CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL , BOA AND ZAPCO JOINT SPECIAL MEETING
Wednesday, December 6, 2023 at 7:00 PM

Notice is hereby given that the City Council, the Board of Adjustment (BOA), and the Zoning and Planning Commission (ZAPCO) of the City of West Lake Hills, Texas, will hold a Joint Special Meeting on the 6th day of December 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 December 6, 2023.

1. Call to Order

   Having called the Zoning and Planning Commission, the City Council and Board of Adjustment into order, and verified the rolls for quorum, we will receive a comprehensive staff briefing including reports and recommendations for all four items to be considered this evening. At the conclusion of the Zoning and Planning Commission items, the Commission will adjourn, and the City Council/BOA will be seated at the dais.

2. Administration Receive a presentation and discuss actions necessary for the new municipal complex to be located at 4010 Bee Cave Road.

3. Land Use **ZAPCO VARIANCE REQUEST NO. 1** - Discuss and consider action on a variance request for the removal of up to 50 trees with diameters of 14 inches or greater (Section 22.03.304(a)(4) of the West Lake Hills Code).
   a. Public Hearing - All persons wishing to speak for or against shall be heard.
   b. ZAPCO - Discussion and action regarding Variance Request No. 1.

4. Land Use **ZAPCO VARIANCE REQUEST NO. 2** - Discuss and consider action on a

variance request to provide fewer replacement inches than required on-site or fee-in-lieu (Section 22.03.304(d)(4) of the West Lake Hills Code).

a. Public Hearing - All persons wishing to speak for or against shall be heard.

b. ZAPCO - Discussion and action regarding Variance Request No. 2.

5. Land Use **ZAPCO VARIANCE REQUEST NO. 3** - Discuss and consider action on variance requests to allow an 8-foot-tall fence/wall (where 6-foot maximum is allowed) and to allow the fence to go to the front property line (where a 30-foot setback from the pavement edge is required) (Sections 22.03.216 and 22.03.173 of the West Lake Hills Code).

   a. Public Hearing - All persons wishing to speak for or against shall be heard.

   b. ZAPCO - Discussion and action regarding Variance Request No. 3.

6. Land Use **ZAPCO VARIANCE REQUEST NO. 4** - Discuss and consider action on a variance request for site disturbance of greater than 18 inches of grading over the natural grade in the setback (Section 22.03.170 of the West Lake Hills Code).

   a. Public Hearing - All persons wishing to speak for or against shall be heard.

   b. ZAPCO - Discussion and action regarding Variance Request No. 4.

7. Adjournment of Zoning and Planning Commission meeting.

At this time, the City Council / Board of Adjustment will be seated at the dais to consider items and recommendations from the Zoning and Planning Commission.

8. Land Use **CITY COUNCIL VARIANCE REQUEST NO. 1**- Discuss and consider action on a variance request for the removal of up to 50 trees with diameters of 14 inches or greater (Section 22.03.304(a)(4) of the West Lake Hills Code).

   a. Public Hearing - All persons wishing to speak for or against shall be heard.

   b. City Council - Discussion and action regarding Variance Request No. 1.

9. Land Use **CITY COUNCIL VARIANCE REQUEST NO. 2** - Discuss and consider action on a variance request to provide fewer replacement inches than required on-site or fee-in-lieu (Section 22.03.304(d)(4) of the West Lake Hills Code).

   a. Public Hearing - All persons wishing to speak for or against shall be heard.

   b. City Council - Discussion and action regarding Variance Request No. 2.

10. Land Use **CITY COUNCIL VARIANCE REQUEST NO. 3** - Discuss and consider action on variance requests to allow an 8-foot-tall fence/wall (where 6-foot maximum is allowed) and to allow the fence to go to the front property line (where a 30-foot setback from the pavement edge is required) (Sections 22.03.216 and 22.03.173 of the West Lake Hills Code).

    a. Public Hearing - All persons wishing to speak for or against shall be heard.

b. City Council - Discussion and action regarding Variance Request No. 3.

11. Land Use **BOA VARIANCE REQUEST NO. 4** - Discuss and consider action on a variance request for site disturbance of greater than 18 inches of grading over the natural grade in the setback (Section 22.03.170 of the West Lake Hills Code).
    a. Public Hearing - All persons wishing to speak for or against shall be heard.
    b. BOA - Discussion and action regarding Variance Request No. 4.

12. Adjournment of the City Council / Board of Adjustment meeting.

Approved by: Linda Anthony, Mayor

Certificate

I certify that the above Notice of the December 6, 2023 City Council, BOA and ZAPCO Joint Special Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, December 1, 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
Zoning and Planning Commission/City Council
AGENDA REPORT

Meeting Date:	December 6, 2023	**Item Number:**	3 & 8
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	**Cost / Budget:**	None
Exhibits:	See Attached	**Source of Funds:**	N/A

Subject

4010 Bee Cave Road: Discuss and consider action on a variance request for the removal of up to 49 trees with diameters of 14 inches or greater (Section 22.03.304(a)(4) of the West Lake Hills Code).

Applicants: Landon McClellan, Malone Wheeler Engineering/Aan Garrett Coleman, Coleman & Associates

Recommendation

Staff recommends approval of the variance request. The site is heavily vegetated and to develop the intended use, trees will have to be removed. Relocation of any of the elements would result in other trees being removed. The proposed location of the building and parking lots are utilizing the locations for the existing use in order to minimize site disturbance. The location of the parking and driveways meet code requirements while reducing impact on the adjacent residential properties. The new development will address drainage requirements, where the previous site did not, requiring removal of trees to meet Texas Commission on Environmental Quality requirements.

This item will be considered by the ZAPCO for recommendation and City Council for approval on December 6, 2023.

Discussion

Property Information, Zoning & Site Characteristics:
Owner: City of West Lake Hills
Legal Description: For By Grace Lot 1 and Barton Creek Estates, 2.889 acres of Lots 35 & 36
Lot Size: 5.35 acres
Zoning: GUI, Government, Utility, & Institutional

The properties surrounding the subject property are zoned R-1, One Family, R-2 Two Family, O, Office and B-2, Business 2.

Background & Analysis:
The applicant is proposing to demolish the existing structure (5,889 sq. ft.) on the site and build a new municipal building with parking and drainage improvements. The new building will be approximately 18,000 square feet with a partial second story to minimize the footprint. The proposed location of the building will utilize the existing disturbed area of the existing building, with a larger footprint of 14,111 square feet. The proposed parking meets the minimum parking spaces required and is located towards the east side of the property to

maximize the distance from the residential property to the west. The code provides an additional height bonus for the second story, which requires half of the parking spaces to be located behind the building. The existing site does not have any drainage improvements, which will be provided with the new project to address detention and water quality with a new pond. With these considerations, the proposed layout has necessitated two variances for tree removal and replacement (Attachment 1).

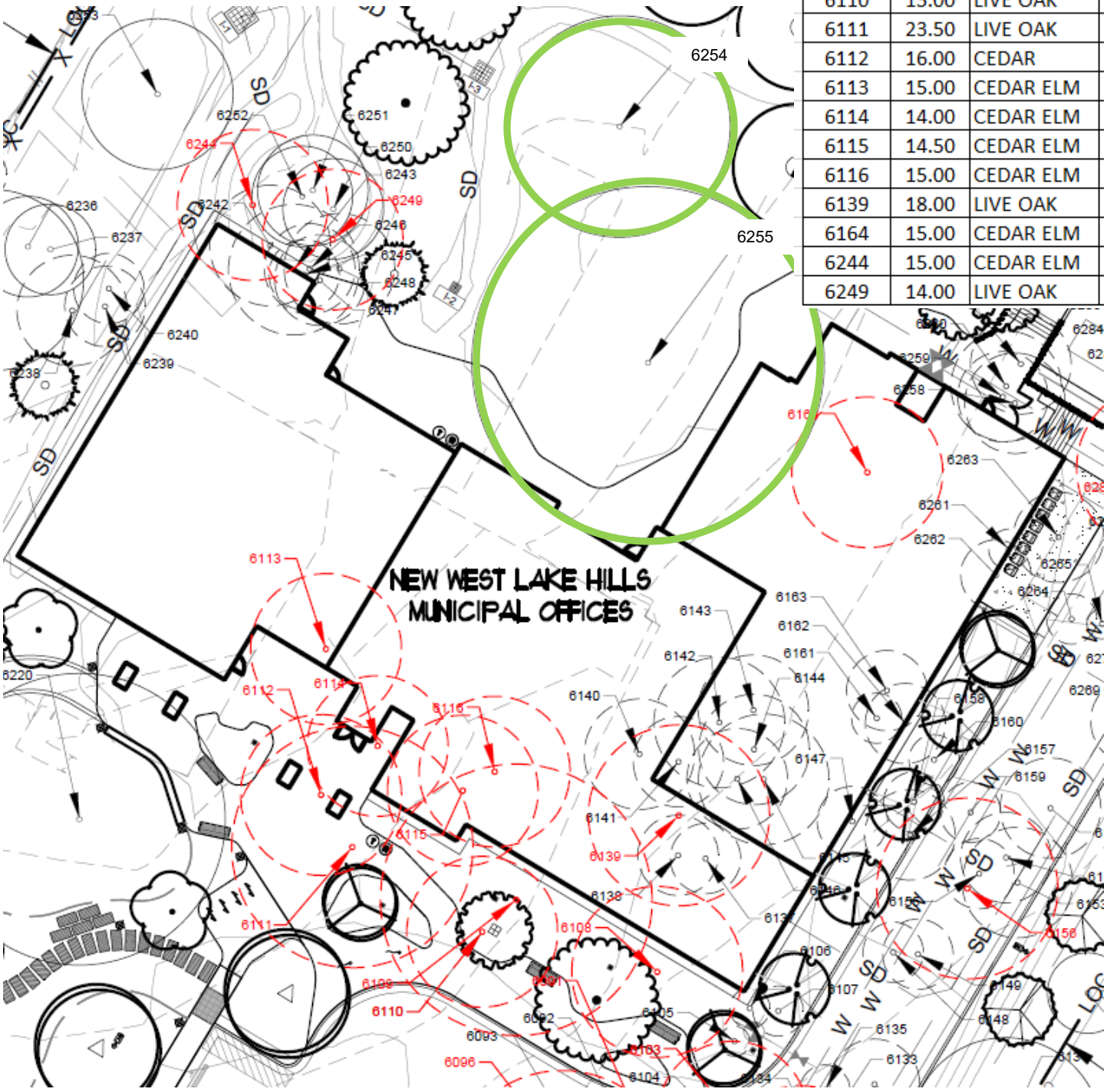
The code requires City Council approval for the removal of trees that are 14 inches and greater (does not include invasive species). After many rounds of site review, there are 49 trees in this category that will need to be removed due to the site layout. The majority of these trees are under 20 inches in size, and four being 20 inches or greater.

There are five main areas on the site where the trees are impacted: building footprint, southeast driveway/parking, accessory support building/parking, detention/water quality pond, and east driveway. The exhibit of the entire site is provided in Attachment 3. Below the main areas are broken out with the trees proposed for removal list for each area with the exception of Tree #6234 (14" Live Oak), located along the fence line and in the Austin Energy power line easement.

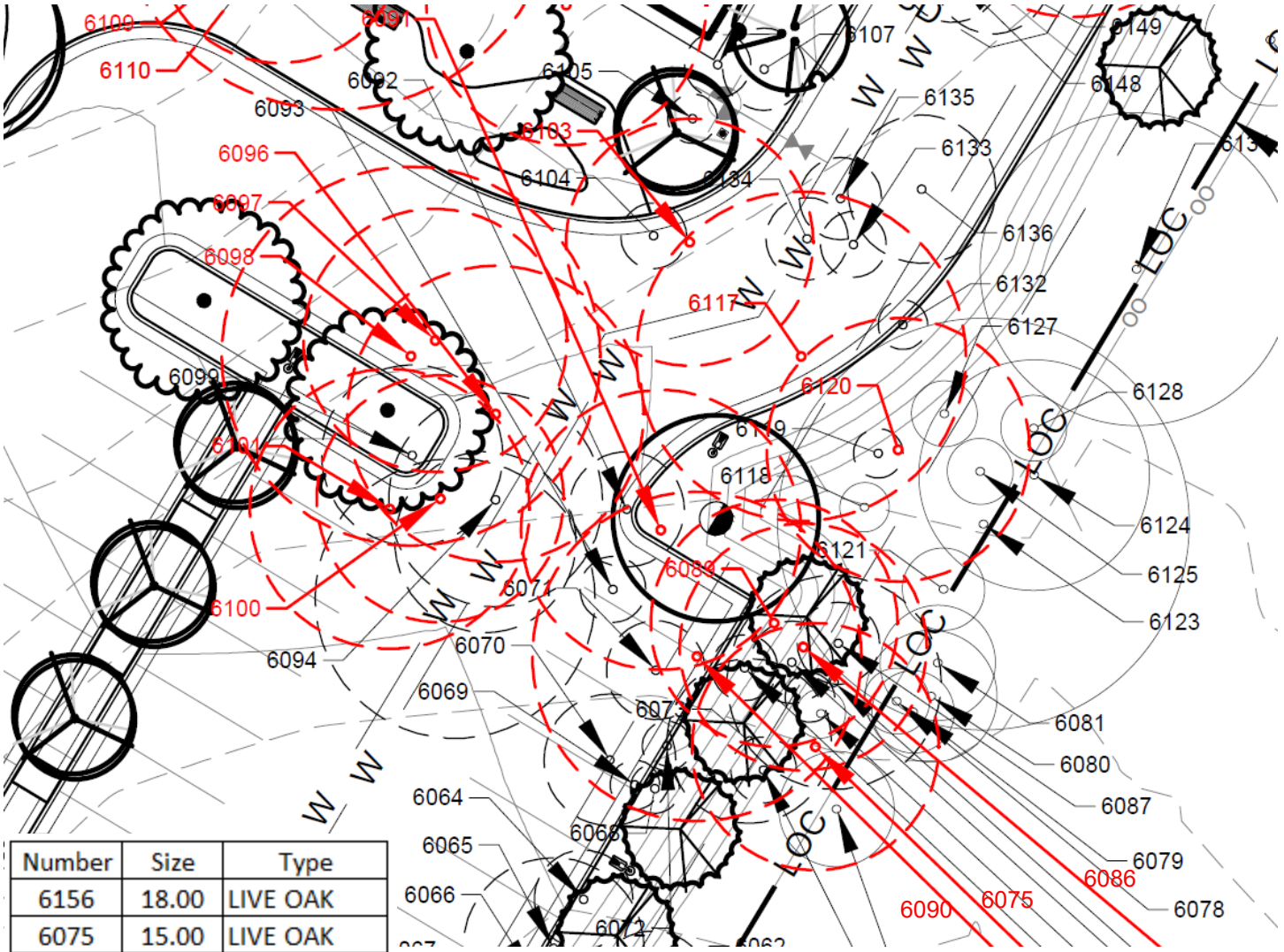
Building Footprint:

The new building site was based on the existing building location in order to minimize new disturbance on the site. Many of the trees are up against the existing building and the front of the proposed building, and with the larger footprint, 13 trees will need to be removed. Additionally, there are two large trees (#6254 – 22" Live Oak & #6255 – 35" multi-trunk Live Oak highlighted in green) behind the building that will be preserved to create an opportunity for a courtyard in the future.

Number	Size	Type
6108	16.50	CEDAR ELM
6109	26.50	LIVE OAK
6110	15.00	LIVE OAK
6111	23.50	LIVE OAK
6112	16.00	CEDAR
6113	15.00	CEDAR ELM
6114	14.00	CEDAR ELM
6115	14.50	CEDAR ELM
6116	15.00	CEDAR ELM
6139	18.00	LIVE OAK
6164	15.00	CEDAR ELM
6244	15.00	CEDAR ELM
6249	14.00	LIVE OAK

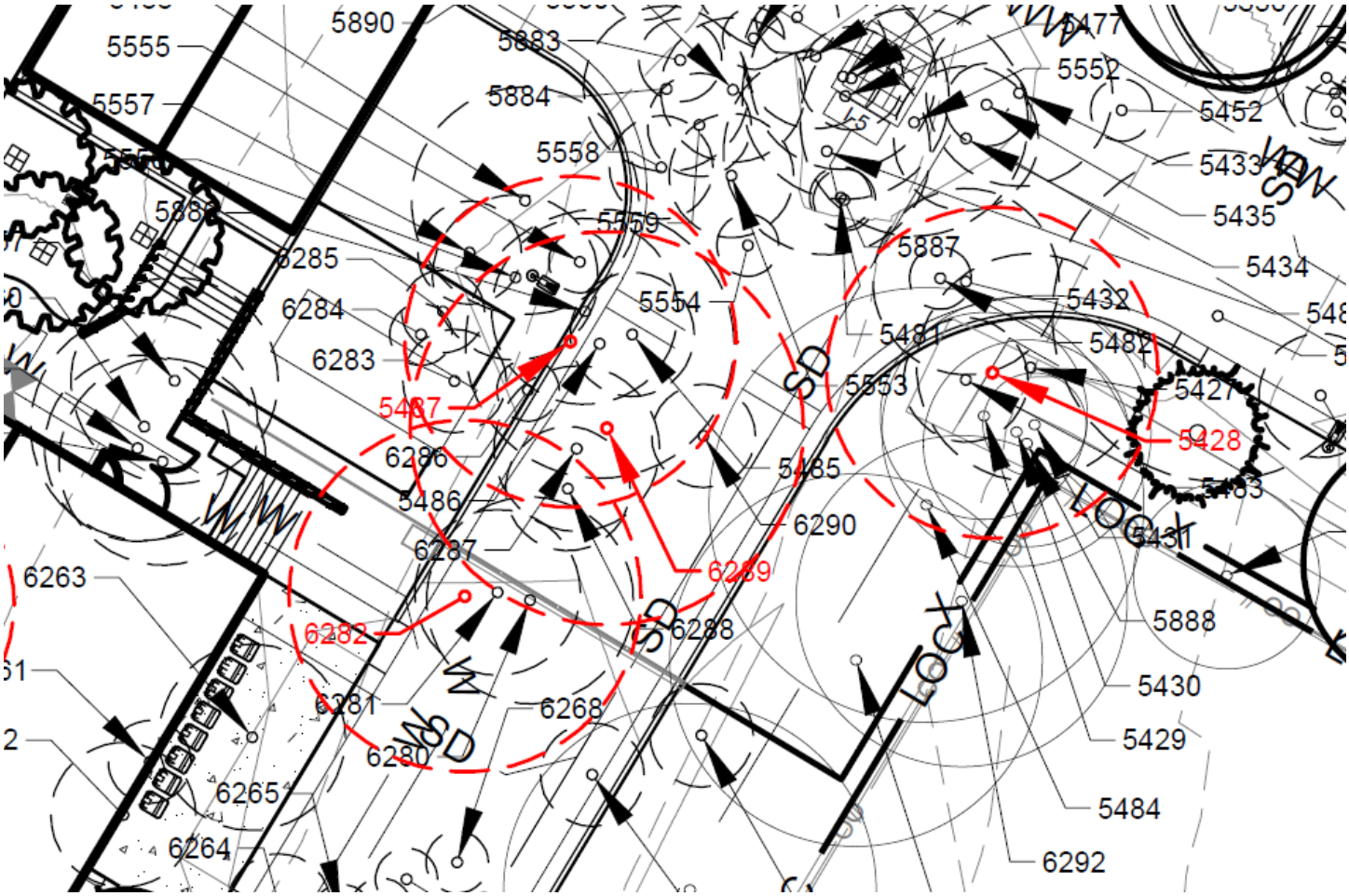


Southeast Driveway:
The footprint of the existing parking lot is being utilized to minimize new disturbance. The driveway to the secured parking area in the rear was situated to the east side of the property adjacent to the non-residential buildings to the east to: 1. Locate traffic away from the residential properties, and 2. To preserve significant stands of trees along the western boundary. This results in the removal of 15 trees in this area.



Number	Size	Type
6156	18.00	LIVE OAK
6075	15.00	LIVE OAK
6086	15.00	LIVE OAK
6089	15.00	LIVE OAK
6090	20.00	LIVE OAK
6091	17.00	LIVE OAK
6096	18.00	LIVE OAK
6097	16.00	CEDAR ELM
6098	24.50	CEDAR ELM
6100	15.00	LIVE OAK
6101	17.00	LIVE OAK
6103	15.00	LIVE OAK
6117	19.50	LIVE OAK
6120	16.00	LIVE OAK

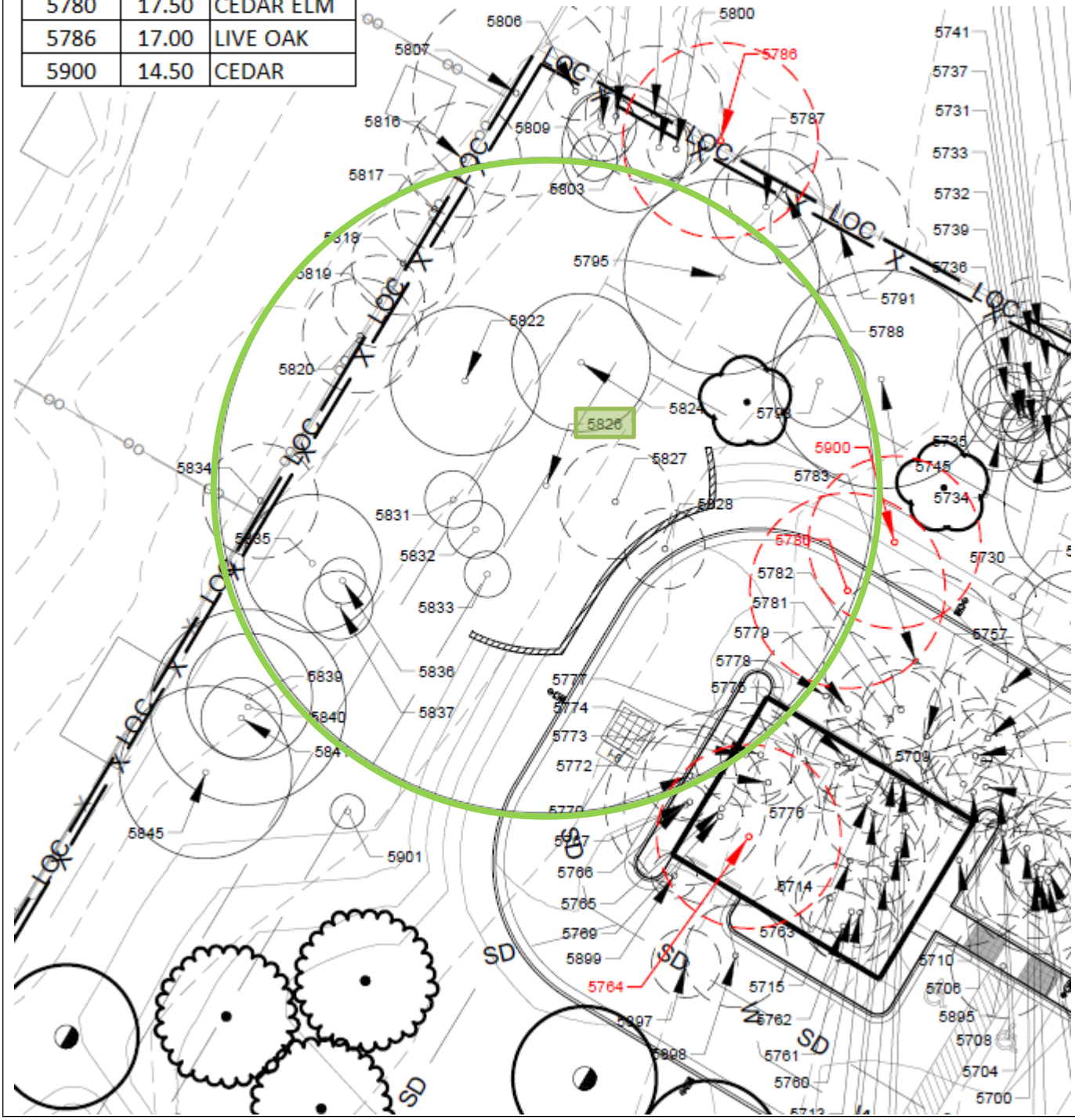
Southeast Driveway (cont.):



Accessory Support Building/Parking:

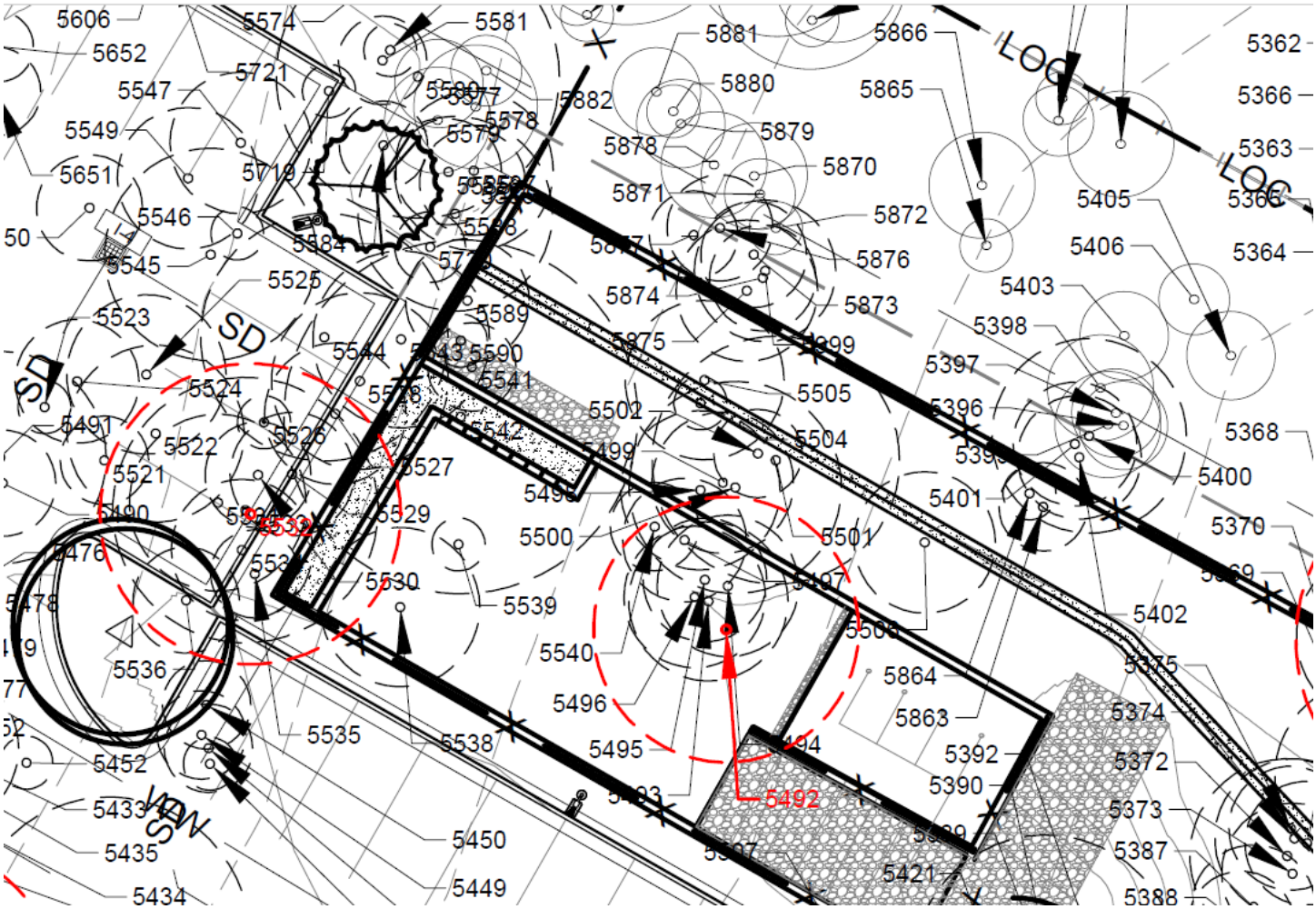
Behind the building will be a secure parking area for police and city staff. There will also be a 1,196 square foot support building for police and public works storage (asset building). An additional consideration for this area was the preservation of tree #5826 – a 54" multi-trunk live oak (highlighted in green). Four trees will be removed for the parking/building and for the installation of the wall.

Number	Size	Type
5764	15.50	LIVE OAK
5780	17.50	CEDAR ELM
5786	17.00	LIVE OAK
5900	14.50	CEDAR



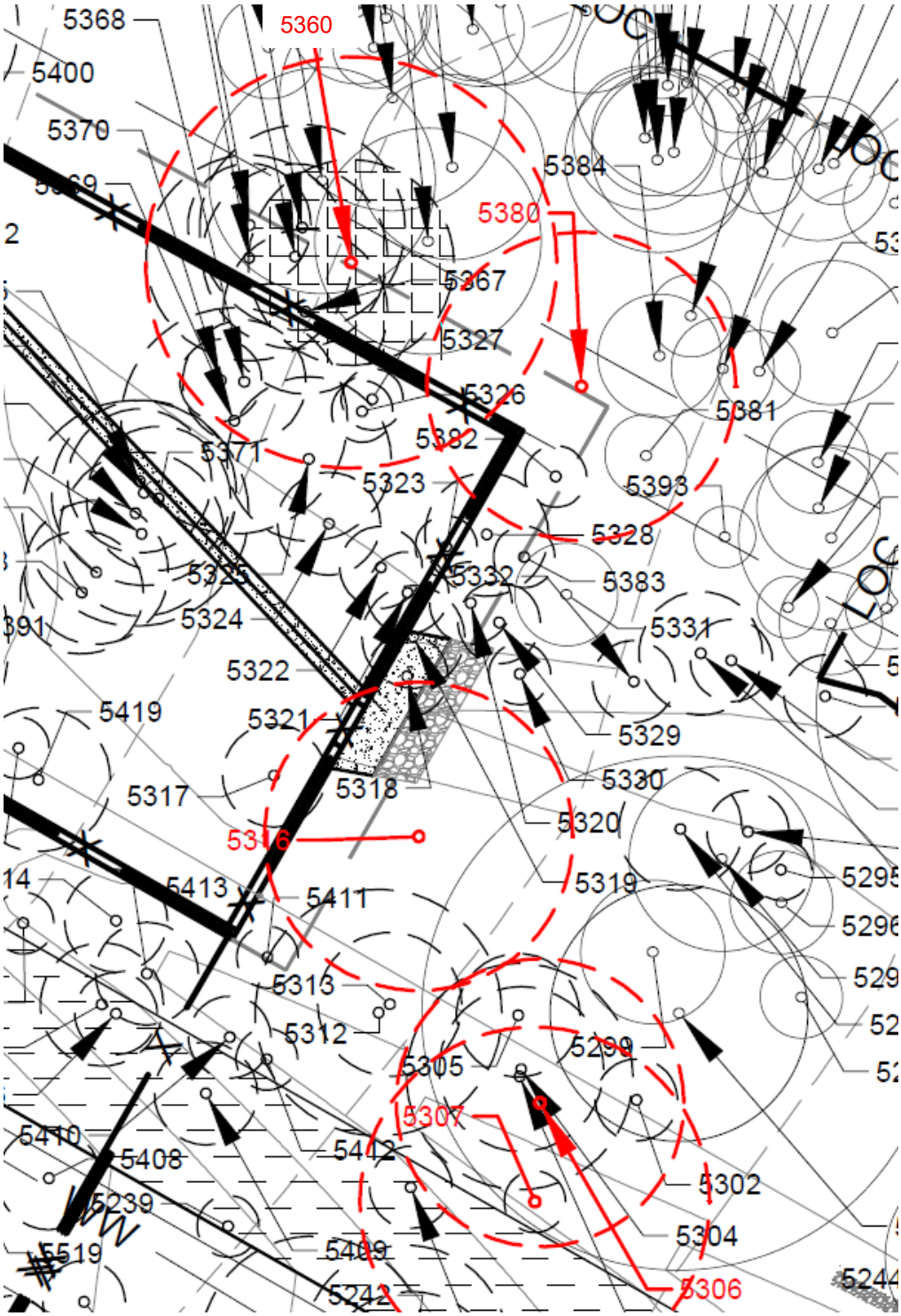
Detention/Water Quality Pond:

The existing site does not have any drainage detention or water quality improvements. With this project, there will be a structured detention pond and a vegetative filter strip to address the detention and water quality. There will be 7 trees removed to allow for the construction of infrastructure.



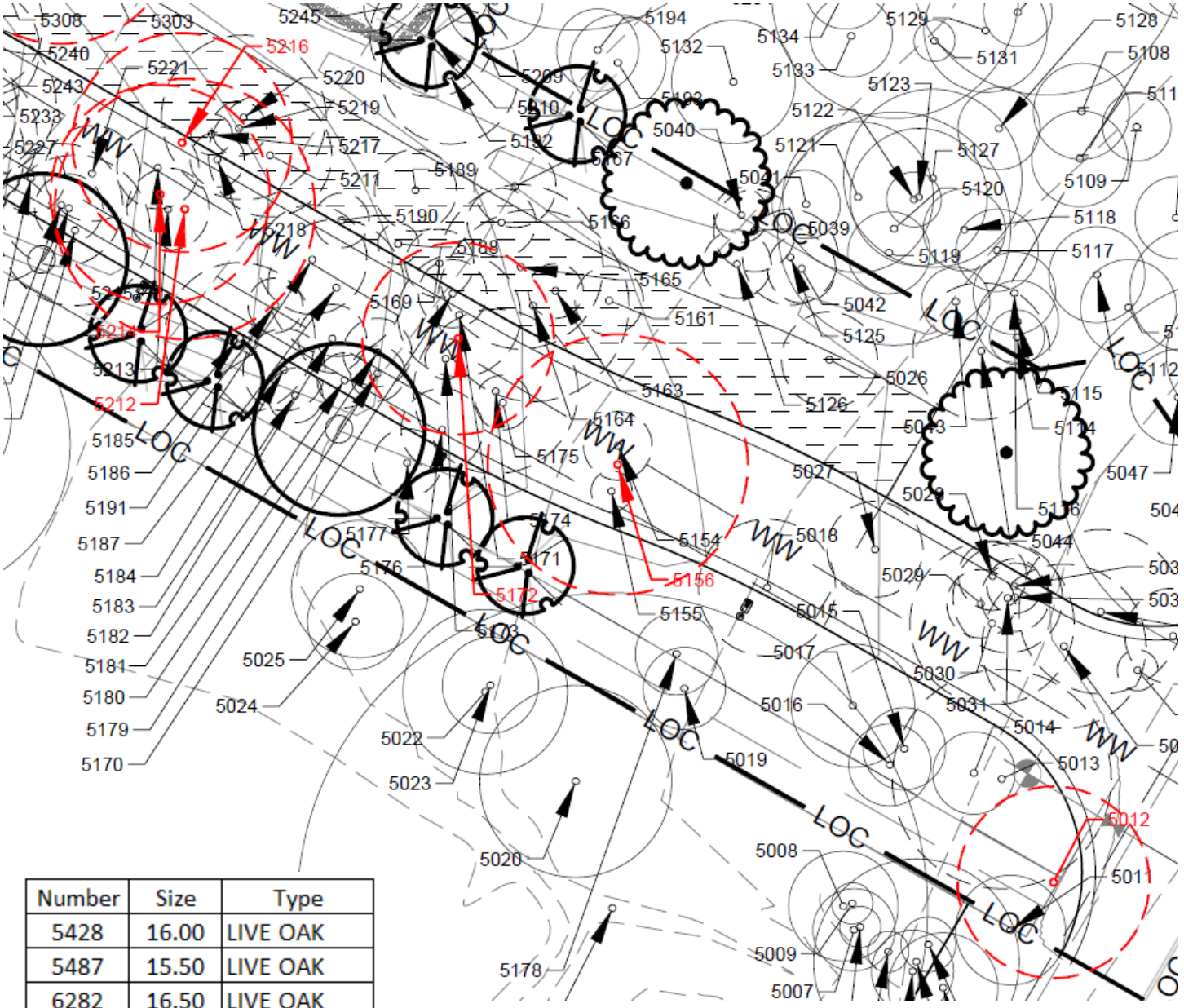
Number	Size	Type
5492	15.00	LIVE OAK
5360	16.50	LIVE OAK
5380	15.00	CEDAR ELM
5306	14.00	LIVE OAK
5307	17.00	CEDAR ELM
5316	15.00	CEDAR ELM
5532	17.00	LIVE OAK

Detention/Water Quality Pond (cont):



North Driveway (to Westlake Drive):

As a public safety facility, two entrance/exit points are desired for optimal efficiency. This also improves fire access to the site. The north driveway will provide access to Westlake Drive for police and staff vehicles, as well as fire apparatus access. Within this area 6 trees will be removed.



Number	Size	Type
5428	16.00	LIVE OAK
5487	15.50	LIVE OAK
6282	16.50	LIVE OAK
6289	18.50	LIVE OAK
5012	14.00	CEDAR ELM
5156	19.00	CEDAR ELM
5172	15.00	LIVE OAK
5212	16.50	LIVE OAK
5214	16.00	LIVE OAK
5216	16.50	LIVE OAK

Variance Criteria Review:

When applying for a variance, the applicant has provided the following evidence (Attachment 2):

1. *The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.*
   The site currently has a dense tree canopy presence near the edges of the site to create a natural buffer from adjacent properties. The site was developed based on the location of the existing structure and the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) at the heart of the site. Due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project, the remaining areas are limited for the planting of new trees. The planting of new trees under existing tree canopies will not allow for the newly planted trees to achieve mature height and will later cause tree canopies to compete with one another.
2. *There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.*
   The site design took into account the preservation of two prominent oak trees mentioned above which influenced the location and finish floor of the new building. The placement of parking, drive aisles, and water quality ponds were all strategically laid out where the open areas with less dense tree canopies were, while at the same time maintaining a natural tree canopy buffer along residential lots. This design effort on the site and variance will help maintain the natural terrain and essence of existing flora within the development of the site.
3. *There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.*
   The majority of the trees 14" and above are being removed due to the building footprint, drives, parking, water quality pond, or grading associated with these items. As mentioned above the remaining areas are limited for the planting of new trees to not conflict with proposed utilities, infrastructure, and existing tree canopies and root systems.
4. *The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.*
   The total removal of trees larger than 14" are 49 trees out of the 107 trees within the site (less than half). The average caliper inches of the removed trees (14" and larger only) are 16.54" and the average of the caliper inches to remain are 20.47", which trees (14" and larger only) with larger caliper inches were prioritized for preservation. As mentioned above, locations for new trees are limited due to proposed and existing circumstances.
5. *The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.*
   The development is proposed to maintain as much of the natural buffer to residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the side away from the residential lots while also preserving many trees which include the two prominent oaks that are referenced above and located within the heart of the site.
6. *The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.*
   The development is proposed to buffer the residential lots from the proposed GUI uses of the City Hall and Police Staton by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees including the two predominant oaks that are referenced above. The residential lots' usage will not be adversely impacted as the design team has made efforts to locate the improvements away from the adjacent residential lots. The neighboring commercial lots on the east side of the property which are adjacent to the proposed access drive aisle will have no change in their use and enjoyment of their property with the granting of

this variance application as the proposed driveway is located outside of the driveway setback. The proposed site design at the front of the property creates a welcoming environment for the neighborhood properties to come and utilize the outdoor spaces that are being created within the existing tree canopies. The exterior spaces will include educational materials for appropriate landscape materials for the city of West Lake Hills, a small walking trail, and areas for seating along the trail.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

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

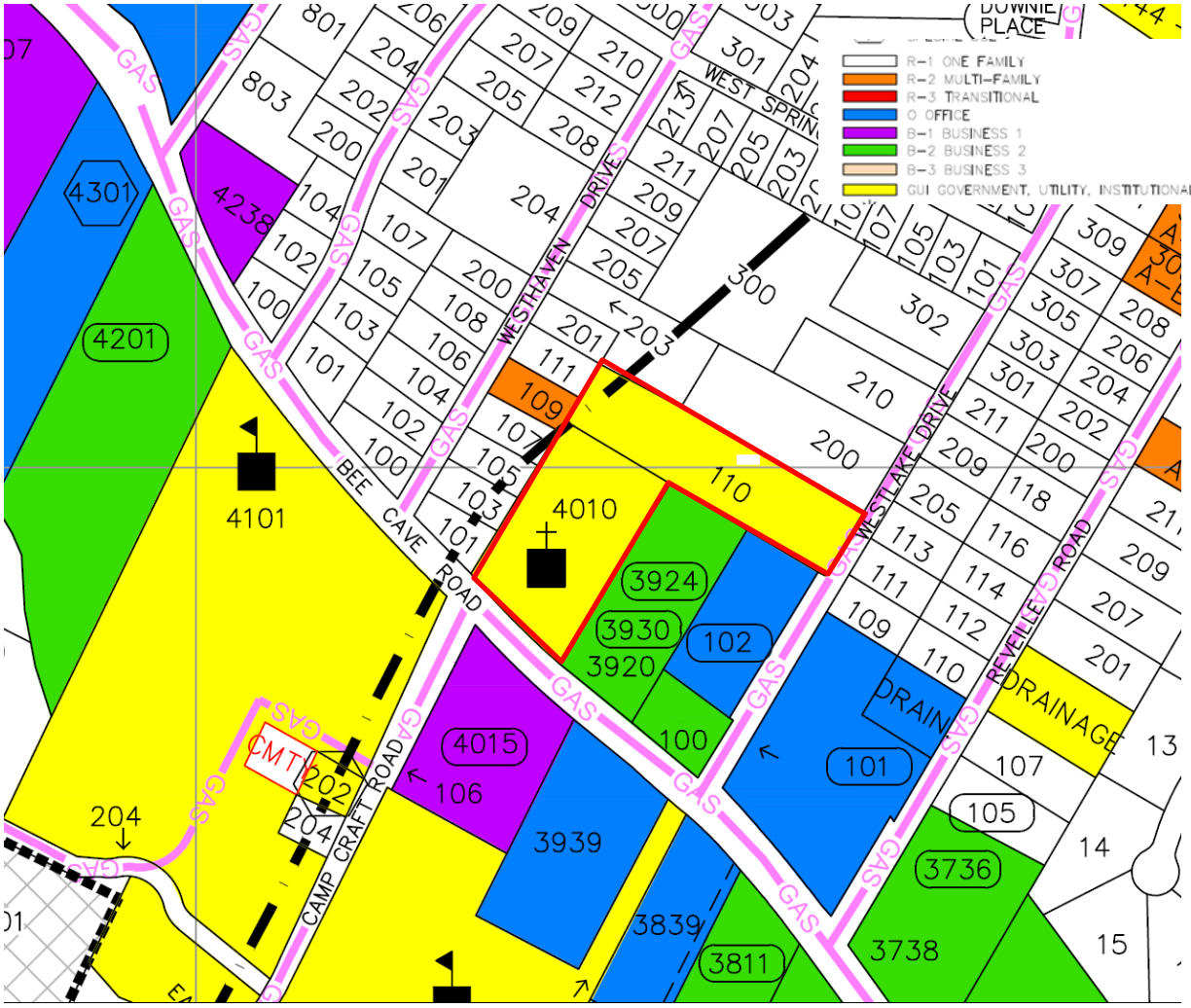
Comprehensive Planning Analysis

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

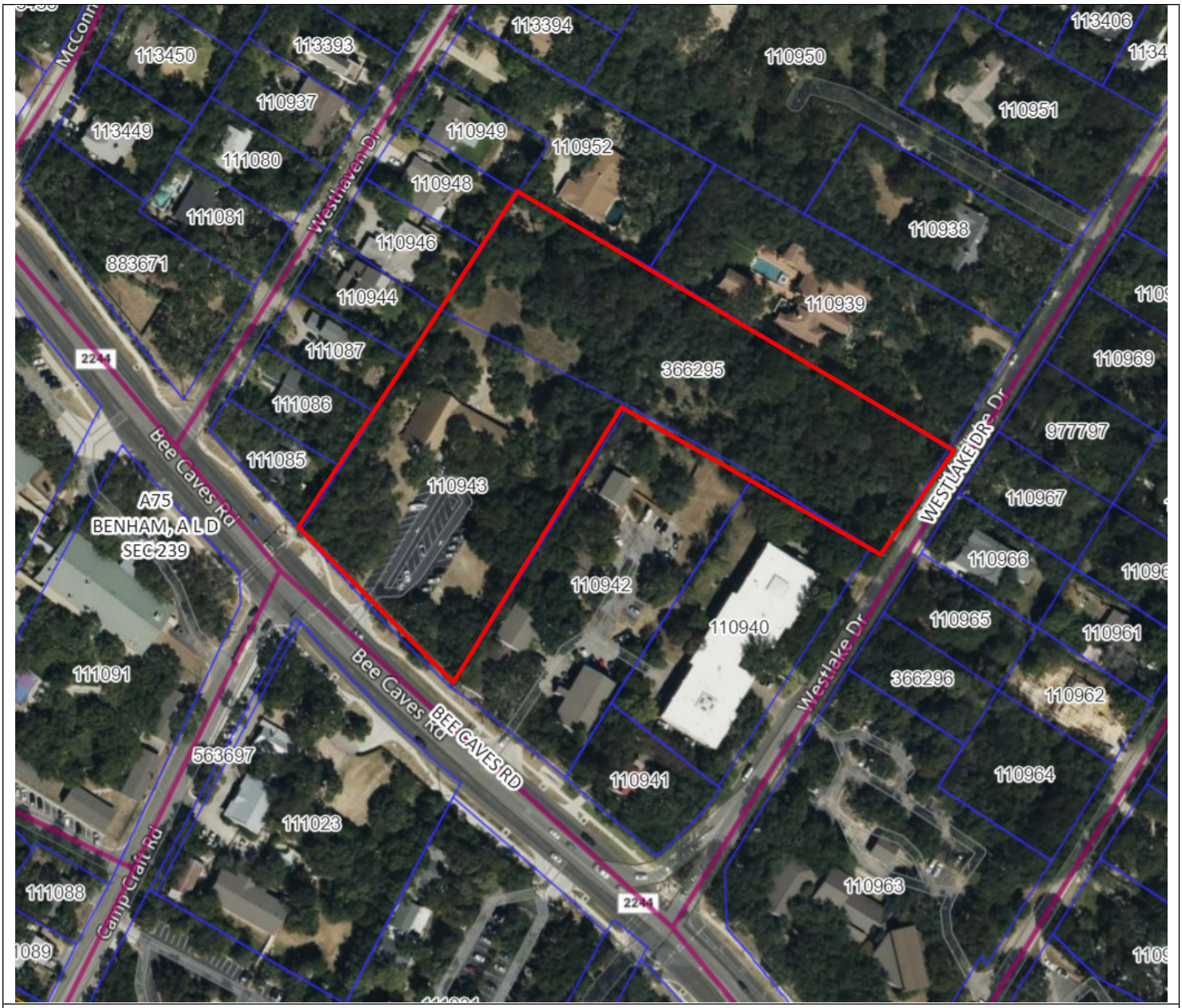
Links to Relevant Code:

- **Section 22.03.034 Tree and Vegetation Removal and Replacement**
- **Section 38.05.031 Variances**
- **Section 22.03.511 Criteria and process required for granting variance**

Zoning:



Aerial:


113394
113406
113450
113393
110950
110937
110951
113449
110949
110952
111080
110948
111081
110938
110946
883671
110944
110939
111087
366295
110969
111086
977797
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111091
366296
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563697
110941
110964
111023
111088
110963
2244
Bee Caves Rd
BEE CAVES RD
WESTLAKE DR
Westlake Dr
Westhaven Dr
Camp Craft Rd

November 30, 2023

The City of West Lake Hills – Zapco
Robert Meisel, Chairman
The City of West Lake Hills
911 Westlake Drive
West Lake Hills, Tx 78746

Re: City of West Lake Hills City Hall and Police Facility
Section 22.03.304(a)(4): Tree and Vegetation Removal – 14" and Greater
Section 22.03.304(d)(4): Calculating Tree Replacement – Not Providing Full Replacement

Mr. Meisel,

Coleman and Associates have prepared an application for a variance for the removal of 49 trees, see the tree list below (Section 22.03.304(a)(4)). The below trees are being removed due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project. The site was developed based on the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) at the heart of the site. The overall layout of the building and drive aisles utilized the footprint of the existing structure and existing impervious pavement to keep site disturbance low and maintain the majority of the existing tree canopy as much as possible.

5012	14.00	CEDAR ELM
5156	19.00	CEDAR ELM
5172	15.00	LIVE OAK
5212	16.50	LIVE OAK
5214	16.00	LIVE OAK
5216	16.50	LIVE OAK
5306	14.00	LIVE OAK
5307	17.00	CEDAR ELM
5316	15.00	CEDAR ELM
5360	16.50	LIVE OAK
5380	15.00	CEDAR ELM
5428	16.00	LIVE OAK
5487	15.50	LIVE OAK
5492	15.00	LIVE OAK
5532	17.00	LIVE OAK
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5780	17.50	CEDAR ELM
5786	17.00	LIVE OAK
5900	14.50	CEDAR
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6091	17.00	LIVE OAK
6096	18.00	LIVE OAK

6097	16.00	CEDAR ELM
6098	24.50	CEDAR ELM
6100	15.00	LIVE OAK
6101	17.00	LIVE OAK
6103	15.00	LIVE OAK
6108	16.50	CEDAR ELM
6109	26.50	LIVE OAK
6110	15.00	LIVE OAK
6111	23.50	LIVE OAK
6112	16.00	CEDAR
6113	15.00	CEDAR ELM
6114	14.00	CEDAR ELM
6115	14.50	CEDAR ELM
6116	15.00	CEDAR ELM
6117	19.50	LIVE OAK
6120	16.00	LIVE OAK
6139	18.00	LIVE OAK
6156	18.00	LIVE OAK
6164	15.00	CEDAR ELM
6234	14.00	LIVE OAK
6244	15.00	CEDAR ELM
6249	14.00	LIVE OAK
6282	16.50	LIVE OAK
6289	18.50	LIVE OAK

The second variance is regarding Section 22.03.304(d)(4), which does not provide the full replacement inches. Due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project, the remaining areas are limited for the planting of new trees. The planting of new trees under existing tree canopies will not allow for the newly planted trees to achieve mature height and will later cause tree canopies to compete with one another. The attached tree mitigation exhibit shows the tree removal and mitigation rate based on the site design. A total of 49 ornamental trees and 31 shade trees (which is a total of 369 inches) are being proposed within the limits of construction that are being applied to the total mitigation (which is 2,653.50 inches). With the planting of the propose trees above, the mitigation deficit for the site is 2,284.50 inches.

Sincerely,

Coleman & Associates



Aan Garrett Coleman
Principal

VARIANCE APPLICATION – TREE REMOVAL (COLEMAN & ASSOCIATES)

Date Received:	Received By:
Amount Due $	Date Payment Received:
Admin Complete Date:	Permit No:

All applications and supporting documents should be submitted electronically to https://www.mgoconnect.org/cp?JID=253

Applicant & Property Information

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: **City of West Lake Hills** Phone: (512) 610-6838

Email: jbills@westlakehills.gov

Address: 911 Westlake Drive City: West Lake Hills State: Texas Zip: 78746

Agent*: Malone / Wheeler Inc. Phone: (512) 899-0601

Email: landonm@malonewheeler.com

Address: 5113 Southwest Parkway #260 City: Austin State: Texas Zip: 78735

Property Address: 4010 Bee Cave Rd City: West Lake Hills State: Texas Zip: 78746

Property Information

Subdivision Name: FOR BY GRACE

Block: Lot: 1 TCAD Tax Parcel ID: 366295

Current Zoning Classification: GUI Total Lot Size (Acres): 2.469

Subdivision Name: BARTON SPRINGS ESTATES

Block: Lot: 35 TCAD Tax Parcel ID: 110943

Current Zoning Classification: GUI Total Lot Size (Acres): 2.4255

**Please submit Power of Attorney form designating authorized agent.*

VARIANCE APPLICATION

TREE REMOVAL (COLEMAN & ASSOCIATES)

PROJECT INFORMATION

Please list all variances being applied for with this project and include Code Section references: (Please be detailed-for tree variances, must include tree #, size, species; setback variances-which setback and how far is requested encroachment; for height specify how much height being requested; etc.)

1. Section 22.03.170 Site disturbance – Greater than 18 inches of grading over the natural grade in the setback.

    a. See attached variance application prepared by Malone/Wheeler, Inc.

2. Section 22.03.304 (a) (4) - Removal of up to 50 trees greater than or equal to 14 inches in diameter.

    a. See below variance application prepared by Coleman & Associates.
    b. 49 Trees

3. Section 22.03.304 (d) (4) – Providing less replacement inches than required on site or fee-in-lieu

    a. See below variance application prepared by Coleman & Associates.
    b. Section 22.03.304(d)(4) Calculating Tree Replacement – not providing full replacement (removing approx. 2,653.50 inches). As show in the attached tree mitigation exhibit, there are a total of 49 ornamental trees and 31 shade trees (which is a total of 369 inches) that are being proposed within the limits of construction.

4. Section 22.03.216 – Non-Residential Fences – Allow an 8' tall fence (wall) where 6 foot maximum is allowed.

    a. See the attached variance application prepared by Brinkley Sargent Wiginton Architects.

5. Section 22.03.173 – Non-Residential Fences – Allow the fence to go to the front property line (Bee Cave Rd), where a 30' setback from the pavement edge is required.

    a. See the attached variance application prepared by Brinkley Sargent Wiginton Architects.

CONDITIONS REQUIRED FOR GRANTING A VARIANCE (SECTION 38.05.32):

No variance shall be granted unless the following conditions are fulfilled as provided by the applicant's statements:

1. **The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant. Describe in detail any special conditions you believe**

will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.

The site currently has a dense tree canopy presence near the edges of the site to create a natural buffer from adjacent properties. The site was developed based on the location of the existing structure and the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) at the heart of the site. Due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project, the remaining areas are limited for the planting of new trees. The planting of new trees under existing tree canopies will not allow for the newly planted trees to achieve mature height and will later cause tree canopies to compete with one another.

2. **There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora. Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed if the variance you are requesting is granted?**

   The site design took into account the preservation of two prominent oak trees mentioned above which influenced the location and finish floor of the new building. The placement of parking, drive aisles, and water quality ponds were all strategically laid out where the open areas with less dense tree canopies were, while at the same time maintaining a natural tree canopy buffer along residential lots. This design effort on the site and variance will help maintain the natural terrain and essence of existing flora within the development of the site.

3. **There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of. What other alternatives have you considered? Why won't those other options alleviate the difficulty or hardship that you think exists?**

   The majority of the trees 14" and above are being removed due to the building footprint, drives, parking, water quality pond, or grading associated with these items. As mentioned above the remaining areas are limited for the planting of new trees to not conflict with proposed utilities, infrastructure, and existing tree canopies and root systems.

4. **The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.**

   The total removal of trees larger than 14" are 49 trees out of the 107 trees within the site (less than half). The average caliper inches of the removed trees (14" and larger only) are 16.54" and the average of the caliper inches to remain are 20.47", which trees (14" and larger only) with larger caliper inches were prioritized for preservation. As mentioned above locations for new trees are limited due to proposed and existing circumstances.

5. **The variance may violate the intent of this chapter or the goals of the city's comprehensive plan. Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?**

   The development is proposed to maintain as much of the natural buffer to residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the side away from the residential lots while also preserving many trees which include the two prominent oaks that are referenced above and located within the heart of the site.

6. **The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof. Why do you believe your variance will not adversely affect or interfere with the enjoyment of neighboring properties?**

   The development is proposed to buffer the residential lots from the proposed GUI uses of the City Hall and Police Staton by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees including the two predominant oaks that are referenced above. The residential lots' usage will not be adversely impacted as the design team has made efforts to locate the improvements away from the adjacent residential lots. The neighboring commercial lots on the east side of the property which are adjacent to the proposed access drive aisle will have no change in their use and enjoyment of their property with the granting of this variance application as the proposed driveway is located outside of the driveway setback. The proposed site design at the front of the property creates a welcoming environment for the neighborhood properties to come and utilize the outdoor spaces that are being created within the existing tree canopies. The exterior spaces will include educational materials for appropriate landscape materials for the city of West Lake Hills, a small walking trail, and areas for seating along the trail.

VARIANCE APPLICATION

TREE REMOVAL (COLEMAN & ASSOCIATES)

AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

Signature

Landon McClellan

Date

12/01/2023

Printed Name

Landon McClellan, P.E. (for Malone/Wheeler, Inc.)

APPLICATION CHECKLIST

Variance Application Checklist

SEE FORMS ATTACHED TO MALONE/WHEELER, INC. PREPARED SITE DISTURBANCE VARIANCE APPLICATION

- ☒ Completed, signed application
- ☒ Power of Attorney form, if applicable
- ☒ Proof of ownership of subject property
- ☒ Completed Variance Hardship Questionnaire
- ☐ Letter addressed to ZAPCO Chairperson explaining reason for the request
- ☐ Property survey
- ☒ Proposed site plan with building setbacks clearly labeled
- ☒ Building elevations, if applicable
- ☒ Tree and topo survey, if applicable
- ☒ Preliminary plans for proposed project (pool plans, building plans, fence design, etc.)
- ☒ Photos of property showing existing conditions (for tree variances, include photos of proposed variance trees)
- ☒ Letters/emails of support from neighbors, if able to obtain
- ☒ Payment of application fees (*refer to Appendix A: Fee Schedule in the Code of Ordinances for current fees. Fees are due upfront with application.*)
- ☒ Other relevant information, as determined necessary by staff (for example, if variance is for cut/fill/retaining wall, you may be requested to provide a drainage report)

VARIANCE APPLICATION

TREE REMOVAL (COLEMAN & ASSOCIATES)

Variance Process and Information

- City staff will prepare public notification letters and will provide you a public notice sign to place on the property. You will be notified when the public notice sign is available to be picked-up.
- If you want to see example variance applications, please see the Agenda page on the City website at https://www.westlakehills.org/ to view the latest ZAPCO, Council and BOA packets.
- All variance applications are first considered by the Zoning and Planning Commission (ZAPCO), which is an advisory commission only. Final action is then determined by either City Council or Board of Adjustment, depending on the type of variance being requested.
- Agenda packets are digital and posted on the website the Friday prior to the meeting by 5pm. Staff will send you a meeting reminder email after the agenda and packet are posted.
- **Applicants or a designated representative are required to attend/speak at each public hearing; otherwise you will risk postponement or denial for no-show. Applicants should keep remarks brief and the typical time allotment is 5 minutes for ZAPCO and 5 – 10 minutes for City Council/BOA. ● Please note ZAPCO is an advisory commission only – final action must be taken by City Council or BOA, depending on the type of variance. If ZAPCO recommends denial, you can still move forward to City Council/BOA unless you decide to withdraw or postpone your variance request.**
- **If City Council/BOA denies your variance, you have to wait one year before you can reapply for the same variance.**
- **If approved by City Council/BOA, variances expire within one year of the approval date if a permit application has not been filed to perform the scope of work related to the variance.**

STAFF NOTES

For Completion by Staff Only

Date public notification letters mailed:

Date of ZAPCO Meeting:

ZAPCO Recommendation:

Date of City Council/BOA Meeting:

City Council/BOA
Action:

Notes:

_____

_____

_____

SPECIAL POWER OF ATTORNEY FORM

KNOW ALL PERSONS BY THIS DOCUMENT that I, Jennifer Bills have made, constituted and appointed Malone Wheeler (Landon McClellan) to be my duly authorized representative in connection with an application dated 11/28/2023, to be heard by the Building Design Committee, Zoning & Planning Commission, and City Council/Board of Adjustment of the City of West Lake Hills, Texas. All representations, whether oral or written, made by the representative in support of the request have the full force and effect of the applicant's approval. I do by this document constitute the above named representative as my true and lawful attorney-in-fact to act in my name, place and stead, to do and perform any act in connection with such application which I myself might perform or do if I was personally present.

City of West Lake Hills/Jennifer Bills
Property Owner/Applicant Name

Property Owner/Applicant Signature

911 Westlake Dr | West Lake Hills | TX | 78746
Street Address | City | State | Zip Code

512-37-6838
Property Owner/Applicant Phone Number

This instrument was acknowledged before me on this the 28 day of December, 20 23.

Notary Public in and for the State of Texas

MARK LITTRELL
My Notary ID # 125438016
Expires September 20, 2025

November 30, 2023

The City of West Lake Hills – Zapco
Robert Meisel, Chairman
The City of West Lake Hills
911 Westlake Drive
West Lake Hills, Tx 78746

Re: City of West Lake Hills City Hall and Police Facility
Section 22.03.304(a)(4): Tree and Vegetation Removal – 14" and Greater
Section 22.03.304(d)(4): Calculating Tree Replacement – Not Providing Full Replacement

Mr. Meisel,

Coleman and Associates have prepared an application for a variance for the removal of 49 trees, see the tree list below (Section 22.03.304(a)(4)). The below trees are being removed due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project. The site was developed based on the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) at the heart of the site. The overall layout of the building and drive aisles utilized the footprint of the existing structure and existing impervious pavement to keep site disturbance low and maintain the majority of the existing tree canopy as much as possible.

5012	14.00	CEDAR ELM
5156	19.00	CEDAR ELM
5172	15.00	LIVE OAK
5212	16.50	LIVE OAK
5214	16.00	LIVE OAK
5216	16.50	LIVE OAK
5306	14.00	LIVE OAK
5307	17.00	CEDAR ELM
5316	15.00	CEDAR ELM
5360	16.50	LIVE OAK
5380	15.00	CEDAR ELM
5428	16.00	LIVE OAK
5487	15.50	LIVE OAK
5492	15.00	LIVE OAK
5532	17.00	LIVE OAK
5764	15.50	LIVE OAK
5780	17.50	CEDAR ELM
5786	17.00	LIVE OAK
5900	14.50	CEDAR
6075	15.00	LIVE OAK
6086	15.00	LIVE OAK
6089	15.00	LIVE OAK
6090	20.00	LIVE OAK
6091	17.00	LIVE OAK
6096	18.00	LIVE OAK

6097	16.00	CEDAR ELM
6098	24.50	CEDAR ELM
6100	15.00	LIVE OAK
6101	17.00	LIVE OAK
6103	15.00	LIVE OAK
6108	16.50	CEDAR ELM
6109	26.50	LIVE OAK
6110	15.00	LIVE OAK
6111	23.50	LIVE OAK
6112	16.00	CEDAR
6113	15.00	CEDAR ELM
6114	14.00	CEDAR ELM
6115	14.50	CEDAR ELM
6116	15.00	CEDAR ELM
6117	19.50	LIVE OAK
6120	16.00	LIVE OAK
6139	18.00	LIVE OAK
6156	18.00	LIVE OAK
6164	15.00	CEDAR ELM
6234	14.00	LIVE OAK
6244	15.00	CEDAR ELM
6249	14.00	LIVE OAK
6282	16.50	LIVE OAK
6289	18.50	LIVE OAK

The second variance is regarding Section 22.03.304(d)(4), which does not provide the full replacement inches. Due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project, the remaining areas are limited for the planting of new trees. The planting of new trees under existing tree canopies will not allow for the newly planted trees to achieve mature height and will later cause tree canopies to compete with one another. The attached tree mitigation exhibit shows the tree removal and mitigation rate based on the site design. A total of 49 ornamental trees and 31 shade trees (which is a total of 369 inches) are being proposed within the limits of construction that are being applied to the total mitigation (which is 2,653.50 inches). With the planting of the propose trees above, the mitigation deficit for the site is 2,284.50 inches.

Sincerely,

Coleman & Associates



Aan Garrett Coleman
Principal

Brinkley Sargent Wigginton Architects, Inc.



