



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF ZONING & PLANNING COMMISSION (ZAPCO) REGULAR MEETING
Wednesday, March 19, 2025 at 6:30 PM

Notice is hereby given that the Zoning and Planning Commission (ZAPCO) of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 19th day of March, 2025 at 6:30 p.m., in the Council Chamber, 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 on to planner@westlakehills.gov by 1:00 P.M. on March 19, 2025.

1. Call to Order. Chairman Robert Meisel.
2. Citizen Communications The Commission 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 Commission later in the meeting. The Commission cannot respond to or discuss matters not listed on the agenda. The Commission 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 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 item/s unless a Commission Member or citizen so requests.
 - a. Approval of the February 19, 2025 Zoning and Planning Commission Minutes
 - b. Report of previous ZAPCO cases acted on by the BOA/City Council.
4. Land Use 704 Rocky River Rd: Consider action to make a recommendation on a Replat for Lot 1R, a replat of portions of Lot 1 and 2 of the White and Murdock Subdivision and 0.40 acres of the Wilkinson Sparks Survey Number 4, Abstract Number 21, within the city limits (Section 36.01.018 of the West Lake Hills Code).

Applicant: Minnie Webb, Arterberry Cooke Architecture

5. Staff Briefing Presentation and discussion on the development review process and the MyGovernmentOnline application portal.
6. Adjournment. Chairman Robert Meisel.

By Jennifer C. Bills, Director of Building &
Development Services

Certificate

I certify that the above Notice of the March 19, 2025 Zoning & Planning Commission Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, March 14, 2025 at 5:00 pm. and will remain posted continuously until said meeting is convened.

By Jennifer C. Bills, Director of Building &
Development Services

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

All items on the agenda are for discussion and/or action. ZAPCO 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

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, February 19, 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: Present
 - o Commissioner Patrick Stewart: Present
 - o Commissioner Laurie Maccini: Present

2. **Citizen Communications:**

- a. None

3. **Consent Agenda:** The following items are considered to be self-explanatory by the Commission and will be enacted with one motion. There will be no separate discussion of these items unless a Commission Member or citizen so requests.

- a. Approval of the January 15, 2025 Zoning and Planning Commission minutes
- b. Approval of the January 24, 2025 Zoning and Planning Commission workshop minutes
- 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 unanimously 5 - 0

4. **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:**

- a. Director Bills and Building Official Jordan Word explain the tree removal permit that was obtained using an arborist's certification that 2 of the previous variance trees had died, and the applicant's withdrawal of the variance request due to the site being redesigned to save remaining trees.
 - i. Additional non-variance trees were removed that were not included on the tree survey, and staff is working with applicants to mitigate for trees between 10 and 14 inches.
- b. Chair Meisel: Is this arborist on our arborist list?
 - i. City staff accepts ISA Arborist Certifications, which this arborist has.
- c. Commissioner Webber: Is there any kind of fine that's applied to the tree person?
 - i. The property owner will be required to mitigate.
- d. Chair Meisel: Will this go to Court?
 - i. If they don't comply, court would be the next step
- e. Chair Maccini: Will they have to mitigate before receiving permits?
 - i. Yes.
- f. Chair Maccini: will new tree survey be required prior to permit approval?
 - i. Yes
- b. Public Comments:**
 - a. Nina Falgout Sterrit
 - i. Explains that trees will be saved or were removed by permit
 - b. Randy Lee – 6 Rocky River Cove:
 - i. Wanted to see how this was proceeding and has questions
 - 1. Says he has photographs of large trees not included on surveys
 - c. Luke Woolridge – 10 Rocky River Cove:
 - i. Site looks "bushwhacked"
 - ii. Concerned applicants will try to violate other ordinances
- c. Discussion:** None
- d. Action:** None needed – application has been withdrawn

- 5. **Public Hearing: 1501 Wildcat Hollow** - Discuss and make a recommendation on the following variance request to the Section 7.4.1 Cut/Fill Limits of the Drainage and Erosion Control Design Manual (Section 22.03.059 of the West Lake Hills Code of Ordinances):

1. To allow for closed cut of up to 13 feet on a slope between 25% and 35% grade where the maximum closed cut allowed is 10 feet.
2. To allow for closed cut of up to 7 feet on a slope with a grade greater than 35% where no cut or fill is allowed.
3. To allow for closed fill of up to 5 feet on a slope with a grade greater than 35% where no cut or fill is allowed.

Applicant: Davin Fillpot, Agent

a. Staff Report:

- i. Director Bills describes nature of property, previous variances granted, and additional cut/fill variance request

b. Public Comments:

a. Heidi Restivo: Property Owner

- i. Shared her thoughts on the development process

c. Discussion:

- i. Commissioner Stewart: Will variances be visible?

1. No – foundation only

- ii. Commissioner Maccini:

1. Appreciates that home size is reduced

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

- i. Commissioner Webber seconds

- ii. Motion carries unanimously (5-0)

Recommendation will be forwarded to the Board of Adjustment for consideration at a special session on February 26, 2025.

6. Public Hearing: 717 ½ Yaupon Valley Road - Discuss and make a recommendation on the following variances:

1. Encroachment into all setbacks where 100 feet is required. (Section 18.02.033(a): Dimensional Standards for Water Storage Tanks)
2. Tank height of 60 feet where 30 feet is the maximum (Section 18.02.034: Design and construction of potable water tanks)
3. Encroachment into the side setbacks for GUI (Section 22.03.281 Dimensional Standards for Zoning Districts)

4. Grading greater than 18 inches with the east side setback (Section 22.03.281: Site Disturbance (excavation, filling, or grading))
5. Removal of three ash juniper (cedar) trees; #103 – 14 inch, #106 – 20 inch, #121 – 15 inch; 14 inches or greater (Section 22.03.304(a)(4): Removal of trees 14” or greater);

for the installation of a water storage tank for Travis County Water Control and Improvement District 10.

