

**MINUTES
CITY OF HEDWIG VILLAGE
PLANNING AND ZONING MEETING
TUESDAY, AUGUST 6, 2013
7:00 P.M. – 955 PINEY POINT ROAD**

#1. CALL TO ORDER

Chairman Wiener called the meeting to order at 7:05 p.m.

Present: Bob Wiener, Chairman
 Pat Murphy
 Susan Mathews
 Larry Opalka
 John Niemann
 Alan Petrov, City Attorney

Absent: Bitsy Searcy
 Barbara Abrams
 Sylvie Bucci
 Michael Brandt
 Bob Dixon, Council Liaison

#2. SWEARING IN OF NEW MEMBER

Member John Niemann was sworn in before the start of the meeting.

#3. RESIDENT/VISITOR COMMENTS

None

#4. APPROVAL OF MINUTES – Regular Monthly Meeting on June 4, 2013 and July 18, 2013

The minutes for the June 4, 2013 were tabled until next month for corrections to be made. The minutes for the July 18, 2013 meeting were unavailable for approval.

#7. REVIEW, DISCUSSION AND POSSIBLE ACTION ON PLANNING AND ZONING COMMISSION MEETING PROCEDURES, SUB-COMMITTEE REPORTING, AND AGENDA ITEMS

Chairman Wiener provided a handout with open meeting procedures.

1. No dialogue concerning comments during Resident/Visitor agenda item.

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2. Wiener suggested a 3 minute time limit for Resident/Visitor comments. Member Mathews suggested a shorter limit if large group of people want to speak. Mathews stated she would try to create wording for time limit. City Attorney Petrov stated 3 minutes should be sufficient for Planning & Zoning meetings.
3. Opalka suggested the procedures become part of the minutes.
4. Planning & Zoning members comments should be an agenda item. Member Mathews will create wording.
5. Member Mathews suggested a sub-committee report agenda item. Time to be allotted for discussion.
6. Member Mathews stated she would create wording for several procedure items.
7. Any sub-committee distribution materials should be emailed to the Commission secretary and then emailed out to members.
8. Chairman Wiener suggested members review the procedures and make wording adjustments.
9. City Attorney Petrov suggested Planning & Zoning adopt those procedures, after wording is finalized. Procedures would be a way of work/guidelines for all members, including new members.

NO ACTION WAS TAKEN

**#5. REVIEW, DISCUSSION AND POSSIBLE ACTION REALTED TO THE
REGULATION OF DRIVE THROUGH FACILITIES IN THE BUSINESS
DISTRICTS**

Chairman Wiener provided ordinance wording for restriction on drive-through facilities within the business districts, based on discussion at the last meeting. The wording for Business District 1, 2, and 3 is more restrictive then Business District 4. Business District 4 would allow fast-food drive-through facilities. Existing drive-through facilities would be allowed due to being a “prior non-conforming use.”

Member Murphy provided wording from a Planning & Zoning document from 6 years ago that showed Planning & Zoning discussed this topic previously.

Member Mathews asked what the procedures were for a Planning & Zoning recommendation to Council. Is there an agenda item or just s meeting re-cap during the reports section of the Council meeting?

Chairman Wiener stated the drive-through ordinance could be placed in Section 5.06 – Prohibited Uses in the Code.

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Chairman Wiener stated the consensus of the Commission was to not allow fast food drive-through in the city. He stated the ordinance wording for the restriction would be the same for all Business Districts.

Member Niemann stated adding a cover letter to explain the change to the ordinance would garner acceptance.

City Attorney Petrov explained the procedure for recommendations to Council. Planning & Zoning recommends change to Council, who in turn calls for a Joint Public Hearing by ordinance. Planning and Zoning then holds a meeting after the Hearing to make an official report to Council. Council makes the final decision based on the official report.

City Attorney Petrov reminded the members they would be excluding all fast food drive-throughs, including such places as Starbucks. He said it would be possible to limit fast food drive-through to a small area.

Member Opalka stated the possible liabilities, such as traffic flow, outweigh the benefits.

Chairman Wiener asked all members to discuss this item with neighbors to get more input.

Member Mathews moved, Member Niemann seconded, to table this agenda item until the next meeting.

MOTION CARRIED UNANIMOUSLY

#6. REVIEW, DISCUSSION AND POSSIBLE ACTION RELATED TO IDENTIFYING BUSINESS DISTRICT ZONING REGULATIONS THAT MAY BE MODIFIED IN A PLANNED UNIT DEVELOPMENT (PUD) DESIGNATED AREA

Chairman Wiener stated Council asked which ordinances could be adjusted for a PUD and stated there was a section of the Code that states outside vendors can come to the city and ask for an amendment to the Code.

Chairman Wiener provided a handout listing ordinances that could be adjusted for a PUD.

Members discussed the following items concerning a PUD: building heights would always be of interest to anyone wanting to build a PUD, mixed use in a PUD, setback adjustments for a PUD, flexibility for a PUD. A PUD is something that would entice developers to the area.

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Member Niemann asked if the PUD ordinance would clearly state what would be allowed in a PUD.

Member Murphy stated Planning & Zoning always considered creating a planning guide as part of their responsibility. He stated Council should be more involved in the Planning & Zoning process. The city should have a vision.

Chairman Wiener asked members for any final comments on this agenda item.

Member Mathews asked when the next sub-committee would meet. Member Murphy would find out and let her know.

Chairman Wiener suggested members look at the Code concerning agenda item #6.

Member Mathews will work on the items she agreed to do and forward them for review.

Chairman Wiener asked for agenda items for next month.

Member Murphy suggested a sign ordinance concerning Memorial High School and Spring Branch Middle School.

Chairman Wiener stated items 5, 6, and 7 from this agenda will be on the next agenda. Sub-committee reports will be a new agenda item.


#7. ADJOURN

Member Mathews motioned, Member Murphy seconded, to adjourn the meeting at 8:40 p.m.

MOTION CARRIED UNANIMOUSLY



Bob Wiener
Planning and Zoning Chairperson



Lisa Modisette
Hedwig Village Administrative Assistant