



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, October 8, 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 8th day of October 2025 at 7:00 p.m., in the Council Chamber, Municipal Complex, 4010 Bee Cave Road, 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 October 8, 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 approval of the September 10, 2025 Regular Meeting Minutes.
4. Land Use 217 Reveille Road - Discuss and consider action on recommendations from ZAPCO 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)

Applicant: Nathan Quiring, Clayton Korte.

5. **Land Use 207 Yaupon Valley Road** - Discuss and consider action on a recommendation from ZAPCO on variances:

1. To allow for grading on a slope of 35% or greater (Drainage and Erosion Control Design Manual Section 7.4.1); and
2. To allow for closed fill greater than 6 feet on slopes with a grade between 0% and 35% (Drainage and Erosion Control Design Manual Section 7.4.1).

Applicant: Davin Fillpot, Architect LLC.

6. **Land Use 1206 Yaupon Valley Road** - Discuss and consider action on a recommendation from ZAPCO on variances:

1. For encroachments of up to 20 feet into the 25-foot side setbacks for a primary building (Section 22.03.275 and 22.03.281);
2. For encroachment of up to 25 feet into the 50-foot front setback for a primary building (Section 22.03.275 and 22.03.281);
3. For encroachment of up to 25 feet into the 25-foot side setback for a pool and pool enclosure (Section 22.03.276 and Section 22.03.281);
4. For encroachments of up to 35 feet into the 50-foot front setback for a pool, pool enclosure, and garage (Section 22.03.276 and Section 22.03.281);
5. To allow redevelopment of a site with impervious cover of 30% where 25% is the maximum allowed by code (Section 22.03.281).

Applicant: John Hussey, Site Specifics.

7. Adjournment

Approved by: James Vaughan, Chair

Certificate

I certify that the above Notice of the October 8, 2025 Board of Adjustment Regular Meeting was posted on the bulletin board at the Municipal Complex, 4010 Bee Cave Road, West Lake Hills, Texas on Thursday, October 2, 2025 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Terry Blanchard, City Secretary

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

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

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, September 10, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Chair Vaughan called the meeting to order at 7:01 p.m.

BOARD MEMBERS PRESENT:

Chair James Vaughan
Gordon Bowman
Dana Harmon
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Finance Director Vonda Ragsdale
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes
City Attorney Charles E. Zech

Meeting was suspended at 7:01 p.m.

Meeting was reconvened at 7:05 p.m.

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. Consent Agenda Discuss and consider action to approve the August 13, 2025 Regular Meeting Minutes.

MOTION: Upon a motion made by Board Member Harmon 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. Land Use 1801 Basin Ledge - Discuss and consider action on a recommendation from ZAPCO on proposed variances
- a. 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
 - b. 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.

Director Bills gave a summary. No public comments have been received. After review, the engineers recommended denial of the request based on information provided. ZAPCO recommended denial.

MOTION: Upon a motion made by Board Member Walker and a second by Board Member Harmon, the Board voted five (5) for and none (0) opposed to deny the variances as requested. Motion carried.

5. Land Use 912 Calithea Road - Discuss and consider action on recommendations from ZAPCO 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.

Director Bills gave a summary. Two citizens spoke in opposition at the ZAPCO hearing. Three citizens did not wish to speak but recorded their opposition to the variances. ZAPCO recommended denial.

The following individuals spoke on these requests:

- Ross Smith (builder/contractor) - Mentioned safety risk due to steep slope.
- Dr. Charlotte Howard (owner) - Read a prepared statement. Stated that the septic variance is needed due to the deterioration of the existing system. She stated that the driveway variance to create a circular drive would be an asset and beneficial to the neighborhood. Feels that the neighbors don't want the variances because they think the short-term rental would reopen. Dr. Howard said that the property will no longer be used as an STR, and would agree to sign a legal document to that effect, if necessary. If approved, the build would begin in October and last approximately four months. The goal is to bring functionality and safety to the property.
- Patrick Johnson (917 Calithea) - Three of the five neighbors on this street are opposed to the driveway. Applicant does not live on this street; she is the landlord. Two parking spots on the street have been designated for this property. The previous nine-month project extended for almost two years. The neighbors would like to preserve the quiet, natural street as much as possible. There is no opposition to the septic variance.
- Brian Knowlton (finacé/spouse) - The STR didn't work. Met with neighbors and city administrators to try and correct the issues. The street has the same problem as the driveway - narrow and steep. This variance is meant to improve the situation. The pool project will begin soon and the projects could run concurrently.
- Cortney Johnson (917 Calithea) - Asking the Council to deny the request. She supports the septic replacement, but not the driveway. This issue is not about the STR as that

issue was resolved. There doesn't seem to be a hardship to justify the request. The Council should care about setting precedents.

- Frank Phillips (919 Terrace Mountain) - Did not wish to speak but recorded his opposition to the variances.

MOTION: Upon a motion made by Chair Vaughan and a second by Board Member South, the Board voted five (5) for and none (0) opposed to deny variance request #1. Motion carried.

MOTION: Upon a motion made by Chair Vaughan and a second by Board Member Harmon, the Board voted five (5) for and none (0) opposed to approve variance requests #2 and #3 conditional upon staff concurrence that the septic system is failing. Motion carried.

6. Land Use 217 Reveille Road - Discuss and consider action on recommendations from ZAPCO 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.

Director Bills gave a brief summary. No public comments were received. ZAPCO recommended approval of variances #1, #2, #4, and #5 with denial of variance #3.

Clay Korte (owner) stated that he purchased the duplex in 2008 and uses both sides for himself. He doesn't want to get rid of the circular drive or the carport. He would like more storage area and a driveway in the back to allow more parking (and to keep cars off of the street).

Laurie Maccini (202 Reveille) has lived in her home for thirty years. She has no issue with the circular drive, but does have issues with the back driveway. After review of the plans, it appears that a large garage is being proposed.

Council convened into Executive Session at 8:23 p.m. pursuant to Texas Local Government Code 551.071 for consultation with attorney.

Council reconvened in Open Session at 8:32 p.m. The item has been postponed until the October BOA meeting to allow the city attorney additional time to review the requests.

7. Adjournment

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 adjourn the meeting at 8:38 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, CHAIR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on October 8, 2025.



AGENDA REPORT

Meeting Date:	<u>October 8, 2025</u>	Item Number:	<u>4</u>
Department:	<u>Building & Development</u>		
Prepared By:	<u>Jennifer C. Bills</u>	Cost / Budget:	<u>None</u>
Exhibits:	<u>See Attached</u>	Source of Funds:	<u>N/A</u>

Subject

217 Reveille Rd.: Discuss and consider action on a recommendation from ZAPCO on proposed variances:

1. To allow for a driveway to encroach 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 is the minimum (Section 22.03.175(F): Minimum driveway width)

Applicant: Nathan Quiring, Clayton Korte

Recommendation

Discuss and consider action on if the following conditions are fulfilled:
The applicant has established by competent evidence that:

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 Board of Adjustments, in performing their respective duties in reference to applications for variances, may be guided by the interpretative criteria listed in the variance criteria in the report.
6. The Zoning and Planning Commission can recommend imposition of reasonable conditions upon granting a variance if the conditions are related to the subject of the variance.

This item was reviewed by the Zoning and Planning Commission on August 20, 2025 and the following criteria used:

The variance may violate the intent of this chapter or the goals of the city’s comprehensive plan; and

1. The variance may have an adverse effect on neighborhood properties or interfere with the respective owners’ enjoyment thereof.

ZAPCO recommended approval by a vote of 4-1 (Maccini opposed), of variances 1, 2, 4, and 5 with the condition that the second driveway curb cut be removed (denial of variance 3) based on an determination that the

variances do not violate the intent of the chapter, will not impact trees, will not violate parking regulations, and that the variances as recommended will not have an adverse impact on neighboring properties.

This item was reviewed at the September 10, 2025 Board of Adjustment meeting and was postponed to October 8, 2025 meeting for further legal review related to the existing non-conforming driveways and carport. The three previous items were removed, and approval of the variances will not affect the non-conforming items.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Clay Woody

Legal Description: Resubdivision of Joe Smith Block B, Lot 6

Lot Size: 0.6862 acres

Zoning: R-2 Two-Family Residential

Wastewater: Private on-site sewage facility (public sewer not available)

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

Background:

The property at 217 Reveille was built in 1970. The structure is two units with 2,108 sf of conditioned space, with 5,732 sf of improvements on site. There is an existing non-conforming u-driveway (two driveway cuts) and a covered front carport.

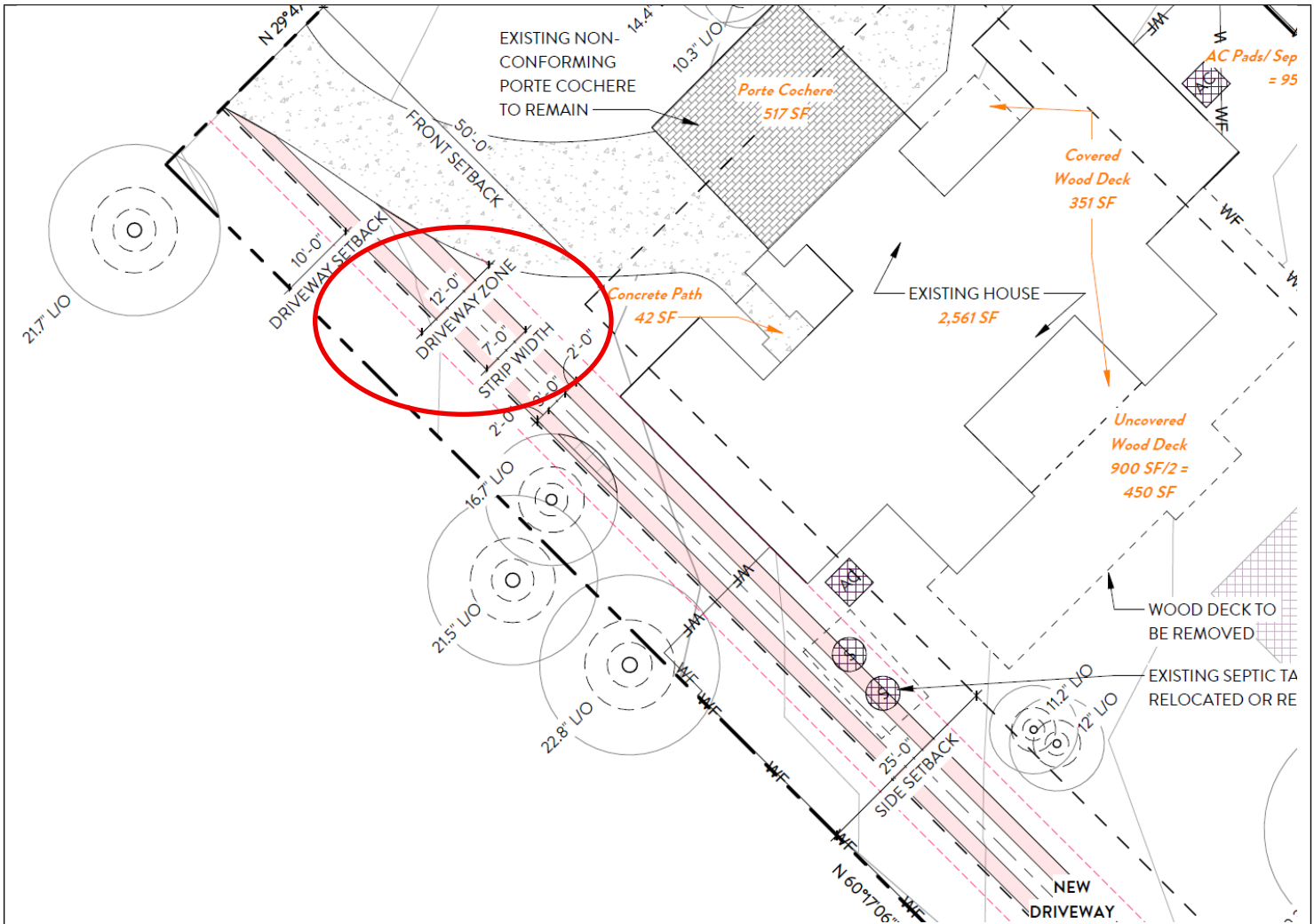
Analysis:

Driveway Setback Code Requirements

- Section 22.03.175 Off-Street parking and parking pad requirements in residential areas.
 - (a) Off-street parking and loading areas, including parking pads, shall be located no closer to street right-of-way lines and to lot boundary lines than the applicable minimum distances prescribed in the following schedules:
 - (1) The minimum setback distance for driveways and parking areas from street right-of-way lines shall be 20 feet. Excluded from this setback is the first 20 feet of the driveway that connects to the adjacent street.
 - (2) **The minimum setback distance for driveways and parking areas from boundary lines shall be 10 feet. Excluded from this setback is the first 10 feet of the driveway that connects to the adjacent street.**

Request:

To encroach approximately 2 feet into the 10-foot side setback with the driveway area on the southwest side of the property. With a variance to the width for strips, the paved area would not encroach, but the area that body of a vehicle would encroach into the 2-foot driveway setback.

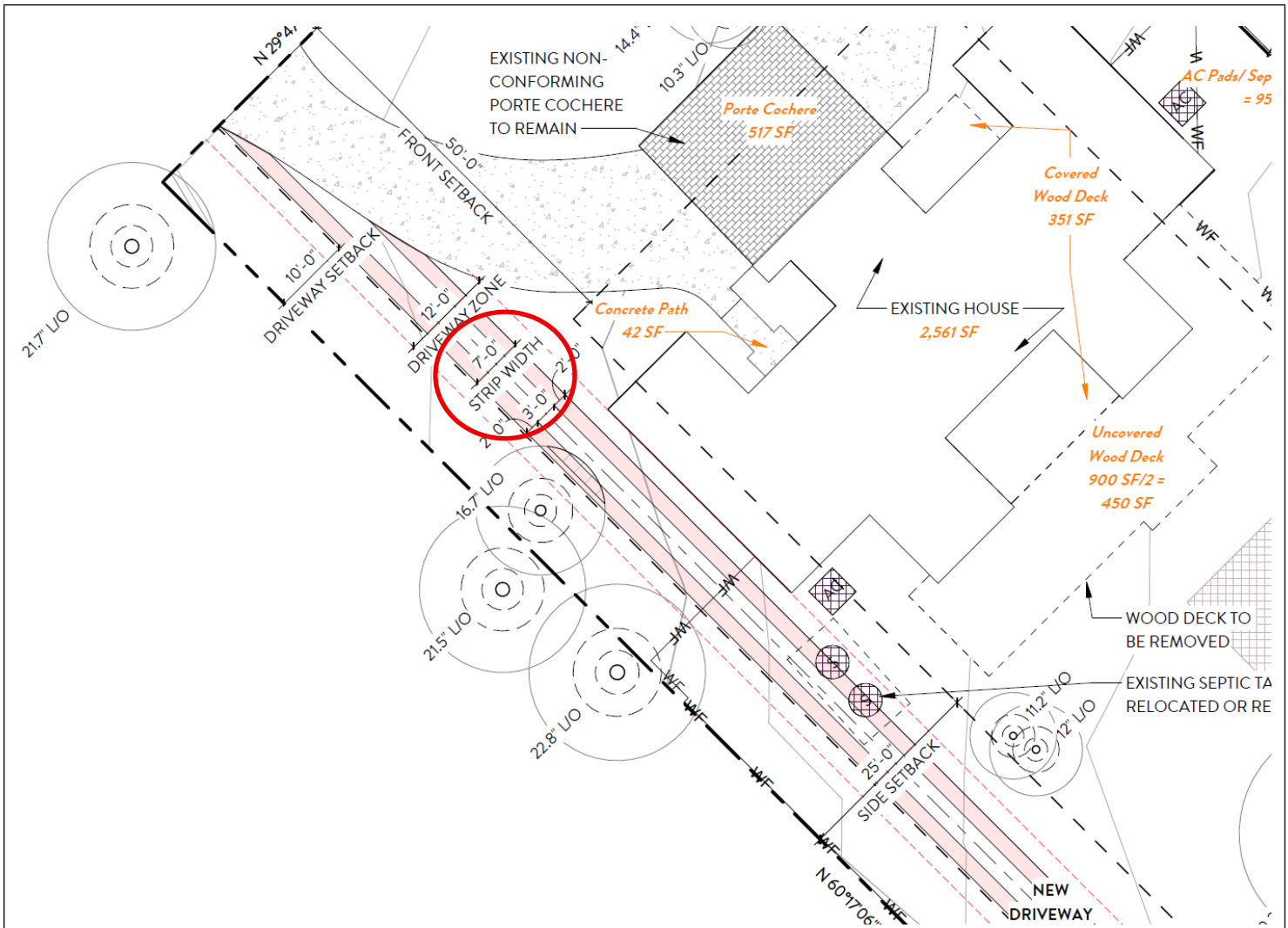


Driveway Width Code Requirements

- Section 22.03.175. Off-street parking and parking pad requirements in residential areas.
 - (f) Residential driveways shall not be less than 12 feet in surface width.

Request:

To construct driveway wheel strips that provide 7 feet of driving surface width. To construct a driveway of the required width, the site would go over the impervious cover maximum without removing existing impervious cover.



Variance Criteria Review:

Per Section 22.03.511 (c) Procedure and notice, the requested variances shall be administered in compliance with the rules established by sections 38.05.031 through 38.05.034.

(h) Section 38.05.031. Provisions subject to variance.

Variances may be granted by the board of adjustment to the provisions of this chapter in accordance with the rules and conditions of this division. A variance may not be granted, however, to authorize a change of use. Variances run with the land, but each variance is specific to the project for which it was granted.

(i) Section 38.05.032. Conditions required for granting variance.

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

(j) The applicant has established by competent evidence that:

- a. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.
- b. There will not be unreasonable disruption of the natural terrain or unreasonable

destruction of existing flora.

- c. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
 - d. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
- (k) The recommendation of zoning and planning commission shall include an analysis of whether:
- a. The variance may violate the intent of this chapter or the goals of the city's comprehensive plan.
 - b. (Reserved).
 - c. (Reserved).
 - d. The variance may have an adverse effect on neighborhood properties, or interfere with the respective owners' enjoyment thereof.

Section 38.0.033. Interpretative criteria.

The board of adjustment and the zoning and planning commission, in performing their respective duties in reference to applications for variances, may be guided by these interpretative criteria:

- (l) Variances from the terms of this chapter should be granted sparingly.
- (m) Deviations from the requirements of this chapter are justified only where the hardship resulting from their application is substantial.
- (n) Usually, the granting of a variance must be predicated on a finding that the applicant's hardship arises from unusual conditions or circumstances, such as exceptional irregularity of shape or topography, which are peculiar to the parcel of land involved and not shared generally by other parcels in the neighborhood or district, or because no other reasonable alternative is available that will alleviate the unnecessary hardship complained of.
- (o) Normally, a variance is to be denied if conditions or circumstances relied on for a variance were self-created by the person having an interest in the property in disregard of city regulations.
- (p) The variance shall not violate the goals of the master plan for the city.
- (q) The variance shall not have an adverse effect on neighborhood properties or unreasonably interfere with the respective owners' enjoyment thereof.
- (r) The fact that lots, structures, uses or dimensional conditions on properties or structures within 200 feet of the property involved are, because they are nonconforming or because of previously granted variances, similar to the condition which would be created by the variance requested shall be relevant to, but not determinative of, the granting of the requested variance.
- (s) See section 22.03.009(c) for variances to enable the efficient use of solar energy devices.
- (t) When considering variance requests for nonresidential projects, whether granting the variance

further achievement of the land planning principles set forth in the City's Master Plan, Attachment "B," as codified in the Code of Ordinances.

Section 38.05.035. Conditions.

The city council can impose, and the zoning and planning commission can recommend imposition of reasonable conditions upon granting a variance if the conditions are related to the subject of the variance. When considering variance requests for nonresidential projects, whether, the City can recommend the imposition of reasonable conditions that are necessary to achieve one or more of the land planning principles set forth in the City's Master Plan, Attachment "B", as codified in chapter 28 of the Code of Ordinances.

Public Comments:

At the time of the report, no written comments have been received in favor or in opposition of the request.

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

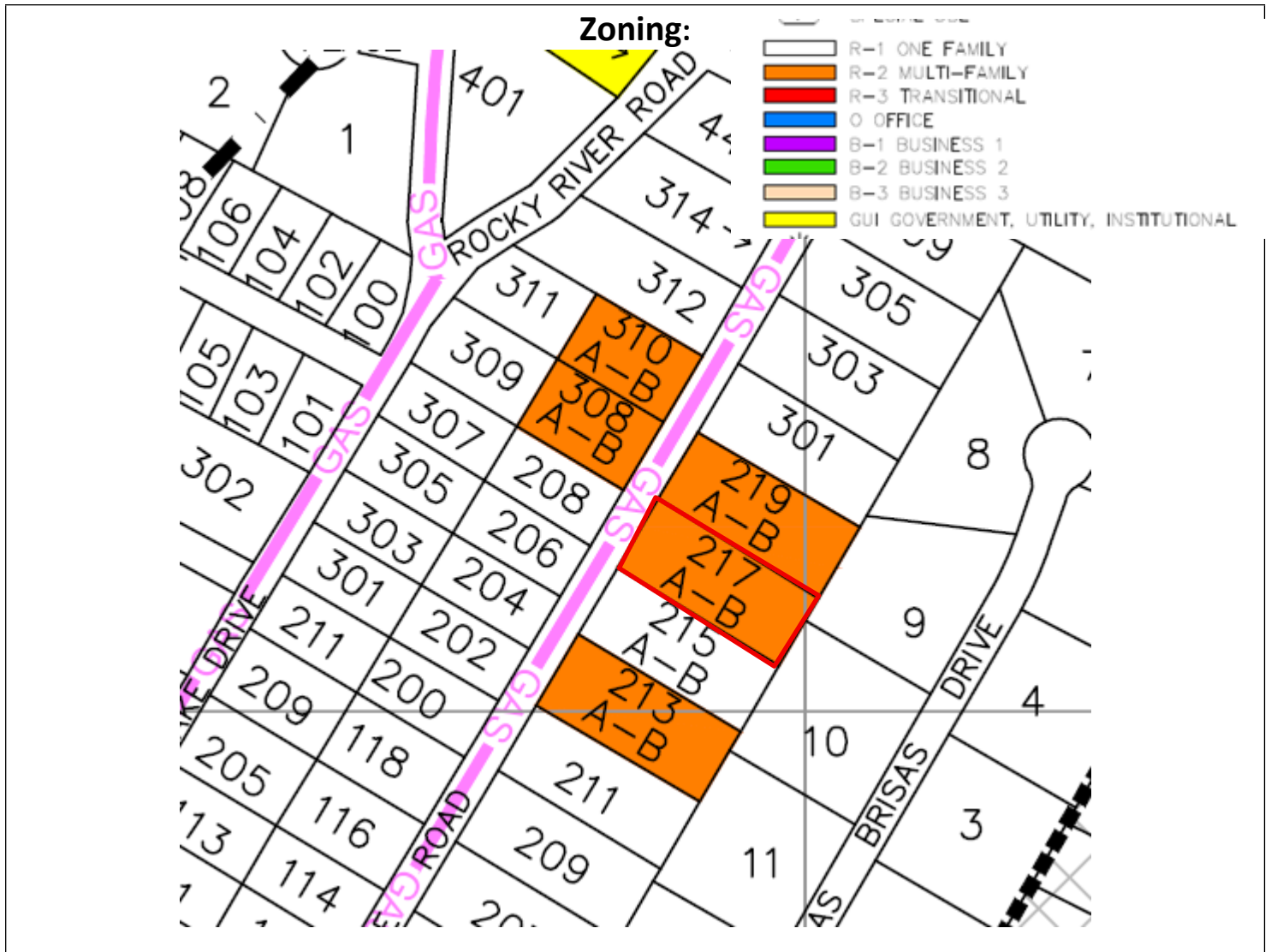
There is no change to the subdivision proposed with this application.

Comprehensive Planning Analysis

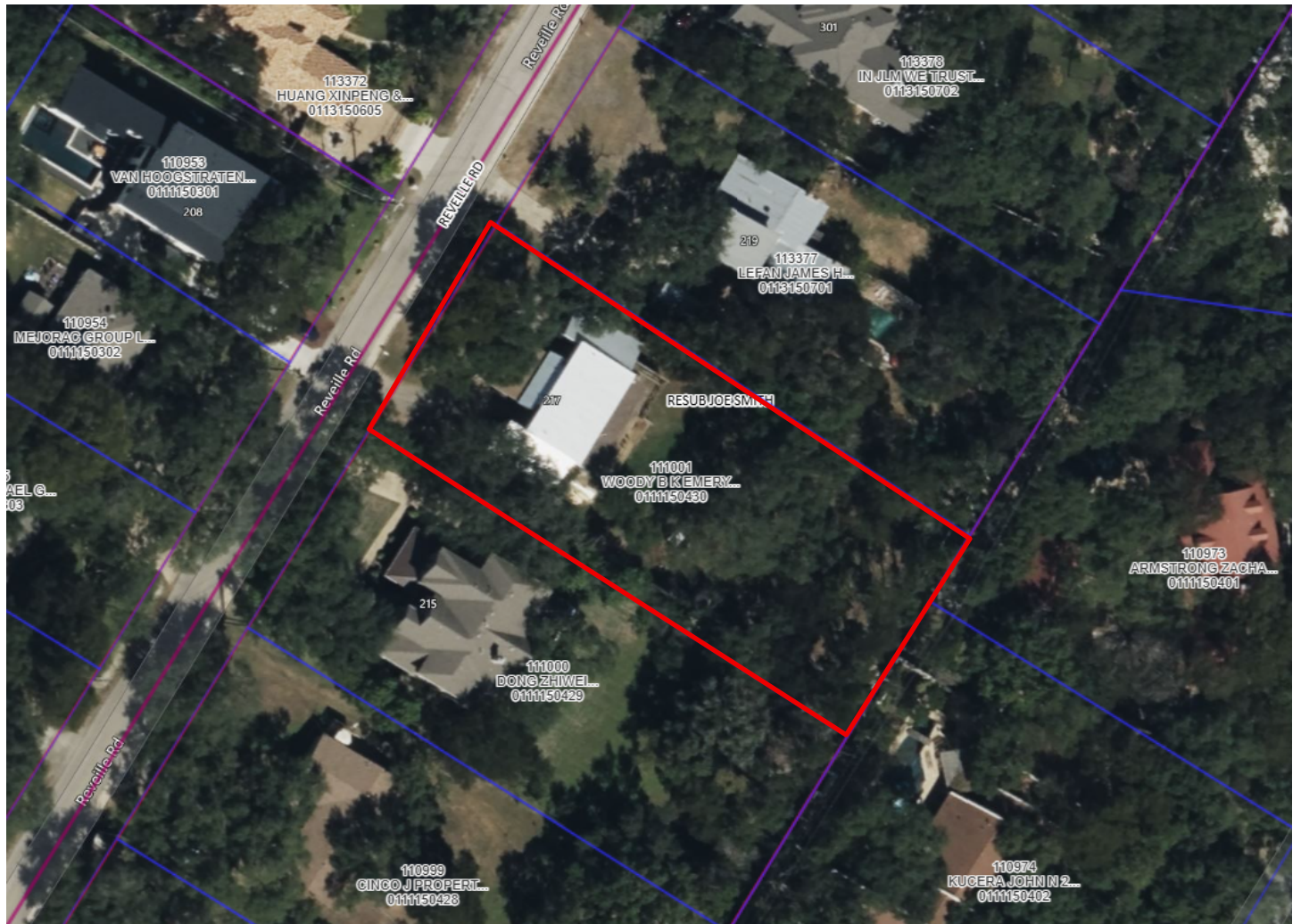
The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- (u) [Section 22.03.275 Building setback distances](#)
- (v) [Section 22.03.281 Schedule of Regulations](#)
- (w) [Section 38.05.031 Variances](#)
- (x) [Section 22.03.514 Criteria and process required for granting a variance](#)



Aerial:



July 29, 2025
Robert Meisel, Chair
City of West Lake Hills
Zoning and Planning Commission

Re: 217 Reveille Road

Dear Mr. Meisel,

This letter is to request several variances for the property at 217 Reveille Road. This property does not have a garage, and the owner would like to build one. Consistent with the Intent of other sections of the Ordinance, the garage will be built in the rear yard. The new structure will conform with the required side and rear yard setbacks, and the site will conform with impervious cover requirements. However, it is a very narrow site, and there is no way to access the rear yard without encroaching into one of the side yards. We are endeavoring to keep the driveway as far from the property line as the existing house location will allow, and there is a fence along the property line that should minimize any disturbance to the neighboring property.

The new driveway requires two variances:


22.03.175(a)(2) - for the driveway to encroach on the side yard setback,
22.03.175(f) - for the driveway to be comprised of drive strips instead of the required 12-ft wide paving.

There are also several non-conforming existing conditions which shall remain:

22.03.175(e)(2) to retain the existing circle drive with two curb cuts,
22.03.175(h)(1) to retain the existing park-able driveway in front of the house,
22.03.175(h)(4) to retain the existing porte-cochere structure over the driveway.

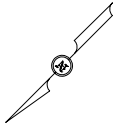
Thank you for your consideration.

Sincerely,



Nathan Quiring, AIA, Partner

SCALE: 1"=30'

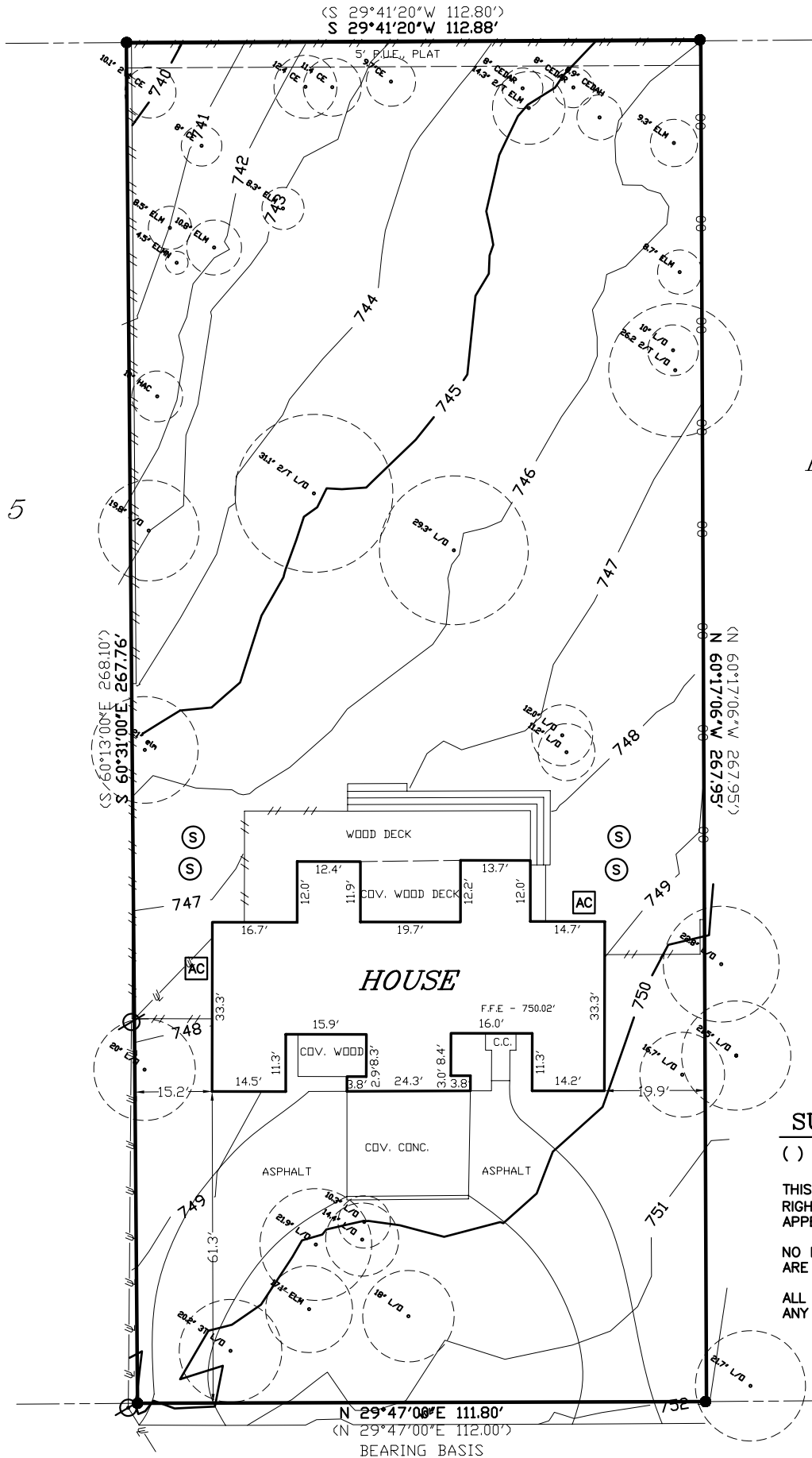


LEGEND

- CHAIN LINK FENCE
- UTILITY LINE
- WOOD FENCE
- A/C UNIT
- WATER METER
- IRON ROD FND.
- UTILITY POLE
- FIRE HYDRANT
- SEPTIC LID
- B.L. BUILDING LINE
- D.E. DRAINAGE ESMT.
- P.U.E. PUBLIC UTILITY ESMT.

LOT 5

LOT 7



SURVEYOR'S NOTES

() DENOTES RECORD INFORMATION

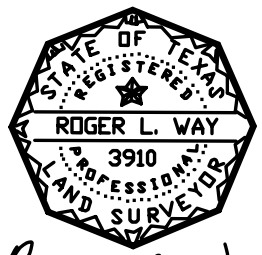
THIS LOT IS SUBJECT TO ALL EASEMENT RIGHTS AND/OR CONDITIONS WHICH MAY APPEAR ON THE PLAT OF RECORD.

NO LOCAL JURISDICTION BUILDING LINES ARE SHOWN HEREON.

ALL POINTS DOES NOT MAKE OR WARRANT ANY FLOOD ZONE DETERMINATION.

