



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, June 12, 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 12th day of June 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 June 12, 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 May 22, 2024 Regular Meeting Minutes
 - b. Approval of temporary signs within city rights-of-way for the advertisement for the West Lake Hills July 4th Parade & Celebration event organized by the Westlake Chamber of Commerce.
4. Land Use **406 Redbud Trail** - Discuss and consider action on a variance request for the

removal of eight (8) trees with trunk diameters of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code). Applicant: Bhavani Singal, Workshop No. 5 LLC.

5. Ordinance Discuss and consider action on an ordinance amending Section 20.02.005, Section 22.03.052, Section 22.03.053, 22.03.176, Section 32.02.001, Section 32.02.002, Section 32.02.003, and Section 32.02.008 of the West Lake Hills Code of Ordinances to amend the approval authority of building and sign permits from City Council to administrative staff.
6. Administration Discuss and consider action on a revised schedule of work with Smith Contracting regarding the Proposition B – Streets and Drainage projects list.
7. Administration Discuss and consider action on bid award for the West Lake Hills Gateway Sign located at the northwest corner of Bee Cave Road and Rollingwood Drive and authorize the city administrator to execute necessary documents.
8. Police Discuss and consider the implementation of license plate reader cameras.
9. Administration Discussion and possible action regarding prioritization and expectations of the City Council Focus Area regarding Code Enforcement inclusive of the development process.
10. 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.
 - b. Section 551.074 - Deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee:
 1. City Administrator Annual Evaluation.
11. 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 regarding annual evaluation of city administrator.
12. Adjournment

Approved by: James Vaughan, Mayor

Certificate

I certify that the above Notice of the June 12, 2024 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, June 7, 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, May 22, 2024 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Pro Tem Bowman called the meeting to order at 7:07 p.m.

CITY COUNCIL PRESENT:

Mayor James Vaughan
Mayor Pro Tem Gordon Bowman
Dana Harmon
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 Josh Brockman-Weber

2. Administration Presentation of Certificates of Election and Oath of Office for the positions of Mayor, City Council Member Place 2, City Council Member Place 4, and City Council Member Place 1 (for an unexpired term).

Judge Meisel administered the Oath of Office and presented Certificates of Election to Mayor James Vaughan, Council Member Brian Plunkett, Council Member Darin Walker, and Council Member Dana Harmon.

Mayor Vaughan gave a welcome speech prior to taking his place on the dais.

3. Administration Discuss and consider action on the selection of a Mayor Pro Tem.

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

4. Proclamation Mayor to proclaim May 19-25, 2024 as Public Works Week.

Mayor Vaughan read the Public Works Week proclamation and presented the copy to Director Bills.

5. 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.

The following citizens provided comments to the City Council:

- Eddy Patterson (5423 Petticoat Lane) - Discussed the Austin's Pizza playground and the disrepair of the existing fence. He is frustrated with the permitting process.
- Brett Cunningham (103 Westhaven Drive) - Stated that he is concerned about the negative impact that the construction of the new municipal complex may have on property values. He requested that the 8-foot fence which was previously approved be increased to a 10-foot fence to mitigate some of the noise and privacy issues. Also, he stated that Austin Energy removed several trees in order to run new lines for the complex but replaced them with small diameter trees. He would like to see mature trees placed along the fence line to provide a barrier consistent with what they had previously.

Hearing no further comments, the Citizen Communication portion of the meeting was closed.

6. 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 May 8, 2024 Regular Meeting Minutes.

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

7. Administration Discuss and consider collaborative efforts of the City and Travis County ESD No. 9 regarding wildfire prevention and preparation of a tabletop exercise.

City Administrator Fletcher gave a brief summary. David Wilson and Mike Lacey (Westlake Fire Department) gave an overview of the tabletop exercise. This is an opportunity to review evacuation and response plans. There will be meetings with citizens to discuss ways they can prepare and protect their homes. The tabletop will be held in June as an active exercise with simulations.

8. Administration Discuss and consider assignment of council member focus areas related to finance, drainage manual review, compatibility standards, code enforcement, fire prevention, and economic development/wastewater.

Mayor Vaughan gave a summary of the focus areas. The following assignments were made:

- Fire Prevention - Councilmember Harmon
- Finance - Councilmember South with Grant Stanis
- Drainage Manual Review - Councilmember Walker with John Lewis & Jim O'Connor
- Compatibility Standards - Councilmember Plunkett
- Code Enforcement - Mayor Vaughan and Councilmember Bowman
- Economic Development/Wastewater - Mayor Vaughan

9. Administration Discussion and possible action to seek an additional alternate for the Board of Adjustment (BOA).

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Bowman, the Council voted five (5) for and none (0) opposed to appoint Linda Anthony as an alternate for the Board of Adjustment. Motion carried.

10. Administration Discuss and consider action on bid award for the West Lake Hills Gateway Sign located at the northwest corner of Bee Cave Road and Rollingwood Drive and authorize the city administrator to execute necessary documents.

Director Bills gave a brief summary. The low bid was received from Buck Up in the amount of \$82,700. Mayor Vaughan would like to postpone this item until the next meeting. The Council requested alternate locations with greater visibility.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember South, the Council voted two (2) for and three (3) opposed to award the bid to the low bidder as stated. Voting for the motion were Bowman and South. Voting against were Harmon, Plunkett, and Walker. Motion failed.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Harmon, the Council voted four (4) for and one (1) opposed to postpone the item until the next meeting. Voting for the motion were Harmon, Plunkett, South, and Walker. Voting against was Bowman. Motion carried.

11. Administration Discussion and update on bond items regarding Proposition A (new municipal complex) and Proposition B (street and drainage projects) and authorize contingency expenditures related to the same.

Stephen Karp gave a presentation to the Council with an update on Proposition A:

- Recap of the groundbreaking event.
- Discussed tree harvesting and wood drying at the mill.
- Demolition has been completed, and the job trailer is on site.
- Discussed project budget and contingency funds.

Vicki Ortega gave an update on the Proposition B projects:

- Camp Craft - waterline issues may postpone the project until next summer. Vetting options on how to proceed.
- Work on utility lines at Camp Craft for this summer and raise road next summer (February - July 2025).
- Flip the schedule and focus on the other four (4) projects beginning this summer.
- Work on contract amendment with Smith Contracting for the revised schedule.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Bowman, the Council voted five (5) for and none (0) opposed to authorize the use of contingency funds as presented. Motion carried.

12. 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:
 - i. Jaffe - 1405 Wildcat Hollow;
 - ii. Alvarez - 1505 Wildcat Hollow; and
 - iii. 1836 Real Estate, LLC - 707 Butler Cove.

Council convened into Executive Session at 9:06 p.m.

13. 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 9:33 p.m. No action was taken.

14. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Harmon, the Council voted five (5) for and none (0) opposed to adjourn the meeting at 9:35 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on June 12, 2024.



City of West Lake Hills

City Council

AGENDA REPORT

Meeting Date:	June 12, 2024	Item Number:	3b
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

Approval of temporary signs within city rights-of-way for the advertisement for the West Lake Hills July 4th Parade & Celebration event organized by the Westlake Chamber of Commerce.

Applicant: Cathy Hoover, Westlake Chamber of Commerce Executive Director

Recommendation

Staff recommends approval of placement of temporary signs from June 20 to July 5, 2024.

Discussion

Chapter 32 – Signs has a prohibition on any signs placed within a city easement or property without permission of the city. The Westlake Chamber of Commerce has requested to place temporary signs (“bandit signs”) within the City rights-of-way for the advertisement of the West Lake Hills July 4th Parade & Celebration event held on July 4th. The signs will be displayed June 20th – July 5th. The signs will be collected after the event is finished.

Links to Relevant Code:

- [Section 32.01.016 Prohibited Signs](#)



AGENDA REPORT

Meeting Date:	June 12, 2024	Item Number:	4
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

406 Redbud Trl: Discuss and consider action on the proposed variances:

1. The removal of eight (8) trees with trunk diameters of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code)

Applicant: Bhavani Singal, Workshop No.5 LLC

Recommendation

Staff recommend approval of the three variances with the justification provided in the analysis below. There are two variances for grading and height of the driveway that will be considered by the Board of Adjustment.

This item was reviewed by the Zoning & Planning Commission on May 15, 2024 and recommended for approval by a vote of 3-1 (Attachment 6), as the site has many trees and building location is driven by a hardship caused by site topography.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Ashwini Rajah, 406 Red Bud LLC

Legal Description: Lot 8B Skyline Terrace Section 1, Resub of Lots 8, 8A & 9

Lot Size: 1.006 acres

Zoning: R-1 One Family

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

Background:

The applicant is proposing to build a new residential house on an undeveloped lot. As the lot has not been developed the property contains many trees and a hillside that has never been graded before. Given the existing terrain and trees the applicant is asking for variances from three code sections (Attachment 1). At the April 17, 2024 ZAPCO meeting the applicant presented requests for four variances and a license to encroach to use Skyline Drive for driveway access. After additional work with city staff and the Westlake Fire Department, the applicant has revised the request to the three variances above and withdrawn one variance and the license to encroach request to access from Skyline Dr.

Analysis:

Since the April 17, 2024 meeting, the applicant has studied multiple site locations with the driveway taking access off of Redbud Trail (Attachment 3). The current request has the driveway taking access from the northwest corner of the property directly from Redbud Trail. This location allows the driveway to meet Fire Department slope requirements for access, while preserving the site line on the road curve of Redbud Trl.

1. The removal of eight (8) trees with trunk diameters of 14 inches or greater.
 - a. 23" double oak (fair condition per arborist)
 - b. 16" double cedar
 - c. 22" quadruple cedar
 - d. 16" quadruple cedar
 - e. 17" quadruple cedar
 - f. 18" quadruple cedar
 - g. 16" triple cedar
 - h. 16" triple cedar

The applicant has provided a tree evaluation from the certified arborist (Attachment 2). In the report the, the arborist stated that the trees that were good candidates for preservation are on the eastern edge of the property. The proposed site plan (Attachment 3 – Page 2) shows the removal of eight trees that are 14" in diameter or greater. The trees listed for removal are in poor to fair condition, and all are multi-trunk. The 23" double oak is the largest tree but is also the most centrally located within the buildable area outside of the setback. Given the large number of existing trees throughout the site, any development of site would require some level of removal for the house and due to grading. As all the trees are multi-trunk and in fair to poor condition, requiring mitigation would provide healthier trees for the long-term. In the variance criteria below, the applicant has provided a list of proposed native replacement trees they would provide additional variety to the site.

Staff recommend **approval** of removal and mitigation of 8 trees.

2. Driveway with an elevation change of greater than 6 feet from natural grade (Section 22.03.175 (e) (1))

This request is for the same 10' grade change as the closed cut, but in this case the code requirement limits the height of the driveway over natural grade to 6 feet. The area greater than 6 feet is located in the south portion of the drive court. The rest of the driveway will not exceed the 6-foot limit.

Staff recommend **approval** of the requested variance. The grade of the property within the buildable area (outside of the setbacks) creates a hardship to provide an adequate driveway maneuvering area. The applicant has provided additional options that demonstrate this is an acceptable deviation from the code versus the alternatives that would require additional variances.

The city engineering team has reviewed the application materials and provided a recommendation to approve the three variance requests as presented (Attachment 4).

Public Comment:

At the April 17th meeting 21 community members registered their opposition to the project. Many objected to the use of Skyline Drive, which is no longer proposed. The neighbor at 1 Valbella Dr. provided written opposition after the April 17th meeting (Attachment 5).

Several members of the public spoke at the May 15th meeting.

- The property owner to the south (404 Redbud Trl.) requested that half of the replacement inch be placed at the southern property line.
- The property owner to the north (1 Valbella Dr.) appreciated the request to use Skyline Dr. was removed, but wanted a condition added that the owners be restricted from using the Skyline ROW for any future purposes.

Variance Criteria Review:

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

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

- The currently vacant lot has never been developed. It has 34 trees with a diameter of 14" or greater, and the majority of them are multi-stemmed cedars. Per an arborists assessment, many of the trees are in poor or fair condition due to the steep slopes on the lot. Developing the lot and creating a driveway will necessitate removing 8 trees with a diameter of 14" or more. The design team made an effort to create access at a point where the fewest trees are located. The original draft of the design relied on access from Redbud leading to a garage at grade that required little cut and fill. However, after talks with the city and fire department, it was determined that a driveway off of Redbud would be too steep to allow access for the fire department. All designs for this property require access off of Skyline, an undeveloped right-of-way. All designs for driveway access off of Skyline require us to cut across the slope instead of traveling with it like we would off of Redbud. Without a variance for cut and fill, we cannot create legal access to the residence.
- Additionally, without removing the trees within the buildable area of the lot, development would be difficult because of the steep slope and height restrictions. After several design iterations, we arrived at the current building configuration with the client, balancing accessibility, and the requirements of the steeply sloped site.
- After meetings with the city and fire department, it was determined that a driveway off of Redbud is possible. In order to provide a flat and safe access point for the homeowner and fire vehicles, the drive court was placed inside the building line at the northwest portion of the property, reducing the square footage of the residence. As shown by the multiple site plan exhibits, we considered several locations for the drive court. These design exercises concluded with the knowledge that all garage placements would require variances because of the topography. We believe that we have arrived at a solution that requires the least amount of cut and fill.

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

Per the arborists report, the healthiest trees with the most potential are located along the edges of the property outside of the buildable area. The current design preserves these trees and creates many spaces for new trees and native plantings. The extreme slope of the lot has led to little diversity of flora or fauna, but carefully planned landscaping around the new residence can increase

the health and diversity of the plants and animals on the property. Please reference our tree mitigation plan to see proposed plantings with the intent of strengthening the existing flora and fauna.

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

In our exhibits, we show a few design options that all created a need for excessive cut and fill, or excessively high foundation walls. We found that no matter where we placed the drive court or changed the size and placement of the house, the slope made some variance necessary. The final design ensures that the minimum amount of cut and fill is required in order to create safe access to the residence.

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

Our exhibits demonstrate that all garage placements would require variances because of the steep slopes. The proposed design requires the least amount of cut and fill out of the many explored.

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

We acknowledge the "importance of retaining the unique and beautiful environmental quality of the West Lake Hills area" by preserving healthy and mature trees. By assessing the health of the trees and preserving the most vital of them, we are balancing the need to create a home and preserve our natural habitat to the greatest extent. Also, by mitigating the removal of existing trees necessitated by development, we create an opportunity to introduce more native biodiversity and potential habitats. We propose to introduce trees and shrubs such as Anacacho Orchid-tree (*Bauhinia congesta*), Prairie Flameleaf Sumac (*Rhus lanceolata*), Desert-Willow (*Chilopsis linearis*), Yaupon Holly (*Ilex vomitoria*), Texas Mountain-Laurel (*Sophora secundiflora*), Torrey Yucca (*Yucca torreyi*), Texas Redbud (*Cercis canadensis* var. *texensis*), Escarpment Black Cherry (*Prunus serotina* var. *eximia*), Cedar Elm (*Ulmus crassifolia*), Texas Ash (*Fraxinus texensis*), and Western Soapberry (*Sapindus drummondii*) in addition to revegetation with native grasses and groundcovers.

Since the drainage manual is concerned with ensuring that no persons or property are threatened by improper drainage or water flows, we believe we can reduce the impact of the closed fill variance by thoughtful landscaping and engineering of the surrounding topography. The drive court necessary for access to the property will create an opportunity to redirect and thoughtfully disperse the natural water flows on the property. Currently, the speed of runoff down the slope has threatened the health and diversity of plants and animals. The topography drops 80 feet from one corner of the property to the other, with few natural formations to slow or sink the water into the ground. During development, we can slow the water further, creating water retention and rainwater collection systems that can be used to maintain the new native landscaping.

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

The trees that we are proposing to remove are located in the center of the property, and the remaining trees create a thick privacy buffer between neighboring properties. The visual impact of the proposed fill at the drive court will be minimized by boosting the health of the existing trees in that location and adding additional native plants to create vegetative screening.

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 22.03.175 Driveway Parking and Loading Setbacks](#)

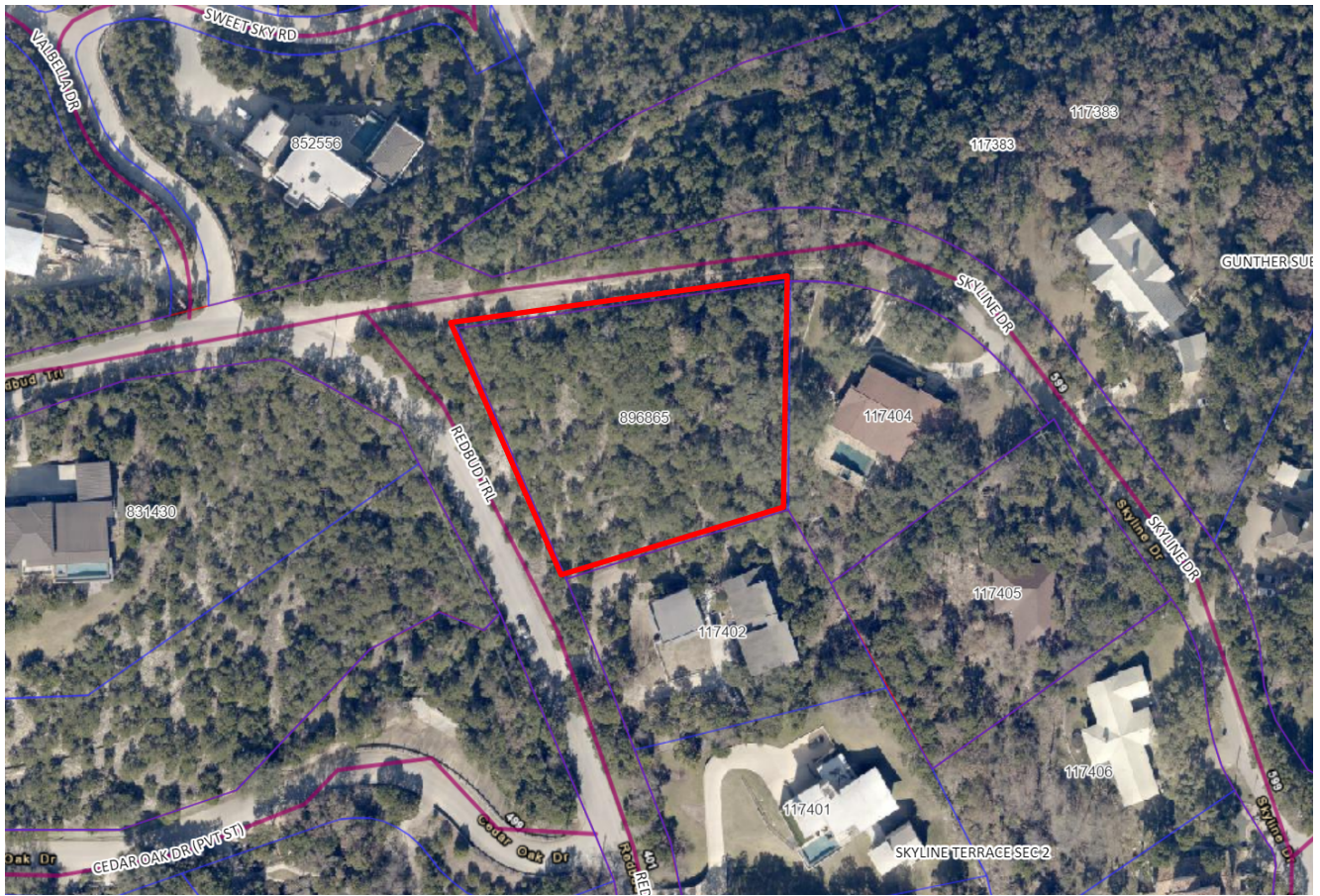
[Drainage and Erosion Control Manual](#)

[Section 38.05.031 Variances](#)

[Section 22.03.514 Criteria and process required for granting variance](#)

Zoning:

Aerial:



05/09/2024

Re: 406 Red Bud Trail
Variance Request

ATTN: Robert Meisel, ZAPCO Chair
City of West Lake Hills
911 Westlake Drive
West Lake Hills, TX 78746

Good afternoon,

On behalf of the owner's, we are respectfully submitting a request for variances for the property on 406 Redbud Trail.

We have met with Jennifer Bills and the City of Westlake Hills Development staff several times in order to ensure that the proposed residence will honor the spirit of the City of West Lake Hills Zoning Ordinances. During these meetings we determined that the unique circumstances of the topography and location will necessitate some variances in order to create safe access and to develop a future home.

We are requesting:

1. A variance to remove 8 trees greater than 14" in diameter to develop the currently vacant lot.
2. A variance to limits on closed fill in order to build a drive court with a maximum height of 10 feet above grade.
3. A variance to limits on driveway height in order to build a drive court with a maximum height of 10 feet above grade.

The owner would like to build a large family home oriented to enjoy the natural beauty of the community. The currently vacant lot has 34 trees with a diameter of 14" or greater, and the majority of them are multi-stemmed cedars. Developing the lot and creating a driveway will necessitate removing 8 trees with a diameter of 14" or more. Without removing the trees within the buildable area of the lot, development would be difficult because of the steep slope and height restrictions.

We acknowledge the "importance of retaining the unique and beautiful environmental quality of the Westlake Hills area" by preserving healthy and mature trees. The attached arborist report indicates that the trees that we propose to remove are in fair or poor condition, and we are preserving the trees in the best condition. Mitigation will be with native trees and shrubs that grow well in this area such as Yaupon Holly and Texas Redbud.

After feedback from the community and the ZAPCO board regarding the original request to access the property from Skyline Dr., we met with City of Westlake Hills Development staff and the Travis County Fire Marshall. We determined that a driveway off of Redbud is possible in the northwest corner of the property.

In order to provide a flat and safe access point for the homeowner and fire vehicles, the proposed drive court was placed just inside the building line at the north west portion of the property, reducing the square footage of the residence. We considered several locations for the drive court and through these design exercises we saw that all garage placements would

require variances because of the steep slopes. We believe that we have arrived at a solution that requires the least amount of impact to the natural topography of the site.

Since the drainage manual is concerned with ensuring that no persons or property are threatened by improper drainage or water flows, we believe we can reduce the impact of the closed fill variance by thoughtful landscaping and engineering of the surrounding topography. The drive court necessary for access to the property will create an opportunity to redirect and thoughtfully disperse the natural water flows on the property. We are working closely with our civil engineer to make sure that we are honoring the needs of the neighborhood.

We request that the ZAPCO board consider our variance requests that will allow us to create a new home for a family in this beautiful community.

Sincerely,

Bhavani Singal

Architect
Workshop No.5 LLC



1/31/2022

Tree Evaluations: Epitome Development

406 Redbud Trail
West Lake Hills, TX 78746

Thank you for the opportunity to serve you on this task. Tree identification, measurement, inspection, and arboriculture consultation were performed by a board-certified master arborist team whom through related training and experience are familiar with the techniques and equipment used in such operations.

Summary:

Tree Mann Solutions identified, located, and inspected 26 trees across the site: 18 Ashe juniper and 8 live oaks. Of the trees inspected, 25 were found to be 14" and larger. The site was located on a rocky hillside and most of the trees were assigned a condition rating of "fair." There are multiple live oaks along the eastern edge of the site that would make decent preservation candidates.

Introduction:

Epitome Development contacted TMS regarding a property they were studying for development. The team wanted a better understanding of the trees and their potential impacts/benefits to development of the site.

Assignment:

Tree Mann Solutions to visit site, identify, locate, and assess trees 14" and larger, per City of West Lake code, within boundaries of lot. Tree diameter breast height (DBH), GPS location within 2-4' accuracy, species, and condition rating with supportive notes to be provided. Summaries of all trees rated "Poor" or worse to be provided. Master excel tree inventory with data along with tree assessments and link to individual summary tree reports w/ photos provided for team use. Summary report with tree preservation/mitigation recommendations provided for team use.

Analysis:

Protected trees 10" - 13.9" (and larger non-heritage species) are shown in light yellow. Heritage trees 14" and larger are shown in light red. Undersized trees are shown in light grey. Trees in good or above condition have no special markings. *Fair* condition trees have *italicized* text. **Poor** condition trees have **bolded text**. Trees not evaluated during the inventory are underlined. **DDI (dead, diseased, or imminent hazard)** condition trees have **red text**. **Invasive** trees have **purple text**. An example of the excel file can be seen below.

#	Species	DBH	MS Notes	Condition	Notes	Summary
5574	Ashe Juniper	15	10.5, 9.5	Fair	50% potential canopy, deadwood 30%-50%, fair structure & vigor	Low fair
5573	Ashe Juniper	14	9, 5.5, 5	Fair	50% potential canopy, deadwood 15%-30%, fair structure & vigor	
5572	Ashe Juniper	16	9, 5.5, 5, 3.5	Fair	50% potential canopy, deadwood 15%-30%, fair structure & vigor	
5571	Ashe Juniper	15	7, 6.5, 6, 3.5	Fair	50% potential canopy, deadwood 50%-75%, fair structure & vigor	Low fair
5570	Ashe Juniper	18		DDI		Extensive storm damage.
5569	Live Oak	16.5	12, 9.5	Fair	50% potential canopy, deadwood 15%-30%, fair structure & vigor	Decent tree with minimal defects observed. Preserve if convenient.
5568	Live Oak	13.5		Fair	50% potential canopy, fair structure & vigor, significantly unbalanced	Significant unbalance to SW.
5567	Ashe Juniper	16	Waist	Fair	50% potential canopy, deadwood 30%-50%, fair structure & vigor	
5566	Live Oak	18.5		Fair	50% potential canopy, deadwood 15%-30%, fair structure & vigor, moderately unbalanced	
5565	Live Oak	23.5	16, 15	Fair	50% potential canopy, deadwood 15%-30%, fair structure & vigor, moderate storm damage	This multi stem live oak was found to be in fair condition. It exhibited minimal deadwood throughout the canopy. There was an old decaying juniper trunk between the stems. This tree has preservation potential with tree care plan.
5564	Live Oak	18	12.5, 11	Fair	50% potential canopy, deadwood 30%-50%, fair structure & vigor	
5563	Live Oak	14		Fair	50% potential canopy, deadwood 15%-30%, fair structure & vigor, significantly unbalanced	Unbalanced to SSW.
5562	Live Oak	16		Fair	50% potential canopy, deadwood 15%-30%, fair structure & vigor	No visible connection to adjacent stem 12" stem. Decent tree with upright growth. Tree exhibits a moderately reduced canopy with minimal deadwood and defects observed. Possible preservation candidate alone, or in tandem with adjacent tree.
5561	Ashe Juniper	18	9.5, 9, 5.5, 3	Poor	25% potential canopy, deadwood 30%-50%, poor structure, significant decay, moderate storm damage	Poor due to diminished canopy and signify the decay presence. Not recommended for preservation.
5560	Live Oak	21.5		Fair	50% potential canopy, deadwood 30%-50%, fair structure & vigor, moderately unbalanced	Decent tree found to be in fair condition. Moderate deadwood throughout reduced canopy. Moderately unbalanced to WNW. Swollen base of tree. Preserve if convenient and with investment in tree care plan.

