



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR PLANNING AND ZONING
COMMISSION MEETING
JANUARY 23, 2024
955 PINEY POINT ROAD
HEDWIG VILLAGE, TX 77024**

MINUTES

PRESENT:

Chair Peter Sanborn
Member Doug Bergen
Member Russell Abshire
Member Barbara Abrams

Zach Petrov, City Attorney
Evan DuVall, Deputy Building Official
Luzdenny Fernandez, P&Z Secretary
Wendy Baimbridge, City Administrator

ABSENT:

Meagan Travis
Brent Reed

John Irwin

1. CALL TO ORDER

Chair Peter Sanborn called the meeting to order at 5:31pm.

2. RESIDENT/VISITOR COMMENTS

Andrea Herman at 930 Karos Lane, member of Parks and Beautification Committee, asks the P&Z Committee to work with her committee in the event of changes to the Hedwig Village signs.

Robert Weiner 8929 Gaylord #150 had questions if there are city sign ordinance changes on pole signs.

Shirley Rouse, had comments on the design guide following:

- Lot sizes- Suggests an ordinance must be able to apply to all the lots in the specific commercial district identified. Place loading and service areas internal to the lots. Some lots are too small to accommodate. Consider adding a minimum lot size.
- Refuse containers- Truck access included as part of the requirement.
- Consider a minimum size lot to be eligible for parking garages.
- Parking requirements- Proposed changes to the parking requirements do not provide enough off-street parking for all vehicles in use at some types of businesses.
- Suggested for the public a short summary of each of the ordinance change topics and impact of the proposed changes.

3. DISCUSSION AND POSSIBLE ACTION ON A PROPOSED FINAL VERSION OF THE DESIGN GUIDE

Members discussed changes to the standards and guidelines from their last meeting on the following: Loading areas, pedestrian priority area, building entry, refuse truck access, main entrance, building walls, green walls, lighting standards, parking lot standards, and the applicability table.

Member Chair Peter Sanborn motioned, Member Dr. Abrams seconded, to approve the final version of the design guide as amended with changes discussed and recommend to council for the Public Hearing on February 8, 2024. Approved 4-0

MOTION CARRIED UNANIMOUSLY

4. DISCUSSION AND POSSIBLE ACTION TO CONSIDER VARIOUS AMENDMENTS AN ORDINANCE OF THE CITY OF HEDWIG VILLAGE, TEXAS, AMENDING ARTICLE V, ZONING REGULATIONS, SECTION 506, BUSINESS DISTRICT B, SUBSECTION E, MISCELLANEOUS PROVISIONS, OF THE HEDWIG VILLAGE PLANNING AND ZONING CODE RELATING TO LIGHTING IN THE CITY'S BUSINESS DISTRICTS.

Members discussed and made changes in the packet under lighting standards number 11 Item C under shielding, striking, "as seen in the second image below." No other changes made.

Member Chair Peter Sanborn motioned, Member Abshire seconded, to pass out of P&Z and vote to recommend to City Council the approval of item #4 as amended striking language discussed. Approved 4-0

MOTION CARRIED UNANIMOUSLY

5. DISCUSSION AND POSSIBLE ACTION TO CONSIDER VARIOUS AMENDMENTS AN ORDINANCE OF THE CITY OF HEDWIG VILLAGE, TEXAS, AMENDING ARTICLE V, ZONING REGULATIONS, SECTION 506, BUSINESS DISTRICT B, SUBSECTION D, PARKING, OF THE HEDWIG VILLAGE PLANNING AND ZONING CODE TO REDUCE CERTAIN PARKING REQUIREMENTS AND TO ADD STANDARDS FOR PARKING LOT LANDSCAPING.

Members discussed and made changes in the packet under 506.D. Parking, number 2 striking "and shopping centers." Also made changes to number 6 under Parking Lot Requirements, item d striking, "See Figure 506.E Parking Lot Landscaping Example."

Member Chair Peter Sanborn motioned, Member Dr. Abrams seconded, to pass out of P&Z and vote to recommend to City Council the approval of item #5 including the proposed changes mentioned on page 3 to strike "and shopping centers" and page 9 omit, "See Figure 506.E Parking lot Landscaping Example." Approved 4-0

MOTION CARRIED UNANIMOUSLY

6. DISCUSSION AND POSSIBLE ACTION TO CONSIDER VARIOUS AMENDMENTS AN ORDINANCE OF THE CITY OF HEDWIG VILLAGE, TEXAS, AMENDING ARTICLE VIII, VARIANCES, APPEALS AND NON-CONFORMITIES, DIVISION II, NONCONFORMITIES IN BUSINESS DISTRICTS, SECTION 810, NONCONFORMING USES AND STRUCTURES, SUBSECTION F, TERMINATION, OF THE HEDWIG VILLAGE PLANNING AND ZONING CODE TO CLARIFY THE APPLICABILITY OF

THE CITY'S DEVELOPMENT STANDARDS TO EXISTING NONCONFORMING STRUCTURES AFTER A CASUALTY LOSS.