217 REVELLE ROAD
(50' R.O.W.)

LOT No. 6 BLOCK B SUBDIVISION / ADDITION JOE SMITH RESUB
 SECTION - PHASE - Book - Page(s) 39 Cabinet - PLAT RECORDS
 Volume 73 Slide -
 CITY - COUNTY, TEXAS Reference: CLAY WOODY



Roger L. Way



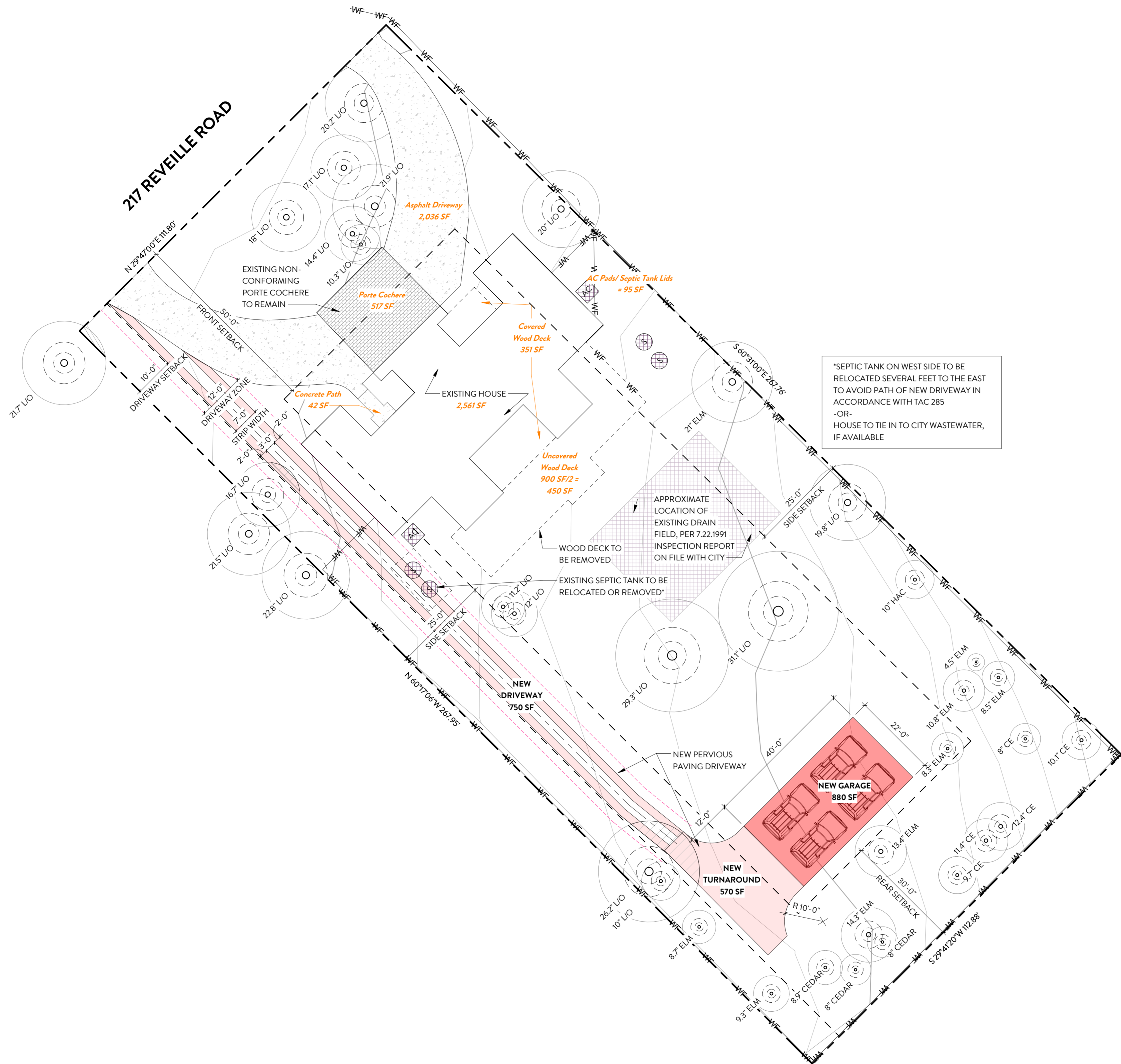
ALL POINTS SURVEYING
 1714 FORTVIEW ROAD - SUITE 200
 AUSTIN TX. 78704
 TELE: (512) 440-0071 - FAX: (512) 440-0199
 FIRM REGISTRATION # 10118900

*** IMPORTANT NOTICE ***

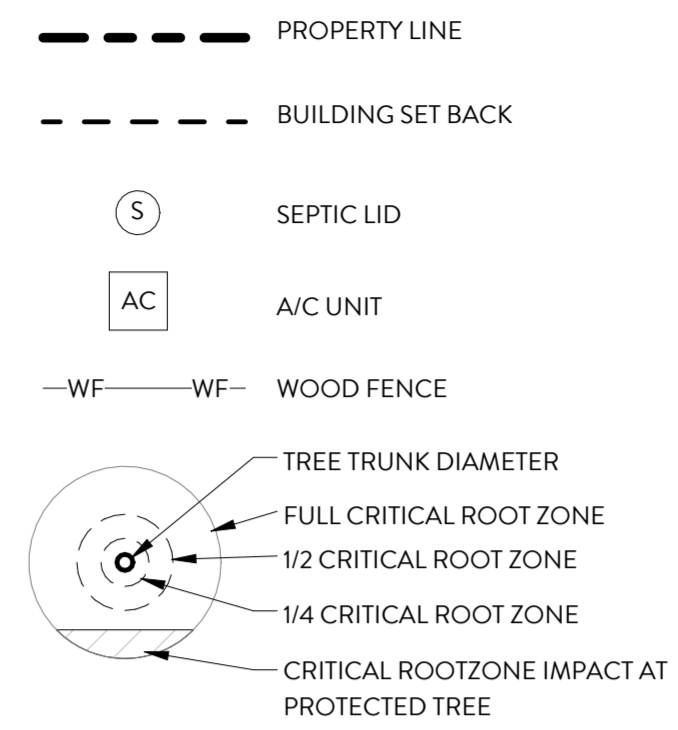
THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DEPICTS ONLY THOSE BOUNDARIES, EASEMENTS AND BUILDING LINES SHOWN ON THE RECORDED PLAT. BOUNDARY AMENDMENTS, ADDITIONAL EASEMENTS AND SETBACKS MAY AFFECT LOT 6.

By: EL Date: 02-28-25
 FIELD WORK WW
 DRAFTING EL
 SURVEY DATE: 02-28-25
 Job No. 11B04324
 SCALE: 1"=20'

01 ARCHITECTURAL SITE PLAN
1/16" = 1'-0"



SITE PLAN LEGEND



SITE INFORMATION

SITE INFORMATION TAKEN FROM SURVEY PERFORMED BY ALL POINTS SURVEYING ON 02.28.2025, ROGER L. WAY, R.P.L.S. NO. 3910.

AREA CALCULATIONS

LOT SIZE - 29,889.27 SF	EXISTING	NEW/ADDED	TOTAL
1ST FLOOR CONDITIONED	2,561 SF	0 SF	2,561 SF
COVERED PARKING	517 SF	880 SF	1,397 SF
COVERED WOOD DECK	351 SF	0 SF	351 SF
TOTAL BUILDING COVERAGE	3,429 SF	880 SF	4,309 SF
% BUILDING COVERAGE (4,331 / 29,889.27) = 14.5%			
DRIVEWAY	2,036 SF	990 SF*	3,026 SF
WALKWAY TO FRONT DOOR	42 SF	0 SF	42 SF
UNCOVERED WOOD DECK (50% IMPERVIOUS COVER)	450 SF	-450SF	0 SF
AC PADS & SEPTIC TANK LIDS	95 SF	0 SF	95 SF
TOTAL NON-BUILDING COVERAGE	2,623 SF	540 SF	3,163 SF
TOTAL SITE COVERAGE (IMPERVIOUS)	6,052 SF	1,420 SF	7,472 SF
% IMPERVIOUS COVER (7,472/29,889.27) = 25.0%			

* NOTE: PERMEABLE PAVING IS CONSIDERED TO BE 75% IMPERVIOUS COVER. 1,320 SF * 75% = 990 SF

ZONING REQUIREMENTS

JURISDICTION	WEST LAKE HILLS
ZONING	R-2
MIN. FRONT SETBACK	50 FT
MIN. REAR SETBACK	30 FT
MIN. SIDE SETBACK	25 FT
MAX HEIGHT OF STRUCT.	30 FT
MAX IMPERVIOUS COVER	25%

VARIANCES REQUIRED

- 22.03.175 (A)(2) DRIVEWAY SETBACK
- 22.03.175(E)(2) DRIVEWAY NUMBER
- 22.03.175(F) DRIVEWAY WIDTH
- 22.03.175(H)(1) PARKING LOCATION
- 22.03.175(H)(4) PARKING UNDER STRUCTURE



SCHEMATIC DESIGN

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, August 20, 2025 at 6:30 PM

1. **Call to Order: Chair Robert Meisel**
 - a. Meeting begins at 6:30pm
 - b. Roll Call
 1. Chair Robert Meisel: Present
 2. Vice-Chair Jim Pledger: Present
 3. Commissioner Julia Webber: Present
 4. Commissioner Karen Bartoletti: Present
 5. Commissioner Patrick Stewart: Present
 6. Commissioner Laurie Maccini: Present

2. **Citizen Communications:**
 - a. None

3. **Consent Agenda:** The following items are considered to be self-explanatory by the Commission and will be enacted with one motion. There will be no separate discussion of these items unless a Commission Member or citizen so requests.
 1. Approval of the July 16, 2025 Zoning and Planning Commission minutes
 2. Approval of the August 5, 2025 Special ZAPCO meeting minutes
 3. Report of previous ZAPCO cases acted upon by the BOA/Council
 - a. **Action:** Commissioner Pledger moves for approval of the Consent Agenda
 - i. Commissioner Webber Seconds
 - ii. Motion carries unanimously (5 – 0)

4. **Public Hearing: 1206 Yaupon Valley Road:** Discuss and make a recommendation for the rezoning of Lot 9 of Stonehedge Estates Block X from R-2, Two-Family Residential District to R1, One-Family Residential District (Section 38.05.092 of the West Lake Hills Code).

Applicant: John Hussey, Site Specifics

1. **Staff Report:**

- i. Director Bills describes the existing non-conforming property currently zoned R-2, and the request to change to R-1 for the redevelopment of the building as a single-family structure

2. Public Comments

- i. John Hussey – Applicant
 - 1. Offers to answer any questions
- ii. Grant Stanis – neighbor
 - 1. Expresses support for zoning change

3. Discussion:

- i. **None**

4. Action:

- i. Commissioner Maccini moves that the Zoning Change request be forwarded to City Council with a recommendation of approval
 - 1. Commissioner Pledger Seconds
 - 2. Motion carries unanimously (5-0)

The recommendation will be forwarded to the City Council for consideration at the regular meeting on August 10, 2025

- 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

a. Staff Report:

- i. Director Bills describes the request to remove a 14-inch cedar tree for the construction of a new home on the property

b. Public Comments:

- i. James Gatlin – Applicant
 - a. Explains that the request to remove the cedar tree is being withdrawn, as they believe it can be saved.

c. Discussion: None required with withdrawal

d. Action: None required with withdrawal

- 6. Public Hearing: 1801 Basin Ledge: Discuss and make recommendations on 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

a. Staff Report:

- i. Director Bills describes the variance requests for encroachment on the side setback with septic tank and for grading greater than 18” in the setback.
- ii. Director Bills explains that upon review of the draft plan, the City Engineer believes further variances related to cut and fill or driveway slope may be required for the proposed project

b. Public Comments:

- i. James Gatlin (appearing by telephone) – Applicant
 - a. Explains that moving the septic to another location may impact trees
- ii. Andres Galindo – Architect
 - a. Describes the proposed plans to the commission and explains how the slope makes site conditions challenging.

c. Discussion:

- i. Chair Meisel: The issue is a house that’s 4 times the size of the existing home
- ii. Commissioner Webber:
 1. This is a challenging site, but the proposed design is oversized for site
 2. Webber: it’s difficult to make a recommendation knowing that more variances for the site are likely to be required
- iii. Chair Meisel: There’s nothing unusual about a steep lot in West Lake Hills. Wanting a larger house is a self-created hardship
- iv. Commissioner Bartoletti: Based on interpretive criteria, the Commission can’t conclude that the variance would not violate the intent of the chapter or impact neighboring properties

d. Action:

- i. Commissioner Bartoletti recommends that the variances be forwarded to the Board of Adjustment with a recommendation of denial based on the commission’s failure to conclude that the variance does not violate the

intent of the chapter or that the variance would not have an adverse impact on neighboring properties, based on the interpretive criteria and that the hardships are design-driven.

1. Commissioner Pledger seconds
2. Motion carries unanimously (5-0)

The recommendation will be forwarded to the Board of Adjustment for consideration at the regular meeting on August 10, 2025

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

1. Staff Report:

- i. Director Bills describes the proposed variance to locate a generator in the side setback in a former Austin Energy utility easement.
 1. The applicant did get the easement released by the City of Austin

2. Public Comments:

- i. Applicant: David Bravo
 1. Describes the nature of the site and why the applicant is requesting to place the generator in this location

3. Discussion:

- i. Commissioner Maccini: Burden of generator impact and noise should be borne by homeowners instead of neighbors. On a 1-acre lot there should be another location
- ii. Chair Meisel: There are existing pads for AC on multiple sides of the house – why can't the generator be located with the existing equipment
 1. David Bravo: Expresses that it may be possible to move the generator to an alternate location

4. Action:

1. At applicant's request, Commissioner Webber moves that the item be postponed to the September 17 ZAPCO meeting so that the applicant has time to consider relocation of the generator. It is also explained to the applicant that if the generator can be moved to a conforming location, they may not need to return for an additional hearing.
 - a. Commissioner Bartoletti seconds

b. Motion passes unanimously

Item will be postponed to the September 17, 2025 Zoning and Planning Commission meeting

8. Public Hearing: 912 Calithea: 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

a. Staff Report:

- i. Director Bills describes the variance request to allow for the installation of a second driveway and to build a new septic tank in the side setback.
- ii. Chair Meisel: is sewer available?
 - a. Director Bills: not in this part of town

b. Public Comments:

- i. Ross Smith – Applicant
 - a. Describes the issues with the existing septic system and difficulty surrounding the driveway and parking on site
- ii. Grant Stanis - Neighbor
 - a. This is not an owner-occupied house, but a short-term rental property
 - b. The home site was purchased with understanding of driveway rules in the City of West Lake Hills
- iii. Patrick Johnson - Neighbor
 - a. Backing out is difficult in all of West Lake Hills. This is not a unique hardship for the homeowners
 - b. The short-term rental that had been operated on site is a detriment to neighboring properties

c. Discussion

- i. Commissioner Stewart: Has a turnaround without a second drive been considered?

- a. Ross Smith: Explains that many options have been explored, and that they believe this to be the least invasive.
- ii. Commissioner Pledger: Indicates he is inclined to recommend denial on driveway request.
- iii. Commissioner Webber: Indicates she is also inclined to deny septic variance to re-orient the septic from its existing location, increasing non-conformance

d. Action:

- i. Commissioner Maccini moves that all variances be forwarded with a recommendation of denial based on the requests violating the intent of the chapter, lack of hardship, and the adverse effect on neighboring properties.
 - a. Pledger seconds
 - b. Motion carries unanimously 5-0

The recommendation will be forwarded to the Board of Adjustment for consideration at the regular meeting on August 10, 2025

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 Quirring, Clayton Korte

a. Staff Report:

- i. Director Bills explains the variance request to build a driveway consisting of pavement strips measuring 7' from edge to edge that will cause vehicles using the driveway to encroach on the setback.
- ii. With the addition of the additional driveway and alteration to the existing drive, the existing non-conforming driveway, parking structure, and parking locations would be required to come into conformance or receive variances to remain.

b. Public Comments:

- i. Nathan Quirring: Applicant
 - a. Discussed applicant's wish to provide parking in the back
- ii. Andrew Polk – Neighbor
 - a. Is the property owner under any mandate to change existing non-conforming features?
 - b. Is this driven by wish to put a driveway in the back?
 - c. Would this variance allow the applicant to build a larger structure other than what is proposed?

c. Discussion:

- i. Commissioner Maccini: Since they're not being forced to have a garage, there isn't a reason to grant a variance to build one
- ii. Commissioner Webber: Homeowners should choose between the u-drive and the garage
- iii. Chair Meisel: Property is functioning as intended.
- iv. Commissioner Webber: Does the city have stipulations against tandem parking?
 - a. Director Bills: It does not
- v. Commissioner Webber: Feels like application is short on some critical information regarding impervious cover, critical root zones, and more

d. Action:

- i. Commissioner Webber moves to recommend denial based on the variances violating the intent of the chapter, the impact on trees, violating parking regulations, and that the variances may have an adverse impact on neighboring properties.
 - a. Motion dies for lack of a second
- ii. Commissioner Pledger moves to forward variances 1 and 2 with a recommendation of approval and variances 3, 4, and 5 with a recommendation of denial.
 - a. Commissioner Bartoletti seconds

- 1) Commissioner Webber recommends an amendment to the motion to recommend approval of variances 4 and 5 and removal of the second curb cut (denial of variance 3).
 - 2) Commissioner Pledger seconds
- b.** The amended motion: Recommend approval of variance requests 1, 2, 4, and 5 with the removal of the curb cut (denial of variance 3) based on an analysis determining that variances 1, 2, 4, and 5 do not violate the intent of the chapter, will not the impact on trees, will not violatie of parking regulations, and that the variances as recommended will not have an adverse impact on neighboring properties.
- 1) Commissioner Bartoletti seconds
 - 2) Motion carries 4:1 - Maccini opposed

The recommendation will be forwarded to the Board of Adjustment for consideration at the regular meeting on August 10, 2025

10. Adjournment – Chair Robert Meisel

Chair Meisel adjourns the meeting at 9:00 pm

APPROVED:

Robert Meisel, Chair

ATTEST:

Joel Sherrouse, Development Coordinator

These minutes were approved on _____, 2025.

DRAFT

Exhibit A

217 Reveille Road – Driveway Width, Driveway Setback, Non-conforming Driveways

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.

Without the variance, parking will be limited to the front yard. There is no way to access the back yard without infringing on the side yard setback.

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

The proposed driveway route will follow the natural grade of the land. Drive strips will be used to minimize destruction of existing flora, though it is primarily turf grass. Permeable paving will be used to minimize drainage impact.

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

Placing the Garage in the front yard was considered (though never desired) and violates 38.03.033(c)(4).

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

The driveway will be kept as far from the lot line, and close to the house, as is practical.

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

Providing a garage behind the house, instead of open parking in front of the house, is consistent with other sections of the Ordinance.

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

Most of the driveway length will be screened from the neighbor's property by an existing wood fence.

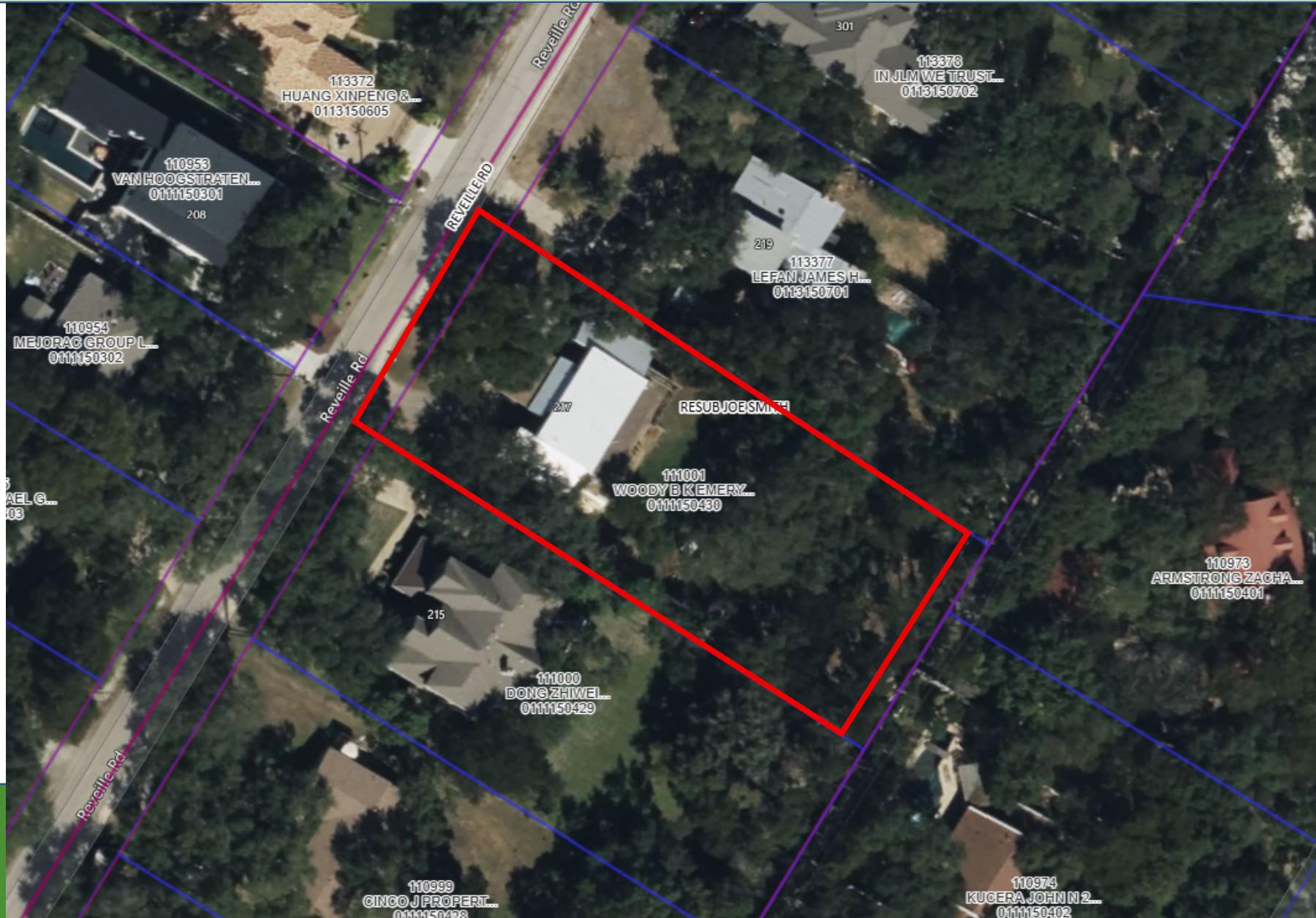
217 Reveille Road

4. Discuss and consider action on a recommendation from ZAPCO on proposed variances:
 1. To allow for a driveway to encroach 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 is the minimum (Section 22.03.175(F): Minimum driveway width)

Applicant: Nathan Quiring, Clayton Korte



217 Reveille Road



217 Reveille Road

- Site is zoned R-2 – Two Family Residential
- Structure was built in 1970.
- Two units with 2,108 sf of conditioned space, with 5,732 sf of improvements on site
- There is an existing non-conforming u-driveway (two driveway cuts) and a covered front carport.



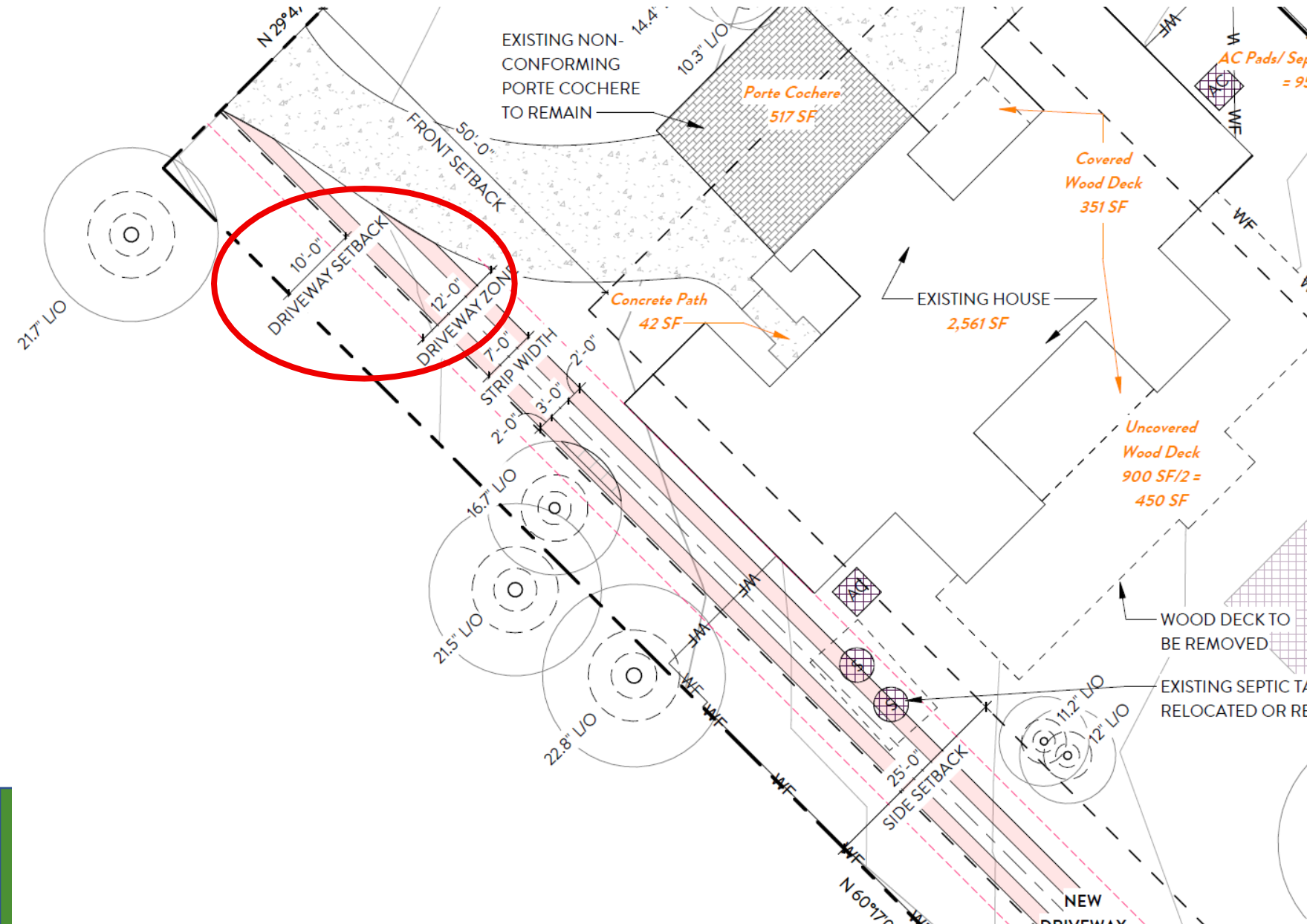
217 Reveille Road

Code Requirement

- Section 22.03.175 Off-Street parking and parking pad requirements in residential areas.
 - (2) The minimum setback distance for driveways and parking areas from boundary lines shall be 10 feet. Excluded from this setback is the first 10 feet of the driveway that connects to the adjacent street.



217 Reveille Road



Request

- To encroach approximately 2 feet into the 10-foot side setback with the driveway area on the southwest side of the property.
- With a variance to the width for strips, the paved area would not encroach, but the area that body of a vehicle would encroach into the 2-foot driveway setback.

217 Reveille Road

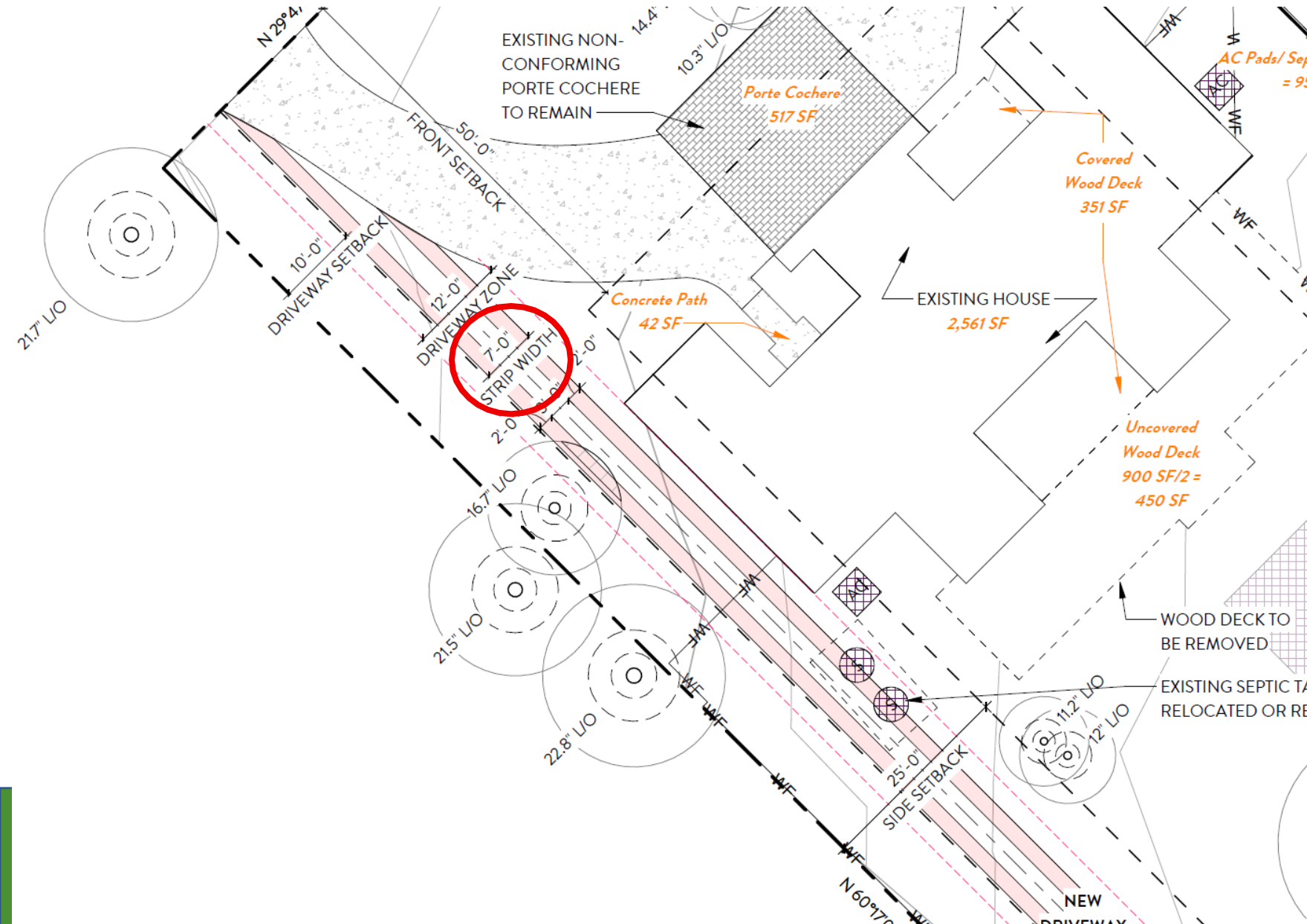
Code Requirement

- Section 22.03.175. Off-street parking and parking pad requirements in residential areas.

(f) Residential driveways shall not be less than 12 feet in surface width.



217 Reveille Road



Request

- To construct driveway wheel strips that provide 7 feet of driving surface width.
- To construct a driveway of the required width, the site would go over the impervious cover maximum without removing existing impervious cover.

217 Reveille Road

Public Comment:

As of the date of the report, no comments have been received.

This item was reviewed by the Zoning and Planning Commission on August 20, 2025 and recommended for approval by a vote of 4-1 (Maccini opposed) of variances 1, 2, 4, and 5 with the condition that the second driveway curb cut be removed (denial of variance 3) based that the other four meet the analysis that the variance do not violate the intent of the chapter, will not have an impact on trees, will not violate parking regulations, and that the variances as recommended will not have an adverse impact on neighboring properties.



217 Reveille Road

This item was reviewed at the September 10, 2025 Board of Adjustment meeting and was postponed to October 8, 2025 meeting for further legal review related to the existing non-conforming driveways and carport. The three previous items were removed, and approval of the variances will not affect the non-conforming items.

The Board of Adjustments can recommend imposition of, reasonable conditions upon granting a variance if the conditions are related to the subject of the variance.



217 Reveille Road

Chapter 38 – Variance Criteria

Discuss and consider action if the following conditions are fulfilled:

1. The applicant has established by competent evidence that:
 - A. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.
 - B. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
 - C. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
 - D. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.



217 Reveille Road

Applicable Interpretative criteria

1. Variances from the terms of this chapter should be granted sparingly.
2. Deviations from the requirements of this chapter are justified only where the hardship resulting from their application is substantial.
3. Usually, the granting of a variance must be predicated on a finding that the applicant's hardship arises from unusual conditions or circumstances, such as exceptional irregularity of shape or topography, which are peculiar to the parcel of land involved and not shared generally by other parcels in the neighborhood or district, or because no other reasonable alternative is available that will alleviate the unnecessary hardship complained of.
4. Normally, a variance is to be denied if conditions or circumstances relied on for a variance were self-created by the person having an interest in the property in disregard of city regulations.
5. The variance shall not violate the goals of the master plan for the city.
6. The variance shall not have an adverse effect on neighborhood properties or unreasonably interfere with the respective owners' enjoyment thereof.
7. The fact that lots, structures, uses or dimensional conditions on properties or structures within 200 feet of the property involved are, because they are nonconforming or because of previously granted variances, similar to the condition which would be created by the variance requested shall be relevant to, but not determinative of, the granting of the requested variance.



City of West Lake Hills
Board of Adjustment

AGENDA REPORT

Meeting Date:	October 8, 2025	Item Number:	5
	Building & Development		
Department:	Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

207 Yaupon Valley Dr.: Discuss and consider action on a recommendation from ZAPCO on variances:

- To allow for grading on a slope of 35% or greater (Drainage and Erosion Control Design Manual Section 7.4.1); and
- To allow for closed fill greater than 6 feet on slopes with a grade between 0% and 35% (Drainage and Erosion Control Design Manual Section 7.4.1)

Applicant: Davin Fillpot, Agent

Recommendation

Hold a public hearing and determine the following findings of fact to approve or deny the requested variances:

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.

The Board of Adjustments, in performing their respective duties in reference to applications for variances, may be guided by the interpretative criteria listed in the variance criteria in the report.

This item was reviewed by the Zoning and Planning Commission on September 17, 2025 and the following criteria used:

1. The variance may violate the intent of this chapter or the goals of the city's comprehensive plan;
and
2. The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof.

The applicant has provided their findings in Exhibit A.

The Commission recommended approval by a vote of 4-0 all requested variances located outside of the setbacks be recommended for approval based on the commission’s conclusion that the requested variance does not violate the intent of the chapter or have an adverse impact on neighboring properties, based on the interpretive criteria (Attachment 11).

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Gangadharam Gregory Osuri
 Legal Description: Osuri Subdivision, Lot 1
 Lot Size: 1.743 acres
 Zoning: R-1, One-Family Residential

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

Background & Analysis:

The applicant is proposing demolish the existing 2,056 sf house built in 1951 and build a new 7,581 sf two-story house. The site will have 9,297 sf of improvements with 12.2% impervious cover. The new residential construction application is currently under review.

Analysis:

Cut and fill limits

Code Requirements

- Drainage and Erosion Control Design Manual, Section 7.4.1 Cut/Fill Limits.

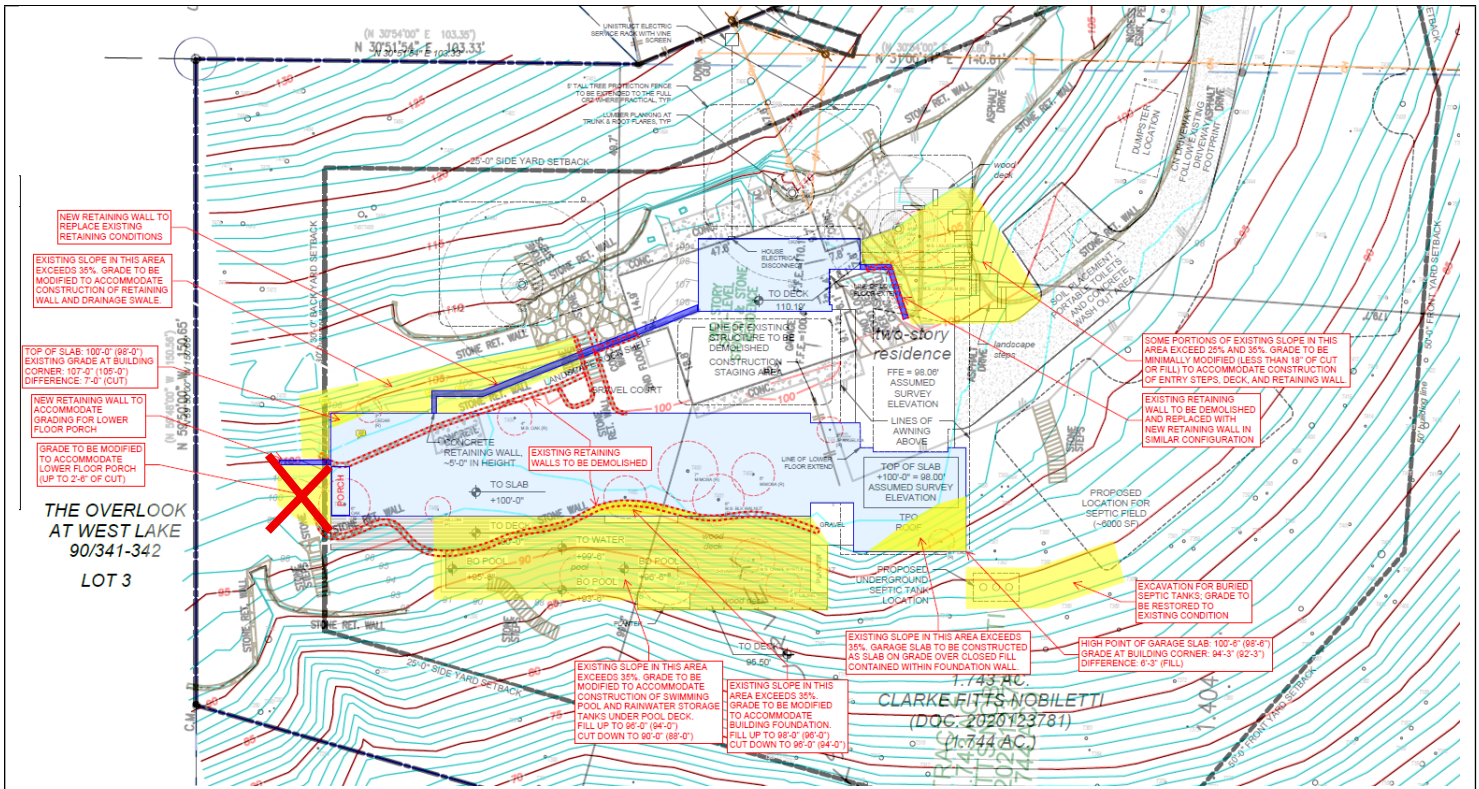
In order to reduce stormwater runoff, resulting in erosion, sedimentation and conveyance of nonpoint source pollutants, the layout of the street network, lots and building sites shall, to the greatest extent possible, be sited and aligned along natural contour lines, and shall minimize the amount of cut and fill on slopes in order to minimize the amount of land area disturbed during construction. The maximum cut and fill limits are shown in Table 7-1.

Table 7-1: Maximum Cut and Fill Limits

Slope	Open Cuts and Fills	Closed Cuts	Closed Fill
0 - 15%	3 feet	20 feet	6 feet
15 - 25%	1 foot	15 feet	6 feet
25% - 35%	0 feet	10 feet	6 feet
> 35%	0 feet	0 feet	0 feet

Request:

- Allow for grading on a slope of 35% or greater
 The areas in yellow indicate areas where the slope exceeds 35% slope.



The applicant is proposing grading within this area for site features such as:

- Retaining walls (west of building) – fill of up to 10 feet
 - Swimming pool/drainage (east) – a cut of 2 feet, and a fill of 2 feet
 - Southwest corner of the building – 7-foot cut
 - Northeast corner of the building – 6.25-foot fill
- Allow for closed fill greater than 6 feet on slopes with a grade between 0% and 35%
At the southwest corner of the building, the applicant is proposing a fill of 6.25 feet.

The applicant’s engineer has provided a statement with his engineering opinion on the impacts of the cut/fill requirements (Attachment 7).

City Engineer Opinion

The City Engineer has recommended approval of the variance based on the design engineer’s letter that there are no adverse impacts of the properties downstream and no adverse impact to erosion on site (Attachment 8).

Public Comment

At the time of this report, one written comment in opposition has been received and two neighbors spoke in opposition and one with concerns about general impacts of the project upstream (west) of the project, at the ZAPCO meeting (Attachment 9 & 11).

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 Building Codes

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

Subdivision

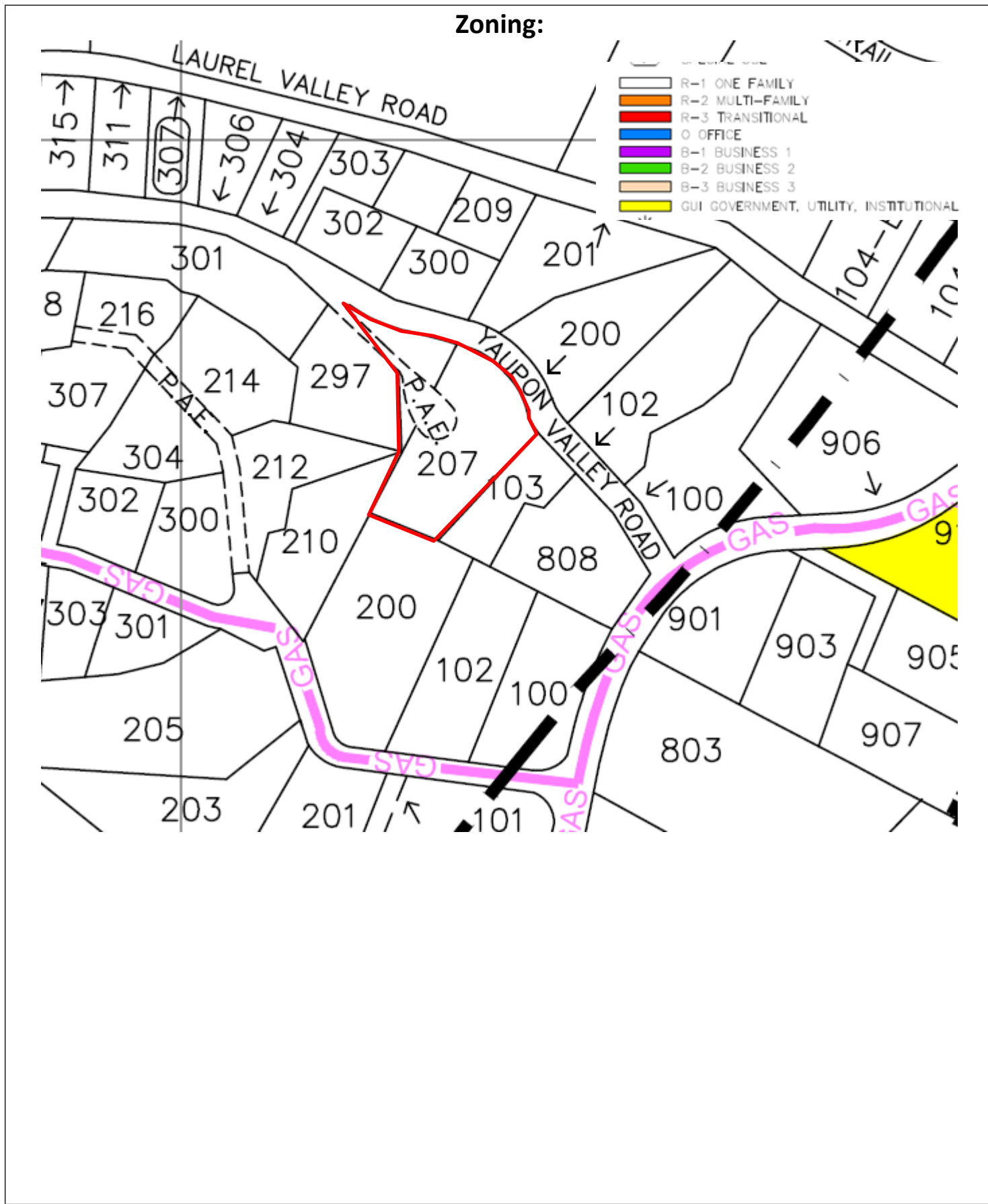
There is no change to the subdivision proposed with this application.

Comprehensive Planning Analysis

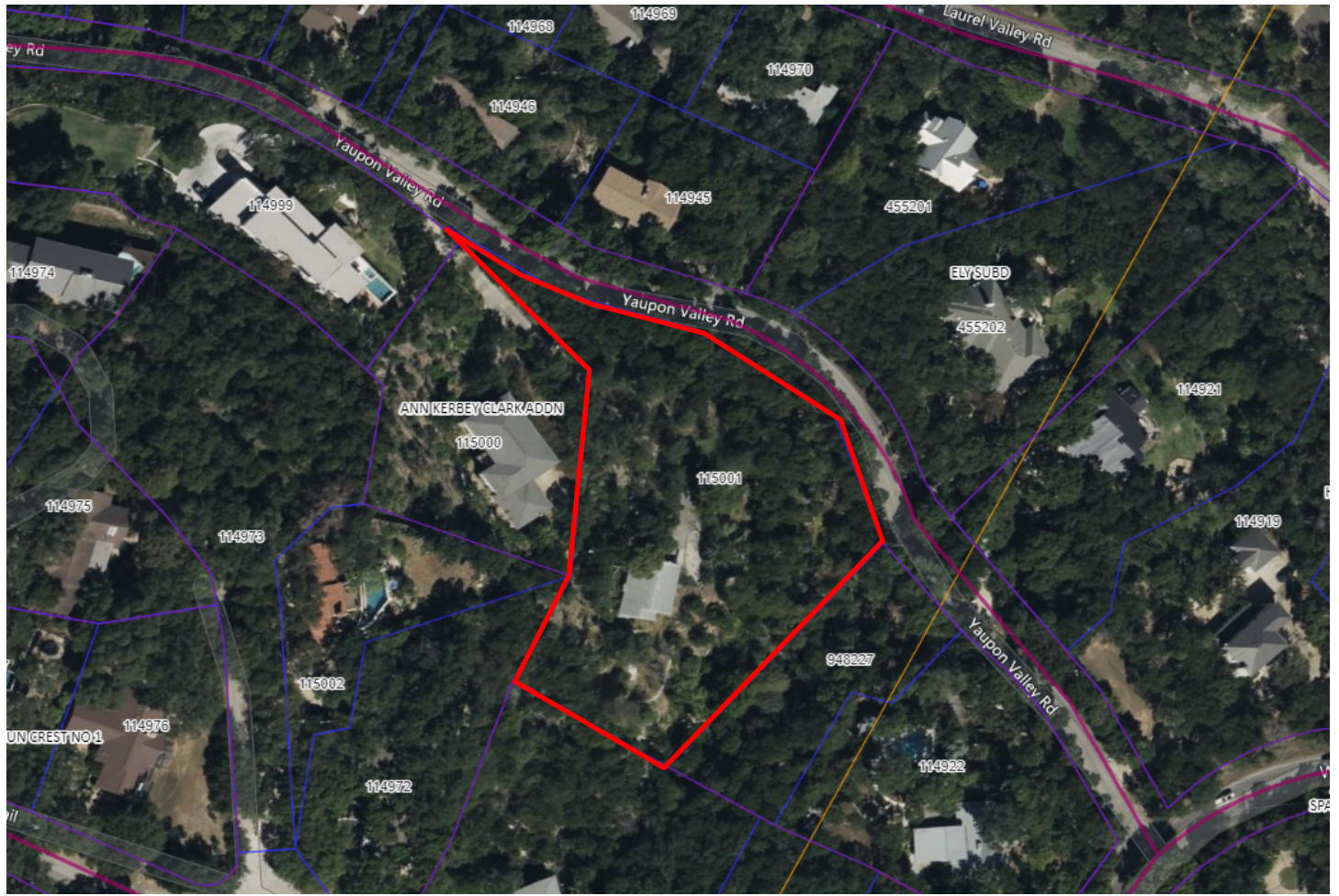
The request is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Drainage and Erosion Control Manual](#)
- [Section 38.05.031 Variances](#)
- [Section 22.03.514 Criteria and process required for granting variance](#)



Aerial:



August 18th, 2025
Letter to ZAPCO Chair

RE: 207 Yaupon Valley Road Variance Request

Greetings Chairman Meisel,

My name is Davin Fillpot and I am assisting the owner of 207 Yaupon Valley Road and their architect seek and apply for 2 Variances to the West Lake Hills Code of Ordinances.

This property was previously developed in 1951. The existing home that still sits on the property, and is scheduled for demolition around the same time of receipt of the building permit

The existing home is situated somewhat near the upper center portion of the site.

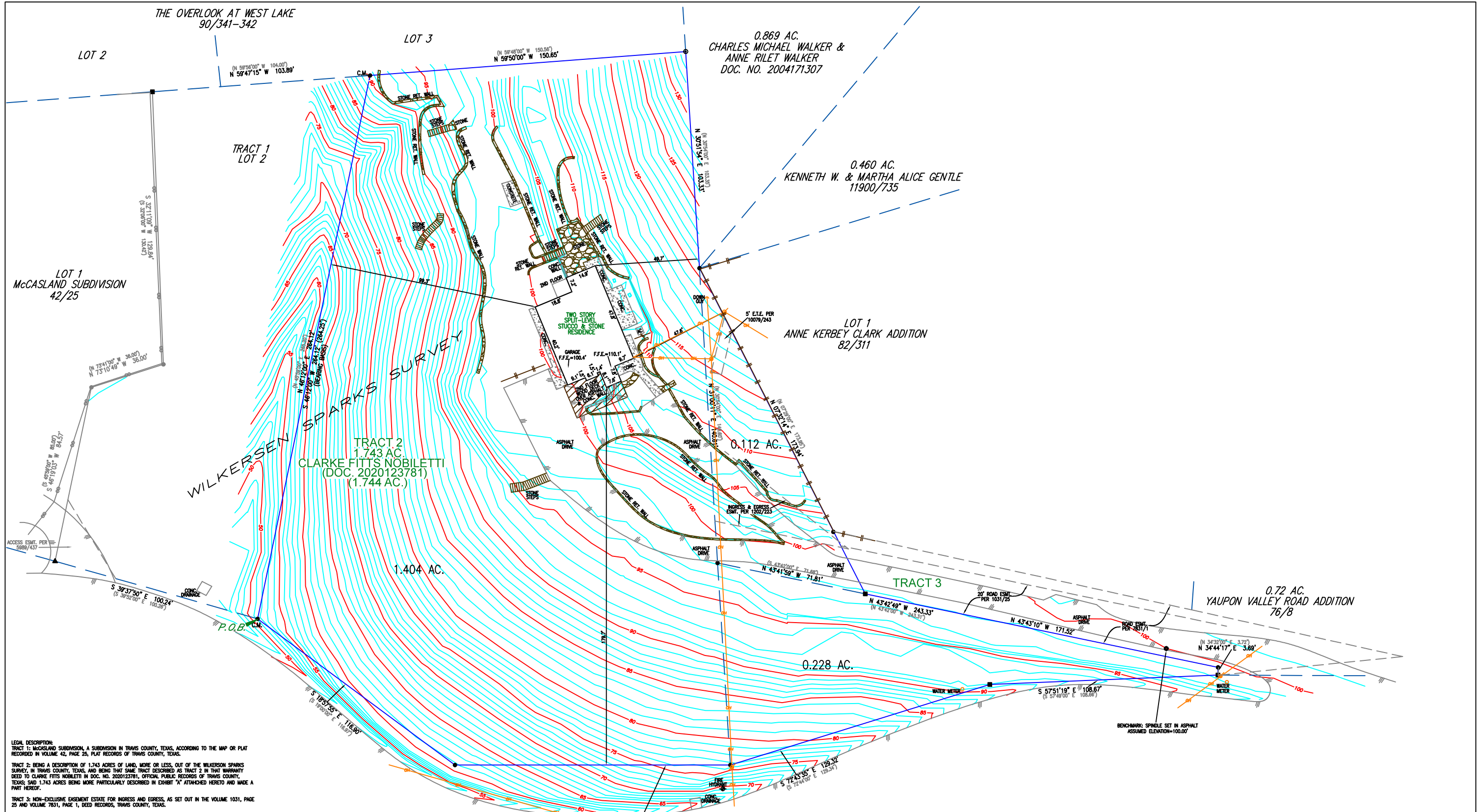
The new home is seeking to re-utilize the existing driveway and move the new septic drain field to the area to the east of the rebuilt driveway in an open area that will not trigger the removal of any trees for either of these 2 elements of the project.

The new home will be located on top of the footprint of the existing 1951 home, and extend over into the area of the existing septic drain field. Siting the building in this location will only trigger removal of 16 small trees on the property to accommodate the entire project, and minimize site disturbance. All of this can be achieved by avoiding all of the variances that are typically requested in West Lake Hills. The only variances that are being triggered are contained in the WLH Drainage Manual - Section 7.4.1 CUT/FILL LIMITS - Table.

There are isolated portions of the foundation that are proposed to exist on top of slopes 35% or greater, and a portion of the back of the house where the swimming pool is proposed that will trigger cuts into slopes of 35% or greater. In addition, several small portions of the building foundation were identified by the City of West Lake Hills to have more than 6' of fill that is used to support the building foundation, but fully encased within the foundation wall and slab.

As you review the variance application and accompanying exhibits that explain these requests in greater detail, please do not hesitate reaching out if you have any questions or need any additional clarification.

Kind Regards,
Davin Fillpot, Architect / West Lake Hills Code Consultant



LEGAL DESCRIPTION:
 TRACT 1: McCASLAND SUBDIVISION, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT RECORDED IN VOLUME 42, PAGE 25, PLAT RECORDS OF TRAVIS COUNTY, TEXAS.
 TRACT 2: BEING A DESCRIPTION OF 1.743 ACRES OF LAND, MORE OR LESS, OUT OF THE WILKERSEN SPARKS SURVEY, IN TRAVIS COUNTY, TEXAS, AND BEING THAT SAME TRACT DESCRIBED AS TRACT 2 IN THAT WARRANTY DEED TO CLARKE FITTS NOBILETTI IN DOC. NO. 2020123781, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS; SAID 1.743 ACRES BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.
 TRACT 3: NON-EXCLUSIVE EASEMENT ESTATE FOR INGRESS AND EGRESS, AS SET OUT IN THE VOLUME 1031, PAGE 25 AND VOLUME 7631, PAGE 1, DEED RECORDS, TRAVIS COUNTY, TEXAS.

Notes:
 1.) Subject to restrictions and easement rights recorded in 947/539, 1082/266, 1031/25, 1425/87, Deed Records and in Vol. 42, Pg. 25, Plat Records.
 2.) Subject to blanket type electric and telephone easement per 554/502.
 3.) Electric easements per 614/280, 676/298, 661/568 contain insufficient data to locate.
 4.) Subject to ingress and egress easement per 947/539.

TO THE OWNER AND / OR PRESENT OWNER OF THE PREMISES SURVEYED AND TO CHICAGO TITLE INSURANCE COMPANY

I, AN INSTRUMENTAL SURVEYOR, HEREBY CERTIFY THAT THE SURVEY WAS MADE BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED SURVEYOR IN THE STATE OF TEXAS. I AM NOT PROVIDING THIS INFORMATION TO ANY OTHER PARTY AND I AM NOT PROVIDING THIS INFORMATION TO ANY OTHER PARTY.

STREET ADDRESS: 207 YAUPON VALLEY ROAD CITY: AUSTIN COUNTY: TRAVIS STATE OF TEXAS
 REFERENCE NAME: CLARKE FITTS NOBILETTI G.F. #: CTA-24-CTA2002728

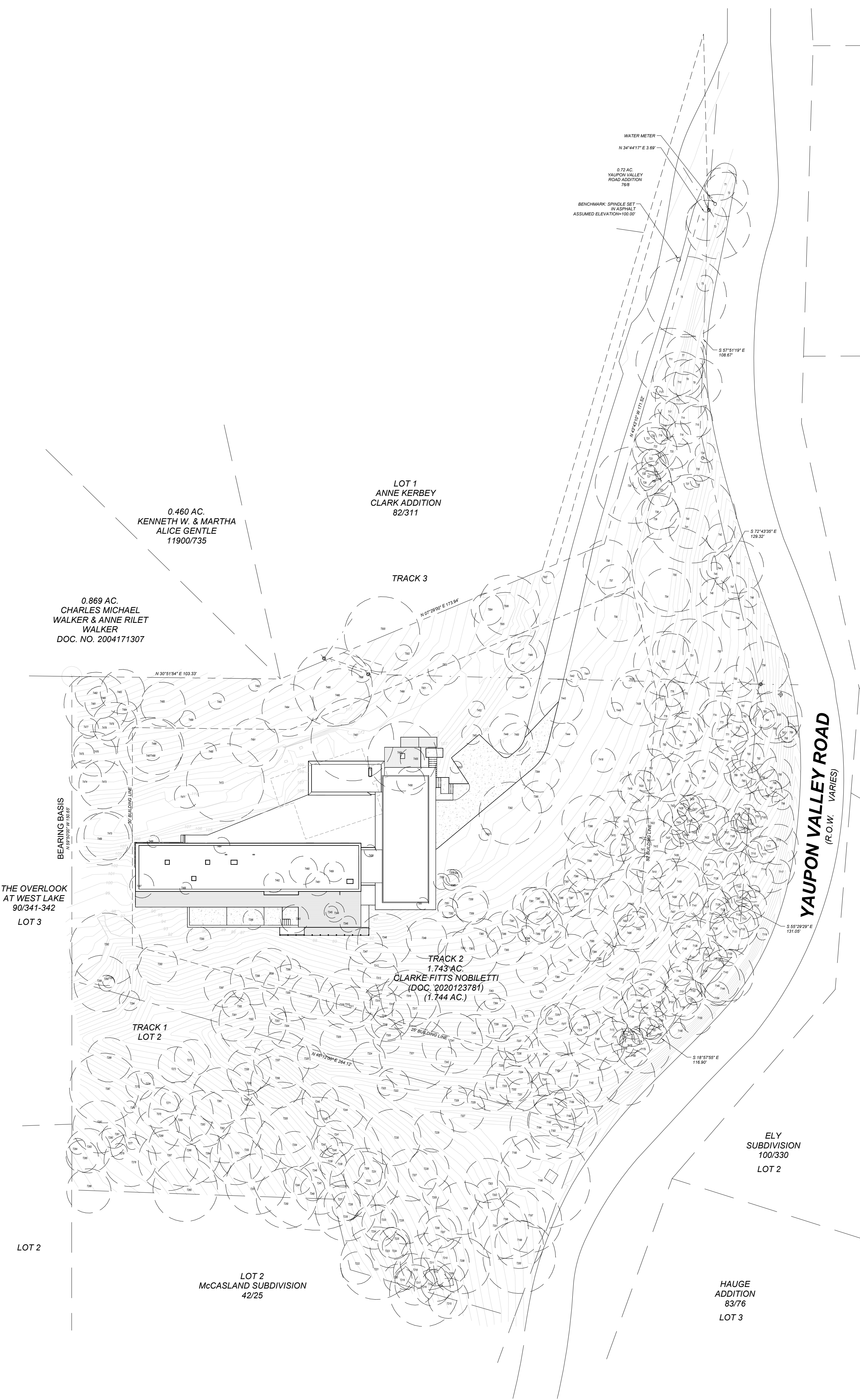
B & G SURVEYING, LLC
 PERMISSOR NO. 16880-08
 WWW.BANDGSURVEYING.COM
 1404 West North Loop Blvd.
 Austin, Texas 78756 - Office 512-458-6889

JOB #: B0706520_TA
 DATE: 08/06/20
 SCALE: 1" = 20'

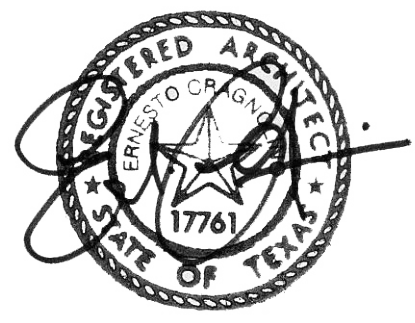
FIELD WORK BY: NEMO 08/03/20
 CHECKED BY: JOSE 08/06/20
 CHECKED BY: JOSE 08/06/20
 CHECKED BY: ML 08/06/20

LEGEND

- 1/2" REBAR FOUND
- 1/2" CAPPED REBAR SET
- 1/2" CONCRETE FOUND
- 600 HAZ FOUND
- 600 HAZ SET
- CAPPED REBAR FOUND
- "X" SET IN CONCRETE
- "X" FOUND IN CONCRETE
- SPINDLE SET
- PUNCH HOLE FOUND
- CHAIN LINK FENCE
- WOOD FENCE
- BUILDING LINE
- PUBLIC UTILITY EASEMENT
- DRAINAGE EASEMENT
- PER PLAT
- PER PLAT
- PLACE OF BEGINNING
- OVERHEAD UTILITY LINE
- POWER POLE
- AIR CONDITIONER



osuri residence
 207 YAUPON VALLEY RD,
 WEST LAKE HILLS,
 TEXAS 78746



alterstudio
 architecture LLP

1801 lavaca st #106
 austin, texas 78701
 512 499 8007

DD PRICING SET	01.06.2025
PERMIT SET	03.10.2025
CONTRACT SET	05.16.2025

Scale: 1" = 30'-0"

HALF OF NOTED SCALE WHEN PRINTED ON 12X18. DO NOT SCALE DRAWINGS. CONTACT ARCHITECT IN CASE OF DISCREPANCIES. THIS SHEET IS ONLY ONE COMPONENT OF THE TOTAL DOCUMENT PACKAGE WHICH CONSISTS OF ALL DRAWINGS AND SPECIFICATIONS.

overall site plan
A0.02

lot legal description

LOT 1, BLOCK A OSURI SUBDIVISION

PARCEL ID: 0115150434
 LOT SIZE: 1.743 ACRES, 75,969 SF
 ZONING: R-1
 RESIDENTIAL DEVELOPMENT CATEGORIES:
 RESIDENTIAL TYPE I DEVELOPMENT
 DRAINAGE CRITERIA:
 TYPE I DRAINAGE REPORT

THIS SITE PLAN PRODUCED USING INFORMATION FROM:

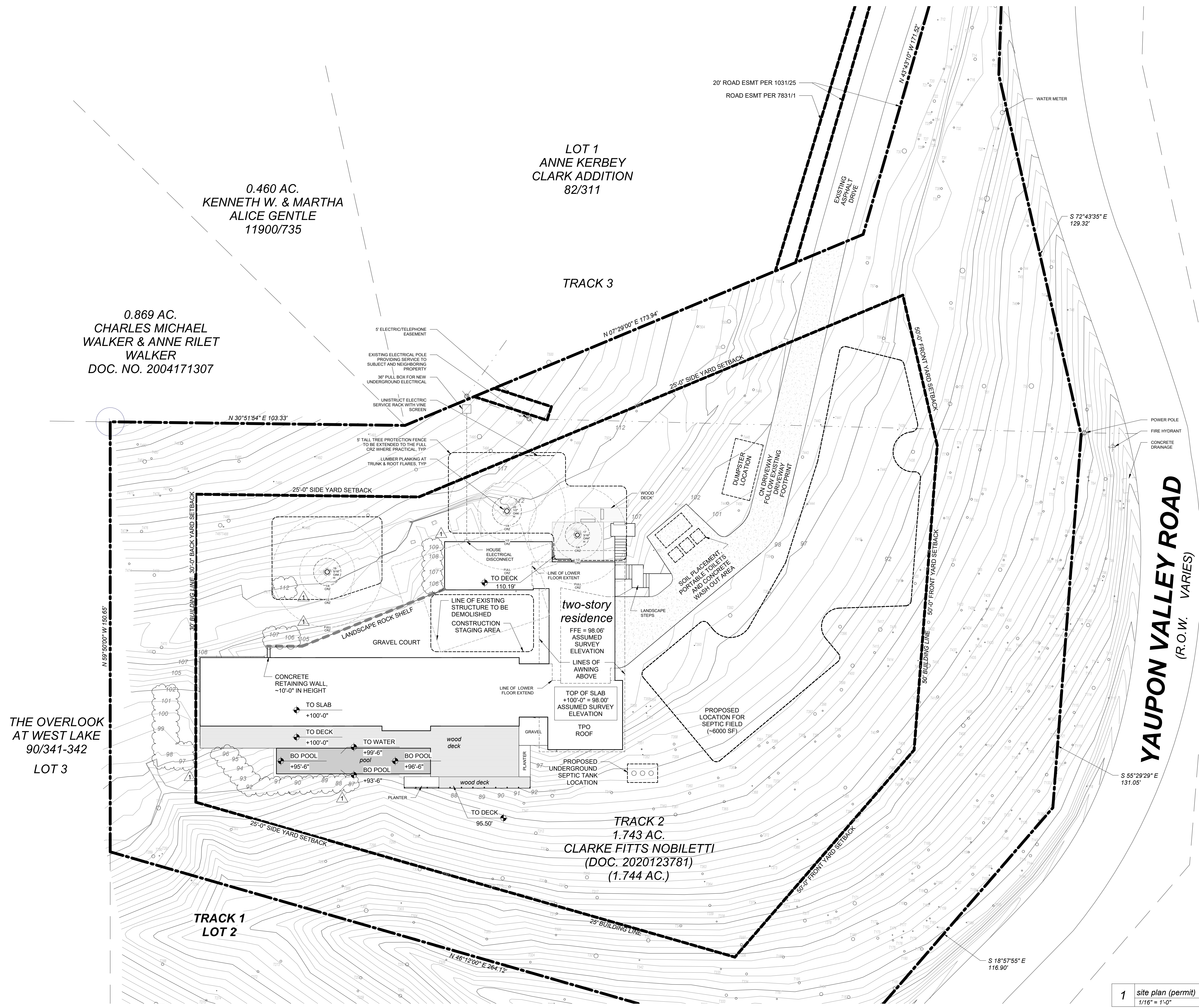
1. SITE SURVEY DATED AUGUST 6TH, 2020, PRODUCED BY B&G SURVEYING, LLC, 1404 WEST NORTH LOOP BLVD. AUSTIN, TX 78756 (512-458-6969) FIRM REGISTRATION NO. 100363-00 JOB #: B0706520_TA
2. SITE SURVEY TREE UPDATED SIGNED AND SEALED APRIL 3RD, 2024, PRODUCED BY B&G SURVEYING, LLC, 1404 WEST NORTH LOOP BLVD. AUSTIN, TX 78756 (512-458-6969) FIRM REGISTRATION NO. 100363-00 JOB #: B0306124_TA
3. ORIGINAL TOPO LINES WERE RENUMBERED WHERE 98' WAS UPDATED TO 100' TO ALIGN WITH NEW FINISHED FLOOR DATUM

fire sprinkler information

1. A FULL RESIDENTIAL SPRINKLER SYSTEM DESIGNED, INSTALLED AND TESTED IN ACCORDANCE WITH THE 2019 NFPA 13D WILL BE INSTALLED ON THE PROPERTY.
2. THE PLANS FOR THE SPRINKLER SYSTEM MUST BE DESIGNED AND INSTALLED BY A TEXAS LICENSED SPRINKLER CONTRACTOR FOR NFPA 13D SYSTEMS OR A TEXAS LICENSED PLUMBER WITH THE MULTIPURPOSE RESIDENTIAL FIRE PROTECTION SPRINKLER SPECIALIST (MRPFS) ENDORSEMENT. THE SPRINKLER PLANS MUST BE SUBMITTED, REVIEWED, APPROVED, TESTED, AND INSPECTED BY WEST LAKE FIRE DEPARTMENT PRIOR TO COVERING THE WALLS AND CEILINGS.
3. SPRINKLER HEADS INDICATED ON DRAWINGS ARE FOR GENERAL LAYOUT CONSIDERATIONS. FIRE SUPPRESSION SUBCONTRACTOR TO LOCATE HEADS IN ACCORDANCE WITH CODE REQUIREMENTS AND SOUND ENGINEERING PRINCIPLES.
4. SUBMIT DRAWINGS TO ARCHITECT FOR APPROVAL AND ALLOW A MIN. OF ONE WEEK FOR ARCHITECT REVIEW. ARCHITECT MAY REQUEST A MEETING TO DISCUSS ALTERNATE CONFIGURATIONS.
5. ALL HEADS ARE TO BE CONCEALED TYPE - HEAD CAP COLOR TO MATCH ADJOINING SURFACE AS CLOSELY AS POSSIBLE.

