



**CITY OF HEDWIG VILLAGE, TEXAS
JOINT WORKSHOP
CITY COUNCIL AND
PLANNING & ZONING COMMISSION
OCTOBER 5, 2023
6:00 P.M. - 955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

Mayor Jinks called the meeting to order at 6:00 p.m.

Planning and Zoning Chair Sanborn called the meeting to order at 6:00 p.m.

Present: Mayor Tom Jinks

Councilmember Patrick J. Breckon
Councilmember Scott Davis
Councilmember Shirley Rouse
Councilmember Clay Trozzo

Wendy Baimbridge, City Administrator
Lisa Modisette, City Secretary
Alan Petrov, City Attorney
Ian Knox, Building Official

Planning and Zoning Members:

Peter Sanborn, Chair

Barbara Abrams
John Irwin

Russell Abshire

Absent: Councilmember Matt Woodruff

Doug Bergen, P&Z Member
Brent Reed, P&Z Member
Meagan Travis, P&Z Member

2. PLEDGE OF ALLEGIANCE

Mayor Jinks led the City Council, Planning & Zoning Commission, City staff, and visitors in the Pledge of Allegiance.

3. CITIZEN/VISITOR COMMENTS

Andrea Hermann, 930 Karos Lane, commented on vacant lots throughout the City on which all trees have been removed.

4. DISCUSSION REGARDING THE DRAFT COMMERCIAL DESIGN GUIDE

Planning & Zoning (P&Z) Chair Peter Sanborn stated the intent of the design guide is to create a vision for the business districts within the City and to increase redevelopment and spur pedestrian amenities in the commercial districts.

Councilmembers and Planning & Zoning (P&Z) members reviewed and discussed several topics in the draft commercial design guide. The topics discussed included:

- Site planning – to promote active and attractive street-fronts free of large unbroken parking lots and visible service areas.
- Building orientation – to promote active, street-facing buildings and conceal loading and service areas.

- Cross-Access easements – to reduce traffic exiting from parking lots onto main roadway network, ease pedestrian movement and to encourage shared parking by requiring through-block access on large lots.
- Landscaping – to create a unified tree canopy and “green space” along Gaylord Drive and institute stronger interior-site landscaping throughout the commercial districts.
- Pedestrian accommodations – to improve pedestrian accessibility and pedestrian experience on commercial sites and at the interface of commercial and residential zones.
- Refuse containers – to provide adequate refuse services on site, while reducing their visibility.

Councilmember Rouse expressed concern that some topics in the draft design guide should be guidelines, not changes to an existing ordinance.

Councilmembers and P&Z members discussed adding definitions for several terms mentioned in the draft design guide.

Councilmembers and P&Z members discussed which topics should be a change to existing ordinances or be a guideline.

Marsha Doyle, Kendig Keast, and Greg Filsram, Kendig Keast, attended the workshop via Zoom to answer questions and to revise the draft design guide based on comments.

5. ADJOURN

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to adjourn the meeting at 8:06 p.m. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Motion was made by Planning & Zoning Chairperson Sanborn and seconded by Planning & Zoning Member Abrams to adjourn the meeting at 8:06 p.m. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on November 9, 2023.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary