



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, June 11, 2025 at 7:00 PM

Notice is hereby given that the Board of Adjustment (BOA) of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 11th day of June 2025 at 7:00 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 citysec@westlakehills.gov by 1:00 P.M. on June 11, 2025.

1. Call to Order
2. Citizen Communications The Board 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 Board later in the meeting. The Board cannot respond to or discuss matters not listed on the agenda. The Board 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. Administration Discuss and consider action on the approval of the May 14, 2025 Regular Meeting Minutes.
4. Administration Discuss and consider action on the selection of a Vice Chairperson.
5. Land Use 9 Rocky River Cove - Discuss and consider action on a recommendation from ZAPCO regarding a variance to allow:
 - a. An encroachment of 20 feet into the 50-foot front setback for the addition of a 2nd story over the existing nonconforming first floor (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).
 - b. An encroachment of 20 feet into the 50-foot front setback for the conversion of a

portion of the garage.

- c. An encroachment of 20 feet into the 50-foot front setback for the addition of 4 feet onto the front of the garage on the 1st and 2nd story.

Applicant: Tisha Ritta, Central Texas Permit Partners.

6. Land Use 1002 Old Stonehedge - Discuss and consider action on a recommendation from ZAPCO regarding a variance to allow for an encroachment of 15 feet into the 50-foot front setback for the construction of a new house (Section 22.03.275 and 22.03.281 of the West Lake Hills Code). Applicant: Tisha Ritta, Central Texas Permit Partners.
7. Adjournment

Approved by: James Vaughan, Chair

Certificate

I certify that the above Notice of the June 11, 2025 Board of Adjustment Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, June 6, 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. The Board 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 BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, May 14, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Chair Vaughan called the meeting to order at 7:03 p.m.

BOARD MEMBERS PRESENT:

Chair James Vaughan
Gordon Bowman
Brian Plunkett
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes

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

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

3. Administration Discuss and consider action on approval of the April 9, 2025 Regular Meeting Minutes.

MOTION: Upon a motion made by Board Member Walker and a second by Board Member South, the Board voted five (5) for and none (0) opposed to approve the minutes as presented. Motion carried.

4. Ordinance 5100 Bee Cave Road - Discuss and consider action on Special Use Permit 157-2025-B request to allow for a private school on a property zoned O – Professional and Business Office District. (West Lake Hills Code, Section 38.03.035 (c)(7)).

Applicant: Will Gunnell, Husch Blackwell

Director Bills gave a brief summary. Staff recommend denial. Nikelle Meade (partner, Husch Blackwell, LLP) gave a presentation. She asked the Council to consider postponing action until the next meeting since the lead time to reapply would not allow for the school's projected start date of August 1st.

Mayor Vaughan opened the meeting for public comments. The following individuals spoke to Council:

- Stephen Patak & Desiree Avalos (110 Bluff Park Circle) - opposed
- Bob & Kim Borron (103 Bluff Park Circle) - opposed
- Jeff Tse (108 Bluff Park Circle) - opposed
- Steve Wiener (109 Bluff Park Circle) - opposed
- Judy Osborn (105 Bluff Park Circle) - opposed
- Mark & Sheri Brice (107 Bluff Park Circle) - opposed
- Vicky Kitsa (101 Sundown Parkway) - opposed
- Ann Kern (116 Bluff Park Circle) - opposed
- Emily Franke (118 Bluff Park Circle) - opposed
- Nancy Dickelman (114 Bluff Park Circle) – opposed

Hearing no further comments, the public comment section for this item was closed by Mayor Vaughan.

MOTION: Upon a motion made by Board Member Walker and a second by Board Member Plunkett, the Board voted five (5) for and none (0) opposed to deny the request for a Special Use Permit. Motion carried.

5. Ordinance 3421 Bee Cave Road – Discuss and consider action to approve Ordinance 157-2025-C for a Special Use Permit request to allow for individual and group tutoring, and after school classes for no more than 30 clients at a time, on a property Zoned O - Professional and Business Office (West Lake Hills Code, Section 38.04.031).

Applicant: Ramon Aguirre, Director of Operation for Clear Terra Group

Director Bills gave a summary. Staff recommends approval. Ramon Aguirre (Director of Operations for Clear Terra Group) gave a presentation.

MOTION: Upon a motion made by Board Member South and a second by Board Member Walker, the Board voted five (5) for and none (0) opposed to approve the Special Use Permit request as presented. Motion carried.

6. Land Use 4 North Peak Road - Discuss and consider action on a recommendation from ZAPCO for a variance to allow for an encroachment of 10 feet into the 50-foot front setback for the construction of a new house (Section 22.03.275 and 22.03.281 of the West Lake Hills Code). Applicant: Kent Stromberg, Eppright Homes, LLC.

Director Bills gave a summary. ZAPCO recommended denial and staff recommended approval.

Wesley Parks (architect) gave a presentation to the Council. James Jennings (owner) spoke to the Council regarding the request. Mayor Vaughan read findings of fact into the record.

MOTION: Upon a motion made by Board Member Walker and a second by Board

Member Bowman, the Board voted five (5) for and none (0) opposed to approve the variance request as presented. Motion carried.

7. Land Use 1001 Madrone Road - Discuss and consider action on a recommendation from ZAPCO regarding the following variance requests for the construction of a new residential home:

1. To allow for an encroachment of approximately 5.2 feet into the 25-foot side setback for the construction of a new deck (Section 22.03.281 and 22.03.275)
2. Elimination of the maneuvering area for exiting without backing into a public street (Section 22.03.175 (d))
3. To allow three driveways, where only one per primary dwelling unit is allowed (Section 22.03.175 (e)(2))
4. To allow the driveway width exceeding the maximum 20 feet by 12.5 feet (Section 22.03.175 (e)(2)).

Applicant: Edgar Prats, Property Owner.

Director Bills gave a brief summary. Staff recommended approval of the reduction of the maneuver area setback and denial of the remaining three requests. ZAPCO recommended approval of the deck setback and reduction of the maneuver area setback; and recommended denial of the allowance of three driveways and the driveway widths exceeding 20 feet.

Edgar and Laurel Prats (owners) gave a presentation to the Council.

MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member Walker, the Board voted five (5) for and none (0) opposed to approve the request (item 1.) to allow for an encroachment of approximately 5.2 feet into the 25- foot side setback for the construction of a new deck. Motion carried.

MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member South, the Board voted five (5) for and none (0) opposed to deny the requests for (item 2.) the elimination of the maneuvering area for exiting without backing into a public street and (item 4.) to allow the driveway width to exceed the maximum 20 feet by 12.5 feet. Motion carried.

MOTION: Upon a motion made by Chair Vaughan and a second by Board Member Walker, the Board voted five (5) for and none (0) opposed to approve the request to reduce to two driveways (item 3. revised). Motion carried.

8. Adjournment

Chair Vaughan adjourned the meeting at 9:20 p.m.

Respectfully submitted,

JAMES VAUGHAN, CHAIR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on June 11, 2025.



City of West Lake Hills
Board of Adjustment

AGENDA REPORT

Meeting Date:	June 11, 2025	Item Number:	5
	Building & Development		
Department:	Services		
	Jennifer C. Bills, Director of		
Prepared By:	Building & Development	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

9 Rocky River Cv.: Discuss and consider action on a recommendation from ZAPCO regarding a variance to allow:

1. An encroachment of 20 feet into the 50-foot front setback for the addition of a 2nd story over the existing nonconforming first floor (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).
2. An encroachment of 20 feet into the 50-foot front setback for the conversion of a portion of the garage.
3. An encroachment of 20 feet into the 50-foot front setback for the addition of 4 feet onto the front of the garage on the 1st and 2nd story.

Applicant: Tisha Ritta, Central Texas Permit Partners

Recommendation

Staff recommend approval of the variances as requested. The platted setbacks were used for the existing structure. The addition of a second story utilizes the existing footprint of the existing house rather than create new impervious cover for a horizontal addition.

The Zoning and Planning Commission reviewed this item at the regular May 21, 2025 meeting. The commission voted 3-1 (Pledger opposed) to recommend approval based on the information outlined in the application (Attachment 5).

Discussion

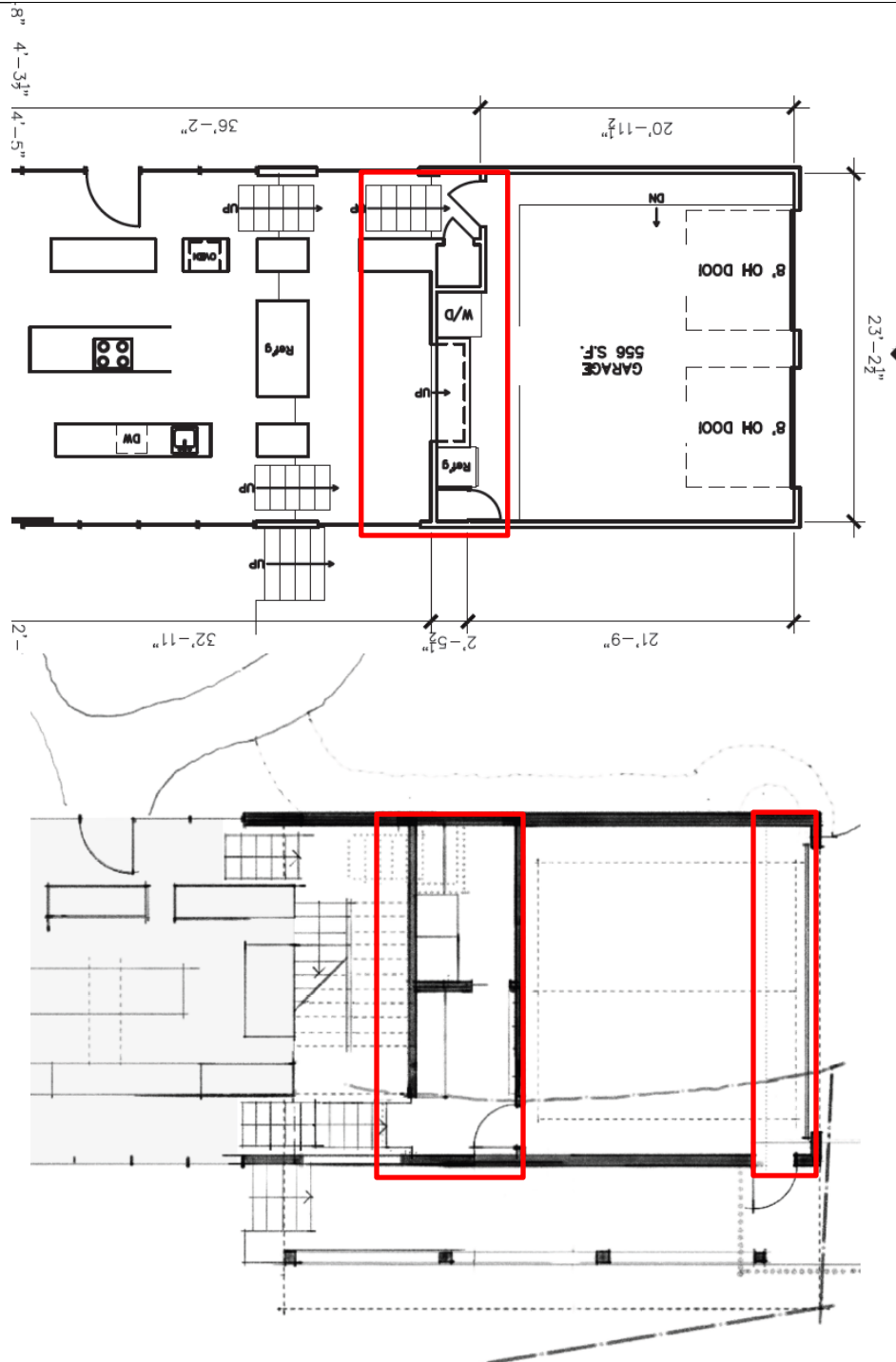
Property Information, Zoning & Site Characteristics:

Owner: Todd and Kendall Hasie
 Legal Description: Rocky River Cove, Lot 9
 Lot Size: 1.0859 acres
 Zoning: R-1, One-Family Residential
 Wastewater: Public Sewer

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

Background & Analysis:

The applicant is proposing to convert a small portion of the existing garage into habitable space, add a second story over the nonconforming structure within the front setback, and construct a new two-story addition within the 50-foot front



Public Comments:

At the date of the report, two comments in support were received with the application (Attachment 4).

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

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

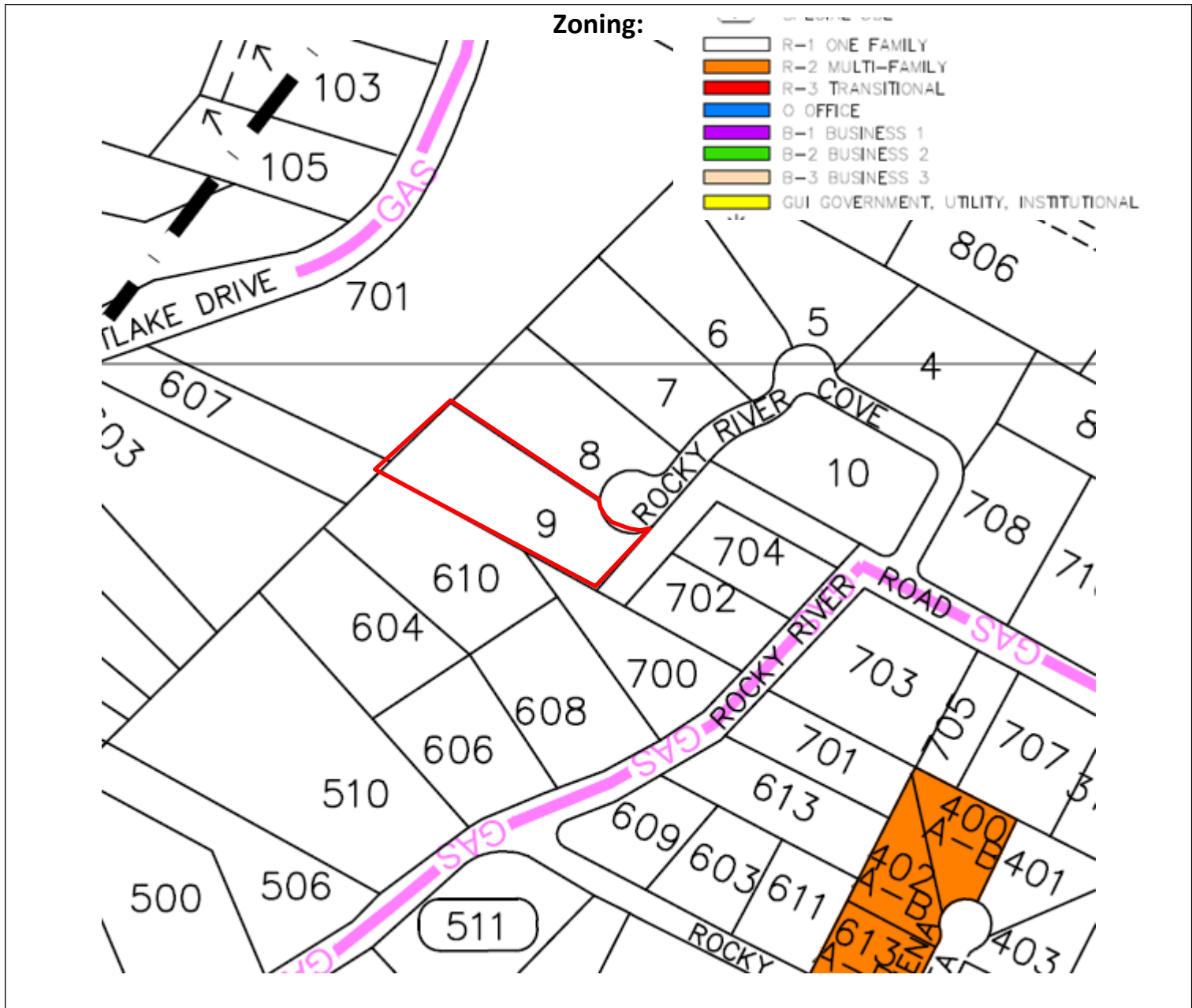
There is no change to the subdivision proposed with this application.

Comprehensive Planning Analysis

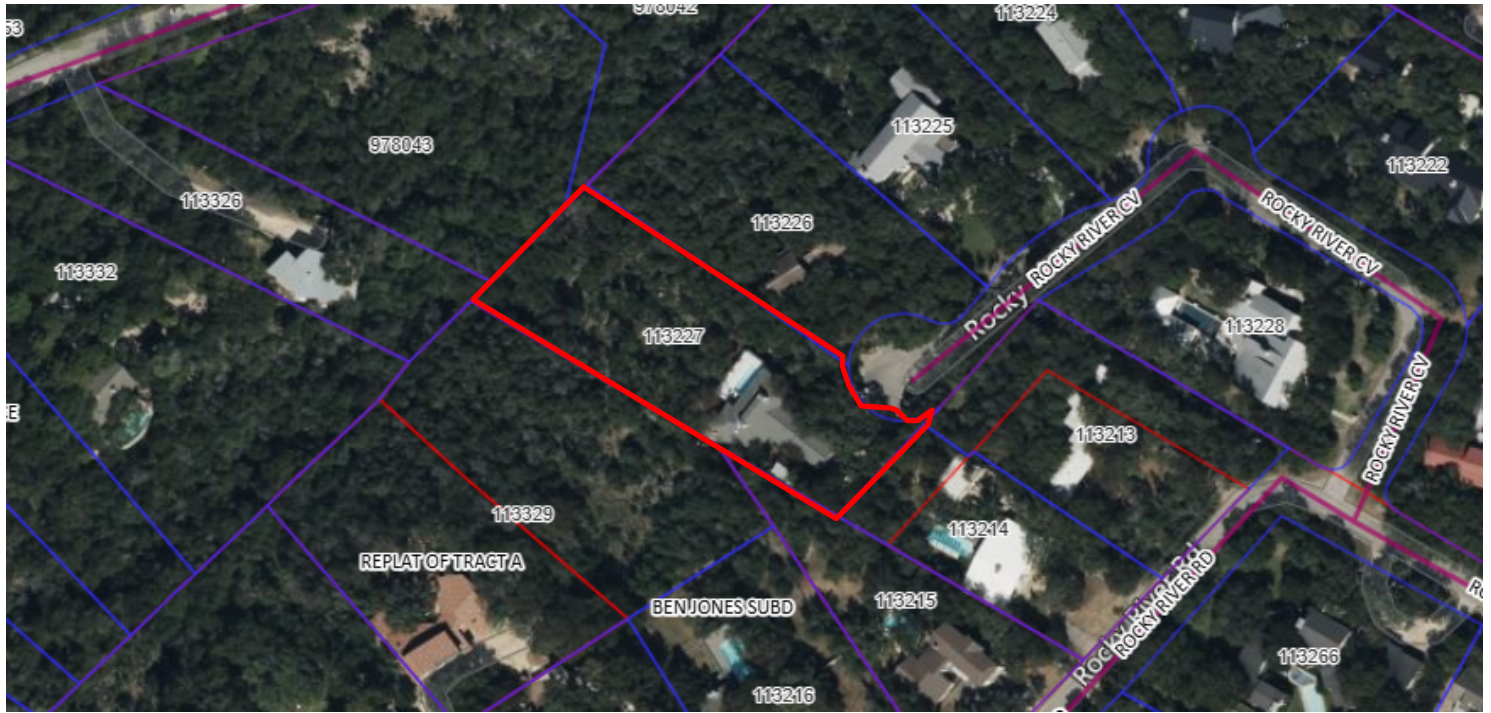
The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Section 22.03.275 Building setback distances](#)
- [Section 22.03.281 Schedule of Regulations](#)
- [Chapter 38 Article 38.05 Division 2 Variances](#)
- [Section 38.05.032 Conditions required for granting a variance](#)



Aerial:





CENTRAL TEXAS PERMIT PARTNERS
2880 Donnell Dr. | Suite 2802 | Round Rock, Texas 78664
Office: 512.937.0073
Tisha@permitpartnerstx.com

April 7, 2025

Zoning and Planning Commission
City of West Lake Hills
911 Westlake Drive
West Lake Hills, TX 78746

Re: 9 Rocky River Cv Variance Request

Dear ZAPCO Members,

On behalf of the owners, Todd and Kendall Hasie, we submit this letter to provide an explanation for the variance request at the property located at 9 Rocky River Cove. The original home, built in 1981, predates the City of West Lake Hills Zoning Ordinances and was constructed with consideration of the 30-foot front building setback indicated on the plat. Under the current dimensional regulations for properties zoned R-1 and larger than 0.5 acres, a minimum building setback of 50 feet from the front lot line is required. As such, the existing home is considered a legal nonconforming structure.

Following our pre-planning meeting with city staff, we have determined that our initial request to reduce the minimum front building setback from 50 feet to 30 feet will not address the non-compliance issue, as the existing home also encroaches into the side and rear setbacks, as defined by the current zoning regulations of West Lake Hills. As a result, we are now requesting a variance for further encroachment into the 50-foot front yard setback to facilitate the addition and remodel of the existing non-conforming home, in accordance with Code section 22.03.275.

The proposed scope of work includes the following:

- A 91 sqft addition to the south of the existing garage.
- A 1,250 sqft second-floor addition above the existing garage and rear yard.
- A 169 sqft portion of the second floor extending into the rear of the property over existing impervious cover, along with a 196 sqft portion over existing pervious cover.
- An approximately 78 sqft driveway extension to improve vehicle maneuverability when exiting the garage.

The proposed height of the addition will be 28 feet, which complies with the 30-foot height limit. The addition will be located within the 25-foot side building setback. This proposed work results in a total increase of 274 sqft of impervious cover, well below the maximum allowed for the lot. Existing impervious cover is 6,221 sqft (13.32%), and the proposed impervious cover will be 6,495 sqft (13.90%). The total site disturbance for the project is limited to 274 square feet, as the majority of the work will take place on the existing foundation and within the current impervious cover area.



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2880 Donnell Dr. | Suite 2802 | Round Rock, Texas 78664
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We believe the variance requests are valid based on the following key considerations:

Non-conforming Status: The property includes a non-conforming status due to the existing home's placement. The 50-foot front building setback, which was not in effect when the home was originally built, now runs directly through the middle of the structure. As such, any changes to the conditioned space would require a variance to comply with the updated setback requirements.

Unique Site Conditions: The property is situated on a corner lot within a cul-de-sac, and the current setback requirements, including the 50-foot front yard setback, restrict the usable space on three of the lot's five sides. This results in a significant reduction of buildable area. The lot's depth is 96'-5", which falls short of the minimum 150' required for R-1 zoning. This leaves just 16'-5" of usable depth for any new construction.