general notes

1. REFER TO ENGINEERED DRAINAGE PLANS FOR EROSION CONTROL.
2. IT IS PER ARCHITECT'S UNDERSTANDING, TREE T457, T463 AND T465 WERE LEGALLY REMOVED. TREE REMOVAL PERMIT 2023-11306.
3. REFER TO DRAWING A0.09 FOR TREE REMOVAL AND MITIGATION.



osuri residence

207 YAUPON VALLEY RD,
 WEST LAKE HILLS,
 TEXAS 78746

03.10.2025

alterstudio
 architecture LLP

1801 lavaca st #106
 austin, texas 78701
 512 499 8007

DD PRICING SET 01.06.2025
 PERMIT SET 03.10.2025
 CONTRACT SET 05.16.2025
 REV PERMIT SET 06.30.2025

Scale: As indicated

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site plan

A0.03

1 site plan (permit)
 1/16" = 1'-0"

lot legal description

LOT 1, BLOCK A OSURI SUBDIVISION

PARCEL ID: 0115150434
 LOT SIZE: 1.743 ACRES, 75,969 SF
 ZONING: R-1
 RESIDENTIAL DEVELOPMENT CATEGORIES:
 RESIDENTIAL TYPE I DEVELOPMENT
 DRAINAGE CRITERIA:
 TYPE I DRAINAGE REPORT

THIS SITE PLAN PRODUCED USING INFORMATION FROM:

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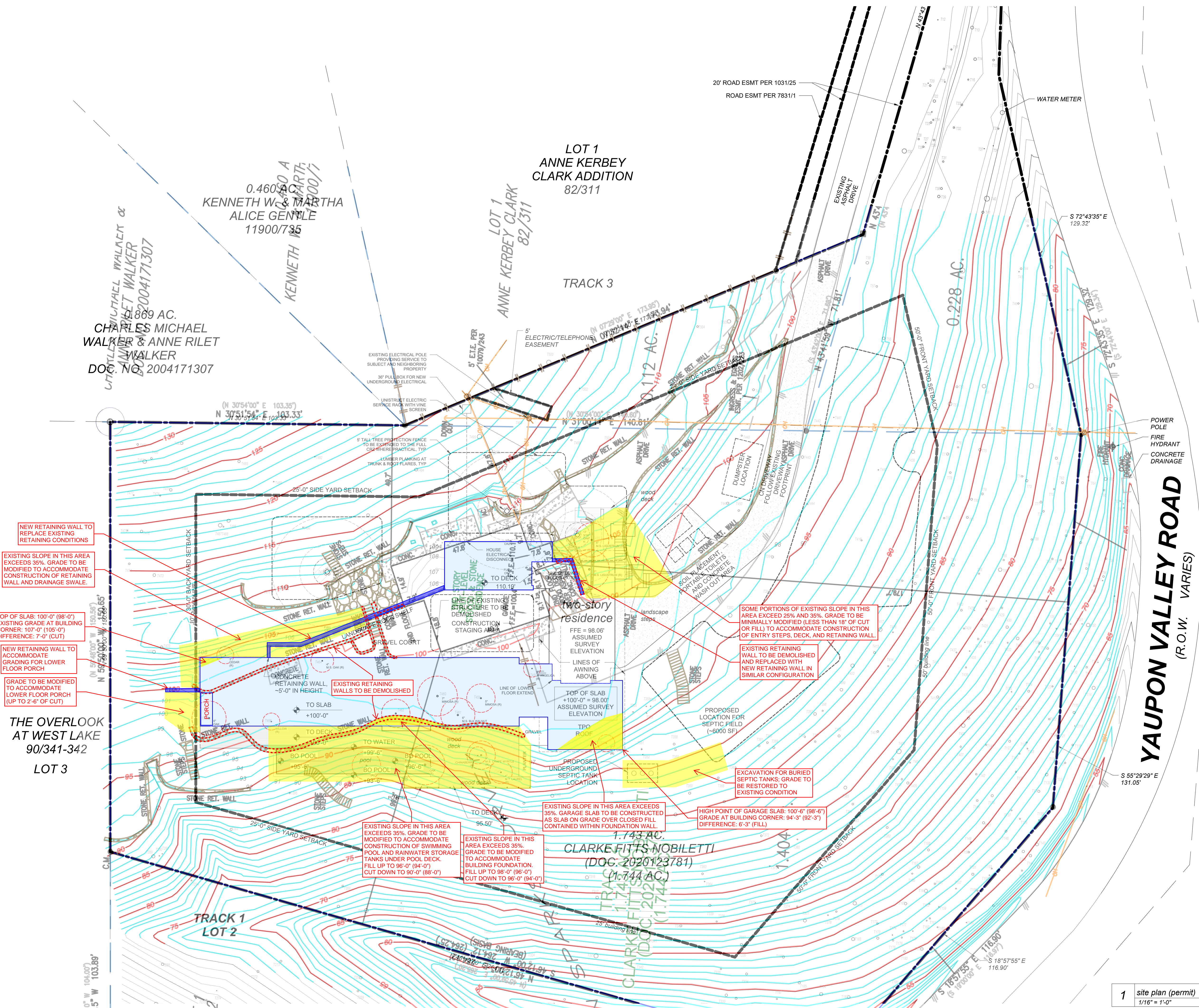
tree removal list

TAG	DIA	DESCRIPTION	STATUS
T296	5"	OAK (R)	REMOVE
T343	7"	OAK (R)	REMOVE
T344	5"	M.S. CRAPE MYRTLE (R)	REMOVE
T345	3"	CHINABERRY (R)	REMOVE
T346	4"	M.T. LAUREL (R)	REMOVE
T350	3"	M.T. LAUREL (R)	REMOVE
T455	6"	M.S. LIGUSTRUM (R)	REMOVE
T456	7"	M.S. LIGUSTRUM (R)	REMOVE
T458	3"	JP ANGELICA (R)	REMOVE
T459	5"	MIMOSA (R)	REMOVE
T460	7"	MIMOSA (R)	REMOVE
T461	6"	M.S. BLK WALNUT (R)	REMOVE
T462	5"	M.S. BLK WALNUT (R)	REMOVE
T464	4"	M.S. OAK (R)	REMOVE
T466	3"	WILLOW (R)	REMOVE
T467	6"	OAK (R)	REMOVE
T468	3"	CEDAR (R)	REMOVE

total tree removal = 82"
total tree replacement = 62"
 (75% of total tree removal)

- fire sprinkler information**
1. A FULL RESIDENTIAL SPRINKLER SYSTEM DESIGNED, INSTALLED AND TESTED IN ACCORDANCE WITH THE 2019 NFPA 13D WILL BE INSTALLED ON THE PROPERTY.
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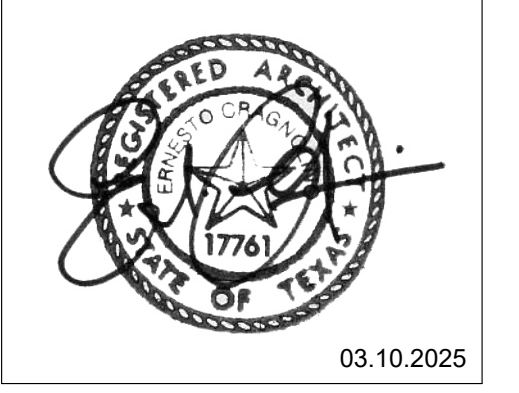
- general notes**
1. REFER TO ENGINEERED DRAINAGE PLANS FOR EROSION CONTROL.
 2. IT IS PER ARCHITECT'S UNDERSTANDING, TREE T457, T463 AND T465 WERE LEGALLY REMOVED. TREE REMOVAL PERMIT 2023-11306.



**THE OVERLOOK
 AT WEST LAKE
 90/341-342
 LOT 3**

YAUPON VALLEY ROAD
 (R.O.W. VARIES)

osuri residence
 207 YAUPON VALLEY RD,
 WEST LAKE HILLS,
 TEXAS 78746



alterstudio
 architecture LLP
 1801 lavaca st #106
 austin, texas 78701
 512 499 8007

- DD PRICING SET 01.06.2025
- PERMIT SET 03.10.2025
- CONTRACT SET 05.16.2025

Scale: As indicated

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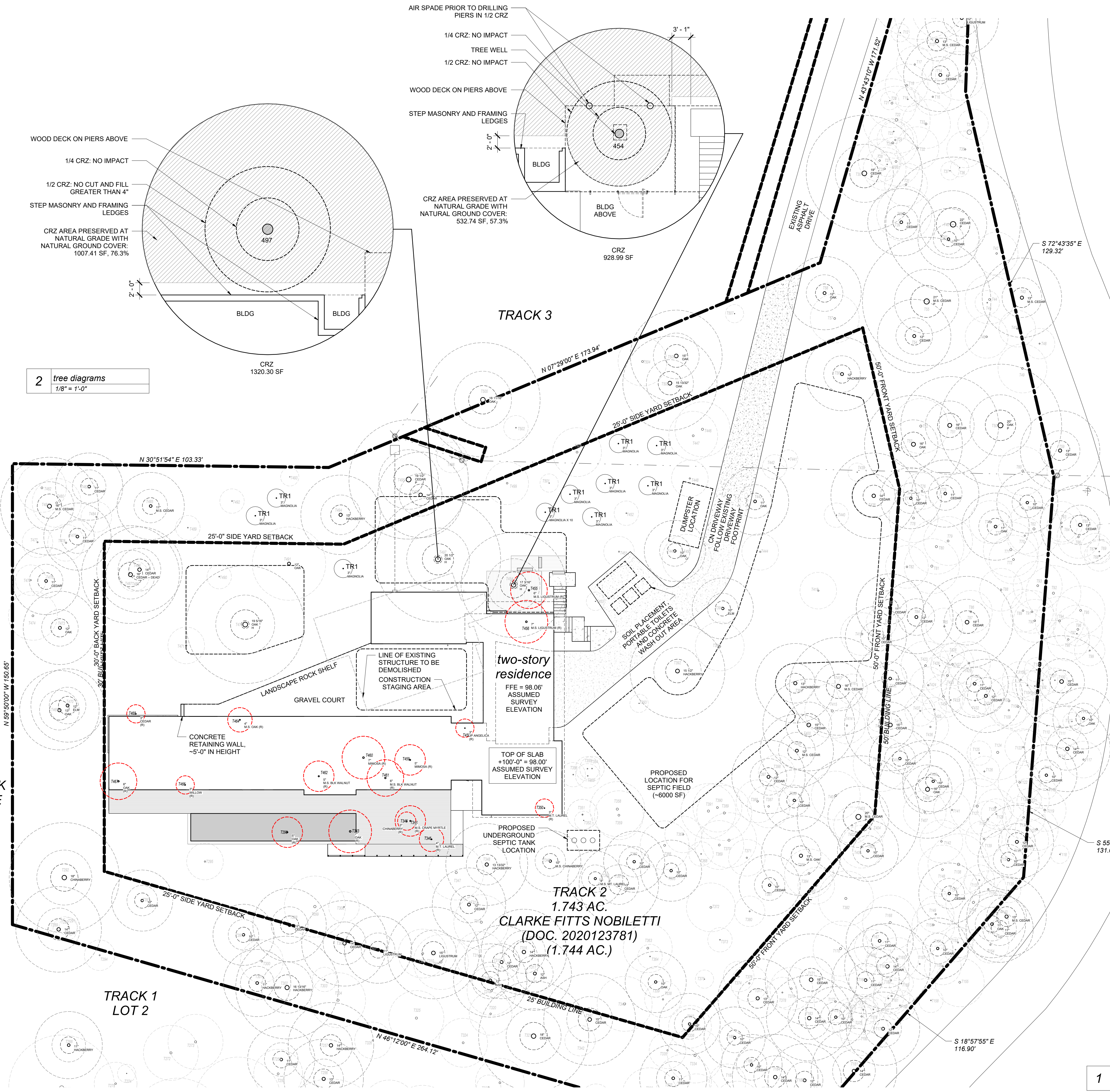
site plan
A0.03

1 site plan (permit)
 1/16" = 1'-0"

tree list

TAG	DIA	DESCRIPTION
T7	10"	CEDAR
T8	12"	LIGUSTRUM
T10	13"	CEDAR
T11	17"	CEDAR
T13	13"	M.S. CEDAR
T14	12"	CEDAR
T30	19"	CEDAR
T39	11"	CEDAR
T40	22"	CEDAR
T41	10"	CEDAR
T43	13"	M.S. CEDAR
T50	20"	OAK
T51	16"	CEDAR
T53	16"	OAK
T54	12"	CEDAR
T55	21"	M.S. CEDAR
T56	12"	HACKBERRY
T58	12"	OAK
T59	13"	CEDAR
T61	10"	CEDAR
T65	13"	CEDAR
T73	11"	OAK
T75	11"	CEDAR
T77	10"	CEDAR
T83	11"	CEDAR
T84	12"	CEDAR
T87	15"	CEDAR
T100	15"	CEDAR
T113	10"	OAK
T114	14"	CEDAR
T115	10"	CEDAR
T133	12"	CEDAR
T134	10"	CEDAR
T143	13"	M.S. CEDAR
T144	11"	CEDAR
T145	11"	OAK
T147	10"	CEDAR
T151	10"	CEDAR
T164	14"	CEDAR
T167	11"	CEDAR
T169	11"	CEDAR
T171	15"	CEDAR
T173	10"	CEDAR
T179	12"	CEDAR
T181	14"	CEDAR
T182	12"	CEDAR
T183	14"	CEDAR
T184	14"	CEDAR
T185	10"	CEDAR
T186	10"	CEDAR
T256	13"	CEDAR
T257	14"	HACKBERRY
T258	11"	CEDAR
T288	11"	HACKBERRY
T289	14"	CEDAR
T292	18"	CHINABERRY
T293	10"	CEDAR
T297	10"	CEDAR
T298	12"	CEDAR
T301	11"	HACKBERRY
T302	16 3/4"	HACKBERRY
T305	14"	CEDAR
T307	11"	LIGUSTRUM
T310	15"	LIGUSTRUM
T312	12"	CEDAR
T315	12"	CEDAR
T316	14"	HACKBERRY
T317	12"	ASH
T318	12"	ASH
T321	18"	CEDAR
T327	11"	CHINABERRY
T333	11"	CEDAR
T337	10"	CEDAR
T339	10"	OAK
T341	15"	CEDAR
T348	13 1/2"	HACKBERRY
T349	10"	M.S. CHINABERRY
T360	10"	CEDAR
T361	13"	CEDAR
T365	10"	CEDAR
T377	13"	CEDAR
T381	10"	CEDAR
T385	13"	M.S. OAK
T386	10"	CEDAR
T392	15 1/2"	HACKBERRY
T394	10"	ELM
T396	13"	HACKBERRY
T397	12"	CEDAR
T399	12"	M.S. CEDAR
T400	12"	CEDAR
T403	20"	M.S. CEDAR
T405	10"	CEDAR
T408	16"	OAK
T409	10"	CEDAR
T410	10"	CEDAR
T412	15"	CEDAR
T417	16"	M.S. CEDAR
T420	10"	CEDAR
T422	11"	CEDAR
T430	11"	CEDAR
T431	12"	CEDAR
T438	14"	CEDAR
T443	11"	OAK
T449	10"	OAK
T454	17 1/4"	OAK
T469	13"	OAK
T470	12"	ELM
T472	19 1/4"	OAK
T473	12"	OAK
T476	11"	CEDAR
T479	11"	CEDAR
T481	16"	M.S. CEDAR
T483	11"	CEDAR
T485	11"	M.S. CEDAR
T486	14"	CEDAR
T487	16"	CEDAR -- DEAD
T491	12"	OAK
T494	13"	HACKBERRY
T495	19 1/2"	CEDAR
T496	14"	CEDAR
T497	20 1/2"	OAK
T500	18 3/4"	OAK
T505	15 1/2"	OAK
T506	15"	OAK

2 tree diagrams
1/8" = 1'-0"



1 site plan (rev permit)
1/16" = 1'-0"

tree removal list

TAG	DIA	DESCRIPTION	STATUS
T296	5"	OAK (R)	REMOVE
T343	7"	OAK (R)	REMOVE
T344	5"	M.S. CRAPE MYRTLE (R)	REMOVE
T345	3"	CHINABERRY (R)	REMOVE
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T467	6"	OAK (R)	REMOVE
T468	3"	CEDAR (R)	REMOVE

total tree removal = 82"
total tree replacement = 29.25"
(75% of total tree removal)
All trees 10" or greater will be preserved.

tree mitigation notes

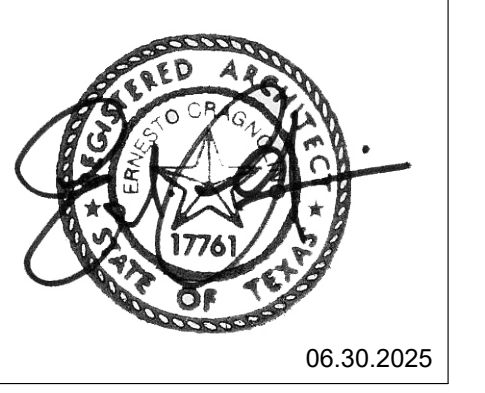
TAG DIA DESCRIPTION
TR1 3" MAGNOLIA X 10

TREE REMOVAL WITH TRUNK DIAMETERS EQUAL TO OR GREATER THAN SIX INCHES AND LESS THAN FOURTEEN INCHES: 39"

TOTAL REPLACEMENT TREE CALIPER INCHES REQUIRED: 29.25"

TOTAL REPLACEMENT TREE CALIPER INCHES PROVIDED: 30"

osuri residence
207 YAUPON VALLEY RD,
WEST LAKE HILLS,
TEXAS 78746



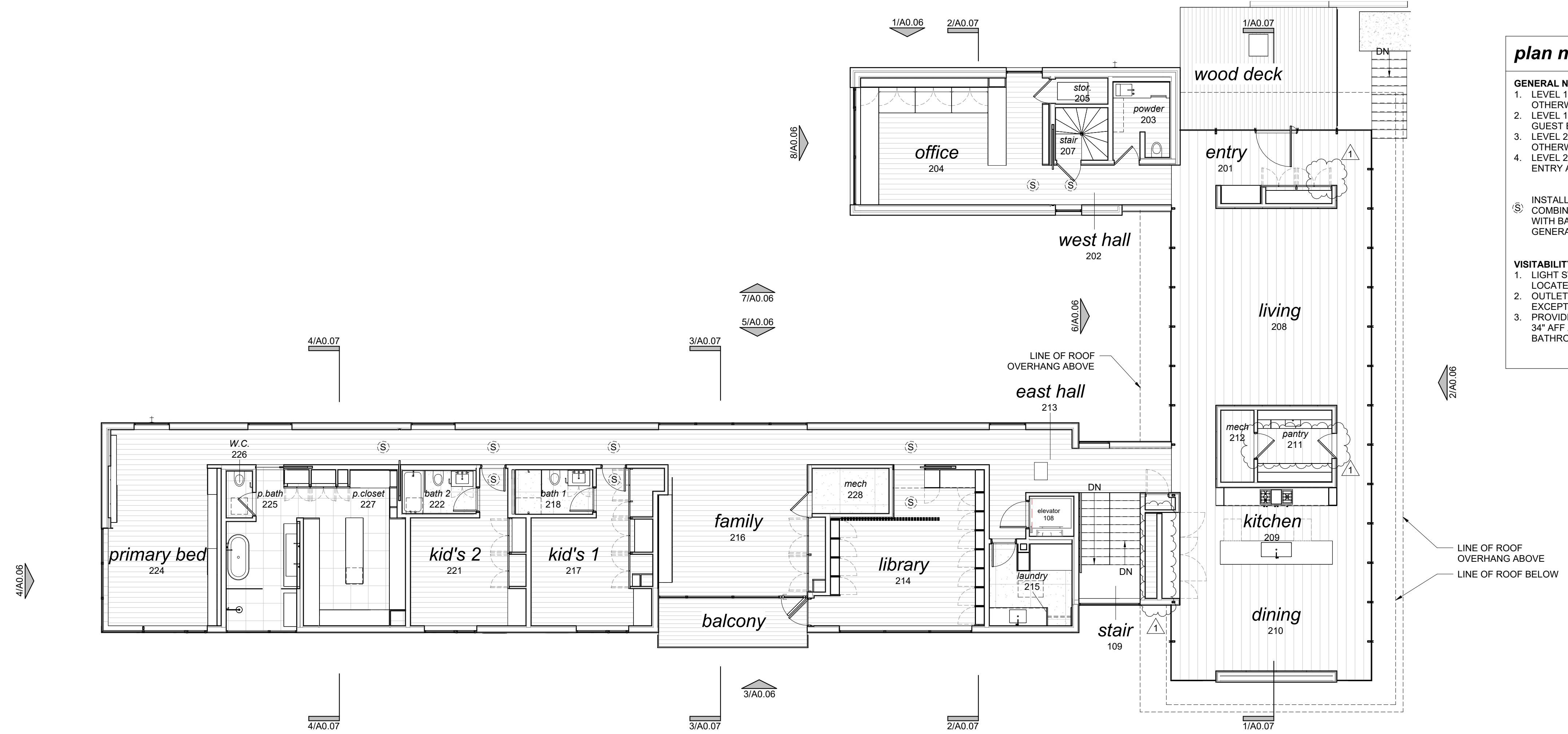
alterstudio
architecture LLP
1801 lavaca st #106
austin, texas 78701
512 499 8007

1 REV PERMIT SET 06.30.2025

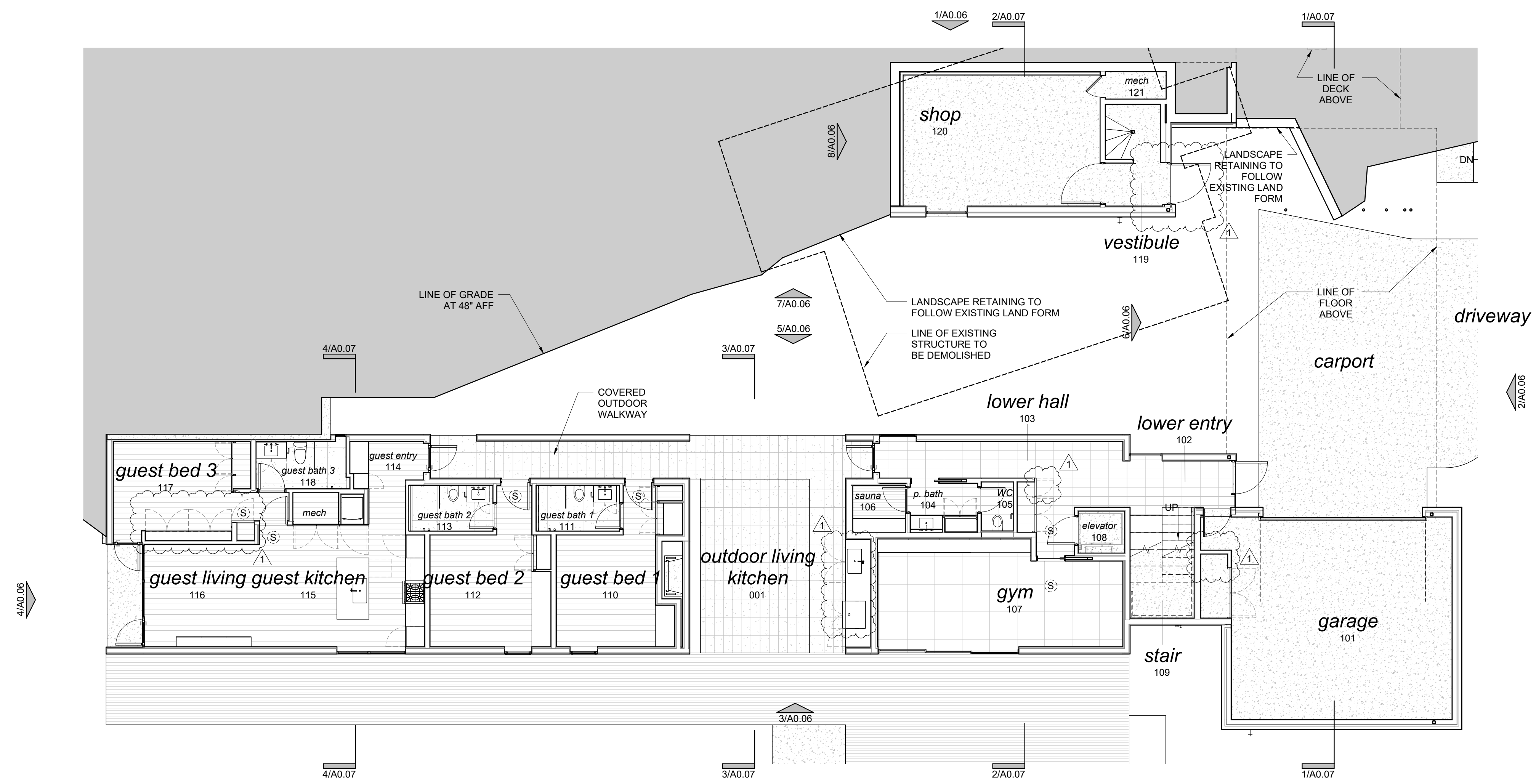
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tree protection plan & tree diagrams

A0.09



2 level 2 floor plan
1/8" = 1'-0"

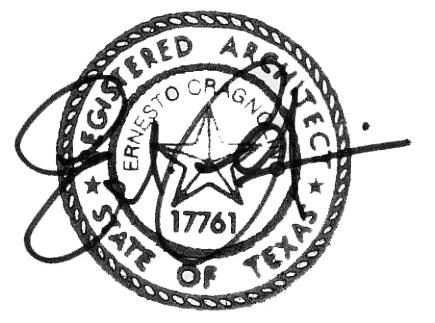


1 level 1 floor plan
1/8" = 1'-0"

- plan notes**
- GENERAL NOTES:**
- LEVEL 1 CEILINGS ARE 9'-11 5/8" UNLESS NOTED OTHERWISE.
 - LEVEL 1 CEILINGS AT: GYM BATH, GUEST BATH 1&2, GUEST BED 1&2 ENTRY ARE 8'-11 5/8".
 - LEVEL 2 CEILINGS ARE 9'-11 5/8" UNLESS NOTED OTHERWISE.
 - LEVEL 2 CEILINGS AT: KIDS' BATH 1&2, KID'S BED 1&2 ENTRY AND OFFICE ARE 8'-11 5/8".
- Ⓢ INSTALL HARDWIRED AND INTERCONNECTED COMBINATION CARBON MONOXIDE + SMOKE DETECTORS WITH BATTERY BACKUP PER CODE REQUIREMENT AS GENERALLY INDICATED ON THE DRAWINGS.
- VISIBILITY NOTES:**
- LIGHT SWITCHES AND ENVIRONMENTAL CONTROLS LOCATED MAXIMUM 48" AFF.
 - OUTLETS AND RECEPTACLES LOCATED MINIMUM 15" AFF, EXCEPT FOR FLOOR OUTLETS.
 - PROVIDE HORIZ. 2X6 BLOCKING FLUSH TO FRAMING @ 34" AFF ALONG BACK AND SIDE OF TOILET AT VISITABLE BATHROOM.

osuri residence

207 YAUPON VALLEY RD,
WEST LAKE HILLS,
TEXAS 78746



alterstudio
architecture LLP

1801 lavaca st #106
austin, texas 78701
512 499 8007

PERMIT SET	03.10.2025
CONTRACT SET	05.16.2025
REV PERMIT SET	06.30.2025

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permit - floor plans

A0.04

September 17, 2025

City of West Lake Hills

REF: Engineer’s Statement Regarding City of West Lake Hills Drainage Criteria & the 207 Yaupon Valley Building Permit

I, Jay Campbell PE, was retained by the owner of 207 Yaupon Valley to assist with the preparation of drainage plans and report for the building permit. The purpose of this document is to provide my engineering opinion on the cut/fill requirements set by West Lake Hills (WLH) Drainage and Erosion Control Design Manual (DECDM)

Per section 7.4.1 of the DECDM, there are specific cut/fill depths allowable for open cuts and fill, closed cuts and closed fill per slope categories. Specifically, review comments have been triggered with the current building permit review with the 25%-35% and >35% categories of this table. It is of my professional opinion that the depths of cut/fill used for this permit that exceed the allowable limits per Table 7.4.1 will have no adverse effect on drainage or soil erosion control. In addition, generally speaking, foundation depths are independent of the surrounding final grading and should not have an effect on the surface water runoff. Final grading and the application of any drainage features, as needed, to direct and control flow will provide necessary provisions for an adequate drainage plan.

The current building permit with WLH for the subject property includes minimal impervious cover increase and minimal peak flow increase of 0.01 cfs for the 100-year storm event. Therefore, there will be no adverse impacts to surrounding or downstream properties due to the proposed improvements.

Table 7.4.1 is provided below for reference.

7.4.1 CUT/FILL LIMITS

In order to reduce stormwater runoff, resulting in erosion, sedimentation and conveyance of nonpoint source pollutants, the layout of the street network, lots and building sites shall, to the greatest extent possible, be sited and aligned along natural contour lines, and shall minimize the amount of cut and fill on slopes in order to minimize the amount of land area disturbed during construction. The maximum cut and fill limits are shown in Table 7-1.

Table 7-1: Maximum Cut and Fill Limits

Slope	Open Cuts and Fills	Closed Cuts	Closed Fill
0 - 15%	3 feet	20 feet	6 feet
15 - 25%	1 foot	15 feet	6 feet
25% - 35%	0 feet	10 feet	6 feet
> 35%	0 feet	0 feet	0 feet

This concludes my comments regarding this subject. Please do not hesitate to contact me if any additional information is needed.

Regards,



Jay Campbell, PE, CFM, CPESC

(512) 431-7880

Jcampbell@ceengtx.com

October 2, 2025

On behalf of the:

Attn: Joel Sherrouse
4010 Bee Cave Road
West Lake Hills, TX 78746



Re: Permit No. 2025-1281 – 207 Yaupon Valley – Variance Request Review

We have reviewed the variance requests for the property located at 207 Yaupon Valley. This review was performed in the context of the City of West Lake Hills Code of Ordinances which states that no variance shall be granted unless the following conditions are fulfilled:

1. The strict or literal enforcement of the terms of the code, 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.
4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship.

The following requests were made:

1. West Lake Hills [Drainage and Erosion Control Design Manual](#) Section 7.4.1 CUT/FILL LIMITS on slopes 35% or greater.
2. West Lake Hills [Drainage and Erosion Control Design Manual](#) Section 7.4.1 CUT/FILL LIMITS taller than 6', if foundation fill is classified as "Closed Fill".

Based on the Engineer of Records drainage letter there will be "no adverse impacts of the properties downstream and no adverse impact to erosion on site" which has been confirmed on the permitting documents and will be verified in the field before project release. After reviewing the documents provided and the city code, the engineering team on behalf of the City of West Lake Hills recommends the variances be approved.

Sincerely,



A handwritten signature in blue ink, appearing to read "Andy Carruth".

Andy Carruth, P.E.
Reviewer for the City of West Lake Hills

From: [Erica Weinberger](#)
To: [Jennifer Bills](#)
Cc: [Ashton Weinberger](#)
Subject: Objection to Variance Request - 207 Yaupon Valley
Date: Tuesday, September 16, 2025 3:55:55 PM

Dear City of West Lake Hills Planning Staff,

I am writing to formally object to the variance request submitted by my neighbor whose property directly adjoins mine at 103 Yaupon Valley. As the owner of this adjacent lot, I have serious concerns regarding the potential impact of the proposed expansion.

This area has struggled with drainage issues, and any alteration to the existing footprint could exacerbate those problems. My property is already challenging to develop due to its own constraints, and Applicant's potential footprint expansion may render future construction on my parcel impractical or even untenable.

I understand that City Staff is not recommending approval of this variance, which I interpret as a significant red flag. I urge the City to conduct a thorough and diligent review of the applicant's plans, with particular attention to the drainage and developmental consequences for surrounding properties.

Thank you for your time and consideration.

