



**CITY OF HEDWIG VILLAGE, TEXAS
PLANNING AND ZONING COMMISSION
SPECIAL MEETING
AUGUST 1st, 2023 - 5:30 PM
955 PINEY POINT ROAD
HEDWIG VILLAGE, TX 77024**

MINUTES

PRESENT:

Chair Peter Sanborn
Member Dr. Barbara Abrams
Member Doug Bergen
Member John Irwin
Member Russell Abshire

Wendy Baimbridge, City Administrator
Krystal Escamilla, Building Official
Zach Petrov, City Attorney
Jessica Wuisan, Permit Clerk

ABSENT:

Member Meagan Travis
Member Brent Reed
City Council Member Clay Trozzo

1. CALL TO ORDER

Chair Peter Sanborn called the meeting to order at 5:40pm.

2. RESIDENT/VISITOR COMMENTS

None.

3. DISCUSSION AND POSSIBLE ACTION ON:

a. DESIGN GUIDELINES –

Chair Peter Sanborn thanked the members for attending the meeting. Kendig Keast presented Section 3 of the Design Guide on 06/27/2023, which includes Pedestrian Priority Area, Lighting, Refuse Containers, and Applicability. This Special Planning and Zoning meeting on 08/01/2023 is to discuss the presentation on the Design Guidelines.

Members made various comments about several topics for all section of the Design Guide including the following:

- No more than 50% of the surface should be used for parking. Parking structures to be compatible with building, parking garage needs to be concealed and in the interior of the development, if possible.
- A setback from 10 feet to 12 feet to allow the Promenade to be the front of the building.
- Building entry orientation and design: Corner Buildings; a building located at the intersection of two or more streets.
- Orient buildings along Gaylord for pedestrian connectivity of Promenade
- Parking Requirements: Dine in restaurant 10:1, Take outs 5:1.

- Trees: keep it the same as the current ordinance.
- Keep the Building Height issue in the guide but include the words “this portion will not be included in our final packet.”
- Key Corridor: will not include any other streets other than Gaylord and I10.
- Pedestrian Priority area: 12’ in depth from the building wall and run at least the width of the building wall. Put a bench one for every 100 feet. All amenities within the pedestrian priority area shall be provided by the property owner and or developer.
- Landscaped Refuse areas: owners may need to run irrigation to these areas.
- Landscaping definition: Green Wall =” Vegetation”
- Applicability: If a building is damaged more than 50% of assessed value, the new replacement building will have to comply to the standard code; overtime all buildings will come into code.

4. APPROVAL OF THE MINUTES

August 1st, 2023 Special Meeting

Member Doug Bergen motioned; Member John Irwin seconded to approve the minutes as presented. Motion carried 6-0.

MOTION CARRIED UNANIMOUSLY

5. ADJOURN

The meeting was adjourned at 7:15 p.m.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on August 29th, 2023

ATTEST:

Peter Sanborn, Chairperson

Luzdenny Fernandez, P&Z Secretary