TREE KEY

xxxx	TREE TO BE SAVED
xxxx	TREE 6" AND LESS THAN 14" REMOVED
xxxx	TREE 14" AND LARGER TO BE REMOVED

TREE PRESERVATION CALCULATIONS

TOTAL INCHES ON SITE*

TOTAL TREES 14" AND GREATER	1,998.00	INCHES
TOTAL TREES 6" TO LESS THAN 14"	4,004.00	INCHES
TOTAL:	6,002.00	INCHES

*THIS TOTAL DOES NOT INCLUDE TREES 6" AND LESS OR INVASIVE TREES

TREES REMOVED

TREES 14" AND GREATER REMOVED	810.50	INCHES
TREES 6" TO LESS THAN 14" REMOVED	1911.00	INCHES
TOTAL:	2,721.50	INCHES

REPLACEMENT INCHES REQUIRED

TREES 14" AND GREATER RATE (150%)	1215.75	INCHES
TREES 6" TO LESS THAN 14" RATE (75%)	1,431.75	INCHES
TOTAL:	2,653.50	INCHES

REPLACEMENT INCHES PROVIDED

31 SHADE TREES (4" CAL. APPLYING 4")	124.00	INCHES
49 65 GALLON ORNAMENTAL TREES (5" CAL. APPLYING 5")	245.00	INCHES
TOTAL:	369.00	INCHES
MITIGATION DEFICIT	2284.50	INCHES

TREE SCHEDULE

SYMBOL	QTY	COMMON / BOTANICAL NAME	CONT	CALIPER	HEIGHT	SPREAD
ORNAMENTAL						
	8	DESERT WILLOW / CHILOPSIS LINEARIS 'BUBBA'	65 GAL	2" CAL.	6'-8' HT.	3-5' SPR.
	12	TEXAS REDBUD / CERCIS CANADENSIS VAR. TEXENSIS	65 GAL	2" CAL.	6'-8' HT.	3-5' SPR.
	8	POSSUMHAW HOLLY / ILEX DECIDUA	65 GAL	2" CAL.	6'-8' HT.	3-5' SPR.
	11	TREE YAUPON / ILEX VOMITORIA	B x B	MULTI-TRUNK (3 CANES MIN.)	6'-8' HT.	3-5' SPR.
	6	TEXAS MOUNTAIN LAUREL / SOPHORA SECUNDIFLORA	B x B	MULTI-TRUNK (6 CANES MIN.)	6' HT.	FULL CANOPY
	4	MEXICAN BUCKEYE / UNGNADIA SPECIOSA	65 GAL	MULTI-TRUNK (3 CANES MIN.)	6'-8' HT.	3-5' SPR.
SHADE TREES						
	9	CHINQUAPIN OAK / QUERCUS MUHLENBERGII	100 GAL	4" CAL.	14'-16' HT.	
	3	MONTEREY OAK / QUERCUS POLYMORPHA	100 GAL	4" CAL.	14'-16' HT.	
	6	SOUTHERN LIVE OAK / QUERCUS VIRGINIANA	100 GAL	4" CAL.	14'-16' HT.	
	13	CEDAR ELM / ULMUS CRASSIFOLIA	100 GAL	4" CAL.	14'-16' HT.	

BRINKLEY SARGENT WIGGINTON ARCHITECTS

Architect: Brinkley Sargent Wigginton Architects (972) 960-9970
Landscape: Coleman & Associates (512) 476-2090
Structural: Datum Engineers (512) 469-9490
MEP: ME Engineers, Inc. (713) 621-8690
Civil: Malone / Wheeler Inc. (512) 899-0601
Technology: M-E Engineers, Inc. (713) 621-8690

WEST LAKE HILLS CITY HALL & POLICE FACILITY

4010 BEE CAVES RD. WEST LAKE HILLS, TX 78746

50% CONSTRUCTION DOCUMENTS

History

#	Date	Description

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW

THIS DOCUMENT IS NOT INTENDED FOR BIDDING OR CONSTRUCTION PURPOSES.

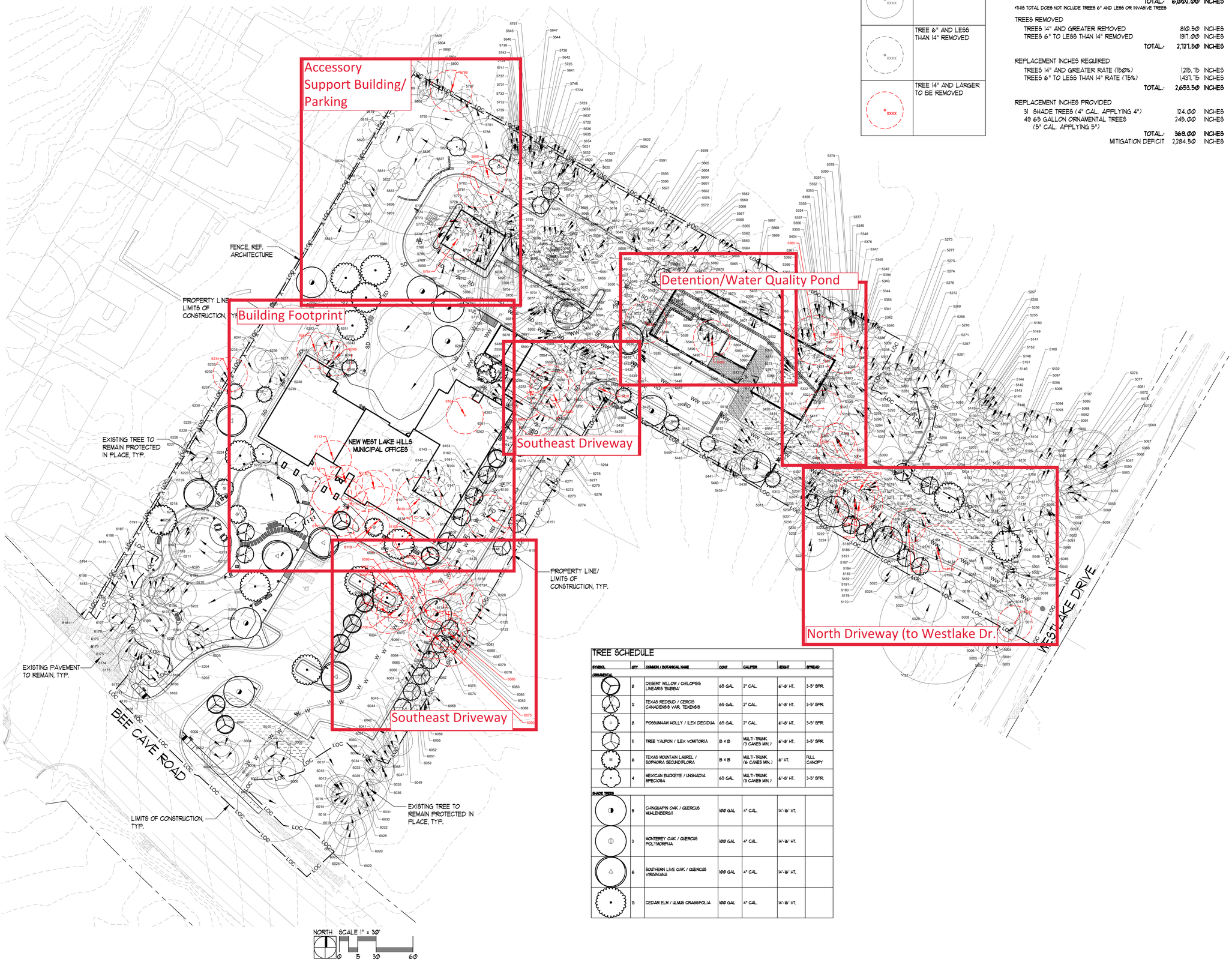
TREE MITIGATION EXHIBIT

11/29/23

L000

Brinkley Sargent Wigginton Architects, Inc.

Attachment 3



TREE KEY

xxxx	TREE TO BE SAVED
xxxx	TREE 6" AND LESS THAN 14" REMOVED
xxxx	TREE 14" AND LARGER TO BE REMOVED

TREE PRESERVATION CALCULATIONS

TOTAL INCHES ON SITE*		
TOTAL TREES 14" AND GREATER	1,998.00	INCHES
TOTAL TREES 6" TO LESS THAN 14"	4,004.00	INCHES
TOTAL:	6,002.00	INCHES
*THIS TOTAL DOES NOT INCLUDE TREES 6" AND LESS OR INVASIVE TREES		
TREES REMOVED		
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	6	SOUTHERN LIVE OAK / QUERCUS VIRGINIANA	100 GAL	4" CAL.	14'-16' HT.	
	13	CEDAR ELM / ULMUS CRASSIFOLIA	100 GAL	4" CAL.	14'-16' HT.	

WEST LAKE HILLS CITY HALL & POLICE FACILITY

4010 BEE CAVES RD. WEST LAKE HILLS, TX 78746

BRINKLEY SARGENT WIGGINTON ARCHITECTS

Architect: Brinkley Sargent Wigginton Architects (972) 960-9970
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History

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TREE MITIGATION EXHIBIT

11/29/23

L000

City *of* West Lake Hills
Zoning and Planning Commission/City Council
AGENDA REPORT

Meeting Date:	December 6, 2023	**Item Number:**	4 & 9
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	**Cost / Budget:**	None
Exhibits:	See Attached	**Source of Funds:**	N/A

Subject

4010 Bee Cave Road: Discuss and consider action on a variance request to provide fewer replacement inches than required on-site or fee-in-lieu (Section 22.03.304(d)(4) of the West Lake Hills Code).

Applicant: Landon McClellan, Malone Wheeler Engineering/Aan Garrett Coleman, Coleman & Associates

Recommendation

Staff recommends approval of the variance request. Full replacement on site is infeasible due to the quantity of trees required and the existing trees and vegetation that will be preserved. Fee-in-lieu will increase the project cost for the new municipal building. The City is responsible for the preservation and planting on all city owned sites. It is more fiscally responsible to the citizens of West Lake Hills to commit funds on an annual basis for necessary maintenance rather than encumber funds from this project.

This item will be considered by the ZAPCO for recommendation and City Council for approval on December 6, 2023.

Discussion

Property Information, Zoning & Site Characteristics:
Owner: City of West Lake Hills
Legal Description: For By Grace Lot 1 and Barton Creek Estates, 2.889 acres of Lots 35 & 36
Lot Size: 5.35 acres
Zoning: GUI, Government, Utility, & Institutional

The properties surrounding the subject property are zoned R-1, One Family, R-2 Two Family, O, Office and B-2, Business 2.

Background & Analysis:
The applicant is proposing to demolish the existing structure (5,889 sq. ft.) on the site and build a new municipal building with parking and drainage improvements. The new building will be approximately 18,000 square feet with a partial second story to minimize the footprint. The proposed location of the building will utilize the existing disturbed area of the existing building, with a larger footprint of 14,111 square feet. The proposed parking meets the minimum parking spaces required and is located towards the east side of the property to maximize the distance from the residential property to the west. The code provides an additional height bonus for the second story, which requires half of the parking spaces to be located behind the building. The existing

site does not have any drainage improvements, which will be provided with the new project to address detention and water quality with a new pond. The site is already heavily vegetated and with the new improvements, replacement on site is not feasible which is driving the need for this variance.

Tree Mitigation Requirement:

The code requires a permit for the removal of all trees 10 inches and greater but requires replacement planting for all trees (excluding invasive species) 6 inches and greater. For trees 6 to 14 inches, replacement is required for 75% of the caliper inches, as measured 4.5 feet from the ground. For trees 14 inches and greater, replacement is required at 150% of total caliper inches.

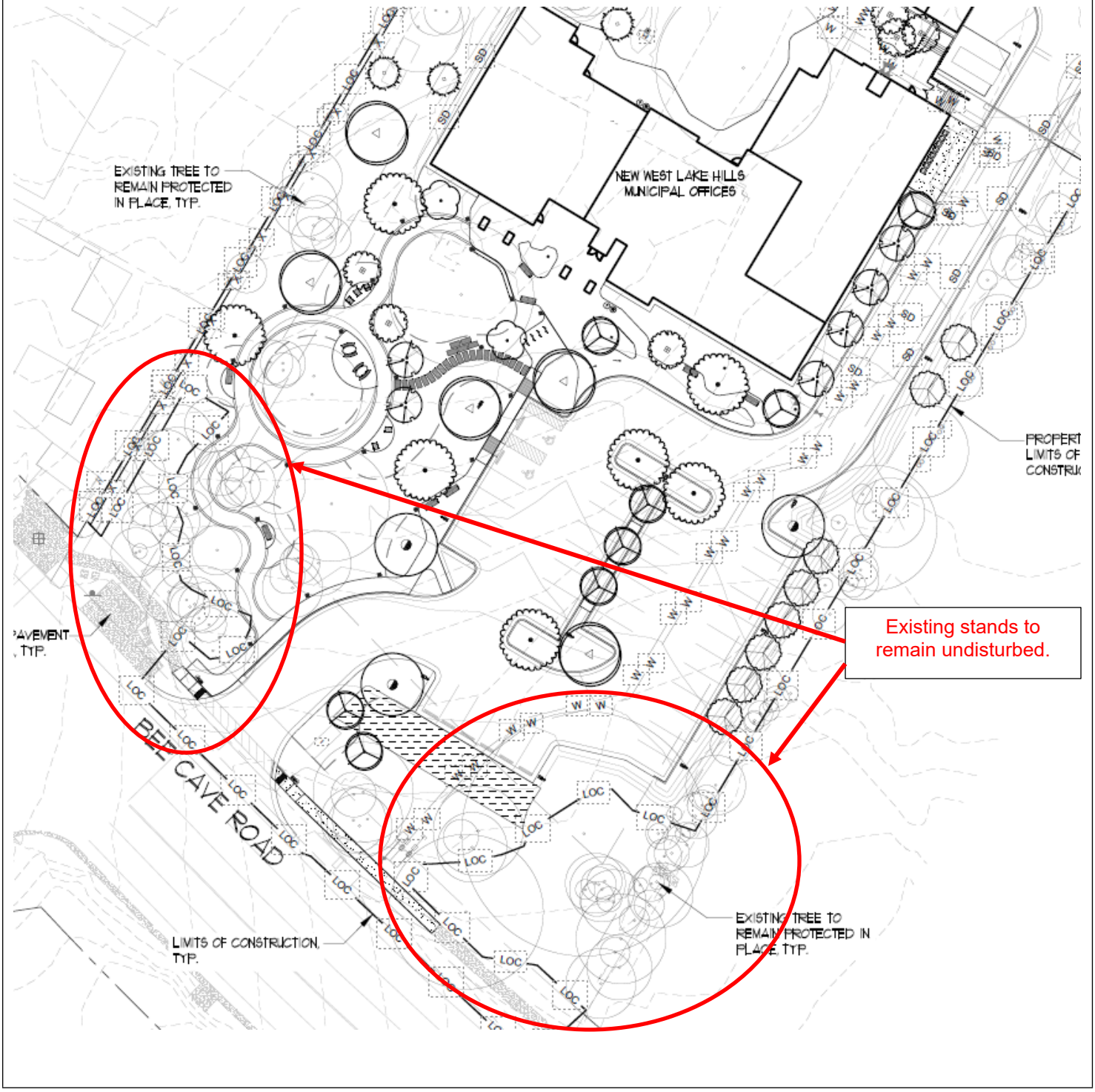
	Existing	Removed*	Required Replacement
Total Trees 14" and greater	1,998.00	810.5	1,215.75
Total Trees 6" up to 14"	4,004.00	1,917.00	1,437.75
Total caliper inches	**6,002.00**	**2,727.50**	**2,625.00**
*Does not include invasive species or trees smaller than 6"			

31 Shade trees (4" cal.)	124.00
49 Ornamental trees (65 gallon = 5" cal.)	245.00
Total Replacement Inches	**369.00**

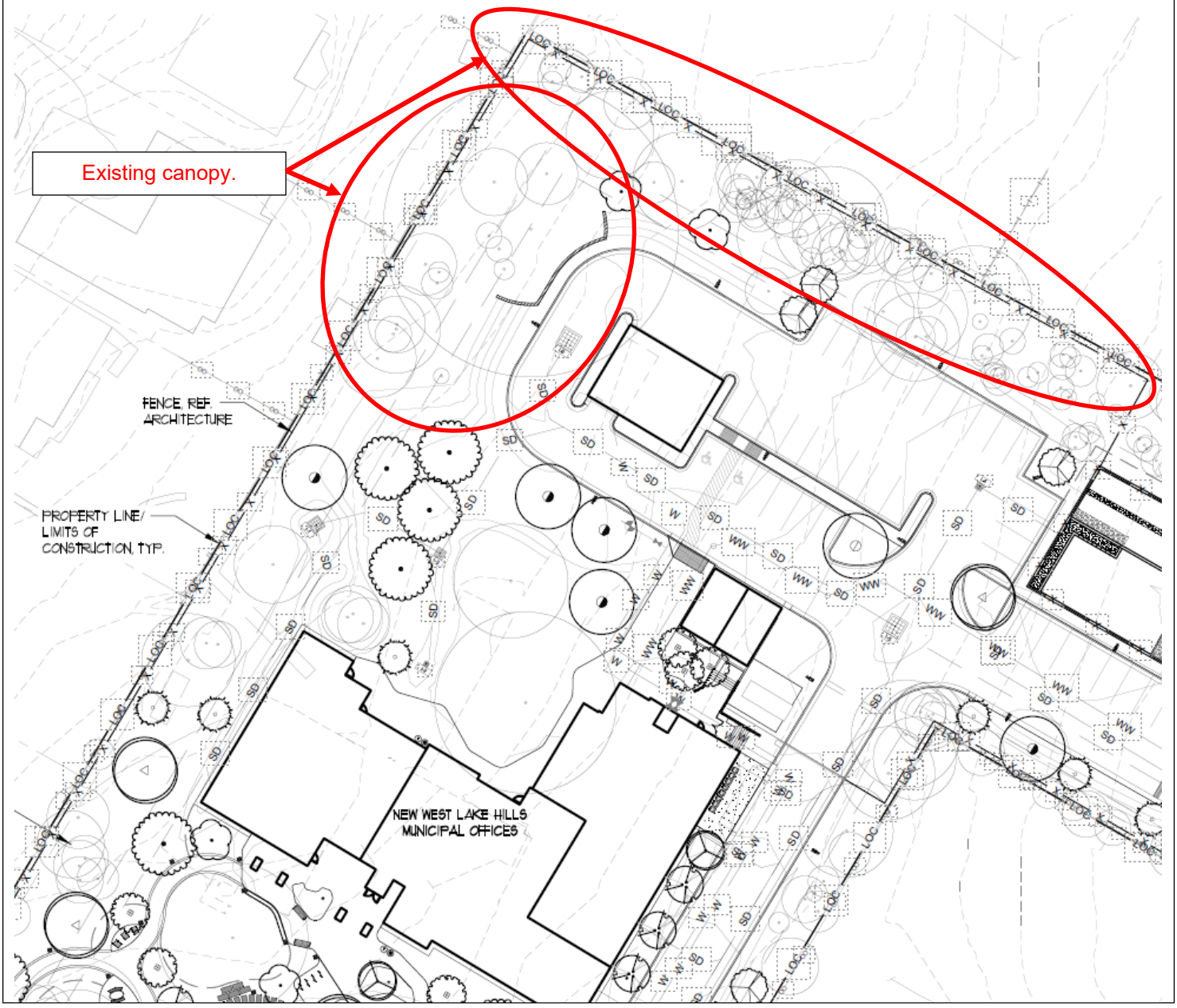
Mitigation Deficit	**2,358.50**

The focus of the new trees and landscaping is to: 1. Create an inviting public space along Bee Cave Road and the building courtyard, 2. Provide buffering to the adjacent properties, 3. Provide parking lot landscaping, and 4. Not necessarily disturb existing stands of vegetation to install new trees.

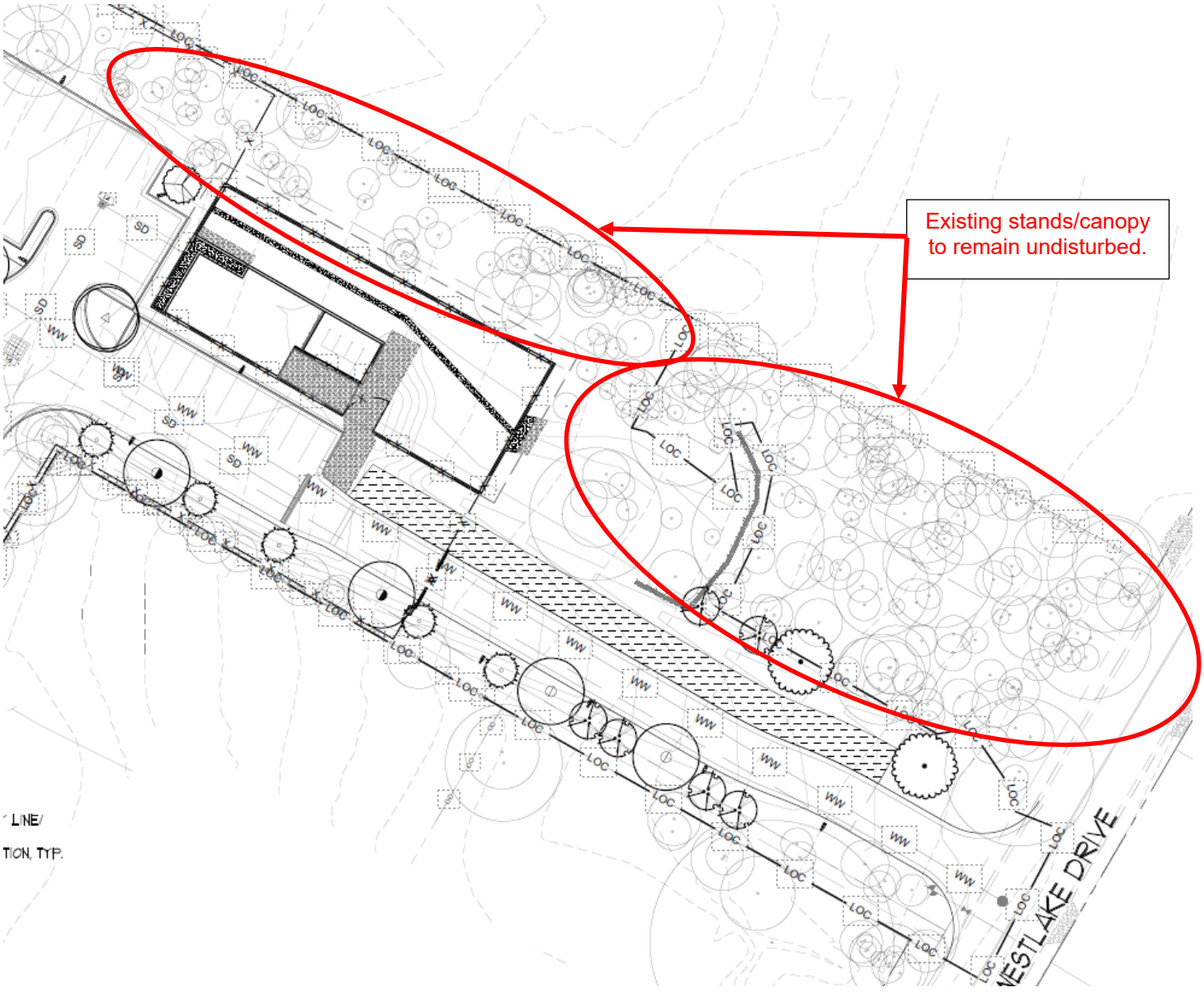
Front of Building & Parking Lot Trees:



Courtyard/Parking Behind Building:



Driveway/Drainage Screening:



Variance Request & Analysis:

For the required caliper inch replacement, it is impossible to provide complete replacement onsite. When replacement cannot be accomplished onsite, the code allows for property owners to install trees on city owned property or pay a fee-in-lieu to the tree fund. As the City is the applicant, this would be a shifting of public funds that will increase the cost of the project to the citizens of West Lake Hills. Additionally, the city has very little city owned property in which to place new plantings. If new property is acquired in the future, funds would be budgeted for landscaping/tree planting when appropriate.

There is a future opportunity to add additional tree replacement in the rear of the property once the building is completed and occupied with annual landscaping budgeting.

Variance Criteria Review:

When applying for a variance, the applicant has provided the following evidence:

1. *The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.*
   The site currently has a dense tree canopy presence near the edges of the site to create a natural buffer from adjacent properties. The site was developed based on the location of the existing structure and the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) at the heart of the site. Due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project, the remaining areas are limited for the planting of new trees. The planting of new trees under existing tree canopies will not allow for the newly planted trees to achieve mature height and will later cause tree canopies to compete with one another.

2. *There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.*
   The site design took into account the preservation of two prominent oak trees mentioned above which influenced the location and finish floor of the new building. The placement of parking, drive aisles, and water quality ponds were all strategically laid out where the open areas with less dense tree canopies were, while at the same time maintaining a natural tree canopy buffer along residential lots. This design effort on the site and variance will help maintain the natural terrain and essence of existing flora within the development of the site.

3. *There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.*
   The majority of the trees 14" and above are being removed due to the building footprint, drives, parking, water quality pond, or grading associated with these items. As mentioned above the remaining areas are limited for the planting of new trees to not conflict with proposed utilities, infrastructure, and existing tree canopies and root systems.

4. *The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.*
   The total removal of trees larger than 14" are 49 trees out of the 107 trees within the site (less than half). The average caliper inches of the removed trees (14" and larger only) are 16.54" and the average of the caliper inches to remain are 20.47", which trees (14" and larger only) with larger caliper inches were prioritized for preservation. As mentioned above, locations for new trees are limited due to proposed and existing circumstances.

5. *The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.*
   The development is proposed to maintain as much of the natural buffer to residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the side away from the residential lots while also preserving many trees which include the two prominent oaks that are referenced above and located within the heart of the site.

6. *The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.*

   The development is proposed to buffer the residential lots from the proposed GUI uses of the City Hall and Police Staton by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees including the two predominant oaks that are referenced above. The residential lots' usage will not be adversely impacted as the design team has made efforts to locate the improvements away from the adjacent residential lots. The neighboring commercial lots on the east side of the property which are adjacent to the proposed access drive aisle will have no change in their use and enjoyment of their property with the granting of this variance application as the proposed driveway is located outside of the driveway setback. The proposed site design at the front of the property creates a welcoming environment for the neighborhood properties to come and utilize the outdoor spaces that are being created within the existing tree canopies. The exterior spaces will include educational materials for appropriate landscape materials for the city of West Lake Hills, a small walking trail, and areas for seating along the trail.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

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

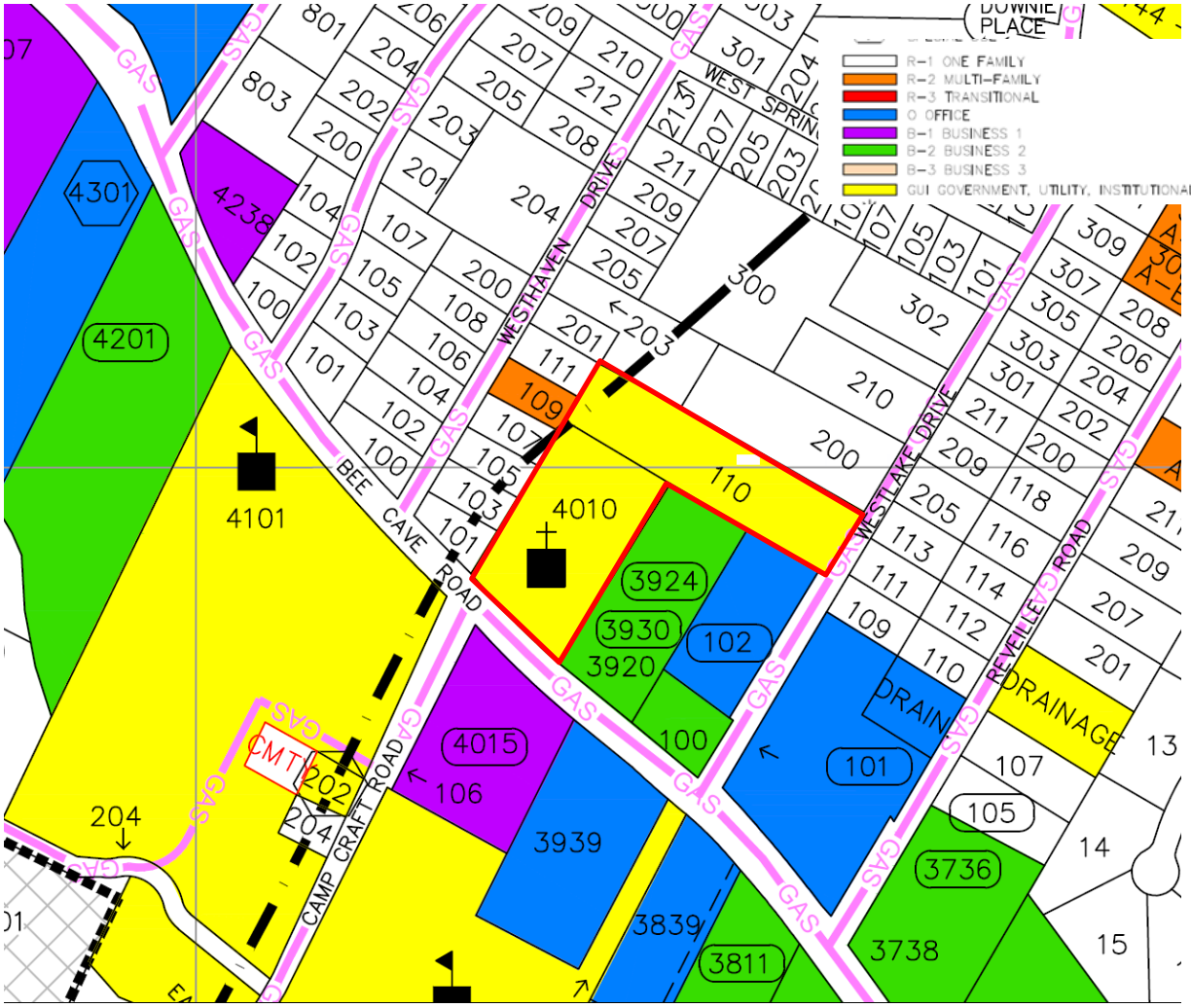
Comprehensive Planning Analysis

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

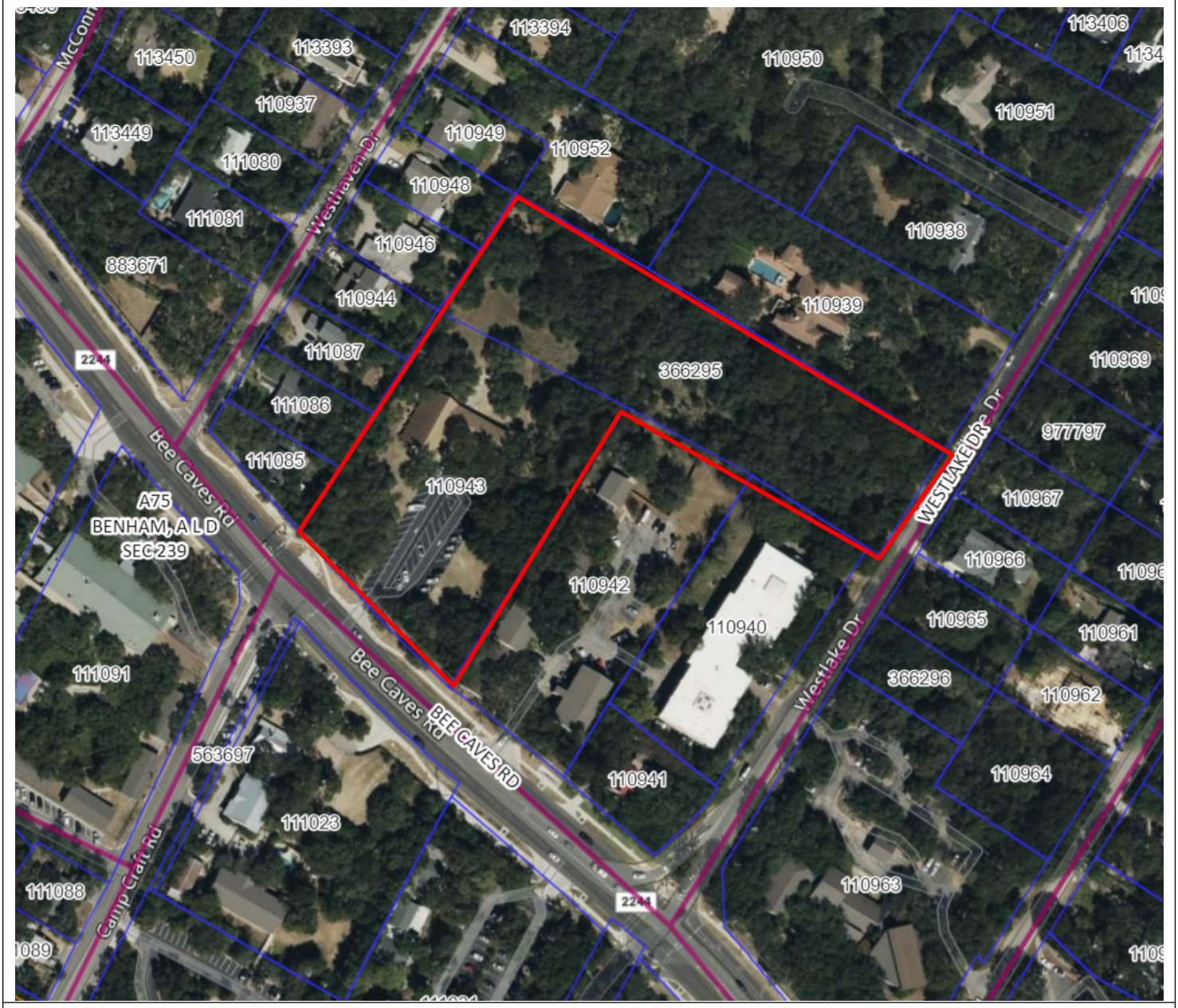
Links to Relevant Code:

- **Section 22.03.034 Tree and Vegetation Removal and Replacement**
- **Section 38.05.031 Variances**
- **Section 22.03.511 Criteria and process required for granting variance**

Zoning:


R-1 ONE FAMILY
R-2 MULTI-FAMILY
R-3 TRANSITIONAL
O OFFICE
B-1 BUSINESS 1
B-2 BUSINESS 2
B-3 BUSINESS 3
GUI GOVERNMENT, UTILITY, INSTITUTIONAL
DOWNIE PLACE
WEST SPRING
WESTHAVEN DRIVE
WESTLAKE DRIVE
REVEILLE ROAD
BEE CAVE ROAD
CAMP CRAFT ROAD
GAS
DRAIN
DRAINAGE
CMT
4301
4238
4201
4101
4010
4015
3924
3930
3920
3939
3839
3811
3738
3736
110
109
102
101
100
106
105
107
204
203
300
302
210
200

Aerial:


113394
113406
113450
113393
110950
110937
110951
113449
110949
110952
111080
110948
111081
110946
110938
883671
110944
110939
111087
366295
110969
111086
977797
111085
110943
110967
A75
BENHAM, A L D
SEC 239
110966
110942
110965
110940
110961
111091
366296
110962
563697
110941
110964
111023
111088
110963
2244
Bee Caves Rd
BEE CAVES RD
WESTLAKE DR
Westlake Dr
Westhaven Dr
Camp Craft Rd

November 30, 2023

The City of West Lake Hills – Zapco
Robert Meisel, Chairman
The City of West Lake Hills
911 Westlake Drive
West Lake Hills, Tx 78746

Re: City of West Lake Hills City Hall and Police Facility
Section 22.03.304(a)(4): Tree and Vegetation Removal – 14" and Greater
Section 22.03.304(d)(4): Calculating Tree Replacement – Not Providing Full Replacement

Mr. Meisel,

Coleman and Associates have prepared an application for a variance for the removal of 49 trees, see the tree list below (Section 22.03.304(a)(4)). The below trees are being removed due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project. The site was developed based on the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) at the heart of the site. The overall layout of the building and drive aisles utilized the footprint of the existing structure and existing impervious pavement to keep site disturbance low and maintain the majority of the existing tree canopy as much as possible.

5012	14.00	CEDAR ELM
5156	19.00	CEDAR ELM
5172	15.00	LIVE OAK
5212	16.50	LIVE OAK
5214	16.00	LIVE OAK
5216	16.50	LIVE OAK
5306	14.00	LIVE OAK
5307	17.00	CEDAR ELM
5316	15.00	CEDAR ELM
5360	16.50	LIVE OAK
5380	15.00	CEDAR ELM
5428	16.00	LIVE OAK
5487	15.50	LIVE OAK
5492	15.00	LIVE OAK
5532	17.00	LIVE OAK
5764	15.50	LIVE OAK
5780	17.50	CEDAR ELM
5786	17.00	LIVE OAK
5900	14.50	CEDAR
6075	15.00	LIVE OAK
6086	15.00	LIVE OAK
6089	15.00	LIVE OAK
6090	20.00	LIVE OAK
6091	17.00	LIVE OAK
6096	18.00	LIVE OAK

6097	16.00	CEDAR ELM
6098	24.50	CEDAR ELM
6100	15.00	LIVE OAK
6101	17.00	LIVE OAK
6103	15.00	LIVE OAK
6108	16.50	CEDAR ELM
6109	26.50	LIVE OAK
6110	15.00	LIVE OAK
6111	23.50	LIVE OAK
6112	16.00	CEDAR
6113	15.00	CEDAR ELM
6114	14.00	CEDAR ELM
6115	14.50	CEDAR ELM
6116	15.00	CEDAR ELM
6117	19.50	LIVE OAK
6120	16.00	LIVE OAK
6139	18.00	LIVE OAK
6156	18.00	LIVE OAK
6164	15.00	CEDAR ELM
6234	14.00	LIVE OAK
6244	15.00	CEDAR ELM
6249	14.00	LIVE OAK
6282	16.50	LIVE OAK
6289	18.50	LIVE OAK

The second variance is regarding Section 22.03.304(d)(4), which does not provide the full replacement inches. Due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project, the remaining areas are limited for the planting of new trees. The planting of new trees under existing tree canopies will not allow for the newly planted trees to achieve mature height and will later cause tree canopies to compete with one another. The attached tree mitigation exhibit shows the tree removal and mitigation rate based on the site design. A total of 49 ornamental trees and 31 shade trees (which is a total of 369 inches) are being proposed within the limits of construction that are being applied to the total mitigation (which is 2,653.50 inches). With the planting of the propose trees above, the mitigation deficit for the site is 2,284.50 inches.

Sincerely,

Coleman & Associates



Aan Garrett Coleman
Principal

VARIANCE APPLICATION

Date Received: _____ Received By: _____
Amount Due $_____ Date Payment Received: _____
Admin Complete Date: _____ Permit No: _____

All applications and supporting documents should be submitted electronically to
https://www.mgoconnect.org/cp?JID=253

APPLICANT & PROPERTY INFORMATION

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: City of West Lake Hills Phone: 512-610-6838

Email: jbills@westlakehills.gov

Address: 911 Westlake Drive City: West Lake Hills State: Texas Zip: 78746

Agent*: _____ Phone: _____

Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Property Address: 4010 Bee Cave Rd City: West Lake Hills State: Tx Zip: 78746

Property Information

Subdivision Name: FOR BY GRACE

Block: _____ Lot: 1 TCAD Tax Parcel ID: 366295

Current Zoning Classification: GUI Total Lot Size (Acres): 2.469

**Please submit Power of Attorney form designating authorized agent.*

PROJECT INFORMATION

Please list all variances being applied for with this project and include Code Section references: (Please be detailed-for tree variances, must include tree #, size, species; setback variances-which setback and how far is requested encroachment; for height specify how much height being requested; etc.)

1. Section 22.03.304(a)(4) Tree and vegetation removal - Removal of trees 14" or greater – 49 trees

2. Section 22.03.304(d)(4) Calculating Tree Replacement – not providing full replacement (removing approx. 2,653.50 inches). As show in the attached tree mitigation exhibit, there are a total of 49 ornamental trees and 31 shade trees (which is a t

3. _____

4. _____

5. _____

6. _____

CONDITIONS REQUIRED FOR GRANTING A VARIANCE (SECTION 38.05.32):

No variance shall be granted unless the following conditions are fulfilled as provided by the applicant's statements:

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant. Describe in detail any special conditions you believe will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.

   The site currently has a dense tree canopy presence near the edges of the site to create a natural buffer from adjacent properties. The site was developed based on the location of the existing structure and the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) at the heart of the site. Due

2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora. Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed if the variance you are requesting is granted?

   The site design took into account the preservation of two prominent oak trees mentioned above which influenced the location and finish floor of the new building. The placement of parking, drive aisles, and water quality ponds were all strategically laid out where the open areas with less dense tree canopies were,

3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of. What other alternatives have you considered? Why won't those other options alleviate

the difficulty or hardship that you think exists?

The majority of the trees 14" and above are being removed due to the building footprint, drives, parking, water quality pond, or grading associated with these items. As mentioned above the remaining areas are limited for the planting of new trees to not conflict with proposed utilities, infrastructure, and existing tree canopies

4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.

The total removal of trees larger than 14" are 49 trees out of the 107 trees within the site (less than half). The average caliper inches of the removed trees (14" and larger only) are 16.54" and the average of the caliper inches to remain are 20.47", which trees (14" and larger only) with larger caliper inches were prioritized for

5. The variance may violate the intent of this chapter or the goals of the city's comprehensive plan. Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?

The development is proposed to maintain as much of the natural buffer to residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the side away from the residential lots while also preserving many trees which include the two prominent

6. The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof. Why do you believe your variance will not adversely affect or interfere with the enjoyment of neighboring properties?

The development is proposed to buffer the residential lots from the proposed GUI uses of the City Hall and Police Staton by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees including the two predominant oaks that are referenced

AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

Signature

_____

Date

_____

Printed Name

_____

VARIANCE APPLICATION

APPLICATION CHECKLIST

Variance Application Checklist

☐ Completed, signed application
☐ Power of Attorney form, if applicable
☐ Proof of ownership of subject property
☐ Completed Variance Hardship Questionnaire
☐ Letter addressed to ZAPCO Chairperson explaining reason for the request
☐ Property survey
☐ Proposed site plan with building setbacks clearly labeled
☐ Building elevations, if applicable
☐ Tree and topo survey, if applicable
☐ Preliminary plans for proposed project (pool plans, building plans, fence design, etc.)
☐ Photos of property showing existing conditions (for tree variances, include photos of proposed variance trees)
☐ Letters/emails of support from neighbors, if able to obtain
☐ Payment of application fees (*refer to Appendix A: Fee Schedule in the Code of Ordinances for current fees. Fees are due upfront with application.*)
☐ Other relevant information, as determined necessary by staff (for example, if variance is for cut/fill/retaining wall, you may be requested to provide a drainage report)

Variance Process and Information

● City staff will prepare public notification letters and will provide you a public notice sign to place on the property. You will be notified when the public notice sign is available to be picked-up.
● If you want to see example variance applications, please see the Agenda page on the City website at https://www.westlakehills.org/ to view the latest ZAPCO, Council and BOA packets.
● All variance applications are first considered by the Zoning and Planning Commission (ZAPCO), which is an advisory commission only. Final action is then determined by either City Council or Board of Adjustment, depending on the type of variance being requested.
● Agenda packets are digital and posted on the website the Friday prior to the meeting by 5pm. Staff will send you a meeting reminder email after the agenda and packet are posted.
● Applicants or a designated representative are required to attend/speak at each public hearing; otherwise you will risk postponement or denial for no-show. Applicants should keep remarks brief and the typical time allotment is 5 minutes for ZAPCO and 5 – 10 minutes for City Council/BOA.
● Please note ZAPCO is an advisory commission only – final action must be taken by City Council or BOA, depending on the type of variance. If ZAPCO recommends denial, you can still move forward to City Council/BOA unless you decide to withdraw or postpone your variance request.
● If City Council/BOA denies your variance, you have to wait one year before you can reapply for the same variance.
● If approved by City Council/BOA, variances expire within one year of the approval date if a permit application has not been filed to perform the scope of work related to the variance.

STAFF NOTES

For Completion by Staff Only

Date public notification letters mailed:_____

Date of ZAPCO Meeting:_____

ZAPCO Recommendation:_____

Date of City Council/BOA Meeting: _____

City Council/BOA
Action:_____

Notes:
_____
_____
_____

Brinkley Sargent Wiginton Architects, Inc.

TREE KEY

○	TREE TO BE SAVED

TREE PRESERVATION CALCULATIONS

TOTAL INCHES ON SITE*

TOTAL TREES 14" AND GREATER	1,998.00	INCHES
TOTAL TREES 6" TO LESS THAN 14"	4,004.00	INCHES
TOTAL:	6,002.00	INCHES

*THIS TOTAL DOES NOT INCLUDE TREES 6" AND LESS OR INVASIVE TREES

TREES REMOVED

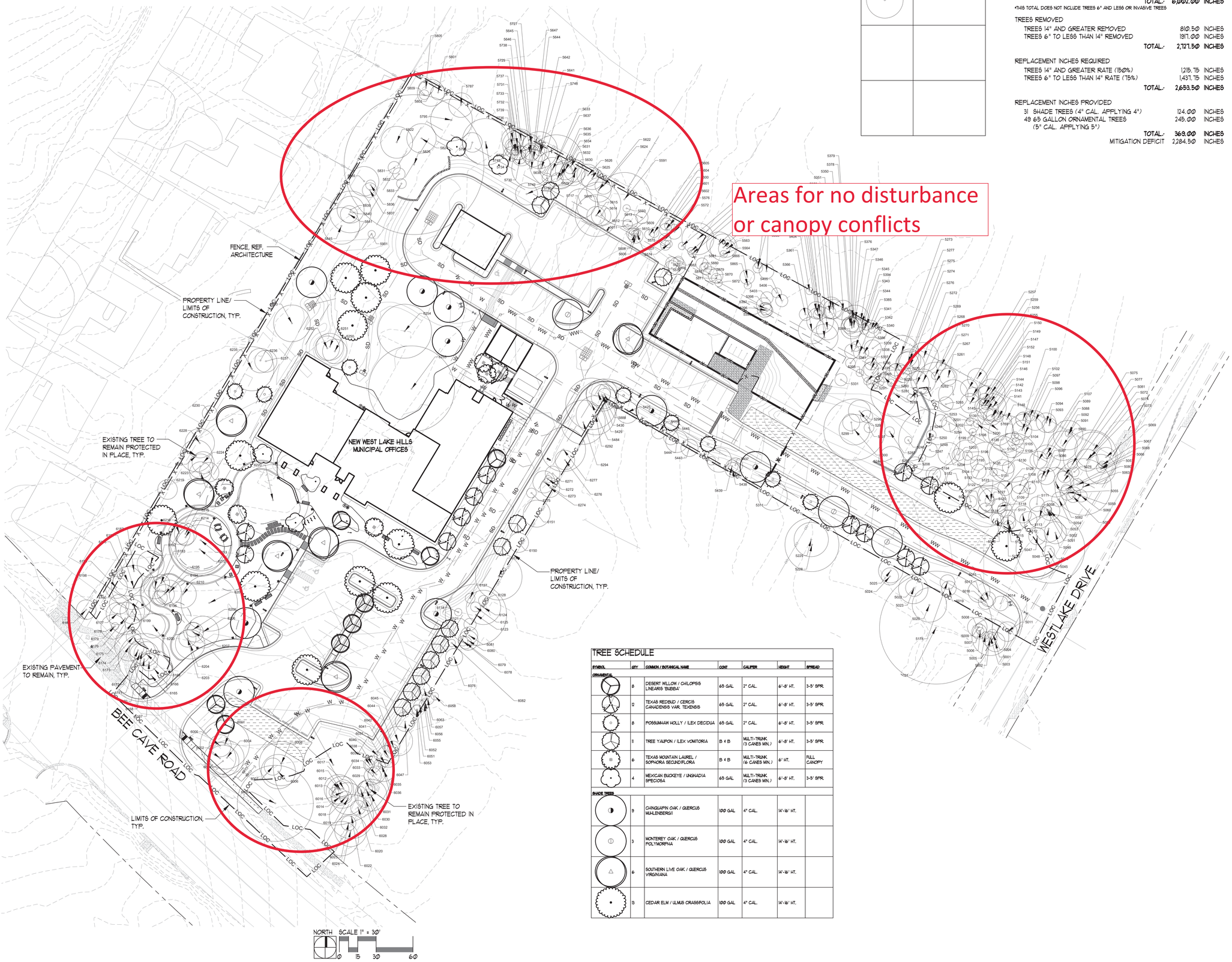
TREES 14" AND GREATER REMOVED	810.50	INCHES
TREES 6" TO LESS THAN 14" REMOVED	1911.00	INCHES
TOTAL:	2,721.50	INCHES

REPLACEMENT INCHES REQUIRED

TREES 14" AND GREATER RATE (150%)	1215.75	INCHES
TREES 6" TO LESS THAN 14" RATE (75%)	1,431.75	INCHES
TOTAL:	2,653.50	INCHES

REPLACEMENT INCHES PROVIDED

31 SHADE TREES (4" CAL. APPLYING 4")	124.00	INCHES
49 65 GALLON ORNAMENTAL TREES (5" CAL. APPLYING 5")	245.00	INCHES
TOTAL:	369.00	INCHES
MITIGATION DEFICIT	2284.50	INCHES



TREE SCHEDULE

SYMBOL	QTY	COMMON / BOTANICAL NAME	CONT	CALIPER	HEIGHT	SPREAD
ORNAMENTAL						
	8	DESERT WILLOW / CHILOPSIS LINEARIS 'BUBBA'	65 GAL	2" CAL.	6'-8' HT.	3-5' SPR.
	12	TEXAS REDBUD / CERCIS CANADENSIS VAR. TEXENSIS	65 GAL	2" CAL.	6'-8' HT.	3-5' SPR.
○	8	POSSUMHAW HOLLY / ILEX DECIDUA	65 GAL	2" CAL.	6'-8' HT.	3-5' SPR.
	11	TREE YAUPON / ILEX VOMITORIA	B x B	MULTI-TRUNK (3 CANES MIN.)	6'-8' HT.	3-5' SPR.
⊞	6	TEXAS MOUNTAIN LAUREL / SOPHORA SECUNDIFLORA	B x B	MULTI-TRUNK (6 CANES MIN.)	6' HT.	FULL CANOPY
	4	MEXICAN BUCKEYE / UNGNADIA SPECIOSA	65 GAL	MULTI-TRUNK (3 CANES MIN.)	6'-8' HT.	3-5' SPR.
SHADE TREES						
◑	9	CHINQUAPIN OAK / QUERCUS MUHLENBERGII	100 GAL	4" CAL.	14'-16' HT.	
ⓘ	3	MONTEREY OAK / QUERCUS POLYMORPHA	100 GAL	4" CAL.	14'-16' HT.	
△	6	SOUTHERN LIVE OAK / QUERCUS VIRGINIANA	100 GAL	4" CAL.	14'-16' HT.	
	13	CEDAR ELM / ULMUS CRASSIFOLIA	100 GAL	4" CAL.	14'-16' HT.	

WEST LAKE HILLS CITY HALL & POLICE FACILITY

4010 BEE CAVES RD. WEST LAKE HILLS, TX 78746

Architect: Brinkley Sargent Wiginton Architects (972) 960-9970
Landscape: Coleman & Associates (512) 476-2090
Structural: Datum Engineers (512) 469-9490
MEP: ME Engineers, Inc. (713) 621-8690
Civil: Malone / Wheeler Inc. (512) 899-0601
Technology: M-E Engineers, Inc. (713) 621-8690

BRINKLEY SARGENT WIGINTON ARCHITECTS

50% CONSTRUCTION DOCUMENTS

History

#	Date	Description

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW

THIS DOCUMENT IS NOT INTENDED FOR BIDDING OR CONSTRUCTION PURPOSES.

TREE MITIGATION EXHIBIT

11/29/23

L000

City *of* West Lake Hills
Zoning and Planning Commission/City Council
AGENDA REPORT

Meeting Date:	December 6, 2023	**Item Number:**	5 & 10
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	**Cost / Budget:**	None
Exhibits:	See Attached	**Source of Funds:**	N/A

Subject

4010 Bee Cave Road: Discuss and consider action on variance requests to allow an 8-foot-tall fence/wall (where 6-foot maximum is allowed) and to allow the fence to go to the front property line (where a 30-foot setback from the pavement edge is required) (Sections 22.03.216 and 22.03.173 of the West Lake Hills Code).

Applicant: Landon McClellan, Malone Wheeler Engineering

Recommendation

Staff recommends approval of the variance request. The grade of the property slopes up from east to west, resulting in the residential properties at a higher finished floor elevation than the municipal building. The greater wall height is at the request of the adjacent property owners to provide buffering from a non-residential use.

This item will be considered by the ZAPCO for recommendation and City Council for approval on December 6, 2023.

Discussion

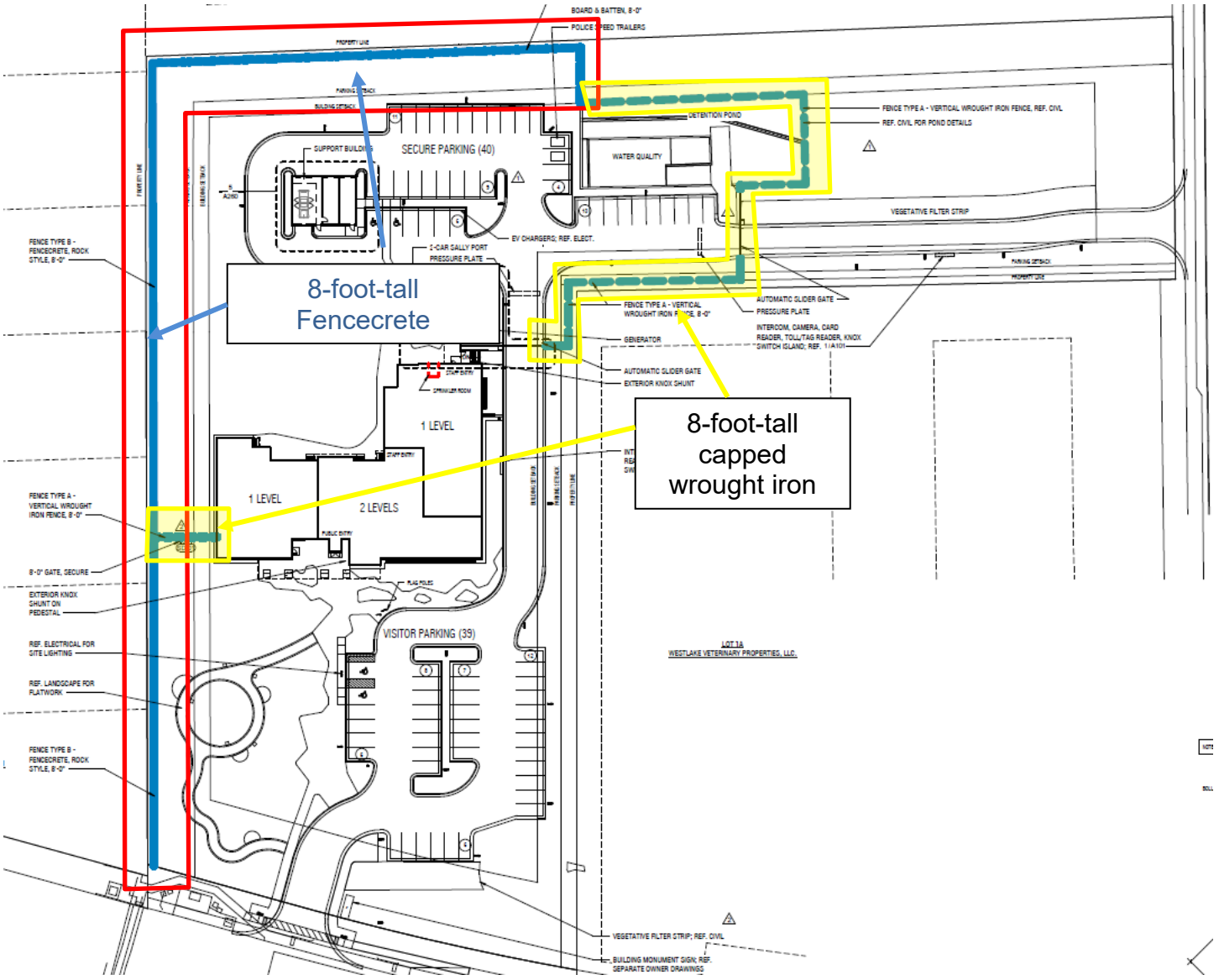
Property Information, Zoning & Site Characteristics:
Owner: City of West Lake Hills
Legal Description: For By Grace Lot 1 and Barton Creek Estates, 2.889 acres of Lots 35 & 36
Lot Size: 5.35 acres
Zoning: GUI, Government, Utility, & Institutional

The properties surrounding the subject property are zoned R-1, One Family, R-2 Two Family, O, Office and B-2, Business 2.

Background & Analysis:
The applicant is proposing to demolish the existing structure (5,889 sq. ft.) on the site and build a new municipal building with parking and drainage improvements (Attachment 2). The new building will be approximately 18,000 square feet with a partial second story to minimize the footprint. The proposed location of the building will utilize the existing disturbed area of the existing building, with a larger footprint of 14,111 square feet. The proposed parking meets the minimum parking spaces required and is located towards the east side of the property to maximize the distance from the residential property to the west. The code provides an additional height bonus for the second story, which requires half of the parking spaces to be located behind the building.

The existing site does not have any drainage improvements, which will be provided with the new project to address detention and water quality with a new pond. However, with these considerations the proposed layout necessitated variances.

A solid masonry (Fencecrete) wall (Attachment 3) is being proposed along the west and north property lines, adjacent to the residential properties. The city held an Open House on November 2, 2023, and received feedback from the neighbors regarding the fence on the north and west property lines. The adjacent residential property owners to the west have requested the wall run the entire length of the western border, which would encroach into the required 30-foot front fence setback (Attachment 4). Additionally, adjacent residential property owners have requested an 8-foot-tall wall instead of the maximum 6-foot height maximum to provide additional privacy. The rest of the fence that will be around the secured parking area will be 8-foot-tall vertical wrought iron, with security gates.



The wall material will be a stone finish Fencecrete on the west and a wood finish Fencecrete on the north (Attachment 5).



West - Stone Style Fencecrete



North – Wood Style Fencecrete

Variance Criteria Review:

When applying for a variance, the applicant has provided the following evidence (Attachment 1):

1. *The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.*
   The proposed height and location of the privacy/security fence takes into consideration the residential properties neighboring the west and north portions of the site.