Preservation of Flora: The property is home to several mature, protected trees. The homeowners have carefully designed the proposed addition to minimize any impact on the natural terrain and vegetation. Granting the variance for the proposed addition would help preserve the existing trees and overall flora, maintaining the property's natural beauty.

Topographical Constraints: The site's challenging topography severely limits the buildable area. Attempts to expand the home in other areas would require variances for necessary grading adjustments (cut and fill) and could negatively impact on-site drainage. Given these conditions, the proposed addition represents the most feasible solution while preserving the integrity of the property's topography.

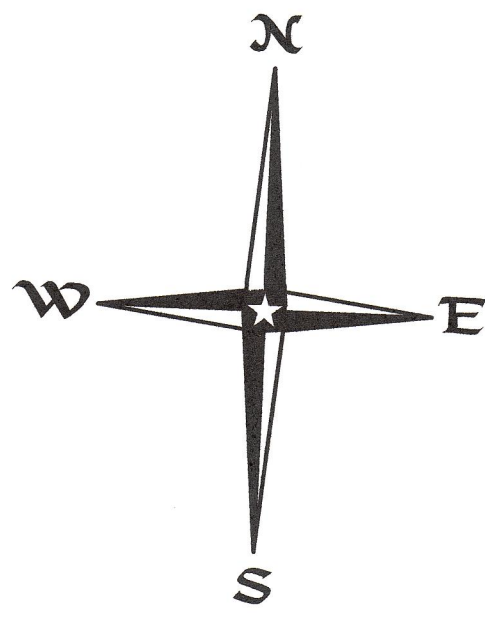
This combination of unique property conditions, preservation goals, and practical site constraints makes the variance request both reasonable and necessary for the development of the property.

In conclusion, we respectfully request that the zoning board grant the variance to further encroachment into the 50-foot front yard setback to facilitate the addition and remodel of the existing non-conforming home. We are confident that this request is reasonable and justified based on the unique circumstances and considerations outlined above.

Thank you for considering our application. We are happy to provide any additional information or answer any questions you may have regarding this request.

Respectfully,

Tisha Ritta
Central Texas Permit Partners
Tisha@permitpartnerstx.com
512-937-0073



SCALE 1" = 30'

Legend

- ⊙ 1/2" Iron Rod Found
- ipf ⊙ 1/2" Iron Pipe Found
- △ Small Nail Found
- ⊙ Water Meter
- x- Chain Link Fence
- // Wood Board Fence
- pole Overhead Utility Line
- guy wire (Record Bearing and Distance)

Doyle H. Moore and Colleen Bohn Moore
Trustees of the Moore Family Trust
Volume 13112 Page 289

Joe Moore and wife, Marie Moore
Volume 1342 Page 211
(1.0 acre)

LOT 9
ROCKY RIVER COVE
VOLUME 76 PAGE 307

Tract A
Ben Jones Subdivision
Volume 18 Page 72

The Nila Matthews Subdivision
Volume 75 Page 253

TREE LIST

- 8501 10" Cedar
- 8502 6" Cedar
- 8503 9" Cedar
- 8504 6" Cedar
- 8505 7" Cedar
- 8506 7" and 9" Cedar (12.5" total)
- 8507 4" Cedar
- 8508 5" and 8" Cedar Elm (10.5" total)
- 8509 4" Cedar
- 8510 3" Cedar Elm
- 8511 7", 8" and 10" Cedar (17.5" total)
- 8512 7" Cedar
- 8513 4" Cedar
- 8514 6" Cedar
- 8515 4" Cedar
- 8516 6" Cedar
- 8517 4" Cedar Elm
- 8518 5" Cedar
- 8519 7" Cedar
- 8520 6", 8" and 9" Cedar (16" total)
- 8521 6" Cedar
- 8522 6" Cedar Elm
- 8523 5" and 7" Cedar (9.5" total)
- 8524 7" Cedar Elm
- 8525 5" Cedar
- 8526 5" Cedar

TREE LIST

- 8527 6" Cedar
- 8528 5" Cedar
- 8529 10" Cedar
- 8530 4" Cedar Elm
- 8531 6" Cedar Elm
- 8532 7" Cedar Elm
- 8533 6" Cedar
- 8534 7" Cedar
- 8535 8" Cedar
- 8536 9" Live Oak
- 8537 5" Cedar
- 8538 4" Cedar Elm
- 8539 7" Cedar Elm
- 8540 7" and 8" Cedar (11.5" total)
- 8541 10" Live Oak
- 8542 6" Live Oak
- 8543 5" Cedar
- 8544 9" Cedar
- 8545 3" Cedar Elm
- 8546 7" and 11" Cedar (14.5" total)
- 8547 7" Cedar
- 8548 7" Cedar Elm
- 8549 11" Cedar Elm
- 8550 7" Cedar Elm
- 8551 10" Live Oak
- 8552 10" Cedar Elm


TREE LIST

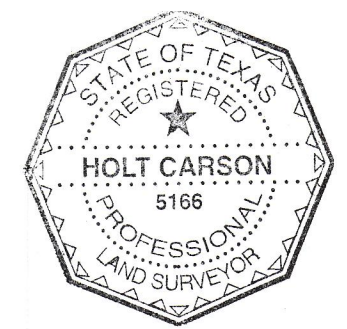
- 2901 4" Arizona Cypress
- 2902 7" Live Oak
- 2903 9" Cedar Elm
- 2904 10.5" Live Oak
- 2905 14" Live Oak
- 2906 11" Live Oak
- 2907 12" Live Oak
- 2908 17.5" Live Oak
- 2909 4" Yaupon
- 2910 3" Mountain Laurel
- 2911 4" Yaupon
- 2912 3" Persimmon
- 2913 7.5" Chinese Pistache
- 2914 4" Yaupon
- 2915 13" Live Oak
- 2916 two-3" and 3.5" Yaupon (6.5" total)
- 2917 two-2.5" and 3" Yaupon (5.5" total)
- 2918 15.5" Live Oak
- 2919 two-3" Mountain Laurel (4.5" total)
- 2920 11" Cedar Elm
- 2921 3.5" Cedar Elm
- 2922 9" Live Oak
- 2923 2" and 3" Yaupon (4" total)
- 2924 2" and 6" Yaupon (6" total)

TREE LIST

- 2925 11.5" and 13" Cedar (18.75" total)
- 2926 2" and three-3" Yaupon (7" total)
- 2927 4" Cedar Elm
- 2928 4" Cedar Elm
- 2929 3" Cedar Elm
- 2930 9" Cedar Elm
- 2931 9.5" Cedar Elm
- 2932 3" Mountain Laurel
- 2933 8" Tree Of Heaven
- 2934 4.5" Live Oak
- 2935 5" Cedar Elm
- 2936 8" Cedar
- 2937 two-4" Sumac
- 2938 13" Cedar Elm
- 2939 9.5" Spanish Oak
- 2940 10.5" Cedar Elm
- 2941 7" Cedar Elm
- 2942 7" Spanish Oak
- 2943 three-5" Crapemyrtle (10" total)
- 2944 11" Spanish Oak
- 2945 4.5" Persimmon
- 2946 3" and two-5" Cherry Laurel (9" total)
- 2947 8" Cedar Elm

PREPARED: December 16th, 2020
Additional Topographic and Tree Location: December 20th, 2024

BY: 
Holt Carson
Registered Professional Land Surveyor No. 5166
HOLT CARSON, INC.
1904 Fortview Road Austin, Texas 78704
(512)-442-0990
Firm Registration Number 10050700



TOPOGRAPHIC SURVEY PLAT OF
A PORTION OF LOT 9, ROCKY RIVER COVE, A
SUBDIVISION IN TRAVIS COUNTY, TEXAS,
ACCORDING TO THE MAP OR PLAT THEREOF,
RECORDED IN VOLUME 76, PAGE 307 OF THE
PLAT RECORDS OF TRAVIS COUNTY, TEXAS.
LOCATED AT 9 ROCKY RIVER COVE.

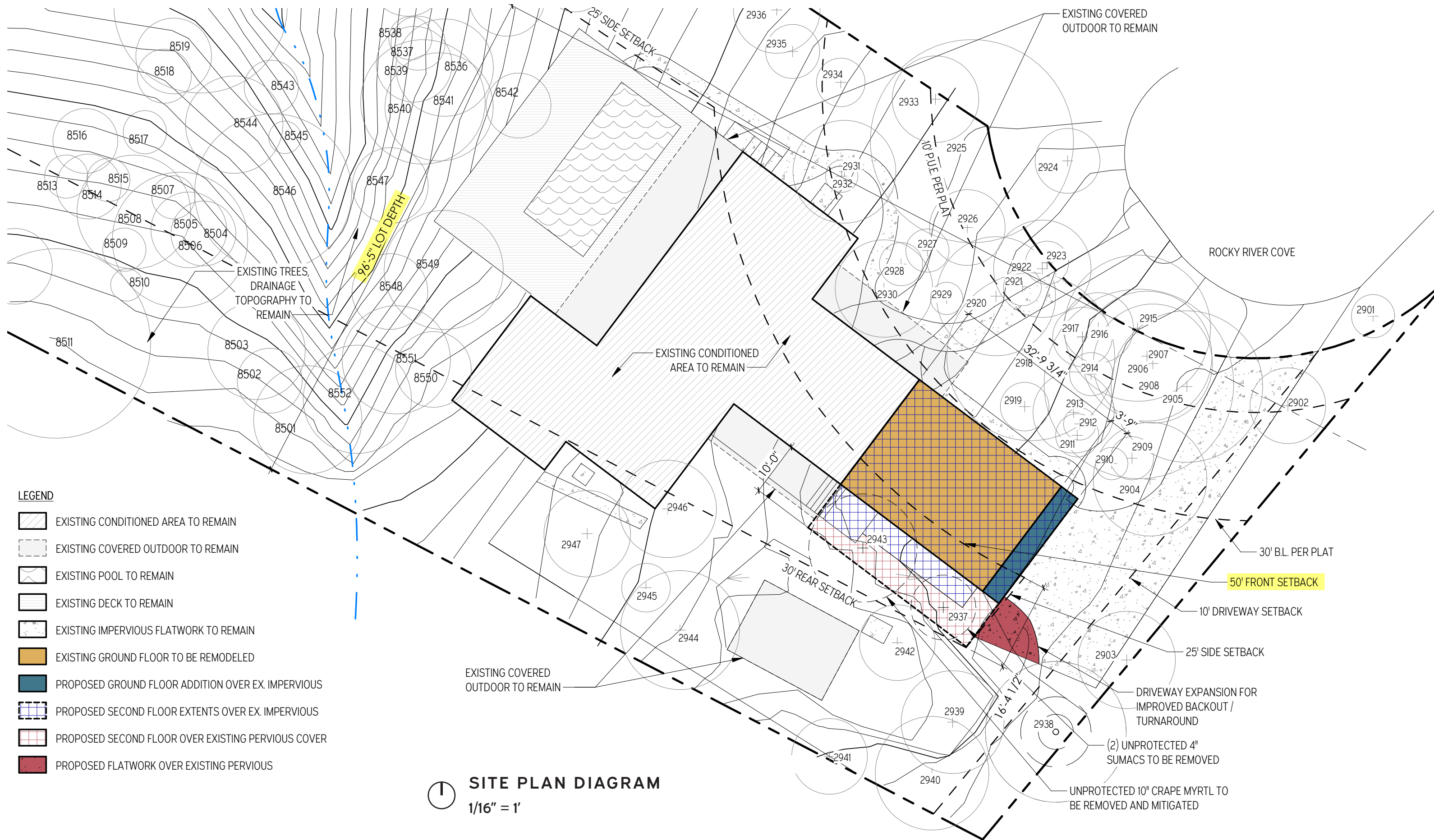
NOTES:

1. This map was prepared without the benefit of a current title commitment, and therefore this lot may be subject to easements and/or restrictions in addition to the ones shown hereon.
2. NAVD88 Elevations shown hereon are based upon Trimble RTKNET GPS observations.
3. Tree "crowns" shown hereon are drawn as a function of one inch of trunk diameter equals one foot of "crown" radius.
4. Orientation for this survey is based upon the State Plane Coordinate System (4203-Texas Central Zone)

A 703088

Rocky River Residence

VARIANCE APPLICATION





EXISTING AERIAL PHOTOS

PRELIMINARY - NOT FOR CONSTRUCTION



VIEW FROM FRONT CURB



VIEW FROM DRIVEWAY



VIEW FROM REAR YARD 1



VIEW FROM REAR YARD 2

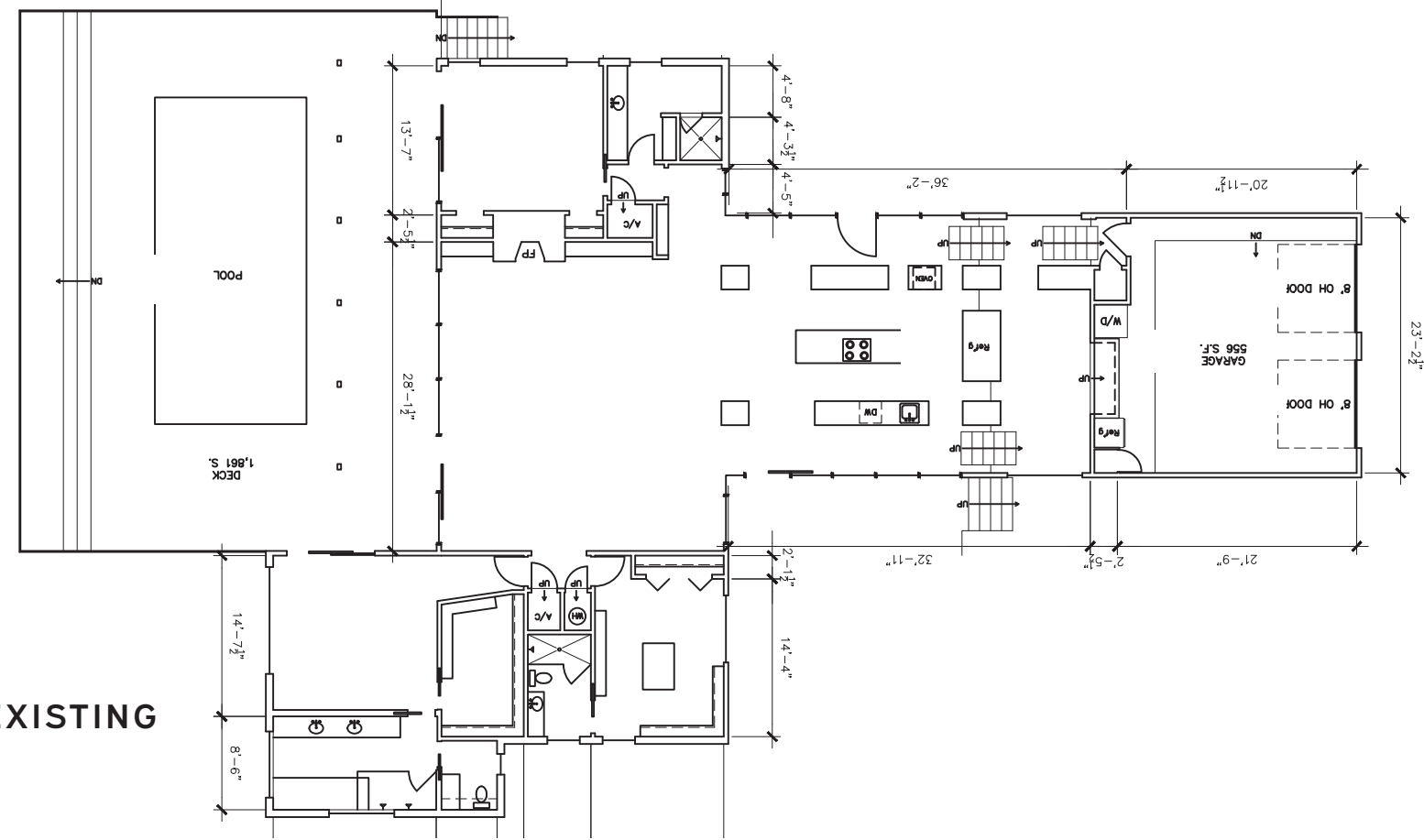
EXISTING PHOTOS

PRELIMINARY - NOT FOR CONSTRUCTION

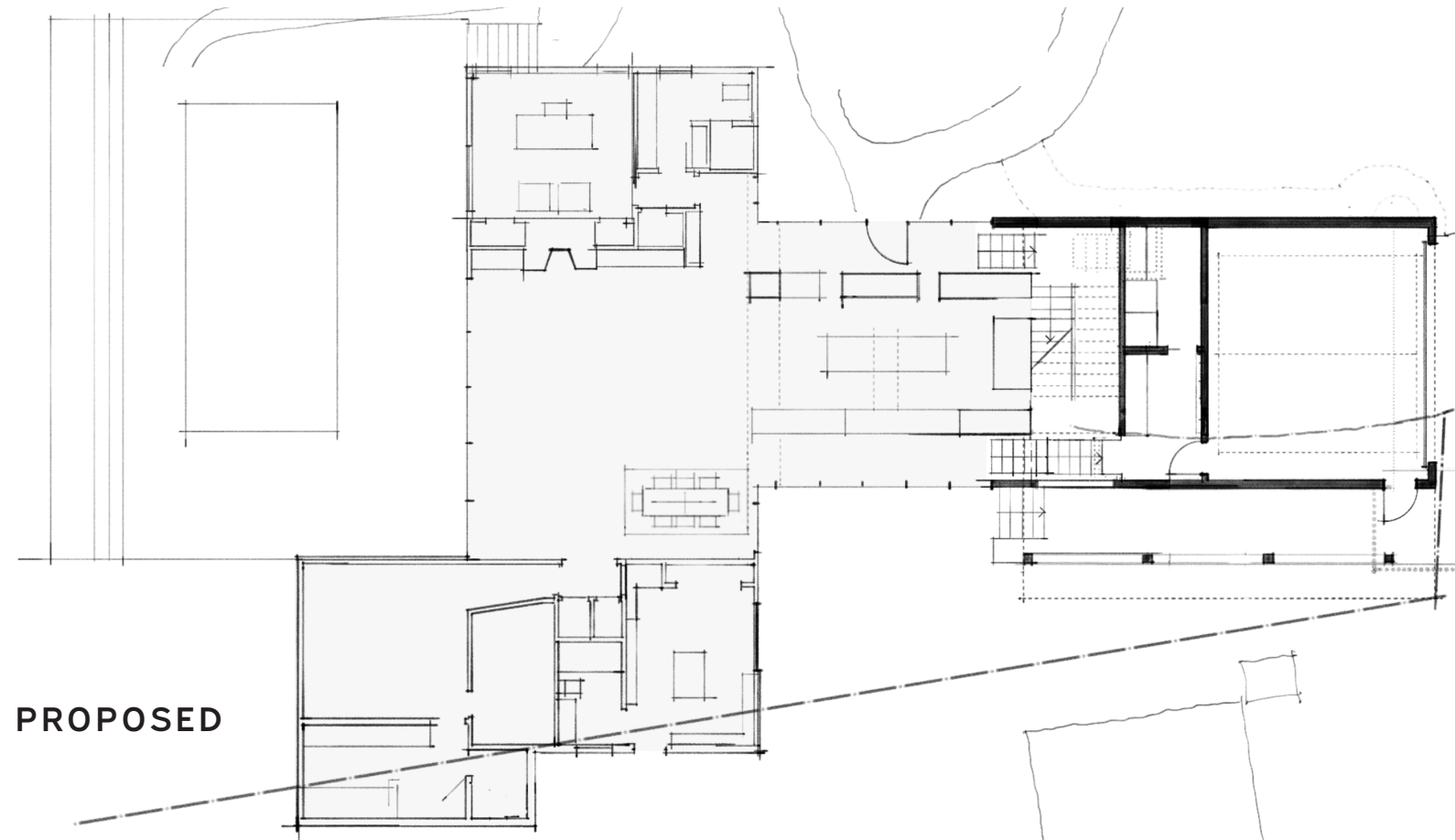
AREA CALCULATIONS

SITE AREA	46,718 sf
CONDITIONED TO REMAIN	2,668 sf
COVERED OUTDOOR TO REMAIN	1,156 sf
EXISTING GROUND FLOOR TO REMAIN	793 sf
PROPOSED GROUND FLOOR ADDITION	91 sf
PROPOSED SECOND FLOOR OVER EXISTING PERVIOUS	196 sf
PROPOSED SECOND FLOOR OVER EXISTING IMPPERVIOUS	169 sf
EXISTING DECK (50% I.C.)	426 sf
EXISTING POOL	411 sf
FLATWORK	507 sf
PROPOSED FLATWORK OVER EXISTING PERVIOUS	78 sf
EXISTING I.C.	6,221 sf (13.32%)
PROPOSED I.C.	6,495 sf (13.90%)