Members discussed and made changes in the packet to add, "applicability table" to the ordinance language after section 810 like it is in the design guide. Also adding a sub-section G and insert the applicability table.

Member Chair Peter Sanborn approves motion to recommend to City Council ordinance changes and proposed changes of item #6, Member Doug Burgen seconded. Approved 4-0

MOTION CARRIED UNANIMOUSLY

7. DISCUSSION AND POSSIBLE ACTION TO CONSIDER VARIOUS AMENDMENTS AN ORDINANCE OF THE CITY OF HEDWIG VILLAGE, TEXAS, AMENDING ARTICLE V, ZONING REGULATIONS, SECTION 506, BUSINESS DISTRICT B, SUBSECTION E, MISCELLANEOUS PROVISIONS, OF THE HEDWIG VILLAGE PLANNING AND ZONING CODE TO ADDRESS THE LOCATION OF REFUSE CONTAINERS IN THE CITY'S BUSINESS DISTRICTS.

Members discussed changes under Requirements for Refuse Containers sub section C on page # 5 bullet (i) to take out the word "fence" and the word "or." Add "and must have truck access," after at least one foot.

Member Chair Peter Sanborn approves motion to recommend to City Council ordinance changes and proposed changes on item #7, Member Russell Abshire seconded. Approved 4-0

MOTION CARRIED UNANIMOUSLY

8. DISCUSSION AND POSSIBLE ACTION TO CONSIDER VARIOUS AMENDMENTS AN ORDINANCE OF THE CITY OF HEDWIG VILLAGE, TEXAS, AMENDING ARTICLE V, ZONING REGULATIONS, SECTION 506, BUSINESS DISTRICT B, SUBSECTION E, MISCELLANEOUS PROVISIONS, OF THE HEDWIG VILLAGE PLANNING AND ZONING CODE TO ADDRESS PARKING GARAGES IN THE CITY'S BUSINESS DISTRICTS.

Member Chair Peter Sanborn motioned adding parking garage requirements and location.

Member Chair Peter Sanborn approves motion to recommend to City Council ordinance changes and proposed changes on item #8, Member Doctor Abrams seconded. Approved 4-0.

MOTION CARRIED UNANIMOUSLY

9. DISCUSSION AND POSSIBLE ACTION TO CONSIDER VARIOUS AMENDMENTS AN ORDINANCE OF THE CITY OF HEDWIG VILLAGE, TEXAS, AMENDING ARTICLE V, ZONING REGULATIONS, SECTION 506, BUSINESS DISTRICT B, SUBSECTION E,

MISCELLANEOUS PROVISIONS, OF THE HEDWIG VILLAGE PLANNING AND ZONING CODE TO ADDRESS SITE PLANNING AND BUILDING ORIENTATION.

Members mentioned previously discussing in the design guide item #8 on requirements for site planning and building orientation.

Member Chair Peter Sanborn motioned to recommend to City Council item #9 as written. Member Doug Burgen seconded. Approved 4-0

MOTION CARRIED UNANIMOUSLY

10. DISCUSSION AND POSSIBLE ACTION TO CONSIDER VARIOUS AMENDMENTS AN ORDINANCE OF THE CITY OF HEDWIG VILLAGE, TEXAS, AMENDING ARTICLE II, DEFINITIONS AND INTERPRETATION, SECTION 202, DEFINITIONS, OF THE HEDWIG VILLAGE PLANNING AND ZONING CODE FOR THE PURPOSE OF ADDING NEW DEFINITIONS TO THE CITY'S PLANNING AND ZONING CODE.

Member Chair Peter Sanborn motioned to move to adopt item #10 as written to recommend to City Council, Member Russell Abshire seconded, to approve the final version of the design guide. Approved 4-0

MOTION CARRIED UNANIMOUSLY

11. APPROVAL OF THE MINUTES- PLANNING AND ZONING REGULAR MEETING

**November 28, 2023, Regular Meeting
December 14, 2023, Joint Public Hearing
December 14, 2023, Special Meeting**

Chair Peter Sanborn motioned, Doctor Abrams seconded, to approve the minutes as presented. Approved 4-0

MOTION CARRIED UNANIMOUSLY

12. ADJOURN

The meeting was adjourned at 6:55 p.m.

Chair Peter Sanborn motioned to adjourn the meeting; Member Russel Abshire seconded. Approved 4-0

MOTION CARRIED UNANIMOUSLY

Approved and accepted on May 9, 2024.

ATTEST:

Peter Sanborn, Chairperson

Luzdenny Fernandez, P&Z Secretary