



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, May 8, 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 8th day of May 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 May 8, 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. 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 April 24, 2024 Regular Meeting Minutes.
4. Proclamation Mayor to proclaim the week of May 12-18, 2024 as Police Week and Wednesday, May 15, 2024 as Peace Officers Memorial Day in the City of West Lake Hills, Texas.

5. Ordinance Discuss and consider action to approve an ordinance for the final canvass of the May 4, 2024 General and Special Elections and declare the unopposed candidates as elected for Mayor, Council Member Place 2, Council Member Place 4, and Council Member Place 1 (for an unexpired term).
6. Land Use **1511 Wildcat Hollow** - Discuss and consider action on a variance for the removal of one tree (17.7 Cedar) with trunk diameter of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code). Applicant: Matt Sener, Michael Hsu Office of Architecture.
7. Administration Discussion and possible direction to staff on addressing parking and traffic control concerns due to student drop off at Eanes Elementary on Westhaven Drive and McConnell Drive.
8. 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; and
 3. 1836 Real Estate, LLC - 707 Butler Cove.
9. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney.
10. Adjournment

Approved by: Linda Anthony, Mayor

Certificate

I certify that the above Notice of the May 8, 2024 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, May 3, 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, April 24, 2024 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Anthony called the meeting to order at 7:04 p.m.

CITY COUNCIL PRESENT:

Mayor Linda Anthony
Jim O'Connor
Darin Walker
Brian Plunkett

CITY STAFF PRESENT:

Director of BDS Jennifer Bills
City Secretary Terry Blanchard
Finance Director Vonda Ragsdale
Chief of Police Scott Gerdes
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. Hearing none, 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 April 10, 2024 Regular Meeting Minutes.
 - b. Approval of the FY 24 Q2 Building and Development Services Department Report.
 - c. Approval of the FY 24 Q2 Investment Report.
 - d. Approval of the FY 24 Q2 Municipal Court Report.
 - e. Approval of the FY 24 Q2 Public Safety Report.

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember O'Connor, the Council voted three (3) for and none (0) opposed to approve the Consent Agenda as presented. Motion carried.

4. Public Hearing Conduct a public hearing to receive comments regarding the Stormwater Management Program (SWMP), the Stormwater Pollution Prevention Ordinance, and the Municipal Separate Storm Sewer System (MS4).

Public hearing was opened at 7:06 p.m. Director Bills gave a brief summary of the application process. Mayor Anthony provided comments regarding TCEQ and their procedures/requirements. No questions or comments were received. Public hearing was closed at 7:10 p.m.

5. Finance Discussion and presentation of mid-year revenue and expense review.

Finance Director Ragsdale gave a brief summary. She presented the mid-year financial report and gave updates regarding revenues and expenses for the period of October 1, 2023 through March 31, 2024. Mayor Anthony provided information on the FEMA reimbursement from the ice storm clean-up efforts.

6. Ordinance Conduct a public hearing and consider action on an ordinance adopting the Texas Railroad Commission's LP-Gas Safety Rules.

Public hearing was opened at 7:19 p.m. Director Bills gave a brief summary. No questions or comments were received. Public hearing was closed at 7:21 p.m.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Walker, the Council voted three (3) for and none (0) opposed to approve the ordinance as presented adopting the Texas Railroad Commission's LP- Gas Safety Rules. Motion carried.

7. Administration Discussion and update on bond items regarding Proposition A (new municipal complex) and Proposition B (street and drainage projects).

Director Bills gave a brief summary of each proposition.

Proposition A (new municipal complex):

- Equipment has been mobilized to the site and demolition is scheduled to begin next week.
- Demolition should take 2-3 weeks, then contractor will roll into construction.
- Site prep is underway, and notices have been sent to adjacent neighbors.
- Trees that were approved for removal have been cut and are in the drying process. Wood from these trees will be used in the new building for some of the interior finishes. New trees will be planted later in the project.

Proposition B (street and drainage improvement projects):

- Camp Craft project has been mobilized.
- 20 mph speed limit signs went up this week.
- Contractor is getting materials to the site.
- Single lane closures will continue through the end of the school year. The road won't be closed until school lets out for the summer.
- Redbud drainage projects will be starting and run concurrently with Camp Craft project.

8. Administration Discuss and review street maintenance plans for fiscal year 2024-25 projects.

Director Bills gave a brief summary. These street maintenance projects are funded with sales tax as approved by voters a couple of years ago. The street list will be reviewed to determine which projects will be funded during the next fiscal year. Mayor Anthony stated that the Black Acre subdivision streets should be removed from the list as they are maintained by their HOA.

9. Administration Discuss and consider action for the approval of a waterline easement to Travis County Water Control and Improvement District #10 at 4010 Bee Cave Road and authorizing the Mayor to execute the same.

Director Bills gave a brief summary. This easement is for the new City Hall location.

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember O'Connor, the Council voted three (3) for and none (0) opposed to approve the easement as requested and authorize the Mayor to execute the agreement. Motion carried.

10. Administration Discussion and possible action to amend the scope of work in the contract for Harbor View Retaining Wall/Guard Rail Improvements and Roadrunner Road Culvert Replacement/Paving Improvement projects with Myers Concrete Construction by reducing the contract price by \$211,412, for a new not to exceed amount of \$148,123 and authorize the City Administrator to execute all required documents.

Director Bills gave a brief summary. The project was bid in February. No changes have been made to the Harbor View project. The Roadrunner culvert project needs to be reviewed for constructability and must be rebid. Staff recommends reducing the scope and amount so that the Harbor View project may proceed.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember O'Connor, the Council voted three (3) for and none (0) opposed to amend the contract to reduce the scope and amount by eliminating the Roadrunner portion and continuing with the Harbor View portion and to authorize the City Administrator to execute all required documents. Motion carried.

11. 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.

Council convened into Executive Session at 7:38 p.m.

12. 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 7:45 p.m.

No action was taken.

13. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Plunkett, the Council voted three (3) for and none (0) opposed to adjourn the meeting at 7:45 p.m. Motion carried.

Respectfully submitted,

LINDA ANTHONY, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on May 8, 2024.

CITY OF WEST LAKE HILLS, TEXAS

Proclamation

WHEREAS, the Congress and President of the United States have designated May 15th as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

WHEREAS, the members of the West Lake Hills Police Department play an essential role in safeguarding the rights and freedoms of the citizens of West Lake Hills; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the West Lake Hills Police Department has grown to be a modern and professional law enforcement agency which unceasingly provides a vital public service.

NOW, THEREFORE, I, Mayor Linda Anthony, call upon all the citizens of West Lake Hills and upon all patriotic, civil and educational organizations to observe the week of Sunday, May 12th, 2024 through Saturday, May 18th, 2024, as

Police Week

We should celebrate with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I FURTHER call upon all citizens of West Lake Hills to observe Wednesday, May 15th, 2024, as

Peace Officers Memorial Day

to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of their duties.

In witness thereof, I have hereto set my hand and cause the seal of the City of West Lake Hills to be affixed on this the 8th day of May 2024.

Linda Anthony, Mayor

ORDINANCE NO. 2024-005

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TEXAS, CANVASSING ELECTIONS AND DECLARING RESULTS OF THE GENERAL AND SPECIAL ELECTIONS SCHEDULED FOR MAY 4, 2024, FOR THE PURPOSE OF ELECTING ONE (1) MAYOR AND THREE (3) COUNCIL MEMBERS, PLACE 2, PLACE 4, AND PLACE 1 (FOR AN UNEXPIRED TERM); AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; REPEALER; SEVERABILITY; EFFECTIVE DATE; AND PROPER NOTICE & MEETING.

WHEREAS, on January 24, 2024, the City Council adopted Ordinance 2024-001 calling for general and special elections and establishing the procedures for the general and special elections for City Officers to be held on May 4, 2024, for the purpose of electing one (1) Mayor and three (3) Council Members, Place 2, Place 4, and Place 1 (for an unexpired term); and

WHEREAS, on February 28, 2024, the City Council adopted Ordinance 2024-002 cancelling the general and special elections and declaring the unopposed candidates as elected; and

WHEREAS, section 67.003 of the Texas Election Code, as amended, generally provides that each local canvassing authority shall convene not later than the eleventh (11th) day after the election date for the purpose of canvassing the election results; and

WHEREAS, section 67.004(a) of the Texas Election Code, as amended, establishes the quorum level required to canvass election results and provides that two (2) members of the canvassing authority constitute a quorum for purposes of canvassing the election; and

WHEREAS, pursuant to directions from the Secretary of States Election Division, a final canvass is required for cancelled elections prior to certificates of election being issued to candidates declared unopposed; and

WHEREAS, it appears to the Council, and the Council finds, that the attached results of the election are true and correct.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, THAT:

1. ELECTION

- A.** The General and Special Elections of the City of West Lake Hills, Texas for May 4, 2024, were duly called, and that notice was given when said elections were cancelled in accordance with the law.

- B.** The certifications and cancellation notice of the General and Special Elections for May 4, 2024, for the purpose of electing one (1) Mayor and three (3) Council Members, Place 2, Place 4, and Place 1 (for an unexpired term), copies of which are attached to and made a part of this ordinance, are adopted as the official final canvass of the elections, and will be filed and recorded in the official records of the City of West Lake Hills, Texas, as the official canvass of the elections.

2. CANVASSING THE ELECTIONS

The official canvass of the elections reflect the following:

MAYOR

James Vaughan – UNOPPOSED

COUNCIL MEMBER, PLACE 2

Brian Plunkett – UNOPPOSED

COUNCIL MEMBER, PLACE 4

Darin Walker – UNOPPOSED

COUNCIL MEMBER, PLACE 1 (for an unexpired term)

Dana Harmon – UNOPPOSED

3. ELECTION RESULTS

The City Council officially finds and determines and declares the results of said election reflect the following:

Mayor

James Vaughan

Council Member Place 2

Brian Plunkett

Council Member Place 4

Darin Walker

Council Member Place 1 (for an unexpired term)

Dana Harmon

The above-named persons are hereby duly elected at said election and shall take their respective offices upon their qualification therefore, as provided by the laws of the State of Texas.

4. AUTHORIZATION TO EXECUTE

The Mayor of the City of West Lake Hills is authorized to execute, and the City Secretary is authorized to attest this Ordinance on behalf of the City Council. The Mayor is further authorized to do all other things legal and necessary in connection with the holding and consummation of the Election.

5. REPEALER

All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

6. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections, or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

7. EFFECTIVE DATE

This Ordinance is effective immediately upon its passage and approval.

8. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED AND APPROVED the 8th day of MAY, 2024.

Linda Anthony, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary

ATTACHMENTS

Certification of Write-In Candidates

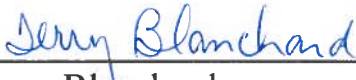
Certification of Unopposed Candidates

Order of Cancellation

CERTIFIED LIST OF WRITE-IN CANDIDATES
for the
CITY OF WEST LAKE HILLS, TEXAS
GENERAL and SPECIAL ELECTIONS

Notice is hereby given that THERE ARE NO DECLARED WRITE-IN CANDIDATES for the General and Special Elections to be held on May 4, 2024, in West Lake Hills, Texas.

Certified this 20th day of February 2024.



Terry Blanchard
City Secretary/Elections Clerk



LA LISTA CERTIFICADA DE ESCRIBE EN CANDIDATOS
para
LA CIUDAD DE WEST LAKE HILLS, TEJAS
ELECCIONS GENERALES Y SPECIALES

Por la presente se notifica que NO HAY CANDIDATOS POR ESCRITO DECLARADOS para las Elecciones Generales y Especiales que se llevarán a cabo el 4 de mayo de 2024 en West Lake Hills, Texas.

Certificó este día 20 de febrero de 2024.



Terry Blanchard
La Secretaria de la Ciudad/Empleada de Elecciones



**CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER
POLITICAL SUBDIVISIONS (NOT COUNTY)**

***CERTIFICACIÓN DE CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)***

To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 4, 2024.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el 4 de mayo 2024.

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

<u>Candidate(s)/Candidato(s)</u>	<u>Office(s)</u>	<u>Cargo(s)</u>
JAMES VAUGHAN	MAYOR	Alcalde
BRIAN PLUNKETT	COUNCILMEMBER PLACE 2	Concejal Lugar 2
DARIN WALKER	COUNCILMEMBER PLACE 4	Concejal Lugar 4
DANA HARMON	COUNCILMEMBER PLACE 1 (to fill an unexpired term)	Concejal Lugar 1 (para cubrir un plazo no vencido)

Terry Blanchard
Signature (Firma)

Terry Blanchard
Printed name (Nombre en letra de molde)

City Secretary
Title (Puesto)

02/20/2024
Date of signing (Fecha de firma)

(Seal) (sello)



See reverse side for instructions
(Instrucciones en el reverso)

ORDER OF CANCELLATION
ORDEN DE CANCELACIÓN

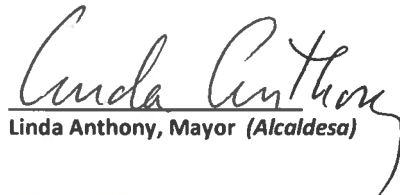
The CITY OF WEST LAKE HILLS hereby cancels the elections scheduled to be held on
MAY 4, 2024 in accordance with Section 2.053(a) of the Texas Election Code. The
following candidates have been certified as unopposed and are hereby elected as follows:

El Ciudad de West Lake Hills por la presente cancela la elecciones que, de lo contrario,
se hubiera celebrado el 4 de mayo de 2024 de conformidad, con
la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido
certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado
a continuación:

<u>Candidate (Candidato)</u>	<u>Office Sought (Cargo al que presenta candidatura)</u>	
JAMES VAUGHAN	Mayor	Alcalde
BRIAN PLUNKETT	Council Member Place 2	Miembro del Consejo Lugar 2
DARIN WALKER	Council Member Place 4	Miembro del Consejo Lugar 4
DANA HARMON	Council Member Place 1 (for unexpired term)	Miembro del Consejo Lugar 1 (por plazo no vencido)

A copy of this order will be posted on Election Day at each polling place that would have been
used in the elections.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que
se hubieran utilizado en la elecciones.


Linda Anthony, Mayor (Alcaldesa)


Terry Blanchard, City Secretary (Secretario de la ciudad)



FEBRUARY 28, 2024
Date of adoption (Fecha de adopción)



AGENDA REPORT

Meeting Date:	May 8, 2024	Item Number:	6
	Building & Development		
Department:	Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

1511 Wildcat Hollow: Discuss and make recommendation on the proposed variances:

1. The removal of one tree (17.7-inch Cedar) with trunk diameter of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code).

Applicant: Matt Sener, Michael Hsu Office of Architecture

Recommendation

Staff recommends approval of the variance request.

This item was considered at the April 14, 2024 regular ZAPCO meeting and recommended for approval by a vote of 5-0 (Attachment 7).

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Wild Cat Hollow Family Trust

Legal Description: Lot 3 Amended Plat Lots 4 & 5 WILDCAT NO 1 & Lots 3&4 Resub of Lot 3 Block 3 of the Shelton Subdivision

Lot Size: 0.7180 acres

Zoning: R-1 One Family

The properties surrounding the subject property are zoned R-1, One Family Residential.

Background & Analysis:

The applicant is proposing to demolish and replace the existing house, garage, and pool on the existing lot (Attachment 1). The existing 3,675 square foot house was built in 1964. The existing lot is 0.718 acres in size and is an irregular shape (Attachment 3).

The applicant is requesting three variances to rebuild on the lot (Attachment 2).

1. Removal of one 17.7-inch cedar (action City Council).

The applicant is attempting to use the existing footprint as much as possible for the new house. With the new house, the applicant is also trying to eliminate an extremely steep driveway and utilize the area of the existing driveway. With this layout, the location of the garage conflicts with a 17.7-inch cedar tree. The applicant is working around a 19.6-inch live oak that will be between the house and the garage.

Staff recommends approval. There are a number of trees both over 10 inches and 14 inches in size that the applicant is preserving. Given the number of trees and grade, they appear to have made the best attempt to minimize the disruption to the trees.

2. Increase in impervious cover from 25% to 30% (action BOA).

The impervious cover of the existing structure and other improvements is 30%. The applicant is requesting to remain at 30%. The applicant is proposing to capture the 2,847-sf roof area in a rainwater harvesting system to decrease site runoff and improve water quality.

The site currently has two driveways off Wild Cat Hollow. They are proposing to remove the shorter driveway, as it is very steep and does not meet the Code requirements for slope. By using the existing driveway, which has a more gradual slope, it will take up more of the impervious cover on the site.

Staff recommends approval, given the factors above.

3. Allow for 30 feet of encroachment of the building and grading into the 50-foot front setback (action BOA).

The applicant has provided exhibits showing the existing slopes on the property. The Drainage and Erosion Control Manual has limits on the amount of cut and fill that is allowed on certain slopes. The property slopes more severely towards the rear of the property so the applicant is requesting an encroachment of up to 30 feet to utilize the flattest part of the property where the existing house and driveway are currently.

Staff recommends approval with the condition that the encroachment area be limited to 30 feet into the front setback. The site plan included in the application shows a variable setback that curves into the side setback. The limit for the encroachment should be a line that parallels the front property line until it meets the side setbacks.

The city engineering team has reviewed the application materials and concurs with these recommendations (Attachment 5).

Public Comment:

At the time of this report, no comments in support or objection to the project have been received.

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.

1. Total site area is less than 1 acre (0.717 acres)
2. Overall lot depth is less than 150ft (145ft)

3. Intent to demolish the existing 1964 home, carport and pool deck triggers current COWLH Zoning Ordinance setbacks and initiates a new 50ft front setback line.
4. New COWLH 50ft front setback line results in loss of buildable site area of 27% > 25% maximum.
5. The new COWLH 50ft front setback line produces unreasonable encroachment upon new buildable area by 30ft at its greatest point, accounting for 50% of the overall buildable dimension of 60ft.
6. 69% of the existing lot slope is between 25% to above 35% limiting the area of construction according to the Drainage and Erosion Control Manual

It is our understanding that if the existing 1964 home is demolished, the property must be brought into compliance with the current City of West Lake Hills Zoning Ordinances. This includes the update of all setbacks and following the Drainage and Erosion Control Manual to determine cut and fill maximums.

2. *There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.*

The proposed new home follows the existing home (to be demolished) footprint to a great extent, limiting the cut and fill required to construct the new home design.

We have located the detached garage in such a spot on the site which reduces the amount of cut to safely construct a driveway down hill to the entrance of garage door. Our site plan indicates reusing about half of the existing driveway and promotes drainage by using gravel landscape paths.

The driveway turnaround space is cantilevered on a steel and concrete bridge only coming into contact with the existing grade at two points where concrete piers brace the bridge. This allows water to naturally flow under the bridge without disrupting the natural terrain.

While we are proposing a handful of trees to be removed, we plan to mitigate, and hire an arborist to evaluate the conditions of multiple trees on site. Many appear to be visually unhealthy and are leaning in a dangerous manner.

3. *There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.*

We have attempted to locate the detached garage further down the hill, but it would disturb more existing terrain for the actual footprint of the garage, and increase impervious cover because of a longer driveway. The garage is pinched between the side yard setback, a PUE easement, and various tree CRZ's. If the detached garage is moved further up the hill, an extremely unreasonable drop in grade from the garage to the main living level would result in many steps in grade and/or steps to the home, both of which would disrupt the natural terrain.