 **FLOOR PLAN - EXISTING**
1/16" = 1'

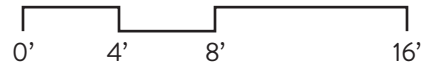


 **FLOOR PLAN - PROPOSED**
1/16" = 1'



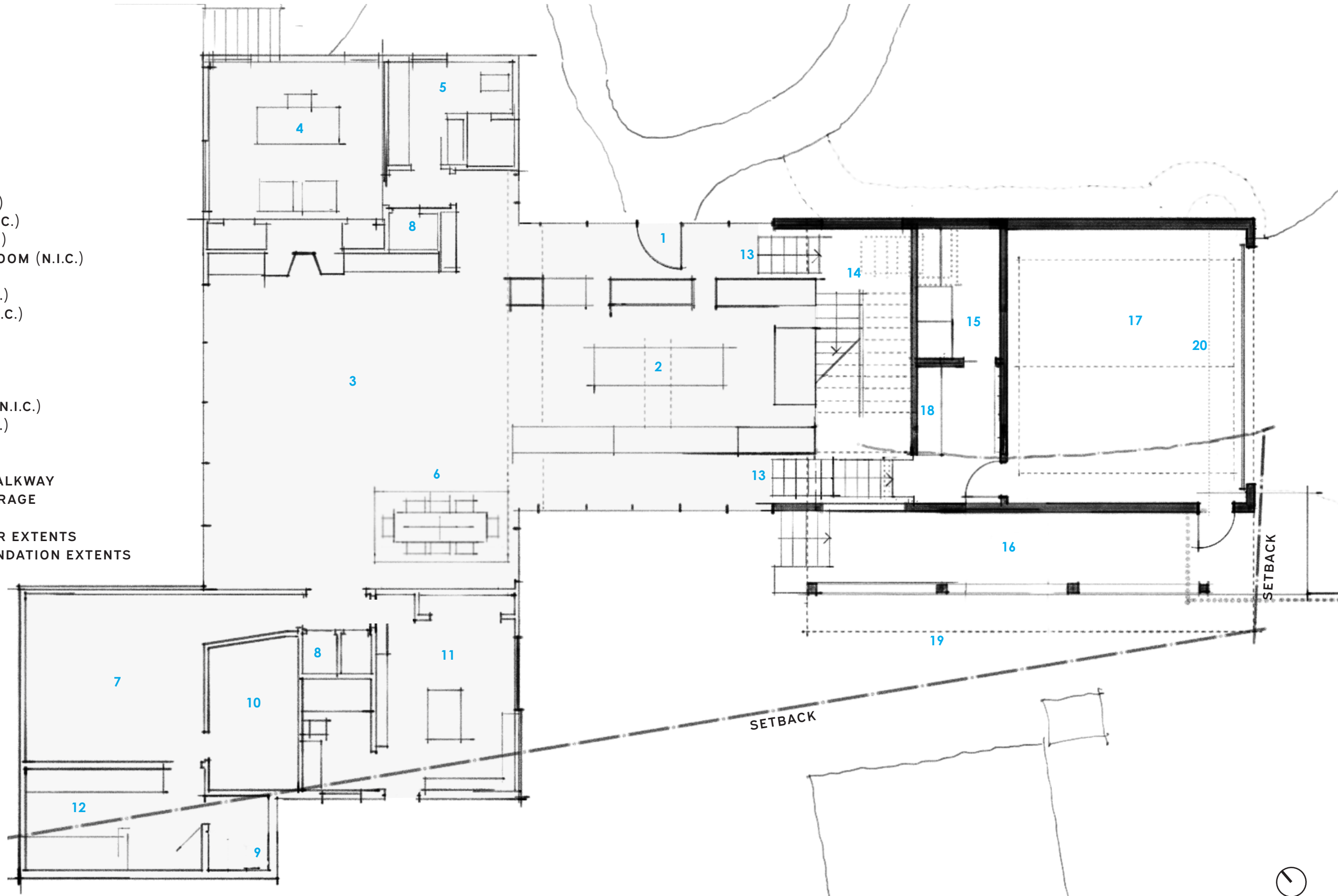
LEVEL 1 FLOOR PLAN

1/8" = 1'



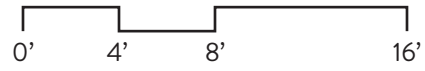
DRAWING LEGEND

- 1 EXISTING FOYER (N.I.C.)
- 2 EXISTING KITCHEN (N.I.C.)
- 3 EXISTING LIVING (N.I.C.)
- 4 EXISTING GUEST BEDROOM (N.I.C.)
- 5 EXISTING BATH (N.I.C.)
- 6 EXISTING DINING (N.I.C.)
- 7 EXISTING PRIMARY (N.I.C.)
- 8 EXISTING MECH (N.I.C.)
- 9 EXISTING WC (N.I.C.)
- 10 EXISTING HIS (N.I.C.)
- 11 EXISTING HERS (N.I.C.)
- 12 EXISTING PRIM. BATH (N.I.C.)
- 13 EXISTING STAIRS (N.I.C.)
- 14 STAIRWELL
- 15 UTILITY / LAUNDRY
- 16 COVERED OUTDOOR WALKWAY
- 17 23'W X 20' D 2 CAR GARAGE
- 18 MUD / KEY DROP
- 19 LINE OF SECOND FLOOR EXTENTS
- 20 LINE OF EXISTING FOUNDATION EXTENTS



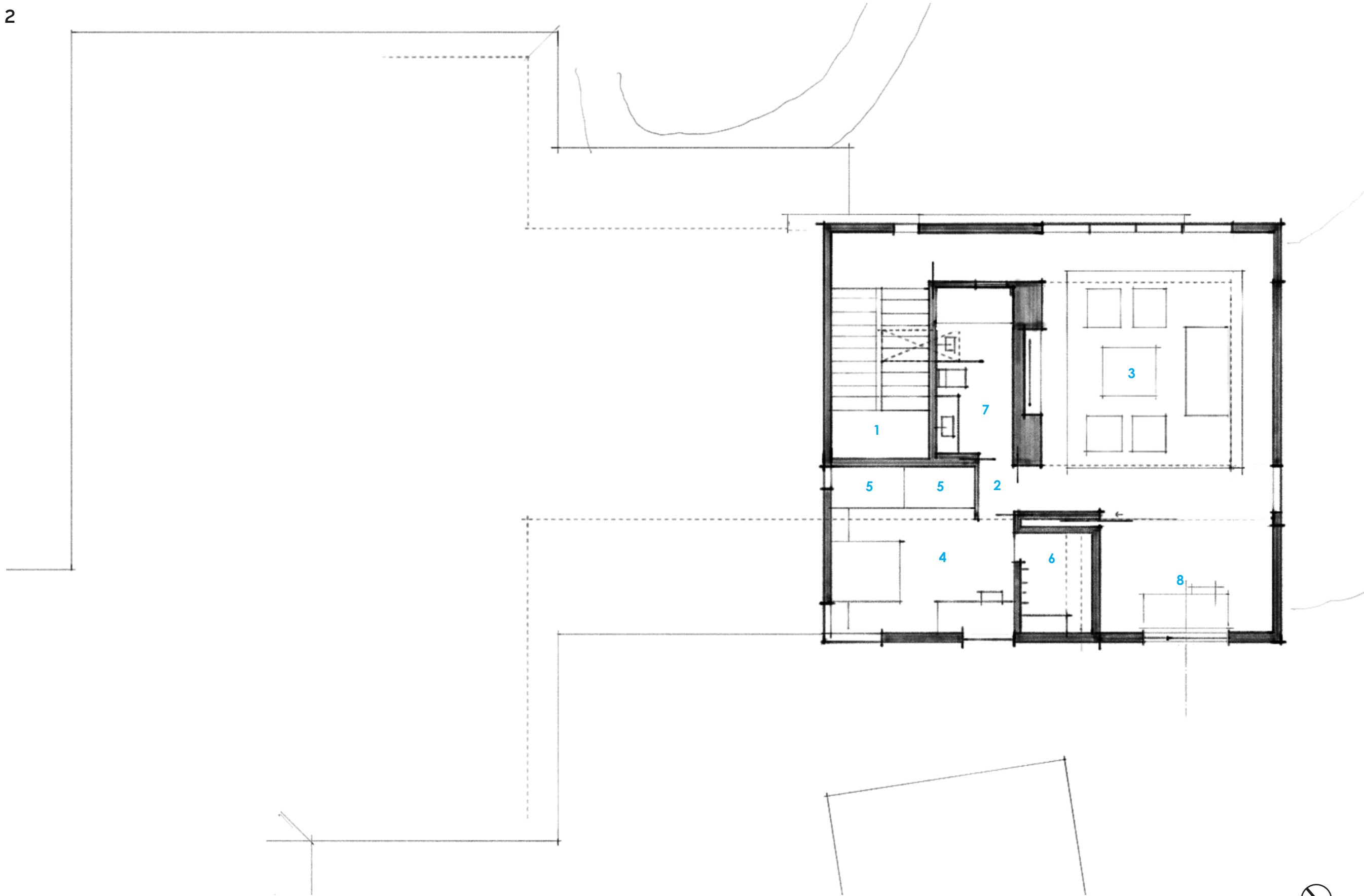
FLOOR PLAN - LEVEL 2

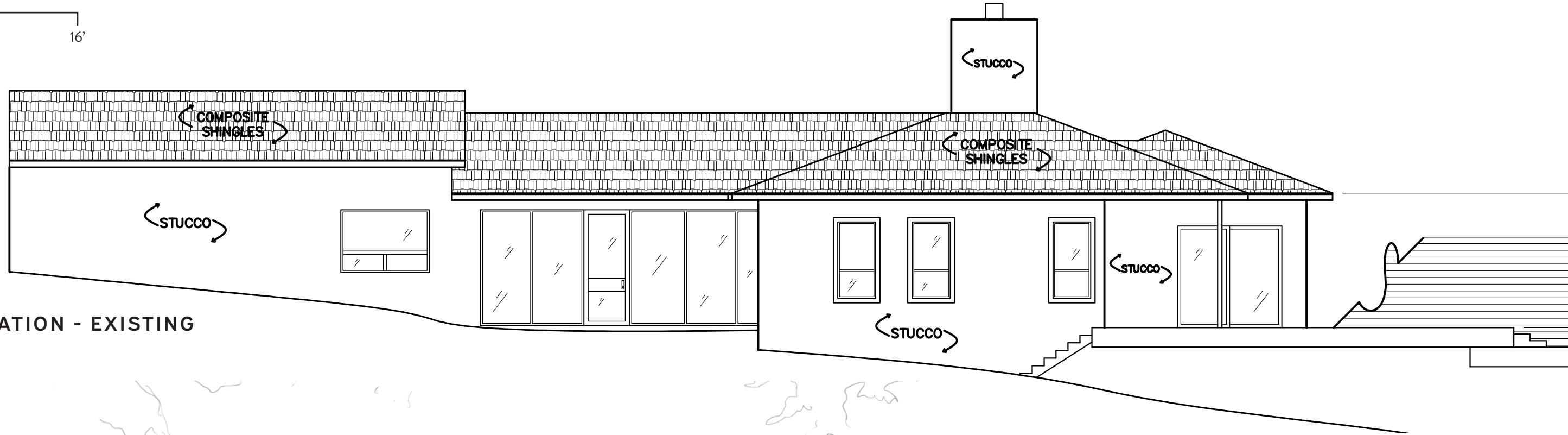
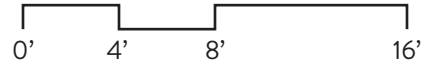
1/8" = 1'



DRAWING LEGEND

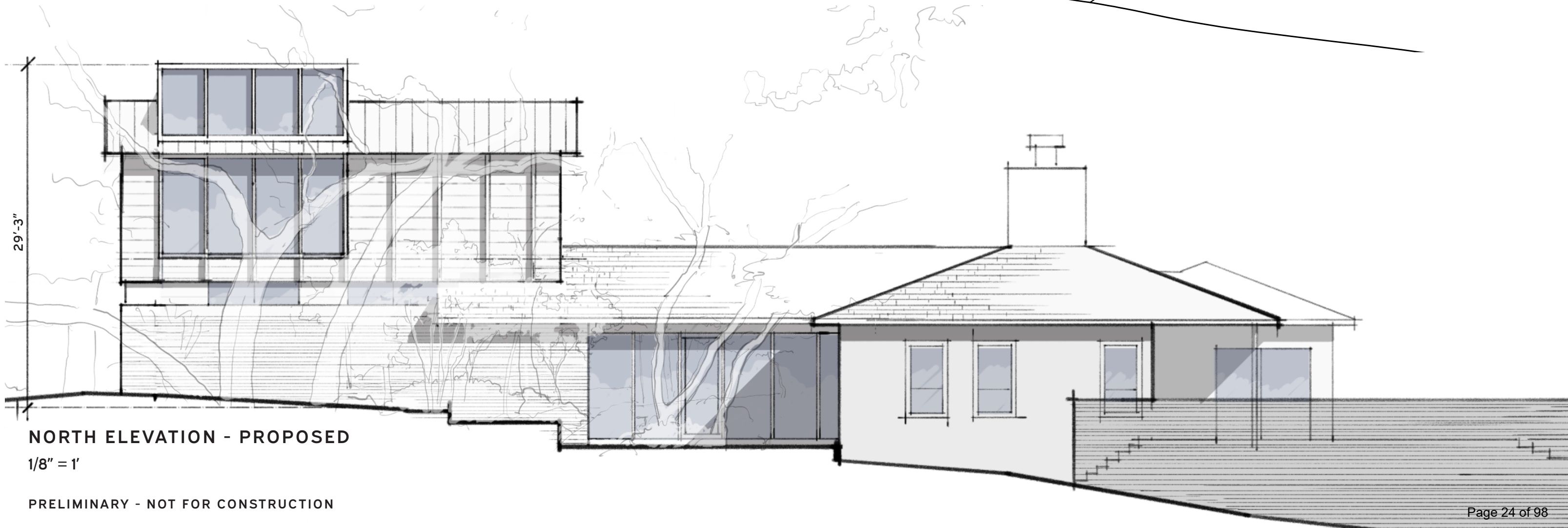
- 1 STAIRWELL
- 2 MECH ATTIC HATCH
- 3 DEN
- 4 BEDROOM
- 5 BUNKS
- 6 WALK-IN CLOSET
- 7 BATHROOM
- 8 TERRACE





NORTH ELEVATION - EXISTING

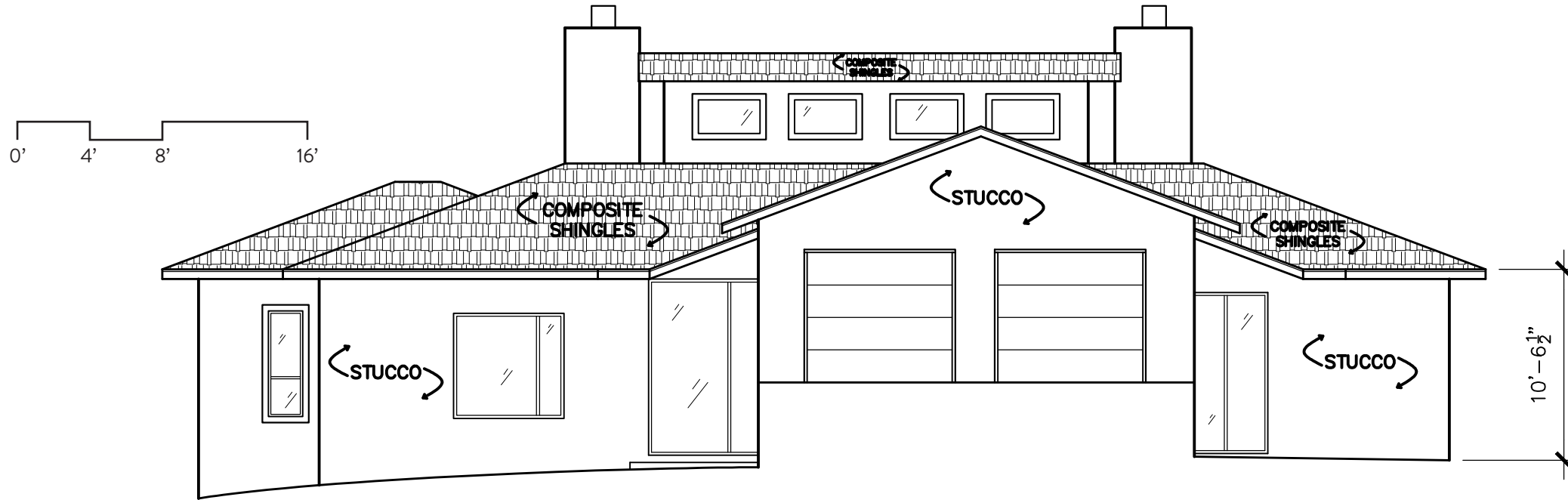
1/8" = 1'



NORTH ELEVATION - PROPOSED

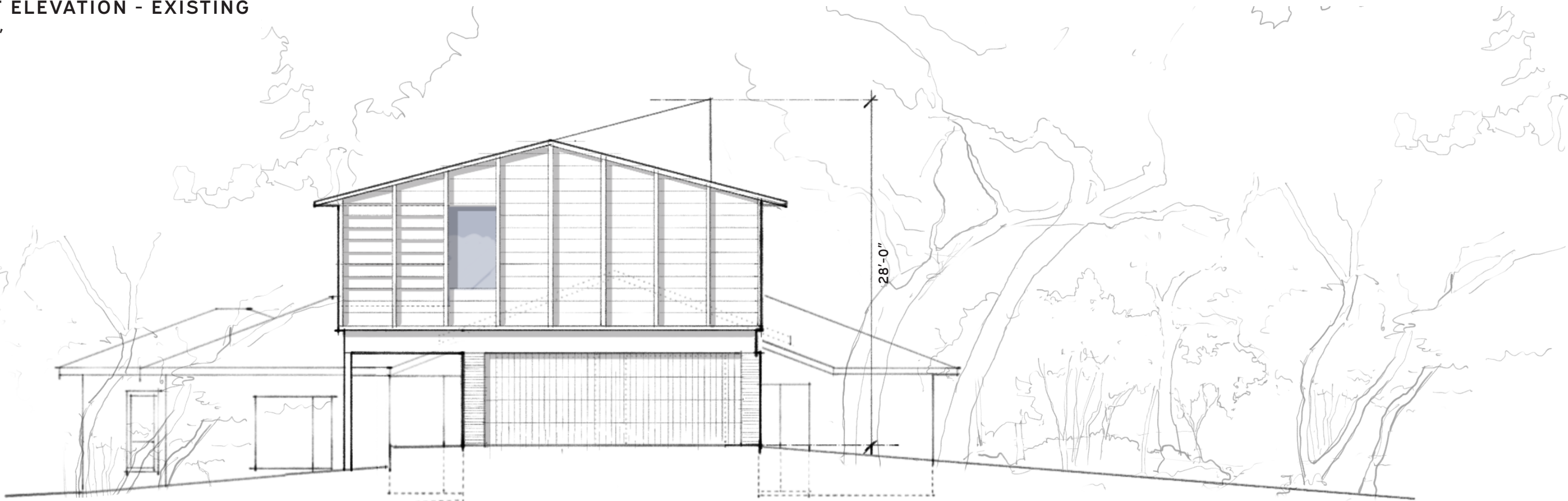
1/8" = 1'

PRELIMINARY - NOT FOR CONSTRUCTION



EAST ELEVATION - EXISTING

1/8" = 1'



EAST ELEVATION - PROPOSED

1/8" = 1'

Kim & John Farr
4 Rocky River Cove
(512)914-5407

March 2, 2025

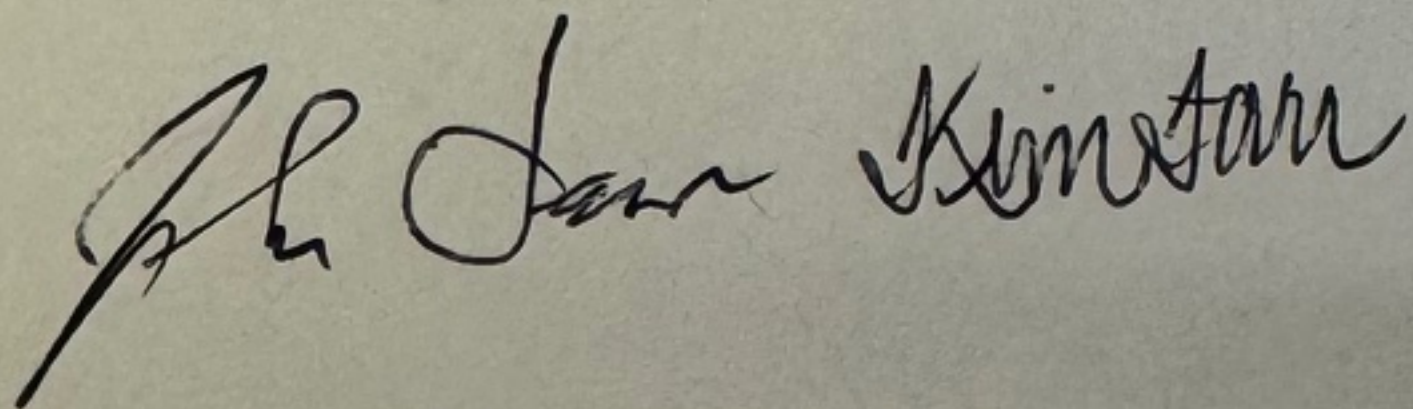
To The City of West Lake Hills,

We are writing in regards to Kendall & Todd Hasie's proposed construction project at 9 Rocky River Cove. We live down the street at 4 Rocky River Cove and have been here for over 30 years. We have seen many other renovations happen on our street and in the neighborhood.

Kendall & Todd have shared their preliminary drawings and we feel it will only add to the street appeal. Their house is at the very end of the cul-de-sac so is really not infringing on any other lot.

We support this renovation and only see it posing a positive impact on our street and their property.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim & John Farr". The signature is written in a cursive, flowing style.

Kim & John Farr

Jeff & Holly Townsend
704 Rocky River Road
West Lake Hills, TX 78746

Re: 9 Rocky River Cove Construction Variance

April 2, 2025

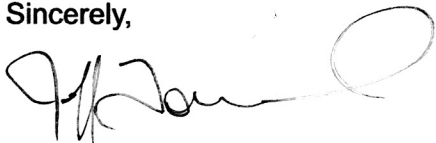
To The City of West Lake Hills,

Please find this letter pertaining to our neighbors, Kendall & Todd Hasie's proposed construction project. Our property backs up to Rocky River Cove and they have provided us with the preliminary renderings for their addition. We support the changes they have shared.

We feel the changes will add to the overall street and neighborhood value. The addition over the garage does not appear to be significantly changing the existing footprint or affecting any neighboring properties.

We look forward to improving the Rocky River Road/Cove block with our future home at 704 Rocky River Road and the Hasie's addition to their home.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Townsend", with a large, stylized loop at the end.

Jeff Townsend

From: [Tom McMahon](#)
To: [Planner](#)
Subject: 9 Rocky River Cove Variance Request
Date: Tuesday, May 20, 2025 1:11:12 PM

You don't often get email from [REDACTED]. [Learn why this is important](#)

Re: 9 Rocky River Cove Variance Request

To The City of West Lake Hills,

I am the resident of 8 Rocky River Cove and the next-door neighbor of Todd and Kendall Hasie. I am writing to voice my support of their variance request for 9 Rocky River Cove. Todd provided the architect's proposed plans and renderings which we went over in detail.

The project will not encroach on my property. Nor will it materially affect impervious cover or the existing footprint of the house. In addition, it will enhance the appeal of the Hasie's property and the neighborhood.

Tom McMahon
8 Rocky River Cove
West Lake Hills, TX 78746

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, May 21, 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: Absent (excused)
 - o Commissioner Karen Bartoletti: Present
 - o Commissioner Patrick Stewart: Present
 - o Commissioner Laurie Maccini: Present

2. **Citizen Communications:**

- a. Mindy Vescovo: 604 Rocky River Road
 - o Wants to urge commission to help educate public on removal of invasive non-native plant species
 - o Understands there is a settlement on Moore tract, but is not obligated to like what is happening on tract
 1. Learned that no permits are to be issued for the removal of dead oaks due to the risk of Oak Wilt
 - a. Concerned that Moore tract is removing live oak 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.

