



**CITY OF HEDWIG VILLAGE, TEXAS  
PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
JUNE 27, 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 Brent Reed  
Member Russell Abshire

Wendy Baimbridge, City Administrator  
Ian Knox, Building Official  
Clay Trozzo, City Council Member  
Zach Petrov, City Attorney  
Jessica Wuisan, Permit Clerk

**ABSENT:**

Member Meagan Travis

**1. CALL TO ORDER**

Chair Peter Sanborn called the meeting to order at 5:34pm.

Sworn Officials Statements – carried out by Zach Petrov; notarized by Wendy Baimbridge.

**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, which includes Pedestrian Priority Area, Lighting, Refuse Containers, and Applicability.

Members made various comments about several topics from Section 2 & 3 including the following:

- Definition for the following: Key corridor, Primary Street, Corner buildings, Green Walls
- Landscaped dumpster areas: owners may need to run irrigation to these paved areas.
- Landscaping definition: Grass or Hedge
- Remove picture of multifamily housing under Building Modulation and Design Section
- Section 1 Parking: dine in restaurant 10:1, take outs 5:1.
- Section 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.”
- Building entry orientation and design: intent is to clearly define building entries.
- Arcades: make an edit from 8 feet to 6 feet.
- Parking structures: parking structures to be compatible with building, parking garage needs to be concealed and in the interior of the development, if possible.
- Green façade on street facing garages.
- Next meeting will do a markup on Section 3.

#### **4. APPROVAL OF THE MINUTES**

May 30, 2023 Regular Meeting

Member Brent Reed motioned, Member Doug Bergen seconded, to approve the minutes as presented. Motion carried 6-0.

**MOTION CARRIED UNANIMOUSLY**

#### **5. ADJOURN**

The meeting was adjourned at 7:05 p.m.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on August 1, 2023

ATTEST:

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Peter Sanborn, Chairperson

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Jessica Wuisan, P&Z Secretary