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

During our two pre-application meetings with Director Bills, we demonstrated extensive site research and design alternatives which would result in greater cut/fill, impervious cover, and even steeper grade changes. The design which we are proposing alters the front yard setback, yes, but namely to properly grade a safe driveway for our clients. The total conditioned space within the new proposed setback is only 2.7% of the total lot area and our proposed impervious cover is less than the current existing conditions of 30%.

5. The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.

Our client's desire for a new home stems from their love of nature and early schematic plans integrate the home into the landscape by setting the home into the hillside, produced the demolition of the existing home.

Project goals for the new home are minimal disturbance of the surrounding context, reduce the overall visibility from the street, lush vegetation, and abundant daylighting. By setting the new home into the hillside, the main living spaces are nearly completely hidden from the street, allowing for a lush front yard landscape.

We also have allotted a roof area over 2,800sf of potential rainwater harvesting to reduce site runoff.

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

As mentioned above, by setting the new home into the hillside, the main living spaces are nearly completely hidden from the street, allowing for a lush front yard landscape and views to the valley beyond. Our intention is for the new home to be quiet and almost unnoticeable, except for the front door and small main bedroom.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will need to 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](#)

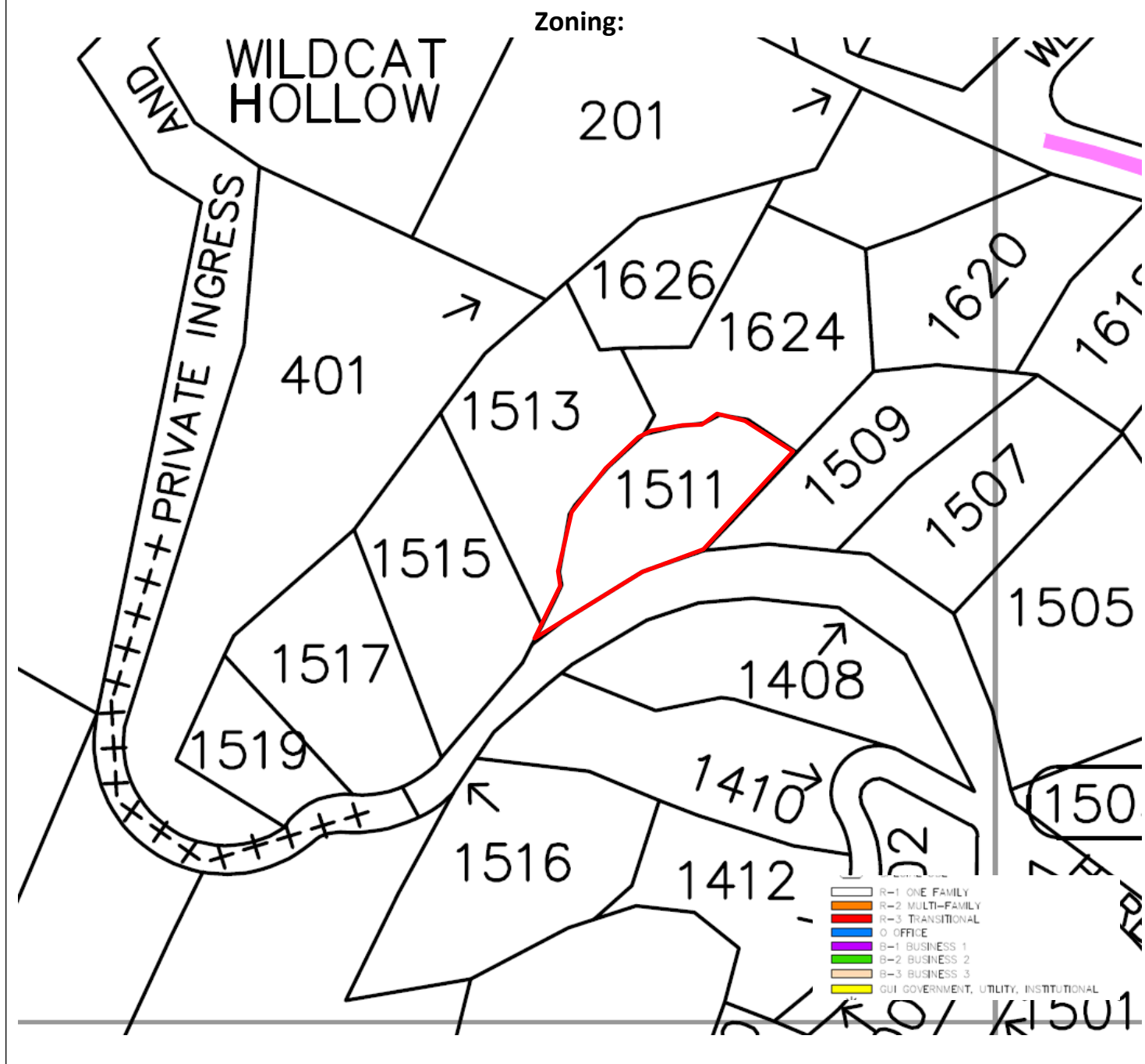
[Section 22.03.170 Site Disturbance \(Excavation, grading or filling\)](#)

[Section 22.03.249 Driveway Parking and Loading Setbacks](#)

Drainage and Erosion Control Manual

Section 38.05.031 Variances

Section 22.03.514 Criteria and process required for granting variance



Aerial:



March 4, 2024

Jennifer C. Bills, AICP, LEED AP
City of West Lake Hills
Director of Building and Development Services
911 Westlake Drive
West Lake Hills, TX 78746

Re: 1511 Wild Cat Hollow Variance Request

Director Bills,

On behalf of our client, it is our pleasure to submit a package for variance requests of the property located at 1511 Wild Cat Hollow.

Michael Hsu Office of Architecture has conducted two (2) pre-planning meetings with Director Bills and her team, to ensure our clients' vision of their future home is in alignment with the values and the spirit of the City of West Lake Hills Zoning Ordinances. During these two (2) pre-planning meetings, we determined the existing site conditions are rather difficult and thus would require three (3) variance requests:

1. Front yard setback adjustment due to encroachment and existing site slope limiting location of proposed new detached garage (proposed setback line varies, see site plan)
2. Impervious cover increase to match existing conditions of 30%, due to existing site slope and location of proposed detached garage with corresponding driveway.
3. Tree removal variance to accommodate proposed home and detached garage (see site plan and tree table for number, size, and species)

The current property holds a single-family residence with detached carport, concrete pool deck, and landscape retaining walls. The original home was built circa 1964, prior to the City of West Lake Hills Zoning Ordinances, and property line setbacks were evidentially not included at the time of construction. A survey conducted in 1993 documented the existing home which indicated front and side yard setbacks following the footprint of the existing home.

Our clients are relocating back to Austin after a decade with their three (3) children. This wonderful and caring family of five are looking forward to returning to West Lake Hills to be closer to family. Their desire for a new home stems from their love of nature and early schematic plans integrate the home into the landscape. Project goals for the home are minimal disturbance of the surrounding context, reduce the overall visibility from the street, lush vegetation, and abundant daylighting.

A feasibility and site study conducted by Michael Hsu Office of Architecture has determined there are six (6) undue hardships which inhibit our client from constructing their new home. Further documentation of such undue hardships is included in the attached drawing set named "Variance Request- 1511 Wild Cat Hollow" and "Appendix A." Such undue hardships indicated within the City of West Lake Hills Zoning Ordinances are as follows:

1. Total site area is less than 1 acre (0.717acres)
2. Overall lot depth is less than 150ft (145ft)
3. Intent to demolish the existing 1964 home, carport and pool deck triggers current COWLH Zoning Ordinance setbacks and initiates a new 50ft front setback line.
4. New COWLH 50ft front setback line results in loss of buildable site area of 27% > 25% maximum.
5. The new COWLH 50ft front setback line produces unreasonable encroachment upon new buildable area by 30ft at its greatest point, accounting for 50% of the overall buildable dimension of 60ft.
6. 69% of the existing lot slope is between 25% to above 35% limiting the area of construction according to the Drainage and Erosion Control Manual

It is our understanding that if the existing 1964 home is demolished, the property must be brought into compliance with the current City of West Lake Hills Zoning Ordinances. This includes the update of all setbacks and following the Drainage and Erosion Control Manual to determine cut and fill maximums.

The new proposed setback line follows the footprint of the existing home and adds only 2.7% of the total lot area of conditioned space, outside of the City of West Lake Hills 50ft front setback line. The remaining impervious cover includes a driveway to the garage, gravel guest parking and landscape paths to the front door.

We also understand an arborist must review any existing trees which are to be affected, and mitigation shall be required based on the City of West Lake Hills Zoning Ordinances prior to building permit submittal.

It is also our understanding a drainage plan will be required upon applying for a building permit, and we plan to engage a Civil Engineer in the near future. Currently we have allotted 2,847sf of roof area for potential rainwater harvesting to decrease site runoff.

As described, this project is in the preliminary stages of design, and we are applying for three (3) variances in order to fully comply with the City of West Lake Hills Zoning Ordinances prior to any further project development.

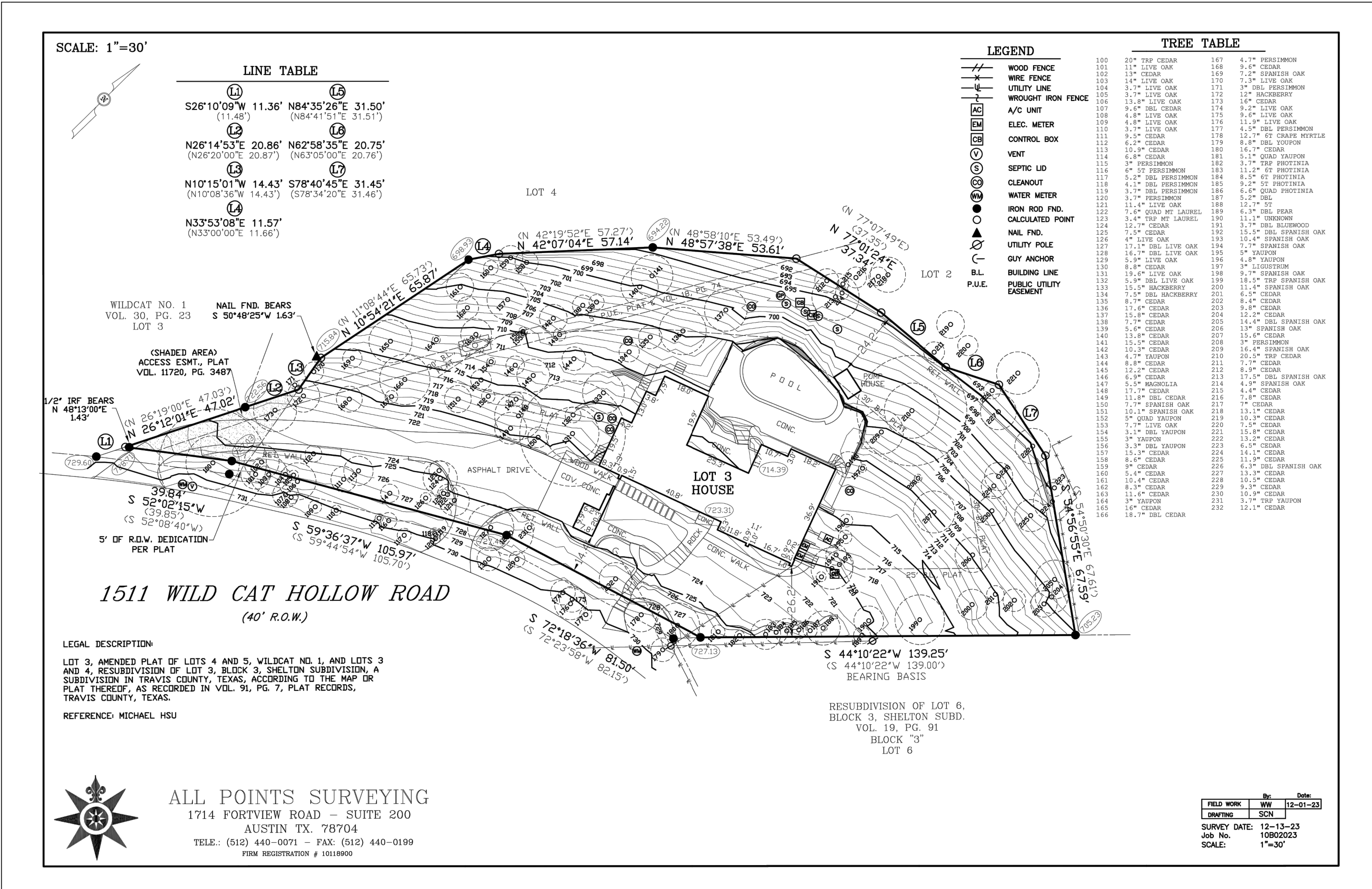
Thank you for the opportunity to review said variance requests and please do not hesitate to reach out if there are any further questions.



Matt Sener, Associate

Michael Hsu
Office Of Architecture

826 Houston Street, Suite 100
Austin, Texas 78756
512-706-4303 ext. 169



2023 Survey
Scale: See Graphic Scale



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Consultant

Project Title

1511 Wild Cat Hollow

1511 Wild Cat Hollow
Austin, Texas
78746

Date Issue/ Revision

Drawing Title

Existing Survey

Sheet

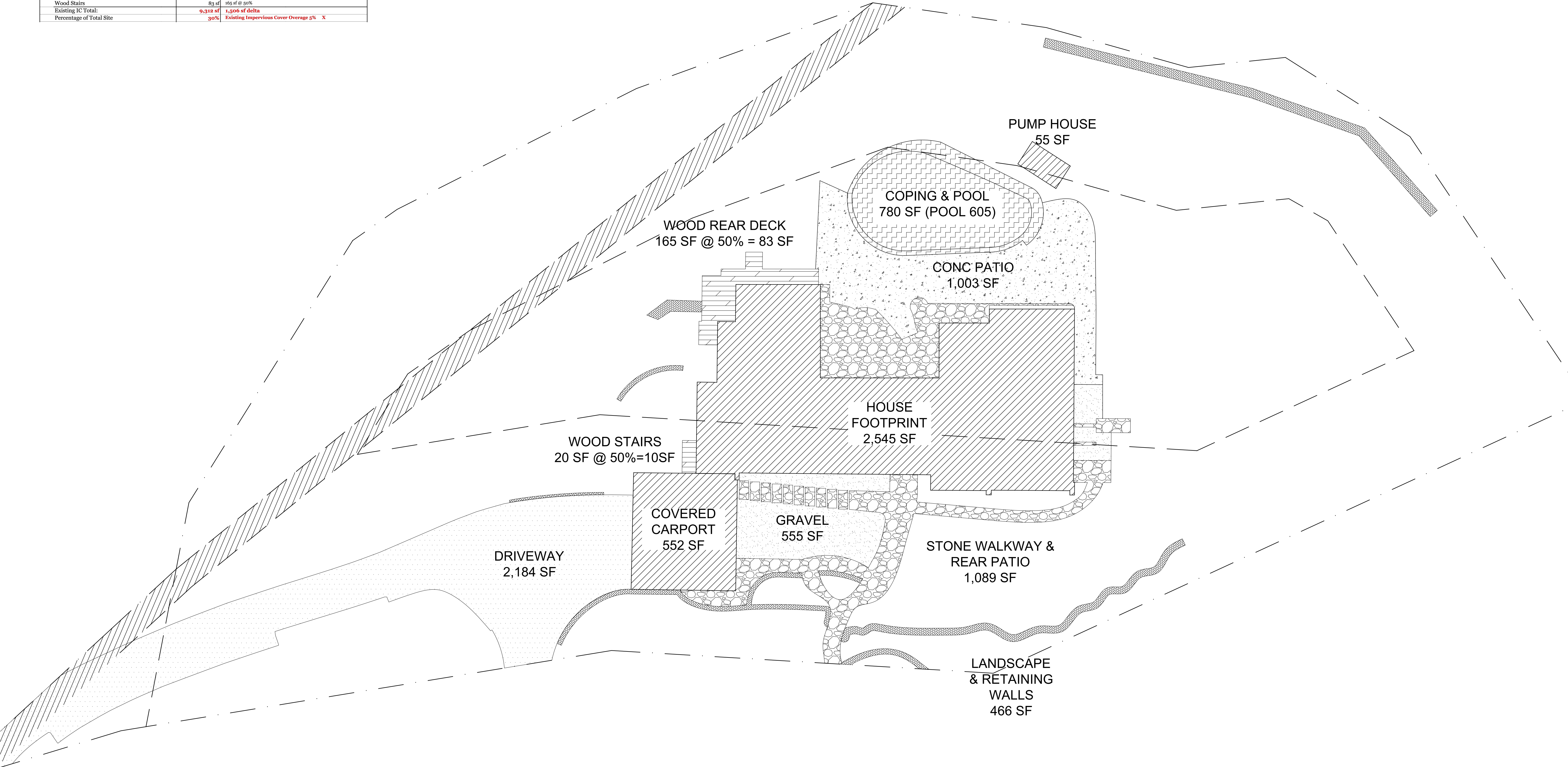
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1993 Survey
Scale: See Graphic Scale

1511 Wildcat Hollow- Site Area Study			3/4/2024
Existing Site Area			
Lot 3 ⁽¹⁾	31,223 sf		0.717 Acres
Allowable Building Area	30% Lot Area	9,367 sf Allowable	
Existing Lot Depth ⁽²⁾	145 ft		COWLH minimum is 150ft
Existing Building Area	11,645 sf		Front setback does not conform to current COWLH setbacks
Conforming Building Area ⁽³⁾	9,293 sf		New COWLH setback conforming Buildable Area
Loss of Lot Area	2,323 sf		
Loss of Buildable Area Due to Easements	191 sf		
Total Loss of Lot Area ⁽⁴⁾	2,514 sf	27% >25% Loss of Lot Area Hardship	
Existing Setbacks			
Setbacks			
Front ⁽⁵⁾	50 ft		If demo existing home, current COWLH setbacks would apply
Side	25 ft		
Rear	30 ft		
Existing Impervious Cover	25% Lot Area	7,806 sf Allowable	
Home Footprint	2,545 sf		
Carport	552 sf		
Pump House	55 sf		
Driveway	2,184 sf		
Concrete Patio	1,003 sf		
Stone Walkways & Patio	1,089 sf		
Stone Landscape & Retaining Walls	466 sf		
Gravel	555 sf		*Counts in COWLH
Pool & Coping	780 sf		*Counts in COWLH
Wood Stairs	83 sf		165 sf @ 50%
Existing IC Total:	9,312 sf	1,506 sf delta	
Percentage of Total Site	30%	Existing Impervious Cover Coverage 5% X	

Undue Hardship Items		
1. Lot Area Under 1 acre	0.717 Acres	COWLH Zoning Ordinance 22.03.281
2. Min Lot Depth	150 ft	COWLH Zoning Ordinance 22.03.272 & 281, 38.02.007 (b.3)
3. Full Demo of Existing Home		COWLH Zoning Ordinance 22.03.273, 2023 survey
4. Loss of Site Area of at least 25%	27%	COWLH Zoning Ordinance 38.02.007(b.2)
5. Unreasonable Encroachment	30 ft	COWLH Zoning Ordinance 38.02.007(b.4)
6. Buildable Area Slope	See Diagrams	COWLH Zoning Ordinance 38.02.007(b.3) & Drainage and Erosion Control Manual 7.4.1, Table 7-1: Maximum Cut and Fill Limits



