



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, January 10, 2024 at 7:00 PM

Notice is hereby given that the City Council of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 10th day of January 2024 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 at <https://us02web.zoom.us/j/3499549035>
Or 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 January 10, 2024.

1. **Call to Order**
2. **Citizen Communications** The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.
3. **Ceremonial** Administer Oath of Office to Police Officer Michele Fox.
4. **Consent Agenda** All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
 - a. Approval of the December 13, 2023 Regular Meeting Minutes.
 - b. **701 S. Capital of Texas Highway** - Approval of an amendment to the Uniform Sign Agreement for Building E in the Villages of Westlake shopping center and approve the sign for Sephora at E-510 (Section 32.02.001 of the West Lake Hills Code). Applicant Jennifer Garcia, Liberty Signs.

5. Administration Discuss and consider approving a Task Order Contract with Walter P Moore Engineering for Wastewater Collection System Model Development and Capacity Analysis and authorizing the City Administrator to execute the same.
6. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess into Executive Session (closed meeting) to discuss the following:
 - a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. the following:
 1. Jaffe - 1405 Wildcat Hollow;
 2. Alvarez - 1505 Wildcat Hollow;
 3. Lambert - 1600 Westlake Drive; and
 4. 1836 Real Estate, LLC - 707 Butler Cove.
 - b. Section 551.072 - Deliberations about real property regarding existing municipal offices located at 911 Westlake Drive.
7. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney and deliberation about real property.
8. Adjournment

Approved by: Linda Anthony, Mayor

Certificate

I certify that the above Notice of the January 10, 2024 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, January 5, 2024 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Terry Blanchard, City Secretary

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

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

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

1. Call to Order

With a quorum present, Mayor Anthony called the meeting to order at 7:15 p.m.

CITY COUNCIL PRESENT:

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

CITY STAFF PRESENT:

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

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

Mayor Anthony opened the meeting for public comments. City Attorney Patty Akers was recognized for her upcoming retirement. **Hearing no other comments, the public comment section was closed.**

3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
- a. Approval of the November 21, 2023 Regular Meeting Minutes.
 - b. Approval of the December 6, 2023 Joint Special Meeting Minutes.
 - c. Approval of the 2024 ZAPCO meeting schedule and timelines for the application process.
 - d. Approval of an Interlocal Agreement with Travis County Emergency Services District (ESD) No. 9 and the City of West Lake Hills for enforcement of the City of West Lake Hills, Texas fire code.

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

4. Land Use 434 Brady Lane - Discuss and consider action on proposed variances for the removal of two (2) trees with trunk diameters of 14 inches or greater, a double trunk 14"/19" live oak and an 18" live oak (Section 22.03.304 of the West Lake Hills Code). Applicant Monte Janssen, J5 Homes, LLC.

- Tree # 323 - Double trunk 14" / 19" Live Oak; and
- Tree # 325 - 18" Live Oak.

Director Bills gave a brief summary. Monte Janssen (builder) and Thomas Finsberg (prospective buyer) gave brief statements and answered Council questions.

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

5. Land Use 5001 Jeffery Place - Discuss and consider action on variances for 1. A 7-foot encroachment for a fence in a 20-foot fence setback, and 2. To allow 0% transparency, where 80% is required on a corner lot (Section 22.03.173 and Section 22.03.275 of the West Lake Hills Code). Applicants: Huang Lung Wang (Victor) & Elisa Jiang, Property Owners

Director Bills gave a brief summary. Victor Wang and Elisa Jiang (property owners) gave a presentation to Council and answered questions. They stated that the fence transparency request was revised to allow 20% transparency instead of the 0% originally requested.

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

6. Ordinance Discuss and consider action on the approval of Ordinance 2023-013 to adopt a Subdivision Checklist, as required by House Bill 3699, codified in Texas Local Government Code Section 212.0081.
- a. Public Hearing - All persons wishing to speak for or against shall be heard

Director Bills gave a brief summary. Mayor Anthony opened the public hearing for comments. Hearing none, the public hearing was closed.

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

7. Administration Discuss and consider action to approve a Guaranteed Maximum Price (GMP) with SpawGlass for the construction of the new municipal offices to be located at 4010 Bee Cave Road, and authorization for the City Administrator to execute any change orders up to the contingency amount.

City Administrator Fletcher gave a presentation to Council regarding the GMP. Stephen Karp, Tyler Wenzel and Don Greer assisted with the presentation and were available to answer questions.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Walker, the Council voted five (5) for and none (0) opposed to approve a Guaranteed Maximum Price (GMP) with SpawGlass for the construction of the new municipal offices to be located at 4010 Bee Cave Road, and authorize the City Administrator to execute and change orders up to the contingency amount (with the existing \$50,000 cap limit). Motion carried.

Mayor Anthony summarized the contingency approval process as follows:

- Any items authorized with City Administrator approval will be reported on the Consent Agenda.
- Any items exceeding the City Administrator's authority will be brought to Council as an action item.

8. Administration Discussion and update on bond items regarding Proposition B (street and drainage projects).

City Administrator Fletcher reviewed the bid schedule with Council. All easements have been acquired. CivCast will be used for the bid process. Two advertisements will be published in January with bids due by February 1, 2024. Recommendations will be made to Council at their February 14, 2024 meeting for consideration. Notice to Proceed should be issued in early April 2024. Camp Craft will be scheduled for summer 2024 while school is not in session.

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

Council convened into Executive Session at 8:54 p.m.

10. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney.

Council reconvened in Open Session at 9:15 p.m. No action was taken.

11. Adjournment

MOTION: Upon a motion made by Councilmembers Walker and Plunkett with a second by Councilmember Vaughan, the Council voted five (5) for and none (0) opposed to adjourn the meeting at 9:15 p.m. Motion carried.

Respectfully submitted,

LINDA ANTHONY, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on _____, 20____.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	January 10, 2024	Item Number:	
	Building and Development		
Department:	Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

701 S. Capital of Texas Highway – Consider action to approve an amendment to the Uniform Sign Agreement for Building E in the Villages of Westlake shopping center and approve the sign for Sephora at E-510. (Section 32.02.001 of the West Lake Hills Code).

Applicant: Jennifer Garcia, Liberty Signs

Recommendation

Staff recommend approval.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Westlake Retail LP

Legal Description: Loop 360/RM 2244 Center, Lot 1

Lot Size: 48.0955 acres

Zoning: B-3 – Business 3

The properties surrounding the subject property are zoned O, Office; R-1, One-Family, and GUI, Government, Utility and Institutional.

Background & Analysis:

The applicant is requesting an amendment (Attachment 1) to the Uniform Sign Agreement for wall signage on Building E.

The approved USA (Attachment 2) has standards that apply to all signs, and then specific size and number allowances for different buildings. For the entire site, signs cannot exceed more than 90% of the length of the façade and no sign can be larger than 95 square feet.