Erica Weinberger
Owner, 103 Yaupon Valley

--

Erica L. Weinberger



owner

OSURI FAMILY

architect

ERNESTO CRAGNOLINO, FAIA
ALTERSTUDIO ARCHITECTURE, LLP
TEL: 512.499.8007
ERNESTO@ALTERSTUDIO.NET

structural engineer

SAM YOUNG, PE
FORT STRUCTURES
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SYOUNG@FORTSTRUCTURES.COM

mechanical engineer

KRISTOF IRWIN, PE
POSITIVE ENERGY
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KRISTOF@POSITIVEENERGY.PRO

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NICHOLAS F. KAUFFMAN, PE
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lighting

TOMMY DOYLE
COSINE
TEL: 424.355.9235
TOMMY@THECOSINE.COM

septic

DERRICK E. LORMAND, RS
DELCON ENVIRONMENTAL SYSTEMS, LLC
TEL: 512.583.1397
DERRICK@DELCONENVIRONMENTAL.COM

civil

JAY CAMPBELL P.E., CFM, CPESC
C&E ENGINEER
TEL: 512.431.7880
JCAMPBELL@CEENGTX.COM

general contractor

JASON MIARS
MIARS CONSTRUCTION
TEL: 512.750.9519
JASON@MIARSCONSTRUCTION.COM

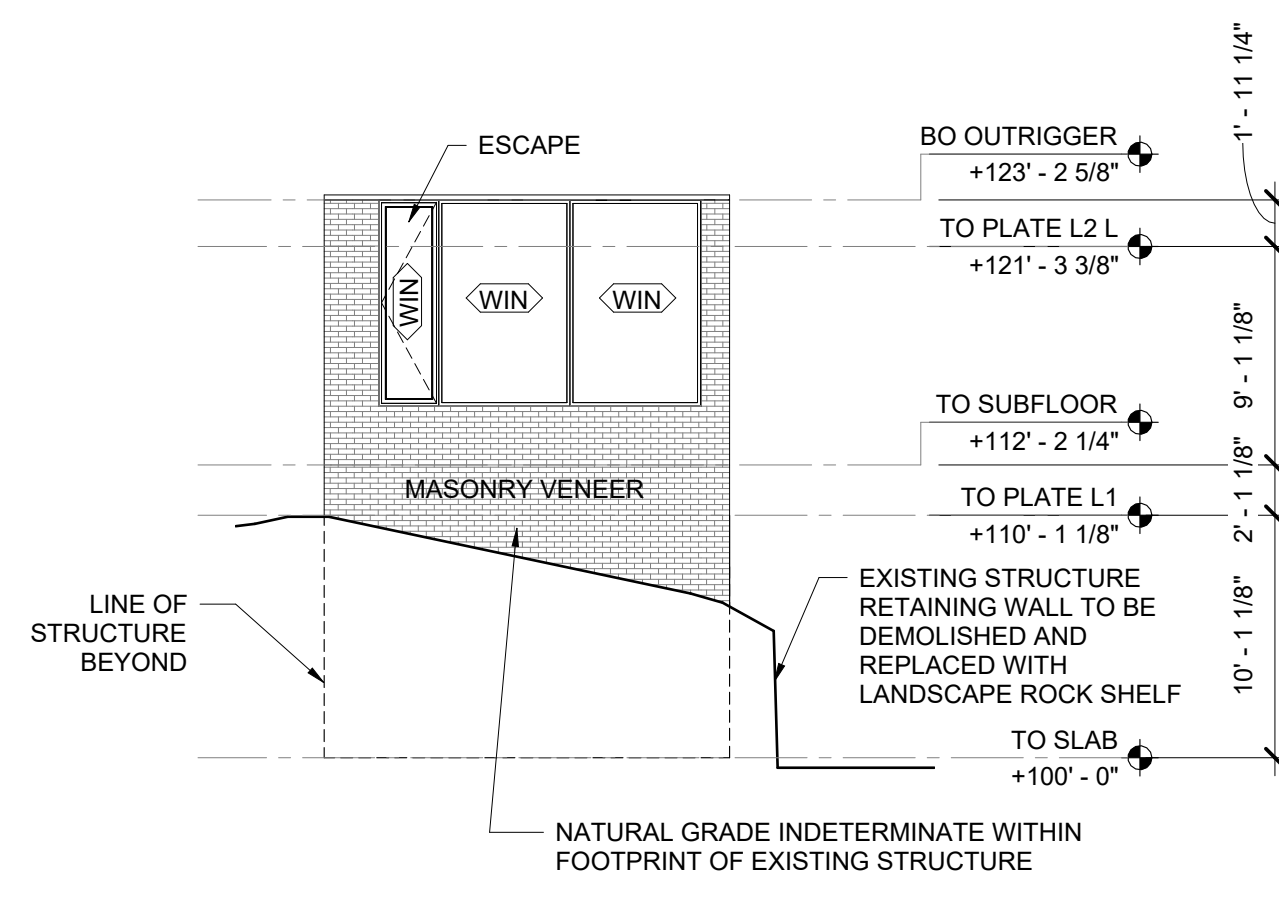
landscape architect

DAVID L. HOCKER, RLA, FASLA
HOCKER DESIGN GROUP
TEL: 214.915.0910
DAVID@HOCKERDESIGN.COM

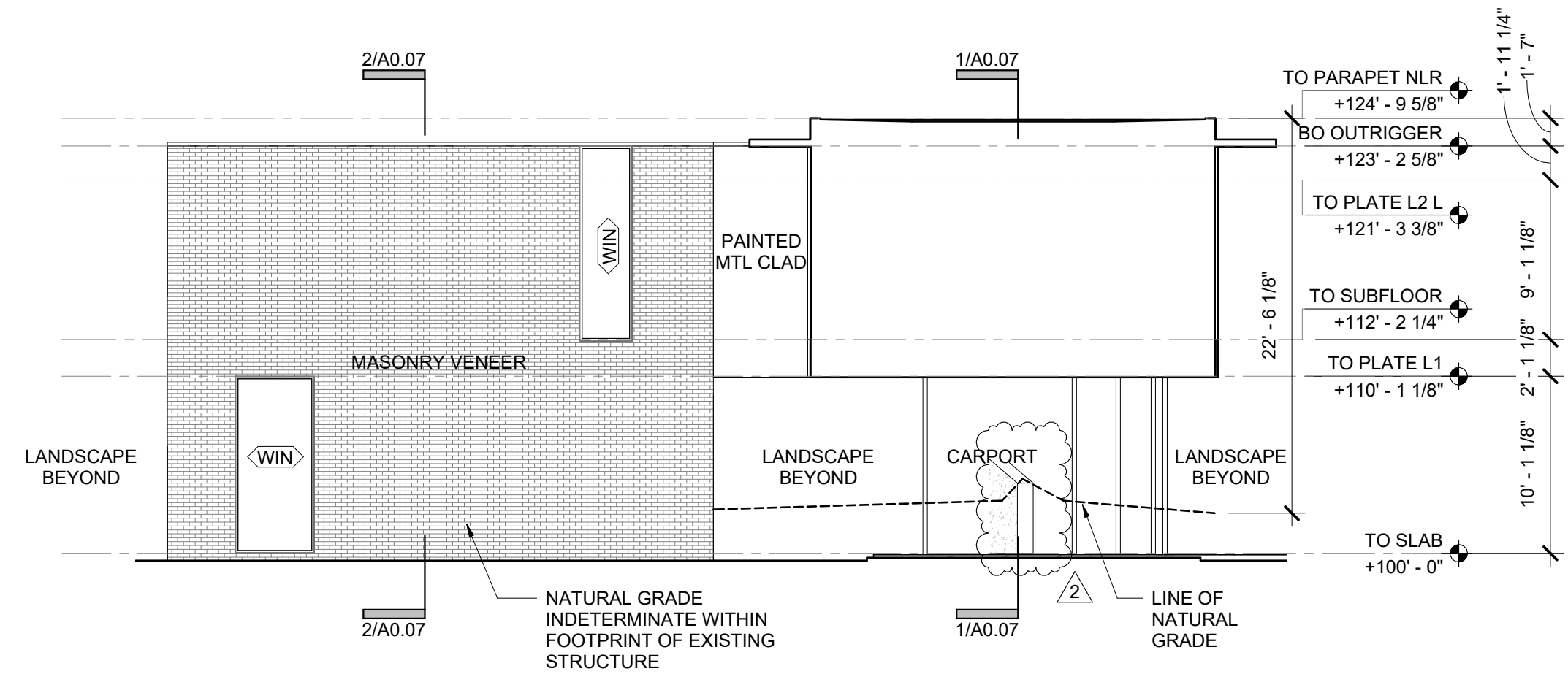


osuri residence

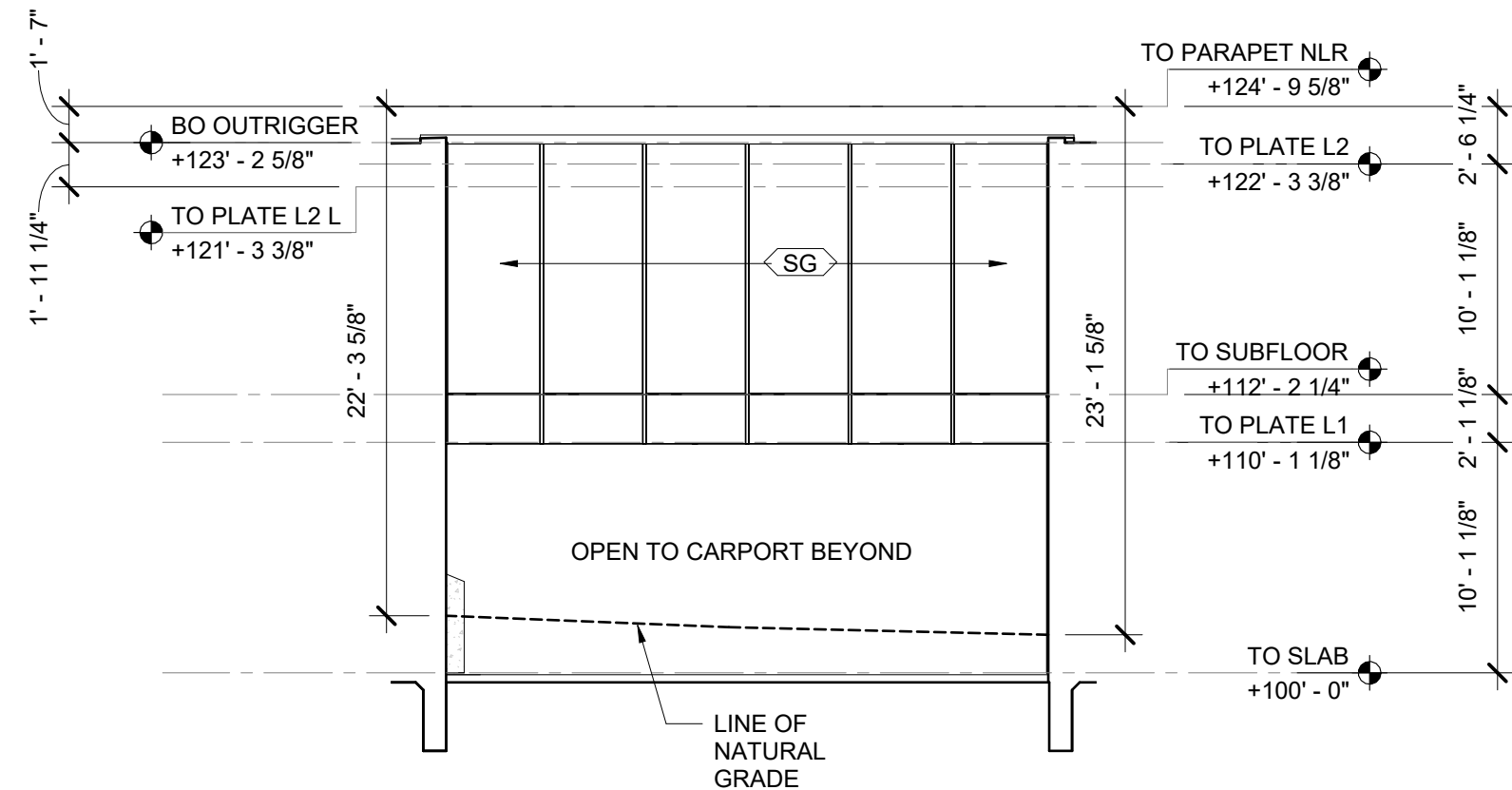
207 YAUPON VALLEY RD,
WEST LAKE HILLS,
TEXAS 78746
REVISED PERMIT SET
08.25.2025



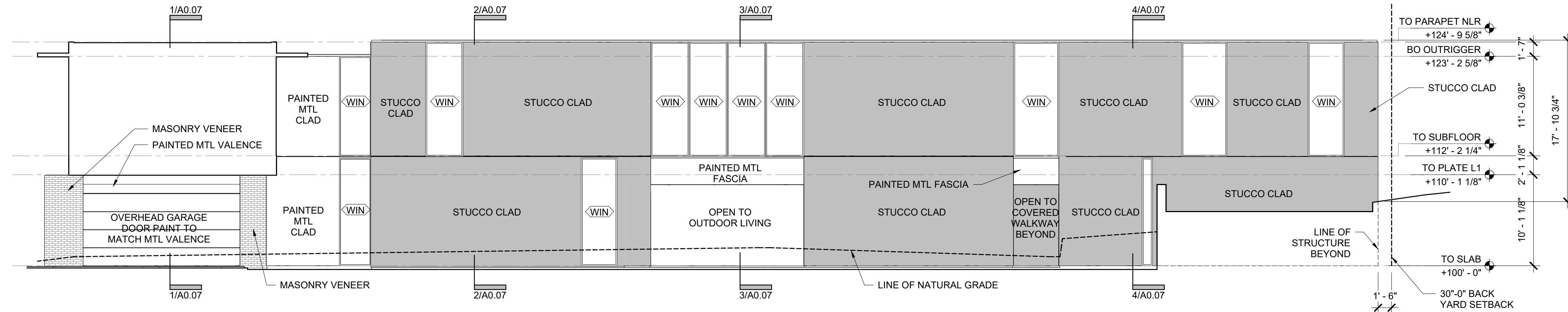
8 south elevation - back
1/8" = 1'-0"



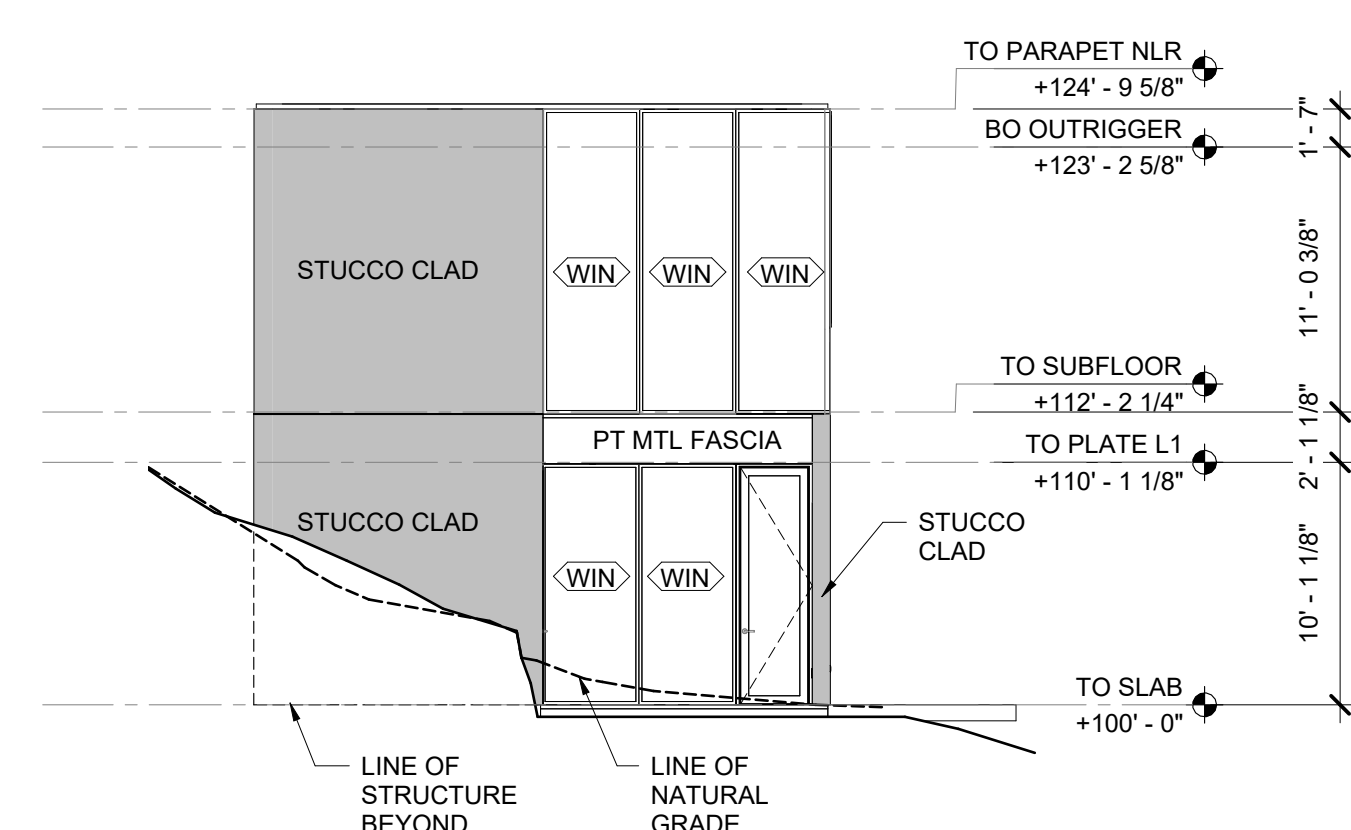
7 east elevation - back
1/8" = 1'-0"



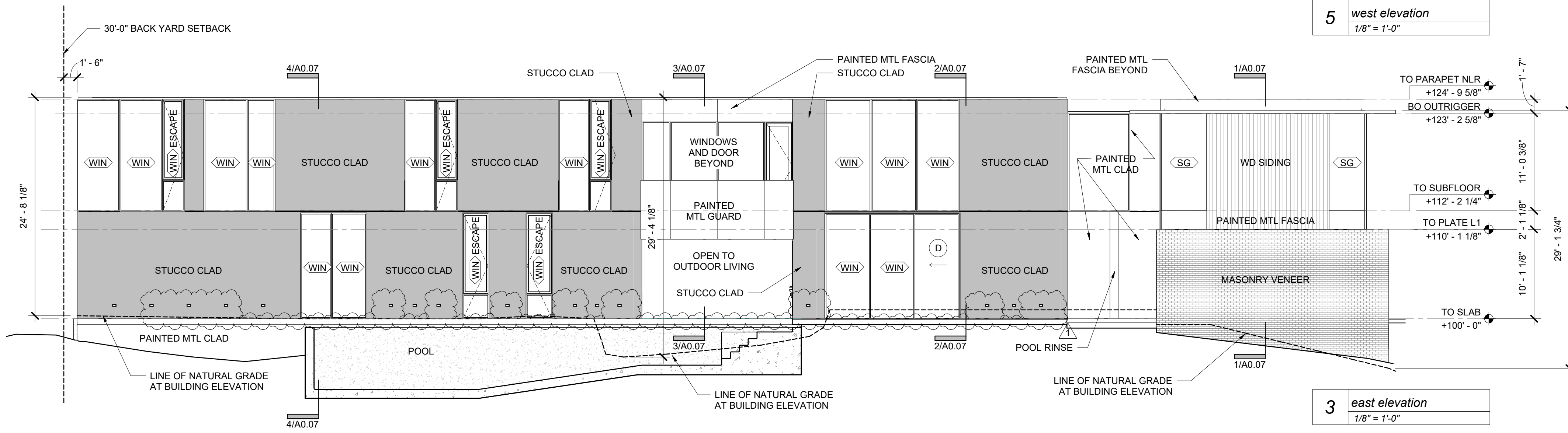
6 south elevation - front
1/8" = 1'-0"



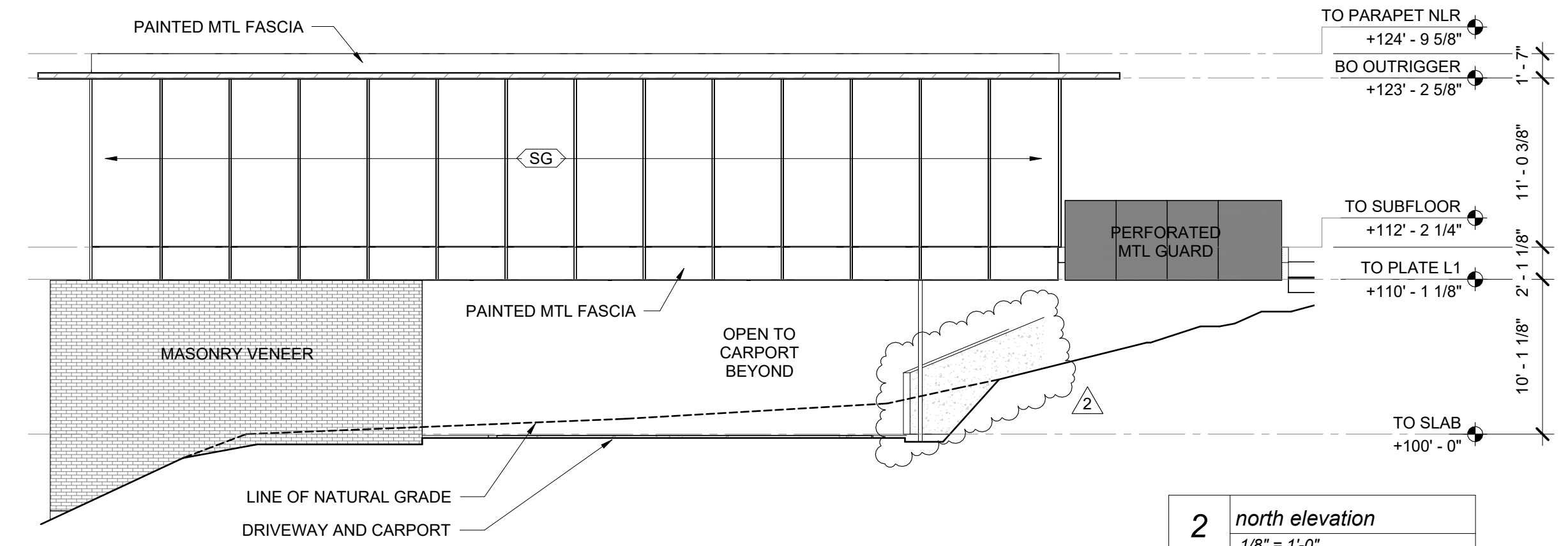
8 south elevation - front
1/8" = 1'-0"



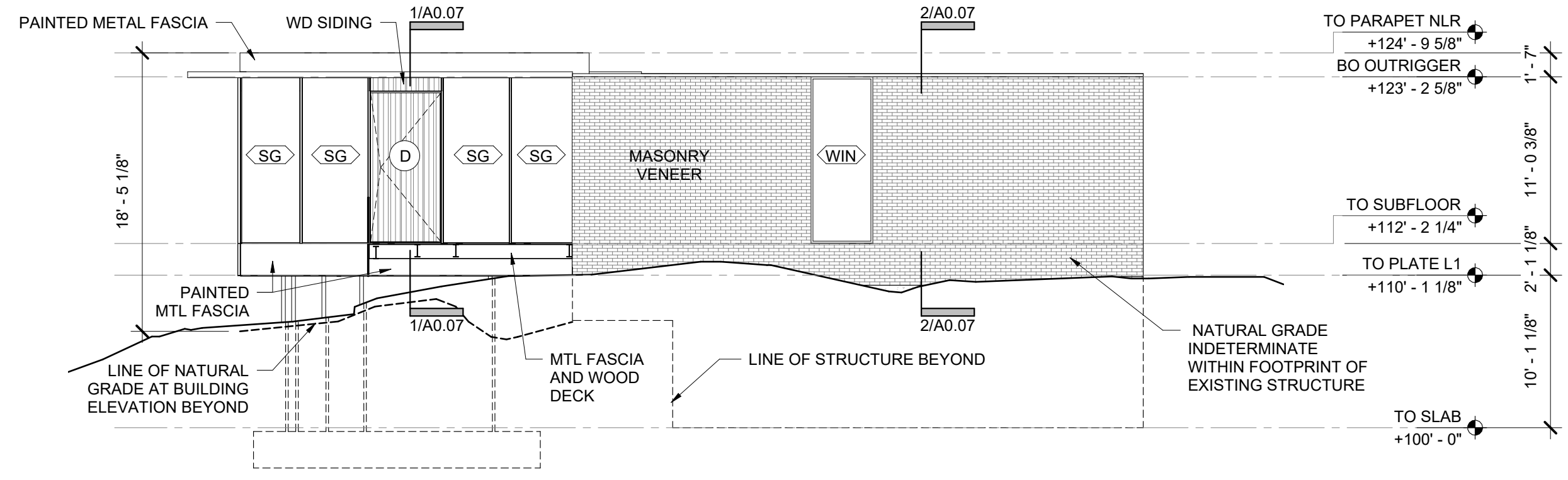
4 south elevation
1/8" = 1'-0"



5 west elevation
1/8" = 1'-0"



2 north elevation
1/8" = 1'-0"



1 west elevation - back
1/8" = 1'-0"

osuri residence
207 YAUPON VALLEY RD,
WEST LAKE HILLS,
TEXAS 78746

THIS DRAWING IS RELEASED UNDER THE AUTHORITY OF ERNESTO CRAGNOLINO (TEXAS REGISTRATION #17761) AND IS NOT FOR REGULATORY APPROVAL, PERMITTING OR CONSTRUCTION

alterstudio
architecture LLP

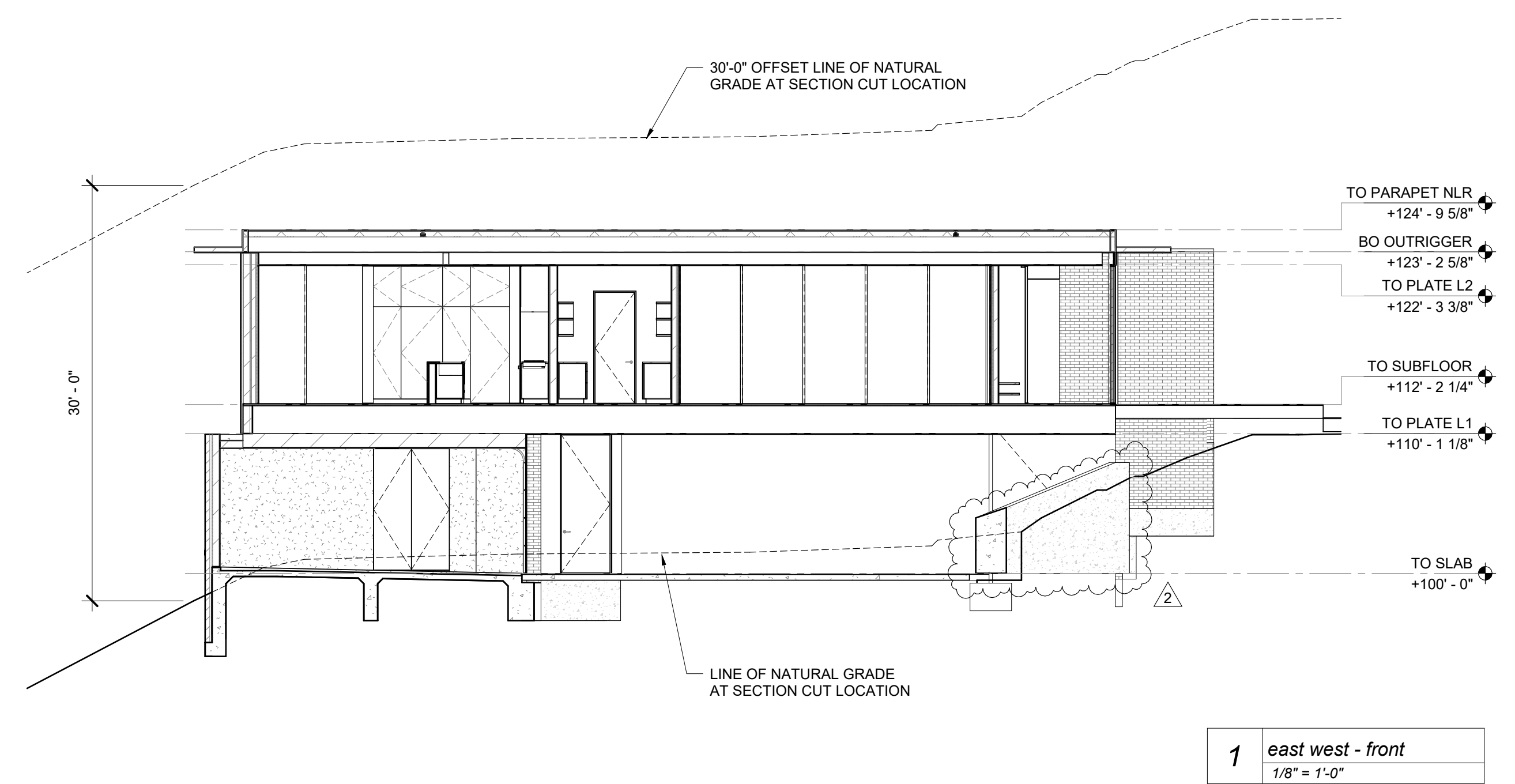
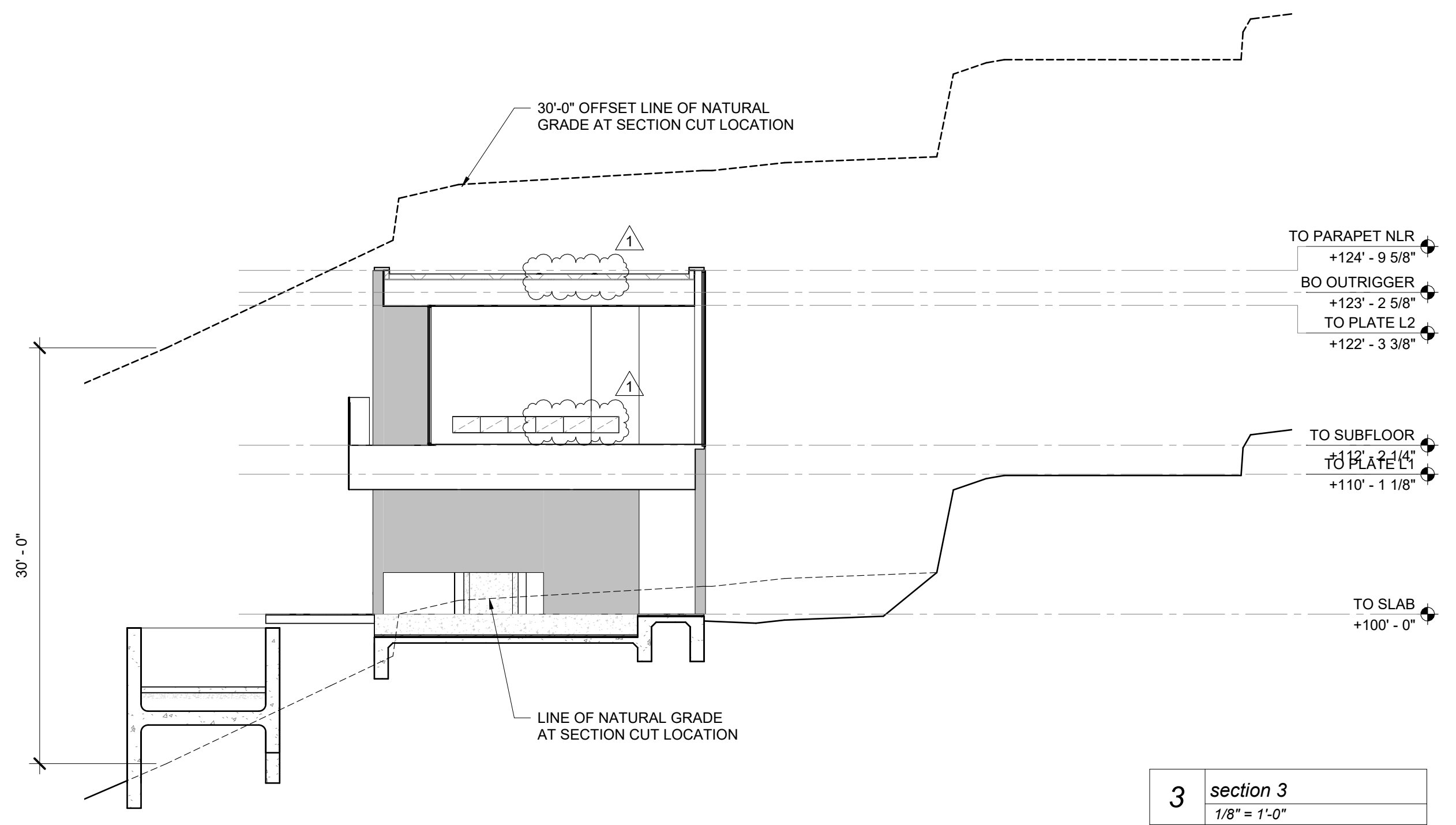
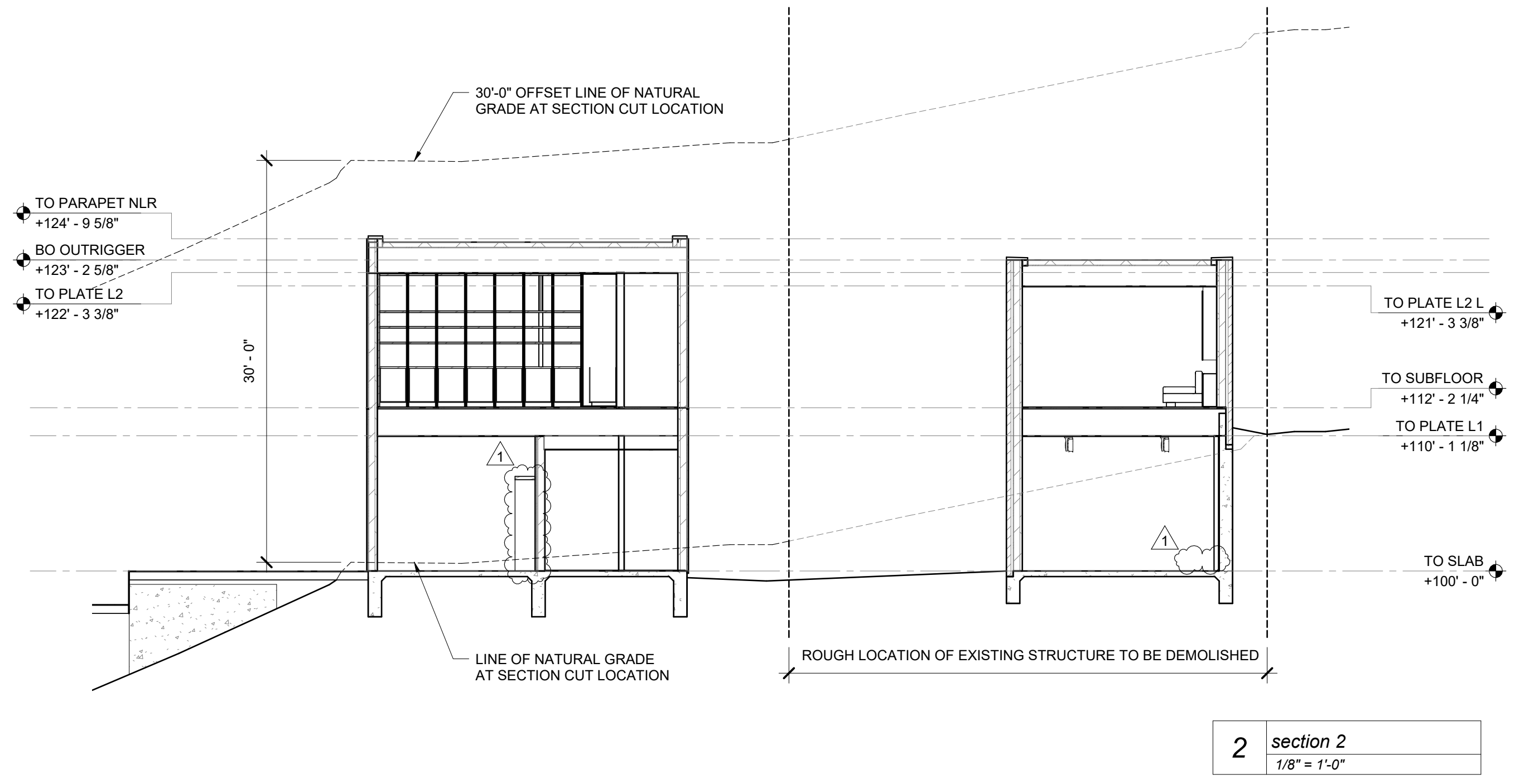
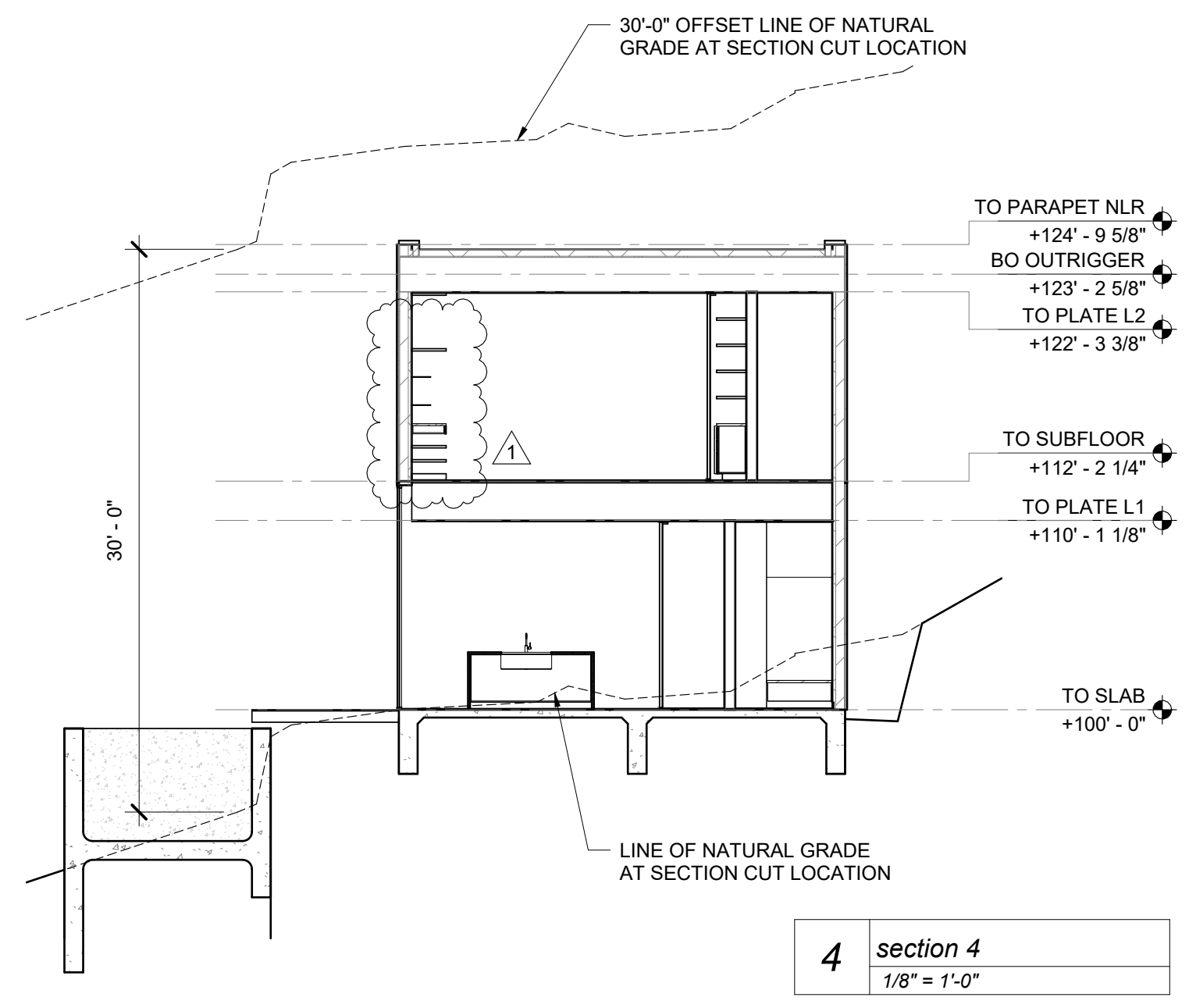
1801 lavaca st #106
austin, texas 78701
512 499 8007