1. Approval of the April 16, 2025 Zoning and Planning Commission minutes
2. Report of previous ZAPCO cases acted upon by the BOA/Council

- a. **Action:** Commissioner Pledger moves for approval of the Consent Agenda
 - i. Commissioner Bartoletti Seconds
 - ii. Motion carries unanimously 4 - 0

4. **Land Use: 204 Westhaven Drive** – Consider action to make a recommendation for Lot 52R, a replat of 1.37 acres of Lot 52 of the Westlake Park Subdivision and 0.09 acres out

of lot 32 of the Barton Springs Estates Subdivision, within the city limits (Section 36.01.018 of the West Lake Hills Code).

Applicant: Kyle Quick, Austin Civil Engineering

a. Staff Report:

- i. Director Bills describes the replat and the conditions required for approval

b. Public Comments:

- i. None

c. Discussion:

- i. None

d. Action:

- i. Commissioner Bartoletti moves that the minor plat be forwarded to City Council with a recommendation of approval with conditions based on staff analysis.
 1. Commissioner Pledger seconds
 2. Motion carries unanimously (4-0)

Recommendation will be forwarded to City Council for consideration on May 28, 2025.

5. **Public Hearing: 9 Rocky River Cove** – Discuss and make a recommendation on a variance to allow:

1. An encroachment of 20 feet into the 50-foot front setback for the addition of a 2nd story over the existing nonconforming first floor (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).
2. An encroachment of 20 feet into the 50-foot front setback for the conversion of a portion of the garage.
3. An encroachment of 20 feet into the 50-foot front setback for the addition of 4 feet onto the front of the garage on the 1st and 2nd story.

Applicant: Tisha Ritta, Central Texas Permit Partners

a. Staff Report:

- i. Director Bills describes the variance requests for setback encroachments related to a proposed addition to an existing non-conforming structure.
- ii. Commissioner Stewart: Why are there 3 variance requests?

- i. The encroachments into the setback for the expansion and for the addition of a second floor can be considered separately with multiple requests.

b. Public Comments:

i. Tisha Ritta – applicant

- i. Home was built with 30-ft platted setback in mind
- ii. Addition of 4 feet is to allow for a staircase to the second floor
- iii. Approximately 274 total square feet of additional impervious cover for project
 - 1. Approximately 13.9% Impervious cover post-development
- iv. Commissioner Pledger: Can you articulate the hardship associated with this variance?
 - 1. Tisha Ritta: Existing non-conforming status, lot dimensions, and setbacks
- v. Commissioner Pledger: What's the hardship for extending the garage?
 - 1. Tisha Ritta: Existing garage is already difficult for parking. Adding the stairs to the second floor makes it more difficult.

c. Discussion:

- i. Commissioner Pledger: How is this not design-driven?
 - 1. Going over existing structure is not the same as expanding the structure further into the setback
- ii. Commissioner Bartoletti: Would support approval
- iii. Commissioner Maccini: Appreciates they are largely building over existing footprint and not asking to remove trees or encroach into undeveloped portions of setback.

d. Action:

- i. Commissioner Bartoletti moves that the variance requests be forwarded to the Board of Adjustment with a recommendation of approval based on hardships outlined in application
 - 1. Commissioner Stewart seconds
 - 2. Motion carries 3:1
 - a. Commissioner Pledger opposed

Recommendation will be forwarded to the Board of Adjustment for consideration on June 11, 2025.

6. **Public Hearing: 1002 Old Stonehedge**– Discuss and make a recommendation on a variance to allow for an encroachment of 15 feet into the 50-foot front setback for the construction of a new house (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).

Applicant: Tisha Ritta, Texas Permit Partners

a. Staff Report:

- i. Director Bills describes variance request for a front setback variance for the construction of a new residence.

b. Public Comments:

- i. Tisha Ritta: Applicant
 - i. Meeting setbacks would move home closer to tree and place house over existing septic system
 - ii. Lot is a hardship due to having frontage on multiple sides
 - iii. Proposed plan places more of the proposed house over existing foundation
- ii. Randeep Billing: Homeowner
 - i. Lot is pie-shaped, and is only 0.63 acres, only .13 acres larger than a lot that would allow a 30-ft setback
 - ii. Willing to adjust front porch to preserve 10" oak impacted by proposed setback encroachment

e. Discussion:

- i. Commissioner Maccini: Is this just a setback variance?
 - 1. Yes – 10" tree in front is protected, but does not require variance.
- ii. Commissioner Maccini: Appreciate wanting to move driveway for safety.
- iii. Commissioner Pledger: Could house be pushed back and meet setbacks?
 - 1. Yes. Tree exhibits generally represent critical root zone, but may not show full spread of the tree canopy
- iv. Commissioner Stewart: With new construction, the burden on compliance is greater. Septic isn't a hardship, as a 44yo septic system isn't going to be sufficient for a larger house
- v. Commissioner Bartoletti: Struggling to find a hardship
- vi. Commissioner Maccini: Should consider shape of front of lot's impact on new construction.
- vii. Commissioner Pledger: Moving back doesn't necessarily have to involve impacting the tree

f. Action:

- i. Commissioner Pledger moves that the variance be forwarded to the Board of adjustment with a recommendation of denial based on lack of hardship
 - 1. Commissioner Stewart seconds
 - 2. Motion carries unanimously (4-0)

Recommendation will be forwarded to the Board of Adjustment for consideration June 11, 2025.

7. Staff Briefing: Update on Moore Estates

a. Staff Report:

- i. Director Bills updates ZAPCO on development of Moore Estates subdivision on Westlake Drive
- ii. Commissioner Bartoletti: Did the City make any effort to advise the neighbors of what was in the settlement agreement?
 - i. We do not know what was communicated in the settlement agreement process, but the agreement was included in the subdivision process
- iii. Commissioner Bartoletti: Would encourage staff to reach out to the community
- iv. Commissioner Stewart: Would any of these houses have access to the Variance process?
 - i. That has not been determined
- v. Commissioner Maccini: Do the current footprints meet code?
 - i. Staff has not received full applications

b. Public Comment:

- i. Randy Lee
 - i. Tree cutting has not abided by noise ordinances
 - ii. Concerned about the loss of tree canopy combined with drought leading to additional fire risk

8. Adjournment - Chair Robert Meisel

- 1. Chair Mesel adjourns the meeting at 7:53pm

APPROVED:

Robert Meisel, Chair

ATTEST:

Joel Sherrouse, Development Coordinator

These minutes were approved on _____, 2025.

DRAFT

9 Rocky River Cv – Front Setback & Non-Conforming Expansion 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 special conditions referenced throughout this application and questionnaire relate to the existing non-conforming structure that is now built over the City's current more stringent setbacks. Any modifications to a nonconforming structure require a variance.

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

The proposed addition has been thoughtfully designed to minimize impact on the natural flora, particularly the protected trees surrounding the home. As most of the work involves building vertically above the existing non-conforming structure and foundation, approval of the requested variance would not cause significant disruption to the natural terrain or result in loss of existing vegetation.

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

There are no feasible alternatives to the proposed scope of work, as any modification to this nonconforming structure requires a variance under City Code. A significant portion of the existing footprint already encroaches into the front setback. The proposed solution, constructing a second story above the existing garage, avoids further site disturbance, grading, and drainage impacts that would necessitate additional variances. This approach minimizes disruption to the natural terrain while preserving trees and vegetation.

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

The variance requested are the absolute minimum required to alleviate the hardship which pertain to the current stringent setbacks that were not in place when the house was originally built.

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

The existing structure is non-conforming, and the proposed expansion of the habitable area will utilize the existing foundation. We believe this approach aligns with the intent of the Zoning Ordinances and the City's Comprehensive Plan, as the home was built prior to the implementation of the current, more stringent requirements. The proposed work largely stays within the existing footprint of the structure, in keeping with the City's goals and maintaining consistency with the established neighborhood character.

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

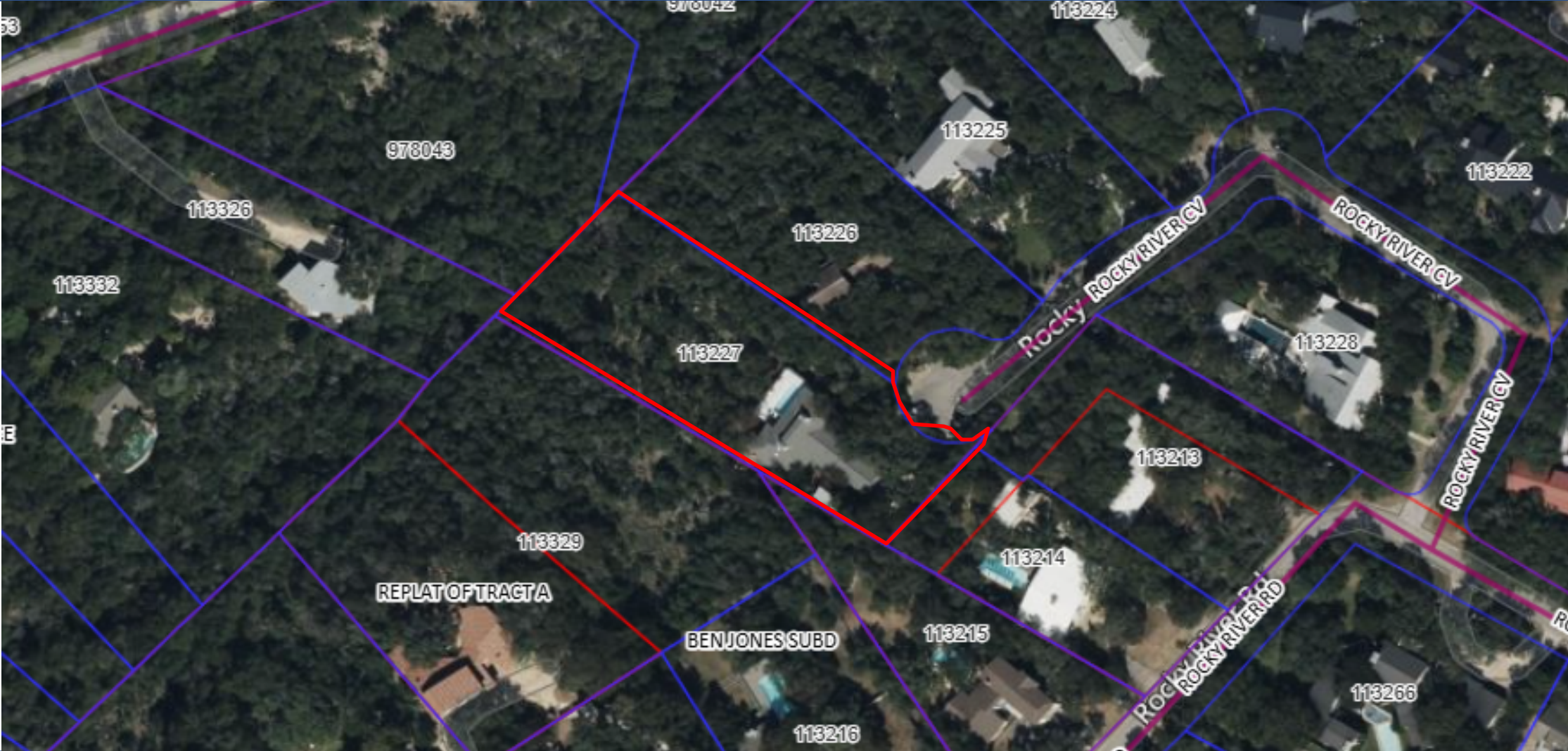
The requested variance is not anticipated to negatively impact neighboring properties, as the proposed addition will remain largely within the existing footprint of the home. This approach minimizes disruption to the surrounding natural landscape and preserves the spatial relationship with adjacent lots. Additionally, the design of the new habitable space is consistent with the architectural style of the existing structure, ensuring visual harmony and compatibility with the neighborhood. Notably, the proposed addition does not increase any encroachments into the side setback that borders the adjacent neighborhood, further alleviating potential concerns from neighboring property owners. Letters of support from neighbors have been provided to reinforce this.

9 Rocky River Cv.

5. Discuss and consider action on a recommendation from ZAPCO for on a variance to allow:
 1. An encroachment of 20 feet into the 50-foot front setback for the addition of a 2nd story over the existing nonconforming first floor (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).
 2. An encroachment of 20 feet into the 50-foot front setback for the conversion of a portion of the garage.
 3. An encroachment of 20 feet into the 50-foot front setback for the addition of 4 feet onto the front of the garage on the 1st and 2nd story.

Applicant: Tisha Ritta, Central Texas Permit Partners

9 Rocky River Cv.



9 Rocky River Cv.

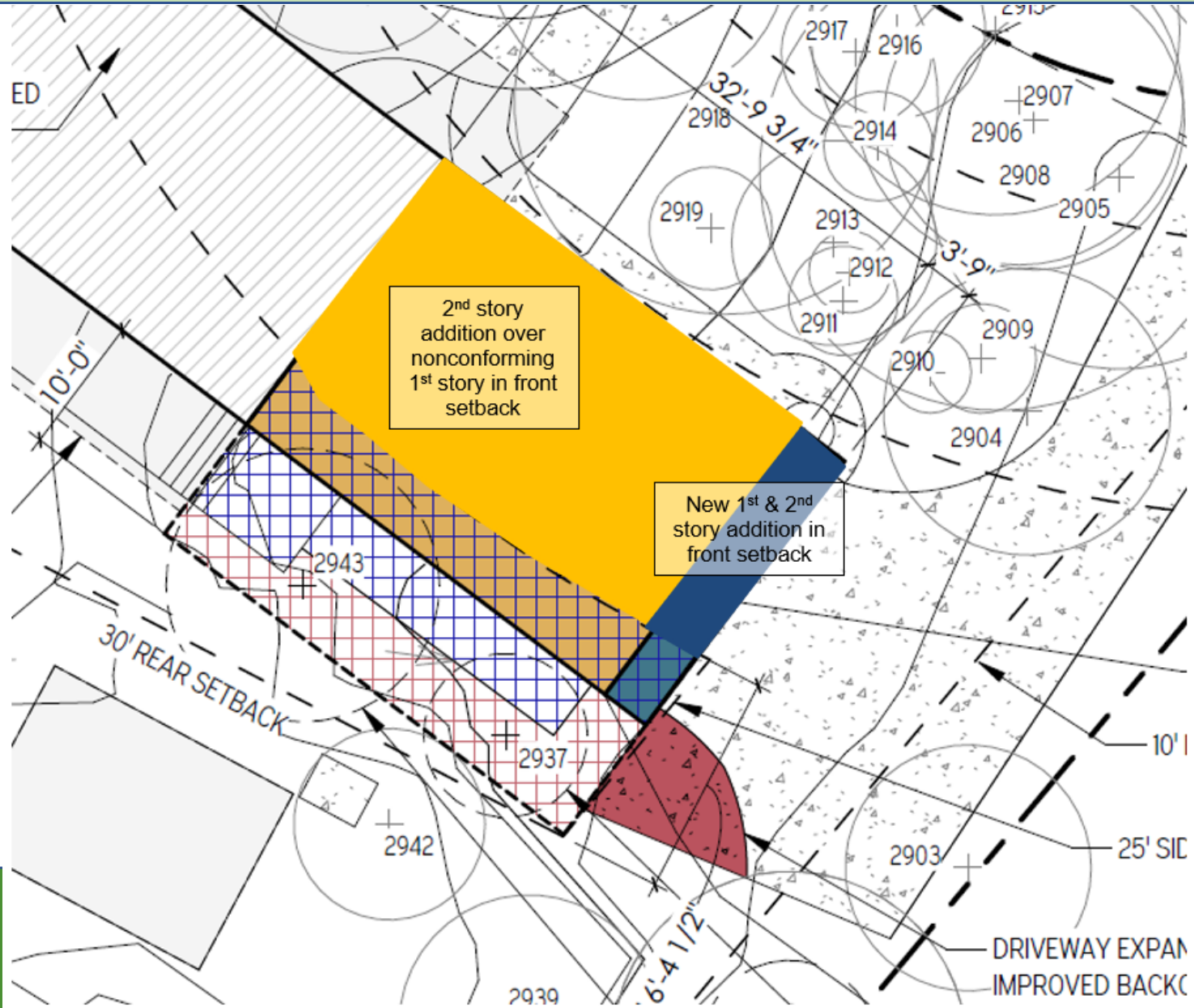
Existing house on the site was built in 1981 adhering to the platted 30-foot front and 25-foot side setbacks.

The house footprint is approximately 4,720 sf with 2,841 sf of conditioned space.

The request is to add a second story of the existing structure and adding a two-story area on the front of the garage.

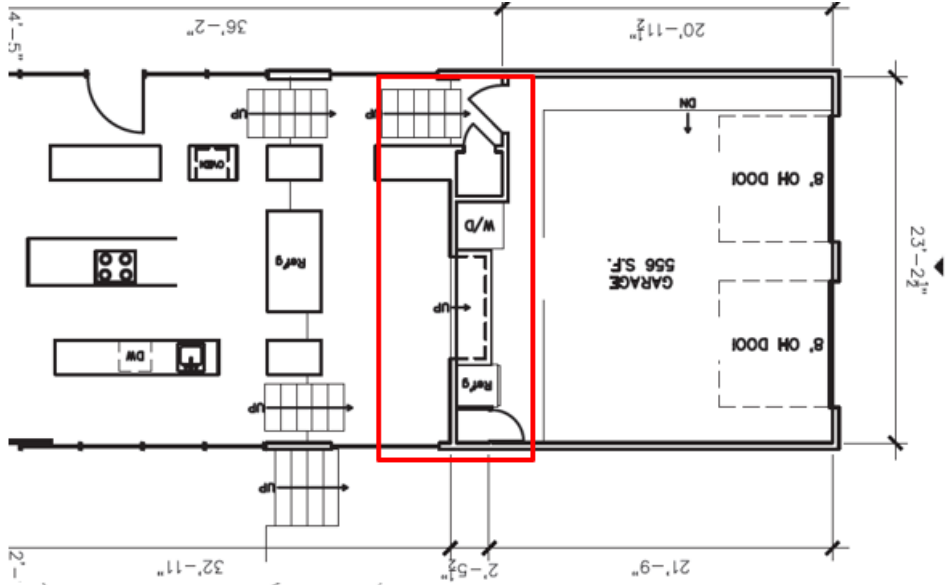
Applicant is requesting to encroach into the required 50-foot front setback by 20 feet for the additions and conversion of garage space.

9 Rocky River Cv.

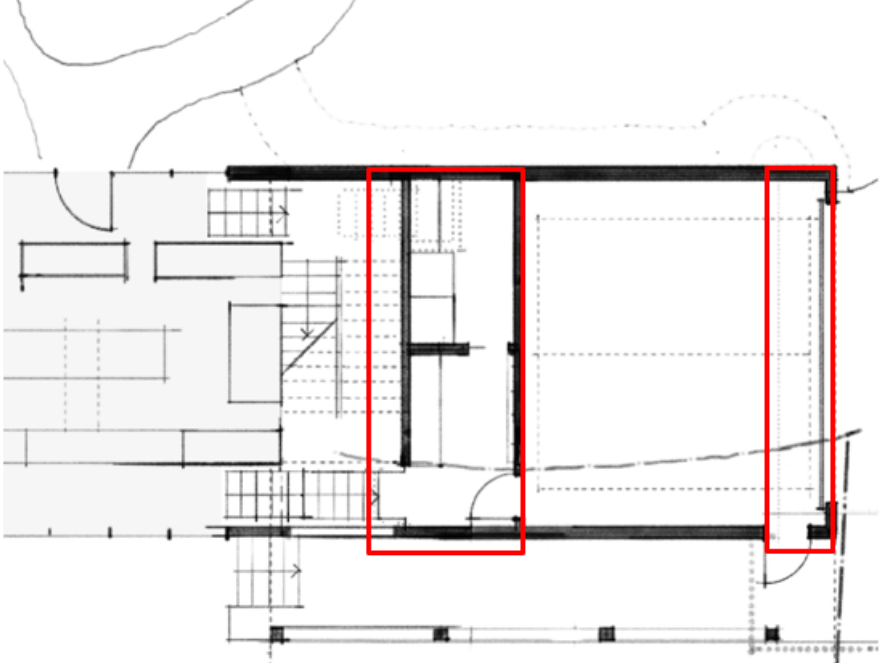


9 Rocky River Cv.

Existing



Proposed



9 Rocky River Cv.

Staff recommend approval of the variances as requested. The platted setbacks were used for the existing structure. The addition of a second story utilizes the existing footprint of the existing house rather than create new impervious cover for a horizontal addition.

Public Comment: Two letters of support were received with the application. One additional letter of support was received prior to ZAPCO.

The Zoning and Planning Commission reviewed this item at the regular May 21, 2025 meeting. The commission voted 3-1 (Pledger opposed) to recommend approval based on the information outlined in the application.

