



**CITY OF HEDWIG VILLAGE, TEXAS  
JOINT WORKSHOP  
CITY COUNCIL AND  
PLANNING AND ZONING COMMISSION  
MARCH 9, 2023  
6:00 P.M. - 955 PINEY POINT ROAD**

**MINUTES**

**1. CALL TO ORDER**

Mayor Jinks called the meeting to order at 6:02 p.m.

Present: Mayor Tom Jinks

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

Wendy Baimbridge, City Administrator  
David Gott, Police Chief  
Lisa Modisette, City Secretary  
Alan Petrov, City Attorney  
Ian Knox, Building Official

Planning & Zoning Members:

Peter Sanborn, Chairperson  
Russell Abshire  
Brent Reed

Barbara Abrams  
John Irwin

Absent: None

**2. PLEDGE OF ALLEGIANCE**

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

**3. CITIZEN/VISITOR COMMENTS**

Bob Wiener, 9829 Gaylord Dr #150, stated the Parks and Beautification Committee (P&B) met with Kendig Keast and City staff regarding the landscaping plans P&B would like to execute throughout the City.

**4. Discussion with, and provide input to, Kendig Keast regarding a Commercial Design Guide**

Peter Sanborn, Planning & Zoning Commission (P&Z) Chairperson, introduced Greg Flisram and Marcia Boyle with Kendig Keast. P&Z has discussed creating a Commercial Design Guide at several meetings. City Council agreed with P&Z's recommendation to hire Kendig Keast to create the design guide.

Greg Flisram and Marcia Boyle stated they toured the commercial districts of the City with City staff and Peter Sanborn. They presented a Powerpoint presentation regarding the Hedwig Village commercial districts. Ms. Boyle discussed the objectives and timeline of the project. The objectives included achieving better design outcomes, enhancing the City's image and brand, improving the market-positioning and function of the City's commercial districts, and adding predictability to the development review process. The topics to be

covered in the design guide include building size and bulk, architectural treatments, pedestrian amenities, parking, lighting and signs, landscaping, and setbacks. The timeline includes several meetings with P&Z, and possibly City Council as well, regarding ongoing progress and presenting several drafts to P&Z and City Council for review. The first draft should be available for review in April-May, the second draft available in June-July, the third draft available in August-September, and the final draft available in September-October. The final draft could be approved by City Council later in the year.

Mr. Flisram discussed the differences between “guidelines” and “standards”. He stated “guidelines” are more flexible, more subjective to interpretation, not necessarily in the building code, the review process is sometimes done by a design review board, and adherence is usually “best effort”. However, “standards” are more rigid and rule based, the interpretation is more objective, the review is done by City staff, are embedded in the building code, and adherence is mandated.

The proposed sections of the design guide include general urban design principles, site planning, architecture, commercial lighting and signs, and public spaces.

Chairperson Sanborn discussed aspects of the potential vision for the City, including the promenade (walkability within the City), landscaping (plantings and trees), the City brand, and sales tax generating businesses.

Councilmember Rouse stated the City has several landmarks (the high school, the middle school, the City Park, and the smaller pocket park) that should be included in any design guide. The guide should also include the City’s history.

Councilmembers and P&Z Members discussed several areas of interest to include in the design guide process, including ensuring all the commercial districts are “tied together” in a cohesive look, tying the commercial district to the residential districts, walking trails in the City, drainage, encompassing feasibility of development of the commercial districts, and allowing time for City Council to have enough time to review each draft in order to give input.

Mr. Flisram stated Kendg Keast is aware the City and the various districts must “work/go” together. The drainage concerns can be addressed in the landscaping section of the guide. The guide will encourage redevelopment by making the City vision known.

## **5. ADJOURN**

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to adjourn the meeting at 6:57 p.m. Motion carried 5-0.

### **MOTION CARRIED UNANIMOUSLY**

Motion was made by Chairperson Sanborn and seconded by Member Abrams to adjourn the meeting at 6:57 p.m. Motion carried 5-0.

### **MOTION CARRIED UNANIMOUSLY**

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Approved and accepted on April 6, 2023.

ATTEST:

    /s/      
Tom Jinks, Mayor

    /s/      
Lisa Modisette, City Secretary