



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Monday, September 25, 2023 at 7:00 PM

Notice is hereby given that the City Council of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 25th day of September 2023 at 7:00 p.m., in the Council Chambers, Municipal Building, 911 Westlake Drive, West Lake Hills, Texas, at which time the following items will be discussed, to-wit:

REMOTE ACCESS –

Join Zoom Meeting: <https://us02web.zoom.us/j/3499549035>

Meeting ID: 349 954 9035

If you wish to listen to the meeting via telephone: Dial (346) 248-7799, Meeting ID 349 954 9035.

If you wish to speak during the meeting or provide written comments, please email your name, phone number, comments, and the item number you wish to speak/comment on to citysec@westlakehills.gov by 1:00 P.M. on September 25, 2023.

1. Call to Order
2. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.
3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
 - a. Approval of the September 13, 2023 Regular Meeting Minutes.
4. Land Use 3300 Bee Cave Road – Discuss and consider action to approve a variance to the Westbank Uniform Sign Agreement for Skin Spirit at Suite 290 (Section 32.02.001 of the West Lake Hills Code). Applicant Deborah Hornickel.

5. Administration Discuss and consider action to establish a process for appointments and/or reappointments to the Zoning & Planning Commission (ZAPCO).
6. Administration Discuss and consider action to modify the scope of projects associated with the Proposition B Street and Drainage Projects.
7. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess in Executive Session (closed meeting) to discuss the following:
 - a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. the following:
 1. Jaffe - 1405 Wildcat Hollow;
 2. Alvarez - 1505 Wildcat Hollow;
 3. Lambert - 1600 Westlake Drive; and
 4. 1836 Real Estate, LLC - 707 Butler Cove.
 - b. Section 551.072 - Deliberations about Real Property.
8. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney and deliberations about real property.
9. Adjournment

Approved by: Linda Anthony, Mayor

Certificate

I certify that the above Notice of the September 25, 2023 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, September 22, 2023 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Terry Blanchard, City Secretary

The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. Reasonable accommodation and equal access to communications will be provided upon request.

All items on the agenda are for discussion and/or action. City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, September 13, 2023 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Anthony called the meeting to order at 7:13 p.m.

CITY COUNCIL PRESENT:

Mayor Linda Anthony
Mayor Pro Tem Gordon Bowman
James Vaughan
Brian Plunkett
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Finance Director Vonda Ragsdale
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes
City Attorney Patty Akers

2. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.

Mayor Anthony opened the meeting for public comments. Hearing none, the public comment section was closed.

3. Proclamation Mayor to proclaim October 5, 2023 as World Teachers' Day in the City of West Lake Hills.

Mayor Anthony presented the proclamation to Jenna Scott, Eanes ISD Educator of the Year.

4. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.

- a. Approval of the August 23, 2023 Regular Meeting Minutes.
- b. Approval of the September 6, 2023 Special Meeting Minutes.
- c. Approval of the FY 2023-24 Holiday Schedule for City employees.
- d. Reappoint Mayor Linda Anthony as the General Assembly Representative to the Capital Area Council of Governments (CAPCOG).
- e. Approval to change the following regular City Council and Board of Adjustment Meetings:
 1. Reschedule the September 27, 2023 City Council meeting to Monday,

- September 25, 2023;
- 2. Cancel the October 11, 2023 City Council meeting; and
- 3. Postpone the October 11, 2023 Board of Adjustment meeting to Wednesday, October 25, 2023.
- f. Approval of resolutions regarding:
 - 1. General Fund Balance Policy;
 - 2. Investment Policy & Strategy; and
 - 3. Financial Procedures & Controls.

MOTION: Upon a motion made by Councilmember Vaughan and a second by Councilmember Walker, the Council voted five (5) for and none (0) opposed to approve the consent agenda as presented. Motion carried.

- 5. Finance Discuss and consider an ordinance adopting the proposed budget for Fiscal Year 2023-24.

RECORD VOTE

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Walker, the Council voted five (5) for and none (0) opposed to approve the ordinance as presented, adopting the FY 2023-24 proposed budget. Motion carried with voting as follows:

RECORD VOTE	Aye	Nay	Absent / Abstain
Councilmember James Vaughan - Place 1	X		
Councilmember Brian Plunkett - Place 2	X		
Councilmember Beth South - Place 3	X		
Councilmember Darin Walker - Place 4	X		
Councilmember Gordon Bowman - Place 5	X		
Mayor Linda Anthony			(does not vote)

- 6. Finance Discuss and consider an ordinance ratifying the property tax revenue increase reflected in the Fiscal Year 2023-24 budget.

RECORD VOTE

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Plunkett, the Council voted five (5) for and none (0) opposed to approve the ordinance as presented, ratifying the property tax revenue increase reflected in the FY 2023-24 budget. Motion carried with voting as follows:

RECORD VOTE	Aye	Nay	Absent / Abstain
Councilmember James Vaughan - Place 1	X		
Councilmember Brian Plunkett - Place 2	X		
Councilmember Beth South - Place 3	X		
Councilmember Darin Walker - Place 4	X		
Councilmember Gordon Bowman - Place 5	X		
Mayor Linda Anthony			(does not vote)

7. Finance Discuss and consider an ordinance adopting the proposed tax rate for Fiscal Year 2023-24.

RECORD VOTE

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Bowman, the Council voted five (5) for and none (0) opposed to approve the ordinance as presented, adopting the City of West Lake Hills FY 2023-24 ad valorem tax rate of \$0.1786 per \$100 assessed valuation, the debt service portion being \$0.0608 per \$100 assessed valuation and the maintenance and operations portion being \$0.1178 per \$100 assessed valuation. Motion carried with voting as follows:

RECORD VOTE	Aye	Nay	Absent / Abstain
Councilmember James Vaughan - Place 1	X		
Councilmember Brian Plunkett - Place 2	X		
Councilmember Beth South - Place 3	X		
Councilmember Darin Walker - Place 4	X		
Councilmember Gordon Bowman - Place 5	X		
Mayor Linda Anthony			(does not vote)

8. Land Use **900 Live Oak Circle** - Discuss and consider action on a variance to replace an existing fence approximately 20 feet from the street edge (30 feet is required) and an 8-foot-tall side yard fence along the western side property line (6-foot height maximum) (Section 22.03.173 of the West Lake Hills Code). Applicant Leah Romero, Word + Carr Design Group.