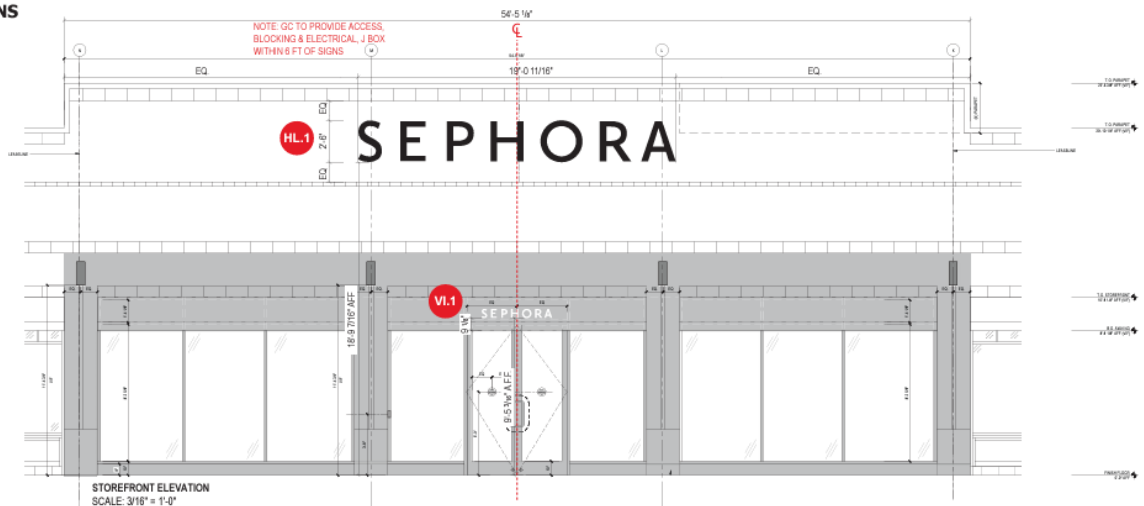
For Building E, the approved and proposed standards are listed:

Tenant Space Size	Approved USA	Proposed Amendment
Under 4,000 sf	24 square feet up to 18 inches height	24 square feet, 18 inches height
4,000 sf – 6,500 sf	24 square feet up to 18 inches height	50 square feet, 30 inches height
4,000 sf – 6,500 sf and tower element	N/A	50 square feet total for two signs, 30 inches height
Over 6,500 sf and tower element	75 square feet total for two signs up to 18 inches height	75 square feet total for two signs up to 30 inches height

The storefronts for Building E face internal to the site/parking lot and are not visible from the street or adjacent properties.

This amendment addresses requirements for the proposed Sephora sign (Attachment 3).

STOREFRONT ELEVATIONS



Outdoor Lighting

Outdoor lighting will comply with the Uniform Sign Agreement and City codes.