2. *There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.*
   The height of the fence does not warrant any additional disruption to the natural terrain or destruction of existing flora. The same amount of disruption will occur with a 6'-0" fence. By extending the length of the fence to the front property line, some trees will have to be removed in order to provide full fencing for the residential side. This needs to be done, because of the way the plots layout.
3. *There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.*
   A 6'-0" fence was originally considered for this project, but because of the site's natural grading and concerns from the neighboring residential properties, an 8'-0" fence would allow reasonable height for privacy for the neighbors. Stopping the fence on the West side at the project setback line was considered for this project, but would create privacy issues between the neighboring plot nearest Bee Cave Road, so the fence was extended to the property line.
4. *The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.*
   This variance of an 8' high fence will provide more separation between the building's site and the residential areas next to it. A 10'-0" fence was asked about, but that height is even more costly and typically used for electrical substations and utility installations rather than residential applications. By extending the fence to the front property line, all neighboring residential properties will be protected by the fence.
5. *The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.*
   This variance provides appropriate and consistent fence heights along the west and north side. Because of the natural grading of the site, an 8'-0" fence will allow equal privacy for all of the neighbors. This avoids an issue with the public being able to view or access the residential properties.
6. *The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.*
   This variance was specifically requested by the neighboring properties to provide a more enjoyable relationship between the two properties. The extension of the fence to the front property line stops before any utilities, avoiding any disruption or changes to the neighborhood properties.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

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

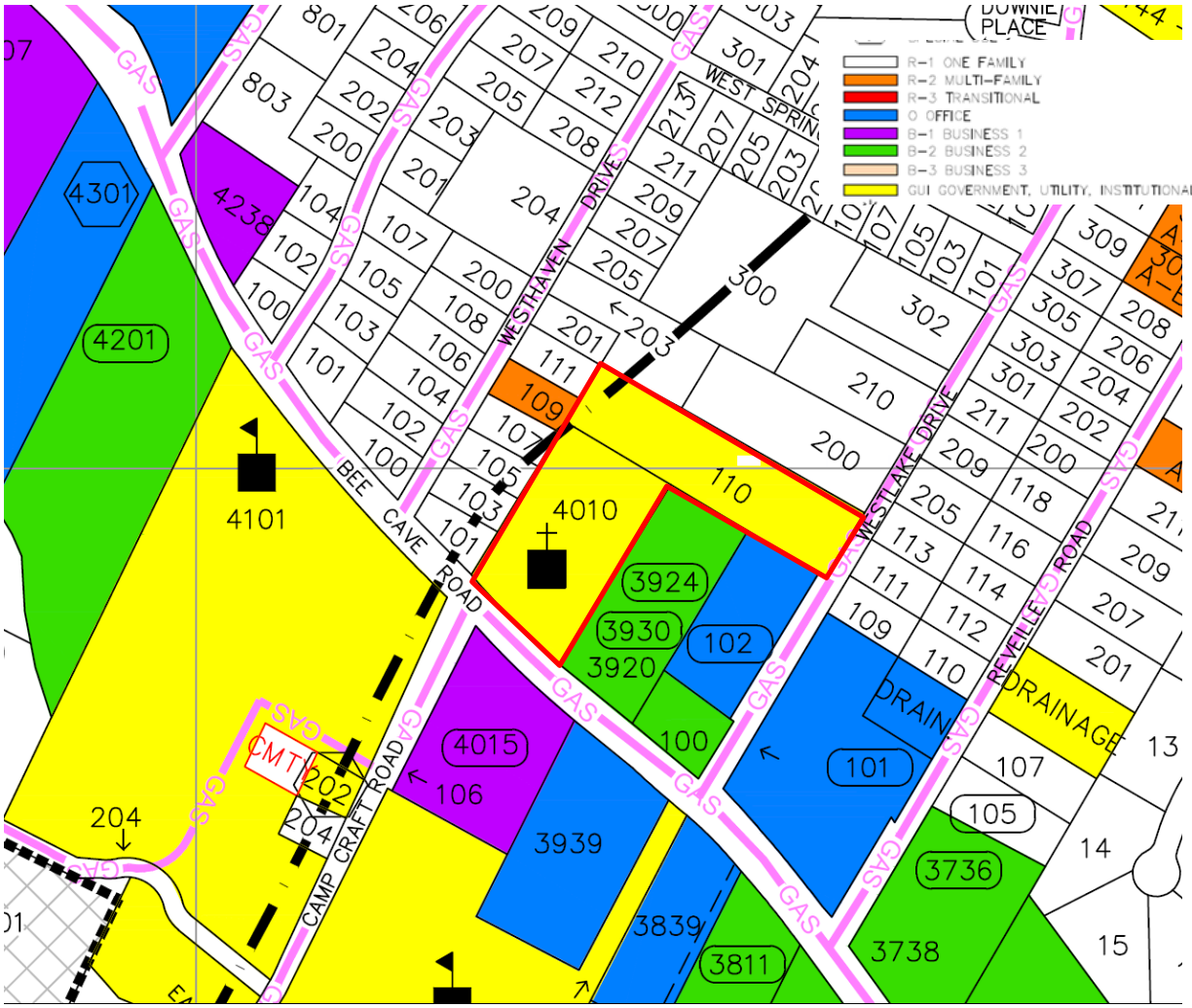
Comprehensive Planning Analysis

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

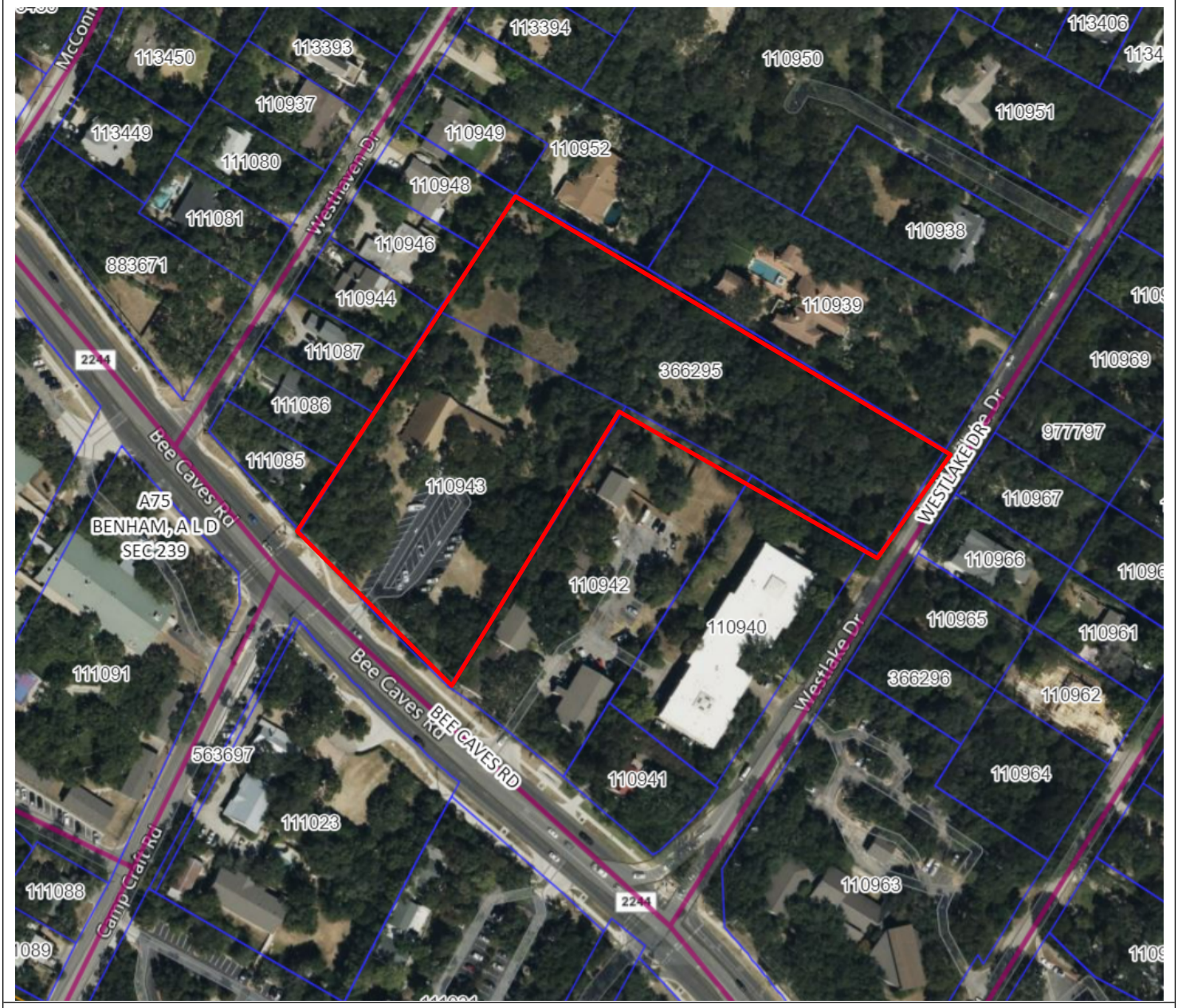
Links to Relevant Code:

- Section 22.03.216 Fences
- Section 38.05.031 Variances
- Section 22.03.511 Criteria and process required for granting variance

Zoning:



Aerial:


113394
113406
113450
113393
110950
110937
110951
113449
110949
110952
111080
110948
111081
110946
110938
883671
110944
110939
111087
366295
110969
111086
977797
111085
110943
110967
A75
BENHAM, A L D
SEC 239
110966
110942
110965
110940
110961
111091
366296
110962
563697
110941
110964
111023
111088
110963
Bee Caves Rd
BEE CAVES RD
WESTLAKE DR
Westlake Dr
Westhaven Dr
Camp Craft Rd
2244

VARIANCE APPLICATION - FENCE (BSW)

Date Received:	Received By:
Amount Due $	Date Payment Received:
Admin Complete Date:	Permit No:

All applications and supporting documents should be submitted electronically to
https://www.mgoconnect.org/cp?JID=253

Applicant & Property Information

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: **City of West Lake Hills** Phone: (512) 610-6838

Email: jbills@westlakehills.gov

Address: 911 Westlake Drive City: West Lake Hills State: Texas Zip: 78746

Agent*: Malone / Wheeler Inc. Phone: (512) 899-0601

Email: landonm@malonewheeler.com

Address: 5113 Southwest Parkway #260 City: Austin State: Texas Zip: 78735

Property Address: 4010 Bee Cave Rd City: West Lake Hills State: Texas Zip: 78746

Property Information

Subdivision Name: FOR BY GRACE

Block: Lot: 1 TCAD Tax Parcel ID: 366295

Current Zoning Classification: GUI Total Lot Size (Acres): 2.469

Subdivision Name: BARTON SPRINGS ESTATES

Block: Lot: 35 TCAD Tax Parcel ID: 110943

Current Zoning Classification: GUI Total Lot Size (Acres): 2.4255

**Please submit Power of Attorney form designating authorized agent.*

PROJECT INFORMATION

Please list all variances being applied for with this project and include Code Section references: (Please be detailed-for tree variances, must include tree #, size, species; setback variances-which setback and how far is requested encroachment; for height specify how much height being requested; etc.)

1. Section 22.03.170 Site disturbance – Greater than 18 inches of grading over the natural grade in the setback.
    a. See attached variance application prepared by Malone/Wheeler, Inc.
2. Section 22.03.304 (a) (4) - Removal of up to 50 trees greater than or equal to 14 inches in diameter.
    a. See the attached variance application prepared by Coleman & Associates.
3. Section 22.03.304 (d) (4) – Providing less replacement inches than required on site or fee-in-lieu
    a. See the attached variance application prepared by Coleman & Associates.
4. Section 22.03.216 – Non-Residential Fences – Allow an 8' tall fence (wall) where 6 foot maximum is allowed.
    a. See below variance application prepared by Brinkley Sargent Wiginton Architects.
5. Section 22.03.173 – Non-Residential Fences – Allow the fence to go to the front property line (Bee Cave Rd), where a 30' setback from the pavement edge is required.
    a. See below variance application prepared by Brinkley Sargent Wiginton Architects.

CONDITIONS REQUIRED FOR GRANTING A VARIANCE (SECTION 38.05.32):

No variance shall be granted unless the following conditions are fulfilled as provided by the applicant's statements:

1. **The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant. Describe in detail any special conditions you believe will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.**

    The proposed height and location of the privacy/security fence takes into consideration of the residential properties neighboring the west and north portion of the site.

2. **There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora. Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed if the variance you are requesting is granted?**

   The height of the fence does not warrant any additional disruption to the natural terrain or destruction of existing flora. The same amount of disruption will occur with a 6'-0" fence. By extending the length of the fence to the front property line, some trees will have to be removed in order to provide full fencing for the residential side. This needs to be done, because of the way the plots layout.

3. **There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of. What other alternatives have you considered? Why won't those other options alleviate the difficulty or hardship that you think exists?**

   A 6'-0" fence was originally considered for this project, but because of the site's natural grading and concerns from the neighboring residential properties, an 8'-0" fence would allow reasonable height for privacy for the neighbors. Stopping the fence on the West side at the project setback line was considered for this project, but would create privacy issues between the neighboring plot nearest Bee Cave Road, so the fence was extended to the property line.

4. **The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.**

   This variance of an 8' high fence will provide more separation between the building's site and the residential areas next to it. A 10'-0" fence was asked about, but that height is even more costly and typically used for electrical substations and utility installations rather than residential applications. By extending the fence to the front property line, all neighboring residential properties will be protected by the fence.

5. **The variance may violate the intent of this chapter or the goals of the city's comprehensive plan. Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?**

   This variance provides appropriate and consistent fence heights along the west and north side. Because of the natural grading of the site, an 8'-0" fence will allow equal privacy for all of the neighbors. This avoids an issue with the public being able to view or access the residential properties.

6. **The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof. Why do you believe your variance will not adversely affect or interfere with the enjoyment of neighboring properties?**

   This variance was specifically requested by the neighboring properties to provide a more enjoyable relationship between the two properties. The extension of the fence to the front property line stops before any utilities, avoiding any disruption or changes to the neighborhood properties.

VARIANCE APPLICATION - FENCE (BSW)

AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

Signature

Landon McClellan

Date

11/30/2023

Printed Name

Landon McClellan, P.E. for Malone/Wheeler, Inc.

APPLICATION CHECKLIST

Variance Application Checklist

SEE FORMS ATTACHED TO MALONE/WHEELER, INC. PREPARED SITE DISTURBANCE VARIANCE APPLICATION

- ☐ Completed, signed application
- ☐ Power of Attorney form, if applicable
- ☐ Proof of ownership of subject property
- ☐ Completed Variance Hardship Questionnaire
- ☐ Letter addressed to ZAPCO Chairperson explaining reason for the request
- ☐ Property survey
- ☐ Proposed site plan with building setbacks clearly labeled
- ☐ Building elevations, if applicable
- ☐ Tree and topo survey, if applicable
- ☐ Preliminary plans for proposed project (pool plans, building plans, fence design, etc.)
- ☐ Photos of property showing existing conditions (for tree variances, include photos of proposed variance trees)
- ☐ Letters/emails of support from neighbors, if able to obtain
- ☐ Payment of application fees (*refer to Appendix A: Fee Schedule in the Code of Ordinances for current fees. Fees are due upfront with application.*)
- ☐ Other relevant information, as determined necessary by staff (for example, if variance is for cut/fill/retaining wall, you may be requested to provide a drainage report)

Variance Process and Information

- City staff will prepare public notification letters and will provide you a public notice sign to place on the property. You will be notified when the public notice sign is available to be picked-up.
- If you want to see example variance applications, please see the Agenda page on the City website at https://www.westlakehills.org/ to view the latest ZAPCO, Council and BOA packets.
- All variance applications are first considered by the Zoning and Planning Commission (ZAPCO), which is an advisory commission only. Final action is then determined by either City Council or Board of Adjustment, depending on the type of variance being requested.
- Agenda packets are digital and posted on the website the Friday prior to the meeting by 5pm. Staff will send you a meeting reminder email after the agenda and packet are posted.
- **Applicants or a designated representative are required to attend/speak at each public hearing; otherwise you will risk postponement or denial for no-show. Applicants should keep remarks brief and the typical time allotment is 5 minutes for ZAPCO and 5 – 10 minutes for City Council/BOA. ● Please note ZAPCO is an advisory commission only – final action must be taken by City Council or BOA, depending on the type of variance. If ZAPCO recommends denial, you can still move forward to City Council/BOA unless you decide to withdraw or postpone your variance request.**
- **If City Council/BOA denies your variance, you have to wait one year before you can reapply for the same variance.**
- **If approved by City Council/BOA, variances expire within one year of the approval date if a permit application has not been filed to perform the scope of work related to the variance.**

STAFF NOTES

For Completion by Staff Only

Date public notification letters mailed:

Date of ZAPCO Meeting:

ZAPCO Recommendation:

Date of City Council/BOA Meeting:

City Council/BOA
Action:

Notes:

_____

_____

_____

SPECIAL POWER OF ATTORNEY FORM

KNOW ALL PERSONS BY THIS DOCUMENT that I, Jennifer Bills have made, constituted and appointed Malone Wheeler (Landon McClellan) to be my duly authorized representative in connection with an application dated 11/28/2023, to be heard by the Building Design Committee, Zoning & Planning Commission, and City Council/Board of Adjustment of the City of West Lake Hills, Texas. All representations, whether oral or written, made by the representative in support of the request have the full force and effect of the applicant's approval. I do by this document constitute the above named representative as my true and lawful attorney-in-fact to act in my name, place and stead, to do and perform any act in connection with such application which I myself might perform or do if I was personally present.

City of West Lake Hills/Jennifer Bills
Property Owner/Applicant Name

Property Owner/Applicant Signature

911 Westlake Dr | West Lake Hills | TX | 78746
Street Address | City | State | Zip Code

512-37-6838
Property Owner/Applicant Phone Number

This instrument was acknowledged before me on this the 28 day of December, 20 23.

Notary Public in and for the State of Texas

MARK LITTRELL
My Notary ID # 125438016
Expires September 20, 2025

November 30, 2023

The City of West Lake Hills – Zapco
Robert Meisel, Chairman
The City of West Lake Hills
911 Westlake Drive
West Lake Hills, TX 78746

Re: City of West Lake Hills City Hall and Police Facility Site Disturbance Variance Request

Mr. Meisel,

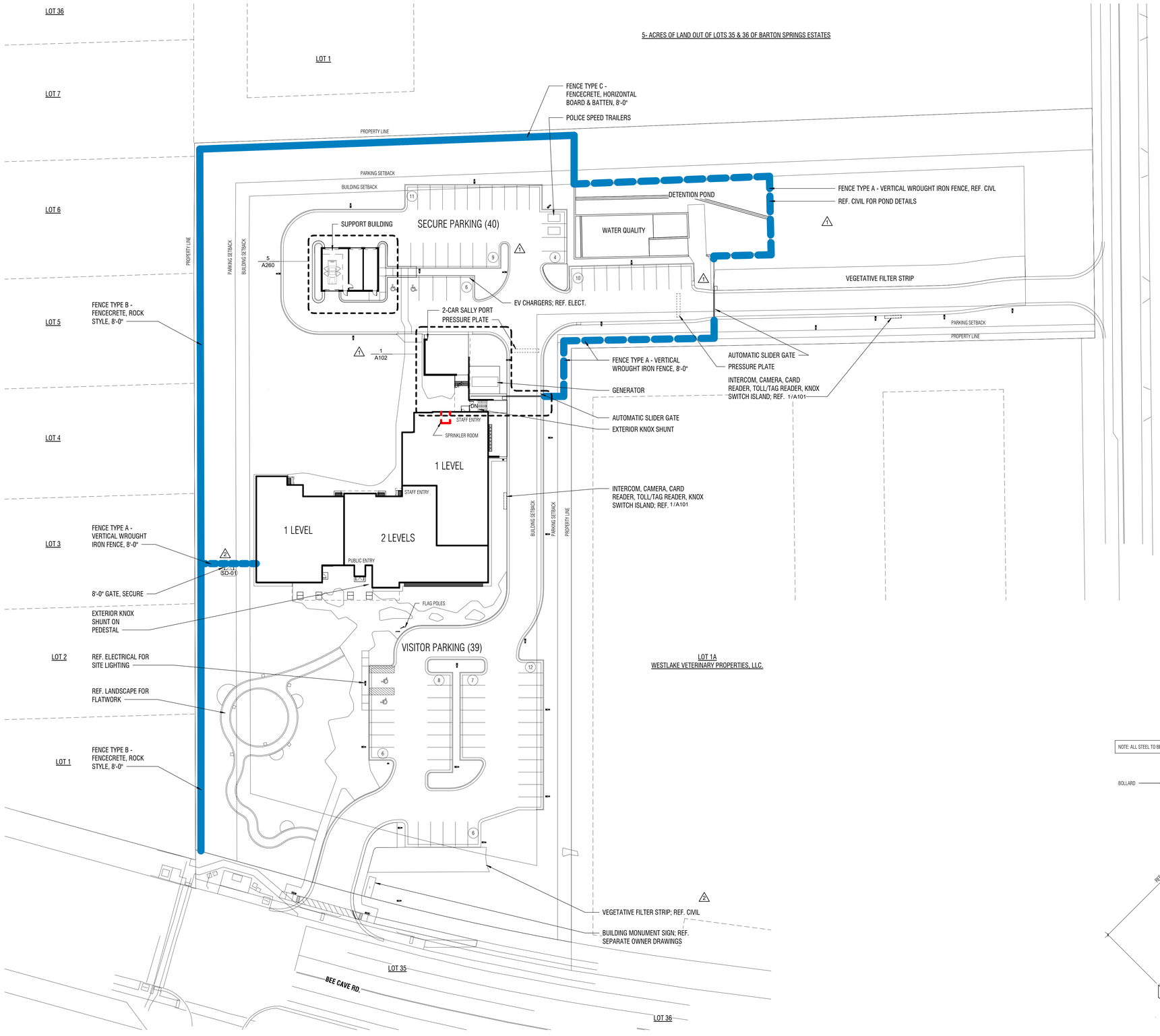
Brinkley Sargent Wiginton has prepared an application for variance to allow an 8'-0" tall fence (wall) where 6'-0" maximum is allowed along the North and West property line (ordinance Section 22.03.216) and to allow the fence to extend to the front property line (Bee Cave Rd.), where a 30'-0" setback from the pavement is required (Section 22.03.173).

Efforts were made to maintain the height of 6'-0" and the shortened length of the fence, but during the public council meeting on November 15, 2023, several residents requested a higher fence that extends the full property line for a more cohesive separation between the residential properties and the new city hall building.

Sincerely,

Brinkley Sargent Wiginton Architects
Don Greer
Project Architect

© 2023 Brinkley Sargent Wiginton Architects, Inc.



SITE GENERAL NOTES

REF. LANDSCAPE DRAWINGS FOR:
- TREE PROTECTION
- PLANTING & IRRIGATION
- FURTHER INFORMATION INCLUDING GRADING & DRAINAGE AT NOTED AREAS
- FLATWORK FINISHES
- PAVEMENT SLEEVES

REF. CIVIL DRAWINGS FOR:
- EROSION CONTROL
- HORIZONTAL CONTROL
- PAVING SECTIONS & SUBGRADE PREPARATION
- GRADING & DRAINAGE
- UTILITIES & OFF-SITE SCOPE OF WORK
- ADDITIONAL INFORMATION REGARDING SITE ELEMENTS, DIMENSIONS, ETC.

REF. STRUCTURAL DRAWINGS FOR:
- SUBGRADE PREPARATION FOR ALL ON-GRADE STRUCTURES WITHIN BUILDING
- FOUNDATIONS FOR ALL STRUCTURES

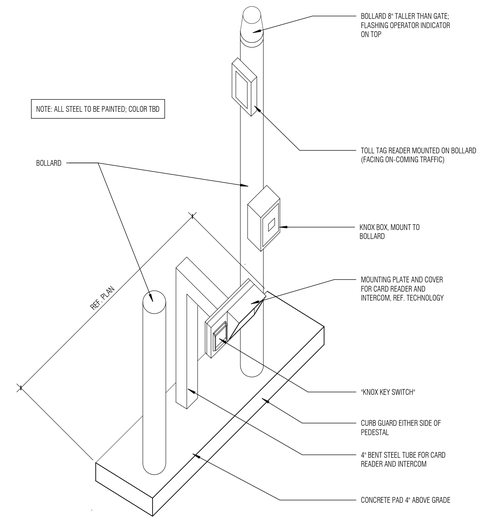
PARKING INFORMATION

PARKING INFORMATION

BUILDING USE NOT LISTED IN ORDINANCE, PARKING DESIGN BASED ON NEEDS ASSESSMENT:

PUBLIC SPACES: 39
STAFF SPACES: 40
TOTAL SPACES: 79

ACCESSIBLE PARKING REQUIRED = 4 PER TAS TABLE 208.2 (2 IN STAFF LOT, 2 IN PUBLIC LOT)
ACCESSIBLE PARKING PROVIDED = 4 (2 IN STAFF LOT, 2 IN PUBLIC LOT)



1 GATE CONTROLLER
SCALE: 3/4" = 1'-0"
0" 8" 1'4"

2 SITE PLAN
SCALE: 1" = 30'-0"
0" 15" 30"
NORTH

Architect: Brinkley Sargent Wiginton Architects (972) 960-9970
Landscape: Coleman & Associates (512) 476-2090
Structural: Datum Engineers (512) 469-9490
MEP: ME Engineers, Inc. (713) 621-8690
Civil: Malone / Wheeler Inc. (512) 899-0601
Technology/A-E Engineers, Inc. (713) 621-8690

BRINKLEY SARGENT WIGINTON ARCHITECTS

City of Westlake Hills Municipal Complex

4010 Bee Caves Rd., West Lake Hills, TX 78746

HISTORY		
#	DATE	DESCRIPTION
1	08-04-2023	DD ISSUE - REVISION #1
2	11-03-2023	50% CD ISSUE - REVISION #1

PROGRESS PRINT
THIS DOCUMENT IS INCOMPLETE AND MAY NOT BE USED FOR REGULATORY APPROVAL, PERMIT, OR CONSTRUCTION. RELEASED UNDER AUTHORITY OF:
DON T. GREER, AIA
TEXAS LIC. #10523
11/29/2023

SITE PLAN

22217.00
11/29/2023
A101

50% CONSTRUCTION DOCUMENTS

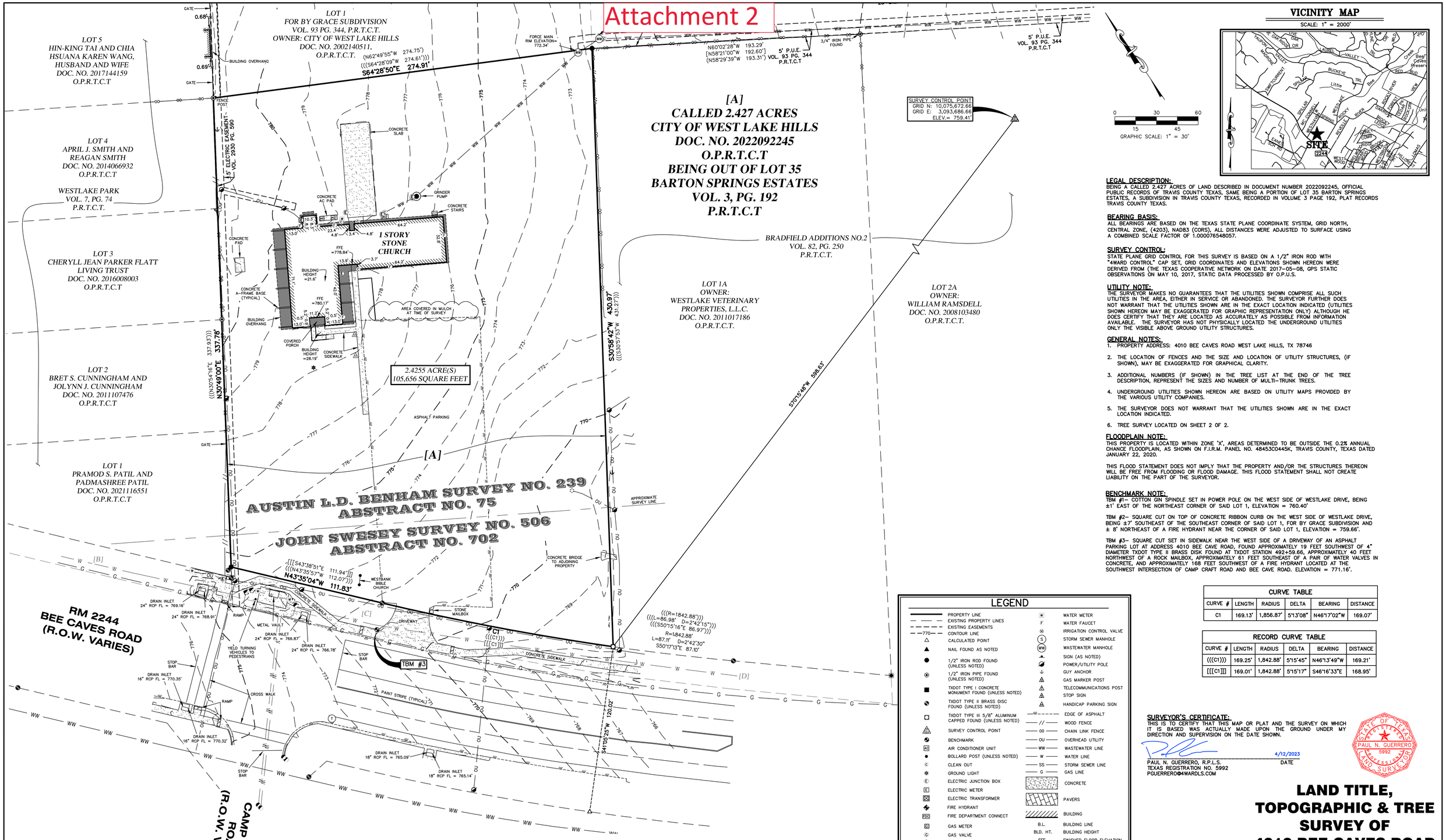
11/29/2023 5:00:24 PM
D:\Revit Locals\MUNICIPAL_ArchCAD_R23_enzwoodTTY.rvt


NOW
LEASING





Attachment 2



LEGAL DESCRIPTION:
BEING A CALLED 2.427 ACRES OF LAND DESCRIBED IN DOCUMENT NUMBER 2022092245, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS, SAME BEING A PORTION OF LOT 35 BARTON SPRINGS ESTATES, A SUBDIVISION IN TRAVIS COUNTY TEXAS, RECORDED IN VOLUME 3 PAGE 192, PLAT RECORDS TRAVIS COUNTY TEXAS.

BEARING BASIS:
ALL BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, GRID NORTH, CENTRAL ZONE, (4203), NAD83 (CORS), ALL DISTANCES WERE ADJUSTED TO SURFACE USING A COMBINED SCALE FACTOR OF 1.000076548057.

SURVEY CONTROL:
STATE PLANE GRID CONTROL FOR THIS SURVEY IS BASED ON A 1/2" IRON ROD WITH "4WARD CONTROL" CAP SET, GRID COORDINATES AND ELEVATIONS SHOWN HEREON WERE DERIVED FROM (THE TEXAS COOPERATIVE NETWORK ON DATE 2017-05-08, GPS STATIC OBSERVATIONS ON MAY 10, 2017, STATIC DATA PROCESSED BY O.P.U.S.

UTILITY NOTE:
THE SURVEYOR MAKES NO GUARANTEES THAT THE UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED (UTILITIES SHOWN HEREON MAY BE EXAGGERATED FOR GRAPHIC REPRESENTATION ONLY) ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES ONLY THE VISIBLE ABOVE GROUND UTILITY STRUCTURES.

GENERAL NOTES:
1. PROPERTY ADDRESS: 4010 BEE CAVES ROAD WEST LAKE HILLS, TX 78746
2. THE LOCATION OF FENCES AND THE SIZE AND LOCATION OF UTILITY STRUCTURES, (IF SHOWN), MAY BE EXAGGERATED FOR GRAPHICAL CLARITY.
3. ADDITIONAL NUMBERS (IF SHOWN) IN THE TREE LIST AT THE END OF THE TREE DESCRIPTION, REPRESENT THE SIZES AND NUMBER OF MULTI-TRUNK TREES.
4. UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON UTILITY MAPS PROVIDED BY THE VARIOUS UTILITY COMPANIES.
5. THE SURVEYOR DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED.
6. TREE SURVEY LOCATED ON SHEET 2 OF 2.

FLOODPLAIN NOTE:
THIS PROPERTY IS LOCATED WITHIN ZONE 'X', AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON F.I.R.M. PANEL NO. 48453C0445K, TRAVIS COUNTY, TEXAS DATED JANUARY 22, 2020.

THIS FLOOD STATEMENT DOES NOT IMPLY THAT THE PROPERTY AND/OR THE STRUCTURES THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE. THIS FLOOD STATEMENT SHALL NOT CREATE LIABILITY ON THE PART OF THE SURVEYOR.

BENCHMARK NOTE:
TBM #1– COTTON GIN SPINDLE SET IN POWER POLE ON THE WEST SIDE OF WESTLAKE DRIVE, BEING ±1' EAST OF THE NORTHEAST CORNER OF SAID LOT 1, ELEVATION = 760.40'

TBM #2– SQUARE CUT ON TOP OF CONCRETE RIBBON CURB ON THE WEST SIDE OF WESTLAKE DRIVE, BEING ±7' SOUTHEAST OF THE SOUTHEAST CORNER OF SAID LOT 1, FOR BY GRACE SUBDIVISION AND ± 8' NORTHEAST OF A FIRE HYDRANT NEAR THE CORNER OF SAID LOT 1, ELEVATION = 759.66'.

TBM #3– SQUARE CUT SET IN SIDEWALK NEAR THE WEST SIDE OF A DRIVEWAY OF AN ASPHALT PARKING LOT AT ADDRESS 4010 BEE CAVE ROAD, FOUND APPROXIMATELY 19 FEET SOUTHWEST OF 4" DIAMETER TXDOT TYPE II BRASS DISK FOUND AT TXDOT STATION 492+59.66, APPROXIMATELY 40 FEET NORTHWEST OF A ROCK MAILBOX, APPROXIMATELY 61 FEET SOUTHEAST OF A PAIR OF WATER VALVES IN CONCRETE, AND APPROXIMATELY 168 FEET SOUTHWEST OF A FIRE HYDRANT LOCATED AT THE SOUTHWEST INTERSECTION OF CAMP CRAFT ROAD AND BEE CAVE ROAD. ELEVATION = 771.16'.

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	BEARING	DISTANCE
C1	169.13'	1,856.87'	5°13'08"	N46°17'02"W	169.07'

RECORD CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	BEARING	DISTANCE
(((C1)))	169.25'	1,842.88'	5°15'45"	N46°13'49"W	169.21'
[[[C1]]]	169.01'	1,842.88'	5°15'17"	S46°16'33"E	168.95'

SURVEYOR'S CERTIFICATE:
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WAS ACTUALLY MADE UPON THE GROUND UNDER MY DIRECTION AND SUPERVISION ON THE DATE SHOWN.

4/12/2023
DATE

PAUL N. GUERRERO, R.P.L.S.
TEXAS REGISTRATION NO. 5992
PGUERRERO@4WARDLS.COM

STATE OF TEXAS · PAUL N. GUERRERO · 5992 · REGISTERED PROFESSIONAL LAND SURVEYOR

TITLE COMMITMENT NOTES:
COMMITMENT FOR TITLE INSURANCE PREPARED BY: OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY
G.F. NO.: 22-1240-CH
EFFECTIVE DATE: MAY 10, 2022
ISSUED: MAY 20, 2022

THE SURVEYOR HAS RELIED UPON THE REFERENCED COMMITMENT FOR TITLE REGARDING EASEMENTS, RESTRICTIONS, AND OTHER MATTERS AFFECTING THIS PROPERTY. NO ADDITIONAL RESEARCH WAS DONE FOR THE PURPOSE OF THIS SURVEY. ITEMS LISTED ARE WORDED ACCORDING TO THE COMMITMENT, FOLLOWED BY SURVEYOR'S NOTES AND/OR OBSERVATIONS SHOWN IN BRACKETS. [ ]

10) THE FOLLOWING MATTERS AND ALL TERMS OF THE DOCUMENTS CREATING OR OFFERING EVIDENCE OF THE MATTERS:

E. EASEMENT GRANTED TO THE CITY OF AUSTIN, DATED FEBRUARY 2, 1965, RECORDED IN VOLUME 2930, PAGE 590, OF THE DEED RECORDS OF TRAVIS COUNTY TEXAS.
[SUBJECT TO – SHOWN ON SURVEY]

LEGEND

PROPERTY LINE	WATER METER
EXISTING PROPERTY LINES	WATER FAUCET
EXISTING EASEMENTS	IRRIGATION CONTROL VALVE
770 CONTOUR LINE	STORM SEWER MANHOLE
CALCULATED POINT	WASTEWATER MANHOLE
NAIL FOUND AS NOTED	SIGN (AS NOTED)
1/2" IRON ROD FOUND (UNLESS NOTED)	POWER/UTILITY POLE
1/2" IRON PIPE FOUND (UNLESS NOTED)	GUY ANCHOR
TXDOT TYPE I CONCRETE MONUMENT FOUND (UNLESS NOTED)	GAS MARKER POST
TXDOT TYPE II BRASS DISC FOUND (UNLESS NOTED)	TELECOMMUNICATIONS POST
TXDOT TYPE III 5/8" ALUMINUM CAPPED FOUND (UNLESS NOTED)	STOP SIGN
SURVEY CONTROL POINT	HANDICAP PARKING SIGN
BENCHMARK	EDGE OF ASPHALT
AIR CONDITIONER UNIT	WOOD FENCE
BOLLARD POST (UNLESS NOTED)	CHAIN LINK FENCE
CLEAN OUT	OVERHEAD UTILITY
GROUND LIGHT	WASTEWATER LINE
ELECTRIC JUNCTION BOX	WATER LINE
ELECTRIC METER	STORM SEWER LINE
ELECTRIC TRANSFORMER	GAS LINE
FIRE HYDRANT	CONCRETE
FIRE DEPARTMENT CONNECT	PAVERS
GAS METER	BUILDING
GAS VALVE	B.L. BUILDING LINE
LIGHT POLE	BLD. HT. BUILDING HEIGHT
MAILBOX	FFE FINISHED FLOOR ELEVATION
SEPTIC TANK LID	CONC CONCRETE
STUB-OUT PIPE	RCP REINFORCED CONCRETE PIPE
TELECOMMUNICATIONS PEDESTAL	FL ELEV FLOW LINE ELEVATION
TELECOMMUNICATIONS MANHOLE	P.U.E. PUBLIC UTILITY EASEMENT
TELECOMMUNICATIONS BOX	VOL./PG. VOLUME, PAGE
TRAFFIC SIGNAL BOX	((((.....)))) RECORD INFORMATION PER DEED DOC 2022092245
TRAFFIC SIGNAL POLE	[[[.....]]] RECORD INFORMATION PER DEED DOC 2013212249
WATER VALVE	(.....) RECORD INFORMATION PER PLAT VOL. 93 PG. 344
	[.....] RECORD INFORMATION PER PLAT VOL. 82 PG. 250

[B]
CITY OF WEST LAKE HILLS
PARCEL 20
CALLED 0.053 ACRE
DOC. NO. 2015078389
O.P.R.C.T.C.T

[C]
CITY OF WEST LAKE HILLS
PARCEL 21
CALLED 0.130 ACRE
DOC. NO. 2013212249
O.P.R.C.T.C.T

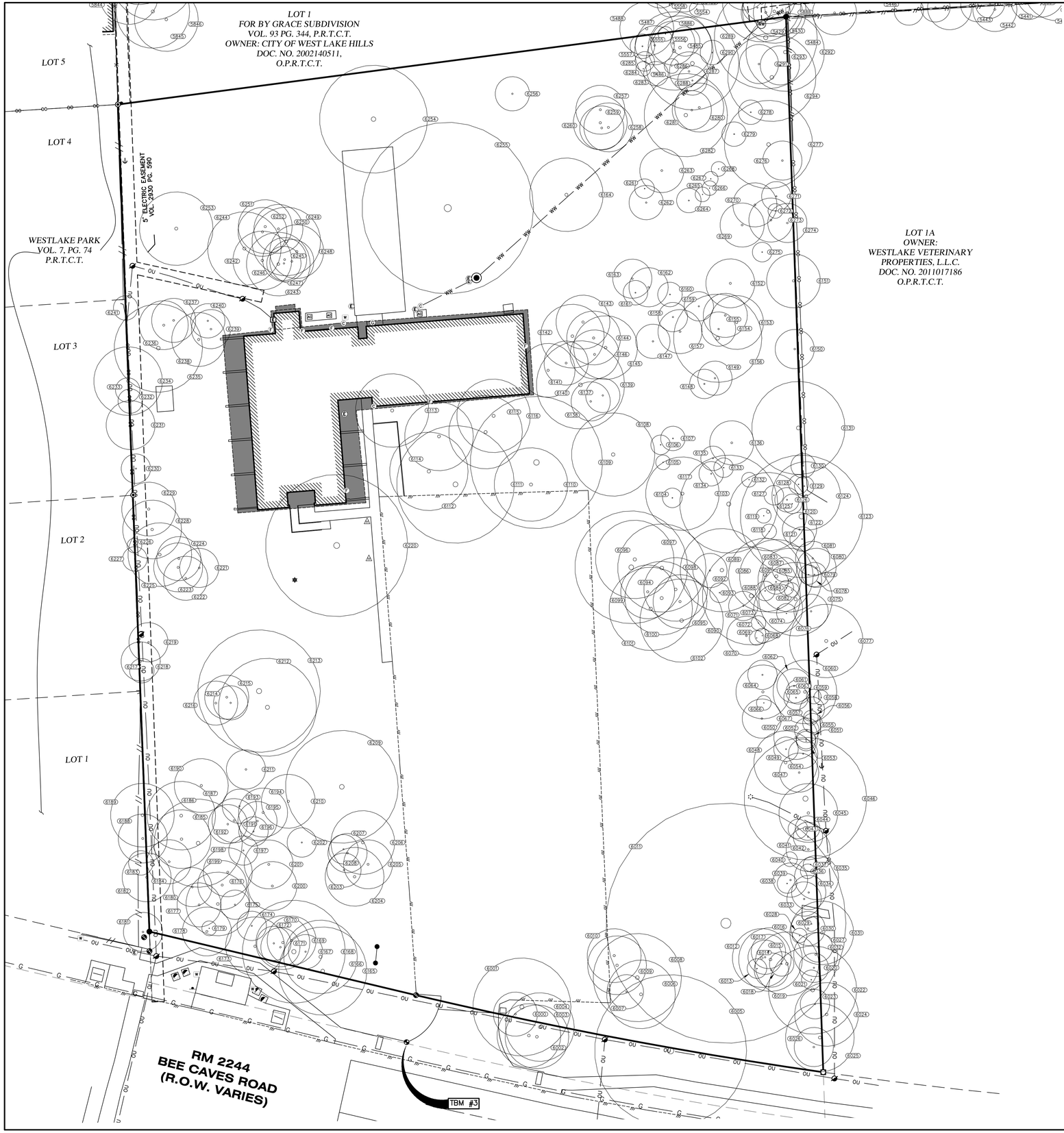
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CITY OF WEST LAKE HILLS
PARCEL 23
CALLED 0.093 ACRE
DOC. NO. 2015012608
O.P.R.C.T.C.T

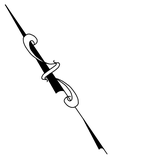
LAND TITLE, TOPOGRAPHIC & TREE SURVEY OF 4010 BEE CAVES ROAD City of West Lake Hills, Travis County Texas

4WARD Land Surveying
A Limited Liability Company
PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

Date:	4/12/2023
Project:	00604
Scale:	1" = 30'
Reviewer:	PG
Tech:	DK
Field Crew:	MW/AC
Survey Date:	MAR. 2023
Sheet:	1 OF 2

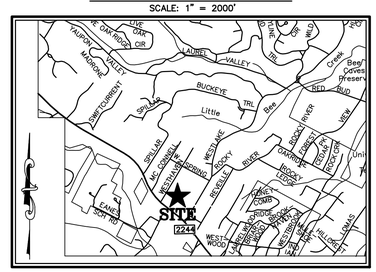
P:\00604\Dwg\00604_CHURCH TRACT.dwg





VICINITY MAP

SCALE: 1" = 2000'



TREE LIST

NUMBER	DESCRIPTION
6000	9" LIVE OAK
6001	20" LIVE OAK 14–11
6002	13" LIVE OAK
6003	13" LIVE OAK
6004	14" LIVE OAK
6005	31" LIVE OAK 16–16–13
6006	14" LIVE OAK
6007	7" LIVE OAK
6008	18" LIVE OAK 12–11
6009	12" LIVE OAK
6010	11" LIVE OAK
6011	49" LIVE OAK 21–19–19–17
6012	12" LIVE OAK
6013	4" HACKBERRY
6014	7" LIVE OAK
6015	7" HACKBERRY
6016	13" LIVE OAK
6017	7" LIVE OAK
6018	5" HACKBERRY
6019	13" LIVE OAK
6020	6" HACKBERRY
6021	4" LIGUSTRUM
6022	18" CEDAR 9–7–7–4
6023	6" CEDAR
6024	5" HACKBERRY
6025	14" CEDAR 11–5 MULTI
6028	8" LIGUSTRUM MULTI
6027	9" LIGUSTRUM 6–6
6028	3" HACKBERRY
6029	3" HACKBERRY
6030	7" CEDAR 5–4
6031	13" HACKBERRY
6032	6" CEDAR 4–4
6033	7" HACKBERRY
6034	7" CEDAR
6035	9" CEDAR
6036	3" HACKBERRY
6037	3" CEDAR
6038	7" CEDAR ELM
6039	4" CEDAR ELM
6040	3" BUMELIA
6041	9" CEDAR 6–6
6042	6" CEDAR
6043	4" LIGUSTRUM MULTI
6044	5" CEDAR
6045	12" CEDAR 9–6
6046	25" LIGUSTRUM 13–9–6–4–4
6047	8" CEDAR ELM
6048	13" CEDAR ELM 10–6
6049	5" CEDAR ELM
6050	9" CHINA BERRY
6051	4" CEDAR
6052	5" CEDAR
6053	4" CEDAR
6054	6" LIGUSTRUM
6055	4" CEDAR
6056	3" CEDAR
6057	5" CEDAR ELM
6058	3" CEDAR
6059	3" LIGUSTRUM
6060	13" LIGUSTRUM 5–5–4–4–3
6061	5" LIGUSTRUM
6062	7" LIGUSTRUM 4–3–3
6063	5" CEDAR
6064	6" CEDAR ELM
6065	11" LIGUSTRUM 5–3–3–3
6066	3" BUMELIA
6067	8" BUMELIA
6068	3" CEDAR ELM
6069	3" CEDAR ELM
6070	8" CEDAR ELM 6–3
6071	6" LIGUSTRUM 4–4
6072	3" LIGUSTRUM
6073	10" LIVE OAK
6074	4" LIGUSTRUM
6075	15" LIVE OAK
6076	7" CEDAR ELM
6077	15" LIGUSTRUM 6–5–4–4–4
6078	4" CEDAR ELM
6079	5" CEDAR ELM
6080	8" CEDAR ELM
6081	7" CEDAR ELM
6082	3" CEDAR ELM
6083	13" CEDAR ELM
6084	3" CEDAR ELM
6085	5" CEDAR ELM
6086	15" LIVE OAK
6087	5" CEDAR ELM
6088	4" LIGUSTRUM
6089	15" LIVE OAK
6090	20" LIVE OAK
6091	17" LIVE OAK 13–8
6092	7" LIVE OAK STUMP
6093	4" BUMELIA
6094	13" LIVE OAK
6095	11" LIVE OAK
6096	18" LIVE OAK
6097	16" CEDAR ELM
6098	23" CEDAR ELM 17–15
6099	11" LIVE OAK
6100	15" LIVE OAK
6101	17" LIVE OAK
6102	17" LIVE OAK
6103	15" LIVE OAK
6104	4" CEDAR ELM
6105	3" CEDAR ELM
6106	4" CEDAR ELM
6107	5" CEDAR ELM
6108	17" CEDAR ELM 9–9–6
6109	27" LIVE OAK 10–10–9–7–7
6110	15" LIVE OAK
6111	24" LIVE OAK 16–15
6112	16" CEDAR
6113	15" CEDAR ELM
6114	14" CEDAR ELM
6115	15" CEDAR ELM 11–7
6116	15" CEDAR ELM
6117	20" LIVE OAK 13–13
6118	3" CEDAR ELM
6119	3" CEDAR ELM
6120	16" LIVE OAK
6121	5" CEDAR ELM
6122	7" LIGUSTRUM 4–3–3
6123	25" LIVE OAK 17–16
6124	14" LIVE OAK
6125	4" CEDAR ELM
6126	5" LIGUSTRUM 3–3
6127	4" CEDAR ELM
6128	4" CEDAR ELM
6129	4" LIGUSTRUM
6130	5" LIGUSTRUM 4–2
6131	19" CEDAR ELM
6132	3" CEDAR ELM
6133	4" CEDAR ELM
6134	5" CEDAR ELM
6135	5" CEDAR ELM
6136	9" CEDAR ELM
6137	7" LIVE OAK
6138	8" LIVE OAK
6139	18" LIVE OAK 11–10–4
6140	11" LIVE OAK
6141	9" LIVE OAK
6142	13" LIVE OAK
6143	11" LIVE OAK
6144	11" LIVE OAK
6145	13" LIVE OAK
6146	10" LIVE OAK
6147	7" CEDAR ELM
6148	6" CEDAR ELM
6149	7" CEDAR ELM
6150	8" CEDAR ELM
6151	11" HACKBERRY
6152	10" CEDAR ELM
6153	11" LIVE OAK
6154	9" CEDAR ELM
6155	7" LIVE OAK
6156	18" LIVE OAK 10–10–6
6157	9" CEDAR ELM
6158	6" CEDAR ELM
6159	6" CEDAR ELM
6160	5" CEDAR ELM
6161	5" CEDAR ELM
6162	8" CEDAR ELM
6163	8" LIVE OAK
6164	15" CEDAR ELM
6165	18" LIVE OAK
6166	15" LIVE OAK
6167	7" LIVE OAK
6168	21" LIVE OAK 15–11
6169	10" LIVE OAK
6170	11" LIVE OAK
6171	8" LIVE OAK
6172	7" LIVE OAK
6173	12" LIVE OAK
6174	6" LIVE OAK
6175	6" LIVE OAK
6176	13" LIVE OAK
6177	9" LIVE OAK
6178	10" LIVE OAK
6179	3" LIGUSTRUM
6180	8" LIVE OAK
6181	8" CEDAR
6182	10" LIGUSTRUM
6183	5" LIGUSTRUM
6184	9" CEDAR
6185	12" LIVE OAK
6186	18" LIVE OAK 14–7
6187	14" LIVE OAK
6188	10" LIGUSTRUM
6189	13" LIGUSTRUM 9–7
6190	11" LIVE OAK
6191	8" LIVE OAK
6192	9" LIVE OAK
6193	7" LIVE OAK
6194	10" CEDAR
6195	8" CEDAR
6196	6" LIVE OAK
6197	6" LIVE OAK
6198	10" LIVE OAK
6199	10" LIVE OAK
6200	10" LIVE OAK
6201	10" LIVE OAK
6202	6" LIVE OAK
6203	7" LIVE OAK
6204	12" LIVE OAK
6205	10" LIVE OAK
6206	13" LIVE OAK
6207	8" LIVE OAK
6208	6" LIVE OAK
6209	23" LIVE OAK 17–11
6210	11" LIVE OAK
6211	8" CEDAR
6212	20" LIVE OAK
6213	25" LIVE OAK 13–12–11
6214	7" LIVE OAK
6215	9" LIVE OAK
6216	9" LIVE OAK
6217	5" LIGUSTRUM
6218	8" CHINA BERRY 6–4
6219	8" HACKBERRY
6220	29" LIVE OAK 20–17
6221	8" LIVE OAK
6222	9" LIVE OAK
6223	10" LIVE OAK
6224	9" LIVE OAK
6225	13" LIVE OAK
6226	3" LIGUSTRUM MULTI
6227	5" LIGUSTRUM 3–3
6228	12" LIVE OAK
6229	11" LIVE OAK
6230	6" HACKBERRY 4–3
6231	10" LIGUSTRUM 5–4–3–3
6232	5" LIGUSTRUM MULTI
6233	5" LIGUSTRUM MULTI
6234	14" LIVE OAK
6235	18" CEDAR ELM
6236	10" LIVE OAK 7–6
6237	9" LIVE OAK
6238	11" LIVE OAK
6239	8" LIVE OAK
6240	7" LIVE OAK
6241	5" HACKBERRY
6242	12" LIVE OAK
6243	13" LIVE OAK 10–6
6244	15" CEDAR ELM 10–10
6245	7" LIVE OAK
6246	9" LIVE OAK
6247	9" LIVE OAK
6248	11" LIVE OAK
6249	14" LIVE OAK
6250	10" LIVE OAK
6251	11" LIVE OAK
6252	10" LIVE OAK
6253	15" CEDAR ELM
6254	22" LIVE OAK
6255	35" LIVE OAK 18–15–19
6256	7" MESQUITE 4–3–3
6257	10" LIVE OAK
6258	10" LIVE OAK
6259	9" LIGUSTRUM 4–4–3–3
6260	11" LIVE OAK
6261	4" CEDAR ELM
6262	7" CEDAR ELM
6263	9" CREPE MYRTLE 5–4–4
6264	5" CEDAR ELM
6265	3" CREPE MYRTLE
6266	3" CREPE MYRTLE
6267	3" CEDAR ELM
6268	3" CEDAR ELM
6269	9" CEDAR ELM 6–6
6270	8" CEDAR ELM
6271	6" CEDAR ELM
6272	3" CEDAR ELM
6273	9" CEDAR ELM
6274	8" CEDAR ELM
6275	4" CEDAR ELM
6276	8" CEDAR ELM
6277	18" CEDAR ELM 13–9
6278	5" CEDAR ELM
6279	5" CREPE MYRTLE 3–3
6280	10" CEDAR ELM
6281	8" CEDAR ELM 6–3
6282	17" LIVE OAK 12–9
6283	5" LIVE OAK
6284	3" CEDAR ELM
6285	4" LIVE OAK
6286	3" LIVE OAK
6287	8" LIGUSTRUM 4–4–4
6288	6" LIGUSTRUM 4–4
6289	19" LIVE OAK 13–11
6290	5" CEDAR ELM
6291	8" LIGUSTRUM 5–3–3
6292	16" HACKBERRY
6293	8" LIGUSTRUM 6–3
6294	18" CEDAR ELM 13–9

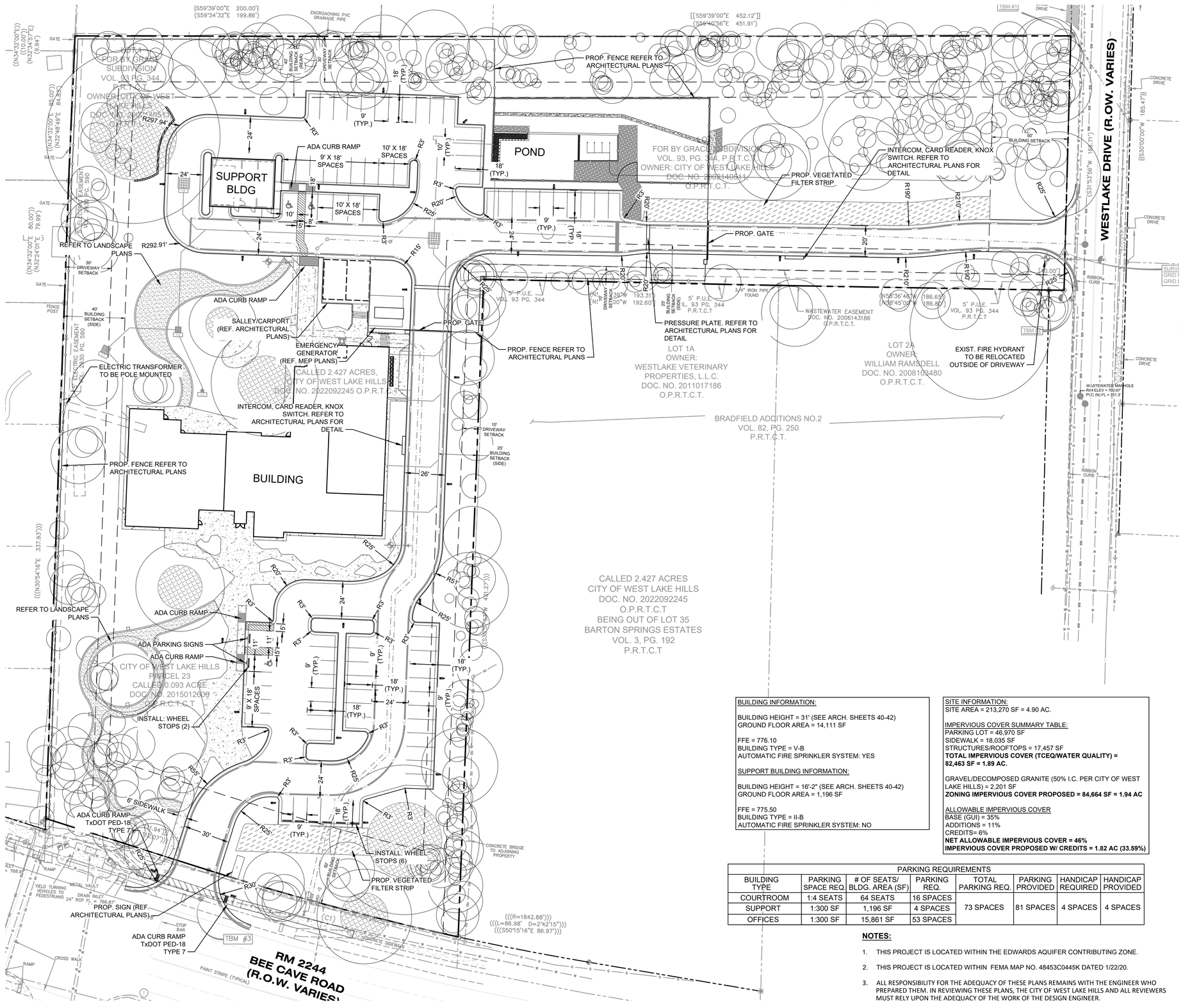
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DETAIL PAGE

4WARD Land Surveying
A Limited Liability Company
PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

Date:	4/12/2023
Project:	00604
Scale:	1" = 20'
Reviewer:	PG
Tech:	DK
Field Crew:	MW/AC
Survey Date:	MAR. 2023
Sheet:	2 OF 2

P:\00604\Dwg\00604_CHURCH TRACT.dwg



NOTES:

1. THIS PROJECT IS A TYPE 3 DEVELOPMENT.
2. NO CONCENTRATED STORMWATER FLOWS WILL LEAVE THIS LOT ONTO ADJACENT PROPERTIES, UNLESS THEYDISCHARGE DIRECTLY INTO AN APPROVED CHANNEL THAT IS WITHING A DRAINAGE EASEMENT.
3. NO FENCES OR STRUCTURES ARE ALLOWED ACCROSS ANY DRAINAGE EASEMENT.
4. PER TPDES GENERAL PERMIT NO. 150000, DISTURBED AREAS ON WHICH CONSTRUCTION ACTIVITIES HAVE CEASED (TEMPORARILY OR PERMANENTLY) SHALL BE STABILIZED WITHIN 14 DAYS UNLESS ACTIVITY RESUMES WITHIN 21 DAYS.
5. THE OWNER OF THE PROPERTY IS RESPONSIBLE FOR CLEANING AND REMOVING ALL SEDIMENT THAT IS WASHED FROM THE SITE IN DEDICATED STREETS, ALLEYS, WATERWAYS, OR OTHER PROPERTIES.
6. STRIPPING OF VEGETATION FROM PROJECT SITES SHALL BE PHASED SO AS TO EXPOSE THE MINIMUM AMOUNT OF AREA TO SOIL EROSION FOR THE SHORTEST POSSIBLE PERIOD OF TIME PER THE WEST LAKE HILLS DRAINAGE AND EROSION CONTROL DESIGN MANUAL SEC. 7.1(I).
7. ALL DIMENSIONS ARE FROM EDGE OF PAVEMENT TO FACE OF CURB, UNLESS OTHERWISE NOTED.
8. ACCESSIBLE ROUTES SHALL COMPLY WITH THE TEXAS ACCESSIBILITY STANDARDS ("T.A.S.")
   - 8.1. RUNNING SLOPES ON ACCESSIBLE ROUTES MAY NOT EXCEED 1:20 UNLESS DESIGNED AS A RAMP.
   - 8.2. CROSS SLOPES ON ACCESSIBLE ROUTES MAY NOT EXCEED 1:48.
   - 8.3. CURB RAMPS SHALL NOT EXCEED A 1:12 SLOPE.
   - 8.4. LANDING PADS AND DOOR MANEUVERING AREAS SHALL NOT EXCEED 2% IN ANY DIRECTION. DOOR MANEUVERING AREAS ARE PER T.A.S. 404.2.4.
9. THE FIRE LANE MUST REMAIN CLEAR OF ALL TEMPORARY OR PERMANENT OBSTRUCTIONS AT ALL TIMES.
10. DRIVEWAY TO BE JOINTED, REINFORCED PORTLAND CEMENT CONCRETE. SEE GEOTECHNICAL PAVEMENT RECOMMENDATIONS FOR PAVEMENT THICKNESSES ON SHEET 02.
11. ALL EXTERIOR LIGHTING WILL BE HOODED OR SHIELDED FROM THE VIEW OF
12. SCREENING FOR SOLID WASTE COLLECTION AND LOADING AREAS SHALL BE THE SAME AS, OR OF EQUAL QUALITY TO, PRINCIPAL BUILDING MATERIALS.
13. GAS, TELECOM, AND ELECTRICAL IMPROVEMENTS ARE SHOWN SCHEMATICALLY. FINAL DESIGN WILL BE PROVIDED BY THE DRY UTILITY SERVICE PROVIDER.
14. REFER TO LANDSCAPE PLANS FOR REVEGETATION OF THE SITE.
15. REFER TO LANDSCAPE PLANS FOR COURTYARD IMPROVEMENTS.
16. CONTRACTOR TO FIELD VERIFY LOCATION OF ALL EXISTING UTILITIES.
17. ALL OF FIRE APPARATUS ACCESS ROADS SHALL BE PAINTED RED AND BE CONSPICUOUSLY AND LEGIBLY MARKED WITH THE WARNING "FIRE LANE - TOW AWAY ZONE" IN WHITE LETTERS AT LEAST THREE INCHES TALL, AT INTERVALS NOT EXCEEDING 35 FEET.

BUILDING INFORMATION:

BUILDING HEIGHT = 31' (SEE ARCH. SHEETS 40-42)
GROUND FLOOR AREA = 14,111 SF

FFE = 776.10
BUILDING TYPE = V-B
AUTOMATIC FIRE SPRINKLER SYSTEM: YES

SUPPORT BUILDING INFORMATION:

BUILDING HEIGHT = 16'-2" (SEE ARCH. SHEETS 40-42)
GROUND FLOOR AREA = 1,196 SF

FFE = 775.50
BUILDING TYPE = II-B
AUTOMATIC FIRE SPRINKLER SYSTEM: NO

SITE INFORMATION:
SITE AREA = 213,270 SF = 4.90 AC.

IMPERVIOUS COVER SUMMARY TABLE:
PARKING LOT = 46,970 SF
SIDEWALK = 18,035 SF
STRUCTURES/ROOFTOPS = 17,457 SF
TOTAL IMPERVIOUS COVER (TCEQ/WATER QUALITY) = 82,463 SF = 1.89 AC.

GRAVEL/DECOMPOSED GRANITE (50% I.C. PER CITY OF WEST LAKE HILLS) = 2,201 SF
ZONING IMPERVIOUS COVER PROPOSED = 84,664 SF = 1.94 AC

ALLOWABLE IMPERVIOUS COVER
BASE (GUI) = 35%
ADDITIONS = 11%
CREDITS= 6%
NET ALLOWABLE IMPERVIOUS COVER = 46%
IMPERVIOUS COVER PROPOSED W/ CREDITS = 1.82 AC (33.59%)

PARKING REQUIREMENTS

BUILDING TYPE	PARKING SPACE REQ.	# OF SEATS/ BLDG. AREA (SF)	PARKING REQ.	TOTAL PARKING REQ.	PARKING PROVIDED	HANDICAP REQUIRED	HANDICAP PROVIDED
COURTROOM	1:4 SEATS	64 SEATS	16 SPACES	73 SPACES	81 SPACES	4 SPACES	4 SPACES
SUPPORT	1:300 SF	1,196 SF	4 SPACES				
OFFICES	1:300 SF	15,861 SF	53 SPACES				

NOTES:

1. THIS PROJECT IS LOCATED WITHIN THE EDWARDS AQUIFER CONTRIBUTING ZONE.
2. THIS PROJECT IS LOCATED WITHIN FEMA MAP NO. 48453C0445K DATED 1/22/20.
3. ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARED THEM. IN REVIEWING THESE PLANS, THE CITY OF WEST LAKE HILLS AND ALL REVIEWERS MUST RELY UPON THE ADEQUACY OF THE WORK OF THE DESIGN ENGINEER.

811 Know what's **below**. **Call** before you dig.

NO.	DATE	REVISION	BY

THE CITY OF WEST LAKE HILLS
CITY HALL AND POLICE FACILITY
WEST LAKE HILLS, TEXAS

SITE PLAN

MALONE★WHEELER INC. SINCE 1995
CIVIL ENGINEERING ★ DEVELOPMENT CONSULTING ★ PROJECT MANAGEMENT
5113 Southwest Pkwy, Suite 260
Austin, Texas 78735
Phone: (512) 899-0601 Fax: (512) 899-0655
Firm Registration No. F-766

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF LANDON M. MCCLELLAN, P.E. 142710 ON 11/28/2023. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES.

DESIGN BY :	TD
CHECKED BY :	LM
APPROVED BY :	LM
DATE :	11/27/2023

SHEET 13
OF 42

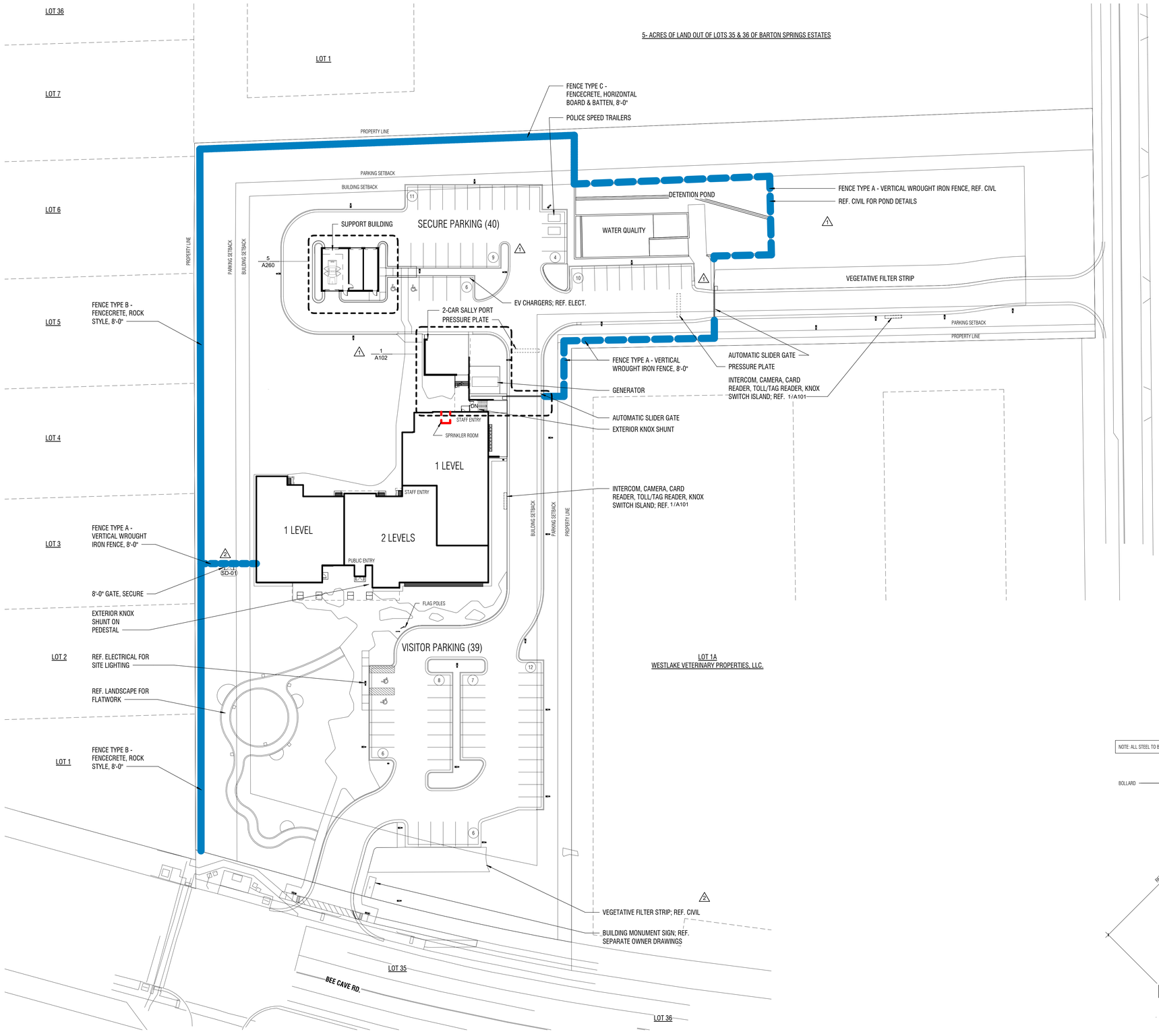
P:\CITY OF WEST LAKE HILLS\PROJECTS\22-062-AUS WEST LAKE HILLS CITY HALL & POLICE\DRAWINGS\PLANSET\15 SITE PLAN.DWG, 11/27/2023, TAYLOR DEMERCADO


Attachment 3


NOW
LEASING

© 2023 Brinkley Sargent Wiginton Architects, Inc.

