



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, February 12, 2025 at 7:00 PM

Notice is hereby given that the City Council of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 12th day of February 2025 at 7:00 p.m., in the Council Chambers, Municipal Building, 911 Westlake Drive, West Lake Hills, Texas, at which time the following items will be discussed, to-wit:

REMOTE ACCESS - Join Zoom Meeting at <https://us02web.zoom.us/j/3499549035>
Or via telephone: Dial (346) 248-7799 - Meeting ID: 349 954 9035

If you wish to speak during the meeting or provide written comments, please email your name, phone number, comments, and the item number you wish to speak/comment on to citysec@westlakehills.gov by 1:00 P.M. on February 12, 2025.

1. **Call to Order**
2. **Citizen Communications** The City Council 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 Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council 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.
3. **Consent Agenda** All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
 - a. Approval of the January 22, 2025 Regular Meeting Minutes.
 - b. Approval of the February 5, 2025 Workshop Minutes.
 - c. Approval of the Annual Texas Racial Profiling report.
4. **Administration** Discuss and consider action to approve a resolution amending the appointment of a data custodian for the City's participation in the State of Texas Emergency Assistance Registry (STEAR) Program administered by the Texas Division of Emergency Management (TDEM).

5. Administration Discuss and consider action to approve contracts with Travis County for an Election Services Agreement and a Joint Election Agreement for the May 3, 2025 General Election.
6. Land Use **1405 Wildcat Hollow/1508 Westlake Drive** – Discuss and consider action on a recommendation from ZAPCO for the Replat of Lot 1, K & J P Subdivision, Lot 1 and all of a called 1.544-acre tract of land situated in the Wilson Sparks Survey, Abstract No. 21 (Section 36.01.018 of the West Lake Hills Code). Applicant: Matt Boelsche, Dick Clark & Associates.
7. Land Use **9 Las Brisas Drive** – Discuss and consider action on a recommendation from ZAPCO on a variance for an up to 7-foot-tall fence where the maximum height is 6 feet over natural grade (Section 22.03.173 of the West Lake Hills Code). Applicant: Erin Armstrong, Property Owner.
8. Land Use **414 Brady Lane** – Discuss and consider action on a recommendation from ZAPCO on a variance for a 10-foot encroachment into the 20-foot front-yard fence setback for a fence installed without a permit (Section 22.03.173 of the West Lake Hills Code). Applicant: Paul Zubeldia, Nalle Custom Home.
9. Land Use **205 West Spring Drive** – Discuss and consider action on a drainage waiver to allow a Type I submittal instead of the required Type III submittal (Section 22.03.511(d) of the West Lake Hills Code of Ordinances).
10. Administration Discuss and consider action on a recommendation from the Municipal Court subcommittee regarding the appointment of a part-time Associate Municipal Court Judge.
11. Administration Discuss and consider the scope of work and a procurement schedule for a new comprehensive plan.
12. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess into Executive Session (closed meeting) to discuss the following:
 - a. Section 551.071 – Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow; and
 - b. Section 551.071 – Consultation with attorney regarding potential settlement agreement relating to alleged code violations at 4301 Bee Cave Road.
13. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney.

14. Adjournment

Approved by: James Vaughan, Mayor

Certificate

I certify that the above Notice of the February 12, 2025 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, February 7, 2025 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Terry Blanchard, City Secretary

The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. Reasonable accommodation and equal access to communications will be provided upon request.

All items on the agenda are for discussion and/or action. City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, January 22, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 7:02 p.m.

CITY COUNCIL PRESENT:

Mayor James Vaughan
Mayor Pro Tem Gordon Bowman
Dana Harmon
Brian Plunkett

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes
Asst. City Attorney Sara Kerr

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

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

3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
- a. Approval of the January 8, 2025 Regular Meeting Minutes.
 - b. Approval of the FY 25 Q1 Building and Development Services Department Report.
 - c. Approval of the FY 25 Q1 Investment Report.
 - d. Approval of the FY 25 Q1 Municipal Court Report.
 - e. Approval of the FY 25 Q1 Public Safety Report.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Plunkett, the Council voted three (3) for and none (0) opposed to approve the consent agenda as presented. Motion carried.

4. Administration Discuss and consider action to adopt an Ordinance calling a General Election to be held on May 3, 2025 for the purpose of electing Councilmember Place 1, Councilmember Place 3, and Councilmember Place 5.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Harmon, the Council voted three (3) for and none (0) opposed to approve the ordinance as presented. Motion carried.

5. Administration Discuss and consider direction to staff regarding the review and evaluation of unopened streets for supplemental emergency evacuation routes, staging equipment, fuel reduction, and other fire prevention measures.

City Administrator Fletcher gave a brief presentation. As part of the 3-year action plan for the Firewise Program, the city is tasked with review and evaluation of unopened streets for supplemental emergency evacuation routes, staging equipment, and fuel reduction. Further identification, analysis, and research were encouraged by the City Council.

6. Resolution Discuss and consider action to approve a resolution enrolling the City of West Lake Hills in the State of Texas Emergency Assistance Registry (STEAR) Program administered by the Texas Division of Emergency Management (TDEM); appointing a data custodian; and directing the city administration to promote the program amongst eligible residents.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Bowman, the Council voted three (3) for and none (0) opposed to approve the resolution as presented. Motion carried.

7. Public Hearing Conduct a public hearing to receive comments and consider action on the updated Stormwater Management Program (SWMP), to address Municipal Separate Storm Sewer System (MS4) requirements from the Texas Commission on Environmental Quality (TCEQ).

Director Bills gave a summary. A plan is developed every five (5) years and must be submitted by February 11, 2025. The plan focuses on minimum control measures (MCM), recordkeeping, and new reporting focus. Reporting requirements include education of the public, proof of staff training and an ordinance (due by June 2025).

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Harmon, the Council voted three (3) for and none (0) opposed to approve the draft plan and authorize submission on or before February 11, 2025. Motion carried.

8. Administration Discussion and update on bond items regarding Proposition A (new municipal complex) and Proposition B (street and drainage projects).

Stephen Karp gave a brief summary of Proposition A. The work schedule was reviewed, photos of the building progress were shared, and the contingency table was presented.

Director Bills gave a brief summary of Proposition B. Weather has delayed some of the roadwork and striping/markings. Speed cushions will be reinstalled soon. Camp Craft will be closed from February 1 through July 31, 2025, at the latest. Detour signs will be placed next week to prepare for the closure. Citizen concerns mentioned at the Open House on January 9th include the following: traffic flow, pedestrian access, and property access.

9. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess into Executive Session (closed meeting) to discuss the following:
 - a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow.

Council convened into Executive Session at 7:52 p.m.

10. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney.

Council reconvened in Open Session at 7:55 p.m. No action was taken.

11. Adjournment

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Plunkett, the Council voted three (3) for and none (0) opposed to adjourn the meeting at 7:56 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on February 12, 2025.

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL WORKSHOP
Wednesday, February 5, 2025 at 12:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 12:02 p.m.

CITY COUNCIL PRESENT:

Mayor James Vaughan
Mayor Pro Tem Gordon Bowman
Dana Harmon
Brian Plunkett
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Finance Director Vonda Ragsdale
Director of BDS Jennifer Bills
WW/Account Manager Theresa Sanchez
City Attorney Josh Brockman-Weber

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

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

3. Administration Receive a presentation and discuss findings and recommendations regarding the report on the wastewater collection system model within the City of West Lake Hills.

Susan Turrieta gave a presentation. Items for discussion included:

- Gravity System Inspection
 - Areas of concern
 - Camera underwater (3)
 - Water level at 40% or greater
 - Dropped invert (1)
 - Deposits of grease (2)
 - Need to look at Rollingwood Drive (from Bee Cave to North Peak)
 - Recommendations
 - Inspect manholes
 - Investigate Rollingwood Drive
 - Upload GIS with photos
 - CCTV and MH inspections in 2029
- Collection System Modeling

- Simulate actual conditions
 - Calibration
 - Reports
 - Comprehensive Planning
 - Land Use Master Plan
 - Collection System Modeling scenarios
 - Water supply
5. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess into Executive Session (closed meeting) to discuss the following:
- a. Texas Government Code 551.071(2) - Consultation with attorney on a matter in which the duty of the attorney under the Texas Disciplinary Rules of Professional Conduct conflict with Texas Government Code Sec. 551: Legal advice concerning election for and use of dedicated sales tax funds approved by voters.

Council convened into Executive Session at 12:48 p.m.

6. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney.

Council reconvened in Open Session at 1:13 p.m. No action was taken.

4. Administration Receive a presentation and discuss findings and recommendations regarding completed, ongoing and proposed street and drainage projects within the City of West Lake Hills.

Council recessed at 1:14 p.m. and reconvened at 1:17 p.m.

Director Bills gave a presentation. The following areas were discussed:

- a. Acceptable uses of the street maintenance tax
 - b. Treatment types
 - c. List of FY25 projects
 - d. North Peak
 - i. No drainage, mill and overlay street only
 - e. Next steps
 - i. City Council direction
 - ii. Revise list of projects
 - iii. Task Order to engineers
 - iv. Open House for residents
 - v. Create bid documents
 - vi. City Council to award bids
7. Adjournment

Mayor Vaughan adjourned the meeting at 1:47 p.m.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on February 12, 2025.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>February 12, 2025</u>	Item Number:	<u>3c.</u>
Department:	<u>Police</u>		
Prepared By:	<u>Chief Gerdes</u>	Cost / Budget:	<u>\$0</u>
	<u>Annual Texas Racial</u>		
Exhibits:	<u>Profiling Report</u>	Source of Funds:	<u></u>

Subject

Annual Texas Racial Profiling report

Recommendation

Staff recommends approval of this report

Discussion

This information is collected every year and submitted to the State of Texas. Each agency is also required to submit this report to their governing body for review and approval.

This report covers calendar year 2024 (Jan – Dec) and is for all motor vehicle stops made by our officers. The report is intended to ensure police departments do not racially profile the drivers it pulls over.

Racial Profiling Report | Full

Agency Name: WEST LAKE HILLS POLICE DEPARTMENT
Reporting Date: 01/17/2025
TCOLE Agency Number: 453207

Chief Administrator: SCOTT E. GERDES

Agency Contact Information:
Phone: (512) 327-1195
Email: sgerdes@westlakehills.gov

Mailing Address:
911 WESTLAKE DR
WEST LAKE HILLS, TX 78746-4509

This Agency filed a full report

WEST LAKE HILLS POLICE DEPARTMENT has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the WEST LAKE HILLS POLICE DEPARTMENT from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the WEST LAKE HILLS POLICE DEPARTMENT if the individual believes that a peace officer employed by the WEST LAKE HILLS POLICE DEPARTMENT has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the WEST LAKE HILLS POLICE DEPARTMENT who, after an investigation, is shown to have engaged in racial profiling in violation of the WEST LAKE HILLS POLICE DEPARTMENT policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
 - a. the race or ethnicity of the individual detained;
 - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
 - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
 - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
 - e. the location of the stop;
 - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - a. the Commission on Law Enforcement; and
 - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The WEST LAKE HILLS POLICE DEPARTMENT has satisfied the statutory data audit requirements as prescribed

in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: SCOTT GERDES
Chief of Police

Date: 01/17/2025

Total stops: 1767

Street address or approximate location of the stop

City street	1010
US highway	2
County road	0
State highway	755
Private property or other	0

Was race or ethnicity known prior to stop?

Yes	2
No	1765

Race / Ethnicity

Alaska Native / American Indian	3
Asian / Pacific Islander	153
Black	102
White	1253
Hispanic / Latino	256

Gender

Female 718

Alaska Native / American Indian	0
Asian / Pacific Islander	49
Black	32
White	574
Hispanic / Latino	63

Male 1049

Alaska Native / American Indian	3
Asian / Pacific Islander	104
Black	70
White	679
Hispanic / Latino	193

Reason for stop?

Violation of law	2
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	2

Hispanic / Latino	0
Preexisting knowledge	2
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	0
White	1
Hispanic / Latino	0
Moving traffic violation	1662
Alaska Native / American Indian	3
Asian / Pacific Islander	144
Black	95
White	1180
Hispanic / Latino	240
Vehicle traffic violation	101
Alaska Native / American Indian	0
Asian / Pacific Islander	8
Black	7
White	70
Hispanic / Latino	16
Was a search conducted?	
Yes	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	0
No	1766
Alaska Native / American Indian	3
Asian / Pacific Islander	153
Black	102
White	1252
Hispanic / Latino	256
Reason for Search?	
Consent	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0				
Contraband	0				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
Probable	1				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	1				
Hispanic / Latino	0				
Inventory	0				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
Incident to arrest	0				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
Was Contraband discovered?					
Yes	1				
		Did the finding result in arrest?			
		(total should equal previous column)			
Alaska Native / American Indian	0	Yes	0	No	0
Asian / Pacific Islander	0	Yes	0	No	0
Black	0	Yes	0	No	0
White	1	Yes	1	No	0
Hispanic / Latino	0	Yes	0	No	0
No	0				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				

Description of contraband	
Drugs	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	0
Weapons	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohol	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Result of the stop	
Verbal warning	0

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Written warning	639
Alaska Native / American Indian	2
Asian / Pacific Islander	59
Black	42
White	464
Hispanic / Latino	72
Citation	1125
Alaska Native / American Indian	1
Asian / Pacific Islander	94
Black	60
White	786
Hispanic / Latino	184
Written warning and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Citation and arrest	3
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	3
Hispanic / Latino	0
Arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest based on	
Violation of Penal Code	3
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	0
White	3
Hispanic / Latino	0
Violation of Traffic Law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Violation of City Ordinance	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Outstanding Warrant	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Resulting in Bodily Injury To:	
Suspect	0
Officer	0
Both	0
No	1767
Alaska Native / American Indian	3
Asian / Pacific Islander	153
Black	102
White	1253
Hispanic / Latino	256

Number of complaints of racial profiling

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Comparative Analysis

Use TCOLE's auto generated analysis	☒
Use Department's submitted analysis	☐

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

Racial Profiling Analysis Report

WEST LAKE HILLS POLICE DEPARTMENT

01. Total Traffic Stops:	1767	
02. Location of Stop:		
a. City Street	1010	57.16%
b. US Highway	2	0.11%
c. County Road	0	0.00%
d. State Highway	755	42.73%
e. Private Property or Other	0	0.00%
03. Was Race known prior to Stop:		
a. NO	1765	99.89%
b. YES	2	0.11%
04. Race or Ethnicity:		
a. Alaska/ Native American/ Indian	3	0.17%
b. Asian/ Pacific Islander	153	8.66%
c. Black	102	5.77%
d. White	1253	70.91%
e. Hispanic/ Latino	256	14.49%
05. Gender:		
a. Female	718	40.63%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	49	2.77%
iii. Black	32	1.81%
iv. White	574	32.48%
v. Hispanic/ Latino	63	3.57%
b. Male	1049	59.37%
i. Alaska/ Native American/ Indian	3	0.17%
ii. Asian/ Pacific Islander	104	5.89%
iii. Black	70	3.96%
iv. White	679	38.43%
v. Hispanic/ Latino	193	10.92%
06. Reason for Stop:		
a. Violation of Law	2	0.11%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%

Racial Profiling Analysis Report

iii. Black	0	0.00%
iv. White	2	100.00%
v. Hispanic/ Latino	0	0.00%
b. Pre-Existing Knowledge	2	0.11%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	1	50.00%
iii. Black	0	0.00%
iv. White	1	50.00%
v. Hispanic/ Latino	0	0.00%
c. Moving Traffic Violation	1662	94.06%
i. Alaska/ Native American/ Indian	3	0.18%
ii. Asian/ Pacific Islander	144	8.66%
iii. Black	95	5.72%
iv. White	1180	71.00%
v. Hispanic/ Latino	240	14.44%
d. Vehicle Traffic Violation	101	5.72%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	8	7.92%
iii. Black	7	6.93%
iv. White	70	69.31%
v. Hispanic/ Latino	16	15.84%
07. Was a Search Conducted:		
a. NO	1766	99.94%
i. Alaska/ Native American/ Indian	3	0.17%
ii. Asian/ Pacific Islander	153	8.66%
iii. Black	102	5.78%
iv. White	1252	70.89%
v. Hispanic/ Latino	256	14.50%
b. YES	1	0.06%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	1	100.00%
v. Hispanic/ Latino	0	0.00%
08. Reason for Search:		
a. Consent	0	0.00%

Racial Profiling Analysis Report

i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
b. Contraband in Plain View	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
c. Probable Cause	1	0.06%
ii. Alaska/ Native American/ Indian	0	0.00%
i. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	1	100.00%
v. Hispanic/ Latino	0	0.00%
d. Inventory	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
e. Incident to Arrest	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
09. Was Contraband Discovered:		
YES	1	0.06%
i. Alaska/ Native American/ Indian	0	0.00%
Finding resulted in arrest - YES	0	
Finding resulted in arrest - NO	0	
ii. Asian/ Pacific Islander	0	0.00%
Finding resulted in arrest - YES	0	
Finding resulted in arrest - NO	0	
iii. Black	0	0.00%

Racial Profiling Analysis Report

Finding resulted in arrest - YES	0	
Finding resulted in arrest - NO	0	
iv. White	1	100.00%
Finding resulted in arrest - YES	1	
Finding resulted in arrest - NO	0	
v. Hispanic/ Latino	0	0.00%
Finding resulted in arrest - YES	0	
Finding resulted in arrest - NO	0	
b. NO	0	0.00%
i. Alaska/ Native American/ Indian	0	
i. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
10. Description of Contraband:		
a. Drugs	1	0.06%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	1	100.00%
v. Hispanic/ Latino	0	0.00%
b. Currency	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
c. Weapons	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
d. Alcohol	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	

Racial Profiling Analysis Report

v. Hispanic/ Latino	0	
e. Stolen Property	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
f. Other	0	0.00%
i. Alaska/ Native American/ Indian	0	
i. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
11. Result of Stop:		
a. Verbal Warning	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
b. Written Warning	639	36.16%
i. Alaska/ Native American/ Indian	2	0.31%
ii. Asian/ Pacific Islander	59	9.23%
iii. Black	42	6.57%
iv. White	464	72.61%
v. Hispanic/ Latino	72	11.27%
c. Citation	1125	63.67%
i. Alaska/ Native American/ Indian	1	0.09%
ii. Asian/ Pacific Islander	94	8.36%
iii. Black	60	5.33%
iv. White	786	69.87%
v. Hispanic/ Latino	184	16.36%
d. Written Warning and Arrest	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	

Racial Profiling Analysis Report

e. Citation and Arrest	3	0.17%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	3	100.00%
v. Hispanic/ Latino	0	0.00%
f. Arrest	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
12. Arrest Based On:		
a. Violation of Penal Code	3	0.17%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	3	100.00%
v. Hispanic/ Latino	0	0.00%
b. Violation of Traffic Law	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
c. Violation of City Ordinance	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
d. Outstanding Warrant	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	

Racial Profiling Analysis Report

13. Was Physical Force Used:

a. NO	1767	100.00%
i. Alaska/ Native American/ Indian	3	0.17%
ii. Asian/ Pacific Islander	153	8.66%
iii. Black	102	5.77%
iv. White	1253	70.91%
v. Hispanic/ Latino	256	14.49%
b. YES	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
b 1. YES: Physical Force Resulting in Bodily Injury to Suspect	0	
b 2. YES: Physical Force Resulting in Bodily Injury to Officer	0	
b 3. YES: Physical Force Resulting in Bodily Injury to Both	0	

14. Total Number of Racial Profiling Complaints Received:

0

REPORT DATE COMPILED 01/17/2025

Traffic Stops Comparative Analysis - 2024

West Lake Hills Police Department

Total Stops = 1767

<u>Location of the Stop</u>			
Total = 1767	City Street	1010	57.16%
	US highway	2	0.11%
	County Road	0	0.00%
	State Highway	755	42.73%
	Private property/Other	0	0.00%
<u>Race or ethnicity known prior to stop?</u>			
Total = 1767	Yes	2	0.11%
	No	1765	99.89%
<u>Race/Ethnicity</u>			
Total = 1767	Alaska Native or American Indian	3	0.17%
	Asian/Pacific Islander	153	8.66%
	Black	102	5.77%
	White	1253	70.91%
	Hispanic/Latino	256	14.49%
<u>Gender</u>			
Male = 1049	Alaska Native or American Indian	3	0.17%
	Asian/Pacific Islander	104	5.89%
	Black	70	3.96%
	White	679	38.43%
	Hispanic/Latino	193	10.92%
Female = 718	Alaska Native or American Indian	0	0.00%
	Asian/Pacific Islander	49	2.77%
	Black	32	1.81%
	White	574	32.48%
	Hispanic/Latino	63	3.57%
<u>Reason for Stop</u>			
Violation of Law = 2	Alaska Native or American Indian	0	0.00%
	Asian/Pacific Islander	0	0.00%
	Black	0	0.00%
	White	2	100.00%
	Hispanic/Latino	0	0.00%
Pre-existing Knowledge = 2	Alaska Native or American Indian	0	0.00%
	Asian/Pacific Islander	1	50.00%
	Black	0	0.00%
	White	1	50.00%
	Hispanic/Latino	0	0.00%
Moving Traffic Violation = 1662	Alaska Native or American Indian	3	0.18%
	Asian/Pacific Islander	144	8.66%
	Black	95	5.72%
	White	1180	71.00%
	Hispanic/Latino	240	14.44%

Vehicle Traffic Violation = 101

Alaska Native or American Indian	0	0.00%
Asian/Pacific Islander	8	7.92%
Black	7	6.93%
White	70	69.31%
Hispanic/Latino	16	15.84%

Was a search conducted

Yes = 1

Alaska Native or American Indian	0	0.00%
Asian/Pacific Islander	0	0.00%
Black	0	0.00%
White	1	100.00%
Hispanic/Latino	0	0.00%

No = 1766

Alaska Native or American Indian	3	0.17%
Asian/Pacific Islander	153	8.66%
Black	102	5.78%
White	1252	70.89%
Hispanic/Latino	256	14.50%

Reason for Search

Consent = 0

Alaska Native or American Indian	0	0.00%
Asian/Pacific Islander	0	0.00%
Black	0	0.00%
White	0	0.00%
Hispanic/Latino	0	0.00%

Contraband in plain view = 0

Alaska Native or American Indian	0	0.00%
Asian/Pacific Islander	0	0.00%
Black	0	0.00%
White	0	0.00%
Hispanic/Latino	0	0.00%

Probable Cause = 1

Alaska Native or American Indian	0	0.00%
Asian/Pacific Islander	0	0.00%
Black	0	0.00%
White	1	100.00%
Hispanic/Latino	0	0.00%

Inventory = 0

Alaska Native or American Indian	0	0.00%
Asian/Pacific Islander	0	0.00%
Black	0	0.00%
White	0	0.00%
Hispanic/Latino	0	0.00%

Incident to Arrest = 0

Alaska Native or American Indian	0	0.00%
Asian/Pacific Islander	0	0.00%
Black	0	0.00%
White	0	0.00%
Hispanic/Latino	0	0.00%

Was contraband discovered				Arrest Yes	Arrest No
Yes = 1	Alaska Native or American Indian	0	0.00%	0	0
	Asian/Pacific Islander	0	0.00%	0	0
	Black	0	0.00%	0	0
	White	1	100.00%	1	0
	Hispanic/Latino	0	0.00%	0	0
No = 0	Alaska Native or American Indian	0	0.00%		
	Asian/Pacific Islander	0	0.00%		
	Black	0	0.00%		
	White	0	0.00%		
	Hispanic/Latino	0	0.00%		
Description of contraband					
Drugs = 1	Alaska Native or American Indian	0	0.00%		
	Asian/Pacific Islander	0	0.00%		
	Black	0	0.00%		
	White	1	100.00%		
	Hispanic/Latino	0	0.00%		
Weapons = 0	Alaska Native or American Indian	0	0.00%		
	Asian/Pacific Islander	0	0.00%		
	Black	0	0.00%		
	White	0	0.00%		
	Hispanic/Latino	0	0.00%		
Currency = 0	Alaska Native or American Indian	0	0.00%		
	Asian/Pacific Islander	0	0.00%		
	Black	0	0.00%		
	White	0	0.00%		
	Hispanic/Latino	0	0.00%		
Alcohol = 0	Alaska Native or American Indian	0	0.00%		
	Asian/Pacific Islander	0	0.00%		
	Black	0	0.00%		
	White	0	0.00%		
	Hispanic/Latino	0	0.00%		
Stolen Property = 0	Alaska Native or American Indian	0	0.00%		
	Asian/Pacific Islander	0	0.00%		
	Black	0	0.00%		
	White	0	0.00%		
	Hispanic/Latino	0	0.00%		
Other = 0	Alaska Native or American Indian	0	0.00%		
	Asian/Pacific Islander	0	0.00%		
	Black	0	0.00%		
	White	0	0.00%		
	Hispanic/Latino	0	0.00%		
Result of the stop					
Verbal Warning = 0		Alaska Native or American Indian	0	0.00%	

	Asian/Pacific Islander	0	0.00%
	Black	0	0.00%
	White	0	0.00%
	Hispanic/Latino	0	0.00%
Written Warning = 639	Alaska Native or American Indian	2	0.31%
	Asian/Pacific Islander	59	9.23%
	Black	42	6.57%
	White	464	72.61%
	Hispanic/Latino	72	11.27%
Citation = 1125	Alaska Native or American Indian	1	0.09%
	Asian/Pacific Islander	94	8.36%
	Black	60	5.33%
	White	786	69.87%
	Hispanic/Latino	184	16.36%
Written warning and arrest = 0	Alaska Native or American Indian	0	0.00%
	Asian/Pacific Islander	0	0.00%
	Black	0	0.00%
	White	0	0.00%
	Hispanic/Latino	0	0.00%
Citation and arrest = 3	Alaska Native or American Indian	0	0.00%
	Asian/Pacific Islander	0	0.00%
	Black	0	0.00%
	White	3	100.00%
	Hispanic/Latino	0	0.00%
Arrest = 0	Alaska Native or American Indian	0	0.00%
	Asian/Pacific Islander	0	0.00%
	Black	0	0.00%
	White	0	0.00%
	Hispanic/Latino	0	0.00%
Arrest based on			
Violation of Penal Code = 3	Alaska Native or American Indian	0	0.00%
	Asian/Pacific Islander	0	0.00%
	Black	0	0.00%
	White	3	100.00%
	Hispanic/Latino	0	0.00%
Violation of Traffic Law = 0	Alaska Native or American Indian	0	0.00%
	Asian/Pacific Islander	0	0.00%
	Black	0	0.00%
	White	0	0.00%
	Hispanic/Latino	0	0.00%
Violation of City Ordinance = 0	Alaska Native or American Indian	0	0.00%
	Asian/Pacific Islander	0	0.00%
	Black	0	0.00%

Outstanding Warrant = 0	White	0	0.00%
	Hispanic/Latino	0	0.00%
	Alaska Native or American Indian	0	0.00%
	Asian/Pacific Islander	0	0.00%
	Black	0	0.00%
	White	0	0.00%
	Hispanic/Latino	0	0.00%

Was physical force resulting in bodily injury used

Yes = 0	Alaska Native or American Indian	0	0.00%
	Asian/Pacific Islander	0	0.00%
	Black	0	0.00%
	White	0	0.00%
	Hispanic/Latino	0	0.00%
No = 1767	Alaska Native or American Indian	3	0.17%
	Asian/Pacific Islander	153	8.66%
	Black	102	5.77%
	White	1253	70.91%
	Hispanic/Latino	256	14.49%

Number of complaints of racial profiling

total		0	
resulted in disciplinary action		0	0.00%
did not result in disciplinary action		0	0.00%

Demographics of the Austin MSA, per 2023 Census estimates

Alaska Native or American Indian		0.70%
Asian/Pacific Islander		8.60%
Black		7.50%
White		47.60%
Hispanic/Latino		35.60%

Demographics of the City of West Lake Hills, per 2020 Census estimates

Alaska Native or American Indian		0.40%
Asian/Pacific Islander		4.00%
Black		0.80%
White		82.10%
Hispanic/Latino		12.70%



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>February 12, 2025</u>	Item Number:	<u>4</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>n/a</u>
	<u>Resolution</u>		
Exhibits:	<u>TDEM-202 Form</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider action to approve a resolution amending the appointment of a data custodian for the City's participation in the State of Texas Emergency Assistance Registry (STEAR) Program administered by the Texas Division of Emergency Management (TDEM).

Recommendation

Approval.

Discussion

On January 22, City Council approved a resolution authorizing the City's participation in the STEAR program.

Approving this resolution amends the appointment of the data custodian to be Mark Littrel.

The STEAR program is a **free** registry that provides local emergency planners and emergency responders with additional information on the needs in their community. Texas communities use the registry information in different ways. Registering yourself in the STEAR registry DOES NOT guarantee that you will receive a specific service during an emergency.

The city's participation in this program will advance compliance efforts with legislation passed in 2021 (S.B. 968) that requires each city and county to adopt procedures for conducting wellness checks on medically fragile individuals during disasters in compliance with minimum standards established by the Texas Division of Emergency Management (TDEM). Tex. Gov't Code §418.256.

Per the program website, <https://www.tdem.texas.gov/response/state-of-texas-emergency-assistance-registry> West Lake Hills residents who are people with one or more of the following should enroll.

- People with disabilities
- People who are medically fragile
- People with access and functional needs such as:
- People who have limited mobility
- People who have communication barriers
- People who require additional medical assistance during an emergency event

- People who require transportation assistance
- People who require personal care assistance

Registration Methods:

- Registration methods include Register Online at [State of Texas Emergency Assistance Registry](#)
- Dial 2-1-1 or use your video telephone relay option of choice to contact [211](#) at 877-541-7905 (Texas Information Referral Network)

The appointment of a data custodian is an important aspect of the program's administration. The decision to grant an additional login is at the discretion of the Emergency Management Coordinator or Mayor. Staff recommends that Christine Thies / Thies Consulting be appointed to this role. Ms. Thies is providing GIS consulting services assisting the City as well as Travis County ESD No. 9.

Required Information to Register

- Name
- Address
- Phone Number
- Primary Language

Additional questions asked to capture vital information for local emergency planners and responders

- Emergency Contact Information
- Caregiver Information
- Pets
- Transportation assistance for home evacuation
- Communication Barriers
- Disability, Functional or Medical Needs

Registration is VOLUNTARY

Registering for STEAR doesn't guarantee registrant assistance in an emergency. By registering in STEAR the registrant is consenting to sharing your information with first responders and other state agencies during a disaster.

RESOLUTION NO. 2025-02-01

**A RESOLUTION OF THE CITY OF WEST LAKE HILLS, TEXAS,
AMENDING THE APPOINTMENT OF A DATA CUSTODIAN FOR
THE CITY'S PARTICIPATION IN THE STATE OF TEXAS
EMERGENCY ASSISTANCE REGISTRY (STEAR) PROGRAM
ADMINISTERED BY THE TEXAS DIVISION OF EMERGENCY
MANAGEMENT (TDEM).**

WHEREAS, the State of Texas Emergency Assistance Registry (STEAR) program, administered by the Texas Division of Emergency Management (TDEM), provides an important resource to assist local governments in identifying residents who may need special assistance during emergencies or disasters; and

WHEREAS, the STEAR program is a voluntary registry available to Texans with functional or access needs, including those with disabilities, medical needs, or other circumstances that may require additional assistance in the event of an emergency; and

WHEREAS, the West Lake Hills' City Council authorized participation in the STEAR program at their regular meeting on January 22, 2025, to enhance the City of West Lake Hills' preparedness and response capabilities by improving coordination and communication with vulnerable residents during emergencies; and

WHEREAS, the City of West Lake Hills recognizes the importance of promoting awareness of the STEAR program and encouraging eligible residents to register in order to ensure their safety and well-being;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TEXAS:

1. Amendment to the Appointment of Data Custodian

The City Council hereby appoints Mark Littrell as the Data Custodian for the STEAR program. The Data Custodian shall be responsible for coordinating with TDEM, managing access to program data, and ensuring the confidentiality and appropriate use of all registry information in accordance with applicable laws and regulations.

2. Effective Date

This resolution shall take effect immediately upon its adoption.

PASSED & APPROVED this, the 12th day of February 2025.

CITY OF WEST LAKE HILLS:

ATTEST:

James Vaughan, Mayor

Terry Blanchard, TRMC
City Secretary



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>February 12, 2025</u>	Item Number:	<u>5</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Terry Blanchard</u>	Cost / Budget:	<u></u>
	<u>Election Services</u>		
	<u>Agreement & Joint Election</u>		
Exhibits:	<u>Agreement</u>	Source of Funds:	<u>Budgeted item</u>

Subject

Approval of contracts with Travis County for an Election Services Agreement and a Joint Election Agreement for the May 3, 2025 General Election.

Recommendation

Staff recommends authorizing contracts as presented.

Discussion

ELECTION SERVICES AGREEMENT – Travis County administers the elections for the City of West Lake Hills. The Election Agreement details each entity's role in the upcoming election and identifies the election officers. Polling locations will be designated and confirmed by the County. A list of polling locations will be provided to each entity prior to early voting. Use of equipment, costs for the election, and designation of the Regular Early Voting Clerk for the Participating Entity are addressed in the agreement.

JOINT ELECTION AGREEMENT – The Joint Election Agreement provides for voters in those portions of Travis County identified on the County Jurisdiction maps to vote at any of the listed polling locations. Responsibilities for the County and each participating entity are detailed in the agreement for early voting, election day, and post-election events. Exhibits A and B will be added by the County once it is determined which entities will be required to hold an election in May.

ELECTION AGREEMENT BETWEEN TRAVIS COUNTY AND THE CITY OF WEST LAKE HILLS

Pursuant to Chapter 31, Subchapter D, Chapter 123, and Chapter 271 of the Texas Election Code and Chapter 791 of the Texas Government Code, Travis County (the “County”) and the City of West Lake Hills (“Participating Entity”) enter into this agreement (this “Agreement”) for the Travis County Clerk, as the County’s election officer (the “Election Officer”), to conduct the Participating Entity’s elections, including runoffs, and for the Participating Entity’s use of the County’s current or future-acquired election equipment for any voting system that the County adopts, as authorized under Title 8 of the Texas Election Code, for all Participating Entity elections. The purpose of this Agreement is to maintain consistency and accessibility in voting practices, polling places, and election procedures in order to best assist the voters of the Participating Entity.

Section 1. GENERAL PROVISIONS

- (A) Except as otherwise provided in this Agreement, the term “election” refers to any Participating Entity election, occurring on any uniform election date prescribed by the Texas Election Code or a primary election date, along with any resulting runoff, if necessary, within all Participating Entity’s territory located in Travis County. If a runoff is necessary, the Participating Entity shall work with the Election Officer to determine a mutually acceptable run-off date. In the event that the Participating Entity and the Election Officer do not agree on a run-off date, the Participating Entity agrees to the run-off date selected by the Election Officer.
- (B) If the Participating Entity determines it is necessary to conduct an election during a time other than that specified in Section 1(A), the Election Officer and a representative designated by the Participating Entity will meet as soon as possible thereafter to determine the feasibility of the Election Officer conducting such an election. If both parties agree that the Election Officer will administer the election, the new election will be based on all other applicable provisions of this Agreement except provisions that are inconsistent and cannot be feasibly applied.
- (C) Except as otherwise provided in this Agreement:
 - (1) The term “Election Officer” refers to the Travis County Clerk;
 - (2) The term “precinct” means all precincts in the territory of the Participating Entity located within Travis County.
 - (3) The term “election services” refers to services used to perform or supervise any or all of the duties and functions that the Election Officer determines necessary for the conduct of an election.
 - (4) The term “cost for election services” includes the costs for personnel, supplies, materials, or services needed for providing these services and an administrative fee as permitted by the Texas Election Code but does not refer to costs relating to the use of the voting equipment

- (D) Except as otherwise provided in this Agreement, the cost for “use of voting equipment” for a particular election is the amount the County will charge the Participating Entity for use of the County’s voting equipment in use at the time of that election.
- (E) The Participating Entity agrees to commit the funds necessary to pay for all election-related expenses for Participating Entity elections in accordance with this Agreement.
- (F) The Election Officer has the right to enter into agreements with other entities at any time, including during the dates listed in Section 1(A).
- (G) As a condition for providing election services and equipment usage, the Election Officer may require authorities of political subdivisions holding elections on the same day in all or part of the same territory to enter into a joint election agreement as authorized in Chapter 271 of the Texas Election Code, and the Participating Entity agrees to enter into any joint election agreement required by the County.

SECTION 2. PARTICIPATING ENTITY’S USE OF VOTING EQUIPMENT; DUTIES OF THE ELECTION OFFICER AND OF THE PARTICIPATING ENTITY

The County shall make available to the Participating Entity the County’s current voting system and any future-acquired voting system as authorized under Title 8 of the Texas Election Code, subject to restrictions and conditions imposed by the Election Officer to ensure availability of the equipment for County-ordered elections, primary elections, special elections, and subsequent runoff elections, if applicable. The Election Officer may also impose restrictions and conditions to protect the equipment from misuse or damage.

SECTION 3. APPOINTMENT OF ELECTION OFFICER

- (A) The Travis County Election Officer (“Election Officer”) is appointed to serve as the Participating Entity’s Election Officer and Early Voting Clerk to conduct the Participating Entity’s elections described in Section 1.
- (B) As the Participating Entity’s Election Officer and Early Voting Clerk, the Election Officer shall coordinate, supervise, and conduct all aspects of administering voting in Participating Entity elections in compliance with all applicable laws, subject to Section 3(C) below.
- (C) The Participating Entity shall continue to perform those election duties listed in (1) through (6) below and any other election duties, such as receipt of candidate applications, that are not allowed to be delegated to another governmental entity:
 - (1) Preparing, adopting, and publishing all required election orders, resolutions, notices, and other documents, including bilingual materials, evidencing

action by the governing authority of the Participating Entity necessary to the conduct of an election, except that:

- a. The Election Officer does not provide newspaper notices on behalf of the Participating Entity with respect to a specific election.
 - b. With respect to each debt obligation election the Election Officer conducts for the Participating Entity pursuant to this Agreement:
 - i. The Election Officer, after receiving from the Participating Entity a copy of the debt obligation election order, shall post the notice required by and in accordance with Texas Election Code Section 4.003(f)(1) on election day and during early voting by personal appearance, in a prominent location at each polling place;
 - ii. The Election Officer shall provide written confirmation to the Participating Entity that the debt obligation election order was posted in accordance with Texas Election Code Section 4.003(f)(1); and
 - iii. The Participating Entity shall pay any applicable expenses incurred by the Election Officer that directly relates to the posting required by Texas Election Code Section 4.003(f)(1).
- (2) Preparing the text for the Participating Entity's official ballot in English and Spanish and any other languages as required by law;
 - (3) Providing the Election Officer with a list of candidates or propositions showing the order and the exact manner in which the candidates' names and the propositions are to appear on the official ballot;
 - (4) Conducting the official canvass of a Participating Entity election;
 - (5) Administering the Participating Entity's duties under state and local campaign finance laws;
 - (6) Filing the Participating Entity's annual voting system report to the Secretary of State as required under Texas Election Code Chapter 123.
- (D) The Participating Entity shall also be responsible for proofing and attesting to the accuracy of all ballot language, including any required language translations, and format information programmed by the County. This includes any information programmed for use with the audio or tactile button features of the equipment. The Participating Entity may also monitor and review all logic and accuracy testing and mandatory tabulations. The Participating Entity will complete its duties within timeframes as prescribed by the County. If the Participating Entity finds any discrepancies or concerns, it will immediately report them to the Election Officer and work with her to resolve any issues so that final approval can be reached. The Participating Entity shall be responsible for any and all actual costs associated

with correcting the ballot and ballot programming if the error is discovered after the Participating Entity has signed off on its final proof containing the error.

- (E) **The City Secretary** will assist the County whenever possible when the conduct of the election requires assistance from Participating Entity departments and staff. **The City Secretary** will serve as the Regular Early Voting Clerk for the Participating Entity to receive requests for applications for early voting ballots and forward these applications to the Joint Early Voting Clerk. **The City Secretary** will serve as the Custodian of Records for the Participating Entity to complete those tasks in the Texas Election Code that the Election Officer will not perform.

SECTION 4. ELECTION WORKERS AND POLLING PLACES

- (A) For presentation to the governing body of the Participating Entity, the County shall provide a list containing the locations, times, and dates of early voting polling places suitable for consideration and adoption by the governing body in accordance with Texas Election Code Chapter 85. The Election Officer will designate and confirm all Election Day polling place locations.
- (B) The Election Officer will assume the responsibility for recruiting election personnel; however, if by the 5th day before the Election, the Election Officer reports vacancies in positions for election judges, alternate judges, election day clerks, early voting ballot board, receiving substation clerks, or any other key election personnel, the Participating Entity shall provide emergency personnel in these positions.
- (C) The Election Officer shall notify each of the election judges and alternates of their appointment and the eligibility requirements that pertain to them and to the selection of Election Day clerks. Included in this notification will be the number of clerks that each precinct should have in addition to the election judge and alternate judge. The election judges and/or the alternates are responsible for recruiting and supervising their clerks.
- (D) All election workers must agree to attend training sessions as determined by the Election Officer. Costs for these training sessions and compensation for attendees will be included as part of the election services costs.
- (E) During any election and any subsequent runoff election that involve entities in addition to the Participating Entity, the Election Officer will work with all parties to find a plan that can be agreed upon regarding the designation of polling places. If agreement cannot be reached, the Election Officer will resolve the differences. **In all cases, the Election Officer has sole discretion to determine whether polling place changes are necessary.**

SECTION 5. PAYMENTS FOR ELECTION SERVICES

- (A) Costs and payments for the use of voting equipment are addressed separately in Section 6 of this Agreement.
- (B) Requests for Election Services. For each election the Participating Entity desires the Election Officer to conduct, the Participating Entity must submit a written request to the Election Officer that describes the general nature of the election and specifies the date of the election.
- (C) Cancellations. On or before 11:59 p.m. on the 68th day before an election for which the Participating Entity has requested election services, the Participating Entity shall notify the Election Officer as to whether the Participating Entity anticipates the cancellation of its election, and on or before 11:59 p.m. on the 60th day before the election the Participating Entity shall notify the Election Officer as to whether the Participating Entity will cancel that election. If the Election Officer receives written notice from the Participating Entity on or before 11:59 p.m. of the 60th day before an election that the Participating Entity's election will be cancelled in accordance with Subchapters C and D of Texas Election Code Chapter 2, the Contracting Officer shall only be entitled to receive the actual expenses incurred before the date of cancellation in connection with the election and an administrative fee of \$100.
- (D) Notice, Cost Estimate, Initial Invoicing, and Initial Payment.
- (1) Notwithstanding the provisions in Section 9(B), the County and the Participating Entity agree that notice under Section 5 can be provided via e-mail. The following e-mail address will be used for e-mail communications to or from the County pursuant to Section 5: elections@traviscountytexas.gov, with a copy to ElectionEntities@traviscountytexas.gov. The Participating Entity has designated the City Secretary as the Participating Entity's representative for sending and receiving e-mail communications under Section 5, and the Participating Entity designates the following e-mail address as the Participating Entity's email address for sending and receiving e-mail communications pursuant to Section 5: tblanchard@westlakehills.gov.
- (2) Initial Cost Estimate. On or before the 60th day before an election for which the Participating Entity has requested election services, the Election Officer will mail and/or email to the Participating Entity a cost estimate for conducting the election. The cost estimate will include an administrative fee that is equal to 10% of the total estimated cost of conducting the Participating Entity's election, excluding the costs of voting equipment. In the event of a joint election, the cost estimate will reflect that election costs will be divided on a pro rata basis among all entities involved in the election in the manner set forth in this Section 5. The proportional cost for the Election Officer to conduct each participating entity's election will be calculated by dividing the number of registered voters in the territorial jurisdiction of each participating

entity by the total number of registered voters for all of the participating entities involved in the joint election and multiplying that quotient by the total cost of the election. The product of these numbers is the pro rata cost share for each participating entity. The Participating Entity acknowledges and understands that if any other participating entity listed in the cost estimate cancels its election, each remaining participating entity's pro rata cost (including the Participating Entity's pro rata cost share) will result in a proportionate cost increase.

- (3) Initial Invoice and Initial Payment. Along with the initial cost estimate, the Election Officer will also include an initial invoice for the Participating Entity to pay 60% of the initial cost estimate. The Participating Entity must pay the County the amount specified in each invoice no later than 30 days after the Participating Entity's receipt of the invoice.
- (4) Runoff Elections. For each runoff election the Participating Entity has requested that the Election Officer conduct, the Participating Entity must make a payment equal to 60% of the projected costs for the runoff election no later than three business days after receiving that cost estimate from the Election Officer. The projected share of election costs will include an administrative fee that is equal to 10% of the total estimated cost of conducting the Participating Entity's runoff election, excluding the costs of voting equipment.
- (5) Each party may change its respective email addresses for e-mail communications under this Section 5, without the need to amend this Agreement, by sending notice to the other party in accordance with Section 9(B).
- (F) Final Accounting and Final Invoice. The County will send the Participating Entity a final invoice of election expenses not later than 90 days after an election unless the Election Officer notifies the Participating Entity during that 90-day period following the election that the Election Officer requires additional time to send a final invoice to the Participating Entity. The final invoice will include a listing of additional costs incurred at the Participating Entity's behalf and specify the total payment due from the Participating Entity for any unpaid portion of the Participating Entity's costs.
 - (1) Within 30 days after receipt of an election cost invoice setting forth the Election Officer's actual contract expenses and charges incurred in the conduct of the election, the Participating Entity shall pay the Election Officer the balance due on each final invoice no later than 30 days after the Participating Entity's receipt of that invoice.
 - (2) A refund may be due from the County to the Participating Entity if the final costs are lower than the amount already paid by the Participating Entity or if,

at the end of the calendar year, the County Auditor's Office makes adjustments to the election workers' payroll and the amount already paid by the Participating Entity for election worker payroll costs exceeds the payroll amounts calculated by the County Auditor's Office.

- (G) The Participating Entity shall promptly review an election invoice and any supporting documentation when received from the County. The Participating Entity may audit, during the County's normal business hours, relevant County election or accounting records upon reasonable notice to the County. The Participating Entity shall pay the entire final invoice or the undisputed portion of the final invoice not later than the 30th day after receiving the invoice. Failure by the Participating Entity to timely pay an invoice in full may impact the Election Officer's participation in future elections with the Participating Entity.

SECTION 6. PAYMENTS FOR USE OF VOTING EQUIPMENT

- (A) The Election Officer shall conduct elections using a voting system certified by the Secretary of State in accordance with the Texas Election Code and that has been approved for use by the Travis County Commissioners Court unless otherwise agreed upon by the Participating Entity, the Travis County Clerk, and the Travis County Commissioners Court.
- (B) The Participating Entity shall make payments to Travis County as consideration for the use of the County's voting equipment.
 - (1) For each election the Election Officer conducts for the Participating Entity after January 1, 2025, through January 1, 2026, the Participating Entity shall pay (a) the sum of four percent of the cost of the electronic voting system equipment installed at a polling place and four percent for each unit of other electronic equipment used by the Travis County Clerk's Office to conduct the election or provide election services, if the sum is greater than \$100.00, and (b) \$100.00 if the sum described in (a) is \$100.00 or less.
 - (2) In this Agreement "other electronic equipment" includes ballot marking devices, ballot scanners, ballot printers, ballot tabulators, electronic pollbooks, and ballot programming software.
- (C) Payment by the Participating Entity to the County for voting equipment is due no later than 30 days after the Participating Entity's receipt of an invoice from the County.
- (D) If the County acquires additional equipment, different voting equipment, or upgrades to existing equipment during the term of this Agreement, the charge for the use of the equipment may be renegotiated.

SECTION 7. ADDITIONAL EARLY VOTING LOCATIONS

- (A) All of the Participating Entity's voters within Travis County will have access to all of the Travis County Early Voting sites in each election at no additional cost.
- (B) If the Participating Entity desires to have one or more early voting sites that are in addition to those sites the Election Officer has already selected for a specific election, the Participating Entity must submit the request to the Election Officer no later than 60 days before the election, and the Election Officer will thereafter provide a written estimate to the Participating Entity that sets forth the estimated cost for providing the additional early voting location(s) and the deadline by which the cost estimate must be paid. If, after receiving the cost estimate, the Participating Entity desires to move forward with having the additional early voting location(s), the Participating Entity will notify the Election Officer and include payment of the cost estimate with the Participating Entity's notice to the Election Officer no later than the deadline specified in the Election Officer's cost estimate. *Pursuant to Texas Election Code Section 85.064(b) and notwithstanding any provision to the contrary, the Election Officer has sole discretion to determine whether to provide any additional early voting sites requested by the Participating Entity.*

SECTION 8. COMMUNICATIONS

- (A) The Participating Entity and the Election Officer shall each designate a member of their staff to serve as the primary contact for the respective offices under this Agreement and provide the name and contact information for that individual to the other party. Each party may change their designated staff members by sending notice to the other party without the further need to amend this Agreement.
- (B) Throughout the term of this Agreement, the Participating Entity and the County will engage in ongoing communications on issues related to Participating Entity elections, the use of County's voting equipment, and the delivery of services under this Agreement and, when necessary, the County Clerk, Elections Division staff members, and other election workers shall meet with the Participating Entity to discuss and resolve any problems which might arise under this Agreement.
- (C) The Election Officer shall be the main point of media contact for election information related to election administration. The Participating Entity shall designate a contact to be the main point of contact for matters related to the content of the Participating Entity's ballot or candidates.