Director Bills gave a brief summary. Leah Romero (landscape architect) spoke on behalf of the property owners. Ryan Russell (1101 Live Oak Ridge Road) expressed his concerns regarding the effects on wildlife in the area and the larger setback request.

A motion was made by Councilmember Walker and a second by Councilmember Plunkett to deny the setback request and approve the 8-foot-tall side yard fence with the stipulation that it complies with the setback requirements near the street.

After further discussion by the Council, the motion and second were withdrawn.

The applicant requested that the item be postponed.

9. Ordinance Discuss and consider an ordinance amending Chapter 22 Building Regulations by adding Section 22.03.303(j) requiring a working fire extinguisher to be located within the permitted work site and easily accessible for activities that require the use of heavy equipment or chainsaws in conjunction with a permit issued under Section 22.03.303 and by adding Section 22.03.303(k) providing for revocation of permit for violations of Article 22.03.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed with one (1) abstention to approve the ordinance as presented. Councilmember Bowman abstained. Motion carried.

City Administrator Fletcher stated that clarification on the type of fire extinguisher required will be added to the permit.

10. Resolution Discuss and consider action on a resolution authorizing an agreement with the Texas Department of Transportation (TxDOT) for a Local On-System Improvement Project (LOSA) on RM 2244 (Bee Cave Road) at Camp Craft Road.

MOTION: Upon a motion made by Councilmember Vaughan and a second by Councilmember South, the Council voted five (5) for and none (0) opposed to approve the resolution as presented. Motion carried.

11. Administration Receive an update and discuss authorizing Travis County ESD #9 to enforce certain provisions of the city code related to health, safety, and fire prevention.

City Administrator Fletcher gave a brief summary. An interlocal agreement will be drafted and presented to the Council at the October meeting.

12. Administration Discuss and consider action to accept the design development phase pricing and estimate for the new municipal complex and to authorize progression of the construction documents.

Steven Karp with AG|CM gave a presentation to the Council.

MOTION: Upon a motion made by Councilmember South and a second by Councilmember Walker, the Council voted five (5) for and none (0) opposed to accept the design development phase pricing and estimate for the new municipal complex and to authorize progression of the construction documents. Motion carried.

13. Administration Discuss and consider action to award a bid to DigDug Construction LLC for dead vegetative debris removal in the city-maintained drainage easements and city-owned lots and authorize the City Administrator to execute all required documents.

Director Bills gave a brief summary and stated that two (2) bids were received.

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Vaughan, the Council voted five (5) for and none (0) opposed to approve bid award to DigDug Construction LLC. Motion carried.

City Administrator Fletcher stated that invoices from the work performed will be submitted to FEMA for reimbursement consideration.

14. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess in Executive Session (closed meeting) to discuss the following:
- a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. the following:
 - 1. Jaffe - 1405 Wildcat Hollow;
 - 2. Alvarez - 1505 Wildcat Hollow;
 - 3. Lambert - 1600 Westlake Drive; and
 - 4. 1836 Real Estate, LLC - 707 Butler Cove.
 - b. Section 551.072 - Deliberations about Real Property.

Council convened into Executive Session at 8:45 p.m.

15. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney and deliberations about real property.

Council reconvened in Open Session at 9:12 p.m.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Vaughan, the Council voted five (5) for and none (0) opposed to approve the city administrator to move forward with easement purchase of Parcel 12. Motion carried.

16. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Vaughan, the Council voted five (5) for and none (0) opposed to adjourn the meeting at 9:13 p.m. Motion carried.

Respectfully submitted,

LINDA ANTHONY, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on September 25, 2023.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	September 25, 2023	Item Number:	4
Department:	Building and Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

3300 Bee Cave Rd– Discuss and consider action to approve a variance to the Westbank Uniform Sign Agreement for Skin Spirit at Suite 290. (Section 32.02.001 of the West Lake Hills Code).

Applicant: Deborah Hornickel

Recommendation

Staff recommend approval.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Westbank Market LP
Legal Description: Westbank Market Subdivision, Lot 1
Lot Size: 20.584 acres
Zoning: B-3 Business 3

The properties surrounding the subject property are zoned O, Office; R-1, One-Family; and ETJ.

Background & Analysis:

The applicant is requesting to make a variance to the current Westbank Market Uniform Sign Agreement (Attachment 1) for a new tenant SkinSpirit at Suite 290 (Attachment 2). The current agreement allows three colors, red, green and brown and requires neon lighting for the back lighting. The are requesting to allow the sign to be black with LED lighting, which the sign code allows (Attachment 3).

Outdoor Lighting

Outdoor lighting proposed in the amendment meets the code requirements.

Compliance with Adopted International Building Code

The property and future construction must comply with all applicable City codes.

Subdivision

There is no change to the subdivision proposed with this application.

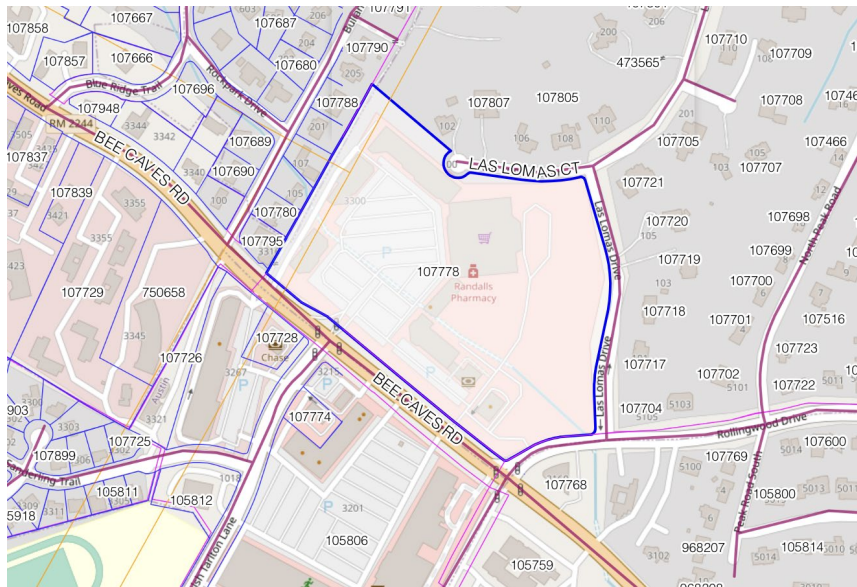
Comprehensive Planning Analysis

The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [**Section 32.02.001 Permits, certificates and approval required.**](#)

