

City of West Lake Hills

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

Wednesday, November 20, 2024 at 6:30 PM

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

- a. Meeting begins at 6:30pm
 - i. Brief recess is called to address technical issues with Zoom meeting
 - 1. Meeting resumes 6:31pm
- b. Roll Call
 - o Chair Robert Meisel: Present
 - o Vice-Chair Jim Pledger: Present
 - o Commissioner Julia Webber: Present
 - o Commissioner Karen Bartoletti: Present
 - o Commissioner Patrick Stewart: Present
 - o 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 October 16, 2024 Zoning and Planning Commission minutes
- b. Report of the Previous ZAPCO cases acted on by the BOA/City Council
- c. Submission Calendar
- d. **Action:** Commissioner Webber moves for approval of the Consent Agenda
 - i. Commissioner Bartoletti Seconds
 - ii. Motion carries 3:0 – with 1 abstention
 - Commissioner Pledger abstains

4. **Public Hearing 1625 Westlake** - Discuss and make a recommendation on a variance to encroach approximately 15 feet into the required 25-foot southeast side setback for the expansion of an existing nonconforming structure that is built approximately 17 feet into the 25-foot side setback (Sections 22.03.275 and 22.03.281 of the West Lake Hills Code of Ordinances)

Applicant: Lucy Begg, Thoughtbarn LLC

a. Staff Report:

- i. Director Bills presents staff briefing on the existing nonconforming structure and the requested variance to build within existing building footprint.

b. Public Comments:

ii. **Lucy Begg – Applicant**

1. Presents variance request to the commission

c. Discussion:

a. None

d. Action: Commissioner Pledger moves that the variance request be forwarded to the Board of Adjustment with a recommendation of approval

- i. Commissioner Webber Seconds
- ii. Motion **carries** Unanimously (4-0)

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

5. Public Hearing **402 Camp Craft** - Discuss and make a recommendation on a variance request to allow for the removal a 27-inch crepe myrtle (tree #76), when trees 14-inches and greater require a variance for removal (Section 22.03.304(a)(4) of the West Lake Hills Code of Ordinances).

Applicant: Eric Rauser, Rauser Construction

a. Staff Report:

- i. **Director Bills** presents staff briefing on the 27" crepe myrtle applicant is requesting to remove next to new home construction.
- ii. **Commissioner Bartoletti:** Are crepe myrtles considered invasive?
 1. **Director Bills:** No, but they are not an approved replacement tree.
- iii. **Chair Meisel:** Was there a pool in the old application?
 1. **Director Bills:** No, but the new pool is not related to this tree.

- iv. **Commissioner Webber:** Do applicants have to show where the replacement trees will be planted?
 - 1. **Director Bills:** Yes. Additionally, staff may explore future code amendments to see if full on-site replacement is always the correct mitigation.
- v. **Commissioner Stewart:** Are the plans we're seeing the current submittal?
 - 1. **Director Bills:** Yes

b. Public Comments:

- vi. **Eric Rauser – Applicant**
 - 1. Makes presentation on variance request, including required drainage features and differences between initial tree survey and actual on-ground location of tree

c. Discussion:

- a. None

- d. **Action:** Commissioner Bartoletti moves that the variance request be forwarded to the City Council with a recommendation of approval
 - iii. Commissioner Pledger Seconds
 - iv. Motion carries Unanimously (4-0)

Recommendation will be forwarded to City Council for consideration on December 11, 2024.

- 6. Public Hearing **804 Canyon Creek** - Discuss and make a recommendation on a variance for an encroachment 18.5 feet into the 25-foot side setback for the placement of a septic tank (Section 22.03.276 and 22.03.281 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 septic tank encroachment
- ii. **Commissioner Webber:** Do we know if the applicant has explored rotating the tank?
 - 1. **Director Bills:** Staff does not know.

iii. **Commissioner Bartoletti:** Is there any harm in allowing the tank to be closer?

1. **Director Bills:** State requires septic systems be at least 5 feet from property lines.

b. **Public Comments:**

iv. **None**

c. **Discussion:**

a. **Commissioner Webber:** Compelled to approve given the topography of the site and the expense of relocating trenches.

b. **Commissioner Stewart:** Looking at site, difficult to determine where else it could go

d. **Action:** Commissioner Webber moves that the variance request be forwarded to the Board of Adjustment with a recommendation of approval.

v. Commissioner Bartoletti Seconds

vi. Motion **carries** Unanimously (4-0)

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

7. **Public Hearing 3300 Bee Cave Road:** Discuss and make a recommendation on a Uniform Signage Agreement for Westbank Market (Section 32.02.003 of the West Lake Hills Code).

Applicant: Robbie Keithley, Barshop and Oles Company

a. **Staff Report:**

i. **Director Bills** presents staff briefing on the new Uniform Sign Agreement

ii. **Commissioner Webber:** Does this apply only to this property?

