

**MINUTES
CITY OF HEDWIG VILLAGE
PLANNING AND ZONING MEETING
TUESDAY, DECEMBER 3, 2013
7:00 P.M. – 955 PINEY POINT ROAD**

#1. CALL TO ORDER

Chairman Wiener called the meeting to order at 7:05 p.m.

Present: Bob Wiener, Chairman

Commission Members

Sylvie Bucci, Vice-Chair

Barbara Abrams

Susan Mathews

Pat Murphy (arrived at 7:08 p.m.)

John Niemann

Bitsy Searcy

Alan Petrov, City Attorney

Bob Dixon, Council Liaison (departed at 8:21 p.m.)

Absent: Commission Member Michael Brandt

Commission Member Larry Opalka

#2. RESIDENT/VISITOR COMMENTS

None

#3. APPROVAL OF MINUTES – Public Hearing on November 19, 2013 and Regular Monthly Meeting on November 19, 2013

Minutes were not available.

ITEM WAS TABLED UNTIL NEXT MONTH'S MEETING

#4. REVIEW, DISCUSSION AND POSSIBLE ACTION RELATED TO IDENTIFYING BUSINESS DISTRICT ZONING REGULATIONS THAT MAY BE MODIFIED IN A PLANNED UNIT DEVELOPMENT (P.U.D.) DESIGNATED AREA

Commission Member Searcy stated that she has reviewed our ordinances along with the ordinances from some small cities that have a P.U.D. and is in the process of highlighting points in order to present something at next month's meeting.

**CITY OF HEDWIG VILLAGE
PLANNING AND ZONING COMMISSION MEETING
TUESDAY, DECEMBER 3, 2013**

MINUTES – PAGE 2

Chairman Wiener stated that if the P.U.D. ordinance was currently in effect, then the newly proposed Starbucks concept would have been achieved without creating another ordinance.

Council Liaison Dixon reminded the Commission that Council Member Johnson requested a P.U.D. example for a small city several months ago. He also suggested that the Commission work on a few points at a time in order to bring something to City Council soon.

Chairman Wiener asked if there was still an active P.U.D. sub-committee.

Commission Members Bucci and Murphy stated that there is.

Commission Member Bucci asked Council Liaison Dixon what would be the next step once the P.U.D. items have been approved by the Commission. She also asked if they would still need to be included in the P.U.D. document to be presented to City Council for approval.

Council Liaison Dixon stated that they should still be put in the P.U.D. for City Council approval.

Commission Member Bucci suggested picking 4 or 5 topics to concentrate on now.

Chairman Wiener suggested working on the architectural design first to get the P.U.D. concept going.

Commission Member Murphy suggested the P.U.D. be included in the comprehensive plan.

Chairman Wiener suggested they submit to City Council the items the Commission have already approved, which were:

- Setbacks
- Lighting
- Parking
- Landscapes

Commission Member Bucci stated that she has a document from a previous month's meeting that can be presented to Council.

Council Liaison Dixon suggested that the Commission keep pushing on creating a P.U.D. and put specifics on certain items such as lighting.

**CITY OF HEDWIG VILLAGE
PLANNING AND ZONING COMMISSION MEETING
TUESDAY, DECEMBER 3, 2013**

MINUTES – PAGE 3

ITEM WAS TABLED UNTIL NEXT MONTH'S MEETING

#5. DISCUSSION, DISCUSSION AND POSSIBLE ACTION ON PLANNING AND ZONING COMMISSION MEETING PROCEDURES, SUB-COMMITTEE REPORTING AND AGENDA ITEMS

Commission Member Mathews passed out a list of meeting procedures in order for the Commission to review and make changes if necessary.

Chairman Wiener stated that these guidelines will help the meetings run more smoothly.

Various Commission Members suggested the following changes:

1. Meetings
 - Change “shall be held monthly” to “shall be held monthly if there is any new business to discuss”
2. Governance
 - Add Vice-Chair is named by the Mayor
 - Add Vice-Chair can conduct meeting if Chairman cannot attend
 - Add one person can be delegated as Chair, by a majority of the Commission members present, to conduct the meeting if both Chairman and Vice-Chair are unable to attend
3. Agendas
 - Change “Commissioner” to “Chairman”
 - Change “Any member of the Commission may request that an item be put on the agenda” to “Any member of the Commission shall have an item placed on the agenda”
 - Have the following agenda items come standard on all agendas:
 - Resident / Visitor Comments
 - Approval of Minutes
 - Sub-Committee Activities
 - Council Liaison Report
 - City Council Report
 - Proposal of Agenda Items for Next Month's Meeting
4. Citizens' Comments
 - Change “other than matters which are subject to state confidentiality law” to “relating to Planning & Zoning”
5. (Untitled)
 - Change “shortened” to “adjusted”
 - Change “a maximum of three minutes” to “a maximum of ten minutes”
6. Action Items

**CITY OF HEDWIG VILLAGE
PLANNING AND ZONING COMMISSION MEETING
TUESDAY, DECEMBER 3, 2013**

MINUTES – PAGE 4

- Change “An action item may be approved by a majority of those members present at the Commission” to “An action items must be approved by a minimum of five members present at the Commission”
7. Discussion Items
- No changes
8. Planning & Zoning Commission Sub-Committees
- Change “no more than three members” to “no more than four members”
 - Change “at least 5 business days” to “as early as practical”

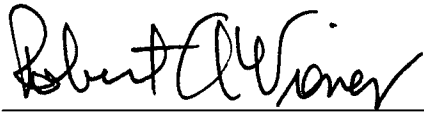
ITEM WAS TABLED UNTIL NEXT MONTH'S MEETING

#6. ADJOURN

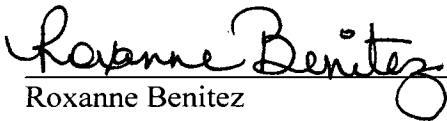
Commission Member Searcy motioned, Commission Member Bucci seconded, to adjourn the meeting at 8:55 p.m.

Commission Members Abrams, Bucci, Mathews, Murphy, Niemann, Searcy and Wiener voted “Aye”, “Noes” none.

MOTION CARRIED UNANIMOUSLY



Bob Wiener
Planning and Zoning Chairman



Roxanne Benitez
Administrative Assistant /
Administration & Customer Service