Compliance with Adopted International Building Code

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

Subdivision

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

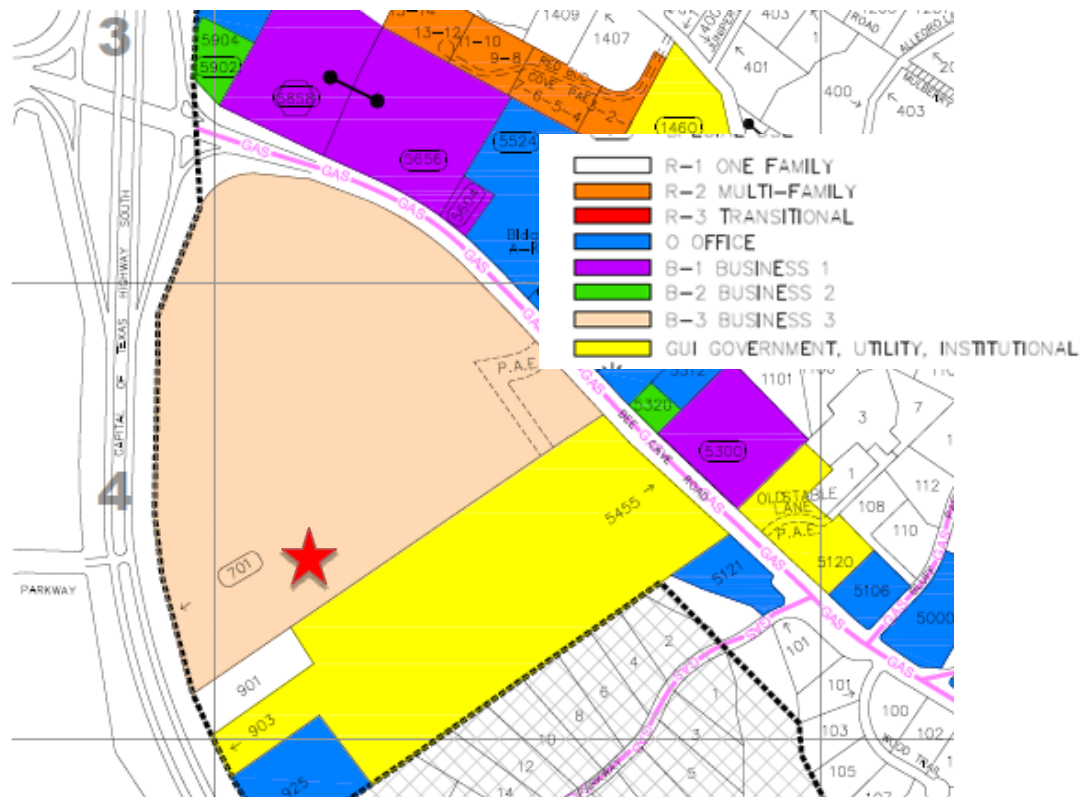
Comprehensive Planning Analysis

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

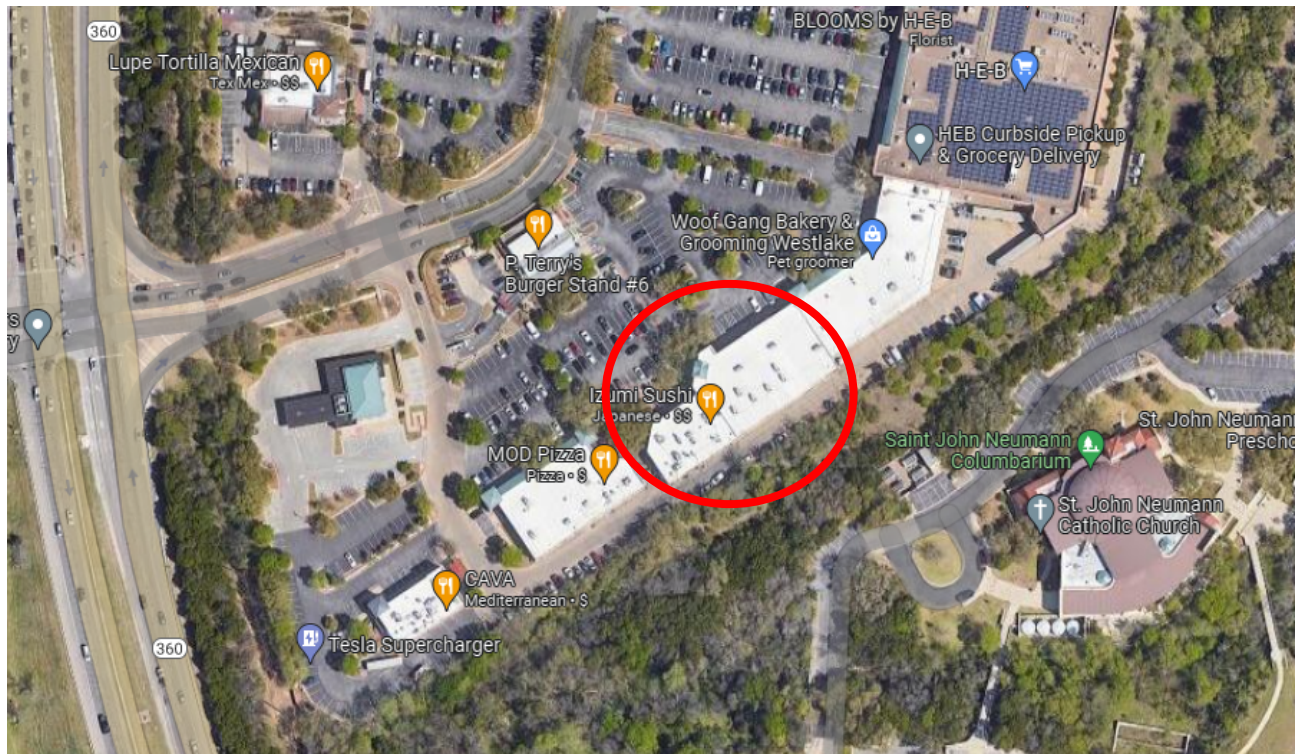
Links to Relevant Code:

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

Zoning:



Aerial:



VILLAGE AT WESTLAKE UNIFORM SIGNAGE CRITERIA

I. GENERAL TENANT SIGNAGE CRITERIA

- A. Signs shall be individual channel letters, open to the back wall, internally illuminated with white LED's to match the color of 6500 white neon.
- B. Each tenant may use an individual style of lettering, subject to landlord's approval.
- C. Sign letters shall be constructed of .090 aluminum and painted.
- D. Sign colors to be compatible with building architectural design and approved by landlord.
- E. Sign letter depth shall be 3 inches. Signs shall be mounted with two inches of clearance between the back of the letters and the masonry face.
- F. The advertising and informative content of all exterior tenant signage except as expressly provided herein shall be limited to letters designating the store name and as long as it does not conflict with the architectural character of the shopping center (determined by landlord) a crest, shield or logo which shall be subject to the constraints of one letter.
- G. The maximum overall length of signs, except as provided herein, shall not exceed 75% of the storefront width (or in the case of architectural tower signage, 90% of the tower width.) In no case shall any sign or portion of any sign extend beyond 75% of the storefront (or building wall length) of the tenant's lease premises without landlord's approval. Where allotted, fascia length is less than the storefront width (as at corners), the sign shall be no longer than 90% of the applicable fascia length, without landlord's approval.
- H. Formula to calculate square footage of the sign:
 - 1. Calculate area of each letter as follows:
Height of letter (in inches) squared X .75.
 - 2. Sum the areas of the individual letters from (a).
 - 3. Divide the sum from (b) by 144.
- I. Maximum area of any sign is 95 square feet.
- J. Color samples are attached to be used for verification purposes.

K. APPROVED (UNIVERSAL) COLORS:

PMS 153U (burnt orange)
PMS 4625U (dark brown)
PMS 3305U (dark green)
PMS 484U (dark red)
PMS 7506U (cream/white)
Hexachrome Black

- L. All tenants shall submit design drawings of their signage to landlord for landlord's approval and shall be subject to compliance to The Village at Westlake sign criteria approved by the City of West Lake Hills.

II. TENANT IDENTIFICATION SIGNAGE CRITERIA BY BUILDING

- A. General Provisions. Except as otherwise provided herein, each tenant shall be limited to one sign containing the name of the business and is subject to the following conditions: **Any exceptions will need to be approved by Landlord**

1. If the total number of letters in tenant's sign is ≤ 14 letters, the tenant may utilize up to 18" high letters.
2. If the total number of letters in tenant's sign is 15-20 letters, the tenant may utilize up to 15" high letters.
3. If the total number of letters in tenant's sign is 21-32 letters, the tenant may utilize up to 12" letters.
4. The greater of 1 letter for each word in tenant's sign, or 2 letters, may be up to 9" higher than otherwise allowed for total number of letters.
5. The sign area (surface area) of a sign shall not exceed 24 square feet.

- B. Special Provisions. The special provisions are subject to landlord's approval on a case-by-case basis and in no event shall the total square feet of any one sign exceed 95 square feet.

1. **Building A.** If a tenant leases over 5,000 sq. ft. and leases the tower element, tenant may have a) up to 18" high letters for up to two signs (if two sides of the leased storefront face the interior of the site) with not more than 32 letters for the two signs combined; or b) up to 24" high letters but not more than 48 sq. ft. of sign area for the two signs combined for alternative "b".
2. **Building C.** If a tenant leases 35,000 sq. ft. or more, the tenant may have up to 24" high letters for one sign and the sign may also contain the nature of tenant's business (≤ 12 letters), tenant's logo and tenant's name.

3. **Building E.**

If a Tenant leases 4,000 sq. ft or more, the tenant may have up to 30" max letter height for one sign and the sign may also contain the nature of the tenant's business (< 12 letters), Tenant's logo and Tenant's name, but not more than 50sq ft of sign area. If a tenant leases 4,000sq ft or more and leases the tower element, the tenant may have one sign on the exterior of each of two sides of the leased premises that are visible from the interior of the site. If a tenant leases 6,500sq. ft. or more and leases the tower element, the tenant may have a) up to two signs with up to 30" high letters but not more than 75sq ft of sign area for the two signs combined.

4. **Building F, (G).** If a tenant leases the space facing loop 360, the tenant may have one sign with up to 24" high letters on the side facing loop 360, and one other sign on the side of Building F, (G) facing building H, (J) so long as the sign sq. ft. of the two signs combined does not exceed 48 sq. ft. per tenant.
5. **Building H.** One tenant leasing the entire building may have signs as permitted in II.A, but a sign on three sides of the building shall be allowed.
6. **Buildings J, K.** A tenant may have signs on two sides of the building as long as the total sq. ft. of the two signs combined does not exceed 60 sq. ft. with a maximum individual letter height of 38". The signs may also contain the nature of tenant's business and tenant's logo.
7. **Buildings L, M.** A tenant may have signs on two sides of the building as long as the total sq. ft. of the two signs combined does not exceed 48 sq. ft. with a maximum individual letter size of 36". The signs may also contain the nature of tenant's business and tenant's logo. One wood sign may also be included on the building entry side as part of one of the two signs allowed (with total signage sq. ft. still limited to 48 sq. ft.)
8. **Building N, (Q).** If a tenant leases the front corner closest to to building M, (P), the tenant may have 2 signs per tenant, one facing building M, (P), the other at the front of building N, (Q).
9. **Building P.** If a tenant leases 20,000 sq. ft. or more, the tenant may have two signs with letters up to 30" high for one sign, and up to 30" for a second sign on a different side of the building visible from the interior of the site. The sign may also include the nature of tenant's business (<=12 letters) and tenant's logo.