Attachment 4



NORTH

2 SITE PLAN
SCALE: 1" = 30'-0"
0" 15" 30"

SITE GENERAL NOTES

REF. LANDSCAPE DRAWINGS FOR:
- TREE PROTECTION
- PLANTING & IRRIGATION
- FURTHER INFORMATION INCLUDING GRADING & DRAINAGE AT NOTED AREAS
- FLATWORK FINISHES
- PAVEMENT SLEEVES

REF. CIVIL DRAWINGS FOR:
- EROSION CONTROL
- HORIZONTAL CONTROL
- PAVING SECTIONS & SUBGRADE PREPARATION
- GRADING & DRAINAGE
- UTILITIES & OFF-SITE SCOPE OF WORK
- ADDITIONAL INFORMATION REGARDING SITE ELEMENTS, DIMENSIONS, ETC.

REF. STRUCTURAL DRAWINGS FOR:
- SUBGRADE PREPARATION FOR ALL ON-GRADE STRUCTURES WITHIN BUILDING
- FOUNDATIONS FOR ALL STRUCTURES

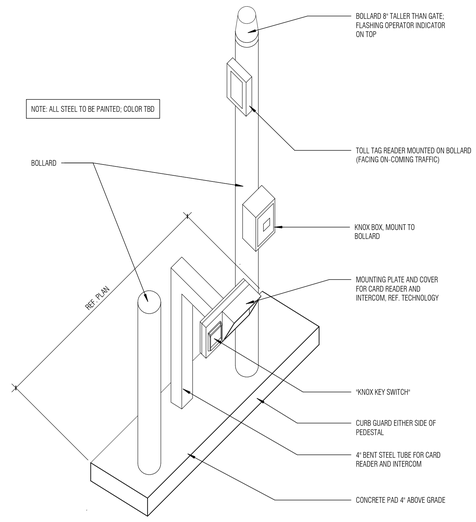
PARKING INFORMATION

PARKING INFORMATION

BUILDING USE NOT LISTED IN ORDINANCE, PARKING DESIGN BASED ON NEEDS ASSESSMENT:

PUBLIC SPACES: 39
STAFF SPACES: 40
TOTAL SPACES: 79

ACCESSIBLE PARKING REQUIRED = 4 PER TAS TABLE 208.2 (2 IN STAFF LOT, 2 IN PUBLIC LOT)
ACCESSIBLE PARKING PROVIDED = 4 (2 IN STAFF LOT, 2 IN PUBLIC LOT)



1 GATE CONTROLLER
SCALE: 3/4" = 1'-0"
0" 8" 1'4"

Architect: Brinkley Sargent Wiginton Architects (972) 960-9970
Landscape: Coleman & Associates (512) 476-2090
Structural: Datum Engineers (512) 469-9490
MEP: ME Engineers, Inc. (713) 621-8690
Civil: Malone / Wheeler Inc. (512) 899-0601
Technology: M-E Engineers, Inc. (713) 621-8690

BRINKLEY SARGENT WIGINTON ARCHITECTS

City of West Lake Hills Municipal Complex

4010 Bee Caves Rd., West Lake Hills, TX 78746

HISTORY		
#	DATE	DESCRIPTION
1	08-04-2023	DD ISSUE - REVISION #1
2	11-03-2023	50% CD ISSUE - REVISION #1

PROGRESS PRINT
THIS DOCUMENT IS INCOMPLETE AND MAY NOT BE USED FOR REGULATORY APPROVAL, PERMIT, OR CONSTRUCTION. RELEASED UNDER AUTHORITY OF:
DON T. GREER, AIA
TEXAS LIC. #10523
11/29/2023

SITE PLAN

50% CONSTRUCTION DOCUMENTS

22217.00
11/29/2023
A101

11/29/2023 5:00:24 PM
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City *of* West Lake Hills
Zoning and Planning Commission/Board of Adjustment
AGENDA REPORT

Meeting Date:	December 6, 2023	**Item Number:**	6 & 11
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	**Cost / Budget:**	None
Exhibits:	See Attached	**Source of Funds:**	N/A

Subject

4010 Bee Cave Road: Discuss and consider action on a variance request for site disturbance of greater than 18 inches of grading over the natural grade in the setback (Section 22.03.170 of the West Lake Hills Code).

Applicant: Landon McClellan, Malone Wheeler Engineering

Recommendation

Staff recommends approval of the variance request. The site design reflects the balancing of the code requirements to preserve large trees, limit site disturbance, manage drainage, and provide minimal disruption to the adjacent residential owners. Given the site constraints, the driveway is maintaining the driveway setback, but will exceed grading limits in portions of the building setback on the east side of the property.

This item will be considered by the ZAPCO for recommendation and Board of Adjustment for approval on December 6, 2023.

Discussion

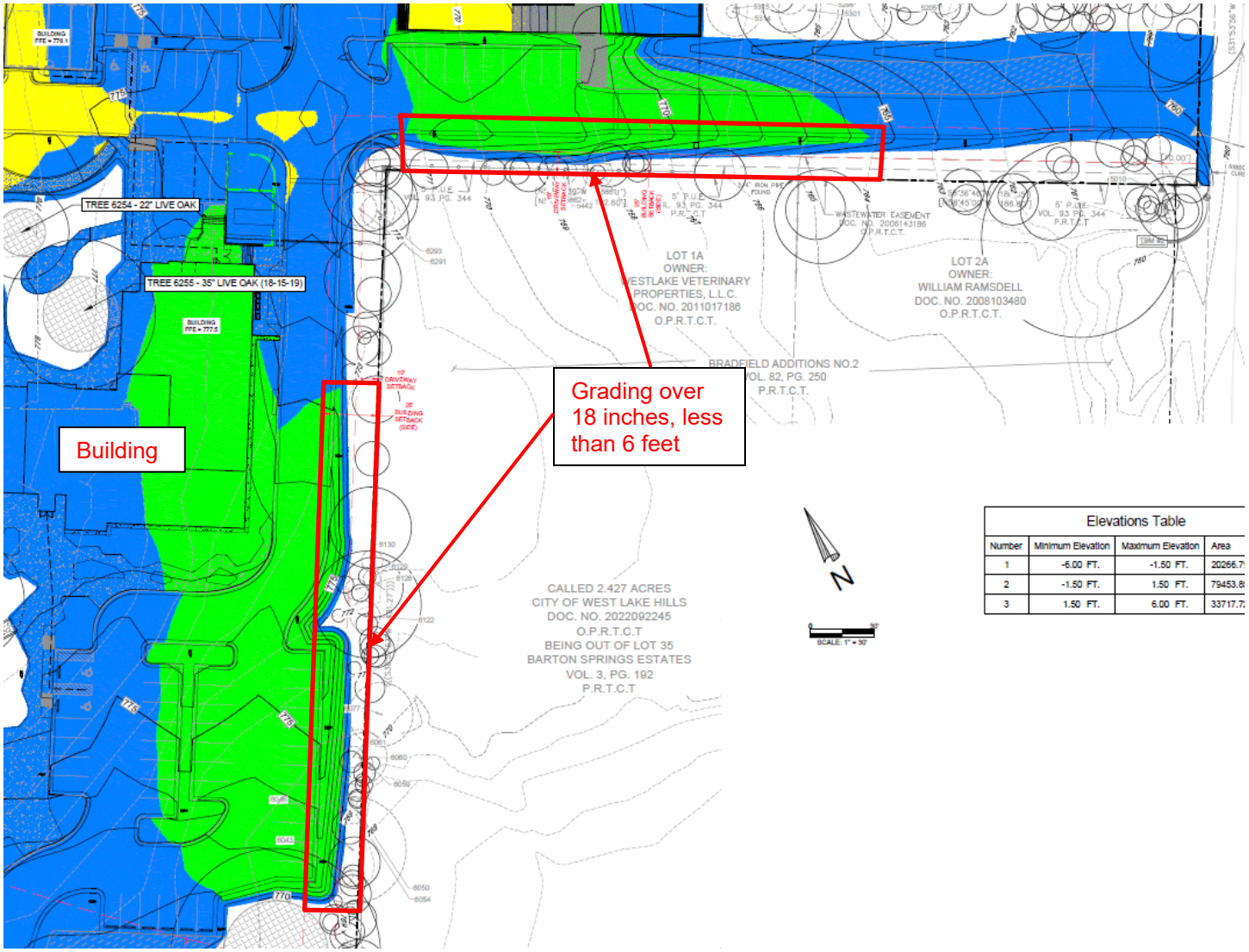
Property Information, Zoning & Site Characteristics:
Owner: City of West Lake Hills
Legal Description: For By Grace Lot 1 and Barton Creek Estates, 2.889 acres of Lots 35 & 36
Lot Size: 5.35 acres
Zoning: GUI, Government, Utility, & Institutional

The properties surrounding the subject property are zoned R-1, One Family, R-2 Two Family, O, Office and B-2, Business 2.

Background & Analysis:
The applicant is proposing to demolish the existing structure (5,889 sq. ft.) on the site and build a new municipal building with parking and drainage improvements (Attachment 3). The new building will be approximately 18,000 square feet with a partial occupied second story to minimize the footprint. The proposed location of the building will utilize the existing disturbed area of the existing building, with a larger footprint of 14,111 square feet. The proposed parking meets the minimum parking spaces required and is located towards the east side of the property to maximize the distance from the residential property to the west. The code provides an additional height bonus for the second story, which requires half of the parking spaces to be located behind the building. The existing site does not have any drainage improvements, which will be provided with the new project to

address detention and water quality with a new pond. With these considerations, the proposed layout has necessitated variances (Attachment 1).

The code requires the setback area to be limited to no more than 18 inches of cut/fill from the natural existing grade. There are two areas adjacent to the proposed driveway/parking lot where the finished grade within the 25-foot building setback will exceed 18 inches (Attachment 4).



Variance Criteria Review:

When applying for a variance, the applicant has provided the following evidence (Attachment 2):

1. *<u>The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.</u>*

   The proposed site takes into consideration preserving natural vegetation and buffering the development away from the residential lots that border the eastern and northern property lines.

   The proposed building location is based on the location of an existing structure and the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) which are located in the heart of the site area which is proposed to be a courtyard on the north side of the building. The alignment

of the main drive aisle which provides circulation and fire access is proposed to generally follow the eastern property lines that border the commercial properties. The drive aisle is located outside of the driveway setback, but partially within the building setback. Due to the building's finished floor elevation being set to limit the disturbance of the existing prominent oaks referenced above, the obtainable access drive aisle elevations are therefore limited, as the access drive aisle needs to tie into the building front door elevations (be level with the sidewalk) and meet the site drainage needs. There is grading associated with the drive aisle within the setbacks which exceed the 18" limit in some locations but where possible this 18" limit is met within the driveway setback for the majority of the site.

2. *There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.*
   This variance is being requested because the site is proposed to save much of the existing vegetation along the northern and western property lines which border residential lots. Additionally, this variance is requested in an effort to save two prominent oak trees #6254 (22” diameter) and #6255 (35” multi-trunk tree) which impact the finished floor elevation of the proposed building and therefore also impact the drive aisle elevations. Due to the above efforts of the site, this variance will help maintain natural terrain and existing flora within the development of the site.

3. *There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.*
   Other alternatives considered included lowering the building's finished floor elevation which would result in more grading disturbance around the two prominent oaks referenced above. This additional disturbance would be needed to provide an emergency overflow for drainage to flow away from the building in case of an event where the storm sewer line is clogged. If the risk of the building's finished floor elevation is lowered and the emergency overflow is not graded out through the area of the courtyard which contains the above-referenced live oak trees, then the risk of the building flooding would be increased.
   It was also considered to reduce the driveway width but due to the Emergency Service District’s needs and requirements for an aerial fire apparatus access road, this was not a feasible option.

4. *The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.*
   This variance is generally for grading within the building setback line. Grading within the driveway setback line is proposed to not exceed 18" of cut or fill with minor exceptions, see attached exhibit.

5. *The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.*
   The development is proposed to buffer residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees which include the two prominent oaks that are referenced above and located within the heart of the site. Standard design practices and utilizing easy site layouts would likely remove these prominent oaks, which the design team has gone to great extents in an effort to preserve.

6. *The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.*
   The development is proposed to buffer the residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees including the two predominant oaks that are referenced above. The residential lots' usage will not be adversely impacted as the design team has made efforts to locate the improvements away from the adjacent residential lots.
   The neighboring commercial lots on the east side of the property which are adjacent to the proposed access drive aisle will have no change in their use and enjoyment of their property with the granting of this variance application as the proposed driveway is located outside of the driveway setback.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

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

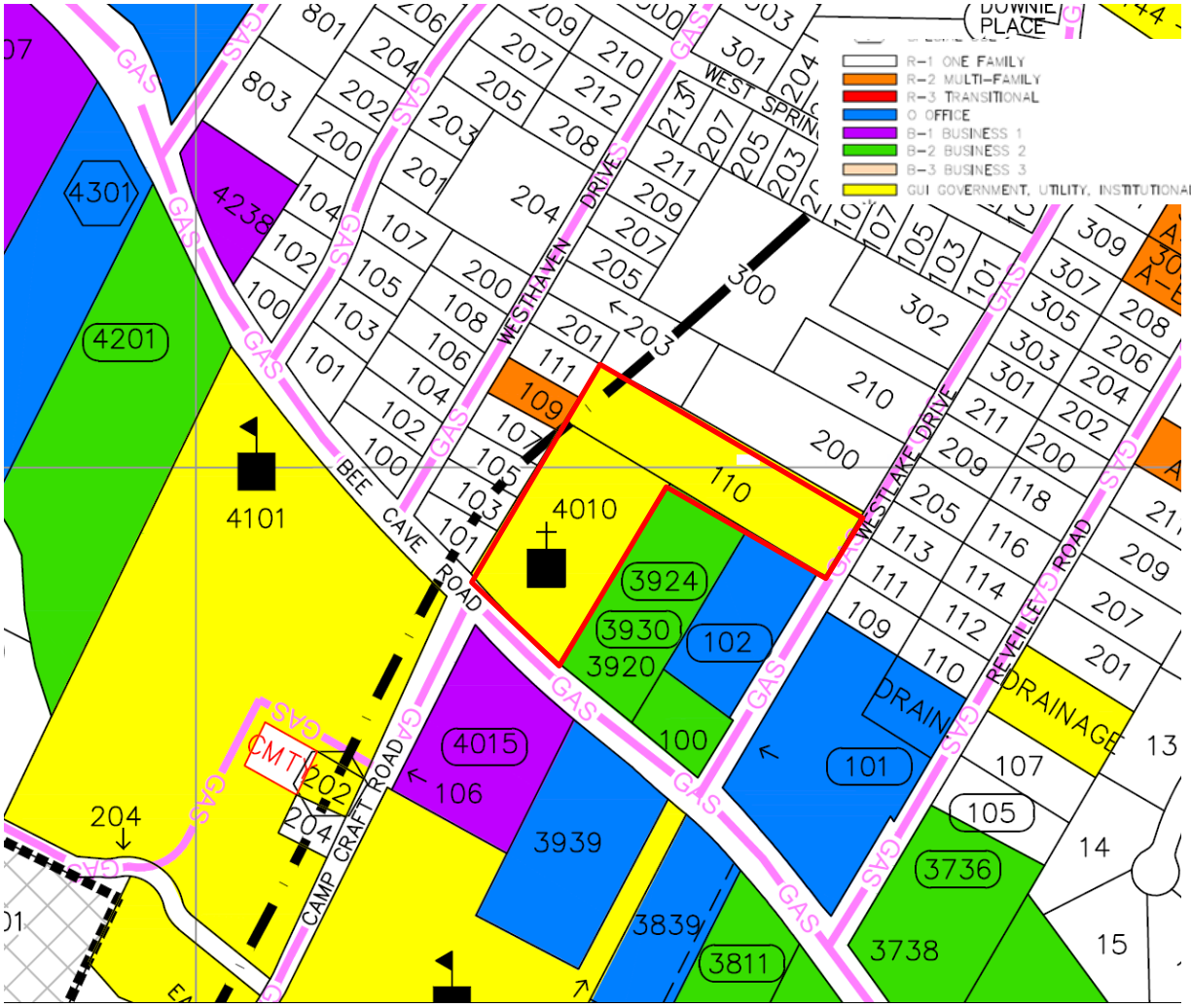
Comprehensive Planning Analysis

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

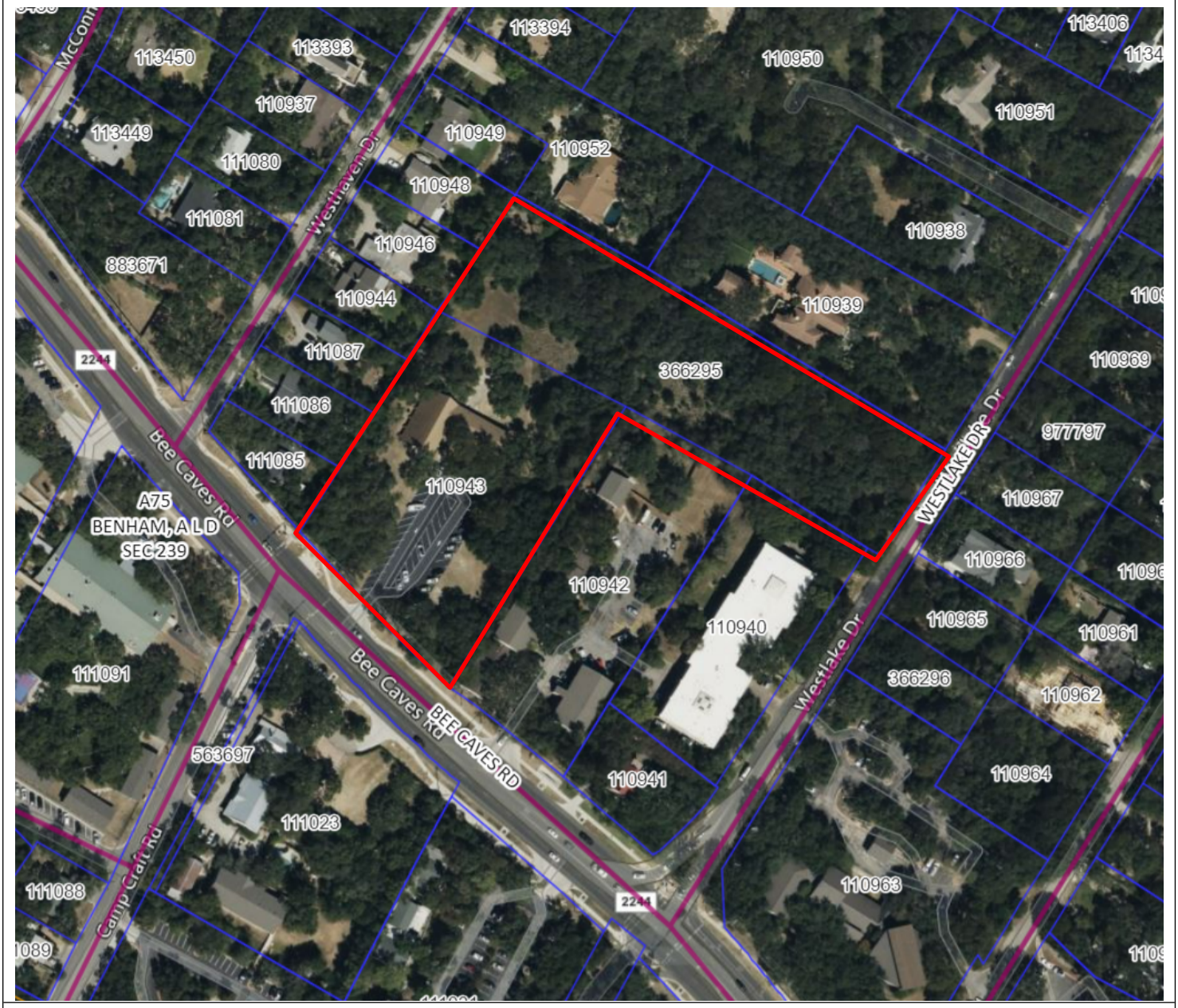
Links to Relevant Code:

- **Section 22.03.170 Site disturbance (excavation, grading or filling)**
- **Section 38.05.031 Variances**
- **Section 22.03.511 Criteria and process required for granting variance**

Zoning:


R-1 ONE FAMILY
R-2 MULTI-FAMILY
R-3 TRANSITIONAL
O OFFICE
B-1 BUSINESS 1
B-2 BUSINESS 2
B-3 BUSINESS 3
GUI GOVERNMENT, UTILITY, INSTITUTIONAL
DOWNIE PLACE
WEST SPRING
WESTHAVEN DRIVE
WESTLAKE DRIVE
REVEILLE ROAD
BEE CAVE ROAD
CAMP CRAFT ROAD
GAS
4301
4238
4201
4101
4010
4015
3924
3930
3920
3939
3839
3811
3738
3736
DRAIN
DRAINAGE
CMT
300
110
102
101
100
106
204
203

Aerial:


113394
113406
113450
113393
110950
110937
110951
113449
110949
110952
111080
110948
111081
110946
110938
883671
110944
110939
111087
366295
110969
111086
977797
111085
110943
110967
A75
BENHAM, A L D
SEC 239
110966
110942
110965
110940
110961
111091
366296
110962
563697
110941
110964
111023
111088
110963
2244
Bee Caves Rd
BEE CAVES RD
WESTLAKE DR
Westlake Dr
Westhaven Dr
Camp Craft Rd

MALONE ★ WHEELER
SINCE INC. 1995
CIVIL ENGINEERING ★ DEVELOPMENT CONSULTING ★ PROJECT MANAGEMENT

November 29, 2023

The City of West Lake Hills – ZAPCO
Robert Meisel, Chairman
The City of West Lake Hills
911 Westlake Drive
West Lake Hills, Tx 78746

Re: City of West Lake Hills City Hall and Police Facility
Site Disturbance Variance Request

Mr. Meisel,

On behalf of the City of West Lake Hills, Malone/Wheeler Inc. has prepared an application for variance to alter the requirement of allowable maximum cut and fill within setbacks (ordinance Section 22.03.170). The City's standard is for 18" of maximum cut or fill within setbacks, which include the driveway setback and the building setback. With the exception of approximately 200-SF of area, the cut and fill within the driveway setback is limited to a maximum of 18". Within the building setback, there are instances where the cuts and fills exceed 18" but are less than 6' of cut or fill, which is the standard allowable proposed grade difference when not located in a setback.

Considerable effort has been put into the design of the site to save trees, including without limiting two prominent live oak trees being tree #6254 (22" diameter) and #6255 (35" diameter multitrunk) which are located in the heart of the site. Steps taken to preserve the two prominent live oaks referenced above include locating and orienting the proposed building approximately where the existing structure is on site and setting the proposed finish floor elevation of the building to limit grading impacts within the trees' critical root zones. With the buildings' finish floor elevation being set to reduce disturbance to these trees, the available elevations of the access drive are directly impacted as the driveway needs to provide connection to the building's door elevations. Additionally, the access drive aisle location on the east side of the building is directly impacted by the buildings location. If the drive aisle and building are shifted further west to move grades greater than 18" out of the setback, then tree #6255 would be impacted such that it would need to be removed.

Additionally, efforts have been made to buffer the residential lots which share the norther and western property lines of the site from the proposed City Hall and Police facility by proposing the access drives and parking closer to the eastern property line which abuts commercial development uses. Options to reduce the width of the driveway and limit of grading in the setbacks were evaluated, however due to the needs of the emergency service district, reducing the driveway width between the building and commercial development to the east is not an option. Evaluation of proposing a wall in leu of grading

out the slope was also considered; however, this would necessitate additional width at the top of the pavement to install a guardrail adjacent to the access drive which in turn did not significantly reduce the grading limits within the setback and would require a variance for a wall within the setback. To reduce the grading limits within the setback, the geotechnical engineer has provided recommendation for the construction of a 2:1 slope adjacent to the drive aisle. This reduces the limits of the grading when compared to a 3:1 slope.

The City desires to save the two prominent live oaks mentioned above and to aid in providing the desired buffer from the residential lots by focusing the development of this project nearer to the adjacent commercial uses. The granting of a variance to allow for up to 6' of cut and fill within setbacks as shown in the exhibit provided with this variance application would aid in the efforts and desires of this project noted above.

Sincerely,
Malone Wheeler, Inc.

Landon McClellan, P.E.
Project Engineer

VARIANCE APPLICATION

Date Received:	Received By:
Amount Due $	Date Payment Received:
Admin Complete Date:	Permit No:

All applications and supporting documents should be submitted electronically to
https://www.mgoconnect.org/cp?JID=253

APPLICANT & PROPERTY INFORMATION

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: **City of West Lake Hills** Phone: (512) 610-6838

Email: jbills@westlakehills.gov

Address: 911 Westlake Drive City: West Lake Hills State: Texas Zip: 78746

Agent*: Malone / Wheeler Inc. Phone: (512) 899-0601

Email: landonm@malonewheeler.com

Address: 5113 Southwest Parkway #260 City: Austin State: Texas Zip: 78735

Property Address: 4010 Bee Cave Rd City: West Lake Hills State: Texas Zip: 78746

Property Information

Subdivision Name: FOR BY GRACE

Block: Lot: 1 TCAD Tax Parcel ID: 366295

Current Zoning Classification: GUI Total Lot Size (Acres): 2.469

Subdivision Name: BARTON SPRINGS ESTATES

Block: Lot: 35 TCAD Tax Parcel ID: 110943

Current Zoning Classification: GUI Total Lot Size (Acres): 2.4255

**Please submit Power of Attorney form designating authorized agent.*

PROJECT INFORMATION

Please list all variances being applied for with this project and include Code Section references: (Please be detailed-for tree variances, must include tree #, size, species; setback variances-which setback and how far is requested encroachment; for height specify how much height being requested; etc.)

1. Section 22.03.170 Site disturbance – Greater than 18 inches of grading over the natural grade in the setback.

    a. As shown in the attached exhibit, the site proposes cuts and fills that exceed the 18" limit within setbacks per the above referenced ordinance section. The proposed cut and fill within the setbacks is up to 6' in some limited areas as shown in the exhibit provided in this variance application.

2. Section 22.03.304 (a) (4) - Removal of up to 50 trees greater than or equal to 14 inches in diameter.

    a. See the attached variance application prepared by Coleman & Associates.

3. Section 22.03.304 (d) (4) – Providing less replacement inches than required on site or fee-in-lieu

    a. See the attached variance application prepared by Coleman & Associates.

4. Section 22.03.216 – Non-Residential Fences – Allow an 8' tall fence (wall) where 6 foot maximum is allowed.

    a. See the attached variance application prepared by Brinkley Sargent Wiginton Architects.

5. Section 22.03.173 – Non-Residential Fences – Allow the fence to go to the front property line (Bee Cave Rd), where a 30' setback from the pavement edge is required.

    a. See the attached variance application prepared by Brinkley Sargent Wiginton Architects.

CONDITIONS REQUIRED FOR GRANTING A VARIANCE (SECTION 38.05.32):

No variance shall be granted unless the following conditions are fulfilled as provided by the applicant's statements:

1. **The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant. Describe in detail any special conditions you believe will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.**

    The proposed site takes into consideration preserving natural vegetation and buffering the development away from the residential lots that border the eastern and northern property lines.

    The proposed building location is based on the location of an existing structure and the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) which are located in the heart of the site area which is proposed to be a courtyard on the north side of the building. The alignment of the main drive aisle which provides circulation and fire access is proposed to generally follow the eastern property lines that border the commercial properties. The drive aisle is located outside of the driveway setback, but partially within the building setback. Due to the building's finished floor elevation being set at an elevation to limit the disturbance of the existing prominent oaks referenced above, the obtainable access drive aisle elevations are therefore limited as the access drive aisle needs to tie into the building front door elevations and meet the site drainage needs. There is

grading associated with the drive aisle within the setbacks which exceed the 18" limit in some locations but where possible this 18" limit is met within the driveway setback for the majority of the site.

2. **There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora. Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed if the variance you are requesting is granted?**

   This variance is being requested because the site is proposed to save much of the existing vegetation along the northern and western property lines which border residential lots. Additionally, this variance is requested in an effort to save two prominent oak trees #6254 (22” diameter) and #6255 (35” multi-trunk tree) which impact the finished floor elevation of the proposed building and therefore also impact the drive aisle elevations. Due to the above efforts of the site, this variance will help maintain natural terrain and existing flora within the development of the site.

3. **There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of. What other alternatives have you considered? Why won’t those other options alleviate the difficulty or hardship that you think exists?**

   Other alternatives considered included lowering the building's finished floor elevation which would result in more grading disturbance around the two prominent oaks referenced above. This additional disturbance would be needed to provide an emergency overflow for drainage to flow away from the building in case of an event where the storm sewer line is clogged. If the risk of the building's finished floor elevation is lowered and the emergency overflow is not graded out through the area of the courtyard which contains the above-referenced live oak trees, then the risk of the building flooding would be increased.

   It was also considered to reduce the driveway width but due to the Emergency Service District’s needs and requirements for an aerial fire apparatus access road, this was not a feasible option.

4. **The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.**

   This variance is generally for grading within the building setback line. Grading within the driveway setback line is proposed to not exceed 18" of cut or fill with minor exceptions, see attached exhibit.

5. **The variance may violate the intent of this chapter or the goals of the city’s comprehensive plan. Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City’s Comprehensive Plan?**

   The development is proposed to buffer residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees which include the two prominent oaks that are referenced above and located within the heart of the site. Standard design practices and site layouts would likely remove these prominent oaks which the design team has gone to great extents in an effort to preserve.

6. **The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof. Why do you believe your variance will not adversely affect or interfere with the enjoyment of neighboring properties?**

   The development is proposed to buffer the residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees including the two predominant oaks that are referenced above. The residential lots' usage will not be adversely impacted as the design team has made efforts to locate the improvements away from the adjacent residential lots.

   The neighboring commercial lots on the east side of the property which are adjacent to the proposed access drive aisle will have no change in their use and enjoyment of their property with the granting of this variance application as the proposed driveway is located outside of the driveway setback.

VARIANCE APPLICATION

AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

Signature

Landon McClellan

Date

11/29/2023

Printed Name

Landon McClellan, P.E. for Malone/Wheeler, Inc.

APPLICATION CHECKLIST

Variance Application Checklist

- ☑ Completed, signed application
- ☑ Power of Attorney form, if applicable
- ☑ Proof of ownership of subject property
- ☑ Completed Variance Hardship Questionnaire
- ☑ Letter addressed to ZAPCO Chairperson explaining reason for the request
- ☑ Property survey
- ☑ Proposed site plan with building setbacks clearly labeled
- NA Building elevations, if applicable
- ☑ Tree and topo survey, if applicable
- NA Preliminary plans for proposed project (pool plans, building plans, fence design, etc.)
- NA Photos of property showing existing conditions (for tree variances, include photos of proposed variance trees)
- NA Letters/emails of support from neighbors, if able to obtain
- NA Payment of application fees (*refer to Appendix A: Fee Schedule in the Code of Ordinances for current fees. Fees are due upfront with application.*) City project - Fee's are N/A
- ☑ Other relevant information, as determined necessary by staff (for example, if variance is for cut/fill/retaining wall, you may be requested to provide a drainage report) SEE ATTACHED EXHIBIT

VARIANCE APPLICATION

Variance Process and Information

- City staff will prepare public notification letters and will provide you a public notice sign to place on the property. You will be notified when the public notice sign is available to be picked-up.
- If you want to see example variance applications, please see the Agenda page on the City website at https://www.westlakehills.org/ to view the latest ZAPCO, Council and BOA packets.
- All variance applications are first considered by the Zoning and Planning Commission (ZAPCO), which is an advisory commission only. Final action is then determined by either City Council or Board of Adjustment, depending on the type of variance being requested.
- Agenda packets are digital and posted on the website the Friday prior to the meeting by 5pm. Staff will send you a meeting reminder email after the agenda and packet are posted.
- **Applicants or a designated representative are required to attend/speak at each public hearing; otherwise you will risk postponement or denial for no-show. Applicants should keep remarks brief and the typical time allotment is 5 minutes for ZAPCO and 5 – 10 minutes for City Council/BOA. ● Please note ZAPCO is an advisory commission only – final action must be taken by City Council or BOA, depending on the type of variance. If ZAPCO recommends denial, you can still move forward to City Council/BOA unless you decide to withdraw or postpone your variance request.**
- **If City Council/BOA denies your variance, you have to wait one year before you can reapply for the same variance.**
- **If approved by City Council/BOA, variances expire within one year of the approval date if a permit application has not been filed to perform the scope of work related to the variance.**

STAFF NOTES

For Completion by Staff Only

Date public notification letters mailed:

Date of ZAPCO Meeting:

ZAPCO Recommendation:

Date of City Council/BOA Meeting:

City Council/BOA
Action:

Notes:

_____

_____

_____

SPECIAL POWER OF ATTORNEY FORM

KNOW ALL PERSONS BY THIS DOCUMENT that I, Jennifer Bills have made, constituted and appointed Malone Wheeler (Landon McClellan) to be my duly authorized representative in connection with an application dated 11/28/2023, to be heard by the Building Design Committee, Zoning & Planning Commission, and City Council/Board of Adjustment of the City of West Lake Hills, Texas. All representations, whether oral or written, made by the representative in support of the request have the full force and effect of the applicant's approval. I do by this document constitute the above named representative as my true and lawful attorney-in-fact to act in my name, place and stead, to do and perform any act in connection with such application which I myself might perform or do if I was personally present.

City of West Lake Hills/Jennifer Bills
Property Owner/Applicant Name

Property Owner/Applicant Signature

911 Westlake Dr | West Lake Hills | TX | 78746
Street Address | City | State | Zip Code

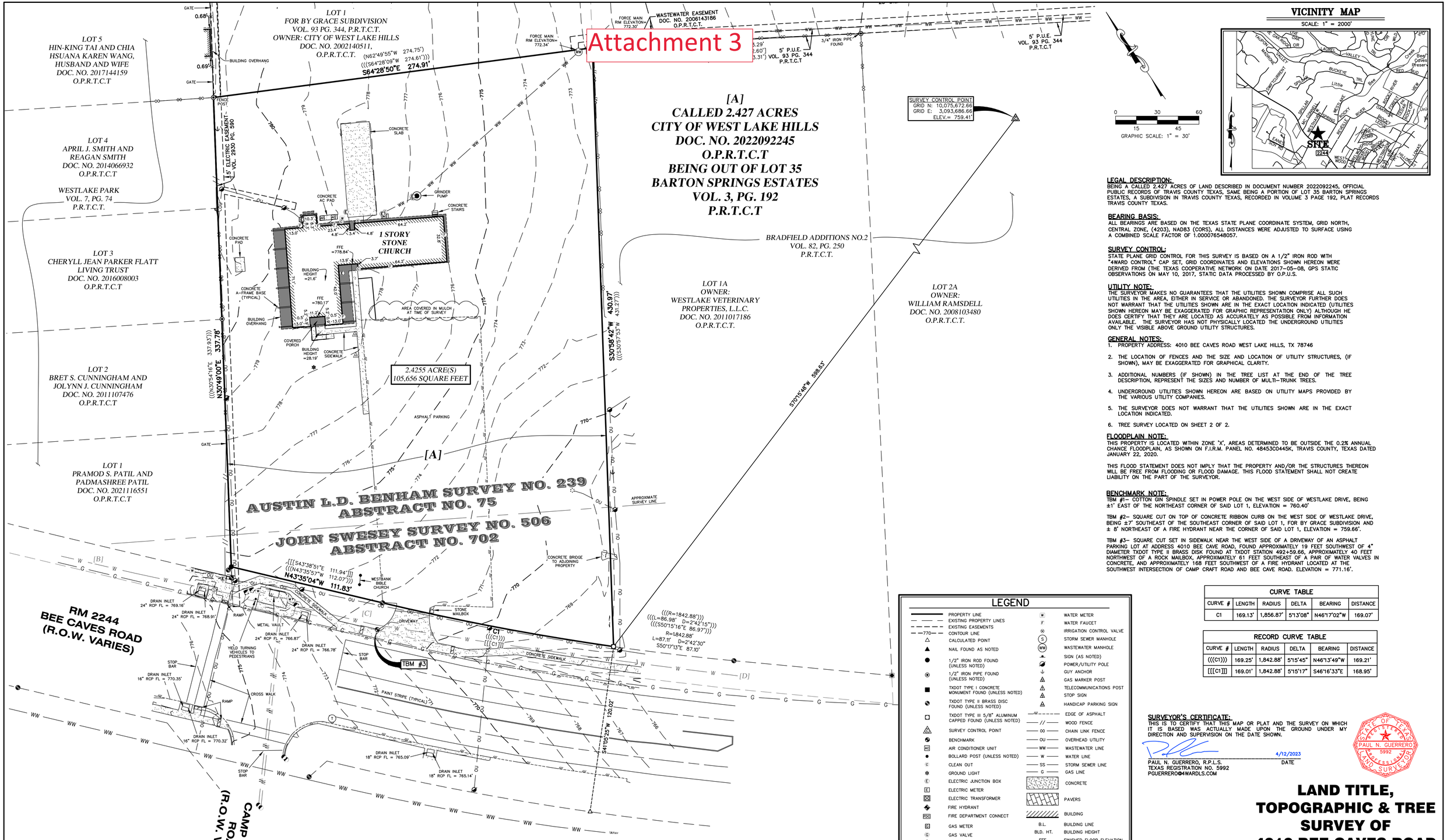
512-37-6838
Property Owner/Applicant Phone Number

This instrument was acknowledged before me on this the 28 day of November, 20 23.

Notary Public in and for the State of Texas

MARK LITTRELL
My Notary ID # 125438016
Expires September 20, 2025

Attachment 3



VICINITY MAP

SCALE: 1" = 2000'

LEGAL DESCRIPTION:
BEING A CALLED 2.427 ACRES OF LAND DESCRIBED IN DOCUMENT NUMBER 2022092245, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS, SAME BEING A PORTION OF LOT 35 BARTON SPRINGS ESTATES, A SUBDIVISION IN TRAVIS COUNTY TEXAS, RECORDED IN VOLUME 3 PAGE 192, PLAT RECORDS TRAVIS COUNTY TEXAS.

BEARING BASIS:
ALL BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, GRID NORTH, CENTRAL ZONE, (4203), NAD83 (CORS), ALL DISTANCES WERE ADJUSTED TO SURFACE USING A COMBINED SCALE FACTOR OF 1.000076548057.

SURVEY CONTROL:
STATE PLANE GRID CONTROL FOR THIS SURVEY IS BASED ON A 1/2" IRON ROD WITH "4WARD CONTROL" CAP SET, GRID COORDINATES AND ELEVATIONS SHOWN HEREON WERE DERIVED FROM (THE TEXAS COOPERATIVE NETWORK ON DATE 2017-05-08, GPS STATIC OBSERVATIONS ON MAY 10, 2017, STATIC DATA PROCESSED BY O.P.U.S.

UTILITY NOTE:
THE SURVEYOR MAKES NO GUARANTEES THAT THE UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED (UTILITIES SHOWN HEREON MAY BE EXAGGERATED FOR GRAPHIC REPRESENTATION ONLY) ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES ONLY THE VISIBLE ABOVE GROUND UTILITY STRUCTURES.

GENERAL NOTES:
1. PROPERTY ADDRESS: 4010 BEE CAVES ROAD WEST LAKE HILLS, TX 78746
2. THE LOCATION OF FENCES AND THE SIZE AND LOCATION OF UTILITY STRUCTURES, (IF SHOWN), MAY BE EXAGGERATED FOR GRAPHICAL CLARITY.
3. ADDITIONAL NUMBERS (IF SHOWN) IN THE TREE LIST AT THE END OF THE TREE DESCRIPTION, REPRESENT THE SIZES AND NUMBER OF MULTI-TRUNK TREES.
4. UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON UTILITY MAPS PROVIDED BY THE VARIOUS UTILITY COMPANIES.
5. THE SURVEYOR DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED.
6. TREE SURVEY LOCATED ON SHEET 2 OF 2.

FLOODPLAIN NOTE:
THIS PROPERTY IS LOCATED WITHIN ZONE 'X', AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON F.I.R.M. PANEL NO. 48453C0445K, TRAVIS COUNTY, TEXAS DATED JANUARY 22, 2020.

THIS FLOOD STATEMENT DOES NOT IMPLY THAT THE PROPERTY AND/OR THE STRUCTURES THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE. THIS FLOOD STATEMENT SHALL NOT CREATE LIABILITY ON THE PART OF THE SURVEYOR.

BENCHMARK NOTE:
TBM #1- COTTON GIN SPINDLE SET IN POWER POLE ON THE WEST SIDE OF WESTLAKE DRIVE, BEING ±1' EAST OF THE NORTHEAST CORNER OF SAID LOT 1, ELEVATION = 760.40'

TBM #2- SQUARE CUT ON TOP OF CONCRETE RIBBON CURB ON THE WEST SIDE OF WESTLAKE DRIVE, BEING ±7' SOUTHEAST OF THE SOUTHEAST CORNER OF SAID LOT 1, FOR BY GRACE SUBDIVISION AND ± 8' NORTHEAST OF A FIRE HYDRANT NEAR THE CORNER OF SAID LOT 1, ELEVATION = 759.66'.

TBM #3- SQUARE CUT SET IN SIDEWALK NEAR THE WEST SIDE OF A DRIVEWAY OF AN ASPHALT PARKING LOT AT ADDRESS 4010 BEE CAVE ROAD, FOUND APPROXIMATELY 19 FEET SOUTHWEST OF 4" DIAMETER TXDOT TYPE II BRASS DISK FOUND AT TXDOT STATION 492+59.66, APPROXIMATELY 40 FEET NORTHWEST OF A ROCK MAILBOX, APPROXIMATELY 61 FEET SOUTHEAST OF A PAIR OF WATER VALVES IN CONCRETE, AND APPROXIMATELY 168 FEET SOUTHWEST OF A FIRE HYDRANT LOCATED AT THE SOUTHWEST INTERSECTION OF CAMP CRAFT ROAD AND BEE CAVE ROAD. ELEVATION = 771.16'.

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	BEARING	DISTANCE
C1	169.13'	1,856.87'	5°13'08"	N46°17'02"W	169.07'

RECORD CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	BEARING	DISTANCE
(((C1)))	169.25'	1,842.88'	5°15'45"	N46°13'49"W	169.21'
[[[C1]]]	169.01'	1,842.88'	5°15'17"	S46°16'33"E	168.95'

LEGEND

PROPERTY LINE	WATER METER
EXISTING PROPERTY LINES	WATER FAUCET
EXISTING EASEMENTS	IRRIGATION CONTROL VALVE
770 CONTOUR LINE	STORM SEWER MANHOLE
CALCULATED POINT	WASTEWATER MANHOLE
NAIL FOUND AS NOTED	SIGN (AS NOTED)
1/2" IRON ROD FOUND (UNLESS NOTED)	POWER/UTILITY POLE
1/2" IRON PIPE FOUND (UNLESS NOTED)	GUY ANCHOR
TXDOT TYPE I CONCRETE MONUMENT FOUND (UNLESS NOTED)	GAS MARKER POST
TXDOT TYPE II BRASS DISC FOUND (UNLESS NOTED)	TELECOMMUNICATIONS POST
TXDOT TYPE III 5/8" ALUMINUM CAPPED FOUND (UNLESS NOTED)	STOP SIGN
SURVEY CONTROL POINT	HANDICAP PARKING SIGN
BENCHMARK	EDGE OF ASPHALT
AIR CONDITIONER UNIT	WOOD FENCE
BOLLARD POST (UNLESS NOTED)	CHAIN LINK FENCE
CLEAN OUT	OVERHEAD UTILITY
GROUND LIGHT	WASTEWATER LINE
ELECTRIC JUNCTION BOX	WATER LINE
ELECTRIC METER	STORM SEWER LINE
ELECTRIC TRANSFORMER	GAS LINE
FIRE HYDRANT	CONCRETE
FIRE DEPARTMENT CONNECT	PAVERS
GAS METER	BUILDING
GAS VALVE	B.L. BUILDING LINE
LIGHT POLE	BLD. HT. BUILDING HEIGHT
MAILBOX	FFE FINISHED FLOOR ELEVATION
SEPTIC TANK LID	CONC CONCRETE
STUB-OUT PIPE	RCP REINFORCED CONCRETE PIPE
TELECOMMUNICATIONS PEDESTAL	FL ELEV FLOW LINE ELEVATION
TELECOMMUNICATIONS MANHOLE	P.U.E. PUBLIC UTILITY EASEMENT
TELECOMMUNICATIONS BOX	VOL./PG. VOLUME, PAGE
TRAFFIC SIGNAL BOX	(((.....))) RECORD INFORMATION PER DEED DOC 2022092245
TRAFFIC SIGNAL POLE	[[[.....]]] RECORD INFORMATION PER DEED DOC 2013212249
WATER VALVE	(.....) RECORD INFORMATION PER PLAT VOL. 93 PG. 344
	[.....] RECORD INFORMATION PER PLAT VOL. 82 PG. 250

TITLE COMMITMENT NOTES:
COMMITMENT FOR TITLE INSURANCE PREPARED BY: OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY
G.F. NO.: 22-1240-CH
EFFECTIVE DATE: MAY 10, 2022
ISSUED: MAY 20, 2022

THE SURVEYOR HAS RELIED UPON THE REFERENCED COMMITMENT FOR TITLE REGARDING EASEMENTS, RESTRICTIONS, AND OTHER MATTERS AFFECTING THIS PROPERTY. NO ADDITIONAL RESEARCH WAS DONE FOR THE PURPOSE OF THIS SURVEY. ITEMS LISTED ARE WORDED ACCORDING TO THE COMMITMENT, FOLLOWED BY SURVEYOR'S NOTES AND/OR OBSERVATIONS SHOWN IN BRACKETS. [ ]

10) THE FOLLOWING MATTERS AND ALL TERMS OF THE DOCUMENTS CREATING OR OFFERING EVIDENCE OF THE MATTERS:

E. EASEMENT GRANTED TO THE CITY OF AUSTIN, DATED FEBRUARY 2, 1965, RECORDED IN VOLUME 2930, PAGE 590, OF THE DEED RECORDS OF TRAVIS COUNTY TEXAS.
[SUBJECT TO – SHOWN ON SURVEY]

[B]
CITY OF WEST LAKE HILLS
PARCEL 20
CALLED 0.053 ACRE
DOC. NO. 2015078389
O.P.R.C.T.C.T

[C]
CITY OF WEST LAKE HILLS
PARCEL 21
CALLED 0.130 ACRE
DOC. NO. 2013212249
O.P.R.C.T.C.T

[D]
CITY OF WEST LAKE HILLS
PARCEL 23
CALLED 0.093 ACRE
DOC. NO. 2015012608
O.P.R.C.T.C.T

SURVEYOR'S CERTIFICATE:
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WAS ACTUALLY MADE UPON THE GROUND UNDER MY DIRECTION AND SUPERVISION ON THE DATE SHOWN.

4/12/2023
DATE

PAUL N. GUERRERO, R.P.L.S.
TEXAS REGISTRATION NO. 5992
PGUERRERO@4WARDLS.COM

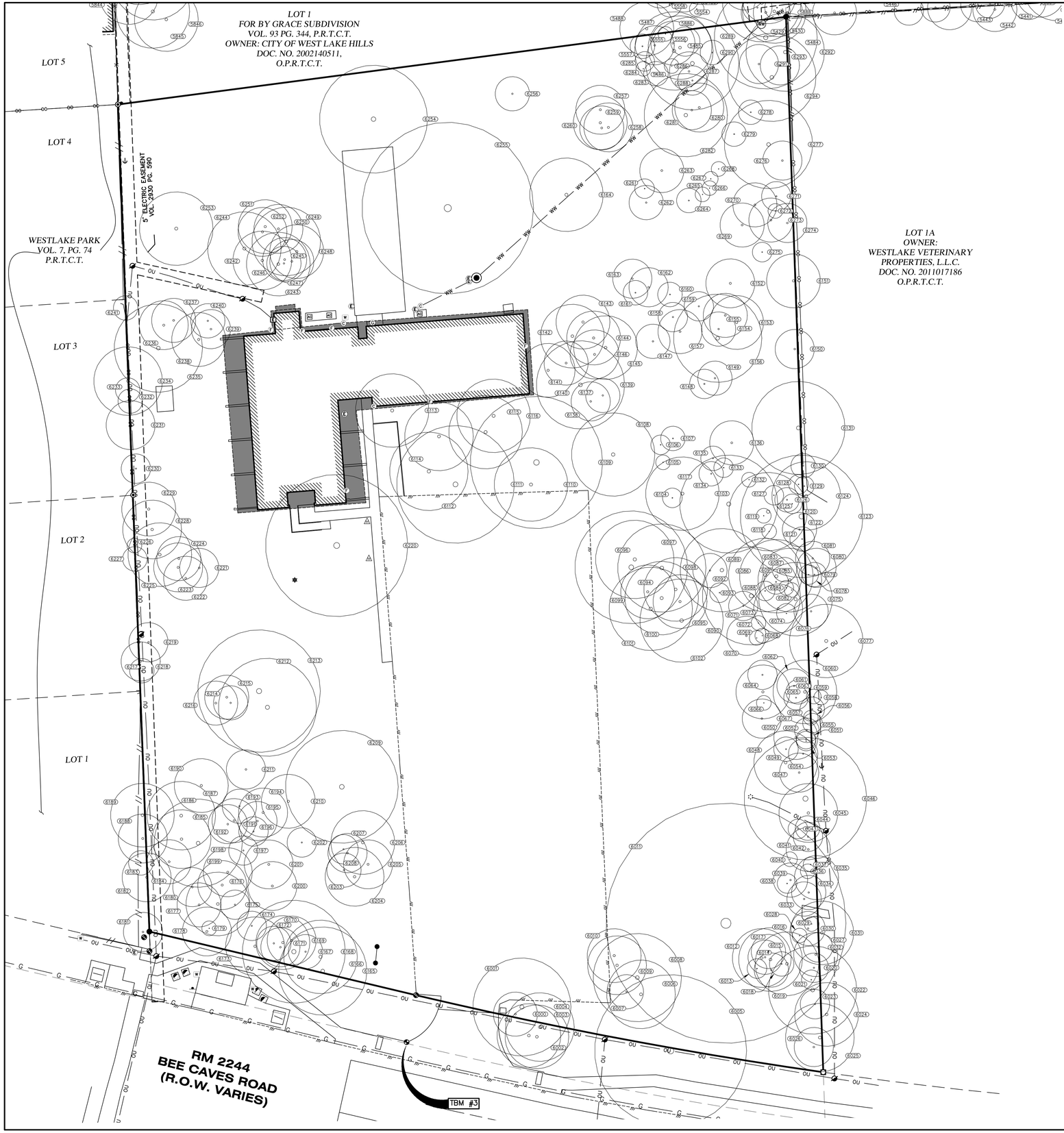
STATE OF TEXAS · PAUL N. GUERRERO · 5992 · REGISTERED PROFESSIONAL LAND SURVEYOR

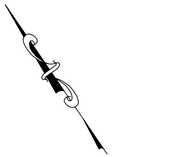
LAND TITLE, TOPOGRAPHIC & TREE SURVEY OF 4010 BEE CAVES ROAD City of West Lake Hills, Travis County Texas

4WARD Land Surveying
A Limited Liability Company
PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

Date:	4/12/2023
Project:	00604
Scale:	1" = 30'
Reviewer:	PG
Tech:	DK
Field Crew:	MW/AC
Survey Date:	MAR. 2023
Sheet:	1 OF 2

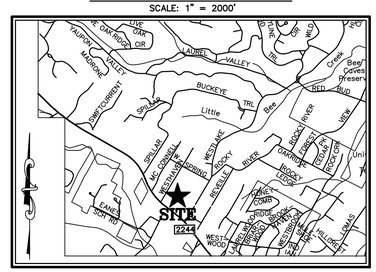
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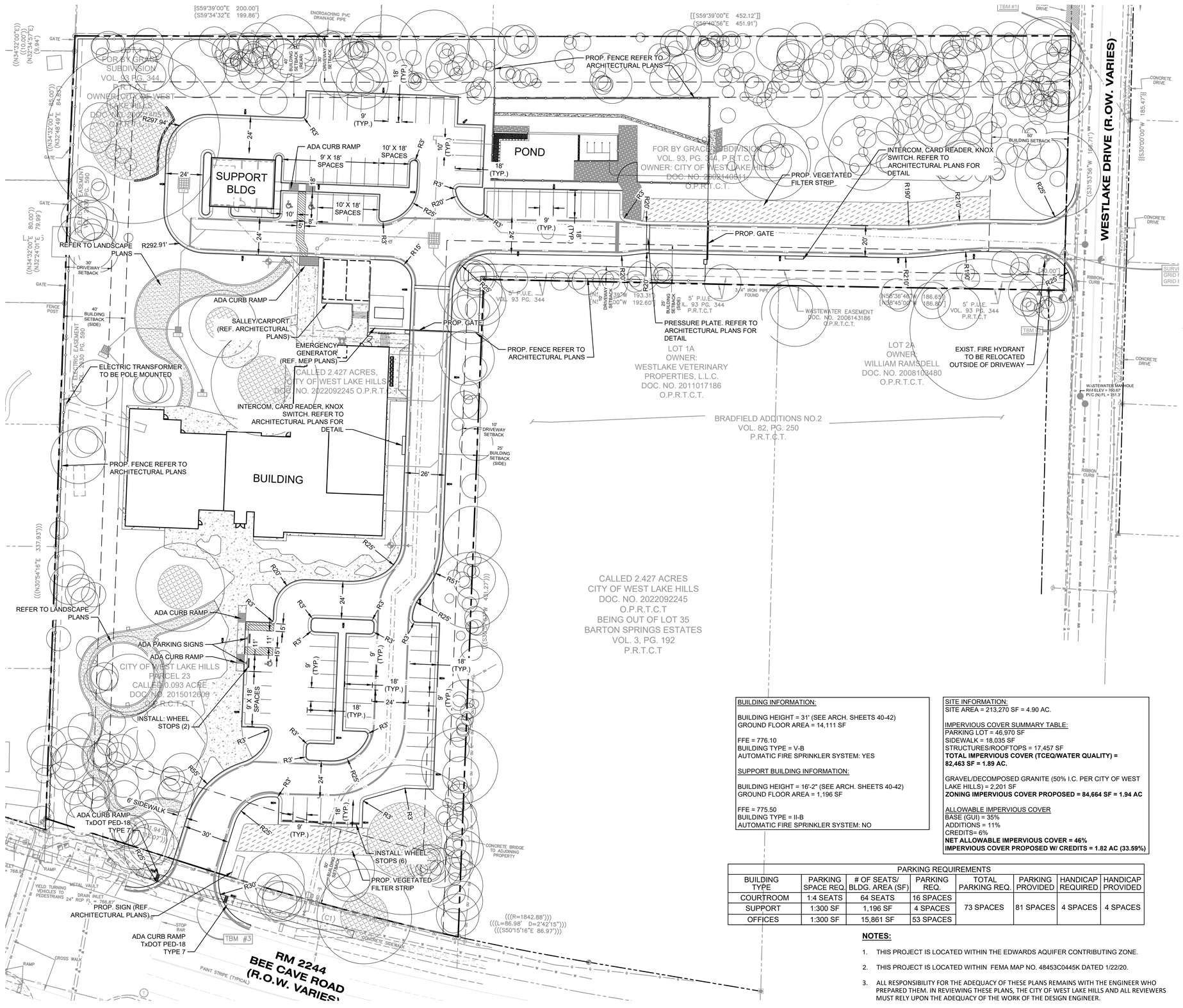




VICINITY MAP

SCALE: 1" = 2000'


SITE
2244
BEE CAVES ROAD
WEST ROCK
EANES
HOT NO
SPILLAR
MESA VIS
BUCKEYE
TRL
LAUREL
VALLEY
TAUPON
MANOR
GARRISON
CIR
Little
Creek
Beef Cave
Preserve
RED
BUD
ISLE
SPANISH
OAK
CREEK
COMB
ROCKY
RIVER
VIEW
ROSARY
ROCKY
RIVER
PL
WESTBANK
WESTBANK
WESTBANK



NOTES:

1. THIS PROJECT IS A TYPE 3 DEVELOPMENT.
2. NO CONCENTRATED STORMWATER FLOWS WILL LEAVE THIS LOT ONTO ADJACENT PROPERTIES, UNLESS THEYDISCHARGE DIRECTLY INTO AN APPROVED CHANNEL THAT IS WITHING A DRAINAGE EASEMENT.
3. NO FENCES OR STRUCTURES ARE ALLOWED ACCROSS ANY DRAINAGE EASEMENT.
4. PER TPDES GENERAL PERMIT NO. 150000, DISTURBED AREAS ON WHICH CONSTRUCTION ACTIVITIES HAVE CEASED (TEMPORARILY OR PERMANENTLY) SHALL BE STABILIZED WITHIN 14 DAYS UNLESS ACTIVITY RESUMES WITHIN 21 DAYS.
5. THE OWNER OF THE PROPERTY IS RESPONSIBLE FOR CLEANING AND REMOVING ALL SEDIMENT THAT IS WASHED FROM THE SITE IN DEDICATED STREETS, ALLEYS, WATERWAYS, OR OTHER PROPERTIES.
6. STRIPPING OF VEGETATION FROM PROJECT SITES SHALL BE PHASED SO AS TO EXPOSE THE MINIMUM AMOUNT OF AREA TO SOIL EROSION FOR THE SHORTEST POSSIBLE PERIOD OF TIME PER THE WEST LAKE HILLS DRAINAGE AND EROSION CONTROL DESIGN MANUAL SEC. 7.1(I).
7. ALL DIMENSIONS ARE FROM EDGE OF PAVEMENT TO FACE OF CURB, UNLESS OTHERWISE NOTED.
8. ACCESSIBLE ROUTES SHALL COMPLY WITH THE TEXAS ACCESSIBILITY STANDARDS ("T.A.S.")
   - 8.1. RUNNING SLOPES ON ACCESSIBLE ROUTES MAY NOT EXCEED 1:20 UNLESS DESIGNED AS A RAMP.
   - 8.2. CROSS SLOPES ON ACCESSIBLE ROUTES MAY NOT EXCEED 1:48.
   - 8.3. CURB RAMPS SHALL NOT EXCEED A 1:12 SLOPE.
   - 8.4. LANDING PADS AND DOOR MANEUVERING AREAS SHALL NOT EXCEED 2% IN ANY DIRECTION. DOOR MANEUVERING AREAS ARE PER T.A.S. 404.2.4.
9. THE FIRE LANE MUST REMAIN CLEAR OF ALL TEMPORARY OR PERMANENT OBSTRUCTIONS AT ALL TIMES.
10. DRIVEWAY TO BE JOINTED, REINFORCED PORTLAND CEMENT CONCRETE. SEE GEOTECHNICAL PAVEMENT RECOMMENDATIONS FOR PAVEMENT THICKNESSES ON SHEET 02.
11. ALL EXTERIOR LIGHTING WILL BE HOODED OR SHIELDED FROM THE VIEW OF
12. SCREENING FOR SOLID WASTE COLLECTION AND LOADING AREAS SHALL BE THE SAME AS, OR OF EQUAL QUALITY TO, PRINCIPAL BUILDING MATERIALS.
13. GAS, TELECOM, AND ELECTRICAL IMPROVEMENTS ARE SHOWN SCHEMATICALLY. FINAL DESIGN WILL BE PROVIDED BY THE DRY UTILITY SERVICE PROVIDER.
14. REFER TO LANDSCAPE PLANS FOR REVEGETATION OF THE SITE.
15. REFER TO LANDSCAPE PLANS FOR COURTYARD IMPROVEMENTS.
16. CONTRACTOR TO FIELD VERIFY LOCATION OF ALL EXISTING UTILITIES.
17. ALL OF FIRE APPARATUS ACCESS ROADS SHALL BE PAINTED RED AND BE CONSPICUOUSLY AND LEGIBLY MARKED WITH THE WARNING "FIRE LANE - TOW AWAY ZONE" IN WHITE LETTERS AT LEAST THREE INCHES TALL, AT INTERVALS NOT EXCEEDING 35 FEET.

BUILDING INFORMATION:

BUILDING HEIGHT = 31' (SEE ARCH. SHEETS 40-42)
GROUND FLOOR AREA = 14,111 SF

FFE = 776.10
BUILDING TYPE = V-B
AUTOMATIC FIRE SPRINKLER SYSTEM: YES

SUPPORT BUILDING INFORMATION:

BUILDING HEIGHT = 16'-2" (SEE ARCH. SHEETS 40-42)
GROUND FLOOR AREA = 1,196 SF

FFE = 775.50
BUILDING TYPE = II-B
AUTOMATIC FIRE SPRINKLER SYSTEM: NO

SITE INFORMATION:
SITE AREA = 213,270 SF = 4.90 AC.

IMPERVIOUS COVER SUMMARY TABLE:
PARKING LOT = 46,970 SF
SIDEWALK = 18,035 SF
STRUCTURES/ROOFTOPS = 17,457 SF
TOTAL IMPERVIOUS COVER (TCEQ/WATER QUALITY) = 82,463 SF = 1.89 AC.

GRAVEL/DECOMPOSED GRANITE (50% I.C. PER CITY OF WEST LAKE HILLS) = 2,201 SF
ZONING IMPERVIOUS COVER PROPOSED = 84,664 SF = 1.94 AC

ALLOWABLE IMPERVIOUS COVER
BASE (GUI) = 35%
ADDITIONS = 11%
CREDITS= 6%
NET ALLOWABLE IMPERVIOUS COVER = 46%
IMPERVIOUS COVER PROPOSED W/ CREDITS = 1.82 AC (33.59%)

PARKING REQUIREMENTS

BUILDING TYPE	PARKING SPACE REQ.	# OF SEATS/ BLDG. AREA (SF)	PARKING REQ.	TOTAL PARKING REQ.	PARKING PROVIDED	HANDICAP REQUIRED	HANDICAP PROVIDED
COURTROOM	1:4 SEATS	64 SEATS	16 SPACES	73 SPACES	81 SPACES	4 SPACES	4 SPACES
SUPPORT	1:300 SF	1,196 SF	4 SPACES				
OFFICES	1:300 SF	15,861 SF	53 SPACES				

NOTES:

1. THIS PROJECT IS LOCATED WITHIN THE EDWARDS AQUIFER CONTRIBUTING ZONE.
2. THIS PROJECT IS LOCATED WITHIN FEMA MAP NO. 48453C0445K DATED 1/22/20.
3. ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARED THEM. IN REVIEWING THESE PLANS, THE CITY OF WEST LAKE HILLS AND ALL REVIEWERS MUST RELY UPON THE ADEQUACY OF THE WORK OF THE DESIGN ENGINEER.