1. **Director Bills:** Yes

iii. **Chair Meisel:** Are we still regulating earth tones?

1. **Director Bills:** That has been the most-common source of amendments and variances that have been historically approved, so the new agreement allows for brand colors.

iv. **Commissioner Webber:** Are there font requirements?

1. **Director Bills:** No

v. **Chair Meisel:** What about sign size?

1. **Director Bills:** Size is regulated in the agreement

b. **Public Comments:**

vi. **Wade McGinnis – Barshop and Oles**

1. Makes presentation on proposed Uniform Sign Agreement and general plans for Westbank Market visual refresh

c. **Discussion:**

a. **Commissioner Webber:** Is the entrance signage going to be updated?

i. **McGinnis:** Yes

b. **Commissioner Meisel:** Since the 80s, handicapped parking rules have changed. Will this be addressed?

i. **McGinnis:** Plan will exceed TDLR accessibility standards

c. **Chair Meisel:** Will pedestrian accessibility be addressed?

i. **McGinnis:** Some of the sidewalks are past property line, but would be supportive of expanding access

d. **Action:** Commissioner Pledger moves that the Uniform Sign Agreement be forwarded to City Council with a recommendation of approval

vii. Commissioner Stewart Seconds

viii. Motion **carries** Unanimously (4-0)

Recommendation will be forwarded to City Council for consideration on December 11, 2024.

8. **Staff Briefing:** Discussion and consider a recommendation regarding street edge treatment standards and applications.

a. **Staff Report:**

i. **Director Bills** presents staff briefing on Proposition B, Streets Maintenance, and different approaches to street edge treatment, including ribbon curbs.

b. **Discussion:**

a. **Chair Meisel:** concerned about grade level driveways making “bandit driveways” easier versus curb and gutter. Also concerned with people treating ribbon curbs as a sidewalk, and delivery and landscaping

- company vehicles being able to more easily park on the side of the road and block fire truck access.
- i. Ribbon curbs installed in areas where existing road already at grade to prevent street edge deterioration.
 - ii. **Director Bills:** Right-of-way management policy is being looked at to address these issues and homeowner-installed parking pads in right-of-way
- b. **Chai Meisel:** Could roads be adjusted to e “V-shaped” with drainage down the middle instead of sides
- i. **Director Bills:** Valley gutters are being considered in certain areas, but many utility lines are located under road instead of alongside road, making valley gutters more difficult.
- c. **Commissioner Bartoletti:** Has the concern that brought this report to the commission more of a functional consideration or aesthetic?
- i. **Director Bills:** Many of the concerns we’ve heard have been aesthetic
 - ii. **Commissioner Bartoletti:** I am unconcerned with the aesthetics of ribbon curbs
- d. **Commissioner Bartoletti:** Asphalt edging deteriorates, and large chunks of asphalt are created every time mailman pulls to side of road
- e. **Commissioner Webber:** Ribbon curbs create a firmer edge that requires less maintenance overall
- f. **Commissioner Pledger:** Ribbon curbs will cost less in long run.
- g. **Director Bills:** Staff is looking for feedback on the appropriateness of ribbon curbs for West Lake Hills given the appropriate context.
- i. **Commissioner Pledger:** In the appropriate context, yes
 - ii. **Bartoletti:** We should enthusiastically endorse ribbon curbs
- h. **Chair Meisel:** We need to ensure that we are checking against the drainage plan when planning curbs.
- i. **Director Bills:** Part of the goal of the street maintenance plan is not to change the existing flow unless it is also part of a drainage project.
- i. **Chair Meisel:** “Buzz strips” should be installed alongside ribbon curbs to keep inattentive drivers from driving on curbs.
- i. **Director Bills:** We can give that recommendation to engineers and get their feedback. Strips may not function on slower-speed roads.

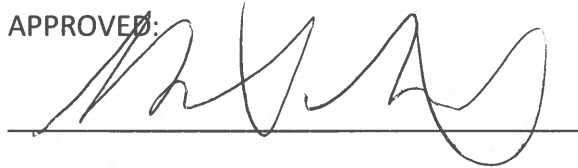
ii. **Chair Meisel:** Would like to have some kind of physical or audible notice that vehicle is wandering.

c. **Action:** No action taken

9. Adjournment. Chair Robert Meisel

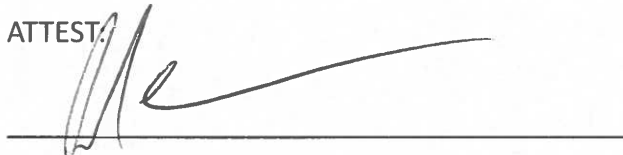
a. Chair Mesel adjourns the meeting at 7:47pm

APPROVED:

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

Robert Meisel, Chair

ATTEST:

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

Joel Sherrouse, Development Coordinator

These minutes were approved on January 15, 2025.