Applicant: James McDermott, Dannenbaum Engineering - Austin LLC

a. Staff Report:

- i. Director Bills explains the variance requests for the Water District 10 water storage tanks site
- ii. Commissioner Webber: When was the parcel purchased?
 1. Late 2023
- iii. Commissioner Webber: When was the code written that requires 100-foot setbacks
 1. Unknown
- iv. Commissioner Webber: Why did they acquire such a small property knowing that it would not meet code, when there are empty lots surrounding the existing site?
- v. Commissioner Maccini: Are cedars held to the same replacement standard as other trees?
 1. Yes

6. Public Comments:

- i. Carla Orts: Water District 10 General Manager
 1. Critical need for second tank:
 - a. WD10 has run out of water once in a freeze, and almost a second time.
 2. Fire protection
 3. Life expectancy of existing tank is expiring
- ii. Chair Meisel: concerned about security from attacks on public infrastructure

c. Discussion:

- i. Commissioner Webber: Strongly supports all requests

- d. **Action:** Commissioner Stewart moves that the variance request be forwarded to the City Council with a recommendation of **approval**.
 - i. Commissioner Bartoletti seconds
 - ii. Motion carries unanimously (5-0)

Recommendation will be forwarded to City Council and Board of Adjustment for consideration on March 12, 2025.

- 7. Public Hearing: **502 Spiller Lane** - Discuss and make a recommendation on two variances:
 - 1. To allow for encroachment of up to 13 feet into the 30-foot rear setback for a residential addition (Section 22.03.275 and 22.03.281 of the West Lake Hills Code); and
 - 2. To allow for the increase of impervious cover from 25.9% to 28.7% where the maximum allowed by code is 25%. (Section 22.03.281 of the West Lake Hills Code.)

Applicant: Davin Fillpot, Architect

a. Staff Report:

- i. Director Bills describes the existing non-conforming site, easement, and the requested variances for additional impervious cover and rear setback encroachments

b. Public Comments:

- ii. Logan Reichle – homeowner
 - 1. Describes variance request
- iii. Davin Fillpot – applicant
 - 1. Existing pool is almost entirely in rear setback
 - 2. Private access easement increases impervious cover on site and cannot be removed by applicant
 - 3. Willing to modify the request to keep existing impervious cover of 25.9%

e. Discussion:

- ii. Commissioner Bartoletti: Will maintaining the 25.9% still require a variance?
 - 1. Yes

- iii. Commissioner Webber: Sympathetic to addition placement design. Not opposed to conditioned portion within building area. How is tree near new building being preserved?
 - 1. Davin Fillpot: Will follow tree and root preservation regulations. Applicant planning on floating foundation
- iv. Commissioner Maccini: How will limbs be handled?
 - 1. Davin Fillpot: Less than 25% of canopy will be impacted
- v. Commissioner Pledger: Concerned with taking impervious cover from flattest part of lot and placing it into the hill and the setback
 - 1. Davin Fillpot: Area of proposed structure less than 15% slope
 - a. If not for impervious cover and setback issues, the location would be suitable for building
- vi. Chair Meisel: Impervious cover drives runoff
 - 1. Building impervious cover on slope in setback can impact neighbors
 - a. Davin Fillpot: Drainage Waiver has been requested
- vii. Commissioner Webber: Does existing house have rainwater detention?
 - 1. Davin Fillpot: If waiver is denied, then rainwater collection tank is required
- viii. Commissioner Maccini: Neighbors are opposed, and existing site conditions, impervious cover and setback limits were all in place at time of purchase. This isn't a hardship, but a desire for more room
 - 1. There are solutions that don't require variances. Variances may negatively impact neighbors
- ix. Commissioner Webber: There are potentially ways of designing around these variances
- x. Commissioner Maccini: This is design driven
- xi. Item tabled to later in meeting for applicant to discuss with homeowner (8:01 PM).**
- xii. Item reconvened after all other items closed (8:39 PM).**
 - 1. Davin Fillpot:
 - a. Will withdraw Impervious Cover variance request
 - b. Will remove roof from patio and keep entire deck at 50% impervious
- xiii. Commissioner Bartoletti: Still adding IC in setback
 - 1. Davin: sidewalk would be allowed, and current proposal would be less impervious cover in the setback than sidewalk

f. **Action:** Commissioner Webber moves that the variance request be forwarded to the City Council with a recommendation of **approval** for an uncovered deck in the setback.

iii. Commissioner Maccini seconds

iv. Motion fails (2-3)

1. Commissioners Pledger, Stewart, and Maccini opposed

ii. Commissioner Pledger moves for denial for lack of hardship

1. Bartoletti Seconds

2. Motion carries (3-2)

a. Maccini and Webber opposed to denial

Recommendation will be forwarded to City Council and Board of Adjustment for consideration on March 12, 2025.

8. Public Hearing: 413 Ledgeway Ridge - Discuss and make recommendations on proposed variances for the removal of six (6) trees with trunk diameters of 14 inches or greater, (Section 22.03.304 of the West Lake Hills Code).

1. #339 - 19-inch double trunk live oak

2. #342 - 17-inch double trunk ash juniper (cedar)

3. #346 - 23-inch double trunk ash juniper (cedar)

4. #2407 - 25-inch double trunk ash juniper (cedar)

5. #2420 - 17-inch triple trunk ash juniper (cedar)

6. #2437 - 18-inch live oak

Applicant: Emily Haydon, LaRue Architects

a. **Staff Report:**

i. Director Bills describes the site, FEMA/Army Corps of Engineers floodway restrictions, and the requested tree variances

ii. Commissioner Stewart: Lots 6 and 7 on the exhibits are actually built?

1. Yes

iii. Commissioner Webber: Are those the actual footprints of existing homes?

1. Yes

iv. Chair Meisel: What is the buildable area?

1. 3789 square feet

7. Public Comments:

- i. Emily Hadon – LaRue Architects
 - 1. Trying to fit a house appropriate with adjacent neighbors
- ii. Greg Reynolds – owner
 - 1. Have letters showing all neighbors in favor of variance request
 - 2. Site is extremely difficult.

g. Discussion:

- i. Commissioner Stewart: looks like a very challenging lot
 - a. Surprised and encouraging that it is designed to avoid cut/fill variances
 - b. Attempt has been made to minimize the request
- ii. Commissioner Webber: Finding a place to put replacement trees will be difficult. What if they can't find a spot?
 - a. Fee in lieu can be paid for up to 10% with staff approval. Council would have to approve more.
- iii. Commissioner Maccini: Appreciate that it's a difficult lot, but it's West Lake Hills.

h. Action: Commissioner Bartoletti moves that the variance request be forwarded to the City Council with a recommendation of **approval**

- v. Commissioner Stewart seconds
- vi. Motion fails (2-3)
- vii. **Webber:** motion for denial for more information
 - 1. Pledger: Seconds
 - 2. Motion carries (3-2)
 - a. Commissioners Pledger, Webber, Maccini for denial
 - b. Commissioner Stewart and Bartoletti opposed the denial

9. Public Hearing: **1420 Redbud Trail:** Discuss and make a recommendation on a variance for an encroachment into the required 50-foot front setback (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).