811 Know what's **below**. **Call** before you dig.

NO.	DATE	REVISION	BY

THE CITY OF WEST LAKE HILLS
CITY HALL AND POLICE FACILITY
WEST LAKE HILLS, TEXAS

SITE PLAN

MALONE★WHEELER SINCE INC. 1995
CIVIL ENGINEERING ★ DEVELOPMENT CONSULTING ★ PROJECT MANAGEMENT
5113 Southwest Pkwy, Suite 260
Austin, Texas 78735
Phone: (512) 899-0601 Fax: (512) 899-0655
Firm Registration No. F-786

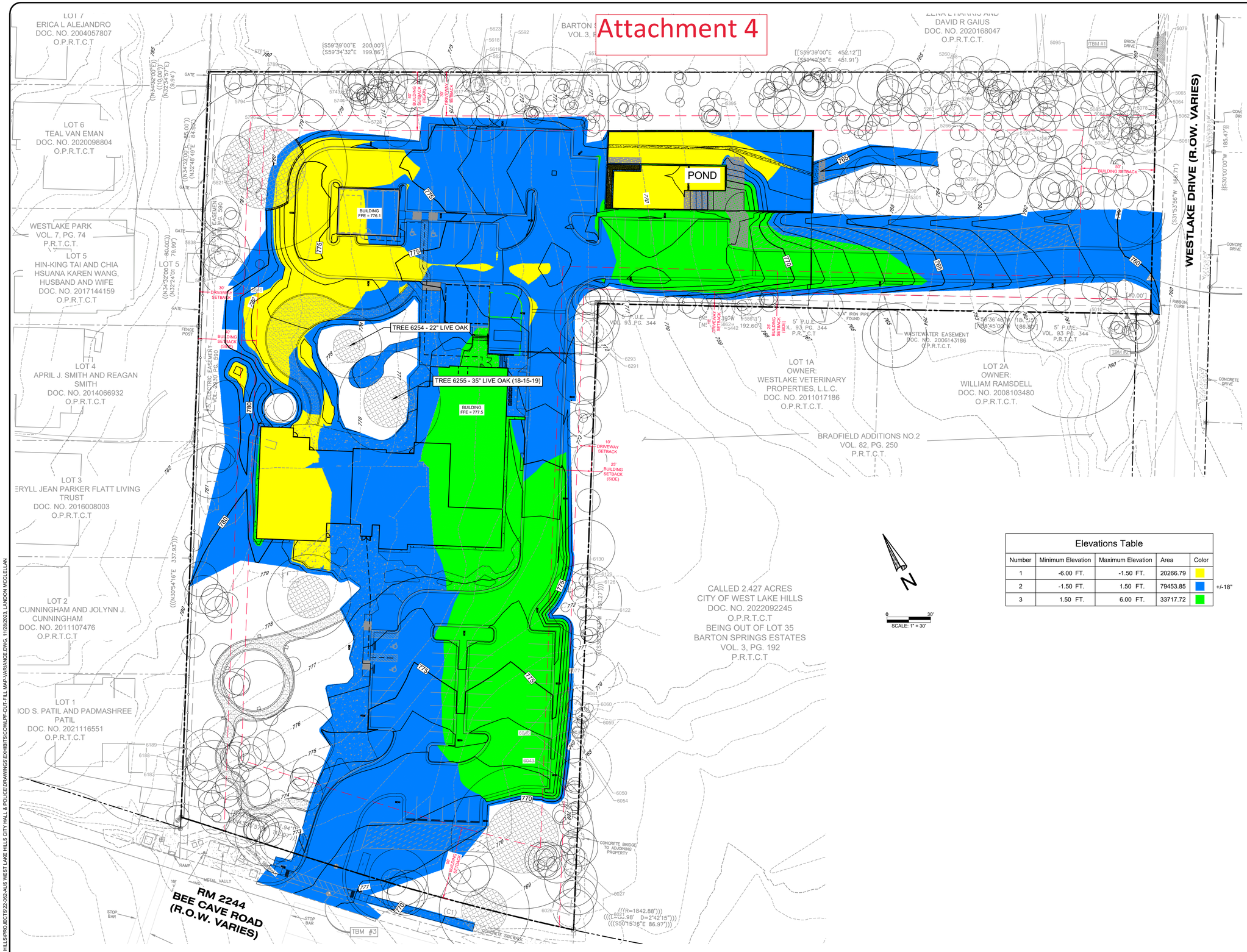
THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF LANDON M. MCCLELLAN, P.E. 142710 ON 11/28/2023. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES.

DESIGN BY :	TD
CHECKED BY :	LM
APPROVED BY :	LM
DATE :	11/27/2023

SHEET 13 OF 42

P:\CITY OF WEST LAKE HILLS\PROJECTS\22-062-AUS WEST LAKE HILLS CITY HALL & POLICE\DRAWINGS\PLANSET\15 SITE PLAN.DWG, 11/27/2023, TAYLOR DEMERCADO

Attachment 4



Elevations Table				
Number	Minimum Elevation	Maximum Elevation	Area	Color
1	-6.00 FT.	-1.50 FT.	20266.79	
2	-1.50 FT.	1.50 FT.	79453.85	+/-18"
3	1.50 FT.	6.00 FT.	33717.72	

0 30'
SCALE: 1" = 30'

CITY OF WEST LAKE HILLS

CITY HALL AND POLICE FACILITY
SITE DISTURBANCE VARIANCE EXHIBIT

MALONE ★ WHEELER
SINCE INC. 1995
CIVIL ENGINEERING ★ DEVELOPMENT CONSULTING ★ PROJECT MANAGEMENT
5113 Southwest Pkwy, Suite 260
Austin, Texas 78735
Phone: (512) 899-0601 Fax: (512) 899-0655
Firm Registration No. F-786

F:\CITY OF WEST LAKE HILLS\PROJECTS\22-082-AUS WEST LAKE HILLS CITY HALL & POLICE\DRAWINGS\EXHIBITS\SCOW\PF-CUT-FILL MAP-VARIANCE DWG, 11/28/2023, LANDON MCCLELLAN

City *of* West Lake Hills
Zoning and Planning Commission/City Council
AGENDA REPORT

Meeting Date:	December 6, 2023	**Item Number:**	3 & 8
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	**Cost / Budget:**	None
Exhibits:	See Attached	**Source of Funds:**	N/A

Subject

4010 Bee Cave Road: Discuss and consider action on a variance request for the removal of up to 49 trees with diameters of 14 inches or greater (Section 22.03.304(a)(4) of the West Lake Hills Code).

Applicants: Landon McClellan, Malone Wheeler Engineering/Aan Garrett Coleman, Coleman & Associates

Recommendation

Staff recommends approval of the variance request. The site is heavily vegetated and to develop the intended use, trees will have to be removed. Relocation of any of the elements would result in other trees being removed. The proposed location of the building and parking lots are utilizing the locations for the existing use in order to minimize site disturbance. The location of the parking and driveways meet code requirements while reducing impact on the adjacent residential properties. The new development will address drainage requirements, where the previous site did not, requiring removal of trees to meet Texas Commission on Environmental Quality requirements.

This item will be considered by the ZAPCO for recommendation and City Council for approval on December 6, 2023.

Discussion

Property Information, Zoning & Site Characteristics:
Owner: City of West Lake Hills
Legal Description: For By Grace Lot 1 and Barton Creek Estates, 2.889 acres of Lots 35 & 36
Lot Size: 5.35 acres
Zoning: GUI, Government, Utility, & Institutional

The properties surrounding the subject property are zoned R-1, One Family, R-2 Two Family, O, Office and B-2, Business 2.

Background & Analysis:
The applicant is proposing to demolish the existing structure (5,889 sq. ft.) on the site and build a new municipal building with parking and drainage improvements. The new building will be approximately 18,000 square feet with a partial second story to minimize the footprint. The proposed location of the building will utilize the existing disturbed area of the existing building, with a larger footprint of 14,111 square feet. The proposed parking meets the minimum parking spaces required and is located towards the east side of the property to

maximize the distance from the residential property to the west. The code provides an additional height bonus for the second story, which requires half of the parking spaces to be located behind the building. The existing site does not have any drainage improvements, which will be provided with the new project to address detention and water quality with a new pond. With these considerations, the proposed layout has necessitated two variances for tree removal and replacement (Attachment 1).

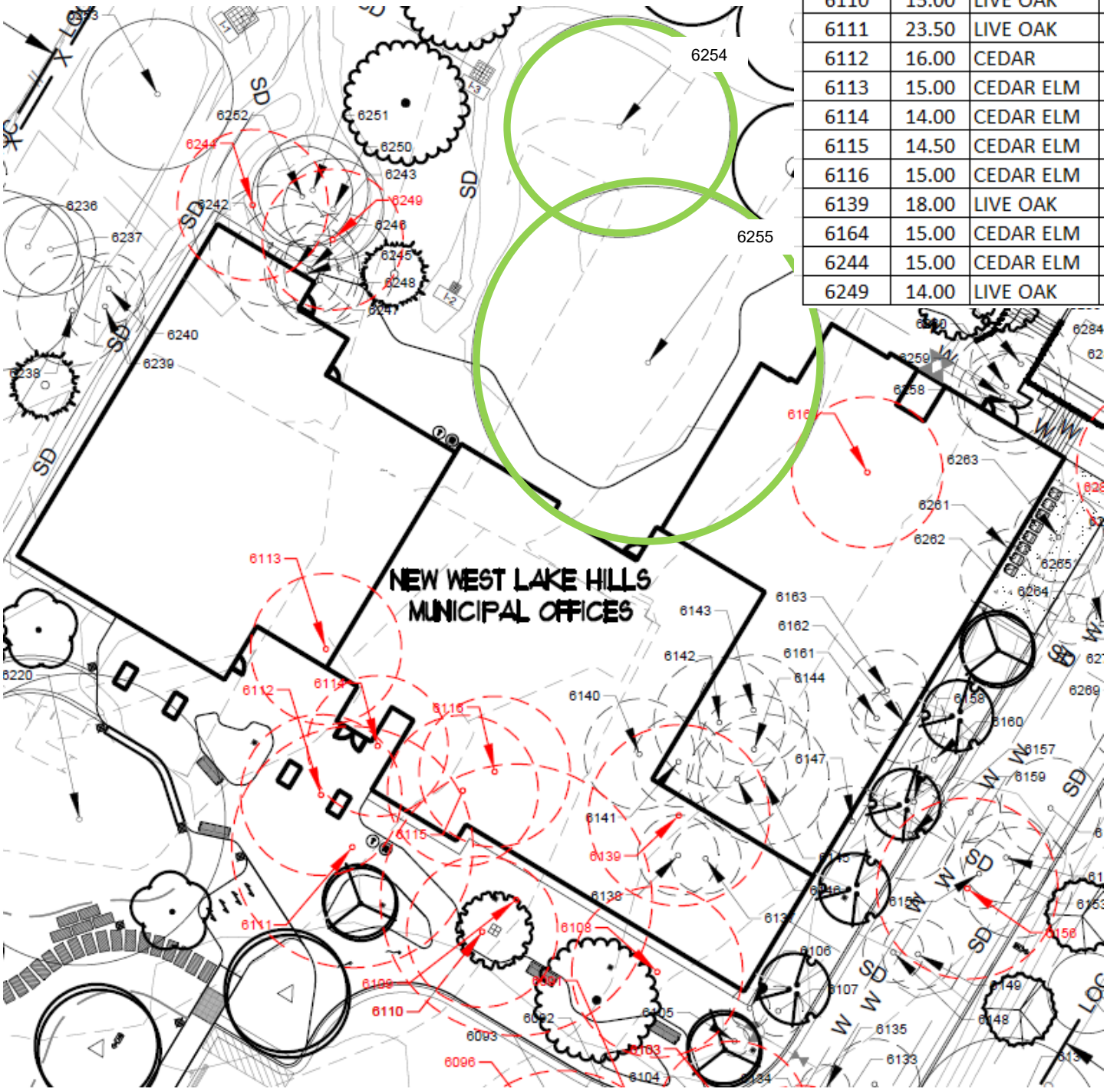
The code requires City Council approval for the removal of trees that are 14 inches and greater (does not include invasive species). After many rounds of site review, there are 49 trees in this category that will need to be removed due to the site layout. The majority of these trees are under 20 inches in size, and four being 20 inches or greater.

There are five main areas on the site where the trees are impacted: building footprint, southeast driveway/parking, accessory support building/parking, detention/water quality pond, and east driveway. The exhibit of the entire site is provided in Attachment 3. Below the main areas are broken out with the trees proposed for removal list for each area with the exception of Tree #6234 (14" Live Oak), located along the fence line and in the Austin Energy power line easement.

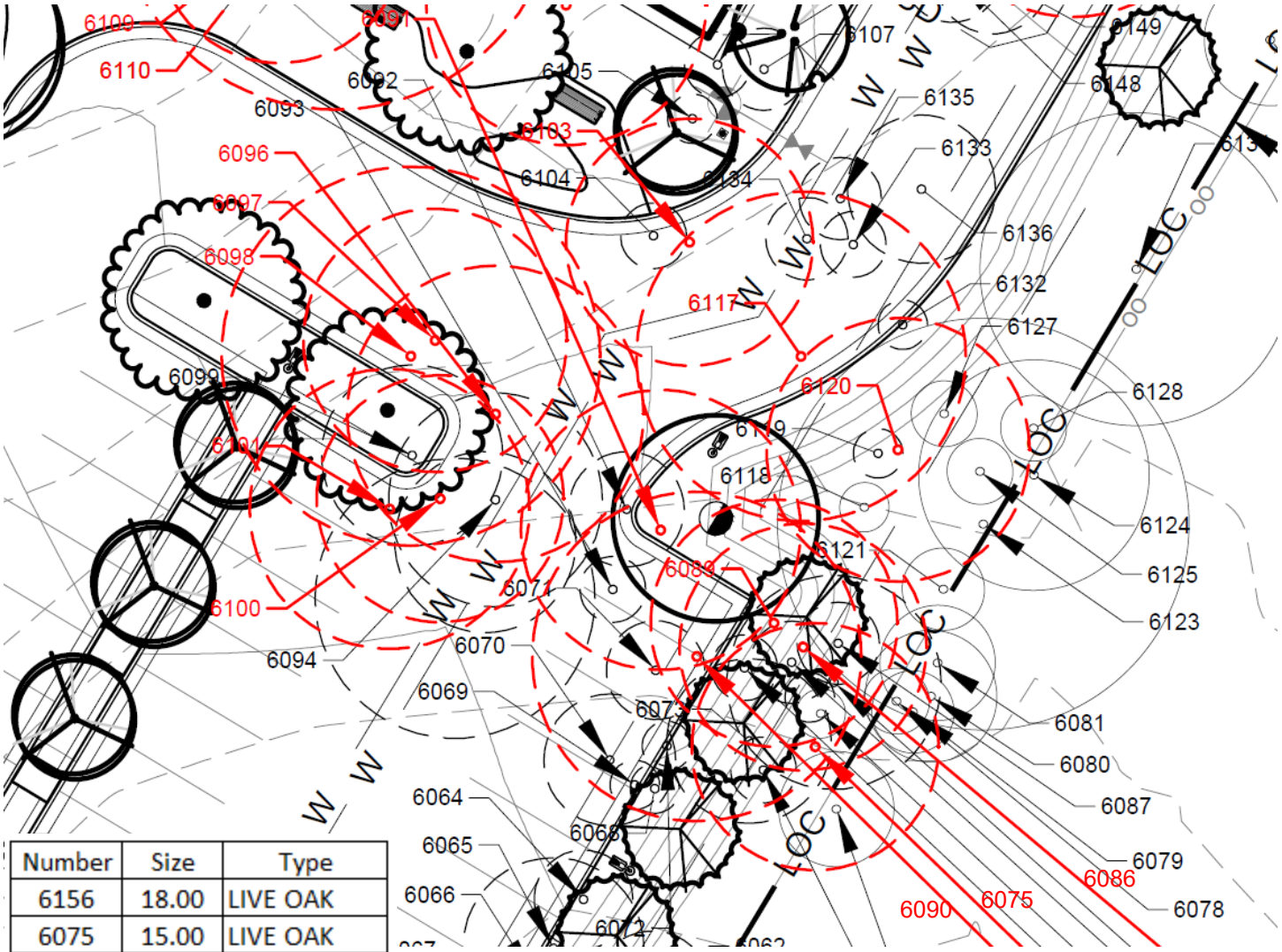
Building Footprint:

The new building site was based on the existing building location in order to minimize new disturbance on the site. Many of the trees are up against the existing building and the front of the proposed building, and with the larger footprint, 13 trees will need to be removed. Additionally, there are two large trees (#6254 – 22" Live Oak & #6255 – 35" multi-trunk Live Oak highlighted in green) behind the building that will be preserved to create an opportunity for a courtyard in the future.

Number	Size	Type
6108	16.50	CEDAR ELM
6109	26.50	LIVE OAK
6110	15.00	LIVE OAK
6111	23.50	LIVE OAK
6112	16.00	CEDAR
6113	15.00	CEDAR ELM
6114	14.00	CEDAR ELM
6115	14.50	CEDAR ELM
6116	15.00	CEDAR ELM
6139	18.00	LIVE OAK
6164	15.00	CEDAR ELM
6244	15.00	CEDAR ELM
6249	14.00	LIVE OAK

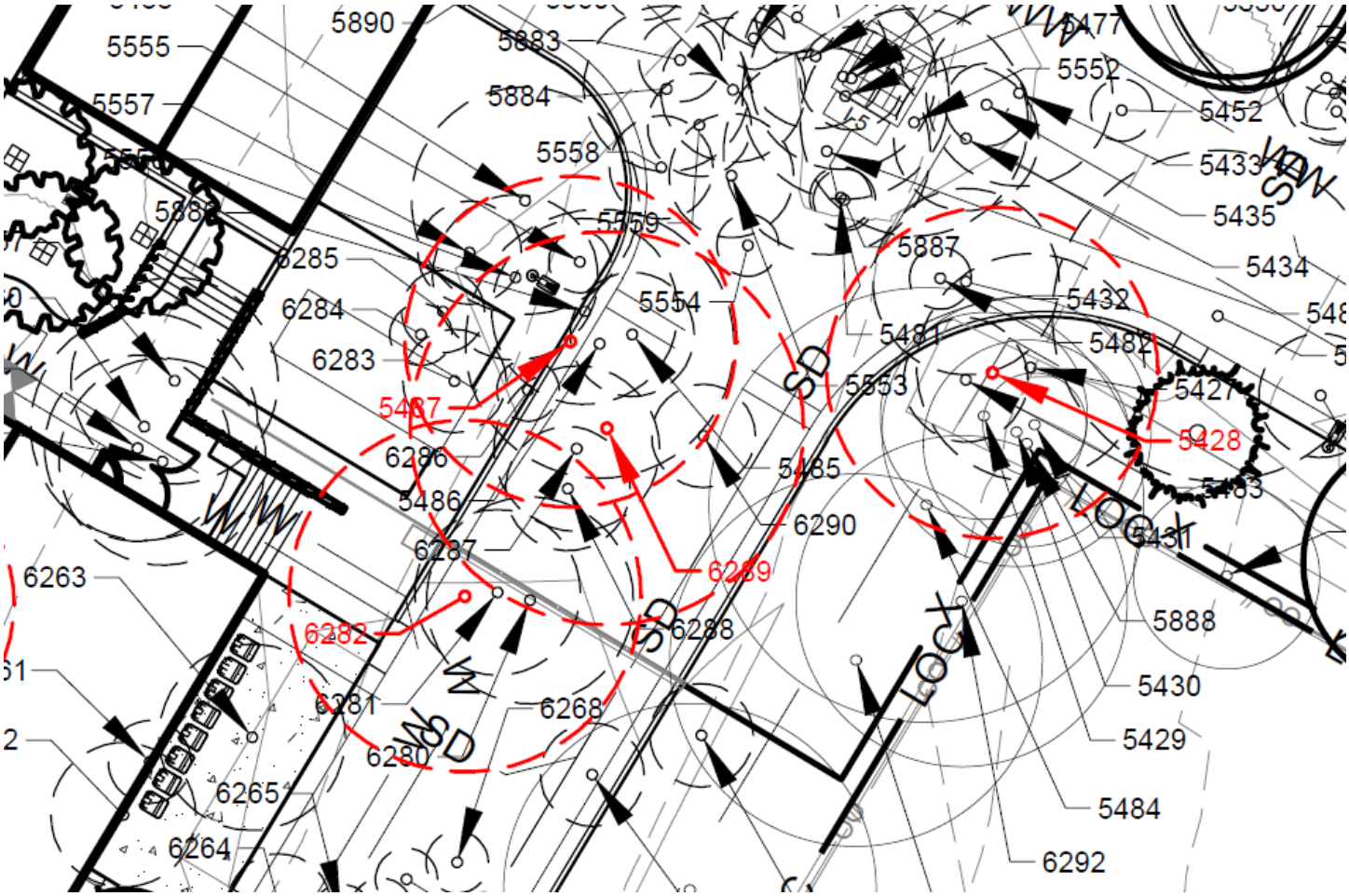


Southeast Driveway:
The footprint of the existing parking lot is being utilized to minimize new disturbance. The driveway to the secured parking area in the rear was situated to the east side of the property adjacent to the non-residential buildings to the east to: 1. Locate traffic away from the residential properties, and 2. To preserve significant stands of trees along the western boundary. This results in the removal of 15 trees in this area.



Number	Size	Type
6156	18.00	LIVE OAK
6075	15.00	LIVE OAK
6086	15.00	LIVE OAK
6089	15.00	LIVE OAK
6090	20.00	LIVE OAK
6091	17.00	LIVE OAK
6096	18.00	LIVE OAK
6097	16.00	CEDAR ELM
6098	24.50	CEDAR ELM
6100	15.00	LIVE OAK
6101	17.00	LIVE OAK
6103	15.00	LIVE OAK
6117	19.50	LIVE OAK
6120	16.00	LIVE OAK

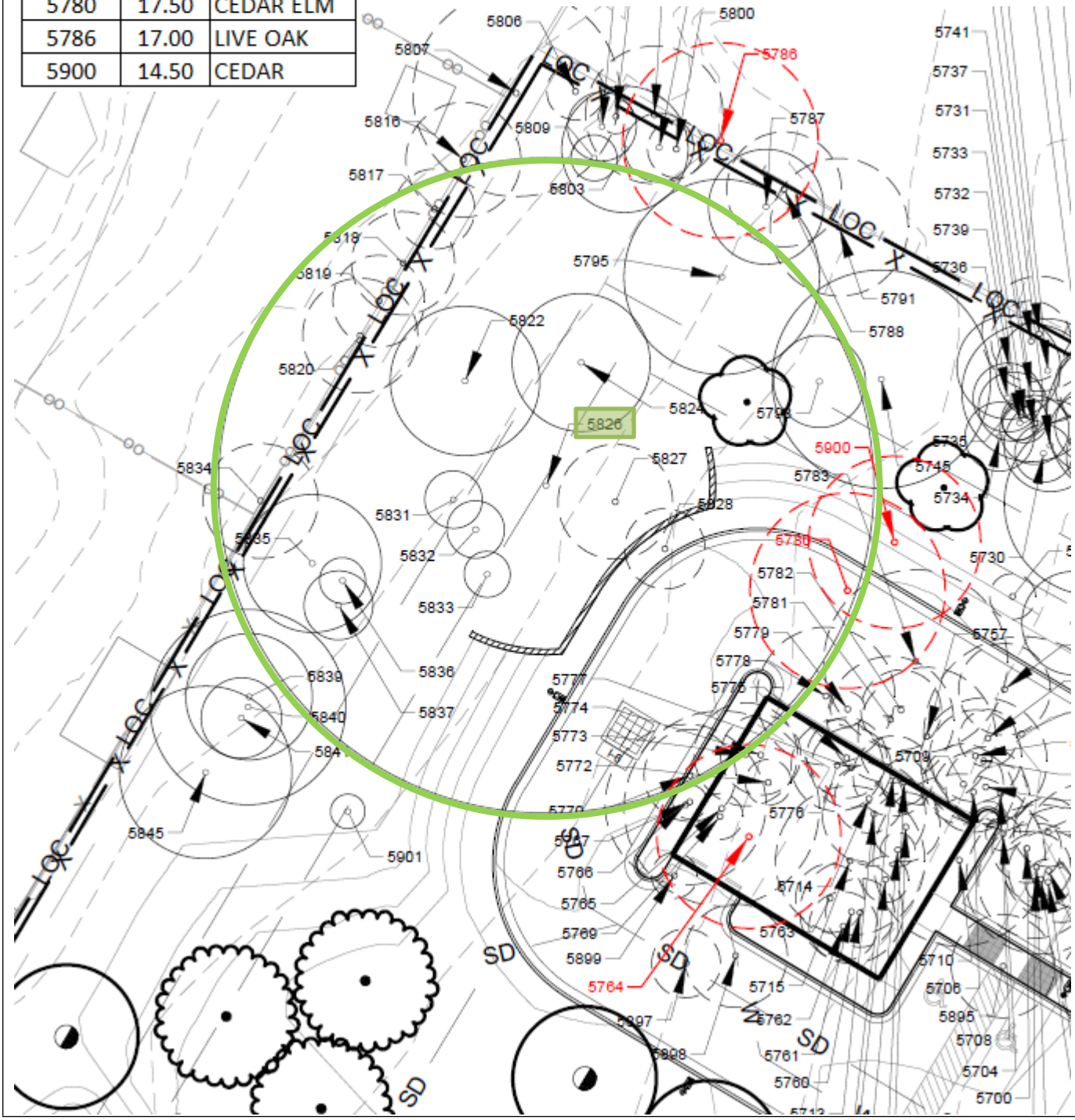
Southeast Driveway (cont.):



Accessory Support Building/Parking:

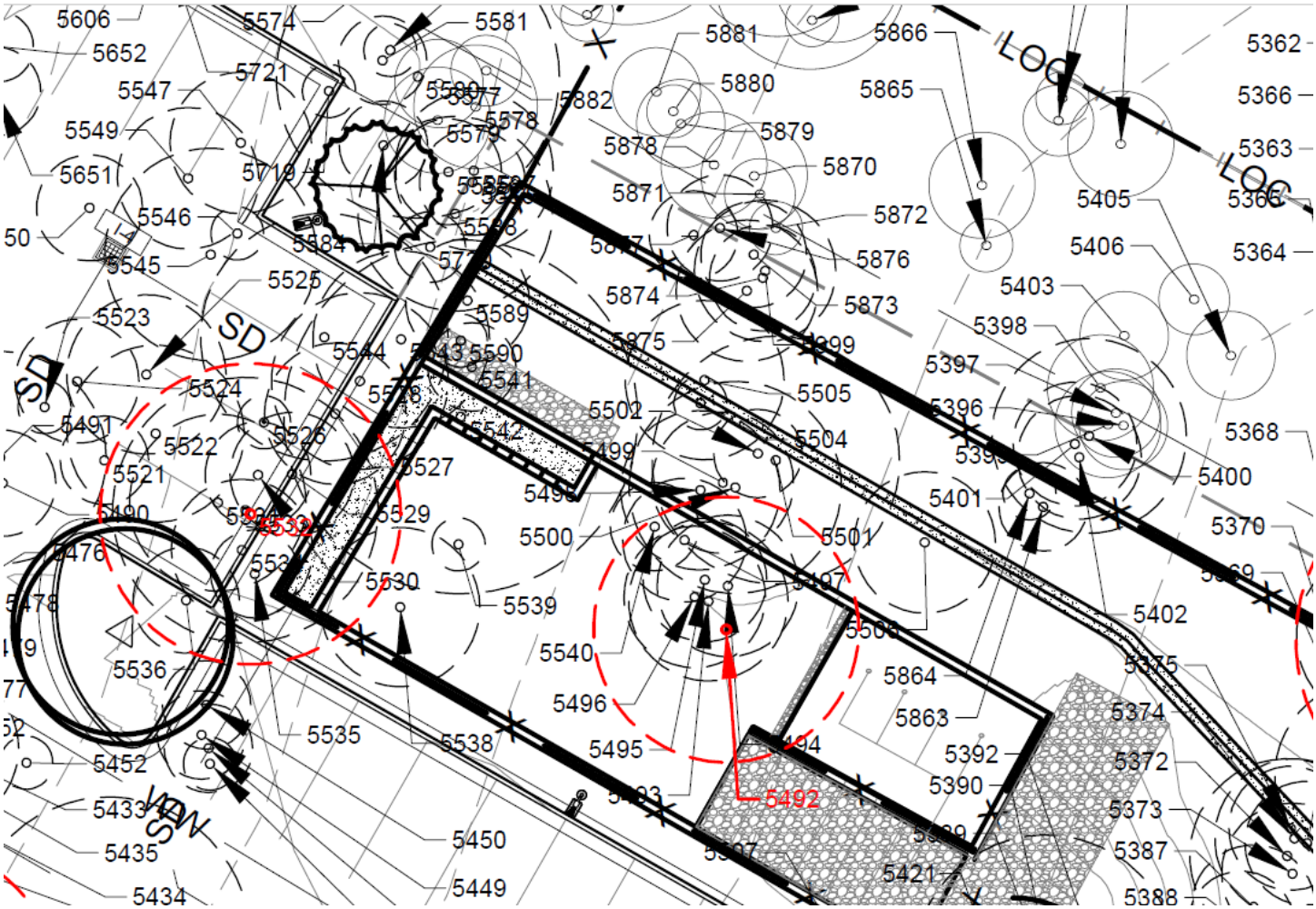
Behind the building will be a secure parking area for police and city staff. There will also be a 1,196 square foot support building for police and public works storage (asset building). An additional consideration for this area was the preservation of tree #5826 – a 54" multi-trunk live oak (highlighted in green). Four trees will be removed for the parking/building and for the installation of the wall.

Number	Size	Type
5764	15.50	LIVE OAK
5780	17.50	CEDAR ELM
5786	17.00	LIVE OAK
5900	14.50	CEDAR



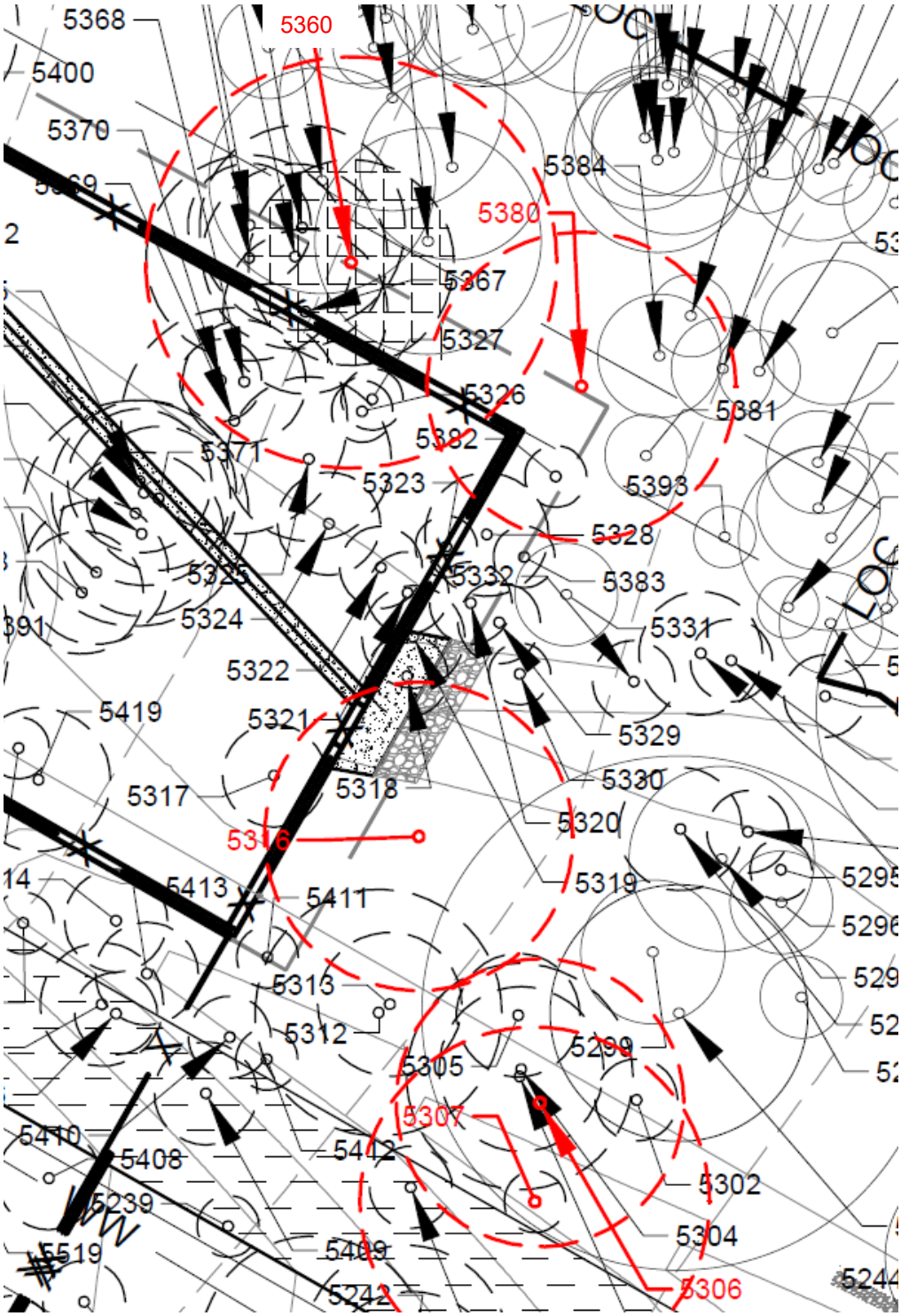
Detention/Water Quality Pond:

The existing site does not have any drainage detention or water quality improvements. With this project, there will be a structured detention pond and a vegetative filter strip to address the detention and water quality. There will be 7 trees removed to allow for the construction of infrastructure.



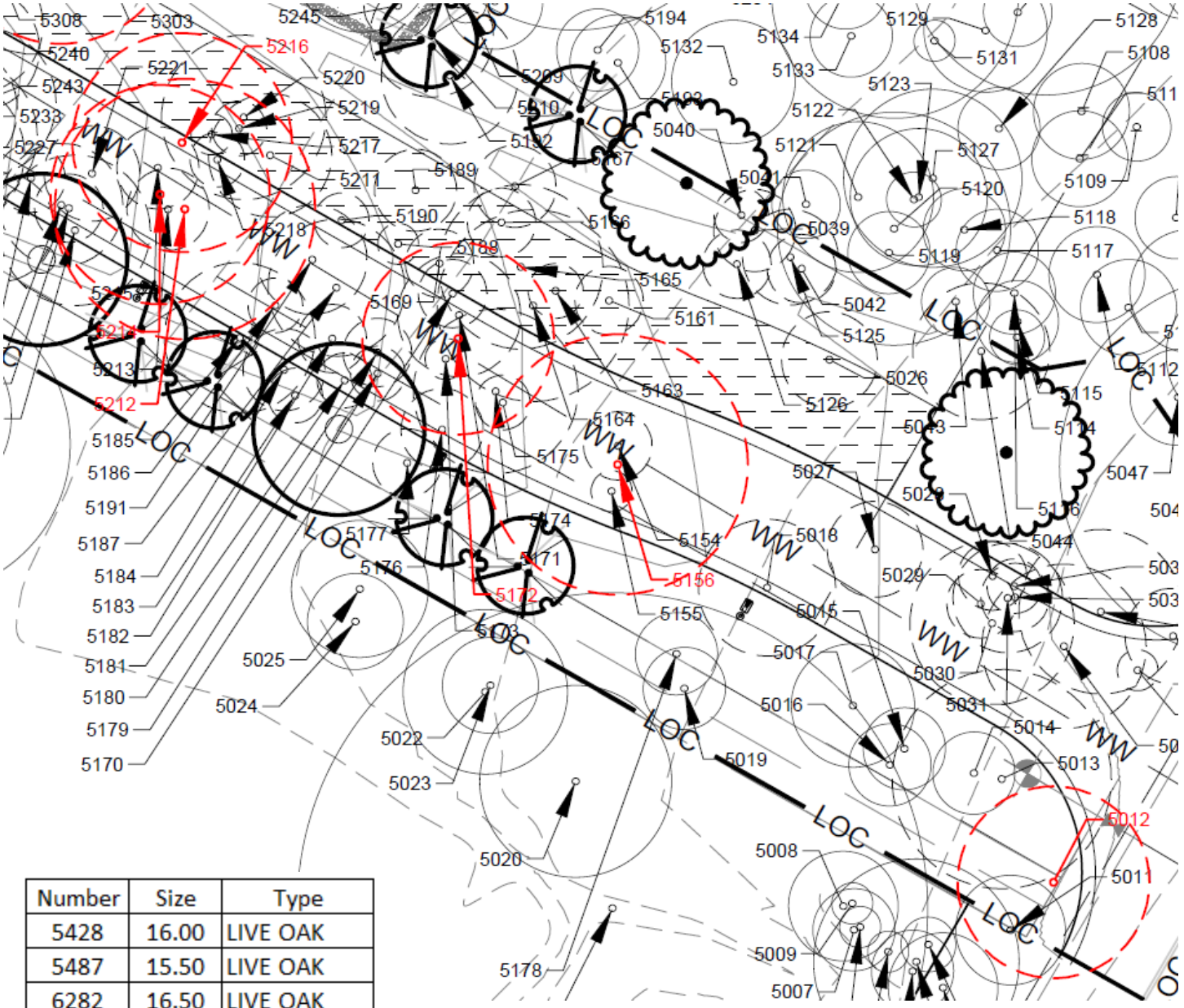
Number	Size	Type
5492	15.00	LIVE OAK
5360	16.50	LIVE OAK
5380	15.00	CEDAR ELM
5306	14.00	LIVE OAK
5307	17.00	CEDAR ELM
5316	15.00	CEDAR ELM
5532	17.00	LIVE OAK

Detention/Water Quality Pond (cont):



North Driveway (to Westlake Drive):

As a public safety facility, two entrance/exit points are desired for optimal efficiency. This also improves fire access to the site. The north driveway will provide access to Westlake Drive for police and staff vehicles, as well as fire apparatus access. Within this area 6 trees will be removed.



Number	Size	Type
5428	16.00	LIVE OAK
5487	15.50	LIVE OAK
6282	16.50	LIVE OAK
6289	18.50	LIVE OAK
5012	14.00	CEDAR ELM
5156	19.00	CEDAR ELM
5172	15.00	LIVE OAK
5212	16.50	LIVE OAK
5214	16.00	LIVE OAK
5216	16.50	LIVE OAK

Variance Criteria Review:

When applying for a variance, the applicant has provided the following evidence (Attachment 2):

1. *The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.*
   The site currently has a dense tree canopy presence near the edges of the site to create a natural buffer from adjacent properties. The site was developed based on the location of the existing structure and the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) at the heart of the site. Due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project, the remaining areas are limited for the planting of new trees. The planting of new trees under existing tree canopies will not allow for the newly planted trees to achieve mature height and will later cause tree canopies to compete with one another.
2. *There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.*
   The site design took into account the preservation of two prominent oak trees mentioned above which influenced the location and finish floor of the new building. The placement of parking, drive aisles, and water quality ponds were all strategically laid out where the open areas with less dense tree canopies were, while at the same time maintaining a natural tree canopy buffer along residential lots. This design effort on the site and variance will help maintain the natural terrain and essence of existing flora within the development of the site.
3. *There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.*
   The majority of the trees 14" and above are being removed due to the building footprint, drives, parking, water quality pond, or grading associated with these items. As mentioned above the remaining areas are limited for the planting of new trees to not conflict with proposed utilities, infrastructure, and existing tree canopies and root systems.
4. *The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.*
   The total removal of trees larger than 14" are 49 trees out of the 107 trees within the site (less than half). The average caliper inches of the removed trees (14" and larger only) are 16.54" and the average of the caliper inches to remain are 20.47", which trees (14" and larger only) with larger caliper inches were prioritized for preservation. As mentioned above, locations for new trees are limited due to proposed and existing circumstances.
5. *The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.*
   The development is proposed to maintain as much of the natural buffer to residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the side away from the residential lots while also preserving many trees which include the two prominent oaks that are referenced above and located within the heart of the site.
6. *The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.*
   The development is proposed to buffer the residential lots from the proposed GUI uses of the City Hall and Police Staton by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees including the two predominant oaks that are referenced above. The residential lots' usage will not be adversely impacted as the design team has made efforts to locate the improvements away from the adjacent residential lots. The neighboring commercial lots on the east side of the property which are adjacent to the proposed access drive aisle will have no change in their use and enjoyment of their property with the granting of

this variance application as the proposed driveway is located outside of the driveway setback. The proposed site design at the front of the property creates a welcoming environment for the neighborhood properties to come and utilize the outdoor spaces that are being created within the existing tree canopies. The exterior spaces will include educational materials for appropriate landscape materials for the city of West Lake Hills, a small walking trail, and areas for seating along the trail.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

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

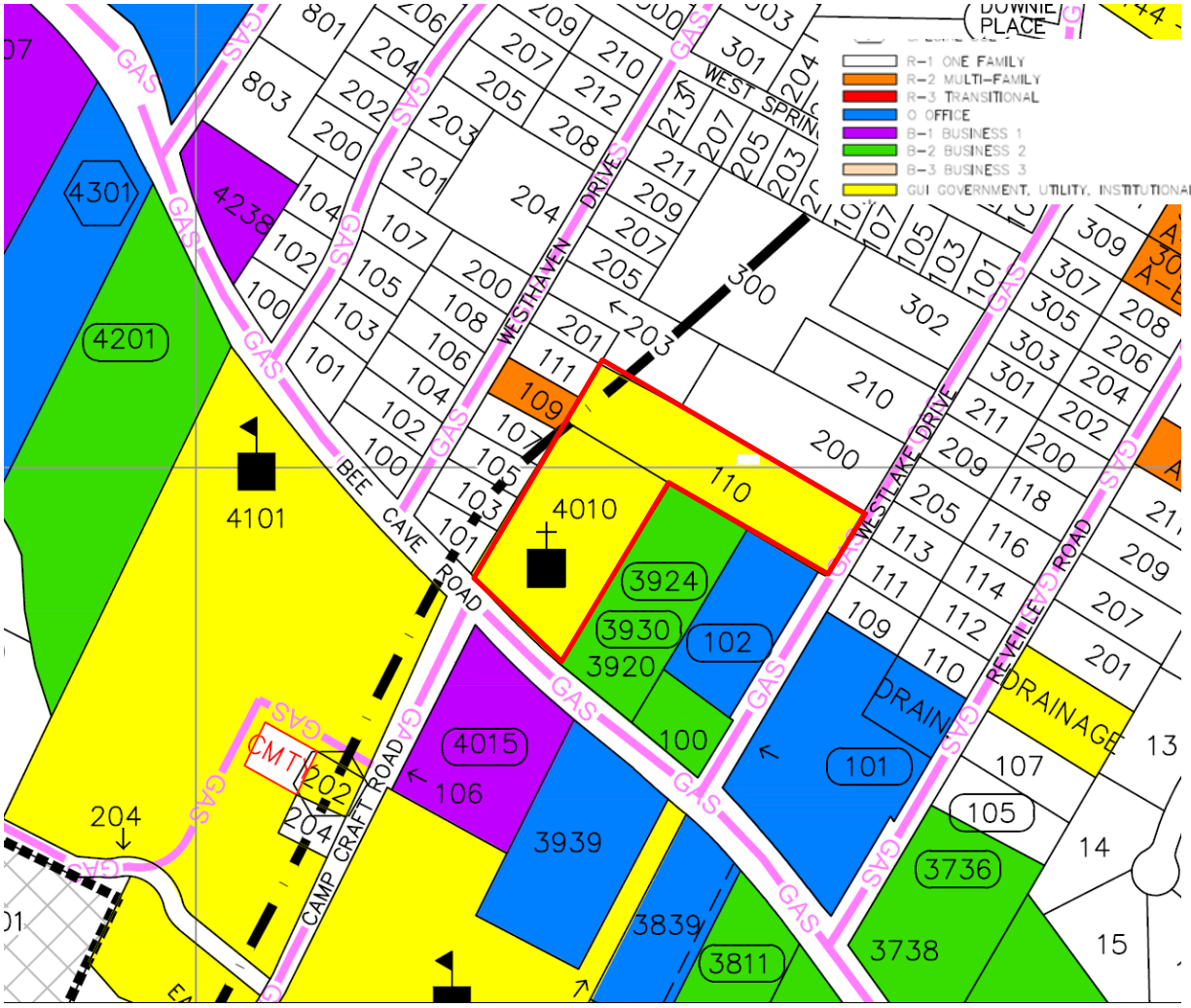
Comprehensive Planning Analysis

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

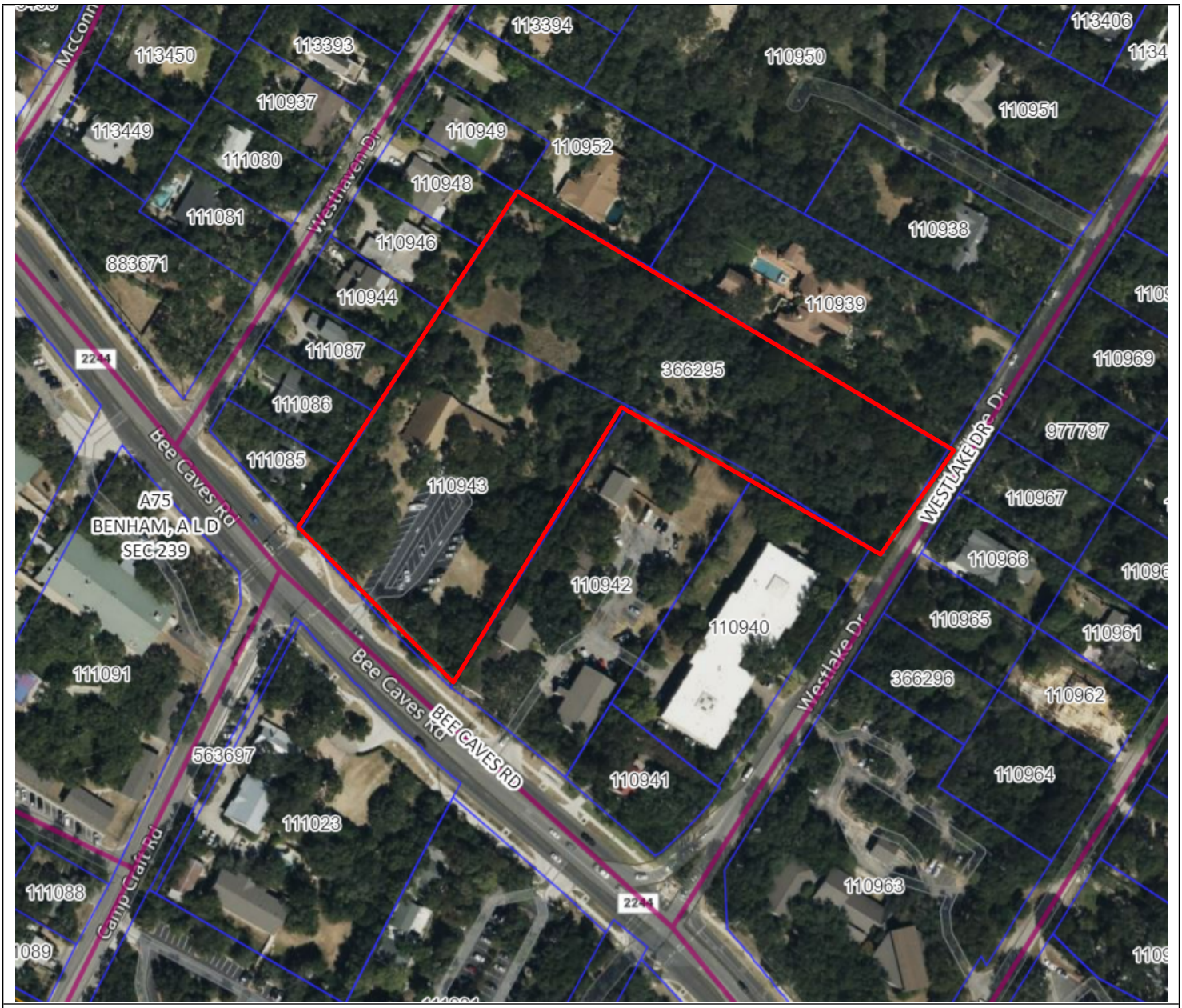
Links to Relevant Code:

- **Section 22.03.034 Tree and Vegetation Removal and Replacement**
- **Section 38.05.031 Variances**
- **Section 22.03.511 Criteria and process required for granting variance**

Zoning:



Aerial:


113394
113406
113450
113393
110950
110937
110951
113449
110949
110952
111080
110948
111081
110938
110946
883671
110944
110939
111087
366295
110969
111086
977797
111085
110943
110967
A75
BENHAM, A L D
SEC 239
110966
110942
110940
110965
110961
111091
366296
110962
563697
110941
110964
111023
111088
110963
2244
Bee Caves Rd
BEE CAVES RD
WESTLAKE DR
Westlake Dr
Westhaven Dr
Camp Craft Rd

November 30, 2023

The City of West Lake Hills – Zapco
Robert Meisel, Chairman
The City of West Lake Hills
911 Westlake Drive
West Lake Hills, Tx 78746

Re: City of West Lake Hills City Hall and Police Facility
Section 22.03.304(a)(4): Tree and Vegetation Removal – 14" and Greater
Section 22.03.304(d)(4): Calculating Tree Replacement – Not Providing Full Replacement

Mr. Meisel,

Coleman and Associates have prepared an application for a variance for the removal of 49 trees, see the tree list below (Section 22.03.304(a)(4)). The below trees are being removed due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project. The site was developed based on the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) at the heart of the site. The overall layout of the building and drive aisles utilized the footprint of the existing structure and existing impervious pavement to keep site disturbance low and maintain the majority of the existing tree canopy as much as possible.

5012	14.00	CEDAR ELM
5156	19.00	CEDAR ELM
5172	15.00	LIVE OAK
5212	16.50	LIVE OAK
5214	16.00	LIVE OAK
5216	16.50	LIVE OAK
5306	14.00	LIVE OAK
5307	17.00	CEDAR ELM
5316	15.00	CEDAR ELM
5360	16.50	LIVE OAK
5380	15.00	CEDAR ELM
5428	16.00	LIVE OAK
5487	15.50	LIVE OAK
5492	15.00	LIVE OAK
5532	17.00	LIVE OAK
5764	15.50	LIVE OAK
5780	17.50	CEDAR ELM
5786	17.00	LIVE OAK
5900	14.50	CEDAR
6075	15.00	LIVE OAK
6086	15.00	LIVE OAK
6089	15.00	LIVE OAK
6090	20.00	LIVE OAK
6091	17.00	LIVE OAK
6096	18.00	LIVE OAK

6097	16.00	CEDAR ELM
6098	24.50	CEDAR ELM
6100	15.00	LIVE OAK
6101	17.00	LIVE OAK
6103	15.00	LIVE OAK
6108	16.50	CEDAR ELM
6109	26.50	LIVE OAK
6110	15.00	LIVE OAK
6111	23.50	LIVE OAK
6112	16.00	CEDAR
6113	15.00	CEDAR ELM
6114	14.00	CEDAR ELM
6115	14.50	CEDAR ELM
6116	15.00	CEDAR ELM
6117	19.50	LIVE OAK
6120	16.00	LIVE OAK
6139	18.00	LIVE OAK
6156	18.00	LIVE OAK
6164	15.00	CEDAR ELM
6234	14.00	LIVE OAK
6244	15.00	CEDAR ELM
6249	14.00	LIVE OAK
6282	16.50	LIVE OAK
6289	18.50	LIVE OAK

The second variance is regarding Section 22.03.304(d)(4), which does not provide the full replacement inches. Due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project, the remaining areas are limited for the planting of new trees. The planting of new trees under existing tree canopies will not allow for the newly planted trees to achieve mature height and will later cause tree canopies to compete with one another. The attached tree mitigation exhibit shows the tree removal and mitigation rate based on the site design. A total of 49 ornamental trees and 31 shade trees (which is a total of 369 inches) are being proposed within the limits of construction that are being applied to the total mitigation (which is 2,653.50 inches). With the planting of the propose trees above, the mitigation deficit for the site is 2,284.50 inches.

Sincerely,

Coleman & Associates



Aan Garrett Coleman
Principal

VARIANCE APPLICATION – TREE REMOVAL (COLEMAN & ASSOCIATES)

Date Received:	Received By:
Amount Due $	Date Payment Received:
Admin Complete Date:	Permit No:

All applications and supporting documents should be submitted electronically to https://www.mgoconnect.org/cp?JID=253

Applicant & Property Information

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: **City of West Lake Hills** Phone: (512) 610-6838

Email: jbills@westlakehills.gov

Address: 911 Westlake Drive City: West Lake Hills State: Texas Zip: 78746

Agent*: Malone / Wheeler Inc. Phone: (512) 899-0601

Email: landonm@malonewheeler.com

Address: 5113 Southwest Parkway #260 City: Austin State: Texas Zip: 78735

Property Address: 4010 Bee Cave Rd City: West Lake Hills State: Texas Zip: 78746

Property Information

Subdivision Name: FOR BY GRACE

Block: Lot: 1 TCAD Tax Parcel ID: 366295

Current Zoning Classification: GUI Total Lot Size (Acres): 2.469

Subdivision Name: BARTON SPRINGS ESTATES

Block: Lot: 35 TCAD Tax Parcel ID: 110943

Current Zoning Classification: GUI Total Lot Size (Acres): 2.4255

**Please submit Power of Attorney form designating authorized agent.*

VARIANCE APPLICATION

TREE REMOVAL (COLEMAN & ASSOCIATES)

PROJECT INFORMATION

Please list all variances being applied for with this project and include Code Section references: (Please be detailed-for tree variances, must include tree #, size, species; setback variances-which setback and how far is requested encroachment; for height specify how much height being requested; etc.)

1. Section 22.03.170 Site disturbance – Greater than 18 inches of grading over the natural grade in the setback.

    a. See attached variance application prepared by Malone/Wheeler, Inc.

2. Section 22.03.304 (a) (4) - Removal of up to 50 trees greater than or equal to 14 inches in diameter.

    a. See below variance application prepared by Coleman & Associates.
    b. 49 Trees

3. Section 22.03.304 (d) (4) – Providing less replacement inches than required on site or fee-in-lieu

    a. See below variance application prepared by Coleman & Associates.
    b. Section 22.03.304(d)(4) Calculating Tree Replacement – not providing full replacement (removing approx. 2,653.50 inches). As show in the attached tree mitigation exhibit, there are a total of 49 ornamental trees and 31 shade trees (which is a total of 369 inches) that are being proposed within the limits of construction.

4. Section 22.03.216 – Non-Residential Fences – Allow an 8' tall fence (wall) where 6 foot maximum is allowed.

    a. See the attached variance application prepared by Brinkley Sargent Wiginton Architects.

5. Section 22.03.173 – Non-Residential Fences – Allow the fence to go to the front property line (Bee Cave Rd), where a 30' setback from the pavement edge is required.

    a. See the attached variance application prepared by Brinkley Sargent Wiginton Architects.

CONDITIONS REQUIRED FOR GRANTING A VARIANCE (SECTION 38.05.32):

No variance shall be granted unless the following conditions are fulfilled as provided by the applicant's statements:

1. **The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant. Describe in detail any special conditions you believe**

will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.

The site currently has a dense tree canopy presence near the edges of the site to create a natural buffer from adjacent properties. The site was developed based on the location of the existing structure and the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) at the heart of the site. Due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project, the remaining areas are limited for the planting of new trees. The planting of new trees under existing tree canopies will not allow for the newly planted trees to achieve mature height and will later cause tree canopies to compete with one another.

2. **There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora. Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed if the variance you are requesting is granted?**

   The site design took into account the preservation of two prominent oak trees mentioned above which influenced the location and finish floor of the new building. The placement of parking, drive aisles, and water quality ponds were all strategically laid out where the open areas with less dense tree canopies were, while at the same time maintaining a natural tree canopy buffer along residential lots. This design effort on the site and variance will help maintain the natural terrain and essence of existing flora within the development of the site.

3. **There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of. What other alternatives have you considered? Why won't those other options alleviate the difficulty or hardship that you think exists?**

   The majority of the trees 14" and above are being removed due to the building footprint, drives, parking, water quality pond, or grading associated with these items. As mentioned above the remaining areas are limited for the planting of new trees to not conflict with proposed utilities, infrastructure, and existing tree canopies and root systems.

4. **The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.**

   The total removal of trees larger than 14" are 49 trees out of the 107 trees within the site (less than half). The average caliper inches of the removed trees (14" and larger only) are 16.54" and the average of the caliper inches to remain are 20.47", which trees (14" and larger only) with larger caliper inches were prioritized for preservation. As mentioned above locations for new trees are limited due to proposed and existing circumstances.

5. **The variance may violate the intent of this chapter or the goals of the city's comprehensive plan. Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?**

   The development is proposed to maintain as much of the natural buffer to residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the side away from the residential lots while also preserving many trees which include the two prominent oaks that are referenced above and located within the heart of the site.

6. **The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof. Why do you believe your variance will not adversely affect or interfere with the enjoyment of neighboring properties?**

   The development is proposed to buffer the residential lots from the proposed GUI uses of the City Hall and Police Staton by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees including the two predominant oaks that are referenced above. The residential lots' usage will not be adversely impacted as the design team has made efforts to locate the improvements away from the adjacent residential lots. The neighboring commercial lots on the east side of the property which are adjacent to the proposed access drive aisle will have no change in their use and enjoyment of their property with the granting of this variance application as the proposed driveway is located outside of the driveway setback. The proposed site design at the front of the property creates a welcoming environment for the neighborhood properties to come and utilize the outdoor spaces that are being created within the existing tree canopies. The exterior spaces will include educational materials for appropriate landscape materials for the city of West Lake Hills, a small walking trail, and areas for seating along the trail.

VARIANCE APPLICATION

TREE REMOVAL (COLEMAN & ASSOCIATES)

AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

Signature

Landon McClellan

Date

12/01/2023

Printed Name

Landon McClellan, P.E. (for Malone/Wheeler, Inc.)

APPLICATION CHECKLIST

Variance Application Checklist

SEE FORMS ATTACHED TO MALONE/WHEELER, INC. PREPARED SITE DISTURBANCE VARIANCE APPLICATION

- ☒ Completed, signed application
- ☒ Power of Attorney form, if applicable
- ☒ Proof of ownership of subject property
- ☒ Completed Variance Hardship Questionnaire
- ☐ Letter addressed to ZAPCO Chairperson explaining reason for the request
- ☐ Property survey
- ☒ Proposed site plan with building setbacks clearly labeled
- ☒ Building elevations, if applicable
- ☒ Tree and topo survey, if applicable
- ☒ Preliminary plans for proposed project (pool plans, building plans, fence design, etc.)
- ☒ Photos of property showing existing conditions (for tree variances, include photos of proposed variance trees)
- ☒ Letters/emails of support from neighbors, if able to obtain
- ☒ Payment of application fees (*refer to Appendix A: Fee Schedule in the Code of Ordinances for current fees. Fees are due upfront with application.*)
- ☒ Other relevant information, as determined necessary by staff (for example, if variance is for cut/fill/retaining wall, you may be requested to provide a drainage report)

VARIANCE APPLICATION

TREE REMOVAL (COLEMAN & ASSOCIATES)

Variance Process and Information

- City staff will prepare public notification letters and will provide you a public notice sign to place on the property. You will be notified when the public notice sign is available to be picked-up.
- If you want to see example variance applications, please see the Agenda page on the City website at https://www.westlakehills.org/ to view the latest ZAPCO, Council and BOA packets.
- All variance applications are first considered by the Zoning and Planning Commission (ZAPCO), which is an advisory commission only. Final action is then determined by either City Council or Board of Adjustment, depending on the type of variance being requested.
- Agenda packets are digital and posted on the website the Friday prior to the meeting by 5pm. Staff will send you a meeting reminder email after the agenda and packet are posted.
- **Applicants or a designated representative are required to attend/speak at each public hearing; otherwise you will risk postponement or denial for no-show. Applicants should keep remarks brief and the typical time allotment is 5 minutes for ZAPCO and 5 – 10 minutes for City Council/BOA. ● Please note ZAPCO is an advisory commission only – final action must be taken by City Council or BOA, depending on the type of variance. If ZAPCO recommends denial, you can still move forward to City Council/BOA unless you decide to withdraw or postpone your variance request.**
- **If City Council/BOA denies your variance, you have to wait one year before you can reapply for the same variance.**
- **If approved by City Council/BOA, variances expire within one year of the approval date if a permit application has not been filed to perform the scope of work related to the variance.**

STAFF NOTES

For Completion by Staff Only

Date public notification letters mailed:

Date of ZAPCO Meeting:

ZAPCO Recommendation:

Date of City Council/BOA Meeting:

City Council/BOA
Action:

Notes:

_____

_____

_____

SPECIAL POWER OF ATTORNEY FORM

KNOW ALL PERSONS BY THIS DOCUMENT that I, Jennifer Bills have made, constituted and appointed Malone Wheeler (Landon McClellan) to be my duly authorized representative in connection with an application dated 11/28/2023, to be heard by the Building Design Committee, Zoning & Planning Commission, and City Council/Board of Adjustment of the City of West Lake Hills, Texas. All representations, whether oral or written, made by the representative in support of the request have the full force and effect of the applicant's approval. I do by this document constitute the above named representative as my true and lawful attorney-in-fact to act in my name, place and stead, to do and perform any act in connection with such application which I myself might perform or do if I was personally present.

City of West Lake Hills/Jennifer Bills
Property Owner/Applicant Name

Property Owner/Applicant Signature

911 Westlake Dr | West Lake Hills | TX | 78746
Street Address | City | State | Zip Code

512-37-6838
Property Owner/Applicant Phone Number

This instrument was acknowledged before me on this the 28 day of December, 20 23.

Notary Public in and for the State of Texas

MARK LITTRELL
My Notary ID # 125438016
Expires September 20, 2025

November 30, 2023

The City of West Lake Hills – Zapco
Robert Meisel, Chairman
The City of West Lake Hills
911 Westlake Drive
West Lake Hills, Tx 78746

Re: City of West Lake Hills City Hall and Police Facility
Section 22.03.304(a)(4): Tree and Vegetation Removal – 14" and Greater
Section 22.03.304(d)(4): Calculating Tree Replacement – Not Providing Full Replacement

Mr. Meisel,

Coleman and Associates have prepared an application for a variance for the removal of 49 trees, see the tree list below (Section 22.03.304(a)(4)). The below trees are being removed due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project. The site was developed based on the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) at the heart of the site. The overall layout of the building and drive aisles utilized the footprint of the existing structure and existing impervious pavement to keep site disturbance low and maintain the majority of the existing tree canopy as much as possible.