SECTION 9. MISCELLANEOUS PROVISIONS

- (A) Amendment/Modification

Except as otherwise provided, this Agreement may not be amended, modified, or changed in any respect whatsoever, except by a further Agreement in writing and

duly executed by the parties hereto. No official, representative, agent, or employee of the County has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the Commissioners Court of Travis County, Texas. No official, representative, agent, or employee of the Participating Entity has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the governing body of the Participating Entity. Dyana Limon-Mercado, Travis County Clerk (or her successor), may propose necessary amendments or modifications to this Agreement in writing in order to conduct a joint election smoothly and efficiently, except that any such proposals must be approved by the Commissioners Court of the County and the governing body of the Participating Entity.

(B) Notice

Unless otherwise provided herein, any notice to be given hereunder by any party to the other shall be in writing and may be affected by personal delivery, by certified mail, or by common carrier. Notice to a party shall be addressed as follows:

CITY OF WEST LAKE HILLS
Attn: Elections
911 Westlake Drive West
Lake Hills, Texas 78746

TRAVIS COUNTY
Honorable Dyana Limon-Mercado, Travis County Clerk (or her successor)
1000 Guadalupe Street, Room 222
Austin, Texas 78701

Cc: Honorable Delia Garza, Travis County Attorney (or her successor)
314 West 11th Street, 5th Floor
Austin, Texas 78701

Notice by hand-delivery is deemed effective immediately, notice by certified mail is deemed effective three days after deposit with a U.S. Postal Office or in a U.S. Mail Box, and notice by a common carrier, is deemed effective upon receipt. Each party may change the address for notice to it by giving notice of such change in accordance with the provisions of this Section. When notices by e-mail are permitted by this Agreement, (1) the notice is deemed effective upon the day it is sent if the e-mail is received before 5:00 p.m. on a business day; (2) the notice is deemed effective on the first business day after the e-mail was received if the email was received after 5:00 p.m. on a business day or anytime on a Saturday or Sunday. In this Agreement, "business day" means any weekday that is not a holiday designated by the Travis County Commissioners Court.

(C) Force Majeure

In the event that the performance by the County of any of its obligations or undertakings hereunder shall be interrupted or delayed by any occurrence not occasioned by its own conduct, whether such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or condition of any persons not a party hereto or in privity thereof, then it shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof.

(D) Venue and Choice of Law

The Participating Entity agrees that venue for any dispute arising under this Agreement will lie in the appropriate courts of Austin, Travis County, Texas. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and the United States of America.

(E) Entire Agreement

This Agreement contains the entire agreement of the parties relating to the rights herein granted and the obligations herein assumed and also supersedes all prior agreements, including prior election services contracts and prior agreements to conduct joint elections. Any prior agreements, promises, negotiations, or representations not expressly contained in this Agreement are of no force or effect. Any oral representations or modifications concerning this Agreement shall be of no force or effect, excepting a subsequent modification in writing as provided herein.

(F) Severability

If any provision of this Agreement is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect the remaining provisions of this Agreement. Parties to this Agreement shall perform their obligations under this Agreement in accordance with the intent of the parties to this Agreement as expressed in the terms and provisions of this Agreement.

(G) Breach

In the event that Participating Entity or County breaches any of its obligations under this Agreement, the non-breaching party shall be entitled to pursue any and all rights and remedies allowed by law.

(H) Payments from Current Revenues

Payments made by the Participating Entity in meeting its obligations under this Agreement shall be made from current revenue funds available to the governing body of the Participating Entity. Payments made by the County in meeting its

obligations under this Agreement shall be made from current budget or revenue available to the County.

(I) Other Instruments

The County and the Participating Entity agree that they will execute other and further instruments, or any documents as may become necessary or convenient to effectuate and carry out the purposes of this Agreement.

(J) Third Party Beneficiaries

Except as otherwise provided herein, nothing in this Agreement, expressed or implied, is intended to confer upon any person, other than the parties hereto, any benefits, rights or remedies under or by reason of this Agreement.

(K) Joint Election Agreements

The County and the Participating Entity expressly understand and acknowledge that each may enter into other joint election agreements with other jurisdictions, to be held on Election Day and at common polling places covered by this Agreement.

When mediation is acceptable to both parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in Section 154.053 of the Texas Civil Practice and Remedies Code unless both parties agree, in writing, to waive the confidentiality. Notwithstanding the foregoing, the parties intend to fully comply with the Texas Open Meetings Act and the Texas Public Information Act whenever applicable. The term "confidential" as used in this Agreement has the same meaning as defined and construed under the Texas Public Information Act and the Texas Open Meetings Act.

(L) Addresses for Payments

Payments made to the County, or the Participating Entity under this Agreement shall be addressed to following respective addresses:

Travis County Clerk – Elections Division
P.O. Box 149325
Austin, Texas 78714

City of West Lake Hills
911 Westlake Drive
West Lake Hills, Texas 78764

- (M) This Agreement is effective upon execution by both parties and remains in effect until either party terminates this agreement for any reason upon providing 60 days written notice to the other party.
- (N) All times referenced in this Agreement are to Central Time, and in all instances, the time-stamp clock used by the Travis County Clerk's Office at 5501 Airport Boulevard in Austin, Texas is the official clock for determining the correct time.
- (O) The individuals below have been authorized to sign this Agreement.

IN TESTIMONY WHEREOF, the parties hereto have executed this Agreement in multiple copies, each of equal dignity, and this Agreement takes effect on the date it is fully executed by the Participation Entity, the Travis County Judge (on behalf of the Travis County Commissioners Court), and the Travis County Clerk.

[Signatures on following page]

CITY OF WEST LAKE HILLS

BY: _____
James Vaughan
Mayor

DATE: _____

TRAVIS COUNTY

BY: _____
Dyana Limon-Mercado (or her successor)
County Clerk

DATE: _____

JOINT ELECTION AGREEMENT FOR MAY 3, 2025 ELECTIONS

Recitals

1. Travis County (the “County”) will be conducting general and special elections for the participating entities (each, a “Participating Entity,” and together, the “Participating Entities”) listed in Exhibit A, which is attached to and incorporated into this agreement, on May 3, 2025. Each Participating Entity requires elections to be held on May 3, 2025 in those portions the Participating Entity’s territory that are located in Travis County.
2. Under Texas Election Code Section 271.002, political subdivisions of the State of Texas are authorized to hold elections jointly in voting precincts that can be served by common polling places if elections are ordered by the authorities of two or more political subdivisions to be held on the same day in all or part of the same territory.
3. Texas Government Code Chapter 791 authorizes local governments to contract with one another and with state agencies for various governmental functions, including those in which the contracting parties are mutually interested.
4. It would benefit the County, the Participating Entities, and their respective citizens and voters to hold the elections jointly in the election precincts that common polling places can serve.

Pursuant to Texas Election Code Sections 271.002 and 271.003 and Texas Government Code Chapter 791, this Joint Election Agreement is entered into by and between Travis County, a political subdivision of the State of Texas acting by and through the Travis County Commissioners Court, and the Participating Entities, each acting by and through their respective governing bodies.

I. Scope of Joint Election Agreement

This agreement covers conducting the May 3, 2025 General and Special Elections for the Participating Entities. The Participating Entities will hold these elections on May 3, 2025 (“Election Day”) jointly for the Participating Entities’ voters who reside in Travis County.

II. Election Officer

The Participating Entities hereby appoint the Travis County Clerk, the election officer for Travis County, as the election officer to perform or supervise the County’s duties and responsibilities involved in conducting the joint election covered by this agreement.

III. Early Voting

Each of the Participating Entities agrees to conduct its early voting jointly. Each of the Participating Entities appoints the Travis County Clerk, the early voting clerk for Travis County, as the early voting clerk for the joint election. Early voting for the

Participating Entities will be conducted at the dates, times, and locations to be mutually agreed upon by the election officer and authorized and ordered by the governing body of each Participating Entity.

A. County Responsibilities

1. The County will provide to the governing body of each Participating Entity a list of places, times, and dates of early voting suitable for consideration and adoption by the governing body, under Texas Election Code chapter 85.
2. The Travis County Clerk, as the early voting clerk, will be responsible for conducting early voting by mail and by personal appearance for all Travis County voters voting in the joint election. The Travis County Clerk will receive from each Participating Entity's regular early voting clerk applications for early voting ballots to be voted by mail, under Texas Election Code Title 7. The Travis County Clerk will send early voting ballots by mail and receive early voting ballots for early voting by mail. The Travis County Clerk may appoint such deputy early voting clerks as necessary to assist the Travis County Clerk with voting to take place at the early voting locations.
3. The County will determine the number of election workers to hire to conduct early voting in the joint election. The Travis County Clerk will arrange or contract for training for all election workers and will assign all election workers employed for early voting in the joint election. The training of these election workers is mandatory; these individuals will be compensated for their time in training. The County will provide a training facility for election schools to train election workers employed in conducting early voting, including early voting by personal appearance at main and temporary branch early voting polling places, early voting by mail, and other aspects of the early voting program for the joint election. The County will name early voting deputies and clerks employed to conduct early voting.
4. The County will provide and deliver all supplies and equipment necessary to conduct early voting for the joint election, including ballots, election forms, any necessary ramps, utility hook-ups, signs, registration lists and ballot boxes, to early voting polling places. The County will designate and confirm all early voting polling place locations.
5. The County will be responsible for preparing and transporting the electronic voting equipment necessary to conduct early voting. The County will perform all tests of voting equipment as required, including posting notice of equipment testing.
6. Under Election Code sections 66.058 and 271.010, the Participating Entities appoint the Travis County Clerk as the joint custodian of records for the sole purpose of preserving all voted ballots securely in a locked room in

the locked ballot boxes for the preservation period that the Election Code requires.

7. The County will receive ballot language in both English and Spanish from each Participating Entity and format the ballots as needed to include these languages. The County will provide each Participating Entity with a final proof of ballot language for approval before printing the ballots. Upon final proof approval, ballots will be printed in an expedited timeframe so as to allow ballot allocations for the Early Voting by Personal Appearance Program, and the ballot mail outs for the Early Voting by Mail Program.
8. A single joint voter sign-in process consisting of a common list of registered voters, and common signature rosters will be used for early voting. A single, combined ballot and single ballot box will be used. The County will use an electronic voting system, as defined and described in Texas Election Code Title 8, and agrees to use ballots that are compatible with such equipment.
9. The County will be responsible for conducting the Early Voting Ballot Board. The County will designate a person to serve as the presiding judge for the Early Voting Ballot Board and will provide that information to the governing body of each Participating Entity for entry of an order by that authority appointing this official. The presiding judge for the Early Voting Ballot Board is eligible to serve in this capacity. The presiding judge for the Early Voting Ballot Board will appoint two or more election clerks, and the judge and clerks will comprise the Early Voting Ballot Board and will count and return early voting ballots, and perform other duties the Election Code requires of it.

B. Participating Entities' Responsibilities

1. Each Participating Entity will appoint a qualified person to serve as the regular early voting clerk for the Participating Entity. The regular early voting clerk for each respective Participating Entity will receive requests for applications for early voting ballots to be voted by mail and will forward in a timely manner, as prescribed by law, any and all applications for early voting ballots to be voted by mail, received in the Entity's office, to the Travis County Clerk.
2. Each Participating Entity will appoint a qualified person to act as custodian of records for the Participating Entity to perform the duties imposed by the Election Code on the custodian of records for its respective entity.
3. Each Participating Entity will provide ballot language for the respective portion of the official ballot to the County in both English and Spanish. The Participating Entity must make any additions, modifications, deletions, or other changes to such ballot contents or language before the Participating Entity's final proof approval. The County will provide the Participating Entity with a final proof of ballot language, as it is to appear on the ballot,

for final proof approval. Upon final proof approval, the ballot will be programmed for the voting equipment in an expedited timeframe so as to allow ballot allocations for the Early Voting by Personal Appearance Program, and the printed ballot mail outs for the Early Voting by Mail Program.

IV. Election Day

A. County Responsibilities

1. The County will designate and confirm all Election Day polling place locations for the joint election, and will forward such information to the Participating Entities in a timely fashion to allow the governing body of the respective Participating Entities to enter orders designating such polling places.
2. The County will designate the presiding election judge and the alternate presiding election judge to administer the election in the precinct in which a common polling place is to be used and will forward such information to the Participating Entities to allow the governing bodies of the respective Participating Entities to enter appropriate orders designating such officials before the election. The presiding election judge and alternate presiding election judge must be qualified voters of the Travis County election precinct in which the joint election is held. The presiding election judge for the precinct in which a common polling place is used may appoint election clerks as necessary to assist the judge in conducting the election at the precinct polling place. The alternate presiding election judge may be appointed as a clerk. The alternate presiding election judge may serve as the presiding election judge for the precinct in the presiding election judge's absence. Election judges and clerks will be compensated at the rate established by the County. The Texas Election Code and other applicable laws will determine compensable hours.
3. One set of election officials will preside over the election in the precinct using a common polling place. There will be a single joint voter sign-in process consisting of a common list of registered voters and common signature rosters in the precinct using a common polling place. A single, combined ballot and single ballot box will be used. The officer designated by law to be the custodian of the voted ballots for the County will be custodian of all materials used in common in the precinct using a common polling place. The County will use an electronic voting system, as defined and described by Texas Election Code Title 8, and agrees to use ballots that are compatible with such equipment.
4. The County will arrange for training and will provide the instructors, manuals and other training materials deemed necessary for training all judges and clerks. Training for election judges and alternate judges is mandatory, and these individuals will be compensated for their time in training.

5. The County will arrange for election-day voter registration precinct lists for the joint election. The County will determine the amount of election supplies needed for Election Day voting.
6. The County, by and through the County Clerk's Elections Division, and Administrative Operations, will be responsible for preparing and transporting voting equipment and election-day supplies for use on Election Day.
7. The County, by and through the County Voter Registrar, will provide the list of registered voters as needed in the overlapping jurisdictions identified in the attached exhibits, with designation of registered voters in each Participating Entity, for use at the joint election day polling place on Election Day.
8. The common polling place is designated as the polling place that the County uses. At the common polling place, a single ballot box will be used for depositing all ballots cast in the joint election. At this polling place, one voter registration list and one combination poll list and signature roster form will be kept for the joint election. The final returns for each Participating Entity and the County will be canvassed separately by each respective Participating Entity. The Travis County Clerk will maintain a return center on Election Day for the purpose of receiving returns from the County. The Travis County Clerk will provide unofficial election results to the qualified individual appointed by each Participating Entity.
9. On Election Day, the Travis County Clerk or the clerk's Elections Division will field all questions from election judges.
10. The County will make available translators capable of speaking English and Spanish to assist Spanish-speaking voters in understanding and participating in the election process in the territory covered by this agreement.

B. Participating Entities' Responsibilities

1. Before Election Day, each Participating Entity will answer questions from the public with respect to the Participating Entity's election during regular office hours of 8:00 a.m. – 5:00 p.m.
2. The custodian of records for each Participating Entity will receive returns from the Travis County Clerk on Election Day.

V. Election Night

A. County Responsibilities

1. The County will be responsible for all activities on election night, including setting up a central counting station, coordinating and supervising the results tabulation, coordinating and supervising the physical layout of the support stations that are the joint election's receiving substations, and coordinating and managing election media coverage.
2. The County is responsible for transporting voted ballot boxes to the central counting station.
3. The County will appoint the presiding judge and alternate presiding judge of the central counting station to maintain order at the central counting station, to administer oaths as necessary, to receive sealed ballot boxes, and to perform such other duties that the Texas Election Code requires, and will forward such information to each Participating Entity in a timely fashion to allow the governing body of each Participating Entity to enter appropriate orders designating such election officials before the election. The presiding judge of the central counting station may appoint clerks to serve at the central counting station. In addition, the County will appoint a tabulation supervisor to be in charge of operating the automatic tabulating equipment at the central counting station; an individual to serve as central counting station manager; and an assistant counting station manager to be in charge of administering the central counting station and generally supervising the personnel working at the central counting station. The County will forward such information to each Participating Entity in a timely fashion to allow the governing body of each Participating Entity to enter appropriate orders designating such election officials before the election.
4. The County will provide the Participating Entities with reasonable space in a public area adjacent to the central counting station at which each Participating Entity may have representatives or other interested persons present during the counting process.

B. Participating Entities' Responsibilities

Other than receiving returns from the Travis County Clerk, the Participating Entities have no role or responsibility on the night of the election.

VI. County Resources

- A. The County will provide the Elections Division permanent staff and offices to administer the joint election, under the Travis County Clerk's direction.
- B. For early voting, the County will provide a locked and secure area in which voted ballot boxes will be stored until the Early Voting Ballot Board convenes. The County, by and through Administrative Operations, will be responsible for transporting the ballot boxes to the central counting station for the Early Voting Ballot Board.

- C. The County will be responsible for providing and maintaining voting equipment and testing any voting equipment as required by the Texas Election Code.
- D. The County will process the payroll for all temporary staff hired to conduct the joint election. The payroll processing includes statutory reporting and providing W-2 forms where applicable.
- E. The County will conduct early voting as indicated in this agreement.

VII. Joint Election Costs; Payment

- A. Concurrently with its submittal of an executed copy of this agreement each Participating Entity must also submit payment via check or ACH, in the amount equal to the deposit identified for that Participating Entity in the Cost Estimate attached as Exhibit B, which is also incorporated into this agreement. The County is under no obligation to conduct a Participating Entity's elections until the County receives that Participating Entity's payment of Cost Estimate. All checks must be made payable to Travis County. This deposit represents approximately 60% of the costs of the Participating Entity's share of the estimated election costs, or \$100, whichever amount is greater. The County will submit an invoice to each Participating Entity for the balance of the Participating Entity's actual joint election expenses upon the election's completion. Joint-election expenses include expenses for facilities, personnel, supplies, and training that the County actually incurs for establishing and operating all early voting and election-day activities at the polling place in the joint election territory as well as activities related to tabulating votes, all as reflected on the Cost Estimate. Each Participating Entity will pay the total amount of its invoice no later than 30 days of receiving it.
- B. In the event of a recount, the expense of the recount will be borne by the Participating Entity involved in the recount on a pro-rata basis.
- C. In the event a Participating Entity cancels its respective election because of unopposed candidates under Texas Election Code Title 1, the Participating Entity will be responsible for its respective share of election expenses incurred through the date that the election is canceled as allocated to the cancelling entity based on the formula in the Cost Estimate, adjusted for the actual expenses incurred by the County through the date of the cancellation. If a Participating Entity cancels its election, the County will recalculate the allocation percentages among the remaining Participating Entities according to the formula used in the Cost Estimate.
- D. In the event there are any expenses associated with processing a ballot arising from a write-in candidate, the Participating Entity that received the declaration will bear the expenses.
- E. A Participating Entity that establishes an early voting polling place, other than one that was mutually agreed upon by all Participating Entities, will bear the expense of doing so. The Cost Estimate for each individual Participating Entity will include additional polling locations for each Participating Entity, as set forth in Exhibit B.

VIII. General Provisions

A. Legal Notices

Each of the Participating Entities will be individually responsible for preparing the election orders, resolutions, notices, and other pertinent documents for adoption or execution by its own respective governing board and for all related expenses. The Travis County Clerk will provide each Participating Entity information on changes affecting the Participating Entity's election, such as polling place changes and changes in voting equipment, when such changes are confirmed, verified, or otherwise become known to the clerk's office. Each of the Participating Entities will be individually responsible for posting or publishing election notices and for all related expenses. Each of the Participating Entities further will be individually responsible for election expenses incurred in relation to any polling place that is not a common polling place as designated in this agreement.

B. Communication

Throughout this agreement's term, the Travis County Clerk or the clerk's employee will meet as necessary with the designated representative of each Participating Entity to discuss and resolve any problems that might arise regarding the joint election.

C. Custodian

The Travis County Clerk will serve as the custodian of the keys to the ballot boxes for voted ballots in the joint election.

D. Effective Date

This agreement takes effect upon its complete execution by all Participating Entities and the County. The obligation of each Participating Entity to the County under this agreement will not end until that Participating Entity pays the County its share of the joint election costs.

IX. Miscellaneous Provisions

A. Amendment/Modification of Exhibits A and B

1. The Participating Entities acknowledge and agree that Exhibit A and Exhibit B may be amended to add or remove entities wishing to participate or cease participating in the agreement. The Participating Entities agree to future amendments of Exhibit A and Exhibit B and authorize the County to enter into such amendments without the Participating Entities' having to sign the future amendments. The County agrees to notify all Participating Entities of any amendments to Exhibit A and Exhibit B.

2. Except as otherwise provided, this Agreement may not be amended in any respect whatsoever except by a further agreement in writing, duly executed by the parties to this agreement. No official, representative, agent, or employee of the County has any authority to modify this Agreement except by express authorization from the Travis County Commissioners Court. No official, representative, agent, or employee of any Participating Entity has any authority to modify this agreement except by express authorization from the governing body of the respective Participating Entity. The Travis County Clerk may propose necessary amendments to this agreement in writing in order to conduct the joint election smoothly and efficiently, except that any such proposed amendment must be approved by the Travis County Commissioners Court and the governing body of each respective Participating Entity before the amendment will be effective.

B. Notice

Any notice to be given in this agreement, by any party to the other, must be in writing and delivered personally or by certified mail, return receipt requested, to the proper party at the addresses listed in Exhibit A.

Each party may change the address for notice to it by giving notice of the change under this section's terms.

C. Force Majeure

In the event that the County cannot perform any of its obligations in this agreement or is interrupted or delayed by any occurrence not occasioned by its own conduct, whether it be an act of God, the result of war, riot, civil commotion, sovereign conduct, epidemic, pandemic, or other event declared a disaster (including a disaster declared by the County Judge), or like reason, then the County will be excused from performing for such period of time as is reasonably necessary after such occurrence to remedy its effects.

D. Venue and Choice of Law

The Participating Entities agree that venue for any dispute arising under this agreement will lie in the appropriate courts of Austin, Travis County, Texas. This agreement is governed by and is to be construed under the laws of Texas and the United States of America.

E. Entire Agreement

This agreement contains the parties' entire agreement relating to the rights granted and the obligations assumed in it, and it supersedes all prior agreements, including prior election services contracts relating to each Participating Entity's May 4, 2024 election. Any prior agreements, promises, negotiations, or representations not expressly contained in this agreement are of no force or effect. Any oral

representations or modifications concerning this agreement have no force or effect, except a subsequent amendment in writing as this agreement provides.

F. Severability

If any provision of this agreement is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity, illegality, or unenforceability will not affect the agreement's remaining provisions; and its parties will perform their obligations under the agreement's surviving terms and provisions.

G. Breach

In the event that any Participating Entity or the County breaches any of its obligations under this agreement, the non-breaching party will be entitled to pursue any and all rights and remedies allowed by law.

H. Payments from Current Revenues

Payments made by the Participating Entities in meeting their obligations under this agreement will be made from current revenue funds available to the governing body of the respective Participating Entity. Payments made by the County in meeting its obligations under this agreement will be made from current revenue funds available to the County.

I. Other Instruments

The Participating Entities agree that they will execute other and further instruments or any documents as may become necessary or convenient to effectuate and carry out this agreement's purposes.

J. Third-Party Beneficiaries

Except as otherwise provided in this agreement, nothing in this agreement, expressed or implied, is intended to confer upon any person, other than the parties to it, any of its benefits, rights, or remedies.

K. Other Joint Election Agreements

The County and the Participating Entities expressly understand and acknowledge that each may enter into other joint election agreements with other political subdivisions, to be held on Election Day and at common polling places covered by this agreement, and that the addition of other political subdivisions as parties to this agreement will require amending Exhibits A and B.

L. Mediation

When mediation is acceptable to both parties in resolving a dispute arising under this agreement, the parties agree to use a mutually agreed upon mediator, or a

person appointed by a court of competent jurisdiction, for mediation as described in Texas Civil Practice and Remedies Code section 154.023. Unless both parties are satisfied with the mediation's result, the mediation will not constitute a final and binding resolution to the dispute. All communications within the scope of the mediation will remain confidential as described in section 154.073, unless both parties agree, in writing, to waive the confidentiality. Despite this, the parties intend to fully comply with the Texas Open Meetings Act and the Texas Public Information Act whenever applicable. The term "confidential" as used in this agreement has the same meanings as defined and construed under the Texas Public Information Act and the Texas Open Meetings Act. Notwithstanding any provision to the contrary, nothing in this Agreement requires the County or a Participating Entity to waive any applicable exceptions to disclosure under the Texas Public Information Act.

M. Counterparts

This Agreement may be executed in multiple counterparts, all of which will be deemed originals and with the same effect as if all parties to it had signed the same document. Signatures transmitted electronically by e-mail in a "PDF" format or by DocuSign or similar e-signature service shall have the same force and effect as original signatures. All of such counterparts will be construed together and will constitute one and the same agreement.

TRAVIS COUNTY

BY: _____
Dyana Limon-Mercado
County Clerk

Date: _____

Joint election agreement for May 3, 2025 elections



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	February 12, 2025	Item Number:	6
	Building & Development		
Department:	Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

1405 Wildcat Hollow/1508 Westlake Dr.: Consider action to make a recommendation for the Replat of Lot 1, K & J P Subdivision, Lot 1 and all of a called 1.544 acre tract of land situated in the Wilson Sparks Survey, Abstract No. 21 (Section 36.01.018 of the West Lake Hills Code).

Applicant: Matt Boelsche, Dick Clark & Associates

Recommendation

Staff recommends denial with conditions of the proposed plat (Exhibit A) for the following basis listed in Exhibit B.

The item was reviewed at the January 15, 2025, Zoning and Planning Commission meeting and recommended denial with conditions by a vote of 3-0 (Attachment 9).

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Jaff Ventures (1405 Wildcat Hollow), 1508 Westlake LLC (1508 Westlake Dr.)

Legal Description: Lot 1, K & J P Subdivision, Lot 1 and all of a called 1.544 acre tract of land situated in the Wilson Sparks Survey, Abstract No. 21

Lot Size: 3.4019 acres

Zoning: R-1, One-Family Residential

Wastewater: On-site Sewage Facility (OSSF)(1405 Wildcat Hollow) Public City Sewer (1508 Westlake Dr.)

The properties surrounding the subject property are zoned R-1 One-Family Residential District.

Background & Analysis:

The applicant is proposing to replat Lot 1 of the K&JP Subdivision, along with 1.544 acres of the Wilson Sparks Survey. Lot 1 in the existing plat (Attachment 2) is 1.831 acres. The applicant is proposing to take 0.544 acres from the surveyed tract for 1508 and increase the size of Lot 1 to 2.4019 acres. A residential lot can be replatted within a subdivision without vacation of the previous lot if the none of the covenants or restrictions of the previous plat are removed.

With this replat, no streets or infrastructure are required or proposed. Lot 1 has 323.9 feet of frontage along Wildcat Hollow and an average depth of 362 feet. Lot 2 has 119.98 feet of frontage along Westlake Drive and

an average depth of 257 feet. Lot must provide on-site sewage facility . One of the outstanding items includes the exhibit that shows a preliminary and alternative location for OSSF on a topographic survey (Plat Item 23). Lot 2 along Westlake Drive has reserved a sewer connection on the city sewer. A site plan for Lot 1R has been submitted and is under review.

Attachments:

Exhibit A – Proposed Plat
 Exhibit B – Denial Conditions
 Attachment 1 – Project Description Letter
 Attachment 2 – K & J P Subdivision
 Attachment 3 – Water Service Availability
 Attachment 4 – Fire Service Availability
 Attachment 5 – Updated Drainage Plans (1/23/2025)
 Attachment 6 – Drainage Engineering Report (1/23/2025)
 Attachment 7 – K & J P Replat Review 1 Conditions
 Attachment 8 – Drainage Engineering Review 2
 Attachment 9 – Draft ZAPCO Minutes 01/15/2025

Chapter 36 Subdivision

Section 36.01.004 Replat or resubdivision without vacation:

A replat or plat vacation, as defined by chapter 212.014 (of the Texas Local Government Code), shall meet all of the informational and procedural requirements set forth for a final plat.

Sec. 212.014. REPLATTING WITHOUT VACATING PRECEDING PLAT. A replat of a subdivision or part of a subdivision may be recorded and is controlling over the preceding plat without vacation of that plat if the replat:

- (1) is signed and acknowledged by only the owners of the property being replatted;
The owners of the property have requested the replat.
- (2) is approved by the municipal authority responsible for approving plats; and
Under the West Lake Hills Code of Ordinances, the Zoning & Planning Commission provides a recommendation to the City Council. The City Council is the responsible authority for the approval of plats.
- (3) does not attempt to amend or remove any covenants or restrictions.
Condition of approval is the addition of the reference to the previous plat for K & J P Subdivision and pending acknowledgement of other covenants or restrictions (Exhibit B)

Sec. 212.015. ADDITIONAL REQUIREMENTS FOR CERTAIN REPLATS.

- (a) In addition to compliance with Section [212.014](#), a replat without vacation of the preceding plat must conform to the requirements of this section if:
 - (1) during the preceding five years, any of the area to be replatted was limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot; or
 - (2) any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot.

The lot has a zoning classification of R-1 residential which is restricted to single-family.

- (f) If a proposed replat described by Subsection (a) does not require a variance or exception, the municipality shall, not later than the 15th day after the date the replat is approved, provide written notice by mail of the approval of the replat to each owner of a lot in the original subdivision that is within 200 feet of the lots to be replatted according to the most recent municipality or county tax roll. This subsection does not apply to a proposed replat if the municipal planning commission or the governing body of the municipality holds a public hearing and gives notice of the hearing in the manner provided by Subsection (b).

No subdivision variance is necessary for the replat of the lot.

- (g) The notice of a replat approval required by Subsection (f) must include:
- (1) the zoning designation of the property after the replat; and
 - (2) a telephone number and e-mail address an owner of a lot may use to contact the municipality about the replat.

Notice will be provided according to state law once approved by the City Council.

Compliance with Adopted Building Codes

The property and future construction will have to comply with all applicable City codes.

Subdivision

For the reasons stated in the within this report, once the conditions are met the plat will meet requirements of Chapter 36.

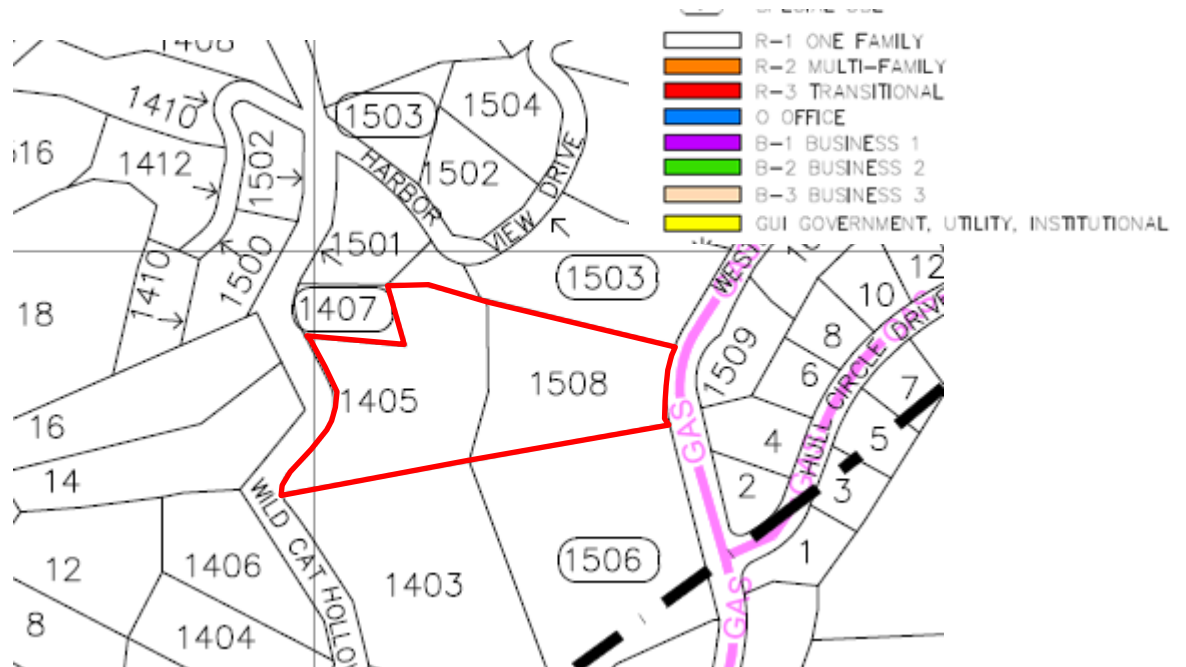
Comprehensive Planning Analysis

The request is in conformance with the City of West Lake Hills Master Plan.

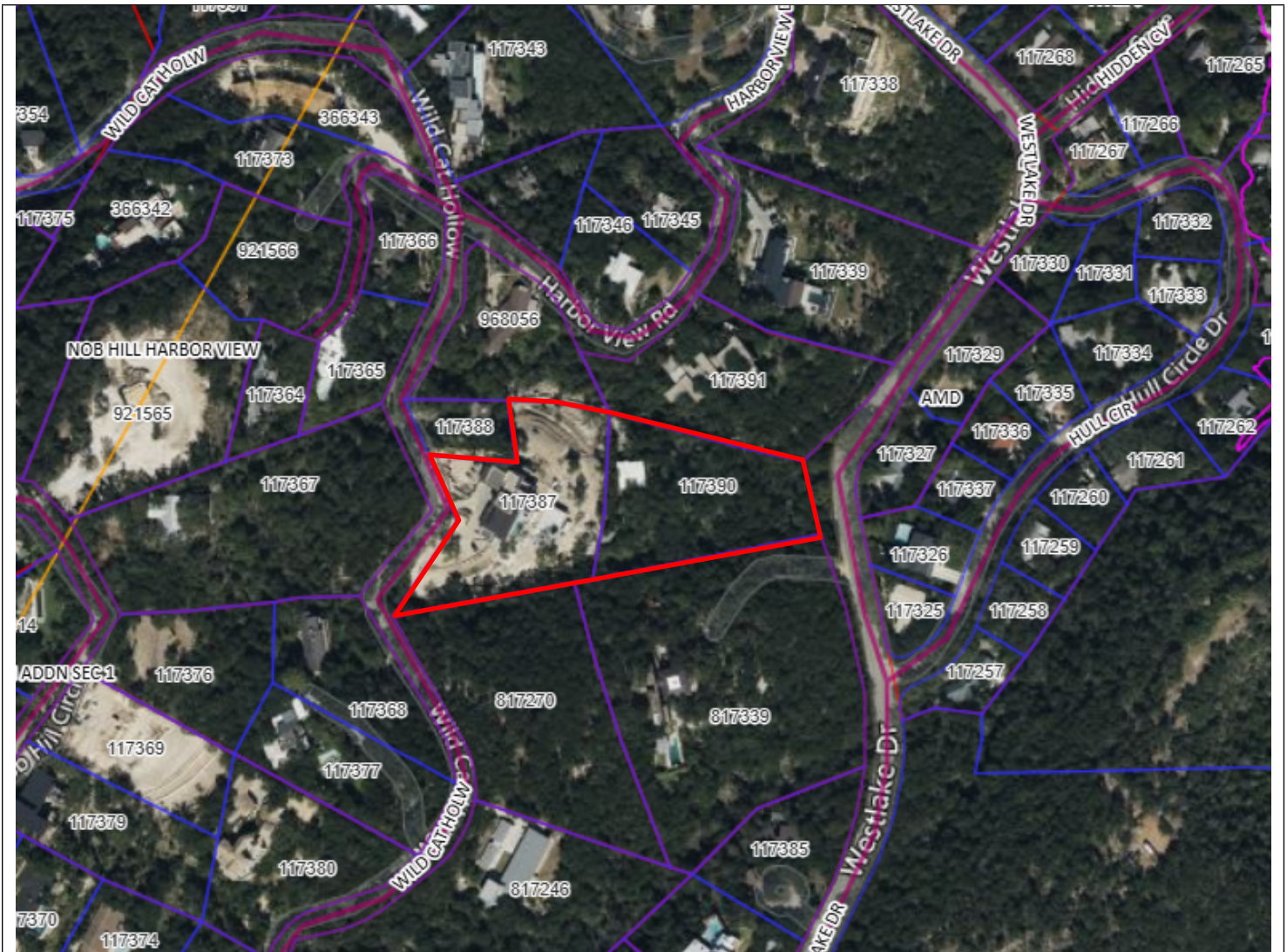
Links to Relevant Code:

- [Section 36.01.004 \(f\) Vacation of Plan or Plat, recording replat or resubdivision without vacation.](#)
- [Section 36.01.006: Preliminary and final plat filing procedure.](#)
- [Texas Local Government Code Chapter 212](#)

Zoning:



Aerial:



BEARING BASIS:

ALL BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, GRID NORTH, CENTRAL ZONE, (4203), NAD83.

SURVEY CONTROL:

CONTROL FOR THIS SURVEY IS BASED ON A 1/2" IRON ROD WITH "4WARD CONTROL" CAP SET, GRID COORDINATES (STATE PLANE TEXAS CENTRAL - 4203) AND ELEVATIONS (NAVD88) SHOWN HEREON DERIVED FROM GPS OBSERVATIONS COLLECTED DECEMBER 12, 2022.

BENCHMARK NOTE:

TBM #1- SQUARE CUT ON TOP OF CONCRETE HEADWALL, ON THE WEST SIDE OF WILD CAT HOLLOW. ±52' WEST FROM THE SOUTHWEST CORNER OF THE SUBJECT TRACT AND ±20 SOUTH FROM A FIRE HYDRANT ELEVATION = 725.98'.

TBM #2- SQUARE CUT ON TOP OF CONCRETE HEADWALL ON THE WEST SIDE OF WILD CAT HOLLOW ±90' NORTHWEST FROM THE NORTHWEST CORNER OF THE SUBJECT TRACT AND ±25' SOUTHEAST FROM A POWER POLE. ELEVATION = 725.67'.

LOT TABLE SUMMARY:

LOT 1R 2.4019 ACRES (104,626 SQ. FT.)
LOT 2R 1.0000 ACRES (43,560 SQ. FT.)
TOTAL 3.4019 ACRES (148,186 SQ. FT.)

ZONING DESIGNATION OF "R-1" - ONE FAMILY PER CITY OF WEST LAKE HILLS.

LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	N25°41'30"W	121.88'
L2	S86°34'47"E	149.09'
L3	N11°00'02"W	105.47'
L4	N88°24'32"E	75.19'
L5	S81°32'57"E	97.04'
L6	S78°18'00"E	65.84'
L7	S14°42'37"E	119.98'
L8	N25°46'40"W	100.30'
L9	S17°20'27"E	131.46'
L10	N28°04'00"W	117.53'
L11	N25°59'10"W	44.67'

RECORD LINE TABLE		
LINE #	DIRECTION	LENGTH
(L1)	N23°13'44"W	122.05'
(L2)	S84°04'07"E	149.02'
((L2))	S84°12'00"E	149.62'
(L3)	N08°31'13"W	105.47'
((L3))	N09°05'00"W	105.15'
(L4)	N89°03'42"E	75.30'
[L4]	N88°32'32"E	75.28'
(L5)	S79°00'52"E	97.18'
[L5]	S81°32'42"E	97.64'
{L6}	S75°29'35"E	65.62'
{L7}	S12°25'30"E	119.99'
((L8))	N23°31'00"W	100.22'
[L9]]	S15°00'06"E	131.47'
[[L9]]	S14°49'18"E	131.55'
[L10]	N25°43'41"W	117.94'

LEGAL DESCRIPTION

A TRACT OF LAND CONTAINING 3.4019 ACRES (148,186 SQUARE FEET) OF LAND, MORE OR LESS, OUT OF THE WILKINSON SPARKS SURVEY, ABSTRACT NO. 21, IN TRAVIS COUNTY, TEXAS, BEING COMPRISED OF LOT 1 OF K&J P SUBDIVISION, A SUBDIVISION RECORDED IN VOLUME 91, PAGE 389 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS (P.R.T.C.T.), CONVEYED TO JAFF VENTURES, LLC IN DOCUMENT NO. 2017008915 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.) AND ALL OF THAT 1.544 ACRE TRACT OF LAND CONVEYED TO 1508 WESTLAKE, LLC IN DOCUMENT NUMBER 2023107613 (O.P.R.T.C.T.); SAID 3.4019 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, AT AN IRON ROD FOUND ON THE EAST RIGHT-OF-WAY LINE OF WILD CAT HOLLOW (RIGHT-OF-WAY VARIES), BEING THE SOUTHWEST CORNER OF SAID LOT 1, K&J P SUBDIVISION AND THE NORTHWEST CORNER OF LOT 1 OF THE AMENDED PLAT OF BELA VISTA SUBDIVISION, RECORDED IN DOCUMENT NUMBER 200500107 (P.R.T.C.T.), FOR THE SOUTHWEST CORNER AND POINT OF BEGINNING HEREOF;

THENCE, ALONG AND WITH THE EAST RIGHT-OF-WAY LINE OF SAID WILD CAT HOLLOW, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1) N33°22'44"E, A DISTANCE OF 202.02 FEET TO A MAG NAIL FOUND FOR AN ANGLE POINT IN SAID LINE; 2) N25°41'30"W, A DISTANCE OF 121.88 FEET TO A 1/2" IRON PIPE FOUND AT THE MOST WESTERLY COMMON CORNER OF SAID LOT 1, K&J P SUBDIVISION AND A CALLED 0.35 ACRE TRACT CONVEYED TO ANDREW AND KAITLYN CONEY, RECORDED IN DOCUMENT NUMBER 2020168402 (O.P.R.T.C.T.);

THENCE, ALONG AND WITH THE COMMON LINES OF SAID LOT 1, K&J P SUBDIVISION AND SAID 0.35 ACRE TRACT, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1) S86°34'47"E, A DISTANCE OF 149.09 FEET TO A CALCULATED POINT FOR AN ANGLE POINT; 2) N11°00'02"W, A DISTANCE OF 105.47 FEET TO A CALCULATED POINT FOR THE COMMON CORNER OF SAID LOT 1, K&J P SUBDIVISION AND SAID 0.35 ACRE TRACT, SAID POINT BEING ON THE SOUTH LINE OF LOT 1 OF THE WILDCAT HARBOR CONFORMING PLAT RECORDED IN DOCUMENT NUMBER 202200177 (O.P.R.T.C.T.);

THENCE, ALONG AND WITH THE COMMON LINES OF SAID LOT 1, K&J P SUBDIVISION AND SAID LOT 1, WILDCAT HARBOR PLAT, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1) N88°24'32"E, A DISTANCE OF 75.19 FEET TO A CALCULATED POINT FOR AN ANGLE POINT ON SAID LINE; 2) S81°32'57"E, A DISTANCE OF 97.04 FEET TO A 1/2" IRON ROD WITH CAP STAMPED "4WARD BOUNDARY" SET ON THE NORTH LINE SAID LOT 1, K&J P SUBDIVISION AND THE COMMON CORNER OF SAID LOT 1, WILDCAT HARBOR PLAT AND LOT 1 OF GIBBINS-REED SUBDIVISION RECORDED IN VOLUME 99, PAGE 39 (P.R.T.C.T.);

THENCE, ALONG AND WITH THE NORTH LINES OF LOT 1, K&J P SUBDIVISION AND SAID 1.544 ACRE TRACT AND BEING THE SOUTH LINES OF SAID LOT 1, GIBBINS-REED SUBDIVISION, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

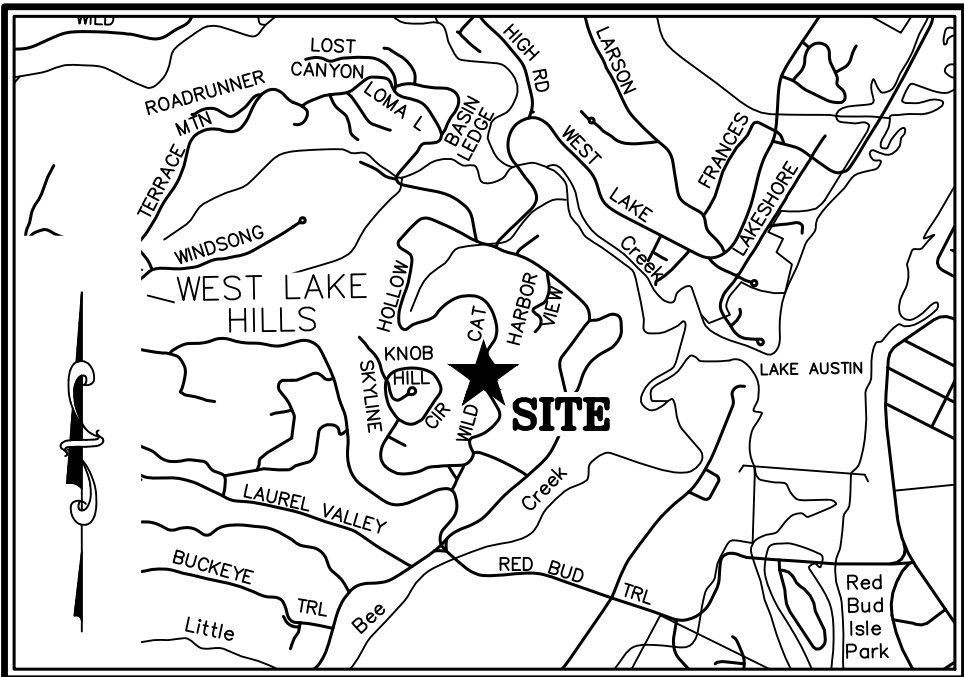
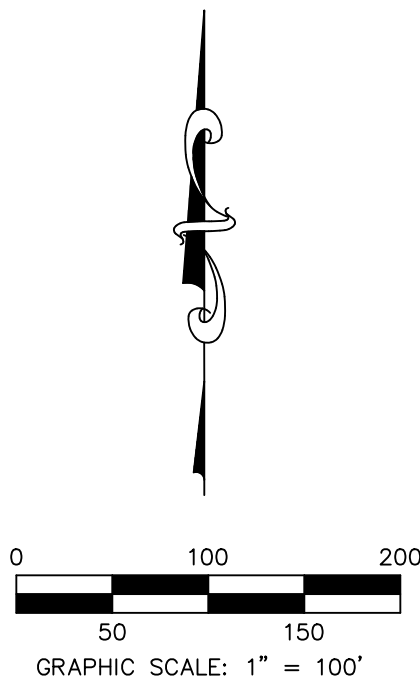
1) S75°02'03"E, A DISTANCE OF 268.29 FEET TO A 5/8" IRON ROD FOUND FOR AN ANGLE POINT ON SAID LINE; 2) S78°18'00"E, A DISTANCE OF 65.84 FEET TO A 1/2" IRON ROD FOUND ON THE WEST RIGHT-OF-WAY LINE OF WESTLAKE DRIVE (RIGHT-OF-WAY VARIES) FOR THE COMMON CORNER OF 1.544 ACRE TRACT AND SAID LOT 1, GIBBINS-REED SUBDIVISION;

THENCE, ALONG AND WITH THE WEST RIGHT-OF-WAY LINE OF SAID WESTLAKE DRIVE AND THE EAST LINE OF SAID 1.544 ACRE TRACT, S14°42'37"E A DISTANCE OF 119.98 FEET TO A 1/2" IRON ROD FOUND FOR THE COMMON CORNER OF SAID 1.544 ACRE TRACT AND A 3.811 ACRE TRACT CONVEYED TO JOSEPH DRAKER, JR. RECORDED IN DOCUMENT NO. 2007063361 (O.P.R.T.C.T.);

THENCE, DEPARTING THE WEST RIGHT-OF-WAY LINE OF SAID WESTLAKE DRIVE AND WITH THE SOUTH LINES OF SAID 1.544 ACRE TRACT AND SAID LOT 1, K & J P SUBDIVISION, S76°46'14"W A DISTANCE 389.79 FEET TO A 1/2" IRON ROD WITH CAP STAMPED "4WARD BOUNDARY" SET AT THE COMMON CORNER OF SAID 3.811 ACRE TRACT AND SAID LOT 1, BELA VISTA SUBDIVISION;

THENCE, CONTINUING WITH THE SOUTH LINE OF SAID LOT 1, K & J P SUBDIVISION, BEING THE NORTH LINE OF SAID LOT 1, BELA VISTA SUBDIVISION, S77°36'40"W, A DISTANCE OF 340.77 FEET TO THE POINT OF BEGINNING AND CONTAINING 3.4019 ACRES (3,853 SQ. FT.) OF LAND MORE OR LESS.