9 Rocky River Cv.

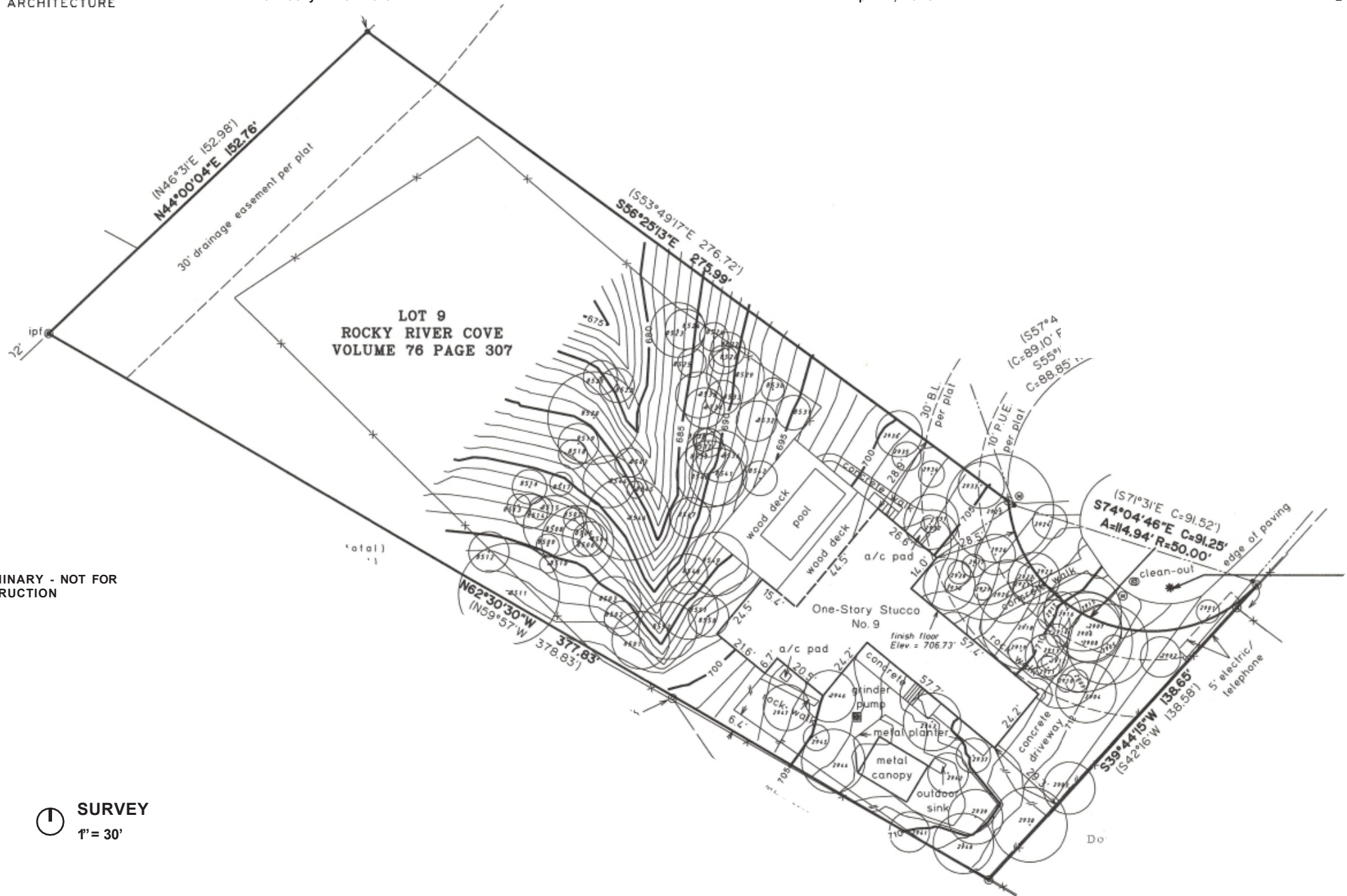
Applicant Presentation




PRELIMINARY - NOT FOR
CONSTRUCTION

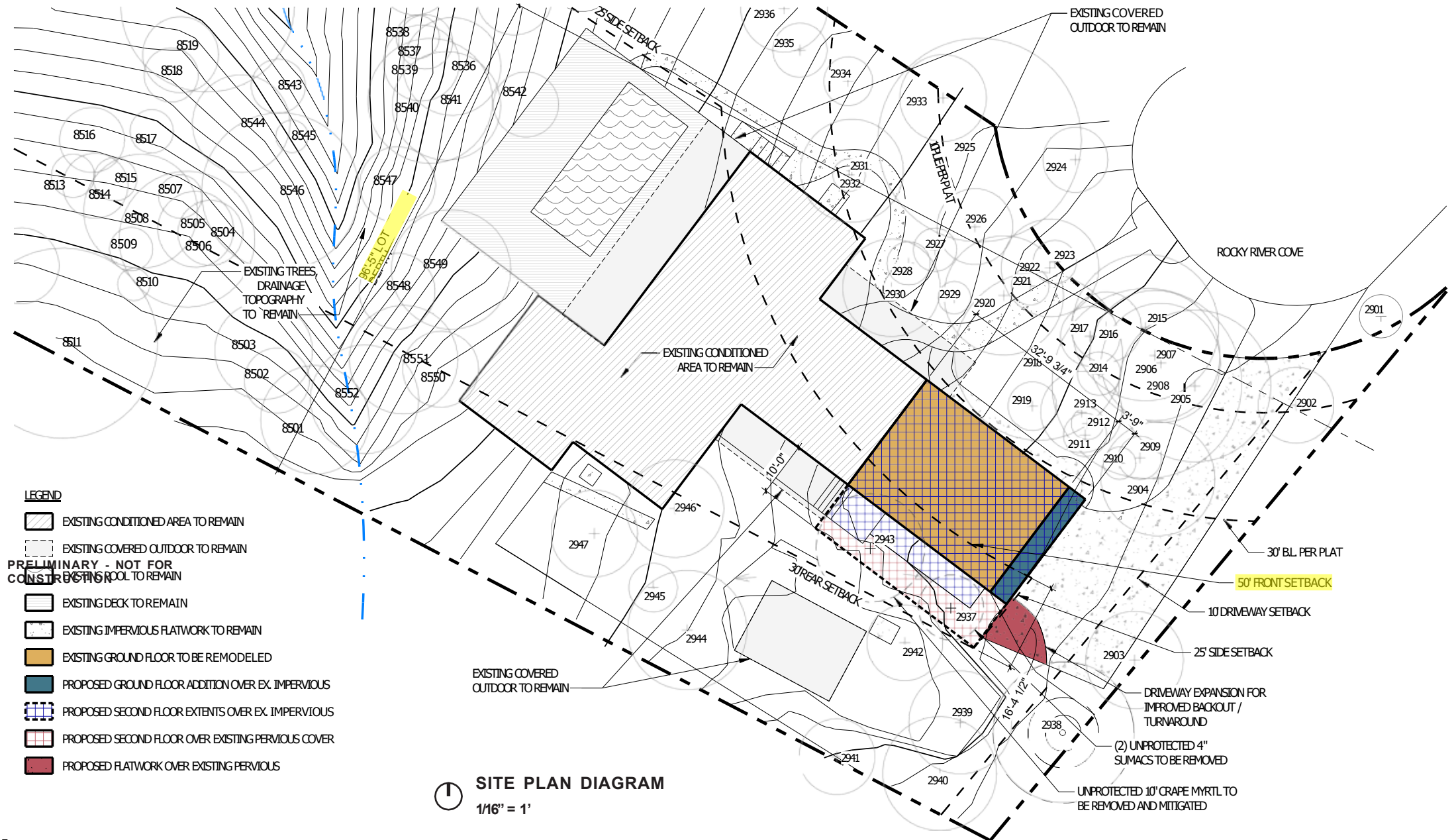
Rocky River Residence

VARIANCE APPLICATION



PRELIMINARY - NOT FOR CONSTRUCTION

 SURVEY
1" = 30'



1 SITE PLAN DIAGRAM
1/16" = 1'



PRELIMINARY - NOT FOR CONSTRUCTION



EXISTING AERIAL PHOTOS



VIEW FROM FRONT CURB



VIEW FROM DRIVEWAY



PRELIMINARY - NOT FOR
CONSTRUCTION

VIEW FROM REAR YARD 1

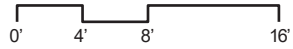


VIEW FROM REAR YARD 2

EXISTING PHOTOS

LEVEL 1 FLOOR PLAN

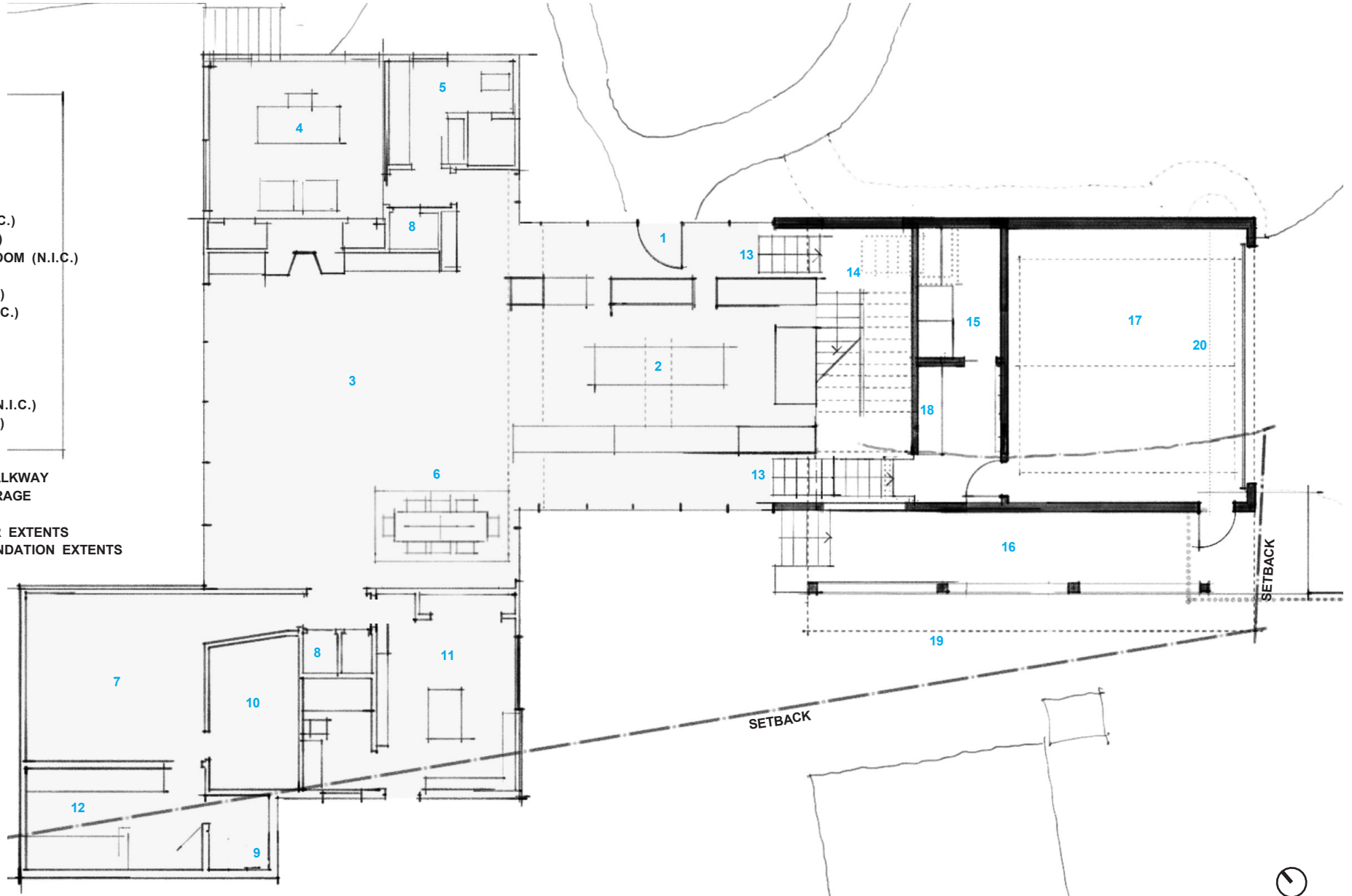
1/8" = 1'



DRAWING LEGEND

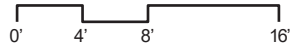
- 1 EXISTING FOYER (N.I.C.)
- 2 EXISTING KITCHEN (N.I.C.)
- 3 EXISTING LIVING (N.I.C.)
- 4 EXISTING GUEST BEDROOM (N.I.C.)
- 5 EXISTING BATH (N.I.C.)
- 6 EXISTING DINING (N.I.C.)
- 7 EXISTING PRIMARY (N.I.C.)
- 8 EXISTING MECH (N.I.C.)
- 9 EXISTING WC (N.I.C.)
- 10 EXISTING HIS (N.I.C.)
- 11 EXISTING HERS (N.I.C.)
- 12 EXISTING PRIM. BATH (N.I.C.)
- 13 EXISTING STAIRS (N.I.C.)
- 14 STAIRWELL
- 15 UTILITY / LAUNDRY
- 16 COVERED OUTDOOR WALKWAY
- 17 23' W X 20' D 2 CAR GARAGE
- 18 MUD / KEY DROP
- 19 LINE OF SECOND FLOOR EXTENTS
- 20 LINE OF EXISTING FOUNDATION EXTENTS

PRELIMINARY - NOT FOR CONSTRUCTION



FLOOR PLAN - LEVEL 2

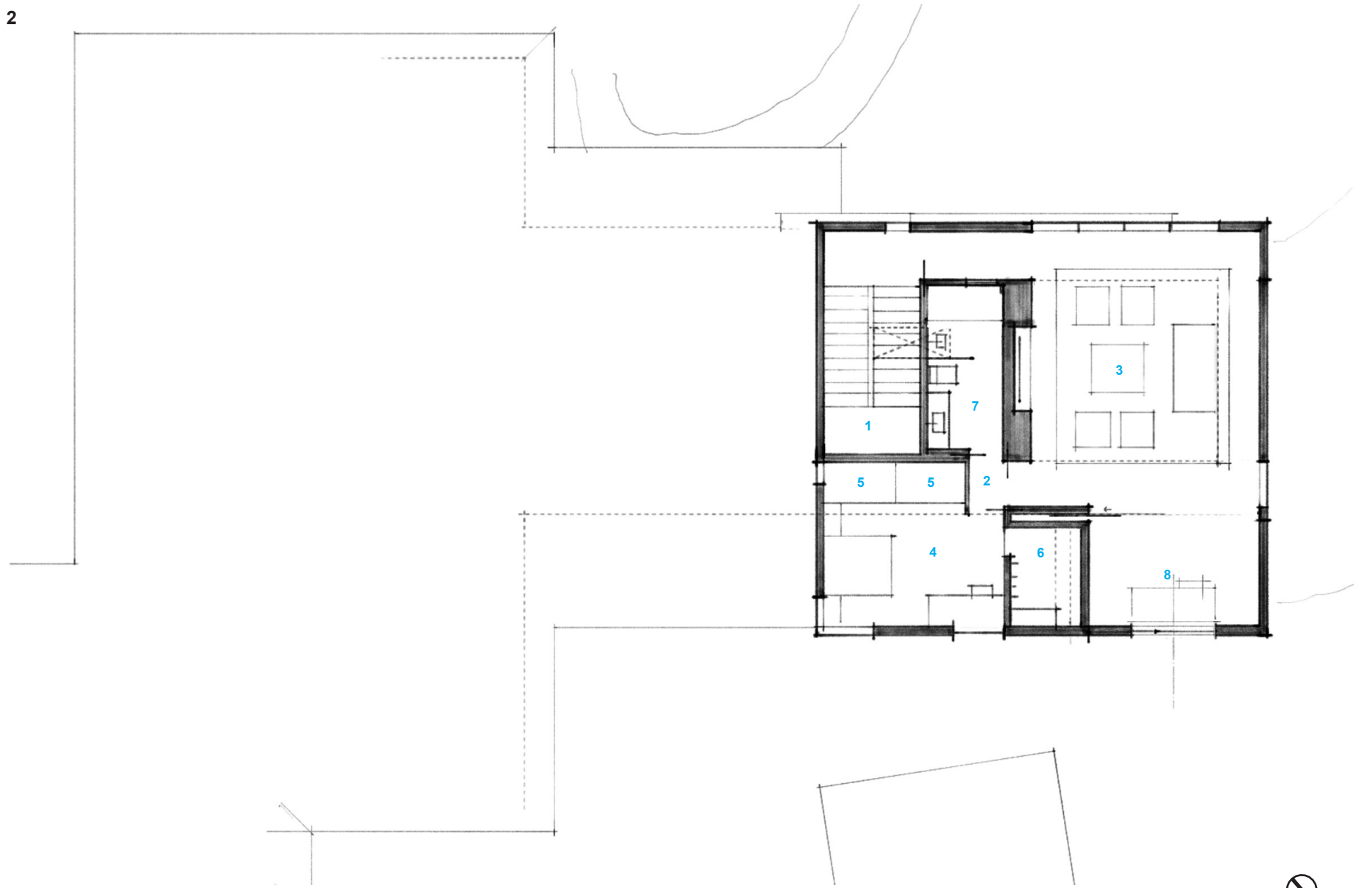
1/8" = 1'

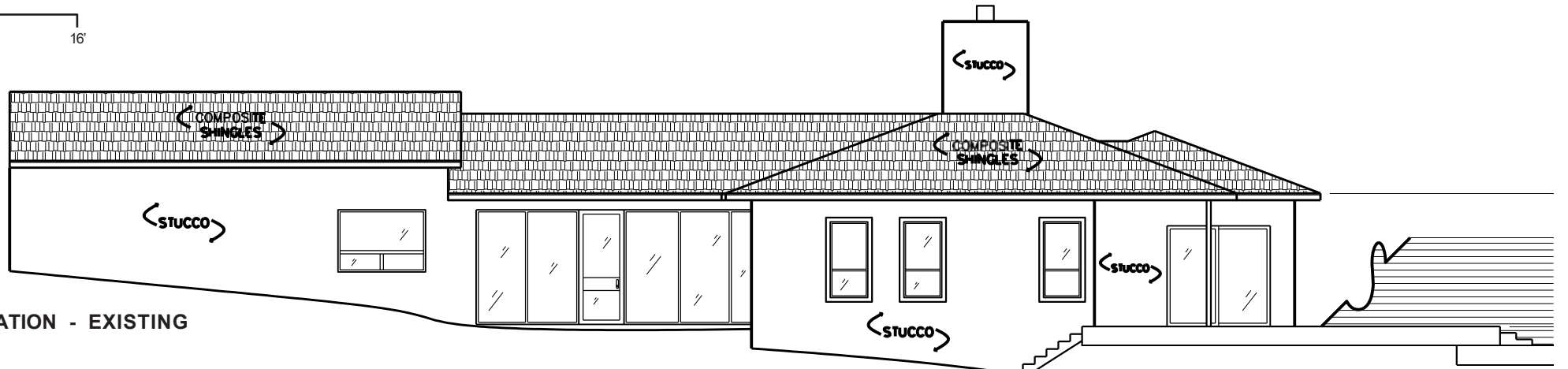
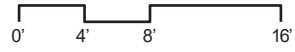


DRAWING LEGEND

- 1 STAIRWELL
- 2 MECH ATTIC HATCH
- 3 DEN
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- 6 WALK-IN CLOSET
- 7 BATHROOM
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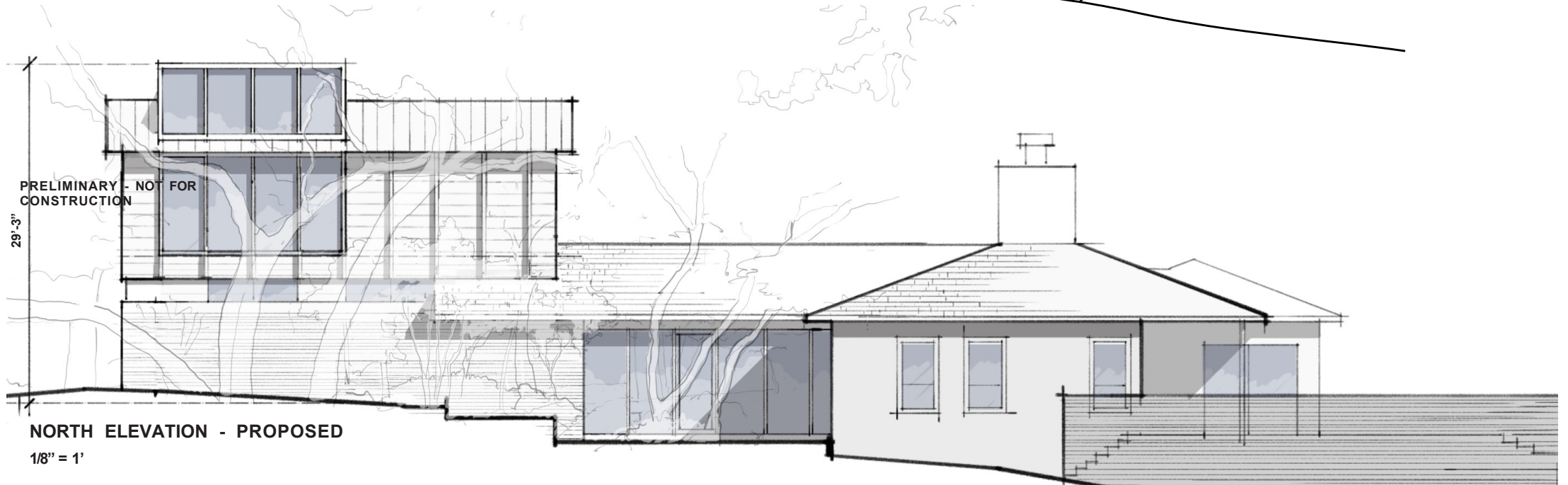
PRELIMINARY - NOT FOR CONSTRUCTION





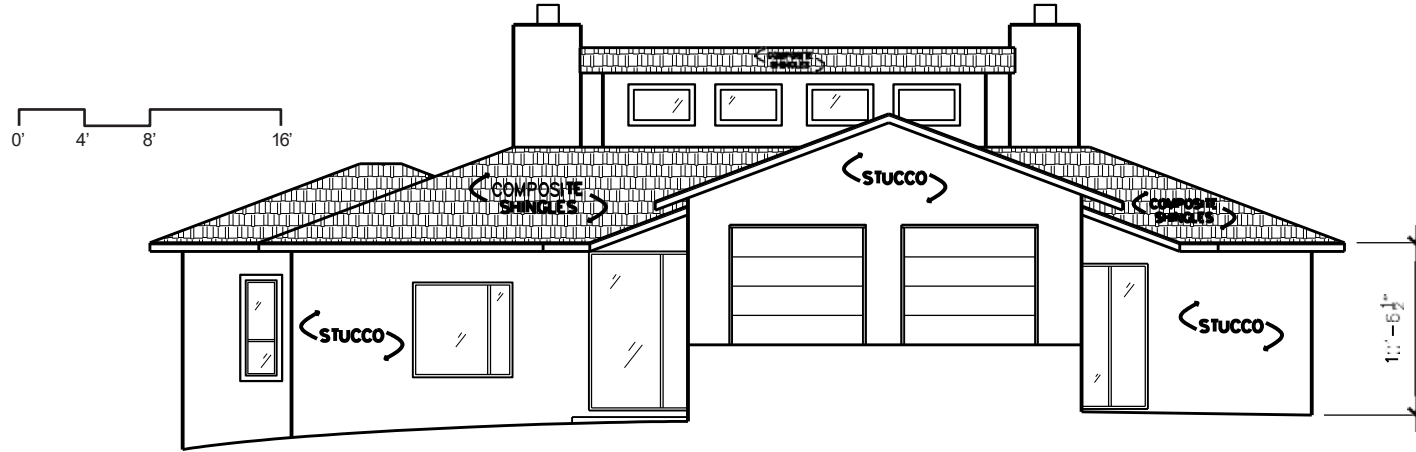
NORTH ELEVATION - EXISTING

1/8" = 1'



NORTH ELEVATION - PROPOSED

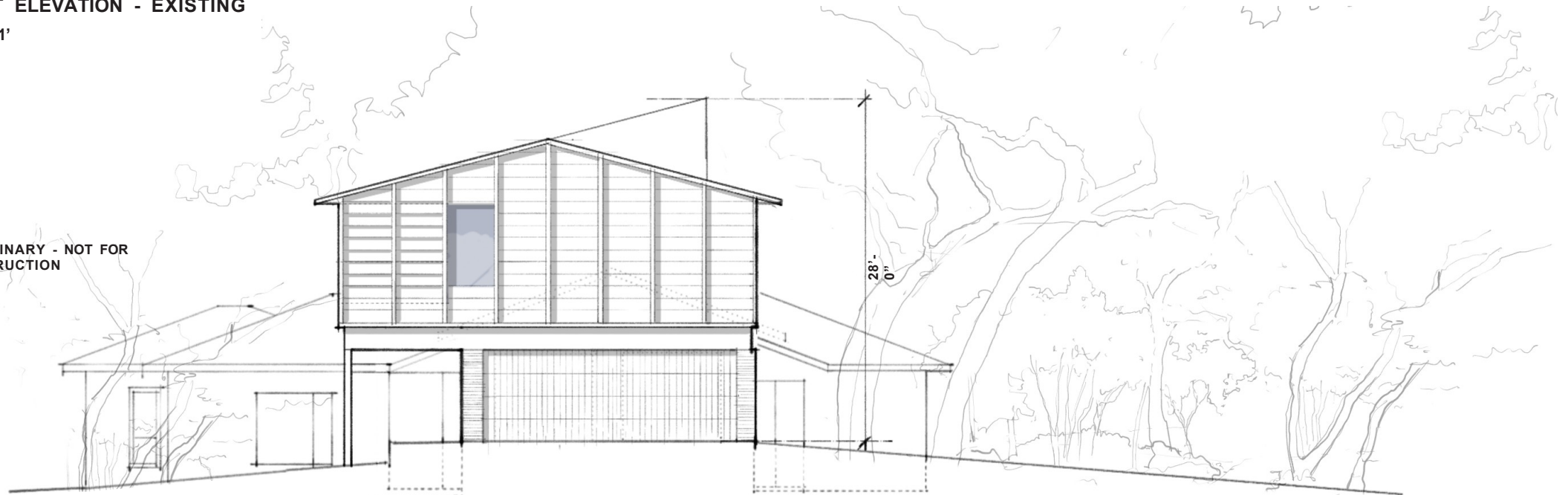
1/8" = 1'



EAST ELEVATION - EXISTING

1/8" = 1'

PRELIMINARY - NOT FOR CONSTRUCTION



EAST ELEVATION - PROPOSED

1/8" = 1'



City of West Lake Hills
Board of Adjustment

AGENDA REPORT

Meeting Date:	June 11, 2025	Item Number:	6
	Building & Development		
Department:	Services		
	Jennifer C. Bills, Director of		
Prepared By:	Building & Development	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

1002 Old Stonehedge Rd.: Discuss and consider action on a recommendation from ZAPCO regarding a variance to allow for an encroachment of 15 feet into the 50-foot front setback for the construction of a new house (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).