III. TENANT ADDRESS SIGNAGE CRITERIA

Standard vinyl applied address numerals/letters for identification of tenant's space and hours of operation shall be allowed on tenant's storefront. Numeral/letter height shall be 4". Color to be silver, gold leaf or white.

IV. TENANT SERVICE ENTRY SIGN CRITERIA

Tenant identification on rear or side service doors shall be 5" in height and the color shall be black.

Approved:

City of West Lake Hills, TX

Mayor Linda Anthony

Westlake Retail Limited Partnership
dba WLR Limited Partnership

By: LaSalle Investment Management, Inc., its Authorized Agent

By:



1/3/24

Name:

Colin Bearden

Title:

Senior Vice President

VILLAGE AT WESTLAKE UNIFORM SIGNAGE CRITERIA

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- F. The advertising and informative content of all exterior tenant signage except as expressly provided herein shall be limited to letters designating the store name and as long as it does not conflict with the architectural character of the shopping center (determined by landlord) a crest, shield or logo which shall be subject to the constraints of one letter.
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- B. Special Provisions. The special provisions are subject to landlord's approval on a case-by-case basis and in no event shall the total square feet of any one sign exceed 95 square feet.

1. **Building A.** If a tenant leases over 5,000 sq. ft. and leases the tower element, tenant may have a) up to 18" high letters for up to two signs (if two sides of the leased storefront face the interior of the site) with not more than 32 letters for the two signs combined; or b) up to 24" high letters but not more than 48 sq. ft. of sign area for the two signs combined for alternative "b".
2. **Building C.** If a tenant leases 35,000 sq. ft. or more, the tenant may have up to 24" high letters for one sign and the sign may also contain the nature of tenant's business (≤ 12 letters), tenant's logo and tenant's name.
3. **Building E.** If a tenant leases 4,000 sq. ft. or more and leases the tower element, the tenant may have one sign on the exterior of each of two sides of the leased premises that are visible from the interior of the site. If a tenant leases 6,500 sq. ft. or more and leases the tower element, the tenant may have a) up to two signs with up to 24" high letters but not more than 75 sq. ft. of sign area for the two signs combined.

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9. **Building P.** If a tenant leases 20,000 sq. ft. or more, the tenant may have two signs with letters up to 30" high for one sign, and up to 30" for a second sign on a different side of the building visible from the interior of the site. The sign may also include the nature of tenant's business (<=12 letters) and tenant's logo.

III. TENANT ADDRESS SIGNAGE CRITERIA

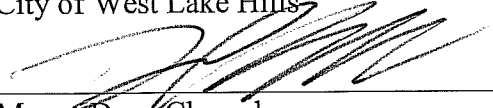
Standard vinyl applied address numerals/letters for identification of tenant's space and hours of operation shall be allowed on tenant's storefront. Numeral/letter height shall be 4". Color to be silver, gold leaf or white.

IV. TENANT SERVICE ENTRY SIGN CRITERIA

Tenant identification on rear or side service doors shall be 5" in height and the color shall be black.

Approved:

City of West Lake Hills



Mayor Dave Claunch

Westlake Retail Limited Partnership
dba WLR Limited Partnership

By: LaSalle Investment Management, Inc., its Authorized Agent

By: 

Name: Colin Bearden

Title: Sr. Property Manager

CONCEPTUAL STOREFRONT RENDERING

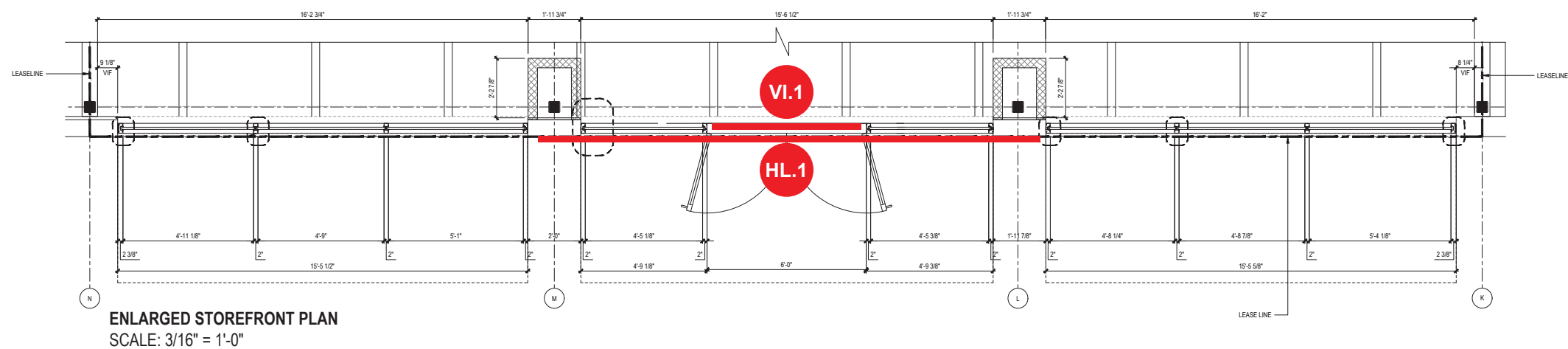
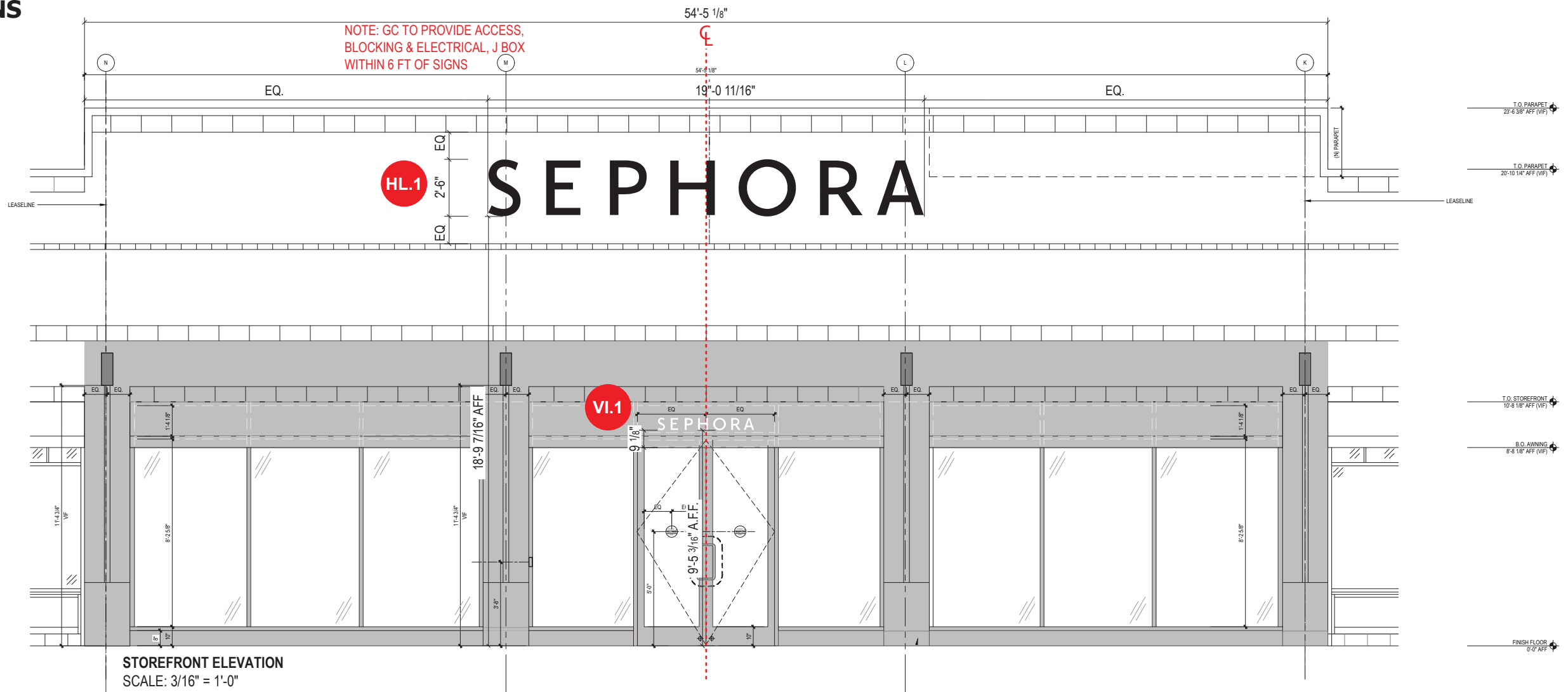