Location Map:



UNIFORM SIGN AND STOREFRONT AGREEMENT

WESTBANK MARKET
3300 BEE CAVE ROAD
Updated and Approved 2011

I. GENERAL

- A. Tenant shall be required to identify tenant's demised premises by signage. Tenant shall furnish and install all signs at his cost. Each tenant will be allowed one sign. Corner tenants may have two signs if they have two perpendicular sign bands and if permitted by the City of West Lake Hills. All proposed sign drawings and signs are subject to landlord's written approval.
- B. If tenant installs any sign without landlord's prior written approval, tenant shall remove such sign within five (5) days from the receipt of written notice from landlord demanding removal of such sign. In the event tenant fails to remove any such sign within a five (5) day period, landlord may remove such without further notice to tenant, and tenant shall reimburse landlord the amount of expenses incurred by landlord in removing such signs.
- C. Each tenant is responsible for its sign conforming to the ordinances and codes of the City of West Lake Hills. Each tenant shall be responsible for obtaining all required permits prior to the commencement of installation.
- D. The advertising of informative content of all exterior signs shall be limited to letters designating the store name. The use of a crest, shield, logo or other established incorporate insignia which has been customarily displayed or associated with the store name, shall not be used without the prior written consent of landlord. In no case shall a logo, if permitted, exceed 18" in height.
- E. No exposed ballast boxes, sign cabinets, or electrical transformers shall be permitted. Sign company names or stamps shall be concealed. Internal sign illumination shall not be permitted.
- F. Tenant shall submit for landlord's approval two (2) copies of shop drawings for tenant's proposed sign which shall show (a) complete sign layout at a scale not less than 1-1/2"=1'; (b) typical cross sections of letters at a scale of 3"=1'; (c) mounting details at a scale of 3"=1'; and (d) all dimensions, materials and colors.
- G. Any deviations from this Sign and Storefront Agreement are subject to prior written approval by the landlord. Upon receipt of written consent from the City, landlord has the right to change or waive any provisions listed herein. Waiver in

a single instance shall not necessarily constitute a waiver to any other store. Tenants requesting a *Consent for Waiver* from the City of West Lake Hills shall follow the same procedures and satisfy the same criteria as applicable to sign variances under the City's Code of Ordinances.

- H. Tenant is to provide access from lease space to soffit attic for sign repair, such access to be either through removable ceiling tiles or access door to be approved by landlord.

II. DESIGN

A. General Requirements:

1. Exterior signs shall be limited to individual metal, back illuminated letters as indicated on the attached drawing. All faces of letters shall be metal fabricated with welded and finished seams and shall be painted with an enamel as specified herein.
2. The internal sign framework shall be adequate to support the weight of the sign.
3. The vertical height of all signs shall be a maximum of 18" on one horizontal line of lettering. If necessary to use two horizontal lines of lettering, tenant's signs shall not exceed 24" in height inclusive of lettering and spacing.
4. The maximum overall length of signs shall not exceed 75% if the storefront width. In no case shall any sign or portion of any sign extend beyond the tenant's lease line, unless approved by landlord. Where allotted fascia length is less than the storefront width (as at corners), the sign shall be no longer than 90% of the allotted space or 75% of the storefront width, whichever is less. The maximum area of the sign is limited to 24 square feet. The method for calculating the area and length of the rectangular "block" is measured from the outside edge of the letters both horizontally and vertically.

5. Each tenant is encouraged to use individualized style of lettering. Any strokes which exceed the height limitations as set forth in Item #3 above shall be approved in writing by landlord and City.

Sign finishes in all instances shall be as follows: All signs must be made of non-corrosive materials throughout.

Sign Faces and Sides:

Paint to match Pantone PMS color formula:

- Green 330C
- Rustic Brown 477
- Blue 540 C
- Red 180 C

6. Back illumination of lettering shall be limited to clear white 6500 degrees neon. No deviation from these colors will be allowed and color intensity shall be indicated on all sign drawings.
7. Signage depth shall be 3-1/2" not including mounting brackets.
8. Sign letters are to be attached to masonry surfaces as shown on attached mounting detail A. No mounting brackets will be allowed to penetrate the brick surfaces. Flexibility of the design as shown allows all letters, no matter what style, to be mounted with anchor bolts in mortar joints only.
9. Removable transformers behind wall are required. All writing, ballasts, lighting and reinforcing shall be in a remote transformer located in building as shown on attached drawing A. No signage should have fastening bolts or exposed fasteners which are visible from bottom, or sides of letter enclosures. Only with written permission of landlord should transformers be built concealed in letters.

B. Construction:

1. All signs shall be in the form of individual face channel letters, back wall illuminated with neon tubing of colors as specified above. All signs shall fully comply with the City of West Lake Hills sign ordinance and sign installer shall be on the approved list of sign manufacturers as maintained by the landlord.

2. Materials of construction
 - a. Metal portions of letters shall be of baked enamel, painted or pre-finished with color as specified above.
 - b. Letter faces and enclosures are to be constructed so that seams are not visible and shall either be butt jointed with adhesive or welded and ground smooth before receiving finish coat.
 - c. Neon tubing to 6500 degrees.
3. All sign support shall be painted to match brick.
 - a. Sign support brackets and anchor bolts shall all be galvanized to prevent rusting and rust staining on brick surfaces.

III. MOUNTING

- A. All signs are to be electrified using tenant's power, but must be wired to switch on/off concurrently with landlord's sign/soffit light circuit. This ensures that all tenant signs will become illuminated at the same time.
- B. All signs and connections shall be soundly constructed securely attached and be weather tight. All signs should be mounted with good quality.
Workmanship – landlord reserves the right to be the sole judge of whether quality workmanship has been achieved. Sign mounting must comply with the City of West Lake Hills sign ordinance.
- C. All fasteners, screws, bolts, etc. used in the fabrication and mounting of the sign shall be rustproof.
- D. Any damage done to any part of the building during the mounting or removal of signs shall be promptly repairs to "like new condition" by the tenant at tenant's expense.