REPLAT OF
THE K & J P SUBDIVISION
3.4019 ACRES
IN THE CITY OF
WESTLAKE HILLS, TEXAS

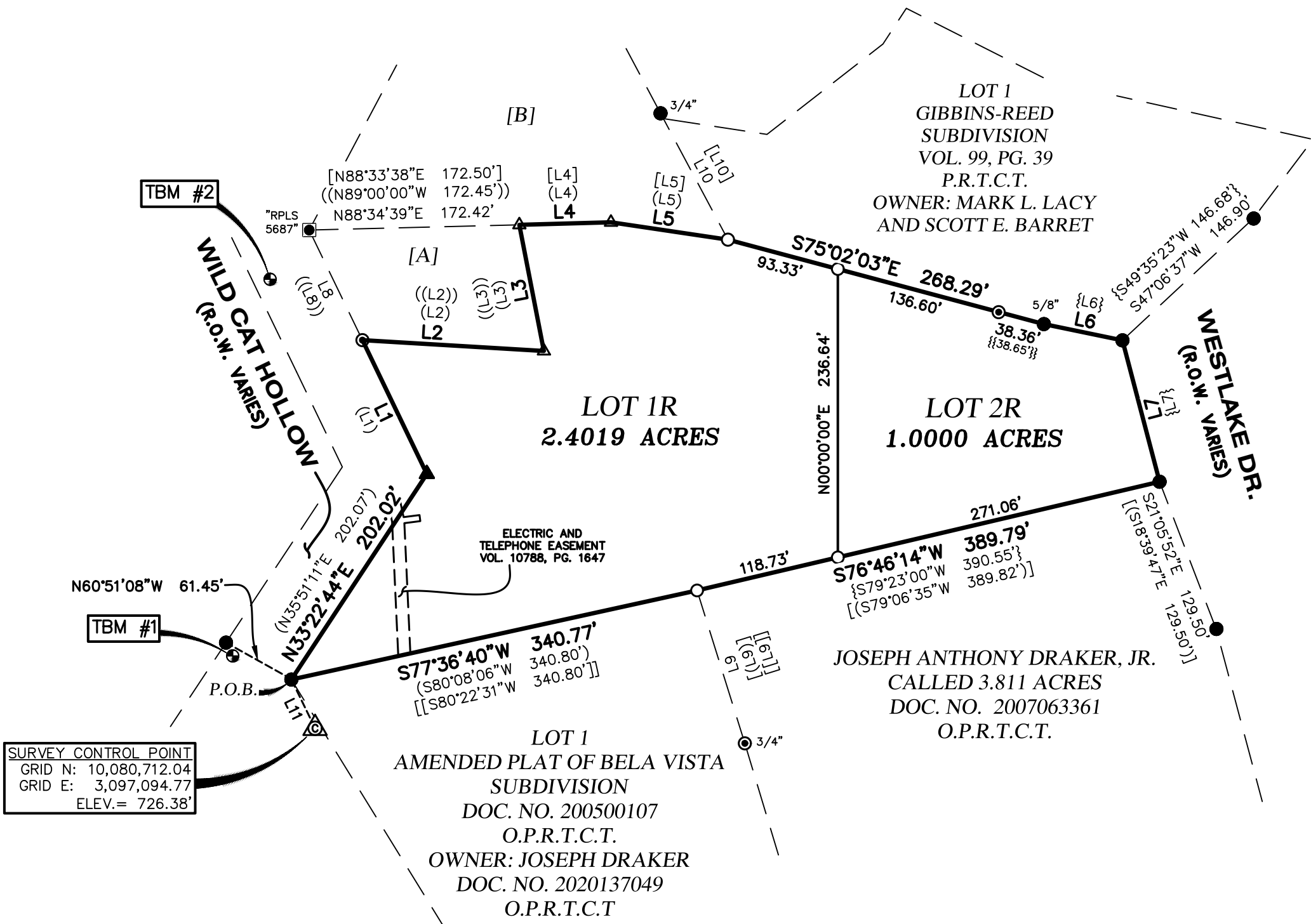


VICINITY MAP

SCALE: 1" = 2000'

[A]
ANDREW & KAITLYN CONEY
CALLED 0.35 ACRE
DOC. NO. 2020168402
O.P.R.T.C.T.

[B]
LOT 1
WILDCAT HARBOR CONFORMING PLAT
DOC. NO. 202200177
O.P.R.T.C.T.
OWNER: 1501 WILD CAT HOLLOW LLC



LEGEND

—	PROPERTY LINE
---	EXISTING PROPERTY LINES
- - -	EXISTING EASEMENTS
△	CALCULATED POINT
●	1/2" IRON ROD FOUND
▲	MAG NAIL FOUND
⊙	1/2" IRON PIPE FOUND (UNLESS NOTED)
⊗	SURVEY CONTROL POINT
⊕	BENCHMARK
○	1/2" IRON ROD WITH "4WARD BOUNDARY" CAP SET
⊠	IRON ROD WITH "LANDMARK" CAP FOUND (UNLESS NOTED)
⊙	BOLT FOUND AS NOTED
DOC. NO.	DOCUMENT NUMBER
B.L.	BUILDING LINE
VOL.	VOLUME
PG.	PAGE
R.O.W.	RIGHT-OF-WAY
P.R.T.C.T.	PLAT RECORDS, TRAVIS COUNTY, TEXAS
O.P.R.T.C.T.	OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS
D.R.T.C.T.	DEED RECORDS, TRAVIS COUNTY, TEXAS
(.....)	RECORD INFORMATION PER PLAT VOL. 91, PG. 389
[.....]	RECORD INFORMATION PER DOC. # 202200177
((.....))	RECORD INFORMATION PER DOC. NO. 2020168402
[[.....]]	RECORD INFORMATION PER PLAT DOC. NO. 200500107
{.....}	RECORD INFORMATION PER DOC. NO. 2021173600
{{.....}}	RECORD INFORMATION PER PLAT VOL. 99, PG. 39
[[.....]]	RECORD INFORMATION PER DOC. NO. 2007063361

SHEET INDEX:

SHEET 1: MAP & LEGEND
SHEET 2: PLAT NOTES & SIGNATURE BLOCKS

DATE OF PREPARATION: 1/30/2025



PO Box 90876, Austin Texas 78709
INFO@4WARDLS.COM (512) 537-2384
TBPELS FIRM #10174300

Date:	1/30/2025
Project:	00144
Scale:	1" = 100'
Reviewer:	PG
Tech:	TR
Field Crew:	MW
Survey Date:	DEC. 2022
Sheet:	1 OF 2

STATE OF TEXAS §
COUNTY OF TRAVIS §

KNOW ALL MEN BY THESE PRESENTS:
THAT, JAFF VENTURES, LLC, THE UNDERSIGNED OWNER OF LOT 1, K&JP SUBDIVISION, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, RECORDED IN VOLUME 91 PAGE 389 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS, AS CONVEYED IN GENERAL WARRANTY DEED RECORDED IN DOCUMENT NUMBER 2017008915, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND 1508 WESTLAKE, LLC OWNER OF A THAT 1.544 ACRE TRACT OF LAND DESCRIBED CONVEYED BY GENERAL WARRANTY DEED IN DOCUMENT NUMBER 2023107613, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS. DO HEREBY SUBDIVIDE 3.4019 ACRES, SAID RESUBDIVISION TO BE KNOWN AS

"REPLAT OF THE K & J P SUBDIVISION"

AND DO HEREBY DEDICATE TO THE PUBLIC, THE USE OF THE STREETS AND EASEMENTS SHOWN HEREON, SUBJECT TO ANY EASEMENTS AND/OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND, THIS THE _____ DAY OF _____, 20____ A.D.

DOUG JAFFE (OWNER)
JAFF VENTURES, LLC
500 W 5TH STREET, STE 1010
AUSTIN TX 78701

DOUG JAFFE (OWNER)
1508 WESTLAKE, LLC
1315 NUECES STREET
AUSTIN TX 78701

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED _____ KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT OF WRITING, AND HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

WITNESS MY HAND AND SEAL OF OFFICE, THIS THE _____ DAY OF _____, 20____ A.D.

NOTARY PUBLIC FOR _____ COUNTY, TEXAS.

MY COMMISSION EXPIRES:

ENGINEER'S CERTIFICATION:

I, ALEJANDRA FLORES S., AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING, AND HEREBY CERTIFY HAT THE INFORMATION CONTAINED ON THIS PLAT COMPLIES WITH THE SUBDIVISION REGULATIONS FOR THE CITY OF WEST LAKE HILLS, TEXAS AND THAT THE 100-YEAR FLOOD PLAIN IS AS SHOWN AND WILL BE CONTAINED WITHIN THE DRAINAGE EASEMENT AND OR DRAINAGE RIGHT-OF-WAY, AS SHOWN HEREON.

ALEJANDRA FLORES S., P.E. DATE
TEXAS REGISTRATION NO. 149401
MILIAN CONSULTING & ENGINEERING.
501 N IH 35 #209C
AUSTIN, TEXAS 78702
FIRM REG# F-22686

SURVEYOR'S CERTIFICATION:

STATE OF TEXAS §
COUNTY OF TRAVIS §

KNOW ALL MEN BY THESE PRESENTS

I, PAUL N. GUERRERO, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF LAND SURVEYING, AND HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT, AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND.

PRELIMINARY, THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT. FOR REVIEW PURPOSES ONLY.

PAUL N. GUERRERO, R.P.L.S. DATE
TEXAS REGISTRATION NO. 5992
4WARD LAND SURVEYING
4120 FREDRICH LANE, SUITE 200
AUSTIN, TEXAS 78744

OAK WILT CERTIFICATION

I, THE UNDERSIGNED, A CERTIFIED ARBORIST HEREBY CERTIFY THAT OAK WILT WAS NOT FOUND ON THE PROPERTY.

NAME DATE

GENERAL NOTES:

1. THE BENCHMARKS USED ARE:
TBM #1- SQUARE CUT ON TOP OF CONCRETE HEADWALL, ON THE WEST SIDE OF WILDCAT HOLLOW. ±52' WEST FROM THE SOUTHWEST CORNER OF THE SUBJECT TRACT AND ±20 SOUTH FROM A FIRE HYDRANT ELEVATION = 725.98 FEET.
TBM #2- SQUARE CUT ON TOP OF CONCRETE HEADWALL ON THE WEST SIDE OF WILD CAT HOLLOW ±90' NORTHWEST FROM THE NORTHWEST CORNER OF THE SUBJECT TRACT AND ±25' SOUTHEAST FROM A POWER POLE, ELEVATION = 725.67 FEET.

2. WATER SERVICE IS PROVIDED BY TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT # 10.

3. WASTEWATER SERVICE FOR LOT 2 WILL BE SERVED BY CITY OF WESTLAKE HILLS. LOT 1 WILL BE PRIVATE SEPTIC SERVICE.

4. ELECTRIC SERVICE IS PROVIDED BY AUSTIN ENERGY.

5. ALL SUBDIVISION PERMITS SHALL CONFORM TO THE CITY OF WEST LAKE HILLS CODE OF ORDINANCES, PUBLIC IMPROVEMENT STANDARDS, AND GENERALLY ACCEPTED ENGINEERING PRACTICES.

6. CONSTRUCTION PLANS AND SPECIFICATIONS FOR ALL SUBDIVISION IMPROVEMENTS SHALL BE REVIEWED AND ACCEPTED BY THE CITY OF WEST LAKE HILLS PRIOR TO ANY CONSTRUCTION WITHIN THE SUBDIVISION.

7. THE OWNER OF THIS SUBDIVISION, AND HIS OR HER SUCCESSORS AND ASSIGNS, ASSUMES SOLE RESPONSIBILITY FOR PLANS FOR CONSTRUCTION OF SUBDIVISION IMPROVEMENTS WHICH COMPLY WITH APPLICABLE CODES AND REQUIREMENTS OF THE CITY OF WEST LAKE HILLS. THE OWNER UNDERSTANDS AND ACKNOWLEDGES THAT PLAT VACATION OR RE-PLATTING MAY BE REQUIRED, AT THE OWNER'S SOLE EXPENSE, IF PLANS TO CONSTRUCT THIS SUBDIVISION DO NOT COMPLY WITH SUCH CODES AND REQUIREMENTS.

8. BY APPROVING THIS PLAT, THE CITY OF WEST LAKE HILLS ASSUMES NO OBLIGATION TO CONSTRUCT ANY INFRASTRUCTURE IN CONNECTION WITH THIS SUBDIVISION. ANY SUBDIVISION INFRASTRUCTURE REQUIRED FOR THE DEVELOPMENT OF THE LOTS IN THIS SUBDIVISION IS THE SOLE RESPONSIBILITY OF THE DEVELOPER AND/OR THE OWNERS OF THE LOTS. FAILURE TO CONSTRUCT ANY REQUIRED INFRASTRUCTURE TO CITY STANDARDS MAY BE JUST CAUSE FOR THE CITY TO DENY APPLICATIONS FOR CERTAIN DEVELOPMENT PERMITS INCLUDING BUILDING PERMITS, SITE PLAN APPROVALS AND/OR CERTIFICATE OF OCCUPANCY.

9. FISCAL SURETY FOR SUBDIVISION CONSTRUCTION, IN A FORM ACCEPTABLE TO THE CITY OF WEST LAKE HILLS, SHALL BE PROVIDED PRIOR TO PLAT APPROVAL BY THE CITY.

10. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE APPROVED WATER DISTRIBUTION AND WASTEWATER CONNECTION FACILITIES.

11. WASTEWATER AND WATER SYSTEMS SHALL CONFORM TO TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ).

12. DEVELOPER OR PROPERTY OWNER SHALL BE SOLELY RESPONSIBLE FOR ALL RELOCATION AND MODIFICATIONS TO EXISTING UTILITIES.

13. FLOOD HAZARD: NO PORTION OF THIS TRACT IS WITHIN A FLOOD HAZARD AREA AS SHOWN ON THE FLOOD INSURANCE RATE MAP PANEL NUMBER 48453C0445K, FOR THE CITY OF WEST LAKE HILLS, TEXAS, INDICATE THAT THE PROPERTY SHOWN HEREON DOES NOT LIE WITHIN A SPECIAL FLOOD HAZARD AREA AS SHOWN ON MAP REVISED JANUARY 22, 2020.

14. SITE CLEARANCE, SITE DISTURBANCE AND IMPERVIOUS COVER NOTE. SITE CLEARANCE, SITE DISTURBANCE, OR IMPERVIOUS COVER: EVERY LOT OR UNIT IN THIS SUBDIVISION IS SUBJECT TO THE CITY OF WEST LAKE HILLS' SITE CLEARANCE PROCEDURES. NO SITE CLEARANCE, EXCAVATION, GRADING OR LANDFILL SHALL COMMENCE UNLESS A PERMIT SHALL HAVE FIRST BEEN ISSUED FOR SUCH WORK IN ACCORDANCE WITH THE PROVISIONS OF APPLICABLE ORDINANCES. IMPERVIOUS COVER SHALL NOT EXCEED THE MAXIMUM PERCENTAGE PERMITTED UNDER CITY ORDINANCE.

15. SEPTIC SYSTEMS: EVERY LOT WITHIN THE CITY'S MUNICIPAL BOUNDARIES IN THIS SUBDIVISION IS SUBJECT TO CHAPTER 18 OF THE WEST LAKE HILLS CODE, AS AMENDED. NO SEPTIC SYSTEM OR OTHER PRIVATE SEWAGE FACILITY MAY BE CONSTRUCTED IN THE CITY UNTIL THE CITY OF WEST LAKE HILLS HAS ISSUED A PERMIT FOR ITS CONSTRUCTION. NO PRIVATE SEWAGE FACILITY IN THE CITY LIMITS MAY BE USED UNTIL THE FACILITY HAS BEEN APPROVED AND LICENSED BY THE CITY. LOT SIZE REQUIREMENTS FOR RESIDENTIAL AND COMMERCIAL PRIVATE SEWAGE FACILITIES SHALL CONFORM TO CONSTRUCTION AND DEVELOPMENT LIMITATIONS IN CHAPTER 18 OF THE WEST LAKE HILLS CODE, AS AMENDED.

16. PROPERTY OWNER SHALL PROVIDE FOR ACCESS TO ALL EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENT AUTHORITIES.

17. NO BUILDING, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN, EXCEPT AS APPROVED BY THE CITY OF WEST LAKE HILLS.

18. ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNEES.

19. EROSION AND SEDIMENTATION CONTROLS CONSTRUCTED IN ACCORDANCE WITH THE CODE OF ORDINANCES OF THE CITY OF WEST LAKE HILLS ARE REQUIRED FOR ALL CONSTRUCTION ON EACH LOT.

20. PUBLIC UTILITY AND DRAINAGE EASEMENTS WHERE SHOWN AND/OR DESCRIBED HEREON ARE INTENDED TO INDICATE AN EASEMENT FOR CONSTRUCTION, OPERATION, AND MAINTENANCE OF PUBLIC UTILITIES AND DRAINAGE WAYS; INCLUDING, BUT NOT LIMITED TO, SANITARY SEWERS, FORCE MAINS, WATER LINES, TELEPHONE SIGNAL CONDUITS, ELECTRIC CONDUCTORS, DRAINAGE PIPES, AND NATURAL GAS LINES.

21. FOR SUBDIVISIONS WITHIN THE CITY LIMITS OF THE CITY OF WEST LAKE HILLS: STREETS, ROADS AND OTHER PUBLIC THOROUGHFARES SHOWN ON PLAT: THE BUILDING OF ALL STREETS, ROADS AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT, AND ANY BRIDGES OR CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IN SUCH STREETS, ROADS OR OTHER PUBLIC THOROUGHFARES OR IN CONNECTION THEREWITH, SHALL BE THE RESPONSIBILITY OF THE OWNER AND/OR DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TRAVIS COUNTY, TEXAS, IF SAID PLAT IS WITHIN THE CITY LIMITS OF THE CITY OF WEST LAKE HILLS, TEXAS. THE CITY OF WEST LAKE HILLS, TEXAS ASSUMES NO RESPONSIBILITY TO BUILD ANY OF THE STREETS, ROADS OR OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OR ANY BRIDGES OR CULVERTS IN CONNECTION THEREWITH. ALL CURB CUTS, ENTRANCES AND EXITS ONTO PUBLIC STREETS OR HIGHWAYS SHALL FIRST BE APPROVED BY THE CITY OF WEST LAKE HILLS, TEXAS.

22. BUILD-TO LINES SHALL BE IN ACCORDANCE WITH THE ORDINANCES OF THE CITY OF WEST LAKE HILLS.

23. ALL OF THE LAND DEPICTED ON THIS SUBDIVISION PLAT IS LOCATED WITHIN THE FULL PURPOSE MUNICIPAL BOUNDARIES OF THE CITY OF WEST LAKE HILLS ON THIS THE 22ND DAY OF NOVEMBER 2024.

24. ALL RESTRICTIONS AND NOTES FROM THE PREVIOUS EXISTING SUBDIVISION K & J P SUBDIVISION, RECORDED IN VOLUME 91, PAGE 389, PLAT RECORDS, TRAVIS COUNTY, TEXAS SHALL APPLY TO THIS PLAT.

25. NO DEED RESTRICTIONS OR COVENANTS WERE FOUND IN THE RECORDS ON FILE WITH THE TRAVIS COUNTY CLERKS OFFICE.

CERTIFICATION BY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 10.

THE TRACT OF LAND DESCRIBED ON THIS PLAT IS WITHIN THE BOUNDARIES OF TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT (WCID) NO. 10 AND HAS WATER SERVICE AVAILABLE.

PRESIDENT OF THE BOARD DATE
WCID NO. 10

CERTIFICATION BY THE CITY ADMINISTRATOR

I, THE UNDERSIGNED, CITY ADMINISTRATOR OF THE CITY OF WEST LAKE HILLS, TEXAS, HEREBY CERTIFY THAT THIS SUBDIVISION PLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE CITY FOR WHICH MY APPROVAL IS REQUIRED.

CITY ADMINISTRATOR DATE
CITY OF WEST LAKE HILLS, TEXAS

ZONING AND PLANNING COMMISSION (ZAPCO) OF THE CITY

THIS PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE ZONING AND PLANNING COMMISSION (ZAPCO) OF THE CITY OF WEST LAKE HILLS, TEXAS.

ZAPCO CHAIRPERSON DATE
CITY OF WEST LAKE HILLS, TEXAS

CITY COUNCIL APPROVAL

APPROVED AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TEXAS.

DATED THIS _____DAY OF _____, 20____

APPROVED:

MAYOR
CITY OF WEST LAKE HILLS, TEXAS

ATTEST:

CITY SECRETARY

STATE OF TEXAS §
COUNTY OF TRAVIS §

THAT I, _____, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT WITH ITS CERTIFICATION OF AUTHENTICATION WAS FILED IN MY

OFFICE ON THE _____ DAY OF _____, 20____ A.D., AT _____ O'CLOCK ____ M.,

AND DULY RECORDED ON THE _____ DAY OF _____, 20____ A.D.,

AT _____ O'CLOCK ____ M., IN THE PLAT RECORDS OF

SAID COUNTY IN DOCUMENT NO. _____ OF THE OFFICIAL PUBLIC

RECORDS OF TRAVIS COUNTY, TEXAS.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY COURT OF SAID COUNTY,

THIS THE _____ DAY OF _____, 20____ A.D.

DYANA LIMON-MERCADO, CLERK OF TRAVIS COUNTY, TEXAS

BY: DEPUTY, COUNTY CLERK
TRAVIS COUNTY, TEXAS

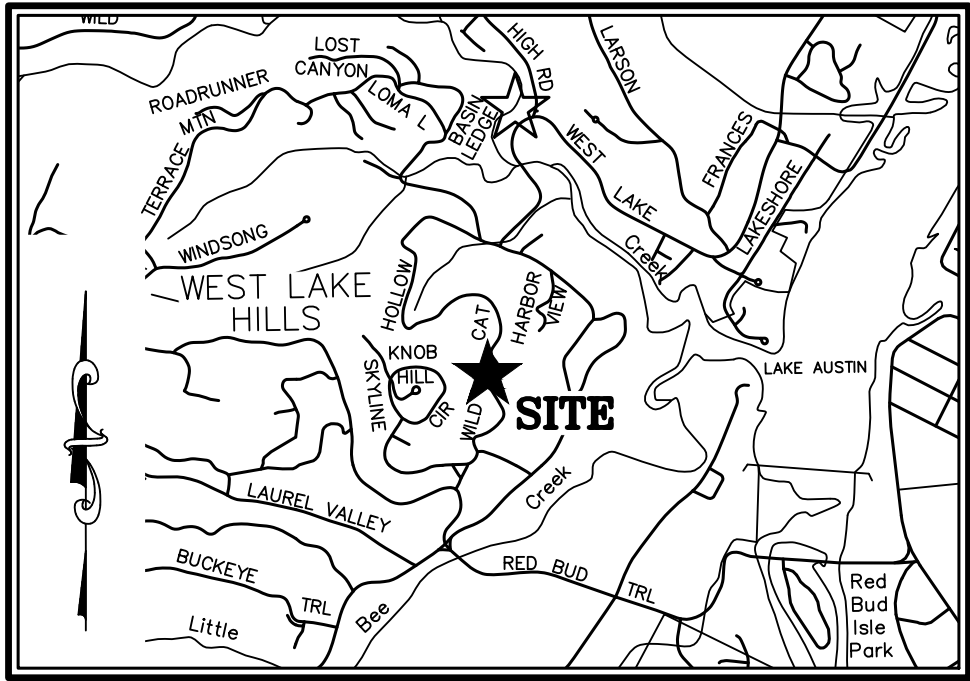
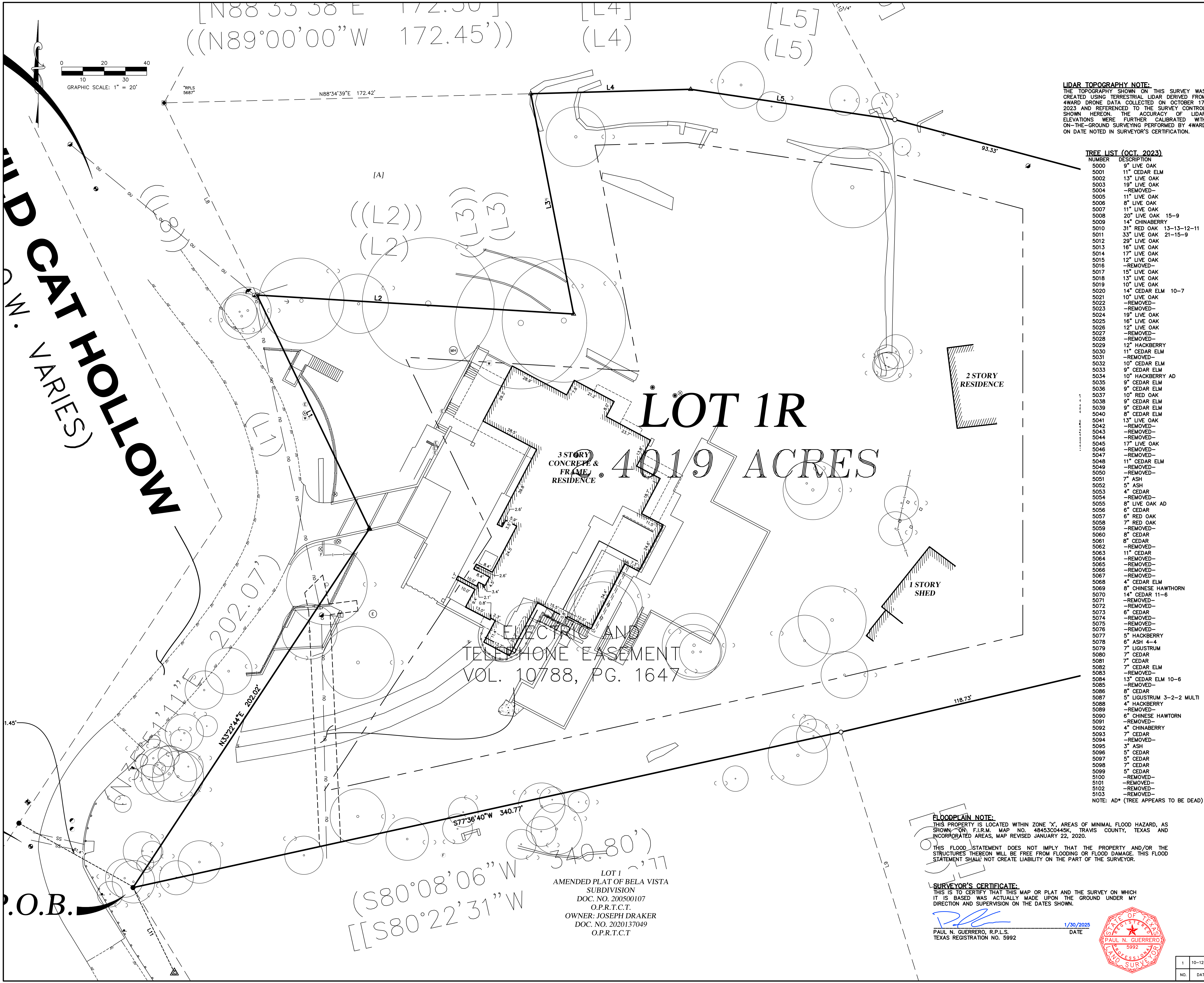
SANITATION CERTIFICATION

THE LOTS SHOWN ON THIS REPLAT ARE ABLE TO BE DEVELOPED WITH SEPTIC SYSTEMS AND THESE SYSTEMS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH NOTE 16 SHOWN HEREON.

NAME DATE

 A Limited Liability Company PO Box 90876, Austin Texas 78709 INFO@4WARDLS.COM (512) 537-2384 TBPELS FIRM #10174300	Date:	1/30/2025
	Project:	00144
	Scale:	N/A
	Reviewer:	PG
	Tech:	TR
	Field Crew:	MW
	Survey Date:	DEC. 2022
	Sheet:	2 OF 2

C8-2024-0000.OX



VICINITY MAP

SCALE: 1" = 200'

LEGAL DESCRIPTION:
LOT 1, K & JP SUBDIVISION, RECORDED IN VOLUME 91, PAGE 389 OF THE PLAT
RECORDS OF TRAVIS COUNTY, TEXAS.

BEARING BASIS:
ALL BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, GRID
NORTH, CENTRAL ZONE, (4203), NAD83.

SURVEY CONTROL:
CONTROL FOR THIS SURVEY IS BASED ON A 1/2" IRON ROD WITH "4WARD CONTROL"
CAP SET, GRID COORDINATES (STATE PLANE TEXAS CENTRAL - 4203) AND ELEVATIONS
(NAVD88) SHOWN HEREON DERIVED FROM GPS OBSERVATIONS COLLECTED DECEMBER
12, 2022.

UTILITY NOTE:
THE SURVEYOR MAKES NO GUARANTEES THAT THE UTILITIES SHOWN COMPRISE ALL
SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR
FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION
INDICATED (UTILITIES SHOWN HEREON MAY BE EXAGGERATED FOR GRAPHIC
REPRESENTATION ONLY) ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS
ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT
PHYSICALLY LOCATED THE UNDERGROUND UTILITIES ONLY THE VISIBLE ABOVE GROUND
UTILITY STRUCTURES.

GENERAL NOTES:
1) THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT
AND WOULD BE SUBJECT TO ANY AND ALL EASEMENTS, CONDITIONS OR
RESTRICTIONS THAT A CURRENT TITLE COMMITMENT MAY DISCLOSE.

2) PROPERTY ADDRESS: 1405 WILD CAT HOLLOW, AUSTIN, TX, 78746

3) THE LOCATION OF SILT FENCE AND OTHER FENCES AS WELL AS THE SIZE AND
LOCATION OF UTILITY STRUCTURES, (IF SHOWN), MAY BE EXAGGERATED FOR
GRAPHICAL CLARITY.

4) ADDITIONAL NUMBERS (IF SHOWN) IN THE TREE LIST AT THE END OF THE TREE
DESCRIPTION, REPRESENT THE SIZES AND NUMBER OF MULTI-TRUNK TREES.

5) THIS SITE WAS UNDER CONSTRUCTION AT TIME OF THE ON-THE-GROUND FIELD
SURVEY. SITE GRADING WAS OCCURRING ON THIS LOT AND THE SURROUNDING LOTS.
THE TOPOGRAPHY DEPICTED ON THIS SURVEY MAY NO LONGER ACCURATELY
REPRESENT THE CURRENT CONDITIONS OF THE GROUND.

6) THERE ARE GAPS & OVERLAPS IN DEEDS & PLATS ALONG THE SOUTH AND EAST
SIDES OF THE SUBJECT PROPERTY. THE PLAT TO THE SOUTH RECORDED IN DOC. NO.
20050107, OVERLAPS THE SUBJECT PROPERTY'S SOUTHWEST CORNER BY 1.8-FEET.
THE DESCRIPTION FOR DEED TO THE EAST RECORDED IN 2021173600 LEAVES A GAP
OF 7.9 FEET AT THE ANGLE POINT IN THE SUBJECT PROPERTY'S EAST LINE.

BENCHMARK NOTE:
TBM #1- SQUARE CUT ON TOP OF CONCRETE HEADWALL, ON THE WEST SIDE OF WILD
CAT HOLLOW. ±52' WEST FROM THE SOUTHWEST CORNER OF THE SUBJECT TRACT AND
±20' SOUTH FROM A FIRE HYDRANT
ELEVATION = 725.98'

TBM #2- SQUARE CUT ON TOP OF CONCRETE HEADWALL ON THE WEST SIDE OF WILD
CAT HOLLOW ±90' NORTHWEST FROM THE NORTHWEST CORNER OF THE SUBJECT TRACT
AND ±25' SOUTHEAST FROM A POWER POLE.
ELEVATION = 725.67'

LEGEND			
—	PROPERTY LINE	F	WATER FAUCET
- - -	EXISTING PROPERTY LINES	⊗	IRRIGATION CONTROL VALVE
- - -	EXISTING EASEMENTS	⊙	SEPTIC TANK LID
- - -	CONTOUR LINE	⊠	STONE
655	CALCULATED POINT	⊠	CONCRETE
●	1/2" IRON ROD FOUND	⊠	BUILDING
▲	60d NAIL FOUND		
⊙	1/2" IRON PIPE FOUND		
⊙	(UNLESS NOTED)		
⊙	SURVEY CONTROL POINT		
⊙	BENCHMARK	DOC. #	DOCUMENT NUMBER
⊙	1/2" IRON ROD WITH "4WARD	B.L.	BUILDING LINE
⊙	BOUNDARY" CAP SET	VOL.	VOLUME
⊙	IRON ROD WITH "LANDMARK"	PG.	PAGE
⊙	CAP FOUND (UNLESS NOTED)	R.O.W.	RIGHT-OF-WAY
⊙	BOLT FOUND AS NOTED	PLAT RECORDS,	TRAVIS COUNTY, TEXAS
⊙	NAIL W/ MAG AS NOTED	O.P.R.T.C.T.	OFFICIAL PUBLIC RECORDS,
—OU—	OVERHEAD UTILITY	TRAVIS COUNTY, TEXAS	
—W—	EDGE OF ASPHALT	D.R.T.C.T.	DEED RECORDS,
—//—	WOOD FENCE	(.....)	RECORD INFORMATION PER
— —	METAL RETAINING WALL	[.....]	PLAT VOL. 91, PG. 389
—SF—	SILT FENCE	[.....]	RECORD INFORMATION PER
(E)	ELECTRIC JUNCTION BOX	[.....]	DOC. # 2008179056
[E]	ELECTRIC METER	[.....]	RECORD INFORMATION PER
⊕	WATER VALVE	[.....]	DOC. NO. 20200168402
⊕	WATER METER	[.....]	RECORD INFORMATION PER
[]	DRAIN GRATE	[.....]	PLAT DOC. NO. 20050107
⊕	FIRE HYDRANT	[.....]	RECORD INFORMATION PER
⊕	POWER/UTILITY POLE	[.....]	DOC. NO. 2021173600
⊕	GUY ANCHOR	[.....]	RECORD INFORMATION PER
[]	MAILBOX	[.....]	PLAT VOL. 99, PG. 39

**BOUNDARY, TREE AND
TOPOGRAPHIC SURVEY
OF LOT 1, K & JP SUBDIVISION**
City of Austin,
Travis County, Texas

4WARD
Land Surveying
A Limited Liability Company

PO Box 90876, Austin Texas 78709
INFO@4WARDLS.COM (512) 537-2384
TBPLS FIRM #10174900

Date: 1/20/2023
Project: 00144
Scale: 1" = 20'
Reviewer: PG
Tech: SZG
Field Crew: MW
Survey Date: DEC. 2022
Sheet: 1 OF 1

NO.	DATE	REVISION	APP.
1	10-12-23	UPDATE SURVEY	PG

FLOODPLAIN NOTE:
THIS PROPERTY IS LOCATED WITHIN ZONE "X", AREAS OF MINIMAL FLOOD HAZARD, AS
SHOWN ON F.I.R.M. MAP NO. 48453C0445K, TRAVIS COUNTY, TEXAS AND
INCORPORATED AREAS, MAP REVISED JANUARY 22, 2020.

THIS FLOOD STATEMENT DOES NOT IMPLY THAT THE PROPERTY AND/OR THE
STRUCTURES THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE. THIS FLOOD
STATEMENT SHALL NOT CREATE LIABILITY ON THE PART OF THE SURVEYOR.

SURVEYOR'S CERTIFICATE:
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH
IT IS BASED WAS ACTUALLY MADE UPON THE GROUND UNDER MY
DIRECTION AND SUPERVISION ON THE DATES SHOWN.

PAUL N. GUERRERO, R.P.L.S.
TEXAS REGISTRATION NO. 5992





Exhibit B

Plat recommended for denial with conditions based on the comments provided below.

Planning Review – Jennifer C. Bills

1. Show the other side of the ROW for Wildcat Hollow and Westlake Dr. If the ROW for Wildcat is less than 46 feet, and Westlake less than 60 feet adjacent to the replat, show the dedication of the ½ of the right-of-way adjacent to the replat. Table 36-2 Street Design Standards
2. Provide exhibit showing the information required for the primary and alternative sewage disposal field areas. Plat Detail 23
3. Add note: A public drainage easement for natural or manmade drainage ways shall be dedicated at the time of site development. Section 36.01.009 (8)
4. Provide a tree survey depicting the proposed amount of tree clearing for proposed residential development (Plat detail 21)
5. The existing structure on what is currently 1508 Westlake Drive must demolished before the plat can be approved and recorded as it does not conform to the R-1 district for the newly created Lot 1.



January 23, 2024

Ms. Jennifer C. Bills
City of Westlake Hills
Building & Development Services

RE: Subdivision Narrative

1405 Wild Cat Hollow & 1508 Westlake Dr Subdivision

Dear Ms. Bills,

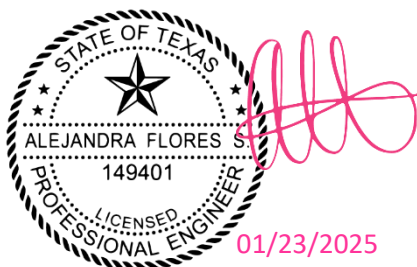
The subject subdivision is comprised of two parcels and is located at 1405 Wild Cat Hollow (Tract 1) and 1508 Westlake Hills Drive (Tract 2); located entirely within the limits of the City of West Lake Hills, in Travis County, Texas. The subject site is being re-subdivided to remain two lots, but to transfer site area from Tract 2 to Tract 1. Both lots are zoned residential, R-1.

The site is not within the FEMA floodplain per FEMA map no. 48453C0445K. The site is located within the Edwards Aquifer Contributing Zone, and approximately 0.11 miles west from the Edwards Aquifer Recharge Zone.

No construction is proposed as part of this subdivision, and no new variances are being requested.

If you have any questions, please do not hesitate to contact me at 830-513-9451.

Sincerely,



Alejandra Flores S., PE
Principal
Milian Engineering

STATE OF TEXAS)
COUNTY OF TRAVIS)

WHEREAS LESLIE W. PITTMAN AND SANDY K. PITTMAN, THE OWNERS OF ALL OF THAT CERTAIN 1.891 ACRE TRACT OF LAND OUT OF AND A PART OF THE WILKINSON SPARKS SURVEY, SITUATED IN THE CITY OF WEST LAKE HILLS, TRAVIS COUNTY, TEXAS, AS CONVEYED TO US BY DEED OF RECORD IN VOLUME 10732, PAGE 1058 OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS;

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: THAT WE THE UNDERSIGNED OWNERS OF THE LAND SHOWN ON THIS PLAT, AND DESIGNATED HEREIN AS THE K & J P SUBDIVISION, OF THE CITY OF WEST LAKE HILLS, TRAVIS COUNTY, TEXAS, AND WHOSE NAME IS SUBSCRIBED HERETO, HEREBY SUBDIVIDES SAID 1.891 ACRES OF LAND TO BE KNOWN AS THE K & J P SUBDIVISION AND DO HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, PUBLIC EASEMENTS, AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

WITNESS MY HAND THIS 15 DAY OF April, 1993.

LESLIE W. PITTMAN, RECORD OWNER
1800 HOLLY HILL DRIVE
AUSTIN, TEXAS 78746

STATE OF TEXAS)
COUNTY OF TRAVIS)

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED LESLIE W. PITTMAN, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS 15 DAY OF April, 1993.

Nancy Parr
NOTARY PUBLIC IN AND FOR
TRAVIS COUNTY, TEXAS
MY COMMISSION EXPIRES
MARCH 19, 1996

WITNESS MY HAND THIS 15 DAY OF April, 1993.

Sandy K. Pittman
SANDY K. PITTMAN, RECORD OWNER
1800 HOLLY HILL DRIVE
AUSTIN, TEXAS 78746

STATE OF TEXAS)
COUNTY OF TRAVIS)

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED SANDY K. PITTMAN, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS 15 DAY OF April, 1993.

Nancy Parr
NOTARY PUBLIC IN AND FOR
TRAVIS COUNTY, TEXAS
MY COMMISSION EXPIRES
MARCH 19, 1996

THE TRACT OF LAND DESCRIBED ON THIS PLAT IS WITHIN THE BOUNDARIES OF TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT (WCID) NO. 10 AND HAS WATER SERVICE AVAILABLE.

Cliff Drummond
CLIFF DRUMMOND
PRESIDENT OF THE BOARD WCID NO. 10
DATE 22 Jun 93

I, THE UNDERSIGNED, CITY INSPECTOR/PLANNER OF THE CITY OF WEST LAKE HILLS, TEXAS, HEREBY CERTIFY THAT THIS SUBDIVISION PLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE CITY FOR WHICH MY APPROVAL IS REQUIRED.

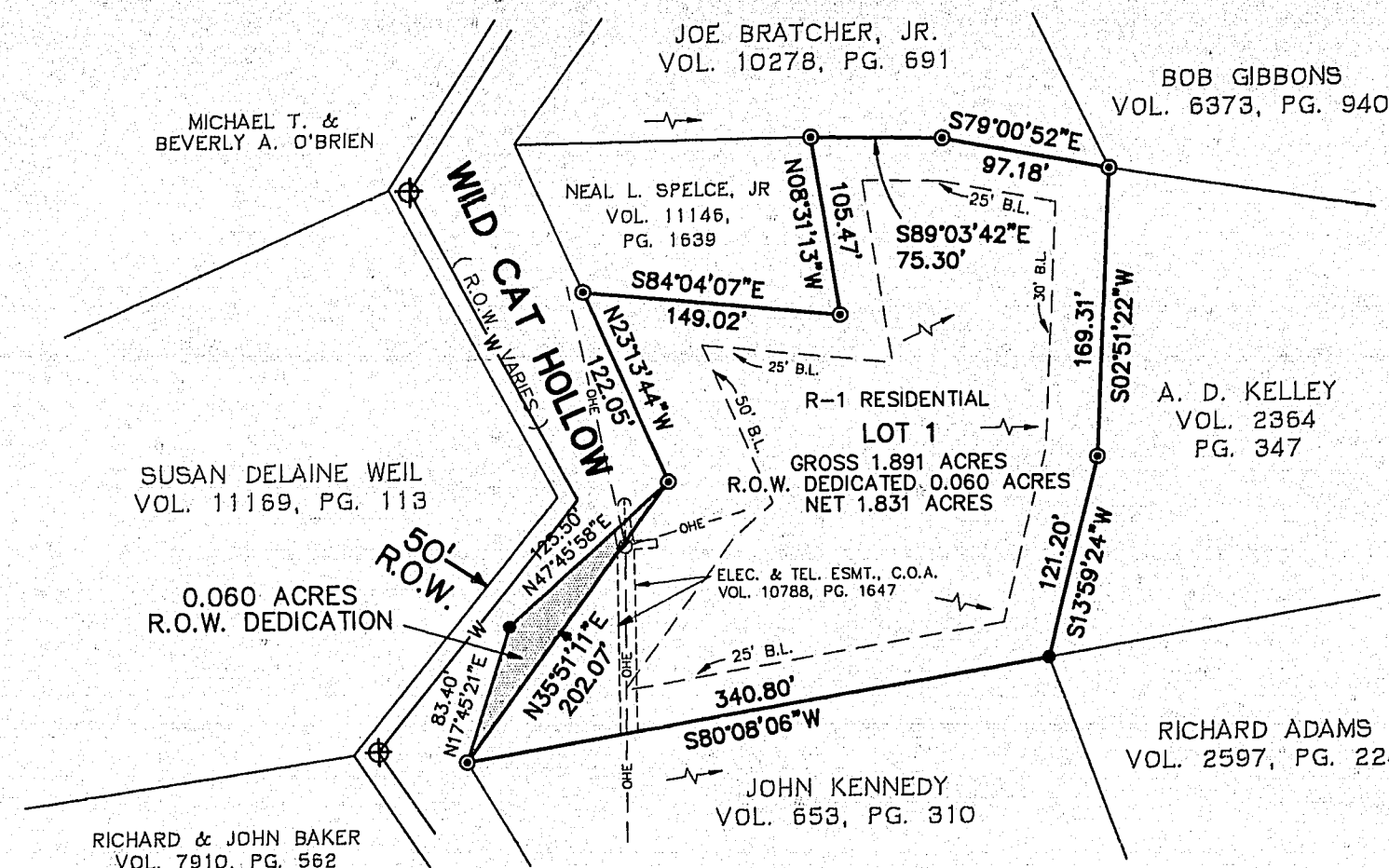
Richard Dan Sims
RICHARD DAN SIMS
CITY INSPECTOR/PLANNER
CITY OF WEST LAKE HILLS, TEXAS
DATE 5-27-93

THIS PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE ZONING AND PLANNING COMMISSION OF THE CITY OF WEST LAKE HILLS, TEXAS, AND IS HEREBY RECOMMENDED FOR APPROVAL BY THE CITY COUNCIL.

DATED THIS 19th DAY OF MAY, 1993.
Richard W. Smith
RICHARD W. SMITH, CLERK

K & J P SUBDIVISION

LOT 1 1.831 ACRES
DEDICATED R.O.W. 0.060
TOTAL 1.891 ACRES



NOTES:

1. SEPTIC SYSTEMS: EVERY LOT IN THIS SUBDIVISION IS SUBJECT TO THE CITY OF WEST LAKE HILLS' SANITATION ORDINANCE 108, AS AMENDED. NO SEPTIC SYSTEM OR OTHER PRIVATE SEWAGE FACILITY MAY BE CONSTRUCTED ON ANY LOT UNTIL THE CITY OF WEST LAKE HILLS ISSUES A PERMIT FOR ITS CONSTRUCTION. NO PRIVATE SEWAGE FACILITY MAY BE USED UNTIL THE FACILITY HAS BEEN APPROVED AND LICENSED BY THE CITY. LOT SIZE REQUIREMENTS FOR RESIDENTIAL AND COMMERCIAL PRIVATE SEWAGE FACILITIES SHALL CONFORM TO THE CONSTRUCTION AND DEVELOPMENT LIMITATIONS IN SANITATION ORDINANCE 108 AS AMENDED.
2. SITE CLEARANCE, SITE DISTURBANCE AND IMPERVIOUS COVER NOTE: EVERY LOT IN THIS SUBDIVISION IS SUBJECT TO THE CITY OF WEST LAKE HILLS' SITE CLEARANCE PROCEDURES. NO SITE CLEARANCE, EXCAVATION, GRADING OR LANDFILL SHALL COMMENCE UNLESS A PERMIT SHALL HAVE FIRST BEEN ISSUED FOR SUCH WORK IN ACCORDANCE WITH THE PROVISIONS OF APPLICABLE ORDINANCES. IMPERVIOUS COVER SHALL NOT EXCEED THE MAXIMUM PERCENTAGE PERMITTED UNDER CITY ORDINANCE.
3. STREETS, ROADS AND OTHER PUBLIC THOROUGHFARES SHOWN ON PLAT: THE BUILDING OF ALL STREETS, ROADS AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT AND ANY BRIDGES OR CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IN SUCH STREETS, ROADS OR OTHER PUBLIC THOROUGHFARES OR IN CONNECTION THEREWITH, SHALL BE THE RESPONSIBILITY OF THE OWNER AND/OR DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TRAVIS COUNTY, TEXAS. IF SAID PLAT IS WITHIN THE CITY LIMITS OF THE CITY OF WEST LAKE HILLS, TEXAS, IF SAID PLAT IS WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF WEST LAKE HILLS, TEXAS, ALL STREETS, ROADS, PUBLIC THOROUGHFARES AND OTHER REQUIRED IMPROVEMENTS SHALL BE DESIGNED AND BUILT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONER'S COURT OF TRAVIS COUNTY, TEXAS, AND NEITHER THE CITY OF WEST LAKE HILLS, TEXAS NOR THE COURT ASSUMES ANY RESPONSIBILITY TO BUILD ANY OF THE STREETS, ROADS OR OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OR ANY BRIDGES OR CULVERTS IN CONNECTION THEREWITH. MOREOVER, THE ACCEPTANCE BY TRAVIS COUNTY FOR MAINTENANCE OF THE STREETS AND ROADS IN THIS SUBDIVISION DOES NOT OBLIGATE THE COUNTY TO INSTALL STREET MARKING SIGNS, AS THIS IS CONSIDERED TO BE A PART OF THE DEVELOPER'S CONSTRUCTION; HOWEVER, THE ERECTION OF TRAFFIC-CONTROL SIGNS, SUCH AS "SPEED LIMIT", "STOP" AND "YIELD" SIGNS, SHALL REMAIN THE RESPONSIBILITY OF TRAVIS COUNTY. ALL CURB CUTS, ENTRANCES AND EXITS ONTO PUBLIC STREETS OR HIGHWAYS SHALL FIRST BE APPROVED BY THE CITY OF WEST LAKE HILLS, TEXAS, AND IN ADDITION, BY TRAVIS COUNTY.
4. THIS SUBDIVISION IS NOT LOCATED OVER THE EDWARDS AQUIFER RECHARGE ZONE.

ACCEPTED AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TEXAS.

DATED THIS 26 DAY OF May, 1993.

