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**CITY OF HEDWIG VILLAGE, TEXAS
PLANNING AND ZONING COMMISSION
REGULAR MEETING
TUESDAY, DECEMBER 1, 2015
7:00 P.M. - 955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

Chairperson Bucci called the meeting to order at 7:09PM.

Present: Sylvie Bucci, Chairperson

Commission Members

Barbara Abrams
Susan Mathews
Larry Opalka
Tom Roth
Rakesh Verma

Alan Petrov, City Attorney

2. RESIDENT/VISITOR COMMENTS

None.

3. APPROVAL OF MINUTES –

Member Mathews moved, Member Roth seconded, to approve the November 3, 2015 minutes.

Members, Brandt, Bucci, Mathews, Opalka, Roth, and Searcy voted “Aye”, “Noes” none.

4. REPORT ON CITY COUNCIL MEETING

The annual City of Hedwig holiday party was held on Friday Dec 11th 2015.

5. COMMENTS FROM CITY COUNCIL LIAISON

None.

6. REPORTS FROM SUBCOMMITTEES

a. **COMPREHENSIVE PLAN SUBCOMITTEE**

None present to discuss.

b. **DESIGN GUIDELINE SUBCOMITTEE**

Chairperson Bucci stated that the preface of the Design Guideline had been submitted. She said that Planning & Zoning would like to discuss with mayor an outline or table of contents to continue on building this document and perhaps get a consultant to help write it so that it is appropriate and written correctly for the City of Hedwig. She also said it would be necessary discuss things such as aesthetics use of materials as well as how rigid or how loose to set guidelines.

Member Mathews asked if a workshop would be a good time to discuss these topics.

Council Liaison Wiener stated that he was unsure of scheduling.

Chairperson Bucci asked if they would meet with an open plan or should they prepare a specific agenda?

Council Liaison Wiener stated that would be Planning & Zoning Committee's decision.

Attorney Petrov stated that it was his idea the Design Guideline subcommittee would need to create an agenda.

Member Roth stated he felt it would be a good idea to have subcommittee meetings and discuss these topics.

Member Mathews stated that perhaps it may be a waste time if they were to go in a direction Mayor Muecke and City Council do not want to go, as they will need some guidance and feedback.

Chairperson Bucci stated that she would touch base and request information from Mayor Muecke in the following month.

Member Mathews asked if the joint session would be informal.

Council Liaison Wiener stated that he wasn't aware there would be a joint session.

7. **DISCUSSION AND ACTION REGARDING THE DRAFTING OF A DESIGN GUIDELINE**

Attorney Petrov stated that an agenda would need to be prepared and posted for such a workshop to be possible.

Council Liaison Wiener stated that City Council would prepare an agenda for the upcoming 2016 year to discuss upcoming topics.

8.

REPORT ON OUTDOOR LIGHTING ORDINANCE

Chairperson Bucci stated that she would get with Member Searcy to revise and simplify the dark skies document to show at upcoming Planning & Zoning meeting.

Council Liaison Wiener stated that City Council is receptive to dark skies as a simple ordinance however majority of members of City Council are not receptive to the document being overly detailed.

Member Abrams asked if they should leave out the LED details.

Chairperson Bucci stated that perhaps it may not make sense to mandate LED lighting. It would then be necessary revise the document she stated that she felt the document still needs to have 'teeth to it' to be heard.

Attorney Petrov stated that the message from City Council was to keep it simple assuming they would need to send someone to enforce the ordinance in the future.

9. DISCUSS STATUS OF JOINT SESSION MEETING WITH MAYOR AND CITY COUNCIL

Chairperson Bucci stated that they would like to try to set up joint session for 2016 and would need to discuss this with Mayor Muecke as well as City Council for scheduling.

10. DISCUSS NEW PROPOSED ITEMS

Attorney Petrov stated that Planning & Zoning should include discussion of sign ordinance as it relates to school signs. He explained that the schools are not exempt from city sign regulations, there may be a few exclusions or even dicey as far as zoning the rule is that one governmental entity cannot adopt an ordinance that would prevent another entity from operating within the city. Sign regulations would inhibit the school from being there and working there which could make it more difficult to work with.

Member Mathews stated that generally school districts have electronic signs, but they must still comply with the municipal guidelines.

Attorney Petrov stated that a trend he had seen from SBISD and other districts is that they prefer modern signs as they are easier to find parts for and to use in general. He said that the cities that they operate in all have varied regulations for lighting, scrolling etc.

Chairperson Bucci asked if there were any additional comments.

Member Mathews asked what they should do to advance the PUD ordinance.

Attorney Petrov stated that it is expected to be a City Council item any day now as far as he knows.

Chairperson Bucci stated they would need a yes or no at least. She stated this because Planning & Zoning would need some further guidance.

Attorney Petrov stated that Rand Stevens is delayed needing to pre-lease to advance their project however this is not known to be entirely factual, the downturn of the oil prices have played a role however.

Chairperson Bucci stated that Member Searcy, Roth, herself had met with Mayor Muecke to discuss the PUD and Design Guideline. Initially before the City Council meeting concerning dark skies meeting and make recommendations to simplify document. They had discussed the design guide, mayor brought up that currently the City of Bunker Hill is re-writing their ordinance they have a master plan that they are revising. She stated that this was similar to City of Hedwig and that it was nice to know that all villages are in same boat and make necessary changes. Also she said that Mayor Muecke had mentioned buying of new street signs. She stated that Mayor Muecke had said there were some things he had mentioned initiatives to move forward on create walking paths, and possible install dog stations to maintain cleanliness.

11. PROPOSED AGENDA ITEMS FOR NEXT MEETING

As suggested by Attorney Petrov possible discussion of sign ordinance as it relates to school signs.

12. ADJOURN

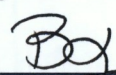
Member Mathews moved, Member Abrams seconded, to adjourn the meeting at 7:39 P.M.

Members, Bucci, Opalka, Roth, and Verma voted "Aye", "Noes" none.

MOTION CARRIED UNANIMOUSLY.



Sylvie Bucci
Planning and Zoning Chairperson



Brandy Jaramillo
Planning & Zoning Secretary