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△ Date Issue/ Revision

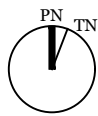
Drawing Title

Existing
Impervious Cover

Sheet

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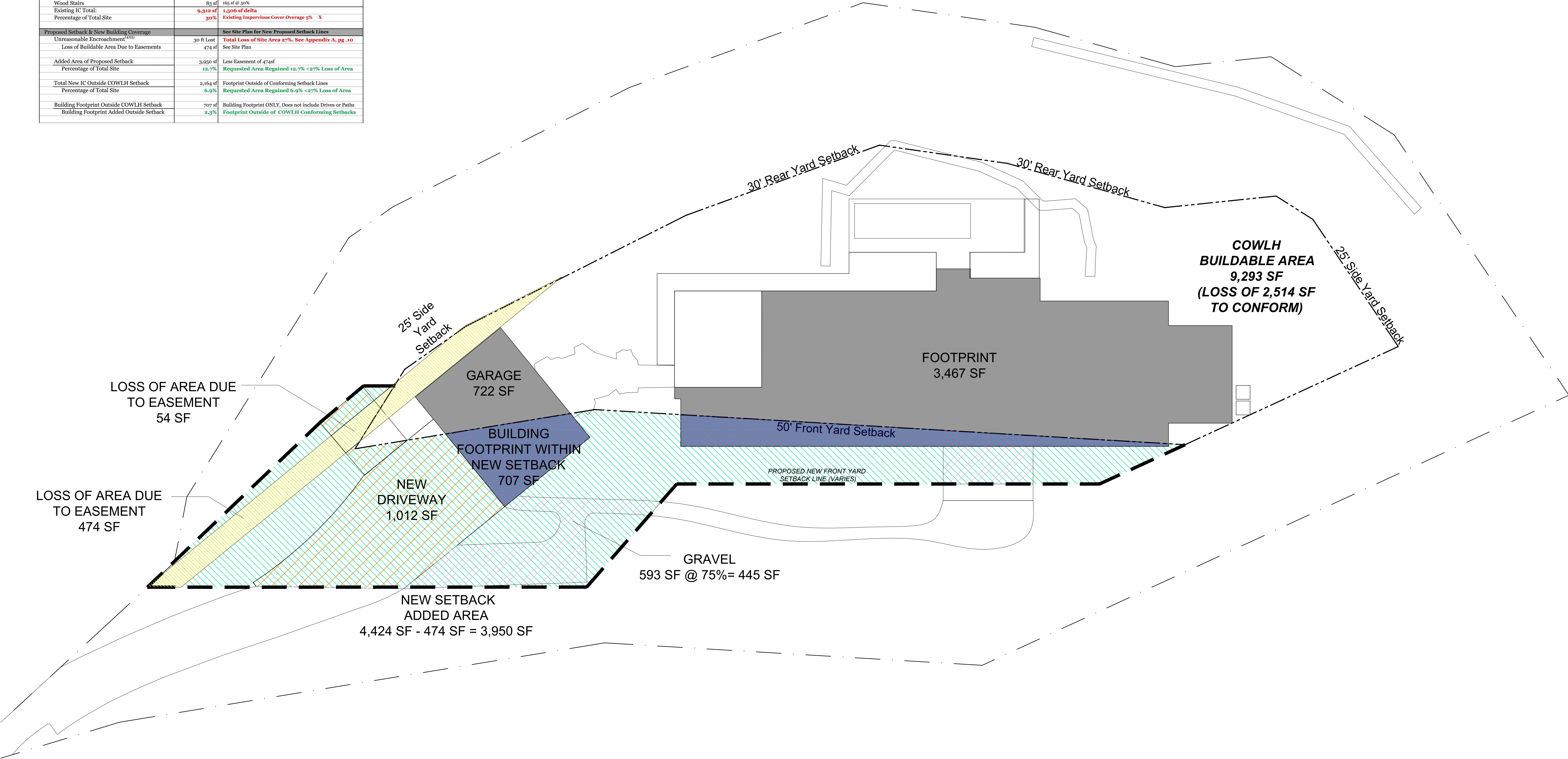
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1 Existing Impervious Cover
Scale: 3/32" = 1'-0"

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Driveway	2,184 sf		
Concrete Patio	1,003 sf		
Stone Walkways & Patio	1,089 sf		
Stone Landscape & Retaining Walls	466 sf		
Gravel	555 sf	*Counts in COWLH	
Pool & Coping	780 sf	*Counts in COWLH	
Wood Stairs	83 sf	165 sf @ 50%	
Existing IC Total:	9,312 sf	1,506 sf delta	
Percentage of Total Site	30%	Existing Impervious Cover Overage 5% X	
Proposed Setback & New Building Coverage		See Site Plan for New Proposed Setback Lines	
Unreasonable Encroachment ⁽⁴⁾⁽⁵⁾	30 ft Lost	Total Loss of Site Area 27%. See Appendix A, pg. 10	
Loss of Buildable Area Due to Easements	474 sf	See Site Plan	
Added Area of Proposed Setback	3,950 sf	Less Easement of 474sf	
Percentage of Total Site	12.7%	Requested Area Regained 12.7% <27% Loss of Area	
Total New IC Outside COWLH Setback	2,164 sf	Footprint Outside of Conforming Setback Lines	
Percentage of Total Site	6.9%	Requested Area Regained 6.9% <27% Loss of Area	
Building Footprint Outside COWLH Setback	707 sf	Building Footprint ONLY, Does not include Drives or Paths	
Building Footprint Added Outside Setback	2.3%	Footprint Outside of COWLH Conforming Setbacks	

Undue Hardship Items		
1. Lot Area Under 1 acre	0.717 Acres	COWLH Zoning Ordinance 22.03.281
2. Min Lot Depth	150 ft	COWLH Zoning Ordinance 22.03.272 & 281, 38.02.007 (b.3)
3. Full Demo of Existing Home		COWLH Zoning Ordinance 22.03.272, 2023 survey
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5. Unreasonable Encroachment	30 ft	COWLH Zoning Ordinance 38.02.007(b.4)
6. Buildable Area Slope	See Diagrams	COWLH Zoning Ordinance 38.02.007(b.3) & Drainage and Erosion



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Austin, Texas
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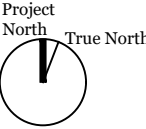
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Proposed
Setback

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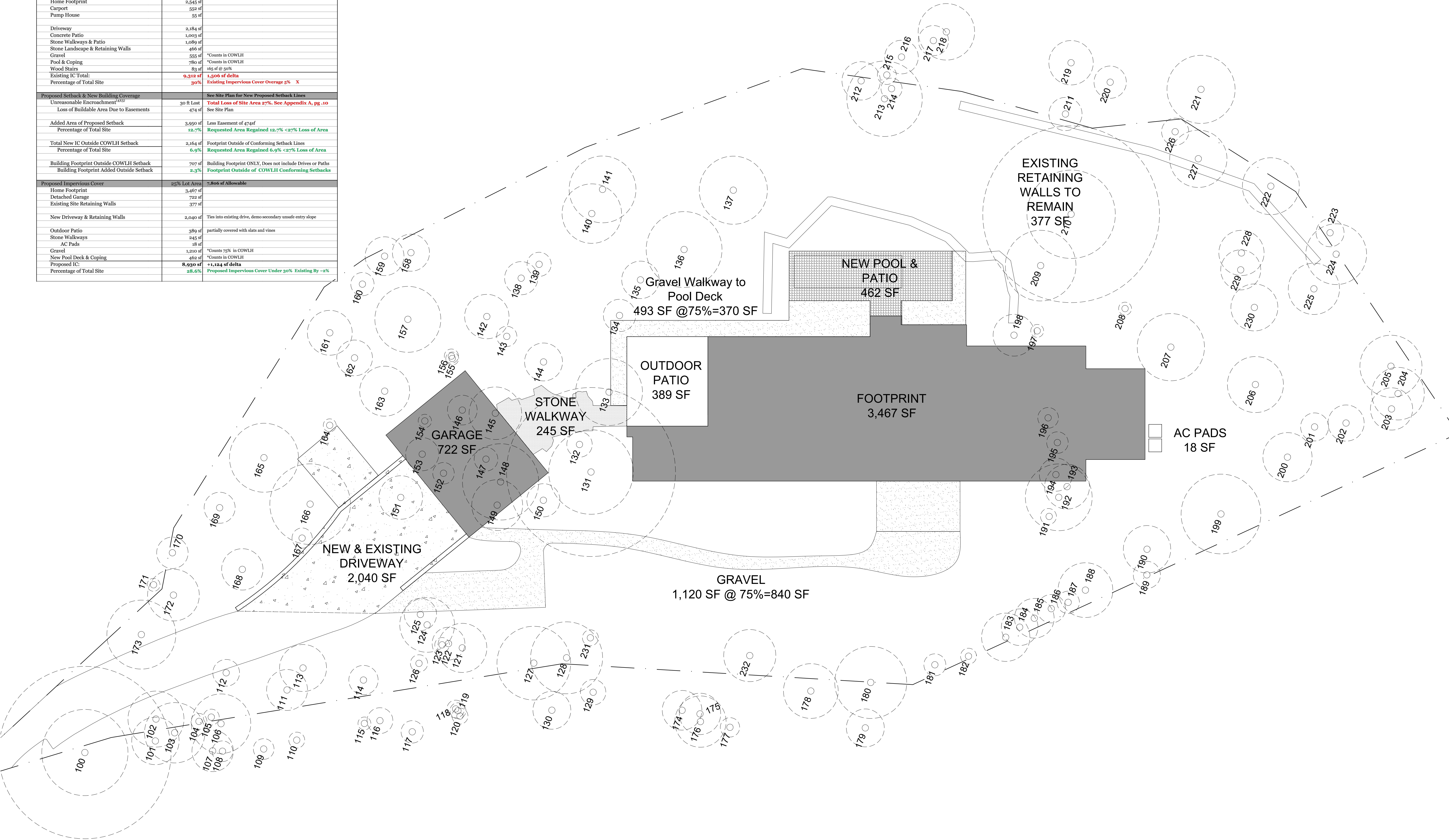
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1 Proposed Site Plan
Scale: 3/32" = 1'-0"

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Existing Site Area			Remarks
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Allowable Building Area	30% Lot Area	9,367 sf of Allowable	
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Existing Setbacks			
Setbacks			
Front ⁽⁵⁾	50 ft	If demo existing home, current COWLH setbacks would apply	
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Proposed Impervious Cover	25% Lot Area	7,806 sf of Allowable	
Home Footprint	3,467 sf		
Detached Garage	722 sf		
Existing Site Retaining Walls	377 sf		
New Driveway & Retaining Walls	2,040 sf	Ties into existing drive, demo secondary unsafe entry slope	
Outdoor Patio	389 sf	partially covered with slats and vines	
Stone Walkways	245 sf		
AC Pads	18 sf		
Gravel	1,210 sf	*Counts 75% in COWLH	
New Pool Deck & Coping	462 sf	*Counts in COWLH	
Proposed IC:	8,930 sf	+1,124 sf delta	
Percentage of Total Site	28.6%	Proposed Impervious Cover Under 30% Existing By -2%	

Undue Hardship Items		
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6. Buildable Area Slope	See Diagrams	COWLH Zoning Ordinance 38.02.007(b.3) & Drainage and Erosion Control Manual 7.4.1, Table 7-1: Maximum Cut and Fill Limits



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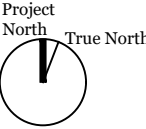
Drawing Title

Proposed
Impervious Cover

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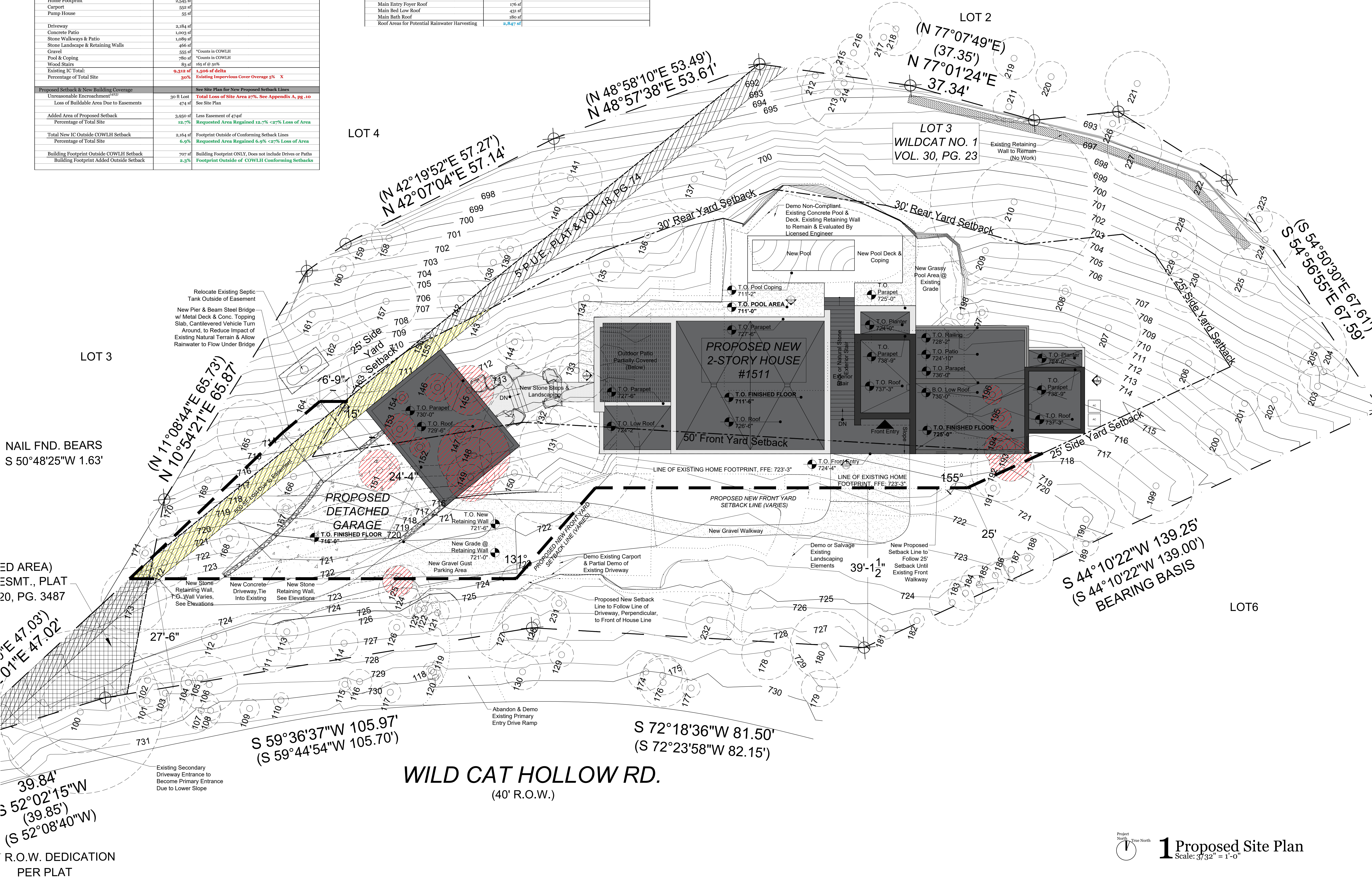


1 Proposed Site Plan
Scale: 3/32" = 1'-0"

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Setbacks			
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Gravel		555 sf	*Counts in COWHL
Pool & Coping		780 sf	*Counts in COWHL
Wood Stairs		83 sf	165 sf @ 50%
Existing IC Total:		9,312 sf	1,506 sf delta
Percentage of Total Site		30%	Existing Impervious Cover Overage 5% X
Proposed Setback & New Building Coverage			See Site Plan for New Proposed Setback Lines
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Proposed Impervious Cover	25% Lot Area	7,806 sf Allowable
Home Footprint	3,467 sf	
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Proposed IC:	8,930 sf	+1,124 sf delta
Percentage of Total Site	28.6%	Proposed Impervious Cover Under 30% Existing By -2%
Potential Rainwater Harvesting		
Garage Roof	617 sf	
Living Room & Mud Room Roof	1,318 sf	
Planters	125 sf	
Main Entry Foyer Roof	176 sf	
Main Bed Low Roof	431 sf	
Main Bath Roof	180 sf	
Roof Areas for Potential Rainwater Harvesting	2,847 sf	

Undue Hardship Items		
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2. Min Lot Depth	150 ft	COWHL Zoning Ordinance 22.03.272 & 281, 38.03.007 (b.3)
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5. Unreasonable Encroachment	30 ft	COWHL Zoning Ordinance 38.02.007(b.4)
6. Buildable Area Slope	See Diagrams	COWHL Zoning Ordinance 38.02.207(b.3) & Drainage and Erosion Control Manual 7.4.1, Table 7-1: Maximum Cut and Fill Limits



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Date Issue/ Revision

Drawing Title

Proposed
Site Plan

Sheet

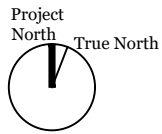
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1 Proposed Site Plan
Scale: 3/32" = 1'-0"

Remove & Mitigate Total: 14 trees @72.7**
 Could Reduce to 54.6 w/ Floor Plan
 Alterations to keep #193 & #194