IV. SECONDARY SIGNS

- A. No secondary signs are to be placed on building wall elevations. Landlord will allow letters not to exceed 5" to be placed on the rear door for identification purposes. Color to be black.
- B. No "sandwich" or easel/portable signs are allowed.

- C. No window signs are permitted without the prior written approval of the landlord and the City of West Lake Hills.
- D. Standard address numerals for postal identification of premise will be permitted. Numeral height shall be 4". Color to be white.
- E. "Grand Opening" signs in moderation and good taste shall be permitted at the landlord's discretion. Such signs will be permitted for a period of ten (10) working days only. Such signs must be located so as not to obstruct access either visually or physically to any other tenant space or common area. Tenant must obtain written approval prior to erecting any such sign from both landlord and the City of West Lake Hills.
- F. Mounting: Signs are to be mounted as shown on attached sign detail. In no case are any mounting elements, including bolts, shields, or brackets to be constructed of any materials that are not rustproof.
- G. Design Approval: All signs shall be approved as to design and construction type by landlord.

V. STOREFRONTS

- A. In cases of wood storefronts, all storefront paint colors to match DeVoe paint color formula:
 - Stitchery 2D56C
 - Congo Red 2D50C
 - Amhert 2D43C
 - Reed Green 1D59C
 - October Storm 1D53C

Storefront color for each lease space to be designated by landlord and to be one of the above-referenced colors.

In cases of non-wood storefronts, storefront design to be subject to the prior written approval of landlord and the City of West Lake Hills.

- B. No murals or other applications to a storefront shall be permitted without the prior written approval of the landlord and the City of West Lake Hills. Tenants requesting approval for murals from the City of West Lake Hills shall follow the same procedures and satisfy the same criteria as applicable to sign variances under the City's Code of Ordinances.

City of West Lake Hills
Received
MAR 04 2011

Approved:

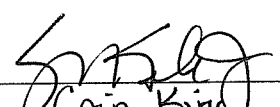
CITY OF WEST LAKE HILLS

By: 
Name: Dave Claunch
Title: Mayor

Date: 2/24/11

WESTBANK MARKET, LP,
a Delaware limited partnership

By: Westbank Market GP, LLC
A Delaware limited liability company,
Its general partner

By: 
Name: Cain King
Title: Vice President

Date: 3/3/2011

BARSHOP & OLES

C O M P A N Y

September 21, 2023

Ms. Jennifer Bills
City of West Lake Hills

**RE: Westbank Market – Suite 290 – SkinSpirit
Sign Variance**

Dear Jennifer:

Attached please find a revised sign packaged dated August 29, 2023, submitted by SkinSpirit for their new location at Westbank Market Shopping Center. This change in color from white in their original sign submission to black is approved by the Landlord as is the request to use LED warm lighting. We therefore request the City of Westlake Hills permit this request as a one-time amendment to the city's existing Uniform Sign Agreement.

As you know, this Owner is contemplating a total refresh of the exterior of the shopping center. As part of this process, we would like to consider a new Uniform Sign Agreement with the City.

Please let me know if you have further questions as we are eager to move this along quickly for SkinSpirt. Thank you very much for your assistance.

Sincerely,



Deborah Hornickel
Property Manager

REQUIRED FOR PERMITS:

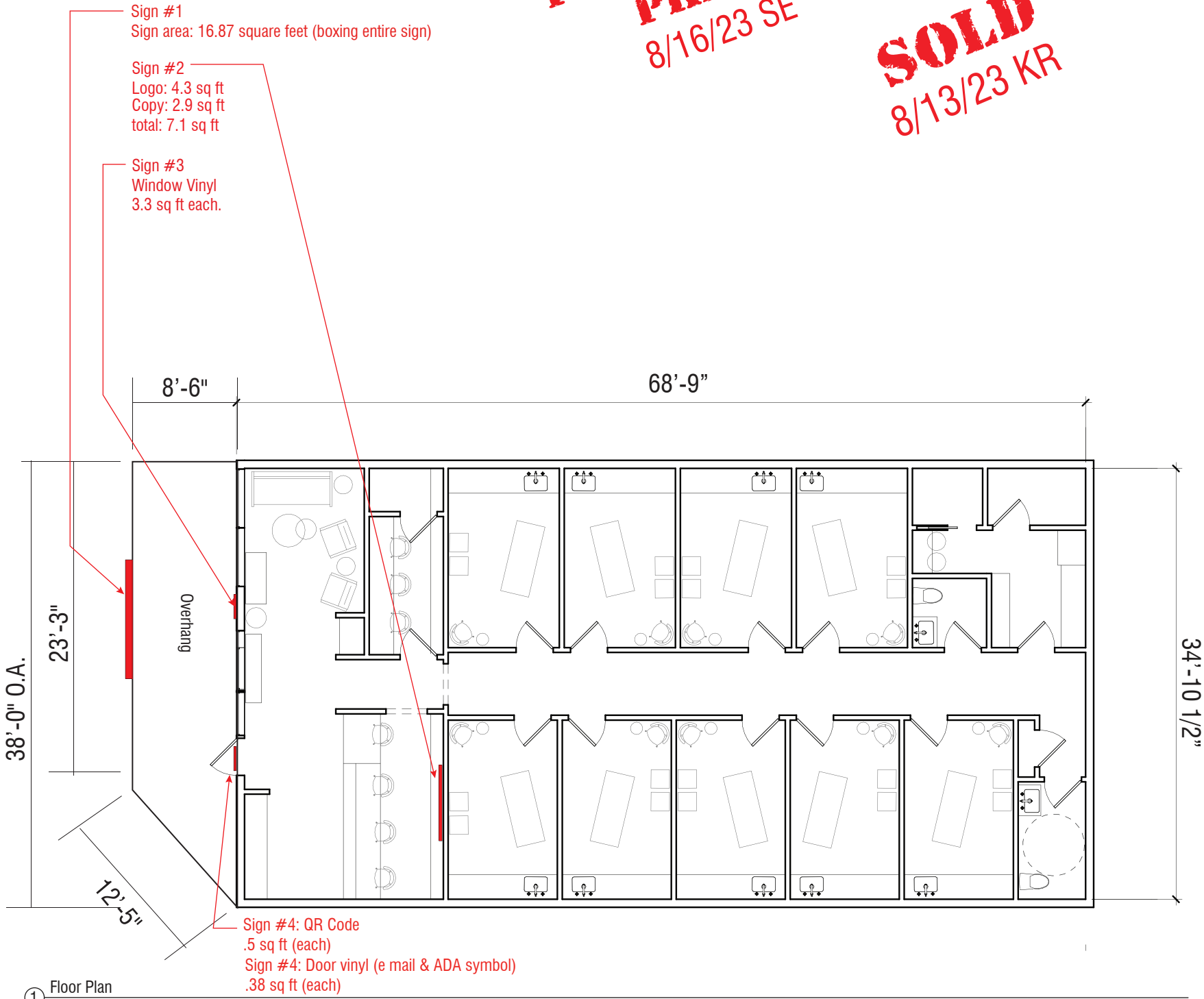
- 1. LED brand: Sloan Prism Nano LEDs 6500K
- 2. LED light output lumens and watts per letter:33 Lumens, .031 Watts per module
- 3. Weight of sign #1: 35 lbs