5012	14.00	CEDAR ELM
5156	19.00	CEDAR ELM
5172	15.00	LIVE OAK
5212	16.50	LIVE OAK
5214	16.00	LIVE OAK
5216	16.50	LIVE OAK
5306	14.00	LIVE OAK
5307	17.00	CEDAR ELM
5316	15.00	CEDAR ELM
5360	16.50	LIVE OAK
5380	15.00	CEDAR ELM
5428	16.00	LIVE OAK
5487	15.50	LIVE OAK
5492	15.00	LIVE OAK
5532	17.00	LIVE OAK
5764	15.50	LIVE OAK
5780	17.50	CEDAR ELM
5786	17.00	LIVE OAK
5900	14.50	CEDAR
6075	15.00	LIVE OAK
6086	15.00	LIVE OAK
6089	15.00	LIVE OAK
6090	20.00	LIVE OAK
6091	17.00	LIVE OAK
6096	18.00	LIVE OAK

6097	16.00	CEDAR ELM
6098	24.50	CEDAR ELM
6100	15.00	LIVE OAK
6101	17.00	LIVE OAK
6103	15.00	LIVE OAK
6108	16.50	CEDAR ELM
6109	26.50	LIVE OAK
6110	15.00	LIVE OAK
6111	23.50	LIVE OAK
6112	16.00	CEDAR
6113	15.00	CEDAR ELM
6114	14.00	CEDAR ELM
6115	14.50	CEDAR ELM
6116	15.00	CEDAR ELM
6117	19.50	LIVE OAK
6120	16.00	LIVE OAK
6139	18.00	LIVE OAK
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6289	18.50	LIVE OAK

The second variance is regarding Section 22.03.304(d)(4), which does not provide the full replacement inches. Due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project, the remaining areas are limited for the planting of new trees. The planting of new trees under existing tree canopies will not allow for the newly planted trees to achieve mature height and will later cause tree canopies to compete with one another. The attached tree mitigation exhibit shows the tree removal and mitigation rate based on the site design. A total of 49 ornamental trees and 31 shade trees (which is a total of 369 inches) are being proposed within the limits of construction that are being applied to the total mitigation (which is 2,653.50 inches). With the planting of the propose trees above, the mitigation deficit for the site is 2,284.50 inches.

Sincerely,

Coleman & Associates



Aan Garrett Coleman
Principal

Brinkley Sargent Wigginton Architects, Inc.

TREE KEY

xxxx	TREE TO BE SAVED
xxxx	TREE 6" AND LESS THAN 14" REMOVED
xxxx	TREE 14" AND LARGER TO BE REMOVED

TREE PRESERVATION CALCULATIONS

TOTAL INCHES ON SITE*

TOTAL TREES 14" AND GREATER	1,998.00	INCHES
TOTAL TREES 6" TO LESS THAN 14"	4,004.00	INCHES
TOTAL:	6,002.00	INCHES

*THIS TOTAL DOES NOT INCLUDE TREES 6" AND LESS OR INVASIVE TREES

TREES REMOVED

TREES 14" AND GREATER REMOVED	810.50	INCHES
TREES 6" TO LESS THAN 14" REMOVED	1911.00	INCHES
TOTAL:	2,721.50	INCHES

REPLACEMENT INCHES REQUIRED

TREES 14" AND GREATER RATE (150%)	1215.75	INCHES
TREES 6" TO LESS THAN 14" RATE (75%)	1,431.75	INCHES
TOTAL:	2,653.50	INCHES

REPLACEMENT INCHES PROVIDED

31 SHADE TREES (4" CAL. APPLYING 4")	124.00	INCHES
49 65 GALLON ORNAMENTAL TREES (5" CAL. APPLYING 5")	245.00	INCHES
TOTAL:	369.00	INCHES
MITIGATION DEFICIT	2284.50	INCHES

FENCE, REF. ARCHITECTURE

PROPERTY LINE/ LIMITS OF CONSTRUCTION, TYP.

EXISTING TREE TO REMAIN PROTECTED IN PLACE, TYP.

NEW WEST LAKE HILLS MUNICIPAL OFFICES

EXISTING PAVEMENT TO REMAIN, TYP.

BEE CAVE ROAD

LIMITS OF CONSTRUCTION, TYP.

EXISTING TREE TO REMAIN PROTECTED IN PLACE, TYP.

PROPERTY LINE/ LIMITS OF CONSTRUCTION, TYP.

WESTLAKE DRIVE

NORTH SCALE 1" = 30'

0 15 30 60

TREE SCHEDULE

SYMBOL	QTY	COMMON / BOTANICAL NAME	CONT	CALIPER	HEIGHT	SPREAD
ORNAMENTAL						
	8	DESERT WILLOW / CHILOPSIS LINEARIS 'BUBBA'	65 GAL	2" CAL.	6'-8' HT.	3-5' SPR.
	12	TEXAS REDBUD / CERCIS CANADENSIS VAR. TEXENSIS	65 GAL	2" CAL.	6'-8' HT.	3-5' SPR.
	8	POSSUMHAW HOLLY / ILEX DECIDUA	65 GAL	2" CAL.	6'-8' HT.	3-5' SPR.
	11	TREE YAUPON / ILEX VOMITORIA	B x B	MULTI-TRUNK (3 CANES MIN.)	6'-8' HT.	3-5' SPR.
	6	TEXAS MOUNTAIN LAUREL / SOPHORA SECUNDIFLORA	B x B	MULTI-TRUNK (6 CANES MIN.)	6' HT.	FULL CANOPY
	4	MEXICAN BUCKEYE / UNGNADIA SPECIOSA	65 GAL	MULTI-TRUNK (3 CANES MIN.)	6'-8' HT.	3-5' SPR.
SHADE TREES						
	9	CHINQUAPIN OAK / QUERCUS MUHLENBERGII	100 GAL	4" CAL.	14'-16' HT.	
	3	MONTEREY OAK / QUERCUS POLYMORPHA	100 GAL	4" CAL.	14'-16' HT.	
	6	SOUTHERN LIVE OAK / QUERCUS VIRGINIANA	100 GAL	4" CAL.	14'-16' HT.	
	13	CEDAR ELM / ULMUS CRASSIFOLIA	100 GAL	4" CAL.	14'-16' HT.	

WEST LAKE HILLS CITY HALL & POLICE FACILITY

4010 BEE CAVES RD. WEST LAKE HILLS, TX 78746

Architect: Brinkley Sargent Wigginton Architects (972) 960-9970
Landscape: Coleman & Associates (512) 476-2090
Structural: Datum Engineers (512) 469-9490
MEP: ME Engineers, Inc. (713) 621-8690
Civil: Malone / Wheeler Inc. (512) 899-0601
Technology: M-E Engineers, Inc. (713) 621-8690

BRINKLEY SARGENT WIGGINTON ARCHITECTS

History

#	Date	Description

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW

THIS DOCUMENT IS NOT INTENDED FOR BIDDING OR CONSTRUCTION PURPOSES.

50% CONSTRUCTION DOCUMENTS

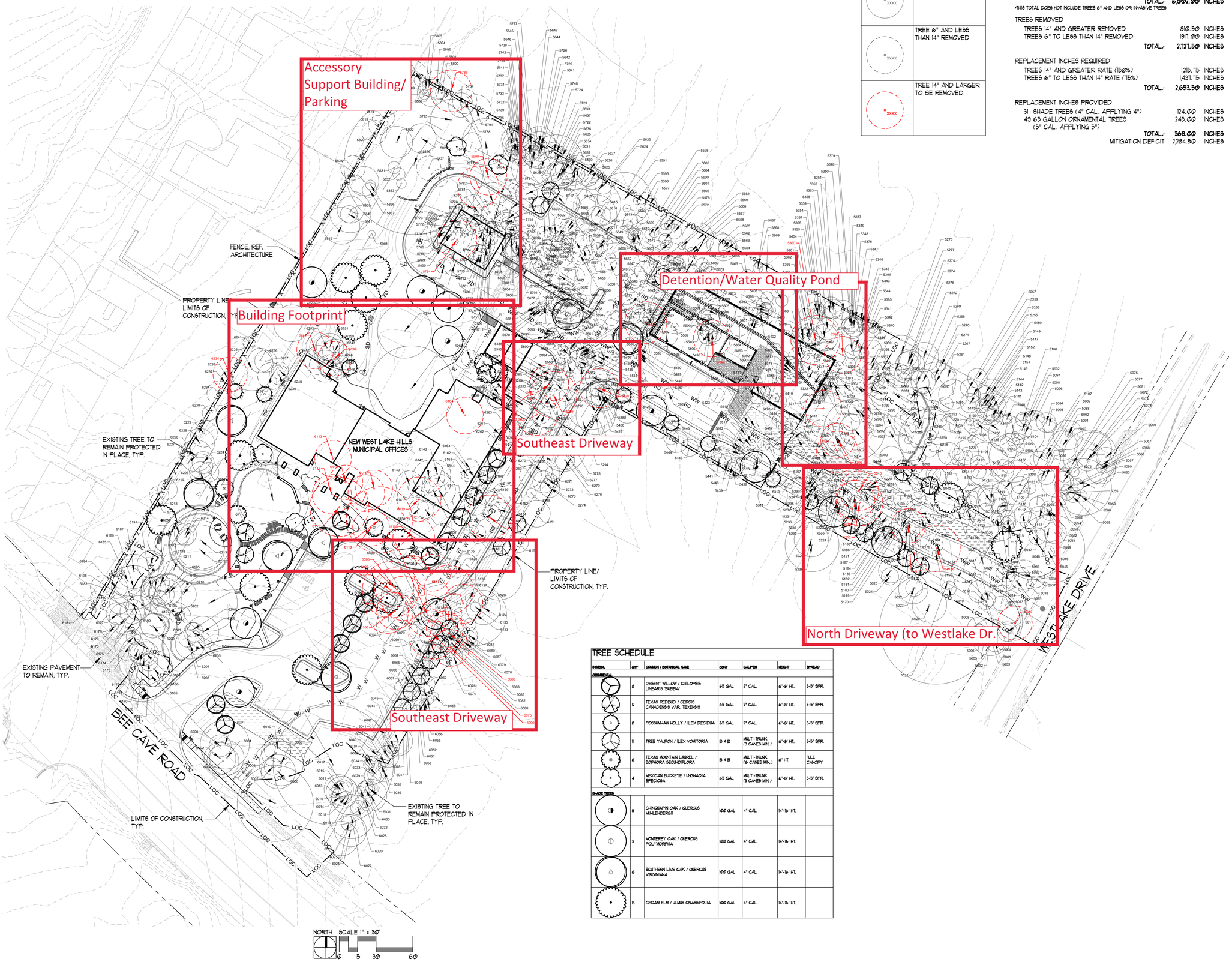
TREE MITIGATION EXHIBIT

11/29/23

L000

Brinkley Sargent Wigginton Architects, Inc.

Attachment 3



TREE KEY

xxxx	TREE TO BE SAVED
xxxx	TREE 6" AND LESS THAN 14" REMOVED
xxxx	TREE 14" AND LARGER TO BE REMOVED

TREE PRESERVATION CALCULATIONS

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	13	CEDAR ELM / ULMUS CRASSIFOLIA	100 GAL	4" CAL.	14'-16' HT.	

WEST LAKE HILLS CITY HALL & POLICE FACILITY

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#	Date	Description

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50% CONSTRUCTION DOCUMENTS

TREE MITIGATION EXHIBIT

11/29/23

L000

City *of* West Lake Hills
Zoning and Planning Commission/City Council
AGENDA REPORT

Meeting Date:	December 6, 2023	**Item Number:**	4 & 9
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	**Cost / Budget:**	None
Exhibits:	See Attached	**Source of Funds:**	N/A

Subject

4010 Bee Cave Road: Discuss and consider action on a variance request to provide fewer replacement inches than required on-site or fee-in-lieu (Section 22.03.304(d)(4) of the West Lake Hills Code).

Applicant: Landon McClellan, Malone Wheeler Engineering/Aan Garrett Coleman, Coleman & Associates

Recommendation

Staff recommends approval of the variance request. Full replacement on site is infeasible due to the quantity of trees required and the existing trees and vegetation that will be preserved. Fee-in-lieu will increase the project cost for the new municipal building. The City is responsible for the preservation and planting on all city owned sites. It is more fiscally responsible to the citizens of West Lake Hills to commit funds on an annual basis for necessary maintenance rather than encumber funds from this project.

This item will be considered by the ZAPCO for recommendation and City Council for approval on December 6, 2023.

Discussion

Property Information, Zoning & Site Characteristics:
Owner: City of West Lake Hills
Legal Description: For By Grace Lot 1 and Barton Creek Estates, 2.889 acres of Lots 35 & 36
Lot Size: 5.35 acres
Zoning: GUI, Government, Utility, & Institutional

The properties surrounding the subject property are zoned R-1, One Family, R-2 Two Family, O, Office and B-2, Business 2.

Background & Analysis:
The applicant is proposing to demolish the existing structure (5,889 sq. ft.) on the site and build a new municipal building with parking and drainage improvements. The new building will be approximately 18,000 square feet with a partial second story to minimize the footprint. The proposed location of the building will utilize the existing disturbed area of the existing building, with a larger footprint of 14,111 square feet. The proposed parking meets the minimum parking spaces required and is located towards the east side of the property to maximize the distance from the residential property to the west. The code provides an additional height bonus for the second story, which requires half of the parking spaces to be located behind the building. The existing

site does not have any drainage improvements, which will be provided with the new project to address detention and water quality with a new pond. The site is already heavily vegetated and with the new improvements, replacement on site is not feasible which is driving the need for this variance.

Tree Mitigation Requirement:

The code requires a permit for the removal of all trees 10 inches and greater but requires replacement planting for all trees (excluding invasive species) 6 inches and greater. For trees 6 to 14 inches, replacement is required for 75% of the caliper inches, as measured 4.5 feet from the ground. For trees 14 inches and greater, replacement is required at 150% of total caliper inches.

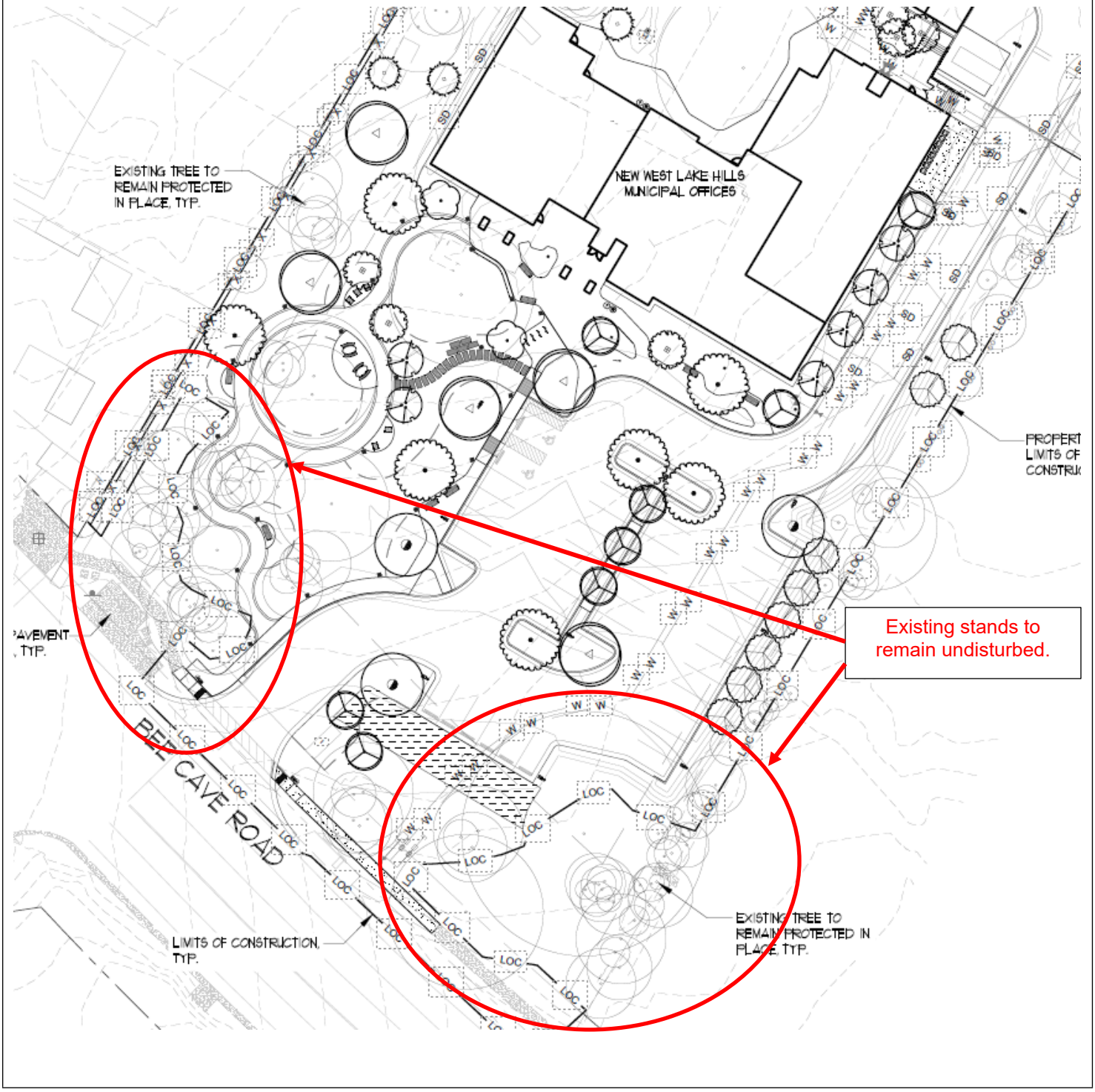
	Existing	Removed*	Required Replacement
Total Trees 14" and greater	1,998.00	810.5	1,215.75
Total Trees 6" up to 14"	4,004.00	1,917.00	1,437.75
Total caliper inches	**6,002.00**	**2,727.50**	**2,625.00**
*Does not include invasive species or trees smaller than 6"			

31 Shade trees (4" cal.)	124.00
49 Ornamental trees (65 gallon = 5" cal.)	245.00
Total Replacement Inches	**369.00**

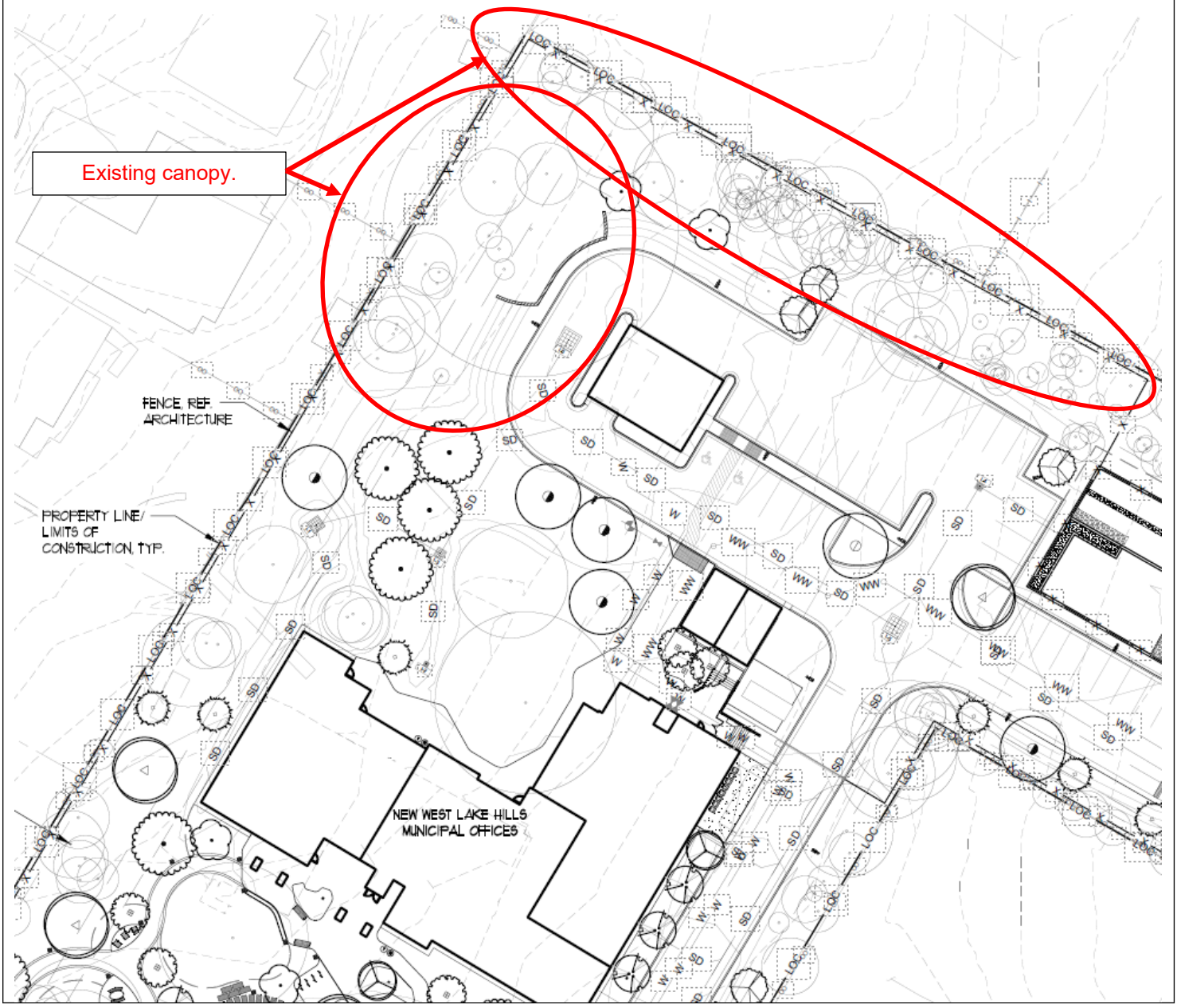
Mitigation Deficit	**2,358.50**

The focus of the new trees and landscaping is to: 1. Create an inviting public space along Bee Cave Road and the building courtyard, 2. Provide buffering to the adjacent properties, 3. Provide parking lot landscaping, and 4. Not necessarily disturb existing stands of vegetation to install new trees.

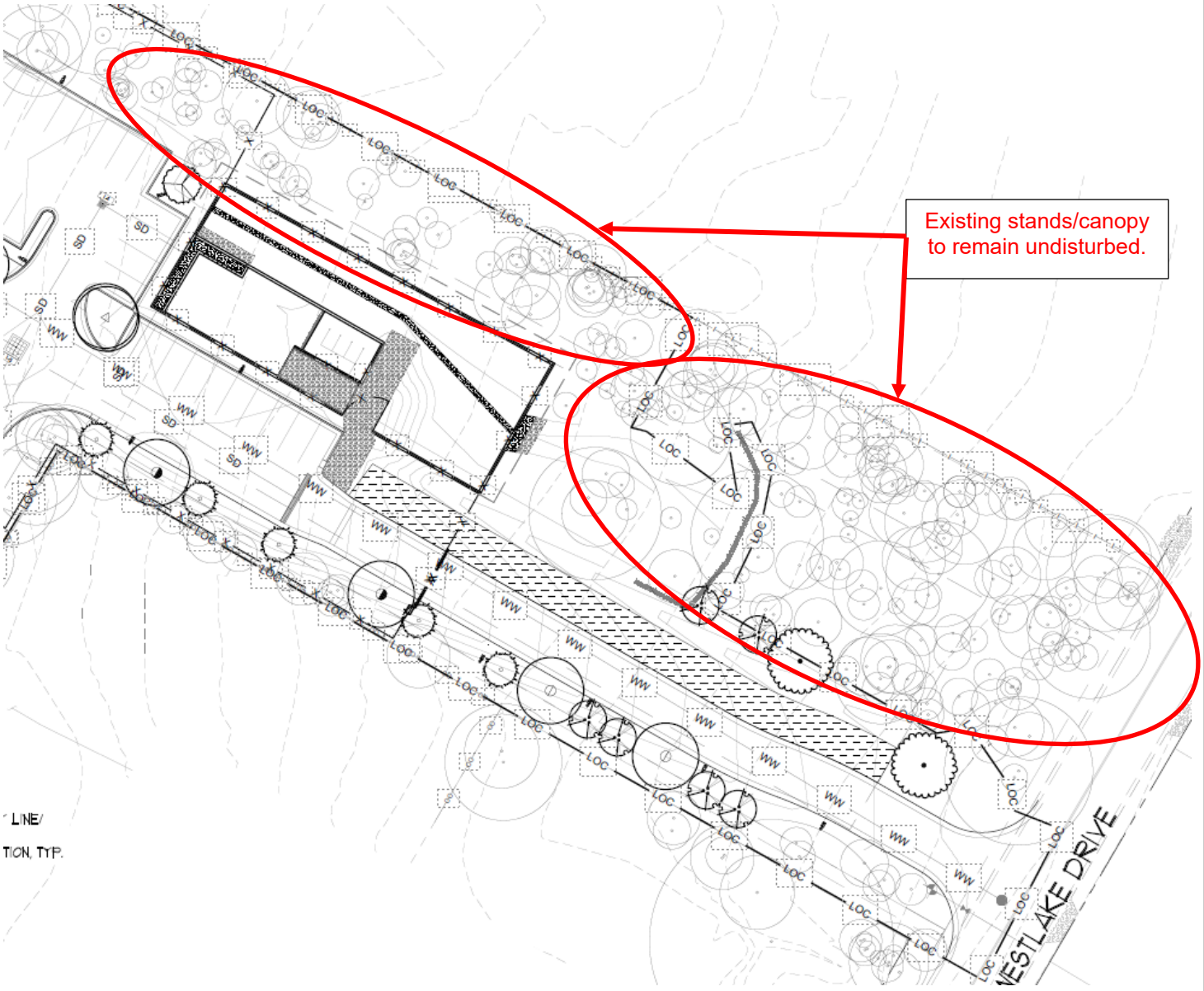
Front of Building & Parking Lot Trees:



Courtyard/Parking Behind Building:



Driveway/Drainage Screening:



Variance Request & Analysis:

For the required caliper inch replacement, it is impossible to provide complete replacement onsite. When replacement cannot be accomplished onsite, the code allows for property owners to install trees on city owned property or pay a fee-in-lieu to the tree fund. As the City is the applicant, this would be a shifting of public funds that will increase the cost of the project to the citizens of West Lake Hills. Additionally, the city has very little city owned property in which to place new plantings. If new property is acquired in the future, funds would be budgeted for landscaping/tree planting when appropriate.

There is a future opportunity to add additional tree replacement in the rear of the property once the building is completed and occupied with annual landscaping budgeting.

Variance Criteria Review:

When applying for a variance, the applicant has provided the following evidence:

1. *The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.*
   The site currently has a dense tree canopy presence near the edges of the site to create a natural buffer from adjacent properties. The site was developed based on the location of the existing structure and the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) at the heart of the site. Due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project, the remaining areas are limited for the planting of new trees. The planting of new trees under existing tree canopies will not allow for the newly planted trees to achieve mature height and will later cause tree canopies to compete with one another.

2. *There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.*
   The site design took into account the preservation of two prominent oak trees mentioned above which influenced the location and finish floor of the new building. The placement of parking, drive aisles, and water quality ponds were all strategically laid out where the open areas with less dense tree canopies were, while at the same time maintaining a natural tree canopy buffer along residential lots. This design effort on the site and variance will help maintain the natural terrain and essence of existing flora within the development of the site.

3. *There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.*
   The majority of the trees 14" and above are being removed due to the building footprint, drives, parking, water quality pond, or grading associated with these items. As mentioned above the remaining areas are limited for the planting of new trees to not conflict with proposed utilities, infrastructure, and existing tree canopies and root systems.

4. *The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.*
   The total removal of trees larger than 14" are 49 trees out of the 107 trees within the site (less than half). The average caliper inches of the removed trees (14" and larger only) are 16.54" and the average of the caliper inches to remain are 20.47", which trees (14" and larger only) with larger caliper inches were prioritized for preservation. As mentioned above, locations for new trees are limited due to proposed and existing circumstances.

5. *The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.*
   The development is proposed to maintain as much of the natural buffer to residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the side away from the residential lots while also preserving many trees which include the two prominent oaks that are referenced above and located within the heart of the site.

6. *The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.*

   The development is proposed to buffer the residential lots from the proposed GUI uses of the City Hall and Police Staton by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees including the two predominant oaks that are referenced above. The residential lots' usage will not be adversely impacted as the design team has made efforts to locate the improvements away from the adjacent residential lots. The neighboring commercial lots on the east side of the property which are adjacent to the proposed access drive aisle will have no change in their use and enjoyment of their property with the granting of this variance application as the proposed driveway is located outside of the driveway setback. The proposed site design at the front of the property creates a welcoming environment for the neighborhood properties to come and utilize the outdoor spaces that are being created within the existing tree canopies. The exterior spaces will include educational materials for appropriate landscape materials for the city of West Lake Hills, a small walking trail, and areas for seating along the trail.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

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

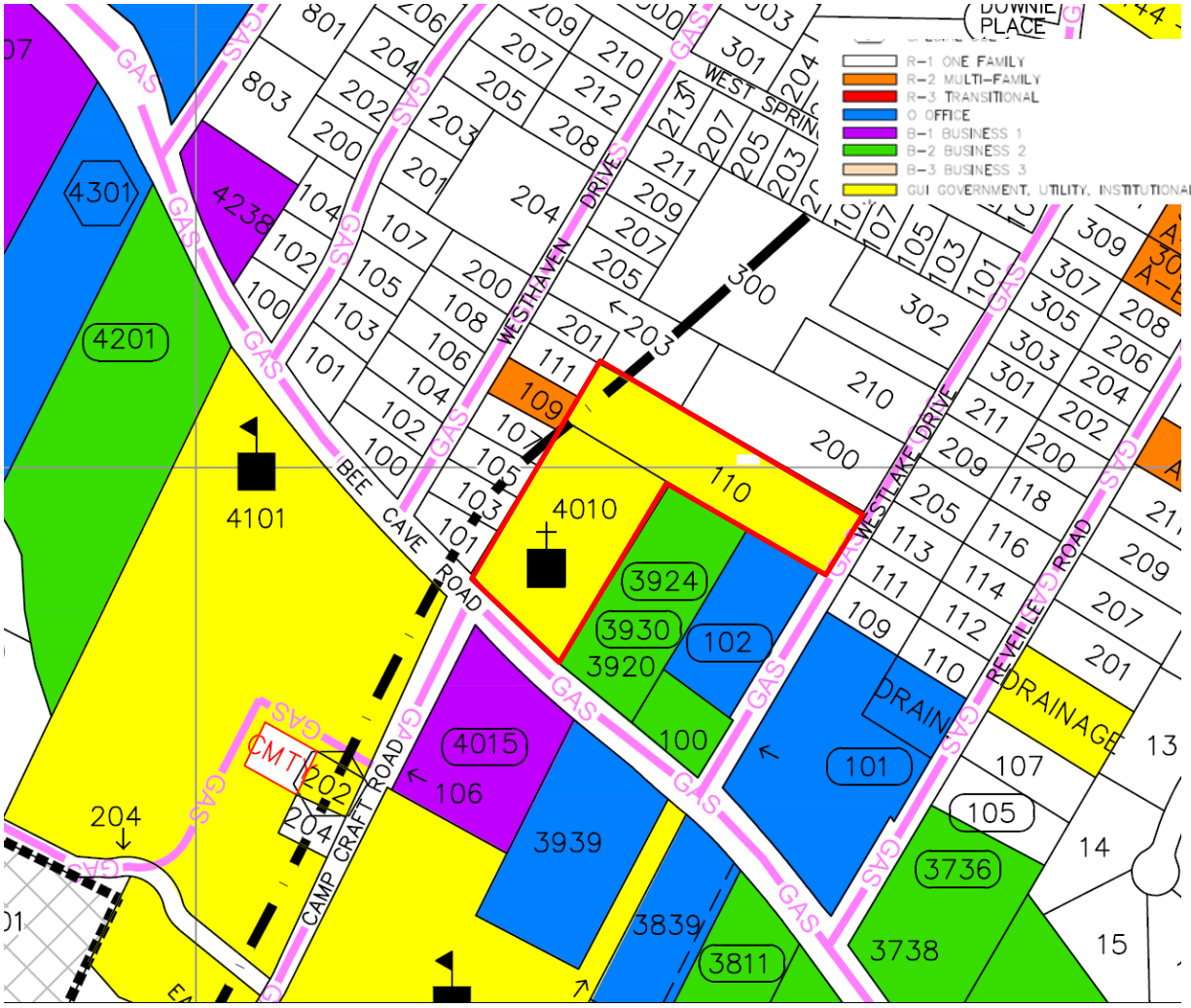
Comprehensive Planning Analysis

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

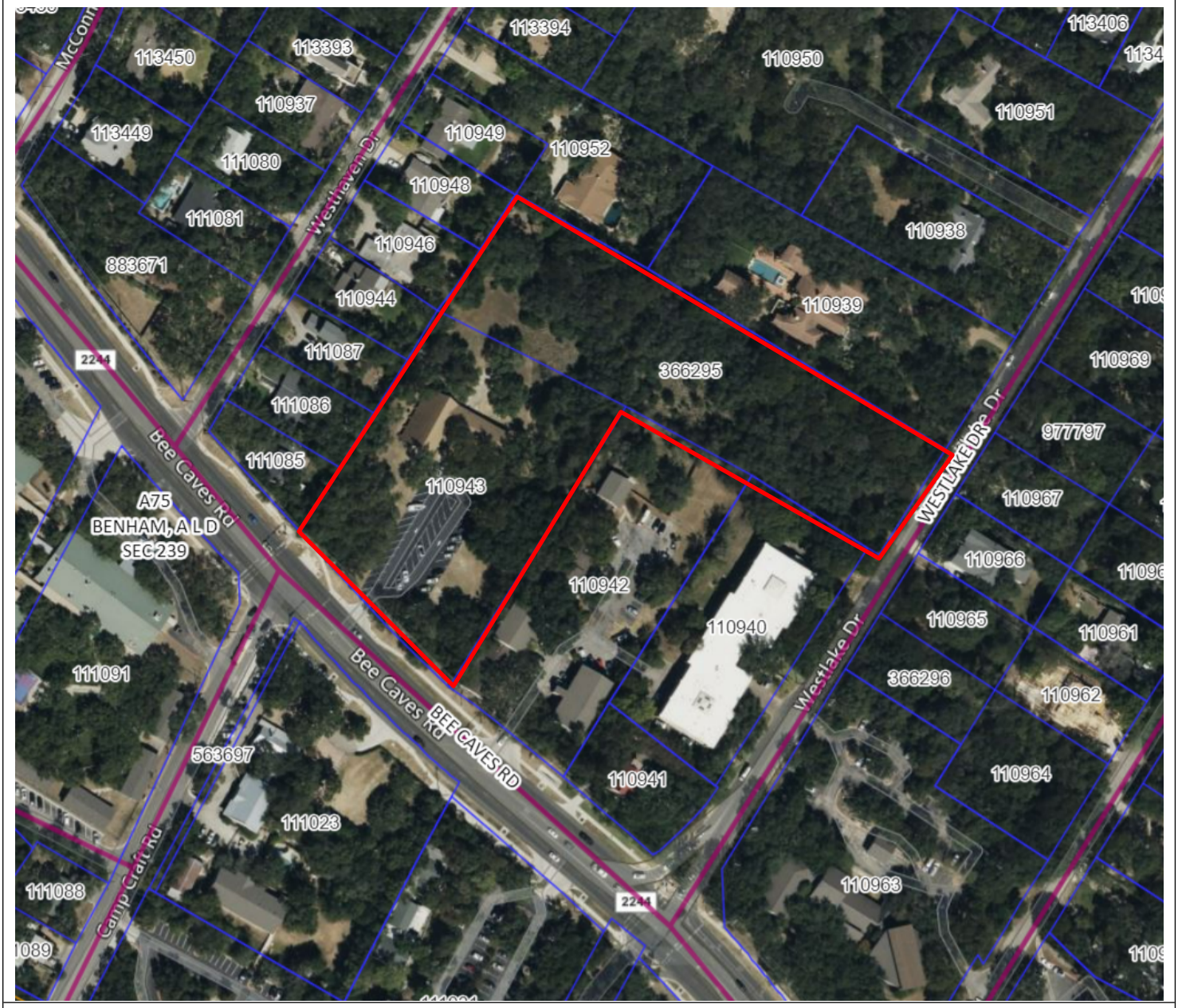
Links to Relevant Code:

- **Section 22.03.034 Tree and Vegetation Removal and Replacement**
- **Section 38.05.031 Variances**
- **Section 22.03.511 Criteria and process required for granting variance**

Zoning:


R-1 ONE FAMILY
R-2 MULTI-FAMILY
R-3 TRANSITIONAL
O OFFICE
B-1 BUSINESS 1
B-2 BUSINESS 2
B-3 BUSINESS 3
GUI GOVERNMENT, UTILITY, INSTITUTIONAL
DOWNIE PLACE
WEST SPRING
WESTHAVEN DRIVE
WESTLAKE DRIVE
REVEILLE ROAD
BEE CAVE ROAD
CAMP CRAFT ROAD
GAS
4301
4238
4201
4101
4010
4015
3924
3930
3920
3939
3839
3811
3738
3736
DRAIN
DRAINAGE
CMT
110
102
101
100
106
204
300
203

Aerial:


113394
113406
113450
113393
110950
110937
110951
113449
110949
110952
111080
110948
111081
110946
110938
883671
110944
110939
111087
366295
110969
111086
977797
111085
110943
110967
A75
BENHAM, A L D
SEC 239
110966
110942
110965
110940
110961
111091
366296
110962
563697
110941
110964
111023
111088
110963
2244
Bee Caves Rd
BEE CAVES RD
WESTLAKE DR
Westlake Dr
Westhaven Dr
Camp Craft Rd

November 30, 2023

The City of West Lake Hills – Zapco
Robert Meisel, Chairman
The City of West Lake Hills
911 Westlake Drive
West Lake Hills, Tx 78746

Re: City of West Lake Hills City Hall and Police Facility
Section 22.03.304(a)(4): Tree and Vegetation Removal – 14" and Greater
Section 22.03.304(d)(4): Calculating Tree Replacement – Not Providing Full Replacement

Mr. Meisel,

Coleman and Associates have prepared an application for a variance for the removal of 49 trees, see the tree list below (Section 22.03.304(a)(4)). The below trees are being removed due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project. The site was developed based on the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) at the heart of the site. The overall layout of the building and drive aisles utilized the footprint of the existing structure and existing impervious pavement to keep site disturbance low and maintain the majority of the existing tree canopy as much as possible.

5012	14.00	CEDAR ELM
5156	19.00	CEDAR ELM
5172	15.00	LIVE OAK
5212	16.50	LIVE OAK
5214	16.00	LIVE OAK
5216	16.50	LIVE OAK
5306	14.00	LIVE OAK
5307	17.00	CEDAR ELM
5316	15.00	CEDAR ELM
5360	16.50	LIVE OAK
5380	15.00	CEDAR ELM
5428	16.00	LIVE OAK
5487	15.50	LIVE OAK
5492	15.00	LIVE OAK
5532	17.00	LIVE OAK
5764	15.50	LIVE OAK
5780	17.50	CEDAR ELM
5786	17.00	LIVE OAK
5900	14.50	CEDAR
6075	15.00	LIVE OAK
6086	15.00	LIVE OAK
6089	15.00	LIVE OAK
6090	20.00	LIVE OAK
6091	17.00	LIVE OAK
6096	18.00	LIVE OAK

6097	16.00	CEDAR ELM
6098	24.50	CEDAR ELM
6100	15.00	LIVE OAK
6101	17.00	LIVE OAK
6103	15.00	LIVE OAK
6108	16.50	CEDAR ELM
6109	26.50	LIVE OAK
6110	15.00	LIVE OAK
6111	23.50	LIVE OAK
6112	16.00	CEDAR
6113	15.00	CEDAR ELM
6114	14.00	CEDAR ELM
6115	14.50	CEDAR ELM
6116	15.00	CEDAR ELM
6117	19.50	LIVE OAK
6120	16.00	LIVE OAK
6139	18.00	LIVE OAK
6156	18.00	LIVE OAK
6164	15.00	CEDAR ELM
6234	14.00	LIVE OAK
6244	15.00	CEDAR ELM
6249	14.00	LIVE OAK
6282	16.50	LIVE OAK
6289	18.50	LIVE OAK

The second variance is regarding Section 22.03.304(d)(4), which does not provide the full replacement inches. Due to the infrastructure (parking, drives for fire lane and access, water quality, utilities), and grading that is required for the project, the remaining areas are limited for the planting of new trees. The planting of new trees under existing tree canopies will not allow for the newly planted trees to achieve mature height and will later cause tree canopies to compete with one another. The attached tree mitigation exhibit shows the tree removal and mitigation rate based on the site design. A total of 49 ornamental trees and 31 shade trees (which is a total of 369 inches) are being proposed within the limits of construction that are being applied to the total mitigation (which is 2,653.50 inches). With the planting of the propose trees above, the mitigation deficit for the site is 2,284.50 inches.

Sincerely,

Coleman & Associates



Aan Garrett Coleman
Principal

VARIANCE APPLICATION

Date Received: _____ Received By: _____
Amount Due $_____ Date Payment Received: _____
Admin Complete Date: _____ Permit No: _____

All applications and supporting documents should be submitted electronically to
https://www.mgoconnect.org/cp?JID=253

APPLICANT & PROPERTY INFORMATION

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: City of West Lake Hills Phone: 512-610-6838

Email: jbills@westlakehills.gov

Address: 911 Westlake Drive City: West Lake Hills State: Texas Zip: 78746

Agent*: _____ Phone: _____

Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Property Address: 4010 Bee Cave Rd City: West Lake Hills State: Tx Zip: 78746

Property Information

Subdivision Name: FOR BY GRACE

Block: _____ Lot: 1 TCAD Tax Parcel ID: 366295

Current Zoning Classification: GUI Total Lot Size (Acres): 2.469

**Please submit Power of Attorney form designating authorized agent.*

PROJECT INFORMATION

Please list all variances being applied for with this project and include Code Section references: (Please be detailed-for tree variances, must include tree #, size, species; setback variances-which setback and how far is requested encroachment; for height specify how much height being requested; etc.)

1. Section 22.03.304(a)(4) Tree and vegetation removal - Removal of trees 14" or greater – 49 trees

2. Section 22.03.304(d)(4) Calculating Tree Replacement – not providing full replacement (removing approx. 2,653.50 inches). As show in the attached tree mitigation exhibit, there are a total of 49 ornamental trees and 31 shade trees (which is a t

3. _____

4. _____

5. _____

6. _____

CONDITIONS REQUIRED FOR GRANTING A VARIANCE (SECTION 38.05.32):

No variance shall be granted unless the following conditions are fulfilled as provided by the applicant's statements:

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant. Describe in detail any special conditions you believe will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.

   The site currently has a dense tree canopy presence near the edges of the site to create a natural buffer from adjacent properties. The site was developed based on the location of the existing structure and the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) at the heart of the site. Due

2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora. Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed if the variance you are requesting is granted?

   The site design took into account the preservation of two prominent oak trees mentioned above which influenced the location and finish floor of the new building. The placement of parking, drive aisles, and water quality ponds were all strategically laid out where the open areas with less dense tree canopies were,

3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of. What other alternatives have you considered? Why won't those other options alleviate

the difficulty or hardship that you think exists?

The majority of the trees 14" and above are being removed due to the building footprint, drives, parking, water quality pond, or grading associated with these items. As mentioned above the remaining areas are limited for the planting of new trees to not conflict with proposed utilities, infrastructure, and existing tree canopies

4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.

The total removal of trees larger than 14" are 49 trees out of the 107 trees within the site (less than half). The average caliper inches of the removed trees (14" and larger only) are 16.54" and the average of the caliper inches to remain are 20.47", which trees (14" and larger only) with larger caliper inches were prioritized for

5. The variance may violate the intent of this chapter or the goals of the city's comprehensive plan. Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?

The development is proposed to maintain as much of the natural buffer to residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the side away from the residential lots while also preserving many trees which include the two prominent

6. The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof. Why do you believe your variance will not adversely affect or interfere with the enjoyment of neighboring properties?

The development is proposed to buffer the residential lots from the proposed GUI uses of the City Hall and Police Staton by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees including the two predominant oaks that are referenced

AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

Signature

_____

Date

_____

Printed Name

_____

VARIANCE APPLICATION

APPLICATION CHECKLIST

Variance Application Checklist

- ☐ Completed, signed application
- ☐ Power of Attorney form, if applicable
- ☐ Proof of ownership of subject property
- ☐ Completed Variance Hardship Questionnaire
- ☐ Letter addressed to ZAPCO Chairperson explaining reason for the request
- ☐ Property survey
- ☐ Proposed site plan with building setbacks clearly labeled
- ☐ Building elevations, if applicable
- ☐ Tree and topo survey, if applicable
- ☐ Preliminary plans for proposed project (pool plans, building plans, fence design, etc.)
- ☐ Photos of property showing existing conditions (for tree variances, include photos of proposed variance trees)
- ☐ Letters/emails of support from neighbors, if able to obtain
- ☐ Payment of application fees (*refer to Appendix A: Fee Schedule in the Code of Ordinances for current fees. Fees are due upfront with application.*)
- ☐ Other relevant information, as determined necessary by staff (for example, if variance is for cut/fill/retaining wall, you may be requested to provide a drainage report)

Variance Process and Information

- City staff will prepare public notification letters and will provide you a public notice sign to place on the property. You will be notified when the public notice sign is available to be picked-up.
- If you want to see example variance applications, please see the Agenda page on the City website at https://www.westlakehills.org/ to view the latest ZAPCO, Council and BOA packets.
- All variance applications are first considered by the Zoning and Planning Commission (ZAPCO), which is an advisory commission only. Final action is then determined by either City Council or Board of Adjustment, depending on the type of variance being requested.
- Agenda packets are digital and posted on the website the Friday prior to the meeting by 5pm. Staff will send you a meeting reminder email after the agenda and packet are posted.
- **Applicants or a designated representative are required to attend/speak at each public hearing; otherwise you will risk postponement or denial for no-show. Applicants should keep remarks brief and the typical time allotment is 5 minutes for ZAPCO and 5 – 10 minutes for City Council/BOA.**
- **Please note ZAPCO is an advisory commission only – final action must be taken by City Council or BOA, depending on the type of variance. If ZAPCO recommends denial, you can still move forward to City Council/BOA unless you decide to withdraw or postpone your variance request.**
- **If City Council/BOA denies your variance, you have to wait one year before you can reapply for the same variance.**
- **If approved by City Council/BOA, variances expire within one year of the approval date if a permit application has not been filed to perform the scope of work related to the variance.**

STAFF NOTES

For Completion by Staff Only

Date public notification letters mailed:_____

Date of ZAPCO Meeting:_____

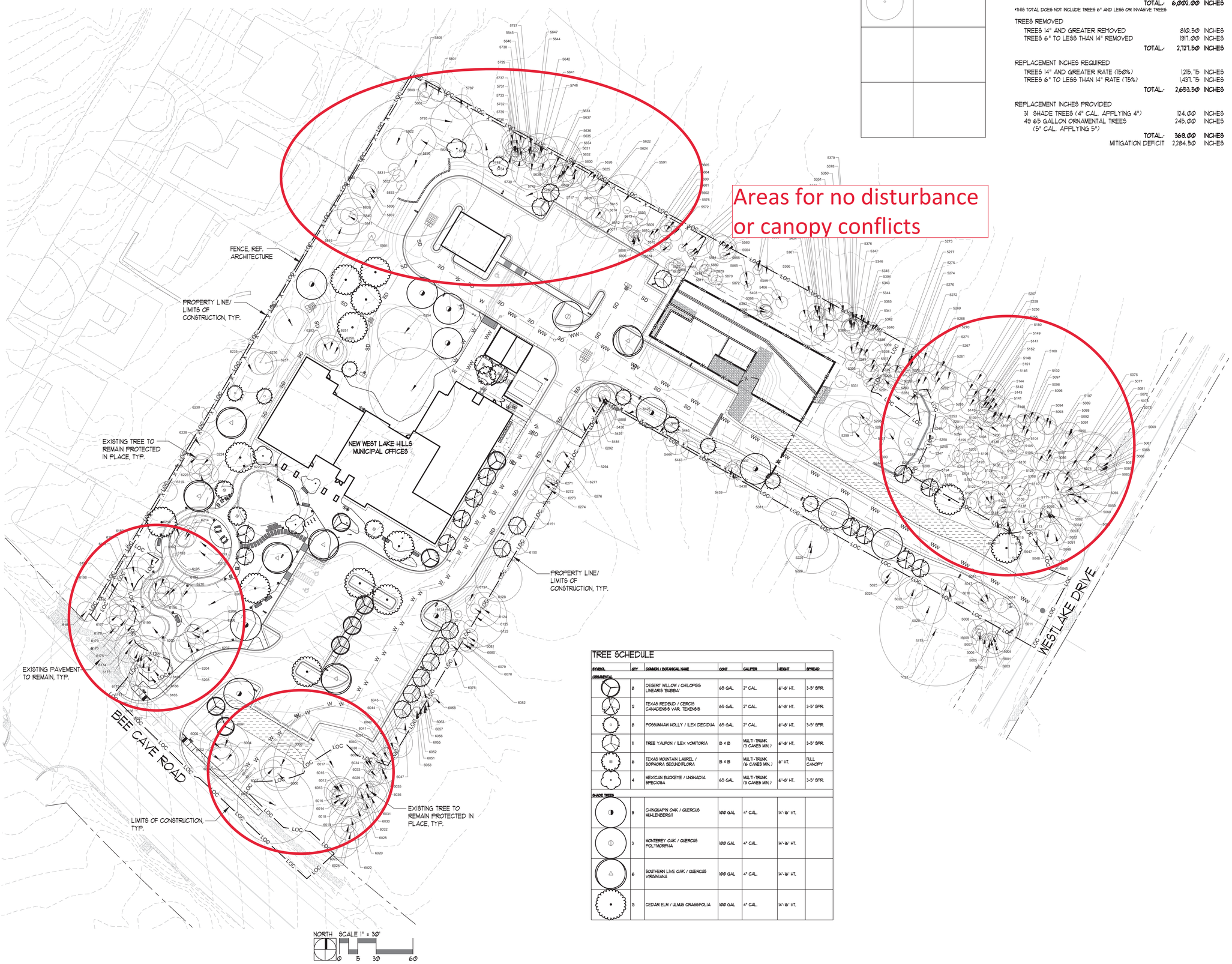
ZAPCO Recommendation:_____

Date of City Council/BOA Meeting: _____

City Council/BOA
Action:_____

Notes:
_____
_____
_____

Brinkley Sargent Wigginton Architects, Inc.



TREE KEY

	TREE TO BE SAVED

TREE PRESERVATION CALCULATIONS

TOTAL INCHES ON SITE*

TOTAL TREES 14" AND GREATER	1,998.00	INCHES
TOTAL TREES 6" TO LESS THAN 14"	4,004.00	INCHES
TOTAL:	6,002.00	INCHES

*THIS TOTAL DOES NOT INCLUDE TREES 6" AND LESS OR INVASIVE TREES

TREES REMOVED

TREES 14" AND GREATER REMOVED	810.50	INCHES
TREES 6" TO LESS THAN 14" REMOVED	1911.00	INCHES
TOTAL:	2,721.50	INCHES

REPLACEMENT INCHES REQUIRED

TREES 14" AND GREATER RATE (150%)	1215.75	INCHES
TREES 6" TO LESS THAN 14" RATE (75%)	1,431.75	INCHES
TOTAL:	2,653.50	INCHES

REPLACEMENT INCHES PROVIDED

31 SHADE TREES (4" CAL. APPLYING 4")	124.00	INCHES
49 65 GALLON ORNAMENTAL TREES (5" CAL. APPLYING 5")	245.00	INCHES
TOTAL:	369.00	INCHES
MITIGATION DEFICIT	2284.50	INCHES

TREE SCHEDULE

SYMBOL	QTY	COMMON / BOTANICAL NAME	CONT	CALIPER	HEIGHT	SPREAD
ORNAMENTAL						
	8	DESERT WILLOW / CHILOPSIS LINEARIS 'BUBBA'	65 GAL	2" CAL.	6'-8' HT.	3-5' SPR.
	12	TEXAS REDBUD / CERCIS CANADENSIS VAR. TEXENSIS	65 GAL	2" CAL.	6'-8' HT.	3-5' SPR.
	8	POSSUMHAW HOLLY / ILEX DECIDUA	65 GAL	2" CAL.	6'-8' HT.	3-5' SPR.
	11	TREE YAUPON / ILEX VOMITORIA	B x B	MULTI-TRUNK (3 CANES MIN.)	6'-8' HT.	3-5' SPR.
	6	TEXAS MOUNTAIN LAUREL / SOPHORA SECUNDIFLORA	B x B	MULTI-TRUNK (6 CANES MIN.)	6' HT.	FULL CANOPY
	4	MEXICAN BUCKEYE / UNGNADIA SPECIOSA	65 GAL	MULTI-TRUNK (3 CANES MIN.)	6'-8' HT.	3-5' SPR.
SHADE TREES						
	9	CHINQUAPIN OAK / QUERCUS MUHLENBERGII	100 GAL	4" CAL.	14'-16' HT.	
	3	MONTEREY OAK / QUERCUS POLYMORPHA	100 GAL	4" CAL.	14'-16' HT.	
	6	SOUTHERN LIVE OAK / QUERCUS VIRGINIANA	100 GAL	4" CAL.	14'-16' HT.	
	13	CEDAR ELM / ULMUS CRASSIFOLIA	100 GAL	4" CAL.	14'-16' HT.	

WEST LAKE HILLS CITY HALL & POLICE FACILITY

4010 BEE CAVES RD. WEST LAKE HILLS, TX 78746

Architect: Brinkley Sargent Wigginton Architects (972) 960-9970
Landscape: Coleman & Associates (512) 476-2090
Structural: Datum Engineers (512) 469-9490
MEP: ME Engineers, Inc. (713) 621-8690
Civil: Malone / Wheeler Inc. (512) 899-0601
Technology: M-E Engineers, Inc. (713) 621-8690

BRINKLEY SARGENT WIGGINTON ARCHITECTS

History

#	Date	Description

50% CONSTRUCTION DOCUMENTS

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW

THIS DOCUMENT IS NOT INTENDED FOR BIDDING OR CONSTRUCTION PURPOSES.

TREE MITIGATION EXHIBIT

11/29/23

L000

City *of* West Lake Hills
Zoning and Planning Commission/City Council
AGENDA REPORT

Meeting Date:	December 6, 2023	**Item Number:**	5 & 10
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	**Cost / Budget:**	None
Exhibits:	See Attached	**Source of Funds:**	N/A

Subject

4010 Bee Cave Road: Discuss and consider action on variance requests to allow an 8-foot-tall fence/wall (where 6-foot maximum is allowed) and to allow the fence to go to the front property line (where a 30-foot setback from the pavement edge is required) (Sections 22.03.216 and 22.03.173 of the West Lake Hills Code).

Applicant: Landon McClellan, Malone Wheeler Engineering

Recommendation

Staff recommends approval of the variance request. The grade of the property slopes up from east to west, resulting in the residential properties at a higher finished floor elevation than the municipal building. The greater wall height is at the request of the adjacent property owners to provide buffering from a non-residential use.

This item will be considered by the ZAPCO for recommendation and City Council for approval on December 6, 2023.

Discussion

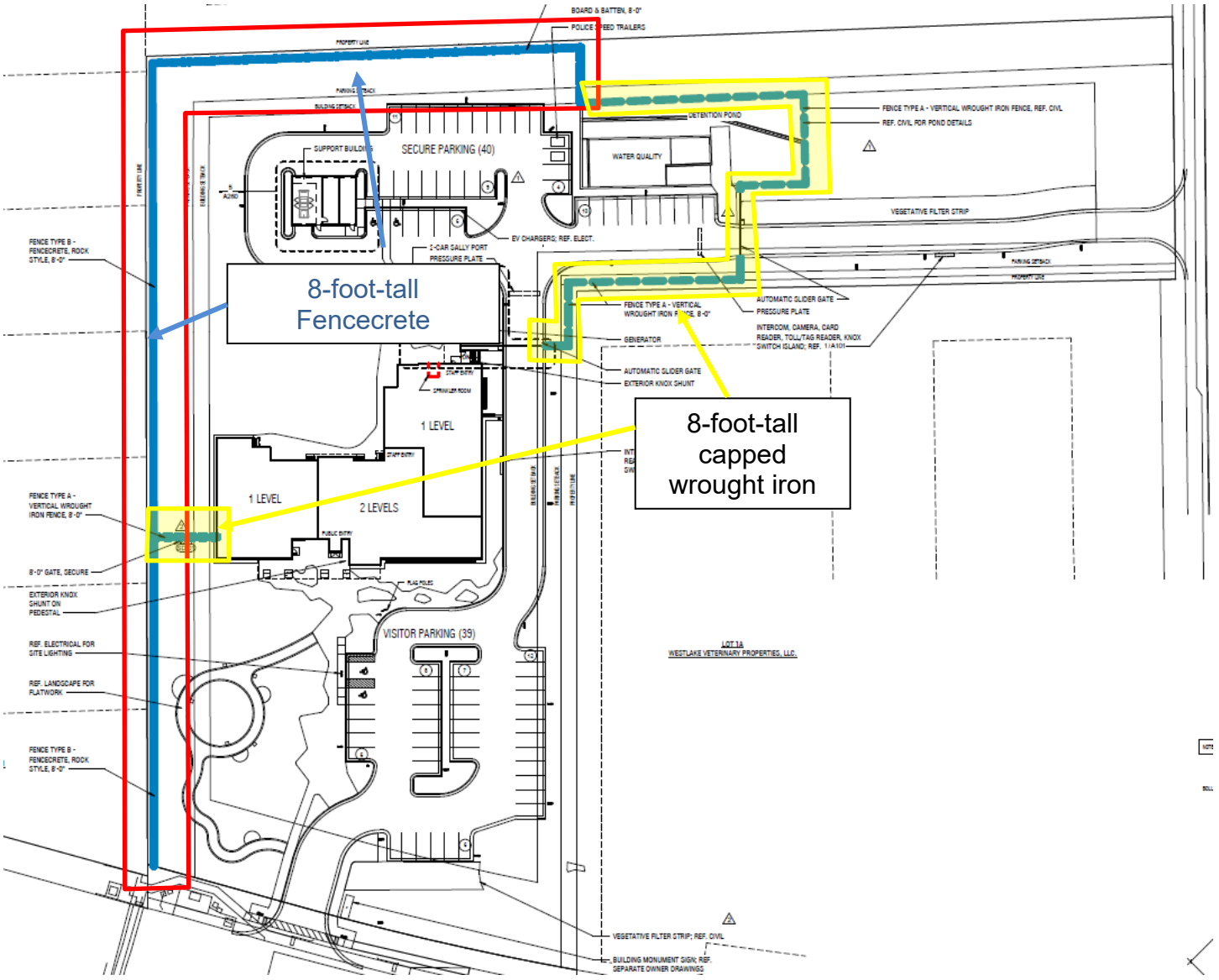
Property Information, Zoning & Site Characteristics:
Owner: City of West Lake Hills
Legal Description: For By Grace Lot 1 and Barton Creek Estates, 2.889 acres of Lots 35 & 36
Lot Size: 5.35 acres
Zoning: GUI, Government, Utility, & Institutional

The properties surrounding the subject property are zoned R-1, One Family, R-2 Two Family, O, Office and B-2, Business 2.

Background & Analysis:
The applicant is proposing to demolish the existing structure (5,889 sq. ft.) on the site and build a new municipal building with parking and drainage improvements (Attachment 2). The new building will be approximately 18,000 square feet with a partial second story to minimize the footprint. The proposed location of the building will utilize the existing disturbed area of the existing building, with a larger footprint of 14,111 square feet. The proposed parking meets the minimum parking spaces required and is located towards the east side of the property to maximize the distance from the residential property to the west. The code provides an additional height bonus for the second story, which requires half of the parking spaces to be located behind the building.

The existing site does not have any drainage improvements, which will be provided with the new project to address detention and water quality with a new pond. However, with these considerations the proposed layout necessitated variances.

A solid masonry (Fencecrete) wall (Attachment 3) is being proposed along the west and north property lines, adjacent to the residential properties. The city held an Open House on November 2, 2023, and received feedback from the neighbors regarding the fence on the north and west property lines. The adjacent residential property owners to the west have requested the wall run the entire length of the western border, which would encroach into the required 30-foot front fence setback (Attachment 4). Additionally, adjacent residential property owners have requested an 8-foot-tall wall instead of the maximum 6-foot height maximum to provide additional privacy. The rest of the fence that will be around the secured parking area will be 8-foot-tall vertical wrought iron, with security gates.



The wall material will be a stone finish Fencecrete on the west and a wood finish Fencecrete on the north (Attachment 5).



West - Stone Style Fencecrete



North – Wood Style Fencecrete

Variance Criteria Review:

When applying for a variance, the applicant has provided the following evidence (Attachment 1):

1. *The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.*
   The proposed height and location of the privacy/security fence takes into consideration the residential properties neighboring the west and north portions of the site.