PERMIT SET 03.10.2025
CONTRACT SET 05.16.2025
REV PERMIT SET 06.30.2025
REV PERMIT SET 08.25.2025

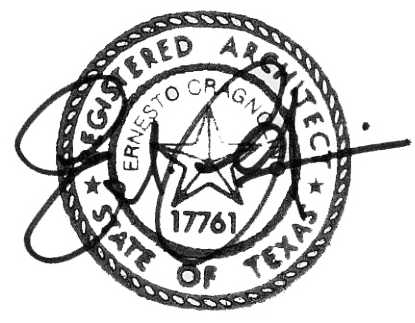
Scale: 1/8" = 1'-0"
HALF OF NOTED SCALE WHEN PRINTED ON 12X18. DO NOT SCALE DRAWINGS. CONTACT ARCHITECT IN CASE OF DISCREPANCIES. THIS SHEET IS ONLY ONE COMPONENT OF THE TOTAL DOCUMENT PACKAGE WHICH CONSISTS OF ALL DRAWINGS AND SPECIFICATIONS.

permit - elevations

A0.06



osuri residence
207 YAUPON VALLEY RD,
WEST LAKE HILLS,
TEXAS 78746



alterstudio
architecture LLP

1801 lavaca st #106
austin, texas 78701
512 499 8007

PERMIT SET	03.10.2025
CONTRACT SET	05.16.2025
REV PERMIT SET	06.30.2025
REV PERMIT SET	08.25.2025

Scale: 1/8" = 1'-0"
HALF OF NOTED SCALE WHEN PRINTED ON 12X18. DO NOT SCALE DRAWINGS. CONTACT ARCHITECT IN CASE OF DISCREPANCIES. THIS SHEET IS ONLY ONE COMPONENT OF THE TOTAL DOCUMENT PACKAGE WHICH CONSISTS OF ALL DRAWINGS AND SPECIFICATIONS.

permit - sections

A0.07

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, August 20, 2025 at 6:30 PM

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

- a. Meeting begins at 6:30pm
- b. Roll Call
 1. Chair Robert Meisel: Present
 2. Vice-Chair Jim Pledger: Present
 3. Commissioner Julia Webber: Present
 4. Commissioner Karen Bartoletti: Absent
 5. Commissioner Patrick Stewart: Present
 6. Commissioner Laurie Maccini: Present

2. **Citizen Communications:**

- a. None

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

1. Approval of the August 20, 2025 Special ZAPCO meeting 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 Webber Seconds
- ii. Motion carries unanimously (4 – 0)

4. **Public Hearing: 1511 Wildcat Hollow:** Discuss and make recommendation to City Council on a variance for the removal of two trees with trunk diameters of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code)

- i. Tree #133 – 15.5” Hackberry
- ii. Tree # 195 – 15.5” Spanish Oak

Applicant: Matt Sener, Michael Hsu Office of Architecture

a. **Staff Report:**

- i. Director Bills describes request to remove 2 protected trees the applicants believe will not survive construction on the site

b. Public Comments (Citizen Comment Forms attached as Exhibit A)

i. **Matt Sener** – Applicant:

1. Explains the conditions on site that will not allow the house to be built without removing the trees and describes tree 133 as leaning dangerously towards property.

c. Discussion:

i. **Chair Meisel:** Can house be moved further back on property to protect tree 195?

1. **Matt Sener:** Between the septic field location and slope restrictions on back of property, the house cannot be moved further back

ii. **Commissioner Webber:** In support of both removals

iii. **Commissioner Maccini:** The removals appear to be design driven

iv. **Chair Meisel:** Tree 195 is in jeopardy in order to build a house of this shape and size. The trees and topography were already on site prior to construction

d. Action:

- i. Commissioner **Stewart** moves that the tree removal variance request be forwarded to City Council with a recommendation of **approval** based on the commission's conclusion that the requested variance does not violate the intent of the chapter or have an adverse impact on neighboring properties.
 1. Commissioner **Webber** Seconds
 2. Motion carries unanimously (3-1), Maccini opposed

The recommendation will be forwarded to the City Council for consideration at the regular meeting on October 8, 2025

5. Public Hearing: 207 Yaupon Valley Drive: Consider action to make a recommendation to the Board of Adjustment on variances:

- i. To allow for grading on a slope of 35% or greater (Drainage and Erosion Control Design Manual Section 7.4.1); and
- ii. To allow for closed fill greater than 6 feet on slopes with a grade between 0% and 35% (Drainage and Erosion Control Design Manual Section 7.4.1)

Applicant: Davin Fillpot, Architect

a. Staff Report:

- i. Director Bills describes the request for grading in excess of the maximums permitted in the Drainage and Erosion Control Design Manual.

b. Public Comments:

- i. **Ernesto Cragolino** – Alterstudio Architecture
 - a. Explained the general design of the house and why the grading variances are being requested
- ii. **Cynthia Brandimarte:** Neighbor
 - a. Spoke in opposition to variance request
 - 1. Believes house is oversized
 - 2. Believes approving cut/fill variances will exacerbate drainage and erosion control issues in city
- iii. **Deborah Steewart:** Neighbor:
 - a. Spoke in opposition to variance request
 - 1. Specifically concerned with septic sizing, increasing existing drainage issues, and parking during construction
- iv. **John Abikhaled:** Neighbor
 - a. Doesn't have a good understanding how the proposed variances may affect mother's property at 297 Yaupon Valley
- c. **Discussion:**
 - i. **Commissioner Webber:** Believes the plans as proposed are lacking sections, and concerned with potential flow concentration where design appears to encroach on setbacks
 - ii. **Commissioner Stewart:** Rainwater collection system exhibits could be useful in BOA presentation
 - iii. Commissioner Webbers and Stewart asked for several more details regarding the details of the design, so Mr Cragolino connected laptop to AV system and shoed current plan set.
 - iii. **Action:** Commissioner **Webber** moves that all requested variances located outside of the setbacks be forwarded to the Board of Adjustment with a recommendation of **approval** based on the commission's conclusion that the requested variance does not violate the intent of the chapter or have an adverse impact on neighboring properties, based on the interpretive criteria.
 - 1. Commissioner **Pledger** Seconds
 - 2. Motion Carries unanimously (4-0)

The recommendation will be forwarded to the Board of Adjustment for consideration at the regular meeting on October 8, 2025

- 6. Public Hearing: **1206 Yaupon Valley Road:** Discuss and make a recommendation to the Board of Adjustment on variances:

- a. For encroachments of up to 20 feet into the 25-foot side setbacks for a primary building (Section 22.03.275 and 22.03.281);
- b. For encroachment of up to 25 feet into the 50-foot front setback for a primary building (Section 22.03.275 and 22.03.281);
- c. For encroachment of up to 25 feet into the 25-foot side setback for a pool and pool enclosure (Section 22.03.276 and Section 22.03.281);
- d. For encroachments of up to 35 feet into the 50-foot front setback for a pool, pool enclosure, and garage (Section 22.03.276 and Section 22.03.281);
- e. To allow redevelopment of a site with impervious cover of 30% where 25% is the maximum allowed by code (Section 22.03.281).

Applicant: John Hussey, Site Specifics

a. Staff Report:

- i. **Note:** *The staff report for items 6 and 7 were presented together, as the items are for the same proposed development. Additionally, some discussion relevant to item 7 was included in the discussion for item 6.*
- ii. Director Bills describes the BOA variance requests for encroachment on the front and side setbacks for a primary building and accessory structures, impervious cover over the maximum allowed by code, and a separate Council variance request for erection of a front-yard fence with 0% transparency.

b. Public Comments:

- i. **John Hussey** – Applicant
 - a. Describes the existing site conditions and lot configuration that they believe warrants the variance requests
- ii. **Ryan Irion** - Neighbor
 - a. Expresses disappointment that the Zoning change occurred, but not opposed to the variance requests for setback encroachment or impervious cover.
- iii. **Spencer Stevens:**
 - a. Expresses concern that the city isn't meeting its Open Records requirements.

c. Discussion:

- i. **Commissioner Stewart:** Is there any kind of redevelopment for this lot that wouldn't require some level of variances?
 - 1. **Director Bills:** No

- ii. **Commissioner Stewart:** Can fence privacy be met with vegetative screening?
- iii. **Commissioner Pledger:** How high is the top of the fence when compared to the low side of the wall?
 - 1. Applicant: About 8 feet
- iv. **Commissioner Maccini:** Pool privacy enclosure doesn't need to extend all the way across the lot.
- v. **Commissioner Pledger:** Why does the deck addition to the pool extend more into the setback?
 - 1. Applicant: the new deck location provides safer access to the pool.

d. Action:

- i. Commissioner **Stewart** recommends that the variances be forwarded to the Board of Adjustment with a recommendation of **approval** based on the commission's conclusion that the variance meets the intent of the chapter and that the variance would not have an adverse impact on neighboring properties, based on the interpretive criteria.
 - 1. Commissioner **Webber** seconds
 - 2. Motion carries unanimously (4-0)

The recommendation will be forwarded to the Board of Adjustment for consideration at the regular meeting on October 8, 2025

- 7. Public Hearing: 1206 Yaupon Valley Road: Discuss and make a recommendation to City Council on a variance to allow for a front-yard fence with 0% visibility, where 80% is the minimum allowed by code (Section 22.03.173).

Applicant: David Bravo, John Hussey, Site Specifics

a. Staff Report:

- i. **Note:** *The staff report for items 6 and 7 were presented together, as the items are for the same proposed development. The notes for the staff report can be found in item 6. Additionally, some discussion relevant to item 7 was included in the discussion for item 6.*

b. Public Comments:

- i. Deborah Stewart: How many fence 8' high are allowed in town?
- ii. Spencer Stevens: Believes the 6' fence height limit would apply to wall

1. Director Bills: There is an existing retaining wall on site, and the fence is 4' from the grade at the top of wall.
- iii. Ryan Irion: Expresses support of fence, so long as it is properly screened.

c. Discussion:

- i. **Commissioner Maccini:** Does the code speak to what has to be built around pool?
 1. **Director Bills:** Describes some required elements of a pool safety enclosure in the Building Codes, including a 4' fence with paneling that is difficult to climb and a self-closing and latching gate.
- ii. **Commissioner Maccini:** Not in favor of 0% visibility
- iii. **Commissioner Webber:** A more transparent fence will encourage homeowners to maintain their vegetative screening to preserve privacy

d. Action:

- i. Commissioner **Webber** recommends that the variance be forwarded to City Council with a recommendation of **denial** based on the commission's failure to conclude that variance meets the intent of the chapter or that the variance would not have an adverse impact on neighboring properties
 1. Commissioner **Maccini** seconds
 2. Motion carries unanimously (4-0)

The recommendation will be forwarded to the City Council for consideration at the regular meeting on October 8, 2025

8. Adjournment – Chair Robert Meisel

Chair Meisel adjourns the meeting at 8:52 pm

APPROVED:

Robert Meisel, Chair

ATTEST:

Joel Sherrouse, Development Coordinator

These minutes were approved on _____, 2025.

PUBLIC COMMENTS – Speaker Sign-In Form

PLEASE PRINT CLEARLY

NAME RYAN FLENER DATE 9.17.2025

ADDRESS 417 HEARTHWOOD DRIVE CITY AUSTIN, TX ZIP 78745

E-MAIL ADDRESS rflener@gmail.com

PHONE # 502.314.0670

I will speak on an item NOT on the agenda

Subject: 1206 YALPON VALLEY ROAD

For Agenda item # 6 AN77 Public Hearing yes no

I will speak: in support in opposition or I have a question/comment

OR

I do not wish to speak but please record my: support opposition

PUBLIC COMMENTS – Speaker Sign-In Form

PLEASE PRINT CLEARLY

NAME Cynthia Brandimonte DATE _____

ADDRESS _____ CITY _____ ZIP _____

E-MAIL ADDRESS _____

PHONE # _____

I will speak on an item NOT on the agenda

Subject: 207 Yarrow

For Agenda item # 5 Public Hearing yes no

I will speak: in support in opposition or I have a question/comment

OR

I do not wish to speak but please record my: support opposition

PUBLIC COMMENTS – Speaker Sign-In Form

PLEASE PRINT CLEARLY

NAME DEBORAH SEWALT DATE 9-17-25

ADDRESS 100 YANPON VALLEY CITY VL HI ZIP 78746

E-MAIL ADDRESS xtel@aoc.com

PHONE # 512-658-2876

I will speak on an item NOT on the agenda

Subject: 207 ~~207~~ YANPON VALLEY VARIANCE REQUEST

For Agenda item # _____ Public Hearing yes no

I will speak: in support in opposition or I have a question/comment

OR

_____ I do not wish to speak but please record my: support opposition

PUBLIC COMMENTS – Speaker Sign-In Form

PLEASE PRINT CLEARLY

NAME Ryan Foran DATE 9-17
ADDRESS 1202 Double Bend Blvd CITY Deer ZIP 78746

E-MAIL ADDRESS _____
PHONE # _____

I will speak on an item NOT on the agenda
Subject: 1202 Hunter Valley

For Agenda item # _____ Public Hearing yes no
_____ I will speak: in support in opposition or I have a question/comment

OR
_____ I do not wish to speak but please record my: support opposition

207 Yaupon Valley Road
Variance Application Questions

There was not enough room on the Fillable Form to add these response, so I am adding them as an addendum to the Signed Checklist

Variance Questionnaire

1) Describe in detail any special conditions you believe will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.

Response:

Please Reference Exhibits:

- 207 Yaupon Valley survey without trees (As Built Site Plan)
- OSU A0.03 site plan w slope study 2025-08-19 (Composite Site Plan overlaying existing house and proposed house)

It can be observed on the site plan for the existing 1951 home, that the original house was located halfway into an existing shelf of stone / steeper topography. On either side of the home, stone retaining walls exist that date to the age of the original home. In trying to take advantage of the full footprint of the existing home to minimize site disturbance and excavation, portions of the new home will inevitably need to be located in some of these areas with steeper slope. The licensed Drainage Engineer for this project, Jay Campbell, has provided a letter accompanying this application that informs the Commission and Board of Adjustments that the proposed foundation and footprint for this home (regardless of whatever slope that it exists on) have no impact on his ability to design a drainage plan that conforms with the goals and requirements of the drainage manual.

The topography is the hardship for this particular property. In addition the previously altered topography, 60+ year old retaining walls, and resultant cut and fills, have to a certain extent, exacerbated the hardship of the topography by the initial site modification .

2) Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed if the variance you are requesting is granted?

Response: By permitting these variances, it allows the site to largely function as it has since 1951 while maintaining its wooded character with dense vegetative screening. The granting of these variances will also allow this project to minimize site disturbance to the property.

As it can be observed in the attached exhibit: Tree Protection Plan and Tree Diagrams, the location of the new home minimizes tree removal to only 16 Trees on the property, 13 of which are 6" or less in diameter. It can also be noted that the house carefully avoids the 1/2 Critical Root Zones for all of the 14" and greater trees that surround the home. This was an intentional

design decision to embrace as much of the existing flora and vegetation on site, allowing it to preserve the pre-existing and mature vegetative buffer around the perimeter of the property.

The plan for the design on this new home was based in trying to minimize existing site disturbance which is achieved by conscientious site planning:

- The New Driveway is being located almost entirely on top of the pre-existing driveway location, and not requiring removal of any trees on the property.
- The New House footprint is partially located in the same location as the existing home, limiting site and vegetation disturbance. The entire southwestern portion of the home is located in the general area of the original septic drain field, resulting in the removal of only 16 trees, 13 of which are 6" or less in diameter with the other three only being 7" in diameter.
- The New Septic field was carefully selected to be mindful of slopes under 30%, as well as a place on the site where it could get ample sunlight allowing the drain field to function as efficiently as possible, all while being able to avoid the removal of any existing vegetation and stay out of the 1/2 Critical Root Zones of any neighboring trees

See Exhibit - Tree Protection Plan and Tree Diagrams

3) What other alternatives have you considered? Why won't those other options alleviate the difficulty or hardship that you think exists?

Response:

Please refer to Exhibit OSU A0.03 site plan w slope study.

This exhibit overlays the proposed home and on site improvements on top of the existing.

Re-utilizing the existing driveway footprint, and locating the septic field in the open area to the northeast of the driveway, dictated the buildable area to be located in the general footprint of a portion of the existing house. This location is preferred for several reasons: minimize significant site disturbance and tree removal while integrating the building among the 14" protected trees on the property.

Alternative foundations that could avoid slopes of 35% were explored, but seeing that no additional variances were needed beyond the 2 contained in the drainage manual table for developing on slopes 35% or greater. However, the licensed Drainage Engineer for this project, Jay Campbell, has provided a letter accompanying this application that informs the Commission and Board of Adjustments that the proposed foundation and footprint for this home (regardless of whatever slope that it exists on) have no impact on his ability to design a drainage plan that conforms with the goals and requirements of the drainage manual.

4) Why do you believe the variance you are requesting is the minimum required to alleviate the difficulty or hardship you think exists?

Response: As it can be observed on the site plan, there are all small areas of the site that contain slopes greater than 35%, contained within a couple of parallel subterranean rock ledges that run through out the site. The building primarily sits on the shelf contained between ledges and the building creeps out into the 35% slope areas on the site plan that are indicated with a yellow screen hatch. As it can be seen on the site plan diagram these areas are minimal, but can also be observed that architects worked very hard to try and keep the footprint of the building from encroaching into these areas as best as possible.

5) Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?

Response: By granting of these variances, the proposed home be built with not removing any tree greater than 7", minimize any significant additional site disturbance and preserve the dense and mature vegetative buffer along adjoining property lines and along the ROW frontage. This variance assists in allowing this project to directly conform with the goals of the City's Comprehensive plan

This project is void of all of the typical variances commonly applied for in West Lake Hills:

- Impervious Cover, well under 25% Max
- No 14" Trees Removed, actually on 16 total trees removed, 13 of which are less than 6" in diameter
- No Height Variance Request, building fully complies with height regulations
- No Setback Encroachments
- Not Cut / Fill variance needed for driveway

6) Why do you believe your variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners?

Response: The granting of the requested variances for this project will ensure that the character of this property will be relatively unaltered from the view of adjacent properties.

By granting of these variances, the proposed home can exist within the allowable buildable area, not remove any tree greater than 7", minimize any additional site disturbance and preserve the dense and mature vegetative buffer along adjoining property lines and along the ROW frontage.

207 Yaupon Valley

5. Consider action on a recommendation from ZAPCO on variances:
 1. To allow for grading on a slope of 35% or greater (Drainage and Erosion Control Design Manual Section 7.4.1); and
 2. To allow for closed fill greater than 6 feet on slopes with a grade between 0% and 35% (Drainage and Erosion Control Design Manual Section 7.4.1)

Applicant: Davin Fillpot, Agent



207 Yaupon Valley

- The applicant is proposing demolish the existing 2,056 sf house built in 1951 and build a new 7,581 sf two-story house.
- The site will have 9,297 sf of improvements with 12.2% impervious cover.
- The new residential construction application is currently under review.



207 Yaupon Valley

Code Requirement

- Drainage and Erosion Control Design Manual, Section 7.4.1 Cut/Fill Limits.

In order to reduce stormwater runoff, resulting in erosion, sedimentation and conveyance of nonpoint source pollutants, the layout of the street network, lots and building sites shall, to the greatest extent possible, be sited and aligned along natural contour lines, and shall minimize the amount of cut and fill on slopes in order to minimize the amount of land area disturbed during construction. The maximum cut and fill limits are shown in Table 7-1.

Table 7-1: Maximum Cut and Fill Limits

Slope	Open Cuts and Fills	Closed Cuts	Closed Fill
0 - 15%	3 feet	20 feet	6 feet
15 - 25%	1 foot	15 feet	6 feet
25% - 35%	0 feet	10 feet	6 feet
> 35%	0 feet	0 feet	0 feet

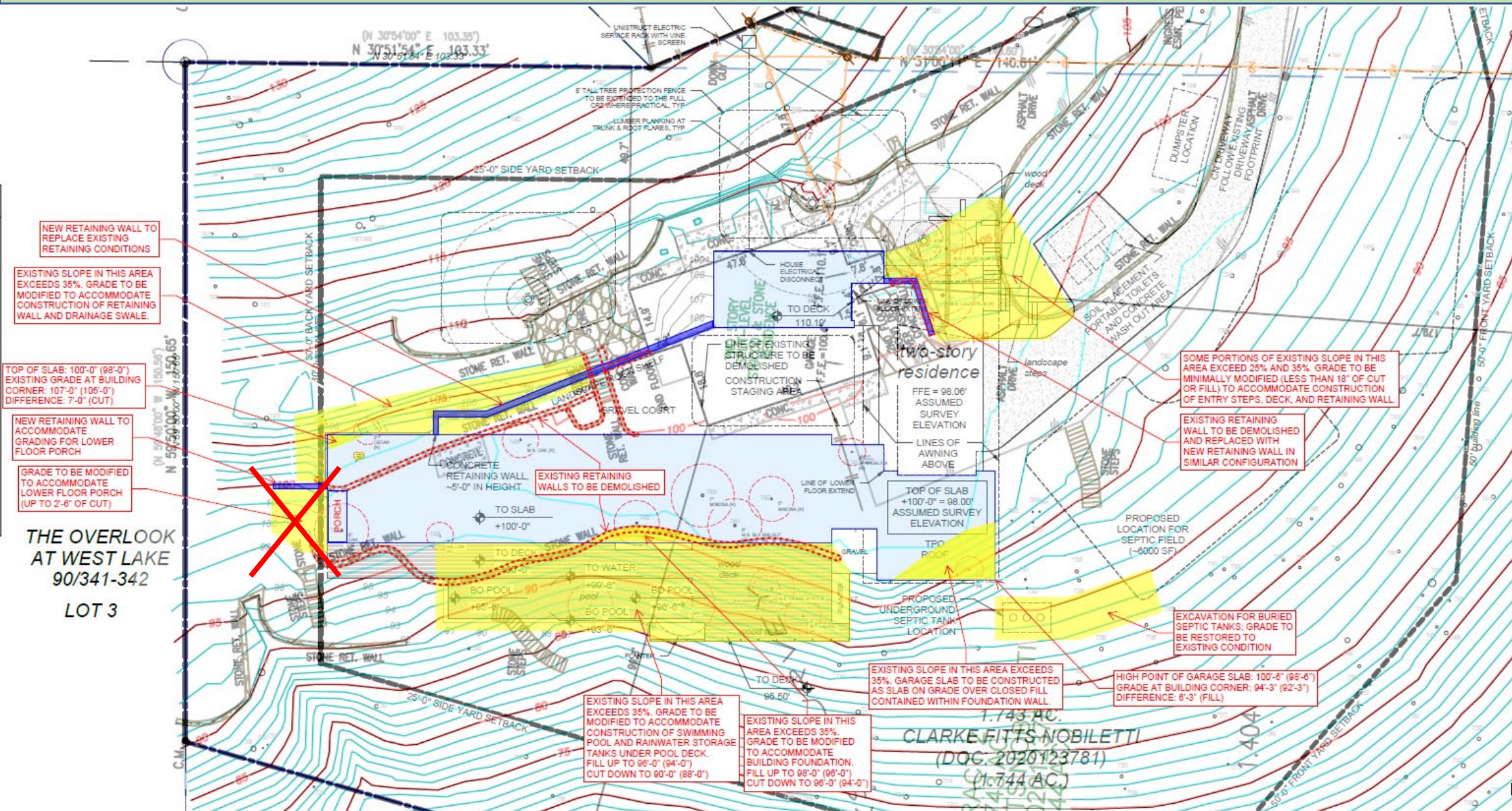
207 Yaupon Valley

Request

- Proposing grading within this area for site features such as:
 - Retaining walls (west of building) – fill of up to 10 feet
 - Swimming pool/drainage (east) – a cut of 2 feet, and a fill of 2 feet
 - Southwest corner of the building – 7 foot cut
 - Northeast corner of the building – 6.25-foot fill
- Allow for closed fill greater than 6 feet on slopes with a grade between 0% and 35%
- At the southwest corner of the building, the applicant is proposing a fill of 6.25 feet



207 Yaupon Valley



207 Yaupon Valley

Public Comment:

As of the date of the report, one comment in opposition has been received. Two neighbors spoke in opposition and one with concerns about general impacts of the project upstream (west) of the project, at the ZAPCO meeting

Engineering Review:

- The City Engineer has recommended approval of the variance based on the design engineer's letter that there are no adverse impacts of the properties downstream and no adverse impact to erosion on site
- Will verify calculations on final drawings.



207 Yaupon Valley

Hold a public hearing and determine the following findings of fact to approve or deny the requested variances:

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.

The Board of Adjustments, in performing their respective duties in reference to applications for variances, may be guided by the interpretative criteria listed in the variance criteria in the report.



207 Yaupon Valley

This item was reviewed by the Zoning and Planning Commission on September 17, 2025 and the following criteria used:

1. The variance may violate the intent of this chapter or the goals of the city's comprehensive plan; and
2. The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof.

The Commission recommended approval by a vote of 4-0 all requested variances located outside of the setbacks be recommended for approval based on the commission's conclusion that the requested variance does not violate the intent of the chapter or have an adverse impact on neighboring properties, based on the interpretive criteria.



207 Yaupon Valley

Applicable Interpretative criteria

1. Variances from the terms of this chapter should be granted sparingly.
2. Deviations from the requirements of this chapter are justified only where the hardship resulting from their application is substantial.
3. Usually, the granting of a variance must be predicated on a finding that the applicant's hardship arises from unusual conditions or circumstances, such as exceptional irregularity of shape or topography, which are peculiar to the parcel of land involved and not shared generally by other parcels in the neighborhood or district, or because no other reasonable alternative is available that will alleviate the unnecessary hardship complained of.
4. Normally, a variance is to be denied if conditions or circumstances relied on for a variance were self-created by the person having an interest in the property in disregard of city regulations.
5. The variance shall not violate the goals of the master plan for the city.
6. The variance shall not have an adverse effect on neighborhood properties or unreasonably interfere with the respective owners' enjoyment thereof.
7. The fact that lots, structures, uses or dimensional conditions on properties or structures within 200 feet of the property involved are, because they are nonconforming or because of previously granted variances, similar to the condition which would be created by the variance requested shall be relevant to, but not determinative of, the granting of the requested variance.