PRODUCTION
PRINT
8/16/23 SE

SOLD
8/13/23 KR



② Site Plan
Scale:NTS



① Floor Plan
Scale:NTS



Seattle Office
11715 SE 5th Street
Bellevue, WA 98005
206.223-1122
800.562.2854
Fax 206.223.1123

7938
Customer Number
143512
Quote Number
143512 SS West Lake
Hills Austin TX R5 SOLD C02
File Name

David Lanier
Salesperson
Kay Rice
Drawn By
**
Checked By

March 24, 2023
Date
April 4, 2023 KR
April 6, 2023 KR
April 13, 2023 KR
May 9, 2023 KR
Revisions

[] Approved
[] Approved With Changes Noted
Customer Signature
Date

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depict specific colors.

SKIN SPIRIT
FACE + BODY | CLINIC + SPA
West Lake Hills
3300 Bee Cave Rd Suite 290
Austin TX 78746

NOTE:
ART IS FINAL
Tube Art Group is not responsible for errors once proof
has been signed and returned.
Please check spelling, print specs, colors, etc.
Additional fees will be incurred for changes after approval.



**PRODUCTION
PRINT
8/16/23 SE**

SOLD
8/13/23 KR

① Front View of **Sign #1** ~
Scale: 1/2" = 1'-0"

Manufacture and install one (1) sets of halo illuminated letters and logo (with hashmarks on backer) with remote power supplies



ON HOLD
8/29/2023 KR
CHANGE ORDER
Pending New Color
Approval

② Storefront Elevation ~
Scale: $\pm 1/4" = 1'-0"$



Seattle Office
11715 SE 5th Street
Bellevue, WA 98005
206.223-1122
800.562.2854
Fax 206.223.1123

7938
Customer Number

143512
Quote Number

143512 SS West Lake
Hills Austin TX R5 SOLD C02
File Name

David Lanier
Salesperson
Kay Rice
Drawn By
**
Checked By

March 24, 2023
Date
April 4, 2023 KR
May 9, 2023 KR
August 10, 2023 KR
August 29, 2023 KR
8/29/23 KR, 8/31/23 KR
Revisions

☐ Approved

☐ Approved With Changes Noted

Customer Signature

Date

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Colors on print may not accurately
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SKIN  SPIRIT
FACE + BODY | CLINIC + SPA
West Lake Hills
3300 Bee Cave Rd Suite 290
Austin TX 78746

NOTE:
ART IS FINAL

Tube Art Group is not responsible for errors once proof has been signed and returned.

Please check spelling, print specs, colors, etc.
Additional fees will be incurred for changes after approval.

Color Palette



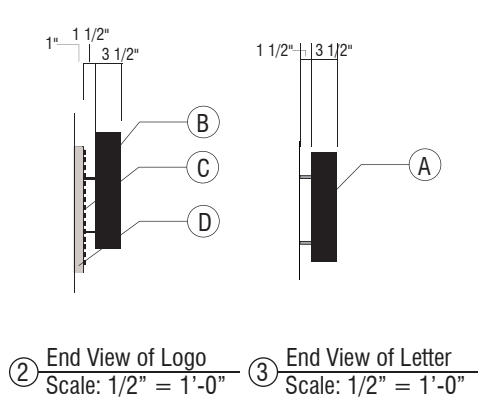
COLOR TBD - paint closest match to brick facade
Satin finish



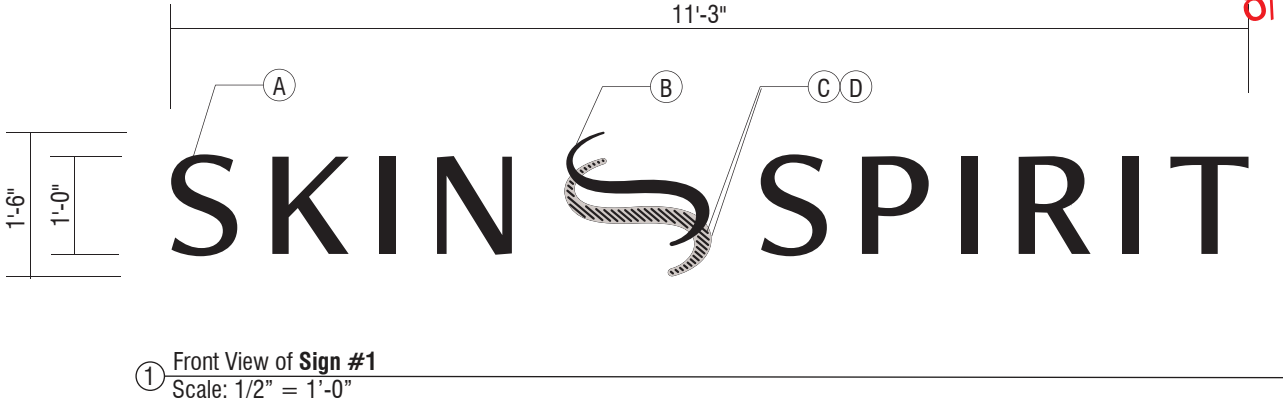
Matthews N923 black
Satin finish



LED illumination Sloan Prism
Clear White 6500k
Note: This is a non-standard LED for SkinSpirit.
NO DEVIATION IS ALLOWED PER LL GUIDELINES.