Observations:

- Ashe juniper (~69%) and live oak (~31%) were the only two species inventoried on the lot.
- The site was located on a rocky west/southwestern slope with limited soil volume.
- Most of the trees assessed were found to be in “fair” condition.
 - Those that were determined to be in “poor” or worse condition, were assigned the chosen condition rating based on previous storm damage, diminished canopies, decay presence, and overall lack of vigor.
- There are multiple live oaks along the eastern side of the site that would make decent preservation candidates.
 - **5560**, a 21.5” live oak, was found to be in “fair” condition. It was an overall decent tree with moderate deadwood accumulation throughout a thin canopy. It was moderately unbalanced to the west/northwest and had a swollen base. This tree is a possible preservation candidate if feasible with design and tree care plan implementation.
 - **5562**, a 16” live oak, was found to be “fair” condition. It was an overall decent tree that exhibited an upright growth habit with a moderately reduced canopy and minimal deadwood accumulation; minimal defects observed. This tree shared no visible connection above grade to adjacent 12” stem. This tree is a possible preservation candidate alone, or in tandem with adjacent tree.
 - **5563**, a 14” live oak, was found to be in “fair” condition. It was unbalanced to the south/southwest.
 - **5565**, a 23.5” multi-stem live oak, was found to be in “fair” condition. It exhibited minimal deadwood accumulation throughout the canopy. There was the remainder of an old decaying juniper trunk between the two stems. This tree has preservation potential with implementation of a tree care plan.
 - **5566**, an 18.5” live oak, was found to be in “fair” condition and is a fair preservation candidate. Implementation of tree care plan recommended if preserved.
 - **5569**, a 16.5” multi-stem live oak, was found to be in “fair” condition. It was an overall decent tree with minimal defects observed and is a possible preservation candidate.



Approximate tree locations

Orange indicates decent preservation candidate

Discussion:

Heritage trees (14" and up) in "Good" condition or better on this site should be preserved in most instances unless significantly impacting feasibility. "Fair" condition heritage trees should be preserved if not significantly conflicting with a reasonable site plan. Those that can be saved should be evaluated for possible risks and mitigation care performed. "Poor" condition heritage trees should not be preserved due to risk concerns unless they are sited in greenbelt/lightly used areas with low frequencies of target presence. Poor and/or Fair condition heritage trees may need further study through ISA Level 1, 2, or 3 risk assessments dependent upon tree size, species, location, and intent to preserve or remove per possible city requests.

Protected (10-13.9" – and larger non-heritage species) trees in "Good" condition or better on this site should be preserved unless significantly restricting reasonable development. "Fair" condition protected trees may be preserved if not notably conflicting with desired site plan. Those that can be saved should be evaluated for possible risks and mitigation care performed. "Poor" condition protected trees should not be preserved due to risk concerns unless they are sited in greenbelt/lightly used areas with low frequencies of target presence.

Significant (3-9.9") trees in "Good" condition or better on this site are good preservation candidates unless restricting development. These trees are often more vigorous and resilient to construction impacts than the larger size classes. "Fair" condition protected trees may be preserved if convenient/fitting with desired site plan. Those that can be saved should be evaluated for possible risks and mitigation care performed. "Poor" condition protected trees should not be preserved due to risk concerns unless they are sited in greenbelt/lightly used areas with low frequencies of target presence.

Trees in "Good" condition or better that are designed for removal should be mitigated at full rates per city ordinance. We recommend that trees in "Fair" condition designed for preservation have further study and/or mitigation work performed to make them an asset with minimal risks to introduced targets of a new development. We propose that a 50% reduction in mitigation fees is reasonable for trees in "Poor" condition designed for removal; these trees must have significant further study and/or costly mitigation work performed to make them less a hazard with reduced risks to introduced targets of a new development. However, these trees in low-target areas still hold ecological and environmental value.

When developing, trees to be removed that are located within the critical rootzone of one to be preserved should be carefully removed by an arborist and not by machinery. Trees on construction sites undergo significant stress due to root loss from severing, excavation, and compaction as well canopy loss from necessary construction clearances and machinery impacts. Trees can experience stress from these previously mentioned impacts as well as changed wind loads and soil hydrology, etc. for years following construction.

If preserved trees experience any impacts within the critical root zone (1' radius per 1" trunk diameter), pre and post construction fertilization, professional limb removal/pruning, and decompaction/soil remediation work on an as-needed basis are strongly recommended to maintain tree health, decrease future risks, and improve project performance in the future.

Conclusion:

Tree Mann Solutions located and assessed 26 trees across the rocky, western sloping site. Most of the trees assessed were found to be in "fair" condition. There are multiple trees along the eastern edge of the site that would make decent preservation candidates if convenient and feasible with site design. TMS recommends preservation of the larger, better-condition trees, investment of tree mitigation fees into thorough care plans for existing trees preserved on site where able, and thoughtful design for tree replacement with good-quality mitigation trees that will thrive for decades to come.



- Links to photos of each assessed tree are available in the last column of the tree inventory tab.

If you have any questions and/or concerns regarding tree assessment on this site, please contact me at (512)470-9073 or joe@treemannsolutions.com. We are here to help promote smart planning, aid efficient permitting, and ensure quality urban tree canopy preservation!

Respectfully,

Joe Zaniewski

Joe Zaniewski | Project Manager

Tree Mann Solutions, LLC

ISA TX-4294A, TRAQ, TOWQ

TDA Applicator License No. 0798941

Licensed Irrigator LI0024812

E: joe@treemannsolutions.com | C: [\(512\)470-9073](tel:(512)470-9073)

PROPERTY SURVEY

ADDRESS: 406 REDBUD TRAIL
AUSTIN, TEXAS 78746
ORDERED BY: ASHWINI RAJAH

THIS PROPERTY DOES NOT LIE WITHIN THE
100 YEAR FLOOD PLAIN AS ESTABLISHED
BY THE U.S. DEPT. OF HOUSING & URBAN
DEVELOPMENT.
PANEL NO. 48453C 0445 K
MAP REVISION: 01/22/2020
ZONE X

BASED ONLY ON VISUAL EXAMINATION OF MAPS.
INACCURACIES OF FEMA MAPS PREVENT EXACT
DETERMINATION WITHOUT DETAILED FIELD STUDY.

A SUBSURFACE INVESTIGATION
WAS BEYOND THE SCOPE OF THIS SURVEY



The highpoint at the NE corner of the property is 836' and the low point at the SW corner is 758', creating a drop of 78' from corner to corner.

NOTE: ELEVATIONS ARE BASED ON NGS DATA SHEET AG9947
ELEVATION=754.6 FEET NAVD88 2001 ADJ.
NOTE: ALL ELEVATIONS ARE MEASURED IN FEET (').

LEGEND	
T.B.M.	TEMPORARY BENCH MARK
E.A.	EDGE OF ASPHALT
C.R.	CENTERLINE OF ROAD
N.G.	NATURAL GROUND
⊕	MANHOLE
⦿	FIRE HYDRANT

NOTE: MAY BE SUBJECT TO DEED RESTRICTIONS AND/OR
ADDITIONAL GOVERNMENTAL BUILDING REQUIREMENTS.
NOTE: THIS SURVEY WAS PREPARED WITHOUT A TITLE COMMITMENT.
OTHER EASEMENTS AND/OR BUILDING LINES MAY AFFECT THIS TRACT.

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE
ON THE GROUND, THAT THIS PLAT CORRECTLY
REPRESENTS THE FACTS FOUND AT THE
TIME OF SURVEY AND THAT THERE ARE NO
ENCROACHMENTS APPARENT ON THE GROUND.
EXCEPT AS SHOWN HEREON, THIS SURVEY IS
CERTIFIED FOR THIS TRANSACTION ONLY.

JAMES P. WALKOWIAK
PROFESSIONAL LAND SURVEYOR
NO. 5971
JOB NO. SA2023-01509
JUNE 13, 2023
REVISED: OCTOBER 24, 2023



FOR REFERENCE ONLY
NOT TO SCALE
LARGE SCALE DRAWING TO
BE DELIVERED

TOPOGRAPHIC SURVEY
LOT 8B
RESUBDIVISION OF
LOTS 8, 8A AND 9
SKYLINE TERRACE, SECTION 1

ACCORDING TO THE MAP OR PLAT THEREOF RECORDED
IN DOCUMENT NO. 201700312 OF THE OFFICIAL PUBLIC
RECORDS OF TRAVIS COUNTY, TEXAS

D.C.L. = DIRECTIONAL CONTROL LINE
RECORD BEARING: DOC. NO. 201700312, T.C.O.P.R. DRAWN BY: RE/RC

PRECISION SURVEYORS
PROFESSIONAL LAND SURVEYS
1-800-LANDSURVEY
www.precisionlandsurvey.com
281-496-1586 FAX 281-496-1867
850 THREE NEEDLE STREET SUITE 150 HOUSTON, TEXAS 77079
210-829-4941 FAX 210-829-1555
1777 NE LOOP 410 SUITE 800 SAN ANTONIO, TEXAS 78217
FIRM NO. 10063700

406 REDBUD TRAIL
#2023-14

VARIANCE
PRESENTATION

03.04.2024

PROPERTY SURVEY



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PROPOSED SITE PLAN- IMPERVIOUS CALCULATIONS

1. The currently vacant lot has 34 trees with a diameter of 14" or greater, and the majority of them are multi-stemmed cedars. Per an arborists assessment, many of the trees are in poor or fair condition due to the steep slopes on the lot. Developing the lot and creating a driveway will necessitate removing 8 trees with a diameter of 14" or more.

BUILDING FOOTPRINT	6470 SF
COVERED PORCH	80 SF
COVERED DECK	906 SF
DRIVEWAY	2133 SF
DECOMPOSED GRANITE STEPS	
COUNTED AT 50%	126* .5= 63 SF
POOL	553 SF
TOTAL IMPERVIOUS COVERAGE	10,205 SF
LOT SIZE	43,584 SF
IMPERVIOUS COVERAGE %	23.41%
TOTAL CONDITIONED AREA	9,626 SF

BUILDING FOOTPRINT

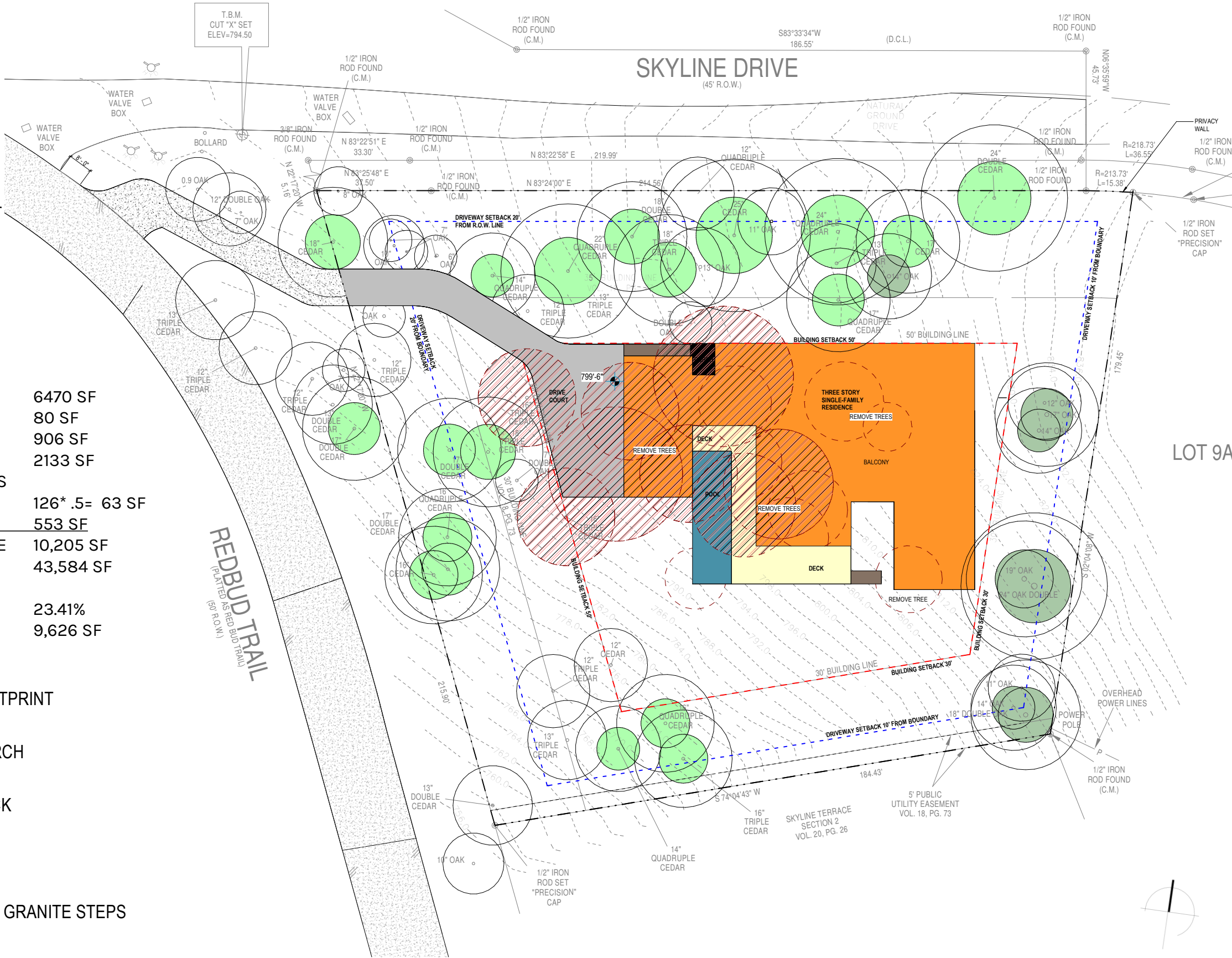
COVERED PORCH

COVERED DECK

DRIVEWAY

DECOMPOSED GRANITE STEPS

POOL



406 REDBUD TRAIL
#2023-14

VARIANCE
PRESENTATION

03.04.2024

PROPOSED SITE PLAN



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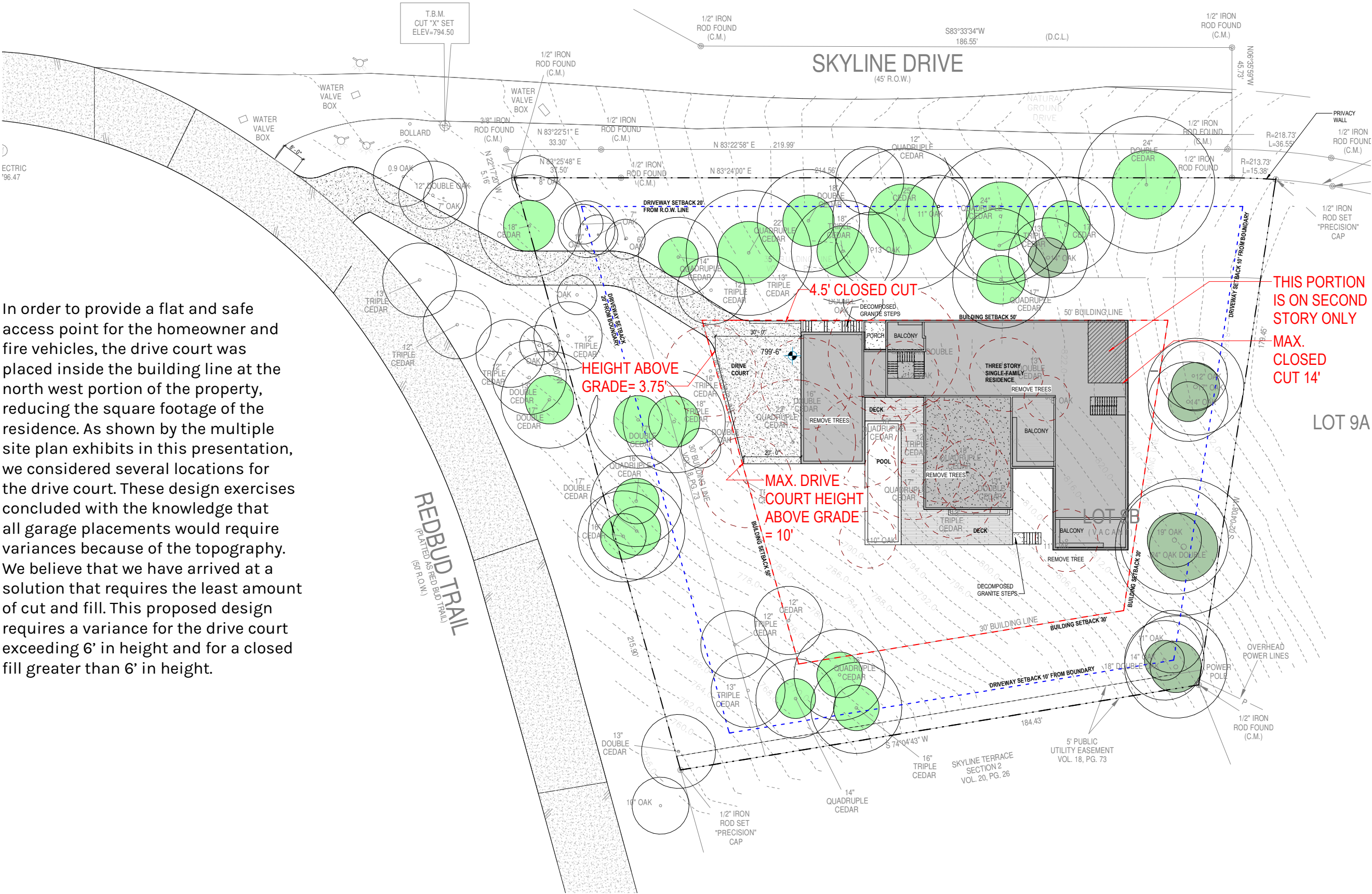
PROPOSED SITE PLAN- CUT AND FILL

406 REDBUD TRAIL
#2023-14

VARIANCE
PRESENTATION

03.04.2024

In order to provide a flat and safe access point for the homeowner and fire vehicles, the drive court was placed inside the building line at the north west portion of the property, reducing the square footage of the residence. As shown by the multiple site plan exhibits in this presentation, we considered several locations for the drive court. These design exercises concluded with the knowledge that all garage placements would require variances because of the topography. We believe that we have arrived at a solution that requires the least amount of cut and fill. This proposed design requires a variance for the drive court exceeding 6' in height and for a closed fill greater than 6' in height.



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TREE MITIGATION AND LANDSCAPING PLAN

Per the arborists report, the healthiest trees with the most potential are located along the East edge of the property outside the buildable area. The current design preserves these trees and creates many spaces for new landscape and native plantings. The extreme slope of the lot has led to little diversity of flora or fauna, but carefully planned landscaping around the new residence can increase the health and diversity of the plants and animals on the property.

406 REDBUD TRAIL
#2023-14

VARIANCE
PRESENTATION

03.04.2024

- PROTECTED TREES TO REMAIN
- PROTECTED TREES TO BE REMOVED
- 1/2 CRZ OF TREES > 14" DIAMETER
- PROPOSED NEW 3" TREES FOR MITIGATION
- PROPOSED UNDERSTORY NATIVE 20 GALLON SHRUB PLANTINGS
- RAIN HARVESTING

TREE TABLE

TREES GREATER THAN 14" = 34 EXISTING ON THE SITE

- # TO BE REMOVED = 8
- 23" DOUBLE OAK (FAIR CONDITION PER ARBORIST)
 - 16" DOUBLE CEDAR
 - 22" QUADRUPLE CEDAR
 - 16" QUADRUPLE CEDAR
 - 17" QUADRUPLE CEDAR
 - 18" QUADRUPLE CEDAR
 - 16" TRIPLE CEDAR
 - 16" TRIPLE CEDAR

TOTAL OF 144 CALIPER INCHES TO BE REMOVED
PROPOSED MITIGATION OF 264 CALIPER INCHES (144 x 1.5= 216)
REPLACEMENT TREES MUST BE > 2" TRUNK DIAMETER

TOTAL # OAKS BETWEEN 6 AND 14 INCHES AND CEDARS BETWEEN 12 AND 14 INCHES= 30 EXISTING ON THE SITE

- # TO BE REMOVED= 7
- 12" OAK
 - 13" DOUBLE CEDAR
 - 8" OAK
 - 11" OAK
 - 13" DOUBLE CEDAR
 - 13" TRIPLE CEDAR
 - 12" TRIPLE CEDAR
 - 10" OAK

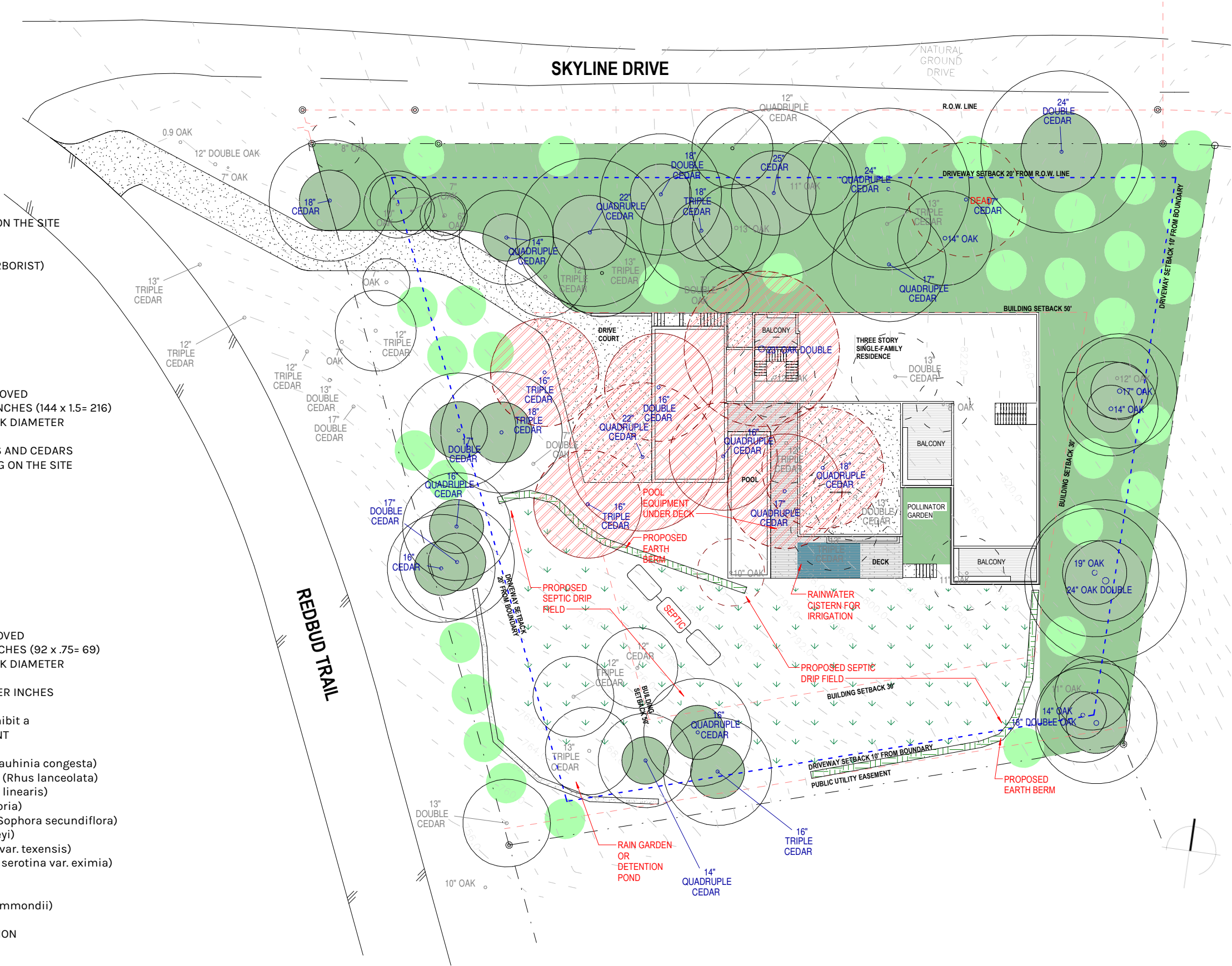
TOTAL OF 92 CALIPER INCHES TO BE REMOVED
PROPOSED MITIGATION OF 80 CALIPER INCHES (92 x .75= 69)
REPLACEMENT TREES MUST BE > 2" TRUNK DIAMETER

TOTAL MITIGATION REQUIRED= 285 CALIPER INCHES

PROPOSED MITIGATION per 22.03.305 exhibit a
ELIGIBLE SPECIES FOR TREE REPLACEMENT

- 10 X 20 GALLON Anacacho Orchid-tree (Bauhinia congesta)
- 10 X 20 GALLON Prairie Flameleaf Sumac (Rhus lanceolata)
- 10 X 20 GALLON Desert-Willow (Chilopsis linearis)
- 10 X 20 GALLON Yaupon Holly (Ilex vomitoria)
- 10 X 20 GALLON Texas Mountain-Laurel (Sophora secundiflora)
- 10 X 20 GALLON Torrey Yucca (Yucca torreyi)
- 8 X 3" Texas Redbud (Cercis canadensis var. texensis)
- 8 X 3" Escarpment Black Cherry (Prunus serotina var. eximia)
- 8 X 3" Cedar Elm (Ulmus crassifolia)
- 8 X 3" Texas Ash (Fraxinus texensis)
- 8 X 3" Western Soapberry (Sapindus drummondii)