Applicant: Renee Salazar, Property Owner

a. Staff Report:

- a. Director Bills describes the site and variance request

b. Public Comments:

- a. **Renee Salazar:** homeowner
 - i. Explained request to build roof over front porch

c. Discussion:

- i. Commissioner Webber: inclined to approve
- ii. Commissioner Pledger: No hardship
- iii. Commissioner Stewart: Not enough information. Don't even know the amount of the encroachment

i. **Action:** At applicant request – item postponed to March 19, 2025 ZAPCO meeting.

10. **Adjournment** - Chair Robert Meisel

- 1. Chair Mesel adjourns the meeting at 8:51pm

APPROVED:

Robert Meisel, Chair

ATTEST:

Joel Sherrouse, Development Coordinator

These minutes were approved on _____, 2025.



City of West Lake Hills Zoning & Planning Commission

AGENDA REPORT

Meeting Date:	March 19, 2025	Item Number:	3b
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	N/A	Source of Funds:	N/A

Subject

Report of Previous ZAPCO cases acted on by the BOA/City Council.

Discussion

Since the February 19, 2025 ZAPCO meeting the following cases forwarded by ZAPCO were considered at City Council/BOA. The regular March 12, 2025, BOA and City Council meetings were cancelled and items rescheduled for March 26, 2025.

Board of Adjustment

- a. **1501 Wildcat Hollow** – Variance to exceed cut/fill allowance
 1. Variance approved



City of West Lake Hills

Zoning and Planning Commission

AGENDA REPORT

Meeting Date:	March 19, 2025	Item Number:	4
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills. Director of Building & Development	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

704 Rocky River Rd.: Consider action to make a recommendation for a Replat of Lot 1R, a replat of portions of Lot 1 and 2 of the White & Murdock Subdivision and 0.40 acres of the Wilkenson Sparks Survey Number 4, Abstract Number 21, within the city limits (Section 36.01.018 of the West Lake Hills Code).

Applicant: Minnie Webb, Arterberry Cooke Architecture

Recommendation

Staff recommend approval with the conditions:

1. Change the plat title to Replat Lot 1R, replat of portions of Lot 1 and 2 of the White & Murdock Subdivision and 0.40 acres of the Wilkenson Sparks Survey Number 4, Abstract Number 21, Travis County, Texas. Change in title and owners' dedication block. Plat detail 2.
2. Make weight of subdivision replat boundary heavier (thicker). Plat detail 5.
3. Remove building lines from the face of plat. (covered by note 24)
4. 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)
5. Provide certification blocks for signature by applicant's/owner's professional:
No presence of Oak Wilt Plat Detail 24

OAK WILT CERTIFICATION

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

Name

Date

6. Add the following plat notes (Checklist Section 3 Standard Plat Notes): 1 2, 3, 4, 6, 8, 11, 12, 14, 18, 20, 21, 22, 24, 28, 30.
7. 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."

The approval with conditions will be forwarded to March 26, 2025 City Council meeting for review.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Jeff and Holly Townsend

Legal Description: White & Murdock Subdivision Lot 2 and 0.40 acres of the Sparks Survey Abstract 21 (previous ROW)

Lot Size: 0.89 acres

Zoning: R-1 One Family

Wastewater: Public sewer

The site is surrounded by properties zoned R-1 – One Family.

Background & Analysis:

The applicant has submitted a request to replat portions of Lot 1 and Lot 2 of the White & Murdock Subdivision and combining with 0.4 acres out of the Wilkinson Sparks Survey No. 4, Abstract 21 (ROW previously vacated). The White and Murdock Subdivision was a two lot subdivision recorded in 1964. Each lot was approximately 0.52 acres in size. 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. The parcel has 169.38 feet of frontage along Rocky River Road and will have an average depth of 259.6 feet. The lot is less than the one acre minimum, however, Lot 1 is a legal nonconforming lot that was created by plat in 1964. The additional acreage increases the size, bringing the lot closer to conformance. The lot is already connected to city wastewater, so on-site sewage is not required.

Attachments:

Exhibit A – Proposed Plat

Attachment 1 – Project Description Letter

Attachment 2 – White and Murdock Subdivision

Attachment 3 – Water Service Availability

Attachment 4 – Fire Service Availability

Attachment 5 – Natural Gas Availability

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 the White & Murdock Subdivision and pending acknowledgement of other covenants or restrictions .

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.