2. *There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.*
   The height of the fence does not warrant any additional disruption to the natural terrain or destruction of existing flora. The same amount of disruption will occur with a 6'-0" fence. By extending the length of the fence to the front property line, some trees will have to be removed in order to provide full fencing for the residential side. This needs to be done, because of the way the plots layout.
3. *There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.*
   A 6'-0" fence was originally considered for this project, but because of the site's natural grading and concerns from the neighboring residential properties, an 8'-0" fence would allow reasonable height for privacy for the neighbors. Stopping the fence on the West side at the project setback line was considered for this project, but would create privacy issues between the neighboring plot nearest Bee Cave Road, so the fence was extended to the property line.
4. *The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.*
   This variance of an 8' high fence will provide more separation between the building's site and the residential areas next to it. A 10'-0" fence was asked about, but that height is even more costly and typically used for electrical substations and utility installations rather than residential applications. By extending the fence to the front property line, all neighboring residential properties will be protected by the fence.
5. *The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.*
   This variance provides appropriate and consistent fence heights along the west and north side. Because of the natural grading of the site, an 8'-0" fence will allow equal privacy for all of the neighbors. This avoids an issue with the public being able to view or access the residential properties.
6. *The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.*
   This variance was specifically requested by the neighboring properties to provide a more enjoyable relationship between the two properties. The extension of the fence to the front property line stops before any utilities, avoiding any disruption or changes to the neighborhood properties.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

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

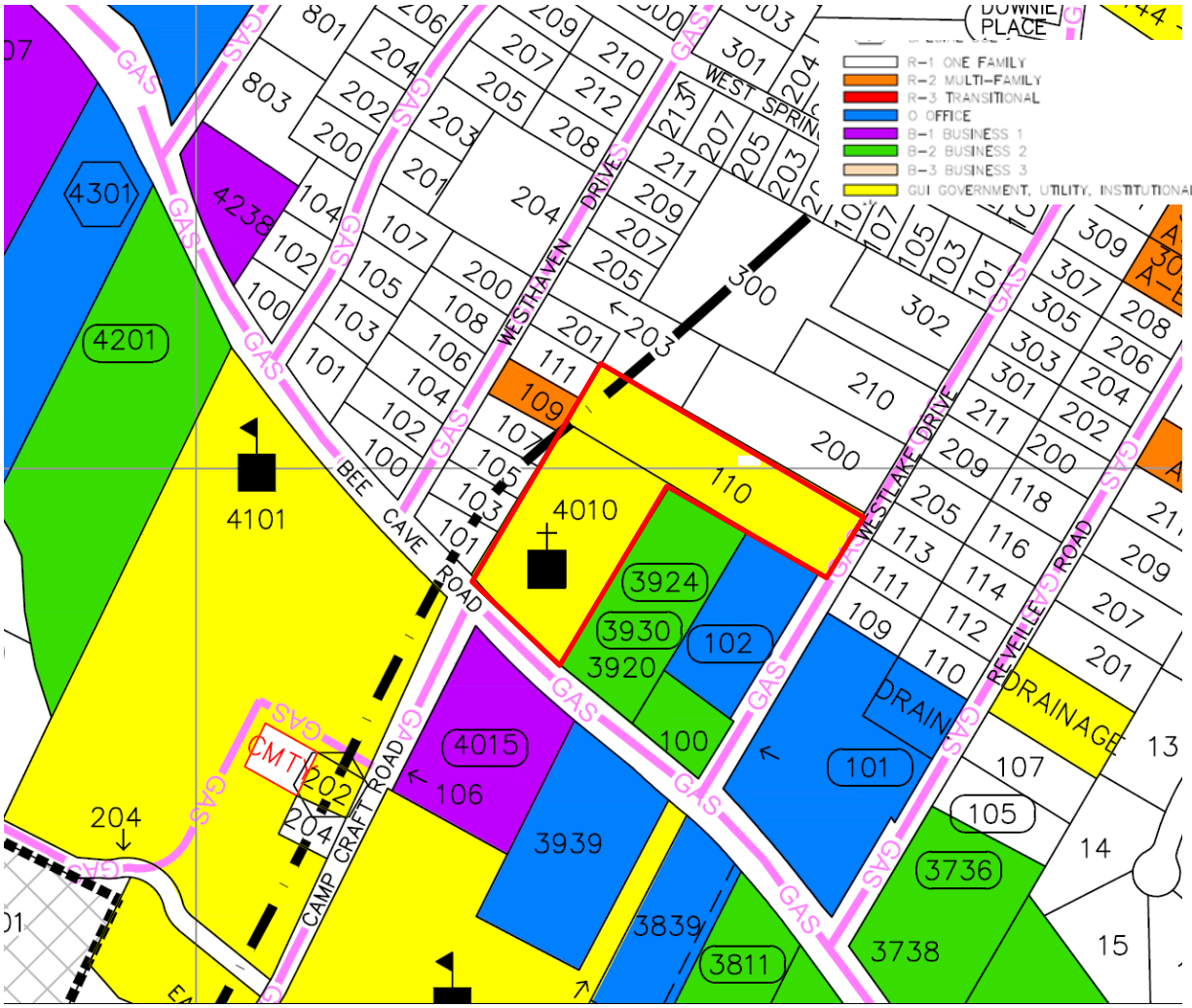
Comprehensive Planning Analysis

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

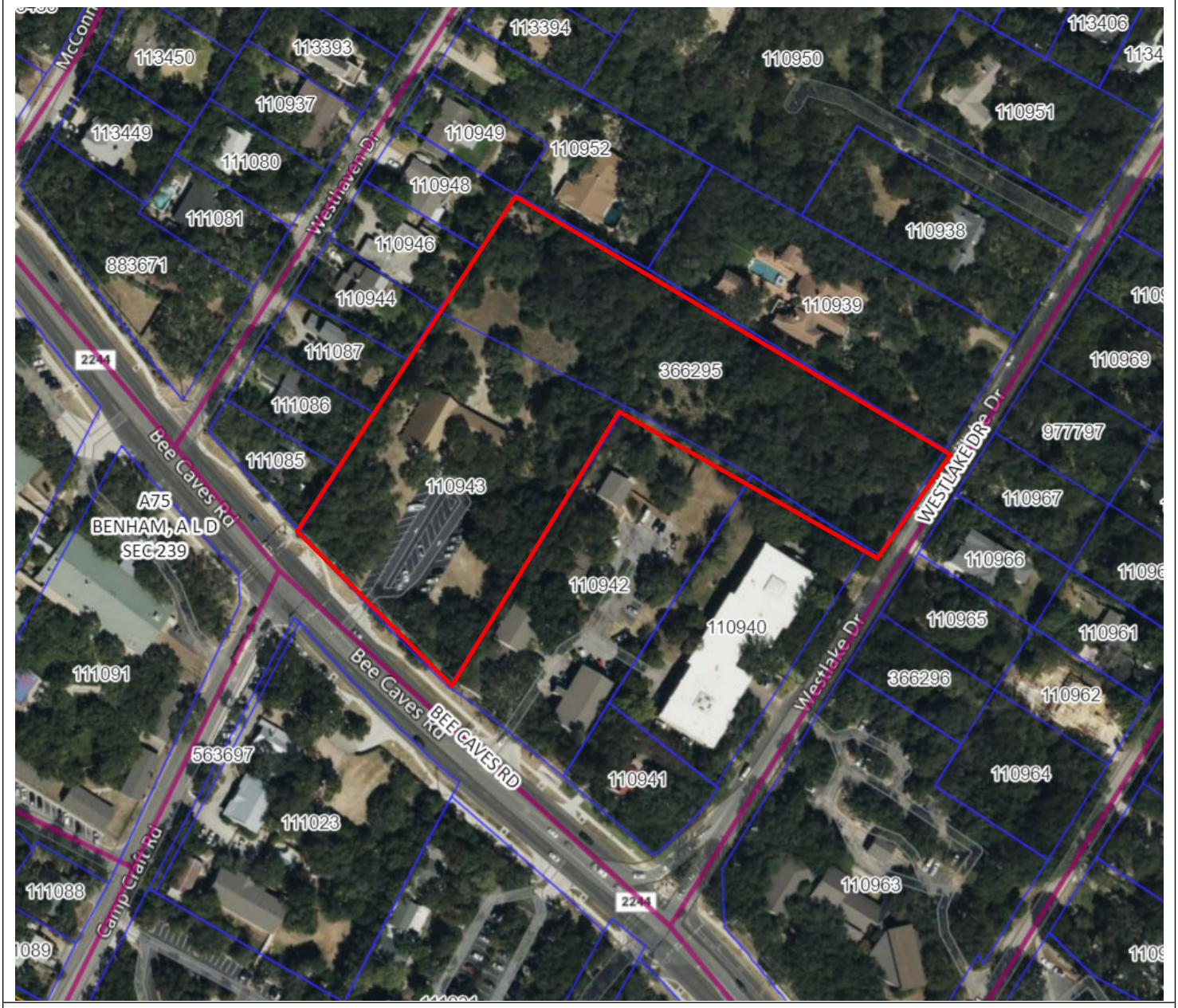
Links to Relevant Code:

- Section 22.03.216 Fences
- Section 38.05.031 Variances
- Section 22.03.511 Criteria and process required for granting variance

Zoning:



Aerial:


113394
113406
113450
113393
110950
110937
110951
113449
110949
110952
111080
110948
111081
110946
110938
883671
110944
110939
111087
366295
110969
111086
977797
111085
110943
110967
A75
BENHAM, A L D
SEC 239
110966
110942
110965
110940
110961
111091
366296
110962
563697
110941
110964
111023
111088
110963
2244
Bee Caves Rd
BEE CAVES RD
WESTLAKE DR
Westlake Dr
Westhaven Dr
Camp Craft Rd

VARIANCE APPLICATION - FENCE (BSW)

Date Received:	Received By:
Amount Due $	Date Payment Received:
Admin Complete Date:	Permit No:

All applications and supporting documents should be submitted electronically to https://www.mgoconnect.org/cp?JID=253

Applicant & Property Information

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: **City of West Lake Hills** Phone: (512) 610-6838

Email: jbills@westlakehills.gov

Address: 911 Westlake Drive City: West Lake Hills State: Texas Zip: 78746

Agent*: Malone / Wheeler Inc. Phone: (512) 899-0601

Email: landonm@malonewheeler.com

Address: 5113 Southwest Parkway #260 City: Austin State: Texas Zip: 78735

Property Address: 4010 Bee Cave Rd City: West Lake Hills State: Texas Zip: 78746

Property Information

Subdivision Name: FOR BY GRACE

Block: Lot: 1 TCAD Tax Parcel ID: 366295

Current Zoning Classification: GUI Total Lot Size (Acres): 2.469

Subdivision Name: BARTON SPRINGS ESTATES

Block: Lot: 35 TCAD Tax Parcel ID: 110943

Current Zoning Classification: GUI Total Lot Size (Acres): 2.4255

**Please submit Power of Attorney form designating authorized agent.*

PROJECT INFORMATION

Please list all variances being applied for with this project and include Code Section references: (Please be detailed-for tree variances, must include tree #, size, species; setback variances-which setback and how far is requested encroachment; for height specify how much height being requested; etc.)

1. Section 22.03.170 Site disturbance – Greater than 18 inches of grading over the natural grade in the setback.
    a. See attached variance application prepared by Malone/Wheeler, Inc.
2. Section 22.03.304 (a) (4) - Removal of up to 50 trees greater than or equal to 14 inches in diameter.
    a. See the attached variance application prepared by Coleman & Associates.
3. Section 22.03.304 (d) (4) – Providing less replacement inches than required on site or fee-in-lieu
    a. See the attached variance application prepared by Coleman & Associates.
4. Section 22.03.216 – Non-Residential Fences – Allow an 8' tall fence (wall) where 6 foot maximum is allowed.
    a. See below variance application prepared by Brinkley Sargent Wiginton Architects.
5. Section 22.03.173 – Non-Residential Fences – Allow the fence to go to the front property line (Bee Cave Rd), where a 30' setback from the pavement edge is required.
    a. See below variance application prepared by Brinkley Sargent Wiginton Architects.

CONDITIONS REQUIRED FOR GRANTING A VARIANCE (SECTION 38.05.32):

No variance shall be granted unless the following conditions are fulfilled as provided by the applicant's statements:

1. **The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant. Describe in detail any special conditions you believe will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.**

    The proposed height and location of the privacy/security fence takes into consideration of the residential properties neighboring the west and north portion of the site.

2. **There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora. Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed if the variance you are requesting is granted?**

   The height of the fence does not warrant any additional disruption to the natural terrain or destruction of existing flora. The same amount of disruption will occur with a 6'-0" fence. By extending the length of the fence to the front property line, some trees will have to be removed in order to provide full fencing for the residential side. This needs to be done, because of the way the plots layout.

3. **There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of. What other alternatives have you considered? Why won't those other options alleviate the difficulty or hardship that you think exists?**

   A 6'-0" fence was originally considered for this project, but because of the site's natural grading and concerns from the neighboring residential properties, an 8'-0" fence would allow reasonable height for privacy for the neighbors. Stopping the fence on the West side at the project setback line was considered for this project, but would create privacy issues between the neighboring plot nearest Bee Cave Road, so the fence was extended to the property line.

4. **The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.**

   This variance of an 8' high fence will provide more separation between the building's site and the residential areas next to it. A 10'-0" fence was asked about, but that height is even more costly and typically used for electrical substations and utility installations rather than residential applications. By extending the fence to the front property line, all neighboring residential properties will be protected by the fence.

5. **The variance may violate the intent of this chapter or the goals of the city's comprehensive plan. Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?**

   This variance provides appropriate and consistent fence heights along the west and north side. Because of the natural grading of the site, an 8'-0" fence will allow equal privacy for all of the neighbors. This avoids an issue with the public being able to view or access the residential properties.

6. **The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof. Why do you believe your variance will not adversely affect or interfere with the enjoyment of neighboring properties?**

   This variance was specifically requested by the neighboring properties to provide a more enjoyable relationship between the two properties. The extension of the fence to the front property line stops before any utilities, avoiding any disruption or changes to the neighborhood properties.

VARIANCE APPLICATION - FENCE (BSW)

AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

Signature

Landon McClellan

Date

11/30/2023

Printed Name

Landon McClellan, P.E. for Malone/Wheeler, Inc.

APPLICATION CHECKLIST

Variance Application Checklist

SEE FORMS ATTACHED TO MALONE/WHEELER, INC. PREPARED SITE DISTURBANCE VARIANCE APPLICATION

- ☐ Completed, signed application
- ☐ Power of Attorney form, if applicable
- ☐ Proof of ownership of subject property
- ☐ Completed Variance Hardship Questionnaire
- ☐ Letter addressed to ZAPCO Chairperson explaining reason for the request
- ☐ Property survey
- ☐ Proposed site plan with building setbacks clearly labeled
- ☐ Building elevations, if applicable
- ☐ Tree and topo survey, if applicable
- ☐ Preliminary plans for proposed project (pool plans, building plans, fence design, etc.)
- ☐ Photos of property showing existing conditions (for tree variances, include photos of proposed variance trees)
- ☐ Letters/emails of support from neighbors, if able to obtain
- ☐ Payment of application fees (*refer to Appendix A: Fee Schedule in the Code of Ordinances for current fees. Fees are due upfront with application.*)
- ☐ Other relevant information, as determined necessary by staff (for example, if variance is for cut/fill/retaining wall, you may be requested to provide a drainage report)

Variance Process and Information

- City staff will prepare public notification letters and will provide you a public notice sign to place on the property. You will be notified when the public notice sign is available to be picked-up.
- If you want to see example variance applications, please see the Agenda page on the City website at https://www.westlakehills.org/ to view the latest ZAPCO, Council and BOA packets.
- All variance applications are first considered by the Zoning and Planning Commission (ZAPCO), which is an advisory commission only. Final action is then determined by either City Council or Board of Adjustment, depending on the type of variance being requested.
- Agenda packets are digital and posted on the website the Friday prior to the meeting by 5pm. Staff will send you a meeting reminder email after the agenda and packet are posted.
- **Applicants or a designated representative are required to attend/speak at each public hearing; otherwise you will risk postponement or denial for no-show. Applicants should keep remarks brief and the typical time allotment is 5 minutes for ZAPCO and 5 – 10 minutes for City Council/BOA. ● Please note ZAPCO is an advisory commission only – final action must be taken by City Council or BOA, depending on the type of variance. If ZAPCO recommends denial, you can still move forward to City Council/BOA unless you decide to withdraw or postpone your variance request.**
- **If City Council/BOA denies your variance, you have to wait one year before you can reapply for the same variance.**
- **If approved by City Council/BOA, variances expire within one year of the approval date if a permit application has not been filed to perform the scope of work related to the variance.**

STAFF NOTES

For Completion by Staff Only

Date public notification letters mailed:

Date of ZAPCO Meeting:

ZAPCO Recommendation:

Date of City Council/BOA Meeting:

City Council/BOA
Action:

Notes:

_____

_____

_____

SPECIAL POWER OF ATTORNEY FORM

KNOW ALL PERSONS BY THIS DOCUMENT that I, Jennifer Bills have made, constituted and appointed Malone Wheeler (Landon McClellan) to be my duly authorized representative in connection with an application dated 11/28/2023, to be heard by the Building Design Committee, Zoning & Planning Commission, and City Council/Board of Adjustment of the City of West Lake Hills, Texas. All representations, whether oral or written, made by the representative in support of the request have the full force and effect of the applicant's approval. I do by this document constitute the above named representative as my true and lawful attorney-in-fact to act in my name, place and stead, to do and perform any act in connection with such application which I myself might perform or do if I was personally present.

City of West Lake Hills/Jennifer Bills
Property Owner/Applicant Name

Property Owner/Applicant Signature

911 Westlake Dr | West Lake Hills | TX | 78746
Street Address | City | State | Zip Code

512-37-6838
Property Owner/Applicant Phone Number

This instrument was acknowledged before me on this the 28 day of December, 20 23.

Notary Public in and for the State of Texas

MARK LITTRELL
My Notary ID # 125438016
Expires September 20, 2025

November 30, 2023

The City of West Lake Hills – Zapco
Robert Meisel, Chairman
The City of West Lake Hills
911 Westlake Drive
West Lake Hills, TX 78746

Re: City of West Lake Hills City Hall and Police Facility Site Disturbance Variance Request

Mr. Meisel,

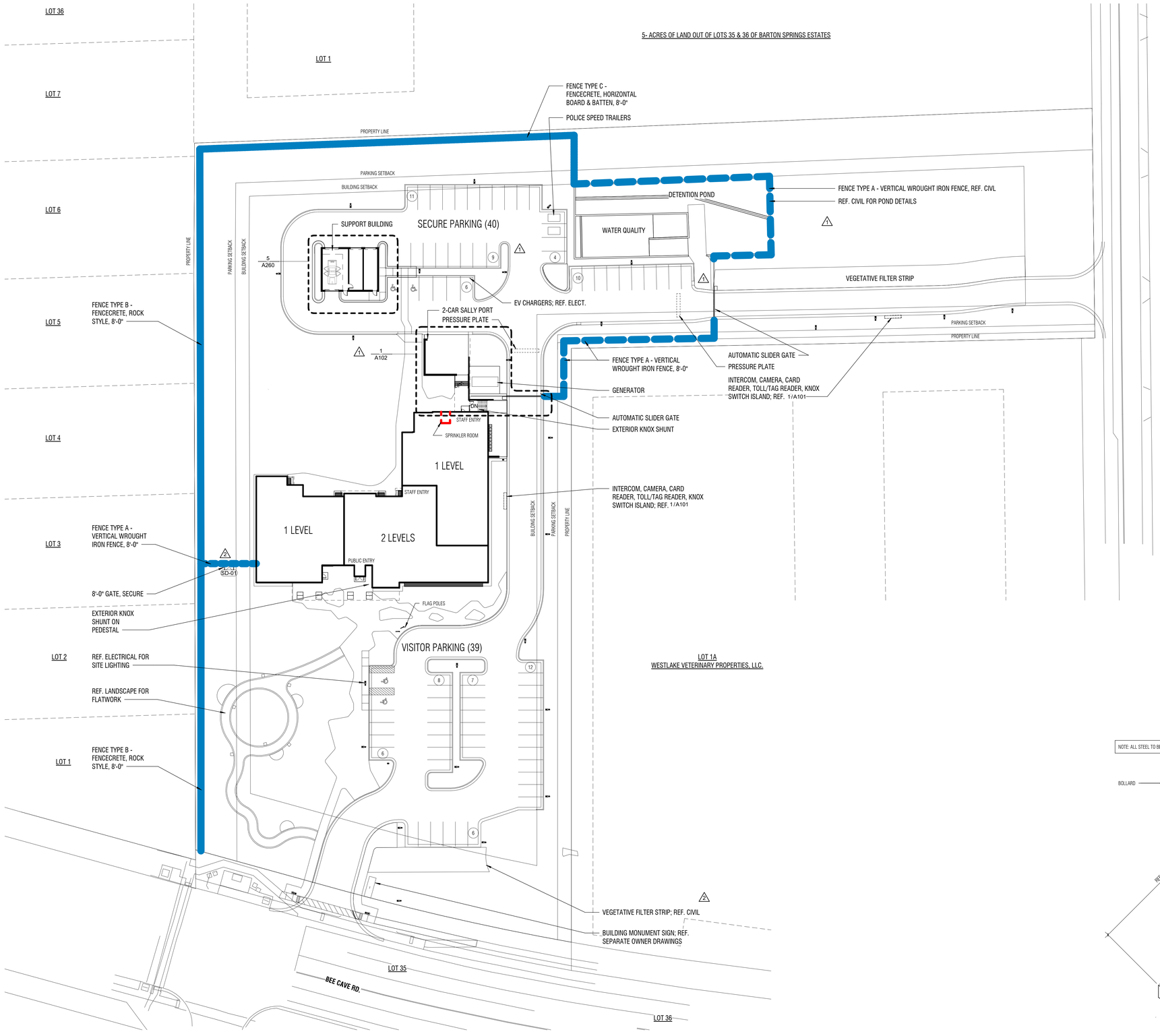
Brinkley Sargent Wiginton has prepared an application for variance to allow an 8'-0" tall fence (wall) where 6'-0" maximum is allowed along the North and West property line (ordinance Section 22.03.216) and to allow the fence to extend to the front property line (Bee Cave Rd.), where a 30'-0" setback from the pavement is required (Section 22.03.173).

Efforts were made to maintain the height of 6'-0" and the shortened length of the fence, but during the public council meeting on November 15, 2023, several residents requested a higher fence that extends the full property line for a more cohesive separation between the residential properties and the new city hall building.

Sincerely,

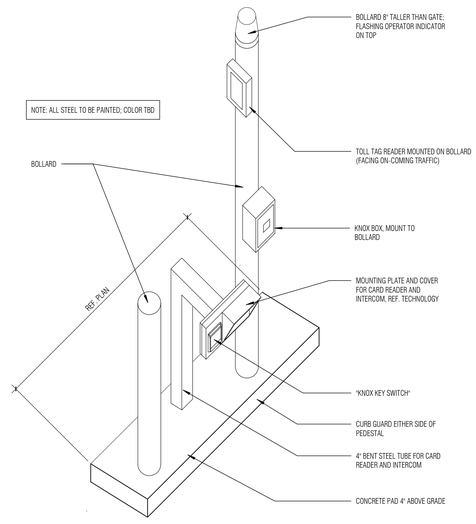
Brinkley Sargent Wiginton Architects
Don Greer
Project Architect

© 2023 Brinkley Sargent Wiginton Architects, Inc.



2 SITE PLAN
SCALE: 1" = 30'-0"
0" 15" 30"

NORTH



1 GATE CONTROLLER
SCALE: 3/4" = 1'-0"
0" 8" 1'4"

SITE GENERAL NOTES

REF. LANDSCAPE DRAWINGS FOR:
- TREE PROTECTION
- PLANTING & IRRIGATION
- FURTHER INFORMATION INCLUDING GRADING & DRAINAGE AT NOTED AREAS
- FLATWORK FINISHES
- PAVEMENT SLEEVES

REF. CIVIL DRAWINGS FOR:
- EROSION CONTROL
- HORIZONTAL CONTROL
- PAVING SECTIONS & SUBGRADE PREPARATION
- GRADING & DRAINAGE
- UTILITIES & OFF-SITE SCOPE OF WORK
- ADDITIONAL INFORMATION REGARDING SITE ELEMENTS, DIMENSIONS, ETC.

REF. STRUCTURAL DRAWINGS FOR:
- SUBGRADE PREPARATION FOR ALL ON-GRADE STRUCTURES WITHIN BUILDING
- FOUNDATIONS FOR ALL STRUCTURES

PARKING INFORMATION

PARKING INFORMATION

BUILDING USE NOT LISTED IN ORDINANCE, PARKING DESIGN BASED ON NEEDS ASSESSMENT:

PUBLIC SPACES: 39
STAFF SPACES: 40
TOTAL SPACES: 79

ACCESSIBLE PARKING REQUIRED = 4 PER TAS TABLE 208.2 (2 IN STAFF LOT, 2 IN PUBLIC LOT)
ACCESSIBLE PARKING PROVIDED = 4 (2 IN STAFF LOT, 2 IN PUBLIC LOT)

Architect: Brinkley Sargent Wiginton Architects (972) 960-9970
Landscape: Coleman & Associates (512) 476-2090
Structural: Datum Engineers (512) 469-9490
MEP: ME Engineers, Inc. (713) 621-8690
Civil: Malone / Wheeler Inc. (512) 899-0601
Technology: M-E Engineers, Inc. (713) 621-8690

BRINKLEY SARGENT WIGINTON ARCHITECTS

City of Westlake Hills Municipal Complex

4010 Bee Caves Rd., West Lake Hills, TX 78746

HISTORY		
#	DATE	DESCRIPTION
1	08-04-2023	DD ISSUE - REVISION #1
2	11-03-2023	50% CD ISSUE - REVISION #1

PROGRESS PRINT
THIS DOCUMENT IS INCOMPLETE AND MAY NOT BE USED FOR REGULATORY APPROVAL, PERMIT, OR CONSTRUCTION. RELEASED UNDER AUTHORITY OF:
DON T. GREER, AIA
TEXAS LIC. #10523
11/29/2023

SITE PLAN

22217.00
11/29/2023
A101

50% CONSTRUCTION DOCUMENTS

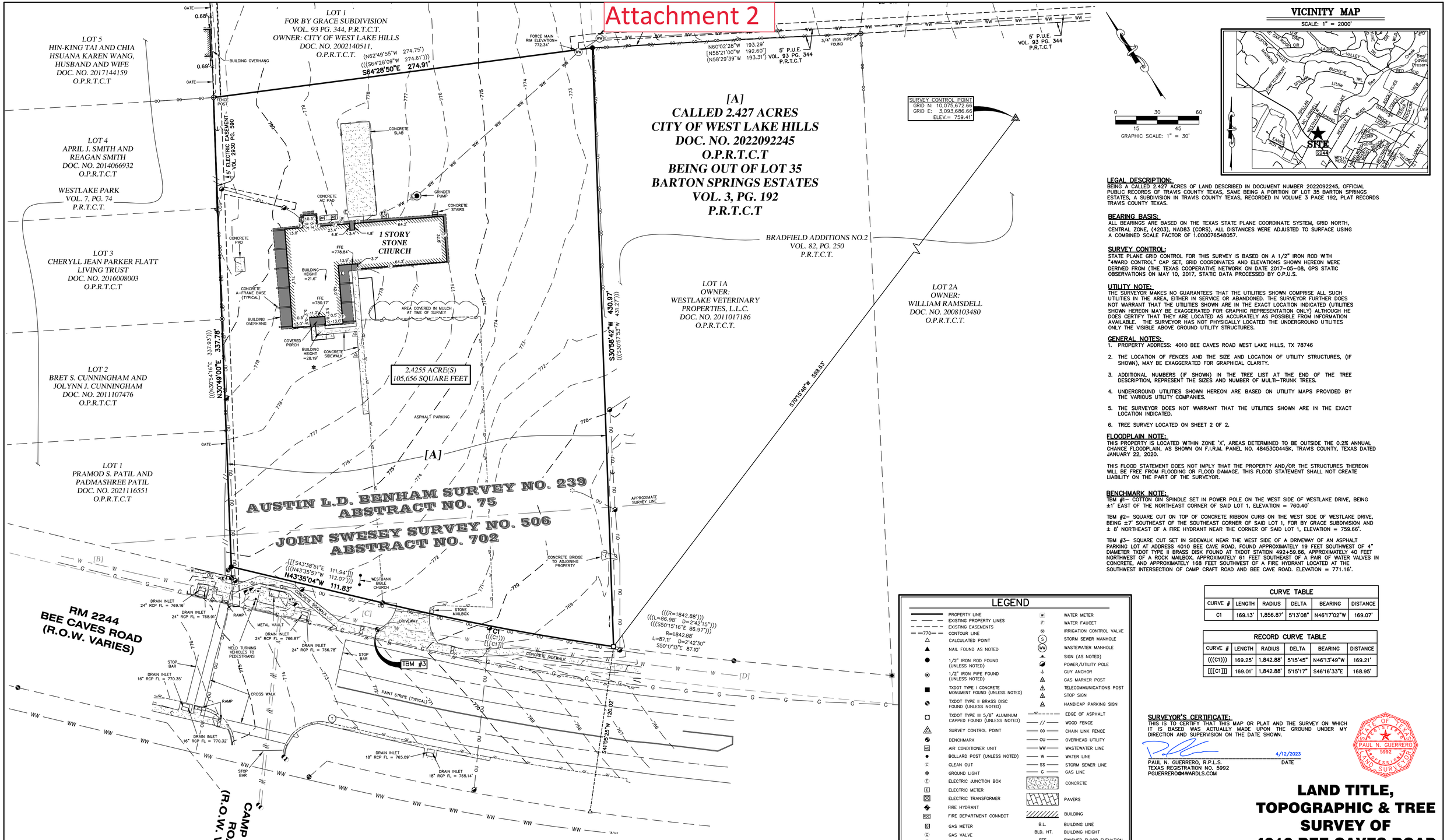
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NOW
LEASING





Attachment 2



VICINITY MAP

SCALE: 1" = 2000'

LEGAL DESCRIPTION:
BEING A CALLED 2.427 ACRES OF LAND DESCRIBED IN DOCUMENT NUMBER 2022092245, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS, SAME BEING A PORTION OF LOT 35 BARTON SPRINGS ESTATES, A SUBDIVISION IN TRAVIS COUNTY TEXAS, RECORDED IN VOLUME 3 PAGE 192, PLAT RECORDS TRAVIS COUNTY TEXAS.

BEARING BASIS:
ALL BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, GRID NORTH, CENTRAL ZONE, (4203), NAD83 (CORS), ALL DISTANCES WERE ADJUSTED TO SURFACE USING A COMBINED SCALE FACTOR OF 1.000076548057.

SURVEY CONTROL:
STATE PLANE GRID CONTROL FOR THIS SURVEY IS BASED ON A 1/2" IRON ROD WITH "4WARD CONTROL" CAP SET, GRID COORDINATES AND ELEVATIONS SHOWN HEREON WERE DERIVED FROM (THE TEXAS COOPERATIVE NETWORK ON DATE 2017-05-08, GPS STATIC OBSERVATIONS ON MAY 10, 2017, STATIC DATA PROCESSED BY O.P.U.S.

UTILITY NOTE:
THE SURVEYOR MAKES NO GUARANTEES THAT THE UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED (UTILITIES SHOWN HEREON MAY BE EXAGGERATED FOR GRAPHIC REPRESENTATION ONLY) ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES ONLY THE VISIBLE ABOVE GROUND UTILITY STRUCTURES.

GENERAL NOTES:
1. PROPERTY ADDRESS: 4010 BEE CAVES ROAD WEST LAKE HILLS, TX 78746
2. THE LOCATION OF FENCES AND THE SIZE AND LOCATION OF UTILITY STRUCTURES, (IF SHOWN), MAY BE EXAGGERATED FOR GRAPHICAL CLARITY.
3. ADDITIONAL NUMBERS (IF SHOWN) IN THE TREE LIST AT THE END OF THE TREE DESCRIPTION, REPRESENT THE SIZES AND NUMBER OF MULTI-TRUNK TREES.
4. UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON UTILITY MAPS PROVIDED BY THE VARIOUS UTILITY COMPANIES.
5. THE SURVEYOR DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED.
6. TREE SURVEY LOCATED ON SHEET 2 OF 2.

FLOODPLAIN NOTE:
THIS PROPERTY IS LOCATED WITHIN ZONE 'X', AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON F.I.R.M. PANEL NO. 48453C0445K, TRAVIS COUNTY, TEXAS DATED JANUARY 22, 2020.

THIS FLOOD STATEMENT DOES NOT IMPLY THAT THE PROPERTY AND/OR THE STRUCTURES THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE. THIS FLOOD STATEMENT SHALL NOT CREATE LIABILITY ON THE PART OF THE SURVEYOR.

BENCHMARK NOTE:
TBM #1– COTTON GIN SPINDLE SET IN POWER POLE ON THE WEST SIDE OF WESTLAKE DRIVE, BEING ±1' EAST OF THE NORTHEAST CORNER OF SAID LOT 1, ELEVATION = 760.40'

TBM #2– SQUARE CUT ON TOP OF CONCRETE RIBBON CURB ON THE WEST SIDE OF WESTLAKE DRIVE, BEING ±7' SOUTHEAST OF THE SOUTHEAST CORNER OF SAID LOT 1, FOR BY GRACE SUBDIVISION AND ± 8' NORTHEAST OF A FIRE HYDRANT NEAR THE CORNER OF SAID LOT 1, ELEVATION = 759.66'.

TBM #3– SQUARE CUT SET IN SIDEWALK NEAR THE WEST SIDE OF A DRIVEWAY OF AN ASPHALT PARKING LOT AT ADDRESS 4010 BEE CAVE ROAD, FOUND APPROXIMATELY 19 FEET SOUTHWEST OF 4" DIAMETER TXDOT TYPE II BRASS DISK FOUND AT TXDOT STATION 492+59.66, APPROXIMATELY 40 FEET NORTHWEST OF A ROCK MAILBOX, APPROXIMATELY 61 FEET SOUTHEAST OF A PAIR OF WATER VALVES IN CONCRETE, AND APPROXIMATELY 168 FEET SOUTHWEST OF A FIRE HYDRANT LOCATED AT THE SOUTHWEST INTERSECTION OF CAMP CRAFT ROAD AND BEE CAVE ROAD. ELEVATION = 771.16'.

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	BEARING	DISTANCE
C1	169.13'	1,856.87'	5°13'08"	N46°17'02"W	169.07'

RECORD CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	BEARING	DISTANCE
(((C1)))	169.25'	1,842.88'	5°15'45"	N46°13'49"W	169.21'
[[[C1]]]	169.01'	1,842.88'	5°15'17"	S46°16'33"E	168.95'

LEGEND

PROPERTY LINE	WATER METER
EXISTING PROPERTY LINES	WATER FAUCET
EXISTING EASEMENTS	IRRIGATION CONTROL VALVE
770 CONTOUR LINE	STORM SEWER MANHOLE
CALCULATED POINT	WASTEWATER MANHOLE
NAIL FOUND AS NOTED	SIGN (AS NOTED)
1/2" IRON ROD FOUND (UNLESS NOTED)	POWER/UTILITY POLE
1/2" IRON PIPE FOUND (UNLESS NOTED)	GUY ANCHOR
TXDOT TYPE I CONCRETE MONUMENT FOUND (UNLESS NOTED)	GAS MARKER POST
TXDOT TYPE II BRASS DISC FOUND (UNLESS NOTED)	TELECOMMUNICATIONS POST
TXDOT TYPE III 5/8" ALUMINUM CAPPED FOUND (UNLESS NOTED)	STOP SIGN
SURVEY CONTROL POINT	HANDICAP PARKING SIGN
BENCHMARK	EDGE OF ASPHALT
AIR CONDITIONER UNIT	WOOD FENCE
BOLLARD POST (UNLESS NOTED)	CHAIN LINK FENCE
CLEAN OUT	OVERHEAD UTILITY
GROUND LIGHT	WASTEWATER LINE
ELECTRIC JUNCTION BOX	WATER LINE
ELECTRIC METER	STORM SEWER LINE
ELECTRIC TRANSFORMER	GAS LINE
FIRE HYDRANT	CONCRETE
FIRE DEPARTMENT CONNECT	PAVERS
GAS METER	BUILDING
GAS VALVE	B.L. BUILDING LINE
LIGHT POLE	BLD. HT. BUILDING HEIGHT
MAILBOX	FFE FINISHED FLOOR ELEVATION
SEPTIC TANK LID	CONC CONCRETE
STUB-OUT PIPE	RCP REINFORCED CONCRETE PIPE
TELECOMMUNICATIONS PEDESTAL	FL ELEV FLOW LINE ELEVATION
TELECOMMUNICATIONS MANHOLE	P.U.E. PUBLIC UTILITY EASEMENT
TELECOMMUNICATIONS BOX	VOL./PG. VOLUME, PAGE
TRAFFIC SIGNAL BOX	((((.....)))) RECORD INFORMATION PER DEED DOC 2022092245
TRAFFIC SIGNAL POLE	[[[.....]]] RECORD INFORMATION PER DEED DOC 2013212249
WATER VALVE	(.....) RECORD INFORMATION PER PLAT VOL. 93 PG. 344
	[.....] RECORD INFORMATION PER PLAT VOL. 82 PG. 250

TITLE COMMITMENT NOTES:
COMMITMENT FOR TITLE INSURANCE PREPARED BY: OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY
G.F. NO.: 22-1240-CH
EFFECTIVE DATE: MAY 10, 2022
ISSUED: MAY 20, 2022

THE SURVEYOR HAS RELIED UPON THE REFERENCED COMMITMENT FOR TITLE REGARDING EASEMENTS, RESTRICTIONS, AND OTHER MATTERS AFFECTING THIS PROPERTY. NO ADDITIONAL RESEARCH WAS DONE FOR THE PURPOSE OF THIS SURVEY. ITEMS LISTED ARE WORDED ACCORDING TO THE COMMITMENT, FOLLOWED BY SURVEYOR'S NOTES AND/OR OBSERVATIONS SHOWN IN BRACKETS. [ ]

10) THE FOLLOWING MATTERS AND ALL TERMS OF THE DOCUMENTS CREATING OR OFFERING EVIDENCE OF THE MATTERS:

E. EASEMENT GRANTED TO THE CITY OF AUSTIN, DATED FEBRUARY 2, 1965, RECORDED IN VOLUME 2930, PAGE 590, OF THE DEED RECORDS OF TRAVIS COUNTY TEXAS.
[SUBJECT TO – SHOWN ON SURVEY]

[B]
CITY OF WEST LAKE HILLS
PARCEL 20
CALLED 0.053 ACRE
DOC. NO. 2015078389
O.P.R.C.T.C.T

[C]
CITY OF WEST LAKE HILLS
PARCEL 21
CALLED 0.130 ACRE
DOC. NO. 2013212249
O.P.R.C.T.C.T

[D]
CITY OF WEST LAKE HILLS
PARCEL 23
CALLED 0.093 ACRE
DOC. NO. 2015012608
O.P.R.C.T.C.T

SURVEYOR'S CERTIFICATE:
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WAS ACTUALLY MADE UPON THE GROUND UNDER MY DIRECTION AND SUPERVISION ON THE DATE SHOWN.

4/12/2023
DATE

PAUL N. GUERRERO, R.P.L.S.
TEXAS REGISTRATION NO. 5992
PGUERRERO@4WARDLS.COM

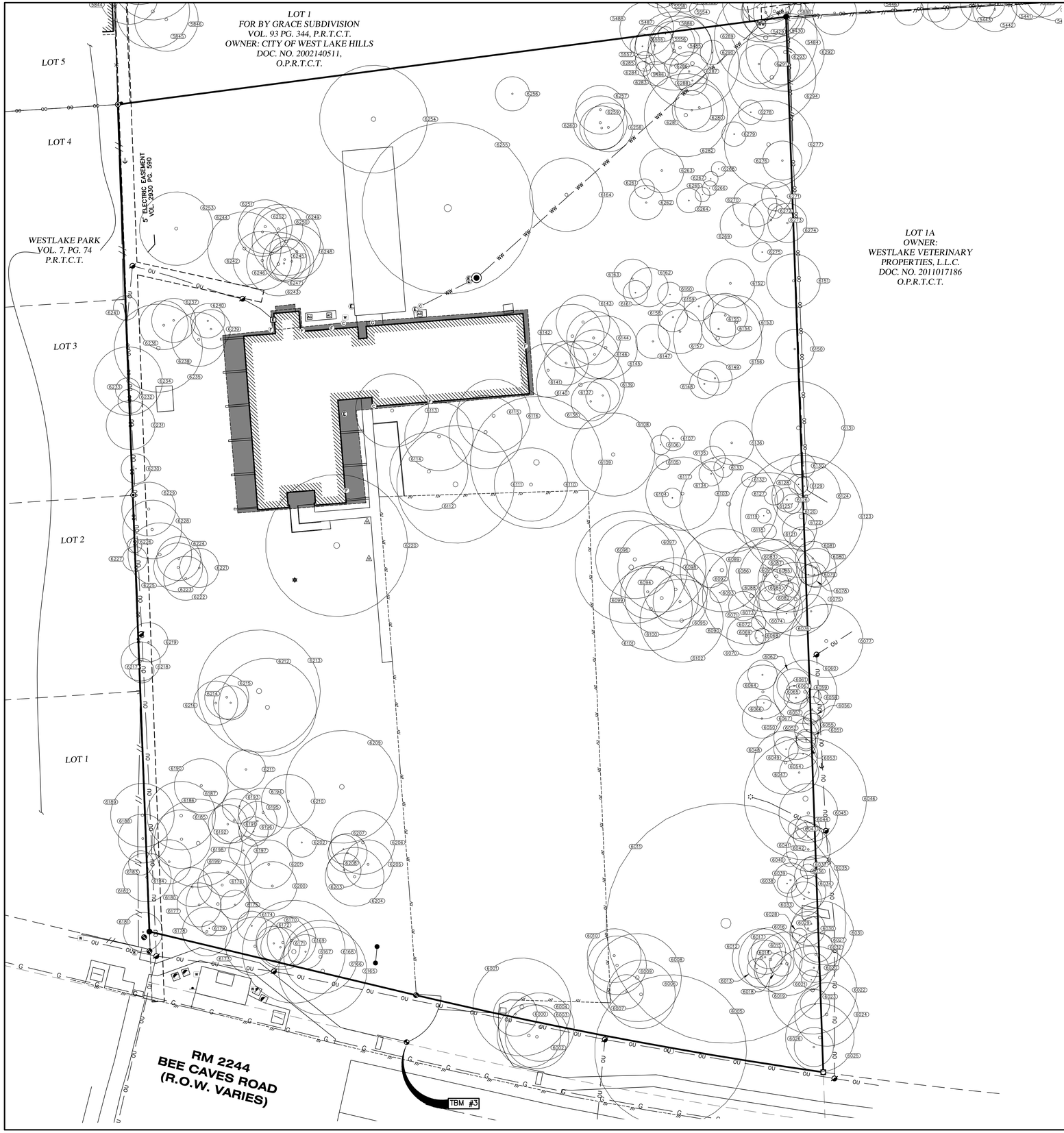
STATE OF TEXAS · REGISTERED · PAUL N. GUERRERO · 5992 · PROFESSIONAL · LAND SURVEYOR

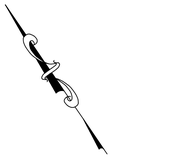
LAND TITLE, TOPOGRAPHIC & TREE SURVEY OF 4010 BEE CAVES ROAD City of West Lake Hills, Travis County Texas

4WARD Land Surveying
A Limited Liability Company
PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

Date:	4/12/2023
Project:	00604
Scale:	1" = 30'
Reviewer:	PG
Tech:	DK
Field Crew:	MW/AC
Survey Date:	MAR. 2023
Sheet:	1 OF 2

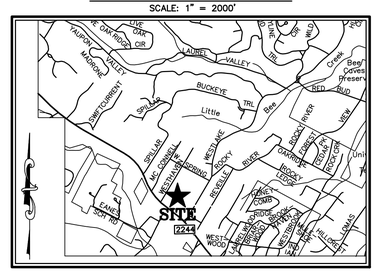
P:\00604\Dwg\00604_CHURCH TRACT.dwg

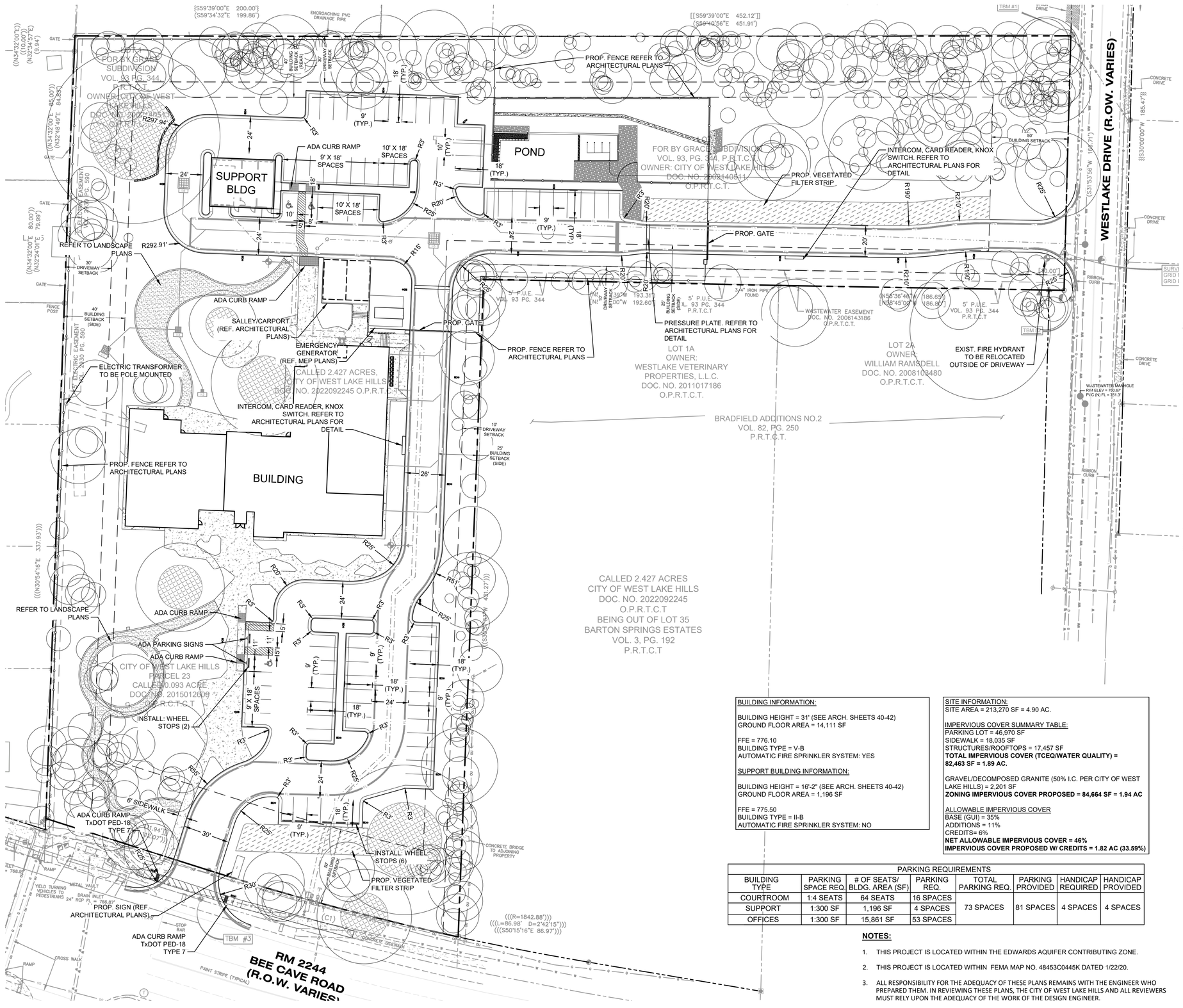




VICINITY MAP

SCALE: 1" = 2000'


SITE
2244
BEE CAVES ROAD
WEST ROCK
EANES
HOT NO
BUCKEYE TRL
LAUREL VALLEY
TAUPON MANOR
SPYGLASS
MESA VIEW
OAKWOOD
ROCKY RIVER
SENDERO
CRANE COMB
RIDGE ROCK
WESTBANK
WESTBANK
WESTBAN



LEGEND

- BOUNDARY LINE
- PROP. CENTER LINE
- PROP. SIDEWALK
- PROP. FIRE LANE
- PROP. METAL FENCE
- PROP. CURB AND GUTTER
- PROP. LAYDOWN CURB
- PROP. CONCRETE
- PROP. STORM SEWER
- PROP. WATER LINE
- PROP. WASTEWATER LINE
- PROP. ELECTRIC LINE
- PROP. LIGHT POLE
- PROP. STORM MANHOLE
- PROP. GRATE INLET
- PROP. AREA INLET
- TREE TO REMAIN

NOTES:

1. THIS PROJECT IS A TYPE 3 DEVELOPMENT.
2. NO CONCENTRATED STORMWATER FLOWS WILL LEAVE THIS LOT ONTO ADJACENT PROPERTIES, UNLESS THEYDISCHARGE DIRECTLY INTO AN APPROVED CHANNEL THAT IS WITHING A DRAINAGE EASEMENT.
3. NO FENCES OR STRUCTURES ARE ALLOWED ACCROSS ANY DRAINAGE EASEMENT.
4. PER TPDES GENERAL PERMIT NO. 150000, DISTURBED AREAS ON WHICH CONSTRUCTION ACTIVITIES HAVE CEASED (TEMPORARILY OR PERMANENTLY) SHALL BE STABILIZED WITHIN 14 DAYS UNLESS ACTIVITY RESUMES WITHIN 21 DAYS.
5. THE OWNER OF THE PROPERTY IS RESPONSIBLE FOR CLEANING AND REMOVING ALL SEDIMENT THAT IS WASHED FROM THE SITE IN DEDICATED STREETS, ALLEYS, WATERWAYS, OR OTHER PROPERTIES.
6. STRIPPING OF VEGETATION FROM PROJECT SITES SHALL BE PHASED SO AS TO EXPOSE THE MINIMUM AMOUNT OF AREA TO SOIL EROSION FOR THE SHORTEST POSSIBLE PERIOD OF TIME PER THE WEST LAKE HILLS DRAINAGE AND EROSION CONTROL DESIGN MANUAL SEC. 7.1(I).
7. ALL DIMENSIONS ARE FROM EDGE OF PAVEMENT TO FACE OF CURB, UNLESS OTHERWISE NOTED.
8. ACCESSIBLE ROUTES SHALL COMPLY WITH THE TEXAS ACCESSIBILITY STANDARDS ("T.A.S.")
   - 8.1. RUNNING SLOPES ON ACCESSIBLE ROUTES MAY NOT EXCEED 1:20 UNLESS DESIGNED AS A RAMP.
   - 8.2. CROSS SLOPES ON ACCESSIBLE ROUTES MAY NOT EXCEED 1:48.
   - 8.3. CURB RAMPS SHALL NOT EXCEED A 1:12 SLOPE.
   - 8.4. LANDING PADS AND DOOR MANEUVERING AREAS SHALL NOT EXCEED 2% IN ANY DIRECTION. DOOR MANEUVERING AREAS ARE PER T.A.S. 404.2.4.
9. THE FIRE LANE MUST REMAIN CLEAR OF ALL TEMPORARY OR PERMANENT OBSTRUCTIONS AT ALL TIMES.
10. DRIVEWAY TO BE JOINTED, REINFORCED PORTLAND CEMENT CONCRETE. SEE GEOTECHNICAL PAVEMENT RECOMMENDATIONS FOR PAVEMENT THICKNESSES ON SHEET 02.
11. ALL EXTERIOR LIGHTING WILL BE HOODED OR SHIELDED FROM THE VIEW OF
12. SCREENING FOR SOLID WASTE COLLECTION AND LOADING AREAS SHALL BE THE SAME AS, OR OF EQUAL QUALITY TO, PRINCIPAL BUILDING MATERIALS
13. GAS, TELECOM, AND ELECTRICAL IMPROVEMENTS ARE SHOWN SCHEMATICALLY. FINAL DESIGN WILL BE PROVIDED BY THE DRY UTILITY SERVICE PROVIDER.
14. REFER TO LANDSCAPE PLANS FOR REVEGETATION OF THE SITE.
15. REFER TO LANDSCAPE PLANS FOR COURTYARD IMPROVEMENTS.
16. CONTRACTOR TO FIELD VERIFY LOCATION OF ALL EXISTING UTILITIES
17. ALL OF FIRE APPARATUS ACCESS ROADS SHALL BE PAINTED RED AND BE CONSPICUOUSLY AND LEGIBLY MARKED WITH THE WARNING "FIRE LANE - TOW AWAY ZONE" IN WHITE LETTERS AT LEAST THREE INCHES TALL, AT INTERVALS NOT EXCEEDING 35 FEET.

BUILDING INFORMATION:

BUILDING HEIGHT = 31' (SEE ARCH. SHEETS 40-42)
GROUND FLOOR AREA = 14,111 SF

FFE = 776.10
BUILDING TYPE = V-B
AUTOMATIC FIRE SPRINKLER SYSTEM: YES

SUPPORT BUILDING INFORMATION:

BUILDING HEIGHT = 16'-2" (SEE ARCH. SHEETS 40-42)
GROUND FLOOR AREA = 1,196 SF

FFE = 775.50
BUILDING TYPE = II-B
AUTOMATIC FIRE SPRINKLER SYSTEM: NO

SITE INFORMATION:
SITE AREA = 213,270 SF = 4.90 AC.

IMPERVIOUS COVER SUMMARY TABLE:
PARKING LOT = 46,970 SF
SIDEWALK = 18,035 SF
STRUCTURES/ROOFTOPS = 17,457 SF
TOTAL IMPERVIOUS COVER (TCEQ/WATER QUALITY) = 82,463 SF = 1.89 AC.

GRAVEL/DECOMPOSED GRANITE (50% I.C. PER CITY OF WEST LAKE HILLS) = 2,201 SF
ZONING IMPERVIOUS COVER PROPOSED = 84,664 SF = 1.94 AC

ALLOWABLE IMPERVIOUS COVER
BASE (GUI) = 35%
ADDITIONS = 11%
CREDITS= 6%
NET ALLOWABLE IMPERVIOUS COVER = 46%
IMPERVIOUS COVER PROPOSED W/ CREDITS = 1.82 AC (33.59%)

PARKING REQUIREMENTS

BUILDING TYPE	PARKING SPACE REQ.	# OF SEATS/ BLDG. AREA (SF)	PARKING REQ.	TOTAL PARKING REQ.	PARKING PROVIDED	HANDICAP REQUIRED	HANDICAP PROVIDED
COURTROOM	1:4 SEATS	64 SEATS	16 SPACES	73 SPACES	81 SPACES	4 SPACES	4 SPACES
SUPPORT	1:300 SF	1,196 SF	4 SPACES				
OFFICES	1:300 SF	15,861 SF	53 SPACES				

NOTES:

1. THIS PROJECT IS LOCATED WITHIN THE EDWARDS AQUIFER CONTRIBUTING ZONE.
2. THIS PROJECT IS LOCATED WITHIN FEMA MAP NO. 48453C0445K DATED 1/22/20.
3. ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARED THEM. IN REVIEWING THESE PLANS, THE CITY OF WEST LAKE HILLS AND ALL REVIEWERS MUST RELY UPON THE ADEQUACY OF THE WORK OF THE DESIGN ENGINEER.

811 Know what's **below**. **Call** before you dig.

NO.	DATE	REVISION	BY

THE CITY OF WEST LAKE HILLS CITY HALL AND POLICE FACILITY WEST LAKE HILLS, TEXAS

SITE PLAN

MALONE★WHEELER SINCE INC. 1995
CIVIL ENGINEERING ★ DEVELOPMENT CONSULTING ★ PROJECT MANAGEMENT
5113 Southwest Pkwy, Suite 260
Austin, Texas 78735
Phone: (512) 899-0601 Fax: (512) 899-0655
Firm Registration No. F-766

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF LANDON M. MCCLELLAN, P.E. 142710 ON 11/28/2023. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES.

DESIGN BY :	TD
CHECKED BY :	LM
APPROVED BY :	LM
DATE :	11/27/2023

SHEET 13 OF 42

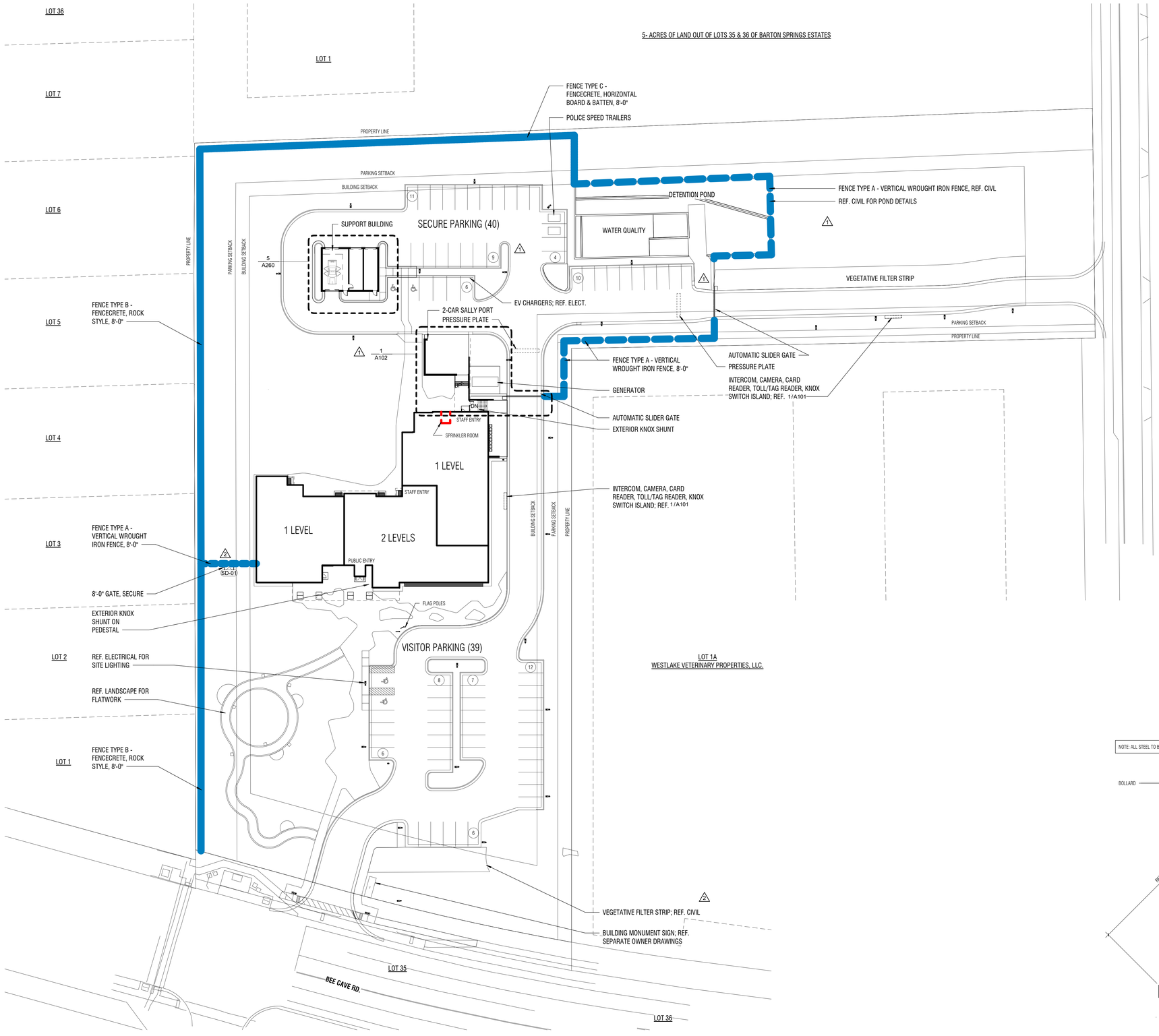
P:\CITY OF WEST LAKE HILLS\PROJECTS\22-062-AUS WEST LAKE HILLS CITY HALL & POLICE\DRAWINGS\PLANSET\15 SITE PLAN.DWG, 11/27/2023, TAYLOR DEMERCADO


Attachment 3


NOW
LEASING

© 2023 Brinkley Sargent Wiginton Architects, Inc.

Attachment 4



NORTH

2 SITE PLAN
SCALE: 1" = 30'-0"
0" 15" 30"

SITE GENERAL NOTES

REF. LANDSCAPE DRAWINGS FOR:
- TREE PROTECTION
- PLANTING & IRRIGATION
- FURTHER INFORMATION INCLUDING GRADING & DRAINAGE AT NOTED AREAS
- FLATWORK FINISHES
- PAVEMENT SLEEVES

REF. CIVIL DRAWINGS FOR:
- EROSION CONTROL
- HORIZONTAL CONTROL
- PAVING SECTIONS & SUBGRADE PREPARATION
- GRADING & DRAINAGE
- UTILITIES & OFF-SITE SCOPE OF WORK
- ADDITIONAL INFORMATION REGARDING SITE ELEMENTS, DIMENSIONS, ETC.

REF. STRUCTURAL DRAWINGS FOR:
- SUBGRADE PREPARATION FOR ALL ON-GRADE STRUCTURES WITHIN BUILDING
- FOUNDATIONS FOR ALL STRUCTURES

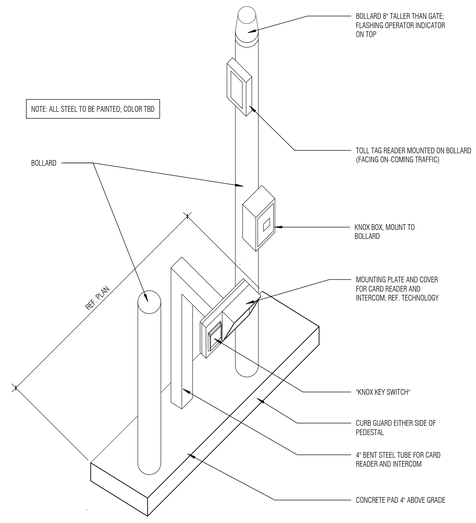
PARKING INFORMATION

PARKING INFORMATION

BUILDING USE NOT LISTED IN ORDINANCE, PARKING DESIGN BASED ON NEEDS ASSESSMENT:

PUBLIC SPACES: 39
STAFF SPACES: 40
TOTAL SPACES: 79

ACCESSIBLE PARKING REQUIRED = 4 PER TAS TABLE 208.2 (2 IN STAFF LOT, 2 IN PUBLIC LOT)
ACCESSIBLE PARKING PROVIDED = 4 (2 IN STAFF LOT, 2 IN PUBLIC LOT)



1 GATE CONTROLLER
SCALE: 3/4" = 1'-0"
0" 8" 1'4"

Architect: Brinkley Sargent Wiginton Architects (972) 960-9970
Landscape: Coleman & Associates (512) 476-2090
Structural: Datum Engineers (512) 469-9490
MEP: ME Engineers, Inc. (713) 621-8690
Civil: Malone / Wheeler Inc. (512) 899-0601
Technology: M-E Engineers, Inc. (713) 621-8690

BRINKLEY SARGENT WIGINTON ARCHITECTS

City of West Lake Hills Municipal Complex

4010 Bee Caves Rd., West Lake Hills, TX 78746

HISTORY

#	DATE	DESCRIPTION
1	08-04-2023	DD ISSUE - REVISION #1
2	11-03-2023	50% CD ISSUE - REVISION #1

PROGRESS PRINT
THIS DOCUMENT IS INCOMPLETE AND MAY NOT BE USED FOR REGULATORY APPROVAL, PERMIT, OR CONSTRUCTION. RELEASED UNDER AUTHORITY OF:
DON T. GREER, AIA
TEXAS LIC. #10523
11/29/2023

50% CONSTRUCTION DOCUMENTS

SITE PLAN

22217.00
11/29/2023
A101

11/29/2023 5:00:24 PM
D:\Revit Locals\MEP\CHP_Arch_A23_wesnerCTPY.rvt

City *of* West Lake Hills
Zoning and Planning Commission/Board of Adjustment
AGENDA REPORT

Meeting Date:	December 6, 2023	**Item Number:**	6 & 11
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	**Cost / Budget:**	None
Exhibits:	See Attached	**Source of Funds:**	N/A

Subject

4010 Bee Cave Road: Discuss and consider action on a variance request for site disturbance of greater than 18 inches of grading over the natural grade in the setback (Section 22.03.170 of the West Lake Hills Code).

Applicant: Landon McClellan, Malone Wheeler Engineering

Recommendation

Staff recommends approval of the variance request. The site design reflects the balancing of the code requirements to preserve large trees, limit site disturbance, manage drainage, and provide minimal disruption to the adjacent residential owners. Given the site constraints, the driveway is maintaining the driveway setback, but will exceed grading limits in portions of the building setback on the east side of the property.

This item will be considered by the ZAPCO for recommendation and Board of Adjustment for approval on December 6, 2023.