300 CALIPER INCHES PROPOSED MITIGATION



PROPOSED MITIGATION
AND NATIVE
LANDSCAPING



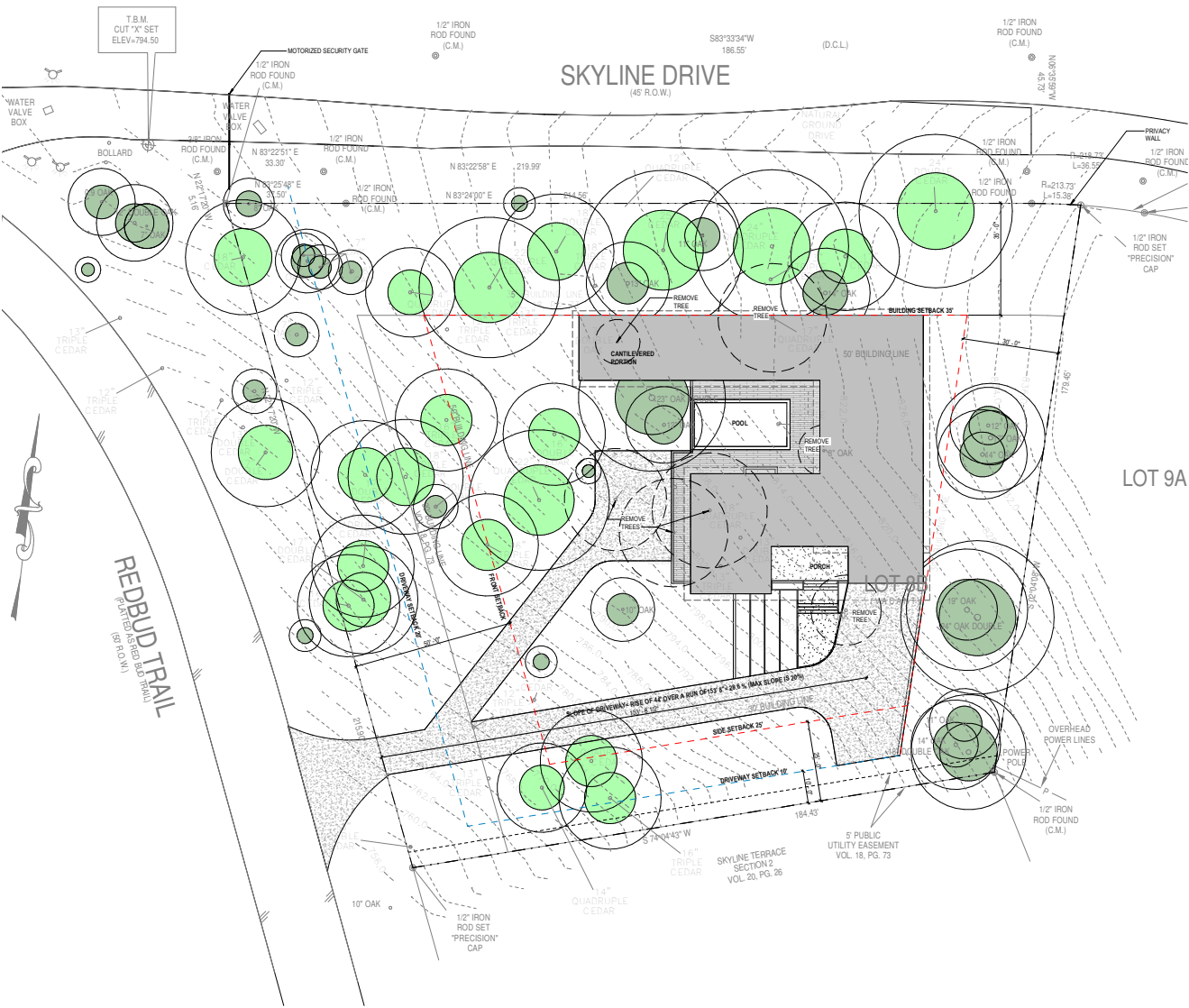
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DISCARDED DESIGNS

ACCESS FROM REDBUD SOUTH PROPERTY LINE



THIS DESIGN EXPLORED GARAGES AT BASEMENT LEVEL OR PRIMARY LIVING LEVEL. THIS WAS DISCARDED BECAUSE OF DANGEROUS SLOPES TO BOTH DRIVEWAYS IN THIS LOCATION (28.2%)- FIRE MARSHALL DISCOURAGED THIS DESIGN BECAUSE WE WERE UNABLE TO MEET FIRE HOSE PULL LENGTH REQUIREMENTS

ACCESS FROM REDBUD NORTH PROPERTY LINE



THIS DESIGN KEPT THE GARAGES AT THE SAME LEVEL AS THE PRIMARY LIVING SPACES BUT THE FFE WAS LOWERED. THIS WAS DISCARDED BECAUSE THE DRIVECOURT REQUIRED A 13 1/2' CLOSED FILL AND THE MAX CLOSED CUT WAS 15'. BOTH VALUES ARE GREATER THAN THE PROPOSED DESIGN.

406 REDBUD TRAIL
#2023-14

VARIANCE
PRESENTATION

03.04.2024

DISCARDED DESIGNS

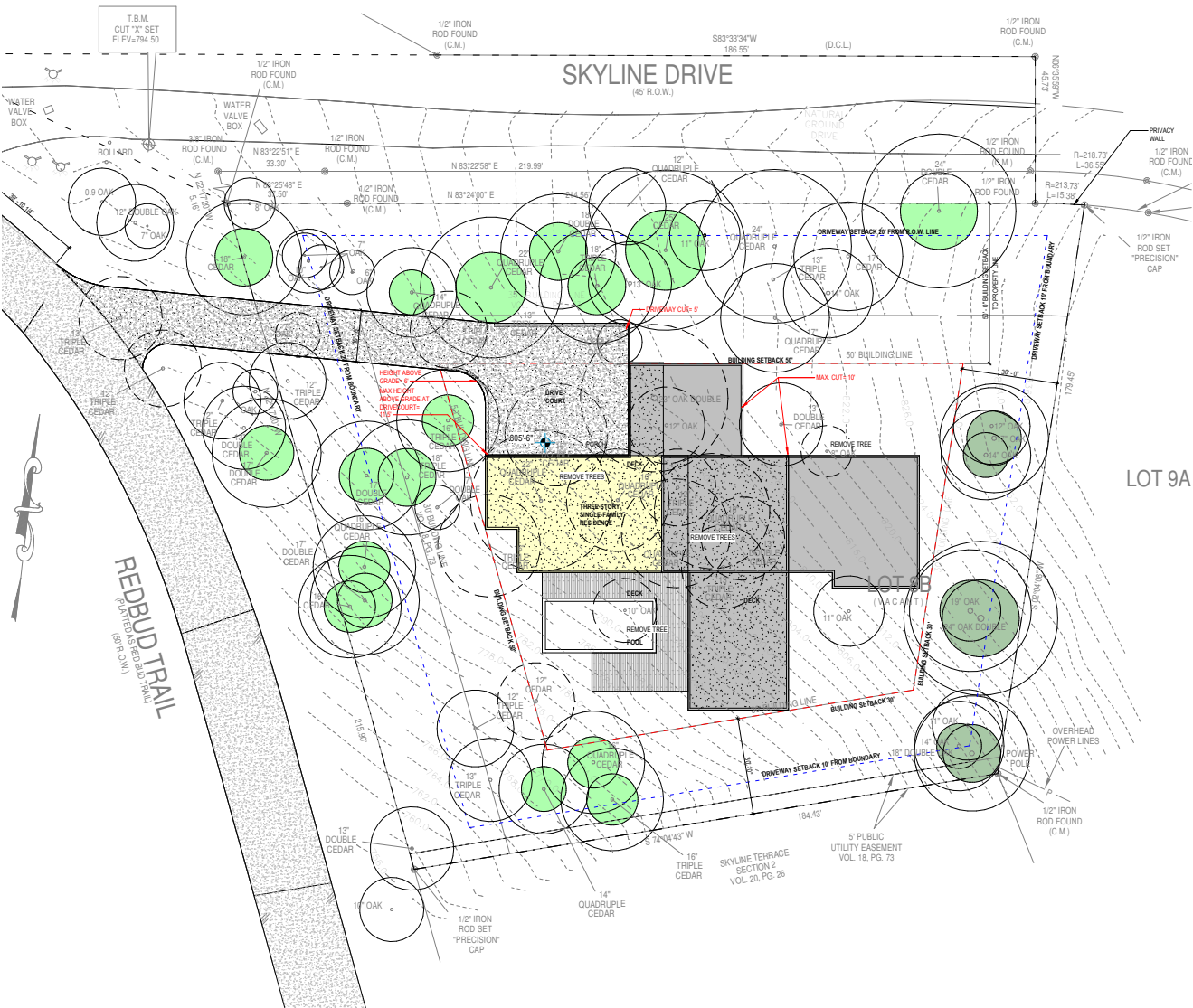


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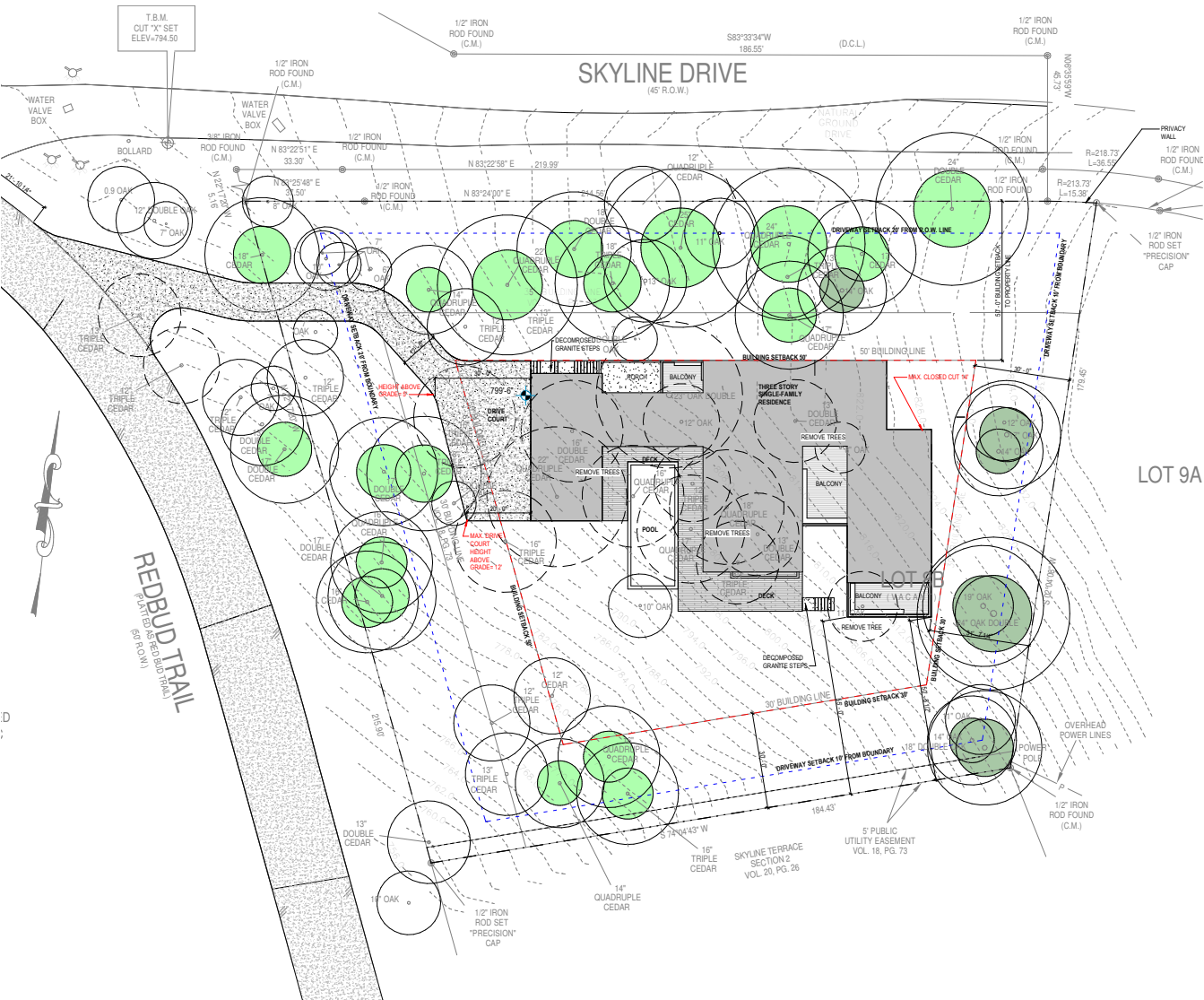
DISCARDED DESIGNS

ACCESS FROM REDBUD NORTH PROPERTY LINE



THIS DESIGN KEPT THE GARAGES AT THE SAME LEVEL AS THE PRIMARY LIVING SPACES BUT THE FFE WAS LOWERED EVEN MORE. THIS WAS DISCARDED BECAUSE THE DRIVECOURT REQUIRED A 11 1/2’ CLOSED FILL AND FLOOR PLAN EXTENDED INTO AREAS WITH STEEPER TOPOGRAPHY CAUSING ISSUES WITH DRAINAGE AND SEPTIC PLACEMENT.

ACCESS FROM REDBUD NORTH PROPERTY LINE



THIS DESIGN IS VERY SIMILAR TO THE PROPOSED DESIGN, BUT THE SQUARE FOOTAGE WAS GREATER. THIS CAUSED THE DRIVE COURT TO CROSS INTO THE SETBACK. THIS WAS DISCARDED BECAUSE THE DRIVECOURT REQUIRED A 12’ CLOSED FILL AND AN ADDITIONAL VARIANCE FOR GRADING IN THE SETBACK GREATER THAN 18".

406 REDBUD TRAIL
#2023-14

VARIANCE
PRESENTATION

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DISCARDED DESIGN



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VIEW OF SCREENING TREES TO REMAIN AT EAST NEIGHBOR



VIEW OF SCREENING TREES TO REMAIN AT SOUTH NEIGHBOR



VIEW OF REDBUD FROM SOUTH PROPERTY LINE



VIEW OF PROTECTED OAKS TO REMAIN AT EAST PROPERTY LINE



VIEW OF PROTECTED OAKS TO REMAIN AT EAST PROPERTY LINE



VIEW OF GRADE CHANGE FROM TOP OF SKYLINE TO BOTTOM OF SKYLINE



VIEW OF CONNECTION AT SKYLINE AND REDBUD

406 REDBUD TRAIL
#2023-14

VARIANCE
PRESENTATION

03.04.2024

EXISTING SITE PHOTOS



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**23" OAK TO BE REMOVED- FAIR CONDITION
(TREE 5564 IN ARBORIST REPORT)**



**22"QUAD CEDAR TO BE REMOVED- FAIR
CONDITION (TREE 5572 IN ARBORIST REPORT)**



16" DOUBLE CEDAR TO BE REMOVED



16" QUADRUPLE CEDAR TO BE REMOVED



**18" QUAD CEDAR TO BE REMOVED- LOW FAIR
CONDITION (TREE 5571 IN ARBORIST REPORT)**



17" QUADRUPLE CEDAR TO BE REMOVED

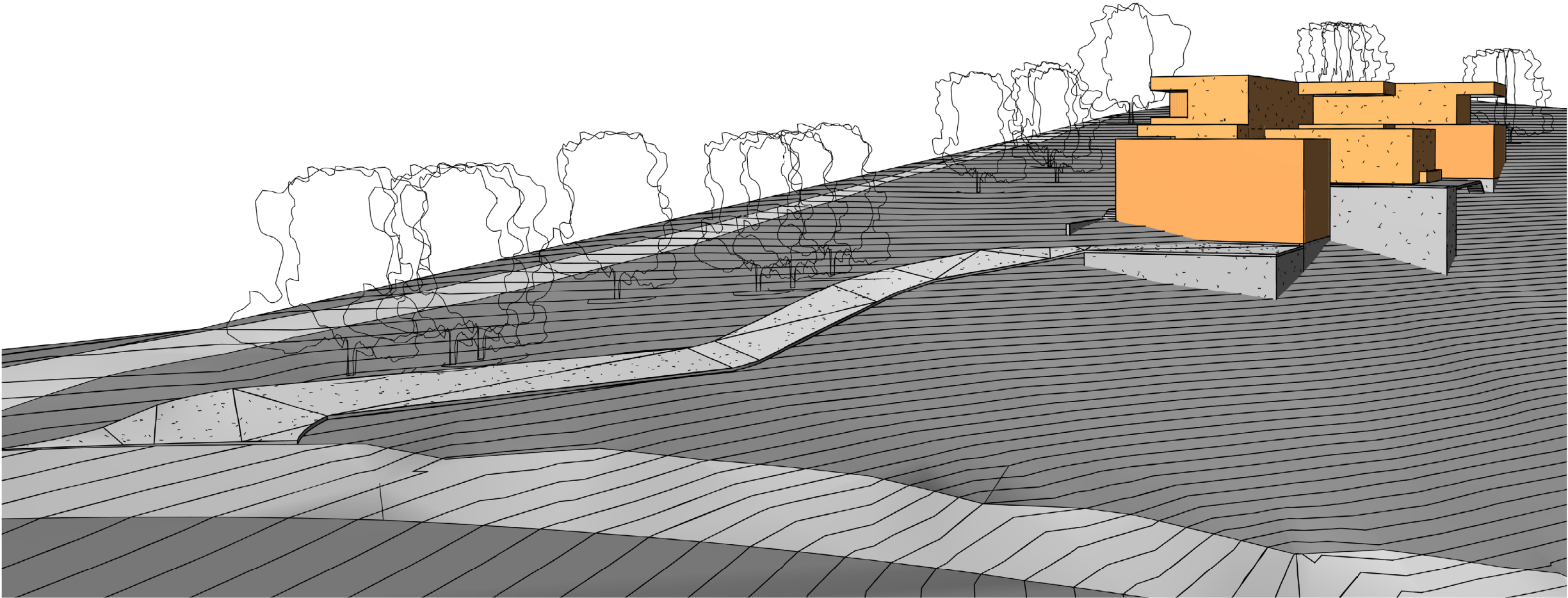
TREES TO BE REMOVED



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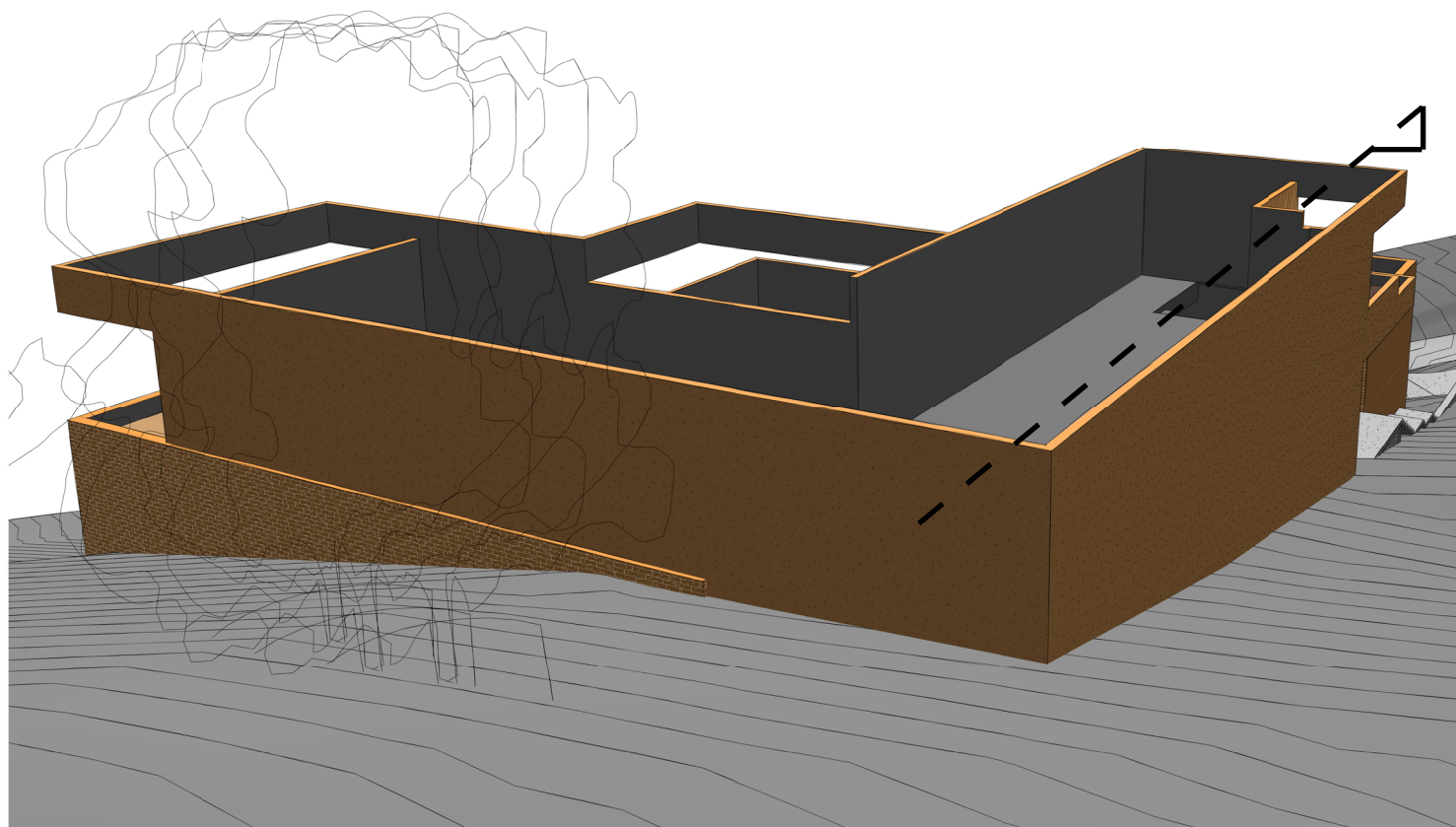


EXTERIOR 3D VIEWS OF
PROPOSED DESIGN

SCHEMATIC 3D VIEW OF THE PROPOSED
DESIGN MASSING.
THIS VIEW SHOWS THE PROPOSED DRIVEWAY
AND DRIVECOURT AS IT RISES WITH THE GRADE
FROM REDBUD.



PROPOSED DESIGN- PRELIMINARY VIEWS



BIRDSEYE VIEW FROM NE CORNER OF THE PROPERTY- THE HIGHPOINT
THE PROPOSED CUT AND FILL IN THIS LOCATION
JOGS IN ON THE FIRST FLOOR, REDUCING THE
AMOUNT OF CUT REQUIRED. THE SECOND
FLOOR ONLY FLOATS OVER THE GRADE IN THIS
HIGH POINT OF THE GRADE. REFERENCE THE
SECTION BELOW FOR MAX CUT.