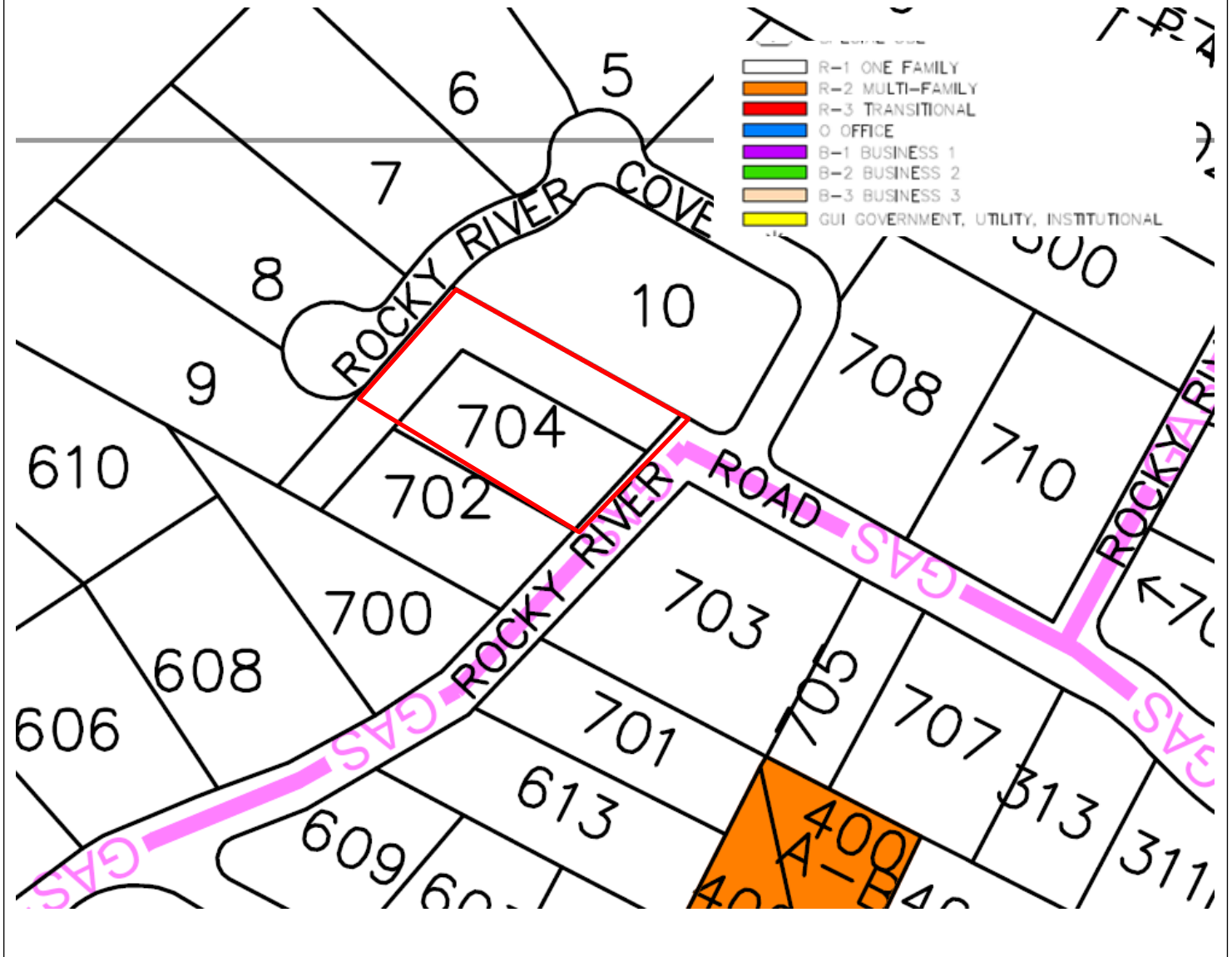
Comprehensive Planning Analysis

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

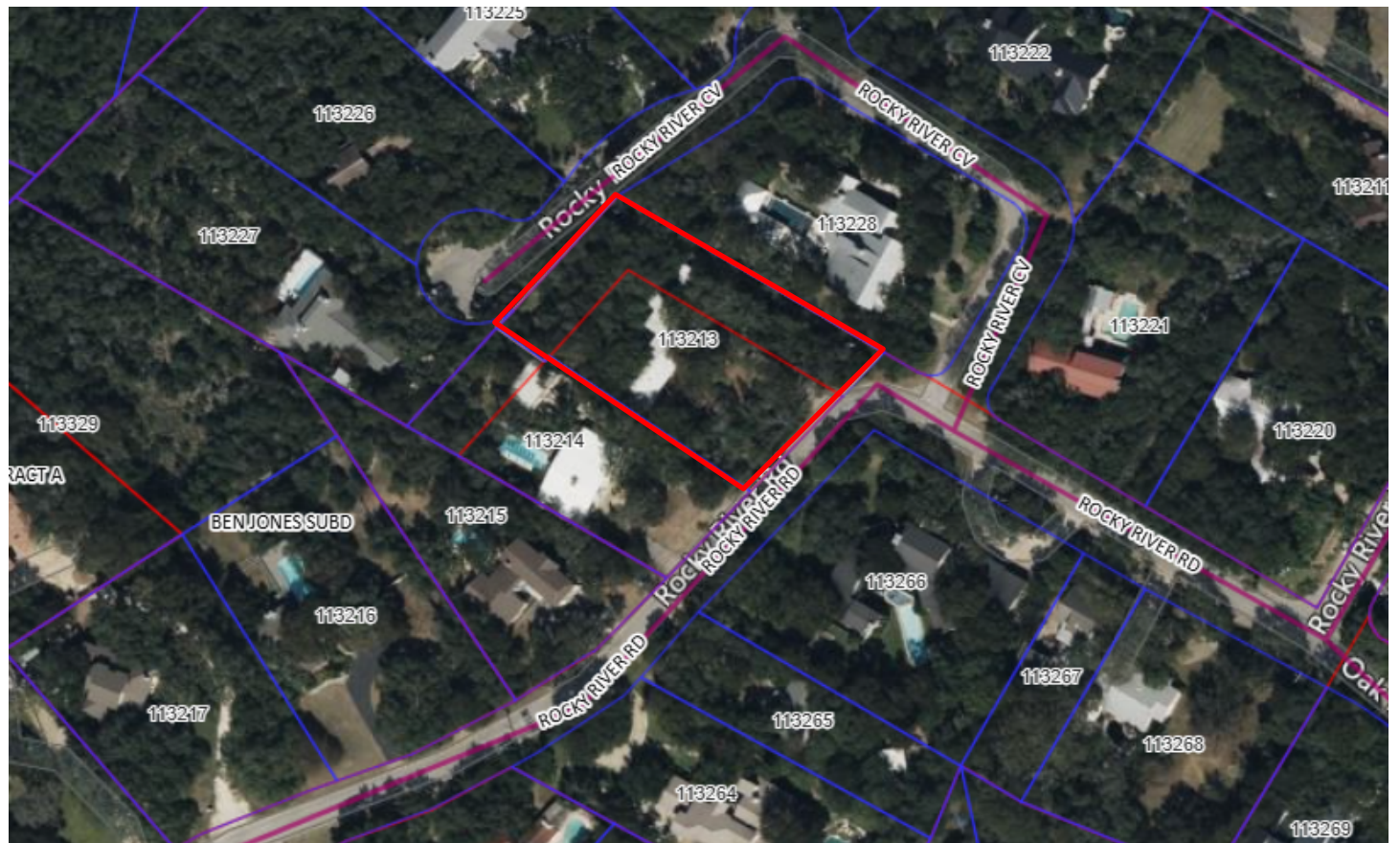
Links to Relevant Code:

- [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:

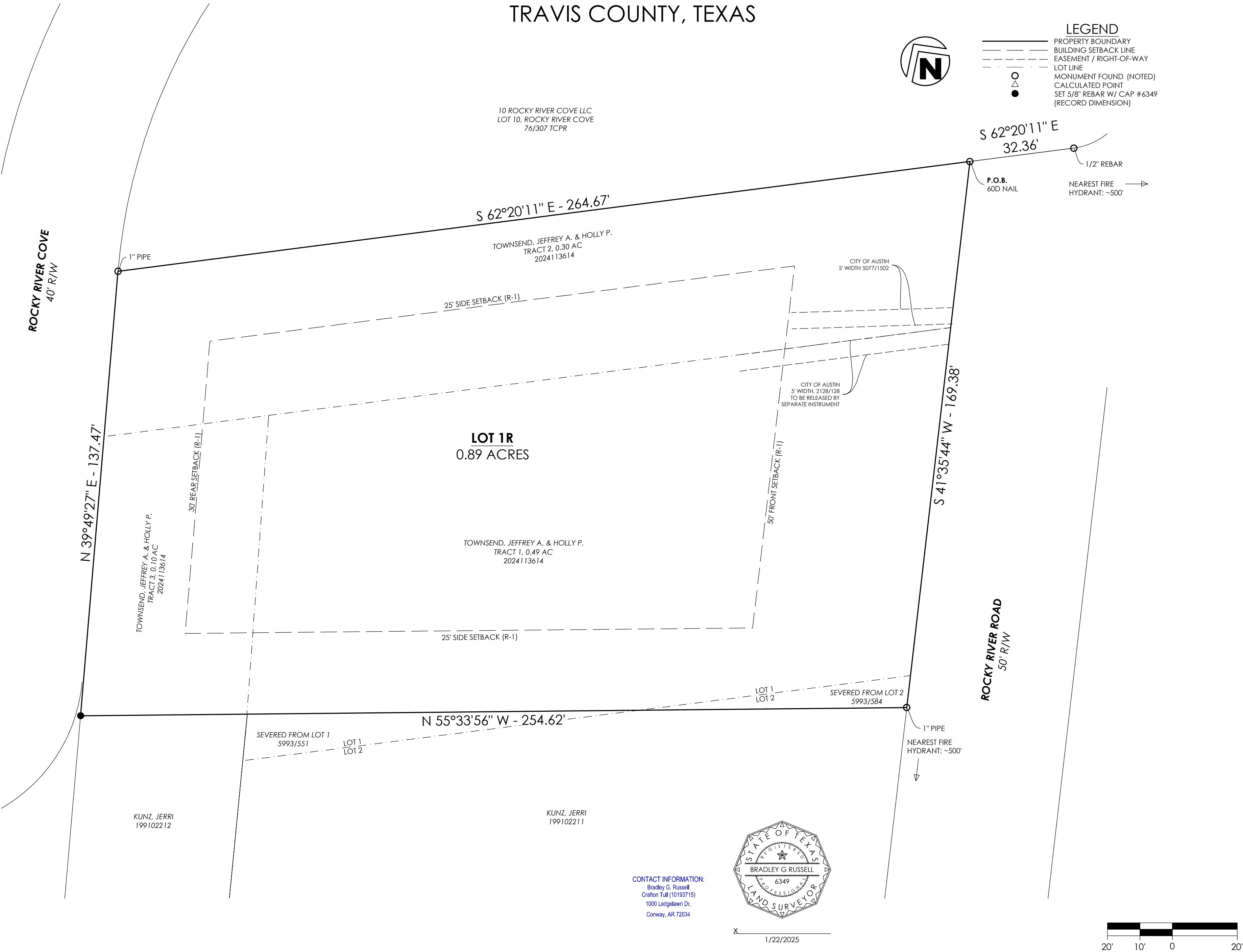


REPLAT

LOT 1R WHITE & MURDOCK SUBDIVISION

0.89 ACRES OUT OF THE WILKINSON SPARKS SURVEY NO.4, ABSTRACT NUMBER 21

TRAVIS COUNTY, TEXAS



RECORD INFORMATION

SEAL

REPLAT
FOR
LOT 1R WHITE & MURDOCK SUBDIVISION

BEING 0.89 ACRES OUT OF THE WILKINSON SPARKS SURVEY NO. 4,
ABSTRACT NUMBER 21, TRAVIS COUNTY, TEXAS.

DATE: 1/22/2025
PROJECT NO: 24200471
CONTACT: B.RUSSELL

1000 LedgeLawn Dr.
Conway, Arkansas 72034

Crafton Tull

501.328.3316 f 501.328.3325 f
www.craftontull.com

CERTIFICATE OF AUTHORIZATION:

© 2025 Crafton, Tull & Associates, Inc.

DELTA	DESCRIPTION	DATE

SHEET NO.:

1 OF 2

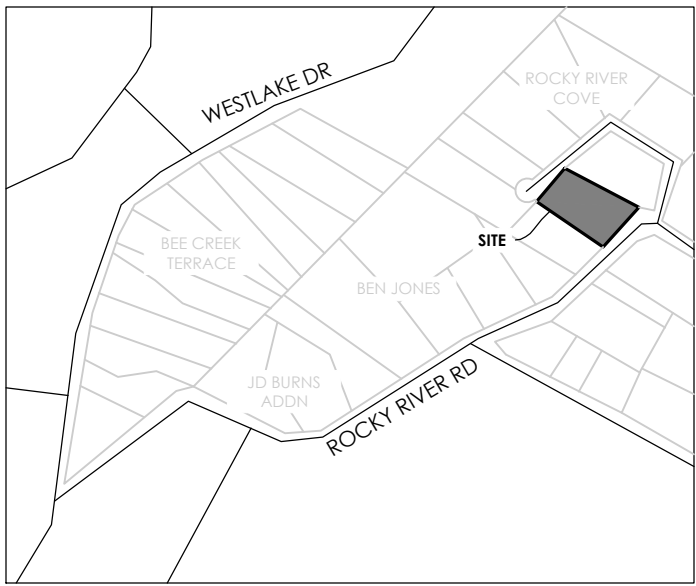
REPLAT

LOT 1R WHITE & MURDOCK SUBDIVISION

0.89 ACRES OUT OF THE WILKINSON SPARKS SURVEY NO.4, ABSTRACT NUMBER 21

TRAVIS COUNTY, TEXAS

VICINITY MAP
(N.T.S.)