Applicant: Tisha Ritta, Central Texas Permit Partners

Recommendation

Staff recommend denial of the variance request, on the following basis:

- The existing house only encroaches 10 feet for a small part of the front north corner.
- No evidence has been provided that shows the existing septic is adequate for a new house and that it cannot be moved to a different location. The front yard is down slope from the house, which would be a better location for the field.
- While the proposed footprint gets closer to protected trees in the rear, construction can be modified to avoid the ½ critical root zone of both trees. With the encroachment, a 10-inch tree would be impacted.

The Zoning and Planning Commission reviewed this item at the regular May 21, 2025 meeting. The commission voted 4-0 to recommend denial due to lack of hardship (Attachment 5), as the proposal is for new construction and should comply with current regulations.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Gagandeep & Randeep Billing
Legal Description: Old Stonehedge Lot 4
Lot Size: 0.6340 acres
Zoning: R-1, One-Family Residential
Wastewater: On-site Sewer Facility (Septic)

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

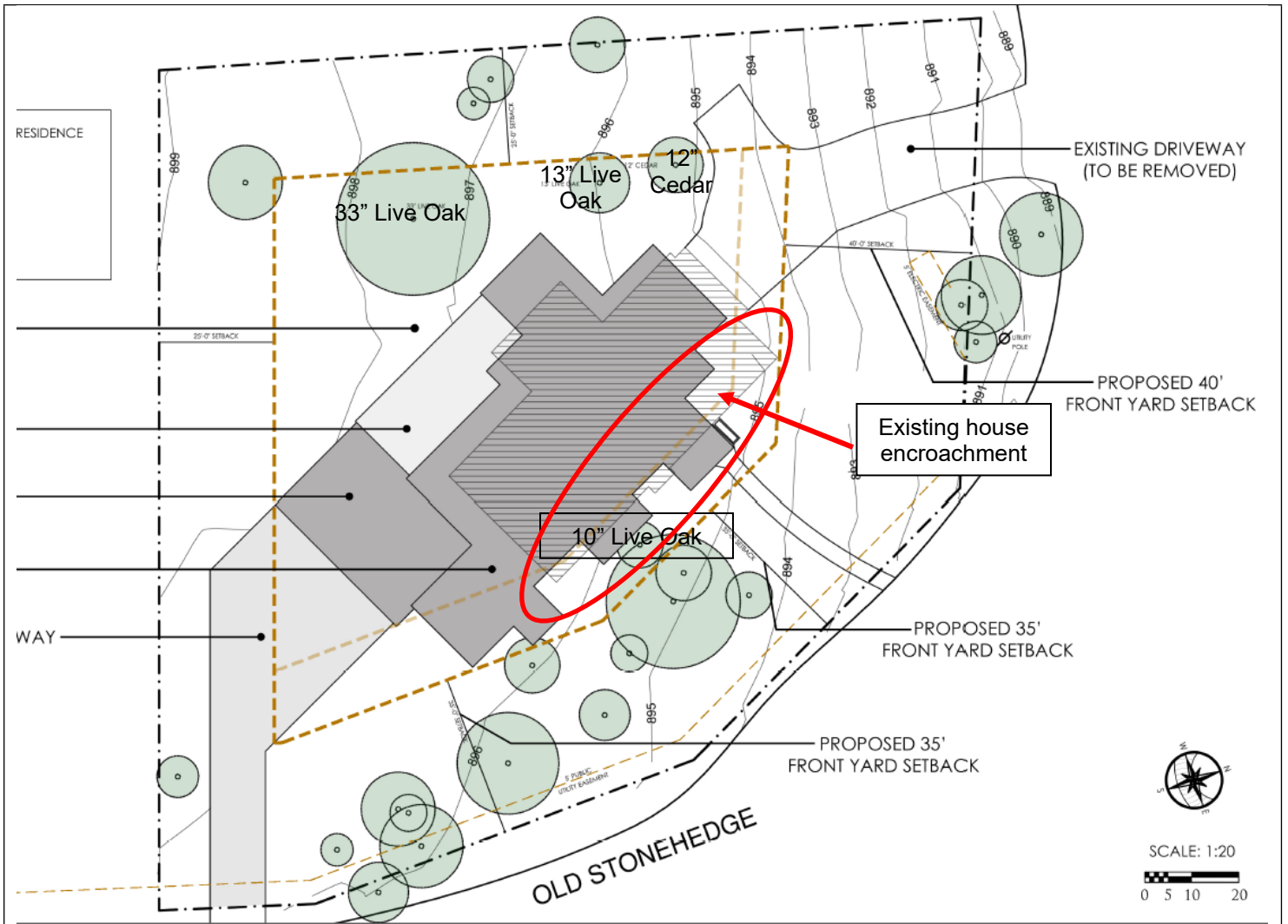
Background & Analysis:

The applicant is proposing to encroach 10 feet into the required 50-foot front setback for the demolition of the existing and construction of a new house (Attachment 1). The existing house is 1,936 square feet of conditioned space that was built in 1972. The existing structure currently encroaches into the front setback 10 feet at the northeast corner.

The applicant provided two site plans. The first shows a footprint for a new house that complies with all of the required setbacks. The stated hardship is that the existing septic field is in the rear of the house and the proposed footprint would be nearing three protected trees.

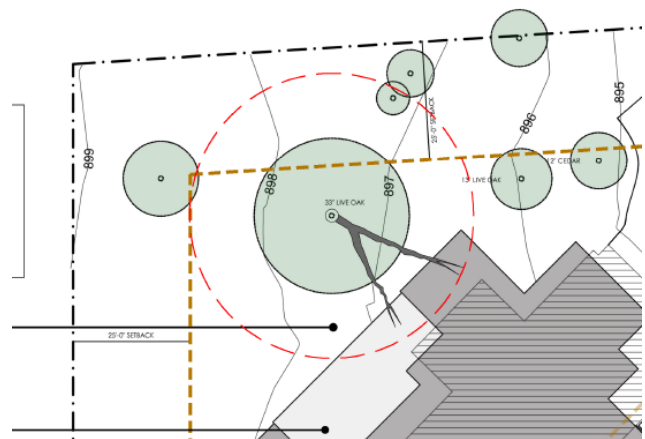
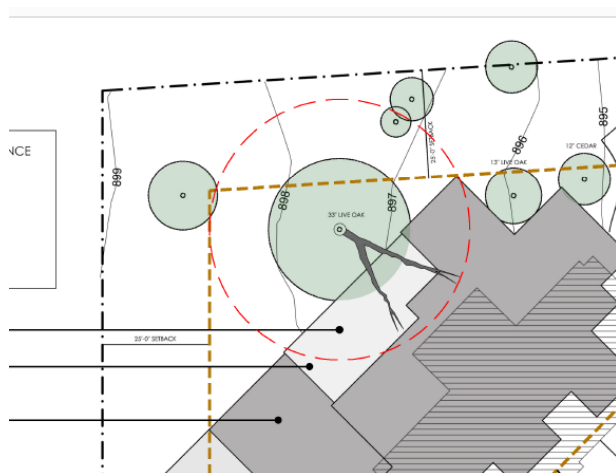


The second site plan shows moving the house forward, encroaching 15 feet into the required 50-foot setback parallel to the south and center property lines and 10 feet on the north front property line. By moving the house forward, the footprint will impact a 10-inch live oak at the front.



Additional Information since ZAPCO:

The applicant updated the application since the May 21, 2025, ZAPCO meeting. The additional information shows the proximity of the canopy of the 33-inch live oak in the backyard of the property.



They have also provided pictures and an arborist letter on the impact on building into the root zone and canopy of the tree. (Attachment 6).



Public Comments:

As of the date of the report, one comment in support has been received (Attachment 4).

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 recommendation

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

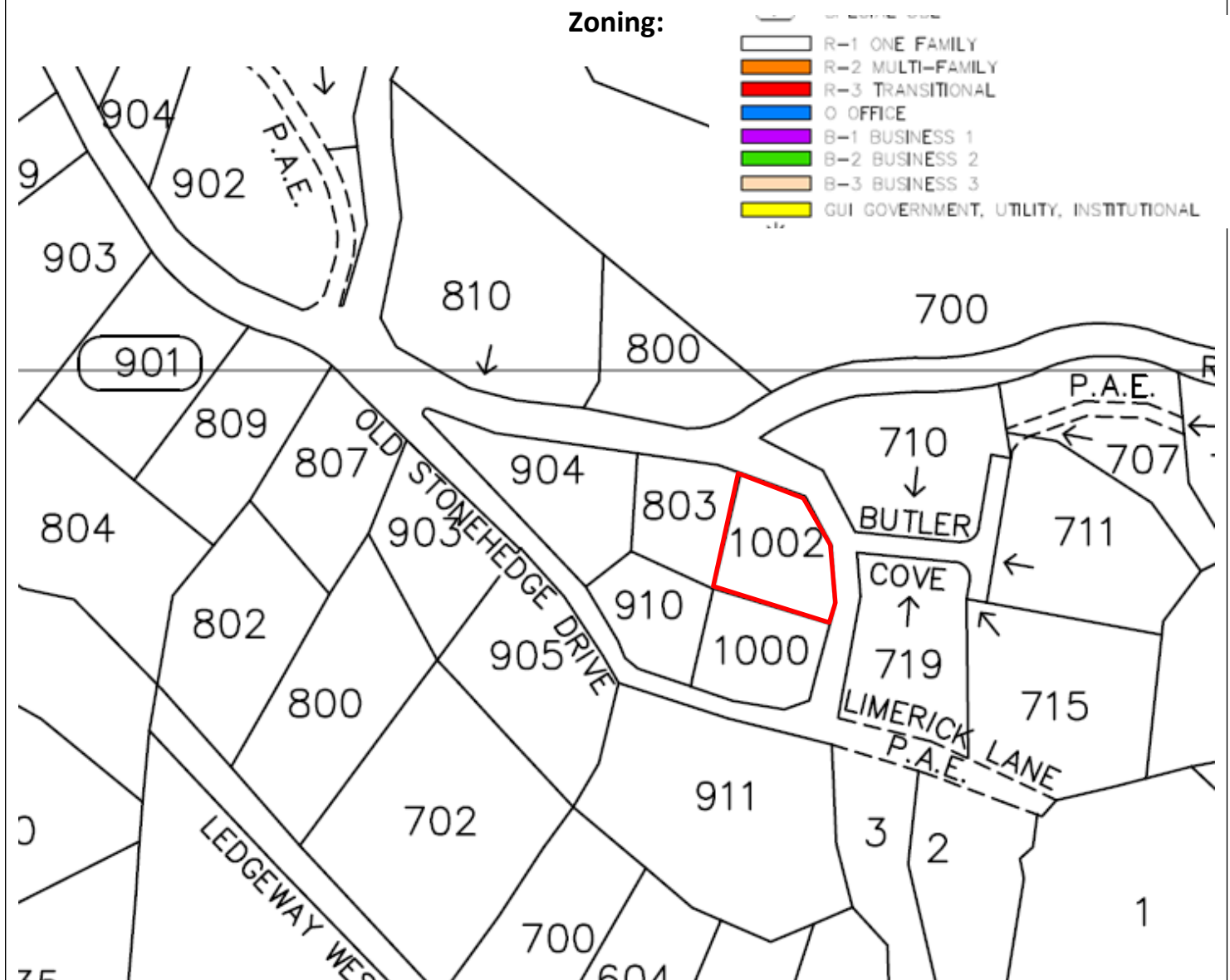
There is no change to the subdivision proposed with this application.

Comprehensive Planning Analysis

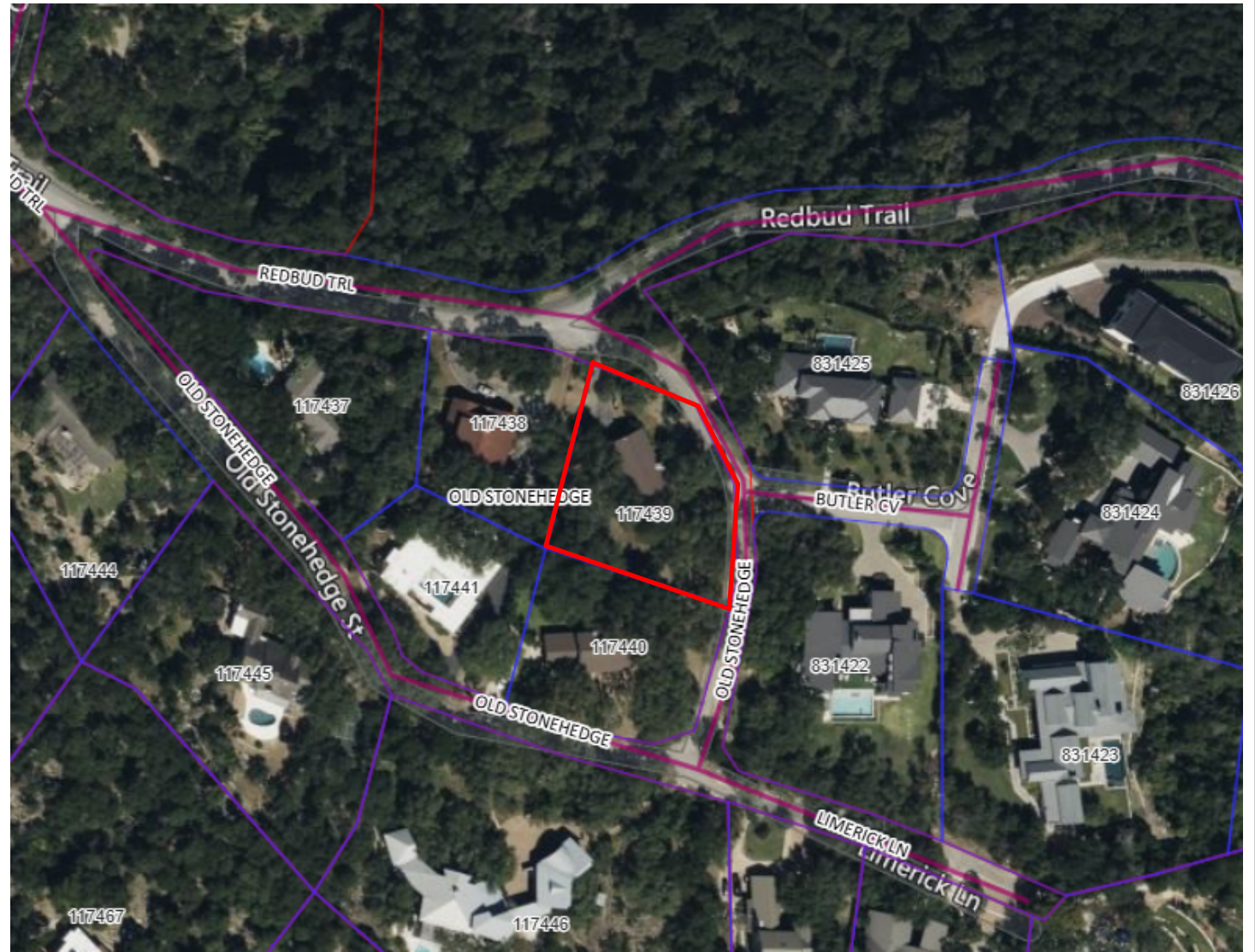
The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Section 22.03.275 Building setback distances](#)
- [Section 22.03.281 Schedule of Regulations](#)
- [Chapter 38 Article 38.05 Division 2 Variances](#)
- [Section 38.05.032 Conditions required for granting a variance](#)



Aerial:





CENTRAL TEXAS PERMIT PARTNERS
2880 Donnell Dr. | Suite 2802 | Round Rock, Texas 78664
Office: 512.937.0073
Tisha@permitpartnerstx.com

April 7, 2025

Zoning and Planning Commission
City of West Lake Hills
911 Westlake Drive
West Lake Hills, TX 78746

Re: 1002 Old Stonehedge Variance Request

Dear ZAPCO Members,

On behalf of the property owners, Gagandeep and Randeep Billing, we respectfully submit this letter to request a variance to reduce the front yard setback from 50 feet to 40 feet on one lot line, and to 35 feet on two lot lines fronting Old Stonehedge, for the property located at 1002 Old Stonehedge.

The existing home, constructed in 1981, predates the City of West Lake Hills Zoning Ordinances. Under the current R-1 zoning requirements for lots over 0.5 acres, a 50-foot front setback is required. The existing 1,936-square-foot home encroaches into this setback and is considered a legal nonconforming structure. The owners are proposing to demolish the current home and construct a new, larger residence that meets the needs of their family while complying with all other applicable city regulations.

We believe the requested variances are justified based on the following key considerations:

Non-conforming Status: The existing home holds a legal non-conforming status due to its placement on the lot. The current 50-foot front building setback, established after the home was built, now encroaches on three sides of the structure. As a result, any modification to the conditioned space requires a variance to comply with current setback regulations.

Unique Site Conditions: The property is a corner lot uniquely situated at the intersection of Old Stonehedge, Redbud Trail, and Butler Cove. Its pie-shaped configuration results in frontage on three of the lot's five sides, significantly limiting the buildable area. Although the lot measures 0.63 acres, its irregular shape and substantial frontage constraints result in conditions more consistent with lots under 0.5-acre, which allow a 30-foot front setback.

Preservation of Flora: The proposed design has been thoughtfully planned to minimize impact on the site's natural features. Reducing the front setbacks would allow for construction to avoid protected trees at the rear of the property, as well as the existing septic system, helping preserve the lot's natural terrain and vegetation.



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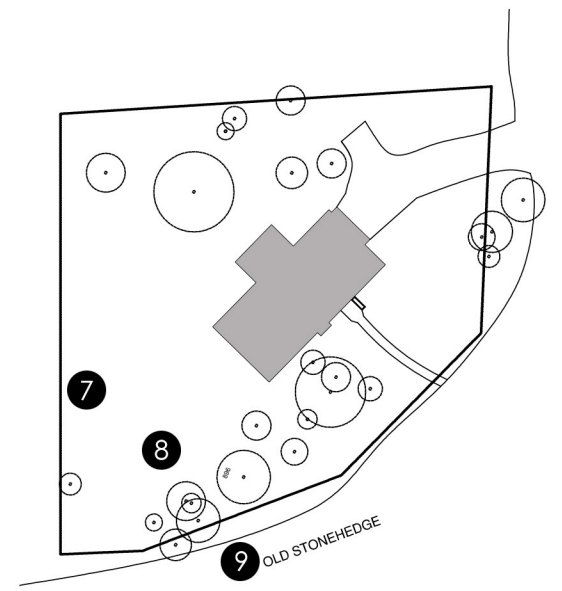
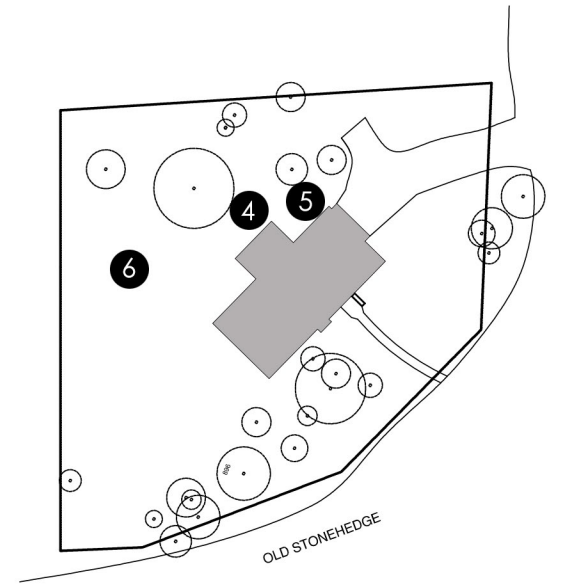
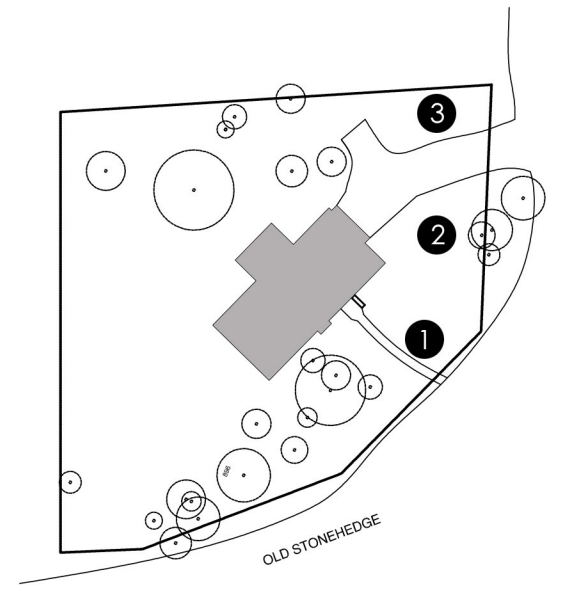
Included in this variance application packet are two conceptual site plans for your review. The first illustrates an option that retains the existing structure and adds within the allowable setback areas; however, this approach would impact the protected trees located behind the home and encroach upon the existing septic system. The second plan proposes new construction with front setback encroachments of 10 and 15 feet along Old Stonehedge, which allows the preservation of those trees and overall minimal disruption the site.

