CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, September 11, 2024 at 7:00 PM

1. Call to Order

   With a quorum present, Chair Vaughan called the meeting to order at 7:00 p.m.

BOARD MEMBERS PRESENT:	**CITY STAFF PRESENT:**
Chair James Vaughan	City Administrator Trey Fletcher
Gordon Bowman	City Secretary Terry Blanchard
Dana Harmon (*arrived at 7:40 p.m.)	Finance Director Vonda Ragsdale
Brian Plunkett	Director of BDS Jennifer Bills
Beth South	Chief of Police Scott Gerdes
Darin Walker	City Attorney Josh Brockman-Weber

2. Citizen Communications The Board 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 Board later in the meeting. The Board cannot respond to or discuss matters not listed on the agenda. The Board 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.

   Chair Vaughan opened the meeting for public comments. Hearing none, the public comment section was closed.

3. Consent Agenda Discuss and consider approval of the August 14, 2024 Regular Meeting Minutes.

   MOTION: Upon a motion made by Board Member Bowman and a second by Board Member South, the Board voted five (5) for and none (0) opposed to approve the minutes as presented. Motion carried.

4. Public Hearing **3663 Bee Cave Rd Suite 4-A** – Discuss and consider action to approve Ordinance 157-2024-D for a Special Use Permit request to allow the sale of beer and wine beverages in a restaurant for on-premise and off-premise consumption on a property Zoned B-2 Business 2 District (West Lake Hills Code, Section 38.04.031). Applicant: Westlake Swedish, LLC (Swedish Hill).

   Director Bills gave a brief summary. Staff recommends approval. Kyle Hill (3345 Bee Cave Road) was available to answer questions.

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

5. Land Use **200 Wildcat Hollow:** Discuss and consider action to allow for 25-foot encroachment for the building and grading for structures into a 50-foot front setback adjacent to Skyline Drive for the redevelopment of a single-family residential structure (Sections 22.03.275 and 22.03.281 of the West Lake Hills Code). Applicant: Rachel Jones, McCollum Studio.

   Director Bills gave a brief summary. ZAPCO recommends denial. Rachel Jones (McCollum Studio) briefed Council regrading design. She stated that the client is highly motivated to retain the existing footprint so as to preserve the view of downtown and eliminate the need to remove trees. Updated renderings were shown to the Council.

   MOTION: Upon a motion made by Board Member Walker and a second by Board Member South, the Board voted five (5) for and none (0) opposed to approve the variance as requested with the hardship being the topography, trees, and lot configuration. Motion carried.

6. Land Use **1501 Wildcat Hollow:** Discuss and consider action on the proposed variances:

   1. Allow up to 6 feet of grading in the 50-foot Harbor View Drive front setback for the garage access/drive court where grading greater than 18" is not allowed (Section 22.03.170 (f));
   2. Allow a retaining wall up to 6'7" in height above natural grade, where the maximum wall height anywhere on the site is 6 feet. (Section 22.03.170);
   3. Allow an encroachment of 6 feet for a drive court and 8 feet for a side parking area, into the required 20-foot parking setback from Harbor View Drive. (Section 22.03.175);
   4. Allow a 12-foot encroachment into the required 50-foot front setback at Harbor View Drive (Sections 22.03.275 and 22.03.281); and
   5. Request to maintain the existing nonconforming circle drive with access on Wildcat Hollow and Harbor View Drive, where only one driveway is allowed per lot. (Section 22.03.175).

   Applicant: Davin Fillpot, R&D Architecture.

   Director Bills gave a brief summary. Staff recommends denial and ZAPCO recommends approval. Three letters of support were received. Heidi & Vincent Restivo (1501 Wildcat Hollow) spoke to Council concerning their requests.

   * Board Member Harmon arrived at 7:40 p.m.

   MOTION: Upon a motion made by Board Member Walker and a second by Board Member South, the Board voted six (6) for and none (0) opposed to approve the variances as requested with hardship being the topography and irregular shape of the lot. Motion carried.

7. Land Use **22 Hull Circle:** Discuss and consider action on a variance for an 8-foot encroachment into the 20-foot side setback for the replacement of a nonconforming deck (Sections 22.03.276 and 22.03.281 of the West Lake Hills Code). Applicant: James Odom, Archadeck of Austin.

Director Bills gave a brief summary. Staff and ZAPCO recommend approval. Matthew Robbins (22 Hull Circle) stated his intent to remove and rebuild the deck.

MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member Harmon, the Board voted six (6) for and none (0) opposed to approve the variance as requested. Motion carried.

8. Land Use **102 West Spring Drive:** Discuss and consider action on the proposed variances:
    1. To encroach 16'4" into the required 20-foot west side setback (Sections 22.03.275 and 22.03.281);
    2. Encroach 8'4" into the required 20-foot east side setback (Sections 22.03.275 and 22.03.281); and
    3. Maintain the existing impervious cover allowance of 44.1% (Sections 22.03.278 and 22.03.281 of the West Lake Hills Code).

    Applicant: Michael Deere, Archadia Design.

    Board Member South filed a Conflict of Interest form and will not participate in discussion or vote on this item.

    Director Bills gave a brief summary. Staff and ZAPCO recommend approval. Michael Deere (architect) spoke with Council. He stated the owners desire to maintain the character of the home and to avoid any tree removal. The small lot size reduces the buildable area.

    MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member Bowman, the Board voted five (5) for and none (0) opposed to approve the variance as requested with the hardship being the configuration of the small lot. Motion carried.

9. Adjournment

    MOTION: Upon a motion made by Board Member Walker and a second by Board Member Bowman, the Board voted six (6) for and none (0) opposed to adjourn the meeting at 8:00 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard

Terry Blanchard, TRMC
City Secretary

These minutes were approved on October 9, 2024.

CITY OF WEST LAKE HILLS
CORPORATE
SEAL
TEXAS