Tom H. Taylor
TOM H. TAYLOR
MAYOR OF THE CITY OF WEST LAKE HILLS, TEXAS

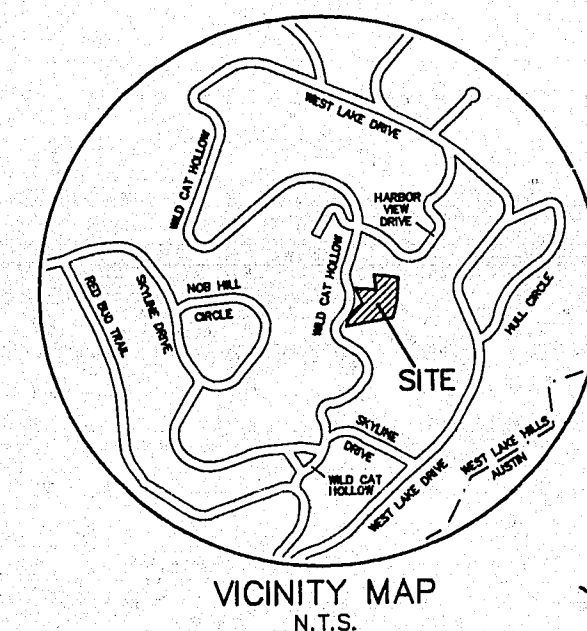
ATTEST:

Linda Winn
LINDA WINN, CITY SECRETARY

LEGEND

- IRON ROD FOUND
- IRON PIPE FOUND
- P.O.B. POINT OF BEGINNING
- R.O.W. RIGHT OF WAY
- B.L. BUILDING LINE
- ⊕ FIRE HYDRANT
- ⊙ POWER POLE
- ⊖ DOWN GUY
- OH— OVERHEAD ELEC. LINE
- > DRAINAGE ARROW

0 50 100 150 200
1"=100'



STATE OF TEXAS)
COUNTY OF TRAVIS)

I, DANA DEBEAUVOR, CLERK OF THE COUNTY COURT OF TRAVIS COUNTY, TEXAS, HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT, WITH ITS CERTIFICATION OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE DAY OF July, 1993, A.D. AT 11:00 O'CLOCK A.M. IN THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS, IN PLAT BOOK 389 PAGES 389.

WITNESS MY HAND AND SEAL OF THE COURT OF TRAVIS COUNTY, TEXAS, THIS DAY OF July, 1993, A.D.

DANA DEBEAUVOR
CLERK OF THE COUNTY COURT
TRAVIS COUNTY, TEXAS

DEPUTY

STATE OF TEXAS)
COUNTY OF TRAVIS)

FILED FOR RECORD AT July 11:00 O'CLOCK A.M. ON THE 2nd DAY OF July, 1993, A.D.

DANA DEBEAUVOR
CLERK OF THE COUNTY COURT
TRAVIS COUNTY, TEXAS

DEPUTY

FLOOD PLAIN NOTE: NO PART OF THIS TRACT IS WITHIN THE 100 YEAR PLAIN AS IDENTIFIED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, FEDERAL INSURANCE ADMINISTRATION DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ON COMMUNITY PANEL NO. 481030-0005B, DATED AUGUST 1, 1984, FOR THE CITY OF WEST LAKE HILLS, TRAVIS COUNTY, TEXAS.

Gregory S. Strmiska
GREGORY S. STRMISKA, P.E.
TEXAS REGISTRATION NO. 64412
BURY & PITTMAN, INC.
3345 BEE CAVES ROAD
AUSTIN, TEXAS 78746
DATE 4-16-93

I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM THE ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND.

Lynn R. Savory
LYNN R. SAVORY, R.P.L.S.
TEXAS NO. 4598
BURY & PITTMAN, INC.
3345 BEE CAVES ROAD
AUSTIN, TEXAS 78746
DATE 4/15/93

Vol. 91 Page 389
PLAT RECORD, TRAVIS COUNTY, TEXAS

00009319856
HSE FILE CODE



Travis County WC&ID NO. 10

5324 Bee Cave Road Austin, TX 78746

Office (512) 327-22

Fax (512) 327-62

CustomerService@WaterDistrict10.c

www.WaterDistrict10.c

December 2, 2024

Alejandra Flores
Milian Consulting and Engineering
alejandra@milianengineering.com
830-513-9451

Dear Ms. Arguello:

The District is in receipt of your request for water service availability verification for the following property description:

LOT 1 K & J P SUBD
Travis County Appraisal District, Property ID 117387

The District office at this time can confirm that the above referenced parcel is within District boundaries and is eligible for water service.

Additional Notes:

Prior to receiving water service approval from the Water District, you will be required to:

- Grant all necessary easements
- Submit plans for review and approval

In the case of inadequate water availability, the developer would be responsible for upgrading the District infrastructure based on measures identified by the District's engineer. All new homes must be protected by a fire suppression system approved by ESD 9. Plumbing inspections are required.

Sincerely,

Carla A. Orts
General Manager
Travis County WC&ID#10



Travis County WC&ID NO. 10

5324 Bee Cave Road Austin, TX 78746

Office (512) 327-22

Fax (512) 327-62

CustomerService@WaterDistrict10.o

www.WaterDistrict10.c

December 2, 2024

Alejandra Flores
Milian Consulting and Engineering
alejandra@milianengineering.com
830-513-9451

Dear Ms. Arguello:

The District is in receipt of your request for water service availability verification for the following property description:

ABS 21 SUR 1 SPARKS W ACR 1.544
Travis County Appraisal District, Property ID 117390

The District office at this time can confirm that the above referenced parcel is within District boundaries and is eligible for water service.

Additional Notes:

Prior to receiving water service approval from the Water District, you will be required to:

- Grant all necessary easements
- Submit plans for review and approval

In the case of inadequate water availability, the developer would be responsible for upgrading the District infrastructure based on measures identified by the District's engineer. All new homes must be protected by a fire suppression system approved by ESD 9. Plumbing inspections are required.

Sincerely,

Carla A. Orts
General Manager
Travis County WC&ID#10



EMERGENCY PREVENTION DIVISION

Travis County Emergency Services District No. 9
1301 S. Capital of Texas Highway, Suite B-123
West Lake Hills, TX 78746

Headquarters 512-539-3400
Facsimile 512-327-2780
P. O. Box 162170 Austin, TX 78716-2170

www.WestlakeFD.org

December 13th, 2024

Alejandra Flores, P.E.
alejandra@milianengineering.com
830-513-9451

Re: Replat of Wildcat Subdivision (1405 Wild Cat Hollow and 1508 Westlake Drive)

Dear Alejandra Flores,

I have reviewed the proposed plat changes you submitted to our office that impact the properties at 1405 Wild Cat Hollow and 1508 Westlake Drive.

Based on the information you provided, it is our understanding that the proposed plat changes are intended to increase the site area of 1405 Wild Cat Hollow and reduce the site area for 1508 Westlake Drive. It is also our understanding that any future development on the lots will be designed and submitted for review and approval and will comply with all applicable codes and standards including the following items:

- FIRE FLOW - The fire hydrant water supply shall meet the minimum standards of the jurisdiction as referenced in the 2015 International Fire Code, Appendix B.
 - A 50% reduction in required fire flow is granted when (NFPA 13D) residential fire sprinklers are installed throughout residential structures.

Please Note: This letter does not constitute a formal site development or building plan review and/or approval. Upon completion of such a review, plan review comments will be issued indicating the status of compliance with adopted codes and standards.

Based on the review of the proposed plat changes and an understanding that compliance with the fire code and the items noted above will be addressed during the site development and building plan review phase, **I recommend the approval of the proposed plat changes by the City of West Lake Hills.**

We look forward to working with you and your staff on the proposed project. If you have any questions or require any additional information, please do not hesitate to contact our office.

Sincerely,

District Chief Chris Gill
Fire Marshal
Emergency Prevention Division
Travis County Emergency Services Districts No. 9

SUBDIVISION DRAINAGE MAPS
FOR
1405 WILD CAT HOLLOW & 1058 WESTLAKE DR
WEST LAKE HILLS, TRAVIS COUNTY, TEXAS 78746

OWNER

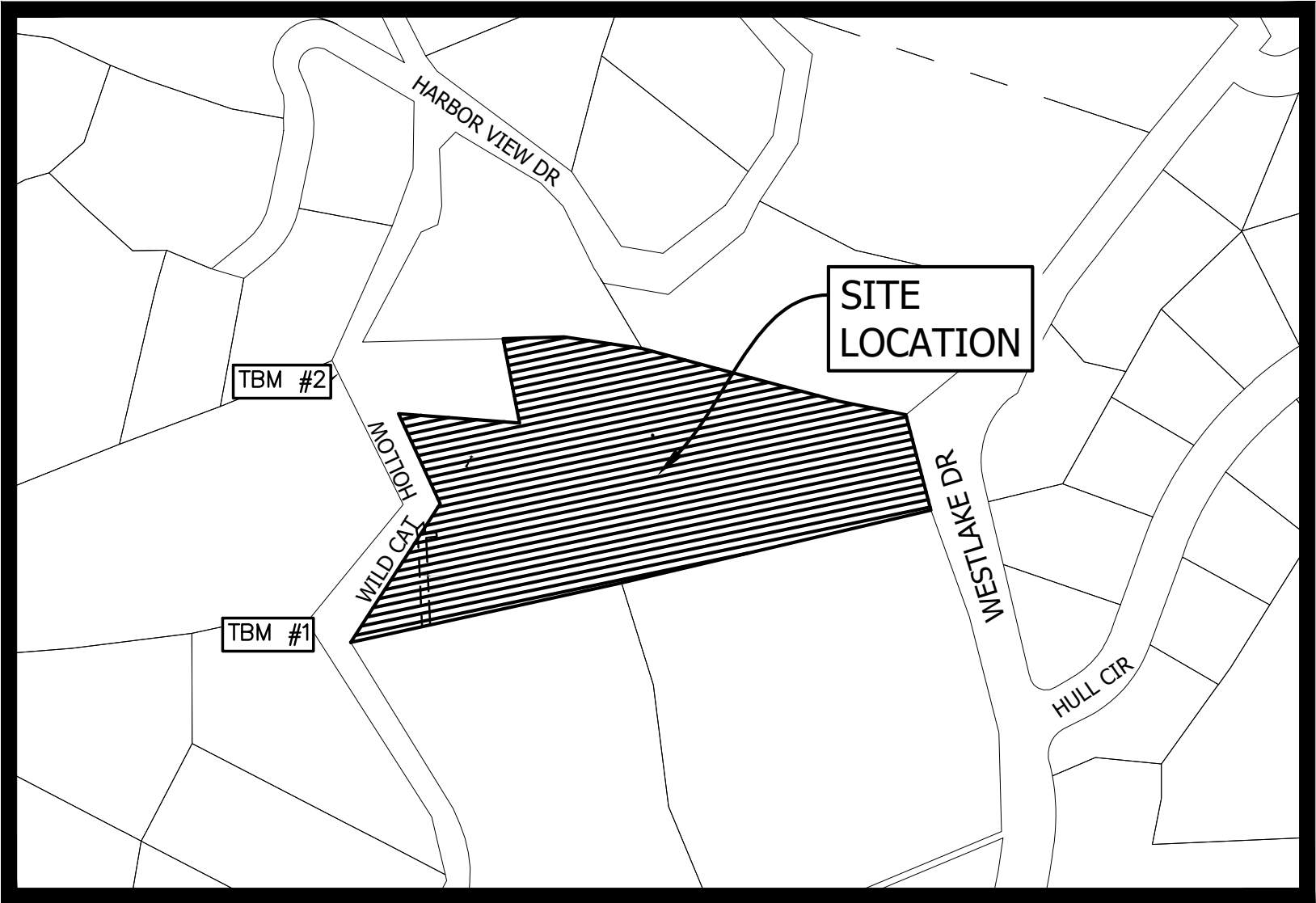
JAFF VENTURES LLC
500 W 5TH ST STE 1010
AUSTIN, TX 78701

CIVIL ENGINEER

MILIAN CONSULTING LLC
FIRM REG# F-22686
ALEJANDRA FLORES, P.E.
501 N IH 35 #209C
AUSTIN TEXAS 78702
830.513.9451

ARCHITECT

DICK CLARK + ASSOCIATES
2120 E 7TH ST STE 200
AUSTIN TEXAS 78702
512.472.4980



LOCATION MAP

NTS

ZONING

R-1 ONE FAMILY (EXISTING & PROPOSED)

SHEET INDEX

1. COVER SHEET
2. EX DRAINAGE AREA MAP
3. PR DRAINAGE AREA MAP

OWNERS CERTIFICATION

AS OWNER OF THIS PROPERTY, I INTEND TO DEVELOP AND MAINTAIN THIS PROPERTY AS DESCRIBED BY THIS PLAN

NAME OF OWNER/TRUSTEE

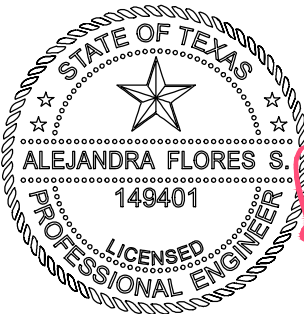
DATE

ENGINEERS CERTIFICATION

STATE OF TEXAS

COUNTY OF TRAVIS

I, (LICENSED PROFESSIONAL ENGINEER), DO HEREBY CERTIFY THAT THE PUBLIC WORKS AND DRAINAGE IMPROVEMENTS DESCRIBED HEREIN HAVE BEEN DESIGNED IN COMPLIANCE WITH THE CITY OF WEST LAKE HILLS CODE OF ORDINANCES, THE CITY MASTER PLAN AND CITY POLICY.



ALEJANDRA FLORES S., P.E.

01/23/2024

NAME OF PROFESSIONAL ENGINEER

DATE

CITY ACCEPTANCE BLOCK

ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARED THEM. IN ACCEPTING THESE PLANS, THE CITY OF WEST LAKE HILLS MUST RELY UPON THE ADEQUACY OF THE WORK OF THE DESIGN ENGINEER.

ACCEPTED FOR CONSTRUCTION:

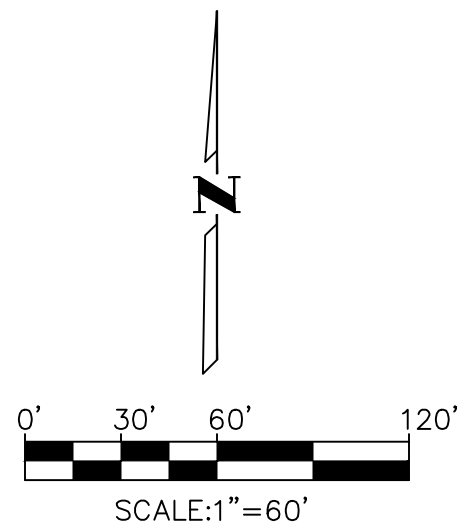
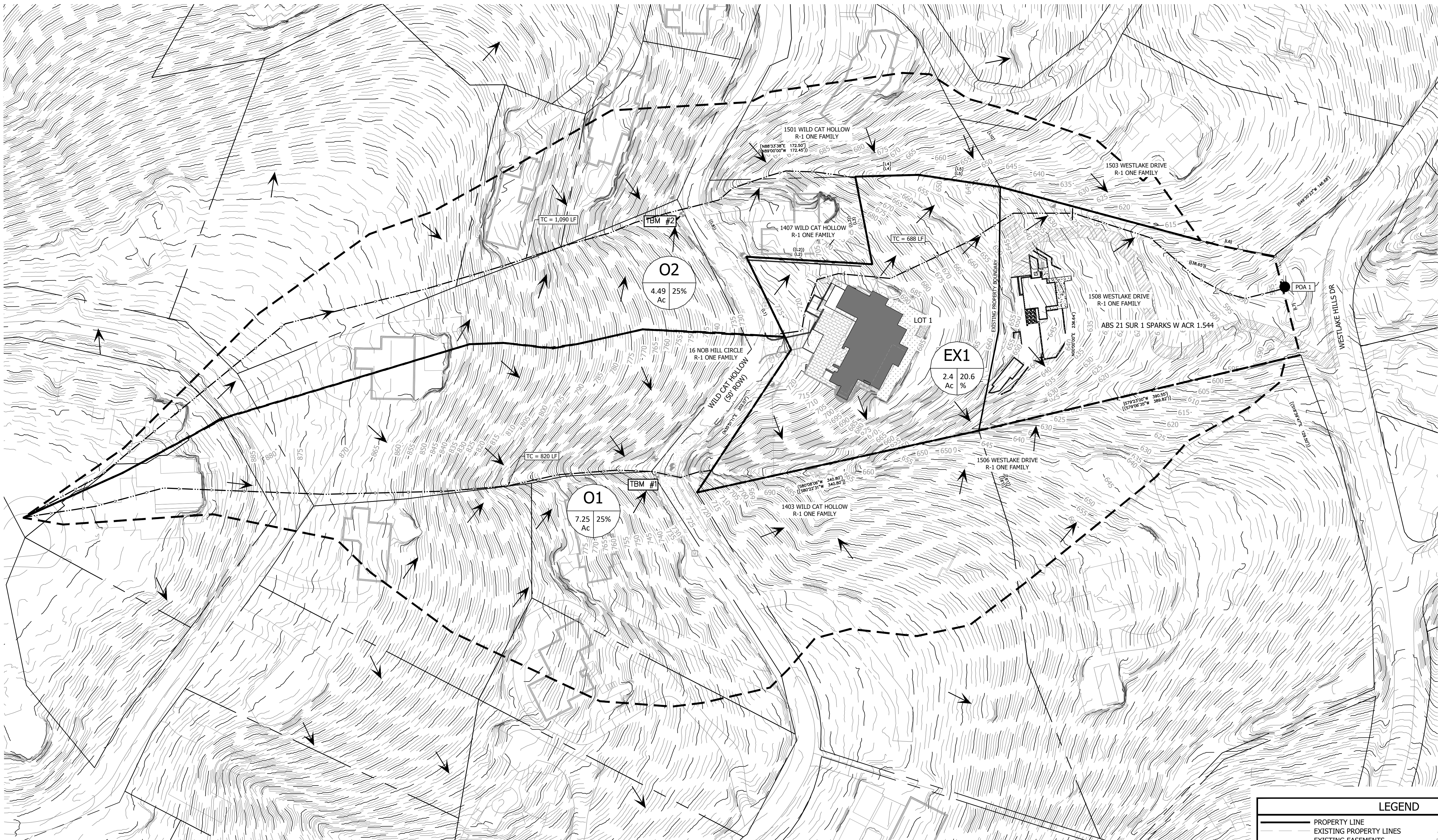
CITY ADMINISTRATOR

DATE

REVISIONS / CORRECTIONS						
NUMBER	DESCRIPTION	REVISE (R) DELETE(D) ADD (A) SHEET NO'S	TOTAL SHEETS	CHANGE IC (SF)	TOTAL IC (SF)	APPROVAL DATE

SHEET

01 OF 03



Existing Conditions									
Sub Basin	Point of Analysis	Area		Impervious Cover		HEC-HMS Output (CFS)			
		AC	SQMI	SF	%	2YR	10YR	25YR	100YR
EX1	POA1	2.4	0.00375	21,583	20.64%	12.1	19.6	24.8	33.1
O1	POA1	7.25	0.011328	78,953	25%	37.2	59.6	75.4	100.2
O2	POA1	4.49	0.007016	48,896	25%	23	36.9	46.7	62.1
Point of Analysis 1						72.4	116.1	147.0	195.3

Curve Number Calculation				
	Impervious Cover	Soil Group	Impervious Cover CN	Pervious Cover CN
EX1	20.6%	C	98.0	86.0
O1	25.0%	C	98.0	86.0
O2	25.0%	C	98.0	86.0

EXISTING				Sheet Flow Tc = 0.007* ((n1*0.9)/(P2*0.5)) ^{0.4} (s*0.4)				Overland Flow Paved Tc = L/(60* 20.3282 ^{0.5} (s*0.5))				Channel Flow Tc = L/(60*V ^{1.48})			
Sub Basin	Total Reach (ft)	Curve Number CN=98(1-CN)+79(1-CN)	Total Tc (min)	Sheet Flow				Overland Flow				Channel Flow			
				Reach (ft)	Manning's (n)	Slope (s) (ft/ft)	Tc (min)	Reach (ft)	Surface	Slope (s) (ft/ft)	Tc (min)	Length (ft)	Avg Velocity (ft/s)	Tc (min)	
EX1	688	88.5	5 (minimum)	100	0.015	0.005	2.6	208	Unpaved	0.3130	0.3	380	6.00	1.1	
O1	820	89	5 (minimum)	100	0.015	0.005	2.6	720	Unpaved	0.4890	0.8	0	6.00	0.0	
O2	1090	89	5 (minimum)	100	0.015	0.005	2.6	990	Unpaved	0.5300	1.1	0	6.00	0.0	

LEGEND	
—	PROPERTY LINE
- - -	EXISTING PROPERTY LINES
- - -	EXISTING EASEMENTS
655	CONTOUR LINE
—	STEEL PLATE WALL
—	WALL
△	CALCULATED POINT
●	1/2" IRON ROD FOUND
▲	60d NAIL FOUND
⊙	1/2" IRON PIPE FOUND (UNLESS NOTED)
⊙	SURVEY CONTROL POINT
⊙	BENCHMARK
⊙	1/2" IRON ROD WITH "4WARD BOUNDARY" CAP SET
⊙	IRON ROD WITH "LANDMARK" CAP FOUND (UNLESS NOTED)
⊙	BOLT FOUND AS NOTED
▲	NAIL W/ MAG AS NOTED
—OU—	OVERHEAD UTILITY
—	EDGE OF ASPHALT
—	WOOD FENCE
—	METAL RETAINING WALL
—SF—	SILT FENCE
⊙	ELECTRIC JUNCTION BOX
⊙	ELECTRIC METER
⊙	WATER VALVE
⊙	WATER METER
⊙	DRAIN GRATE
⊙	FIRE HYDRANT
⊙	POWER/UTILITY POLE
⊙	GUY ANCHOR
⊙	MAILBOX
⊙	WATER FAUCET
⊙	IRRIGATION CONTROL VALVE
⊙	SEPTIC TANK LID
⊙	STONE
⊙	CONCRETE
⊙	BUILDING
⊙	BRICK
⊙	ASPHALT
→	SURFACE FLOW DIRECTION
→	ARROW
—	DRAINAGE SWALE FLOW LINE

RESIDENTIAL SUBDIVISION
1405 WILD CAT HOLLOW & 1508 WESTLAKE DR
AUSTIN, TRAVIS COUNTY, TEXAS 78746

EXISTING DRAINAGE AREA MAP

2 of 03

MILAN

MAX@MILIANENGINEERING.COM
FIRM REG# F-22686
956.251.5146

STATE OF TEXAS

ALEJANDRA FLORES S

148401

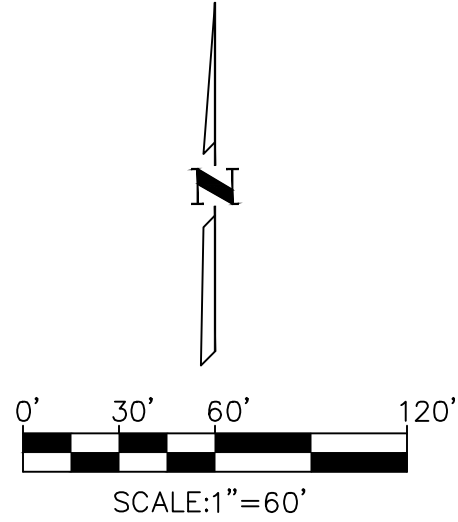
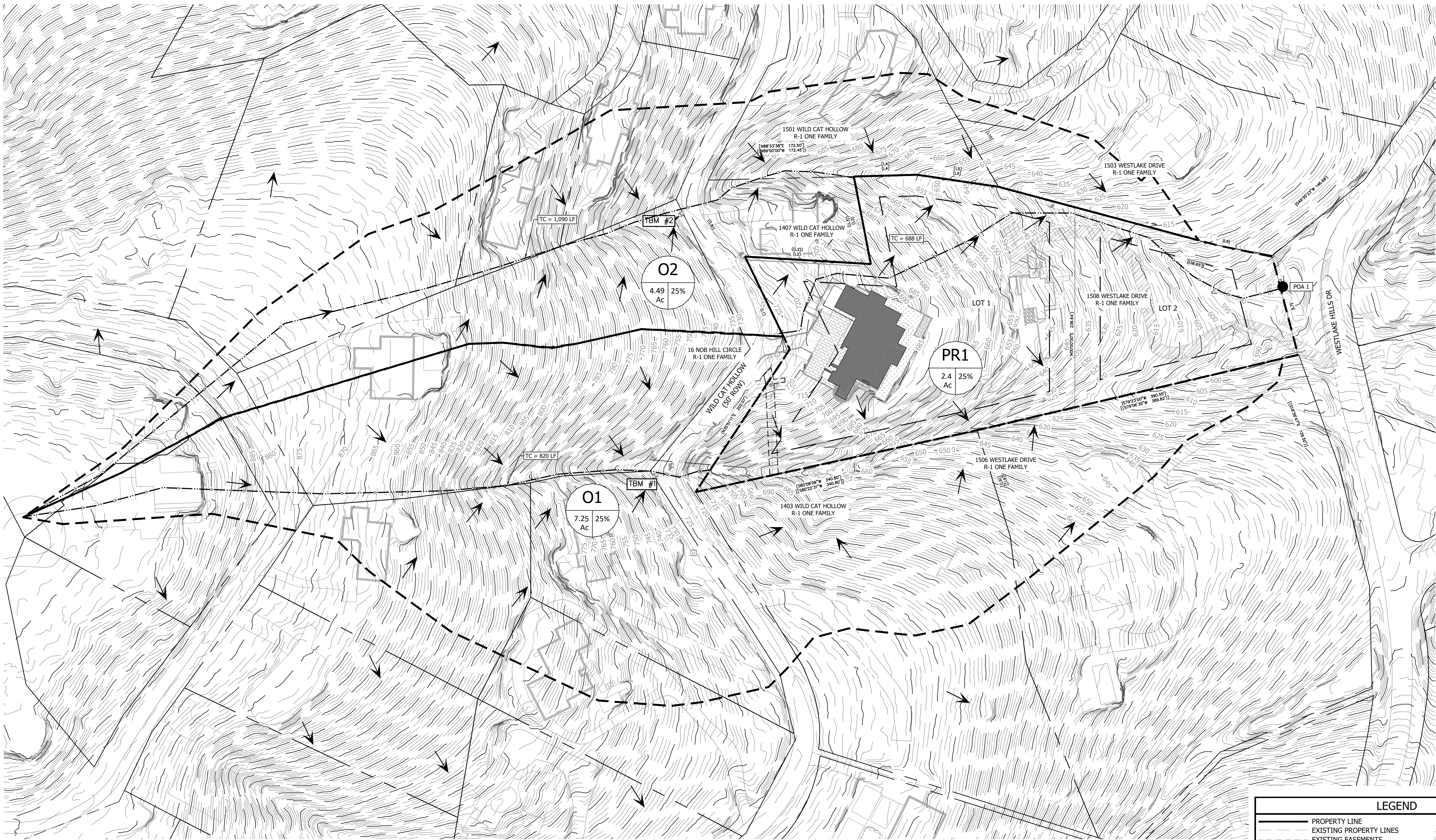
LICENSED PROFESSIONAL ENGINEER

12/12/2024

DESCRIPTION

NO.

DATE



- NOTES:
- IMPERVIOUS COVER IS PROPOSED TO STAY THE SAME UNDER THE SUBDIVISION APPLICATION. NO SUBDIVISION IMPROVEMENTS ARE PROPOSED.
 - DETENTION AND WATER QUALITY ARE TO BE PROVIDED BY EACH LOT TO MITIGATE FOR ANY INCREASE IN RUNOFF.
 - ALL DRAINAGE AND WATER QUALITY REQUIREMENTS ARE TO BE MET AT THE TIME OF BUILDING PERMIT PER DRAINAGE CRITERIA MANUAL PRIOR TO THE DEVELOPMENT OF ANY LOT.
 - THERE WILL BE NO ADVERSE IMPACTS TO THE LAND OR WATERWAYS OF THE BEE CREEK WATERSHED AS A RESULT OF THIS SUBDIVISION.
 - THIS PLAN IS A VISUAL ONLY. OWNER OF LOT 2 CANNOT ENTER LOT 1 WITHOUT THE OWNER'S PERMISSION AND VICE VERSA. THE INTENT OF THIS PLAN IS SOLELY TO SHOW DRAINAGE PATTERNS AND POTENTIAL INCREASE IN RUNOFF IF BOTH LOTS WERE TO BE DEVELOPED AT THEIR MAXIMUM ALLOWED IMPERVIOUS COVERAGE.
 - PRIOR TO THE SUBDIVISION APPROVAL, ALL STRUCTURES AND UTILITIES THAT WOULD OTHERWISE BECOME NOT CONFORMING (EITHER BY BEING ON PROPOSED SETBACKS, OR CROSSING LOT LINES) WILL NEED TO BE DEMOLISHED.

		Proposed Conditions					HEC-HMS Output (CFS)			
		Impervious Cover		Slope						
Sub Basin	Point of Analysis	Area AC	SQMI	SF	%		2YR	10YR	25YR	100YR
PR1	POA1	2.4	0.00375	21,583	25%		12.2	19.6	24.9	33.1
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Curve Number Calculation				
	Impervious Cover	Soil Group	Impervious Cover CN	Perious Cover CN
PR1	20.6%	C	98.0	88.0
O1	25.0%	C	98.0	88.0
O2	25.0%	C	98.0	88.0

		Curve Number		Sheet Flow		Overland Flow		Channel Flow	
		CH=98(10%) + 79(1-10%)		Tc = 0.007 * ((nL)^0.8) / (P2^0.5) * (s^0.4)		Paved Tc = L / (60 * 20.3282 * (s^0.5))		Tc = L / (60 * V)	
Sub Basin	Total Reach (ft)	Total Tc (min)	Reach (ft)	Manning's (n)	Slope (s) (ft/ft)	Tc (min)	Reach (ft)	Length (ft)	Tc (min)
PR1	688	89	100	0.015	0.005	2.6	208	Unpaved	0.3
O1	820	89	100	0.015	0.005	2.6	720	Unpaved	0.8
O2	1090	89	100	0.015	0.005	2.6	990	Unpaved	1.1

LEGEND	
PROPERTY LINE	GUY ANCHOR
EXISTING PROPERTY LINES	MAILBOX
EXISTING EASEMENTS	WATER FAUCET
CONTOUR LINE	IRRIGATION CONTROL VALVE
STEEL PLATE WALL	SEPTIC TANK LID
WALL	
CALCULATED POINT	STONE
1/2" IRON ROD FOUND	CONCRETE
60d NAIL FOUND	BUILDING
1/2" IRON PIPE FOUND (UNLESS NOTED)	BRICK
SURVEY CONTROL POINT	ASPHALT
BENCHMARK	SURFACE FLOW DIRECTION
1/2" IRON ROD WITH "4WARD BOUNDARY" CAP SET	ARROW
IRON ROD WITH "LANDMARK" CAP FOUND (UNLESS NOTED)	DRAINAGE SWALE FLOW LINE
BOLT FOUND AS NOTED	
NAIL W/ MAG AS NOTED	
OVERHEAD UTILITY	
EDGE OF ASPHALT	
WOOD FENCE	
METAL RETAINING WALL	
SILT FENCE	
ELECTRIC JUNCTION BOX	
ELECTRIC METER	
WATER VALVE	
WATER METER	
DRAIN GRATE	
FIRE HYDRANT	
POWER/UTILITY POLE	

RESIDENTIAL SUBDIVISION
1405 WILD CAT HOLLOW & 1508 WESTLAKE DR
AUSTIN, TRAVIS COUNTY, TEXAS 78746
PR DRAINAGE AREA MAP

ENGINEERING REPORT

FOR

Wild Cat Subdivision

Subdivision Engineering Report

1405 Wild Cat Hollow & 1508 Westlake Hills Dr
West Lake Hills, Travis County, Texas 78746

Prepared for:

JAFF VENTURES LLC
500 W 5th St. Suite 1010
Austin, TX 78701

Prepared BY:



501 N IH 35 #209C
Austin, Texas 78702
Texas Engineering Firm # F-22686




01/23/2025

INTRODUCTION

The subject subdivision is comprised of two parcels and is located at 1405 Wild Cat Hollow (Tract 1) and 1508 Westlake Hills Drive (Tract 2); located entirely within the limits of the City of West Lake Hills, in Travis County, Texas. The subject site is being re-subdivided to remain two lots, but to transfer site area from Tract 2 to Tract 1. Both lots are zoned residential, R-1.

SITE

The site is located within the Edwards Aquifer Contributing Zone, and approximately 0.11 miles west from the Edwards Aquifer Recharge Zone. The site is not within the FEMA floodplain per FEMA map no. 48453C0445K. **Exhibits A and B** have been included in this report to show site proximity to the Edwards Aquifer Recharge Zone and FEMA map, respectively.

EXISTING & PROPOSED DRAINAGE PATTERNS

The site drains from west to east, having one point of analysis at Westlake Dr. 10.65-acres of offsite area being conveyed through the site under existing and proposed conditions.

There are two ditches being conveyed through the property, one along the northern boundary and the other along the southern boundary. A Type III Residential Development permit has been submitted concurrently for this application to restore both ditches to their original configuration. Drainage maps have been included at the end of this report as **Exhibit C**.

UTILITIES

The site is being served by the following:

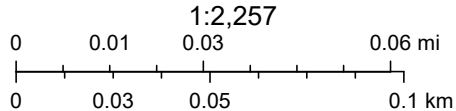
- Travis County Water District #10 for water service
- Travis County Water District #10 for Lot 2's sanitary sewer service
- Septic for Lot 1
- Westlake Hills for Emergency Services
- Austin Energy for electric Service
- Texas Gas Service for gas service

Exhibit A - Edwards Aquifer Viewer



1/23/2025, 12:00:27 PM

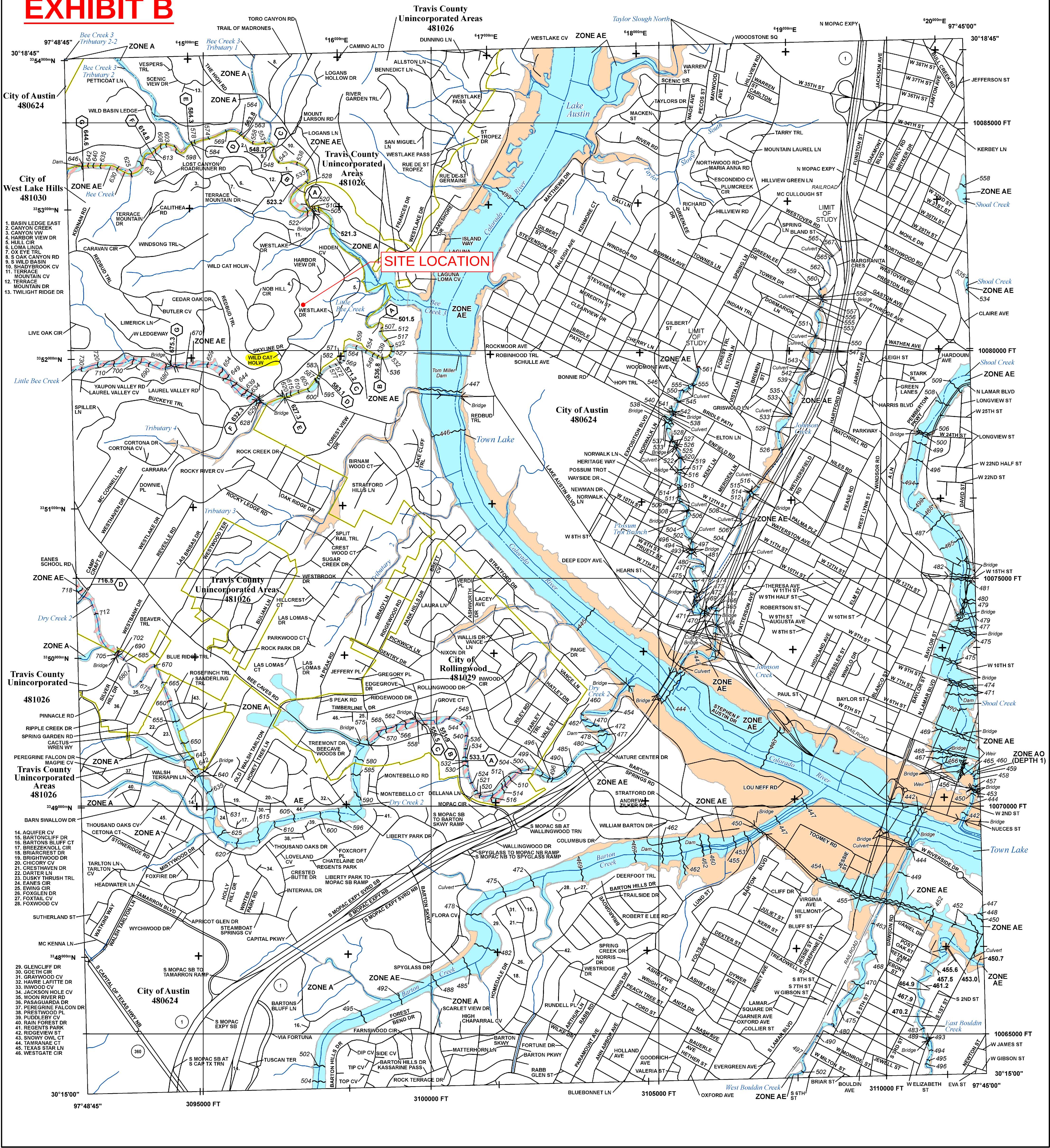
- | | | |
|---------------------------------------|------------------------------------|----------------------------|
| Edwards Aquifer Label | City/Place | TX Counties |
| Edwards Aquifer Boundary | Groundwater Conservation Districts | 7.5 Minute Quad Grid |
| Edwards Aquifer Boundary central line | Southwestern Travis County GCD | TCEQ_EDWARDS_OFFICIAL_MAPS |



Austin Community College, City of Austin, Texas Parks & Wildlife, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA, TCEQ

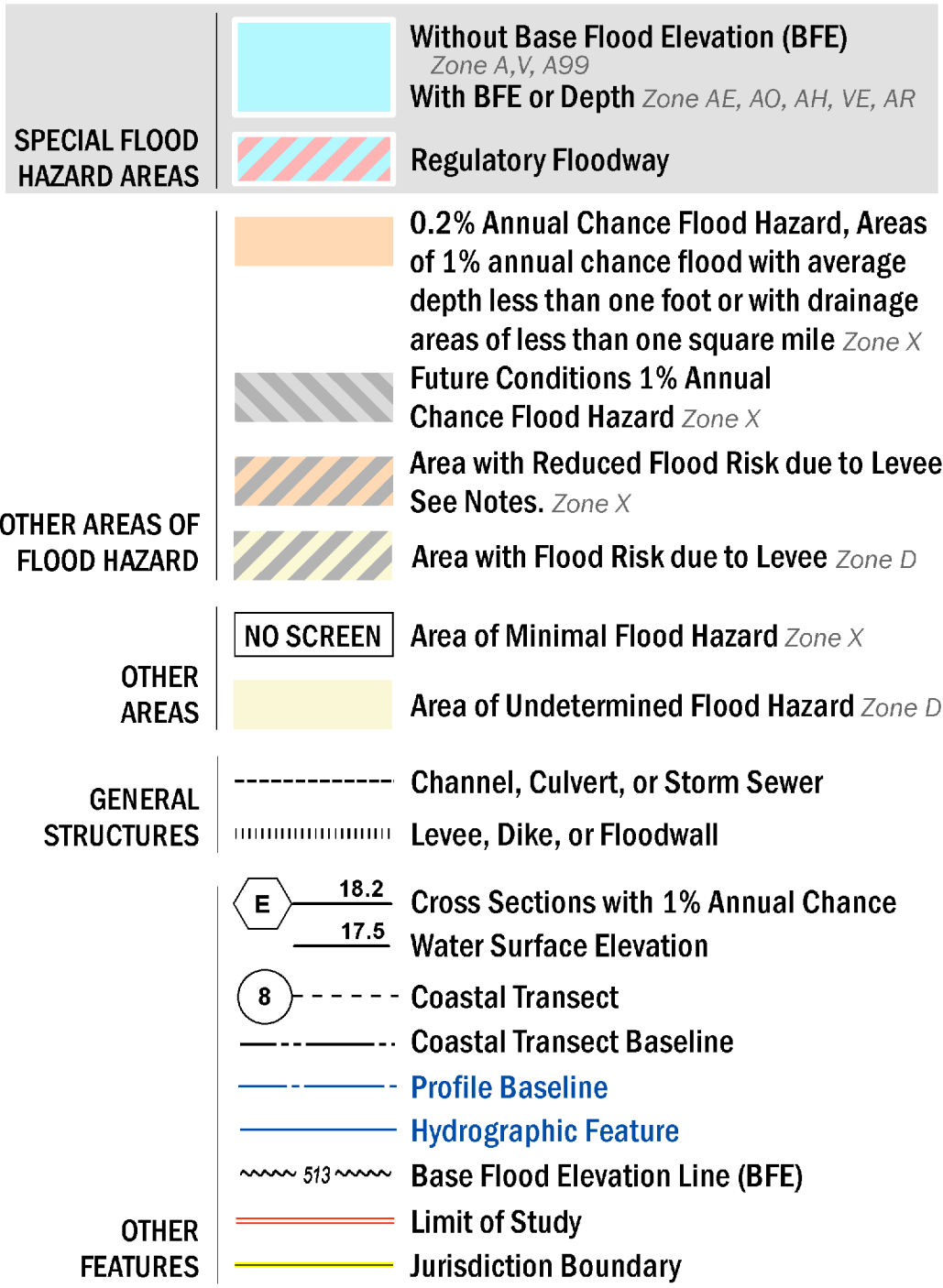
Web AppBuilder for ArcGIS

EXHIBIT B



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTPS://MSC.FEMA.GOV](https://MSC.FEMA.GOV)



NOTES TO USERS

For information and questions about this Flood Insurance Rate Map (FIRM), available products associated with this FIRM, including historic versions, the current map date for each FIRM panel, how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Map Information Exchange at 1-877-FEMA-MAP (1-877-336-6627) or visit the FEMA Flood Map Service Center website at <https://msc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website.

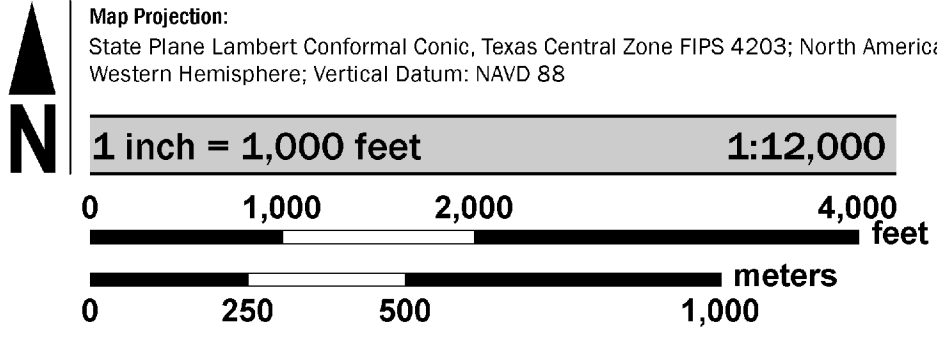
Communities annexing land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM Index. These may be ordered directly from the Flood Map Service Center at the number listed above.

For community and countywide map dates refer to the Flood Insurance Study Report for this jurisdiction.

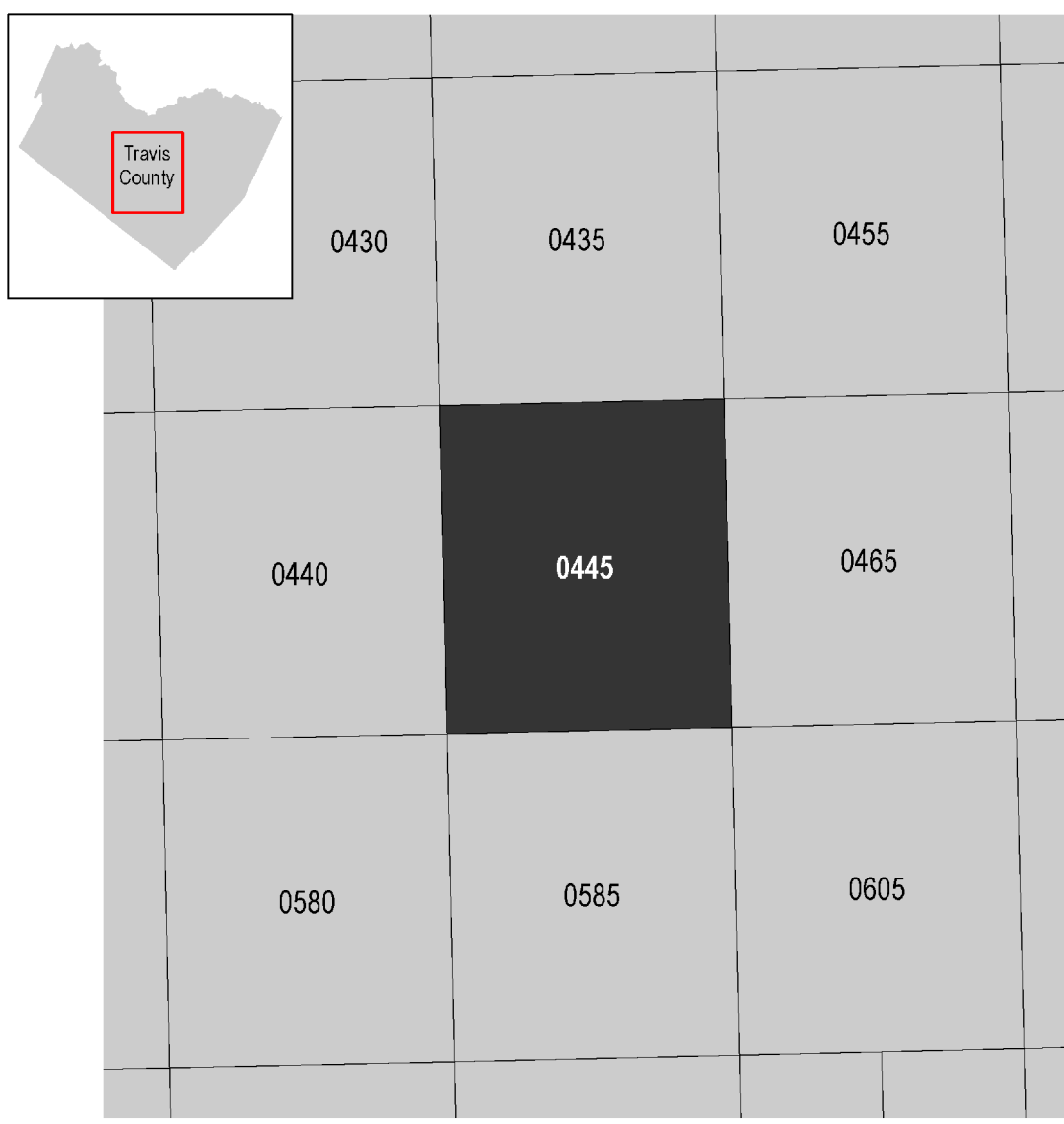
To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-833-6620.

Base map information shown on this FIRM was derived from digital data obtained from City of Austin dated 2016, NFHL dated 2014, and CAPCOG dated 2014 and 2016.