0.89 ACRES OUT OF THE WILKINSON SPARKS SURVEY NO. 4, ABSTRACT NUMBER 21, TRAVIS COUNTY, TEXAS, BEING ALL OF THAT CERTAIN 0.49 ACRE TRACT 1, 0.30 ACRE TRACT 2, AND 0.10 ACRE TRACT 3, DESCRIBED IN A DEED TO JEFFREY A. & HOLLY P. TOWNSEND, RECORDED IN INSTRUMENT NUMBER 2024113614, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, CONSISTING OF A PORTION OF LOT 1, WHITE & MURDOCK SUBDIVISION, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, RECORDED IN VOLUME 19, PAGE 68, PLAT RECORDS OF TRAVIS COUNTY, TEXAS, AND SURROUNDING UNPLATTED LANDS, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A 60D NAIL FOUND IN THE SOUTHWEST LINE OF LOT 10, ROCKY RIVER COVE, A SUBDIVISION RECORDED IN VOLUME 76, PAGE 307, PLAT RECORDS OF TRAVIS COUNTY, TEXAS, AT THE EAST CORNER OF SAID TRACT 2, BEING N 62°20'11" W A DISTANCE OF 32.36 FEET FROM A 1/2 INCH REBAR FOUND AT THE INTERSECTION OF THE NORTHWEST RIGHT-OF-WAY LINE OF ROCKY RIVER COVE WITH THE NORTHEAST RIGHT-OF-WAY LINE OF ROCKY RIVER ROAD;

THENCE S 41°35'44" W WITH THE NORTHWEST RIGHT-OF-WAY LINE OF ROCKY RIVER ROAD A DISTANCE OF 169.38 FEET TO A 1 INCH PIPE FOUND AT THE SOUTH CORNER OF SAID TRACT 1;

THENCE N 55°33'56" W WITH THE SOUTHWEST LINES OF SAID TRACT 1 AND TRACT 3 A DISTANCE OF 254.62 FEET TO A 5/8 INCH REBAR WITH CAP (#6349) SET AT THE WEST CORNER OF SAID TRACT 3;

THENCE N 39°49'27" E WITH THE SOUTHEAST RIGHT-OF-WAY LINE OF ROCKY RIVER COVE A DSITANCE OF 137.47 FEET TO A 1 INCH PIPE FOUND AT THE COMMON CORNER OF SAID TRACT 2 AND LOT 10, ROCKY RIVER COVE;

THENCE S 62°20'11" E WITH THE COMMON LINE BETWEEN SAID TRACT 2 AND LOT 10, ROCKY RIVER COVE A DISTANCE OF 264.67 FEET, RETURNING TO THE POINT OF BEGINNING.

CONTAINING 0.89 ACRES, MORE OR LESS.

SURVEYOR'S CERTIFICATION

I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL LAND SURVEYORS IN THE STATE OF TEXAS, HEREBY DO CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WES PREPARED FROM THE ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND ON OR ABOUT OCTOBER 6, 2023.

BRADLEY G RUSSELL
RPLS #6349
1000 LEDGELAWN DR
CONWAY, AR 72034
(501) 328-3316

CONTACT INFORMATION:
Bradley G. Russell
Crafton Tull (10193715)
1000 LedgeLawn Dr.
Conway, AR 72034



X
1/22/2025

NOTES:

- BY GRAPHIC PLOTTING ONLY, THE DEPICTED PARCEL IS LOCATED IN ZONE "X" (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN), AS SHOWN ON PANEL 48453C0445K, EFFECTIVE JANUARY 21, 2020.
- DATE OF PLAT: 1/22/2025
- TOTAL NUMBER OF LOT: 1
- THE LOT SHOWN HEREON MEETS THE LOT SIZE AND SETBACK REQUIREMENTS IN §22.03.281(B) AND TABLE 36-1, AS APPLICABLE, INCLUDING PUBLIC UTILITY EASEMENTS BUT EXCLUDING PUBLIC STREETS AND DRAINAGE EASEMENTS. ALL LOTS HAVE DIRECT ACCESS TO A PUBLIC STREET.
- SEPTIC NOTE:** 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.
- 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.
- STREETS, ROADS & OTHER PUBLIC THOROUGHFARES NOTE:** 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.
- 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 _____ DAY OF _____, 20_____, A.D.

OWNER'S ACKNOWLEDGEMENT

STATE OF TEXAS
COUNTY OF TRAVIS
WHEREAS, JEFFREY TOWNSEND & HOLLY TOWNSEND, HUSBAND & WIFE, THE OWNER(S) OF 0.89 ACRES OF LAND OUT OF THE WILKINSON SPARKS SURVEY NO. 4, ABSTRACT NO. 21 OF TRAVIS COUNTY, TEXAS, CONVEYED TO ME (US) BY DEED RECORDED IN INSTRUMENT NUMBER 20241136114, OF THE TRAVIS COUNTY OFFICIAL PUBLIC RECORDS;

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: THAT I (WE) THE UNDERSIGNED OWNER(S) OF THE LAND SHOWN ON THIS PLAT, AND DESIGNATED HEREIN AS THE REPLAT OF LOT 1R OF THE WHITE & MURDOCK SUBDIVISION OF THE CITY OF WEST LAKE HILLS, TRAVIS COUNTY, TEXAS, AND WHOSE NAME IS SUBSCRIBED HERETO, HEREBY SUBDIVIDES SAID 0.89 ACRES OF LAND TO BE KNOWN AS THE REPLAT OF LOT 1R WHITE & MURDOCK 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 ____ DAY OF ____, 20 ____.

JEFFREY TOWNSEND
3604 WESTLAKE DR, AUSTIN, TX 78746

HOLLY TOWNSEND
3604 WESTLAKE DR, AUSTIN, TX 78746

STATE OF TEXAS
COUNTY OF TRAVIS
BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED JEFFREY TOWNSEND & HOLLY TOWNSEND, KNOWN TO ME TO BE THE PERSONS WHOSE NAMES ARE 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 ____ DAY OF _____, 20 ____.

NOTARY PUBLIC IN AND FOR TRAVIS COUNTY, TEXAS
• MY COMMISSION EXPIRES: _____

(STAMP)

WATER CONTROL & 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.
DATED: _____

PRESIDENT OF THE BOARD WCID NO. 10

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.
DATED: _____

CITY ADMINISTRATOR CITY OF WEST LAKE HILLS, TEXAS

ZONING AND PLANNING COMMISSION (ZAPCO):

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 CITY OF WEST LAKE HILLS, TEXAS

CITY COUNCIL:

APPROVAL BY THE CITY COUNCIL.
APPROVED AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TEXAS.
DATED THIS _____ DAY OF _____, 20 _____.

