonry, cement stucco and glass
Class II Materials (25% of total building façade)	architectural metal, fiber cement siding, concrete brick, manufactured stone, and integrally colored split face block
Ineligible materials	EIFS, smooth-face concrete block, tilt-up concrete panel systems, metal panel systems, and vinyl and aluminum siding

Parking

S/A Townhouse

Encouraged

Located behind the primary structure (the building and its relationship to the street is more important than visible parking)

Screening of Equipment

Refuse, Recycling and Storage	Located to rear or otherwise unnoticeable area and screened with a permanent enclosure in same architectural style, materials and color of building
Roof mounted equipment	Low profile, non-reflective and not visible from public streets, sidewalks and open areas
Solar Panels	Architecturally integrated into the roof or building form
Ground mounted equipment	Screened from view using permanent enclosure or maintained vegetation
Building mounted equipment	Avoid placing equipment on front façade of building

Neartown District Residential Incentive Design Standards

Residential Types

	Single Family Home	Residential Infill Development	Townhouse/Flat	Live/Work	Duplex to Quadplex	Rowhouse or Brownstone	Residential Above Commercial	Limited Density Multifamily	High Density Multifamily
Setback from Roadway	<i>Buildings should be pushed closer to the street in order to have a stronger relationship with the sidewalk and pedestrians</i>								
Preferred Build To	15 feet	S/A Surrounding	5 feet	5 feet	15 feet	5 feet	5 feet	5 feet	5 feet
But No Further Setback than	25 feet	S/A Surrounding	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet
Maximum Height	3 stories	Front Façade S/A Surrounding	3 stories	3 stories	3 stories	3 stories	3 stories	3 stories	5 stories
Primary (Pedestrian) Entrance	Facing Street	Facing Street	Prominent and Facing Street	N/A	Prominent and Facing Street	Prominent and Facing Street	N/A	Prominent and Facing Street	Prominent and Facing Street
Structural Variations	<i>Variations add visual interest to a building that add to appearance of both the building and surrounding area</i>								
Roofline									
Flat Roofline	Include parapets or cornices or with peaked or sloped façade elements								
Pitched Roofline	N/A	S/A Surrounding	Include gables, dormers or shed roof elements to break up expanses of roofline that exceed 80 feet						
Height	N/A	S/A Surrounding	Should include some differentiation in height if building front façade extends more than 80' along the roadway						
Street Facing Façade(s)	N/A	S/A Surrounding	Should include differentiation of 2.5 feet or more in plane if building front façade extends more than 80' along the roadway						
Materials	N/A	S/A Surrounding	Large building forms and wall surfaces should incorporate a variation or combination of materials, surface relief or texture						
Glazing/Transparency									
Consistency	Windows should have a consistent pattern and shape on street facing facades								
Percent of Street Facing Façade									
First Floor (minimum)	N/A	S/A Surrounding	25 percent	50 percent	25 percent	25 percent	50 percent	25 percent	25 percent
Upper Floors (minimum)	N/A	S/A Surrounding	25 percent	25 percent	25 percent	25 percent	25 percent	25 percent	25 percent
Glass Type	Clear Preferred								
Tinted, colored or opaque	N/A	S/A Surrounding	Requires Approval						
Mirrored or Reflective	Prohibited								
Pedestrian Elements (If appropriate to design)									
Front Porch	Encouraged	Encouraged	Encouraged						

Neartown District Residential Incentive Design Standards

Residential Types

	Single Family Home	Residential Infill Development	Townhouse/Flat	Live/Work	Duplex to Quadplex	Rowhouse or Brownstone	Residential Above Commercial	Limited Density Multifamily	High Density Multifamily
Balcony/Balconies			Encouraged	Encouraged		Encouraged	Encouraged	Encouraged	Encouraged
Canopies, Awnings or Similar						Encouraged	Encouraged	Encouraged	Encouraged

Materials

Buildings should be constructed of high-quality, durable materials that retain their appearance over time and can be economically maintained