② End View of Logo
Scale: 1/2" = 1'-0" ③ End View of Letter
Scale: 1/2" = 1'-0"



① Front View of Sign #1
Scale: 1/2" = 1'-0"

Sign #1
Manufacture and install one (1) set of exterior halo illuminated letters and logo (with hashmarks on backer) with remote power supplies

- ① “Skin Spirit” will be fabricated 3 1/2” deep aluminum reverse pan channel letters (non standard dim per LL requirements), painted MP N923 black. Back with sanded lexan and halo light with clear white Sloan Prism 6500K cool white LEDs. Mount 1 1/2” from fascia with SS standoffs.
- ② Top”S” logo shape will also be fabricated 3 1/2” deep aluminum, reverse pan channel painted MP N923 black, satin finish. Mount logo element 1 1/2” from background shape that will be a backer to the hash marks, using SS standoffs, halo lighting clear white 6500K cool white LEDs.
Note: Locate power holes in letters at mid point for secondary wiring.
- ③ Bottom”S” logo elements (hash marks) will be cutout of 3/8” acrylic, painted MP N923 black and stud mounted/glued to a 1” deep fabricated reverse pan channel background shape. These elements will not illuminate.
- ④ Background shape will be .125 aluminum, 1” deep with a weld on return. Paint equivalent to brick facade, mount flush to fascia.
- ⑤ Attach letters and logos to mortar in brick wall with 3/16” tapcons concrete fasteners x 3” with 1 1/2” Stainless Steel covers
Note: Weep holes will be cut out of polycarbonate backers, no holes in letter bottoms.
Sign area: 16.87 square feet (boxing entire sign)

- Notes:
Provide for each sign:
- Disconnect switches
 - Touch up paint
 - 10 Extra screws with painted heads
 - Enough spacers for each stud or mounting point (5-10 extra spacers)
 - Patterns (checking to make sure the patterns produced match the holes in the letter backs)
 - 10 foot whip

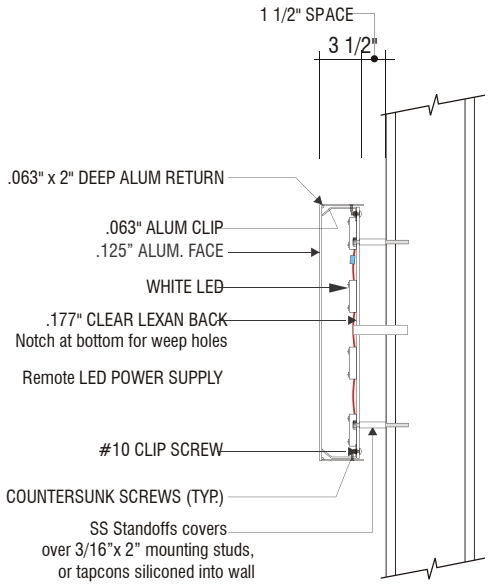
Installation Notes:
-There is a big panel breaker
-Time clock access above AC vent by the door
-There is access above ceiling for remote power supply.
-Locate power holes in letters at mid point for secondary wiring

NOTE: DO NOT DRILL MOUNTING HOLES IN LEXAN BACKS, HOLES WILL BE DRILLED DURING INSTALL.
TAG TO DRILL ELECTRICAL PENETRATIONS IN LETTER BACKS AT HORIZONTAL CENTER LINE.

PRODUCTION PRINT
8/16/23 SE

SOLD
8/13/23 KR

ON HOLD
8/29/2023 KR
CHANGE ORDER
Pending New Color Approval



④ Section View of Letter
NTS



⑤ Enlarged Detail of Logo
NTS



Seattle Office
11715 SE 5th Street
Bellevue, WA 98005
206.223-1122
800.562.2854
Fax 206.223.1123

7938
Customer Number
143512
Quote Number
143512 SS West Lake Hills Austin TX R5 SOLD C02
File Name

David Lanier
Salesperson
Kay Rice
Drawn By
**
Checked By

March 24, 2023
Date
April 4, 2023 KR
April 6, 2023 KR
June 14, 2023 KR
August 10, 2023 KR
8/29/23 KR, 8/31/23 KR
Revisions

[] Approved
[] Approved With Changes Noted

Customer Signature

Date

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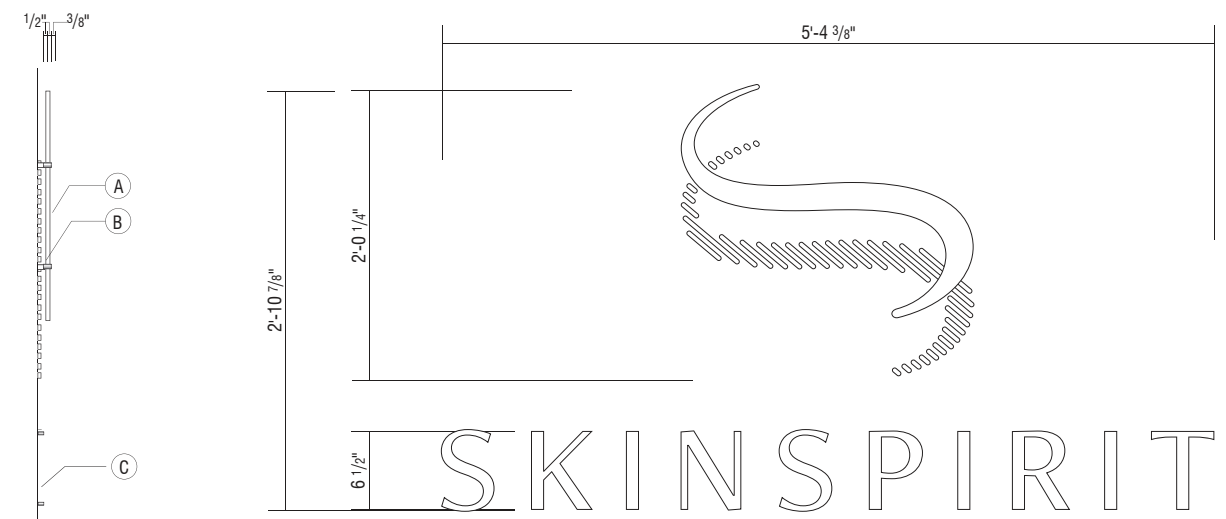
Colors on print may not accurately depict specific colors.