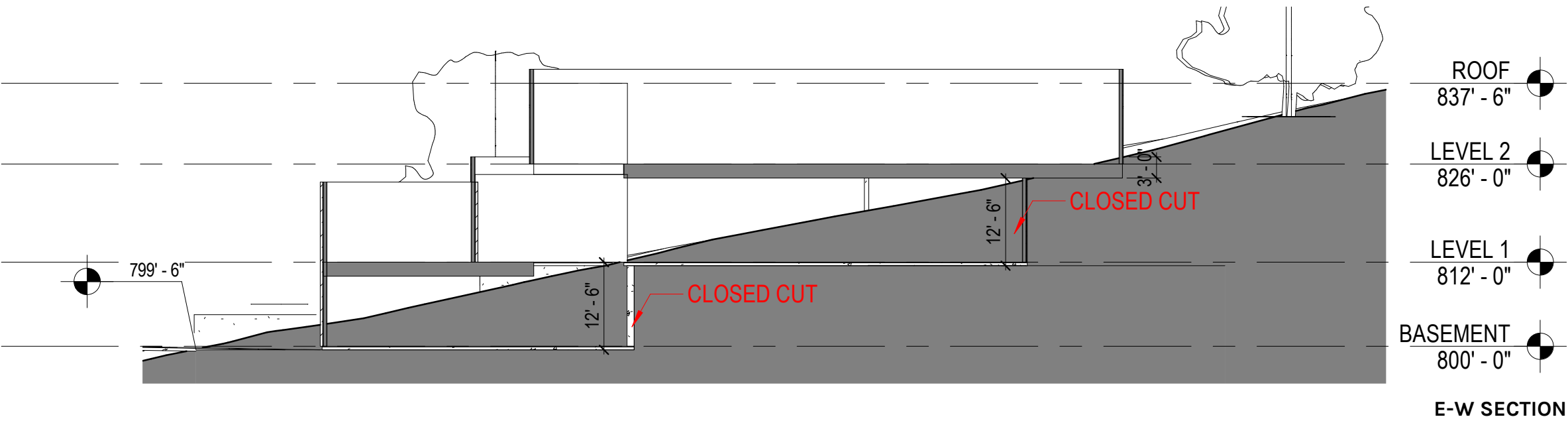
406 REDBUD TRAIL
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VARIANCE
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PROPOSED DESIGN

SITE SECTION



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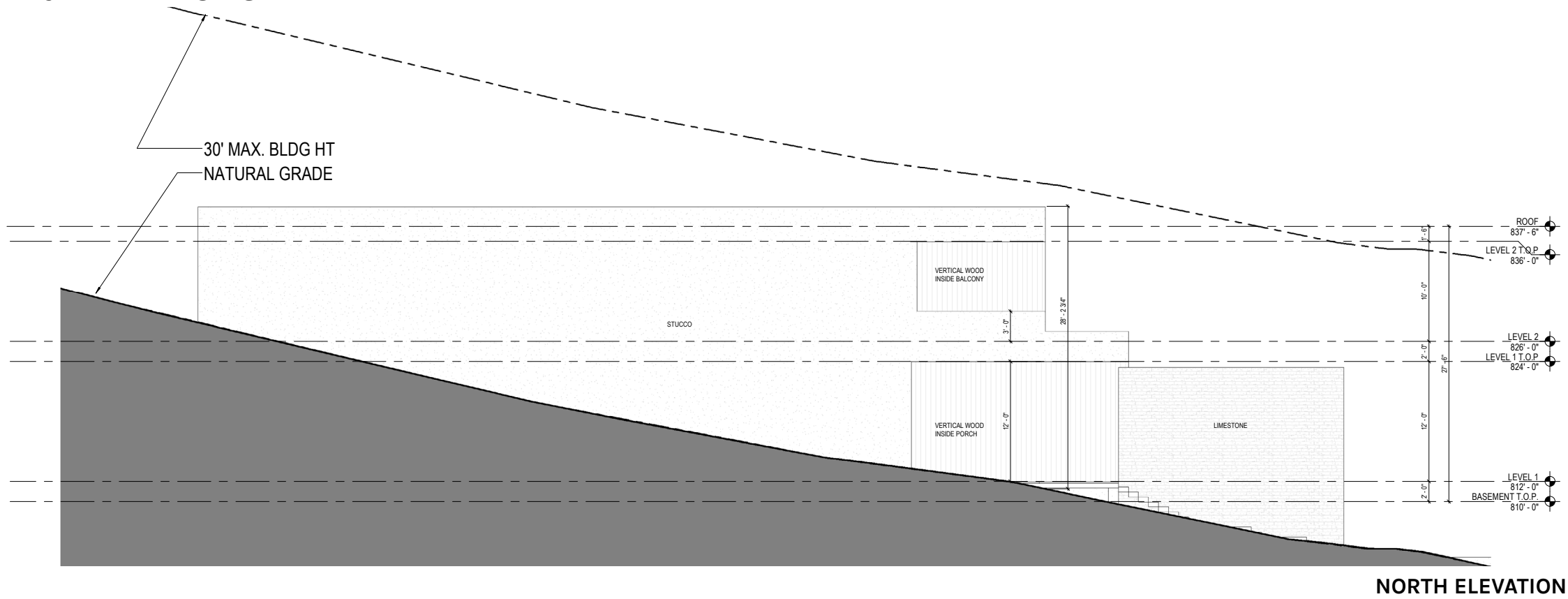
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PROPOSED BUILDING ELEVATIONS

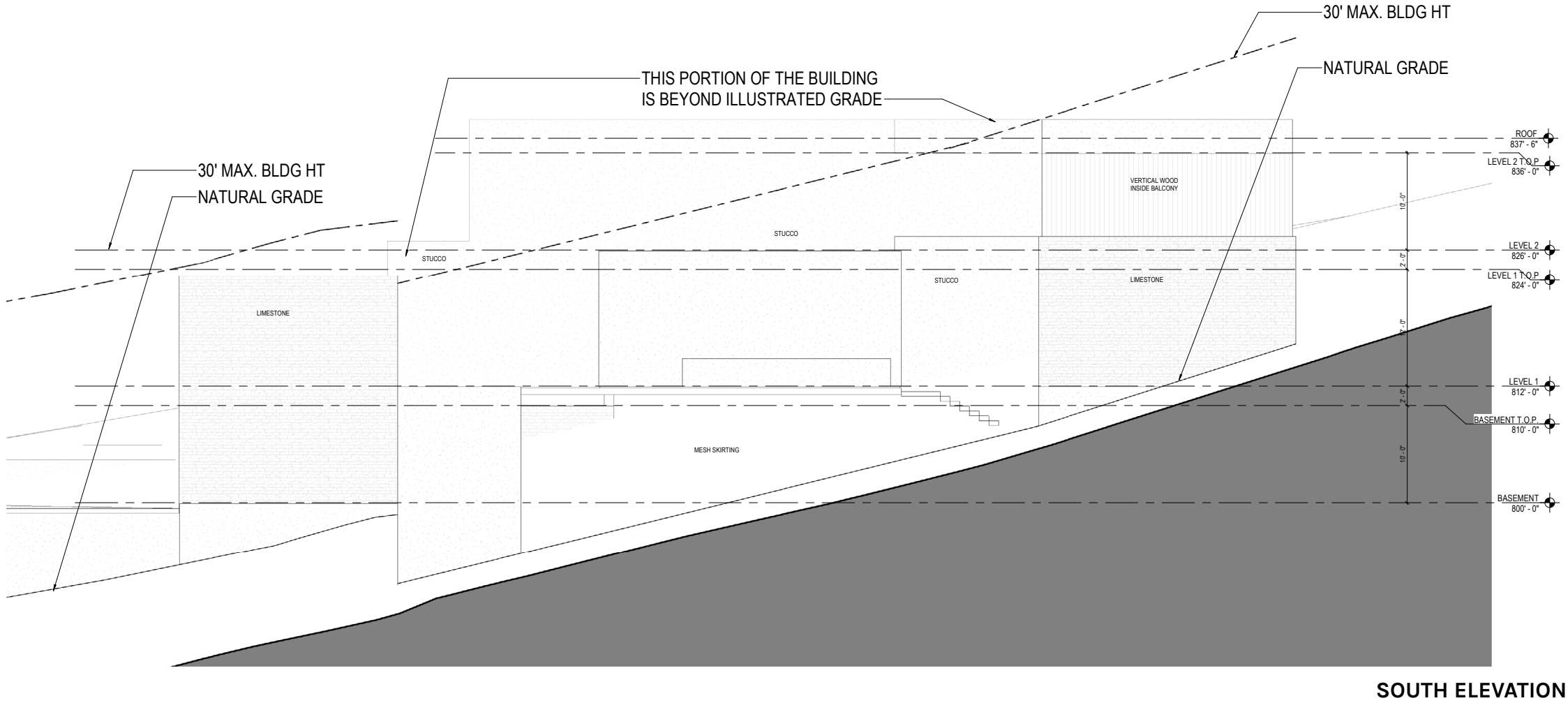
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VARIANCE
PRESENTATION

03.04.2024



ELEVATIONS OF
RESIDENCE-
PROPOSED DESIGN



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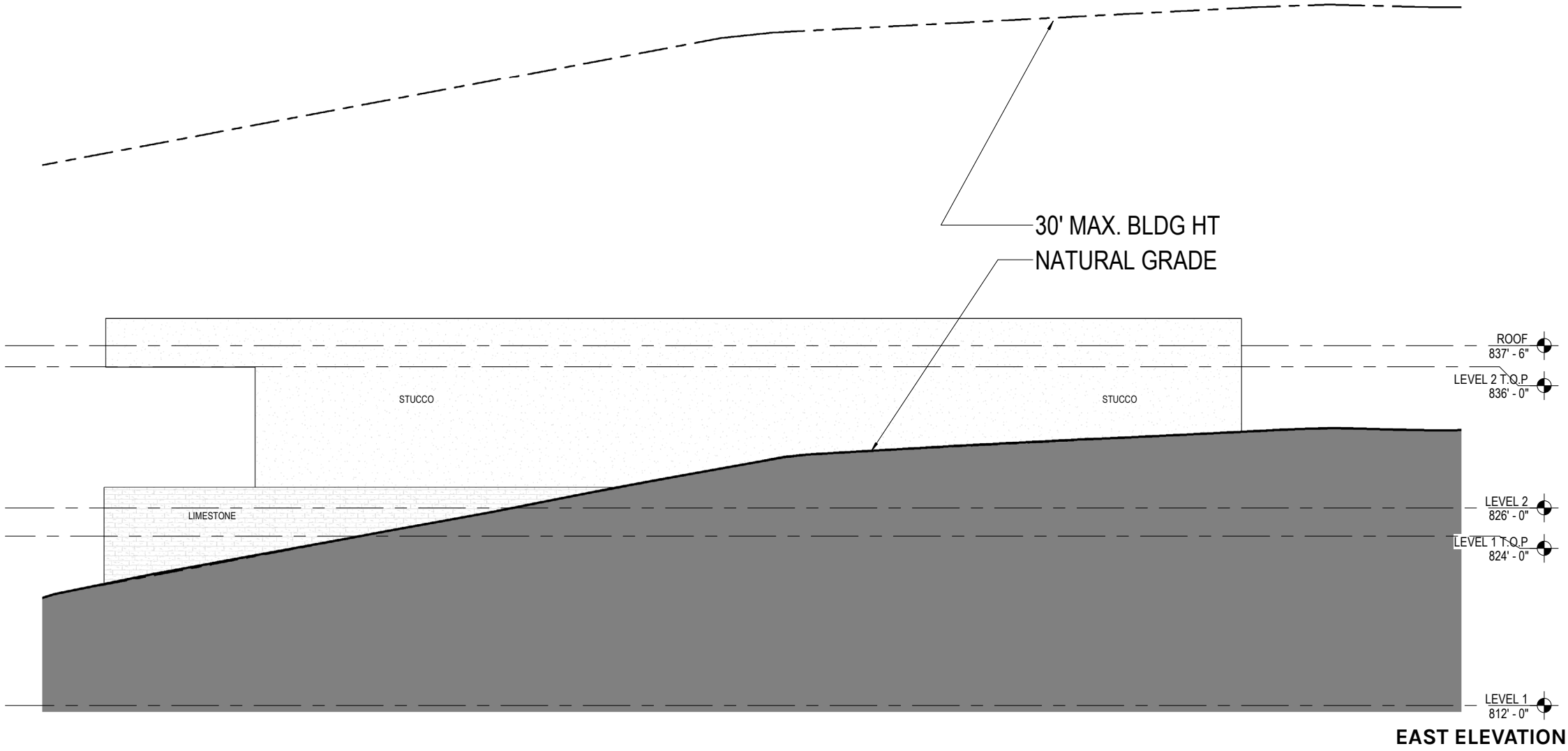
PROPOSED BUILDING ELEVATIONS

406 REDBUD TRAIL
#2023-14

VARIANCE
PRESENTATION

03.04.2024

ELEVATIONS OF
RESIDENCE-
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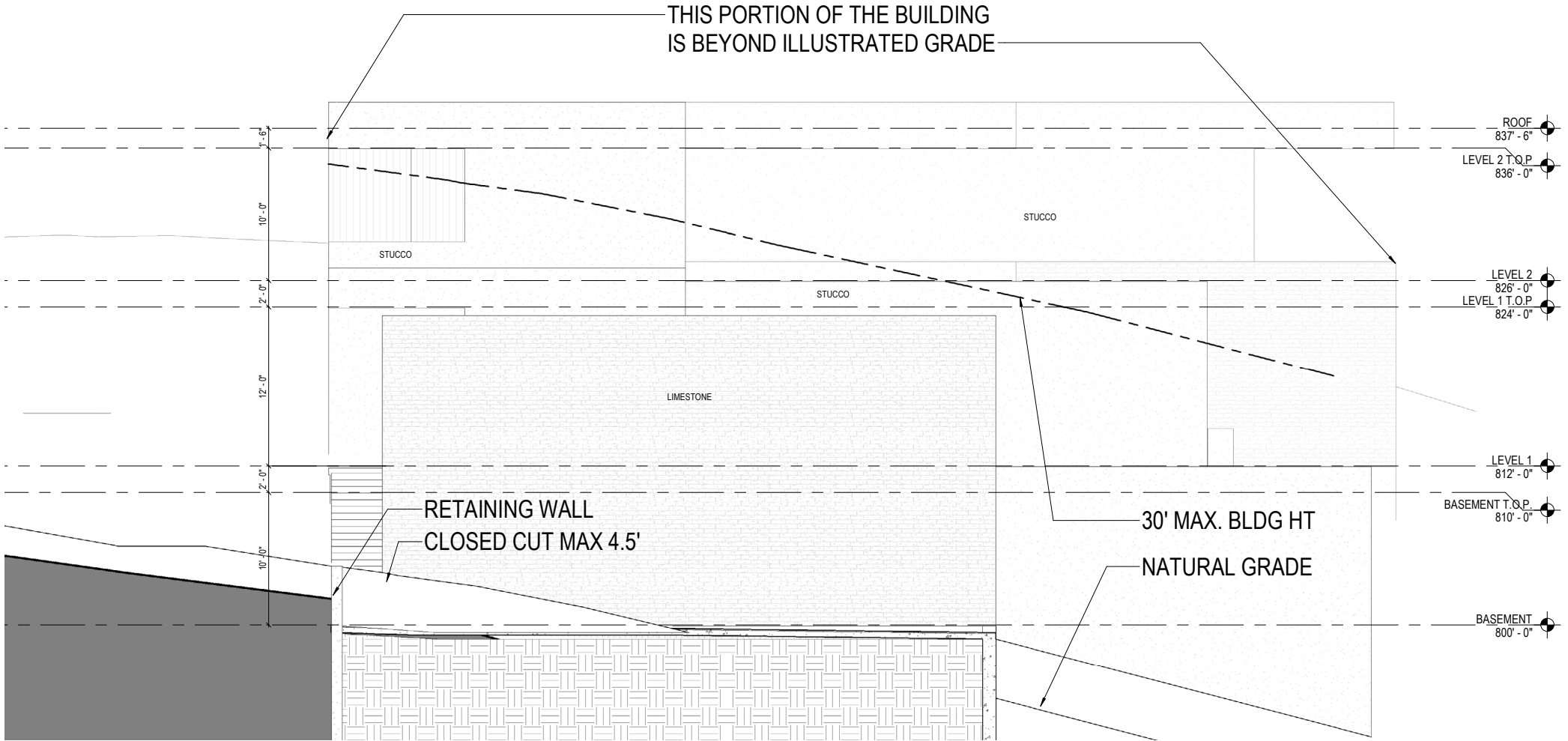
PROPOSED BUILDING ELEVATIONS

406 REDBUD TRAIL
#2023-14

VARIANCE
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ELEVATIONS OF
RESIDENCE-
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WEST ELEVATION



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RE: VARIANCE REQUESTS OF 406 REDBUD

On behalf of the City of West Lake Hills, Walter P Moore has reviewed the variance requests for the property located at 406 Redbud. 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. Remove 8 trees greater than 14" diameter to develop a currently vacant lot.
2. A variance to the cut/fill limits for 10' of closed fill at the edge of the drive court where maximum allowed is 6 feet.
3. A variance to build a driveway with an elevation change of greater than 6 feet from the natural grade to allow for a maximum height of 10 feet above grade at the edge of the drive court.

The hardships mentioned are as follows:

1. 34 protected trees on the site. Arborist report indicates that many trees are in fair or poor condition.
2. Driveway access location was an iterative process due to the unique site conditions. The designers believe that this is the route that follows the code the closest.

After reviewing the provided documents and the city code, the engineering team on behalf of the City of West Lake Hills recommends the following.

1. Remove 8 trees greater than 14" diameter to develop a currently vacant lot.
 - a. **We suggest that this variance is approved. Document provided indicates that an arborist has ruled the trees are in a poor or fair condition, which was verified by the arborist report. The schematic layout provided appears to attempt to preserve trees which are good candidates for preservation.**
4. A variance to the cut/fill limits for 10' of closed fill at the edge of the drive court where maximum allowed is 6 feet. A variance to build a driveway with an elevation change of greater than 6 feet from the natural grade to allow for a maximum height of 10 feet above grade at the edge of the drive court.
 - a. **We suggest that these variances are approved. The location of the 10' of closed fill is outside of the building setback, hidden behind many large trees which are to remain. We believe that the applicant has done due diligence to determine the least disruptive design for development of the site, and that development of this site would not be possible without the variances which they are applying for.**

April 17, 2024, Westlake Hills Zapco Meeting Recap and Suggested Action Plan for 406 Redbud Trail:

The proposed zoning plan submitted by the applicant for 406 Redbud Trail made certain claims that require more evidence to properly evaluate the zoning board application. The summary below of these claims and counter arguments should be sent to the city and Zapco for further investigation. Also included in this document I will note where there is incomplete information from the applicant, and a suggested alternative design approaches to determine if the property can be developed with less code issues.

Applicant Claims

1. **The driveway slopes are outside of what is allowed by the city.** This is true but allowing this variance eliminates the need for a more intrusive driveway up the skyline right away. The applicant is requesting a 21'ft. of cut and fill variance which has a far greater impact to the site. The city planners should be pushing for this approach. This property has limited development options unless the City abandons their code which will degrade the value to all the adjacent properties. Legal challenges for potential property devaluation damages will certainly become a reality upon Skyline drive being used as a driveway access point.
2. **The driveway cut off Redbud trail will be too dangerous.** This is a false claim supported by no formal analysis. Valbella Drive has a similar sightline issue but was approved by the city without any safety challenges. Never has there been an accident.
3. **Tree variances.** There is very little soil on this property, and we must push to see a detailed replacement plan inclusive of newly constructed planting pockets that give adequate soil for trees. Otherwise, the development will pay into the City tree fund and the trees will never be replaced.
4. **There is a Fire issue with steep sloped drives.** The applicant must provide a detailed signed analysis from Chief Lacy regarding how the fire department will be restricted from reaching the home in the event of an emergency. There is a hydrant on their property which is easily accessible to the fire department. An undeveloped Skyline drive right away can provide access to the firefighters.

Submission Omissions

1. The submitted plan did not have any of the following.

- a. Interiors build out plans showing living spaces and bathrooms.
- b. Septic Plan including Septic field placement.
- c. Tree replacement plan inclusive of soil reports for the planned replanting areas.
- d. Impervious Coverage Calculations to the lot should include all driveway calculations which were not included in the applications. The impervious coverage calculation of 25% is understated. This will become another variance request by the applicant.

Alternative Development Approaches

We request the city to require a new proposed structure from the applicant for a single-family home that would only require a driveway grade variance. The driveway will be sighted within the current lot lines from Redbud trail, and no access from Skyline Drive right away. We, the adjacent neighbors, require the City to push for this solution to minimize the variances required to develop this property. The applicant bought the property knowing the issues, and the City needs to abide by the code and push the applicant towards a no variance submission.

Respectfully submitted by



Stephen Barron & Michelle Barron

1 Valbella Drive

Austin TX 78746

Sbarron6@mac.com

713-906-2204

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, April 17, 2024 at 6:30 PM

1. **Call to Order:** Chairman Robert Chair Meisel.
 - a. Meeting begins at 6:30pm
 - b. Roll Call
 - i. Chair Robert Meisel: Present
 - ii. Vice-Chair Jim Pledger: Present
 - iii. Commissioner Julia Webber: Present
 - iv. Commissioner Karen Bartoletti: Absent (excused)
 - v. Commissioner Patrick Stewart: Present
 - vi. Commissioner Laurie Maccini: Present
2. **Citizen Communications:**
 - a. None
3. **Consent Agenda:** The following items are considered to be self-explanatory by the Commission and will be enacted with one motion. There will be no separate discussion of these items unless a Commission Member or citizen so requests.
 - a. **Action:** Commissioner Pledger moves that all items be approved
 - o Commissioner Stewart Seconds
 - o Motion carries 4:0
4. **Public Hearing:** **406 Redbud:** Discuss and make recommendations on the proposed variances:
 1. The removal of eight (8) trees with trunk diameters of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code)
 2. Closed fill of 10 feet, where the maximum allowed is 6 feet (7.4.1 of the Drainage and Erosion Control Manual)
 3. Driveway with an elevation change of greater than 6 feet from natural grade (Section 22.03.175 (e) (1))

Applicant: Bhavani Singal, Workshop No.5 LLC

a. Staff Report:

- Director Bills detailed the revisions made to the initial variance application and the withdrawal of the License to Encroach
- Commissioner Maccini: Would reducing square footage of the garage meet their needs?
 - Can request more details from the applicant
- Commissioner Pledger: Are there height issues on the property?
 - Plans are not fully-designed. If height does not meet code, project would require redesign or new variance
-

b. Public Comments:

- Will McAshan – Quiddity (civil engineer)
 - Makes presentation on new design.
- Steve Barron
 - Requests forfeiture of future skyline access, but otherwise supportive
- Chris Gunter
 - Voices support on behalf of neighbors
- Pavani Singhal (project architect)
 - Clarifies that homeowner not planning on using skyline due to cost of project.
 - Does not anticipate seeking additional variances.
- Davin Filpot
 - Tree Comments
 - Wants 50% of trees on side of property facing his lot.
 - States minimum replacement trees at 6"
- Ashwanni Raja (owner)
 - Indicated will work closely to meet Davin's request for tree placement

c. Discussion:

- Commissioner Maccini
 - Appreciates variety of native, low-water trees
 - Believes tree removal is design-driven decision
- Commissioner Webber
 - In support of variances despite house size
- Commissioner Stewart
 - Supportive of request

d. Action:

- Commissioner Webber moves that the variance be forwarded to Council with a recommendation of **approval** based on hardship driven by topography.
 - Commissioner Pledger Seconds
 - Motion **carries** (3-1) – Commissioner Maccini opposed

Recommendation will be forwarded to the Board of Adjustment and City Council for final consideration on June 12, 2024.

5. Public Hearing 401 Camp Craft: Discuss and make recommendation on a variance to the 50-foot front setback for a setback encroachment for a new entry vestibule (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).

Applicant: Alan Knox, Reach Architects

- a. **Staff Report:** Director Bills delivers briefing on setback variance for secure entryway vestibule for future Eanes ISD administration site.
 - i. Commissioner Maccini: Are any trees affected?
 - a) No
- b. **Public Comment:**
 - i. Alan Knox – Reach Architects: Applicant
 - a) Discussed interior architectural concerns requiring vestibule be in setback
- c. **Discussion:**
 - i. Commissioner Webber: Is existing circulation being used?
 - a) Alan Knox: Yes
 - ii. Chair Meisel: Does existing building have the large board room?
 - a) Alan Knox: No
 - iii. Commissioner Maccini: How are existing trees impacted?
 - a) None
 - iv. Chair Meisel – why is no entry available from rear of lot?
 - a) Alan Knox: Existing ADA entrance at rear of lot not intended to be public entrance going forward with the new security concerns, so new vestibule will be new ADA-accessible entrance
 - v. Chair Meisel: Building being gutted anyway – new request design driven and not in spirit of ADA with parking and access on opposite sides of building.
 - a) Bo Crocket: Architect
 - Defining the entrance for the public so people know where to go.

- vi. Chair Meisel: If building not suitable for purpose – why did the district buy it?
- vii. Commissioner Webber: Sympathetic to district wanting to use this building.
 - a) Building already non-conforming, and this is small additional encroachment with improved security and wayfinding. Shares Chair Meisel concerns regarding accessibility, but believes request is minor in comparison to other granted variances.
- d. Action:** Commissioner Stewart moves that the variance be forwarded to Council with a recommendation with a recommendation of **approval**.
 - i. Commissioner Webber Seconds
 - ii. Motion Carries Unanimously (4-0)

Recommendation will be forwarded to the Board of Adjustment on June 12, 2024

- 6. **Public Hearing 8 N Peak:** Discuss and make recommendation on a variance to the side setback encroachment of 20 feet into a 20-foot side setback to enclose an open carport (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).

Applicant: Charlie and Ellen Kreitler

- a. Staff Report:** Director Bills delivers briefing on prior variance for open carport and requested new variance.

b. Public Hearing:

- Charles Kreitler: Applicant
 - Spoke to history of carport and new request
 - Worried about theft – can't lock open carport
- Tom Layman: Neighbor
 - Supportive of variance

c. Discussion:

- Commissioner Maccini:
 - Theft is increasing in WLH
 - Request is small
- Commissioner Stewart:
 - Has experienced theft, and in support
- Webber:
 - Concerned about precedent
 - Gates can be a code-compliant option

- Commissioner Pledger:
 - Has never approved anything directly on a property line, but existing structure is legal and has a pre-existing variance for the location.
- Chair Meisel:
 - Will existing wood building behind house not hold tools and project?
 - Would a lockable storage cabinet fit inside the carport?
 - ZAPCO is supposed to consider whether variance requested is the least variance required.

e. Action: Commissioner Maccini moves that the variance be forwarded to Council with a recommendation with a recommendation of **approval**.

- i. Commissioner Stewart Seconds
- ii. Motion Carries Unanimously (4-0)

Recommendation will be forwarded to the Board of Adjustment on June 12, 2024

7. Adjournment:

Chairman Chair Meisel Adjourns the meeting at **8:08pm**

Respectfully submitted,

ROBERT CHAIR MEISEL, CHAIRMAN

ATTEST:

Development Coordinator Joel Sherrouse

These minutes were approved on _____, 2024.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	June 12, 2024	Item Number:	5
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
	Ordinance 2024-06, Exhibit		
Exhibits:	A	Source of Funds:	N/A

Subject

Discuss and consider action on an ordinance amending Section 20.02.005, Section 22.03.052, Section 22.03.053, Section 22.03.176, Section 32.02.001, Section 32.02.002, Section 32.02.003, and Section 32.02.008 of the West Lake Hills Code of Ordinances to amend the approval authority of building and sign permits from City Council to administrative staff.

Recommendation

Conduct the reading and approve the ordinance adoption as presented.

Discussion

Background & Analysis:

The City of West Lake Hills requires building permits for new construction and renovations for residential and commercial properties, as well as signs. The code sections included for amendment all have references to permits that are reviewed by ZAPCO and approved by the City Council.

The current process in Chapter 22 requires all non-R-1 or MUR4 permits for new construction and substantial renovations to be reviewed by the Zoning and Planning Commission and approved by the City Council, even if they meet all code requirements and do not require a variance or special approval. The attached amendments revise various code sections that contain this requirement to change the review and approval authority for building applications and permits from ZAPCO and City Council to administrative staff. If the application does not meet the adopted code requirements, a variance would be required, if practical, or the permit will be denied by city staff.

Similarly, Chapter 32 – Signs requires all sign permits to be reviewed and approved by the City Council. The attached amendment moves that approval to city staff for signs that comply with the code. The section is not clear on the review and approval process for Uniform Sign Agreements. These amendments clarify that for USAs, staff will review for completeness, then the agreement is reviewed for recommendation by ZAPCO and reviewed and approved by City Council.

