

**MINUTES  
CITY OF HEDWIG VILLAGE, TEXAS  
PLANNING AND ZONING COMMISSION  
REGULAR CALLED MEETING  
TUESDAY, SEPTEMBER 1, 2015  
7:00 P.M. - 955 PINEY POINT ROAD**

**#1. CALL TO ORDER**

Chairperson Bucci called the meeting to order at 7:07 P.M.

Present: Sylvie Bucci, Chairperson

Commission Members

Michael Brandt  
Susan Mathews (Arrived at 7:11PM)  
Larry Opalka  
Tom Roth  
Bitsy Searcy  
Rakesh Verma

Alan Petrov, City Attorney

Absent:

Commission Member Barbara Abrams  
Commission Member Pat Murphy

**#2. RESIDENT/VISITOR COMMENTS**

None

**#3. APPROVAL OF MINUTES**

Member Mathews moved, Member Searcy seconded, to approve the June 2, 2015 minutes with corrections.

Members Brandt, Bucci, Mathews, Opalka, Roth, Searcy and Verma voted "Aye", "Noes" none.

**MOTION CARRIED UNANIMOUSLY.**

**#4. REPORT ON CITY COUNCIL MEETING**

City Council Liaison Wiener reported that three or four City Council meetings had taken place since the last time he met with Planning & Zoning. At the last City Council meeting the city budget was discussed. He reported that the Hedwig Village City Administrator Beth Staton would be retiring as of October 31<sup>st</sup> 2015. He stated that in the budget meeting that the utility

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lines along Interstate-10 had been brought up and that he estimated about 9500 feet of power lines were along Interstate-10 and at a cost of three hundred dollars per linear foot.

Mayor Muecke stated that in the previous City Council meetings things that had pertained to the Planning & Zoning committee were about establishing a beautification committee mainly pertaining to the aesthetics of the city such as city iconography, the city website, or small projects to upgrade in general. Mayor Muecke stated that they also discussed developing a budget for the Planning & Zoning; however, the amount for such a budget had yet to be determined. Mayor Muecke also stated that the three million dollar cost of burying the electrical lines was discussed in the last city council meeting. However, he did not see how that would be possible financially.

Member Roth asked if the three million dollar amount was to be paid by the city or required to be paid by a developer.

Mayor Muecke stated he assumed that the three million dollar amount would be paid by a developer.

Member Roth asked if the City of Hedwig Village had the authority to say that the power lines must to be buried.

Mayor Muecke stated that under the current code he did not know and that it would need to be formally discussed in order to decide whether or not it would.

Mayor Muecke stated that a sales tax analysis was complete for the first time in possibly four years. The sales tax analysis yielded that within the commercial district fifty percent of such tax comes from twelve retailers he stated that there were nine hundred and seventy-one retailers some may have come and gone but there are nine hundred and seventy-one names.

Mayor Muecke stated that the 2016 budget would weigh in at just over five million dollars. Mayor Muecke stated that the city of Hedwig Village's ad valorem taxes made of about twenty-two percent but the remainder was some court fees but primarily sales tax. He concluded that the city is fundamentally driven by the sales tax which he pointed out enables a low ad valorem property tax.

Mayor stated that he would like to echo Council Liaison Wiener's statement that the 'light' infrastructure improvements and changes that were comparatively inexpensive yet high impact he would support fully.

**#5. COMMENTS FROM CITY COUNCIL LIAISON**

Council Liaison Wiener stated that he would like to comment that the Planning and Zoning Committee had struggled before to get things done and had waited for City Council to be receptive and felt that City Council would be receptive at present to the previously discussed

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PUD. He stated that to his knowledge it had never come out of Planning & Zoning and that it was his understanding City Council was waiting on Attorney Petrov for the document.

Member Mathews stated that it had come out of Planning and Zoning and to her knowledge it is currently in city council's court.

Chairperson Bucci stated that they were working to address street signs, the poles of the dog walk, and dog bag receptacles and that they would make available those materials to City Council so that they could begin dialogue and move forward to make some headway.

Member Mathews stated that a subcommittee meeting she had attended discussed holding a joint session meeting to understand better what direction City Council is interested in moving in.

Chairperson Bucci stated that a joint session meeting would be an excellent idea.

Council Liaison Wiener stated that for absolute clarity the PUD status that he had stated came from Council Member Putterman.