SKIN SPIRIT
FACE + BODY | CLINIC + SPA
West Lake Hills
3300 Bee Cave Rd Suite 290
Austin TX 78746

NOTE:
ART IS FINAL
Tube Art Group is not responsible for errors once proof has been signed and returned.
Please check spelling, print specs, colors, etc.
Additional fees will be incurred for changes after approval.

Color Palette

MP 05317
Chalk White
Satin finish

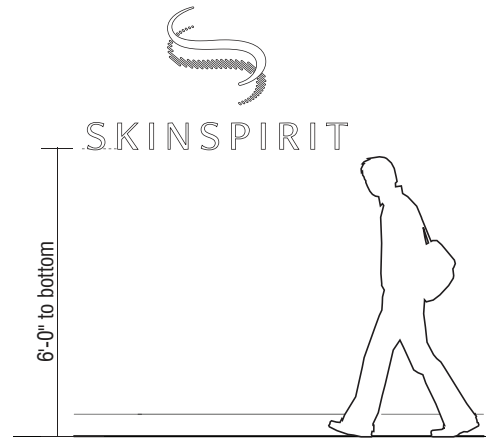


② End View
Scale: 3/4" = 1'-0"

① Front View
Scale: 3/4" = 1'-0"

**PRODUCTION
PRINT**
8/16/23 SE

SOLD
8/13/23 KR



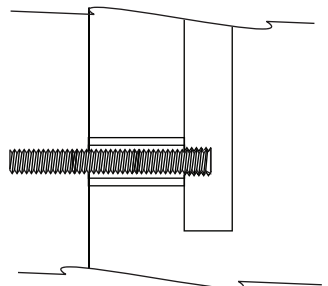
④ Elevation View
Scale: 1/4" = 1'-0"

Sign #2
Manufacture and install one (1) set of interior flat cut out letters & logos

- Ⓐ Top "S" Logo element to be 1/4" laser cut acrylic, and will float 1/4" over the logo hash lines that are mounted behind it, with SS spacers, paint spacers MP 05317 Chalk white.
 - Ⓑ Bottom "S" logo has marks will be 1/4" laser cut acrylic painted white and mounted flush to wallpapered wall.
 - Ⓒ "Skin Spirit" copy will be laser cut out of 1/4" acrylic and painted white. Use SS spacers painted MP 05317 Chalk white.
- Add (5) extra Chalk White painted spacers, (5) studs with Chalk White satin finish touch up paint to each order

Verify sign location with customer

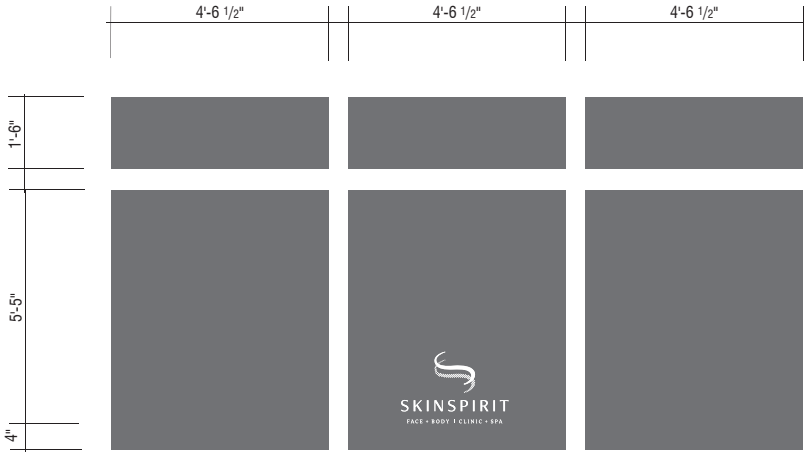
Sign Area per sign:
Logo: 4.3 sq ft
Copy: 2.9 sq ft
total: 7.1 sq ft



③ Section View Mounting Detail
Scale 1:1 (full size)



Seattle Office 11715 SE 5th Street Bellevue, WA 98005 206.223-1122 800.562.2854 Fax 206.223.1123	7938 Customer Number 143512 Quote Number 143512 SS West Lake Hills Austin TX R5 SOLD C02 File Name	David Lanier Salesperson Kay Rice Drawn By ** Checked By	March 24, 2023 Date April 4, 2023 KR Revisions	☐ Approved ☐ Approved With Changes Noted Customer Signature Date	This original artwork is protected under Federal Copyright Laws. Make no reproduction of this design concept without permission from Tube Art Group. Colors on print may not accurately depict specific colors.	SKIN SPIRIT FACE + BODY + CLINIC + SPA West Lake Hills 3300 Bee Cave Rd Suite 290 Austin TX 78746	NOTE: ART IS FINAL Tube Art Group is not responsible for errors once proof has been signed and returned. Please check spelling, print specs, colors, etc. Additional fees will be incurred for changes after approval.
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② Elevation of Windows
Scale: 1/4" = 1'-0"



① Front View
Scale: 1" = 1'-0" - Qty: 1

Sign #3 Manufacture and install one (1) first surface vinyl graphics
Window dimensions required prior to fabrication

- Ⓐ Copy and logo will be first surface applied 3M 7725-20 matte white vinyl film
- Window Vinyl
3.3 sq ft each.

ON HOLD
8/13/23 KR
CONFIRM PHONE NUMBER

PRODUCTION
PRINT
8/16/23 SE



③ Front View of Hours
Scale: 1 1/2" = 1'-0"

Sign #4, #5
Manufacture and install one (1) sets each of first surface vinyl graphics

Manufacture and install one set of first surface vinyl graphics and symbol for one entry door

Surface applied vinyl QR code (digitally printed onto white with luster overlamine), e mail, phone number (CONFIRM PHONE NUMBER) and symbol. DO NOT PRINT QR CODE FROM COMPRESSED FILE OR PDF Full size layout is on following page.

All copy will be white vinyl. Symbol will ahve a white background with a matte black pictogram.

Confirm: phone number.
Sign #6: QR Code
.5 sq ft (each)

PRODUCTION
PRINT
8/16/23 SE



Scan for hours & more!

① QR Code for **West Lake Hills, Austin TX - Skin Spirit**
Scale: Full size

NOTE: Print QR code from ai file, not from compressed PDF.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>September 25, 2023</u>	Item Number:	<u>5</u>
Department:	<u>Administration</u>		
	<u>Trey Fletcher, City</u>		
Prepared By:	<u>Administration</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>ZAPCO Roster - Terms</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider action to establish a process for appointments and/or reappointments to the Zoning & Planning Commission (ZAPCO).

Recommendation

Staff recommends issuing a call for applications and appointment or reappointment of Commissioners on October 25. Further, adopting a procedure for this process to commence prior to September 1 each year.

Discussion

Appointments of the Zoning and Planning Commission are governed by Article 20.02 of the City Code providing for its composition, qualifications and terms of office, meetings, duties and finances. Staggered two-year terms are required, but last year action was taken to clarify and assign commissioners to places and staggered terms.

Commissioners with terms expiring this year are Places 2, 3, and 4. While not provided by ordinance, Commissioners are historically appointed for a term commencing on October 1 and expiring on September 30.

Commissioners seeking reappointment and other persons interested in seeking an appointment will be required to submit an application for consideration.



City of West Lake Hills, Texas
ZONING AND PLANNING COMMISSION (ZAPCO)
ROSTER and TERMS
2-year Staggered Terms
October 1st – September 30th

<u>Commissioners</u>	<u>Date Appointed</u>	<u>Term Expires</u>
Position 1		
Meisel, Robert – Chair	2005	2024
Position 2		
Julia Weber	2022	2023
Position 3		
Maccini, Laurie	2017	2023
Position 4		
Pledger, James, Vice-Chair	2019	2023
Position 5		
Bartoletti, Karen	2020	2024
Position 6		
Stewart, Patrick	2022	2024

ZAPCO Appointment Process:

- On October 26, 2022, the City Council voted unanimously to adopt staggered terms for ZAPCO members with the initial format as follows:
 - Place 1 – 2 year term to expire in October 2024
 - Place 2 – 1 year term to expire in October 2023
 - Place 3 – 1 year term to expire in October 2023
 - Place 4 – 1 year term to expire in October 2023
 - Place 5 – 2 year term to expire in October 2024
 - Place 6 – 2 year term to expire in October 2024
- Thereafter, each place will serve 2-year staggered terms ending on the last day of September. There are no term limits for ZAPCO members.
- If a vacancy occurs, appointed member will serve for the remainder of the existing term.
- In September each year, the City will post notice that applications for ZAPCO appointments will be accepted. Serving members who wish to be reappointed shall notify the City by submitting a written request for reappointment consideration.
- City Council shall vote to appoint/reappoint three (3) ZAPCO members each October.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>September 25, 2023</u>	Item Number:	<u>6</u>
Department:	<u>Administration</u> Trey Fletcher, City		
Prepared By:	<u>Administration</u> Bond Project Funding	Cost / Budget:	<u>\$16.9MM / \$11.8MM</u>
Exhibits:	<u>Summary</u>	Source of Funds:	<u>2022 Bond Funds</u>

Subject

Discuss and consider action to modify the scope of projects associated with the Proposition B Street and Drainage Projects.

Recommendation

Approve the measure to modify the bond program and pursue the following projects for implementation:

- Eanes Creek / Camp Craft Rd – unrevised scope (roadway and drainage improvements)
- Westlake Drive – unrevised scope (roadway and drainage improvements)
- Yaupon Valley Drive – unrevised scope (roadway and drainage improvements)
- Redbud Trail – complete all roadway improvements and reduce drainage scope of improvements
- Laurel Valley Drive – roadway repair only
- Terrace Mountain – postpone indefinitely

Discussion

The menu of projects conceptualized as the Proposition B Street and Drainage Projects in 2021 needs to be modified to come within budget. The recommended scope going forward is provided in the recommendation above.

All of the projects are currently fully designed, and the project team has been in the easement acquisition phase. All appraisals were completed in August. In total, the twenty-six (26) appraisals represent a \$1,213,205MM liability to the city and not enough parcels have expressed a willingness to donate the easement to sustain the full scope of the bond. Due to higher than anticipated easement acquisition costs and overall cost escalation, the bond projects need to be reprioritized.

The attached exhibit, “Bond Project Funding Summary,” shows the total project costs for each project as well as the proposed modified scope with cost reductions.

While the Eanes Creek/Camp Craft Rd and Westlake Dr projects are under technical review by the Texas Commission on Environmental Quality (TCEQ), the projects may go out for bid as soon as the easement acquisition process has been completed.

Bond Program Funding Summary

West Lake Hills Proposition B Projects

9/18/2023

Project	All Projects				Alternative Scope			
	Easement Purchase	Construction (incl Mob.)	Contingency	Total	Easement Purchase	Construction (incl Mob.)	Contingency	Total
Eanes Creek	\$ 67,079	\$ 2,611,230	\$ 130,600	\$ 2,808,909	\$ 67,079	\$ 2,611,230	\$ 130,600	\$ 2,808,909
Westlake Drive	\$ 9,639	\$ 2,041,300	\$ 102,100	\$ 2,153,039	\$ 9,639	\$ 2,041,300	\$ 102,100	\$ 2,153,039
Yaupon Valley	\$ 52,648	\$ 1,130,920	\$ 56,600	\$ 1,240,168	\$ 52,648	\$ 1,130,920	\$ 56,600	\$ 1,240,168
Redbud Trail	\$ 373,233	\$ 3,589,920	\$ 179,500	\$ 4,142,653	\$ 9,179	\$ 3,347,270	\$ 167,400	\$ 3,523,849
Laurel Valley	\$ 608,198	\$ 2,102,720	\$ 105,200	\$ 2,816,118	\$ -	\$ 825,530	\$ 41,300	\$ 866,830
Terrace Mountain	\$ 102,066	\$ 1,693,510	\$ 84,700	\$ 1,880,276	\$ -	\$ -		\$ -
Design Engineering, Geotech, R/W Acq. Owner's Rep. NTE				\$ 1,908,533 \$ 335,000				\$ 1,908,533 \$ 335,000
Total	\$ 1,212,863	\$ 13,169,600	\$ 658,700	\$ 17,284,696	\$ 138,545	\$ 9,956,250	\$ 498,000	\$ 12,836,328

Construction (incl mobilization) and contingency are from 6/3/23 KFA cost estimate

Alternative Scope: Postpone Terrace Mountain, and reduce scope on Redbud and Laurel Valley by postponing the drainage improvements and associated easement acquisition