Class I Materials (75% of total building façade)	wood siding, clay fired brick, natural stone, masonry, cement stucco and glass
Class II Materials (25% of total building façade)	architectural metal, fiber cement siding, concrete brick, manufactured stone, and integrally colored split face block
Ineligible materials	EIFS, smooth-face concrete block, tilt-up concrete panel systems, metal panel systems, and vinyl and aluminum siding

Parking

S/A Townhouse

Encouraged

Located behind the primary structure (the building and its relationship to the street is more important than visible parking)

Screening of Equipment

Refuse, Recycling and Storage	Located to rear or otherwise unnoticeable area and screened with a permanent enclosure in same architectural style, materials and color of building
Roof mounted equipment	Low profile, non-reflective and not visible from public streets, sidewalks and open areas
Solar Panels	Architecturally integrated into the roof or building form
Ground mounted equipment	Screened from view using permanent enclosure or maintained vegetation
Building mounted equipment	Avoid placing equipment on front façade of building

Old Town Marketplace District Residential Incentive Design Standards

Residential Types								
	Single Family Home	Residential Infill Development	Townhouse/Flat	Live/Work	Duplex to Quadplex	Rowhouse or Brownstone	Residential Above Commercial	Limited Density Multifamily
Setback from Roadway	Buildings should be pushed closer to the street in order to have a stronger relationship with the sidewalk and pedestrians							
Preferred Build To	15 feet	S/A Surrounding	5 feet	5 feet	15 feet	5 feet	5 feet	5 feet
But No Further Setback than	25 feet	S/A Surrounding	25 feet	25 feet	25 feet	25 feet	25 feet	25 feet
Maximum Height	2 stories	Front Façade S/A Surrounding	3 stories	3 stories	3 stories	3 stories	3 stories	3 stories
Primary (Pedestrian) Entrance	Facing Street	Facing Street	Prominent and Facing Street	N/A	Prominent and Facing Street	Prominent and Facing Street	N/A	Prominent and Facing Street
Structural Variations	Variations add visual interest to a building that add to appearance of both the building and surrounding area							
Roofline								
Flat Roofline	Include parapets or cornices or with peaked or sloped façade elements							
Pitched Roofline	N/A	S/A Surrounding	Include gables, dormers or shed roof elements to break up expanses of roofline that exceed 80 feet					
Height	N/A	S/A Surrounding	Should include some differentiation in height if building front façade extends more than 80' along the roadway					
Street Facing Façade(s)	N/A	S/A Surrounding	Should include differentiation of 2.5 feet or more in plane if building front façade extends more than 80' along the roadway					
Materials	N/A	S/A Surrounding	Large building forms and wall surfaces should incorporate a variation or combination of materials, surface relief or texture					
Glazing/Transparency								
Consistency	Windows should have a consistent pattern and shape on street facing facades							
Percent of Street Facing Façade								
First Floor (minimum)	N/A	S/A Surrounding	25 percent	50 percent	25 percent	25 percent	50 percent	25 percent
Upper Floors (minimum)	N/A	S/A Surrounding	25 percent	25 percent	25 percent	25 percent	25 percent	25 percent
Glass Type					Clear Preferred			
Tinted, colored or opaque	N/A	S/A Surrounding	Requires Approval					
Mirrored or Reflective					Prohibited			
Pedestrian Elements (If appropriate to design)								
Front Porch	Encouraged	Encouraged	Encouraged					
Balcony/Balconies			Encouraged	Encouraged		Encouraged	Encouraged	Encouraged

Old Town Marketplace District Residential Incentive Design Standards

Residential Types								
	Single Family Home	Residential Infill Development	Townhouse/Flat	Live/Work	Duplex to Quadplex	Rowhouse or Brownstone	Residential Above Commercial	Limited Density Multifamily
Canopies, Awnings or Similar						Encouraged	Encouraged	Encouraged
Materials	<i>Buildings should be constructed of high-quality, durable materials that retain their appearance over time and can be economically maintained</i>							
Class I Materials (75% of total building façade)	wood siding, clay fired brick, natural stone, masonry, cement stucco and glass							
Class II Materials (25% of total building façade)	architectural metal, fiber cement siding, concrete brick, manufactured stone, and integrally colored split face block							
Ineligible materials	EIFS, smooth-face concrete block, tilt-up concrete panel systems, metal panel systems, and vinyl and aluminum siding							
Parking	<i>S/A Townhouse</i>	<i>Encouraged</i>	<i>Located behind the primary structure (the building and its relationship to the street is more important than visible parking)</i>					
Screening of Equipment								
Refuse, Recycling and Storage	Located to rear or otherwise unnoticeable area and screened with a permanent enclosure in same architectural style, materials and color of building							
Roof mounted equipment	Low profile, non-reflective and not visible from public streets, sidewalks and open areas							
Solar Panels	Architecturally integrated into the roof or building form							
Ground mounted equipment	Screened from view using permanent enclosure or maintained vegetation							
Building mounted equipment	Avoid placing equipment on front façade of building							