CONCEPTUAL STOREFRONT RENDERING
SCALE: N.T.S.

JONES SIGN Your Vision. Accomplished. A MORTENSEN COMPANY	JOB #: 284096_R2 DATE: 08.17.2023 DESIGNER: D. Flores SALES REP: M. Bjorklund PROJ MGR: L. Zarbo	REQUIRED: ☐ FIELD SURVEY ☐ VECTOR ARTWORK ☐ PAINT COLOR ☐ CLIENT PMS COLOR ☐ FONTS ☐ ENGINEERING
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OTHER:

STOREFRONT ELEVATIONS

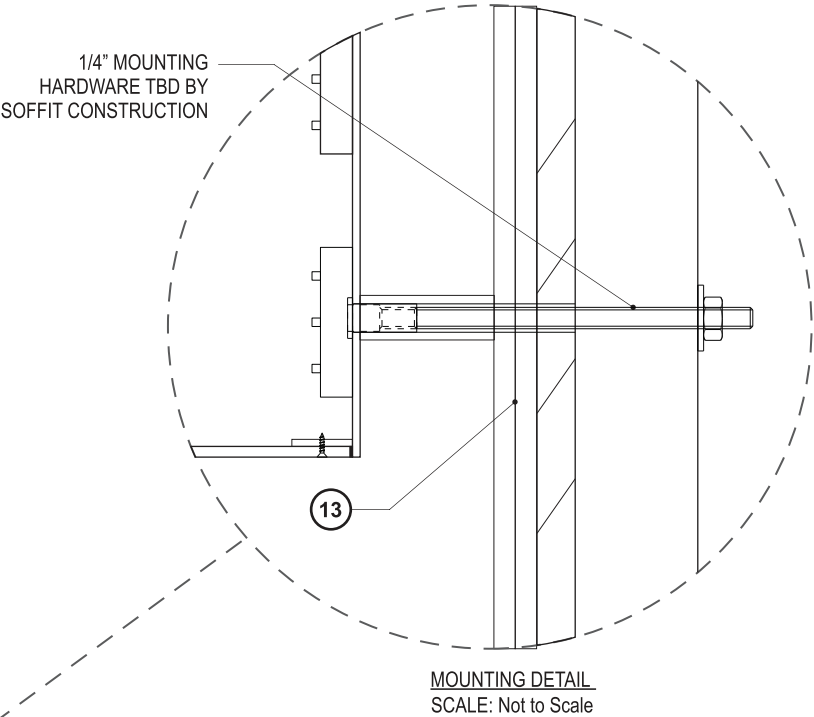
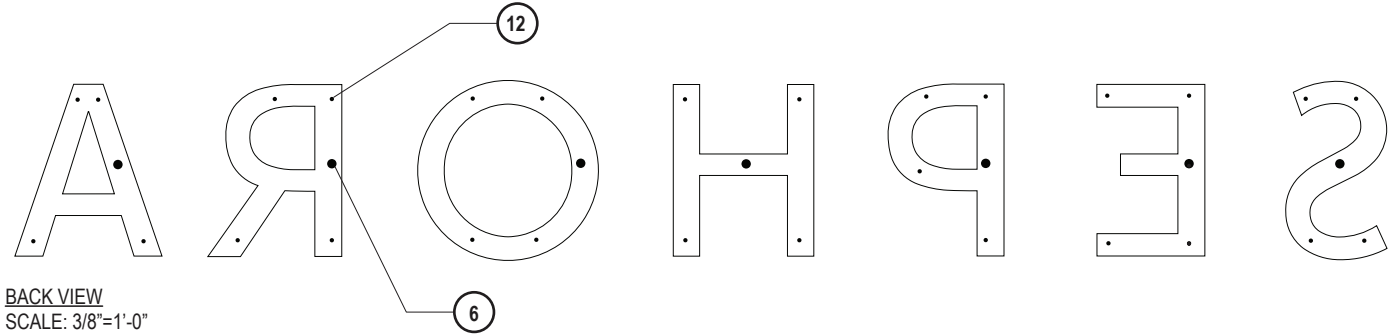
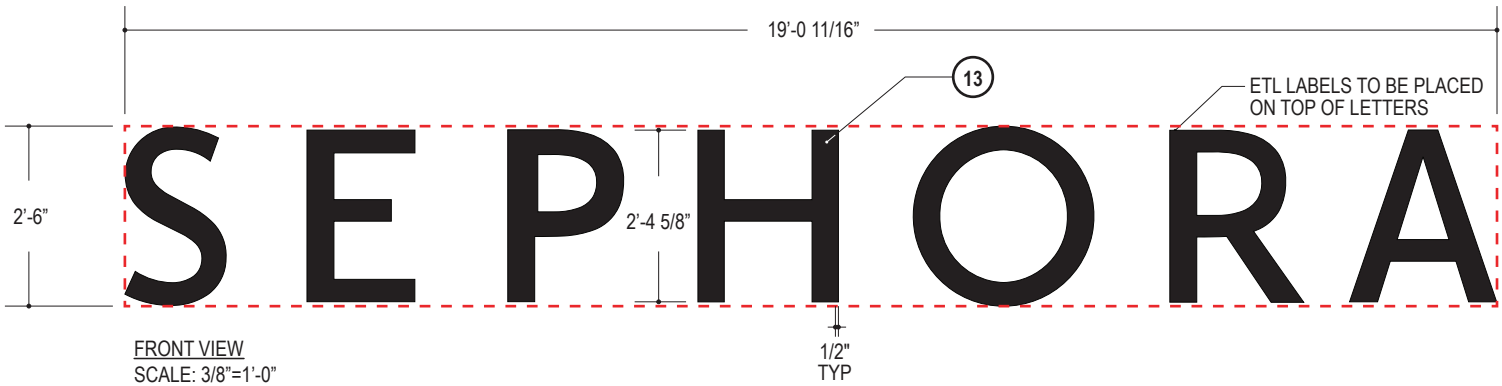


