



**CITY OF HEDWIG VILLAGE, TEXAS  
PLANNING AND ZONING COMMISSION  
SPECIAL MEETING  
THURSDAY, SEPTEMBER 20, 2018  
6:30 P.M. - 955 PINEY POINT ROAD**

**MINUTES**

**1. Call To Order**

Chairperson Mathews called the meeting to order at 7:45 p.m.

Present:

Diana Kopelman  
Bitsy Searcy  
Alan Petrov, City Attorney

Susan Mathews, Chairperson  
Tom Roth  
Lisa Modisette, Assistant City Secretary

Absent:

Barbara Abrams  
Pat Murphy  
Angie Ventura, Planning & Zoning Secretary

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Shirley Rouse, Council Liaison

**2. Resident/Visitor Comment**

Member Tom Roth stated the Parks and Beautification Committee have done a lot of work regarding the proposed projects the committee would like to start working on.

**3. Discussion and Possible Action on:**

**A. To Recommend to City Council an Amendment to Article V, Zoning Regulations, Section 509, Planned Unit Developments, of the Hedwig Village Planning and Zoning Code relating to the Approval and Regulations of Planned Unit Developments within the Business Districts of the City.**

Planning and Zoning (P&Z) Members, Evan DuVall, BBG Consulting, Inc., and Alan Petrov, City Attorney, discussed the possibility that Moody National may request an increase in building height to install a roof screen on their proposed buildings to hide equipment placed on the roof. The buildings would not be taller but the parapet at the top of the building would be taller than the four feet currently allowed in the Code. The Code does not address roof screens and P&Z members agree there should be regulations to address this issue. The increase in height for the roof screen would be for concealing equipment only. Placing equipment on the roof of buildings would free up land around the building for green space. Roof lighting would be shielded and angled down toward the roof. The PUD Enabling Ordinance and the height requirement section of the Code would need to be amended to allow for the taller parapet to conceal equipment on the roof of buildings.

Susan Mathews shared a map of the city that shows lot size of the properties in the city. Most of the properties in the city are one to two acres. Six properties are two to three acres. Five properties are three to four acres. Four properties are four or more acres. She stated she would recommend to City Council to increase the size of the PUD to three or more acres.

Susan Mathews stated the retail requirement for the Planned Unit Development (PUD) Enabling Ordinance would not be necessary if City Council adopts the proposed amended Business Uses Ordinance. The proposed Business Uses Ordinance has higher percent requirements for retail for all the Business Districts.

Bitsy Searcy stated the green space requirement of fifteen percent would apply regardless of lot size of the PUD.

Diana Kopelman moved, Bitsy Searcy seconded, to recommend to City Council the changes to the Planned Unit Development Enabling Ordinance as discussed by Planning and Zoning members at this meeting.

Members Kopelman, Mathews, Roth, and Searcy voted “Ayes”. “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

**B. To Recommend to City Council Amendments to Article V, Zoning Regulations. Section 506, Business District B, Subsection A, Uses of Property, of the Hedwig Village Planning and Zoning Code relating to Uses of Property within the Business Districts of the City.**

Bitsy Searcy stated the P&Z subcommittee created a list of categories for allowable business uses. Business uses from the current allowable list were removed, amended, or retained based on the categories. A chart created by Susan Mathews was provided for members that itemized the business uses that have been removed, amended, or retained. Susan Mathews added a definition of business use to Appendix A (A)(1)(a).

Evan DuVall, BBG Consulting, Inc., requested changing “Building Inspector” to “Building Official” in Appendix A.

P&Z members discussed the eighty-five percent retail requirement for the ground floor for a single building or eighty-five percent retail requirement for a retail center or office building. The language was changed to accommodate retail centers with smaller buildings housing businesses.

P&Z members discussed the category “Retail Stores”. The consensus of the committee was that the category was too broad and undesirable stores would be allowed under such a broad category. “Retail stores” was removed as a category. Several types of stores were added to the category list such as jewelry stores, book stores, pet supply stores, etc.

Diana Kopelman moved, Tom Roth seconded, to recommend to City Council the changes to the Business Uses as discussed by Planning and Zoning members at this meeting.

Members Kopelman, Mathews, Roth, and Searcy voted “Ayes”. “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

**C. To Recommend to City Council Amendments to Article V, Zoning Regulations, Section 505, Residential Districts A and C, Subsection B, Limitations, Paragraph 10, Fences, of the Hedwig Village Planning and Zoning Code relating to the Fence Height and Materials within the Residential Districts A and C of the City.**

Planning and Zoning Members, Evan DuVall, BBG Consulting, Inc, and Alan Petrov, City Attorney, discussed the proposed changes to the residential fence height and materials. The members discussed how to measure the height of the fence – from the building foundation or from the ground elevation. There was a suggestion to change the language to allow measuring the fence height from the foundation or the elevation.

The members discussed the additional minor changes as follows:

1. Remove the last sentence in Appendix A (B)(10)(a).
2. Change the language in Appendix A (B)(10)(b)(1) to allow stained or natural wood.
3. In Appendix A (B)(10)(b)(5) change the word “should” to “shall”.

Diana Kopelman moved, Tom Roth seconded, to recommend to City Council the changes to the fence height and material as discussed by Planning and Zoning members at this meeting.

Members Kopelman, Mathews, Roth, and Searcy voted “Ayes”. “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

**4. Adjourn**

Member Searcy moved, Member Kopelman seconded, to adjourn the meeting at 8:59 p.m.

Members Kopelman, Mathews, Roth, and Searcy voted “Ayes”. “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted November 13, 2018

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Susan Mathews , Chair  
Planning and Zoning Commission

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Lisa Modisette  
Assistant City Secretary