Links to Relevant Codes:

- [Section 20.02.005: Duties \(of ZAPCO\)](#)

- [Section 22.03.052: Approval authority for R-1 and MUR4 permits.](#)
- [Section 22.03.053: Council approval for non-R-1 and non-MUR4 permits.](#)
- [Section 22.03.176: Requirements for two-family residential structures in R-2.](#)
- [Section 32.02.001: Permits, certificates and approval required.](#)
- [Section 32.02.002: Application procedure for signs requiring permits.](#)
- [Section 32.02.003: Sign permit application procedure for uniform signage agreements.](#)
- [Section 32.02.008: Review by commission and city council.](#)

ORDINANCE NO. 2024-006

AN ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS AMENDING THE CODE OF ORDINANCES, SECTION 20.02.005 DUTIES, SECTION 22.03.052 APPROVAL AUTHORITY FOR R-1 AND MUR4 PERMITS, SECTION 22.02.053 COUNCIL APPROVAL FOR NON-R-1 AND NON-MUR4 PERMITS, SECTION 22.03.176 REQUIREMENTS FOR TWO-FAMILY RESIDENTIAL STRUCTURES IN R-2, SECTION 32.02.001 PERMITS, CERTIFICATE AND APPROVAL REQUIRED, SECTION 32.02.002 APPLICATION PROCEDURE FOR SIGNS REQUIRING PERMITS, SECTION 32.02.003 SIGN PERMIT APPLICATION PROCEDURE FOR UNIFORM SIGNAGE AGREEMENTS, AND SECTION 32.02.008 REVIEW BY COMMISSION AND CITY COUNCIL, PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, AND PROPER NOTICE AND MEETING.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of West Lake Hills has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, the City has adopted Chapter 22 – Building Regulations to provide minimum standards to safeguard life, limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use, occupancy, location and maintenance of all buildings and structures within the city; and

WHEREAS, the City Council finds certain amendments to the aforementioned codes are necessary to meet changing conditions and are in the best interest of the City; and

WHEREAS, the City Council finds the attached amendments reasonable and necessary.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of West Lake Hills, TX:

1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

2. AMENDMENT

That Section 20.02.005 Duties, Section 22.03.052 Approval authority for R-1 and MUR4 permits, Section 22.02.053 Council approval for non-R-1 and non-MUR4 permits, Section 22.03.176 Requirements for two-family residential structures in R-2, Section 32.02.001 Permits, Certificate and Approval Required, Section 32.02.002 Application procedure for signs requiring permits, Section 32.02.003 Sign Permit Application procedure for Uniform Signage Agreements, and Section 32.02.008 Review by Commission and City Council of the Code of Ordinances, City of West Lake Hills, Texas is hereby amended to, and after such amendment, shall read in accordance with *Exhibit "A"*, which is attached hereto and incorporated into this Ordinance for all intents and purposes.

3. REPEALER

To the extent reasonably possible, ordinances are to be read together in harmony. However, 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.

4. 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.

5. CODIFICATION

The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

6. EFFECTIVE DATE

This ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.

7. PROPER NOTICE AND 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.

READ & APPROVED on this, the 12th day of June 2024.

APPROVED:

by: _____
James Vaughan, Mayor

ATTEST:

Terry Blanchard, City Secretary

APPROVED AS TO FORM:

Josh Brockman-Weber, City Attorney

Exhibit A

§ 20.02.005 Duties.

The duties of the zoning and planning commission shall be to:

- (1) Recommend revisions or amendments to article 28.02 of this code and the land use map associated therewith.
- (2) Review all subdivision plans, plats, replats or resubdivisions to be presented to the council and to submit the plan, plat, replat or resubdivision with ZAPCO's recommendation at a council meeting following submission to the zoning and planning commission provided that such plan, plat, replat or resubdivision was submitted by the developer or owner in proper form according to the city's ordinances and V.T.C.A., Government Code ch. 212, and provided that the plan, plat, replat or resubdivision was timely submitted to the zoning and planning commission.
- (3) Review and make recommendations to the city council on all matters and applications concerning zoning, in accordance with the city's ordinances and state law and to determine whether such zoning requests are in conformity with article 28.02 of this code.
- (4) ~~Review new building permit applications in all zoning districts except one-family residential (R-1) zones, and to submit recommendations at a city council meeting following the commission meeting at which such permit application was considered, provided that the application was submitted in proper form in accordance with the city's ordinances.~~ **Reserved.**
- (5) Review permit applications for sewage facilities in all zoning districts except one-family residential (R-1) zones, and to submit recommendations at a city council meeting following the commission meeting at which such permit application was considered, provided that the application was submitted in proper form in accordance with the city's ordinances.
- (6) Cooperate with any applicant to encourage the best development for nonresidential use in a manner consistent with the low-density rural character promulgated in the master plan ordinance.
- (7) Advise the city council and work with owners on the appearance of existing or new buildings and property, either on specific assignment by the council or on its own initiative.
- (8) Consider and make recommendations to the city council and the board of adjustment on requests for variances to the city's ordinances; however, ZAPCO shall only review permits or variances for tree removal when construction is involved.
- (9) Hold public hearings as may be required by the city's ordinances.
- (10) Review and approve or deny requests for signs in accordance with the criteria set out in the city's ordinances.
- (11) Assist in the drafting and revision of ordinances relating to any of the hereinabove mentioned duties.
- (12) Perform such other duties as normally required of a zoning and planning commission, from time to time, by the city council.
- (13) ZAPCO shall not review requests for special use permits (SUP).

(1996 Code, sec. 62-35; Ordinance 251 adopted 6/27/12)

§ 22.03.052 Approval authority for R-1 and MUR4 permits ~~building permits.~~

~~The city administrator or city inspector shall have final approval authority for new structures and alterations of old structures in districts zoned R-1 and MUR4 residential district which do not require any variances by the city council. Tenant finish-outs and minor remodeling in all other zoning districts shall be approved by the city administrator or city inspector.~~ **The city inspector shall review all applications and approve building permits that comply with all required codes.**

(Ordinance 361 adopted 3/28/18)

§ 22.03.053 ~~Council approval for non-R-1 and non-MUR4 permits~~ **requiring a variance.**

Building permits requiring a variance, ~~new building permits or significant remodel, or building permits in zoning districts other than R-1 and MUR4 residential~~ shall be processed in the usual manner by the city inspector, but no permit shall be issued until the application for variance ~~or building permit~~ has been presented to the city council via the zoning and planning commission for its review and approval.

(Ordinance 361 adopted 3/28/18)

§ 22.03.176 ~~Requirements for two-family residential structures in R-2.~~ **Reserved.**

~~Notice of building permit request shall be given to all neighbors within 200 feet of property.~~

(Ordinance 2020-014 adopted 10/14/20)

§ 32.02.001 Permits, certificates and approval required.

(a) It is an offense for any person to erect, alter, or relocate any sign within the city and its area of extraterritorial jurisdiction, without complying with the following requirements:

- (1) Completion of a sign application permit;
- (2) Review by the director of building and development services or designee for permits;
- (3) ~~Review and approval by the city council; and~~ **Reserved;**
- (4) Completion of certificate of sign inspection after final inspection by the city inspector.

(b) Variance requests shall follow the process described by article 32.04 of this chapter.

(c) This section does not apply to the placement of a sign if this chapter exempts a sign from requiring a permit or a sign is being placed pursuant to a uniform sign agreement.

(Ordinance 2020-007 adopted 6/24/20)

§ 32.02.002 Application procedure for signs requiring permits.

The procedures to be followed in fulfilling the intent of this chapter are as follows:

- (1) The applicant shall submit a sign permit application **and** any application for variances to the planning and zoning secretary and pay the applicable permit and variance fees. The planning and zoning secretary shall forward the applications to the director of building and development services.
- (2) The director of building and development services or his/her designee shall confer with the applicant and explain the provisions of this chapter. After reviewing the sign application(s) for completeness and code compliance, the director of building and development services shall ~~promptly set a date for city~~

~~council to consider the application(s) based on the meeting schedule of the city council. The city council shall consider the sign permit application and variance applications, if any, at its next regularly scheduled meeting or as promptly as practicable at a subsequent regular meeting of which the applicant is given written notice. review the sign application for compliance with the requirements of this chapter and notify the applicant of any deficiencies.~~

- (3) ~~The city council~~ **director of building and development services** shall:
- (A) ~~Approve, reject, or approve upon condition the sign permit application and variance application, if any, at its meeting;~~
- (B) ~~Approve, reject, or approve upon condition the sign variance application, if any, at its meeting~~ **Process a sign variance request through the variance process in accordance with Article 32.04, if necessary;**
- (C) ~~Postpone its decision on the request of the applicant; or~~
- (D) ~~Postpone its decision to its next regular meeting for good cause based on need for further review by the city council.~~
- (4) Upon approval by the ~~council~~ **director of building and development services** of the sign permit application and **after any variances are approved through the standard variance process**, if any, the permit shall be issued by the city administrator or the administrator's designee.
- (5) Upon the conclusion of the construction and erection of the approved sign, the applicant will apply for a certificate of sign inspection from the city inspector.
- (6) The inspector will inspect the sign in its proper location and will, if the sign is found to be in compliance with the approval, issue the certificate of inspection completing the sign application procedures.

(Ordinance 2020-007 adopted 6/24/20)

§ 32.02.003 Sign permit application procedure for uniform signage agreements.

If an applicant desires to apply for a **new uniform sign agreement** ~~sign permit~~ or permits under a uniform signage agreement, the applicant shall:

- (1) Submit a **uniform sign agreement application** or sign permit application and permit fees to the planning and zoning secretary;
- (2) Any **uniforms sign agreement** or sign permit application under a uniform signage agreement shall contain the written consent of the property owner;
- (3) The director of building and development services shall promptly review the **uniform sign agreement application** or sign permit application for completeness and compliance with the **code** and the uniform signage agreement;
- (4) If the sign conforms to the agreement, the sign permit may be approved administratively by the ~~city administrator~~ **director of building and development services**;
- (5) If the **director of building and development services** ~~city administrator~~ finds that the sign permit application does not conform to the uniform signage agreement, ~~the city administrator shall forward the application to the director of building and development services to~~ **shall** follow the procedure under section 32.02.002.
- (6) **For the approval of a new uniform sign agreement, after review and recommendation by the director of building and development services, the agreement will be forwarded to ZAPCO for recommendation**

and City Council for final approval.

(Ordinance 2020-007 adopted 6/24/20)

§ 32.02.008 Review by commission and city council.

The zoning and planning commission shall consider **and recommend** variance requests under this chapter. The city council shall ~~review the appearance, lighting, form, color, character, dimensions, and materials of all signs required under this chapter to obtain approval; determine that all signs requiring approval under this chapter are in conformance with this chapter; and~~ consider **and approve** variance requests, if any.

(Ordinance 2020-007 adopted 6/24/20)



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>June 7, 2024</u>	Item Number:	<u>6</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Jennifer Bills</u>	Cost / Budget:	<u>See Discussion section below</u>
Exhibits:	<u>None</u>	Source of Funds:	<u>2022 Bond Funds / COs</u>

Subject

Discuss and consider action on a revised schedule of work with Smith Contracting regarding the Proposition B - Streets and Drainage projects list.

Recommendation

Receive the report and provide direction as appropriate.

Discussion

Prop B authorized \$11.8 million for the completion of various street and drainage improvements. Plans were amended per City Council direction to remove drainage improvements on Laurel Valley and remove the improvements to Terrace Mountain. The list of projects includes Camp Craft/Eanes School Road, Redbud Trail, Yaupon Valley Road, Laurel Valley Road and Westlake Drive.

Staff and the project engineer are working with Smith Contracting to revise the schedule for the work that will be completed over the next year. During this process, staff are engaging area stakeholders, including Eanes ISD, Water District #10, and the Westlake Fire Department.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>June 12, 2024</u>	Item Number:	<u>7</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Jennifer C. Bills</u>	Cost / Budget:	<u>\$82,700 / \$85,000</u>
	<u>Bid Tabulation – Gateway Sign</u>		
Exhibits:	<u>Plan Sheets L1-L3</u>	Source of Funds:	<u>FY 24, General Fund</u>

Subject

Discuss and consider action on bid award for the West Lake Hills Gateway Sign located at the northwest corner of Bee Cave Road and Rollingwood Drive and authorize the city administrator to execute necessary documents.

Recommendation

Take action to on the submitted bids.

Discussion

The City issued a request for bids on April 12 and 19, 2024 for the construction of a gateway sign at the northwest corner of Bee Cave Road and Rollingwood Drive, replacing the existing sign.

Five bids were received by 10:00 a.m. on May 10, 2024, and the bids were opened immediately after the deadline for the construction of the proposed gateway sign on May 10. The low bidder was Buck Up Services, LLC in the amount of \$82,700.00 (Attachment 1).

Funding (\$85,000.00) for the design and construction of a gateway sign at the corner of Bee Cave Road and Rollingwood Drive were included in the FY 23 budget. Sitio Design Group (Curt Arnette) was selected to provide a design generally consistent with that of the gateway sign located at the Westlake Drive / Redbud Trail intersection, also of his design (Attachment 2).

Encroachment into the TxDOT right of way and proximity to fiber optic lines have been resolved and the City has received clearances from AT&T, TxDOT and the property owner to install the new sign.



BID OPENING FOR: 24-004 West Lake Hills Gateway Sign

DATE: May 10, 2024

TIME: 10:00 A.M.

PLACE: West Lake Hills City Hall, 911 Westlake Drive, West Lake Hills, TX 78746 (Janet Room)

BID NAME	BID INFORMATION	
	Amount	Comments
G2 Company	\$150,500.00	
AD Services	\$97,500.00	
Back Up services	\$82,700.00	
Jordon Enterprises	\$114,114.00	
Southwest monuments & sign	\$161,780.00	

Attendees:

PRINTED NAME	SIGNATURE	COMPANY	CONTACT INFO



BID OPENING FOR: 24-004 West Lake Hills Gateway Sign

DATE: May 10, 2024

TIME: 10:00 A.M.

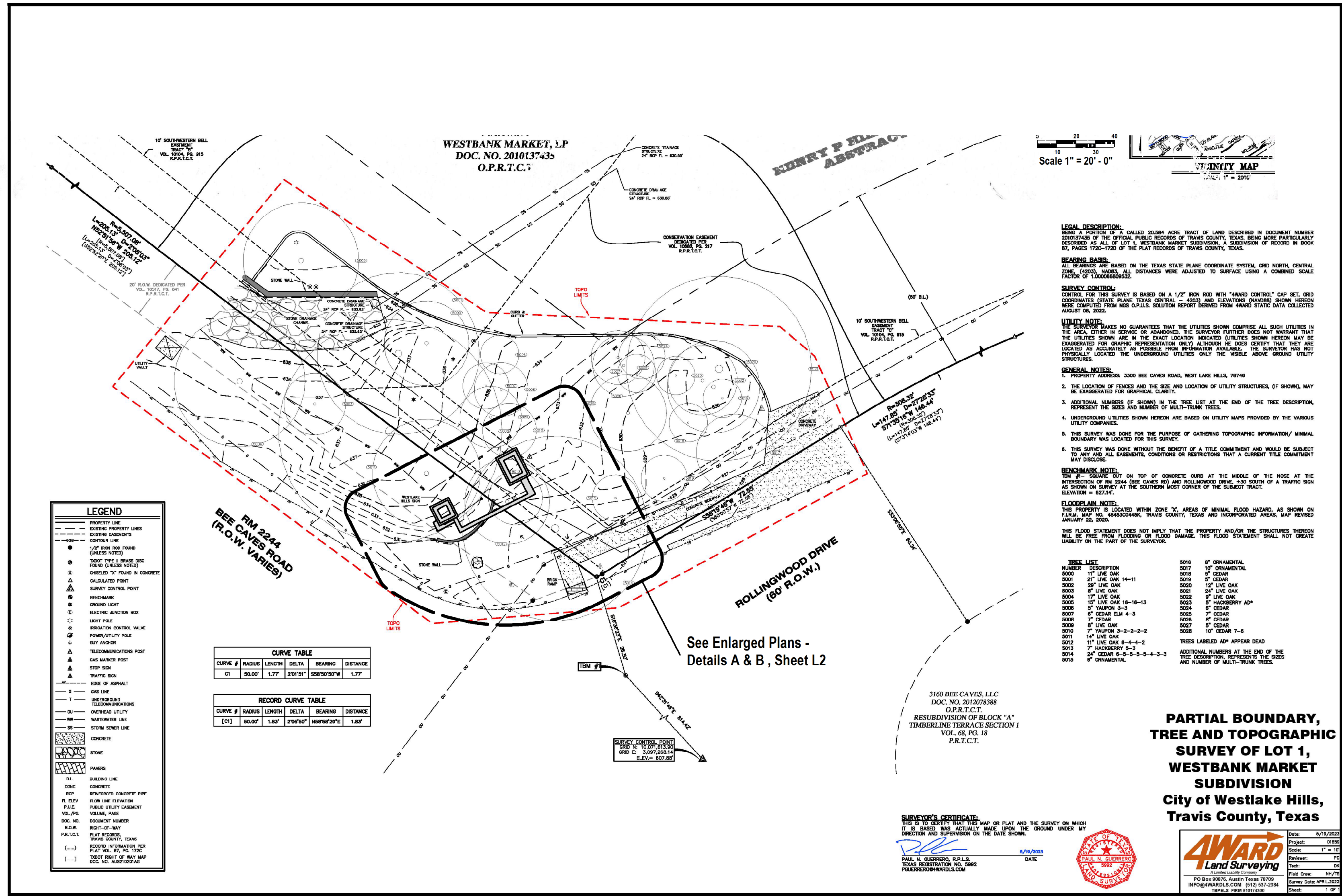
PLACE: West Lake Hills City Hall, 911 Westlake Drive, West Lake Hills, TX 78746 (Janet Room)

Attendees:

PRINTED NAME	SIGNATURE	COMPANY	CONTACT INFO
Dwight Toth		SOUTHWEST MONUMENT & SIGN	Dwight@swmsigns.us 512-983-1513
Phillip H. Brisal		Budd	512-447-6600
John Sanchez		Jerden	John@JerdenLP.com



Monument Sign Concept Sketch



Site Survey / Sign Location Map

General Notes

Site Plan Survey. The hardscape plan is based on existing site contours and existing conditions shown on a survey provided by 4Ward Land Surveying on 5/19/2023. Final grades may be modified in the field by the Landscape Architect, as required to adequately drain the site. The contractor shall be responsible to notify the Landscape Architect where field conditions are encountered that deviate from the plans.

Familiarization with Jobsite. Landscape contractors should thoroughly familiarize themselves with the working area as it relates to the Construction Documents prior to the commencement of any construction activity and notify the Landscape Architect where discrepancies are encountered. Contractor to verify the location of underground utilities prior to any excavation.

Protection of Existing Vegetation. Existing trees scheduled to remain should be protected from injury or damage to roots, trunks, or branches by placing tree protection fencing in areas shown on plan. Damaged trees or vegetation to be repaired immediately in a manner acceptable to the Landscape Architect. Irreparably damaged trees or shrubs must be replaced with ones of similar size and shape at the expense of the Contractor. A value to be determined in accordance with the tree evaluation formula as described in "A Guide to the Professional Evaluation of Landscape Trees, Specimen Shrubs and Evergreens", published by the International Society of Arboriculture.

Treatment of Existing Weeds. Existing stands of bermudagrass, johnsongrass, nutsedge, and noxious weeds to be treated with herbicide before construction begins. Nutsedge to be treated with "Image" or "Manage". Other weeds to be treated with "Finale", "Roundup", or equal herbicide. Use care not to overspray onto existing vegetation to remain. Treatment shall be in strict accordance with manufacturer's specifications and shall be accomplished to allow sufficient time for a complete kill prior to starting any soil preparation.

Clearing, Grubbing and Trimming. Remove plants, undergrowth, other vegetation and debris from the site except items indicated to remain. Strip weeds and grass. Rototill to a depth of 4" in areas where soil has been compacted during construction. Use hand methods for grubbing inside the dripline of trees to remain. Strip grass materials to a maximum depth of 1" under tree canopies. Remove stumps to a depth of 15" below existing grade. Interfering branches of trees scheduled to remain may be removed as approved by Landscape Architect.

Grading and Earthwork. Contractor to ensure positive drainage. Planting mix to be added to fill any depression that may hold excess moisture. Planting mix to be added to planters (18" depth) and to the hatched areas indicated on Detail B, Sheet L2. Minimize the addition of planting mix under dripline of existing trees. Final grading to be approved by Landscape Architect.

Planting Mix. Planting mix to be "Thunder Dirt" as supplied by Geo Growers, 12002-B Hwy 290 West, Austin TX 78737 (512) 892-2722. Planting mix substitutions to be approved by Landscape Architect prior to delivery to site. Note: Planting to occur in future phase.

Concrete. See Structural drawings.

Rebar. See Structural drawings

Stone Walls. Stone walls to be composed of 40% Oklahoma Builders, 25% Brown Ozark Builders, 15% Pecos Tan (Oklahoma) Patio, 10% Mill Creek Builders, and 10% Oklahoma Beam Rocks. Stone to be laid in horizontal layers as indicated on elevational details. Hold back mortar from face of wall to give the appearance of being dry-laid. A 3' x 5' mock-up panel to be constructed on site for approval by Owner and Landscape Architect before proceeding with work. Mock-up panel to remain in place until masonry work is completed. Boulders to be natural gray limestone laid in horizontal layers to emulate natural strata. See photo on Sheet L3 for an example.

Signage Lettering. Lettering for the steel plate sign to be 12" ht. x 1/2" silver acrylic letters with 1/2" standoffs. The font to be 'Neutraface'. For design detailing, production and installation contact : Ten400,LLC; Elizabeth Williams, (512) 913-3784.

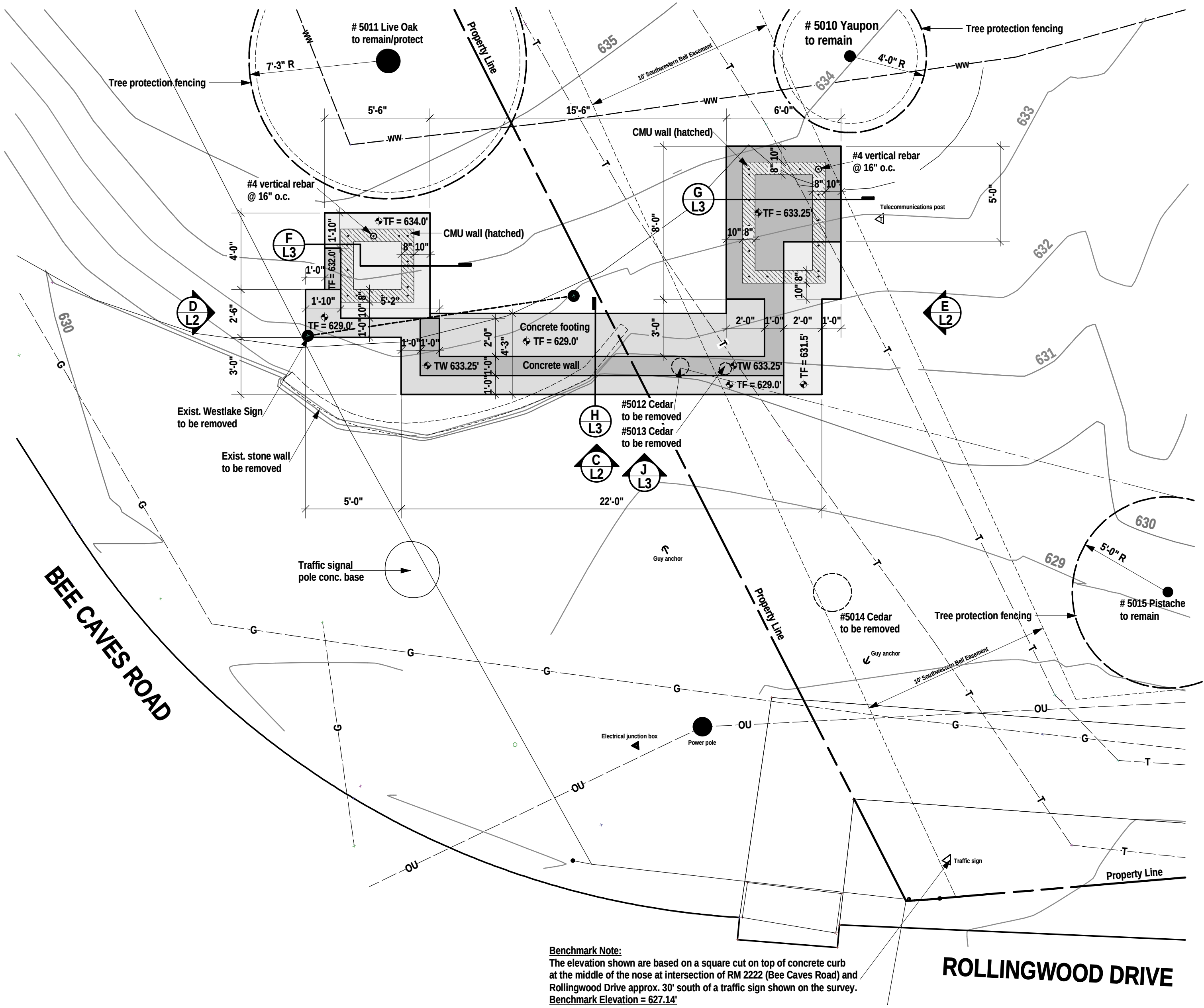
French Drain. French drain behind retaining wall to be comprised of a 4" perforated flexible pipe at base of wall. Slope pipe to daylight through wall as shown on plan. Surround pipe with 3/4" -1 1/2" diameter washed river rock. Surround gravel with soil filter fabric to separate gravel from soil material.

Metal Work. Steel plate sign to be fabricated as shown on drawings. All welds to be on back side of plate and ground smooth. Plate to be installed by welder.

