



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR PLANNING AND ZONING  
COMMISSION REGULAR MEETING  
NOVEMBER 22, 2022, AT 5:30 PM  
955 PINEY POINT ROAD  
HEDWIG VILLAGE, TX 77024**

**MINUTES**

**PRESENT:**

Chair Peter Sanborn  
Member Doug Bergen  
Member Meagan Travis  
Member Barbara Sanders  
Member Russell Abshire

Zach Petrov, City Attorney  
Ian Knox, Deputy Building Official  
Luzdenny Fernandez, P&Z Secretary  
Wendy Baimbridge, City Administrator  
Clay Trozzo, City Council Member

**ABSENT:**

Brent Reed

**1. CALL TO ORDER**

Chair Peter Sanborn called meeting to order at 5:37pm.

**2. RESIDENT/VISITOR COMMENTS**

Resident Andrea Herman on 930 Karos Lane had a comment about the August 30, 2022, meeting that was canceled and the minutes not being approved on this agenda.

*Note, it was conveyed that there was no meeting held on August 30, 2022. As such, no minutes are available.*

**3. DISCUSSION AND POSSIBLE ACTION ON:**

**a. DESIGN GUIDELINES –**

There were two design proposal presentations from two design companies. The first presentation was from Kendig Keast Collaborative, and the second proposal presentation was from Ardurra Community Planning Services. Both design company's presentations were heard and after the presentations were heard, the members had several following questions. Chair Peter asked about the process phases of work and how long each phase would take and mentioned council would want to see the phases broken down. Wendy, City Administrator asked about branding. Both proposal companies said they do have that option. The design companies thanked the Commission and departed the chambers. The members discussed further both companies and have a few final questions to be discussed in their next special meeting on December 5, 2022, during which in then, they will determine the final design company they will go with to be presented to Council.

**b. PARKING REGULATIONS –**

Members discussed parking ratios and parking standards. The Cities of Humble and Bellaire were added to the parking survey that have similarities to Hedwig Village. Members went through the different parking space sizes and requirements on the parking survey. They all agree to having a higher number of space and size requirements. The members discussed how commercial parking will affect residential parking and how it will be managed.

**c. DRIVEWAY REQUIREMENTS- NO DISCUSSION**

**d. ZONING ORDINANCE DEVELOPMENT STANDARDS– NO DISCUSSION**

**e. SUBDIVISION ORDINANCE DEVELOPMENT STANDARDS- NO DISCUSSION**

**4. APPROVAL OF THE MINUTES- PLANNING AND ZONING REGULAR MEETING**

September 1, 2022

September 8, 2022

September 27, 2022

Chair Peter Sanborn motioned, Doug Bergen and Meagan Travis seconded, to approve the minutes as presented. All members voted “Aye” in favor of the motion, “Nays” none.

**MOTION CARRIED UNANIMOUSLY**

**5. ADJOURN**

The meeting adjourned at 7:20 p.m.

Chair Peter Sanborn motioned to adjourn the meeting, Member Barbara Abrams and Doug Bergen seconded. All members voted “Aye” in favor of the motion, “Nays” none.

ATTEST:

---

Peter Sanborn, Chairperson

---

Luzdenny Fernandez, P&Z Secretary