SCALE



PANEL LOCATOR



FEMA
National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP

TRAVIS COUNTY, TEXAS
and Incorporated Areas

PANEL 445 OF 730

COMMUNITY	NUMBER	PANEL	SUFFIX
AUSTIN, CITY OF	480624	0445	K
ROLLINGWOOD, CITY OF	481029	0445	K
TRAVIS COUNTY	481026	0445	K
WEST LAKE HILLS, CITY OF	481030	0445	K

VERSION NUMBER
2.3.3.3

MAP NUMBER
48453C0445K

MAP REVISED
JANUARY 22, 2020

SUBDIVISION DRAINAGE MAPS
FOR
1405 WILD CAT HOLLOW & 1058 WESTLAKE DR
WEST LAKE HILLS, TRAVIS COUNTY, TEXAS 78746

OWNER

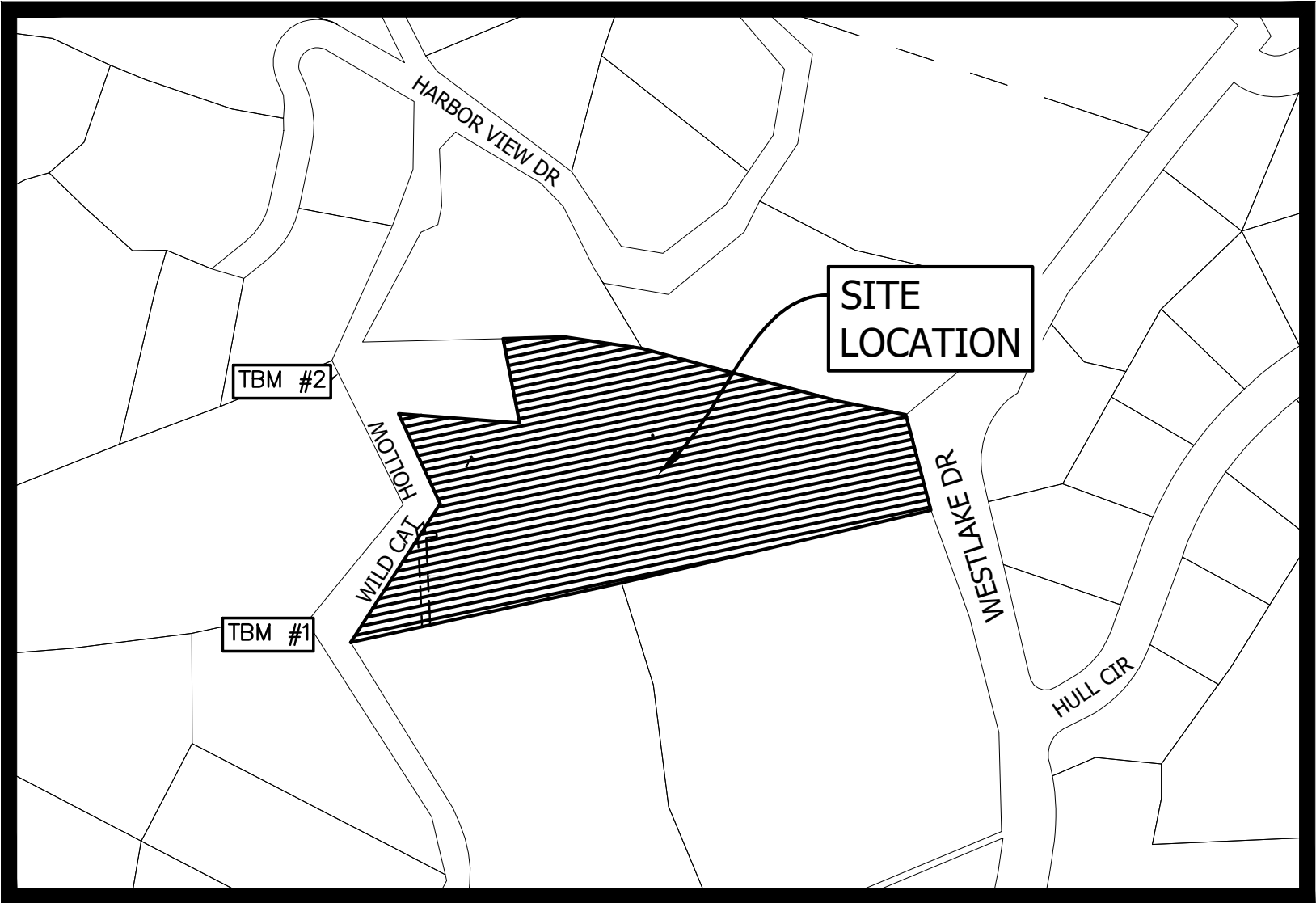
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CIVIL ENGINEER

MILIAN CONSULTING LLC
FIRM REG# F-22686
ALEJANDRA FLORES, P.E.
501 N IH 35 #209C
AUSTIN TEXAS 78702
830.513.9451

ARCHITECT

DICK CLARK + ASSOCIATES
2120 E 7TH ST STE 200
AUSTIN TEXAS 78702
512.472.4980



LOCATION MAP

NTS

ZONING

R-1 ONE FAMILY (EXISTING & PROPOSED)

SHEET INDEX

1. COVER SHEET
2. EX DRAINAGE AREA MAP
3. PR DRAINAGE AREA MAP

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AS OWNER OF THIS PROPERTY, I INTEND TO DEVELOP AND MAINTAIN THIS PROPERTY AS DESCRIBED BY THIS PLAN

NAME OF OWNER/TRUSTEE

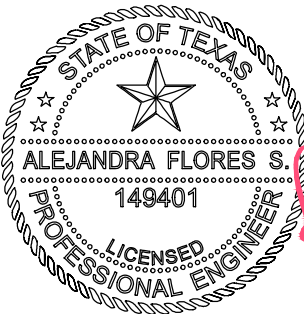
DATE

ENGINEERS CERTIFICATION

STATE OF TEXAS

COUNTY OF TRAVIS

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ALEJANDRA FLORES S., P.E.

01/23/2024

NAME OF PROFESSIONAL ENGINEER

DATE

CITY ACCEPTANCE BLOCK

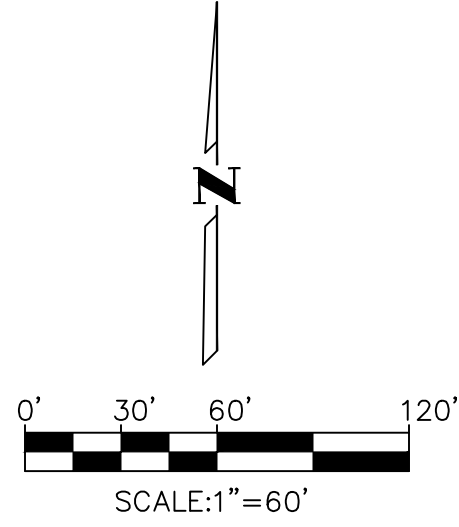
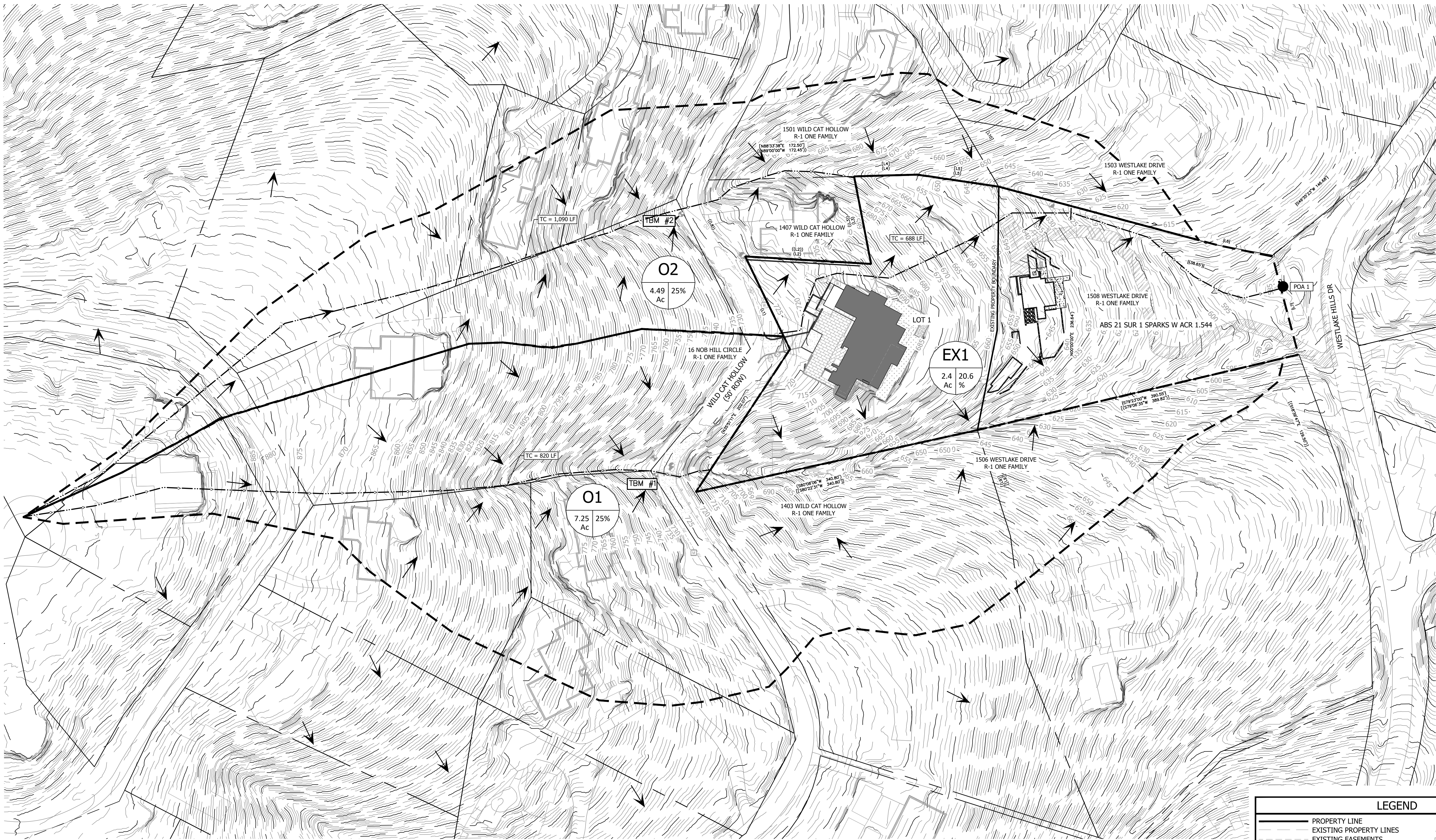
ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARED THEM. IN ACCEPTING THESE PLANS, THE CITY OF WEST LAKE HILLS MUST RELY UPON THE ADEQUACY OF THE WORK OF THE DESIGN ENGINEER.

ACCEPTED FOR CONSTRUCTION:

CITY ADMINISTRATOR

DATE

REVISIONS / CORRECTIONS						
NUMBER	DESCRIPTION	REVISE (R) DELETE(D) ADD (A) SHEET NO'S	TOTAL SHEETS	CHANGE IC (SF)	TOTAL IC (SF)	APPROVAL DATE



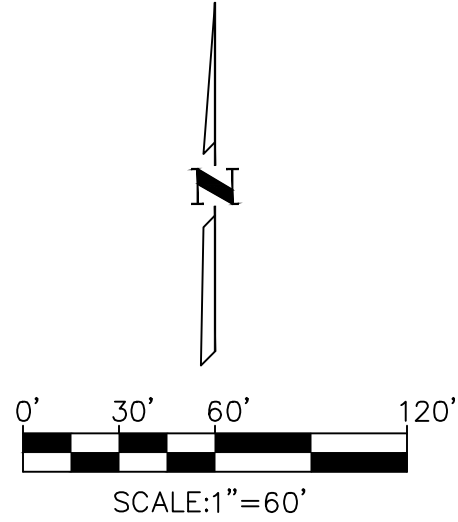
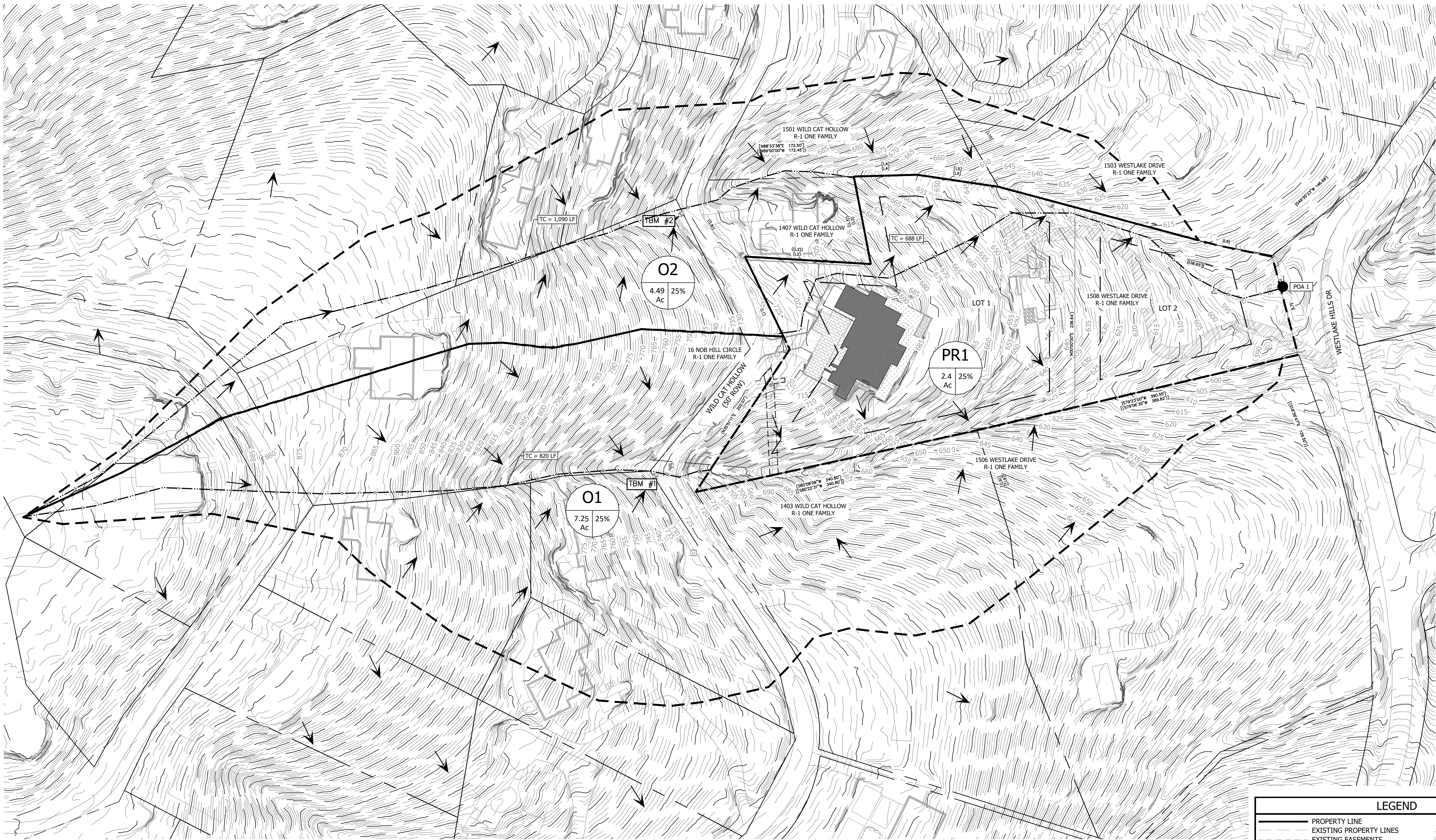
Existing Conditions										
Sub Basin	Point of Analysis	Area		Impervious Cover		HEC-HMS Output (CFS)				
		AC	SQMI	SF	%	2YR	10YR	25YR	100YR	
EX1	POA1	2.4	0.00375	21,583	20.64%	12.1	19.6	24.8	33.1	
O1	POA1	7.25	0.011328	78,953	25%	37.2	59.6	75.4	100.2	
O2	POA1	4.49	0.007016	48,896	25%	23	36.9	46.7	62.1	
Point of Analysis 1						72.4	116.1	147.0	195.3	

Curve Number Calculation				
	Impervious Cover	Soil Group	Impervious Cover CN	Pervious Cover CN
EX1	20.6%	C	98.0	86.0
O1	25.0%	C	98.0	86.0
O2	25.0%	C	98.0	86.0

Sub Basin	Total Reach (ft)	Curve Number CN=98(1-C)+79(1-1C)	Total Tc (min)	Sheet Flow Tc=0.007*((L+0.6)/(P2*0.5))^(0.4)				Overland Flow Paved Tc=L/(60*20.3282*(s*0.5))				Channel Flow Tc=L/(60*V)			
				Reach (ft)	Manning's (n)	Slope (s) (ft/ft)	Tc (min)	Reach (ft)	Surface	Slope (s) (ft/ft)	Tc (min)	Length (ft)	Avg Velocity (ft/s)	Tc (min)	
EX1	688	88.5	5 (minimum)	100	0.015	0.005	2.6	208	Unpaved	0.3130	0.3	380	6.00	1.1	
O1	820	89	5 (minimum)	100	0.015	0.005	2.6	720	Unpaved	0.4890	0.8	0	6.00	0.0	
O2	1090	89	5 (minimum)	100	0.015	0.005	2.6	990	Unpaved	0.5300	1.1	0	6.00	0.0	

LEGEND	
—	PROPERTY LINE
- - -	EXISTING PROPERTY LINES
- - -	EXISTING EASEMENTS
655	CONTOUR LINE
—	STEEL PLATE WALL
—	WALL
△	CALCULATED POINT
●	1/2" IRON ROD FOUND
▲	60d NAIL FOUND
⊙	1/2" IRON PIPE FOUND (UNLESS NOTED)
⊙	SURVEY CONTROL POINT
⊙	BENCHMARK
⊙	1/2" IRON ROD WITH "4WARD BOUNDARY" CAP SET
⊙	IRON ROD WITH "LANDMARK" CAP FOUND (UNLESS NOTED)
⊙	BOLT FOUND AS NOTED
▲	NAIL W/ MAG AS NOTED
—OU—	OVERHEAD UTILITY
—	EDGE OF ASPHALT
—	WOOD FENCE
—	METAL RETAINING WALL
—SF—	SILT FENCE
⊙	ELECTRIC JUNCTION BOX
⊙	ELECTRIC METER
⊙	WATER VALVE
⊙	WATER METER
⊙	DRAIN GRATE
⊙	FIRE HYDRANT
⊙	POWER/UTILITY POLE
⊙	GUY ANCHOR
⊙	MAILBOX
⊙	WATER FAUCET
⊙	IRRIGATION CONTROL VALVE
⊙	SEPTIC TANK LID
⊙	STONE
⊙	CONCRETE
⊙	BUILDING
⊙	BRICK
⊙	ASPHALT
→	SURFACE FLOW DIRECTION
→	ARROW
—	DRAINAGE SWALE FLOW LINE

RESIDENTIAL SUBDIVISION
1405 WILD CAT HOLLOW & 1508 WESTLAKE DR
AUSTIN, TRAVIS COUNTY, TEXAS 78746
EXISTING DRAINAGE AREA MAP



- NOTES:
- IMPERVIOUS COVER IS PROPOSED TO STAY THE SAME UNDER THE SUBDIVISION APPLICATION. NO SUBDIVISION IMPROVEMENTS ARE PROPOSED.
 - DETENTION AND WATER QUALITY ARE TO BE PROVIDED BY EACH LOT TO MITIGATE FOR ANY INCREASE IN RUNOFF.
 - ALL DRAINAGE AND WATER QUALITY REQUIREMENTS ARE TO BE MET AT THE TIME OF BUILDING PERMIT PER DRAINAGE CRITERIA MANUAL PRIOR TO THE DEVELOPMENT OF ANY LOT.
 - THERE WILL BE NO ADVERSE IMPACTS TO THE LAND OR WATERWAYS OF THE BEE CREEK WATERSHED AS A RESULT OF THIS SUBDIVISION.
 - THIS PLAN IS A VISUAL ONLY. OWNER OF LOT 2 CANNOT ENTER LOT 1 WITHOUT THE OWNER'S PERMISSION AND VICE VERSA. THE INTENT OF THIS PLAN IS SOLELY TO SHOW DRAINAGE PATTERNS AND POTENTIAL INCREASE IN RUNOFF IF BOTH LOTS WERE TO BE DEVELOPED AT THEIR MAXIMUM ALLOWED IMPERVIOUS COVERAGE.
 - PRIOR TO THE SUBDIVISION APPROVAL, ALL STRUCTURES AND UTILITIES THAT WOULD OTHERWISE BECOME NOT CONFORMING (EITHER BY BEING ON PROPOSED SETBACKS, OR CROSSING LOT LINES) WILL NEED TO BE DEMOLISHED.

		Proposed Conditions					HEC-HMS Output (CFS)			
Sub Basin	Point of Analysis	Area	Impervious Cover			2YR	10YR	25YR	100YR	
		AC	SQMI	SF	%					
PR1 O1 O2	POA1	2.4	0.00375	21,583	25%	12.2	19.6	24.9	33.1	
	POA1	7.25	0.011328	78,953	25%	37.2	59.6	75.4	100.2	
	POA1	4.49	0.007016	48,896	25%	23	36.9	46.7	62.1	
		Point of Analysis 1					72.5	116.2	147.1	195.4

Curve Number Calculation				
Impervious Cover	Soil Group	Impervious Cover CN	Perious Cover CN	Composite CN
PR1 20.6%	C	98.0	86.0	88.5
O1 25.0%	C	98.0	86.0	89.0
O2 25.0%	C	98.0	86.0	89.0

		Curve Number		Sheet Flow		Overland Flow		Channel Flow	
Sub Basin	Total Reach (ft)	Curve Number	Total Tc (min)	Tc = 0.007 * ((nL)^0.8) / (P2^0.5) * (s^0.4)	Tc (min)	Reach (ft)	Surface	Length (ft)	Avg Velocity (ft/s)
PR1	688	89	5 (minimum)	100	0.015	208	Unpaved	0.3	6.00
O1	820	89	5 (minimum)	100	0.015	720	Unpaved	0.8	6.00
O2	1090	89	5 (minimum)	100	0.015	990	Unpaved	1.1	6.00

LEGEND	
PROPERTY LINE	GUY ANCHOR
EXISTING PROPERTY LINES	MAILBOX
EXISTING EASEMENTS	WATER FAUCET
CONTOUR LINE	IRRIGATION CONTROL VALVE
STEEL PLATE WALL	SEPTIC TANK LID
WALL	STONE
CALCULATED POINT	CONCRETE
1/2" IRON ROD FOUND	BUILDING
60d NAIL FOUND	BRICK
1/2" IRON PIPE FOUND (UNLESS NOTED)	ASPHALT
SURVEY CONTROL POINT	SURFACE FLOW DIRECTION
BENCHMARK	ARROW
1/2" IRON ROD WITH "4WARD BOUNDARY" CAP SET	DRAINAGE SWALE FLOW LINE
IRON ROD WITH "LANDMARK" CAP FOUND (UNLESS NOTED)	
BOLT FOUND AS NOTED	
NAIL W/ MAG AS NOTED	
OVERHEAD UTILITY	
EDGE OF ASPHALT	
WOOD FENCE	
METAL RETAINING WALL	
SILT FENCE	
ELECTRIC JUNCTION BOX	
ELECTRIC METER	
WATER VALVE	
WATER METER	
DRAIN GRATE	
FIRE HYDRANT	
POWER/UTILITY POLE	

RESIDENTIAL SUBDIVISION
1405 WILD CAT HOLLOW & 1508 WESTLAKE DR
AUSTIN, TRAVIS COUNTY, TEXAS 78746
PR DRAINAGE AREA MAP



City of West Lake Hills

Exhibit B

Plat recommendation is for denial based on the comments provided below.

Planning Review – Jennifer C. Bills

1. The plat title is Replat of the K & J P Subdivision. Change in title and owners dedication block. Plat detail 2
2. Lot should be labeled 1R and 2R. Plat detail 13
3. Show the other side of the ROW for Wildcat Hollow and Westlake Dr. If the ROW for Wildcat is less than 46 feet, and Westlake less than 60 feet adjacent to the replat, show the dedication of the ½ of the right-of-way adjacent to the replat. Table 36-2 Street Design Standards
4. Remove building lines from the face of plat. (covered by note 23)
5. Provide any restrictive covenants, deed restrictions for the properties, or provide a letter that no such records were found on file with the Travis County Clerk's Office. (application materials O)
6. Provide exhibit showing the information required for the primary and alternative sewage disposal field areas. Plat Detail 23
7. Provide certification blocks for signature by applicants/owners for OSSF/sanitation and No presence of Oak Wilt Plat Detail 24
SANITATION CERTIFICATION
The lots shown on this replat are able to be developed with septic systems and these systems are to be constructed in accordance with Note 16 shown hereon.

Name

Date

OAK WILT CERTIFICATION

I, the undersigned, a certified arborist hereby certify that oak wilt was not found on the property.

Name

Date

8. Remove Plat Note 5 (not applicable)
9. Add plat notes 30.
10. Add plat note 32. If none are found add note "No deed restrictions or covenants were found in the records on file with the Travis County Clerk's Office."
11. A public drainage easement for natural or manmade drainage ways shall be dedicated at the time of site development. Section 36.01.009 (8)
12. Provide a tree survey depicting the proposed amount of tree clearing for proposed residential development (Plat detail 21)
13. The existing structure on what is currently 1508 Westlake Drive must demolished before the plat can be approved and recorded as it does not conform to the R-1 district for the newly created Lot 1.

Alejandra Flores S., PE
Milian Engineering LLS
501 N IH 35 #209C
Austin, TX 78702

RE: Permit No. 2024-1243– 1405 Wildcat Hollow Replat – Replat Review 1

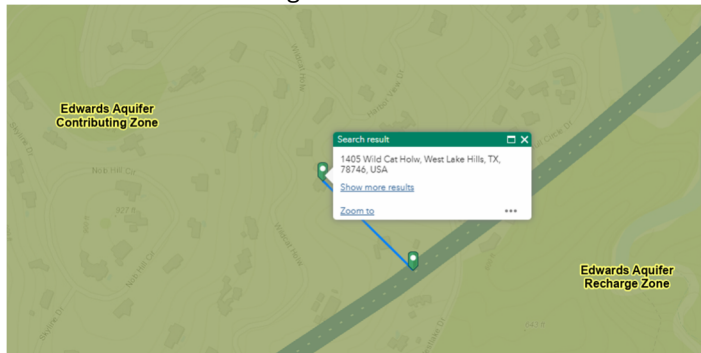
SUBDIVISION DRAINAGE REVIEW

We are providing the following comments based on a review of the submitted documents, additional comments may be generated upon re-submittal. Comments generated are based on city ordinances and the City of West Lake Hills Drainage and Erosion Control Design Manual (DECDM), the Subdivision Checklist, and the Code of Ordinances.

Please provide updated documents along with a comment response letter addressing all comments with each resubmittal. This submittal is **DENIED**. Approval is contingent upon completion of the remaining comments.

Subdivision Narrative

1. Site section indicates property is not located within Edwards Aquifer. Per TCEQ, the property is located within the Contributing Zone, approximately 0.11 miles west of the transition line into the defined Edwards Recharge Zone. Please review and revise the Edwards Aquifer statement.



2. **Revise variance statement to include that no “new” variances are requested and that variances were previously approved for this property.**

Plat

1. General Notes note 4 has a typo in Austin Energy.
2. General Notes note 6 has a new paragraph after ‘accepted’ or verbiage is missing.
3. General Notes note 9 has a new paragraph after ‘certain’ or verbiage is missing.
4. Engineer’s initial on signature block statement is missing the ‘S.’ in the name.
5. Provide a list of all restrictions and covenants in accordance with the title commitment or provide a statement that none exist for the subdivision.
6. Provide a letter from 911 addressing to confirm street name and update exhibits. Some exhibits show “Wildcat” whereas others show “Wild Cat”.

Drainage Plan

1. Existing drainage area map time of concentration travel path appears to be traveling uphill for basin ‘EX1’.

2. Provide calculations for the time of concentration for existing and proposed conditions.
3. The existing structure to the east appears to be located within Lot 2 in proposed conditions. Existing utilities serving this facility cannot cross property lines. Revise the demolition note to include utilities in addition to the structure.
4. In the proposed conditions map, the drive aisle from Westlake drive towards the west crosses from one property to another, this should be removed or provide a note that this is a visual item and that the owner of Lot 2 cannot enter Lot 1 without expressed permission.
5. Identify lot configuration for existing and proposed conditions and label Lots 1 and 2 in each plan.
6. Identify the existing channels on the north and southern property areas as part of your channel flow as this is the main method of conveyance of upstream stormwater runoff.

Existing Conditions:

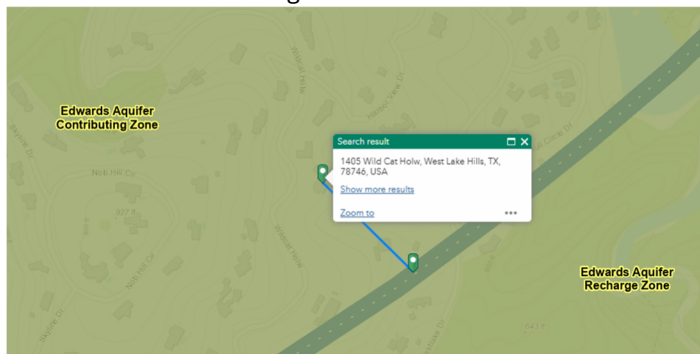
7. Existing house shown should be bold as it exists today.
8. The current property boundaries should be shown. The proposed boundary and setback is currently shown as the existing condition.
9. Per the plat, there is an electric easement that is not shown on the existing or proposed condition. Confirm if this easement is proposed to remain or be vacated and include linework on drainage plan.
10. Time of Concentration travel path appears to pass through the building. Please revise.

Proposed Conditions:

11. Provide a note that states water quality and detention are not proposed with this plan and are required prior to the development of any lot.
12. Provide a statement indicating there will not be adverse impact to the land and waterways of the (insert name) watershed.
13. Confirm the 25% impervious cover on the offsite basins includes impervious cover of the public infrastructure or if this is the max allowed impervious cover by zoning classification.
14. Time of Concentration travel path appears to pass through the building. Please revise.
15. Basin PR1 in the proposed conditions table is showing 20.64% impervious cover whereas the basin label on the plan view shows 25% impervious cover.
16. Turn the adjacent property boundaries bold as they are difficult to differentiate from the contours.
17. Make the roadway text for Westlake and Wildcat Hollow legible (too small).
18. Provide a note stating water quality and detention will be provided by each lot to mitigate for the increase in runoff identified on the drainage plan.

Engineering Report

1. Site section indicates property is not located within Edwards Aquifer. Per TCEQ, the property is located within the Contributing Zone, approximately 0.11 miles west of the transition line into the defined Edwards Recharge Zone. Please review and revise the Edwards Aquifer statement.



2. Exhibit C is not attached in the final report.
3. The existing ditches described to convey stormwater from west to east are not identified as part of the conveyance shown on the drainage plan exhibits.

If you have any questions or would like to set up a meeting, please request a meeting with Joel Sherrouse at JSherrouse@westlakehills.gov at your earliest convenience.

Alejandra Flores S., PE
Milian Engineering LLS
501 N IH 35 #209C
Austin, TX 78702

RE: Permit No. 2024-1243– 1405 Wildcat Hollow Replat – Replat Review 2

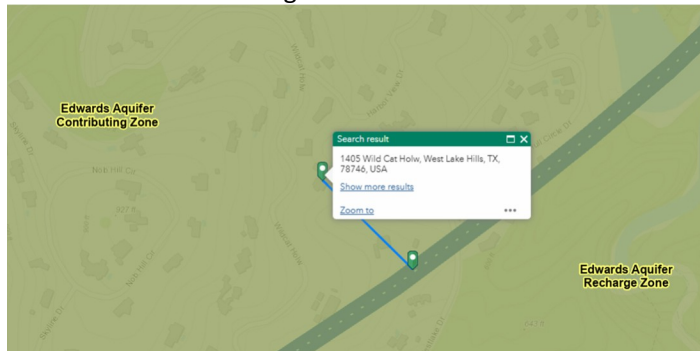
SUBDIVISION DRAINAGE REVIEW

We are providing the following comments based on a review of the submitted documents, additional comments may be generated upon re-submittal. Comments generated are based on city ordinances and the City of West Lake Hills Drainage and Erosion Control Design Manual (DECDM), the Subdivision Checklist, and the Code of Ordinances.

Please provide updated documents along with a comment response letter addressing all comments with each resubmittal. This submittal is **DENIED**. Approval is contingent upon completion of the remaining comments.

Subdivision Narrative

1. Site section indicates property is not located within Edwards Aquifer. Per TCEQ, the property is located within the Contributing Zone, approximately 0.11 miles west of the transition line into the defined Edwards Recharge Zone. Please review and revise the Edwards Aquifer statement.



Clear.

2. Revise variance statement to include that no “new” variances are requested and that variances were previously approved for this property.

Clear.

Plat

1. General Notes note 4 has a typo in Austin Energy.
Clear.
2. General Notes note 6 has a new paragraph after ‘accepted’ or verbiage is missing.
Rev 2: Clear.
3. General Notes note 9 has a new paragraph after ‘certain’ or verbiage is missing.
Rev 2: Clear.
4. Engineer’s initial on signature block statement is missing the ‘S.’ in the name.
Rev 2: Clear.
5. Provide a list of all restrictions and covenants in accordance with the title commitment or provide a statement that none exist for the subdivision.

Rev 2: Clear.

6. Provide a letter from 911 addressing to confirm street name and update exhibits. Some exhibits show "Wildcat" whereas others show "Wild Cat".

Rev 2: Clear.

Drainage Plan

1. Existing drainage area map time of concentration travel path appears to be traveling uphill for basin 'EX1'.
Clear.
2. Provide calculations for the time of concentration for existing and proposed conditions.
Clear.
3. The existing structure to the east appears to be located within Lot 2 in proposed conditions. Existing utilities serving this facility cannot cross property lines. Revise the demolition note to include utilities in addition to the structure.
Clear.
4. In the proposed conditions map, the drive aisle from Westlake drive towards the west crosses from one property to another, this should be removed or provide a note that this is a visual item and that the owner of Lot 2 cannot enter Lot 1 without expressed permission.
Clear.
5. Identify lot configuration for existing and proposed conditions and label Lots 1 and 2 in each plan.
Clear.
6. Identify the existing channels on the north and southern property areas as part of your channel flow as this is the main method of conveyance of upstream stormwater runoff.
Clear.

Existing Conditions:

7. Existing house shown should be bold as it exists today.
Clear.
8. The current property boundaries should be shown. The proposed boundary and setback is currently shown as the existing condition.
Clear.
9. Per the plat, there is an electric easement that is not shown on the existing or proposed condition. Confirm if this easement is proposed to remain or be vacated and include linework on drainage plan.
Clear.
10. Time of Concentration travel path appears to pass through the building. Please revise.
Clear.

Proposed Conditions:

11. Provide a note that states water quality and detention are not proposed with this plan and are required prior to the development of any lot.
Clear.
12. Provide a statement indicating there will not be adverse impact to the land and waterways of the (insert name) watershed.
Clear.
13. Confirm the 25% impervious cover on the offsite basins includes impervious cover of the public infrastructure or if this is the max allowed impervious cover by zoning classification.
Clear.
14. Time of Concentration travel path appears to pass through the building. Please revise.
Clear.

15. Basin PR1 in the proposed conditions table is showing 20.64% impervious cover whereas the basin label on the plan view shows 25% impervious cover.

Clear.

16. Turn the adjacent property boundaries bold as they are difficult to differentiate from the contours.

Clear.

17. Make the roadway text for Westlake and Wildcat Hollow legible (too small).

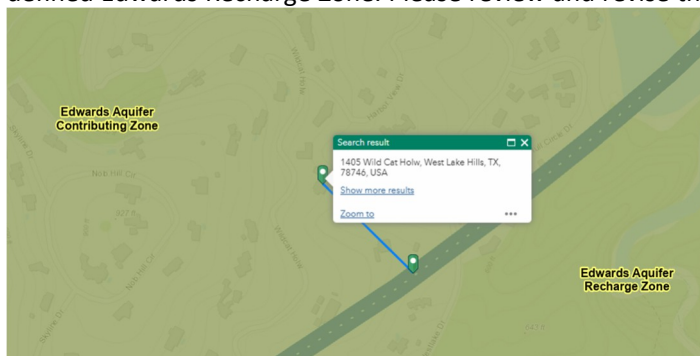
Clear.

18. Provide a note stating water quality and detention will be provided by each lot to mitigate for the increase in runoff identified on the drainage plan.

Clear.

Engineering Report

1. Site section indicates property is not located within Edwards Aquifer. Per TCEQ, the property is located within the Contributing Zone, approximately 0.11 miles west of the transition line into the defined Edwards Recharge Zone. Please review and revise the Edwards Aquifer statement.



Clear.

2. Exhibit C is not attached in the final report.

Clear.

3. The existing ditches described to convey stormwater from west to east are not identified as part of the conveyance shown on the drainage plan exhibits.

Clear.

If you have any questions or would like to set up a meeting, please request a meeting with Joel Sherrouse at JSherrouse@westlakehills.gov at your earliest convenience.

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, January 15, 2025 at 6:30 PM

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

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

2. **Citizen Communications:**

- a. Doris Robitaille: 806 Rocky River
 - o Shared that the dark skies have changed a lot in her time here due to the water treatment plant lights and the related clearing of trees.
 - o The 803 Westlake area is also being cleared behind her house
 - o The increased light and noise pollution from development and traffic are related to the removal of trees

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 November 20, 2024 Zoning and Planning Commission minutes
- b. ~~Approval of the January 13, 2025 Zoning and Planning Commission Workshop Minutes~~
 - i. **Withdrawn** – January 13th Workshop canceled for lack of quorum
- c. Report of previous ZAPCO cases acted upon by the BOA/Council
- d. **Action:** Commissioner Pledger moves for approval of the Consent Agenda
 - i. Commissioner Webber Seconds
 - ii. Motion carries 3 - 0

4. **Land Use 1405 Wildcat Hollow/1508 Westlake Dr.** – Consider action to make a recommendation for the Replat of Lot 1, K & J P Subdivision, Lot 1 and all of a called

1.544 acre tract of land situated in the Wilson Sparks Survey, Abstract No. 21 (Section 36.01.018 of the West Lake Hills Code).

Applicant: Matt Boelsche, Dick Clark and Associates

a. Staff Report:

- i. Director Bills presents on the replat of Lot 1 to absorb part of unplatted property and plat the remainder of the unplatted tract into a 1-acre tract.
- ii. Webber: Will the 1-acre tract be buildable?
 - 1. Yes
- iii. Maccini: Is there a permit for demolition for the smaller lot?
 - 1. There is a permit application, but it must be issued as one of the conditions to prevent the creation of an illegal lot

b. Public Comments:

- i. Doris Robitaille: What are conditions?
 - 1. Director Bills explains plats must be approved or approved or denied with conditions based on cited code requirements.

c. Discussion:

- i. None

d. Action: Commissioner Pledger moves that the subdivision be forwarded to the City Council with a recommendation of denial with conditions

- i. Commissioner Maccini seconds
- ii. Motion carries unanimously (3-0)

Recommendation will be forwarded to City Council for consideration on February 12, 2025.

5. Public Hearing: **704 Rocky River Rd.** – Discuss and make a recommendation on a variance to allow for the removal four trees: Tree Number 146 – a 14.5-inch oak, Tree Number 197 – a 16-inch elm, Tree Number 201 – a 17-inch oak, Tree Number 224 – a 14.5-inch elm, 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: Nina Falgout Sterrett, Arterberry Cooke Architecture

a. Staff Report:

- i. Director Bills explains variance request on heavily treed lot.
- ii. The lot will require replatting prior to development

- iii. Commissioner Webber: Has staff seen the proposed plans?
 - 1. No
- iv. Commissioner Maccini: Do we know who the builder is?
 - 1. The applicant is here and can answer that question.

b. Public Comments:

- i. Jeff Townsend – homeowner
 - 1. Trying to remove the least-number of trees at driveway
- ii. Nina Falgout Sterrett – Architect
 - 1. Requesting a minimum 12-foot driveway
 - a. Commissioner Webber: Have you explored moving the pole?
 - i. Jeff Townsend: The pole is a corner pole and is very difficult to remove
 - ii. Jeff Townsend: Additionally, moving the pole and the driveway would expose house to potential hazard from traffic rounding corner
- iii. Mindy Vescove – 604 Rocky River
 - 1. People do slow down at that curve, but appreciate applicant's concern for safety
 - 2. When designing own house, no regulatory trees needed to be removed
 - a. Particularly concerned with tree 201 – seems design driven
 - b. Object to all 4 trees being removed, but in particular tree 201 and tree at driveway
- iv. Randy Lee – 6 Rocky River
 - 1. Object to tree removal
 - 2. Trees are why living in West Lake Hills – even city logo features trees
 - 3. Previous property owners have had poles removed
 - 4. Doesn't want a pickleball court at neighbor's house
- v. Luke Wooldridge – 10 Rocky River Cove
 - 1. Not opposed to development, but opposed to cutting down trees
 - 2. There's always a way to work around trees

c. Discussion:

- i. Commissioner Maccini: Questions for the architect.
 - 1. Commissioner Maccini: Will CapTex be the builder
 - a. That is the plan

- b. Applicant: Two trees that are proposed for removal by variance cannot survive demolition according to arborists
 - 2. Commissioner Maccini: Which non-variance trees are being removed?
 - a. Architect walks through the landscape plan
 - 3. Commissioner Maccini: What type of trees will be used for replacement?
 - a. Exact species have not been determined
 - ii. Commissioner Webber: Are there plans that could be submitted beyond what have been provided that could be provided to Council as exhibits to gauge if this is a design-driven variance?
 - 1. 50% design documents are being prepared and can be provided along with 3D renderings
 - iii. Commissioner Webber: Are there reasons the design can't be driven to save tree 201?
 - 1. Saving that tree would require a setback variance
 - iv. Chair Meisel: Ordinance was on the books and trees were on the books when lot became available.
 - 1. Expect design professionals to design around rules first before asking for variances.
 - 2. Has Austin Energy been approached about the pole or guy wires?
 - 3. All 4 of these trees are design driven, and design-driven variances cannot be granted
 - 4. Nothing in the ordinances guarantees ability to build a 5,000sft house or a pool
 - v. Commissioner Pledger: Have some sympathy for the 2 trees against the existing house and the difficulty of saving them.
 - 1. Other trees should be saved
 - vi. Chair Meisel: Slabs can be dug out without destroying the trees
 - vii. Commissioner Webber: Would encourage that all 4 trees be discussed separately by applicant at Council
- d. **Action:** Commissioner Pledger, at the applicant's request, moves that the item be postponed to February ZAPCO with the applicant's
 - i. Commissioner Webber Seconds
 - ii. Motion Carries unanimously (3-0)

Recommendation will be postponed to ZAPCO for reconsideration on February 19, 2025.

6. Public Hearing: 9 Las Brisas Dr. - Discuss and make a recommendation on a variance for an up to 7-foot-tall fence where the maximum height is 6 feet over natural grade (Section 22.03.173 of the West Lake Hills Code).

Applicant: Erin Armstrong, Property Owner

a. Staff Report:

- i. Director Bills describes nature of property and variance request
- ii. Commissioner Maccini: Has the material been decided?
 - 1. The fence is already built
- iii. Commissioner Webber: would granting this variance allow for a future non-conforming fence:
 - 1. Director Bills: Variance runs with the land
 - 2. Chair Meisel: Can be limited to specific encroachment

b. Public Comments:

- i. Zach Armstrong: Homeowner
 - 1. Fence is built to protect dogs from aggressive neighboring dog

c. Discussion:

- i. None

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

- i. Commissioner Webber seconds
- ii. Motion carries unanimously (3-0)

Recommendation will be forwarded to City Council for consideration on February 12, 2025.

7. Public Hearing: 414 Brady Ln. - Discuss and make a recommendation on a variance for a 10-foot encroachment into the 20-foot front-yard fence setback for a fence installed without a permit (Section 22.03.173 of the West Lake Hills Code).

Applicant: Paul Zubeldia, Nalle Custom Home

a. Staff Report:

- i. Director Bills explains history of fence installed without permit or plans alongside new house build
- ii. Commissioner Webber: House has been there for some time. Why is this coming now?
 - 1. Director Bills: Was discovered by staff in irrigation inspection

b. Public Comments:

- i. Theresa Jones – daughter of owner
 - 1. Makes presentation on why applicant believes the fence should stay

c. Discussion:

- i. Commissioner Pledger: They didn't even file an application
- i. Commissioner Pledger: If they're removing the gate, the argument that the fence protects the dog doesn't make sense
- ii. Commissioner Webber: How did they get the CO with this fence?
 - 1. Director Bills: Before current staff was on board, the city was using 3rd-party inspector at the time, and it is unknown to staff when the fence was actually installed at the time.
- ii. Commissioner Meisel: If fence is on property line, planter boxes are in ROW
- iii. Commissioner Maccini: Can't set the precedent that once it's built it can be ignored
- iv. Commissioner Pledger: No sympathy if no application was submitted

d. Action: Commissioner Pledger moves that the variance request be forwarded to the City Council with a recommendation of **denial** for lack of hardship and violation of the ordinance

- i. Commissioner Webber seconds
- ii. Motion carries unanimously (3-0)

Recommendation will be forwarded to City Council for consideration on February 12, 2025.

8. Adjournment - Chair Robert Meisel

- a. Chair Mesel adjourns the meeting at 8:05pm

APPROVED:

Robert Meisel, Chair

ATTEST:

Joel Sherrouse, Development Coordinator

These minutes were approved on _____, 2025.

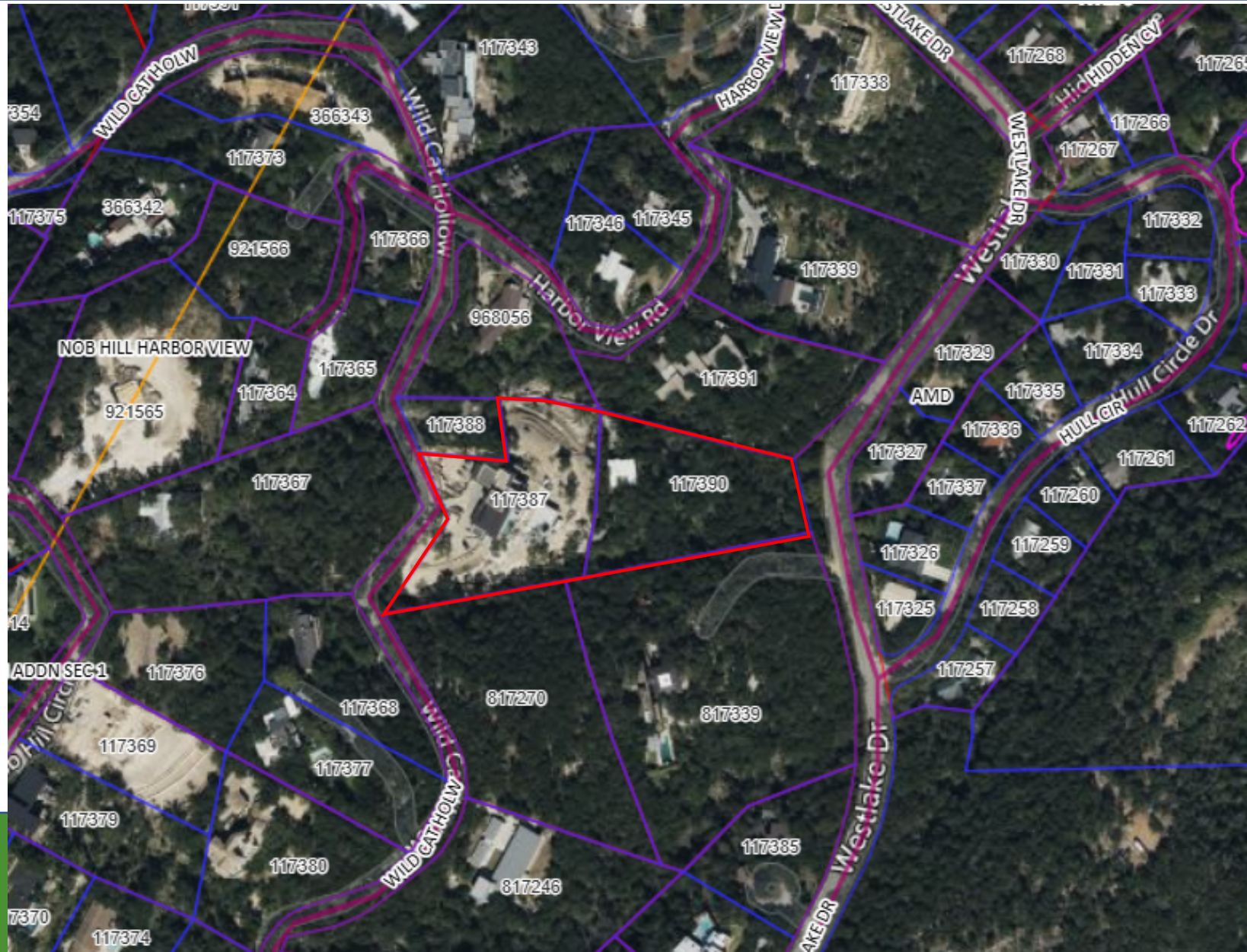
DRAFT

K & J P Subdivision Replat

4. Consider action to deny with conditions the Replat of Lot 1, K & J P Subdivision, Lot 1 and all of a called 1.544 acre tract of land situated in the Wilson Sparks Survey, Abstract No. 21 (Section 36.01.018 of the West Lake Hills Code).