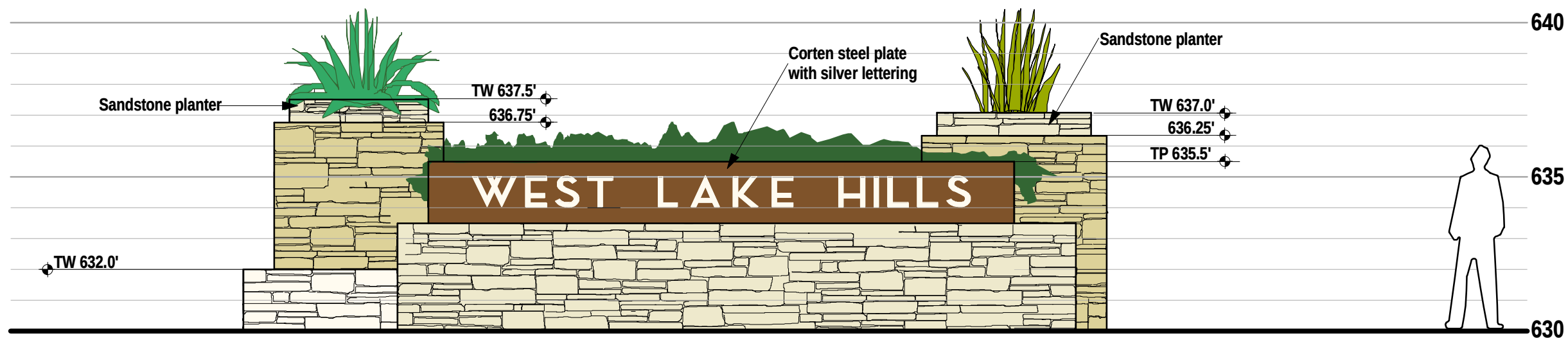
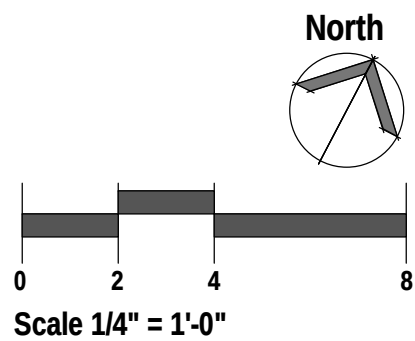
Irrigation. Contractor to stub up 3/4" sch. 40 pvc pipes into planters and cap the ends for future use.

Date: 4/10/2024

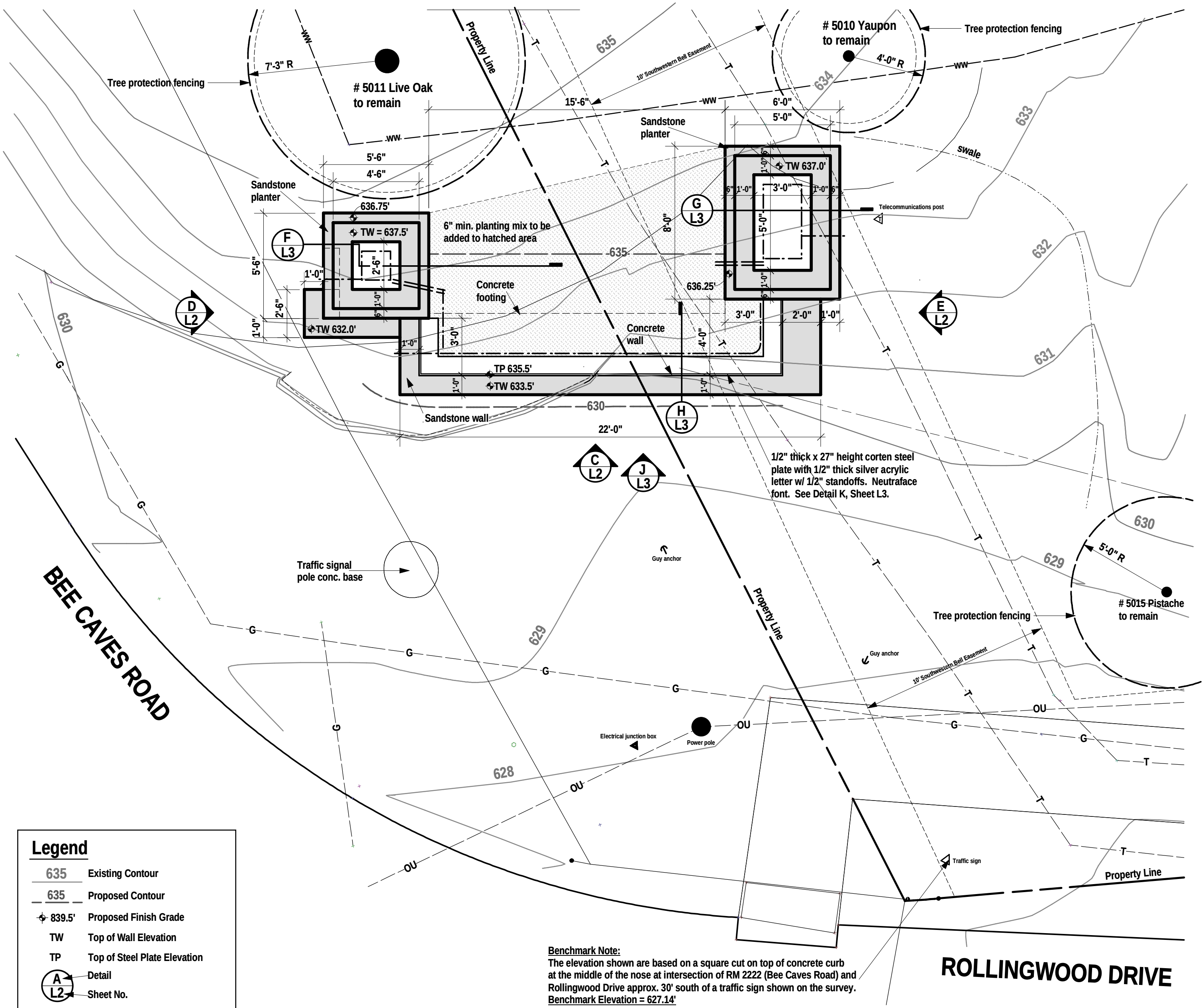
Revised:



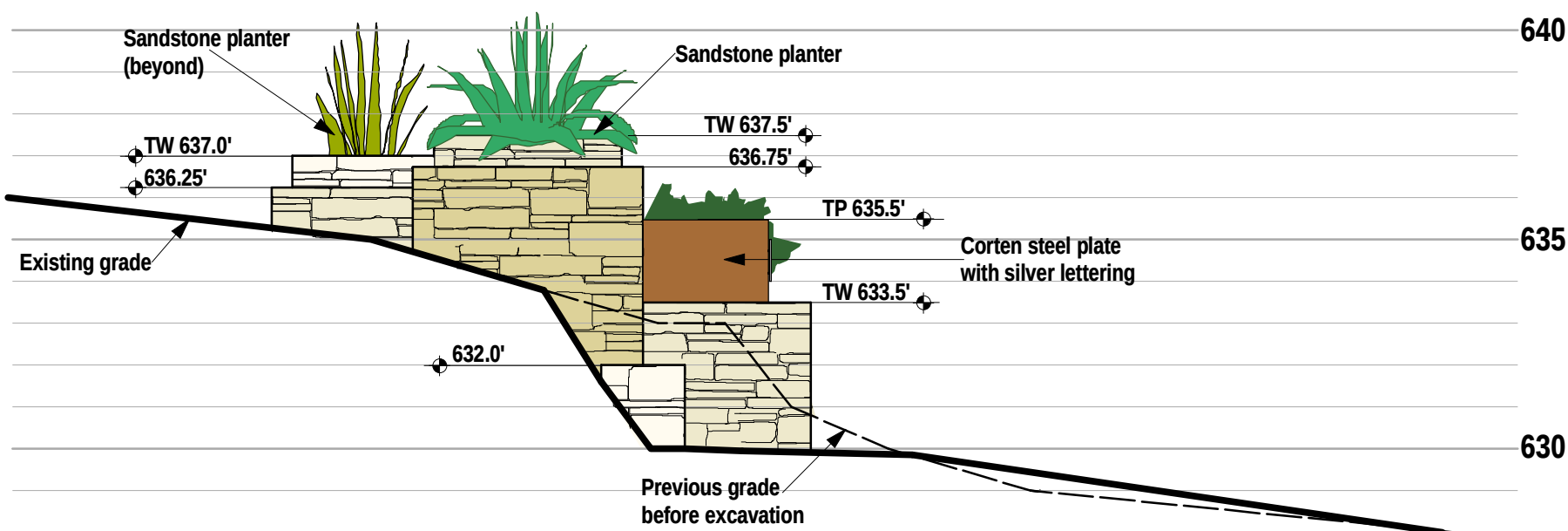
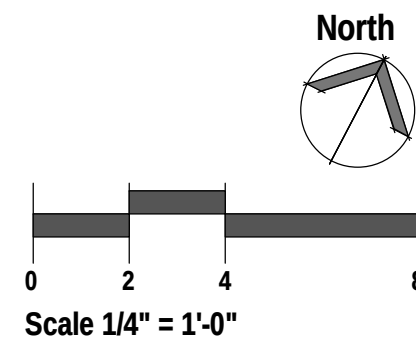
A Plan - Monument Sign Concrete Foundation Layout
Scale 1/4" = 1' - 0"



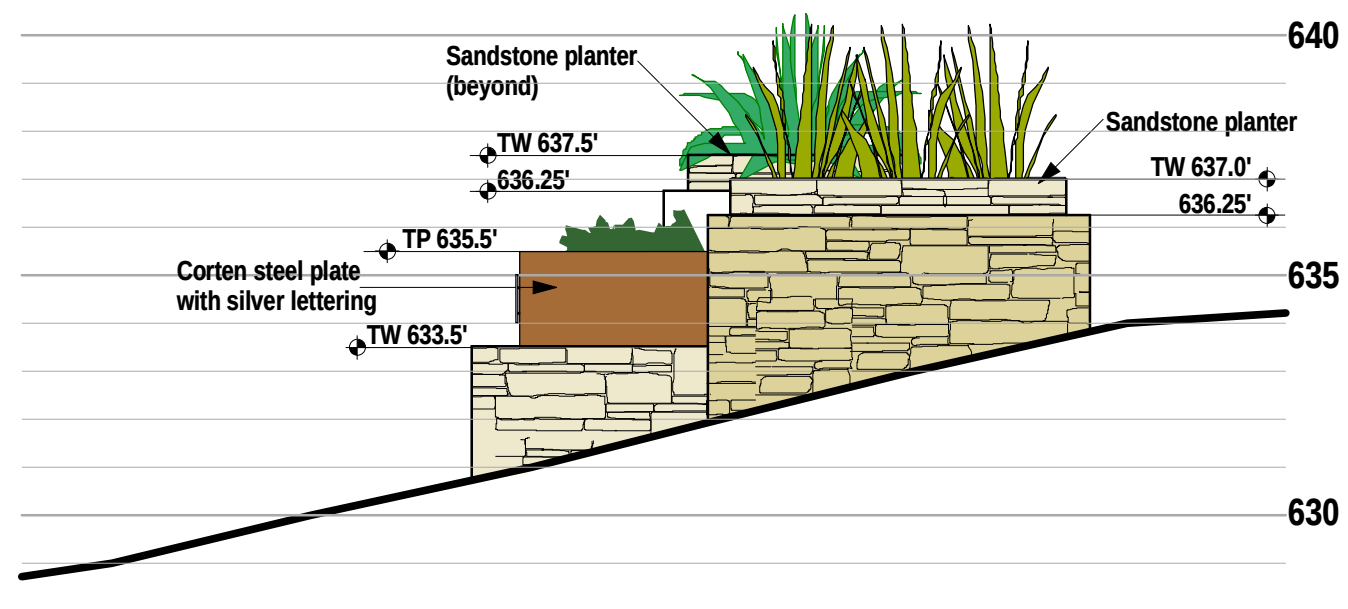
C Monument Sign Front Elevation
Scale 1/4" = 1' - 0"



B Plan - Monument Sign Masonry Layout
Scale 1/4" = 1' - 0"



D Monument Sign West Elevation
Scale 1/4" = 1' - 0"



E Monument Sign East Elevation
Scale 1/4" = 1' - 0"



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6114 ginita lane
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512.415.2097
sitiodesigngroup@yahoo.com
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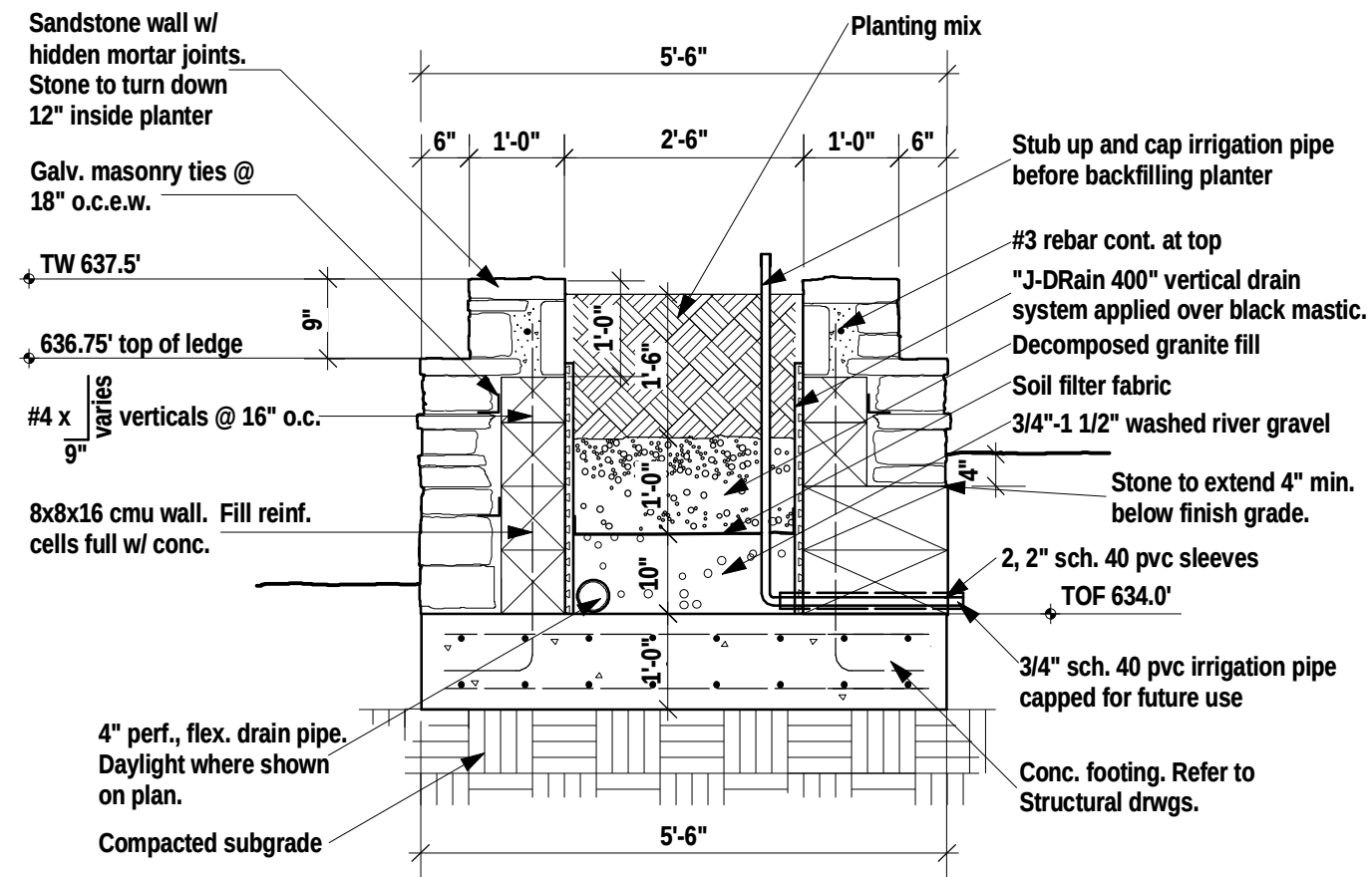


Landscape Development Plan for the
West Lake Hills Gateway Sign
Bee Caves Road at Rollingwood Drive West Lake Hills, Texas 78746

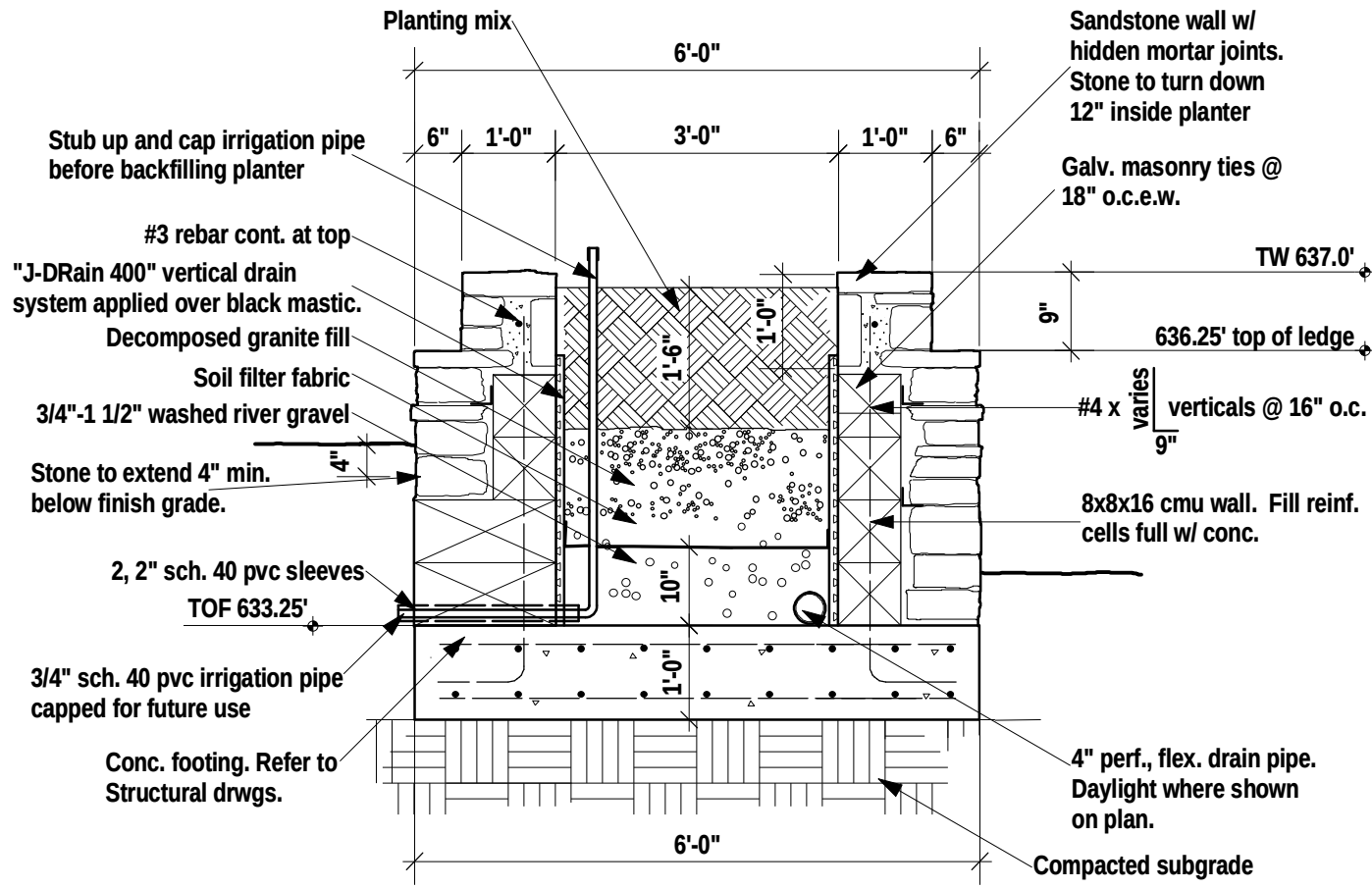
Date: 4/10/2024

Revised:

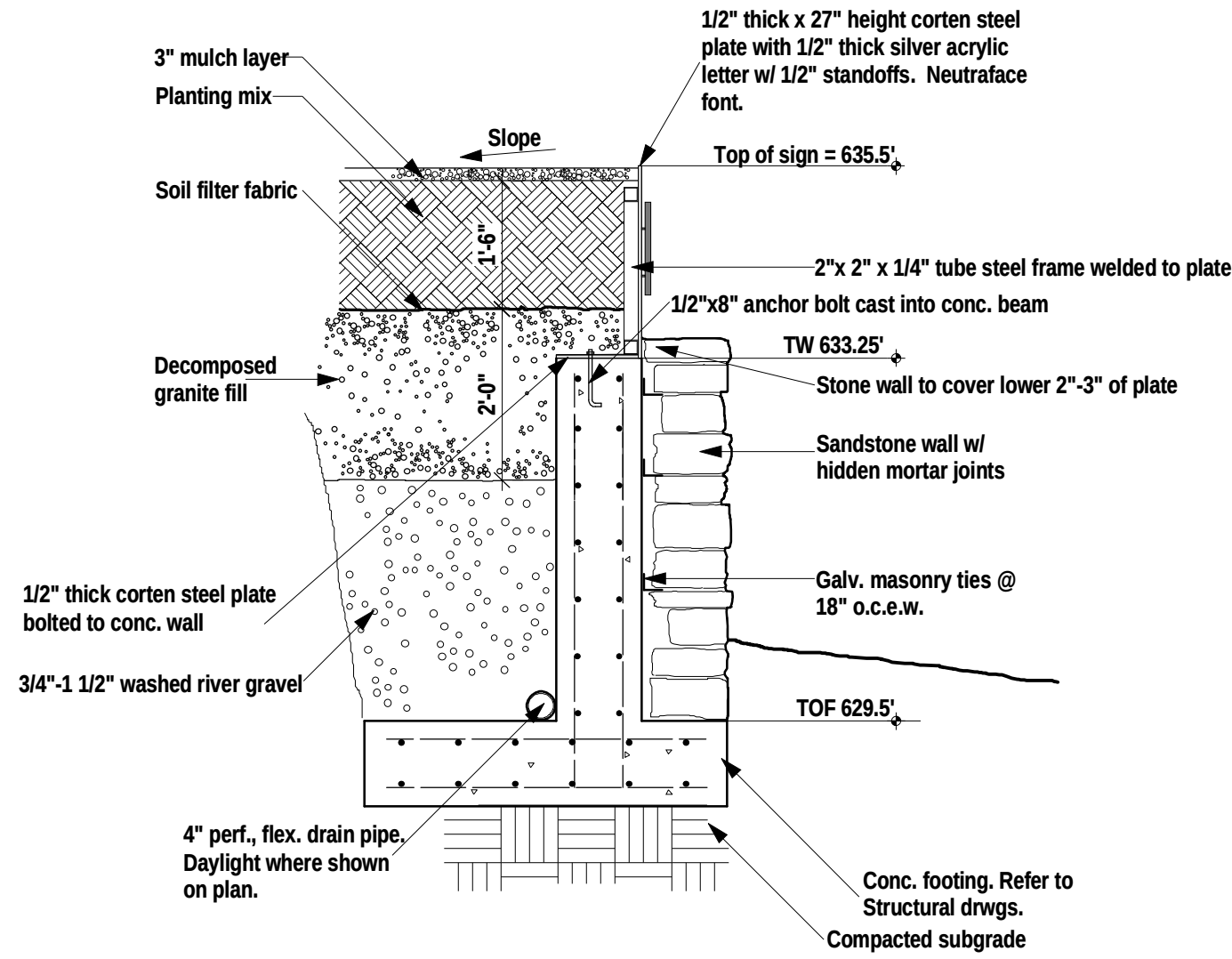
L2



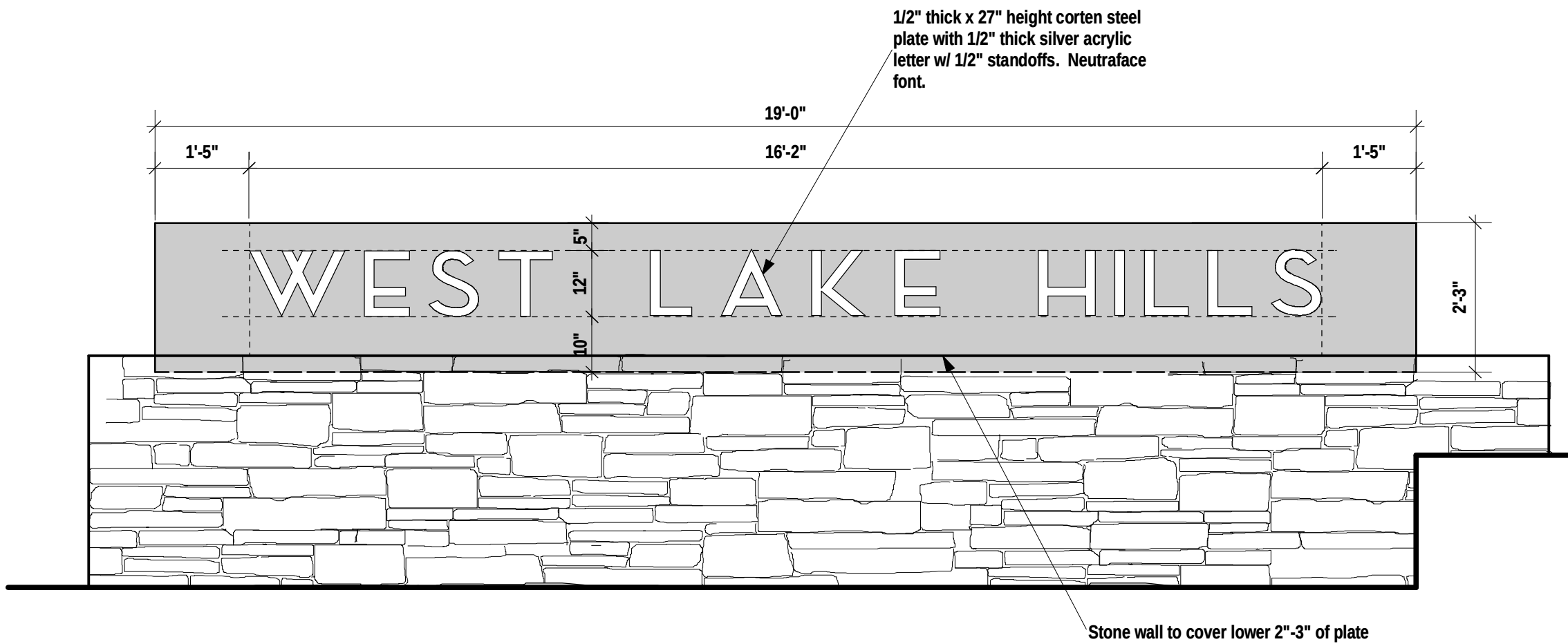
F Section - Sandstone Planter
Scale 1/2" = 1' - 0"



