

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, August 21, 2024 at 6:30 PM

1. **Call to Order: Chairman Robert Meisel**

- a. Meeting begins at 6:30pm
- b. Roll Call
 - Chair Robert Meisel: Present
 - Vice-Chair Jim Pledger: Present
 - Commissioner Julia Webber: Present
 - Commissioner Karen Bartoletti: Present
 - Commissioner Patrick Stewart: Present
 - Commissioner Laurie Maccini: Absent (excused)

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. Approval of the June 19, 2024 Zoning and Planning Commission minutes
- b. Approval of the July 17, 2024 Zoning and Planning Commission minutes
- c. Report of the Previous ZAPCO cases acted on by the BOA/City Council
- d. **Action:** Commissioner Pledger moves for approval of the Consent Agenda
 - i. Commissioner Webber Seconds
 - ii. Motion carries unanimously 4:0

4. **Public Hearing: 1501 Wildcat Hollow:** Discuss and make recommendations 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 (Section 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

b. Staff Report:

- i. Director Bills presents staff briefing on existing conditions and proposed variances
- ii. **Commissioner Webber:** Has staff seen the interior design?
 1. No
- iii. **Commissioner Stewart:** Has the commission seen this property before?
 1. **Chair Meisel:** Only in the platting process

c. Public Comments:

- i. **Heidi Restivo** – owner
 1. Delivered presentation on property history and requested variances

d. Discussion:

- i. **Commissioner Webber:** Appreciates the presentation
 1. Would appreciate having the floorplan available
 2. No objection to current variances
- ii. **Commissioner Bartoletti:** A great deal of the property is restricted from building by City codes
 1. Harbor View is winding and dangerous, and the circle drive should make access safer
- iii. **Commissioner Meisel:** If house is pushed further south, property is extremely steep.
 1. Historically, city has been willing to provide relief on setbacks to have a level area for building.
- iv. **Commissioner Stewart:** Some type of variance will be required.
- v. **Commissioner Bartoletti:** In the Agenda packet, there is mention of cut/fill and the drainage requirements. What is that regarding?

1. **Director Bills:** The drainage manual has regulations on maximum cut and fill based on slope of lot, with the most significant restriction being that there is no cut or fill allowed on slopes with a grade over 35%. The applicant's presentation shows slopes over 30%, but it is unclear how much of that is over 35%. It is unknown at this time if additional variances for cut and fill will be required, as slope analysis is generally performed at the time of building plan application and review.
- vi. **Commissioner Webber:** Is there a reason the floor plan hasn't been provided?
 1. Applicants didn't believe it was important for variance application but are able to provide.
- e. **Action:**
 - i. Commissioner Webber moves that the variance request be forwarded to the Board of Adjustments with a recommendation of **Approval** for all variances.
 1. Commissioner Stewart Seconds
 2. Motion **carries** unanimously (4-0)

Recommendation will be forwarded to the Board of Adjustment for final consideration on September 11, 2024.

5. **Public Hearing 22 Hull Circle:** Discuss and make recommendation on a variance for an 8-foot encroachment into the 20 foot-side setback for the replacement of a non-conforming deck (Section 22.03.276 and 22.03.281 of the West Lake Hills Code).

Applicant: James Odom, Archadeck of Austin

- a. **Staff Report:**
 - i. Director Bills gave presentation on existing deck that is being entirely replaced in the existing footprint
- b. **Public Comment:**
 - i. None
- c. **Discussion:**
 - i. **Commissioner Stewart:** Pretty straightforward request
- d. **Action:**

- i. Commissioner Stewart moves that the variance request be forwarded to the Board of Adjustment with a recommendation of **approval**
 1. Commissioner Bartoletti Seconds
 2. Motion **carries** unanimously 4-0

Recommendation will be forwarded to Board of Adjustment for final consideration on September 11, 2024.

6. **Public Hearing: 102 W Spring Drive:** Discuss and make recommendations on the proposed variances:
 1. To encroach 16'4" feet into the required 20-foot west side setback (Section 22.03.275 and 22.03.281);
 2. Encroach 8'4" feet 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

b. Staff Report:

- i. Director Bills delivers presentation on existing house and impervious cover variance as well as additional requested variances for house addition.

c. Public Comment:

- i. **Michael Deere** – architect
 1. Explains preservation of trees and requested variances
 2. Clarifies that impervious cover reduction is proposed, but not to the point of compliance

d. Discussion:

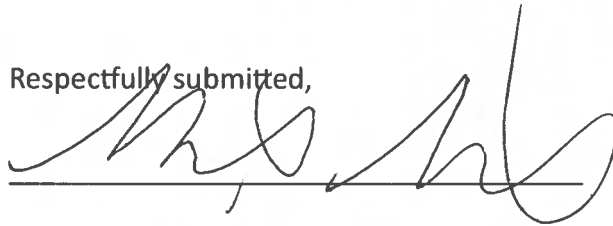
- i. **Commissioner Stewart:** Well-thought-out plan
 1. Appreciates lack of tree variances and potential reduction in impervious cover
 - ii. **Commissioner Webber:** Also lives on small lot and appreciates difficulty of design constraints
- e. Action:** Commissioner Bartoletti moves that the variance request be forwarded to the Board of Adjustment with a recommendation of **approval** for all variances
- i. Commissioner Webber Seconds
 - ii. Motion **carries** Unanimously (4-0)

Recommendation will be forwarded to the Board of Adjustment for final consideration on September 11, 2024.

7. **Adjournment:**

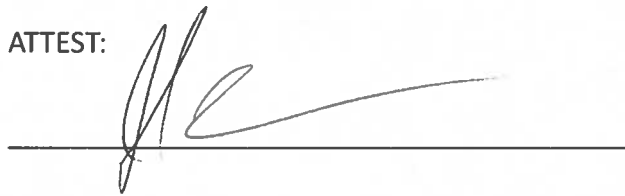
f. **Chair Meisel** adjourns the meeting at **7:24pm**

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'R. Meisel', written over a horizontal line.

ROBERT MEISEL, CHAIRMAN

ATTEST:

A handwritten signature in black ink, appearing to be 'Joel Sherrouse', written over a horizontal line.

Development Coordinator Joel Sherrouse

These minutes were approved on September 18, 2024.