MAYOR CITY OF WEST LAKE HILLS, TEXAS

ATTEST:

CITY SECRETARY

COUNTY CLERK

STATE OF TEXAS
COUNTY OF TRAVIS
I, DYNA LIMON-MERCADO, CLERK OF THE COUNTY COURT OF TRAVIS COUNTY, TEXAS, HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT WITH ITS CERTIFICATION OF AUTHENTICATION WAS FILED IN MY OFFICE AT _____ O'CLOCK _____ M. THIS THE _____ DAY OF _____, 20 _____, AND DULY RECORDED AT _____ O'CLOCK _____ M. ON THE _____ DAY OF _____, 20 _____, IN THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS, AS DOCUMENT NO. _____.

WITNESS MY HAND AND SEAL OF THE COURT OF TRAVIS COUNTY, TEXAS, THIS _____ DAY OF _____, A.D. 20 _____.

CLERK OF THE COUNTY COURT TRAVIS COUNTY, TEXAS

BY _____ (DEPUTY)

STATE OF TEXAS
COUNTY OF TRAVIS
FILED FOR RECORD THIS _____ DAY OF _____, 20 _____, AT _____ O'CLOCK ____ M.

CLERK OF THE COUNTY COURT TRAVIS COUNTY, TEXAS

BY _____ (DEPUTY)

RECORD INFORMATION

SEAL

REPLAT
FOR
LOT 1R WHITE & MURDOCK SUBDIVISION

BEING 0.89 ACRES OUT OF THE WILKINSON SPARKS SURVEY NO. 4,
ABSTRACT NUMBER 21, TRAVIS COUNTY, TEXAS.

DATE: 1/22/2025
PROJECT NO: 24200471
CONTACT: B.RUSSELL

1000 LedgeLawn Dr.
Conway, Arkansas 72034
Crafton Tull
501.328.3316 f 501.328.3325 f
www.craftontull.com

CERTIFICATE OF AUTHORIZATION:

© 2025 Crafton, Tull & Associates, Inc.

DELTA	DESCRIPTION	DATE
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—

SHEET NO.:

2 OF 2

ARTERBERRY COOKE ARCHITECTURE
3411 Windsor Rd
Austin, TX , 78703

January 9, 2025
PROJECT: 704 Rocky River Road
OWNERS: Holly and Jeff Townsend
LOCAL JURISDICTION: City of West Lake Hills

Re. Replat of 0.89 acres of land known as 704 Rocky River Rd

Jeffery and Holly Townsend, the Owners of 0.89 acres of land known as 704 Rocky River Rd in West Lake Hills, seek to combine the existing tracts with the attached replat application. They seek this replat to maximize the use of the land, removing existing interior setbacks and easements applicable to the individual tracts. This replat will clarify the record of property boundaries. This will ultimately allow the Owners to build a new house on the property conforming to land use regulations, zoning ordinances, and building codes.

WHITE AND MURDOCK SUBDIVISION

-LEGEND-
 ● - Iron Stake Found
 ○ - " " Set

SCALE: 1" = 100'

By *Claude F. Bush, Jr.*
 Claude F. Bush, Jr.,
 Reg. Public Surveyor #202
 March 28, 1964

THE STATE OF TEXAS
 COUNTY OF TRAVIS: KNOW ALL MEN BY THESE PRESENTS:
 That I, Jean White, a feme sole, owner of the hereon designated tract, being 0.5 acre of land out of the Wilkinson Sparks Survey No. 4, in Travis County, Texas, being the same land conveyed to me by deed recorded in Volume 2404, Page 234 of the Deed Records of Travis County, Texas, and we James W. Murdock and wife Omega A. Murdock, owners of the hereon designated tract being 0.5 acre of land out of the Wilkinson Sparks Survey No. 4 and being the same land conveyed to us by deed recorded in Volume 2433, Page 465 of the Deed Records of Travis County, Texas, do hereby adopt this plat as our subdivision to be known as WHITE AND MURDOCK SUBDIVISION, subject to any easements or restrictions heretofore granted, if any.

WITNESS OUR HANDS this the 31st day of March A.D. 1964

Jean White
 Jean White

James W. Murdock
 James W. Murdock
Omega A. Murdock
 Omega A. Murdock

THE STATE OF TEXAS
 COUNTY OF TRAVIS:
 Before me the undersigned authority on this day personally appeared Jean White, a feme sole, known to me to be the person whose name is subscribed to the foregoing instrument and she acknowledged to me that she executed the same for the purposes and consideration therein expressed.

WITNESS MY HAND AND SEAL OF OFFICE this the 31st day of March A.D. 1964

D. J. Campion
 Notary Public in/for Travis County, Texas

THE STATE OF TEXAS
 COUNTY OF TRAVIS:
 Before me the undersigned authority on this day personally appeared James W. Murdock and wife Omega A. Murdock, known to me to be the persons whose names are subscribed to the foregoing instrument and they acknowledged to me that they executed the same for the purposes and consideration therein expressed and the said Omega A. Murdock, wife of the said James W. Murdock, having been examined by me privily and apart from her husband and having the same fully explained to her, she the said Omega A. Murdock declared that she willingly signed the same as her act and deed for the purposes and consideration therein expressed and that she did not wish to retract it.

WITNESS MY HAND AND SEAL OF OFFICE this the 31st day of March A.D. 1964

D. J. Campion
 Notary Public in/for Travis County, Texas

BUILDING RESTRICTIONS:
 No part of any structure erected in this subdivision shall be less than 30 ft. from the front line on any lot and 10 ft. from the side line of any lot.

SEPTIC TANK RESTRICTION:
 Each house constructed in this subdivision shall be connected to a septic tank of a design approved by the State Health Dept.

ACCEPTED AND AUTHORIZED FOR RECORD BY THE BOARD OF ALDERMAN OF THE CITY OF WESTLAKE HILLS, TEXAS this the 7th day of April A.D. 1964

Secretary *Henrietta Jacobsen*

Robert M. Allen
 Mayor
 Robert M. Allen

THE STATE OF TEXAS
 COUNTY OF TRAVIS:
 I, Miss Emilie Limberg, clerk of the County Court within and for the County and State aforesaid, do hereby certify that the foregoing instrument of writing with its certificate of authentication was filed for record in my office on the 9 day of April A. D. 1964 at 11:45 o'clock A.M. and duly recorded on the 9 day of April A.D. 1964 at 11:50 o'clock A.M. in the Plat Records of said County in Book 19 Page 68.

WITNESS MY HAND AND SEAL OF OFFICE the date last written above.