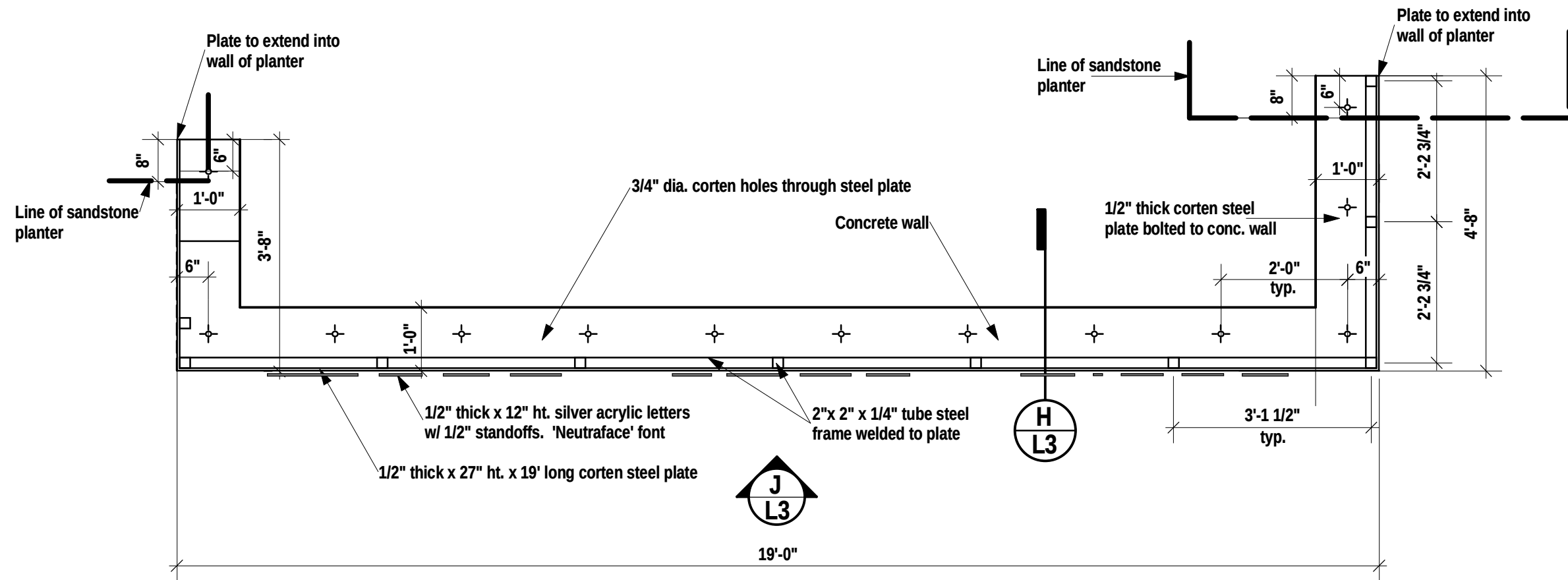
G Section - Sandstone Planter
Scale 1/2" = 1' - 0"



H Section - Steel Plate Sign and Stone Wall
Scale 1/2" = 1' - 0"



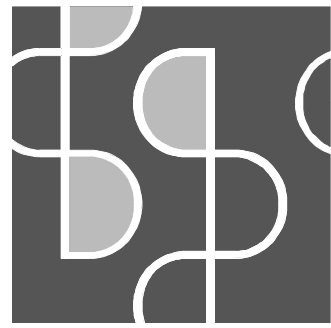
J Elevation - Steel Plate Sign and Stone Wall
Scale 1/2" = 1' - 0"



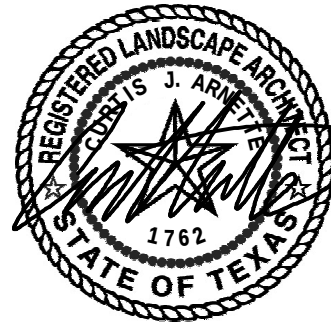
K Plan - Steel Plate Sign
Scale 1/2" = 1' - 0"



Existing West Lake Hills Sign



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512.415.2097
sitiodesigngroup@yahoo.com
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Landscape Development Plan for the

West Lake Hills Gateway Sign

Bee Caves Road at Rollingwood Drive West Lake Hills, Texas 78746

Date: 4/10/2024

Revised:

L3

WEST LAKE HILLS GATEWAY SIGN



Walter P. Moore and Associates, Inc.
401 South 1st Street, Suite 600
Austin, Texas 78704

TBPELS Firm Registration No. 1856

512.330.1270

Project Name:

WEST LAKE HILLS
GATEWAY SIGN

Client:

CITY OF WEST LAKE HILLS

Walter P. Moore and Associates, Inc.
TBPELS Firm Registration No. 1856



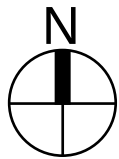
No.	Date	Description
-	04/10/2024	FOR CONSTRUCTION

Designed by:	JRZ
Approved by:	MRH
Drawn by:	JRZ
Project Number:	C02.23004.00
Date:	04/10/2024
Sheet Title:	

COVER SHEET/
SHEET INDEX

Sheet Title:

SF-1



KEY PLAN

GENERAL NOTES

A. GENERAL BUILDING CODE

B. DEAD LOADS

C. LIVE LOADS

D. WIND LOADS

II. SCOPE OF WORK

1. Scope of Work includes the drawings and general provisions of Contract, including conditions provided by City of Westlake Hills.
2. Contractor shall furnish all material, labor, tools, supplies, permits, equipment, transportation, superintendence, barricades, shoring, bracing, temporary construction of every nature, insurance, taxes, contributions and all services and facilities, unless specifically excepted, and install/remove all materials, items, and equipment required to complete the construction of the Project, as set forth in the Contract Documents.
3. Cooperate with the City of Westlake Hills's Representative in all construction operations to minimize conflict and to facilitate City of Westlake Hills usage.
4. Contractor acknowledges by submitting a Bid or Proposal to perform the specified Work, that the Contractor has visited and inspected the Project Site in which the Work is to be performed, is satisfied as to the nature and location of the Work, including any obstructions, amount of work, actual levels, the equipment and facilities needed preliminary to and during the execution of the Work, and all other matters which can in any way affect the Work or the cost thereof under this Contract.
5. Failure by Contractor to have become acquainted with available information concerning site conditions, including factors affecting costs and liabilities, shall not relieve Contractor of responsibility for performance of Work in accordance with requirements of the Contract Documents, and for amount of consideration named or otherwise determined.
6. When Contractor encounters a condition requiring further information or a clarification, Contractor shall submit to Engineer a written Request For Information (R.F.I.) numbered sequentially. Engineer will respond in writing to all R.F.I.s.

A. SHALLOW FOUNDATION TYPE

1. Spread Footing:
 - a. Design Pressures
 - 1) Total Load: 2,000 PSF gross pressure
 - 2) Allowable pressures are increased 33% for combined gravity and wind or earthquake loads.

A. CLEARING AND GRUBBING

B. TRENCHING AND EXCAVATION

B. DEWATERING

C. SOIL PREPARATION

D. SOIL MATERIALS

E. FILLING/BACKFILLING AND COMPACTION

F. DRAINAGE, EROSION, AND SEDIMENT CONTROLS

A. CLASSES OF CONCRETE

Classes of Concrete Matrix							
Location	Comp Strength (f'c in psi)	Type	Exposure Classes	Max. W/C Ratio	Air Content	Max. Aggr. Size (in.)	Notes
SPREAD FOOTINGS AND RETAINING WALLS	4,000	NWC	F0, S0, PO, C1	N/A	N/A	1	

B. HORIZONTAL CONSTRUCTION JOINTS IN CONCRETE PLACEMENTS

C. REINFORCING STEEL

D. REINFORCING STEEL COVERAGE

E. SPLICES AND HOOKS IN REINFORCING STEEL

VI. STRUCTURAL TESTING AND INSPECTIONS

1.The City of Westla

B. CONTRACT OBLIGATIONS:

3. Rejection of Material or Workmanship: The City of Westlake Hills, Engineer, and Testing Agency reserve the right to reject any material or workmanship not in conformance with the Contract Documents at any time during the progress of the work. However, this provision does not allow waiving the obligation for timely, in sequence inspections.

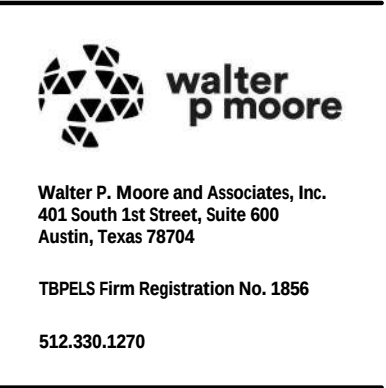
- a. Reinforcement has correct size, spacing, and proper cover.
- b. Sufficient spacing between reinforcement for concrete placement.
- c. Reinforcement is properly supported and braced to formwork to prevent movement during concrete placement.
- d. Proper hooks are provided at bar ends as detailed.

- 1) Accurate location of placement in the structure.
- 2) Strength requirement.
- 3) Date cylinders made and broken.
- 4) Technician making cylinders.
- 5) Concrete temperature at placing (ASTM C1064).
- 6) Air temperature at point of placement in the structure
- 7) Amount of water added and whether or not it exceeds the amount allowed by the mix design.
- 8) Slump (ASTM C143) or Flow (ASTM C1611).
- 9) Unit weight (ASTM C138).
- 10) Air Content (ASTM C231).
- 11) Cylinder compressive strengths with type of failure if concrete does not meet Specification requirements. 7-day breaks are to be flagged if they are less than 60% of the required 28-day strength. 28-day breaks are to be flagged if either cylinder fails to meet Specification requirements.

1. Evaluation and Acceptance of Concrete: Concrete Acceptance shall be governed by ACI 318-11 Section 5.6.3.3 based on the 28-day compressive strength as compared to the Project Required 28-day compressive strength.
2. Investigation of Low Strength Concrete Test Results: The Contractor shall reimburse the City of Westlake Hills for the costs of investigations of low strength concrete. Refer to ACI 318 Building Code Requirements for Structural Concrete, for the investigations that may be required by the Engineer. The City of Westlake Hills's Testing Agency will conduct these investigations.



GENERAL NOTES																																																					
k.Causes for Rejection of Concrete: The Contractor shall reject concrete delivered to the site for any of the following reasons: 1)Wrong class of concrete. 2)Environmental Conditions: Environmental condition limits shall be as follows unless appropriate provisions in concreting practices have been made for cold or hot weather. 3)Concrete with temperatures exceeding 95°F shall not be placed in the structure. 4)Excessive Age: Concrete shall be discharged within 90 minutes of field mixing or the manufacture indicated working time limit if less than 90 minutes, or before it begins to set if sooner than 90 minutes unless approved by the Testing Agency job inspector or other duly appointed representative. E.INSPECTION AND TESTING OF EARTHWORK: THE TESTING AGENCY SHALL PERFORM THE FOLLOWING FIELD QUALITY CONTROL TESTING AND INSPECTIONS: 1.Fill Compaction: - a.Verification of Fill Material: Testing Agency shall sample existing subgrade and proposed fills and perform classification and testing to verify that the fill material to be used complies with the project requirements. Perform ASTM D 698 for cohesive materials and ASTM D 4254 for cohesionless materials to obtain the maximum density at optimum moisture content. - b.Field Density Testing shall be performed according to ASTM D 2937 or ASTM D 6938 as applicable. Perform at least one field density test per soil lift of the natural subgrade and fill for every 400 square ft of fill area and no less than three total test per soil lift. The results of field density tests by the Testing Agency will be considered satisfactory if the average of any three consecutive tests has a value not less than the required density with no single test falling more than 2% below the required density and the moisture content conforms to the requirements of the specification. - c.Reports: Moisture-density curves and results of field density tests shall be submitted to the parties. - d.Additional Testing: If reports by the Testing Agency indicate field densities lower than specified, re-testing will be performed by the Testing Agency with at least the frequencies required above on re-compacted fill and/or natural subgrade. The Testing Agency shall notify the Contractor in a timely basis for any required retesting so as not to delay the work.	VIII. MISCELLANEOUS A.CONTRACT DOCUMENTS 1.It is the responsibility of the Contractor to obtain all Contract Documents and latest addenda and to submit such documents to all Subcontractors and Material Suppliers prior to the submittal of shop drawings, fabrication of any structural members, and erection in the field. 2.The Contractor shall fully and properly implement the engineering controls, work practices, and respiratory protection against toxic and hazardous substances including respirable crystalline silica according to Occupational Safety and Health Administration (OSHA) 29 CFR 1926.1153. Walter P Moore does not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall Walter P Moore be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. 3.The contract structural foundation drawings represent the finished structure, and, except where specifically shown, do not indicate the method or means of construction. The Contractor shall supervise and direct the work and shall be solely responsible for all construction means, methods, procedures, techniques, and sequences. 4.Refer to drawings by others for complete information. 5.If certain features are not fully shown or specified on the drawings, their construction shall be of the same character as shown or specified in similar conditions. B.DRAWING CONFLICTS 1.Contractor shall compare the Landscape Architectural and Structural drawings and report any discrepancy between each set of drawings and within each set of drawings to the Landscape Architect and Engineer prior to the fabrication and installation of any structural members. C.CONFLICTS IN STRUCTURAL REQUIREMENTS 1.Where conflict exists among the various parts of the structural contract documents, structural drawings, general notes, the strictest requirements, as indicated by the Engineer, shall govern. D.RESPONSIBILITY OF THE CONTRACTOR FOR STABILITY OF THE STRUCTURE DURING CONSTRUCTION 1.New structural elements of the project have been designed by the Structural Engineer to resist the required code vertical and lateral forces that could occur in the final completed structure only. The ability of the structural frame to resist the required code forces derives from the complete installation of the new structural elements. It is the responsibility of the Contractor to provide all required bracing during construction to maintain the stability and safety of all structural elements during the construction process until the new members are completely installed and all designated concrete elements (if any) have reached a minimum of 75% of their design strength. E.CONTRACTOR SUBSTITUTIONS 1.Any materials or products submitted for approval that are different from the material or products specified in the structural contract documents will be considered for approval only if the following criteria are satisfied: - a.A cost savings to the City of Westlake Hills is documented and submitted with the request. - b.Product specified is not readily available. Submit availability documentation with the substitution request. - c.Superior product at the same or lower cost. Submit cost analysis and performance documentation with the substitution request. - d.The material or product is in conformance with the requirements of the referenced building code and the ICC-ES evaluation report is submitted with the request. 1)The ICC-ES evaluation report that is submitted must reference the building code under which the project is permitted. 2)ICC-ESR evaluation reports that have been discontinued at the time of product installation will not be accepted. 2.Submittals not satisfying the above criteria will not be considered. F.THE STRUCTURAL ENGINEER'S ROLE DURING CONSTRUCTION 1.The Engineer shall not have control nor charge of, and shall not be responsible for, construction means, methods, techniques, sequences, or procedures, for safety precautions and programs in connection with the work, for the acts or omission of the Contractor, Subcontractor, or any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the contract documents. 2.Periodic site observation by field representatives of Walter P. Moore and Associates, Inc. is solely for the purpose of becoming generally familiar with the progress and quality of the Work completed and determining, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the structural contract documents. This limited site observation should not be construed as exhaustive or continuous to check the quality or quantity of the work, but rather periodic in an effort to guard the City of Westlake Hills against defects or deficiencies in the work of the Contractor.	IX. DRAWING INTERPRETATION A.DRAWING VIEWS LABELED AS "TYPICAL" 1.Partial plans, elevations, sections, details, or schedules labeled with "Typical" at the beginning of their title shall apply to all situations occurring on the project that are the same or similar to those specifically shown. The applicability of the content of these views to locations on the plan can be determined from the title of the views. Such views shall apply whether or not they are keyed in at each location. Decisions regarding applicability of these "Typical" views shall be determined by the Structural Engineer. B.STRUCTURAL ABBREVIATIONS AND NOTATIONS 1.The following abbreviations and notations may appear on the drawings: <table> <tr> <td>@</td><td>At</td></tr> <tr> <td>&</td><td>And</td></tr> <tr> <td>#</td><td>Number</td></tr> <tr> <td>'</td><td>Ft</td></tr> <tr> <td>"In.</td><td></td></tr> <tr> <td>ACI</td><td>American Concrete Institute</td></tr> <tr> <td>ASTM</td><td>American Society for Testing and Materials</td></tr> <tr> <td>BOT</td><td>Bottom</td></tr> <tr> <td>CL</td><td>Center Line</td></tr> <tr> <td>CONC</td><td>Concrete</td></tr> <tr> <td>CONT</td><td>Continuous</td></tr> <tr> <td>EQ</td><td>Equal</td></tr> <tr> <td>EF</td><td>Each Face</td></tr> <tr> <td>HORZ</td><td>Horizontal</td></tr> <tr> <td>IBC</td><td>International Building Code</td></tr> <tr> <td>ICC</td><td>International Code Council</td></tr> <tr> <td>MIN</td><td>Minimum</td></tr> <tr> <td>OC</td><td>On Center</td></tr> <tr> <td>PSF</td><td>Pounds Per Square Ft</td></tr> <tr> <td>REINF</td><td>Reinforcement</td></tr> <tr> <td>REQD</td><td>Required</td></tr> <tr> <td>SPA</td><td>Spacing</td></tr> <tr> <td>TBPELS</td><td>Texas Board of Professional Engineers and Land Surveyors</td></tr> <tr> <td>TYP</td><td>Typical</td></tr> <tr> <td>VERT</td><td>Vertical</td></tr> </table>	@	At	&	And	#	Number	'	Ft	"In.		ACI	American Concrete Institute	ASTM	American Society for Testing and Materials	BOT	Bottom	CL	Center Line	CONC	Concrete	CONT	Continuous	EQ	Equal	EF	Each Face	HORZ	Horizontal	IBC	International Building Code	ICC	International Code Council	MIN	Minimum	OC	On Center	PSF	Pounds Per Square Ft	REINF	Reinforcement	REQD	Required	SPA	Spacing	TBPELS	Texas Board of Professional Engineers and Land Surveyors	TYP	Typical	VERT	Vertical	
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VII. SUBMITTALS A.SUBMITTAL LIST AND SCHEDULE 1.The Contractor shall prepare a detailed list and schedule of all submittal items to be sent to the Structural Engineer prior to the start of construction. This list shall be updated and revised and kept current as the job progresses. The submittal list shall be organized as shown below: - a.Product Technical Data - b.Product SDS - c.Certificates, Reports, and Other Literature B.SUBMITTALS TO BE PROVIDED TO STRUCTURAL ENGINEER 1.Product Submittals: The following submittals shall be provided: - a.Concrete Materials. - b.Concrete Reinforcement. B.REPRODUCTION 1.The use of electronic files or reproductions of these contract documents by any Contractor, Subcontractor, Erector, Fabricator, or Material Supplier in lieu of preparation of shop drawings signifies their acceptance of all information shown hereon as correct, and obligates themselves to any job expense, real or implied, arising due to any errors that may occur hereon.																																																					



**walter
p moore**

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TBPELS Firm Registration No. 1856

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Client:

CITY OF WEST LAKE HILLS

Walter P. Moore and Associates, Inc.
TBPELS Firm Registration No. 1856



04/10/2024

[illegible]

Sheet Title:

GENERAL NOTES

Sheet Title:

SF-3



Walter P. Moore and Associates, Inc.
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Austin, Texas 78704

TBPELS Firm Registration No. 1856

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Project Name:

WEST LAKE HILLS
GATEWAY SIGN

Client:

CITY OF WEST LAKE HILLS

Walter P. Moore and Associates, Inc.
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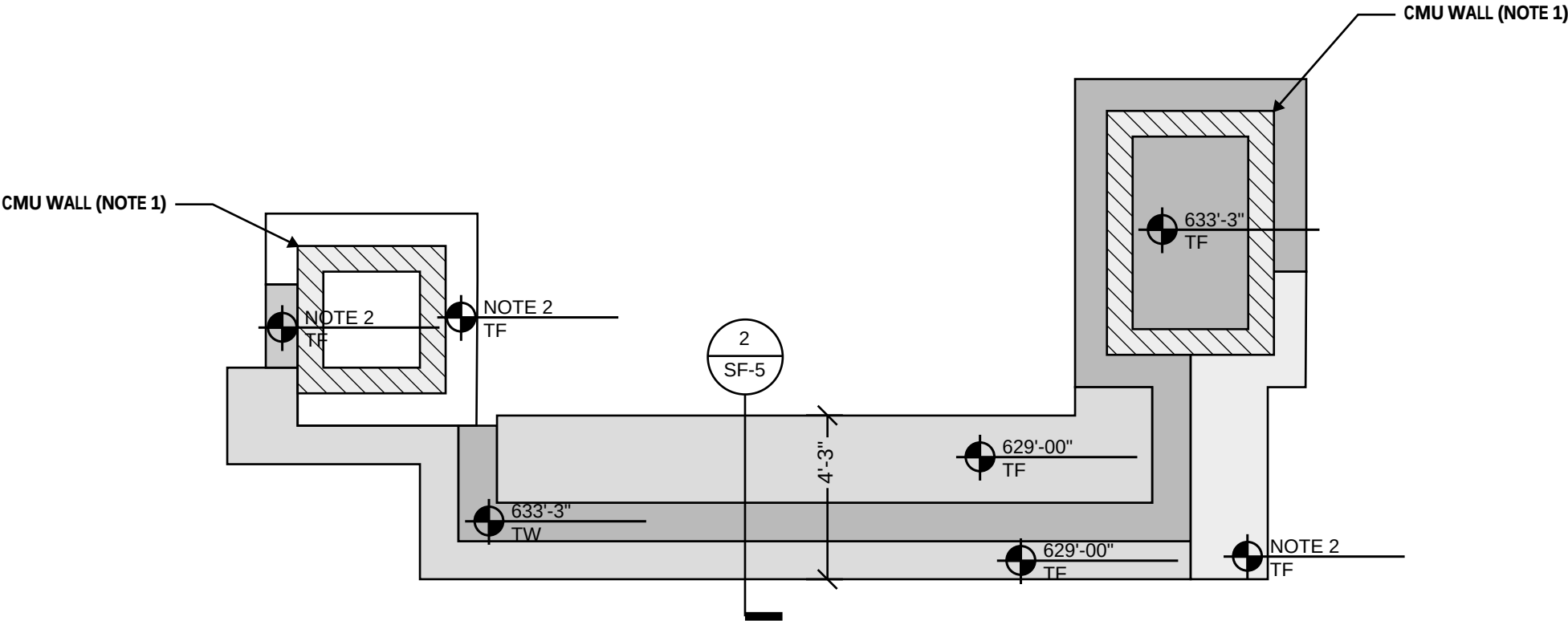
No.	Date	Description
-	04/10/2024	FOR CONSTRUCTION

Designed by:	JRZ
Approved by:	MRH
Drawn by:	JRZ
Project Number:	C02.23004.00
Date:	04/10/2024
Sheet Title:	

PARTIAL PLAN

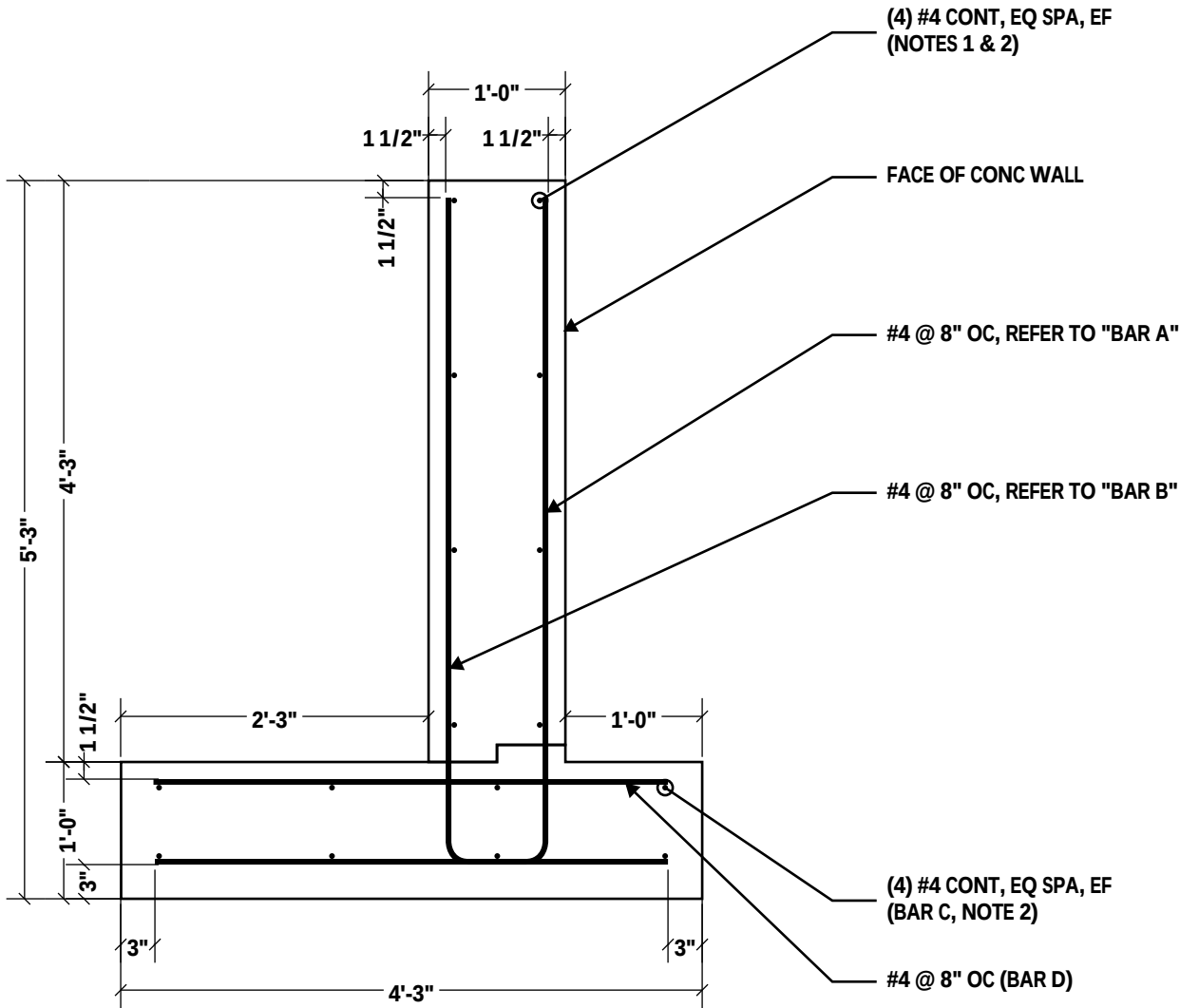
Sheet Title:

SF-4



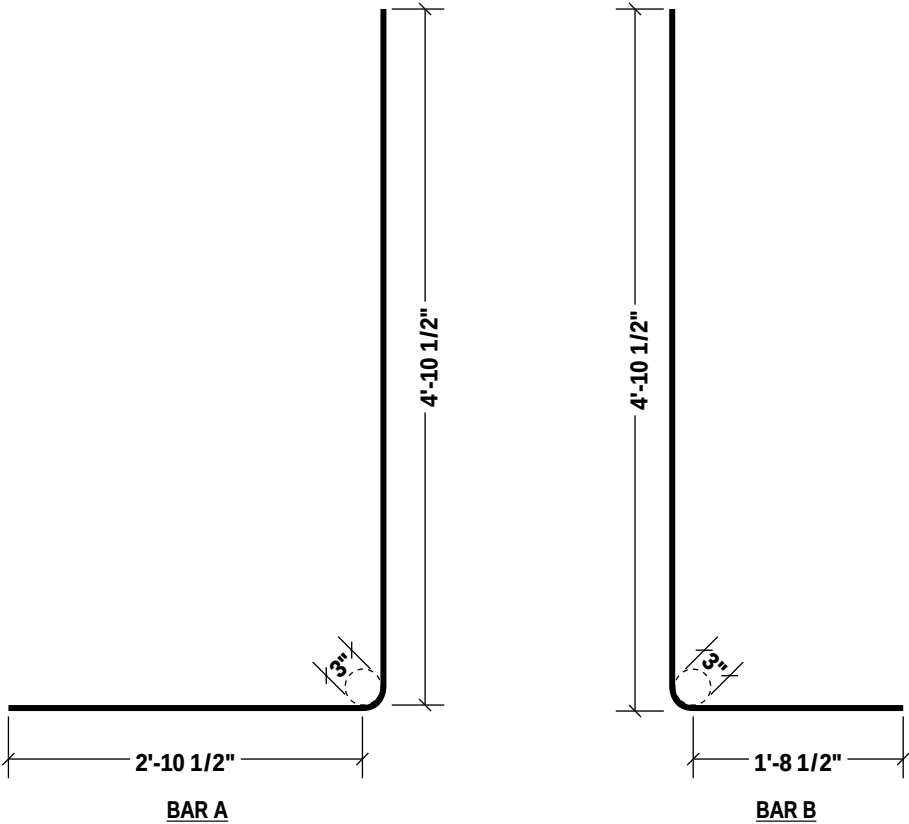
- NOTES:
- 1. REFER TO LANDSCAPE DEVELOPMENT PLAN BY OTHERS FOR CMU PLANTER WALL REQUIREMENTS.
 - 2. REFER TO LANDSCAPE DEVELOPMENT PLAN BY OTHERS FOR FOOTING AND WALL ELEVATION, FOOTING DIMENSIONS AND ADDITIONAL INFORMATION.
 - 3. REFER TO DETAIL 2/SF-6 FOR TYPICAL REINFORCEMENT REQUIREMENTS FOR ALL CONCRETE FOOTINGS AND ALL CONNECTIONS OF CONCRETE FOOTINGS TO CONCRETE WALLS. SEE NOTE 1 FOR CONNECTION REQUIREMENTS FOR CONCRETE FOOTINGS TO CMU WALLS.