Member Verma stated that the Comprehensive Plan Subcommittee meeting consisting of himself and Member Murphy had discussed hopefully meeting with the Mayor.

Chairperson Bucci stated that a joint session would be an opportunity to address all issues previously discussed in Planning & Zoning meetings.

Member Verma stated that it would be beneficial to acquire a digital copy of the PUD document.

Chairperson Bucci stated that she would engage Google Documents or some sort of service in order to share documents with the Planning & Zoning Committee Members.

**#6. REPORTS FROM SUBCOMMITTEES**

**a. COMPREHENSIVE PLAN SUBCOMITTEE**

Member Verma stated that a Comprehensive Plan Subcommittee was held, consisting of Member Abrams, Member Murphy and himself. They had discussed where to obtain money for Planning & Zoning and had held a meeting with Mayor Muecke to discuss budget options.

**b. DESIGN GUIDELINE SUBCOMITTEE**

Member Searcy state that, the subcommittee has a draft of the Design Guide, and would like to provide an updated copy for all members to read.

Member Opalka stated an important change was added about the developer.

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Chairperson Bucci, stated that she, Member Opalka and Member Roth met as the Design Guideline Subcommittee and discussed the process of developer proposals.

Member Opalka stated that he had suggested some sort of initiative that makes the developer responsible for proposing a master plan and discussing it with the city in detail, in order to keep up with status continuation for proposed projects. The developer would be responsible for the code searches, producing materials, revising the documents of the plan accordingly in order to obtain permitting and approval to proceed.

Member Opalka stated that it should be the responsibility of the developer to propose what ordinances they would request to vary and the purpose, before the city could consider or be open to any possible changes to current ordinances.

Chairperson Bucci asked if there were any information about the Rand Steven development in the business district.

Mayor Muecke stated that they were in the early stages of marketing and have developed a website thus far.

Mathews stated that City Council has not reviewed Attorney Petrov's draft thus far, unless she is mistaken.

Attorney Petrov stated that it was his understanding that the document was ready to go before City Council.

**#7. REVIEW AND DISCUSSION REGARDING THE DRAFTING OF A COMPREHENSIVE PLAN**

Member Mathews stated that the comprehensive plan group had discussed with Mayor Muecke the need for some kind of joint session in order for City Council to consult and give direction.

Chairperson Bucci stated that she knew of a consultant that provides guidance for master planning for future commercial planning and building and the direction of where the city wants to go and would like to get this consultant on board for future developments.

**#8. REVIEW, DISCUSSION AND POSSIBLE ACTION ON OUTDOOR LIGHTING ORDINANCE**

Chairperson Bucci stated that as previously discussed many cities are implementing dark skies initiatives such as Austin and Sugar Land, and that basically it is a method controlling light output to illuminate areas that you intend to light and adjust the light fixtures that do not have

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light spread that creates glare and wasted light; For example, to illuminate your yard for security but do not allow the light to escape and illuminate your neighbors homes. This is typically achieved by using a cut off lens in order to trap light and adjust the output to the intended area while not allowing it to escape in unwanted or unnecessary directions. The idea is that once you implement this ordinance and there would be some items that would be grandfathered lights would gradually be replaced so that the city is not burdened to replace them all at once but gently over time.

Member Brandt asked if this is something that would be part of a construction code.

Chairperson Bucci stated that it would definitely become part of the design guideline and perhaps part of an eventual ordinance for future construction.

Member Opalka suggested all members of Planning & Zoning read the guide and vote next meeting to approve to send the Design Guide before City Council in order to recommend as a city ordinance and City Council can decide definitively whether or not it would be an ordinance.

**#9. PROPOSED AGENDA ITEMS FOR NEXT MEETING**


Chairperson Bucci stated that discussion and action items would be added to the agenda for the next Planning & Zoning meeting for both design guideline and the dark skies initiative.

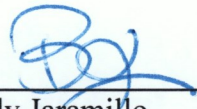
**#10. ADJOURN**

Member Searcy moved, Member Opalka seconded, to adjourn the meeting at 7:55 P.M.

Members Brandt, Bucci, Mathews, Opalka, Roth, Searcy and Verma voted “Aye”, “Noes” none.

**MOTION CARRIED UNANIMOUSLY.**

  
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Sylvie Bucci  
Planning and Zoning Chairperson

  
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Brandy Jaramillo  
Planning & Zoning Secretary