

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
 - Commissioner Stewart Seconds
 - 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 of new design on behalf of neighbors
- Pavani Singhal (project architect)
 - Clarifies that homeowner is not planning on using skyline due to cost of project, and that new design is preferable to homeowners than plan presented in April.
 - Does not anticipate seeking additional variances.
- Davin Filpot
 - Tree Comments
 - Wants 50% of mitigation 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

- Proposed design defines 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 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 new variance request.
- 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 West Lake Hills
 - Request is small
 - Commissioner Stewart:
 - Has experienced theft, and is 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 requested variance is the least variance required.

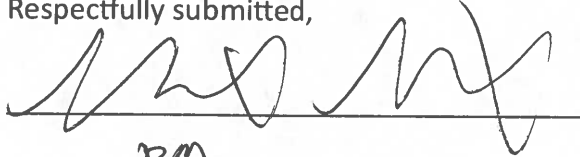
e. **Action:** Commissioner Maccini moves that the variance be forwarded to Council with a recommendation of **approval**.

- 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  Meisel Adjourns the meeting at **8:08pm**

Respectfully submitted,



^{RM}
ROBERT  MEISEL, CHAIRMAN

ATTEST:



Development Coordinator Joel Sherrouse

These minutes were approved on June 19, 2024.