207 Yaupon Valley

Applicant Presentation





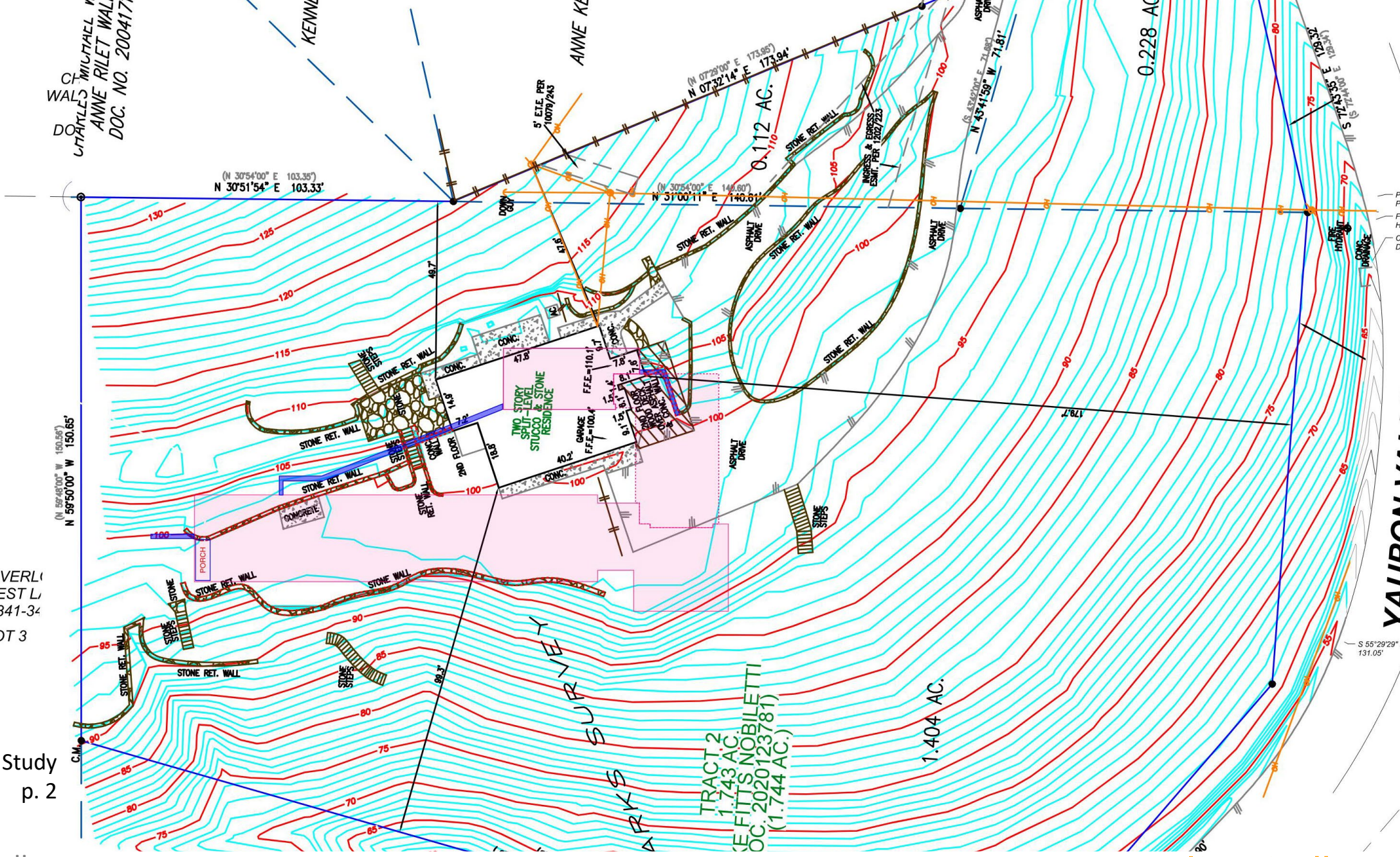
Project Address	207 Yaupon Valley Road, West Lake Hills, Texas 78746
Date	September 17, 2025
Partner, Alterstudio Architecture	Ernesto Cragolino
Project Architect	Michael Woodland
Applicant	Davin Fillpot
Home Owners	Greg and Tatiana Osuri

CT MICHAEL V
DO ANNE RILEY WALL
UTAHILLS ANNE RILEY WALL
DOC. NO. 200417

THE OVERLAP
AT WEST L
90/341-34
LOT 3

Site Plan with Slope Study
p. 2

207 Yaupon Valley



ARKS SURVEY
TRACT 2
1.743 AC.
(E. FITTS NOBILETTI
OC. 2020123781)
(1.744 AC.)

tree removal list

TAG	DIA	DESCRIPTION	STATUS
T296	5"	OAK (R)	REMOVE
T343	7"	OAK (R)	REMOVE
T344	5"	M.S. CRAPE MYRTLE (R)	REMOVE
T345	3"	CHINABERRY (R)	REMOVE
T346	4"	M.T. LAUREL (R)	REMOVE
T350	3"	M.T. LAUREL (R)	REMOVE
T455	6"	M.S. LIGUSTRUM (R)	REMOVE
T456	7"	M.S. LIGUSTRUM (R)	REMOVE
T458	3"	JP ANGELICA (R)	REMOVE
T459	5"	MIMOSA (R)	REMOVE
T460	7"	MIMOSA (R)	REMOVE
T461	6"	M.S. BLK WALNUT (R)	REMOVE
T462	5"	M.S. BLK WALNUT (R)	REMOVE
T464	4"	M.S. OAK (R)	REMOVE
T466	3"	WILLOW (R)	REMOVE
T467	6"	OAK (R)	REMOVE
T468	3"	CEDAR (R)	REMOVE

total tree removal = 82"
total tree replacement = 29.25"

(75% of total tree removal)

All trees 10" or greater will be preserved.

tree mitigation notes

TAG	DIA	DESCRIPTION
TR1	3"	MAGNOLIA X 10

TREE REMOVAL WITH TRUNK DIAMETERS EQUAL TO OR GREATER THAN SIX INCHES AND LESS THAN FOURTEEN INCHES: 39"

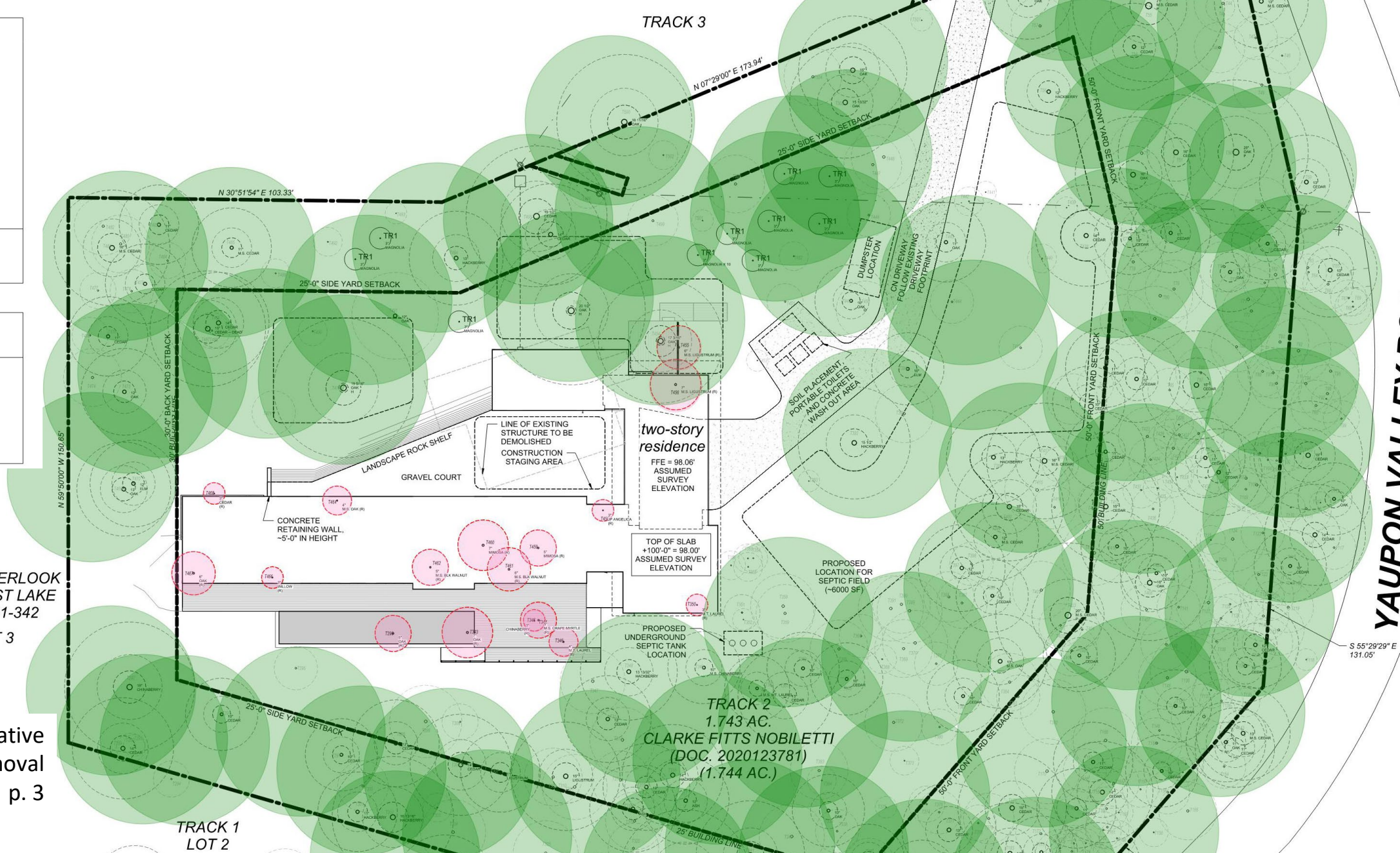
TOTAL REPLACEMENT TREE CALIPER INCHES REQUIRED: 29.25"

TOTAL REPLACEMENT TREE CALIPER INCHES PROVIDED: 30"

THE OVERLOOK
AT WEST LAKE
90/341-342
LOT 3

Site Plan with Vegetative
Buffer and Tree Removal
p. 3

207 Yaupon Valley



Impervious Cover Calculations Pre-Development Conditions	
Category	Existing Area (sf)
Total Lot Area	75969.00
House & Garage	1546
Driveway	4888
Front Sidewalk	158
Conc. Pads around House/Misc. Conc	483
Retaining Walls, Stone Patio & Stairs	1278
AC Pads	11
Total Existing IC = 8364 sf	
% IC for Existing = 11.01%	

Impervious Cover Calculations Post-Development Conditions	
Category	Existing Area (sf)
Total Lot Area	75969.00
House & Garage	5186
Driveway	2404
Uncovered Wood Deck (50%)	770
AC Pad & Misc Conc.	251
Other - Pool Coping & Retaining Walls	200
Pool	486
Total Proposed IC = 9297 sf	
% IC for Proposed = 12.24%	
Increased Area for Proposed IC = 933 sf	

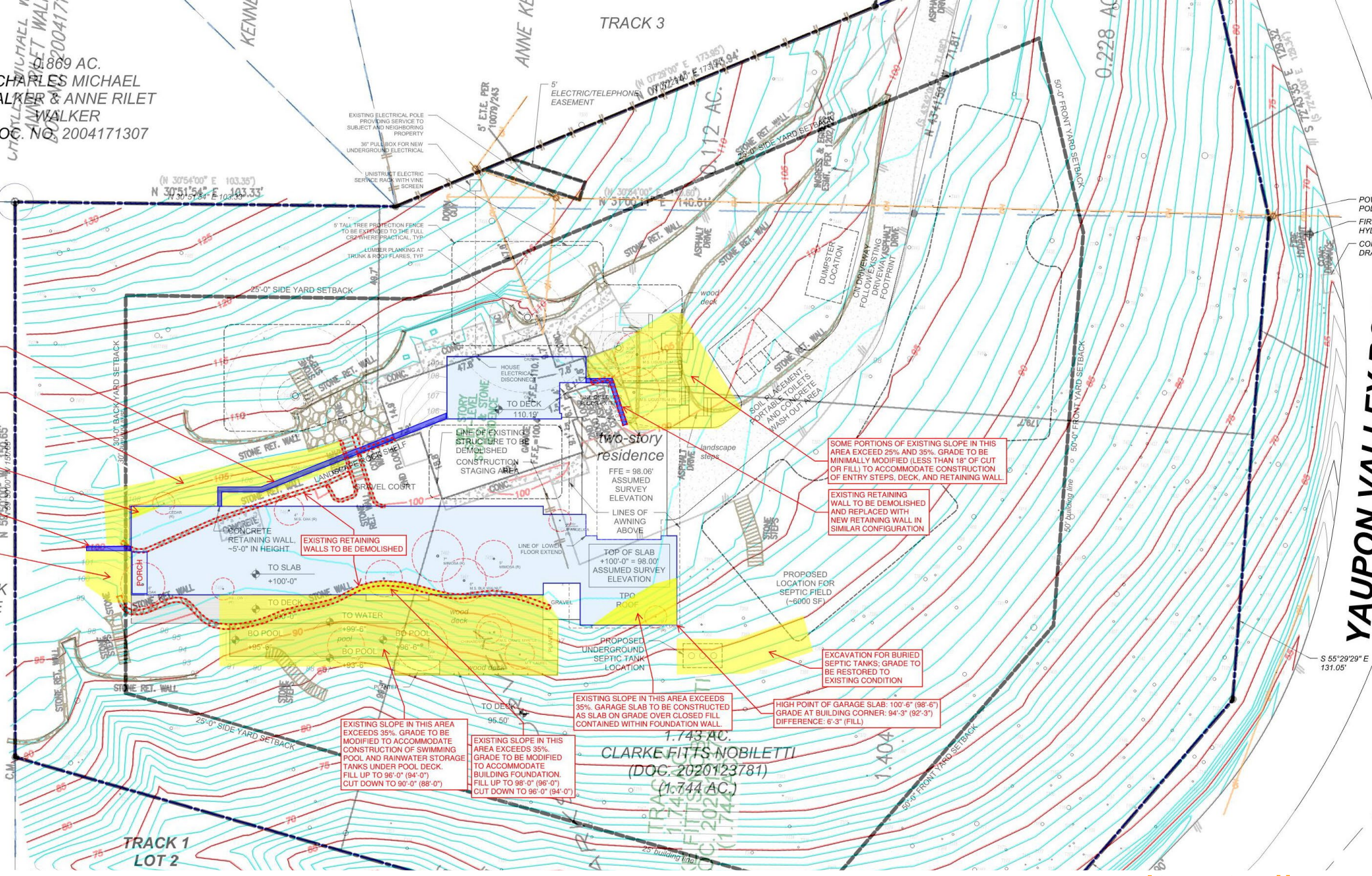
869 AC.
**CHARLES MICHAEL
 WALKER & ANNE RILET
 WALKER**
 DOC. NO. 2004171307

- NEW RETAINING WALL TO REPLACE EXISTING RETAINING CONDITIONS
- EXISTING SLOPE IN THIS AREA EXCEEDS 35%. GRADE TO BE MODIFIED TO ACCOMMODATE CONSTRUCTION OF RETAINING WALL AND DRAINAGE SWALE.
- TOP OF SLAB: 100'-0" (98'-0")
 EXISTING GRADE AT BUILDING CORNER: 107'-0" (105'-0")
 DIFFERENCE: 7'-0" (CUT)
- NEW RETAINING WALL TO ACCOMMODATE GRADING FOR LOWER FLOOR PORCH
- GRADE TO BE MODIFIED TO ACCOMMODATE LOWER FLOOR PORCH (UP TO 2'-6" OF CUT)

**THE OVERLOOK
 AT WEST LAKE
 90/341-342
 LOT 3**

Cut and Fill for over 35%
 slope
 p. 5

207 Yaupon Valley

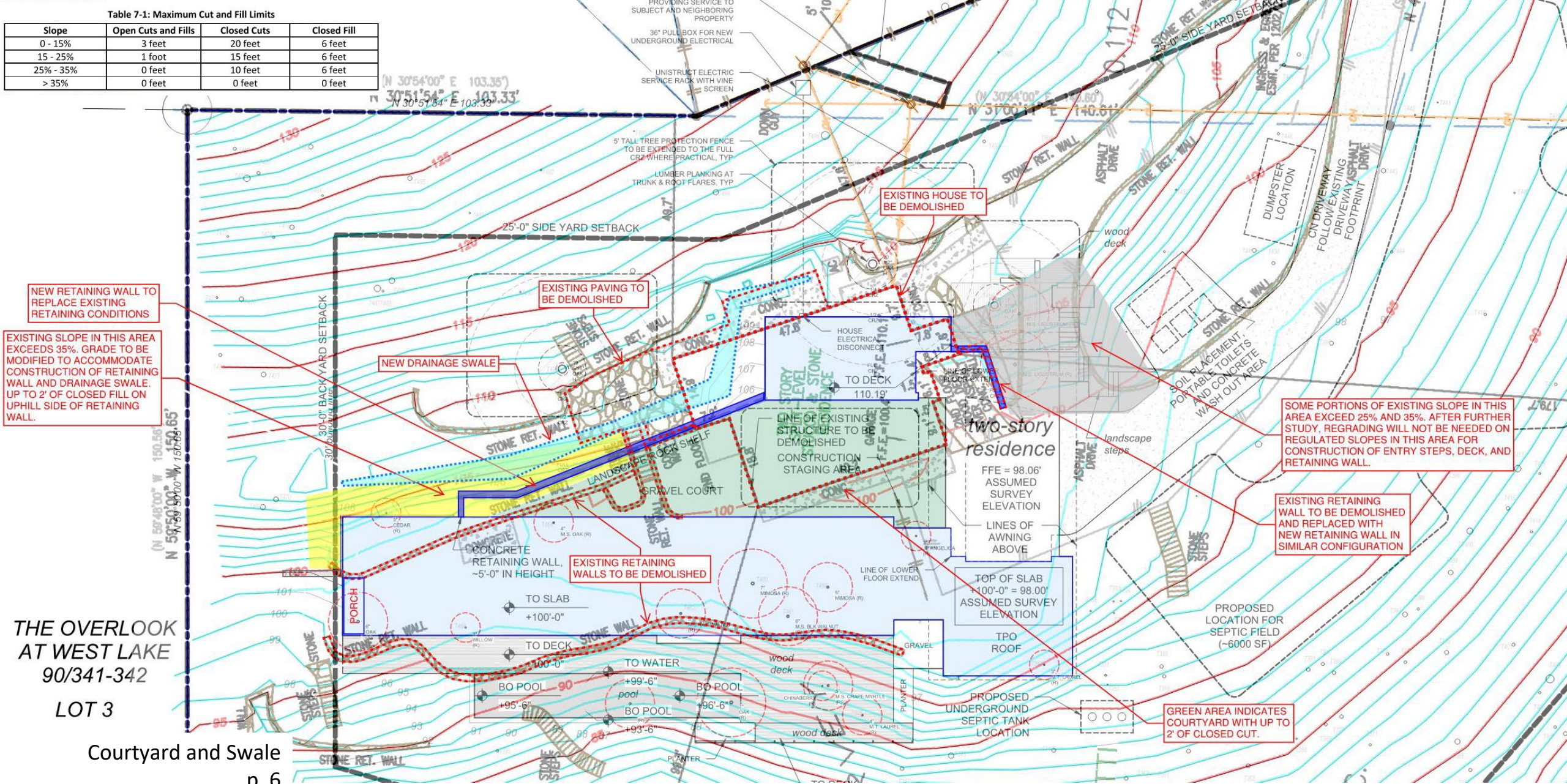


- EXISTING SLOPE IN THIS AREA EXCEEDS 35%. GRADE TO BE MODIFIED TO ACCOMMODATE CONSTRUCTION OF SWIMMING POOL AND RAINWATER STORAGE TANKS UNDER POOL DECK. FILL UP TO 96'-0" (94'-0") CUT DOWN TO 90'-0" (88'-0")
- EXISTING SLOPE IN THIS AREA EXCEEDS 35%. GRADE TO BE MODIFIED TO ACCOMMODATE BUILDING FOUNDATION. FILL UP TO 98'-0" (96'-0") CUT DOWN TO 96'-0" (94'-0")
- EXISTING SLOPE IN THIS AREA EXCEEDS 35%. GARAGE SLAB TO BE CONSTRUCTED AS SLAB ON GRADE OVER CLOSED FILL CONTAINED WITHIN FOUNDATION WALL
- EXCAVATION FOR BURIED SEPTIC TANKS. GRADE TO BE RESTORED TO EXISTING CONDITION

**1.743 AC.
 CLARKE FITTS NOBILETTI
 (DOC. 2020123781)
 (1.744 AC.)**

Table 7-1: Maximum Cut and Fill Limits

Slope	Open Cuts and Fills	Closed Cuts	Closed Fill
0 - 15%	3 feet	20 feet	6 feet
15 - 25%	1 foot	15 feet	6 feet
25% - 35%	0 feet	10 feet	6 feet
> 35%	0 feet	0 feet	0 feet



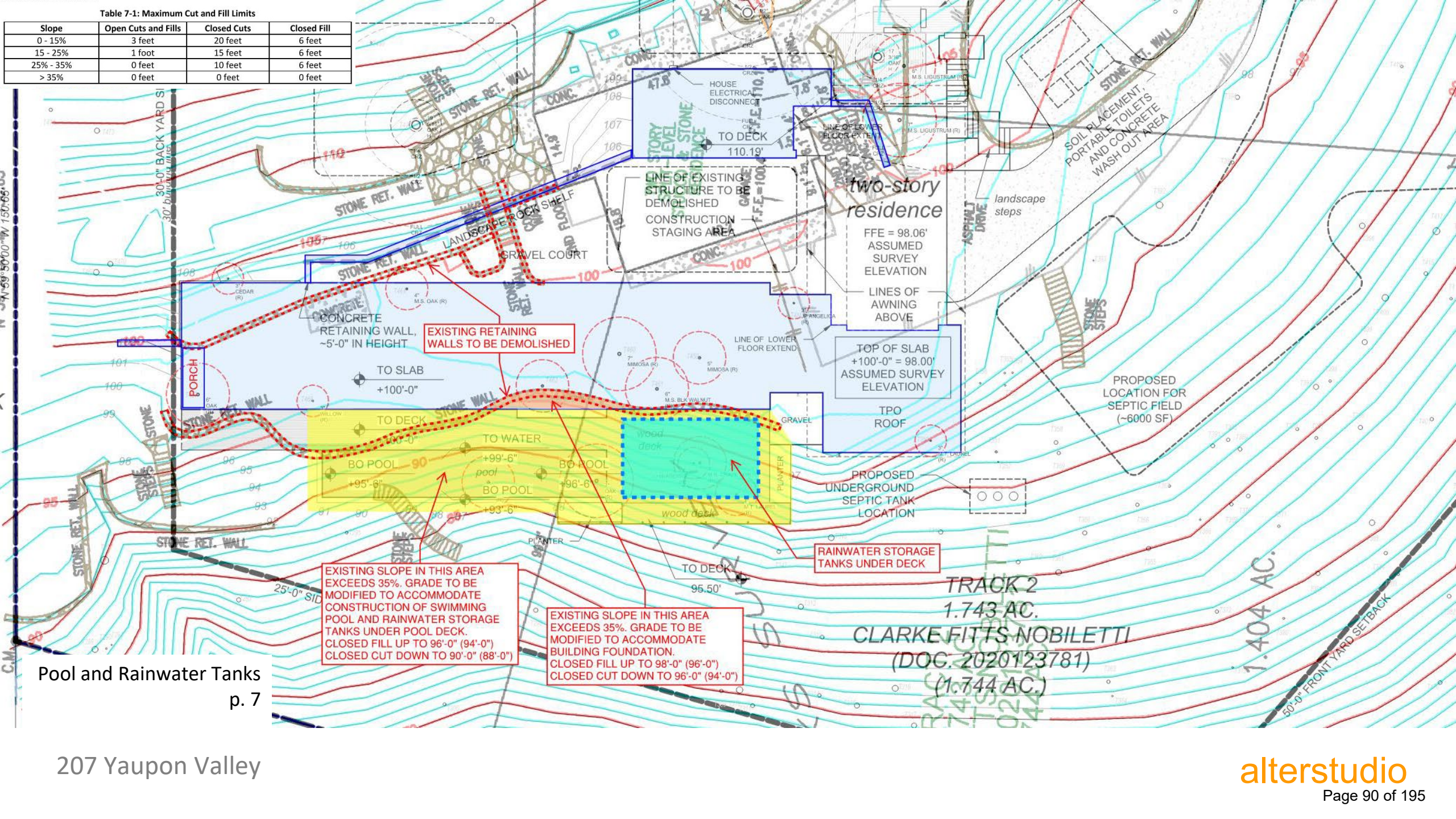
**THE OVERLOOK
AT WEST LAKE**
90/341-342
LOT 3

Courtyard and Swale
p. 6

207 Yaupon Valley

Table 7-1: Maximum Cut and Fill Limits

Slope	Open Cuts and Fills	Closed Cuts	Closed Fill
0 - 15%	3 feet	20 feet	6 feet
15 - 25%	1 foot	15 feet	6 feet
25% - 35%	0 feet	10 feet	6 feet
> 35%	0 feet	0 feet	0 feet



Pool and Rainwater Tanks
p. 7

Table 7-1: Maximum Cut and Fill Limits

Slope	Open Cuts and Fills	Closed Cuts	Closed Fill
0 - 15%	3 feet	20 feet	6 feet
15 - 25%	1 foot	15 feet	6 feet
25% - 35%	0 feet	10 feet	6 feet
> 35%	0 feet	0 feet	0 feet

EXISTING SLOPE IN THIS AREA EXCEEDS 35%. GRADE TO BE MODIFIED TO ACCOMMODATE CONSTRUCTION OF RETAINING WALL AND DRAINAGE SWALE.

TOP OF SLAB: 100'-0" (98'-0")
EXISTING GRADE AT BUILDING CORNER: 107'-0" (105'-0")
DIFFERENCE: 7'-0" (CLOSED CUT)

AFTER FURTHER STUDY, NO RETAINING WALL OR REGRADING WILL BE NEEDED ON REGULATED SLOPES OR IN SETBACK IN THIS AREA TO ACCOMMODATE LOWER FLOOR PORCH.

**THE OVERLOOK
AT WEST LAKE
90/341-342
LOT 3**

Cut at Southwest Corner
p. 8

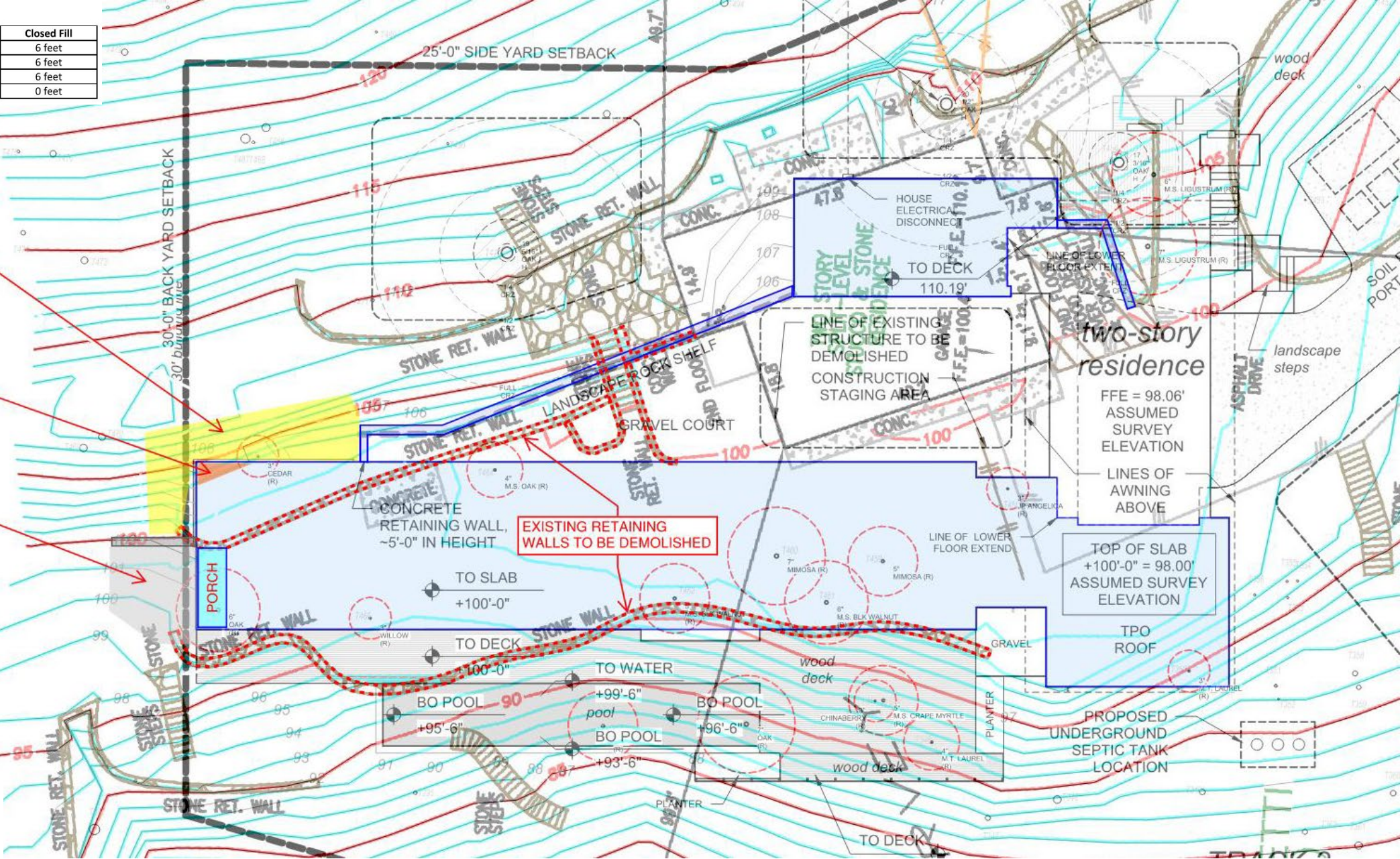
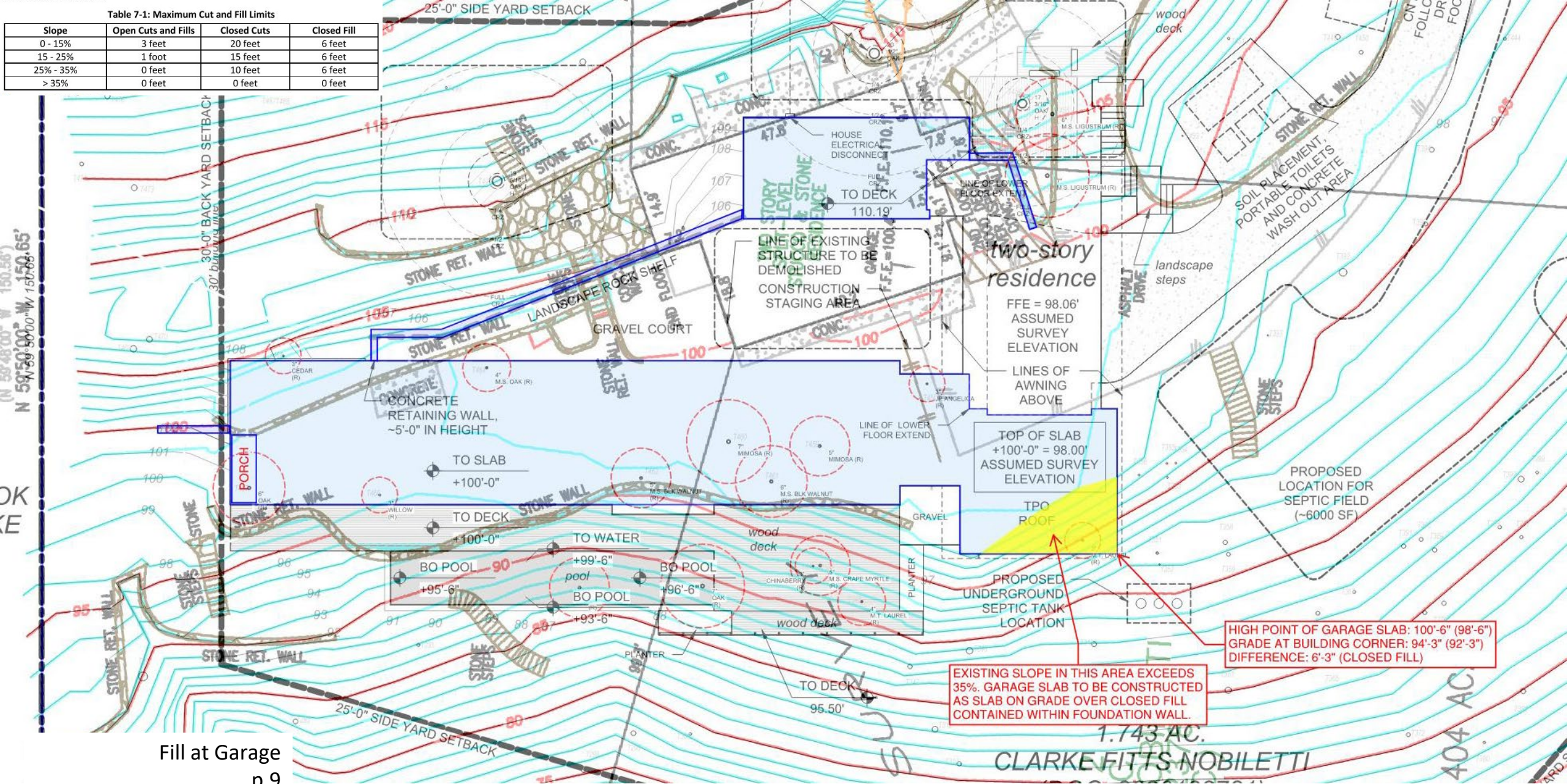


Table 7-1: Maximum Cut and Fill Limits

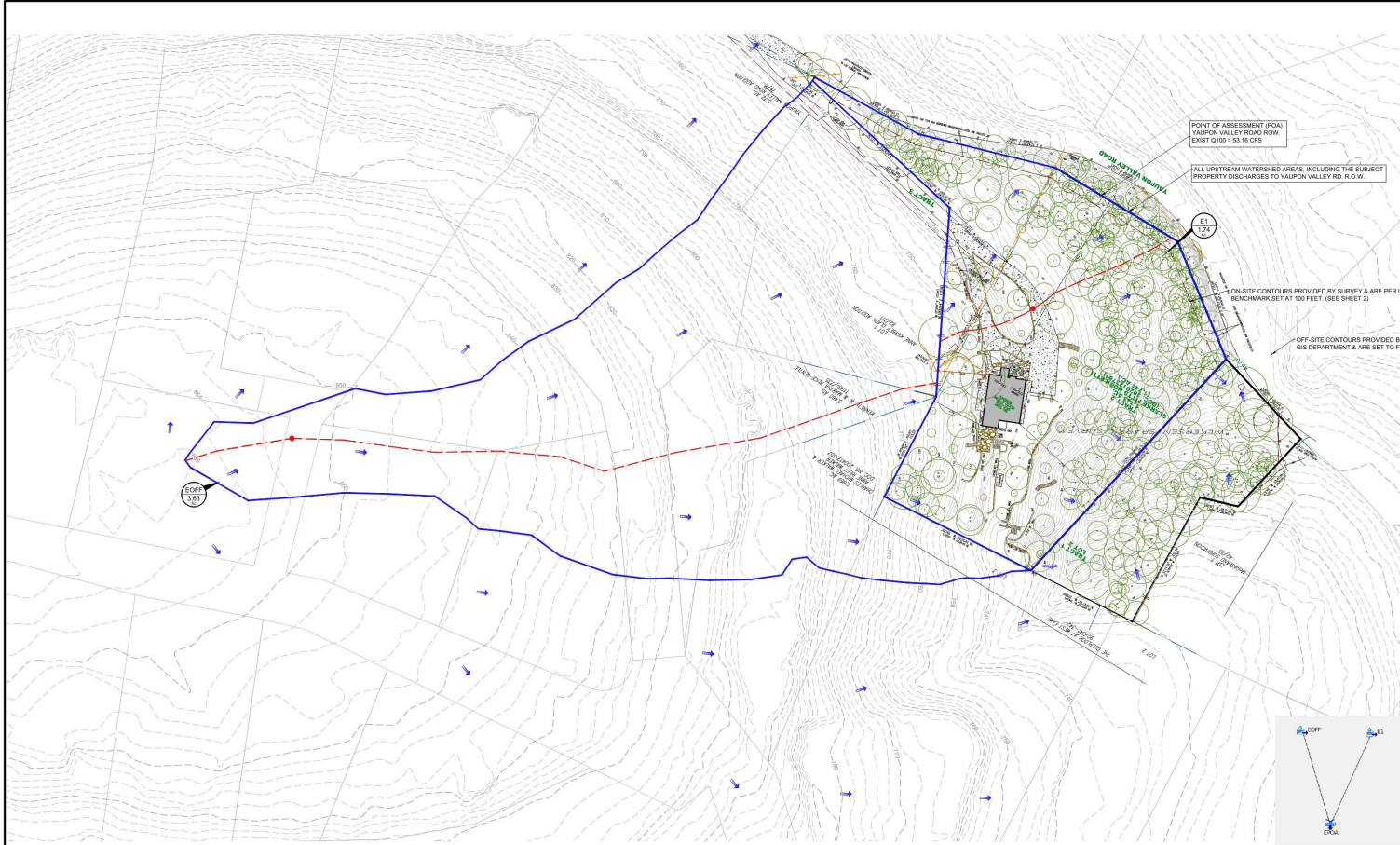
Slope	Open Cuts and Fills	Closed Cuts	Closed Fill
0 - 15%	3 feet	20 feet	6 feet
15 - 25%	1 foot	15 feet	6 feet
25% - 35%	0 feet	10 feet	6 feet
> 35%	0 feet	0 feet	0 feet



HIGH POINT OF GARAGE SLAB: 100'-6" (98'-6")
 GRADE AT BUILDING CORNER: 94'-3" (92'-3")
 DIFFERENCE: 6'-3" (CLOSED FILL)

EXISTING SLOPE IN THIS AREA EXCEEDS 35%. GARAGE SLAB TO BE CONSTRUCTED AS SLAB ON GRADE OVER CLOSED FILL CONTAINED WITHIN FOUNDATION WALL.