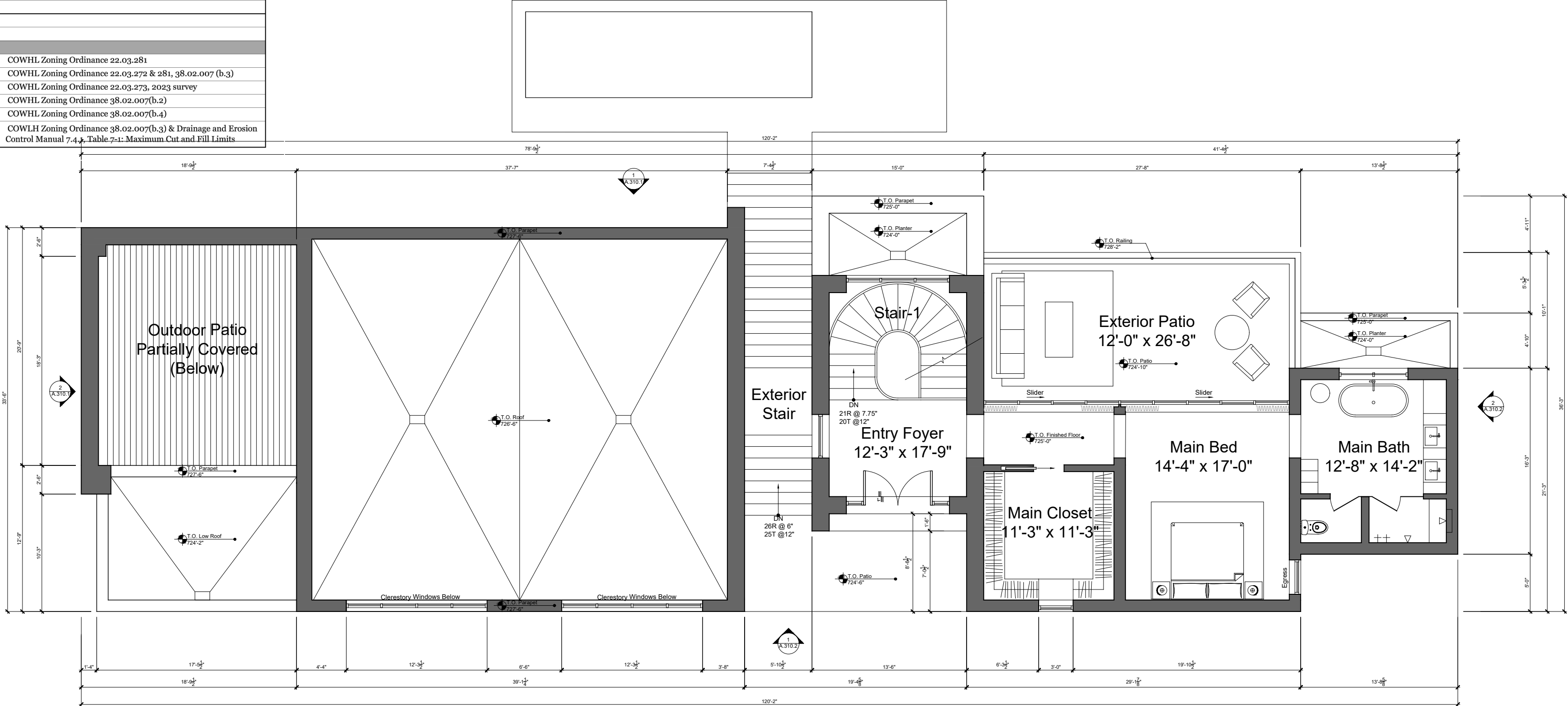
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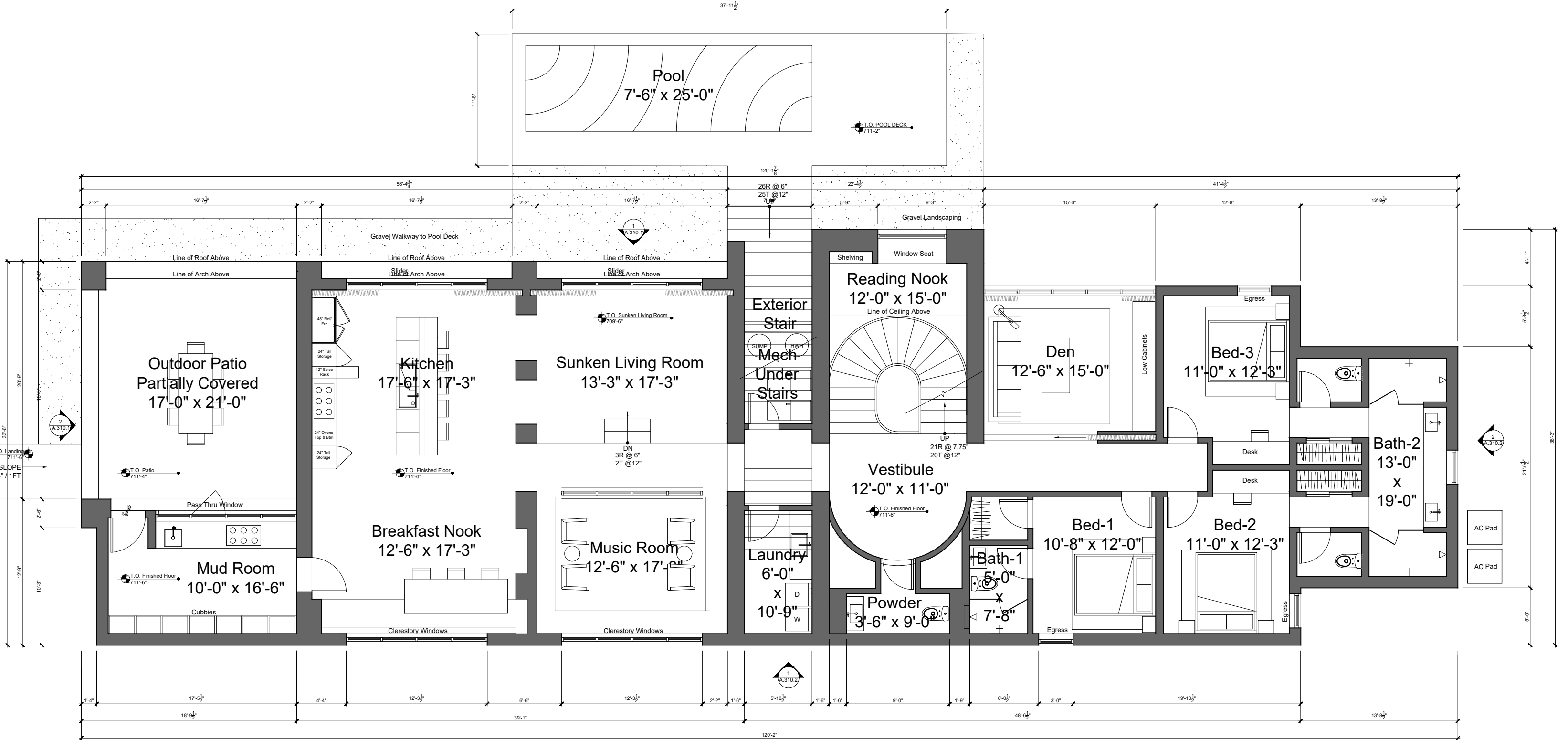
Page 30 of 5

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Gravel	1,210 sf	*Counts in COWLH	
New Pool Deck & Coping	462 sf	*Counts in COWLH	
Proposed IC:	8,930 sf	+1,124 sf delta	
Percentage of Total Site	28.6%	Proposed Impervious Cover Under 30% Existing By ~2%	

Potential Rainwater Harvesting		
Garage Roof	617 sf	
Living Room & Mud Room Roof	1,318 sf	
Planters	125 sf	
Main Entry Foyer Roof	176 sf	
Main Bed Low Roof	431 sf	
Main Bath Roof	180 sf	
Roof Areas for Potential Rainwater Harvesting	2,847 sf	
Undue Hardship Items		
1. Lot Area Under 1 acre	0.717 Acres	COWLH Zoning Ordinance 22.03.281
2. Min Lot Depth	150 ft	COWLH Zoning Ordinance 22.03.272 & 281, 38.02.007 (b.3)
3. Full Demo of Existing Home		COWLH Zoning Ordinance 22.03.273, 2023 survey
4. Loss of Site Area of at least 25%	27%	COWLH Zoning Ordinance 38.02.007(b.2)
5. Unreasonable Enchrachment	30 ft	COWLH Zoning Ordinance 38.02.007(b.4)
6. Buildable Area Slope	See Diagrams	COWLH Zoning Ordinance 38.02.007(b.3) & Drainage and Erosion Control Manual 7.4, Table 2-1: Maximum Cut and Fill Limits



2 Upper Level Floor Plan
Scale: 1/8" = 1'-0"



1 Lower Level Floor Plan
Scale: 1/8" = 1'-0"



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03/04/2024

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Project Title

1511 Wild Cat Hollow

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Drawing Title

Floor Plans

Sheet

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1511 Wildcat Hollow- Site Area Study			3/4/2024
Existing Site Area			
Lot 3 ⁽¹⁾	31,223 sf	0.717 Acres	
Allowable Building Area	30% Lot Area	9,367 sf Allowable	
Existing Lot Depth ⁽²⁾	145 ft	COWLH minimum is 150ft	
Existing Building Area	11,645 sf	Front setback does not conform to current COWLH setbacks	
Conforming Building Area ⁽³⁾	9,293 sf	New COWLH setback conforming Buildable Area	
Loss of Lot Area	2,323 sf		
Loss of Buildable Area Due to Easements	191 sf		
Total Loss of Lot Area ⁽⁴⁾	2,514 sf	27% >25% Loss of Lot Area Hardship	
Existing Setbacks			
Setbacks			
Front ⁽⁵⁾	50 ft	If demo existing home, current COWLH setbacks would apply	
Side	25 ft		
Rear	30 ft		
Existing Impervious Cover	25% Lot Area	7,806 sf Allowable	
Home Footprint	2,545 sf		
Carport	552 sf		
Pump House	55 sf		
Driveway	2,184 sf		
Concrete Patio	1,003 sf		
Stone Walkways & Patio	1,089 sf		
Stone Landscape & Retaining Walls	466 sf		
Gravel	555 sf	*Counts in COWLH	
Pool & Coping	780 sf	*Counts in COWLH	
Wood Stairs	83 sf	165 sf @ 50%	
Existing IC Total:	9,312 sf	1,506 sf delta	
Percentage of Total Site	30%	Existing Impervious Cover Overage 5% X	
Proposed Setback & New Building Coverage		See Site Plan for New Proposed Setback Lines	
Unreasonable Encroachment ⁽⁴⁾⁽⁵⁾	30 ft Lost	Total Loss of Site Area 27%. See Appendix A, pg .10	
Loss of Buildable Area Due to Easements	474 sf	See Site Plan	
Added Area of Proposed Setback	3,950 sf	Less Easement of 474sf	
Percentage of Total Site	12.7%	Requested Area Regained 12.7% <27% Loss of Area	
Total New IC Outside COWLH Setback	2,164 sf	Footprint Outside of Conforming Setback Lines	
Percentage of Total Site	6.9%	Requested Area Regained 6.9% <27% Loss of Area	
Building Footprint Outside COWLH Setback	707 sf	Building Footprint ONLY, Does not include Drives or Paths	
Building Footprint Added Outside Setback	2.3%	Footprint Outside of COWLH Conforming Setbacks	
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Home Footprint	3,467 sf		
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New Driveway & Retaining Walls	2,040 sf	Ties into existing drive, demo secondary unsafe entry slope	
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6. Buildable Area Slope	See Diagrams	COWLH Zoning Ordinance 38.02.007(b.3) & Drainage and Erosion Control Manual 7.4.1, Table 7-1: Maximum Cut and Fill Limits



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△ Date Issue/ Revision

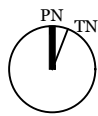
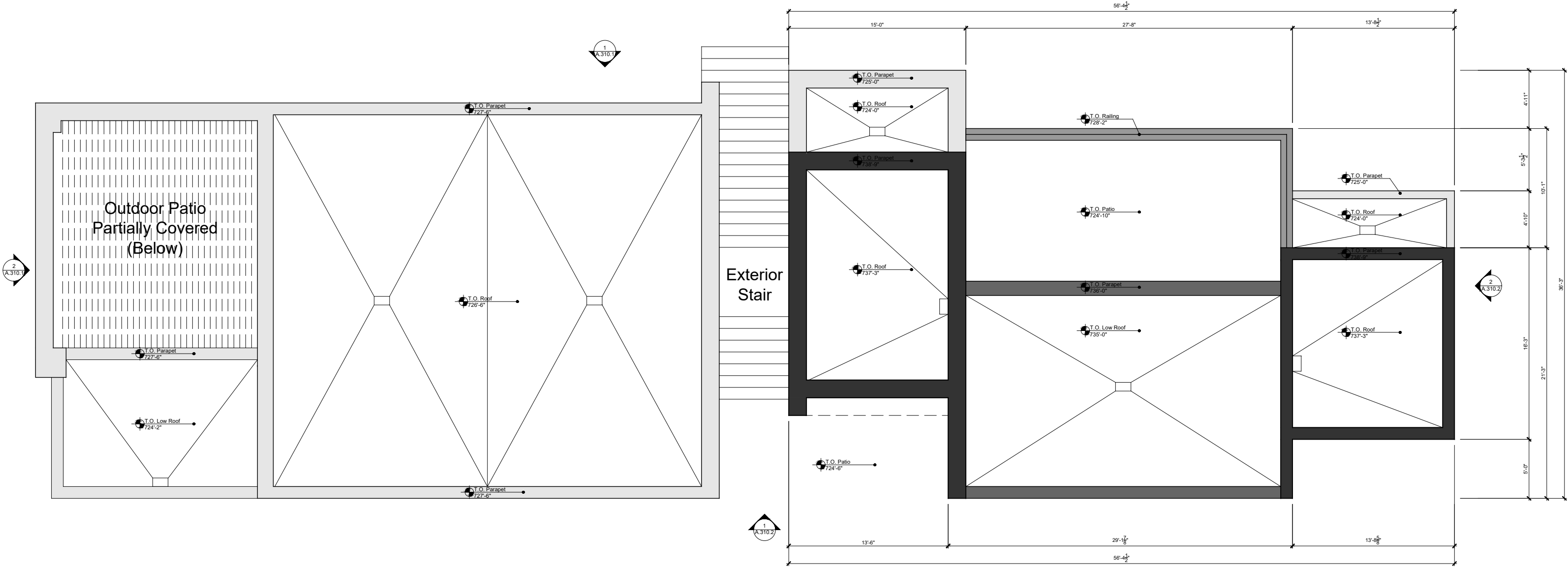
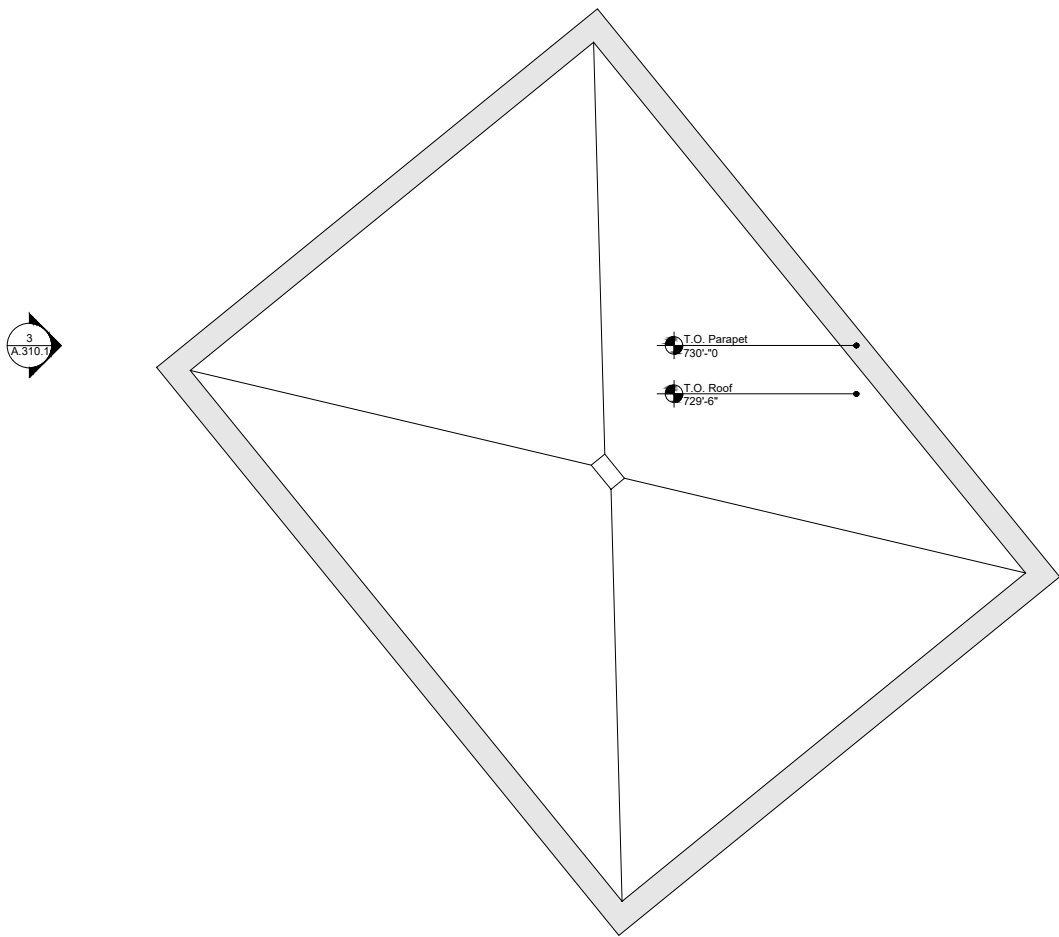
Drawing Title

Roof Plan

Sheet

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1 Roof Plan
Scale: 1/8" = 1'-0"



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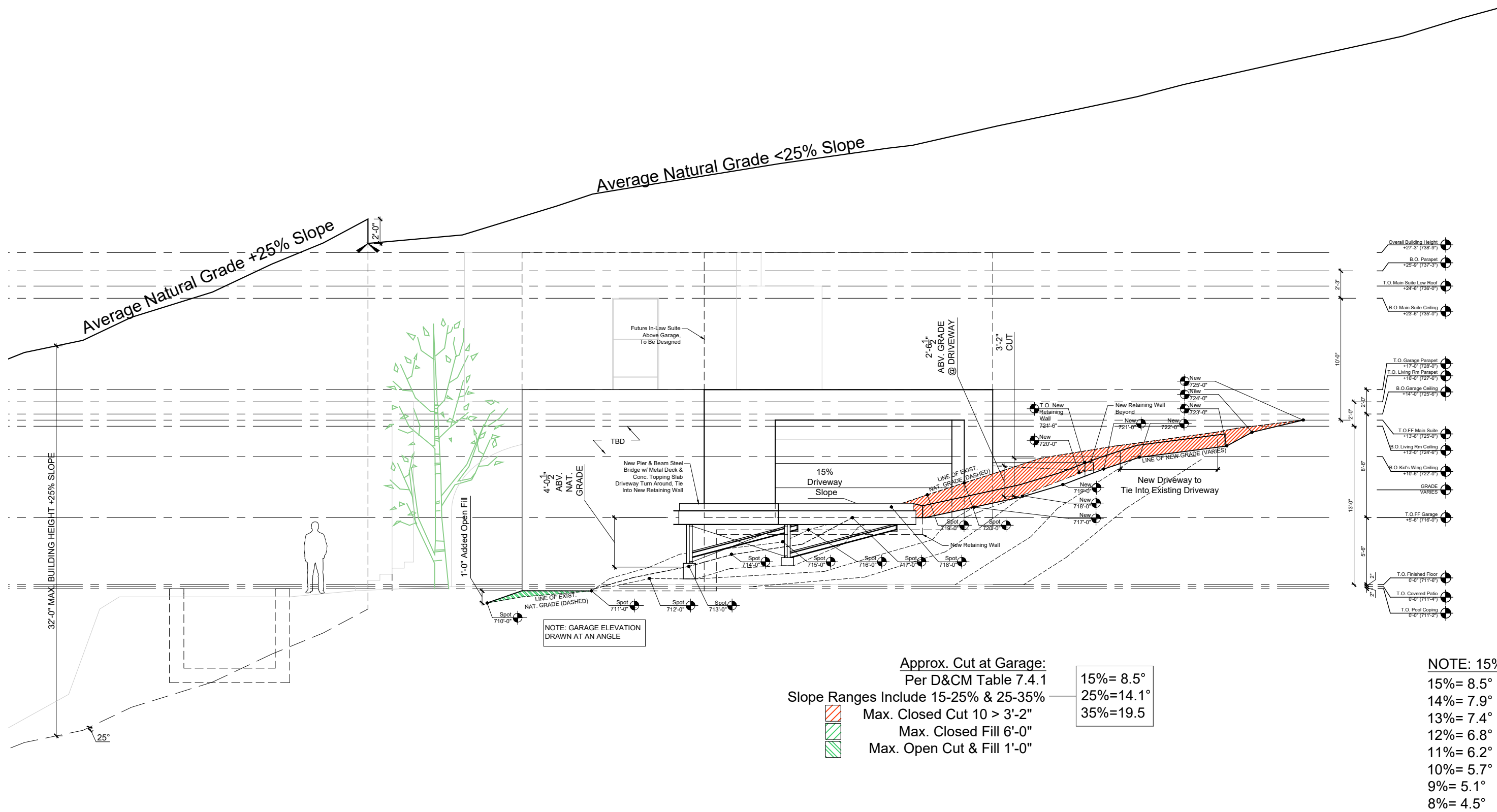
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Exterior Elevations

