

# City of West Lake Hills

## MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO) REGULAR MEETING

Wednesday, September 18, 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: Absent (Excused)
  - Commissioner Karen Bartoletti: Absent (Excused)
  - Commissioner Patrick Stewart: Present
  - Commissioner Laurie Maccini: Present

2. **Citizen Communications:**

- a. **None initially**
- b. **Re-opened at 6:39pm after item 4**
  - **Deborah Humphrey:** Concerned about property near her home on Skyline removing trees and lack of response from inquiry regarding police incident in the area of her home
    - 1. Staff will follow up with Ms Humphrey

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 August 21, 2024 Zoning and Planning Commission minutes
- b. Report of the Previous ZAPCO cases acted on by the BOA/City Council
- c. **Action:** Commissioner Pledger moves for approval of the Consent Agenda
  - i. Commissioner Stewart Seconds
  - ii. Motion carries unanimously 3:0

4. **Land Use:** Consider action to make a recommendation for the Replat of Lot 18, Stonehedge Estates, Block "P" and all of a called 0.64 acre tract of land situated in the A.D.L. Benham Survey No. 503, Abstract No. 75 (Section 36.01.018 of the West Lake Hills Code).

**Applicant:** Motoki Hiromatsu, Point B Design Group

**a. Staff Report:**

- i. Director Bills presents staff briefing on the proposed subdivision and remaining requirements for replat approval

**b. Public Comments:**

- i. **Deborah Humphrey** – has unrelated questions about development near her home
  - 1. Agenda item 2 to be re-opened following recommendation

**c. Discussion: None**

- a. **Action:** Commissioner Pledger moves that the variance request be forwarded to the City Council with a recommendation of Conditional approval per staff report
  - i. Commissioner Maccini Seconds
  - ii. Motion **carries** Unanimously (3-0)

**Recommendation will be forwarded to City Council for consideration on October 9, 2024.**

5. Administration Update from Mayor Vaughan regarding future amendments to the building and development codes.

- a. Mayor Vaughan outlined a 3-step process for council and ZAPCO to produce strategic plan, followed by public input.

**b. Public Comments:** None

**c. Discussion:**

- i. Regarding tree protections, the question of unlicensed tree companies arose.
  - 1. Staff explained that tree removal falls under general contractor requirements and that there is no license
  - 2. Most tree-trimming is for projects costing less than \$25,000, so contractor registration isn't required for most tree trimming companies

**d. Action:** None required

6. Public Hearing: Discuss and make recommendation on amendments to Section 22.03.276, Setbacks for accessory structures, related to allowed encroachments and

Section 1.01.003 Definitions and rules of construction - Impervious Cover, related to eaves and overhangs.

**b. Staff Report:**

- i. Director Bills delivers presentation on proposed code amendments

**c. Public Comment:**

- i. None

**d. Discussion:**

**i. Commissioner Meisel: Can we address propane tanks?**

- 1. Propane tanks are regulated by the Texas Railroad Commission and municipalities are expressly prohibited from regulating their location and installation.

**ii. Commissioner Maccini**

- 1. How are we defining appropriate noise screening for equipment?
  - a. Can we define a decibel level?

**iii. Commissioner Stewart: How soon will these items take effect?**

- 1. As soon as ordinance read

**e. Action:** Commissioner Maccini moves that the variance request be forwarded to the Board of Adjustment with a recommendation of **approval** for all code amendments

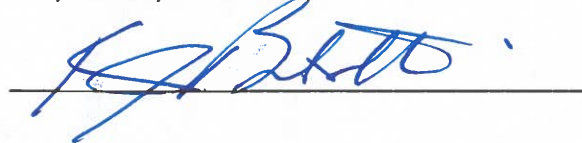
- i. Commissioner Pledger Seconds
- ii. Motion **carries** Unanimously (3-0)

**Recommendation will be forwarded to the City Council for final consideration on October 9, 2024.**

**7. Adjournment:**

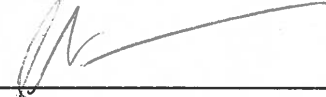
- f. **Chair Meisel** adjourns the meeting at **7:17pm**

Respectfully submitted,



Karen Bartoletti, Acting Chair

ATTEST:

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Development Coordinator Joel Sherrouse

These minutes were approved on October 16, 2024.