JONES SIGN Your Vision. Accomplished. A MORTENSEN COMPANY	JOB #: 284096_R2 DATE: 08.17.2023 DESIGNER: D. Flores SALES REP: M. Bjorklund PROJ MGR: L. Zarbo	REQUIRED: ☐ FIELD SURVEY ☐ PAINT COLOR ☐ FONTS ☐ VECTOR ARTWORK ☐ CLIENT PMS COLOR ☐ ENGINEERING OTHER:	LANDLORD APPROVAL DATE CLIENT APPROVAL DATE	SEPHORA	WEST LAKE HILLS SPACE #E-510 701 S. CAPITAL OF TEXAS HWY WEST LAKE HILLS, TX 78746	SHEET NUMBER 4.1
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HL.1 HALO LIT LETTERS - INTERIOR (Qty 1)

SQUARE FOOTAGE: 47.64

NIGHT VIEW
SCALE: Not to Scale

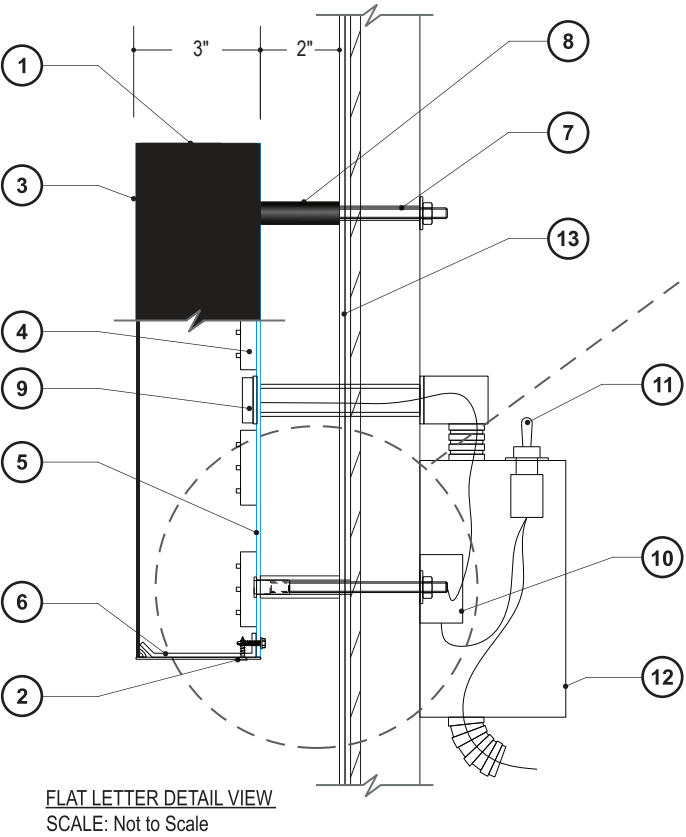


SPECIFICATIONS:

COLORS / FINISHES:

- .090" x 3" ALUMINUM WELDED TO ALUMINUM FACE / EXTERIOR PAINTED P-1, P-2 / INTERIOR PAINTED P-3
- COUNTER SUNK SCREWS / PAINTED P-1
- .090" ALUMINUM FACES / EXTERIOR PAINTED P-1, P-2 / INTERIOR PAINTED P-3
- 6500K WHITE LEDs
- .150" CLEAR POLYCARBONATE BACK TEK SCREWED TO ALUMINUM TABS
- .090" ALUMINUM TABS FASTENED TO RETURNS w/ COUNTERSUNK SCREWS
- 1/4" MOUNTING HARDWARE TBD BY SOFFIT CONSTRUCTION / ACCESS (4 PER LETTER)
- 3/8" OD PVC SPACER BY 2" LONG
- POWER OUT (1 PER LETTER) / 7/8" ELECTRICAL HOLE / 3/4" COUPLER w/ FLEXIBLE CONDUIT TO TRANSFORMER BOX
- LED POWER SUPPLY INSIDE POWER SUPPLY BOX
- TOGGLE SWITCH MOUNTED TO POWER SUPPLY BOX
- POWER SUPPLY BOX
- EXISTING 1/2" TEMPERED GLAZING PANELS

- P-1** HEXACHROME BLACK
P-2 GLOSS CLEAR TOP COAT - 42-208SP
P-3 MATTHEWS WHITE



LEAVE BLANK
FOR CITY STAMP

REMOVE COPY AND
DASHED LINE BEFORE
MAKING PDF

JONES SIGN
Your Vision. Accomplished.
A MORTENSEN COMPANY

JOB #: 284096_R2

DATE: 08.17.2023

DESIGNER: D. Flores

SALES REP: M. Bjorklund

PROJ MGR: L. Zarbo

REQUIRED:

- ☐ FIELD SURVEY ☐ PAINT COLOR ☐ FONTS
☐ VECTOR ARTWORK ☐ CLIENT PMS COLOR ☐ ENGINEERING

OTHER:

LANDLORD APPROVAL

DATE

CLIENT APPROVAL

DATE

SEPHORA

WEST LAKE HILLS

SPACE #E-510
701 S. CAPITAL OF TEXAS HWY
WEST LAKE HILLS, TX 78746

SHEET NUMBER

5.0



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	January 10, 2024	Item Number:	5
Department:	Administration Trey Fletcher, City		
Prepared By:	Administration Proposed Task Order Schedule and Budget	Cost / Budget:	\$102,225.00
Exhibits:	Wastewater System Map	Source of Funds:	Wastewater Fund

Subject

Discuss and consider action to approve a Task Order Contract with Walter P. Moore Engineering for Wastewater Collection System Model Development and Capacity Analysis

Recommendation

Staff recommends approval.