Homestead District Residential Incentive Design Standards

Residential Types

	Single Family Home	Residential Infill Development	Townhouse/Flat	Live/Work	Duplex to Quadplex	Rowhouse or Brownstone (along Phillips Street)	Residential Above Commercial (along Phillips Street)
Setback from Roadway	<i>Buildings should be pushed closer to the street in order to have a stronger relationship with the sidewalk and pedestrians</i>						
Preferred Build To	25 feet	S/A Surrounding	25	25	25	15 feet	15 feet
But No Further Setback than	N/A	S/A Surrounding	N/A	N/A	N/A	25 feet	25 feet
Maximum Height	2 stories	Front Façade S/A Surrounding	2 stories	2 stories	2 stories	3 stories	3 stories
Primary (Pedestrian) Entrance	Facing Street	Facing Street	Prominent and Facing Street	N/A	Prominent and Facing Street	Prominent and Facing Street	N/A
Structural Variations	<i>Variations add visual interest to a building that add to appearance of both the building and surrounding area</i>						
Roofline							
Flat Roofline	Include parapets or cornices or with peaked or sloped façade elements						
Pitched Roofline	N/A	S/A Surrounding	Include gables, dormers or shed roof elements to break up expanses of roofline that exceed 80 feet				
Height	N/A	S/A Surrounding	Should include some differentiation in height if building front façade extends more than 80' along the roadway				
Street Facing Façade(s)	N/A	S/A Surrounding	Should include differentiation of 2.5 feet or more in plane if building front façade extends more than 80' along the roadway				
Materials	N/A	S/A Surrounding	Large building forms and wall surfaces should incorporate a variation or combination of materials, surface relief or texture				
Glazing/Transparency							
Consistency	Windows should have a consistent pattern and shape on street facing facades						
Percent of Street Facing Façade							
First Floor (minimum)	N/A	S/A Surrounding	25 percent	50 percent	25 percent	25 percent	50 percent
Upper Floors (minimum)	N/A	S/A Surrounding	25 percent	25 percent	25 percent	25 percent	25 percent
Glass Type	Clear Preferred						
Tinted, colored or opaque	N/A	S/A Surrounding	Requires Approval				
Mirrored or Reflective	Prohibited						
Pedestrian Elements (If appropriate to design)							
Front Porch	Encouraged	Encouraged	Encouraged				

Homestead District Residential Incentive Design Standards

Residential Types							
	Single Family Home	Residential Infill Development	Townhouse/Flat	Live/Work	Duplex to Quadplex	Rowhouse or Brownstone (along Phillips Street)	Residential Above Commercial (along Phillips Street)
Balcony/Balconies			Encouraged	Encouraged		Encouraged	Encouraged
Canopies, Awnings or Similar						Encouraged	Encouraged
Materials		Buildings should be constructed of high-quality, durable materials that retain their appearance over time and can be economically maintained					
Class I Materials (75% of total building façade)			wood siding, clay fired brick, natural stone, masonry, cement stucco and glass				
Class II Materials (25% of total building façade)			architectural metal, fiber cement siding, concrete brick, manufactured stone, and integrally colored split face block				
Ineligible materials			EIFS, smooth-face concrete block, tilt-up concrete panel systems, metal panel systems, and vinyl and aluminum siding				
Parking	S/A Townhouse	Encouraged	Located behind the primary structure (the building and its relationship to the street is more important than visible parking)				
Screening of Equipment							
Refuse, Recycling and Storage	Located to rear or otherwise unnoticeable area and screened with a permanent enclosure in same architectural style, materials and color of building						
Roof mounted equipment	Low profile, non-reflective and not visible from public streets, sidewalks and open areas						
Solar Panels	Architecturally integrated into the roof or building form						
Ground mounted equipment	Screened from view using permanent enclosure or maintained vegetation						
Building mounted equipment	Avoid placing equipment on front façade of building						