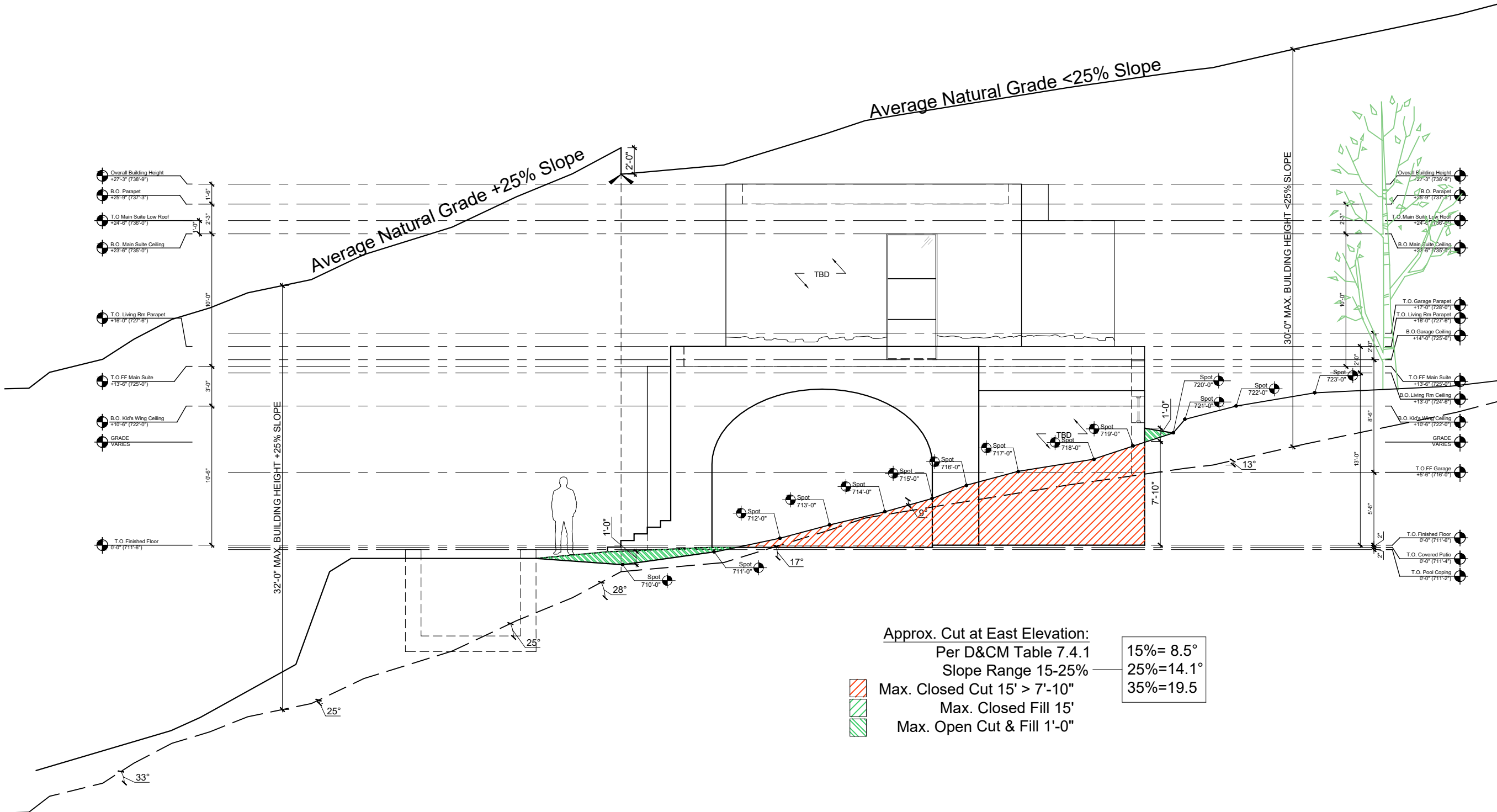
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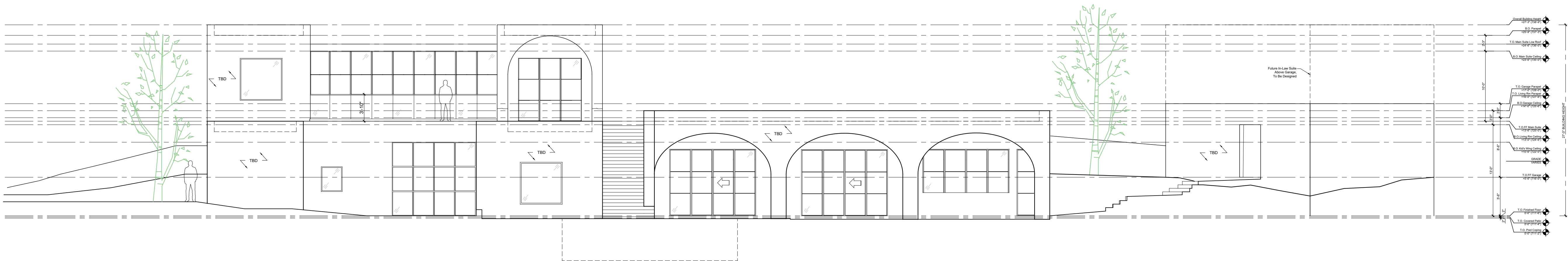
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3 East Elevation
Scale: 1/8" = 1'-0"



2 Garage East Elevation
Scale: 1/8" = 1'-0"



1 South Elevation
Scale: 1/8" = 1'-0"



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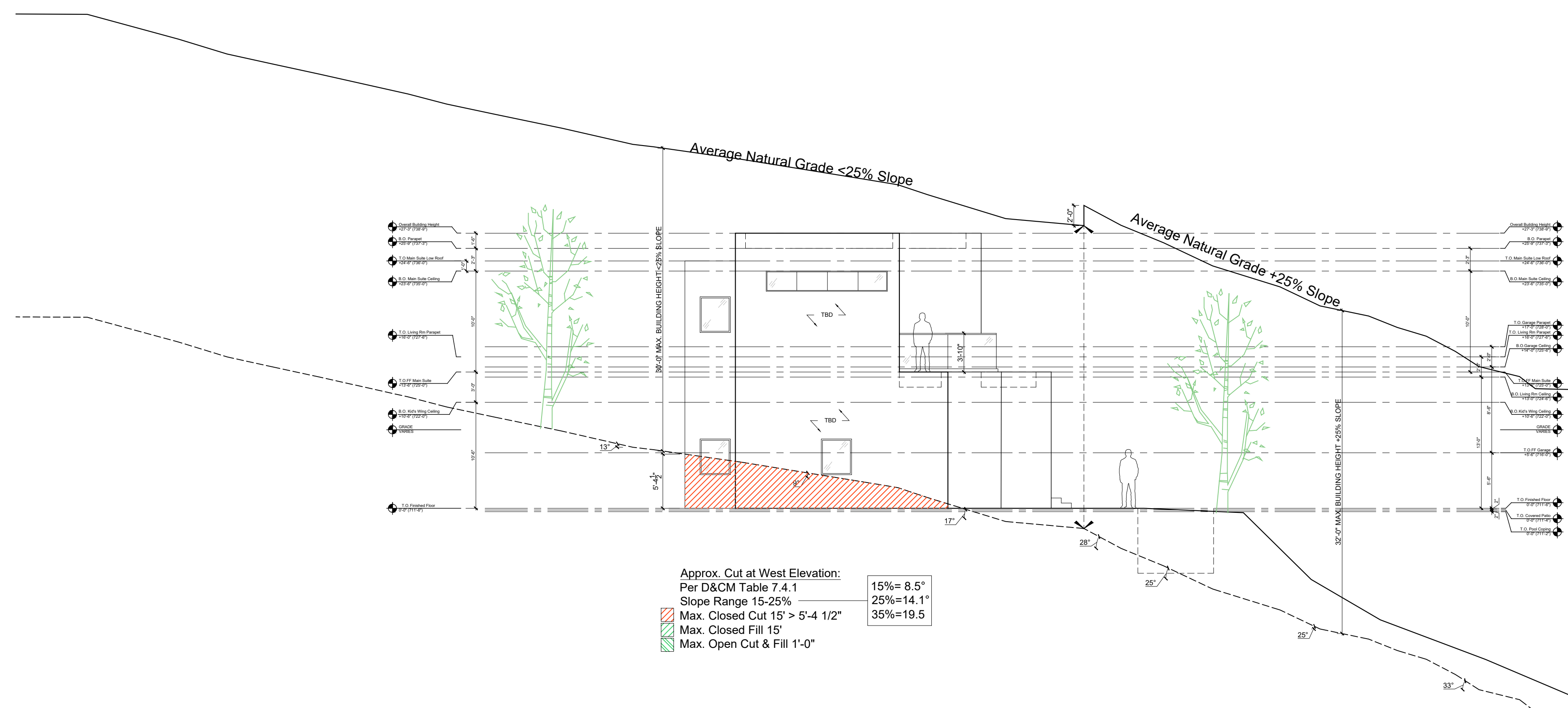
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Exterior Elevations

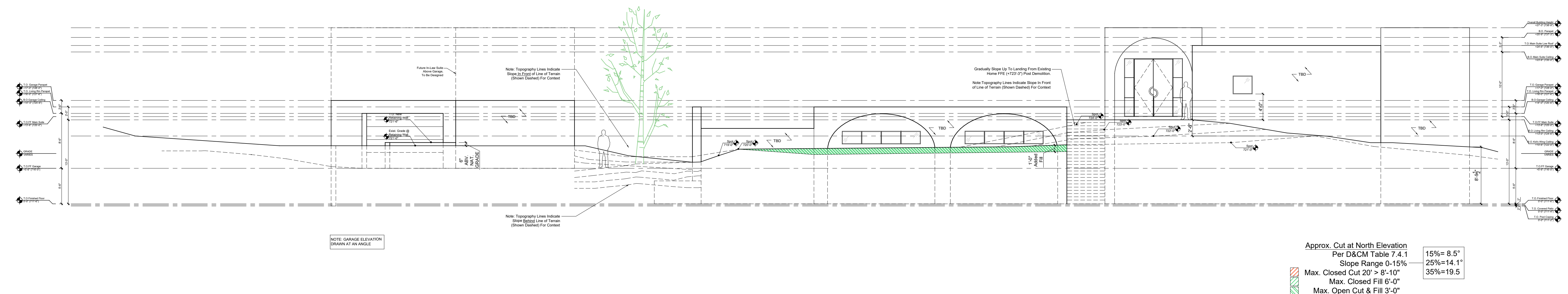
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2 West Elevation

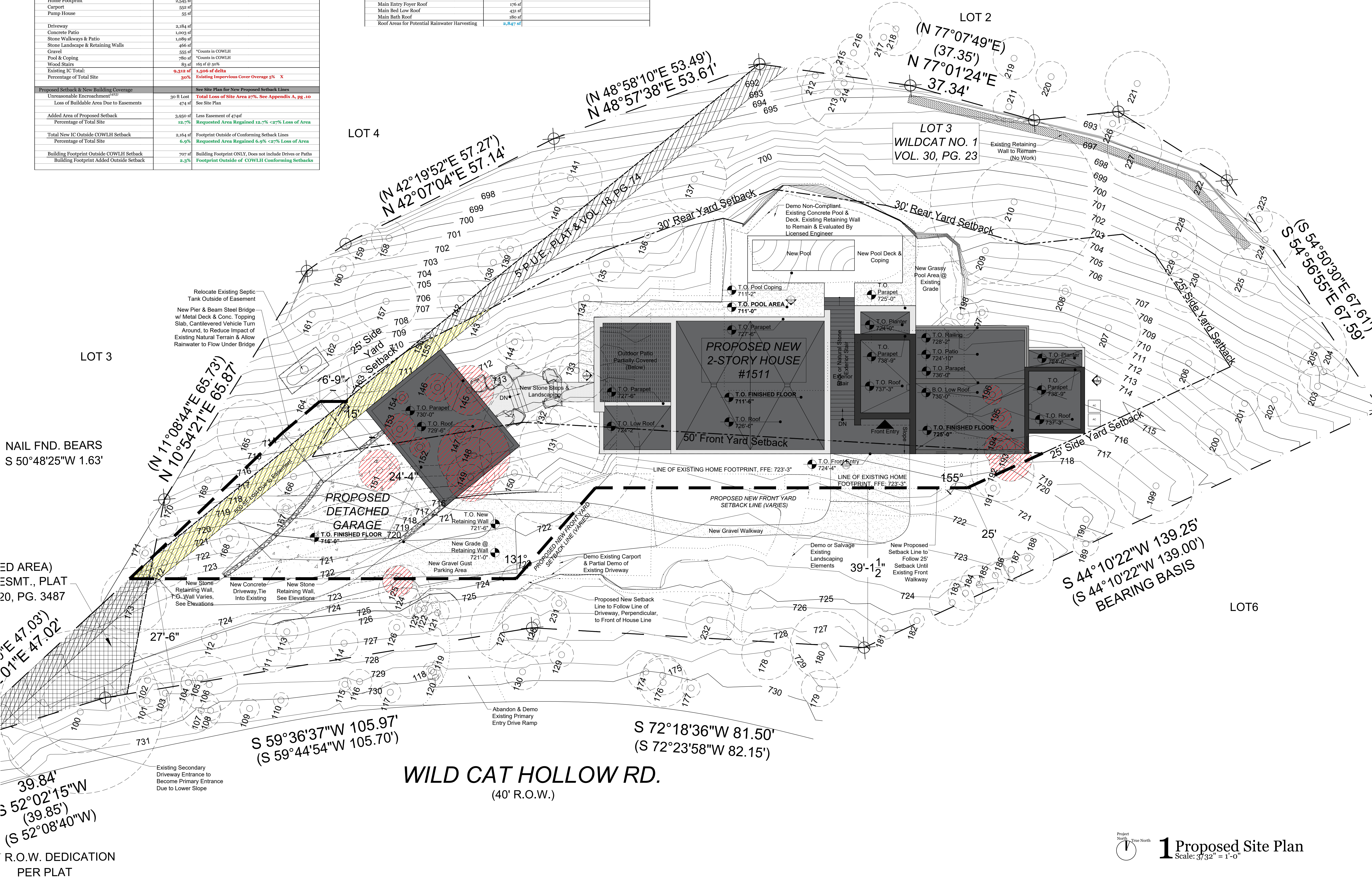


1 North Elevation

1511 Wildcat Hollow- Site Area Study			3/4/2024
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Conforming Building Area ⁽³⁾		9,293 sf	New COWHL setback conforming Buildable Area
Loss of Lot Area		2,323 sf	
Loss of Buildable Area Due to Easements		191 sf	
Total Loss of Lot Area ⁽⁴⁾		2,514 sf	27% >25% Loss of Lot Area Hardship
Existing Setbacks			
Setbacks			
Front ⁽⁵⁾		50 ft	If demo existing home, current COWHL setbacks would apply
Side		25 ft	
Rear		30 ft	
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Existing IC Total:		9,312 sf	1,506 sf delta
Percentage of Total Site		30%	Existing Impervious Cover Overage 5% X
Proposed Setback & New Building Coverage			See Site Plan for New Proposed Setback Lines
Unreasonable Encroachment ⁽⁶⁾⁽⁵⁾		30 ft Lost	Total Loss of Site Area 27%. See Appendix A, pg. 10
Loss of Buildable Area Due to Easements		474 sf	See Site Plan
Added Area of Proposed Setback		3,950 sf	Less Easement of 474sf
Percentage of Total Site		12.7%	Requested Area Regained 12.7% <27% Loss of Area
Total New IC Outside COWHL Setback		2,164 sf	Footprint Outside of Conforming Setback Lines
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Planters	125 sf	
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Main Bath Roof	180 sf	
Roof Areas for Potential Rainwater Harvesting	2,847 sf	

Undue Hardship Items		
1. Lot Area Under 1 acre	0.717 Acres	COWHL Zoning Ordinance 22.03.272
2. Min Lot Depth	150 ft	COWHL Zoning Ordinance 22.03.272 & 281, 38.03.007 (b.3)
3. Full Demo of Existing Home		COWHL Zoning Ordinance 22.03.273, 2023 survey
4. Loss of Site Area of at least 25%	27%	COWHL Zoning Ordinance 38.02.007(b.2)
5. Unreasonable Encroachment	30 ft	COWHL Zoning Ordinance 38.02.007(b.4)
6. Buildable Area Slope	See Diagrams	COWHL Zoning Ordinance 38.02.207(b.3) & Drainage and Erosion Control Manual 7.4.1, Table 7-1: Maximum Cut and Fill Limits



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Date Issue/ Revision

Drawing Title

Proposed
Site Plan

Sheet

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1 Proposed Site Plan
Scale: 3/32" = 1'-0"