Discussion

This item was previously reflected on the November 21, 2023 agenda but was postponed. At that time, the proposed fee was \$187,930.00. In the interim, the proposed scope was reevaluated and fee has been adjusted to \$102,225.00 while the project objectives are maintained.

The city of West Lake Hills operates and maintains a wastewater collection system. This system is subject to rules and standards established by the Texas Commission on Environmental Quality (TCEQ) and the terms of the contract with the city of Austin for the conveyance and treatment of the wastewater in their system.

The system was acquired by the city of West Lake Hills in 2012 from the LCRA. The city has used Dale Murphy with K Friese Associates (KFA) which was the city engineering firm until the end of 2022 to manage all related engineering aspects. The city has received all data and records from KFA related to the collection system and our new city engineering firm, Walter P Moore (WPM), has been reviewing the information. WPM and city staff recommend that the form of the data received from the previous firm is inadequate to manage the collection system.

Completion of this scope of work will enable the city to move forward with the proactive management of the system and support the forthcoming corridor study efforts for Bee Cave Road.

Timeline		Weeks																					
Timeline	Task	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1-2 weeks	Data request and data review																						
1-2 weeks	Background files and input data files creation																						
2-4 weeks	Existing model creation with data input																						
2 weeks	Existing model calibration																						
1-2 weeks	Analysis existing conditions																						
1 week	analysis/ review of existing model																						
1 week	internal review & discussion																						
2 weeks	report, exhibits and appendix creation																						
1 week	Review and discussion comments																						
1 week	Client review comments																						
Bi-weekly	Client updates																						
	Deliver Final Report on System																						

Update Topics

- 1 Data Completeness, other needs for model creation
- 2 Progress, system layout and size verification
- 3 Progress, system layout and size verification
- 4 Progress
- 5 Progress, Model results and feed back
- 6 Progress, Verification of proposed / future state
- 7 Progress, scenarios selection
- 8 Progress, scenario preliminary results discussion
- 9 Progress, conclusions discussion
- 10 Review comments
- 11 Presentation of final results and discussion of next steps

	Task Description	Senior Principal/ Managing Principal	Principal	Senior Engineer	Graduate Engineer	Engineering Intern	Fee
		\$ 345.00	\$ 315.00	\$ 205.00	\$ 140.00	\$ 95.00	
1	Project Management and Coordination						
	Internal Coordination, Billing, Progress Reports		8				
	Coordination with City and Crossroads	4	6	6	8		
	Internal Bi-Weekly meetings		4	6	6		
		4	18	12	14	0	\$11,470
2	Data Collection & Analysis						
	Obtain and review existing drawings/ PDFs for existing wastewater supply network			2	2	8	
	Obtain and review lidar/topo data			2	2	6	
	Flow Meter coordination		4	4			
	Review data verify accuracy of spread sheet with City records		8				
	Identify additional information needs			4			
	Model concept development		2	8	4		
	Site Visit			6		6	
		0	14	26	8	20	\$12,760
3	Capital of Texas Service Area (10 connections)						
	Existing Condition Analysis						
	Creating background files			2	4		
	Existing network creation with data input			4	8		
	Model Calibration			4	8		
	Existing network analysis results and findings			4	8		
	Internal review meeting and discussion over Existing model analysis results	2	2	4	4		
		2	2	18	32	0	\$9,490
	Documentation						
	Results tables, Report Narrative, Exhibits, Appendices, Submittal Packaging, any related submittal forms.			2	8		
	Internal QA/QC of report narrative, exhibits and appendices.		1	1			
	Meeting with City Incorporate comments		1				
		0	2	3	8	0	\$2,365

4	Sanderling Trail Service Area (35 connections)					
	Existing Condition Analysis					
	Creating background files			4	8	
	Existing network creation with data input			6	20	
	Model Calibration			8	16	
	Existing network analysis results and findings			4	8	
	Internal review meeting and discussion over Existing model analysis results	2	2	4	8	
		2	2	26	60	0
	Documentation					\$15,050
	Results tables, Report Narrative, Exhibits, Appendices, Submittal Packaging, any related submittal forms.			2	8	
	Internal QA/QC of report narrative, exhibits and appendices.		1	1		
	Meeting with City Incorporate comments		1			
		0	2	3	8	0
						\$2,365
5	Hull Circle Service Area (35 connections)					
	Existing Condition Analysis					
	Creating background files			4	8	
	Existing network creation with data input			6	20	
	Model Calibration			8	16	
	Existing network analysis results and findings			4	8	
	Internal review meeting and discussion over Existing model analysis results	2	2	4	8	
		2	2	26	60	0
	Documentation					\$15,050
	Results tables, Report Narrative, Exhibits, Appendices, Submittal Packaging, any related submittal forms.			2	8	
	Internal QA/QC of report narrative, exhibits and appendices.		1	1		
	Meeting with City Incorporate comments		1			
		0	2	3	8	0
						\$2,365

6	Red Bud Trail Service Area (413 Connections)					
	Existing Condition Analysis					
	Creating background files			8	36	
	Existing network creation with data input			8	40	
	Model Calibration			8	16	
	Existing network analysis results and findings			8	8	
	Internal review meeting and discussion over Existing model analysis results	2	2	8	16	
		2	2	40	116	0
	Documentation*					\$25,760
	Results tables, Report Narrative, Exhibits, Appendices, Submittal Packaging, any related submittal forms.			8	16	
	Internal QA/QC of report narrative, exhibits and appendices.		2	2		
	Meeting with City Incorporate comments		2			
		0	4	10	16	0
						\$5,550
	Total hrs	12	50	167	330	20
						\$102,225

*Reports will be created on an as needed basis under separate contract

CITY OF WEST LAKE HILLS

TASK ORDER NO. 2

WASTEWATER COLLECTION SYSTEM MODEL DEVELOPMENT AND CAPACITY ANALYSIS

SCOPE OF SERVICES

This project scope includes the development of a wastewater collection system model for the City of West Lake Hills. The work will include taking existing wastewater collection system data from shape files, spreadsheets, and additional supporting information from the City and Crossroads on wastewater manhole depths and lift station capacities. The model will include:

1. The existing infrastructure
2. A scenario of the existing infrastructure and the reserved LUE's that have not yet connected.

Once the model is established, flow meters can be installed to calibrate the model and develop an accurate understanding of the capacity of the system. Using GIS, WPM will work with Crossroads and the City to establish the condition of the system and develop a proactive operation and maintenance program for the collection system. Once the model is established, the City can move forward with master planning and assessing various alternatives to enhance the capacity and performance of the system. SCOPE OF ENGINEERING SERVICES - WASTEWATER COLLECTION SYSTEM MODELING

BASIC SERVICES:

The modeling study for West Lake Hills will develop a wastewater system model for the City to monitor the system capacity as it relates to the infrastructure capacity, proposed redevelopment, and contractual agreements. The wastewater system model will be developed and calibrated to the current operational conditions. The reserved LUE's will be added to the model to develop an understanding of the current system capacity. Once the model is established development requests will be modeled to determine the impact on the existing system. It is anticipated that the model will be a tool to determine the City's utility rates.

