



**CITY OF HEDWIG VILLAGE, TEXAS  
CITY COUNCIL  
PLANNING AND ZONING COMMISSION  
JOINT WORKSHOP  
THURSDAY, SEPTEMBER 14, 2017  
7:00 P.M. - 955 PINEY POINT ROAD**

**MINUTES**

**1. CALL TO ORDER**

Mayor Muecke called the Joint Workshop to order at 7:00 p.m.

Planning & Zoning Chairperson Mathews called the Joint Workshop to order at 7:00 p.m.

Present: Mayor Brian Muecke

Councilmember Barry Putterman	Kelly Johnson, City Admin./Secr.-Treasurer
Councilmember Shirley Rouse	Lane Standley, Building Official
Councilmember Bob Wiener	David Gott, Police Chief
Councilmember Matt Woodruff	Alan Petrov, City Attorney
Councilmember Carrol McGinnis	Lisa Modisette, Assistant City Secretary

Planning and Zoning Commission (P&Z) Members:

Susan Mathews	Minh Ly
Larry Opalka	Tom Roth
Barbara Abrams	Diana Kopelman

Absent: Pat Murphy, Planning & Zoning Member

2. Discussion relating to an Amendment to Article V, Zoning Regulations, Section 506, Business District B, of the Hedwig Village Planning & Zoning Code to permit the establishment of Planned Unit Developments within Business District B of the City.

Chairperson Mathews reviewed the work Planning & Zoning (P&Z) had done to develop a Planned Unit Development (PUD). She stated in an effort to re-vitalize the business district, a sub-committee was formed in 2010 to work on the initial PUD research and to work on a PUD Ordinance. P&Z considered combining the Business Districts from four districts into three as well as creating a Design Guide, updating the business uses, creating a lighting ordinance, and creating a comprehensive plan. The Design Guide would address issues such as building materials, lighting, signage, landscaping, and green spaces. P&Z gave a presentation to council during a Joint Workshop in 2011 and was encouraged by council to continue with the PUD work. P&Z focused on creating an enabling a PUD Ordinance. The PUD sub-committee researched several cities from within and outside Texas with a PUD Ordinance. The draft ordinance was written based on the PUD Ordinance from Carrollton,

Texas. A PUD is an overlay district that would allow a developer to request concessions on certain requirements in the city code in exchange for items the city may request such as landscaping, signage, lighting, etc.

Chairperson Mathews stated P&Z envisioned a PUD Ordinance that covered all the Business Districts in the city but the current proposed ordinance only covers Business District B4.

Mayor Muecke stated that restricting the PUD to B4 is due to various building heights in the Business Districts. Limiting the PUD to B4 would limit the 70 foot building height to B4 only.

Councilmembers Woodruff and Wiener agreed a PUD Ordinance should cover all Business Districts but building heights should remain as they currently are. Councilmember Wiener also stated a PUD in B4 would act as a buffer between the residential district and the business district.

City Council and P&Z reached a consensus on allowing a PUD in all Business District with no changes in building heights, except in B4 where the building height may possibly increase to 81 feet due to the PUD.

City Council and P&Z discussed updating the allowable business uses.

Alan Petrov, City Attorney, clarified current permitted uses would be allowed in a PUD and other uses not listed as allowable could be permitted with approval. Uses listed as prohibited are non-negotiable in the PUD.

City Council and P&Z discussed a Design Guide and adding the Guide to the proposed ordinance. The Design Guide would cover such requirements as landscaping, lighting, signage, buried power lines, etc. P&Z has been working on a Design Guide and should be able to finish it quickly.

Alan Petrov stated adopting a Design Guide would not need a public hearing but would need approval by City Council. He stated a Design Guide could not regulate aesthetics but a PUD could give the city the possibility to discuss some design elements with the developer. A Design Guide is not necessary for a PUD.

City Council and P&Z reached a consensus on a brief, one page Design Guide as part of the PUD Ordinance.

City Council and P&Z discussed the ratio of required retail space within a development. PUD Ordinances from other cities require a percentage of space dedicated to retail. A retail space expert would be needed to assist the city in determining how much space should be required for retail in a PUD within the city.

City Council and P&Z reached consensus on changing the retail requirement language from “total floor area” to “first floor.”

City Council and P&Z discussed the size and location of a PUD and the number of PUDs allowed in the city. The size of the PUD and the total number of PUDs allowed in the city will require further discussion.

City Council and P&Z discussed the requirement of a traffic study for any PUD seeking approval from the city.

City Council and P&Z discussed the PUD application submission process. City Council and P&Z reached consensus on adding the language “unless superseded by the Schedule of Fees” after the application fee amount.

City Council and P&Z discussed the submission process for the city receiving the PUD application; P&Z makes a recommendation, then a Joint Public Hearing, and lastly City Council makes a decision. Chairperson Mathews requested more time before scheduling the Joint Public Hearing in order for P&Z to review the PUD application and the required documents. Alan Petrov stated Council could call for a Joint Public Hearing before P&Z held a meeting to review the PUD paperwork. A P&Z meeting could be scheduled after Council called for the Public Hearing but before the date of the Public Hearing. The legal posting requirements for a Public Hearing give P&Z time to schedule a meeting for review. Council and P&Z discussed the possibility of including a penalty if the developer failed to remain on schedule for completion.

Council and P&Z discussed the possibility of amending a PUD and who would have the authority to amend, either city staff or city council. There was agreement to change language for the appeal process from “Commission” to “Council.”

3. Discussion relating to scheduling a possible Public Hearing date concerning an Amendment to the Zoning Code relating to Planned Unit Developments.

Kelly Johnson, City Administrator/City Secretary-Treasurer, asked Council and P&Z members for availability on October 12, 2017 for a Public Hearing prior to the council meeting on that date. Council and P&Z will both have a quorum at the Public Hearing.

#### 4. **ADJOURN**

Councilmember Wiener moved, Councilmember Woodruff seconded, to adjourn the Joint Workshop at 9:03 p.m.

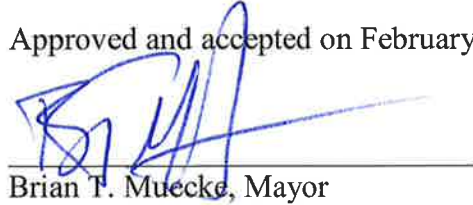
Councilmembers McGinnis, Putterman, Rouse, Wiener, and Woodruff voted “Aye”, “Noes” none.

Planning and Zoning Member Ly moved, Planning and Zoning Member Kopelman seconded, to adjourn the Joint Workshop at 9:03 p.m.

Planning and Zoning Members Abrams, Kopelman, Ly, Mathews, Opalka, and Roth voted "Aye", "Noes" none.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on February 8, 2018.



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Brian T. Muecke, Mayor

ATTEST:



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Lisa Modisette, Asst. City Secretary