1511 WILDCAT HOLLOW
VARIANCE REQUEST- APPENDIX A

04 March 2024

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Existing Site



Existing Conditions



Existing Conditions



Site Context



Home Across the Street Appears Extremely Tall with Large Grade Cuts & Retainage

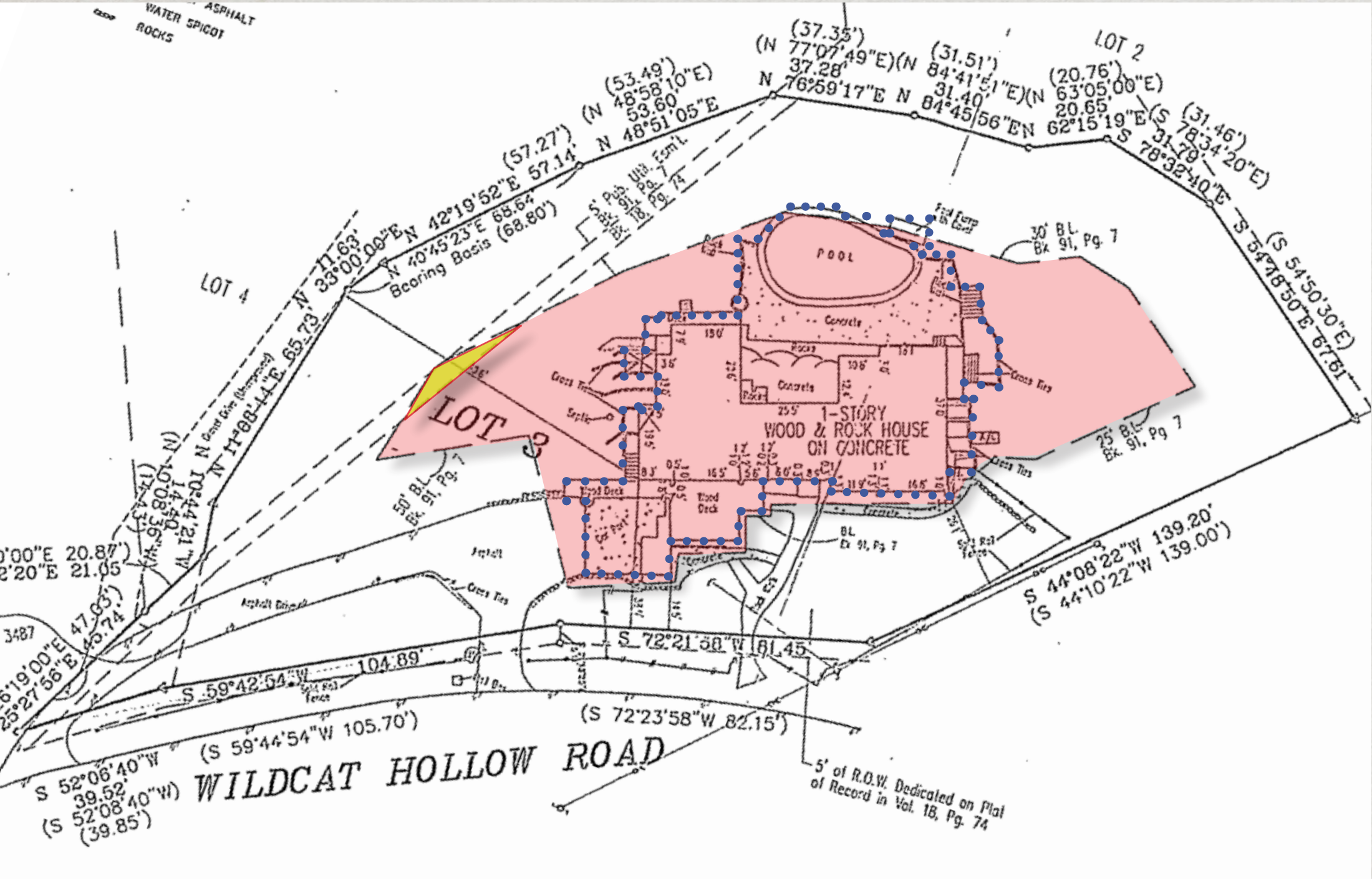
Project Inspiration Images



Project Inspiration Images



Existing Site- 1993 Survey

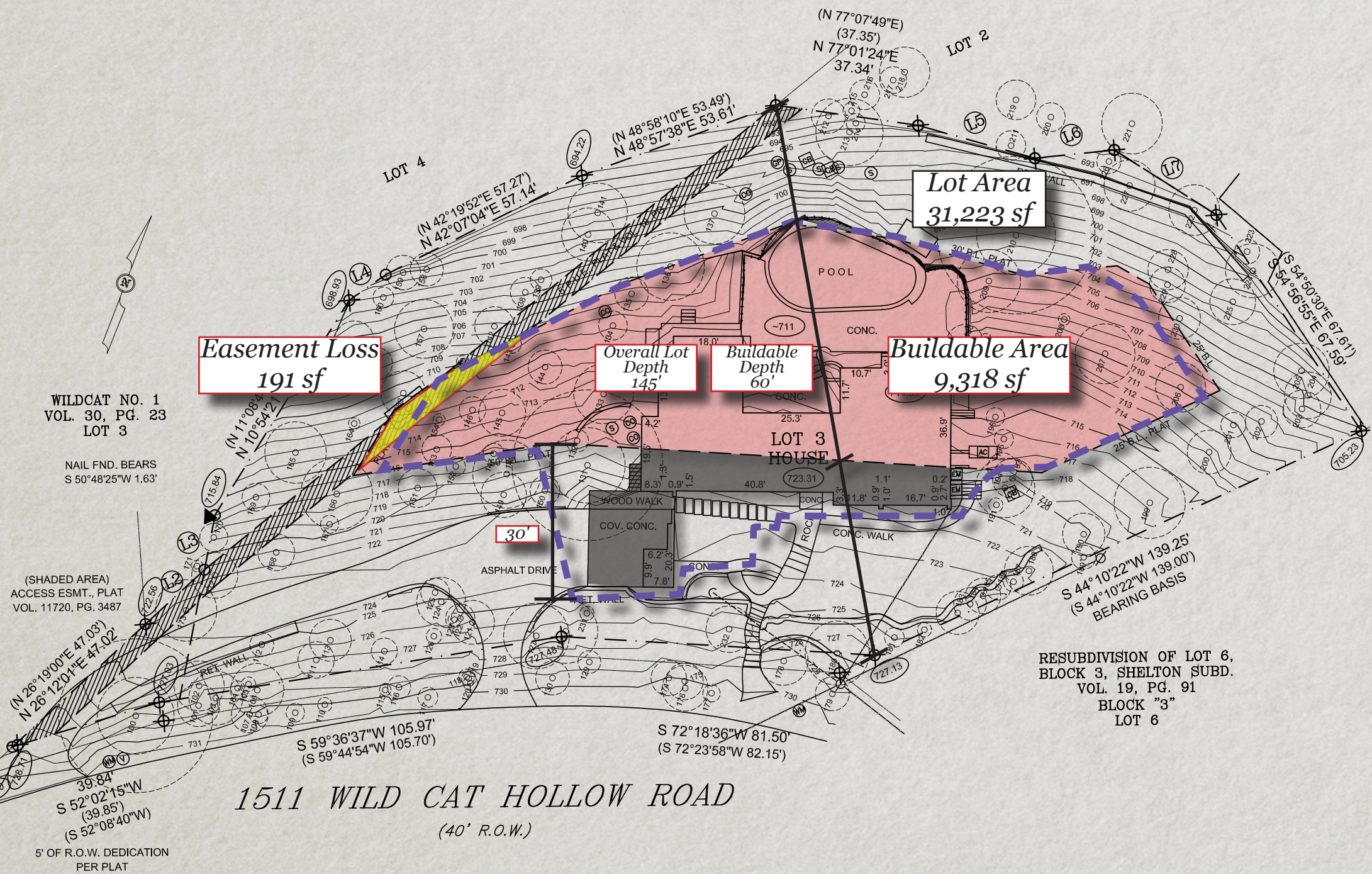


1511 Wildcat Hollow- Site Area Study			3/4/2024
Existing Site Area		Remarks	
Lot 3 ⁽¹⁾	31,223 sf	0.717 Acres	
Allowable Building Area	30% Lot Area	9,367 sf Allowable	
Existing Lot Depth ⁽²⁾	145 ft	COWLH minimum is 150ft	
Existing Building Area	11,645 sf	Front setback does not conform to current COWLH setbacks	

- Existing Lot 0.7 acre < COWLH min 1 acre
- Existing Buildable Area 11,645 sf
- Lot depth 145ft < COWLH min 150ft
- Intent to demolish existing home, patio & carport triggers current COWLH Zoning setbacks

Undue Hardship Items		
1. Lot Area Under 1 acre	0.717 Acres	COWHL Zoning Ordinance 22.03.281
2. Min Lot Depth	150 ft	COWHL Zoning Ordinance 22.03.272 & 281, 38.02.007 (b.3)

Existing Site- 2023 Topography, Tree and Lot Survey

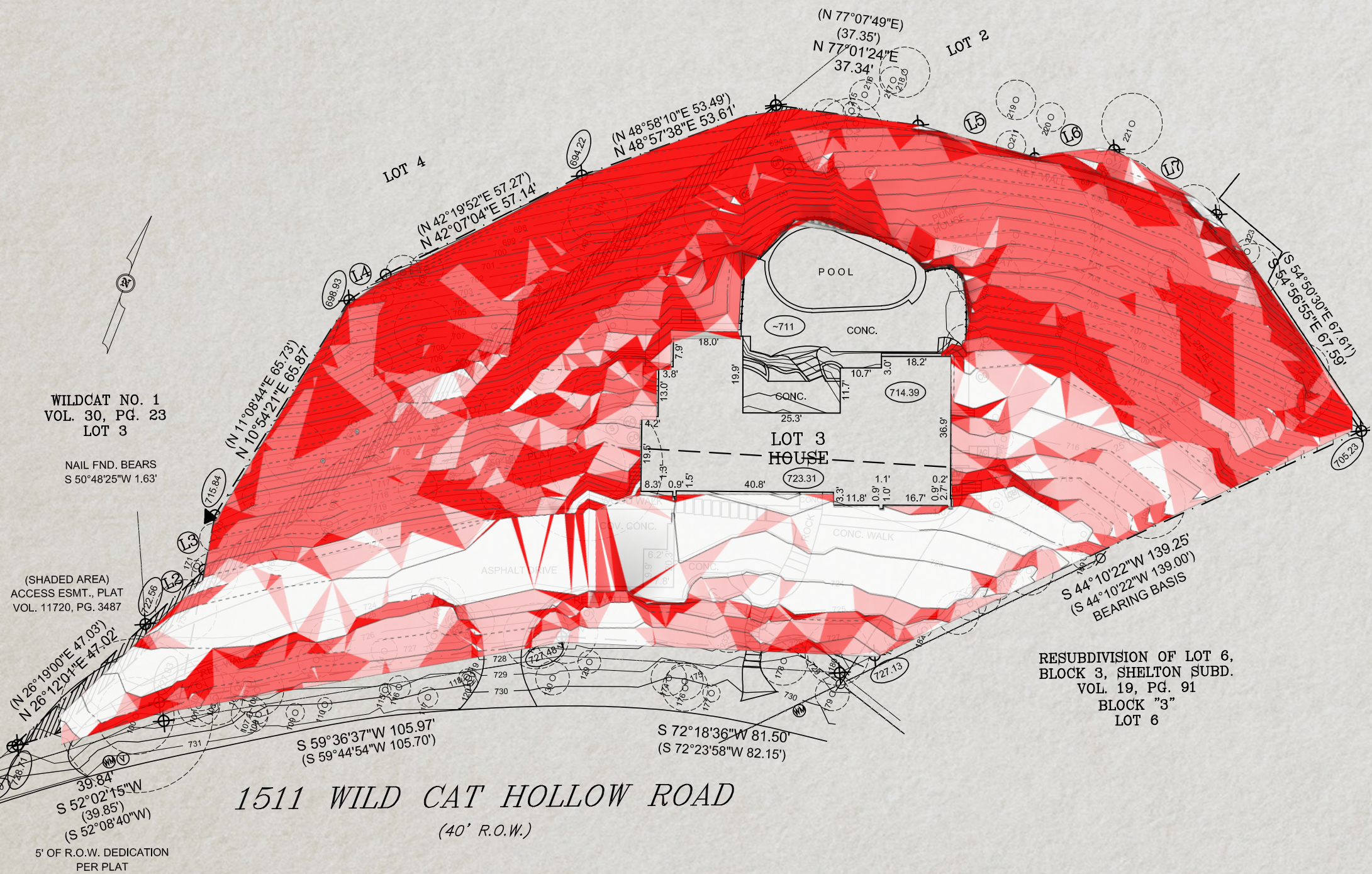


1511 Wildcat Hollow- Site Area Study			3/4/2024
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Conforming Building Area ⁽³⁾	9,293 sf	New COWLH setback conforming Buildable Area	
Loss of Lot Area	2,323 sf		
Loss of Buildable Area Due to Easements	191 sf		
Total Loss of Lot Area ⁽⁴⁾	2,514 sf	27% >25% Loss of Lot Area Hardship	
Existing Setbacks			
Setbacks			
Front ⁽³⁾	50 ft	If demo existing home, current COWLH setbacks would apply	
Side	25 ft		
Rear	30 ft		

- 2023 survey indicates current COWLH setbacks
- Resulting in 27% loss of Buildable Area (2,521 sf) > COWLH min 25%, including loss due to Easement (191 sf)
- Unreasonable encroachment from 1993 front setback of 30ft

Undue Hardship Items		
1. Lot Area Under 1 acre	0.717 Acres	COWHL Zoning Ordinance 22.03.281
2. Min Lot Depth	150 ft	COWHL Zoning Ordinance 22.03.272 & 281, 38.02.007 (b.3)
3. Full Demo of Existing Home		COWHL Zoning Ordinance 22.03.273, 2023 survey
4. Loss of Site Area of at least 25%	27%	COWHL Zoning Ordinance 38.02.007(b.2)
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Site Slope



1511 Wildcat Hollow- Site Area Study			3/4/2024
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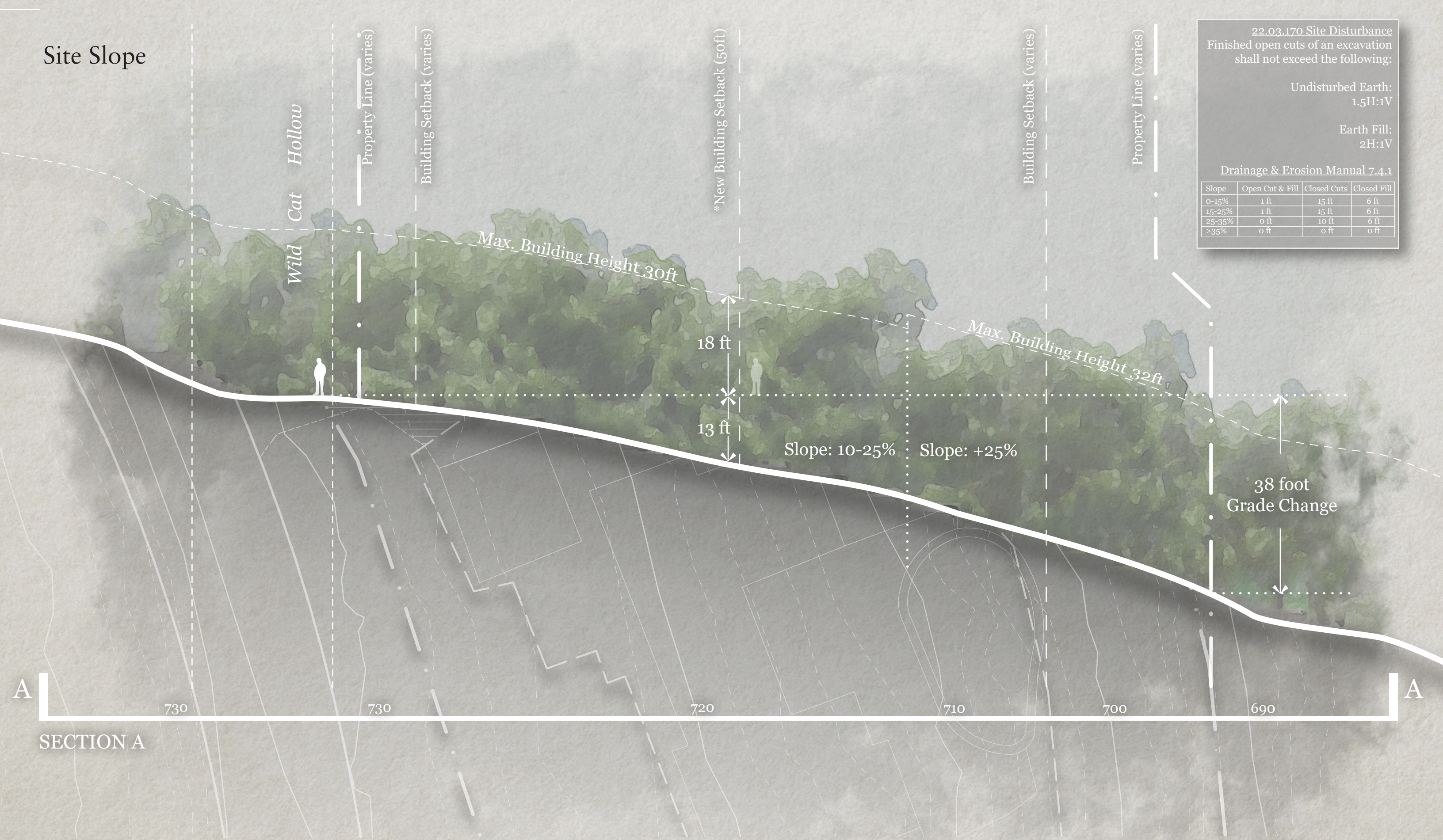
- +35% Slope 12,678 sf (40% of lot)
- 25-35% Slope 9,109 sf (29% of lot)
- 15-25% Slope 4,384 sf (14% of lot)
- 0-15% Slope 5,561 sf (17% of lot)
- House & Pool Deck 4,532 sf

Table 7-1: Maximum Cut and Fill Limits

Slope	Open Cuts and Fills	Closed Cuts	Closed Fill
0 - 15%	3 feet	20 feet	6 feet
15 - 25%	1 foot	15 feet	6 feet
25% - 35%	0 feet	10 feet	6 feet
> 35%	0 feet	0 feet	0 feet

Undue Hardship Items		
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6. Buildable Area Slope	See Diagrams	COWLH Zoning Ordinance 38.02.007(b.3) & Drainage and Erosion Control Manual 7.4.1, Table 7-1: Maximum Cut and Fill Limits

Site Slope



22.03.170 Site Disturbance
Finished open cuts of an excavation shall not exceed the following:

Undisturbed Earth:
1.5H:1V

Earth Fill:
2H:1V

Drainage & Erosion Manual 7.4.1

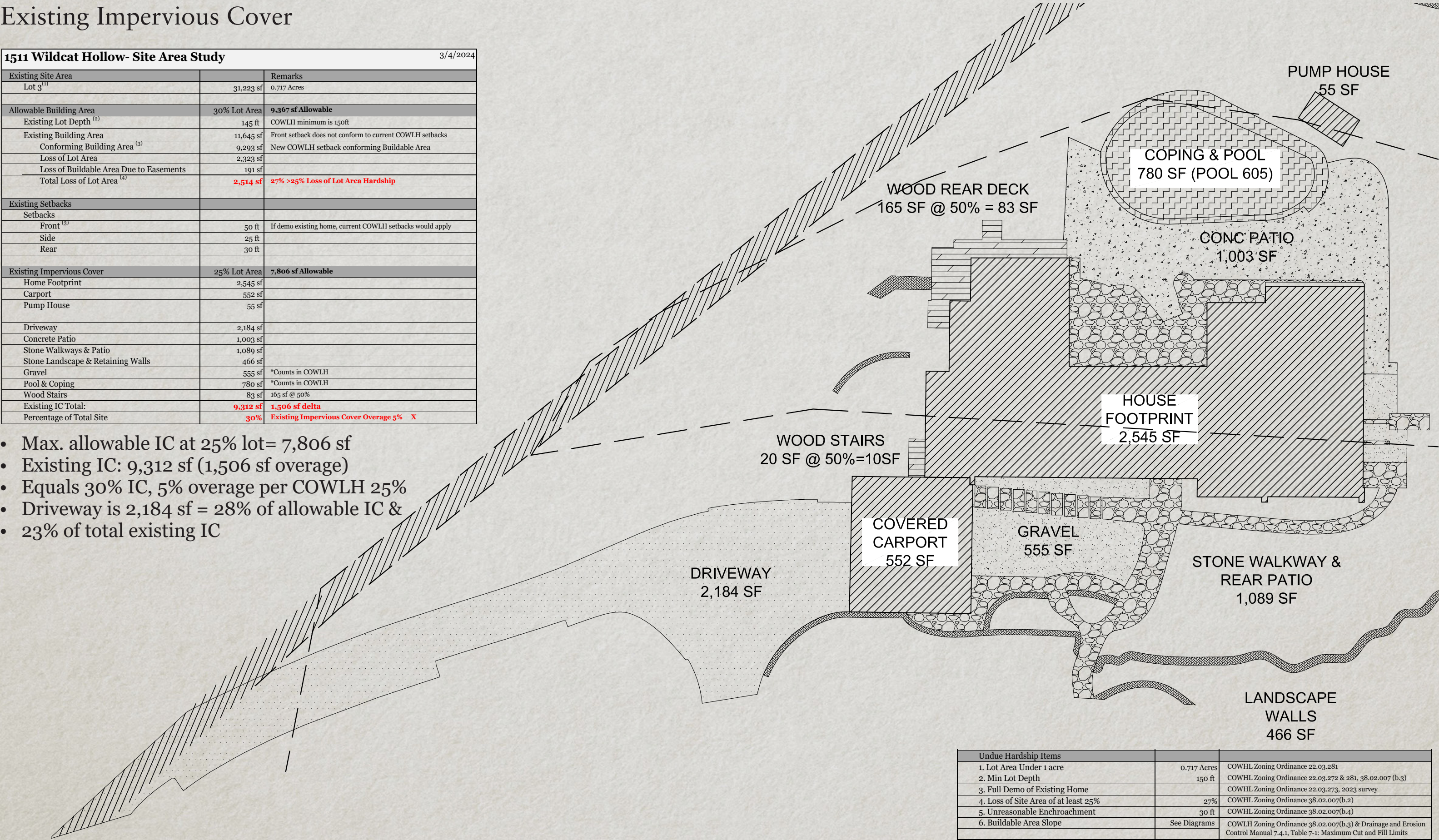
Slope	Open Cut & Fill	Closed Cuts	Closed Fill
0-15%	1 ft	15 ft	6 ft
15-25%	1 ft	15 ft	6 ft
25-35%	0 ft	10 ft	6 ft
>35%	0 ft	0 ft	0 ft