EXHIBIT C

CITY OF CONROE ARCHITECTURAL REVIEW BOARD

RULES AND PROCEDURES

AUTHORITY

The Architectural Review Board (ARB) is established pursuant to Resolution No. 4472-19 adopted November 14, 2019 and as amended on May 28, 2020, establishing a program to incentivize the development of new residential housing units in downtown Conroe. The Board has the authority to approve or disapprove the design of proposed projects pursuant to compliance with development standards adopted by the City Council for each district located within the area identified in the Downtown Conroe Development Plan adopted by the City Council. The City Council shall be the final authority for approval or rejection of any application for incentive funding.

PURPOSE

The purpose of the ARB is to preserve and protect the historic and architectural value of residential neighborhoods identified in the Downtown Conroe Development Plan, and by its counsel and decisions, maintain and enhance the distinctive downtown residential characteristics of the City of Conroe. The architectural review process assures the City Council that applicants seeking Downtown Housing Target Zone grants are conforming to building design, signage, landscaping, or other standards that contribute to the preservation of the historical architectural integrity of the City's downtown residential districts.

ORGANIZATION

The ARB shall consist of five (5) members appointed by the Mayor and approved by the City Council and shall include two (2) members of the City Council, one (1) architect, one (1) engineer, and one (1) citizen historian. The Board shall elect from among its members a Chairman and a Vice Chairman. Election of officers shall be held annually. Members of the ARB serve at the will of the City Council and serve until replaced.

ATTENDANCE

Faithful and prompt attendance at all meetings of the Board and conscientious performance of the duties required of members shall be a prerequisite to continuous membership on the Board. Should a member fail to attend three (3) consecutive regular meetings of the Board, and should there be no adequate excuse for such absences, or if a member misses more than six (6) meetings in a period of one year, the Chairman, with the concurrence of a majority of the entire Board, shall recommend to the City Council that the member be removed and that the vacated position be filled.

BOARD NOTIFICATION

ARCHITECTURAL REVIEW BOARD RULES AND PROCEDURES

Page 2 of 4

The Board's agenda shall be distributed to Board Members no later than three (3) calendar days prior to a scheduled Board meeting. The form of the agenda shall be approved by the Board and shall contain the following paragraphs:

"Applicants are hereby notified to be present or to have an authorized agent attend the meeting. Any discussions and/or presentations made by an authorized agent shall be binding. Failure to attend will prevent consideration of the application. Persons having an interest in the above are invited to attend.

If any applicant decides to appeal any decision made with respect to any matter considered at this meeting, it shall be the responsibility of the applicant to provide testimony and any evidence upon which the appeal is to be based."

MEETINGS/BOARD DECISIONS

Scheduled meetings shall be held at City Hall. Meetings may be called at the Chairman's discretion but shall allow time for a minimum notice of three (3) working days to designate the place, time and notification of the applicant.

A quorum shall consist of three (3) members of the Board. All decisions require the concurrence of at least three (3) members. No letters of proxies from absent Board members shall be read or considered. No Board member shall take part in the consideration of any case in which he/she is a party or has a financial interest.

The applicant or an authorized representative must be present at the meeting to represent the application and respond to questions. At the meeting, staff will present a staff report with pictures and staff's recommendation. Following the staff report, the applicant will be given the opportunity to present the proposal with any changes or corrections to the report. The Architectural Review Board will ask any questions they may have and may ask for changes, if appropriate. The Board will then vote to approve the application as submitted or modified, defer for further study, or deny the application.