Miss Emilie Limberg, County Clerk, Travis County, Texas
 By *Emilie Lee*
 Deputy

FILED FOR RECORD on the 9 day of April A.D. 1964 at 11:45 o'clock A.M.
Emilie Lee
 Deputy



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.o

January 30, 2025

Minnie Webb
Office Manager
minnie@arterberrycooke.com
512-789-1605

Dear Minnie:

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

LOT 1 *LESS SW TRI LOT 2 *NE TRI WHITE & MURDOCK SUBD ABS 21 SUR 1
*.420AC SPARKS W

Travis County Appraisal District, Property ID 113213

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,

Louise Winder

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

January 30th, 2025

Minnie Webb
Arterberry Cooke Architecture
Minnie@arterberrycooke.com
512-789-1605

Re: Replat of Tracts Serving 704 Rocky River Road

Dear Mannie Webb,

I have reviewed the proposed plat changes you submitted to our office.

Based on the information you provided, it is our understanding that the proposed plat changes are intended to merge three tracts serving 704 Rocky River Road into one so that a single home can be built on the new merged lot. The merged lot is served by an existing adjacent public road and hydrant infrastructure. It is also our understanding that any future development on the lot 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

From: SLIMGAS-METROAUSTIN <SLIMGAS-METROAUSTIN@onegas.com>
Subject: New Service - Slimgas Austin-[External] 704 Rocky River Rd Service
Location CAS-10143352-X9B6Q9 CRM:028700000151
Date: January 28, 2025 at 9:59:19 AM CST
To: Minnie Webb <minnie@arterberrycooke.com>



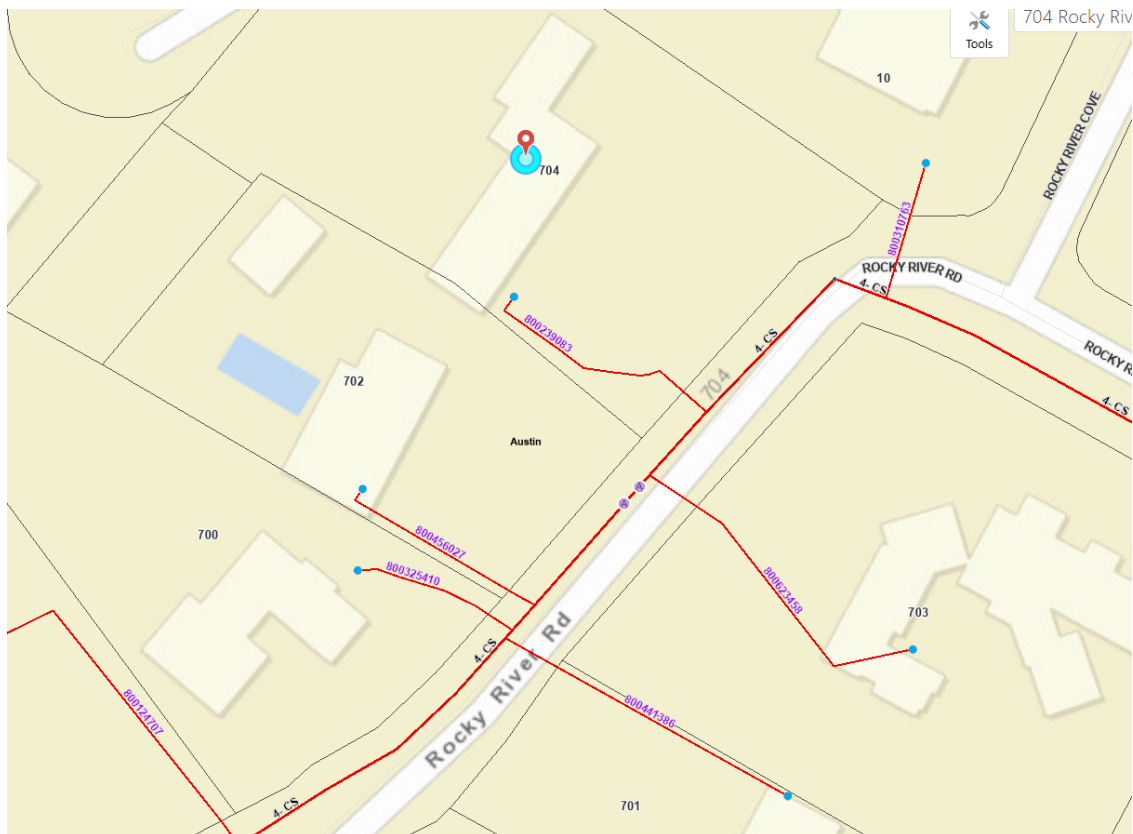
Thank you for contacting Texas Gas Service Builder Services.

Good morning Minnie

We don't have a letter to provide you that states we service your area however below is a screenshot of the area and our gas line in red is right in front of the property proving we service this address.

Hope this helps

Thank you



Here's some helpful information you need to know to make sure your service line can be installed in a timely and efficient manner. [New](#)

[Service Line Installation Guide](#)

Our goal is to give you the details you need so your natural gas meter can be installed with issues or delays. [Meter Setting Requirements](#)

If you have any questions or require additional assistance, please contact us at slimgas-metroelpaso@onegas.com or call 866-206-9587

Thank you for your business,

Jessica Lopez

Builder Hotline Customer Service

P: 866-206-9587

Slimgas-metroelpaso@onegas.com



El Paso TX Info Cen 4600 Pollard |

onegas.com

To Report a **natural gas odor or emergency**, leave the area immediately and call **911** and us at **800-959-5325**



City of West Lake Hills

Zoning & Planning Commission

AGENDA REPORT

Meeting Date:	March 19, 2025	Item Number:	5
	Building & Development		
Department:	Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	None.	Source of Funds:	N/A

Subject

Presentation and discussion on the development review process and the MyGovernmentOnline application portal.

Recommendation

Receive presentation and provide feedback.

Discussion

The City of West Lake Hills began online application submittal and full paperless review in the summer of 2021. Two systems had been vetted and the city went with MyGovernmentOnline (MGO Connect). The system was developed by the South-Central Planning and Development Commission (SCPD) in Louisiana. The system was first used in Texas by cities through an interlocal agreement with the Capital Area Council of Governments (CAPCOG) in 2012. Many surrounding jurisdictions use the same system, including Travis County Development Services, Rollingwood, Bee Cave, Buda, Cedar Park, Georgetown, and San Marcos.

Customers can log into the system to submit applications, track permit review and request inspections: <https://www.mgoconnect.org/cp/portal>. Staff will provide a presentation on the application process and walk through an application submittal on both the customer and jurisdiction side of the portal.