Existing Impervious Cover

1511 Wildcat Hollow- Site Area Study			3/4/2024
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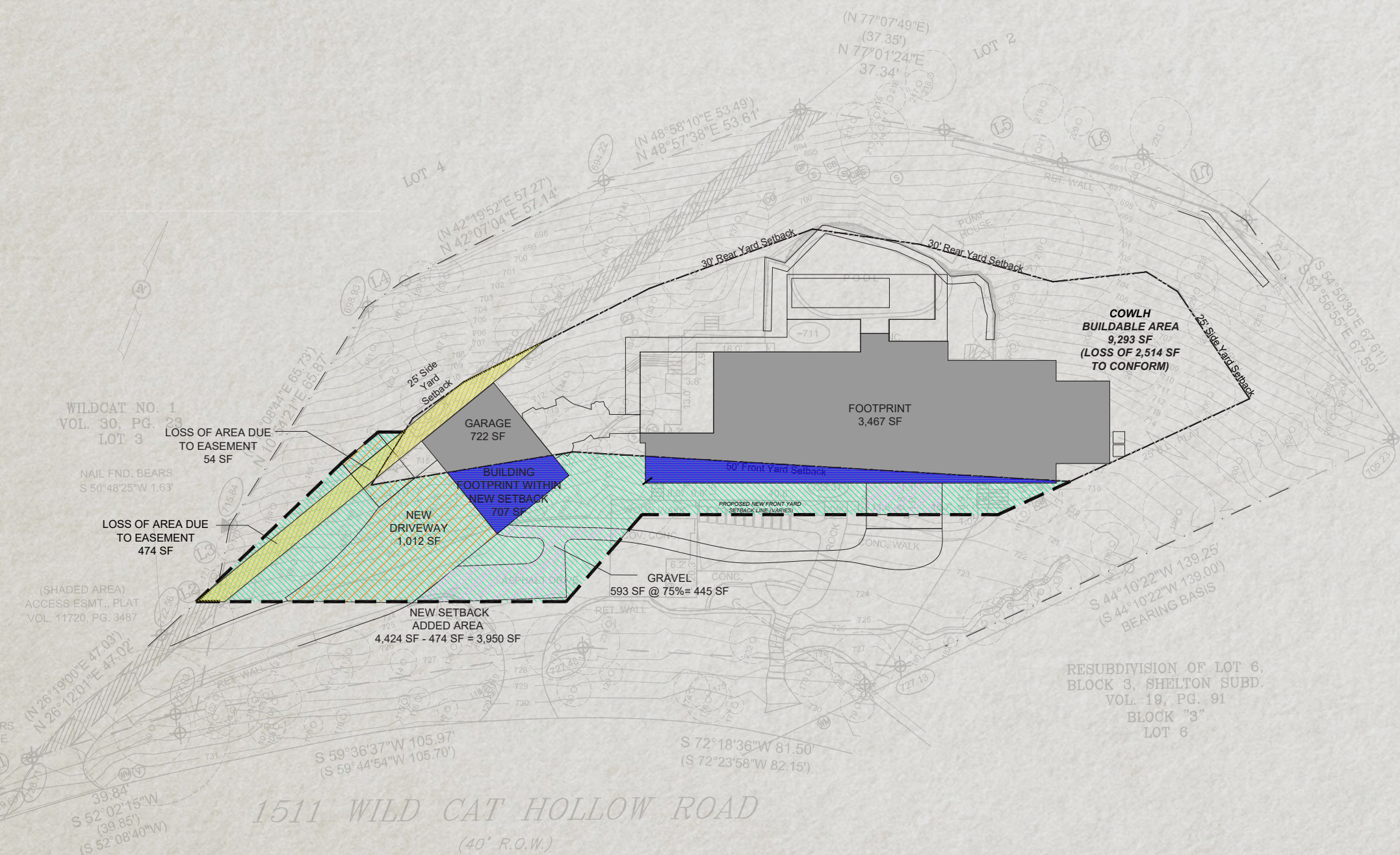
- Max. allowable IC at 25% lot= 7,806 sf
- Existing IC: 9,312 sf (1,506 sf overage)
- Equals 30% IC, 5% overage per COWLH 25%
- Driveway is 2,184 sf = 28% of allowable IC &
- 23% of total existing IC

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Undue Hardship Items		
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Proposed New Front Setback



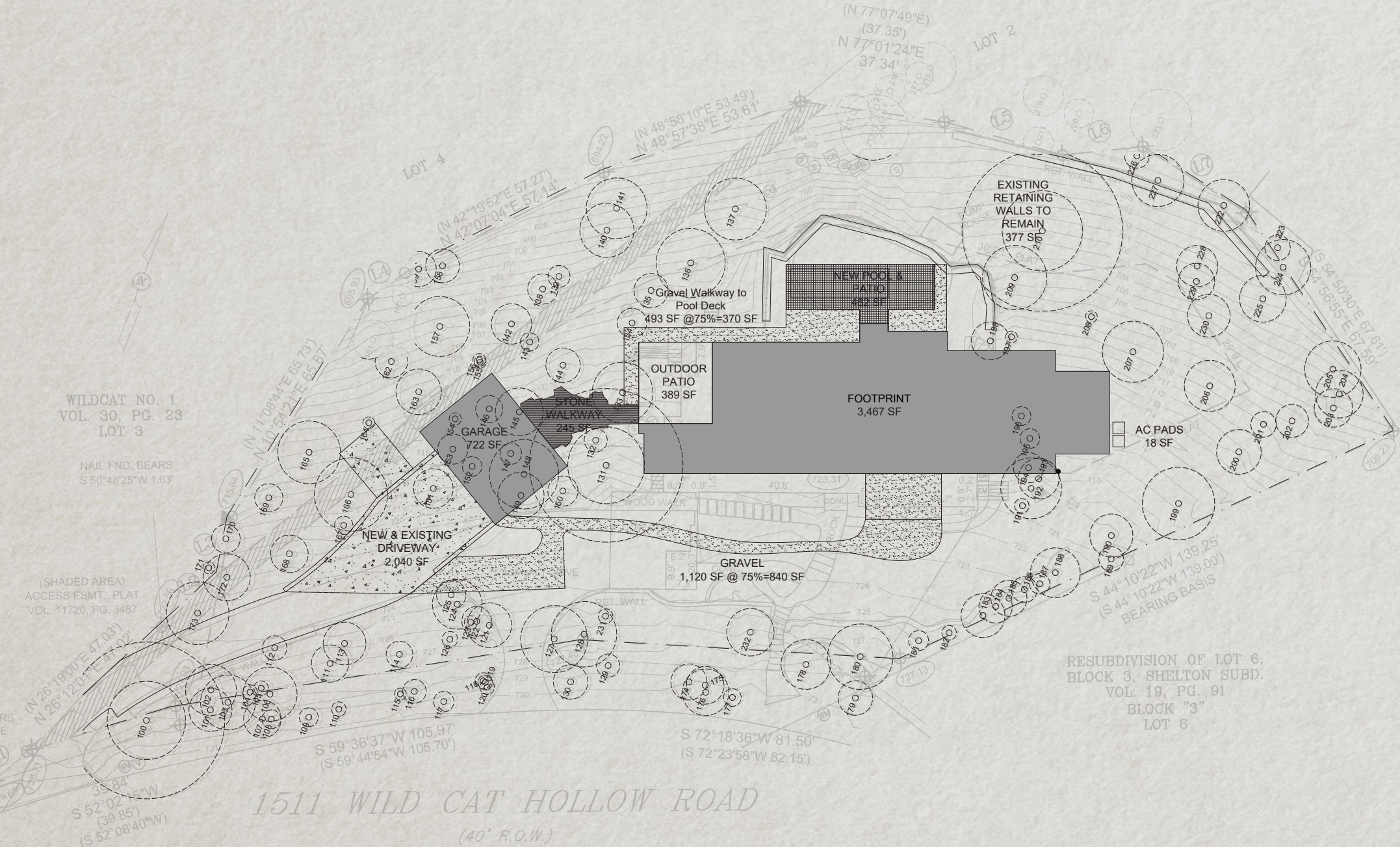
- MHOA proposes striking new front setback to align with geometry of former home's footprint (underlay)
- Garage would violate existing front setback line due to slope, easement, side yard setback lines and existing trees.
- Total IC within proposed setback line is only 6.9% of total site area, and only 2.3% of the total site area is actual conditioned space
- The Garage poses a conundrum regarding it's location given the same factors mentioned above

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Office Of Architecture

1511 Wildcat Hollow- Site Area Study			3/4/2024
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Stone Walkways & Patio	1,089 sf		
Stone Landscape & Retaining Walls	466 sf		
Gravel	555 sf	*Counts in COWLH	
Pool & Coping	780 sf	*Counts in COWLH	
Wood Stairs	83 sf	165 sf @ 50%	
Existing IC Total:	9,312 sf	1,506 sf delta	
Percentage of Total Site	30%	Existing Impervious Cover Overage 5% X	
Proposed Setback & New Building Coverage		See Site Plan for New Proposed Setback Lines	
Unreasonable Encroachment ⁽⁴⁾⁽⁵⁾	30 ft Lost	Total Loss of Site Area 27%. See Appendix A, pg .10	
Loss of Buildable Area Due to Easements	474 sf	See Site Plan	
Added Area of Proposed Setback	3,950 sf	Less Easement of 474sf	
Percentage of Total Site	12.7%	Requested Area Regained 12.7% <27% Loss of Area	
Total New IC Outside COWLH Setback	2,164 sf	Footprint Outside of Conforming Setback Lines	
Percentage of Total Site	6.9%	Requested Area Regained 6.9% <27% Loss of Area	
Building Footprint Outside COWLH Setback	707 sf	Building Footprint ONLY, Does not include Drives or Paths	
Building Footprint Added Outside Setback	2.3%	Footprint Outside of COWLH Conforming Setbacks	

Undue Hardship Items		
1. Lot Area Under 1 acre	0.717 Acres	COWHL Zoning Ordinance 22.03.281
2. Min Lot Depth	150 ft	COWHL Zoning Ordinance 22.03.272 & 281, 38.02.007 (b.3)
3. Full Demo of Existing Home		COWHL Zoning Ordinance 22.03.273, 2023 survey
4. Loss of Site Area of at least 25%	27%	COWHL Zoning Ordinance 38.02.007(b.2)
5. Unreasonable Encroachment	30 ft	COWHL Zoning Ordinance 38.02.007(b.4)
6. Buildable Area Slope	See Diagrams	COWHL Zoning Ordinance 38.02.007(b.3) & Drainage and Erosion Control Manual 7.4.1, Table 7-1: Maximum Cut and Fill Limits

Proposed Impervious Cover

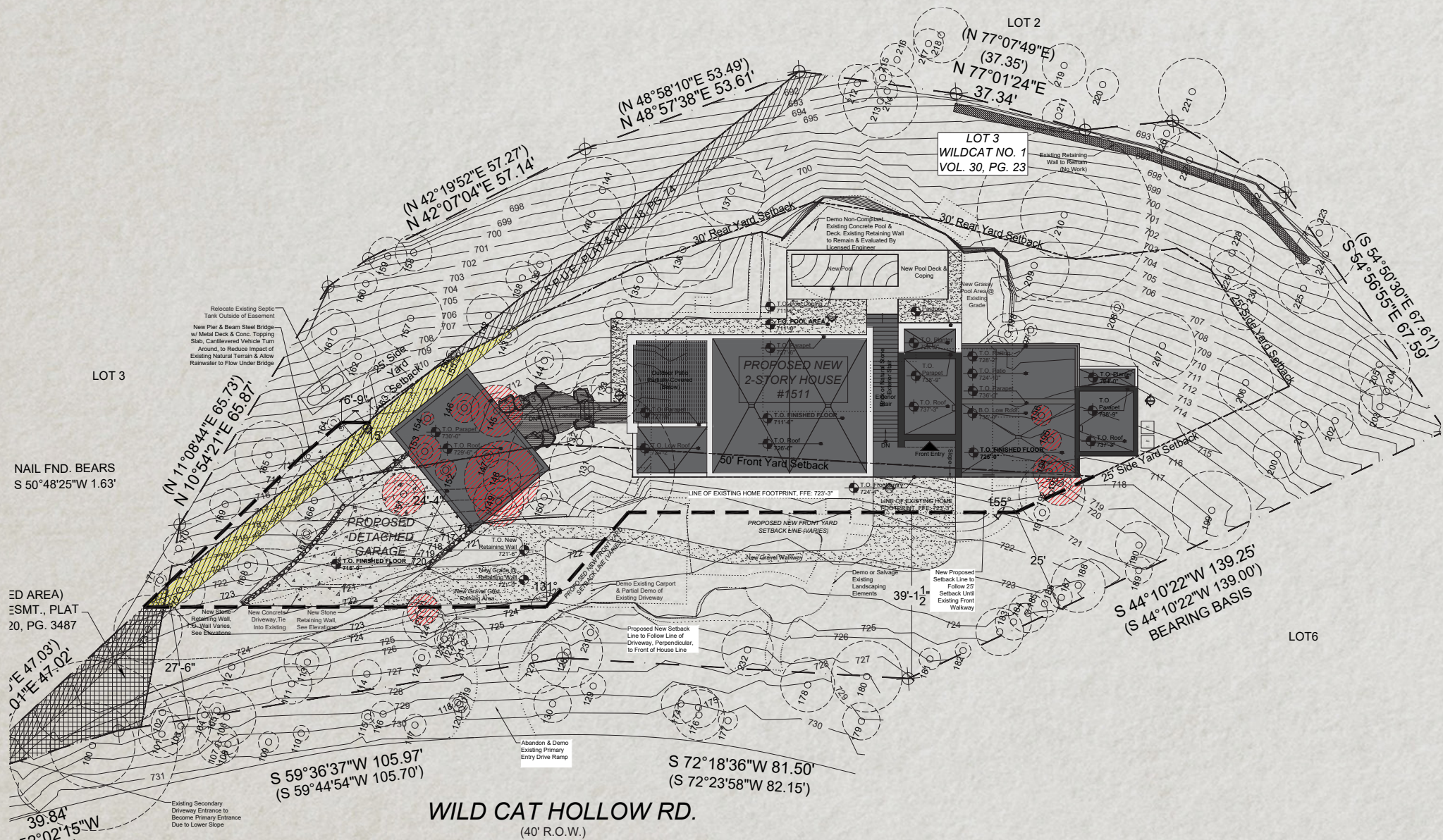


- Max. allowable IC at 25% lot= 7,806 sf
- Existing IC prior to demo= 30% of lota area
- Proposed IC: 8,930 sf=28.6% <30%
- Maintains cut or fill requirements per Erosion Control Manual