Phase 1 - Wastewater Collection System Data Collection

- A. Walter P Moore will review available record drawings and surveys to determine what additional information is required.
- B. Walter P Moore will provide a request for documents from the City and Crossroads that will be necessary for the development of a wastewater network analysis model.
- C. Walter P Moore will identify locations for flow monitoring to support the model calibration and will assist in identifying a company to install meters and collect data.
- D. Walter P Moore will convert existing CAD files into the shape files needed for the model and will add any additional properties into the model that do not transfer with the line work.
- E. Walter P Moore will use construction documents provided by the City to add any additional properties into the wastewater model.
- F. Walter P Moore will use lidar topographic information in the model.

II. Phase 2 – Develop Existing Conditions Model

Walter P Moore

Scope of Services, City of West Lake Hills

Task Order No. 2, Wastewater Collection System Model Development 1 of 2

January 5, 2024

- A. Walter P Moore will develop a wastewater system model of the City's collection system using SewerCAD software and will calibrate the model based on the flow meter data.
- B. Walter P Moore will review existing development plans and wastewater capacity assignments to determine allocated demand to be used in the model.
- C. Walter P Moore will run the wastewater system model to assess the system performance with specific development scenarios.
 - 1. Scenario 1 – Existing Developed Condition using the demands assigned to the existing developments.
 - 2. Scenario 2 – Addition of the purchased LUE's not already in service
- D. Walter P Moore will report to the City on findings during the modeling efforts.

III. Phase 3 – Model Maintenance and Development Impact Analysis

- A. Walter P Moore will maintain the wastewater system model with redevelopment as requested by the City. It is assumed that there will be new task orders issued for new model updates or this would be covered under the on-call contract.
- B. Walter P Moore will recalibrate the model periodically using flow meter test data provided by the City to maintain the integrity of the model based on changing wastewater use. It is assumed that there will be new task orders issued for new model updates or this would be covered under the on-call contract.

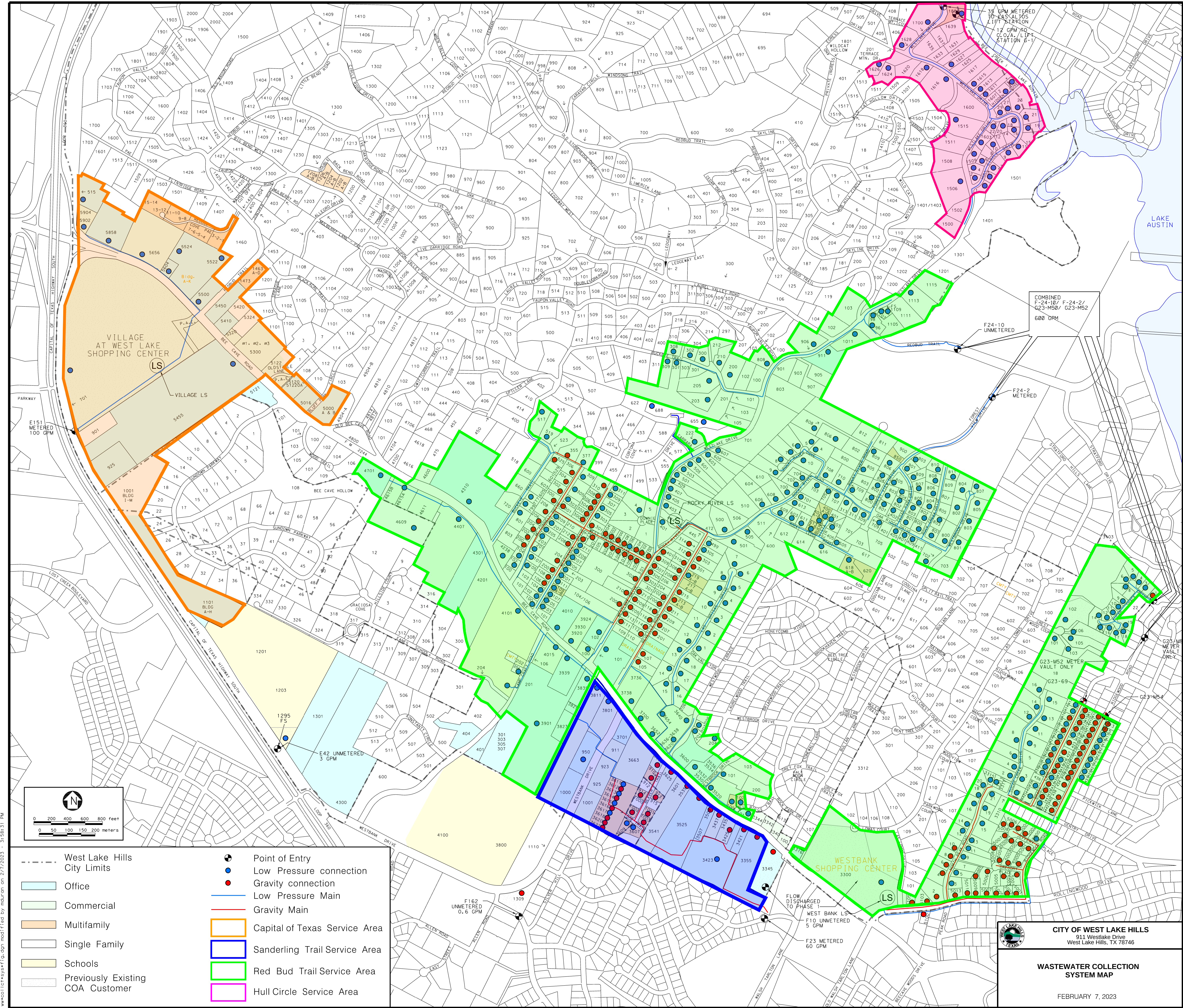
Sewer sheds

- 1. Capital of Texas Service Area
- 2. Sanderling Trail Service Area
- 3. Hull Circle Service Area
- 4. Red Bud Trail Service Area

Fee

- | | |
|--|----------|
| 1. Project Management and Coordination | \$11,470 |
| 2. Data Collection and Analysis | \$12,760 |
| 3. Capitol of Texas Service Area | \$11,855 |
| 4. Sanderling Service Area | \$17,415 |
| 5. Hull Circle Service Area | \$17,415 |
| 6. Red Bud Trail Service Area | \$31,310 |

Total	\$102,225
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CITY OF WEST LAKE HILLS
911 Westlake Drive
West Lake Hills, TX 78746

**WASTEWATER COLLECTION
SYSTEM MAP**

FEBRUARY 7, 2023