Applicant: Matt Boelsche, Dick Clark & Associates

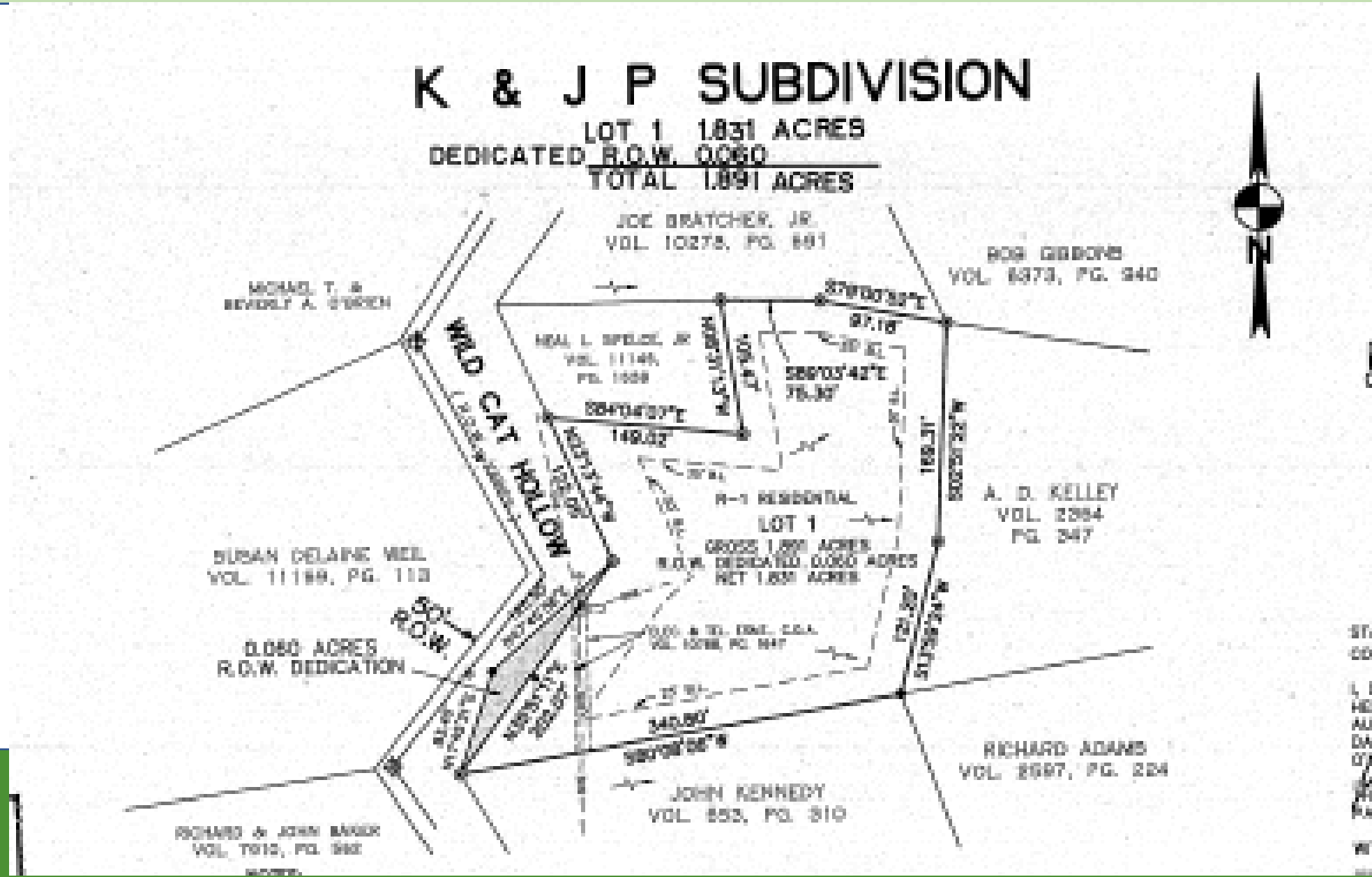
K & J P Subdivision Replat



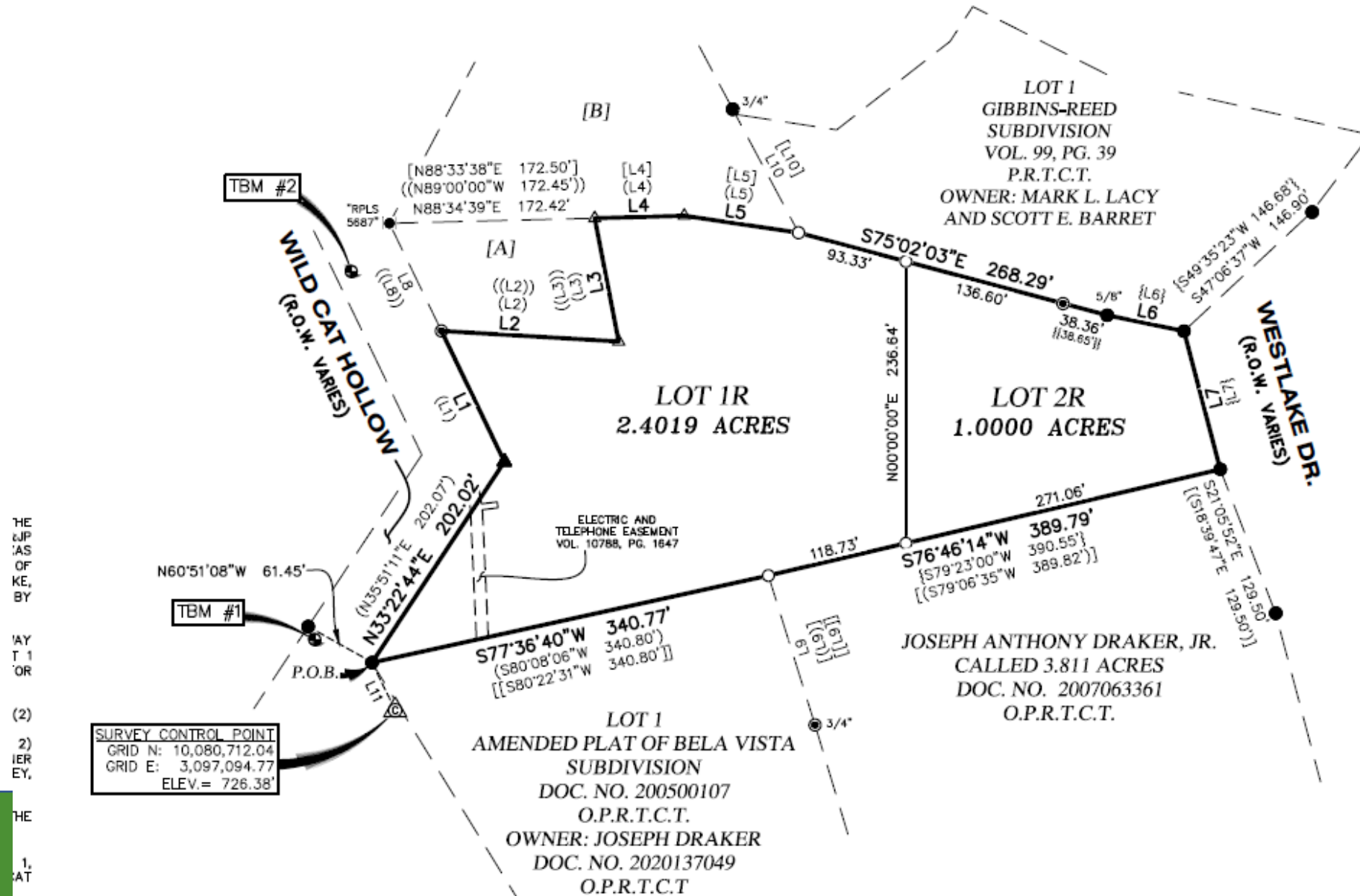
K & J P Subdivision Replat

- Existing K&JP Subdivision is a 1 lot plat.
- Proposed replat: To absorb part of the property addressed 1508 Westlake Dr. and plat the remainder as a 1-acre lot.
- Will result in two platted lots:
 - Lot 1R - 2.4019 – on OSSF
 - Lot 2R - 1.00 acres – has reserved one connection to city sewer

K & J P Subdivision Replat



K & J P Subdivision Replat



K & J P Subdivision Replat

The applicant resubmitted the plat after the ZAPCO meeting.

The recommendation is based on re-review and remaining comments that were reviewed at ZAPCO.



K & J P Subdivision Replat

Staff recommend denial of the plat with the conditions outlined in Exhibit B.

1. Show the other side of the ROW for Wildcat Hollow and Westlake Dr. If the ROW for Wildcat is less than 46 feet, and Westlake less than 60 feet adjacent to the replat, show the dedication of the ½ of the right-of-way adjacent to the replat. Table 36-2 Street Design Standards
2. Provide exhibit showing the information required for the primary and alternative sewage disposal field areas. Plat Detail 23
3. Add note: A public drainage easement for natural or manmade drainage ways shall be dedicated at the time of site development. Section 36.01.009 (8)
4. Provide a tree survey depicting the proposed amount of tree clearing for proposed residential development (Plat detail 21)
5. The existing structure on what is currently 1508 Westlake Drive must demolished before the plat can be approved and recorded as it does not conform to the R-1 district for the newly created Lot

The item was reviewed at the January 15, 2025 Zoning and Planning Commission meeting and recommended denial with conditions by a vote of 3-0

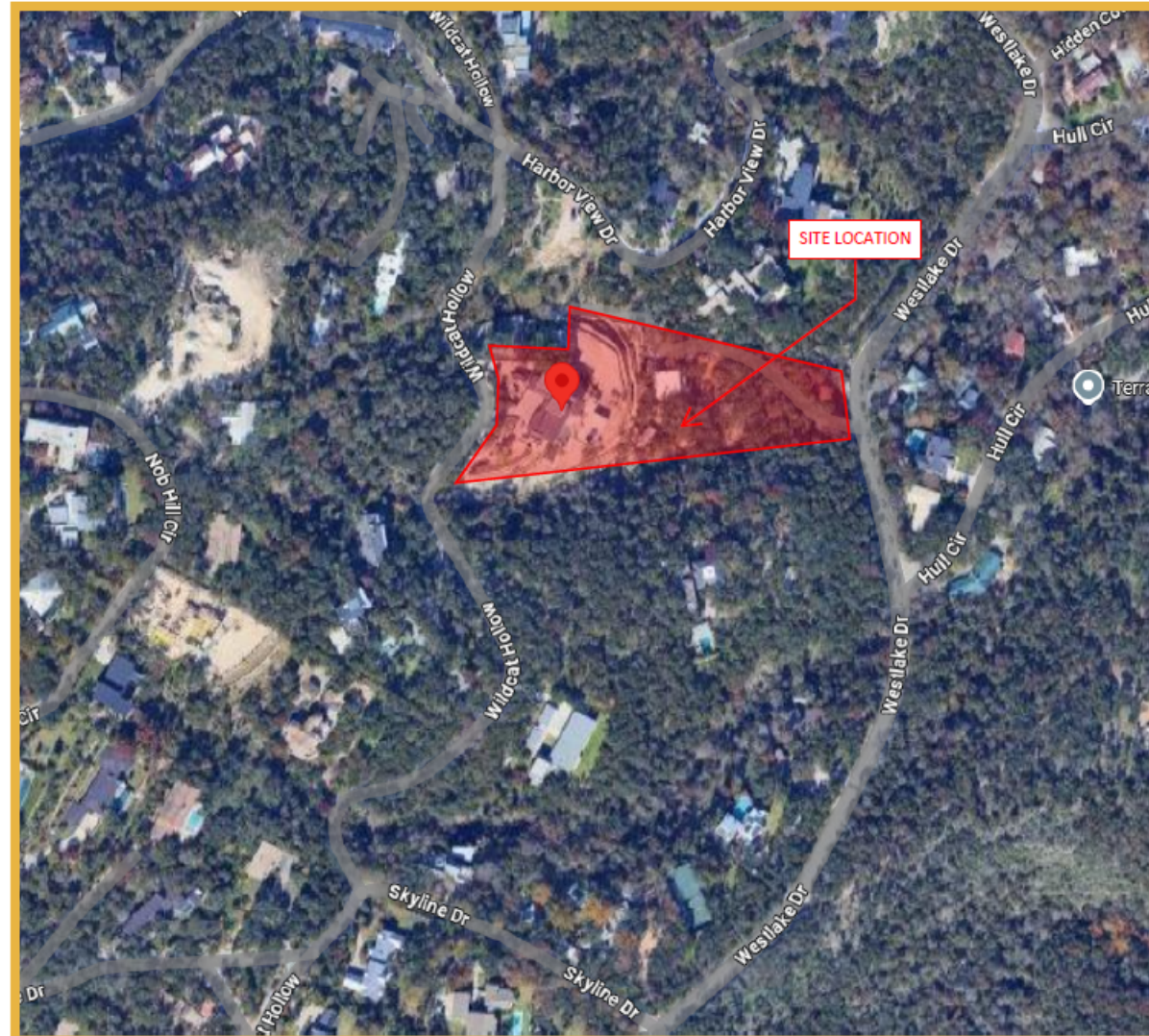


K & J P Subdivision Replat

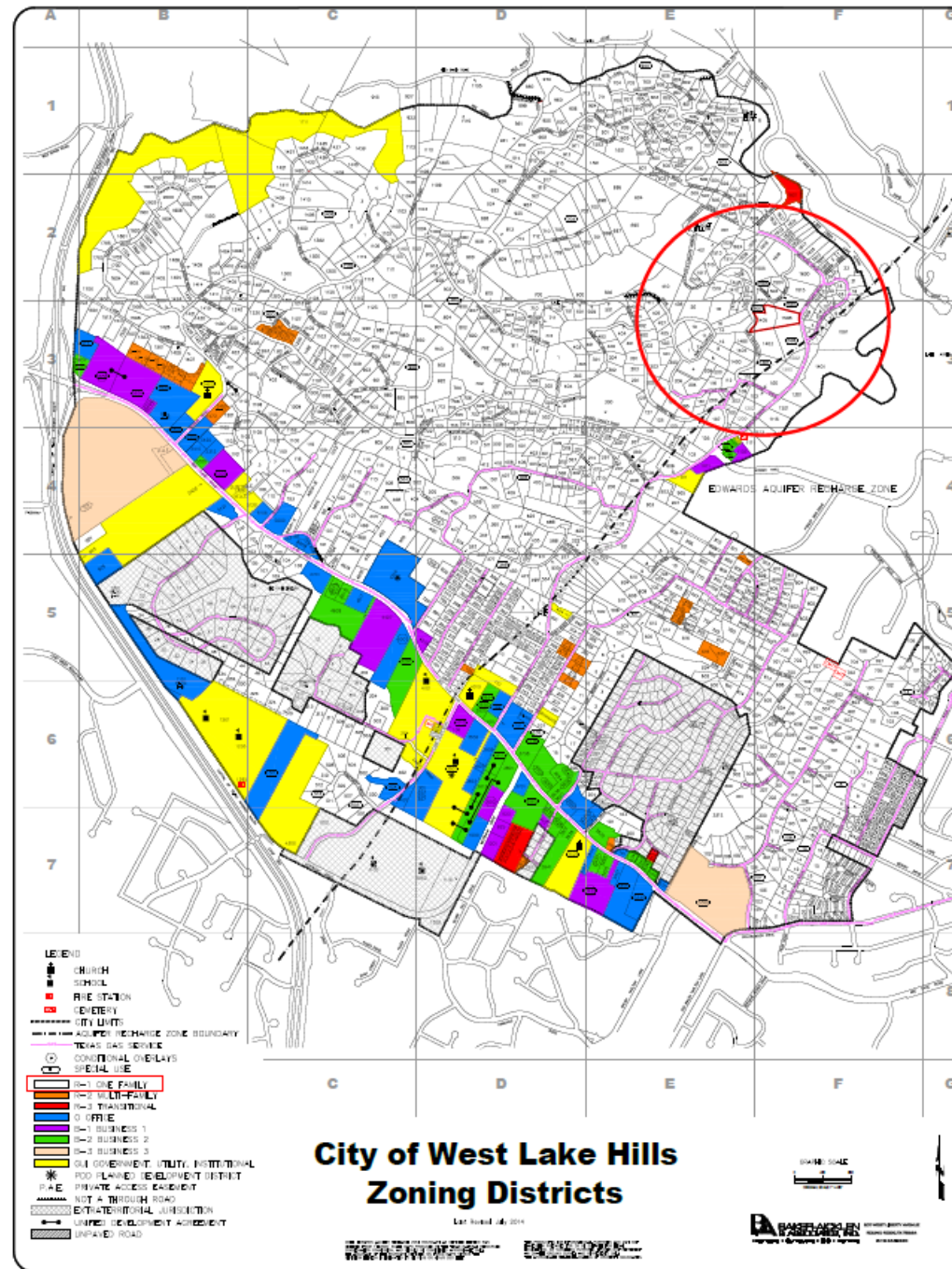
Applicant's presentation.

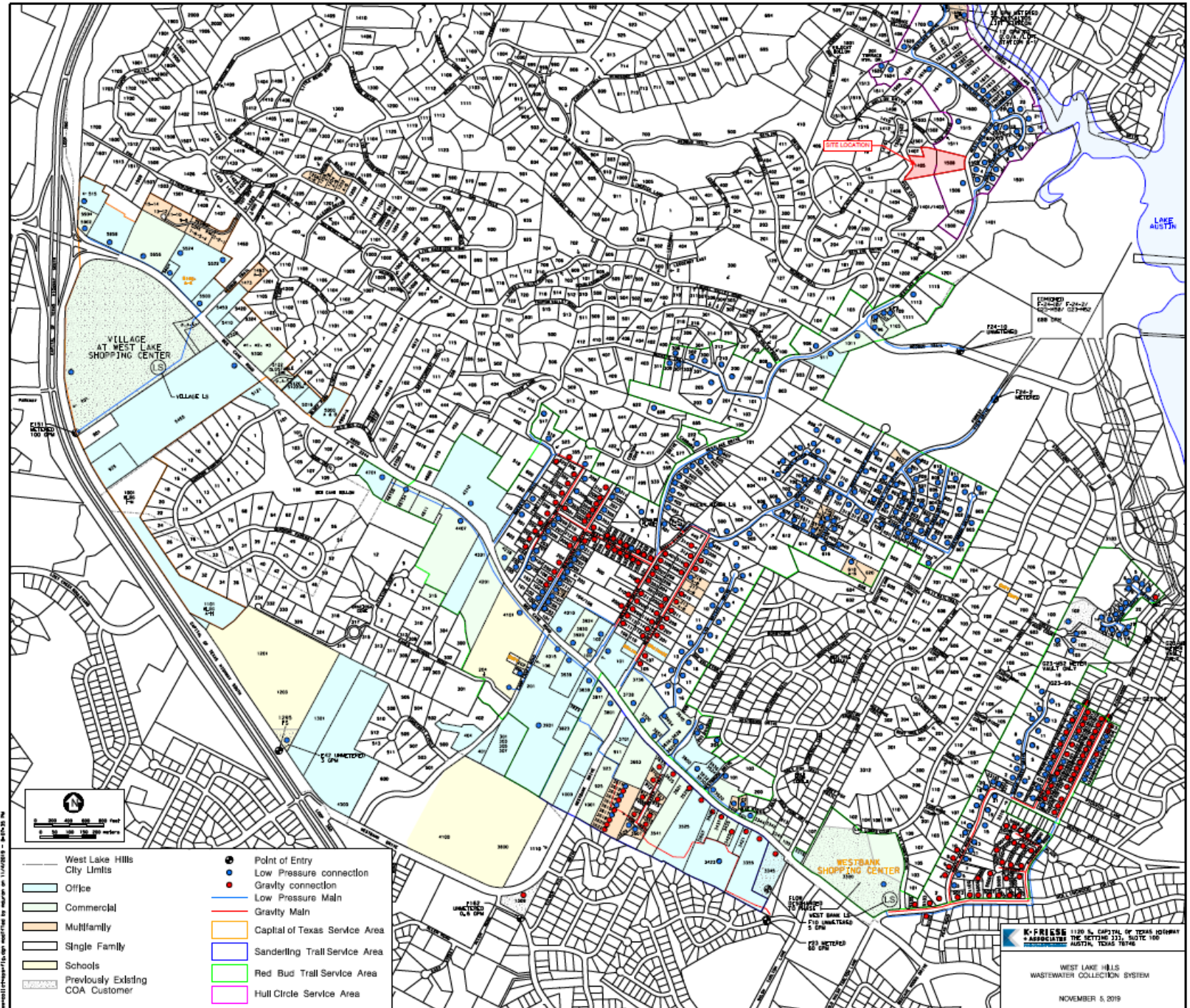


LOCATION MAP



1405 WILDCAT HOLLOW
WESTLAKE HILLS, 78746





BEARING BASIS:
ALL BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, GRID NORTH, CENTRAL ZONE, (4203), NAD83.

SURVEY CONTROL:
CONTROL FOR THIS SURVEY IS BASED ON A 1/2" IRON ROD WITH "4WARD CONTROL" CAP SET, GRID COORDINATES (STATE PLANE TEXAS CENTRAL - 4203) AND ELEVATIONS (NAVD83) SHOWN HEREON DERIVED FROM GPS OBSERVATIONS COLLECTED DECEMBER 12, 2022.

BENCHMARK NOTE:
TBM #1- SQUARE CUT ON TOP OF CONCRETE HEADWALL, ON THE WEST SIDE OF WILDCAT HOLLOW, ±52' WEST FROM THE SOUTHWEST CORNER OF THE SUBJECT TRACT AND ±20 SOUTH FROM A FIRE HYDRANT
ELEVATION = 725.96'

TBM #2- SQUARE CUT ON TOP OF CONCRETE HEADWALL ON THE WEST SIDE OF WILDCAT HOLLOW ±90' NORTHWEST FROM THE NORTHWEST CORNER OF THE SUBJECT TRACT AND ±50' SOUTHEAST FROM A POWER POLE
ELEVATION = 725.67'

LOT TABLE SUMMARY:

LOT 1 2.4019 ACRES (104,626 SQ. FT.)
LOT 2 1.0000 ACRES (43,560 SQ. FT.)
TOTAL 3.4019 ACRES (148,186 SQ. FT.)

ZONING DESIGNATION OF "R-1" - ONE FAMILY PER CITY OF WEST LAKE HILLS.

LINE TABLE			RECORD LINE TABLE		
LINE #	DIRECTION	LENGTH	LINE #	DIRECTION	LENGTH
L1	N25°41'30"W	121.88'	(L1)	N23°13'44"W	122.05'
L2	S86°34'47"E	149.09'	(L2)	S84°04'02"E	149.02'
L3	N11°00'02"W	105.47'	(L3)	S84°12'00"E	149.62'
L4	N88°24'32"E	75.19'	(L4)	N08°31'13"W	105.47'
L5	S81°32'57"E	97.04'	(L5)	N09°05'00"W	105.15'
L6	S78°18'00"E	65.84'	(L6)	N89°03'42"E	75.30'
L7	S14°42'37"E	119.98'	(L7)	N88°32'32"E	75.28'
L8	N25°46'40"W	100.30'	(L8)	S79°00'52"E	97.18'
L9	S17°20'27"E	131.46'	(L9)	S81°32'42"E	97.64'
L10	N28°04'00"W	117.53'	(L10)	S75°29'35"E	65.62'
L11	N25°39'10"W	44.67'	(L11)	S12°25'30"E	119.99'
			(L12)	N23°31'00"W	100.22'
			(L13)	S15°00'08"E	131.47'
			(L14)	S14°49'18"E	131.55'
			(L15)	N25°43'41"W	117.94'

LEGAL DESCRIPTION

A TRACT OF LAND CONTAINING 3.4019 ACRES (148,186 SQUARE FEET) OF LAND, MORE OR LESS, OUT OF THE WILDCAT HARBOR SURVEY, ABSTRACT NO. 25, IN TRAVIS COUNTY, TEXAS, BEING COMPRISED OF LOT 1 OF SAID SUBDIVISION, A SUBDIVISION RECORDED IN VOLUME 91, PAGE 389 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS (P.R.T.C.T.), CONVEYED TO JAWF VENTURES, LLC IN DOCUMENT NO. 2017088915 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.) AND ALL OF THAT 1.544 ACRE TRACT OF LAND CONVEYED TO 1508 WESTLAKE, LLC IN DOCUMENT NUMBER 2023107813 (O.P.R.T.C.T.), SAID 3.4019 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, AT AN IRON ROD FOUND ON THE EAST RIGHT-OF-WAY LINE OF WILD CAT HOLLOW (RIGHT-OF-WAY VARIES), BEING THE SOUTHWEST CORNER OF SAID LOT 1, K&J-P SUBDIVISION AND THE NORTHWEST CORNER OF LOT 1 OF THE ADJACENT PLAT OF BELA VISTA SUBDIVISION, RECORDED IN DOCUMENT NUMBER 200500107 (P.R.T.C.T.), FOR THE SOUTHWEST CORNER AND POINT OF BEGINNING HEREOF;

THENCE, ALONG AND WITH THE EAST RIGHT-OF-WAY LINE OF SAID WILD CAT HOLLOW, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1) N25°41'30"W, A DISTANCE OF 121.88 FEET TO A MAG NAIL FOUND FOR AN ANGLE POINT IN SAID LINE 2)
N25°41'30"W, A DISTANCE OF 121.88 FEET TO A 1/2" IRON PIPE FOUND AT THE MOST WESTERLY COMMON CORNER OF SAID LOT 1, K&J-P SUBDIVISION AND A CALLED 0.35 ACRE TRACT CONVEYED TO ANDREW & KAITLYN CONEY, RECORDED IN DOCUMENT NUMBER 2020168402 (O.P.R.T.C.T.);

THENCE, ALONG AND WITH THE COMMON LINES OF SAID LOT 1, K&J-P SUBDIVISION AND SAID 0.35 ACRE TRACT, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1) S86°34'47"E, A DISTANCE OF 149.09 FEET TO A CALCULATED POINT FOR AN ANGLE POINT;
2) N11°00'02"W, A DISTANCE OF 105.47 FEET TO A CALCULATED POINT FOR THE COMMON CORNER OF SAID LOT 1, K&J-P SUBDIVISION AND SAID 0.35 ACRE TRACT, SAID POINT BEING ON THE SOUTH LINE OF LOT 1 OF THE WILDCAT HARBOR CONFORMING PLAT RECORDED IN DOCUMENT NUMBER 202200177 (O.P.R.T.C.T.);

THENCE, ALONG AND WITH THE COMMON LINES OF SAID LOT 1, K&J-P SUBDIVISION AND SAID LOT 1, WILDCAT HARBOR PLAT, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1) N88°24'32"E, A DISTANCE OF 75.19 FEET TO A CALCULATED POINT FOR AN ANGLE POINT ON SAID LINE 2)
S81°32'57"E, A DISTANCE OF 97.04 FEET TO A 1/2" IRON ROD WITH CAP STAMPED "WARD BOUNDARY" SET ON THE NORTH LINE SAID LOT 1, K&J-P SUBDIVISION AND THE COMMON CORNER OF SAID LOT 1, WILDCAT HARBOR PLAT AND LOT 1 OF GIBBINS-REED SUBDIVISION RECORDED IN VOLUME 99, PAGE 39 (P.R.T.C.T.);

THENCE, ALONG AND WITH THE NORTH LINES OF LOT 1, K&J-P SUBDIVISION AND SAID 1.544 ACRE TRACT AND BEING THE SOUTH LINES OF SAID LOT 1, GIBBINS-REED SUBDIVISION, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1) S78°18'00"E, A DISTANCE OF 65.84 FEET TO A 1/2" IRON ROD FOUND FOR AN ANGLE POINT ON SAID LINE 2)
S14°42'37"E, A DISTANCE OF 119.98 FEET TO A 1/2" IRON ROD FOUND ON THE WEST RIGHT-OF-WAY LINE OF WESTLAKE DRIVE (RIGHT-OF-WAY VARIES) FOR THE COMMON CORNER OF 1.544 ACRE TRACT AND SAID LOT 1, GIBBINS-REED SUBDIVISION;

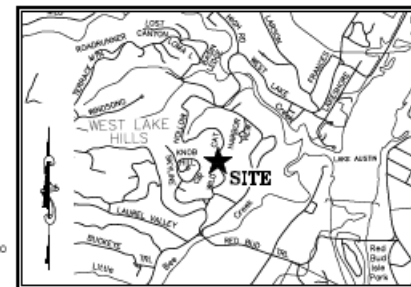
THENCE, ALONG AND WITH THE WEST RIGHT-OF-WAY LINE OF SAID WESTLAKE DRIVE AND THE EAST LINE OF SAID 1.544 ACRE TRACT, S14°42'37"E A DISTANCE OF 119.98 FEET TO A 1/2" IRON ROD FOUND FOR THE COMMON CORNER OF SAID 1.544 ACRE TRACT AND A 3.811 ACRE TRACT CONVEYED TO JOSEPH ANTHONY DRAKER, JR. RECORDED IN DOCUMENT NO. 2007063361 (O.P.R.T.C.T.);

THENCE, DEPARTING THE WEST RIGHT-OF-WAY LINE OF SAID WESTLAKE DRIVE AND WITH THE SOUTH LINES OF SAID 1.544 ACRE TRACT AND SAID LOT 1, K & J-P SUBDIVISION, S78°18'00"E A DISTANCE OF 389.79 FEET TO A 1/2" IRON ROD WITH CAP STAMPED "WARD BOUNDARY" SET AT THE COMMON CORNER OF SAID 3.811 ACRE TRACT AND SAID LOT 1, BELA VISTA SUBDIVISION;

THENCE, CONTINUING WITH THE SOUTH LINE OF SAID LOT 1, K & J-P SUBDIVISION, BEING THE NORTH LINE OF SAID LOT 1, BELA VISTA SUBDIVISION, S77°36'40"W, A DISTANCE OF 340.77 FEET TO THE POINT OF BEGINNING AND CONTAINING 3.4019 ACRES (3,853 SQ. FT.) OF LAND MORE OR LESS.

WILDCAT SUBDIVISION

3.4019 ACRES
IN THE CITY OF
WESTLAKE HILLS, TEXAS

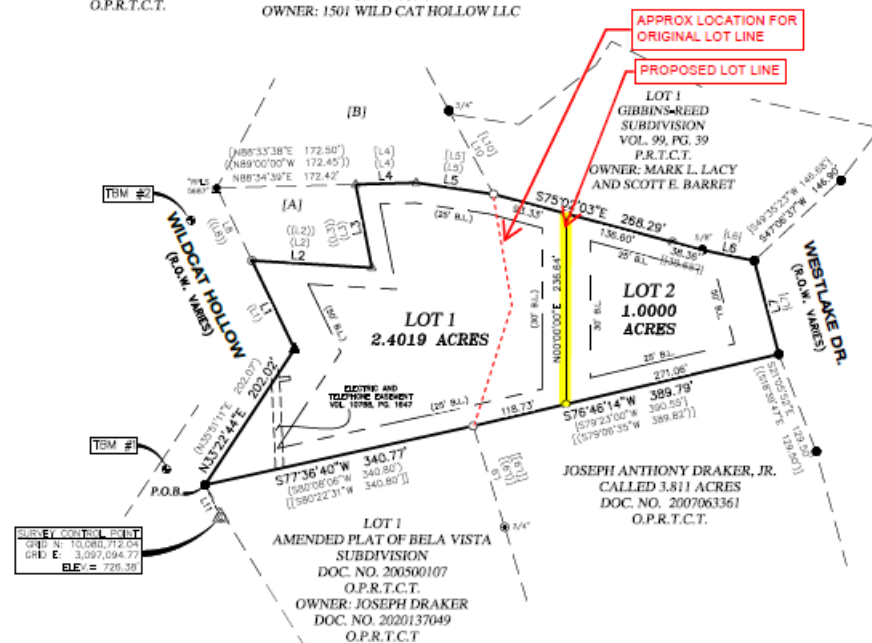


VICINITY MAP

SCALE: 1" = 200'

[A]
ANDREW & KAITLYN CONEY
CALLED 0.35 ACRE
DOC. NO. 2020168402
O.P.R.T.C.T.

[B]
LOT 1
WILDCAT HARBOR CONFORMING PLAT
DOC. NO. 202200177
O.P.R.T.C.T.
OWNER: 1501 WILD CAT HOLLOW LLC



LEGEND

---	PROPERTY LINE
---	EXISTING PROPERTY LINES
---	EXISTING EASEMENTS
△	CALCULATED POINT
●	1/2" IRON ROD FOUND
●	MAG NAIL FOUND
●	1/2" IRON PIPE FOUND (UNLESS NOTED)
△	SURVEY CONTROL POINT
△	BENCHMARK
○	1/2" IRON ROD WITH "4WARD BOUNDARY" CAP SET
●	IRON ROD WITH "LANDMARK" CAP FOUND (UNLESS NOTED)
○	ROD FOUND AS NOTED
DOC. NO.	DOCUMENT NUMBER
B.L.	BUILDING LINE
VL.	VALINE
PL.	PAVE
R.O.W.	RIGHT-OF-WAY
P.R.T.C.T.	PLAT RECORDS, TRAVIS COUNTY, TEXAS
O.P.R.T.C.T.	OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS
S.R.T.C.T.	SEAL RECORDS, TRAVIS COUNTY, TEXAS
(---)	RECORD INFORMATION PER PLAT VOL. 91, PG. 389
[---]	RECORD INFORMATION PER DOC. # 202200177
(---)	RECORD INFORMATION PER DOC. NO. 200500107
[---]	RECORD INFORMATION PER DOC. NO. 202117960
[---]	RECORD INFORMATION PER PLAT VOL. 99, PG. 39
[---]	RECORD INFORMATION PER DOC. NO. 2007063361

SHEET INDEX:

SHEET 1: MAP & LEGEND
SHEET 2: PLAT NOTES & SIGNATURE BLOCKS

DATE OF PREPARATION: 12/11/2024



PO Box 9076, Austin Texas 78708
INFO@4WARD.S.COM (512) 837-2364
TSPELS PER #10174230

Date:	12/11/2024
Project:	00144
Scale:	1" = 100'
Revised:	PG
Task:	TR
PHI Crew:	MM
Survey Date:	DEC. 2022
Sheet:	1 OF 2



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	February 12, 2025	Item Number:	7
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

9 Las Brisas Dr.: Discuss and consider action on a variance for an up to 7-foot-tall fence where the maximum height is 6 feet over natural grade (Section 22.03.173 of the West Lake Hills Code).

Applicant: Erin Armstrong, Property Owner

Recommendation

Staff recommend approval of the variance request, based on the staff findings of fact (Exhibit B).

This item was considered at the January 15, 2025 Zoning & Planning Commission meeting and recommended for approval by a vote of 3-0 (Attachment 6).

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Zachary and Erin Armstrong

Legal Description: Las Brisas Lot 9

Lot Size: 1.01 acres

Zoning: R-1, One-family Residential

Wastewater: City Public Sewer

The properties surrounding the subject property are zoned R-1 One-Family Residential, and R-2 Two-Family.

Background & Analysis:

The applicant is requesting a variance for the rear wall for a maximum height of 7 feet (Attachment 1). The applicant received a permit for a six-foot-tall wall on May 31, 2024. When doing the final inspection, the city inspector noted that while the fence steps down to follow the grade per the submitted plans, the maximum height above grade varies from 5.5 to 7 feet (Attachment 3). The existing property slopes down approximately 20 feet from the side lot line on the south to the other side on the north to an existing creek.

Variance Criteria Review:

No variance shall be granted unless the following conditions are fulfilled:

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.

2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
5. The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.
6. The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.

The findings of fact as alleged by the applicant and city staff are attached in the following exhibits.

- Exhibit A - From the applicant
- Exhibit B - Staff's recommendation

Public Comments:

At the time of the report, one letter of support was submitted with the application (Attachment 5).

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

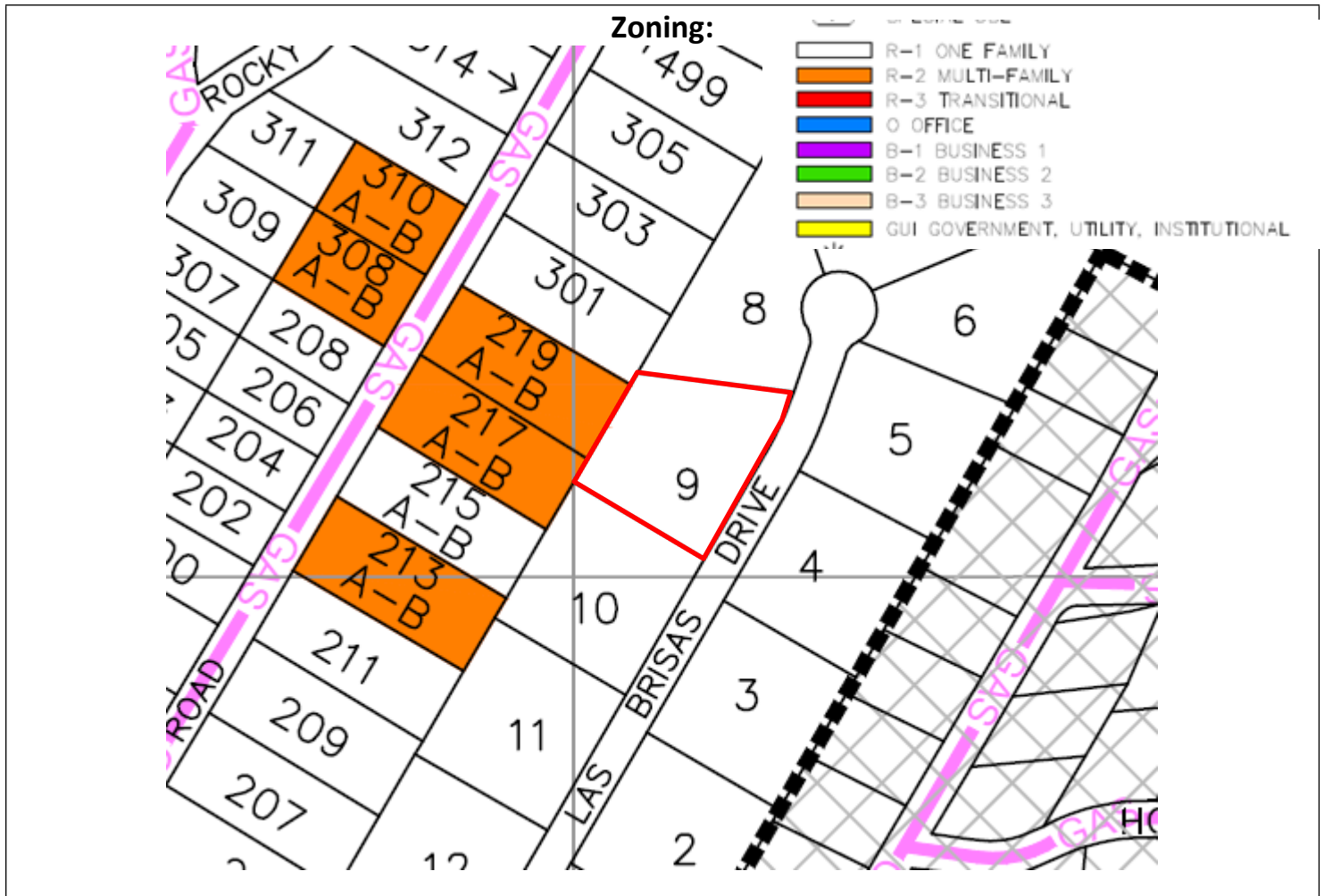
There is no change to the subdivision proposed with this application.

Comprehensive Planning Analysis

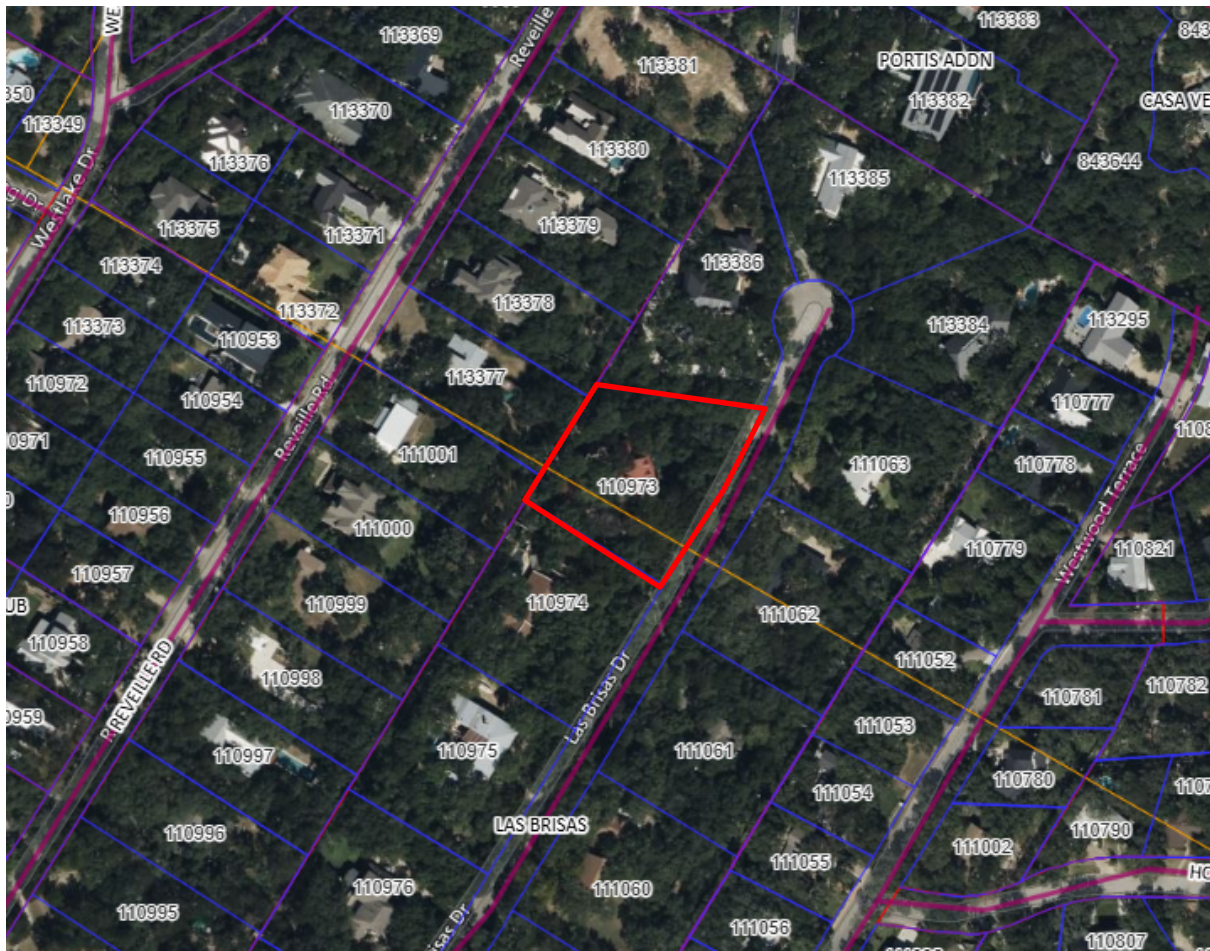
The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Section 22.03.173: Fences \(Residential\)](#)
- [Section 38.05.031: Variances](#)
- [Section 22.03.511: Criteria and process required for granting variance](#)



Aerial:



Dear Robert Meisel,

When we moved into our house, the neighbor that lives behind us, came to the back fence line and warned us that if our dogs ever got into their yard they would not be safe with their dog. Their dog is very aggressive when it comes down to the fence. He said that the previous owners were supposed to replace the fence, but ended up selling the house. The fence was falling down and rotting in many areas. Our next door neighbor told us that the large dog from the house behind us, has gotten out and in his yard multiple times. We patched it for a while, but it really needed to be replaced for the safety of our dogs.

We replaced the fence, following the existing fence. It slopes down towards the creek in sections. A few of the sections are a few inches higher than the maximum of 6ft. As you can see in the pictures, our house and the surrounding neighbors houses are much higher than the fence line, therefore it doesn't block any view. The neighbor's little girl frequently walks down to the fence and can easily peek her head over. We ask that you allow the fence height even though it is over 6ft in a few areas (only by inches). It blends into the landscape seamlessly and provides safety for our dogs.













12:50

56



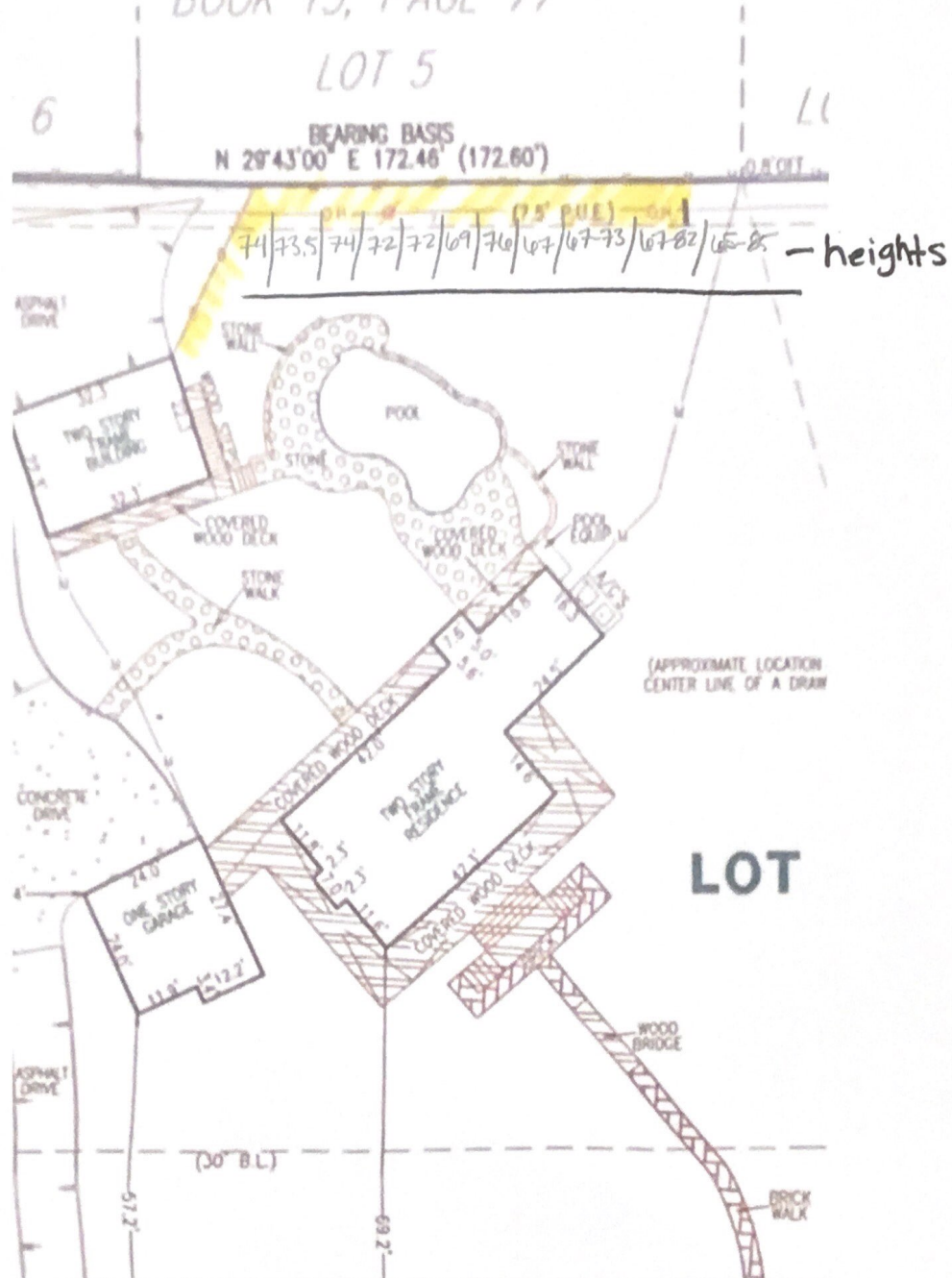
BOOK 13, PAGE 77

Done

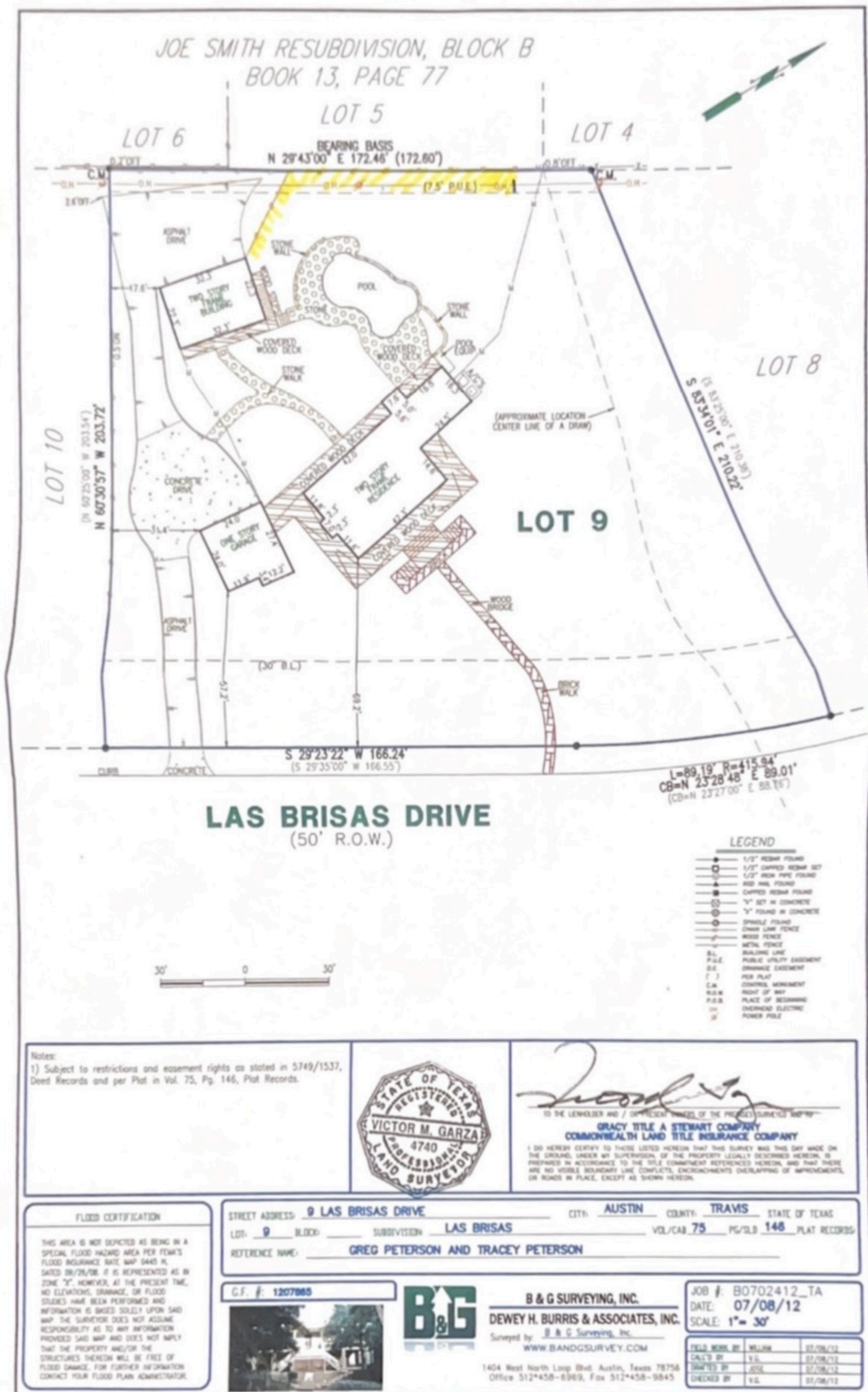
IOE SMITH RESUBDIVISION, BLOCK B
BOOK 13, PAGE 77

LOT 5

BEARING BASIS
N 29°43'00" E 172.46' (172.60')



wall



To whom it may concern;

We live in and own the house located at 13 Las Brisas Drive in West Lake Hills, just a few lots away from the Armstrongs (9 Las Brisas). We support a variance for their fence and its height since it is slightly higher than the City code.