Thank you for considering our request. We are happy to provide any additional information or address any questions you may have regarding this application.

Respectfully,

Tisha Ritta
Central Texas Permit Partners
Tisha@permitpartnerstx.com

512-937-0073



1002 OLD STONEHEDGE - EXISTING PHOTOS



SEPTIC

OUTDOOR LIVING

3-CAR GARAGE

2-STORY DWELLING

NEW PROPOSED DRIVEWAY

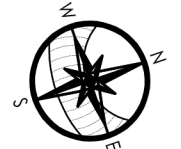
EXISTING DRIVEWAY
(TO BE REMOVED)

50' FRONT
YARD SETBACK

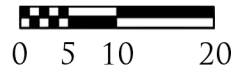
50' FRONT YARD SETBACK

50' FRONT YARD SETBACK

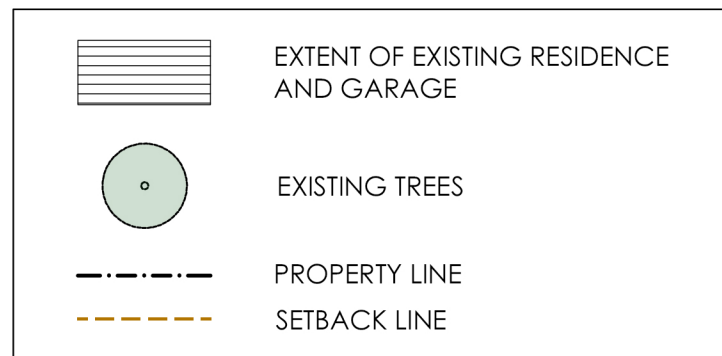
OLD STONEHEDGE



SCALE: 1:20



1002 OLD STONEHEDGE - CURRENT SETBACK REGULATIONS



SEPTIC

OUTDOOR LIVING

3-CAR GARAGE

2-STORY DWELLING

NEW PROPOSED DRIVEWAY

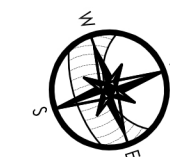
EXISTING DRIVEWAY
(TO BE REMOVED)

PROPOSED 40'
FRONT YARD SETBACK

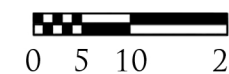
PROPOSED 35'
FRONT YARD SETBACK

PROPOSED 35'
FRONT YARD SETBACK

OLD STONEHEDGE



SCALE: 1:20



1002 OLD STONEHEDGE - PROPOSED SETBACK VARIANCE

Subject: Support for Variance Approval – 1002 Old Stonehedge

Dear Zoning and Planning Commission,

We are *Andrew Wicks & Bridgette Summers*, the next-door neighbors to 1002 Old Stonehedge, and we want to express our strong support for the approval of the requested variances for this property.

Gagan and Randeep have been highly considerate of their property and its impact on the surrounding area as they plan the development of their home. We believe their request is reasonable and aligns well with the character of the neighborhood.

We encourage the Planning & Zoning Commission and Board of Adjustment to approve the setback encroachment variance for their property. Please feel free to reach out if you have any questions or need further information.

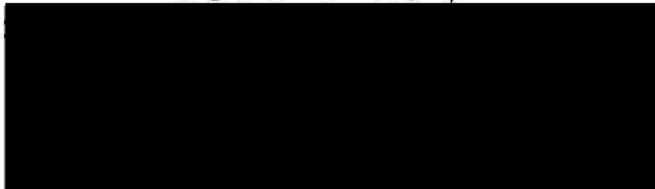
Best regards,

Names: *Andrew Wicks & Bridgette Summers*

Address: *803 Redbud Trail, West Lake Hills, TX*

Phone Number: *281-682-4054*

Emails



Andrew Wicks
Bridgette Summers
78746

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, May 21, 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: Absent (excused)
 - o Commissioner Karen Bartoletti: Present
 - o Commissioner Patrick Stewart: Present
 - o Commissioner Laurie Maccini: Present

2. **Citizen Communications:**

- a. Mindy Vescovo: 604 Rocky River Road
 - o Wants to urge commission to help educate public on removal of invasive non-native plant species
 - o Understands there is a settlement on Moore tract, but is not obligated to like what is happening on tract
 1. Learned that no permits are to be issued for the removal of dead oaks due to the risk of Oak Wilt
 - a. Concerned that Moore tract is removing live oak 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.

1. Approval of the April 16, 2025 Zoning and Planning Commission minutes
2. Report of previous ZAPCO cases acted upon by the BOA/Council

- a. **Action:** Commissioner Pledger moves for approval of the Consent Agenda
 - i. Commissioner Bartoletti Seconds
 - ii. Motion carries unanimously 4 - 0

4. **Land Use: 204 Westhaven Drive** – Consider action to make a recommendation for Lot 52R, a replat of 1.37 acres of Lot 52 of the Westlake Park Subdivision and 0.09 acres out

of lot 32 of the Barton Springs Estates Subdivision, within the city limits (Section 36.01.018 of the West Lake Hills Code).

Applicant: Kyle Quick, Austin Civil Engineering

a. Staff Report:

- i. Director Bills describes the replat and the conditions required for approval

b. Public Comments:

- i. None

c. Discussion:

- i. None

d. Action:

- i. Commissioner Bartoletti moves that the minor plat be forwarded to City Council with a recommendation of approval with conditions based on staff analysis.
 1. Commissioner Pledger seconds
 2. Motion carries unanimously (4-0)

Recommendation will be forwarded to City Council for consideration on May 28, 2025.

5. **Public Hearing: 9 Rocky River Cove** – Discuss and make a recommendation on a variance to allow:

1. An encroachment of 20 feet into the 50-foot front setback for the addition of a 2nd story over the existing nonconforming first floor (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).
2. An encroachment of 20 feet into the 50-foot front setback for the conversion of a portion of the garage.
3. An encroachment of 20 feet into the 50-foot front setback for the addition of 4 feet onto the front of the garage on the 1st and 2nd story.

Applicant: Tisha Ritta, Central Texas Permit Partners

a. Staff Report:

- i. Director Bills describes the variance requests for setback encroachments related to a proposed addition to an existing non-conforming structure.
- ii. Commissioner Stewart: Why are there 3 variance requests?

- i. The encroachments into the setback for the expansion and for the addition of a second floor can be considered separately with multiple requests.

b. Public Comments:

i. Tisha Ritta – applicant

- i. Home was built with 30-ft platted setback in mind
- ii. Addition of 4 feet is to allow for a staircase to the second floor
- iii. Approximately 274 total square feet of additional impervious cover for project
 - 1. Approximately 13.9% Impervious cover post-development
- iv. Commissioner Pledger: Can you articulate the hardship associated with this variance?
 - 1. Tisha Ritta: Existing non-conforming status, lot dimensions, and setbacks
- v. Commissioner Pledger: What's the hardship for extending the garage?
 - 1. Tisha Ritta: Existing garage is already difficult for parking. Adding the stairs to the second floor makes it more difficult.

c. Discussion:

- i. Commissioner Pledger: How is this not design-driven?
 - 1. Going over existing structure is not the same as expanding the structure further into the setback
- ii. Commissioner Bartoletti: Would support approval
- iii. Commissioner Maccini: Appreciates they are largely building over existing footprint and not asking to remove trees or encroach into undeveloped portions of setback.

d. Action:

- i. Commissioner Bartoletti moves that the variance requests be forwarded to the Board of Adjustment with a recommendation of approval based on hardships outlined in application
 - 1. Commissioner Stewart seconds
 - 2. Motion carries 3:1
 - a. Commissioner Pledger opposed

Recommendation will be forwarded to the Board of Adjustment for consideration on June 11, 2025.

6. **Public Hearing: 1002 Old Stonehedge**– Discuss and make a recommendation on a variance to allow for an encroachment of 15 feet into the 50-foot front setback for the construction of a new house (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).

Applicant: Tisha Ritta, Texas Permit Partners

a. Staff Report:

- i. Director Bills describes variance request for a front setback variance for the construction of a new residence.

b. Public Comments:

- i. Tisha Ritta: Applicant
 - i. Meeting setbacks would move home closer to tree and place house over existing septic system
 - ii. Lot is a hardship due to having frontage on multiple sides
 - iii. Proposed plan places more of the proposed house over existing foundation
- ii. Randeep Billing: Homeowner
 - i. Lot is pie-shaped, and is only 0.63 acres, only .13 acres larger than a lot that would allow a 30-ft setback
 - ii. Willing to adjust front porch to preserve 10" oak impacted by proposed setback encroachment

e. Discussion:

- i. Commissioner Maccini: Is this just a setback variance?
 - 1. Yes – 10" tree in front is protected, but does not require variance.
- ii. Commissioner Maccini: Appreciate wanting to move driveway for safety.
- iii. Commissioner Pledger: Could house be pushed back and meet setbacks?
 - 1. Yes. Tree exhibits generally represent critical root zone, but may not show full spread of the tree canopy
- iv. Commissioner Stewart: With new construction, the burden on compliance is greater. Septic isn't a hardship, as a 44yo septic system isn't going to be sufficient for a larger house
- v. Commissioner Bartoletti: Struggling to find a hardship
- vi. Commissioner Maccini: Should consider shape of front of lot's impact on new construction.
- vii. Commissioner Pledger: Moving back doesn't necessarily have to involve impacting the tree

f. Action:

- i. Commissioner Pledger moves that the variance be forwarded to the Board of adjustment with a recommendation of denial based on lack of hardship
 - 1. Commissioner Stewart seconds
 - 2. Motion carries unanimously (4-0)

Recommendation will be forwarded to the Board of Adjustment for consideration June 11, 2025.

7. Staff Briefing: Update on Moore Estates

a. Staff Report:

- i. Director Bills updates ZAPCO on development of Moore Estates subdivision on Westlake Drive
- ii. Commissioner Bartoletti: Did the City make any effort to advise the neighbors of what was in the settlement agreement?
 - i. We do not know what was communicated in the settlement agreement process, but the agreement was included in the subdivision process
- iii. Commissioner Bartoletti: Would encourage staff to reach out to the community
- iv. Commissioner Stewart: Would any of these houses have access to the Variance process?
 - i. That has not been determined
- v. Commissioner Maccini: Do the current footprints meet code?
 - i. Staff has not received full applications

b. Public Comment:

- i. Randy Lee
 - i. Tree cutting has not abided by noise ordinances
 - ii. Concerned about the loss of tree canopy combined with drought leading to additional fire risk

8. Adjournment - Chair Robert Meisel

- 1. Chair Mesel adjourns the meeting at 7:53pm

APPROVED:

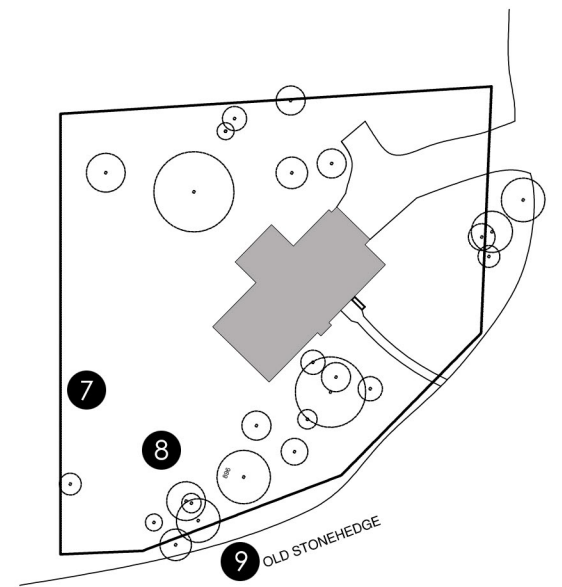
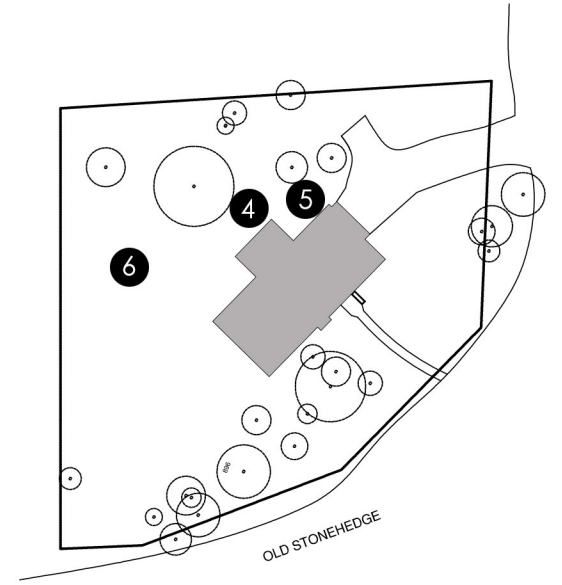
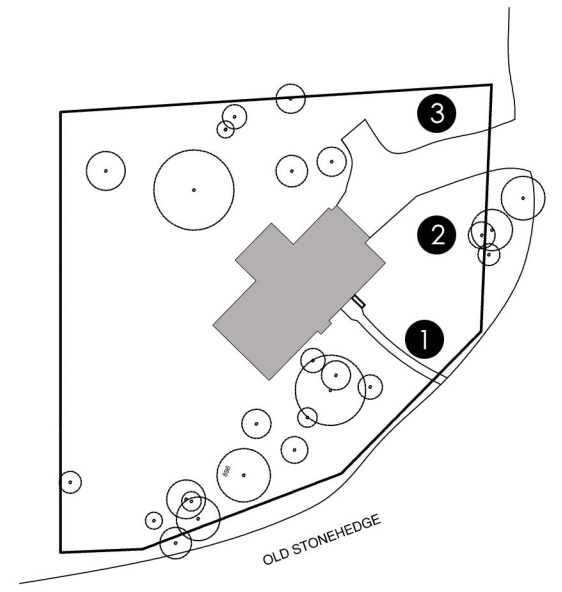
Robert Meisel, Chair

ATTEST:

Joel Sherrouse, Development Coordinator

These minutes were approved on _____, 2025.

DRAFT



1002 OLD STONEHEDGE - EXISTING PHOTOS



SEPTIC

OUTDOOR LIVING

3-CAR GARAGE

2-STORY DWELLING

NEW PROPOSED DRIVEWAY

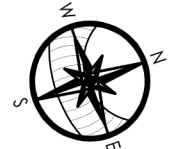
EXISTING DRIVEWAY (TO BE REMOVED)

50' FRONT YARD SETBACK

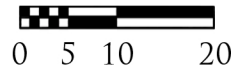
50' FRONT YARD SETBACK

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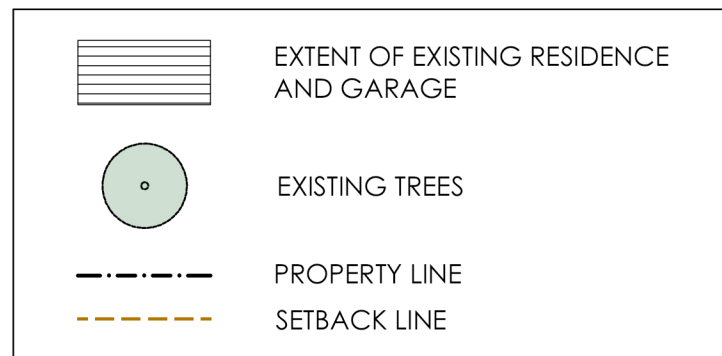
OLD STONEHEDGE



SCALE: 1:20



1002 OLD STONEHEDGE - CURRENT SETBACK REGULATIONS



SEPTIC

OUTDOOR LIVING

3-CAR GARAGE

2-STORY DWELLING

NEW PROPOSED DRIVEWAY

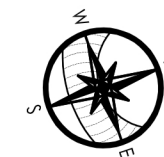
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(TO BE REMOVED)

PROPOSED 40'
FRONT YARD SETBACK

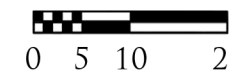
PROPOSED 35'
FRONT YARD SETBACK

PROPOSED 35'
FRONT YARD SETBACK

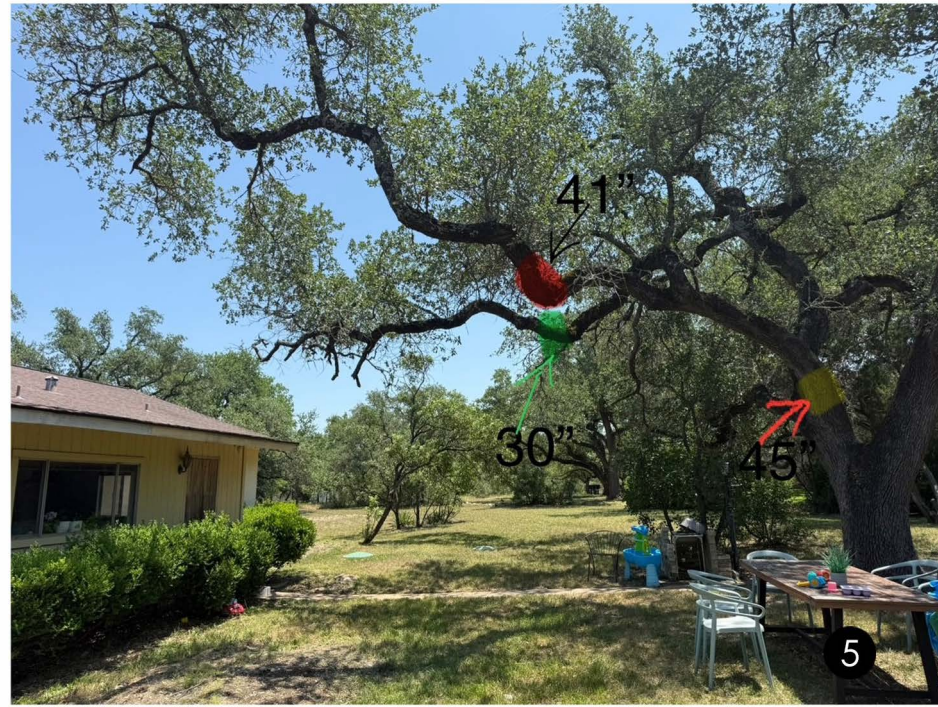
OLD STONEHEDGE



SCALE: 1:20



1002 OLD STONEHEDGE - PROPOSED SETBACK VARIANCE



Variance Recommendation
31” DBH Backyard Live Oak #7462
R Builders
1002 Old Stonehenge,
Austin, TX 78746.

Thank you for the opportunity to serve you on this task. Tree identification, inspection, and arboriculture consultation were performed by Davey trained arborists who through related training and on-the-job experience are familiar with the techniques and equipment used in such operations.

Assignment:

- Davey certified arborist and tree risk assessment qualified arborist, to inspect 1 Live Oak 7462 in backyard of property.
- Oak to be assessed for health and potential impacts of current setback requirements.
- Findings along with photos are to be provided.

Methodology:

A visual inspection of the trees was conducted on foot (May 27th 2025). Site plans were referenced while on site. Camera was used to collect photos.

Findings:

- Oak 7462 is healthy and considered to be in good condition. It’s DBH was measured at 31”.
- Current setback of 40’ from street would place foundation of home farther into critical rootzone of Oak and would cause the removal of a major limb in the Oak’s canopy.
- The impact of doing these things would likely cause a stress response in the Oak and decline of the Oak’s health would be expected.

Summary:

Current building ordinances require any new home construction to be set back 40’ from the street. On this home site it would require moving the foundation of any new buildings 5’+ closer to Oak #7462’s critical root zone. This Oak is the “keystone” tree for this property and in my opinion should be preserved. The current foundation sits just outside the Oak’s Critical Root Zone and movement of more than 1’ back would place the new construction in this Oak’s CRZ. It should also be noted that if the footprint was moved 40’ off the street a large limb from the Oak would need to be removed. This limb comprises just a bit more than 25% of the tree’s total green canopy. Removing this limb would likely cause a stress response in the Oak. Based on these 2 impacts I recommend making an exception to the standard 40’ offset rule in order to preserve the health of Live Oak 7462.

Please see the pages below with photos. If you have any questions about tree inspection on this site, please contact me at 512-451-4986 or by email at William.johnston@davey.com. I look forward to being of further service.

Thank you,

Will Johnston

Will Johnston | District Manager | South Austin
ISA Certified Arborist TX-4545A; T.R.A.Q.; TOWQ
P: 512.451.4986 | C: 512.507.4033



Figure 1. Live Oak 7462, full view of trunk and canopy.



Figure 2. Aerial view of current home and Live Oak. Red shaded arrow gives a rough idea of where current setback requirements would place footprint of home. Red Circle is the approximate location of Oak.

