



**CITY OF HEDWIG VILLAGE, TEXAS  
JOINT WORKSHOP  
CITY COUNCIL AND  
PLANNING & ZONING COMMISSION  
OCTOBER 5, 2023  
6:00 P.M. - 955 PINEY POINT ROAD**

**MINUTES**

**1. CALL TO ORDER**

Mayor Jinks called the meeting to order at 6:00 p.m.

Planning and Zoning Chair Sanborn called the meeting to order at 6:00 p.m.

Present: Mayor Tom Jinks

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

Wendy Baimbridge, City Administrator  
Lisa Modisette, City Secretary  
Alan Petrov, City Attorney  
Ian Knox, Building Official

Planning and Zoning Members:

Peter Sanborn, Chair

Barbara Abrams  
John Irwin

Russell Abshire

Absent: Councilmember Matt Woodruff

Doug Bergen, P&Z Member  
Brent Reed, P&Z Member  
Meagan Travis, P&Z Member

**2. PLEDGE OF ALLEGIANCE**

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

**3. CITIZEN/VISITOR COMMENTS**

Andrea Hermann, 930 Karos Lane, commented on vacant lots throughout the City on which all trees have been removed.

**4. DISCUSSION REGARDING THE DRAFT COMMERCIAL DESIGN GUIDE**

Planning & Zoning (P&Z) Chair Peter Sanborn stated the intent of the design guide is to create a vision for the business districts within the City and to increase redevelopment and spur pedestrian amenities in the commercial districts.

Councilmembers and Planning & Zoning (P&Z) members reviewed and discussed several topics in the draft commercial design guide. The topics discussed included:

- Site planning – to promote active and attractive street-fronts free of large unbroken parking lots and visible service areas.
- Building orientation – to promote active, street-facing buildings and conceal loading and service areas.

- Cross-Access easements – to reduce traffic onto the roadway network and ease pedestrian movement.
- Landscaping – goals are to create a unified tree canopy and “green space” along Gaylord Drive and encourage stronger interior-site landscaping throughout the commercial districts.
- Pedestrian accommodations – to improve pedestrian accessibility and pedestrian experience on commercial sites and at the interface of commercial and residential zones.
- Refuse containers – to provide adequate refuse services on site, while reducing their visibility.

Councilmember Rouse expressed concern that some topics in the draft design guide should be guidelines, not changes to an existing ordinances.

Councilmembers and P&Z members discussed adding definitions for several terms mentioned in the draft design guide.

Councilmembers and P&Z members discussed which topics should be a change to existing ordinances or be a guideline.

Marsha Doyle, Kendig Keast, and Greg Filsram, Kendig Keast, attended the workshop via Zoom to answer questions and to revise the draft design guide based on comments.

## 5. ADJOURN

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to adjourn the meeting at 8:06 p.m. Motion carried 4-0.

### **MOTION CARRIED UNANIMOUSLY**

Motion was made by Planning & Zoning Chairperson Sanborn and seconded by Planning & Zoning Member Abrams to adjourn the meeting at 8:06 p.m. Motion carried 4-0.

### **MOTION CARRIED UNANIMOUSLY**

Approved and accepted on November 9, 2023.

ATTEST:

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Peter Sanborn, Chair

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LuzDenny Fernandez, Secretary