DOCUMENTATION REQUIRED OF APPLICANT FOR BOARD REVIEW

Depending on the nature of the project, the applicant is expected to submit the following information at least thirty (30) days in advance of any scheduled meeting of the Board:

- Site plans, floor plans, building elevations with appropriate detail on the design of doors;
- windows, ornamentation, signs, lighting, visible mechanical equipment, and other details;
- Landscape plans;
- Estimate of finished project value;

- Proposed signs;
- Proposed lighting;
- Samples of colors and materials;
- Preliminary engineering plans for streets, paths, parking lots, etc.;
- Photographs of the site, building, and/or surrounding properties; and
- Any other information that would assist the Board in evaluating the application.

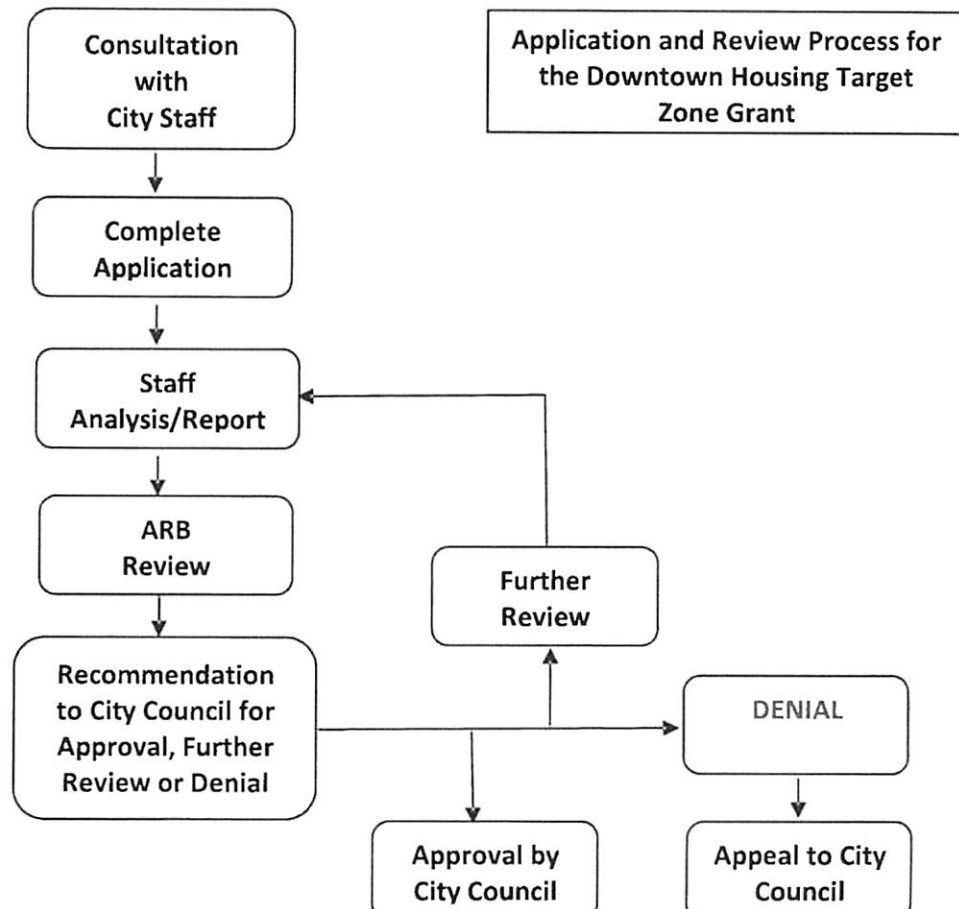
ABBREVIATED REVIEW PROCEDURES

In the interest of expediting an applicant's request through the architectural review process, the Architectural Review Board may consider staff recommendations in lieu of applicant testimony for abbreviated review and approval. A simple majority of the Board may proceed with an abbreviated review process.

APPROVAL OR DENIAL

Approved applications shall be presented to the City Council for consideration and award of Downtown Housing Target Zone grants as recommended by the Architectural Review Board. Denied applications may be appealed to the City Council at the discretion of the applicant in accordance with the City's established appeals process.

FLOWCHART



ARCHITECTURAL REVIEW BOARD
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These Rules and Procedures were adopted by the City Council of the City of Conroe,
Texas, on May 28, 2020.)