Michael Hsu
Office Of Architecture

1511 Wildcat Hollow- Site Area Study			3/4/2024
Existing Site Area		Remarks	
Lot 3 ⁽¹⁾	31,223 sf	0.717 Acres	
Allowable Building Area	30% Lot Area	9,367 sf Allowable	
Existing Lot Depth ⁽²⁾	145 ft	COWLH minimum is 150ft	
Existing Building Area	11,645 sf	Front setback does not conform to current COWLH setbacks	
Conforming Building Area ⁽³⁾	9,293 sf	New COWLH setback conforming Buildable Area	
Loss of Lot Area	2,323 sf		
Loss of Buildable Area Due to Easements	191 sf		
Total Loss of Lot Area ⁽⁴⁾	2,514 sf	27% >25% Loss of Lot Area Hardship	
Existing Setbacks			
Setbacks			
Front ⁽³⁾	50 ft	If demo existing home, current COWLH setbacks would apply	
Side	25 ft		
Rear	30 ft		
Existing Impervious Cover	25% Lot Area	7,806 sf Allowable	
Home Footprint	2,545 sf		
Carport	552 sf		
Pump House	55 sf		
Driveway	2,184 sf		
Concrete Patio	1,003 sf		
Stone Walkways & Patio	1,089 sf		
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Proposed Impervious Cover	25% Lot Area	7,806 sf Allowable	
Home Footprint	3,467 sf		
Detached Garage	722 sf		
Existing Site Retaining Walls	377 sf		
New Driveway & Retaining Walls	2,040 sf	Ties into existing drive, demo secondary unsafe entry slope	
Outdoor Patio	389 sf	partially covered with slats and vines	
Stone Walkways	245 sf		
AC Pads	18 sf		
Gravel	1,210 sf	*Counts 75% in COWLH	
New Pool Deck & Coping	462 sf	*Counts in COWLH	
Proposed IC:	8,930 sf	+1,124 sf delta	
Percentage of Total Site	28.6%	Proposed Impervious Cover Under 30% Existing By ~2%	
Potential Rainwater Harvesting			
Garage Roof	617 sf		
Living Room & Mud Room Roof	1,318 sf		
Planters	125 sf		
Main Entry Foyer Roof	176 sf		
Main Bed Low Roof	431 sf		
Main Bath Roof	180 sf		
Roof Areas for Potential Rainwater Harvesting	2,847 sf		
Undue Hardship Items			
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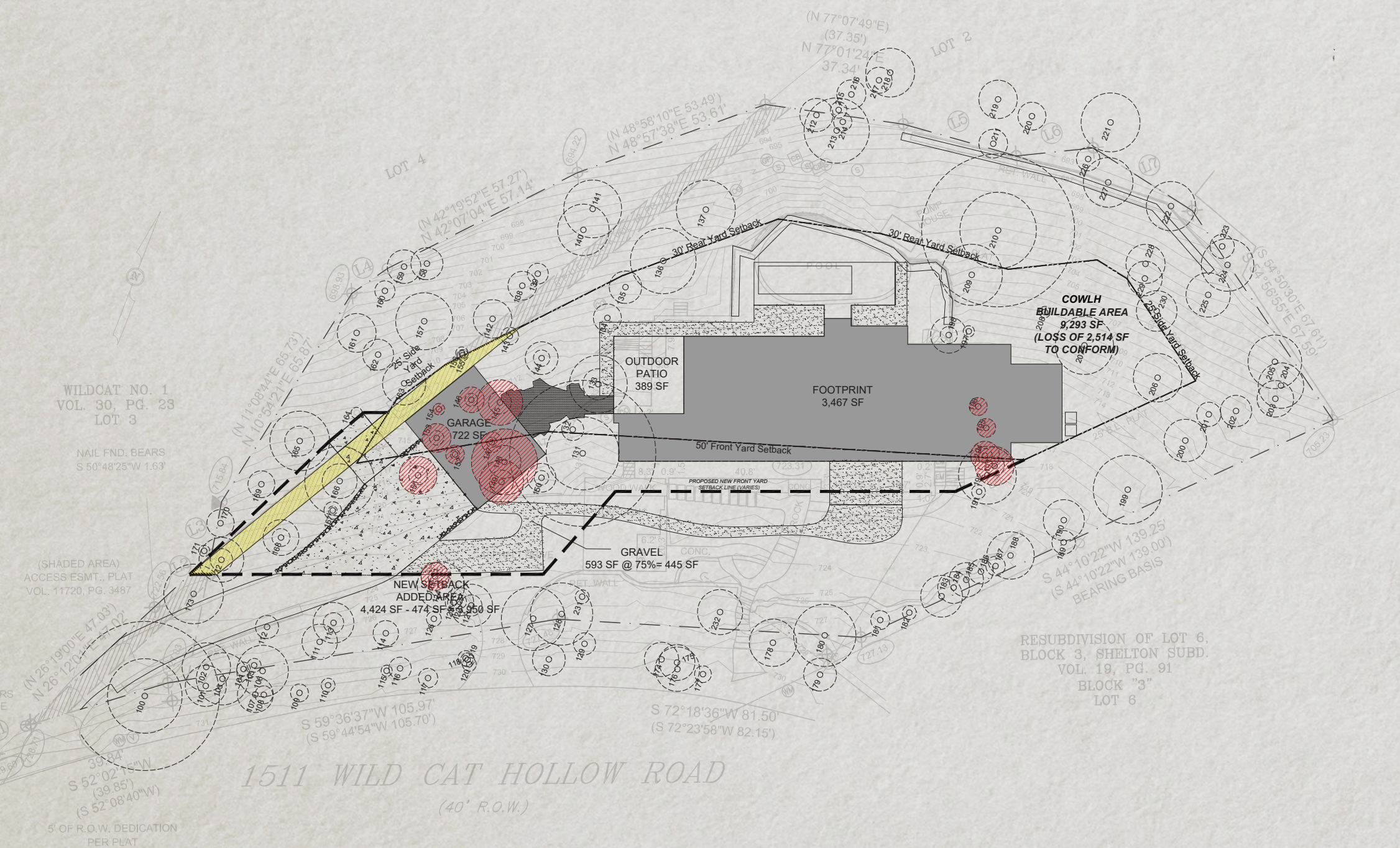
Proposed Site Plan



Michael Hsu
Office Of Architecture

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Tree Impacts



TREE TABLE:			
100	20" TRP CEDAR	167	4.7" PERSIMMON
101	11" LIVE OAK	168	9.6" CEDAR
102	13" CEDAR	169	7.2" SPANISH OAK
103	14" LIVE OAK	170	7.3" LIVE OAK
104	3.7" LIVE OAK	171	3" DBL PERSIMMON
105	3.7" LIVE OAK	172	12" HACKBERRY
106	13.8" LIVE OAK	173	16" CEDAR
107	9.6" DBL CEDAR	174	9.2" LIVE OAK
108	4.8" LIVE OAK	175	9.6" LIVE OAK
109	4.8" LIVE OAK	176	11.9" LIVE OAK
110	3.7" LIVE OAK	177	4.5" DBL PERSIMMON
111	9.5" CEDAR	178	12.7" 6T CRAPE MYRTLE
112	6.2" CEDAR	179	8.8" DBL YAUAPON
113	10.9" CEDAR	180	16.7" CEDAR
114	6.8" CEDAR	181	5.1" QUAD YAUAPON
115	3" PERSIMMON	182	3.7" TRP PHOTINIA
116	6" 5T PERSIMMON	183	11.2" 6T PHOTINIA
117	5.2" DBL PERSIMMON	184	8.5" 6T PHOTINIA
118	4.1" DBL PERSIMMON	185	9.2" 5T PHOTINIA
119	3.7" DBL PERSIMMON	186	6.6" QUAD PHOTINIA
120	3.7" PERSIMMON	187	5.2" DBL
121	11.4" LIVE OAK	188	12.7" 5T
122	7.6" QUAD MT LAUREL	189	6.3" DBL PEAR
123	3.4" TRP MT LAUREL	190	11.1" UNKNOWN
124	12.7" CEDAR	191	3.7" DBL BLUEWOOD
Remove & Mitigate	125 7.5" CEDAR	192	15.5" DBL SPANISH OAK
126	4" LIVE OAK	193	10.4" SPANISH OAK
127	17.1" DBL LIVE OAK	Remove & Mitigate	194 7.7" SPANISH OAK
128	16.7" DBL LIVE OAK	Remove	195 5" YAUAPON
129	5.9" LIVE OAK	Remove	196 4.8" YAUAPON
130	8.8" CEDAR	197	3" LIGUSTRUM
131	19.6" LIVE OAK	198	9.7" SPANISH OAK
132	5.9" DBL LIVE OAK	199	18.5" TRP SPANISH OAK
133	15.5" HACKBERRY	200	11.4" SPANISH OAK
134	7.5" DBL HACKBERRY	201	6.5" CEDAR
135	8.7" CEDAR	202	8.4" CEDAR
136	17.6" CEDAR	203	9.8" CEDAR
137	15.8" CEDAR	204	12.2" CEDAR
138	7.7" CEDAR	205	14.4" DBL SPANISH OAK
139	5.6" CEDAR	206	13" SPANISH OAK
140	13.8" CEDAR	207	15.6" CEDAR
141	15.5" CEDAR	208	3" PERSIMMON
142	10.3" CEDAR	209	16.4" SPANISH OAK
143	4.7" YAUAPON	210	20.5" TRP CEDAR
144	8.8" CEDAR	211	7.7" CEDAR
Remove & Mitigate	145 12.2" CEDAR	212	8.9" CEDAR
Remove & Mitigate	146 6.9" CEDAR	213	17.5" DBL SPANISH OAK
Remove	147 5.5" MAGNOLIA	214	4.9" SPANISH OAK
Remove & Mitigate	148 17.7" CEDAR	215	4.4" CEDAR
Remove & Mitigate	149 11.8" DBL CEDAR	216	7.8" CEDAR
150	7.7" SPANISH OAK	217	7" CEDAR
Remove & Mitigate	151 10.1" SPANISH OAK	218	13.1" CEDAR
Remove	152 5" QUAD YAUAPON	219	10.3" CEDAR
Remove & Mitigate	153 7.7" LIVE OAK	220	7.5" CEDAR
Remove	154 3.1" DBL YAUAPON	221	15.8" CEDAR
155	3" YAUAPON	222	13.2" CEDAR
156	3.3" DBL YAUAPON	223	6.5" CEDAR
157	15.3" CEDAR	224	14.1" CEDAR
158	8.6" CEDAR	225	11.9" CEDAR
159	9" CEDAR	226	6.3" DBL SPANISH OAK
160	5.4" CEDAR	227	13.3" CEDAR
161	10.4" CEDAR	228	10.5" CEDAR
162	8.3" CEDAR	229	9.3" CEDAR
163	11.6" CEDAR	230	10.9" CEDAR
164	3" YAUAPON	231	3.7" TRP YAUAPON
165	16" CEDAR	232	12.1" CEDAR
166	18.7" DBL CEDAR		

Remove & Mitigate Total: 14 trees @72.7"
*Could Reduce to 54.6" w/ Floor Plan
Alterations to keep #193 & #194

Tree Impacts



Summary

- Intent to demolish existing home, patio & carport, triggers current COWLH Zoning setbacks
- Existing site is either non-confirming and/or possesses six hardship instances per current COWLH Zoning Ordinances
 1. Site is less than COWLH minimum 1 acre
 2. Lot depth is under 150ft COWLH minimum
 3. Demo of existing home initiates 50ft front setback line
 4. New 50ft front setback line results in loss of buildable site area of 27%
 5. New setback line produces unreasonable encroachment upon buildable area by 30ft at greatest point
 6. 69% of the existing lot slope is 25%-35%+
- Existing impervious cover is 30% of lot area, 5% over COWLH maximum of 25%
- MHOA proposing new home FFE at 711'-6" to comply with 6ft cut maximum per Erosion Control Manual
- Proposed home impervious coverage is less than existing home of 30%
- MHOA proposing alternate front setback line to mimic the geometry of the current existing home, to be demolished
 - Detached garage addresses cut/fill requirements, while maintaining adequate driveway slope and minimizing impact of larger surrounding trees
 - However some smaller trees will be impacted regardless of detached garage and driveway location
 - Numerous trees appear to be unhealthy and will require an arborist review prior to permit submission
 - MHOA understands a Drainage Plan and rainwater harvesting will be required for permit, and will engage a Civil Engineer after submission of this varaince request

RE: VARIANCE REQUESTS OF 1511 WILDCAT HOLLOW

On behalf of the City of West Lake Hills, Walter P Moore has reviewed the variance requests for the property located at 1511 Wildcat Hollow. This review was performed in the context of the City of West Lake Hills Code of Ordinances which states that no variance shall be granted unless it meets the following criteria:

1. The strict or literal enforcement of the terms of the code, because of special conditions, will result in unnecessary hardship to the applicant.
2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship.
4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship.

The following requests were made:

1. Front yard setback adjustments due to encroachment and existing site slope limiting location of proposed new detached garage (see site plan).
2. Impervious cover increase to match existing condition of 30%, due to existing site slope and location of proposed detached garage with corresponding driveway.
3. Tree removal variance to accommodate proposed home and detached garage.

The hardships mentioned are as follows:

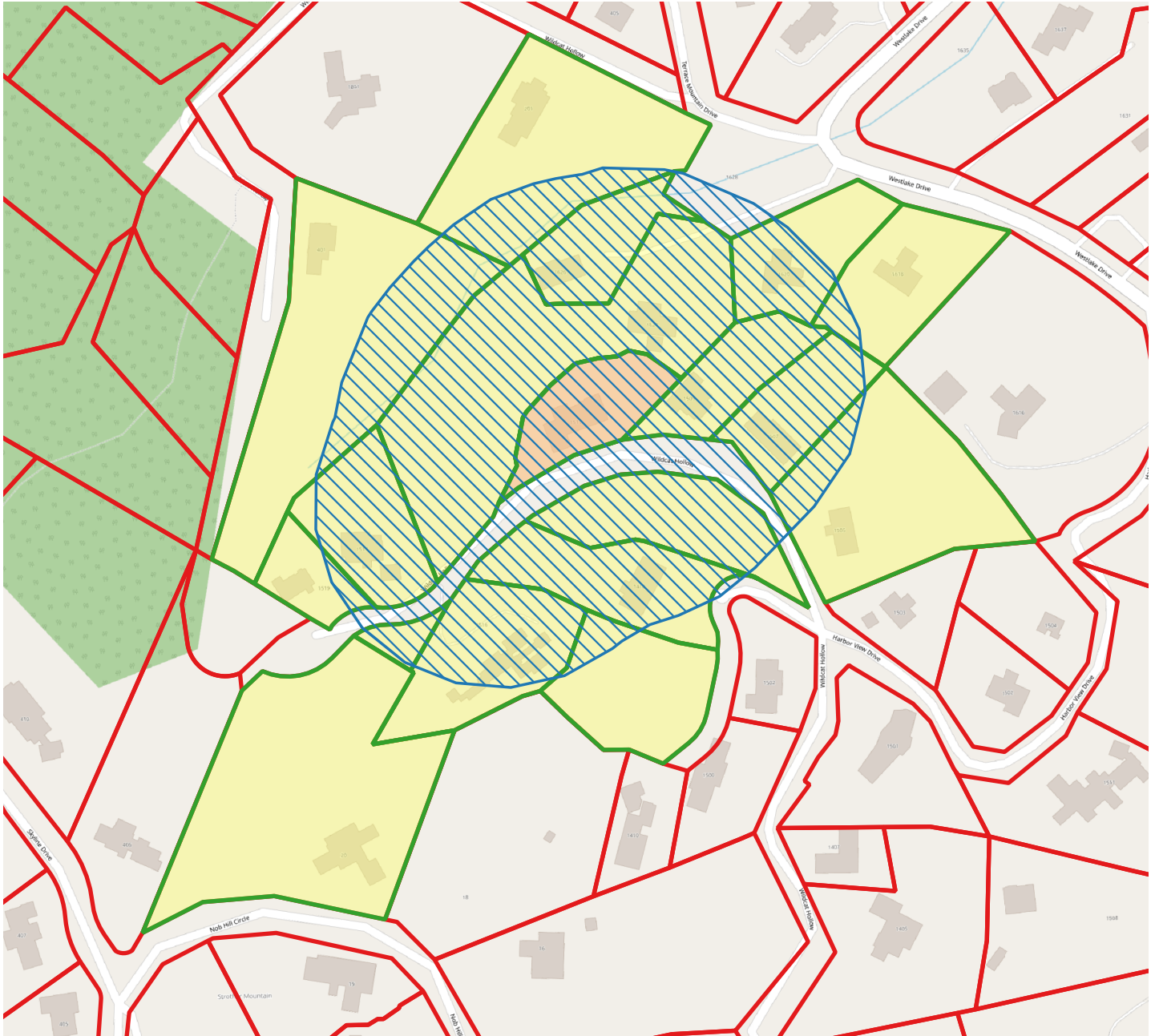
1. Total site area is less than 1 acre.
 - a. **This is accurate, the minimum lot size for R-1 zoning is 1 acre per the City of West Lake Hills Code of Ordinances.**
2. Overall lot depth is less than 150ft.
 - a. **Section 22.03.281.b shows a minimum lot depth of 150 ft for the City of West Lake Hills for lots zoned R-1. This is not a special condition.**
3. Intent to demolish the existing 1964 home triggers current zoning ordinances which initiates new setback lines.
 - a. **This is not a special condition; this is City Code.**
4. The current 50-foot front setback line results in a loss of buildable site area of 27%.
 - a. **Sections 33.03.281.b displays a minimum front setback of 50 feet for sites which are larger than 0.5 acres. This is typical in the City of West Lake Hills and not a special condition.**
5. 69% of the existing lot slope is between 25% to above 35% limiting the area of construction according to the DECDM.
 - a. **Rules and regulations of the City of West Lake Hills outlines that at least 50% of the area of all lots must be situated on land having a natural slope of less than 30% for residential lots per Section 36.01.009. It is unclear whether or not this site meets those criteria or if there is undue hardship. In addition, the DECDM Table 7-1 allows closed cuts up to 10 feet and closed fill up to 6 feet on areas where the natural slope is from 35%-25%. No grading is allowed on areas where the natural slope is over 35%.**

Due to the reasons listed above, we, on behalf of the City of West Lake Hills recommend the following:

1. Front yard setback adjustments due to encroachment and existing site slope limiting location of proposed new detached garage (see site plan).
 - a. **The proposed setback reaches the property line at one point, for no apparent reason. We recommend denying the proposed setback shown on the Site Plan. However, due to the unique shape of the property, we recommend approving a smaller front setback, such as 30', which is typical in the City of West Lake Hills for small lots (<0.5 acres).**
2. Impervious cover increase to match existing condition of 30%, due to existing site slope and location of proposed detached garage with corresponding driveway.
 - a. **It is unclear how existing site slope necessitates an increase in impervious cover. However, as long as all 10% of the proposed 30% impervious cover is treated per TCEQ, and no additional runoff is generated on-site, we recommend this variance for approval.**
3. Tree removal variance to accommodate proposed home and detached garage.
 - a. **We recommend approval of the removal of tree 148 assuming it will be mitigated properly and that tree 131 will not be removed. The applicant is performing due diligence to ensure that the natural flora is protected.**

Notification Area

1511 Wildcat Hollow Variances



Legend

-  Subject Property
-  Notification Area
-  Notified Parcels
-  Parcels
-  West Lake Hills City Limits



0 100 200 300 400 500 ft



City of West Lake Hills

EXERPT OF ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, April 17, 2024 at 6:30 PM

Agenda Item 5: 1511 Wildcat Hollow Variances

5. **Public Hearing 1511 Wildcat Hollow:** Discuss and make recommendation on the proposed variances:
- a. The removal of one tree (17.7 Cedar) with trunk diameter of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code)
 - b. Increase impervious cover to 30% where 25% is the maximum (Section 22.03.281(b) of the West Lake Hills Code)
 - c. Allow for 30 feet encroachment of the building and grading into a 50-foot front setback (22.03.281 (b) of the West Lake Hills Code)

Applicant: Matt Sener, Michael Hsu Office of Architecture

- a. **Staff Report:** Director Bills delivers briefing on site including existing and proposed conditions.
- b. **Public Comment:**
 - i. Matt Sener: Applicant
 - a) Delivered presentation demonstrating extreme slope on large portion of property except within setback, where existing non-conforming house exists.
 - ii. Renee Womack- Neighbor
 - a) Asks how project can extend into the setbacks without building closer to property lines within the setback.
 - Director Bills explains that existing home was already in the setback prior to current rules and applicant is requesting to keep existing non-compliant setback distance, but not to further encroach.
- c. **Discussion:**
 - i. Commissioner Webber appreciates plan, profile, and preservation of existing view.
- d. **Action:** Commissioner Webber moves that the variance be forwarded to Council with a recommendation with a recommendation of **approval** with staff conditions.
 - i. Commissioner Bartoletti Seconds
 - ii. Motion Carries Unanimously (5-0)

Recommendation will be forwarded to the Board of Adjustment on May 8th, 2024



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	May 8, 2024	Item Number:	7
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

Discussion and possible direction to staff on addressing parking and traffic control concerns due to student drop off at Eanes Elementary on Westhaven Drive and McConnell Drive.

Recommendation

Provide direction to staff for further study.

Discussion

The area surrounding Eanes Elementary experiences an influx of traffic that parks and stands during student drop off and pick up times. The city has received complaints from residents on Westhaven Drive concerned that cars parking and standing on both sides of the street, especially close to intersections, creates an unsafe situation for cars and pedestrians. Parking, standing or parking is prohibited within 30 feet of a stop sign. The city can post signs 30 feet north of the stop sign on both sides of the road on Westhaven and McConnell. Further study and action from City Council would be required to implement additional traffic control measures.