Feel free to reach out to us if you have any questions or concerns.

Respectfully,
David and Linsey Bullock
13 Las Brisas Drive

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, January 15, 2025 at 6:30 PM

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

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

2. **Citizen Communications:**

- a. Doris Robitaille: 806 Rocky River
 - o Shared that the dark skies have changed a lot in her time here due to the water treatment plant lights and the related clearing of trees.
 - o The 803 Westlake area is also being cleared behind her house
 - o The increased light and noise pollution from development and traffic are related to the removal of trees

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 November 20, 2024 Zoning and Planning Commission minutes
- b. ~~Approval of the January 13, 2025 Zoning and Planning Commission Workshop Minutes~~
 - i. **Withdrawn** – January 13th Workshop canceled for lack of quorum
- c. Report of previous ZAPCO cases acted upon by the BOA/Council
- d. **Action:** Commissioner Pledger moves for approval of the Consent Agenda
 - i. Commissioner Webber Seconds
 - ii. Motion carries 3 - 0

4. **Land Use 1405 Wildcat Hollow/1508 Westlake Dr.** – Consider action to make a recommendation for the Replat of Lot 1, K & J P Subdivision, Lot 1 and all of a called

1.544 acre tract of land situated in the Wilson Sparks Survey, Abstract No. 21 (Section 36.01.018 of the West Lake Hills Code).

Applicant: Matt Boelsche, Dick Clark and Associates

a. Staff Report:

- i. Director Bills presents on the replat of Lot 1 to absorb part of unplatted property and plat the remainder of the unplatted tract into a 1-acre tract.
- ii. Webber: Will the 1-acre tract be buildable?
 - 1. Yes
- iii. Maccini: Is there a permit for demolition for the smaller lot?
 - 1. There is a permit application, but it must be issued as one of the conditions to prevent the creation of an illegal lot

b. Public Comments:

- i. Doris Robitaille: What are conditions?
 - 1. Director Bills explains plats must be approved or approved or denied with conditions based on cited code requirements.

c. Discussion:

- i. None

d. Action: Commissioner Pledger moves that the subdivision be forwarded to the City Council with a recommendation of denial with conditions

- i. Commissioner Maccini seconds
- ii. Motion carries unanimously (3-0)

Recommendation will be forwarded to City Council for consideration on February 12, 2025.

5. Public Hearing: **704 Rocky River Rd.** – Discuss and make a recommendation on a variance to allow for the removal four trees: Tree Number 146 – a 14.5-inch oak, Tree Number 197 – a 16-inch elm, Tree Number 201 – a 17-inch oak, Tree Number 224 – a 14.5-inch elm, 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: Nina Falgout Sterrett, Arterberry Cooke Architecture

a. Staff Report:

- i. Director Bills explains variance request on heavily treed lot.
- ii. The lot will require replatting prior to development

- iii. Commissioner Webber: Has staff seen the proposed plans?
 - 1. No
- iv. Commissioner Maccini: Do we know who the builder is?
 - 1. The applicant is here and can answer that question.

b. Public Comments:

- i. Jeff Townsend – homeowner
 - 1. Trying to remove the least-number of trees at driveway
- ii. Nina Falgout Sterrett – Architect
 - 1. Requesting a minimum 12-foot driveway
 - a. Commissioner Webber: Have you explored moving the pole?
 - i. Jeff Townsend: The pole is a corner pole and is very difficult to remove
 - ii. Jeff Townsend: Additionally, moving the pole and the driveway would expose house to potential hazard from traffic rounding corner
- iii. Mindy Vescove – 604 Rocky River
 - 1. People do slow down at that curve, but appreciate applicant's concern for safety
 - 2. When designing own house, no regulatory trees needed to be removed
 - a. Particularly concerned with tree 201 – seems design driven
 - b. Object to all 4 trees being removed, but in particular tree 201 and tree at driveway
- iv. Randy Lee – 6 Rocky River
 - 1. Object to tree removal
 - 2. Trees are why living in West Lake Hills – even city logo features trees
 - 3. Previous property owners have had poles removed
 - 4. Doesn't want a pickleball court at neighbor's house
- v. Luke Wooldridge – 10 Rocky River Cove
 - 1. Not opposed to development, but opposed to cutting down trees
 - 2. There's always a way to work around trees

c. Discussion:

- i. Commissioner Maccini: Questions for the architect.
 - 1. Commissioner Maccini: Will CapTex be the builder
 - a. That is the plan

- b. Applicant: Two trees that are proposed for removal by variance cannot survive demolition according to arborists
 - 2. Commissioner Maccini: Which non-variance trees are being removed?
 - a. Architect walks through the landscape plan
 - 3. Commissioner Maccini: What type of trees will be used for replacement?
 - a. Exact species have not been determined
 - ii. Commissioner Webber: Are there plans that could be submitted beyond what have been provided that could be provided to Council as exhibits to gauge if this is a design-driven variance?
 - 1. 50% design documents are being prepared and can be provided along with 3D renderings
 - iii. Commissioner Webber: Are there reasons the design can't be driven to save tree 201?
 - 1. Saving that tree would require a setback variance
 - iv. Chair Meisel: Ordinance was on the books and trees were on the books when lot became available.
 - 1. Expect design professionals to design around rules first before asking for variances.
 - 2. Has Austin Energy been approached about the pole or guy wires?
 - 3. All 4 of these trees are design driven, and design-driven variances cannot be granted
 - 4. Nothing in the ordinances guarantees ability to build a 5,000sft house or a pool
 - v. Commissioner Pledger: Have some sympathy for the 2 trees against the existing house and the difficulty of saving them.
 - 1. Other trees should be saved
 - vi. Chair Meisel: Slabs can be dug out without destroying the trees
 - vii. Commissioner Webber: Would encourage that all 4 trees be discussed separately by applicant at Council
- d. **Action:** Commissioner Pledger, at the applicant's request, moves that the item be postponed to February ZAPCO with the applicant's
 - i. Commissioner Webber Seconds
 - ii. Motion Carries unanimously (3-0)

Recommendation will be postponed to ZAPCO for reconsideration on February 19, 2025.

6. Public Hearing: 9 Las Brisas Dr. - Discuss and make a recommendation on a variance for an up to 7-foot-tall fence where the maximum height is 6 feet over natural grade (Section 22.03.173 of the West Lake Hills Code).

Applicant: Erin Armstrong, Property Owner

a. Staff Report:

- i. Director Bills describes nature of property and variance request
- ii. Commissioner Maccini: Has the material been decided?
 - 1. The fence is already built
- iii. Commissioner Webber: would granting this variance allow for a future non-conforming fence:
 - 1. Director Bills: Variance runs with the land
 - 2. Chair Meisel: Can be limited to specific encroachment

b. Public Comments:

- i. Zach Armstrong: Homeowner
 - 1. Fence is built to protect dogs from aggressive neighboring dog

c. Discussion:

- i. None

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

- i. Commissioner Webber seconds
- ii. Motion carries unanimously (3-0)

Recommendation will be forwarded to City Council for consideration on February 12, 2025.

7. Public Hearing: 414 Brady Ln. - Discuss and make a recommendation on a variance for a 10-foot encroachment into the 20-foot front-yard fence setback for a fence installed without a permit (Section 22.03.173 of the West Lake Hills Code).

Applicant: Paul Zubeldia, Nalle Custom Home

a. Staff Report:

- i. Director Bills explains history of fence installed without permit or plans alongside new house build
- ii. Commissioner Webber: House has been there for some time. Why is this coming now?
 - 1. Director Bills: Was discovered by staff in irrigation inspection

b. Public Comments:

- i. Theresa Jones – daughter of owner
 - 1. Makes presentation on why applicant believes the fence should stay

c. Discussion:

- i. Commissioner Pledger: They didn't even file an application
- i. Commissioner Pledger: If they're removing the gate, the argument that the fence protects the dog doesn't make sense
- ii. Commissioner Webber: How did they get the CO with this fence?
 - 1. Director Bills: Before current staff was on board, the city was using 3rd-party inspector at the time, and it is unknown to staff when the fence was actually installed at the time.
- ii. Commissioner Meisel: If fence is on property line, planter boxes are in ROW
- iii. Commissioner Maccini: Can't set the precedent that once it's built it can be ignored
- iv. Commissioner Pledger: No sympathy if no application was submitted

d. Action: Commissioner Pledger moves that the variance request be forwarded to the City Council with a recommendation of **denial** for lack of hardship and violation of the ordinance

- i. Commissioner Webber seconds
- ii. Motion carries unanimously (3-0)

Recommendation will be forwarded to City Council for consideration on February 12, 2025.

8. Adjournment - Chair Robert Meisel

- a. Chair Mesel adjourns the meeting at 8:05pm

APPROVED:

Robert Meisel, Chair

ATTEST:

Joel Sherrouse, Development Coordinator

These minutes were approved on _____, 2025.

DRAFT

Exhibit A

9 Las Brisas – Fence Variance

Applicant's Findings of Fact

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.

Because of the slope of our yard, in some parts it we would not have very much privacy. The existing fence was over 6Ft in some areas as well.

2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
The fence followed the existing fence already in place, there is no disruption to the existing flora.

3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
The fence is already in place, it would be difficult to change the height. The land slopes downward to the creek, the fence follows the natural grade.

4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
The fence is just a few inches above 6 ft. in a few spots.

5. The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.
The fence is in our backyard, it does not but up to any houses in the back. The neighbors in the back have houses that are set up much higher.

6. The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.
Our neighbor's house are upon a hill and are higher than the fenceline, it does not interfere with their views.

Exhibit B

807 Loma Linda – Fence Variance

Staff Findings of Fact

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.

The existing topography of the natural grade changes 20 feet across the 172 foot long rear property line.

2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.

The fence was built in the same location as the previous fence.

3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.

For a solid wall, it is difficult to exactly chase the existing grade, without significantly shortening the wall on one side of the panel.

4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.

As the fence varies from shorter and taller than the maximum 6 foot allowance and the maximum does not exceed 7 feet.

5. The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.

This does not violate the intent of the Zoning Ordinance.

6. The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.

The neighbors to the rear have a similar height fence. This will not adversely affect the neighboring property.

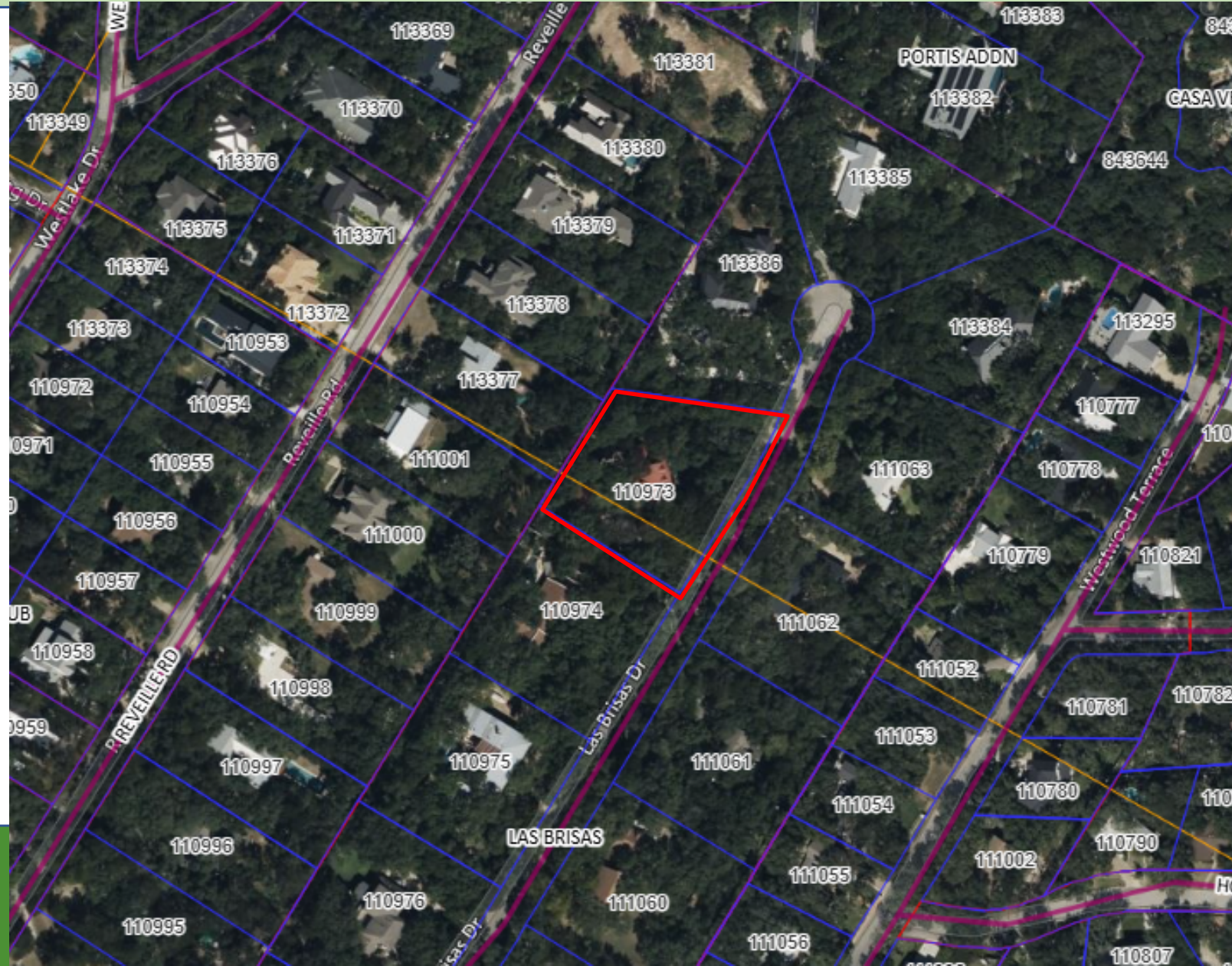
9 Las Brisas Dr.

7. Discuss and consider action on a variance for an up to 7-foot-tall fence where the maximum height is 6 feet over natural grade (Section 22.03.173 of the West Lake Hills Code).

Applicant: Erin Armstrong, Property Owner



9 Las Brisas



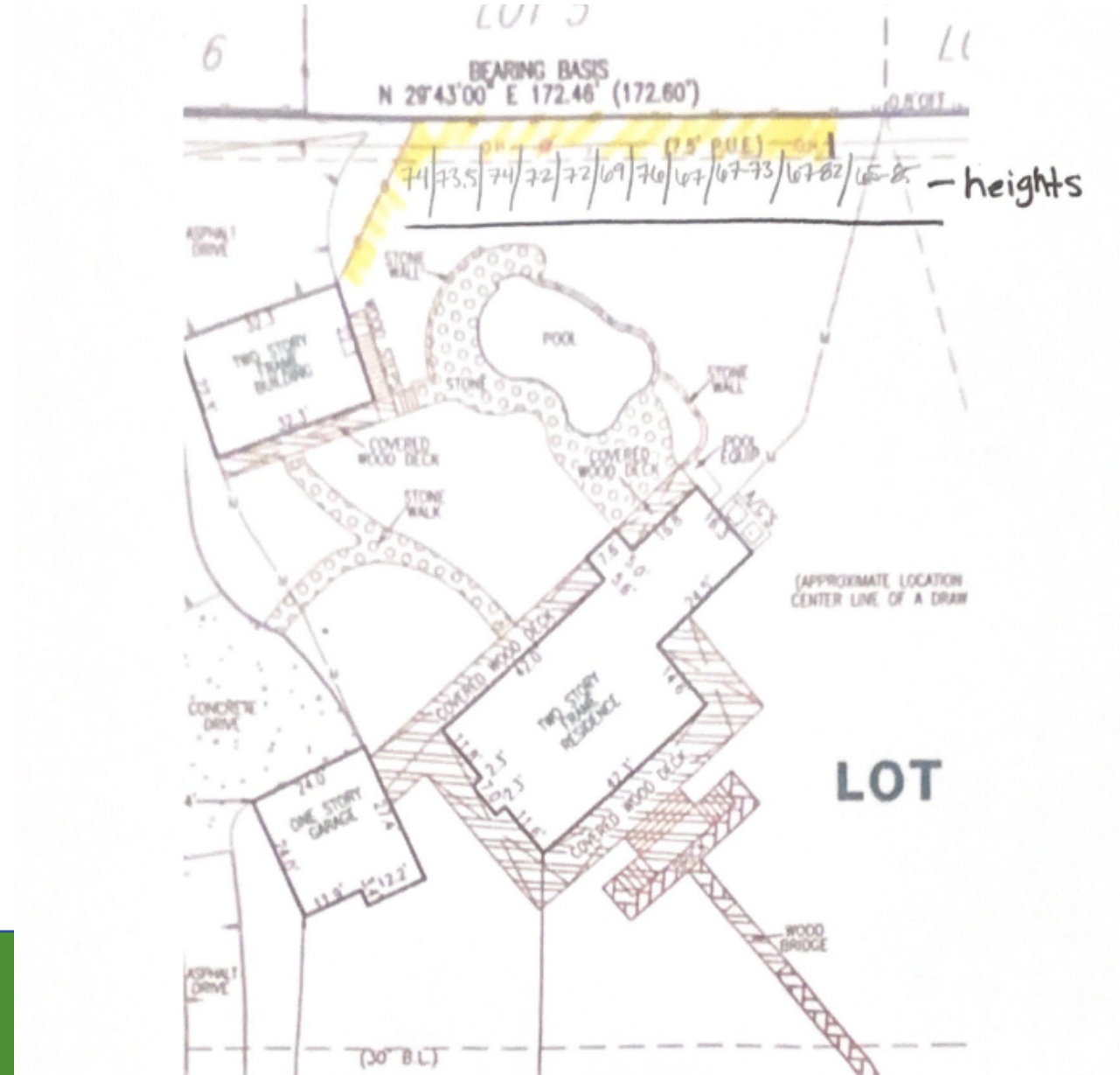
9 Las Brisas Dr.

The applicant received a permit to rebuild the back fence (wall) May 31, 2024 for a 6 foot-tall wall.

During final inspection, the Building Official noted that parts of the fence exceed 6 feet, to maximum of 7 feet above natural grade.

The existing grade along the rear property line drops approximately 20 feet from south to north to an existing channel/creek.

9 Las Brisas Dr.



9 Las Brisas Dr.



9 Las Brisas Dr.



9 Las Brisas Dr.

Public comment:

- One written comment received in favor with the application.

Staff recommends approval of the variance. The topography of the lot creates a hardship, and the wall panels vary from 5.5 to 7 feet in height.

This item was considered at the January 15, 2025 Zoning & Planning Commission meeting and recommended for approval by a vote of 3-0 .



City of West Lake Hills

City Council

AGENDA REPORT

Meeting Date:	February 12, 2025	Item Number:	8
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

414 Brady Ln.: Discuss and consider action on a variance for a 10-foot encroachment into the 20-foot front-yard fence setback for a fence installed without a permit (Section 22.03.173 of the West Lake Hills Code).

Applicant: Paul Zubeldia, Nalle Custom Home

Recommendation

Staff recommend denial of the variance request, based off the staff findings of fact in Exhibit B.

This item was considered at the January 15, 2025 Zoning & Planning Commission meeting and recommended for denial by a vote of 3-0 for lack of hardship and violation of ordinance(Attachment 7).

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Irene Epperson Living Trust

Legal Description: Ridgewood Village Section 2

Lot Size: 0.2875 acres

Zoning: R-1, One-family Residential

Wastewater: Public City Sewer

The properties surrounding the subject property are zoned R-1 One-Family Residential.

Background & Analysis:

The applicant is requesting a variance for the location of the current fence that was installed without a permit. The permit for the construction of a new single-family house and the supporting site work was issued on July 30, 2021. The construction was completed on March 8, 2023. The fence, gate, and keypad were all installed by the general contractor, but no plans were ever submitted or approved for the improvements. The code requires a front-yard fence on a lot less than 0.75 acres to be set back a minimum of 20 feet from the edge of pavement. In the current location the fence is approximately 10 feet from the street pavement. Only two other properties along Brady Lane within the city limits have front yard fenced (421 - nonconforming, 435 - meets the setback requirement). For gates and keypads, the code requires spacing so entering/exiting vehicles will be completely off the street when stopped to open the gate. The applicant has stated they will remove the keypad and gate.

Variance Criteria Review:

No variance shall be granted unless the following conditions are fulfilled:

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.
2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
5. The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.
6. The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.

The findings of fact as alleged by the applicant and city staff are attached in the following exhibits.

- Exhibit A - From the applicant
- Exhibit B - Staff's recommendation

Public Comments:

At the time of the report, one written comment and one anonymous phone call were received in opposition of the request (Attachment 6).

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will need to comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

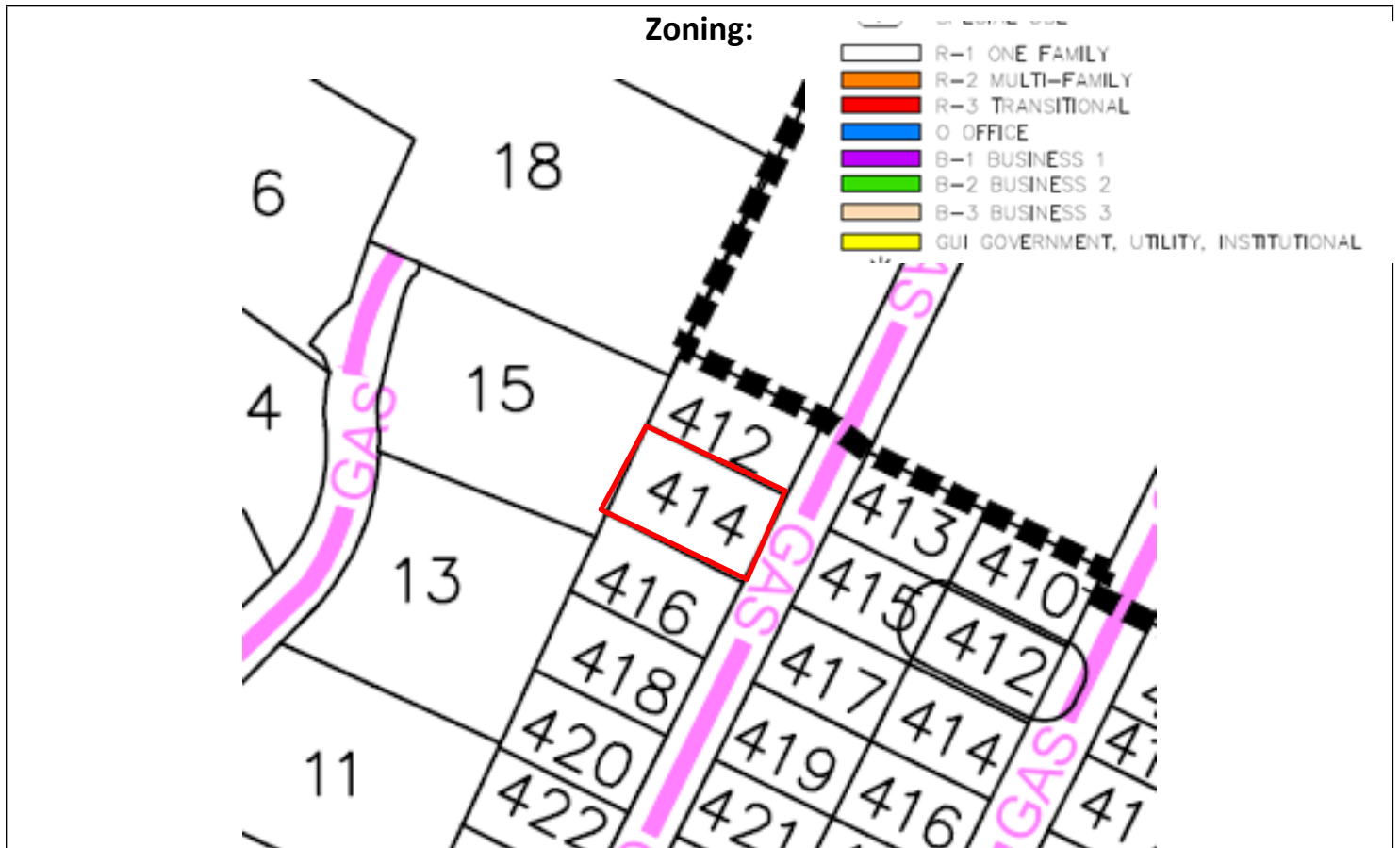
There is no change to the subdivision proposed with this application.

Comprehensive Planning Analysis

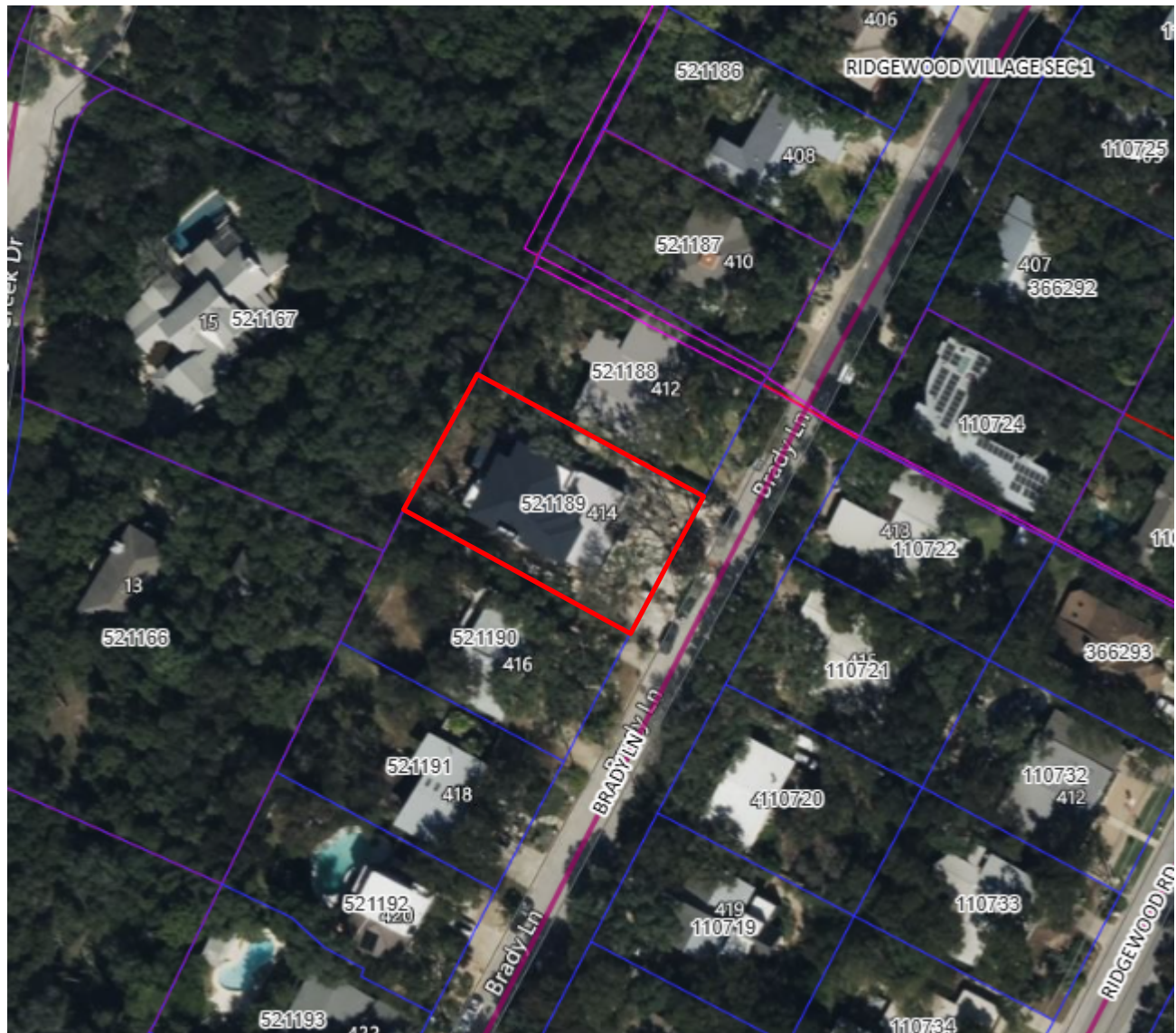
The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Section 22.03.173: Fences \(Residential\)](#)
- [Section 38.05.031: Variances](#)
- [Section 22.03.511: Criteria and process required for granting variance](#)



Aerial:





1000 Mopac Cir Austin, TX 78746 512.985.6825

Variance Request

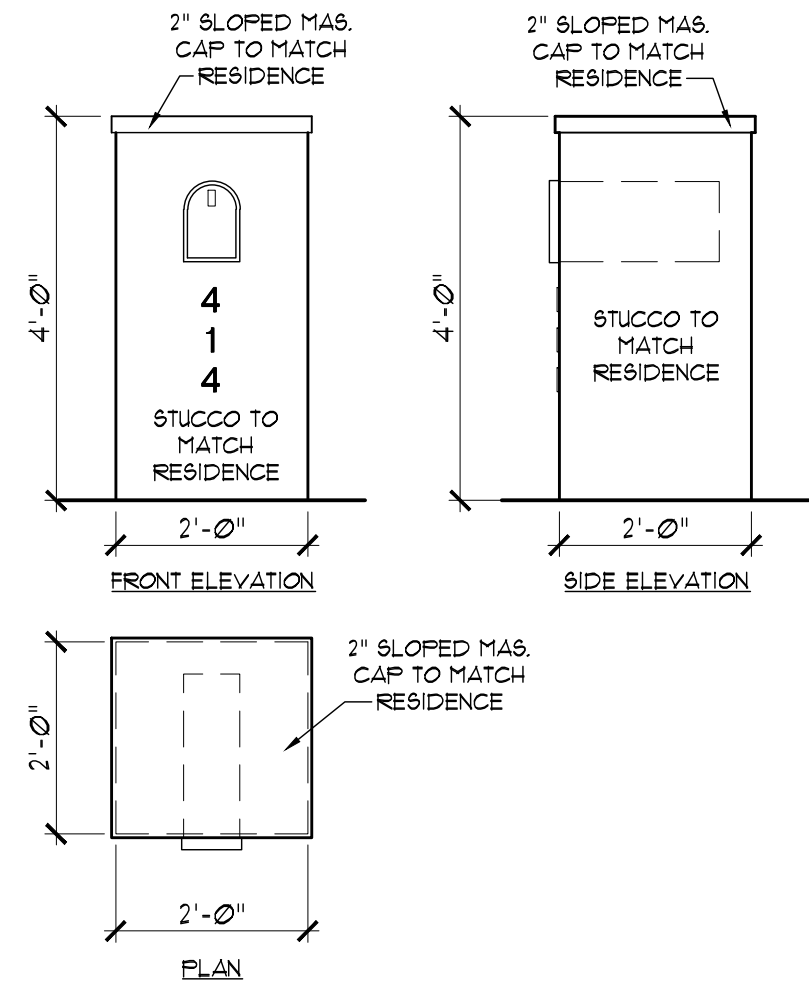
Nalle Custom Homes, Inc
414 Brady Lane
West Lake Hills, TX, 78746

At 414 Brady Lane we are requesting a variance for our front fence. The fence was installed without a permit. It does have a gate and keypad. We are proposing to keep the fence as is in its current location while removing the key pad and gate. We are seeking relief from Chapter 22 Article 22.03.173 which requires a 20' setback for the front fence.

Paul Zubeldia
Nalle Custom Homes

APPROVED
By PaceM at 5:47 am, Oct 27, 2020

ALL structures MUST maintain 7' 6" clearance from AE energized Distribution power lines (this includes eaves and overhangs).
Enforced by AE and NESC codes.
This review DOES NOT include Transmission lines.



- GENERAL SITE NOTES:**
- BUILDER TO RESCULPTURE TOPOFINISH GRADE TO PROVIDE PROPER DRAINAGE OF SURFACE WATER AWAY FROM BUILDING AS REQ'D.
 - FINAL LOCATION OF PROPOSED RESIDENCE TO BE DETERMINED BY BUILDER.
 - EXPOSED FOUNDATION TO BE MINIMUM OF 8" AND A MAXIMUM OF 24" ABOVE FINISHED GRADE OR PER SUBDIVISION REQUIREMENTS UNDERPIN ALL EXPOSED FOUNDATIONS.
 - THERE ARE NO STORM SEWER INLETS WITHIN THE LOT FRONTAGE OR 10'-0" BEYOND THE SIDE PROPERTY LINES.
 - UTILITY LINE LOCATIONS ARE APPROXIMATE- GENERAL CONTRACTOR TO FIELD VERIFY FOR EXACT LOCATIONS.
 - VERIFY METER AND UTILITY SERVICE LOCATIONS PRIOR TO INSTALLATION.
 - EROSION CONTROL BARRIERS TO BE INSTALLED PRIOR TO COMMENCEMENT OF CONSTRUCTION.
 - STABILIZED TEMPORARY CONSTRUCTION DRIVEWAY TO BE IN PLACE PRIOR TO COMMENCEMENT OF CONSTRUCTION.
 - CONFIRM ALL DRIVEWAY, WALKWAY AND P/V LAYOUTS/LOCATIONS PRIOR TO COMMENCING WORK.
 - PROVIDE CONTROL AND EXPANSION JOINTS AS REQUIRED ON CONCRETE DRIVES, WALKS AND PATIOS.
 - ALL EXTERIOR HVAC EQUIPMENT TO BE SCREENED PER CITY REQUIREMENTS, DEED RESTRICTIONS OF SUBDIVISION OR NEIGHBORHOOD ASSOCIATION.
 - GARBAGE RECEPTACLES TO BE STORED IN GARAGE OR SCREENED FROM VIEW AND ANIMAL ACCESS.
 - LOCATION OF MAILBOX AND EXTERIOR DRIVEWAY LIGHT(S) TO BE VERIFIED PRIOR TO INSTALLATION.
 - ALL CONSTRUCTION MATERIALS AND WASTE TO BE STORED ON SITE DURING CONSTRUCTION.
 - LANDSCAPE PLANS TO BE PROVIDED BY OTHERS AND PERMIT FOR SAME TO BE OBTAINED SEPARATELY FROM THESE PLANS.
 - NO EXISTING TREES TO BE REMOVED OR DISTURBED WITHOUT OWNER APPROVAL.
 - ALL STUMPS AND ROOTS SHALL BE REMOVED FROM THE SOIL TO A DEPTH OF 12" BELOW THE SURFACE OF THE GROUND IN THE AREA OF THE BUILDING.
 - CONTRACTOR SHALL CLEAN UP AREAS AFFECTED BY DAILY WORK AND REMOVE DEBRIS AND MATERIALS FROM THE SITE UPON COMPLETION OF THE WORK.

LEGAL DESCRIPTION:
414 BRADY LANE
LOT 39
RIDGWOOD VILLAGE, SECTION 2
WEST LAKE HILLS, TEXAS 78746
TRAVIS COUNTY

IMPERVIOUS COVER CALCULATIONS

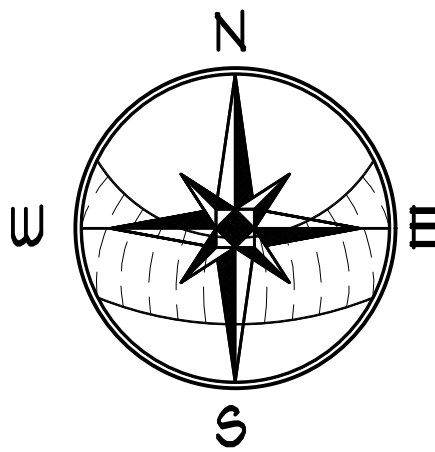
RESIDENCE	3,685*
DRIVEWAY	416*
STONE WALK	25*
POOL	338*
A/C, POOL EQUIP. PAD	59*
IMPERVIOUS:	4,583* / 34.9%
PERVIOUS:	8,512' / 65.1%
TOTAL	13,095* / 100%
ALLOWABLE	4,583* / 34.9%

P = (.302 acres) (5)-5
P = .1515 = 34.9%
P = 34.9% allowable impervious cover for a .302 acre lot

PERMIT DOCUMENTS

These plans have been reviewed by ATS Engineers, Inspectors and Surveyors for code compliance and adopted jurisdictional ordinances. This stamp of review in no way alleviates the responsibility of the owner or contractor to comply with all codes, ordinances, State and Federal laws. Copy of plans bearing this stamp shall be available on the jobsite at all times.

THIS SET TO
REMAIN
ON-SITE



SITE PLAN
SCALE 1/8" = 1'-0"

Point Table	
Point #	Description
140	TRE 23 ELM TT 140
141	TRE 13 OAK TT 141
142	TRE 15 OAK TT 142
143	TRE 24 TWIN OAK 16' x 16' TT 143
144	TRE 11 OAK TT 144
146	TRE 26 ELM TT 146
219	TRE 1 OAK TT 219
220	TRE 11 CERRY TT 220
221	TRE 11 OAK TT 221
222	TRE 8 OAK TT 222
223	TRE 9 OAK TT 223
224	TRE 14 ELM TT 224
225	TRE 20 TWIN OAK 15' x 10' TT 225
226	TRE 1 ELM TT 226
227	TRE 10 OAK TT 227
229	TRE 13 ELM TT 229
230	TRE 9 OAK TT 230
241	TRE 20 TWIN OAK 20' x 16' TT 241
252	TRE 11 ELM TT 252
253	TRE 9 ELM TT 253

LOT 38

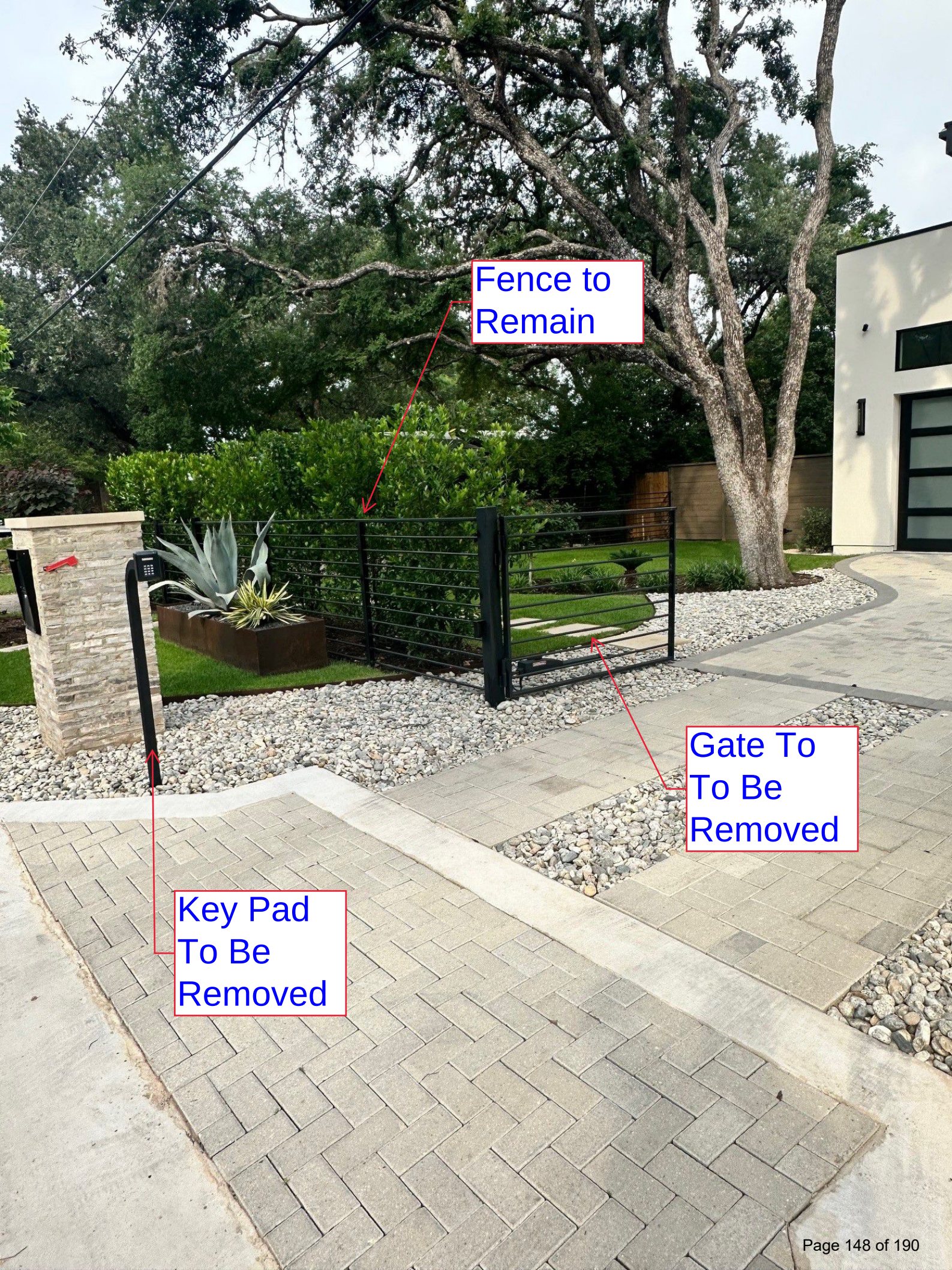
LOT 40

Existing fence to Remain

Gate To
To Be
Removed

Key Pad
To Be
Removed

Fence to
Remain

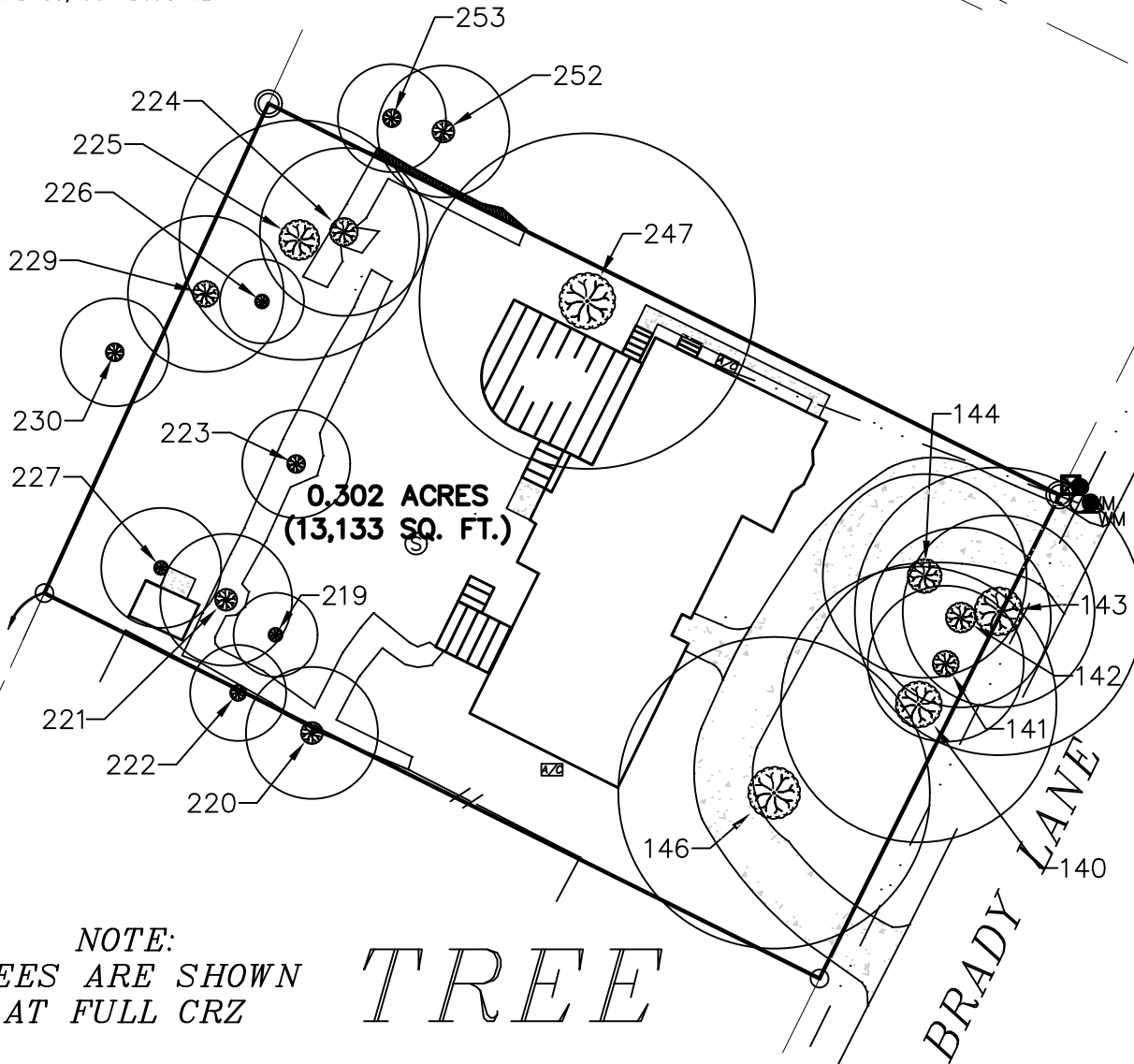
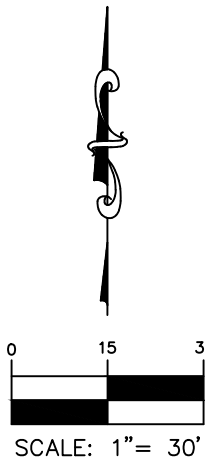


Fence to
Remain

Gate To
To Be
Removed

Key Pad
To Be
Removed

NOTE: BEARINGS SHOWN HEREON BASED ON TEXAS STATE PLANE COORDINATE SYSTEM (CENTRAL ZONE) NAD 83, 93 ADJUSTMENT.



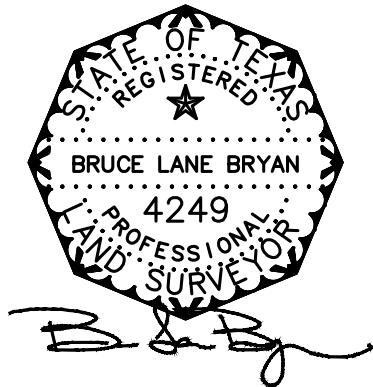
NOTE:
TREES ARE SHOWN
AT FULL CRZ

TREE DETAIL

LEGEND:

- 1/2" IRON ROD SET
 - IRON ROD FOUND
 - IRON PIPE FOUND
 - ▢ AIR CONDITIONER
 - ⊙ WATER METER
 - ⊙ GAS METER
 - ⊙ UTILITY
 - ⊙ SEPTIC
 - ⊙ POWER POLE
 - OVERHEAD ELECTRIC
 - WOOD FENCE
- 1/2" IRON ROD FOUND AT THE SOUTHWEST CORNER OF LOT 37

TO: NALLE CUSTOM HOMES
RE: 414 BRADY LANE, PROJ. NO. 19-183



SHEET 1 OF 2

BRYAN TECHNICAL SERVICES, INC.



911 NORTH MAIN
TAYLOR, TX 76574

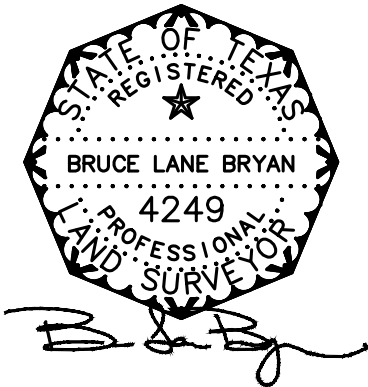
PHONE: (512) 352-9090
FAX: (512) 352-9091

FIRM No. 10128500
surveying@austin.rr.com
bryantechnicalservices.com

Point Table	
Point #	Description
140	TRE 23 ELM TT 140
141	TRE 13 OAK TT 141
142	TRE 15 OAK TT 142
143	TRE 24 TWIN OAK 16 & 16 TT 143
144	TRE 17 OAK TT 144
146	TRE 26 ELM TT 146
219	TRE 7 OAK TT 219
220	TRE 11 C.BERRY TT 220
221	TRE 11 OAK TT 221
222	TRE 8 OAK TT 222
223	TRE 9 OAK TT 223
224	TRE 14 ELM TT 224
225	TRE 20 TWIN OAK 15&10 TT 225
226	TRE 7 ELM TT 226
227	TRE 10 OAK TT 227
229	TRE 13 ELM TT 229
230	TRE 9 OAK TT 230
247	TRE 28 TWIN OAK 20&16 TT 247
252	TRE 11 ELM TT 252
253	TRE 9 ELM TT 253

TREE TABLE

TO: NALLE CUSTOM HOMES
RE: 414 BRADY LANE, PROJ. NO. 19-183



SHEET 2 OF 2

BRYAN TECHNICAL SERVICES, INC.