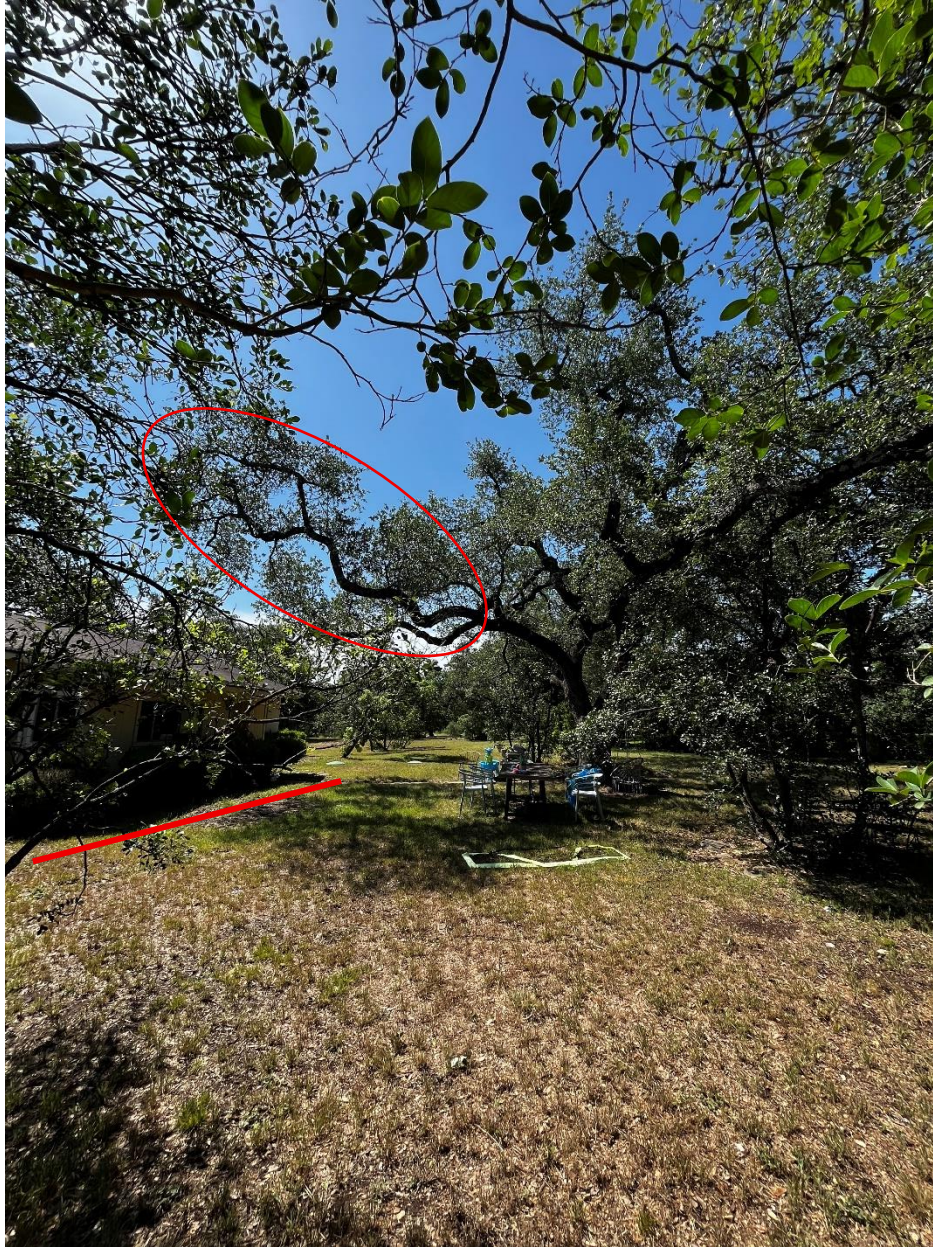


Figure 3. View of Oak from right side of backyard. Red line indicates approximate location of setback. Large limb circled in red will likely need to be removed to accommodate this. Moving the home farther back will put the footprint of the new home farther into the CRS of the back live Oak and necessitate the removal of a large limb that is likely 25% or more of the green canopy.



Figure 4. Alternate view of Oak from right side of backyard. Red line indicates approximate location of setback. Large limb circled in red will likely need to be removed to accommodate this.

Exhibit A

1002 Old Stonehedge – Front Setback 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 special conditions described in this application relate to the existing nonconforming structure, which was built prior to the City's implementation of more restrictive setback requirements and now encroaches into those setbacks. Per City Code, any modifications to a nonconforming structure require a variance. Additionally, the lot's unique pie-shaped configuration, combined with right-of-way frontage on three sides, greatly limits the available buildable area under the current 50-foot front setback requirement. While the lot measures 0.63 acres, its irregular shape and substantial frontage result in conditions more consistent with lots under 0.5-acre, which typically permit a 30-foot front setback.

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

The proposed New Construction is designed to minimize disruption to the natural flora, particularly the existing protected trees in the rear. Granting the requested variances will not result in significant disturbance to the natural terrain or loss of existing vegetation.

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

Under City Code, any modification to this nonconforming structure requires a variance. Alternatives that involve expanding the existing structure would interfere with protected trees and encroach upon the existing septic system. The proposed variance offers a solution that minimizes disturbance to the natural terrain while preserving existing trees and vegetation.

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

The variance requested is the absolute minimum required to alleviate the hardship, which pertain to the current stringent setbacks that were not in place when the house was originally built.

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

The existing structure is legally non-conforming, and the proposed front setback encroachment is minimal. It more closely reflects the front setback requirements for lots under 0.5 acres, which typically allow for a 30-foot setback. We believe this request remains consistent with the intent of the Zoning Ordinances and aligns with the goals of the City's Comprehensive Plan.

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

The requested variance is not anticipated to negatively impact neighboring properties, as the proposed new construction will maintain its current spatial relationship with adjacent lots, and the street-facing setback encroachments are minimal. The new home will remain largely in the same location as the existing structure, ensuring visual consistency and compatibility with the surrounding neighborhood. Additionally, letters of support have been received from nearby neighbors.

Exhibit B

1002 Old Stonehedge Road

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 applicant has not provided adequate proof of an unnecessary hardship on the property. The first site plan appears to be able to sufficiently meet all code requirements.

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

With small modification, the proposed building footprint can be changed in order to provide minimal impact to the existing trees at the rear of the house.

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

The house can meet the required setbacks with modification of the design.

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

The encroachment of the existing structure is less than the requested encroachment. The request for a 15-foot encroachment on the front setback is larger than the needed encroachment for the front of the house. Only the south corner encroaches 15 feet, not the entirety of the front of the house.

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

The Zoning Ordinance and Comprehensive Plan require larger setbacks along streets to preserve the rural nature along the public rights-of-way for vegetation and wildlife.

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

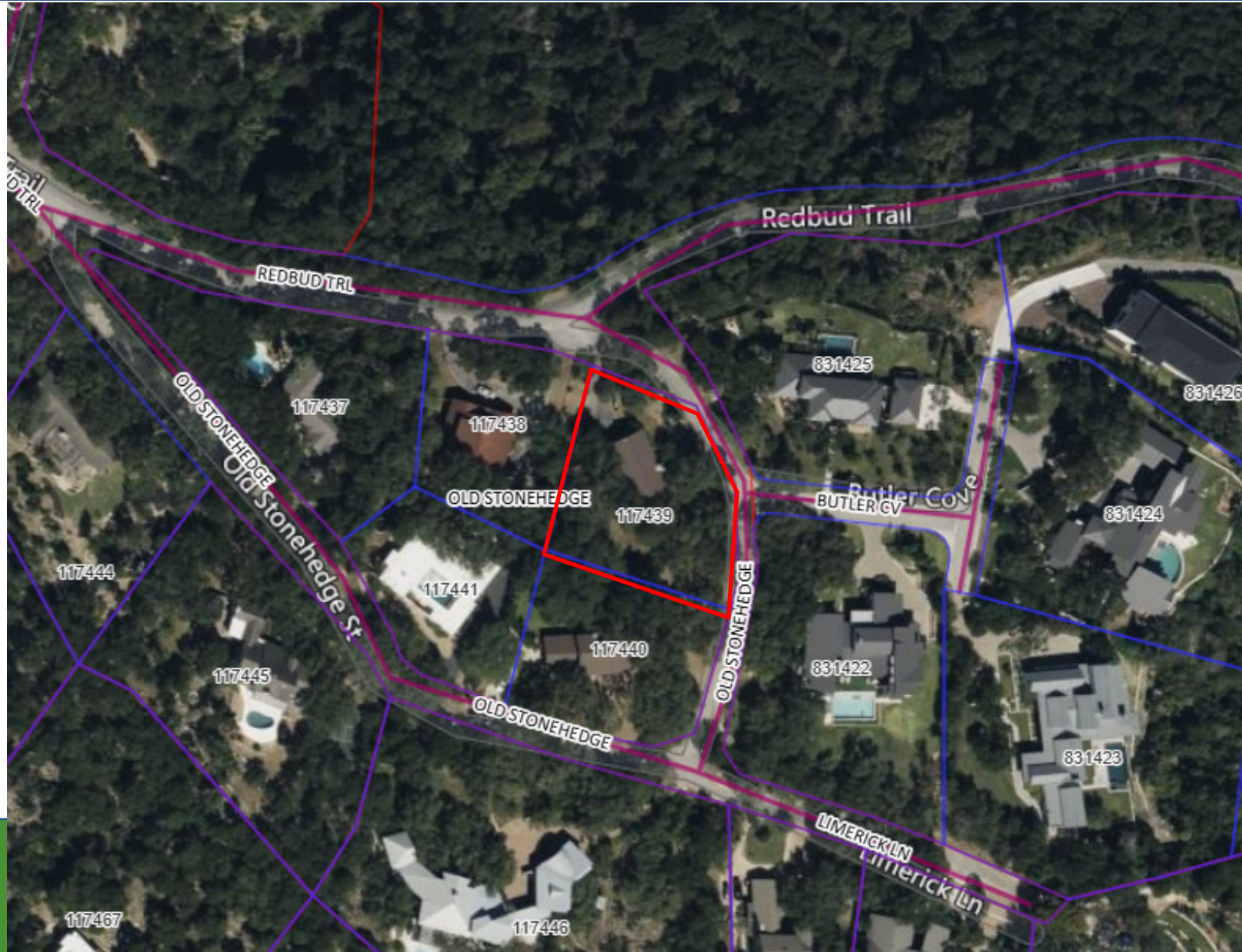
No neighbors have alleged any adverse impact from the encroachment.

1002 Old Stonehedge Dr.

6. Discuss and consider action on a recommendation from ZAPCO on a variance to allow for an encroachment of 15 feet into the 50-foot front setback for the construction of a new house (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).

Applicant: Tisha Ritta, Central Texas Permit Partners

1002 Old Stonehedge Dr.



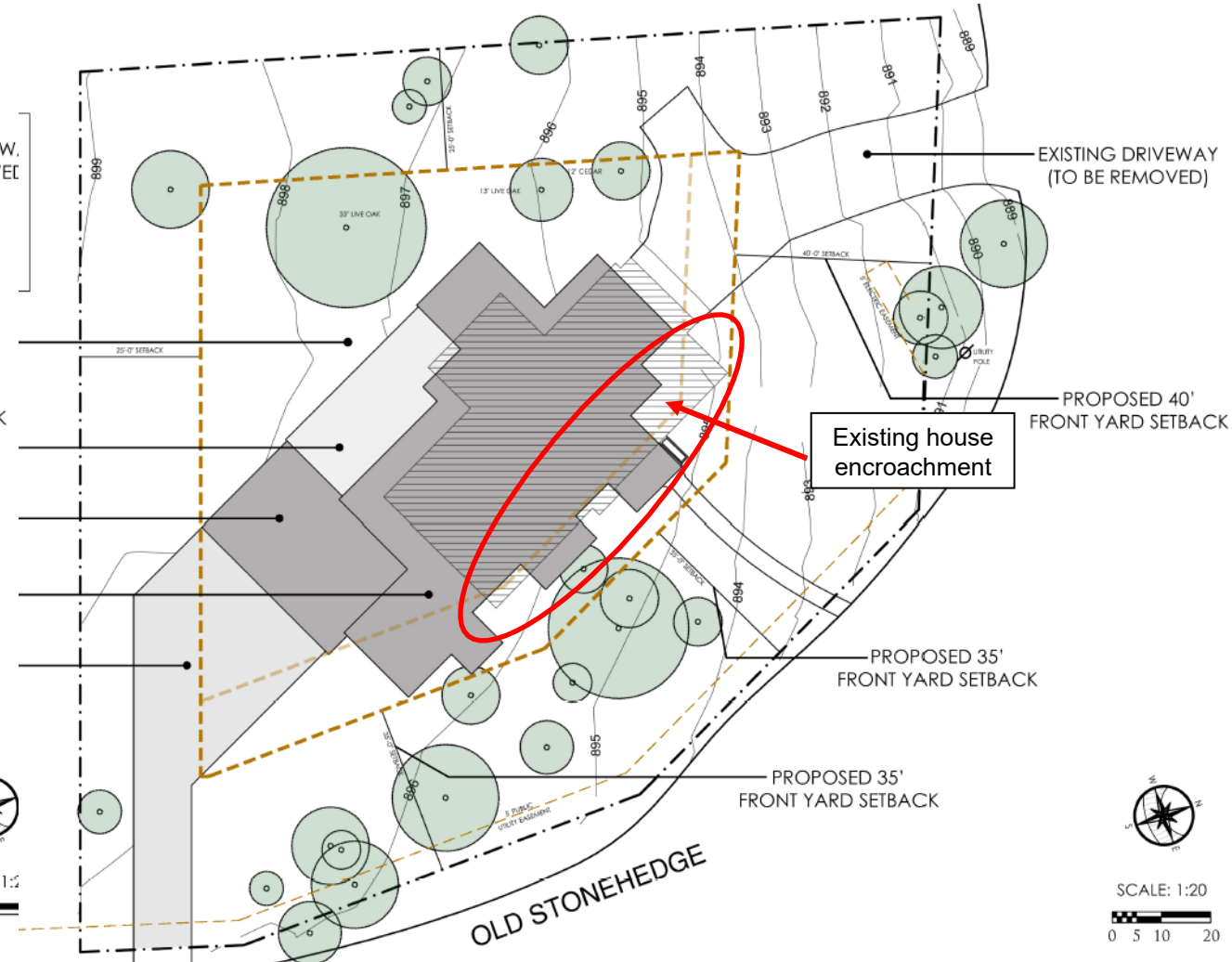
1002 Old Stonehedge Dr.

Existing house on the site was built in 1972. The existing house is a single story home with 1,936 sf of conditioned space, and approximately 2,440 sf footprint.

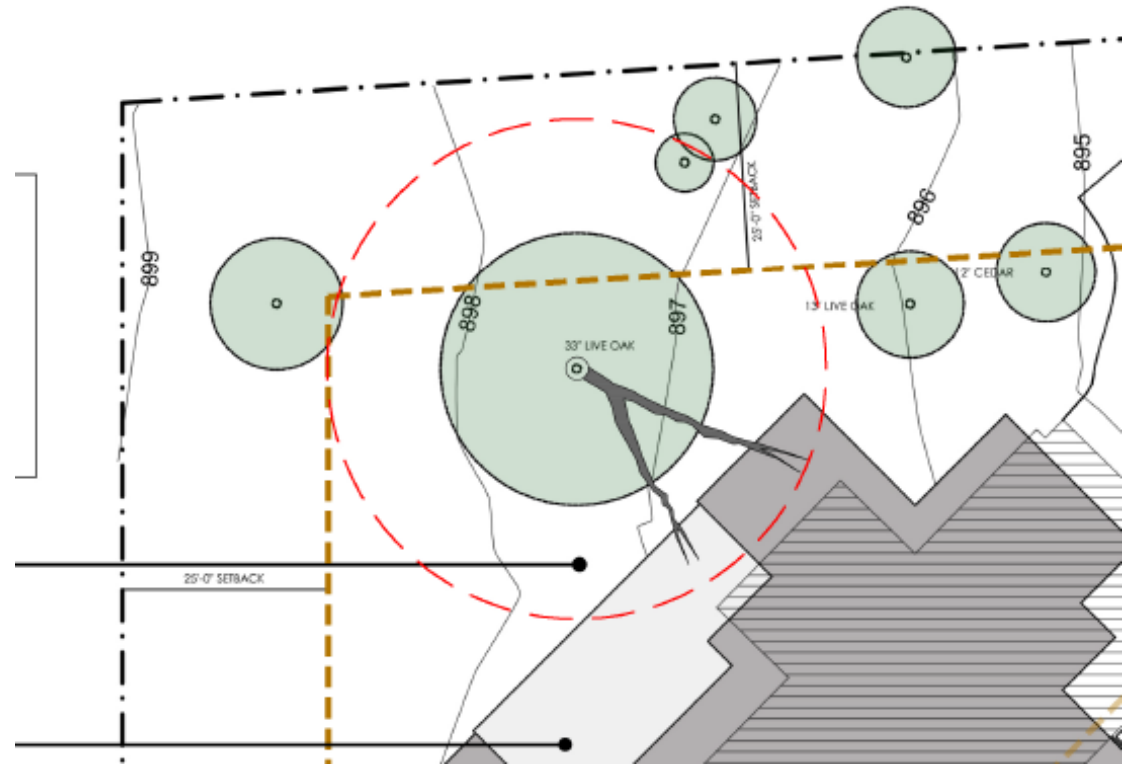
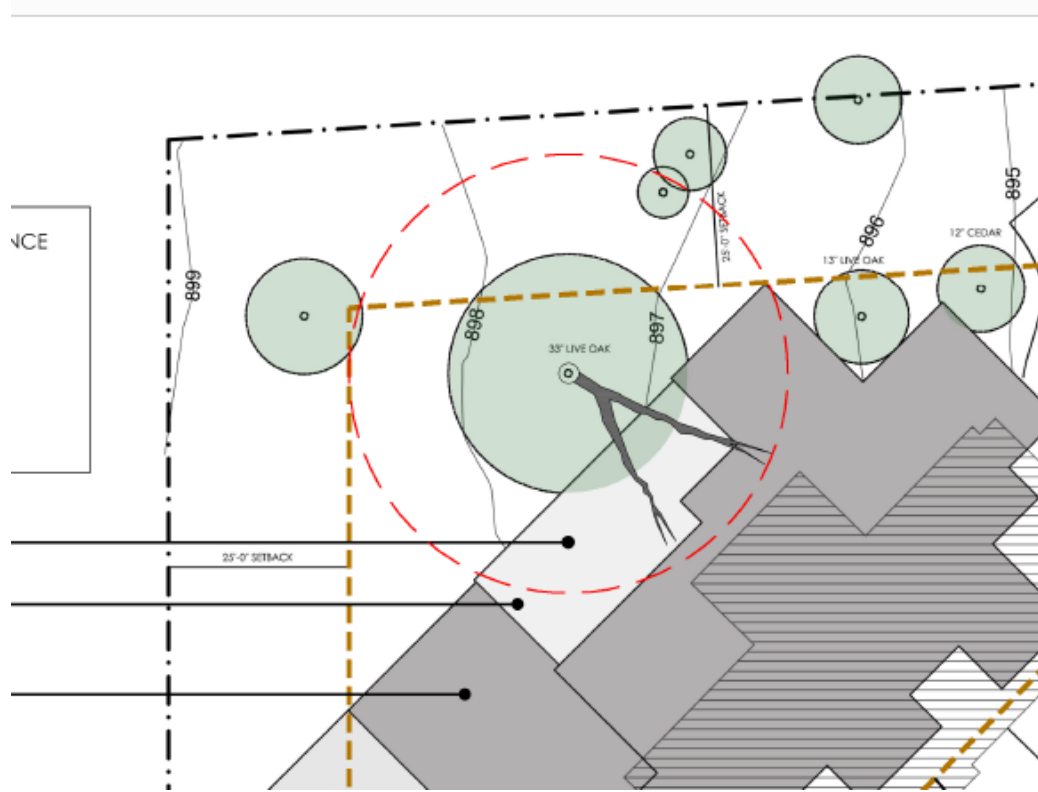
The existing home encroaches into the front setback along the front of the building up to 10 feet at corner.

Applicant is requesting to demolish the existing structure and encroach into the 50-foot front setback 15 feet.

1002 Old Stonehedge Dr.



1002 Old Stonehedge Dr.



1002 Old Stonehedge Dr.



1002 Old Stonehedge Dr.

Staff recommend denial of the variance request, on the following basis:

- The existing house only encroaches 10 feet for a small part of the front north corner.
- No evidence has been provided that shows the existing septic is adequate for a new house and that it cannot be moved to a different location. The front yard is down slope from the house, which would be a better location for the field.
- While the proposed footprint gets closer to protected trees in the rear, construction can be modified to avoid the ½ critical root zone of both trees. With the encroachment, a 10-inch tree would be impacted.

Public Comment: One written comment in support to the variance was provided in the packet.

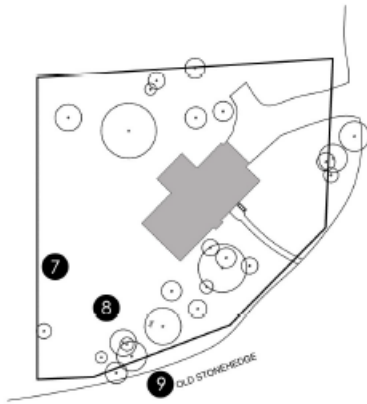
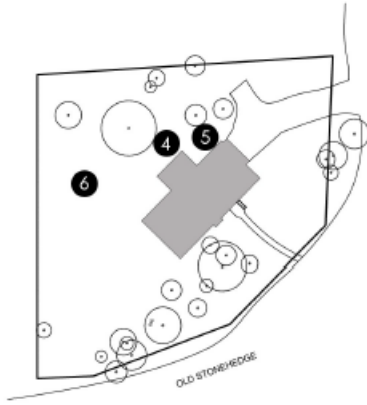
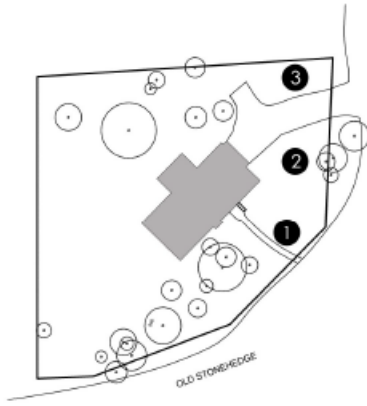
The Zoning and Planning Commission reviewed this item at the regular May 21, 2025 meeting. The commission voted 4-0 to recommend denial due to lack of hardship, as the proposal is for new construction and should comply with current regulations.

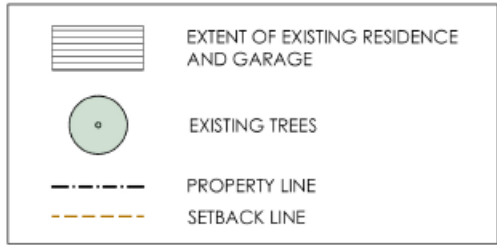
1002 Old Stonehedge Dr.

Applicant Presentation



Applicant Presentation





SEPTIC

OUTDOOR LIVING

3-CAR GARAGE

2-STORY DWELLING

NEW PROPOSED DRIVEWAY

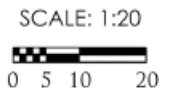
EXISTING DRIVEWAY
(TO BE REMOVED)

PROPOSED 40'
FRONT YARD SETBACK

PROPOSED 35'
FRONT YARD SETBACK

PROPOSED 35'
FRONT YARD SETBACK

OLD STONEHEDGE



1002 OLD STONEHEDGE - PROPOSED SETBACK VARIANCE