2 PARTIAL FOUNDATION PLAN
NO SCALE



- NOTES:
- 1. BOTTOM LAYER OF HORIZONTAL WALL REINFORCEMENT SHALL BE 1-1/2 INCHES ABOVE TOP OF JOINT BETWEEN WALL AND FOOTING.
 - 2. MINIMUM SPLICE LENGTH FOR #4 SHALL BE 25 INCHES.
 - 3. FOR CONTRACTOR'S INFORMATION ONLY.
 - 4. QUANTITIES SHOWN ARE FOR ONE 10 FT LONG AND 5 FT 3 IN HIGH PANEL.

TABLE OF ESTIMATED QUANTITIES (4)					
BAR	NO.	SIZE	SPA	LENGTH	WEIGHT
A	14	#4	8" MAX	7'-9"	75
B	14	#4	8" MAX	6'-9"	63
C	8	#4	16" MAX	9'-6"	51
D	14	#4	8" MAX	3'-9"	35
(3)	REINFORCING STEEL			LB	222
(3)	CONCRETE			CY	3.2



Walter P. Moore and Associates, Inc.
401 South 1st Street, Suite 600
Austin, Texas 78704

TBPELS Firm Registration No. 1856

512.330.1270

Project Name:

WEST LAKE HILLS
GATEWAY SIGN

Client:

CITY OF WEST LAKE HILLS

Walter P. Moore and Associates, Inc.
TBPELS Firm Registration No. 1856



No.	Date	Description
-	04/10/2024	FOR CONSTRUCTION

Designed by: JRZ

Approved by: MRH

Drawn by: JRZ

Project Number: C02.23004.00

Date: 04/10/2024

Sheet Title:

SIGN FOUNDATION
DETAILS AND
SECTIONS

Sheet Title:

SF-6

2

TYPICAL SIGN FOUNDATION REINFORCEMENT

NO SCALE



Walter P. Moore and Associates, Inc.
401 South 1st Street, Suite 600
Austin, Texas 78704

TBPELS Firm Registration No. 1856

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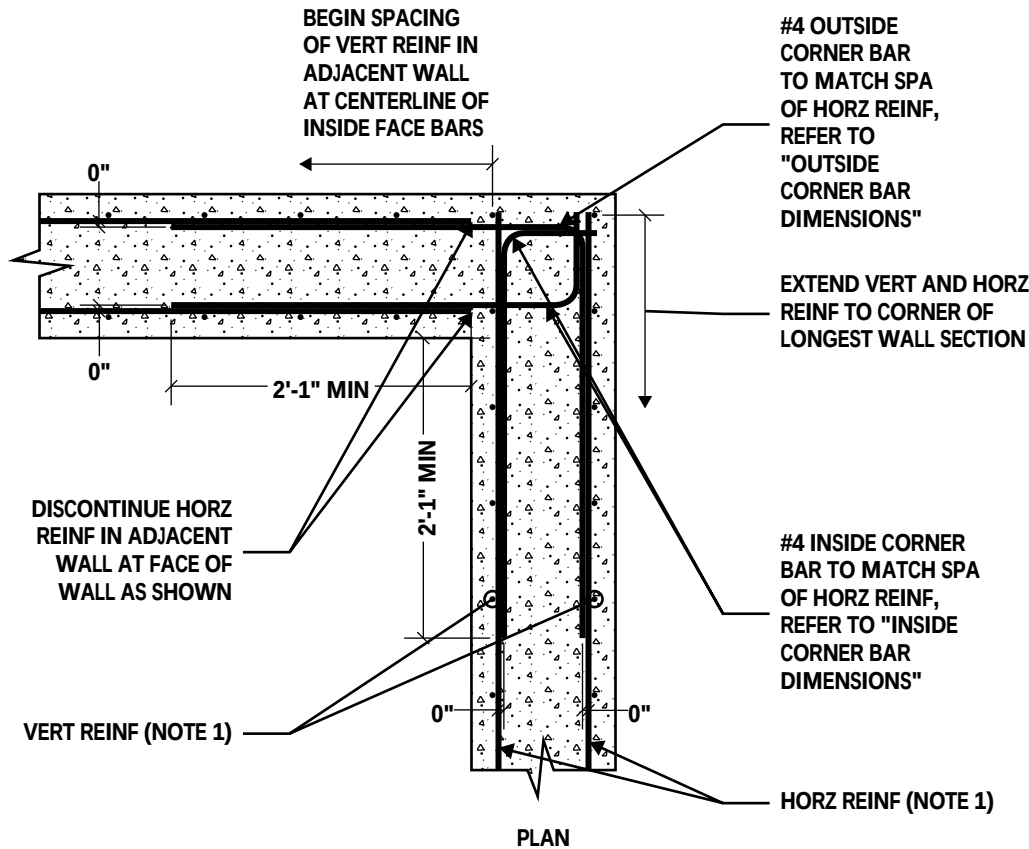
Date: 04/10/2024

Sheet Title:

SIGN FOUNDATION
DETAILS AND
SECTIONS

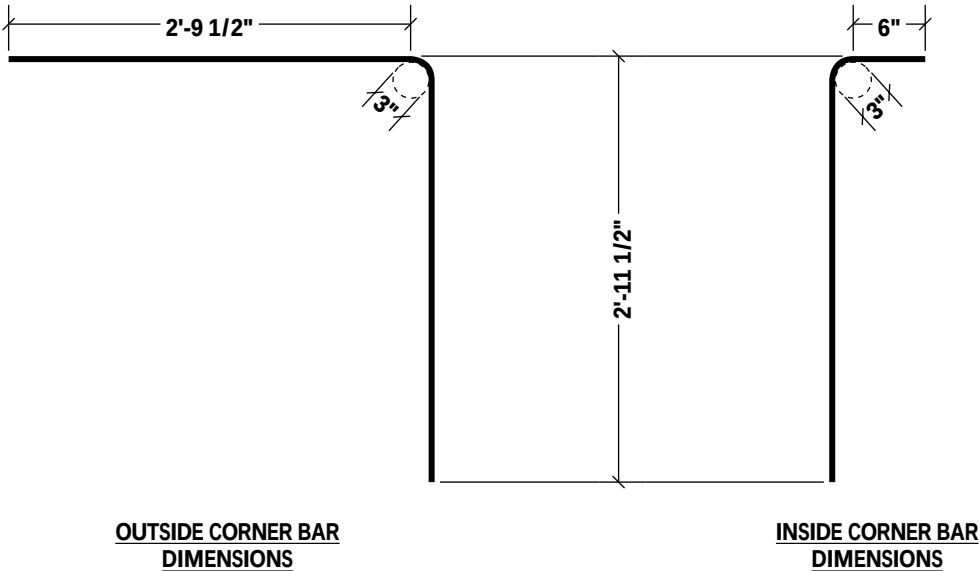
Sheet Title:

SF-7



NOTES:

1. REFER TO 2/S-6 FOR REQUIRED WALL THICKNESSES AND REINFORCEMENT.
2. THERE SHALL BE NO VERTICAL CONSTRUCTION JOINTS IN WALLS WITHIN 5'-0" OF CORNERS, UNLESS SPECIFICALLY DETAILED ON THE DRAWINGS.



2

TYPICAL REINFORCEMENT SPLICE AT CONCRETE WALL CORNER

NO SCALE



Walter P. Moore and Associates, Inc.
401 South 1st Street, Suite 600
Austin, Texas 78704

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Project Name:

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Project Number: C02.23004.00

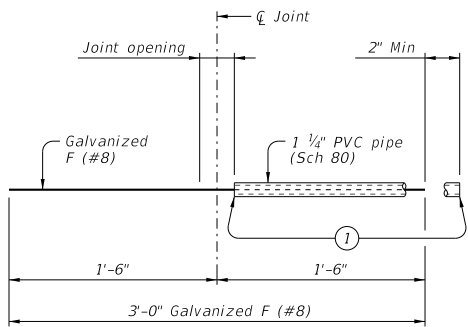
Date: 04/10/2024

Sheet Title:

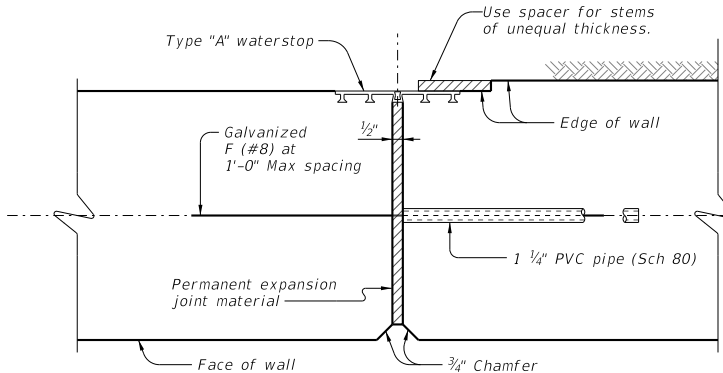
SPREAD FOOTING
RETAINING WALL
MISCELLANEOUS
DETAILS

Sheet Title:

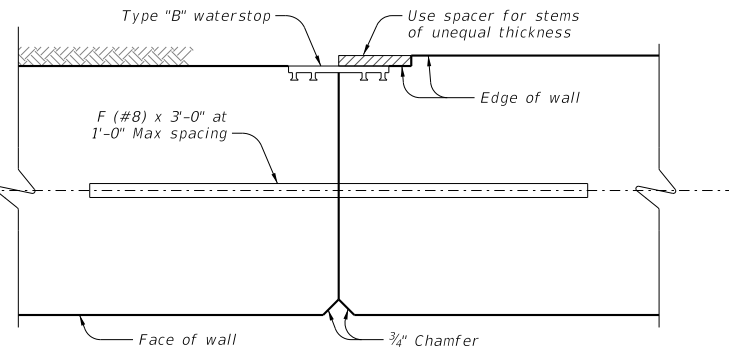
SF-8



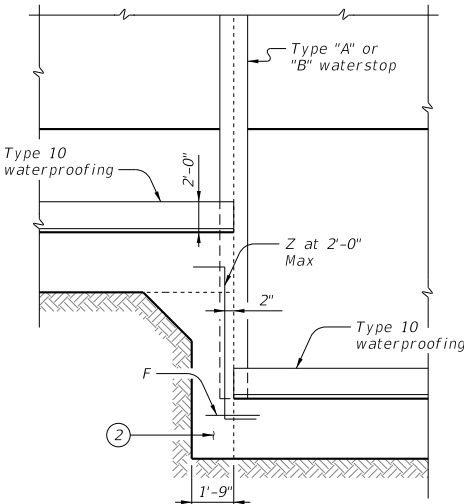
BAR F (#8) ASSEMBLY DETAIL



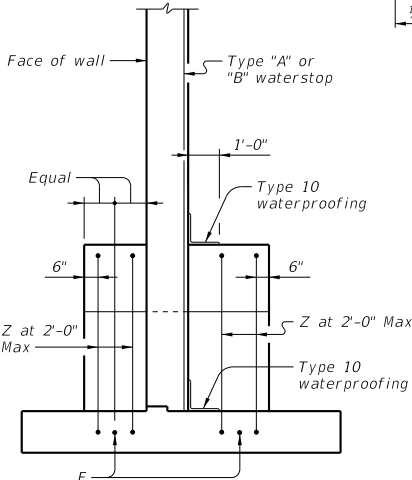
EXPANSION JOINT



CONSTRUCTION JOINT

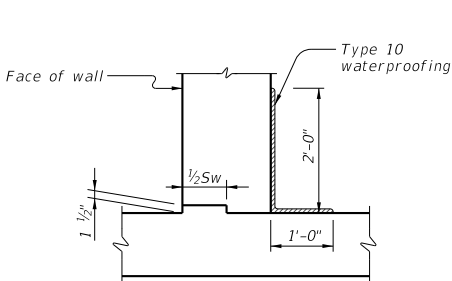


PARTIAL ELEVATION

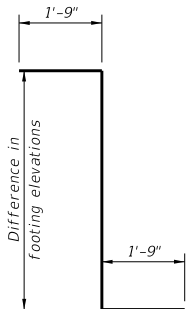


PARTIAL SECTION

SHOWING WATERSTOP AT FOOTING ELEVATION TRANSITION

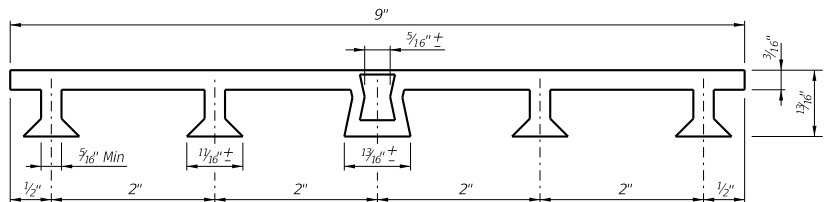


JOINT AND WATERSTOP DETAILS



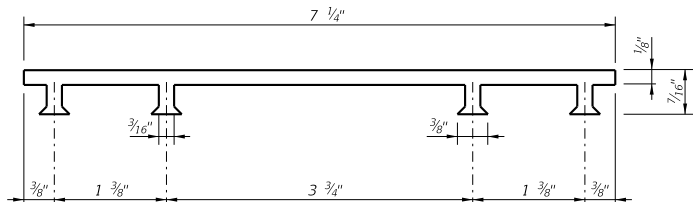
BARS Z (#5)

(Omit Bars Z when difference in top of footing elevations is less than 2 ft).



PVC WATERSTOP TYPE "A"

Note: Dimensions and shapes may vary slightly depending on manufacturer.



PVC WATERSTOP TYPE "B"

- 1 Tape ends of 1 1/4" PVC Schedule 80 to prevent concrete or mortar from seeping in.
- 2 Class C unreinforced concrete when difference in top of footing elevations is less than 2 feet. Omit when Dowel Bars F can be placed between adjacent footings with 4-inch cover top and bottom. Footing elevation difference not to exceed 4 feet.
- 3 Underdrain pipe to be in accordance with Item 556, "Pipe Underdrains."

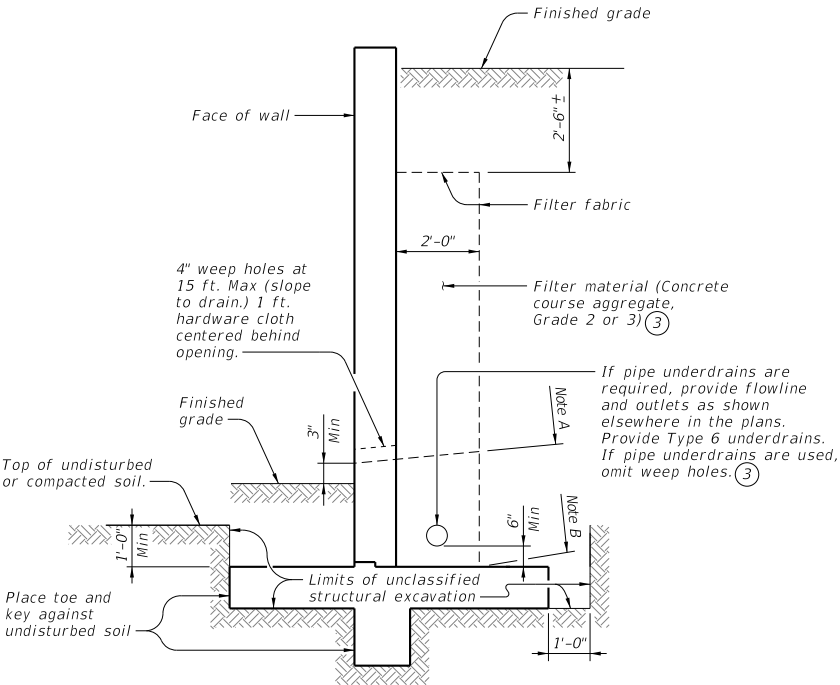
MATERIAL NOTES:

Provide Class C concrete ($f'_c=3,600$ psi.)
Provide Grade 60 reinforcing steel.

GENERAL NOTES:

Designed according to AASHTO LRFD Bridge Design Specifications.
Walls are designed assuming unit weight of soil = 120 pcf and a friction angle = 30 degrees for foundation and retained soil.
The undisturbed or compacted soil depth in front of walls must not measure less than $K_d + F_t + 1$ foot as measured upwards from bottom of key.
Retaining walls are detailed to be placed on grades up to 10% with level footing, with no changes in reinforcing steel. Steeper grades can be accommodated by shortening Bars A and Bars B and increasing the length of legs of Bars U by the same amount. No change in quantities will be required.
Retaining walls may be placed on horizontal curves by adjusting lengths of Bars T and Bars H in the footing. Minor revisions to concrete quantities may be required as a result.

Cover dimensions are clear dimensions, unless noted otherwise.
Reinforcing bar dimensions shown are out-to-out of bar.



DRAINAGE DETAILS AND
EXCAVATION DIAGRAM

Note A: Stop coarse aggregate at this level when weep holes are used.

Note B: Use coarse aggregate to here when underdrains are used.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	June 12, 2024	Item Number:	8
Department:	Administration Trey Fletcher, City Administrator	Cost / Budget:	\$59,850.00
Prepared By:	Quotation	Source of Funds:	Fiscal note/contingency funds
Exhibits:	Fiscal Note		

Subject

Discuss and consider the implementation of license plate reader cameras.

Recommendation

Staff recommend implementation of this tool to augment law enforcement resources in conjunction with the forthcoming FY 25 budget.

Discussion

This item was previously posted on the February 28, 2024 agenda. At that time, the discussion was postponed to a date uncertain.

As a result of recent activity, the Police Department has been evaluating tools to augment existing law enforcement resources as force multipliers. License plate readers (LPRs) can fulfill this need and aid in resolving crimes that may be committed in the community.

Flock Cameras have been implemented in various jurisdictions in central Texas including Austin, Travis County, Pflugerville, Round Rock, Taylor, Kyle, Bee Cave, Village of Briarcliff, and Village of Point Venture among others and have proven to be an effective tool. Some jurisdictions have opted for demonstration or pilot projects prior to the full system implementation as early adopters.

Flock has proposed a 2-year annual payment commitment in which year one is \$32,850.00 and year two is \$27,000.00 for a total contract commitment of \$59,850.00 based on the deployment of cameras at 9 locations within the city limits. Pricing is based on a cooperative purchasing contract through Omnia Partners.

Should discussion warrant, Flock representatives can be invited to a subsequent meeting when considering the proposal.

SOLD-TO PARTY 10539640

CITY OF WEST LAKE HILLS
911 WESTLAKE DR
WEST LAKE HILLS TX 78746-4509

SHIP-TO

CITY OF WEST LAKE HILLS
POLICE DEPT
911 WESTLAKE DR
WEST LAKE HILLS TX 78746-4509

Quotation

Quotation Number : [0227062745](#)
Document Date : 26-JAN-2024
PO Number : FLOCK SAFETY - POLICE DEPT
PO release: :
Sales Rep : Christine Ricker
Email : CHRISTINE.RICKER@INSIGHT.COM
Telephone : +15126912013
Sales Rep 2 : Jason Sawyers
Email : JASON.SAWYERS@INSIGHT.COM
Telephone : +14803667154

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB DESTINATION
Currency : USD

Customer understands, accepts and agrees that this purchase is subject to Flock Safety's End User License Agreement, available at: <https://www.flocksafety.com/terms-and-conditions-eula>

TERM LENGTH: 24 Months

****MUST BE INCLUDED ON CLIENT PO****

THIS IS A 2 YEAR ANNUAL PAYMENT COMMITMENT

Year 1 - Lines 20-30 - \$32,850.00 plus applicable tax - Invoiced 100% upon issuance of PO

Year 2 - Line 30-40- \$27,000.00 plus applicable tax - Invoiced at first anniversary

Total Contract Commit - \$59,850.00 plus applicable tax

Material	Material Description	Quantity	Unit Price	Extended Price
PARTNER-MDS-PO	MANUAL PO - SALES NOTES TO PURCHASING OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03)	1	59,850.00	59,850.00
<i>Solution includes the following:</i>				
PS-IMP-STD	FLOCK GROUP STANDARD IMPLEMENTATION FEE - PROFESSIONAL SERVICES OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 848.99 Discount: 23.438%	9	650.00	5,850.00
FLCK-FALCON-2-LE	FLOCK GROUP FALCON INFRASTRUCTURE- FREE (SOLAR POWER + LTE), LICENSE PLATE RECOGNITION CAMERA WITH VEHICLE FINGERPRINT™ TECHNOLOGY + MACHINE LEARNING SOFTWARE AND REAL- TIME ALERTS FOR UNLIMITED USERS Coverage Dates: 26-JAN-2024 - 26-JAN-2025 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 3319.99 Discount: 9.638%	9	3,000.00	27,000.00

Material	Material Description	Quantity	Unit Price	Extended Price
<u>FLCK-FALCON-2-LE</u>	FLOCK GROUP FALCON INFRASTRUCTURE-FREE (SOLAR POWER + LTE), LICENSE PLATE RECOGNITION CAMERA WITH VEHICLE FINGERPRINT™ TECHNOLOGY + MACHINE LEARNING SOFTWARE AND REAL-TIME ALERTS FOR UNLIMITED USERS Coverage Dates: 27-JAN-2025 - 27-JAN-2026 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 3319.99 Discount: 9.638%	9	3,000.00	27,000.00
Product Subtotal				54,000.00
Services Subtotal				5,850.00
TAX				0.00
Total				59,850.00

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Christine Ricker
+15126912013
CHRISTINE.RICKER@INSIGHT.COM
Fax 7372473728

Jason Sawyers
+14803667154
JASON.SAWYERS@INSIGHT.COM
Fax 4807606232

To purchase under this contract, your agency must be registered with OMNIA Partners Public Sector.

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.
<https://www.insight.com/terms-and-policies>



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>June 12, 2024</u>	Item Number:	<u>9</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>n/a</u>	Source of Funds:	<u>n/a</u>

Subject

Discussion and possible action regarding prioritization and expectations of the City Council Focus Area regarding Code Enforcement inclusive of the development process.

Recommendation

Receive the staff briefing and take appropriate action.

Discussion

The City Council defined City Council Focus Areas at the May 22nd meeting. Among them is Code Enforcement in which the liaison is Mayor Vaughan with staff support from Building and Development Services Director Jennifer Bills who leads the department that includes this functional area.

The Building and Development Services Department includes Planning, Code Enforcement, Building Inspections and Public Works. The staff briefing provided for this item will include a high-level summary of the following:

- Code Enforcement process from deficiency identification to compliance
- Development process from concept presentation in a pre-application meeting (when needed) to Certificate of Completion or Occupancy as applicable.
- Building Inspections process pre-construction through completion

For each, the briefing will highlight components that integrate community input and include opportunities identified by staff for improvement.