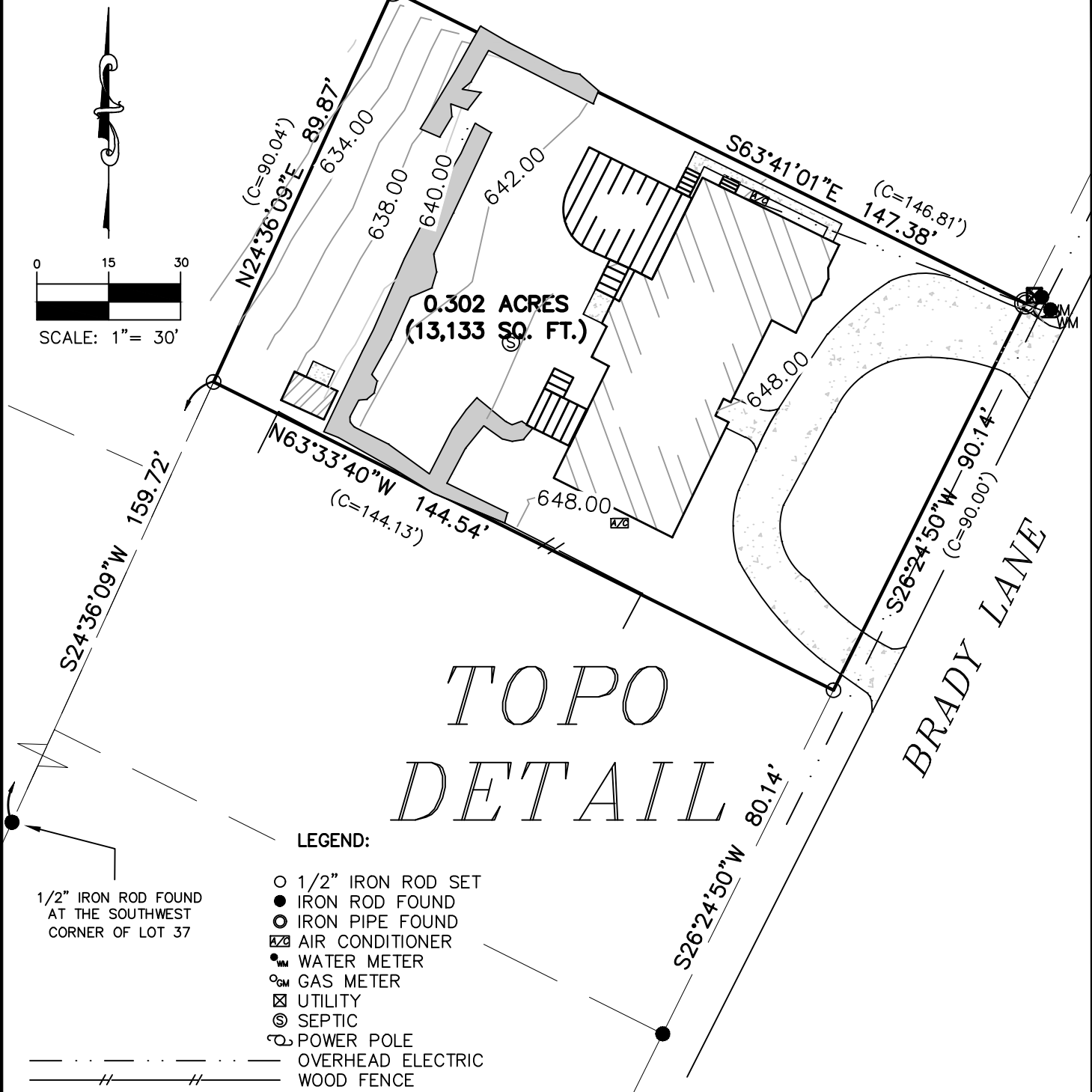


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TAYLOR, TX 76574

PHONE: (512) 352-9090
FAX: (512) 352-9091

FIRM No. 10128500
surveying@austin.rr.com
bryantechnicalservices.com

NOTE: BEARINGS SHOWN HEREON BASED ON TEXAS STATE PLANE COORDINATE SYSTEM (CENTRAL ZONE) NAD 83, 93 ADJUSTMENT.



THIS IS TO CERTIFY THAT, ON THIS DATE, A TRUE AND ACCURATE SURVEY WAS MADE ON THE GROUND UNDER MY SUPERVISION OF PROPERTY LOCATED AT 414 BRADY LANE IN TRAVIS COUNTY, TEXAS, DESCRIBED AS FOLLOWS: LOT 39, RIDGEWOOD VILLAGE SECTION 2, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT RECORDED IN VOLUME 8, PAGE 26 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS.

FLOOD NOTE:
THE PROPERTY DEPICTED HEREON IS NOT WITHIN A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY; THE FLOOD AREA BEING IDENTIFIED ON F. I. R. M. PANEL NO. 48453C0445J EFFECTIVE 1-06-2016 LOCATED IN ZONE "X".

NOTE: THIS TRACT IS SUBJECT TO EASEMENTS, COVENANTS, CONDITIONS, RESTRICTIONS AND RIGHT TO CREATE ADDITIONAL PUBLIC UTILITY EASEMENTS, IF ANY, ACROSS SUBJECT PROPERTY AS SHOWN IN VOL. 8, PAGE 26 PRTC.

TO: NALLE CUSTOM HOMES
RE: 414 BRADY LANE, PROJ. NO. 19-183

NOTE: NO TITLE COMMITMENT SUPPLIED OR REVIEWED FOR THIS PROJECT. PARTIES TO THIS TRANSACTION ARE RESPONSIBLE FOR VERIFICATION OF ALL EASEMENTS, COVENANTS AND CONDITIONS WHICH MAY AFFECT THIS TRACT BUT ARE NOT SHOWN HEREON.

SURVEYORS CERTIFICATE

THE PLAT SHOWN HEREON IS A TRUE, CORRECT AND ACCURATE REPRESENTATION OF THE PROPERTY AS DETERMINED BY SURVEY, THE LINES AND DIMENSIONS OF SAID PROPERTY BEING AS INDICATED BY THE PLAT; THE SIZE, LOCATION AND TYPE OF BUILDINGS ARE AS SHOWN, ALL IMPROVEMENTS BEING WITHIN THE BOUNDARIES OF THE PROPERTY, SET BACK FROM THE PROPERTY LINES THE DISTANCES INDICATED. THERE ARE NO ENCROACHMENTS, CONFLICTS OR PROTRUSIONS, EXCEPT AS SHOWN HEREON, AND SAID PROPERTY HAS ACCESS TO AND FROM A DEDICATED ROADWAY.

DATE: FEBRUARY 26, 2019

BRYAN TECHNICAL SERVICES, INC.



911 NORTH MAIN
TAYLOR, TX 76574

PHONE: (512) 352-9090
FAX: (512) 352-9091

FIRM No. 10128500
surveying@austin.rr.com
bryantechnicalservices.com

From: [Leslie Davis](#)
To: [Planner](#)
Subject: Oppose: variance request 414 Brady Lane
Date: Monday, January 13, 2025 2:29:41 PM

You don't often get email from lesdavis09@gmail.com. [Learn why this is important](#)

To the Zoning and Planning Commission, West Lake Hills,

I oppose the variance request for 414 Brady Lane.

This variance request is asking for forgiveness for the placement for the fence.

The fence was placed 13 feet into the 20 foot setback in clear violation of city ordinances.

When the home was built, was there a permit for the fence? If so, what was the location of the fence?

I am opposed to providing forgiveness for this placement. Permission should have been sought and granted before this fence was placed.

Thank you,

Leslie Davis
419 Brady Lane

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, January 15, 2025 at 6:30 PM

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

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

2. **Citizen Communications:**

- a. Doris Robitaille: 806 Rocky River
 - o Shared that the dark skies have changed a lot in her time here due to the water treatment plant lights and the related clearing of trees.
 - o The 803 Westlake area is also being cleared behind her house
 - o The increased light and noise pollution from development and traffic are related to the removal of trees

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 November 20, 2024 Zoning and Planning Commission minutes
- b. ~~Approval of the January 13, 2025 Zoning and Planning Commission Workshop Minutes~~
 - i. **Withdrawn** – January 13th Workshop canceled for lack of quorum
- c. Report of previous ZAPCO cases acted upon by the BOA/Council
- d. **Action:** Commissioner Pledger moves for approval of the Consent Agenda
 - i. Commissioner Webber Seconds
 - ii. Motion carries 3 - 0

4. **Land Use 1405 Wildcat Hollow/1508 Westlake Dr.** – Consider action to make a recommendation for the Replat of Lot 1, K & J P Subdivision, Lot 1 and all of a called

1.544 acre tract of land situated in the Wilson Sparks Survey, Abstract No. 21 (Section 36.01.018 of the West Lake Hills Code).

Applicant: Matt Boelsche, Dick Clark and Associates

a. Staff Report:

- i. Director Bills presents on the replat of Lot 1 to absorb part of unplatted property and plat the remainder of the unplatted tract into a 1-acre tract.
- ii. Webber: Will the 1-acre tract be buildable?
 - 1. Yes
- iii. Maccini: Is there a permit for demolition for the smaller lot?
 - 1. There is a permit application, but it must be issued as one of the conditions to prevent the creation of an illegal lot

b. Public Comments:

- i. Doris Robitaille: What are conditions?
 - 1. Director Bills explains plats must be approved or approved or denied with conditions based on cited code requirements.

c. Discussion:

- i. None

d. Action: Commissioner Pledger moves that the subdivision be forwarded to the City Council with a recommendation of denial with conditions

- i. Commissioner Maccini seconds
- ii. Motion carries unanimously (3-0)

Recommendation will be forwarded to City Council for consideration on February 12, 2025.

5. Public Hearing: **704 Rocky River Rd.** – Discuss and make a recommendation on a variance to allow for the removal four trees: Tree Number 146 – a 14.5-inch oak, Tree Number 197 – a 16-inch elm, Tree Number 201 – a 17-inch oak, Tree Number 224 – a 14.5-inch elm, 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: Nina Falgout Sterrett, Arterberry Cooke Architecture

a. Staff Report:

- i. Director Bills explains variance request on heavily treed lot.
- ii. The lot will require replatting prior to development

- iii. Commissioner Webber: Has staff seen the proposed plans?
 - 1. No
- iv. Commissioner Maccini: Do we know who the builder is?
 - 1. The applicant is here and can answer that question.

b. Public Comments:

- i. Jeff Townsend – homeowner
 - 1. Trying to remove the least-number of trees at driveway
- ii. Nina Falgout Sterrett – Architect
 - 1. Requesting a minimum 12-foot driveway
 - a. Commissioner Webber: Have you explored moving the pole?
 - i. Jeff Townsend: The pole is a corner pole and is very difficult to remove
 - ii. Jeff Townsend: Additionally, moving the pole and the driveway would expose house to potential hazard from traffic rounding corner
- iii. Mindy Vescove – 604 Rocky River
 - 1. People do slow down at that curve, but appreciate applicant's concern for safety
 - 2. When designing own house, no regulatory trees needed to be removed
 - a. Particularly concerned with tree 201 – seems design driven
 - b. Object to all 4 trees being removed, but in particular tree 201 and tree at driveway
- iv. Randy Lee – 6 Rocky River
 - 1. Object to tree removal
 - 2. Trees are why living in West Lake Hills – even city logo features trees
 - 3. Previous property owners have had poles removed
 - 4. Doesn't want a pickleball court at neighbor's house
- v. Luke Wooldridge – 10 Rocky River Cove
 - 1. Not opposed to development, but opposed to cutting down trees
 - 2. There's always a way to work around trees

c. Discussion:

- i. Commissioner Maccini: Questions for the architect.
 - 1. Commissioner Maccini: Will CapTex be the builder
 - a. That is the plan

- b. Applicant: Two trees that are proposed for removal by variance cannot survive demolition according to arborists
 - 2. Commissioner Maccini: Which non-variance trees are being removed?
 - a. Architect walks through the landscape plan
 - 3. Commissioner Maccini: What type of trees will be used for replacement?
 - a. Exact species have not been determined
- ii. Commissioner Webber: Are there plans that could be submitted beyond what have been provided that could be provided to Council as exhibits to gauge if this is a design-driven variance?
 - 1. 50% design documents are being prepared and can be provided along with 3D renderings
- iii. Commissioner Webber: Are there reasons the design can't be driven to save tree 201?
 - 1. Saving that tree would require a setback variance
- iv. Chair Meisel: Ordinance was on the books and trees were on the books when lot became available.
 - 1. Expect design professionals to design around rules first before asking for variances.
 - 2. Has Austin Energy been approached about the pole or guy wires?
 - 3. All 4 of these trees are design driven, and design-driven variances cannot be granted
 - 4. Nothing in the ordinances guarantees ability to build a 5,000sft house or a pool
- v. Commissioner Pledger: Have some sympathy for the 2 trees against the existing house and the difficulty of saving them.
 - 1. Other trees should be saved
- vi. Chair Meisel: Slabs can be dug out without destroying the trees
- vii. Commissioner Webber: Would encourage that all 4 trees be discussed separately by applicant at Council
- d. Action:** Commissioner Pledger, at the applicant's request, moves that the item be postponed to February ZAPCO with the applicant's
 - i. Commissioner Webber Seconds
 - ii. Motion Carries unanimously (3-0)

Recommendation will be postponed to ZAPCO for reconsideration on February 19, 2025.

6. Public Hearing: 9 Las Brisas Dr. - Discuss and make a recommendation on a variance for an up to 7-foot-tall fence where the maximum height is 6 feet over natural grade (Section 22.03.173 of the West Lake Hills Code).

Applicant: Erin Armstrong, Property Owner

a. Staff Report:

- i. Director Bills describes nature of property and variance request
- ii. Commissioner Maccini: Has the material been decided?
 - 1. The fence is already built
- iii. Commissioner Webber: would granting this variance allow for a future non-conforming fence:
 - 1. Director Bills: Variance runs with the land
 - 2. Chair Meisel: Can be limited to specific encroachment

b. Public Comments:

- i. Zach Armstrong: Homeowner
 - 1. Fence is built to protect dogs from aggressive neighboring dog

c. Discussion:

- i. None

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

- i. Commissioner Webber seconds
- ii. Motion carries unanimously (3-0)

Recommendation will be forwarded to City Council for consideration on February 12, 2025.

7. Public Hearing: 414 Brady Ln. - Discuss and make a recommendation on a variance for a 10-foot encroachment into the 20-foot front-yard fence setback for a fence installed without a permit (Section 22.03.173 of the West Lake Hills Code).

Applicant: Paul Zubeldia, Nalle Custom Home

a. Staff Report:

- i. Director Bills explains history of fence installed without permit or plans alongside new house build
- ii. Commissioner Webber: House has been there for some time. Why is this coming now?
 - 1. Director Bills: Was discovered by staff in irrigation inspection

b. Public Comments:

- i. Theresa Jones – daughter of owner
 - 1. Makes presentation on why applicant believes the fence should stay

c. Discussion:

- i. Commissioner Pledger: They didn't even file an application
- i. Commissioner Pledger: If they're removing the gate, the argument that the fence protects the dog doesn't make sense
- ii. Commissioner Webber: How did they get the CO with this fence?
 - 1. Director Bills: Before current staff was on board, the city was using 3rd-party inspector at the time, and it is unknown to staff when the fence was actually installed at the time.
- ii. Commissioner Meisel: If fence is on property line, planter boxes are in ROW
- iii. Commissioner Maccini: Can't set the precedent that once it's built it can be ignored
- iv. Commissioner Pledger: No sympathy if no application was submitted

d. Action: Commissioner Pledger moves that the variance request be forwarded to the City Council with a recommendation of **denial** for lack of hardship and violation of the ordinance

- i. Commissioner Webber seconds
- ii. Motion carries unanimously (3-0)

Recommendation will be forwarded to City Council for consideration on February 12, 2025.

8. Adjournment - Chair Robert Meisel

- a. Chair Mesel adjourns the meeting at 8:05pm

APPROVED:

Robert Meisel, Chair

ATTEST:

Joel Sherrouse, Development Coordinator

These minutes were approved on _____, 2025.

DRAFT

Exhibit A

414 Brady Lane – Fence Variance

Applicant's Findings of Fact

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.

The fence, keypad, and electric gate are already installed. The small lot leaves very little room in the front for landscaping and a driveway. Removing the already installed fence, gate, and keypad would for the little landscaping installed to be removed and leaves very little room for alternative

2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.

This will not be disrupted as it is already installed and the flora/natural terrain is untouched. We are asking to remove the keypad and gate to avoid stacking but requesting to leave the front fence

3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.

There are no other options without destroying the aesthetics and flow of the property

4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.

The design of the fence is simplistic and provides a good sense of security and privacy needed to the homeowner

5. The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.

removing the keypad and gate alleviate the stacking concern on the street, while keeping the front fence as is, provides security and privacy to the homeowners

6. The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.

Keeping a simple front fence will not interfere with the enjoyment of the neighboring properties as it is simplistic in nature and is only affecting the property owners and those living at this address.

Exhibit B

414 Brady Lane – Fence Variance

Staff Findings of Fact

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.

There is no requirement for a front yard fence. The new residential house plans did not contemplate a front yard fence with the placement of the newly constructed house.

2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.

The placement of the fence is within the ½ critical root zone of a 23-inch elm tree.

3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.

The property is similarly situated to the rest of the houses on the block, so this is not a unique hardship.

4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.

The fence is set at the front property line. The fence location could be moved closer to the 20 foot required fence setback.

5. The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.

The Master Plan states that driveway entrances should be laid as inconspicuously as possible in order to maintain a look of unbroken, undisturbed landscape along the right-of-way." Encroaching into the fence setback leaves little open space between the road and the house.

6. The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.

The fence creates an inconsistent streetscape along Brady Lane.

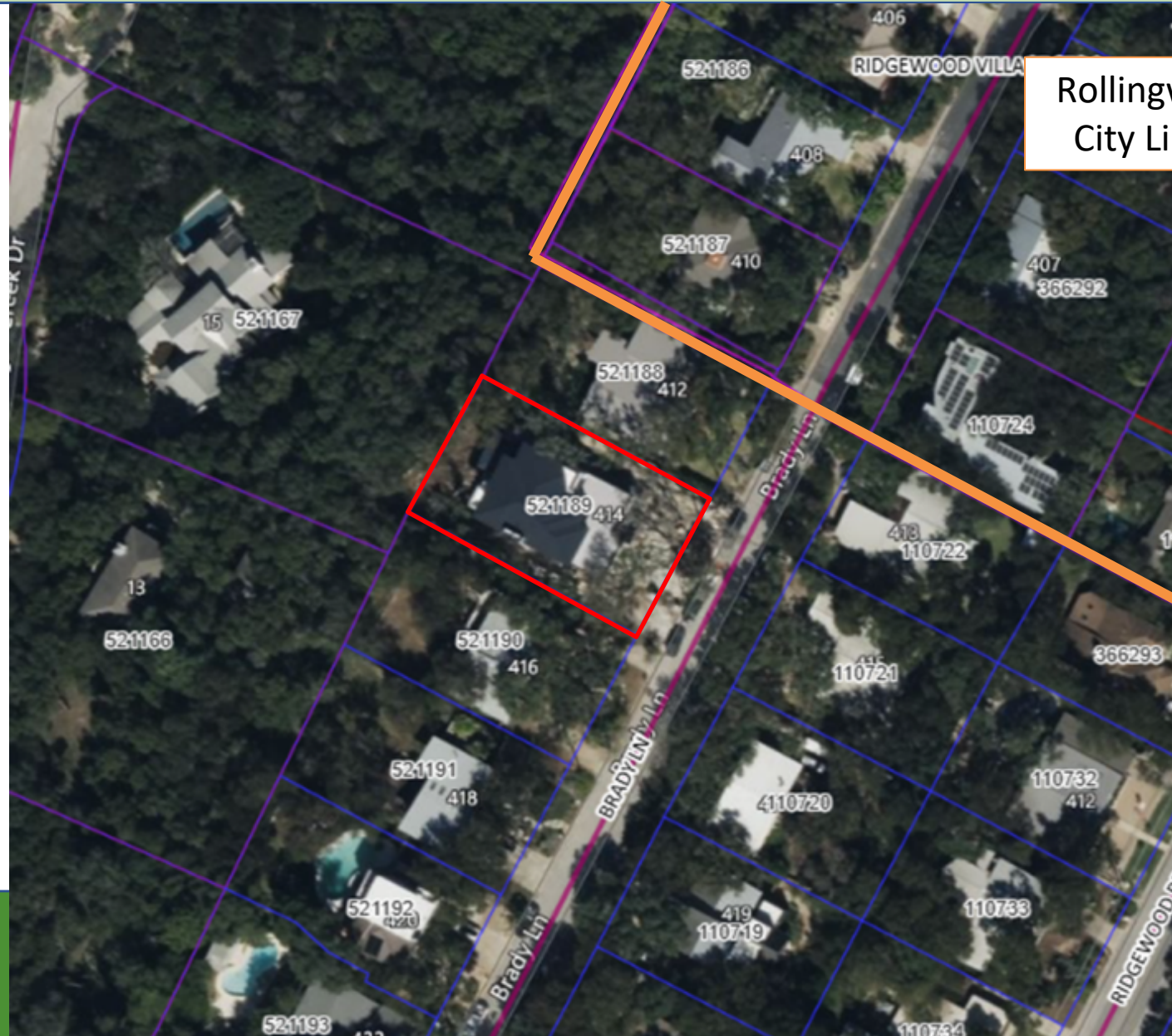
414 Brady Ln.

8. Discuss and consider action on a variance for a 10-foot encroachment into the 20-foot front-yard fence setback for a fence installed without a permit (Section 22.03.173 of the West Lake Hills Code).

Applicant: Paul Zubeldia, Nalle Custom Home



414 Brady Ln.



Rollingwood
City Limits



414 Brady Ln.

Existing fence, gate and keypad were installed without a permit/plans.

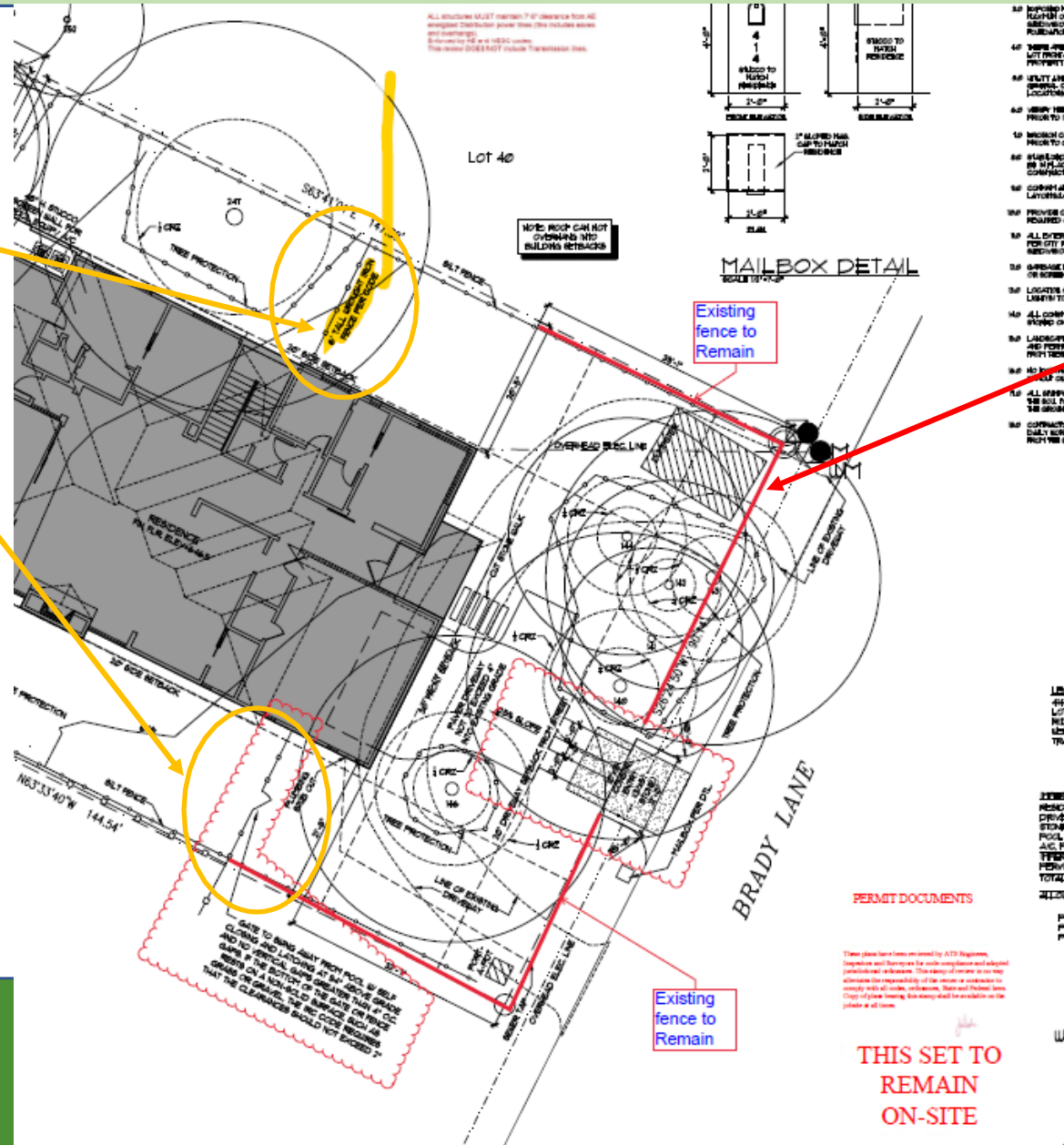
New residential permit was issued July 30, 2021, and completed March 08, 2023.

Fence is required to be setback 20 feet from the street pavement.

Gates/keypad are required to be place so all vehicle stacking is completely out of the street.

414 Brady Ln.

Fence approved with
New construction plans



Red fence line location drawn
on top of approved plans
after approval.

414 Brady Ln.



Gate To
To Be
Removed

Key Pad
To Be
Removed

Fence to
Remain

414 Brady Ln.



414 Brady Ln.

Public comment:

- One written comment and one anonymous phone call received in opposition.

Staff recommends denial of the variance based on lack of hardship and consistency with the neighborhood.

This item was considered at the January 15, 2025 Zoning & Planning Commission meeting and recommended for denial by a vote of 3-0 for lack of hardship and violation of ordinance

414 Brady Ln.

Applicant's presentation.



Fence Structures within the 20' Setback on Brady Ln

421 Brady – Entire Structure encroaches 20' into setback – Right up on the curb



424 Brady – Entire Structure encroaches 5 ft into setback – Is approx. 15' from curb





City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	February 12, 2025	Item Number:	9
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

205 West Spring Dr.: Discuss and consider action on a drainage waiver to allow a Type I submittal instead of the required Type III submittal (Section 22.03.511 (d) of the Code of Ordinances).

Recommendation

Staff recommends denial of the request, due to the small size of the lot. The natural drainage pattern and existing topography for the lots causes the drainage to convey across private lots, from the northwest to the southeast (Attachment 1).

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Allison & William McAshan

Legal Description: Westlake Park Lot 15

Lot Size: 0.2811 acres (12,244.37 square feet)

Zoning: R-1, One Family

The properties surrounding the subject property are zoned R-1, One Family

Background & Analysis:

The Code of Ordinances allows for a request for waivers from the drainage and erosion control manual Requirements for the City Administrator's determination. If approved, no action is needed by City Council. If denied, the request is forwarded to City Council for their review and determination.

Attachments:

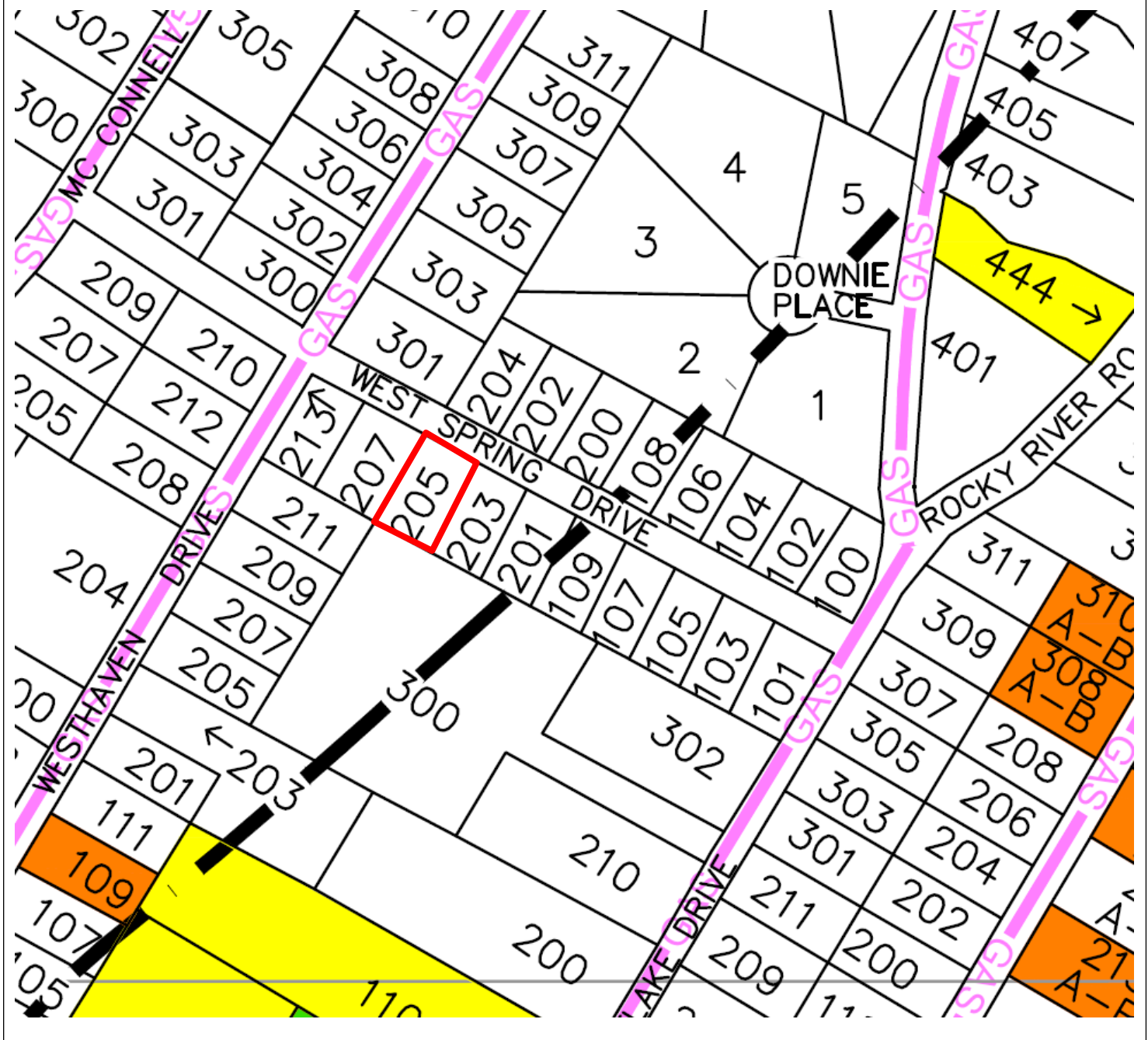
Attachment 1 – 205 W. Spring Dr. – Denied

Attachment 2 – Applicant Request

Links to Relevant Code:

[Section 22.03.511\(d\) Procedure and notice \(for drainage waivers\)](#)

Zoning:



Aerial:





City of West Lake Hills

Drainage Waiver Determination

Date: January 23, 2025

Site Address: 2025 W. Spring Drainage and Erosion Control Manual Waiver Determination

Legal Address: Westlake Park, Lot 15

The Drainage and Erosion Control Manual was adopted to establish standard principles and practice for the planning, design, construction, maintenance and management of stormwater drainage, erosion control and water quality facilities. Per Section 22.03.511(d) of the Code of Ordinances and Section 1.3 of the DECM, an applicant may request a waiver from the drainage and erosion control manual. When considering a waiver, the City Administrator must consider the impact on public health, flood safety and the intent of the DECM.

Request

A waiver to the Drainage and Erosion Control Manual Section 2.1 to allow a Type I development review when a Type III is required (Attachment 1).

Analysis

The existing project site has 29.11% impervious cover, and the applicant is proposing to add an additional 3.935 (478 sf, however, the gravel sidewalk is not depicted in the attached plans, and if in the setback is considered 100% impervious and would add an additional 75 sf for a total of 553 or 4.65%). The maximum impervious cover for R-1 zoning for a lot this size of less than 0.5 acres is 35.9%, and stormwater created by the amount over 20% is required to be treated for water quality. The site is non-conforming, and the applicant requested and received a variance to encroach into the setback up to 6.75 feet from the property line with house foundation and 4.75 feet with the roof overhang. The DECM requires a Type III development permit, as the property received a variance and exceeds 20% impervious cover. Requiring Type II or III study when a variance is required is intended to ensure that the drainage does not create an adverse impact to detention or water quality to adjacent properties.

The lots in this neighborhood are smaller lots, and the existing drainage pattern for 205 W. Spring conveys all of the existing onsite and upstream drainage from the northwest and proposed drainage onto the neighboring lot to the southeast. Given the reduced setbacks granted by the variance, the increase in impervious cover over 20%, the existing small lots and conveyance pattern across private property, staff does not recommend waving the Type III development category requirements.

Determination

The request for a Type I development permit review in lieu of the Type III development permit requirements is recommended for denial, given the analysis above.

The city administrator's denial will be forwarded to February 12, 2025 City Council for their action. If you have any additional information to submit to City Council , it must be submitted by end of day February 3, 2025.

A handwritten signature in black ink, appearing to read 'Trey Fletcher', is positioned above a horizontal line.

Trey Fletcher, AICP, ICMA-CM
City Administrator

Waiver Request for Residential Remodel

Date: 01/07/25

To: Trey Fletcher, AICP
City of West Lake Hills
911 Westlake Drive West Lake Hills, 78746

From: William A.C. McAshan
205 W Spring Drive, 78746

Subject: Waiver Request for Type 1 Development Permit - Residential Remodel

Project Address: 205 W Spring Drive, West Lake Hills, Travis County, 78746

Project Description: Residential remodel with an additional impervious cover less than 1,000 SF.

Dear Mr. Fletcher,

Pursuant to Section 28.03.032 of the City of West Lake Hills Code and the City's Development Manual, I am formally requesting a waiver to allow this residential remodel project to follow the Residential Type 1 Development standards as outlined in the City of West Lake Hills Drainage and Erosion Control Design Manual.

Project Details and Justification for Waiver:

1. The project involves less than 1,000 square feet of additional impervious cover.
2. The project meets the criteria for Type 1 Residential Development as shown in Table 2-1, which states:
 - o No work is being performed within drainage easements.
 - o Additional impervious cover is under 1,000 SF.
3. While the project does include a setback variance, it is important to note that this variance does not involve major modifications to site cut/fill or other factors that would adversely impact the site or surrounding drainage patterns.
4. In scenarios where significant modifications to drainage patterns or increased impervious cover would trigger a detention pond or similar drainage improvements, I understand the need for Type III Development. However, this project's limited scope ensures no such impacts or requirements are triggered.

Given the project's compliance with the least restrictive criteria under Table 2-1 and the minimal scale of the proposed work, I respectfully request a waiver to proceed under the Type 1 Development permit category. The proposed remodel ensures no adverse effects on the site, drainage, or surrounding environment.

I understand that you may consult with the city engineer before making a determination, and I am prepared to provide any additional documentation or clarification needed to support this request.

Thank you for your consideration. I look forward to your favorable response and remain available to discuss further at your convenience.

Sincerely,



William A.C. McAshan

Attachments Impervious Cover Table
 Impervious Cover Exhibit

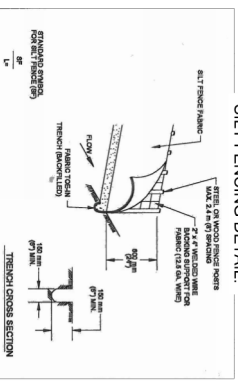
Impervious Cover Table:

EXISTING IMPERVIOUS COVER 3,541' / 29.11%

IMPERVIOUS COVER CALCS

EXISTING RESIDENCE FOUNDATION	2,102'
PROPOSED ADDITION	1,335'
DRIVEWAY	446'
ENTRY CONCRETE	61'
NEW GRAVEL SIDEWALK (150SF @ 50%)	75'
PROPOSED IMPERVIOUS:	4,019' / 33.04%
PROPOSED PERVIOUS:	8,142' / 66.96%
TOTAL	12,161' / 100%

-



205 West Spring

9. Discuss and consider action on a drainage waiver to allow a Type I submittal instead of the required Type III submittal (Section 22.03.511 (d) of the Code of Ordinances).

Applicant: William McAshan, Property Owner



205 West Spring

The applicant is requesting to use Type I application standards where a Type III is required.

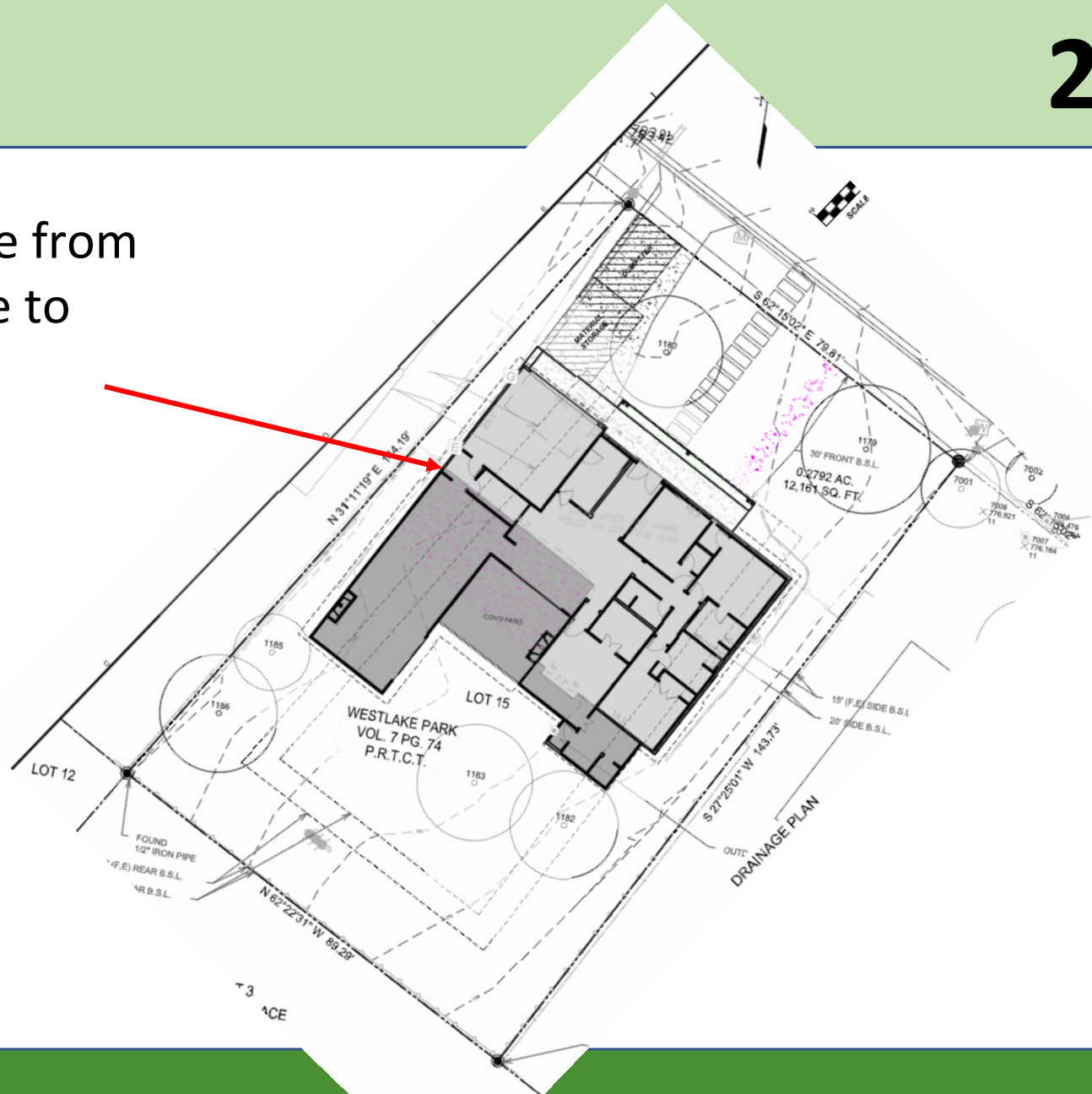
The drainage and erosion control manual requires all properties that receive variance are not eligible for a Type I drainage application. A Type I is allowed when the new impervious cover added is not more than 1,000 sf and the applicant can certify that there is no change to the drainage pattern or adverse impact to other property.

This property received a variance to encroach into the side setback up to 4.75 feet from the property line with a new house addition.



205 West Spring

4.75 distance from
property line to
eave





205 West Spring

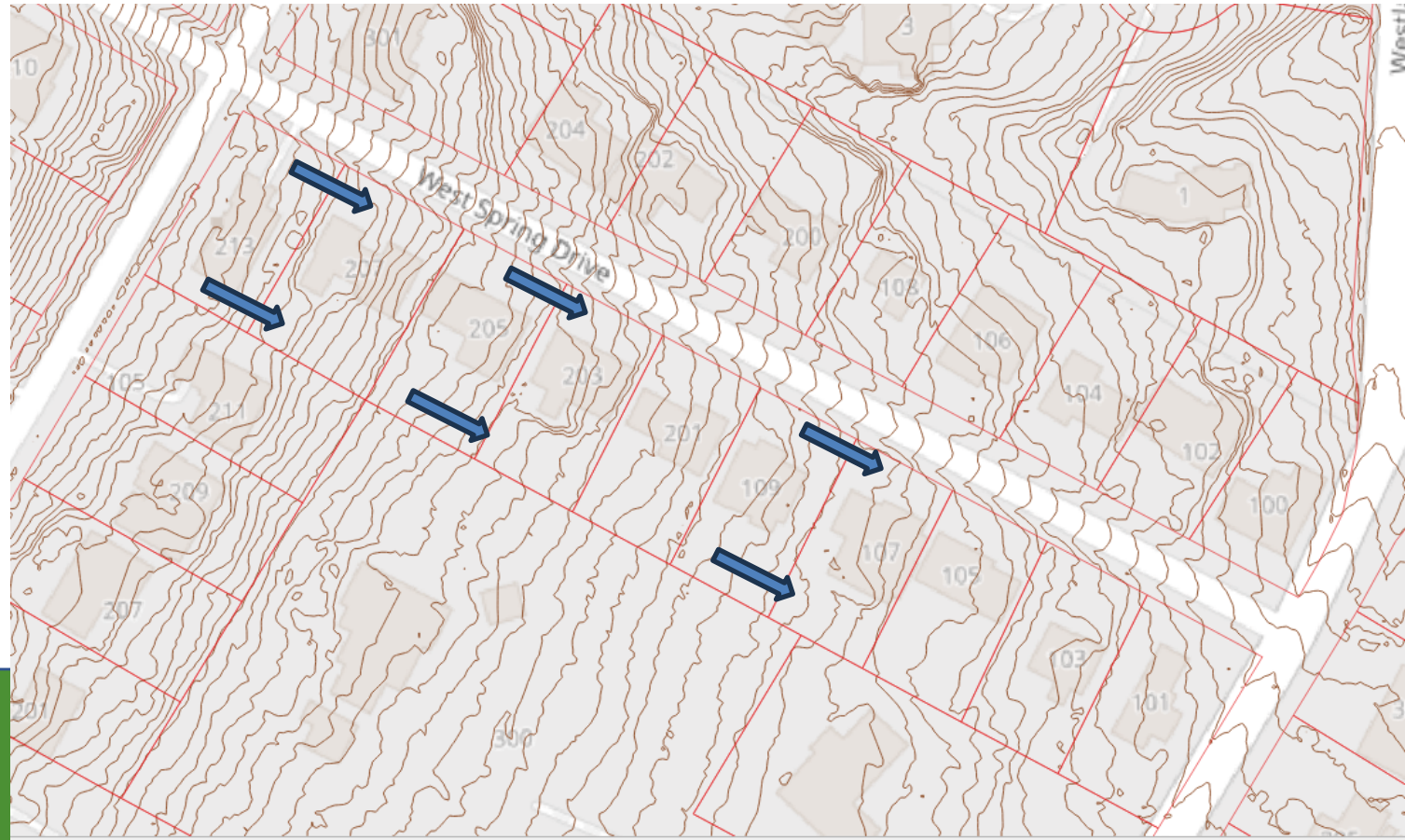
Analysis:

- The existing site has 29.11% of impervious cover and the applicant is proposing to add an additional 3.935% (478 sf).
- For this site less than 0.5 acres, the IC max is 35.9%. Any new amount of water cannot convey offsite at a faster rate than existing and any stormwater over 20% must be treated for water quality.

205 West Spring

Analysis:

- For this block the drainage conveys from the northwest to the southeast across private property.



205 West Spring

- Staff recommends denial of the request for Type I application.





City of West Lake Hills City Council

AGENDA REPORT

Meeting Date: February 12, 2025
Department: Municipal Court
Prepared By: Robert Martinez, Jr.
Exhibits: _____

Item Number: 10
Cost / Budget: _____
Source of Funds: _____

Subject

Discuss and consider action on a recommendation from the Municipal Court subcommittee regarding the appointment of a part-time Associate Municipal Court Judge.

Recommendation

The court subcommittee of three recommends Kristina Rojas-Stompel as a Municipal Court part-time Associate Judge.

Discussion

On January 30, 2025, interviews were conducted for three qualified applicants for the position of Associate Judge. The consensus of the subcommittee is to recommend Ms. Rojas-Stompel. She is the ideal candidate for the role that will work best for the needs of the court.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>February 12, 2025</u>	Item Number:	<u>11</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>TBD</u>
			<u>General Fund and</u>
	<u>Plan Elements and</u>		<u>General Land Office</u>
Exhibits:	<u>Procurement Calendar</u>	Source of Funds:	<u>(GLO grant)</u>

Subject

Discuss and consider the scope of work and a procurement schedule for a new comprehensive plan.

Recommendation

Confirm scope of work and procurement schedule for the comprehensive plan.

Discussion

Through the establishment of the City Council Focus Areas last year and the drafting and development a strategic plan for the city, the necessity of reviewing the city's master plan, also referred as a comprehensive plan, has come into focus. The basis of the plan originates in the early 1970s in which a Comprehensive Development Plan for the City of West Lake Hills, Texas was prepared. After extensive input, this plan evolved to become the Master Plan for the City of West Lake Hills in 1978. Some amendments have come forward over the interceding years, but significant changes are occurring in and around the community precipitating the need to take a fresh look at the plan.

In 2028, the City will celebrate its 75th birthday and the master planning documents are nearly 50 years old. Moving the City forward, significant elements need to be addressed including but not limited to the following:

- Housing composition: Redevelopment of housing is common throughout the city a
- Economic sustainability of the Bee Cave Road corridor
- Wastewater: The city of Austin / Austin Water is reevaluating the provision of wastewater collection capacities that impact our community. Central to revising the Master Plan will be identifying and if justified through community input, the future wastewater needs of the city. These projections require the community to review the plans and evaluate and consider changes to the Bee Cave Road corridor that support consideration of additional wastewater capacity.
- Wildfire prevention: These concepts, important as they are, should be specifically included in this plan along with other environmental considerations
- Implementation efforts would work in parallel to the development of the plan, evaluating development codes and policies that help or hinder implementation and proposing recommended changes.

Elements of the Master Plan (Draft)

1974	1978	Proposed
History and Physical Characteristics	Goals	Goals and Objectives
Economic Considerations	Land Use Standards	Demographic Profile and Projections
Goals and Objectives	Roadways and Transportation	Land Use
Population	Water, Wastewater, and Storm Runoff	Streets and Thoroughfares
Land Use	Public Facilities	Public Facilities
Streets and Thoroughfares	Future Planning	Housing
Public Facilities		Bee Cave Road Corridor
Housing		Water, Wastewater, and Drainage
Commercial Facilities Study		Wildfire Prevention and Environmental Considerations
Waster, Sewerage, and Drainage		Capital Improvement Program
Environmental Consideration		Codes, Ordinances and Policies
Capital Improvement Program		
Codes, Ordinances and Policies		

Preliminary Schedule (Draft)

February 12, 2025 – City Council presentation

February 27, 2025 – Issue Request for Qualification (RFQ)

March 27, 2025 – Deadline to receive Statements of Qualification (SOQ)

Review, evaluate, and interview firm(s) as necessary

April 23, 2025 – Recommendation to City Council for selection and authorize negotiations

May, 2025 – Notice to Proceed

Scope of Work Schedule to be provided by consultant team that includes public input opportunities

March, 2026 – Deadline to provide estimated wastewater flows to the City of Austin

Spring 2026 – Plan Adoption