



**CITY OF HEDWIG VILLAGE, TEXAS  
JOINT WORKSHOP  
CITY COUNCIL AND  
PLANNING & ZONING COMMISSION  
OCTOBER 30, 2023  
6:30 P.M. - 955 PINEY POINT ROAD**

**MINUTES**

**1. CALL TO ORDER**

Mayor Jinks called the meeting to order at 6:30 p.m.

Planning and Zoning Chair Sanborn called the meeting to order at 6:30 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  
Lisa Modisette, City Secretary  
Alan Petrov, City Attorney  
Ian Knox, Building Official  
Evan DuVall, Building Official

Planning and Zoning Members:

Peter Sanborn, Chair

Barbara Abrams (arrived at 6:35 p.m.) John Irwin  
Brent Reed Meagan Travis

Absent: Russell Abshire, P&Z Member

Doug Bergen, 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**

Robert Wall, 11126 Capri, stated he recently learned of the Capri/Tiber/Monte Cello/Saybrook Rehabilitation Project. He stated Tiber, Capri, and Monto Cello do not need to be replaced.

**4. DISCUSSION AND POSSIBLE ACTION REGARDING THE DRAFT COMMERCIAL DESIGN GUIDE**

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

- Building Entry Orientation and Design – to clearly establish a main building entry and offer a secondary entry point to connect pedestrians to the promenade, if possible.
- Building Modulation and Design – guidelines for visual interest of buildings, architectural elements, and facades.
- Parking Structure Design – to reduce the visual obtrusiveness of large parking structures.

- Lighting – to create a cohesive lighting look across the commercial districts that contributes to a safe and aesthetically pleasing environment to prevent light spill onto adjacent properties.
- Parking Lot Standards – to break-up and conceal parking areas.
- Applicability – to clarify what standards are required for various types of development.

City Council and Planning and Zoning Members recessed at 8:08 p.m.

City Council and Planning and Zoning Members reconvened at 8:13 p.m.

Councilmembers and Planning and Zoning Members discussed which topics in the design guide should be changes to existing ordinances or remain as guidelines.

Councilmember Rouse expressed concern regarding the proposed changes to the existing parking requirements and the placement of parking garages at the center of the site.

Marcia Doyle, 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 Woodruff and seconded by Councilmember Rouse to adjourn the meeting at 8:53 p.m. Motion carried 5-0.

### **MOTION CARRIED UNANIMOUSLY**

Motion was made by Planning & Zoning Chairperson Sanborn and seconded by Planning & Zoning Member Travis to adjourn the meeting at 8:06 p.m. Motion carried 5-0.

### **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