Discussion

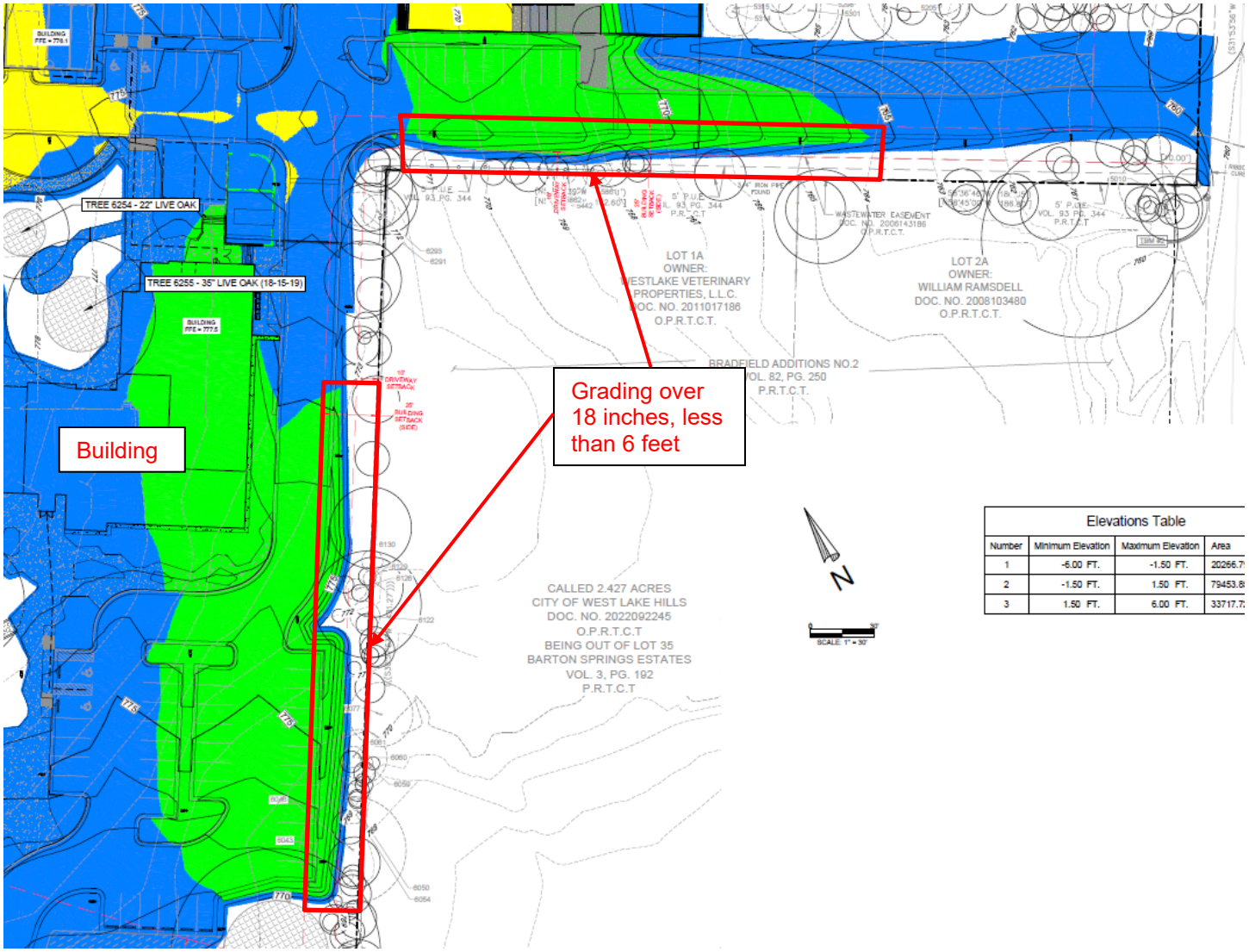
Property Information, Zoning & Site Characteristics:
Owner: City of West Lake Hills
Legal Description: For By Grace Lot 1 and Barton Creek Estates, 2.889 acres of Lots 35 & 36
Lot Size: 5.35 acres
Zoning: GUI, Government, Utility, & Institutional

The properties surrounding the subject property are zoned R-1, One Family, R-2 Two Family, O, Office and B-2, Business 2.

Background & Analysis:
The applicant is proposing to demolish the existing structure (5,889 sq. ft.) on the site and build a new municipal building with parking and drainage improvements (Attachment 3). The new building will be approximately 18,000 square feet with a partial occupied second story to minimize the footprint. The proposed location of the building will utilize the existing disturbed area of the existing building, with a larger footprint of 14,111 square feet. The proposed parking meets the minimum parking spaces required and is located towards the east side of the property to maximize the distance from the residential property to the west. The code provides an additional height bonus for the second story, which requires half of the parking spaces to be located behind the building. The existing site does not have any drainage improvements, which will be provided with the new project to

address detention and water quality with a new pond. With these considerations, the proposed layout has necessitated variances (Attachment 1).

The code requires the setback area to be limited to no more than 18 inches of cut/fill from the natural existing grade. There are two areas adjacent to the proposed driveway/parking lot where the finished grade within the 25-foot building setback will exceed 18 inches (Attachment 4).



Variance Criteria Review:

When applying for a variance, the applicant has provided the following evidence (Attachment 2):

1. *<u>The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.</u>*

   The proposed site takes into consideration preserving natural vegetation and buffering the development away from the residential lots that border the eastern and northern property lines.

   The proposed building location is based on the location of an existing structure and the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) which are located in the heart of the site area which is proposed to be a courtyard on the north side of the building. The alignment

of the main drive aisle which provides circulation and fire access is proposed to generally follow the eastern property lines that border the commercial properties. The drive aisle is located outside of the driveway setback, but partially within the building setback. Due to the building's finished floor elevation being set to limit the disturbance of the existing prominent oaks referenced above, the obtainable access drive aisle elevations are therefore limited, as the access drive aisle needs to tie into the building front door elevations (be level with the sidewalk) and meet the site drainage needs. There is grading associated with the drive aisle within the setbacks which exceed the 18" limit in some locations but where possible this 18" limit is met within the driveway setback for the majority of the site.

2. *There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.*
   This variance is being requested because the site is proposed to save much of the existing vegetation along the northern and western property lines which border residential lots. Additionally, this variance is requested in an effort to save two prominent oak trees #6254 (22” diameter) and #6255 (35” multi-trunk tree) which impact the finished floor elevation of the proposed building and therefore also impact the drive aisle elevations. Due to the above efforts of the site, this variance will help maintain natural terrain and existing flora within the development of the site.

3. *There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.*
   Other alternatives considered included lowering the building's finished floor elevation which would result in more grading disturbance around the two prominent oaks referenced above. This additional disturbance would be needed to provide an emergency overflow for drainage to flow away from the building in case of an event where the storm sewer line is clogged. If the risk of the building's finished floor elevation is lowered and the emergency overflow is not graded out through the area of the courtyard which contains the above-referenced live oak trees, then the risk of the building flooding would be increased.
   It was also considered to reduce the driveway width but due to the Emergency Service District’s needs and requirements for an aerial fire apparatus access road, this was not a feasible option.

4. *The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.*
   This variance is generally for grading within the building setback line. Grading within the driveway setback line is proposed to not exceed 18" of cut or fill with minor exceptions, see attached exhibit.

5. *The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.*
   The development is proposed to buffer residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees which include the two prominent oaks that are referenced above and located within the heart of the site. Standard design practices and utilizing easy site layouts would likely remove these prominent oaks, which the design team has gone to great extents in an effort to preserve.

6. *The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.*
   The development is proposed to buffer the residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees including the two predominant oaks that are referenced above. The residential lots' usage will not be adversely impacted as the design team has made efforts to locate the improvements away from the adjacent residential lots.
   The neighboring commercial lots on the east side of the property which are adjacent to the proposed access drive aisle will have no change in their use and enjoyment of their property with the granting of this variance application as the proposed driveway is located outside of the driveway setback.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

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

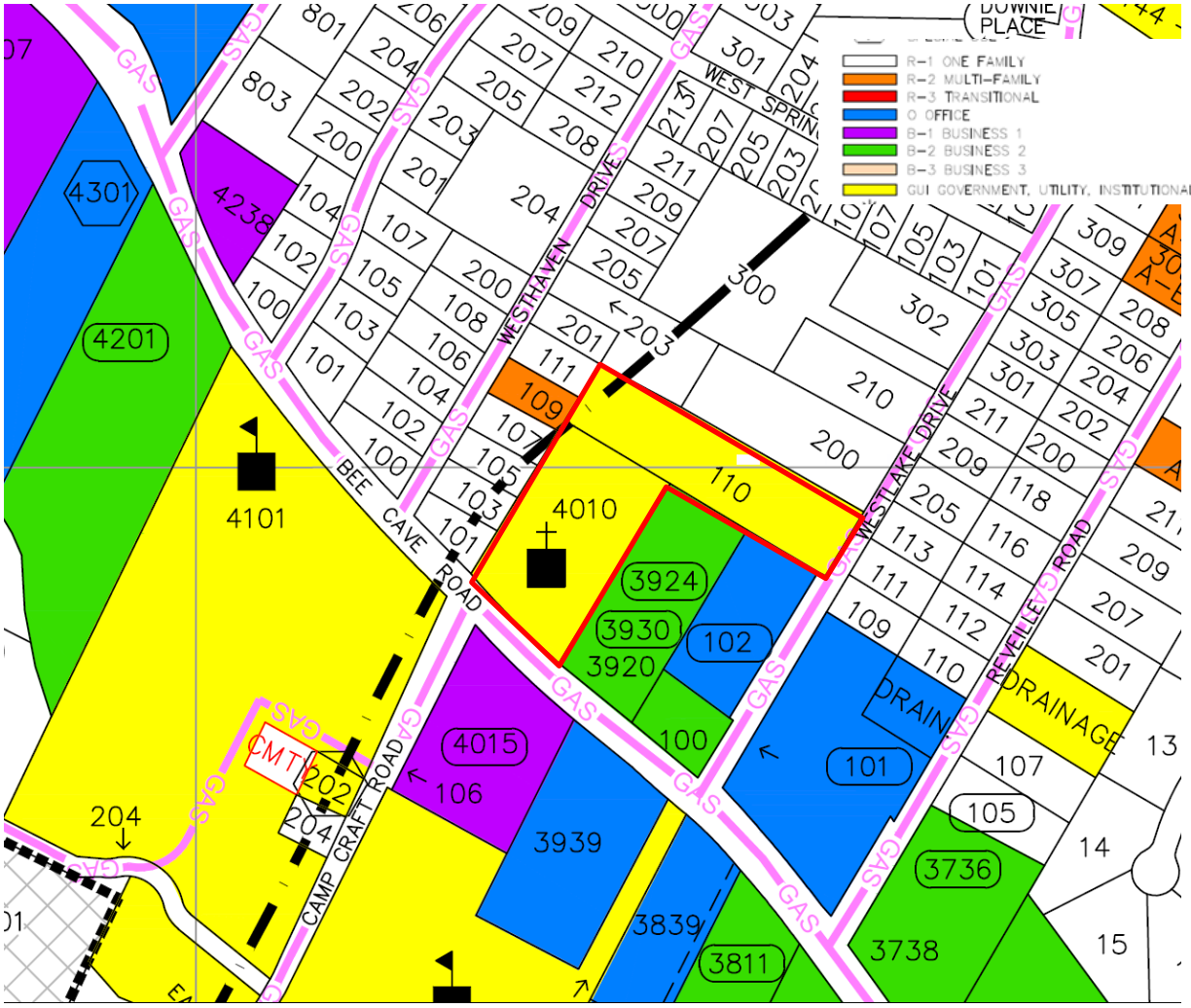
Comprehensive Planning Analysis

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

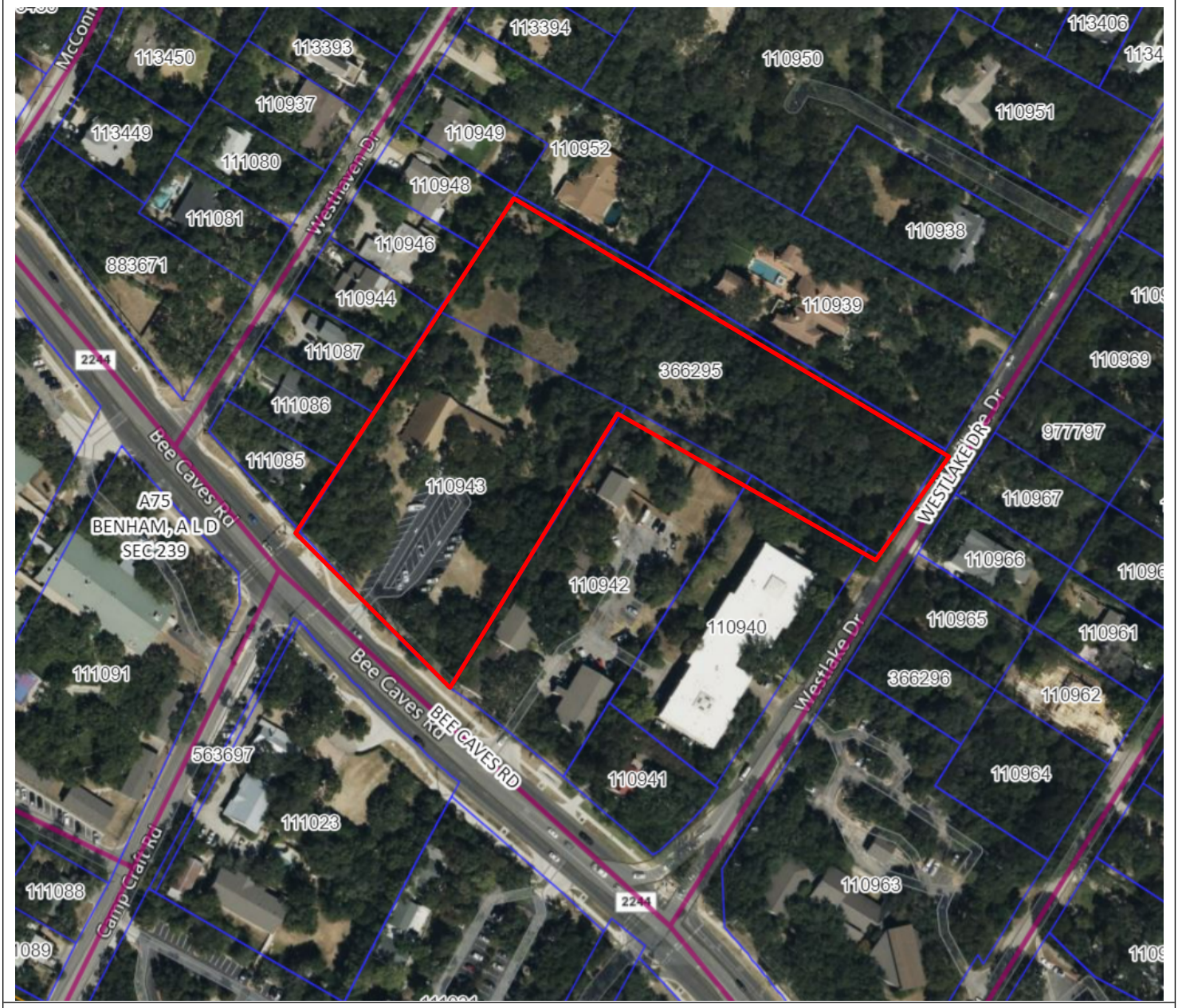
Links to Relevant Code:

- **Section 22.03.170 Site disturbance (excavation, grading or filling)**
- **Section 38.05.031 Variances**
- **Section 22.03.511 Criteria and process required for granting variance**

Zoning:


R-1 ONE FAMILY
R-2 MULTI-FAMILY
R-3 TRANSITIONAL
O OFFICE
B-1 BUSINESS 1
B-2 BUSINESS 2
B-3 BUSINESS 3
GUI GOVERNMENT, UTILITY, INSTITUTIONAL
DOWNIE PLACE
WEST SPRING
WESTHAVEN DRIVE
WESTLAKE DRIVE
REVEILLE ROAD
BEE CAVE ROAD
CAMP CRAFT ROAD
GAS
4301
4238
4201
4101
4010
4015
3924
3930
3920
3939
3839
3811
3738
3736
DRAIN
DRAINAGE
CMT
300
302
210
200
110
109
102
101
100
106
107
105
204
203

Aerial:


113394
113406
113450
113393
110950
110937
110951
113449
110949
110952
111080
110948
111081
110946
110938
883671
110944
110939
111087
366295
110969
111086
977797
111085
110943
110967
A75
BENHAM, A L D
SEC 239
110966
110942
110965
110940
110961
111091
366296
110962
563697
110941
110964
111023
111088
110963
2244
Bee Caves Rd
BEE CAVES RD
WESTLAKE DR
Westlake Dr
Westhaven Dr
Camp Craft Rd

MALONE ★ WHEELER
SINCE INC. 1995
CIVIL ENGINEERING ★ DEVELOPMENT CONSULTING ★ PROJECT MANAGEMENT

November 29, 2023

The City of West Lake Hills – ZAPCO
Robert Meisel, Chairman
The City of West Lake Hills
911 Westlake Drive
West Lake Hills, Tx 78746

Re: City of West Lake Hills City Hall and Police Facility
Site Disturbance Variance Request

Mr. Meisel,

On behalf of the City of West Lake Hills, Malone/Wheeler Inc. has prepared an application for variance to alter the requirement of allowable maximum cut and fill within setbacks (ordinance Section 22.03.170). The City's standard is for 18" of maximum cut or fill within setbacks, which include the driveway setback and the building setback. With the exception of approximately 200-SF of area, the cut and fill within the driveway setback is limited to a maximum of 18". Within the building setback, there are instances where the cuts and fills exceed 18" but are less than 6' of cut or fill, which is the standard allowable proposed grade difference when not located in a setback.

Considerable effort has been put into the design of the site to save trees, including without limiting two prominent live oak trees being tree #6254 (22" diameter) and #6255 (35" diameter multitrunk) which are located in the heart of the site. Steps taken to preserve the two prominent live oaks referenced above include locating and orienting the proposed building approximately where the existing structure is on site and setting the proposed finish floor elevation of the building to limit grading impacts within the trees' critical root zones. With the buildings' finish floor elevation being set to reduce disturbance to these trees, the available elevations of the access drive are directly impacted as the driveway needs to provide connection to the building's door elevations. Additionally, the access drive aisle location on the east side of the building is directly impacted by the buildings location. If the drive aisle and building are shifted further west to move grades greater than 18" out of the setback, then tree #6255 would be impacted such that it would need to be removed.

Additionally, efforts have been made to buffer the residential lots which share the norther and western property lines of the site from the proposed City Hall and Police facility by proposing the access drives and parking closer to the eastern property line which abuts commercial development uses. Options to reduce the width of the driveway and limit of grading in the setbacks were evaluated, however due to the needs of the emergency service district, reducing the driveway width between the building and commercial development to the east is not an option. Evaluation of proposing a wall in leu of grading

out the slope was also considered; however, this would necessitate additional width at the top of the pavement to install a guardrail adjacent to the access drive which in turn did not significantly reduce the grading limits within the setback and would require a variance for a wall within the setback. To reduce the grading limits within the setback, the geotechnical engineer has provided recommendation for the construction of a 2:1 slope adjacent to the drive aisle. This reduces the limits of the grading when compared to a 3:1 slope.

The City desires to save the two prominent live oaks mentioned above and to aid in providing the desired buffer from the residential lots by focusing the development of this project nearer to the adjacent commercial uses. The granting of a variance to allow for up to 6' of cut and fill within setbacks as shown in the exhibit provided with this variance application would aid in the efforts and desires of this project noted above.

Sincerely,
Malone Wheeler, Inc.

Landon McClellan, P.E.
Project Engineer

VARIANCE APPLICATION

Date Received:	Received By:
Amount Due $	Date Payment Received:
Admin Complete Date:	Permit No:

All applications and supporting documents should be submitted electronically to
https://www.mgoconnect.org/cp?JID=253

APPLICANT & PROPERTY INFORMATION

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: **City of West Lake Hills** Phone: (512) 610-6838

Email: jbills@westlakehills.gov

Address: 911 Westlake Drive City: West Lake Hills State: Texas Zip: 78746

Agent*: Malone / Wheeler Inc. Phone: (512) 899-0601

Email: landonm@malonewheeler.com

Address: 5113 Southwest Parkway #260 City: Austin State: Texas Zip: 78735

Property Address: 4010 Bee Cave Rd City: West Lake Hills State: Texas Zip: 78746

Property Information

Subdivision Name: FOR BY GRACE

Block: Lot: 1 TCAD Tax Parcel ID: 366295

Current Zoning Classification: GUI Total Lot Size (Acres): 2.469

Subdivision Name: BARTON SPRINGS ESTATES

Block: Lot: 35 TCAD Tax Parcel ID: 110943

Current Zoning Classification: GUI Total Lot Size (Acres): 2.4255

**Please submit Power of Attorney form designating authorized agent.*

PROJECT INFORMATION

Please list all variances being applied for with this project and include Code Section references: (Please be detailed-for tree variances, must include tree #, size, species; setback variances-which setback and how far is requested encroachment; for height specify how much height being requested; etc.)

1. Section 22.03.170 Site disturbance – Greater than 18 inches of grading over the natural grade in the setback.

    a. As shown in the attached exhibit, the site proposes cuts and fills that exceed the 18" limit within setbacks per the above referenced ordinance section. The proposed cut and fill within the setbacks is up to 6' in some limited areas as shown in the exhibit provided in this variance application.

2. Section 22.03.304 (a) (4) - Removal of up to 50 trees greater than or equal to 14 inches in diameter.

    a. See the attached variance application prepared by Coleman & Associates.

3. Section 22.03.304 (d) (4) – Providing less replacement inches than required on site or fee-in-lieu

    a. See the attached variance application prepared by Coleman & Associates.

4. Section 22.03.216 – Non-Residential Fences – Allow an 8' tall fence (wall) where 6 foot maximum is allowed.

    a. See the attached variance application prepared by Brinkley Sargent Wiginton Architects.

5. Section 22.03.173 – Non-Residential Fences – Allow the fence to go to the front property line (Bee Cave Rd), where a 30' setback from the pavement edge is required.

    a. See the attached variance application prepared by Brinkley Sargent Wiginton Architects.

CONDITIONS REQUIRED FOR GRANTING A VARIANCE (SECTION 38.05.32):

No variance shall be granted unless the following conditions are fulfilled as provided by the applicant's statements:

1. **The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant. Describe in detail any special conditions you believe will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.**

    The proposed site takes into consideration preserving natural vegetation and buffering the development away from the residential lots that border the eastern and northern property lines.

    The proposed building location is based on the location of an existing structure and the desire to save two prominent oak trees #6254 (22" diameter) and #6255 (35" multi-trunk tree) which are located in the heart of the site area which is proposed to be a courtyard on the north side of the building. The alignment of the main drive aisle which provides circulation and fire access is proposed to generally follow the eastern property lines that border the commercial properties. The drive aisle is located outside of the driveway setback, but partially within the building setback. Due to the building's finished floor elevation being set at an elevation to limit the disturbance of the existing prominent oaks referenced above, the obtainable access drive aisle elevations are therefore limited as the access drive aisle needs to tie into the building front door elevations and meet the site drainage needs. There is

grading associated with the drive aisle within the setbacks which exceed the 18" limit in some locations but where possible this 18" limit is met within the driveway setback for the majority of the site.

2. **There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora. Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed if the variance you are requesting is granted?**

   This variance is being requested because the site is proposed to save much of the existing vegetation along the northern and western property lines which border residential lots. Additionally, this variance is requested in an effort to save two prominent oak trees #6254 (22” diameter) and #6255 (35” multi-trunk tree) which impact the finished floor elevation of the proposed building and therefore also impact the drive aisle elevations. Due to the above efforts of the site, this variance will help maintain natural terrain and existing flora within the development of the site.

3. **There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of. What other alternatives have you considered? Why won’t those other options alleviate the difficulty or hardship that you think exists?**

   Other alternatives considered included lowering the building's finished floor elevation which would result in more grading disturbance around the two prominent oaks referenced above. This additional disturbance would be needed to provide an emergency overflow for drainage to flow away from the building in case of an event where the storm sewer line is clogged. If the risk of the building's finished floor elevation is lowered and the emergency overflow is not graded out through the area of the courtyard which contains the above-referenced live oak trees, then the risk of the building flooding would be increased.

   It was also considered to reduce the driveway width but due to the Emergency Service District’s needs and requirements for an aerial fire apparatus access road, this was not a feasible option.

4. **The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.**

   This variance is generally for grading within the building setback line. Grading within the driveway setback line is proposed to not exceed 18" of cut or fill with minor exceptions, see attached exhibit.

5. **The variance may violate the intent of this chapter or the goals of the city’s comprehensive plan. Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City’s Comprehensive Plan?**

   The development is proposed to buffer residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees which include the two prominent oaks that are referenced above and located within the heart of the site. Standard design practices and site layouts would likely remove these prominent oaks which the design team has gone to great extents in an effort to preserve.

6. **The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof. Why do you believe your variance will not adversely affect or interfere with the enjoyment of neighboring properties?**

   The development is proposed to buffer the residential lots from the proposed GUI uses of the City Hall and Police Station by locating the building, parking lot, and drive aisles on the far side of the property away from the residential lots while also preserving many trees including the two predominant oaks that are referenced above. The residential lots' usage will not be adversely impacted as the design team has made efforts to locate the improvements away from the adjacent residential lots.

   The neighboring commercial lots on the east side of the property which are adjacent to the proposed access drive aisle will have no change in their use and enjoyment of their property with the granting of this variance application as the proposed driveway is located outside of the driveway setback.

VARIANCE APPLICATION

AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

Signature

Landon McClellan

Date

11/29/2023

Printed Name

Landon McClellan, P.E. for Malone/Wheeler, Inc.

APPLICATION CHECKLIST

Variance Application Checklist

- ☑ Completed, signed application
- ☑ Power of Attorney form, if applicable
- ☑ Proof of ownership of subject property
- ☑ Completed Variance Hardship Questionnaire
- ☑ Letter addressed to ZAPCO Chairperson explaining reason for the request
- ☑ Property survey
- ☑ Proposed site plan with building setbacks clearly labeled
- NA Building elevations, if applicable
- ☑ Tree and topo survey, if applicable
- NA Preliminary plans for proposed project (pool plans, building plans, fence design, etc.)
- NA Photos of property showing existing conditions (for tree variances, include photos of proposed variance trees)
- NA Letters/emails of support from neighbors, if able to obtain
- NA Payment of application fees (*refer to Appendix A: Fee Schedule in the Code of Ordinances for current fees. Fees are due upfront with application.*) City project - Fee's are N/A
- ☑ Other relevant information, as determined necessary by staff (for example, if variance is for cut/fill/retaining wall, you may be requested to provide a drainage report) SEE ATTACHED EXHIBIT

VARIANCE APPLICATION

Variance Process and Information

- City staff will prepare public notification letters and will provide you a public notice sign to place on the property. You will be notified when the public notice sign is available to be picked-up.
- If you want to see example variance applications, please see the Agenda page on the City website at https://www.westlakehills.org/ to view the latest ZAPCO, Council and BOA packets.
- All variance applications are first considered by the Zoning and Planning Commission (ZAPCO), which is an advisory commission only. Final action is then determined by either City Council or Board of Adjustment, depending on the type of variance being requested.
- Agenda packets are digital and posted on the website the Friday prior to the meeting by 5pm. Staff will send you a meeting reminder email after the agenda and packet are posted.
- **Applicants or a designated representative are required to attend/speak at each public hearing; otherwise you will risk postponement or denial for no-show. Applicants should keep remarks brief and the typical time allotment is 5 minutes for ZAPCO and 5 – 10 minutes for City Council/BOA. ● Please note ZAPCO is an advisory commission only – final action must be taken by City Council or BOA, depending on the type of variance. If ZAPCO recommends denial, you can still move forward to City Council/BOA unless you decide to withdraw or postpone your variance request.**
- **If City Council/BOA denies your variance, you have to wait one year before you can reapply for the same variance.**
- **If approved by City Council/BOA, variances expire within one year of the approval date if a permit application has not been filed to perform the scope of work related to the variance.**

STAFF NOTES

For Completion by Staff Only

Date public notification letters mailed:

Date of ZAPCO Meeting:

ZAPCO Recommendation:

Date of City Council/BOA Meeting:

City Council/BOA
Action:

Notes:

_____

_____

_____

SPECIAL POWER OF ATTORNEY FORM

KNOW ALL PERSONS BY THIS DOCUMENT that I, Jennifer Bills have made, constituted and appointed Malone Wheeler (Landon McClellan) to be my duly authorized representative in connection with an application dated 11/28/2023, to be heard by the Building Design Committee, Zoning & Planning Commission, and City Council/Board of Adjustment of the City of West Lake Hills, Texas. All representations, whether oral or written, made by the representative in support of the request have the full force and effect of the applicant's approval. I do by this document constitute the above named representative as my true and lawful attorney-in-fact to act in my name, place and stead, to do and perform any act in connection with such application which I myself might perform or do if I was personally present.

City of West Lake Hills/Jennifer Bills
Property Owner/Applicant Name

Property Owner/Applicant Signature

911 Westlake Dr | West Lake Hills | TX | 78746
Street Address | City | State | Zip Code

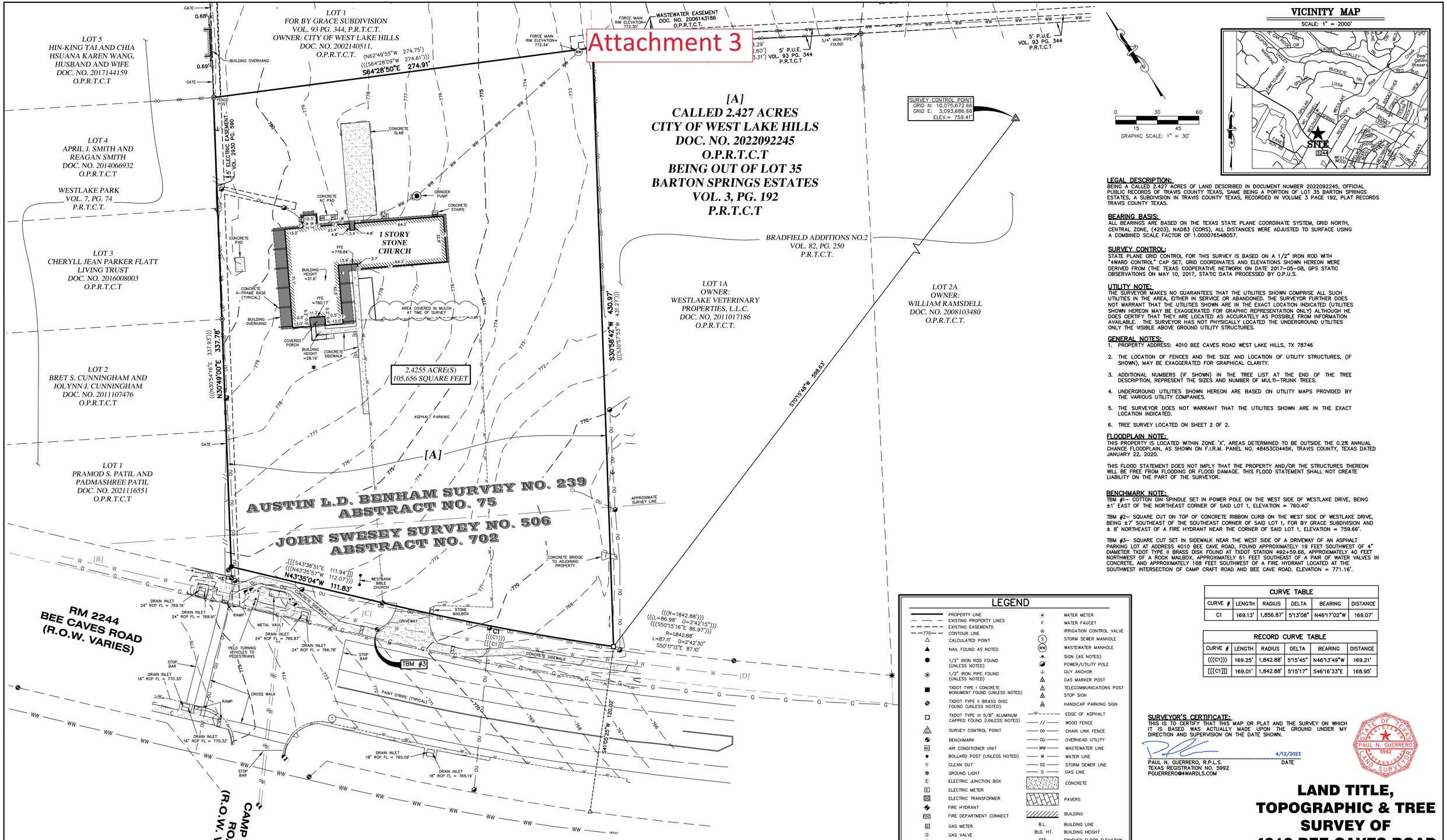
512-37-6838
Property Owner/Applicant Phone Number

This instrument was acknowledged before me on this the 28 day of December, 20 23.

Notary Public in and for the State of Texas

MARK LITTRELL
My Notary ID # 125438016
Expires September 20, 2025

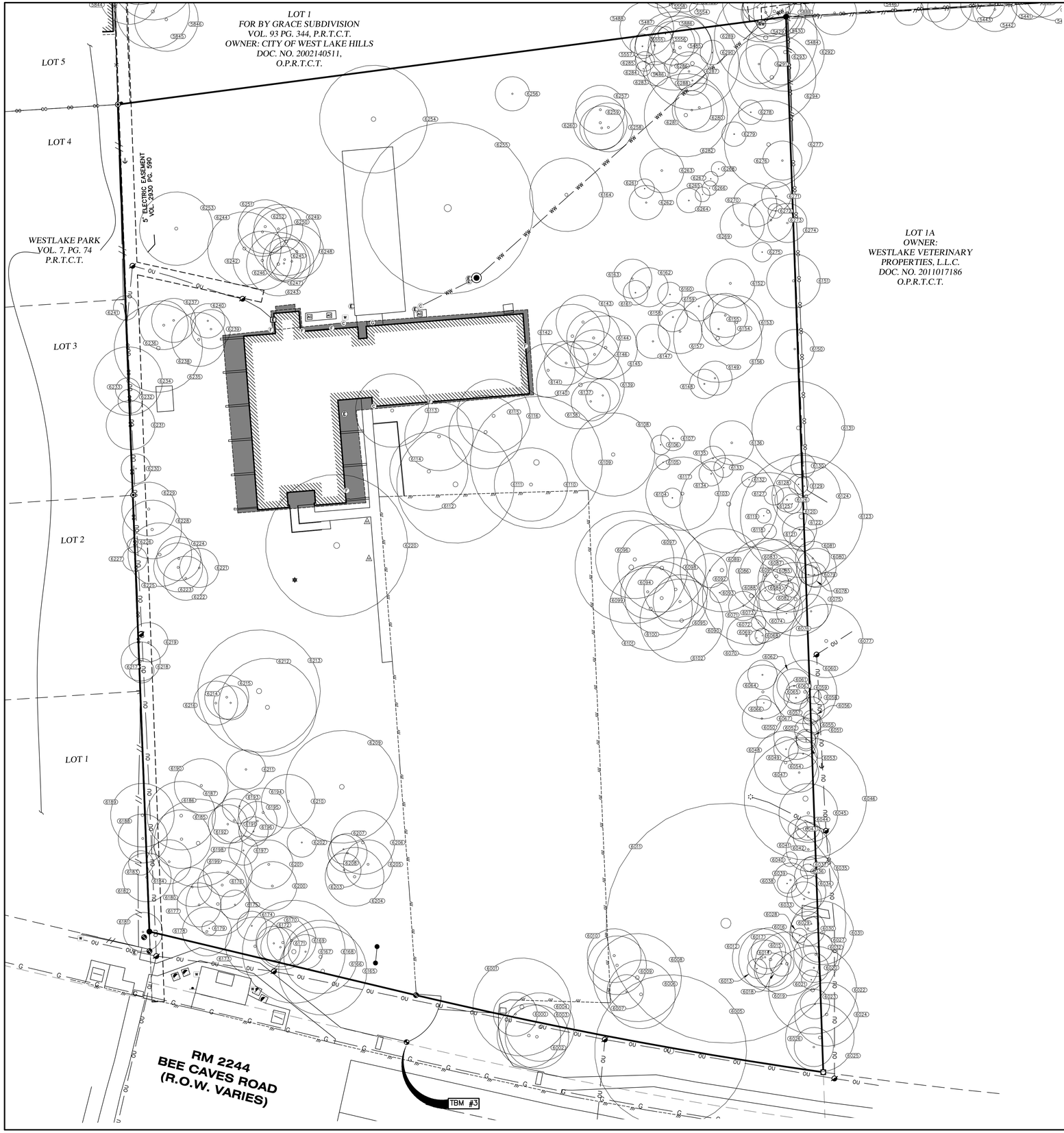
Attachment 3

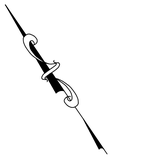


VICINITY MAP

SCALE: 1" = 2000'

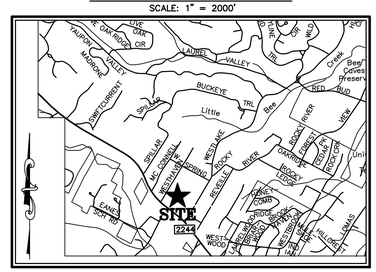
SITE
2244
WEST LAKE HILLS
BEE CAVES ROAD
WESTBANK BIBLE CHURCH
BARTON SPRINGS ESTATES
WESTLAKE PARK
LAUREL VALLEY
BUCKEYE TRL
SPYGLASS
Little
Barton Creek
Bee Cave Preserve
RED BUD
MESA VERDE
SEWELL
ROCKY RIVER
ROCKY COVE
ROCKY RIDGE
ROCKY CREEK
ROCKY HOLLOW
ROCKY CANYON
ROCKY BEND
ROCKY CROSSING
ROCKY POINT
ROCKY TRAIL
ROCKY TOP
ROCKY VIEW
ROCKY KNOLL
ROCKY KNOB
ROCKY CLIFF
ROCKY CT
ROCKY CV
ROCKY CIR
ROCKY PL
ROCKY WAY
ROCKY LN
ROCKY DR
ROCKY RD
ROCKY ST
ROCKY AVE
ROCKY BLVD
ROCKY PKWY
ROCKY TER





VICINITY MAP

SCALE: 1" = 2000'



TREE LIST

NUMBER	DESCRIPTION
6000	9" LIVE OAK
6001	20" LIVE OAK 14-11
6002	13" LIVE OAK
6003	13" LIVE OAK
6004	14" LIVE OAK
6005	31" LIVE OAK 16-16-13
6006	14" LIVE OAK
6007	7" LIVE OAK
6008	18" LIVE OAK 12-11
6009	12" LIVE OAK
6010	11" LIVE OAK
6011	49" LIVE OAK 21-19-19-17
6012	12" LIVE OAK
6013	4" HACKBERRY
6014	7" LIVE OAK
6015	7" HACKBERRY
6016	13" LIVE OAK
6017	7" LIVE OAK
6018	5" HACKBERRY
6019	13" LIVE OAK
6020	6" HACKBERRY
6021	4" LIGUSTRUM
6022	18" CEDAR 9-7-7-4
6023	6" CEDAR
6024	5" HACKBERRY
6025	14" CEDAR 11-5 MULTI
6028	8" LIGUSTRUM MULTI
6027	9" LIGUSTRUM 6-6
6028	3" HACKBERRY
6029	3" HACKBERRY
6030	7" CEDAR 5-4
6031	13" HACKBERRY
6032	6" CEDAR 4-4
6033	7" HACKBERRY
6034	7" CEDAR
6035	9" CEDAR
6036	3" HACKBERRY
6037	3" CEDAR
6038	7" CEDAR ELM
6039	4" CEDAR ELM
6040	3" BUMELIA
6041	9" CEDAR 6-6
6042	6" CEDAR
6043	4" LIGUSTRUM MULTI
6044	5" CEDAR
6045	12" CEDAR 9-6
6046	25" LIGUSTRUM 13-9-6-4-4
6047	8" CEDAR ELM
6048	13" CEDAR ELM 10-6
6049	5" CEDAR ELM
6050	9" CHINA BERRY
6051	4" CEDAR
6052	5" CEDAR
6053	4" CEDAR
6054	6" LIGUSTRUM
6055	4" CEDAR
6056	3" CEDAR
6057	5" CEDAR ELM
6058	3" CEDAR
6059	3" LIGUSTRUM
6060	13" LIGUSTRUM 5-5-4-4-3
6061	5" LIGUSTRUM
6062	7" LIGUSTRUM 4-3-3
6063	5" CEDAR
6064	6" CEDAR ELM
6065	11" LIGUSTRUM 5-3-3-3
6066	3" BUMELIA
6067	8" BUMELIA
6068	3" CEDAR ELM
6069	3" CEDAR ELM
6070	8" CEDAR ELM 6-3
6071	6" LIGUSTRUM 4-4
6072	3" LIGUSTRUM
6073	10" LIVE OAK
6074	4" LIGUSTRUM
6075	15" LIVE OAK
6076	7" CEDAR ELM
6077	15" LIGUSTRUM 6-5-4-4-4
6078	4" CEDAR ELM
6079	5" CEDAR ELM
6080	8" CEDAR ELM
6081	7" CEDAR ELM
6082	3" CEDAR ELM
6083	13" CEDAR ELM
6084	3" CEDAR ELM
6085	5" CEDAR ELM
6086	15" LIVE OAK
6087	5" CEDAR ELM
6088	4" LIGUSTRUM
6089	15" LIVE OAK
6090	20" LIVE OAK
6091	17" LIVE OAK 13-8
6092	7" LIVE OAK STUMP
6093	4" BUMELIA
6094	13" LIVE OAK
6095	11" LIVE OAK
6096	18" LIVE OAK
6097	16" CEDAR ELM
6098	23" CEDAR ELM 17-15
6099	11" LIVE OAK
6100	15" LIVE OAK
6101	17" LIVE OAK
6102	17" LIVE OAK
6103	15" LIVE OAK
6104	4" CEDAR ELM
6105	3" CEDAR ELM
6106	4" CEDAR ELM
6107	5" CEDAR ELM
6108	17" CEDAR ELM 9-9-6
6109	27" LIVE OAK 10-10-9-7-7
6110	15" LIVE OAK
6111	24" LIVE OAK 16-15
6112	16" CEDAR
6113	15" CEDAR ELM
6114	14" CEDAR ELM
6115	15" CEDAR ELM 11-7
6116	15" CEDAR ELM
6117	20" LIVE OAK 13-13
6118	3" CEDAR ELM
6119	3" CEDAR ELM
6120	16" LIVE OAK
6121	5" CEDAR ELM
6122	7" LIGUSTRUM 4-3-3
6123	25" LIVE OAK 17-16
6124	14" LIVE OAK
6125	4" CEDAR ELM
6126	5" LIGUSTRUM 3-3
6127	4" CEDAR ELM
6128	4" CEDAR ELM
6129	4" LIGUSTRUM
6130	5" LIGUSTRUM 4-2
6131	19" CEDAR ELM
6132	3" CEDAR ELM
6133	4" CEDAR ELM
6134	5" CEDAR ELM
6135	5" CEDAR ELM
6136	9" CEDAR ELM
6137	7" LIVE OAK
6138	8" LIVE OAK
6139	18" LIVE OAK 11-10-4
6140	11" LIVE OAK
6141	9" LIVE OAK
6142	13" LIVE OAK
6143	11" LIVE OAK
6144	11" LIVE OAK
6145	13" LIVE OAK
6146	10" LIVE OAK
6147	7" CEDAR ELM
6148	6" CEDAR ELM
6149	7" CEDAR ELM
6150	8" CEDAR ELM
6151	11" HACKBERRY
6152	10" CEDAR ELM
6153	11" LIVE OAK
6154	9" CEDAR ELM
6155	7" LIVE OAK
6156	18" LIVE OAK 10-10-6
6157	9" CEDAR ELM
6158	6" CEDAR ELM
6159	6" CEDAR ELM
6160	5" CEDAR ELM
6161	5" CEDAR ELM
6162	8" CEDAR ELM
6163	8" LIVE OAK
6164	15" CEDAR ELM
6165	18" LIVE OAK
6166	15" LIVE OAK
6167	7" LIVE OAK
6168	21" LIVE OAK 15-11
6169	10" LIVE OAK
6170	11" LIVE OAK
6171	8" LIVE OAK
6172	7" LIVE OAK
6173	12" LIVE OAK
6174	6" LIVE OAK
6175	6" LIVE OAK
6176	13" LIVE OAK
6177	9" LIVE OAK
6178	10" LIVE OAK
6179	3" LIGUSTRUM
6180	8" LIVE OAK
6181	8" CEDAR
6182	10" LIGUSTRUM
6183	5" LIGUSTRUM
6184	9" CEDAR
6185	12" LIVE OAK
6186	18" LIVE OAK 14-7
6187	14" LIVE OAK
6188	10" LIGUSTRUM
6189	13" LIGUSTRUM 9-7
6190	11" LIVE OAK
6191	8" LIVE OAK
6192	9" LIVE OAK
6193	7" LIVE OAK
6194	10" CEDAR
6195	8" CEDAR
6196	6" LIVE OAK
6197	6" LIVE OAK
6198	10" LIVE OAK
6199	10" LIVE OAK
6200	10" LIVE OAK
6201	10" LIVE OAK
6202	6" LIVE OAK
6203	7" LIVE OAK
6204	12" LIVE OAK
6205	10" LIVE OAK
6206	13" LIVE OAK
6207	8" LIVE OAK
6208	6" LIVE OAK
6209	23" LIVE OAK 17-11
6210	11" LIVE OAK
6211	8" CEDAR
6212	20" LIVE OAK
6213	25" LIVE OAK 13-12-11
6214	7" LIVE OAK
6215	9" LIVE OAK
6216	9" LIVE OAK
6217	5" LIGUSTRUM
6218	8" CHINA BERRY 6-4
6219	8" HACKBERRY
6220	29" LIVE OAK 20-17
6221	8" LIVE OAK
6222	9" LIVE OAK
6223	10" LIVE OAK
6224	9" LIVE OAK
6225	13" LIVE OAK
6226	3" LIGUSTRUM MULTI
6227	5" LIGUSTRUM 3-3
6228	12" LIVE OAK
6229	11" LIVE OAK
6230	6" HACKBERRY 4-3
6231	10" LIGUSTRUM 5-4-3-3
6232	5" LIGUSTRUM MULTI
6233	5" LIGUSTRUM MULTI
6234	14" LIVE OAK
6235	18" CEDAR ELM
6236	10" LIVE OAK 7-6
6237	9" LIVE OAK
6238	11" LIVE OAK
6239	8" LIVE OAK
6240	7" LIVE OAK
6241	5" HACKBERRY
6242	12" LIVE OAK
6243	13" LIVE OAK 10-6
6244	15" CEDAR ELM 10-10
6245	7" LIVE OAK
6246	9" LIVE OAK
6247	9" LIVE OAK
6248	11" LIVE OAK
6249	14" LIVE OAK
6250	10" LIVE OAK
6251	11" LIVE OAK
6252	10" LIVE OAK
6253	15" CEDAR ELM
6254	22" LIVE OAK
6255	35" LIVE OAK 18-15-19
6256	7" MESQUITE 4-3-3
6257	10" LIVE OAK
6258	10" LIVE OAK
6259	9" LIGUSTRUM 4-4-3-3
6260	11" LIVE OAK
6261	4" CEDAR ELM
6262	7" CEDAR ELM
6263	9" CREPE MYRTLE 5-4-4
6264	5" CEDAR ELM
6265	3" CREPE MYRTLE
6266	3" CREPE MYRTLE
6267	3" CEDAR ELM
6268	3" CEDAR ELM
6269	9" CEDAR ELM 6-6
6270	8" CEDAR ELM
6271	6" CEDAR ELM
6272	3" CEDAR ELM
6273	9" CEDAR ELM
6274	8" CEDAR ELM
6275	4" CEDAR ELM
6276	8" CEDAR ELM
6277	18" CEDAR ELM 13-9
6278	5" CEDAR ELM
6279	5" CREPE MYRTLE 3-3
6280	10" CEDAR ELM
6281	8" CEDAR ELM 6-3
6282	17" LIVE OAK 12-9
6283	5" LIVE OAK
6284	3" CEDAR ELM
6285	4" LIVE OAK
6286	3" LIVE OAK
6287	8" LIGUSTRUM 4-4-4
6288	6" LIGUSTRUM 4-4
6289	19" LIVE OAK 13-11
6290	5" CEDAR ELM
6291	8" LIGUSTRUM 5-3-3
6292	16" HACKBERRY
6293	8" LIGUSTRUM 6-3
6294	18" CEDAR ELM 13-9

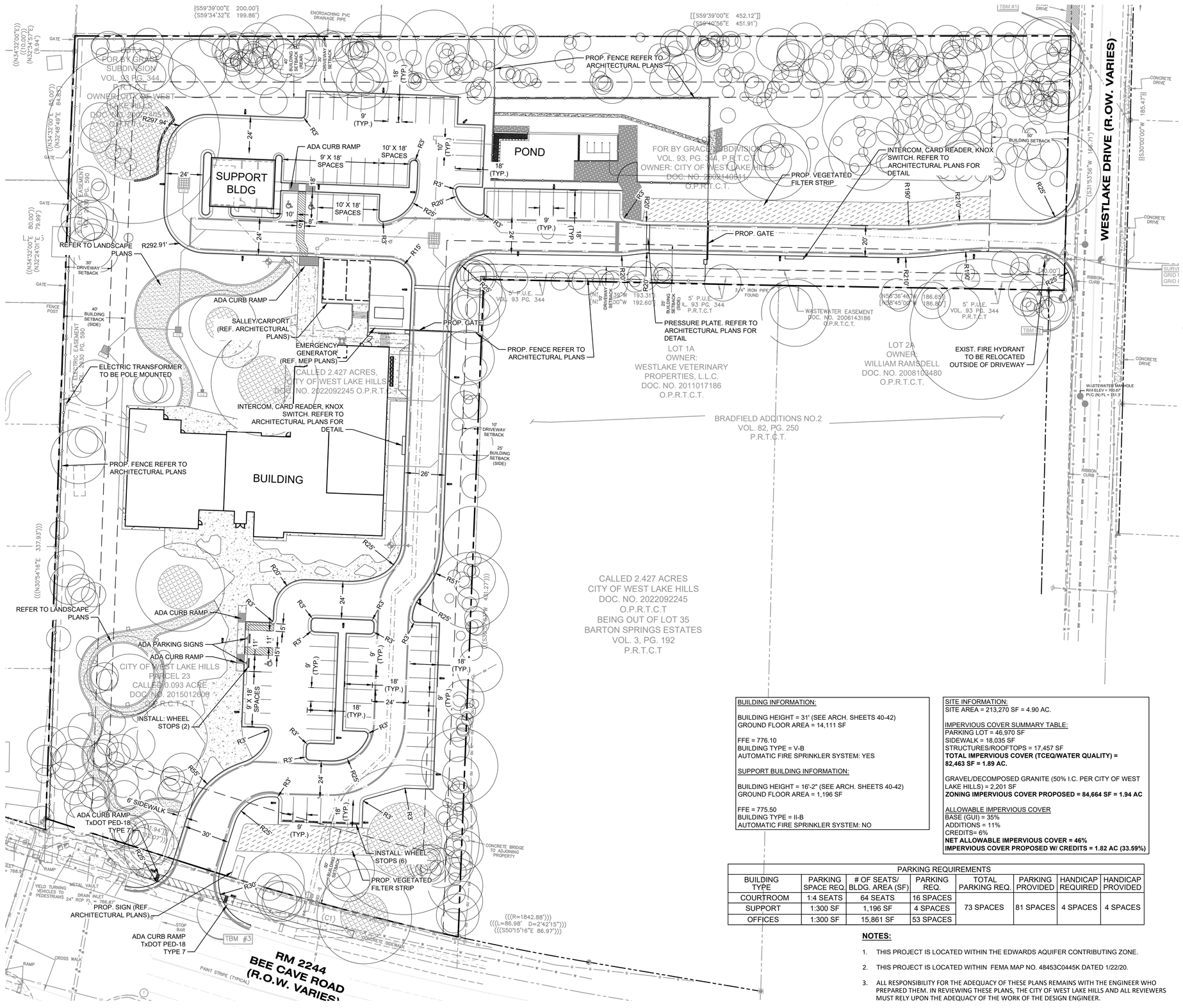
TREES LABELED AD* APPEAR DEAD

DETAIL PAGE

4WARD Land Surveying
A Limited Liability Company
PO Box 90876, Austin Texas 78709
WWW.4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174300

Date:	4/12/2023
Project:	00604
Scale:	1" = 20'
Reviewer:	PG
Tech:	DK
Field Crew:	MW/AC
Survey Date:	MAR. 2023
Sheet:	2 OF 2

P:\00604\Dwg\00604_CHURCH TRACT.dwg



NOTES:

1. THIS PROJECT IS A TYPE 3 DEVELOPMENT.
2. NO CONCENTRATED STORMWATER FLOWS WILL LEAVE THIS LOT ONTO ADJACENT PROPERTIES, UNLESS THEYDISCHARGE DIRECTLY INTO AN APPROVED CHANNEL THAT IS WITHING A DRAINAGE EASEMENT.
3. NO FENCES OR STRUCTURES ARE ALLOWED ACCROSS ANY DRAINAGE EASEMENT.
4. PER TPDES GENERAL PERMIT NO. 150000, DISTURBED AREAS ON WHICH CONSTRUCTION ACTIVITIES HAVE CEASED (TEMPORARILY OR PERMANENTLY) SHALL BE STABILIZED WITHIN 14 DAYS UNLESS ACTIVITY RESUMES WITHIN 21 DAYS.
5. THE OWNER OF THE PROPERTY IS RESPONSIBLE FOR CLEANING AND REMOVING ALL SEDIMENT THAT IS WASHED FROM THE SITE IN DEDICATED STREETS, ALLEYS, WATERWAYS, OR OTHER PROPERTIES.
6. STRIPPING OF VEGETATION FROM PROJECT SITES SHALL BE PHASED SO AS TO EXPOSE THE MINIMUM AMOUNT OF AREA TO SOIL EROSION FOR THE SHORTEST POSSIBLE PERIOD OF TIME PER THE WEST LAKE HILLS DRAINAGE AND EROSION CONTROL DESIGN MANUAL SEC. 7.1(I).
7. ALL DIMENSIONS ARE FROM EDGE OF PAVEMENT TO FACE OF CURB, UNLESS OTHERWISE NOTED.
8. ACCESSIBLE ROUTES SHALL COMPLY WITH THE TEXAS ACCESSIBILITY STANDARDS ("T.A.S.")
   - 8.1. RUNNING SLOPES ON ACCESSIBLE ROUTES MAY NOT EXCEED 1:20 UNLESS DESIGNED AS A RAMP.
   - 8.2. CROSS SLOPES ON ACCESSIBLE ROUTES MAY NOT EXCEED 1:48.
   - 8.3. CURB RAMPS SHALL NOT EXCEED A 1:12 SLOPE.
   - 8.4. LANDING PADS AND DOOR MANEUVERING AREAS SHALL NOT EXCEED 2% IN ANY DIRECTION. DOOR MANEUVERING AREAS ARE PER T.A.S. 404.2.4.
9. THE FIRE LANE MUST REMAIN CLEAR OF ALL TEMPORARY OR PERMANENT OBSTRUCTIONS AT ALL TIMES.
10. DRIVEWAY TO BE JOINTED, REINFORCED PORTLAND CEMENT CONCRETE. SEE GEOTECHNICAL PAVEMENT RECOMMENDATIONS FOR PAVEMENT THICKNESSES ON SHEET 02.
11. ALL EXTERIOR LIGHTING WILL BE HOODED OR SHIELDED FROM THE VIEW OF
12. SCREENING FOR SOLID WASTE COLLECTION AND LOADING AREAS SHALL BE THE SAME AS, OR OF EQUAL QUALITY TO, PRINCIPAL BUILDING MATERIALS
13. GAS, TELECOM, AND ELECTRICAL IMPROVEMENTS ARE SHOWN SCHEMATICALLY. FINAL DESIGN WILL BE PROVIDED BY THE DRY UTILITY SERVICE PROVIDER.
14. REFER TO LANDSCAPE PLANS FOR REVEGETATION OF THE SITE.
15. REFER TO LANDSCAPE PLANS FOR COURTYARD IMPROVEMENTS.
16. CONTRACTOR TO FIELD VERIFY LOCATION OF ALL EXISTING UTILITIES
17. ALL OF FIRE APPARATUS ACCESS ROADS SHALL BE PAINTED RED AND BE CONSPICUOUSLY AND LEGIBLY MARKED WITH THE WARNING "FIRE LANE - TOW AWAY ZONE" IN WHITE LETTERS AT LEAST THREE INCHES TALL, AT INTERVALS NOT EXCEEDING 35 FEET.

BUILDING INFORMATION:

BUILDING HEIGHT = 31' (SEE ARCH. SHEETS 40-42)
GROUND FLOOR AREA = 14,111 SF

FFE = 776.10
BUILDING TYPE = V-B
AUTOMATIC FIRE SPRINKLER SYSTEM: YES

SUPPORT BUILDING INFORMATION:

BUILDING HEIGHT = 16'-2" (SEE ARCH. SHEETS 40-42)
GROUND FLOOR AREA = 1,196 SF

FFE = 775.50
BUILDING TYPE = II-B
AUTOMATIC FIRE SPRINKLER SYSTEM: NO

SITE INFORMATION:
SITE AREA = 213,270 SF = 4.90 AC.

IMPERVIOUS COVER SUMMARY TABLE:
PARKING LOT = 46,970 SF
SIDEWALK = 18,035 SF
STRUCTURES/ROOFTOPS = 17,457 SF
TOTAL IMPERVIOUS COVER (TCEQ/WATER QUALITY) = 82,463 SF = 1.89 AC.

GRAVEL/DECOMPOSED GRANITE (50% I.C. PER CITY OF WEST LAKE HILLS) = 2,201 SF
ZONING IMPERVIOUS COVER PROPOSED = 84,664 SF = 1.94 AC

ALLOWABLE IMPERVIOUS COVER
BASE (GUI) = 35%
ADDITIONS = 11%
CREDITS= 6%
NET ALLOWABLE IMPERVIOUS COVER = 46%
IMPERVIOUS COVER PROPOSED W/ CREDITS = 1.82 AC (33.59%)

PARKING REQUIREMENTS

BUILDING TYPE	PARKING SPACE REQ.	# OF SEATS/ BLDG. AREA (SF)	PARKING REQ.	TOTAL PARKING REQ.	PARKING PROVIDED	HANDICAP REQUIRED	HANDICAP PROVIDED
COURTROOM	1:4 SEATS	64 SEATS	16 SPACES	73 SPACES	81 SPACES	4 SPACES	4 SPACES
SUPPORT	1:300 SF	1,196 SF	4 SPACES				
OFFICES	1:300 SF	15,861 SF	53 SPACES				

NOTES:

1. THIS PROJECT IS LOCATED WITHIN THE EDWARDS AQUIFER CONTRIBUTING ZONE.
2. THIS PROJECT IS LOCATED WITHIN FEMA MAP NO. 48453C0445K DATED 1/22/20.
3. ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARED THEM. IN REVIEWING THESE PLANS, THE CITY OF WEST LAKE HILLS AND ALL REVIEWERS MUST RELY UPON THE ADEQUACY OF THE WORK OF THE DESIGN ENGINEER.

811
Know what's **below**.
Call before you dig.

NO.	DATE	REVISION	BY

THE CITY OF WEST LAKE HILLS
CITY HALL AND POLICE FACILITY
WEST LAKE HILLS, TEXAS

SITE PLAN

MALONE★WHEELER INC. SINCE 1995
CIVIL ENGINEERING ★ DEVELOPMENT CONSULTING ★ PROJECT MANAGEMENT
5113 Southwest Pkwy, Suite 260
Austin, Texas 78735
Phone: (512) 899-0600 Fax: (512) 899-0655
Firm Registration No. F-766

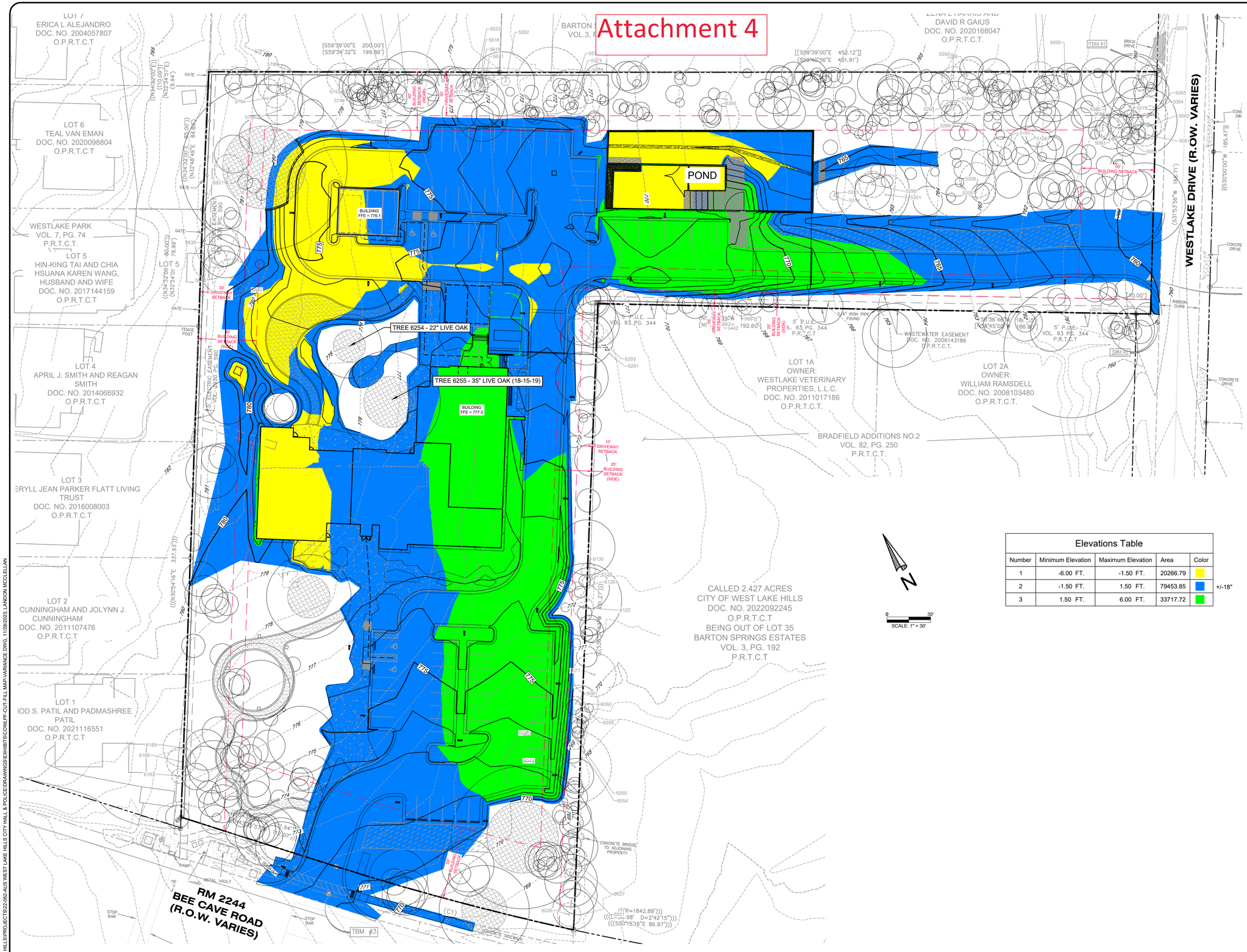
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DESIGN BY :	TD
CHECKED BY :	LM
APPROVED BY :	LM
DATE :	11/27/2023

SHEET 13
OF 42

P:\CITY OF WEST LAKE HILLS\PROJECTS\22-062-AUS WEST LAKE HILLS CITY HALL & POLICE\DRAWINGS\PLANSET\15 SITE PLAN.DWG, 11/27/2023, TAYLOR DEMERCADO

Attachment 4



Elevations Table				
Number	Minimum Elevation	Maximum Elevation	Area	Color
1	-6.00 FT.	-1.50 FT.	20266.79	
2	-1.50 FT.	1.50 FT.	79453.85	+/-18"
3	1.50 FT.	6.00 FT.	33717.72	

CITY OF WEST LAKE HILLS

CITY HALL AND POLICE FACILITY
SITE DISTURBANCE VARIANCE EXHIBIT

MALONE★WHEELER SINCE INC.1995
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5113 Southwest Pkwy, Suite 260
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Phone: (512) 899-0601 Fax: (512) 899-0655
Firm Registration No. F-786

F:\CITY OF WEST LAKE HILLS\PROJECTS\22-062-AUS WEST LAKE HILLS CITY HALL & POLICE\DRAWINGS\EXHIBITS\CO\VLPF-CUT-FILL MAP-VARIANCE DWG, 11/28/2023, LANDON MCCLELLAN