



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF ZONING & PLANNING COMMISSION (ZAPCO) REGULAR MEETING
Wednesday, August 20, 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 20th day of August 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:

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 August 20, 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 July 16, 2025 Zoning and Planning Commission Minutes.
 - b. Approval of the August 5, 2025 Special ZAPCO meeting minutes.
 - c. Report of previous ZAPCO cases acted on by the BOA/City Council.
4. Public Hearing 1206 Yaupon Valley: Discuss and make a recommendation for the rezoning of Lot 9 of Stonehedge Estate Block X from R-2, Two-Family Residential District to R-1, One-Family Residential District (Section 38.05.092 of the West Lake Hills Code).

Applicant: John Hussey, Site Specifics

5. **Public Hearing 1801 Basin Ledge:** Discuss and make recommendations on a proposed variance to allow for the removal of one tree 14 inches and greater (Tree 70, 14-inch cedar) (Section 22.03.304 of the West Lake Hills Code).

Applicant: James Gatlin, JAG Permits

6. **Public Hearing 1801 Basin Ledge:** Discuss and make recommendations on the proposed variances:
 1. To allow for a septic tank to encroach 15 feet into the 25-foot side setback (Section 22.03.276 and 22.03.281 of the West Lake Hills Code of Ordinances), and
 2. For excavation and grading, greater than 18” in the building setback (Section 22.03.170 – Site Disturbance (Excavation, Grading, or Filling).

Applicant: James Gatlin, JAG Permits

7. **Public Hearing 477 Cortona Drive:** Discuss and make a recommendation on a variance to encroach 20 feet into the 25-foot side setback with a backup generator (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).

Applicant: David Bravo, Bravo Interior Design

8. **Public Hearing 912 Calithea Road:** Discuss and make recommendations on proposed variances:
 1. To allow for a second driveway on a residential lot where one is the maximum (Section 22.03.175(E)(2): Driveway Standards)
 2. To install a new septic tank encroaching on the 25-foot side building setback (Section 22.03.276: Setbacks for accessory structures)
 3. To install a new septic tank encroaching on the 25-foot side building setback (Section 22.03.281: Dimensional Regulations)

Applicant: Ross Smith, South Town Dream Homes

9. **Public Hearing 217 Reveille Rd.:** Discuss and make recommendations on proposed variances:
 1. To allow for a driveway to encroach approximately 2 feet into the 10-foot driveway setback (Section 22.03.175(A)(2): Minimum side parking setback)
 2. To allow for a driveway with a width of 7 feet where 12 feet is the minimum (Section 22.03.175(F): Minimum driveway width)
 3. To keep an existing non-conforming second driveway where only one is allowed by

- code (Section 22.03.175(E)(2): Driveway standards)
4. To keep existing non-conforming parking spaces not located behind the dwelling unit (Section 22.03.175(H)(1): Parking locations in the R-2 district)
 5. To keep existing non-conforming parking spaces underneath a portion of a dwelling unit (Section 22.03.175(H)(4): Parking prohibited under any portion of dwelling unit)

Applicant: Nathan Quiring, Clayton Korte

10. Adjournment. Chairman Robert Meisel.

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

Certificate

I certify that the above Notice of the August 20, 2025 Zoning & Planning Commission Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, August 15, 2025 at 5:00 pm. and will remain posted continuously until said meeting is convened.

By Joel Sherrouse, Development Coordinator

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).