Fill at Garage
 p.9



	Area	Impervious & Cover (IC)	IC	CN for HSG Rating D	% HSG of Drainage Area
	[acres]	%	[acres]	%	%
Eoff	3.63	20.0%	0.73	84	100.0%
E1	1.74	11.0%	0.19	84	100.0%

Basin	Area (Acres)	Area (sqm)	Estimated IC (%)	Estimated IC (Acres)
Eoff	3.63	0.005672	20.0%	0.73
E1	1.74	0.002725	11.0%	0.19
Total	5.3740	0.008397		

Category	Existing Area (sf)
Total Lot Area	75969.00
House & Garage	1546
Driveway	4889
Front Sidewalk	158
Comp. Pave around House/Misc. Comp	483
Retaining Walls, Stone Pato & Stairs	1278
AC Pads	11
Total Existing IC =	8384
% IC for Existing =	11.01%

EXISTING IMPERVIOUS COVER SUMMARY

EXISTING DRAINAGE AREA MAP SCALE 1"=50'

SHEET FLOW $T_t = \frac{0.437L^{0.77}}{P^{0.0167}}$ SHALLOW CONCENTRATED FLOW $T_t = \frac{L^2}{48.3V^{1.48}}$ CHANNEL FLOW $T_t(\text{channel}) = \sum \frac{L_i}{60 \cdot V_i}$

Basin ID	Sheet Flow					Shallow Concentrated Flow					Channel Flow					Total Tc	Total TI	
	Length [ft]	Manning's "n"	Slope [%]	Velocity [ft/s]	Tc [min]	Length [ft]	Manning's "n"	Slope [%]	Velocity [ft/s]	Tc [min]	Length [ft]	Manning's "n"	Slope [%]	Depth of Flow [ft]	Velocity [ft/s]			Tc [min]
Eoff	100.0	0.24	5.0%	0.17	9.54	606.1	0.24	15.1%	26.09	0.39						0.00	10.00	6.00
E1	100.0	0.24	18.6%	0.30	5.64	86.4	0.24	42.1%	43.64	0.03						0.00	10.00	6.00

Basin ID	Peak Flow (2 yr) (CFS)	Peak Flow (10 year) (CFS)	Peak Flow (25 yr) (CFS)	Peak Flow (100 yr) (CFS)
Eoff	12.33	21.08	26.81	36.01
E1	5.64	9.89	12.68	17.15
EXIST PCA	17.97	30.97	39.49	53.16

HEC-HMS MODELING RESULTS

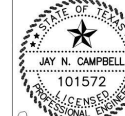
- LEGEND
- Runoff flow direction
 - Drainage area boundary
 - Existing minor contour
 - Existing major contour
 - Stone wall
 - Overhead electric

C&E ENGINEERING SOLUTIONS
TYPE FIRM# 22760
(512)431-7880

NO.	DATE	REVISION

EXISTING DRAINAGE AREA MAP

207 YAUPON VALLEY DRAINAGE PLANS

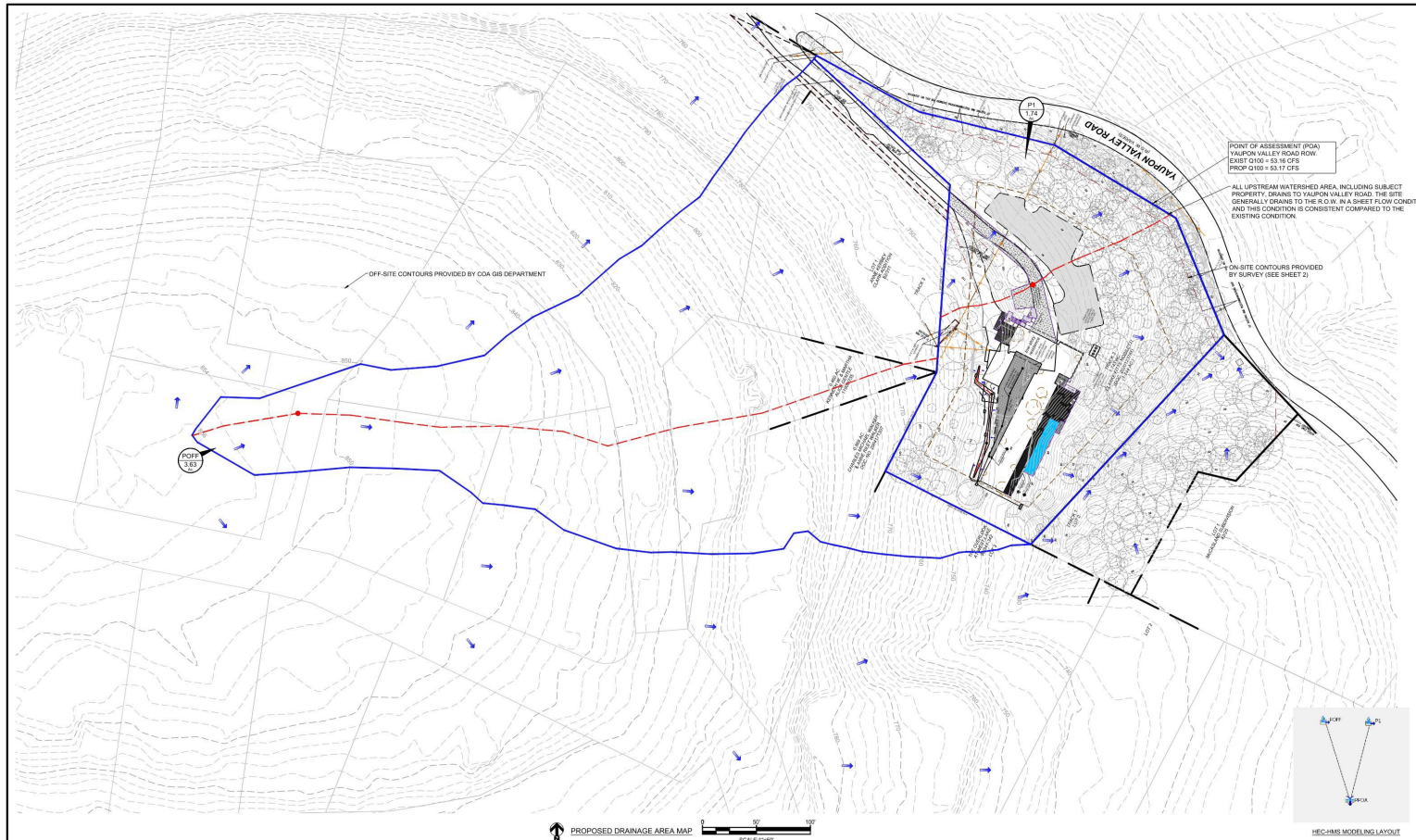


09.15.2025

SHT 4

Existing Site Drainage
p. 10a

207 Yaupon Valley



POINT OF ASSESSMENT (POA)
 YAUPON VALLEY ROAD ROW
 EXIST Q100 = 53.17 CFS
 PROP Q100 = 53.17 CFS

ALL UPSTREAM WATERSHED AREA, INCLUDING SUBJECT PROPERTY DRAINS TO YAUPON VALLEY ROAD. THE SITE GENERALLY DRAINS TO THE R.O.W. IN A SHEET FLOW CONDITION AND THIS DIRECTION IS CONSISTENT COMPARED TO THE EXISTING CONDITION.

ON-SITE CONTOURS PROVIDED BY SURVEY (SEE SHEET 2)

- Drainage Notes:
1. THE INCREASE IN IMPERVIOUS COVER IS MINIMAL AND THEREFORE THERE ARE NO MITIGATIVE MEASURES PROVIDED FOR THIS PERMIT. THE FLOW INCREASE FOR THE 10-YEAR STORM EVENT IS 0.01 CFS.
 2. DUE TO THE MINIMAL IMPERVIOUS COVER INCREASE AND NEGLIGIBLE INCREASE IN PEAK FLOWS, THERE WILL BE NO ADVERSE IMPACTS TO NEIGHBORING OR DOWNSTREAM PROPERTIES.

Basin ID	Sheet Flow				Shallow Concentrated Flow				Channel Flow				Total	Total		
	Length [ft]	Manning's "n"	Slope [%]	Velocity [ft/s]	Length [ft]	Manning's "n"	Slope [%]	Velocity [ft/s]	Tc [min]	Length [ft]	Bottom Width [ft]	Side Slopes [ft/ft]			Depth of Flow [ft]	Velocity [ft/s]
Prop	100.0	0.24	5.0%	0.17	9.54	0.24	15.1%	26.09	0.36					0.00	10.00	6.00
P1	100.0	0.24	18.6%	0.30	5.64	0.24	42.1%	43.64	0.03					0.00	10.00	6.00

TIME OF CONCENTRATION

Cune Number Calculations			
	Area [acres]	Impervious Cover [IC] [%]	CN for HSG Rating D
Prop	3.63	20.0%	84
P1	1.74	12.2%	84

Impervious Cover Calculations			
Basin	Area [Acres]	Area [sqm]	Estimated IC [%]
Prop	3.63	6.05672	20.0%
P1	1.74	0.002725	12.2%
Total	5.3740	0.006297	

Post-Development Conditions	
Category	Existing Area (sf)
House & Garage	5186
Driveway	2404
Uncovered Wood Deck (50%)	770
AC Pat & Misc. Conc.	251
Other - Pool Coping & Retaining Walls	200
Pool	488
Total Proposed IC =	9297 sf
% IC for Proposed =	12.24%
Increased Area for Proposed IC =	833 sf

Pre-Development HMS Peak Flow Results				
Basin ID	Peak Flow (2 yr) (cfs)	Peak Flow (10 year) (cfs)	Peak Flow (25 yr) (cfs)	Peak Flow (100 yr) (cfs)
Eoff	12.33	21.08	26.81	36.01
E1	5.64	9.89	12.68	17.15
EXIST POA	17.97	30.97	39.49	53.16

Post-Development HMS Peak Flow Results				
PondID	Peak Flow (2 yr) (cfs)	Peak Flow (10 year) (cfs)	Peak Flow (25 yr) (cfs)	Peak Flow (100 yr) (cfs)
Prop	12.33	21.08	26.81	36.01
P1	5.66	9.91	12.70	17.17
PROP POA	18	30.99	39.51	53.17

Overall Peak Flows for Existing & Proposed Conditions				
Basin ID	Peak Flow (2 yr) (cfs)	Peak Flow (10 year) (cfs)	Peak Flow (25 yr) (cfs)	Peak Flow (100 yr) (cfs)
EXIST POA	17.97	30.97	39.49	53.16
PROP POA	18.00	30.99	39.51	53.17

- LEGEND
- Runoff flow direction
 - Drainage area boundary
 - Limits of construction
 - Existing minor contour
 - Existing major contour
 - Proposed minor contour
 - Proposed major contour
 - Easement
 - Building setback boundary
 - Overhead electric
 - Existing tree & tree number
 - Concrete
 - House footprint
 - Wood deck
 - Gravel

C&E ENGINEERING SOLUTIONS
 TYPE FIRM # 22760
 (512)431-7880

NO.	DATE	REVISION

PROPOSED DRAINAGE AREA MAP

207 YAUPON VALLEY
 DRAINAGE PLANS



SHT 5

Proposed Site Drainage
 p. 10b

207 Yaupon Valley



Thank You



City of West Lake Hills
Board of Adjustments

AGENDA REPORT

Meeting Date:	October 8, 2025	Item Number:	6
	Building & Development		
Department:	Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

1206 Yaupon Valley Road: Discuss and consider action on a recommendation from ZAPCO for variances:

1. For encroachments of up to 20 feet into the 25-foot side setbacks for a primary building (Section 22.03.275 and 22.03.281);
2. For encroachment of up to 25 feet into the 50-foot front setback for a primary building (Section 22.03.275 and 22.03.281);
3. For encroachment of up to 25 feet into the 25-foot side setback for a pool and pool enclosure (Section 22.03.276 and Section 22.03.281);
4. For encroachments of up to 35 feet into the 50-foot front setback for a pool, pool enclosure, and garage (Section 22.03.276 and Section 22.03.281);
5. To allow redevelopment of a site with impervious cover of 30% where 25% is the maximum allowed by code (Section 22.03.281).

Applicant: John Hussey, Site Specifics

Recommendation

Hold a public hearing and determine the following findings of fact to approve or deny the requested variances:

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.

The Board of Adjustments, in performing their respective duties in reference to applications for variances, may be guided by the interpretative criteria listed in the variance criteria in the report.

This item was reviewed by the Zoning and Planning Commission on September 17, 2025 and the following criteria used:

1. The variance may violate the intent of this chapter or the goals of the city’s comprehensive plan;

and

2. The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof.

ZAPCO recommended approval by a vote of 4-0 for the variances as presented, based on the commission's conclusion that the variance meets the intent of the chapter and that the variance would not have an adverse impact on neighboring properties, based on the interpretive criteria (Attachment 6).

The applicant has provided their findings in Exhibit A.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Callie Jenschke

Legal Description: Lot 9 of Stonehedge Estate Block X

Lot Size: 0.54 acres

Zoning: R-1, One-Family Residential

Wastewater: On-Site Sewage Facility (Septic)

The properties surrounding the subject property are zoned R-1, One-Family Residential and R-2, Two-Family Residential. The lot is currently occupied by a duplex structure and a pool. The lot is addressed to Yaupon Valley but takes access from Double Bend Back Road.

Background:

The applicant is requesting to redevelop the duplex into a single-family house. The existing building is currently two units, approximately 1,020 sf each. The applicant is proposing to combine the two units and add additional square footage to convert the structure into a single-family structure. The existing site and structure are currently non-conforming to the current dimensional standards in Section 22.03.281 Schedule of regulations for R-1 (same dimensional nonconformities as in the previous R-2 district). The site improvements are legal non-conforming and can remain until expanding or changing the structure more than 50% of the value.

Analysis:

Encroachments into the setbacks for the primary building

Code Requirements

- Section 22.03.275. Building setback distances.
 - (a) (1) No principal building shall have any front, side or rear setback distance less than that shown on the schedule of regulations as being required in the district in which the building is located, except that the minimum setback distance from Bee Cave Road shall be 50 feet regardless of which direction the building is facing. The setback distance from the Capital of Texas Highway shall be a minimum of 75 feet.
 - (2) Unroofed steps and ramps shall not be considered as part of the principal building when measuring the setback distance of such building.
 - (3) Roof overhangs and eaves a minimum of 8 feet above natural grade up to two (2) feet

into the front, side or rear setback. All other building elements shall not encroach into setbacks.

- (4) Allowed encroachments: Equipment slabs for pool equipment and/or mechanical equipment, generators and other similar equipment may encroach up to five (5) feet into side and rear setbacks after meeting all the following requirements:
 - (A) Attached to the primary structure foundation;
 - (B) Screened to appropriately dampen noise;
 - (C) Slab is limited to 12 feet in length;
 - (D) Equipment cannot be greater than five (5) feet in height measured from natural grade;
 - (E) Screening must extend six (6) inches above the height of the equipment; and
 - (F) Must be shown on the approved building plans.
- (b) Yards are the open areas between building setback lines and lot lines. Structures shall not be permitted in yards except as otherwise provided herein.
 - (1) Front yards.Front yards extend the full width of the lot. Their depth is measured from the edge of the right-of-way line of the street to the minimum front setback line.
 - (2) Rear yards.Rear yards extend the full width of the lot. Their depth is measured from the rear lot line to the minimum rear setback line.
 - (3) Side yards.Side yards extend from the front yard to the rear yard. Their depth is measured from the side lot line to the nearest minimum side setback line.
- (c) In the case of lots abutting on more than one street, the full width of the front yard shall be provided from each street.

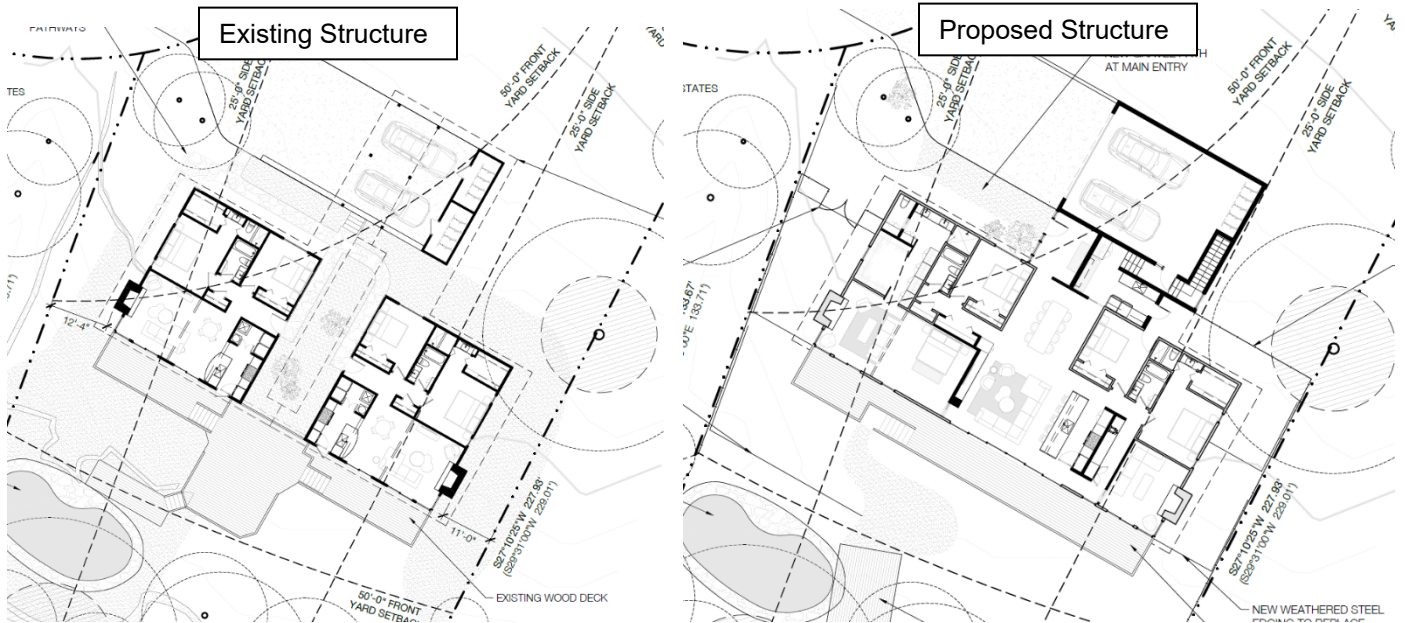
- Section 22.03.281 Schedule of Regulations

Minimum Building Setback Distance in Feet From Side Lot Lines									
Lot Size/ Zoning	R-1	R-2	R-3	O	GUI	B-1	B-2	B-3	MU-1
Greater than or equal to .5 acre	25	25	50	(I)	(I)	(I)	(I)	(IV)(c)	(C)
Less than .5 acres, greater than or equal to .375 acres	20	20	N/A	(II)	(II)	(II)	(II)	N/A	N/A

Requests:

1. For encroachments of up to 20 feet into the 25-foot side setbacks for a primary building

The applicant is proposing to modify the existing duplex structure to combine the two units into one by enclosing the existing courtyard and to convert the existing carport to a garage with habitable a second story space.



The west side of the existing building currently encroaches 12.67 feet with the side walls and another 3 feet for the eaves (15.67 feet total). The east side of the existing building currently encroaches 14 feet with the side wall and another 3 feet with the eaves (17 feet total). The proposed conversion would not be expanding the side walls further into the side setbacks.



2. For encroachment of up to 25 feet into the 50-foot front setback for a primary building

The building and carport currently encroach approximately 22 feet into the 50-foot front setback from Double Bend Back Rd



The applicant is proposing to convert the garage and add a second story over the garage.



Encroachments into the setbacks for the accessory structures

Code Requirements

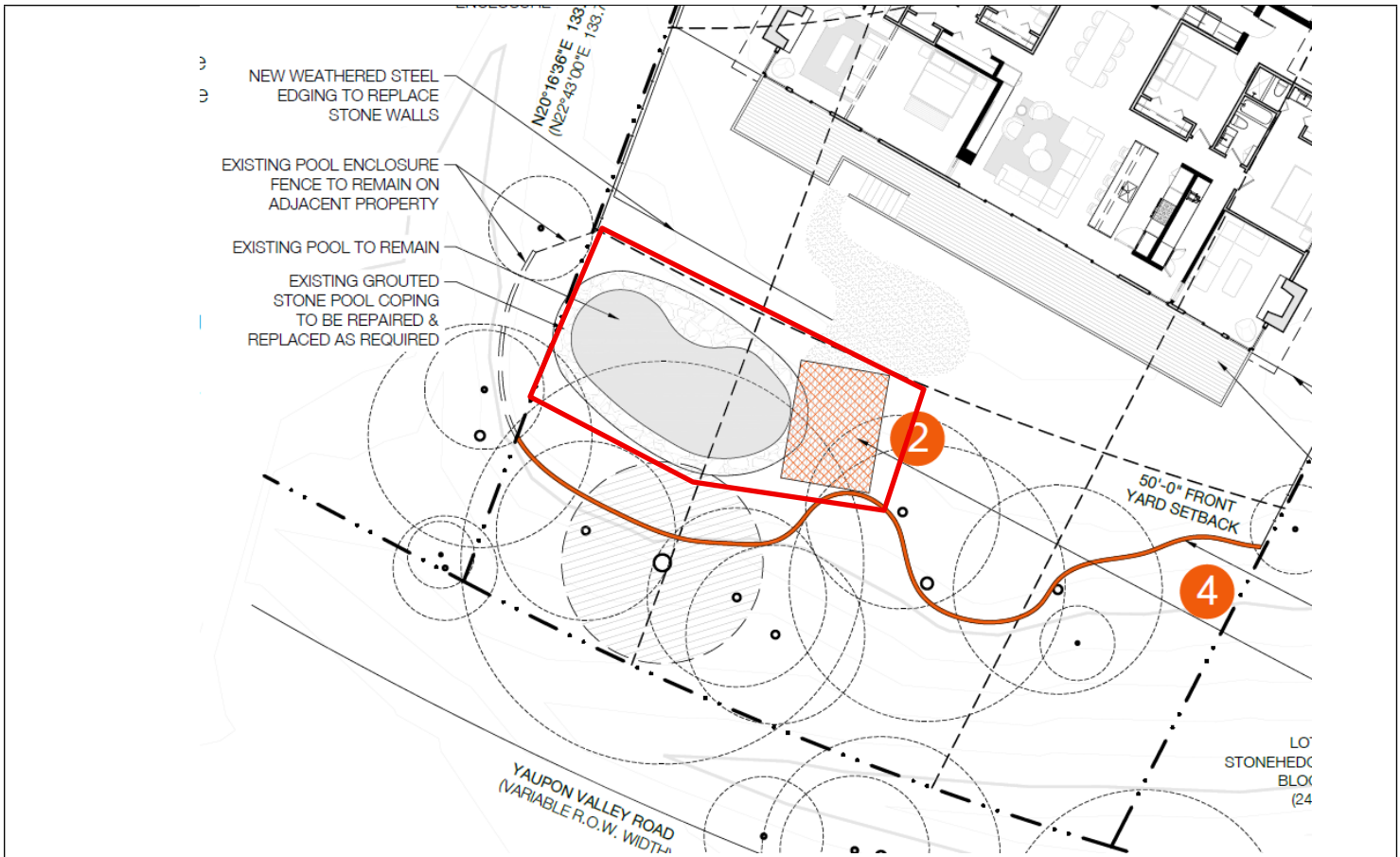
- Section 22.03.276. Setbacks for accessory structures.

The **minimum setback distances for accessory structures**, other than unroofed steps, ramps, fences, walks, driveways, driveway gates, playscapes, and mailboxes, **shall be the same as the setback distances applicable to a principal building** under the appropriate category in section 22.03.281. Accessory structures, including overhangs and eaves, shall not encroach into setbacks. Propane tanks shall not be required to meet the setback requirements of this section so long as they are permitted and placed in accordance with the Liquefied Petroleum Gas Safety Rules adopted by the Railroad Commission of Texas in title 16, part 1, chapter 9, of the Texas Administrative Code, including any and all future amendments thereto.

Requests:

3. Encroachment of up to 25 feet into the 25-foot side setback for a pool and pool enclosure
4. Encroachments of up to 35 feet into the 50-foot front setback for a pool, pool enclosure and new deck

The existing pool is encroaching 25 feet into the 25-foot west side setback. The applicant is proposing to keep the pool and decking within the setback within the same footprint and to replace as needed. They are also proposing to add a new deck that is fully within the 50-foot front setback.



Impervious Cover over maximum

Code Requirement:

Lot Size/ Zoning	Maximum Impervious Cover in Percent of Lot Area					
	R-1	R-2	R-3	O	GUI	B-1
Greater than or equal to .5 acre	25%	25%	25%	(IX)	(III)	(III)
Less than .5 acres, greater than or equal to .2 acres	*, †	*, †	25%	(IX)	(III)	(III)

Requests:

5. Allow redevelopment of a site with impervious cover of 30% where 25% is the maximum allowed by code.

On the existing site is the existing structures, driveway, and most of the area around the house within the setbacks is comprised of gravel/rock walkway and patios, which is considered 50-100% impervious. With these, the existing site is 39.7% impervious cover. The application is proposing to remove most of the gravel and the existing pool deck. With the removal of this impervious cover and the addition of a new pool deck, replaced house deck and driveway widening, the resulting impervious cover would be 30%, which is a reduction of 9.7% but is still over the allowed 25% maximum.

Public Comments:

As of the date of the report, no written comments have been received. At the ZAPCO meeting, one resident spoke in favor of the variances (Attachment 6).

Variance Criteria Review:

Per Section 22.03.511 (c) Procedure and notice, Section 22.03.171: Site disturbance (residential buildings), and Section 22.03.276: Setbacks for accessory structures shall be administered in compliance with the rules established by sections 38.05.031 through 38.05.034.

- Section 38.05.031. Provisions subject to variance.

Variances may be granted by the board of adjustment to the provisions of this chapter in accordance with the rules and conditions of this division. A variance may not be granted, however, to authorize a change of use. Variances run with the land, but each variance is specific to the project for which it was granted.

- Section 38.05.032. Conditions required for granting variance.

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

- (1) The applicant has established by competent evidence that:
 - (A) The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.
 - (B) There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
 - (C) There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
 - (D) The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
- (2) The recommendation of zoning and planning commission shall include an analysis of whether:
 - (A) The variance may violate the intent of this chapter or the goals of the city's comprehensive plan.
 - (B) (Reserved).
 - (C) (Reserved).
 - (D) The variance may have an adverse effect on neighborhood properties, or interfere with the respective owners' enjoyment thereof.

- Section 38.0.033. Interpretative criteria.

The board of adjustment and the zoning and planning commission, in performing their respective duties in reference to applications for variances, may be guided by these interpretative criteria:

- (1) Variances from the terms of this chapter should be granted sparingly.
 - (2) Deviations from the requirements of this chapter are justified only where the hardship resulting from their application is substantial.
 - (3) Usually, the granting of a variance must be predicated on a finding that the applicant's hardship arises from unusual conditions or circumstances, such as exceptional irregularity of shape or topography, which are peculiar to the parcel of land involved and not shared generally by other parcels in the neighborhood or district, or because no other reasonable alternative is available that will alleviate the unnecessary hardship complained of.
 - (4) Normally, a variance is to be denied if conditions or circumstances relied on for a variance were self-created by the person having an interest in the property in disregard of city regulations.
 - (5) The variance shall not violate the goals of the master plan for the city.
 - (6) The variance shall not have an adverse effect on neighborhood properties or unreasonably interfere with the respective owners' enjoyment thereof.
 - (7) The fact that lots, structures, uses or dimensional conditions on properties or structures within 200 feet of the property involved are, because they are nonconforming or because of previously granted variances, similar to the condition which would be created by the variance requested shall be relevant to, but not determinative of, the granting of the requested variance.
 - (8) See section 22.03.009(c) for variances to enable the efficient use of solar energy devices.
 - (9) When considering variance requests for nonresidential projects, whether granting the variance furthers achievement of the land planning principles set forth in the City's Master Plan, Attachment "B," as codified in the Code of Ordinances.
- Section 38.05.035. Conditions.

The city council can impose, and the zoning and planning commission can recommend imposition of reasonable conditions upon granting a variance if the conditions are related to the subject of the variance. When considering variance requests for nonresidential projects, whether, the City can recommend the imposition of reasonable conditions that are necessary to achieve one or more of the land planning principles set forth in the City's Master Plan, Attachment "B", as codified in chapter 28 of the Code of Ordinances.

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.

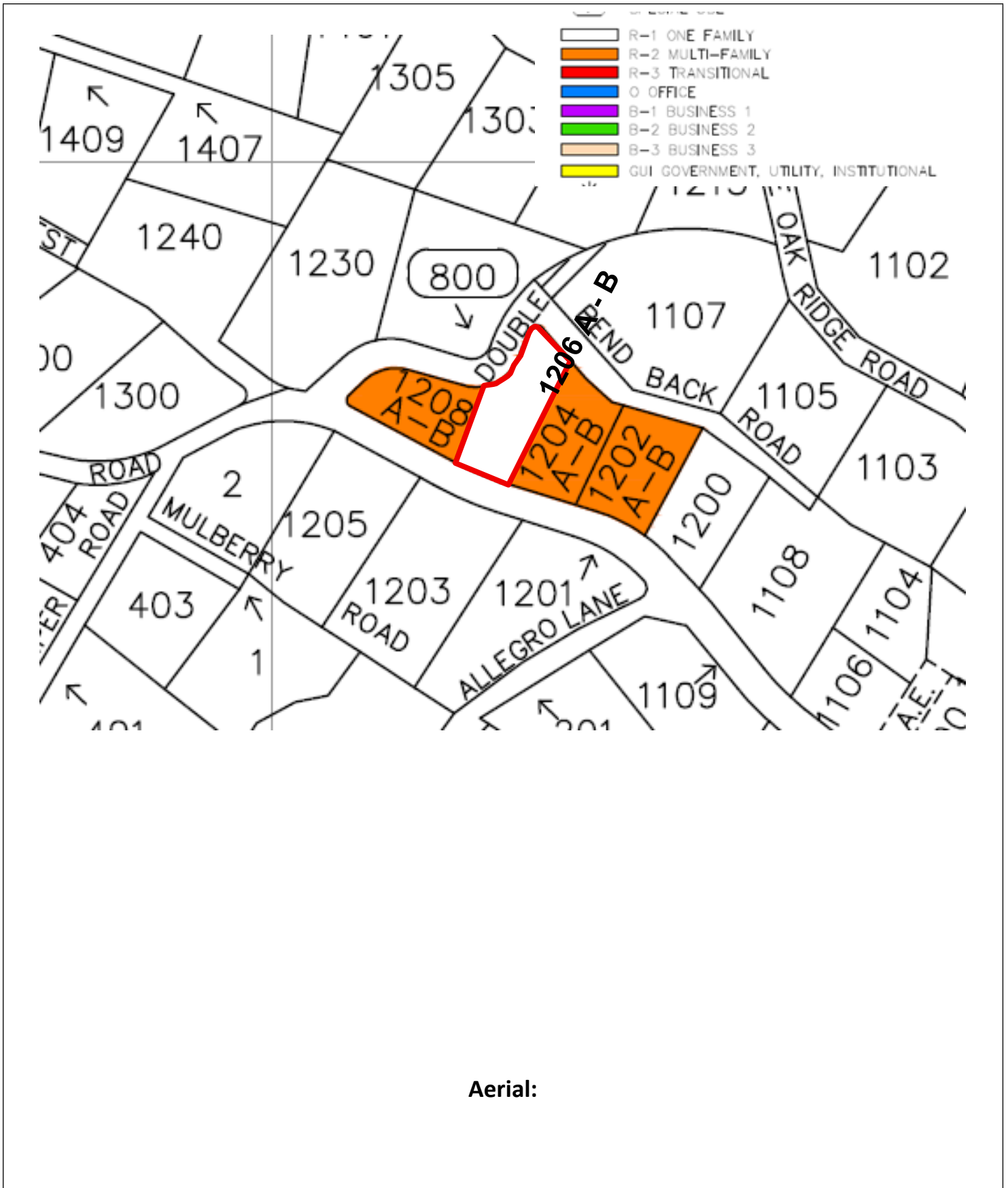
Comprehensive Planning Analysis

The proposed 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. 03.276 Setbacks for accessory structures](#)
- [Section 22.03.281 Schedule of Regulations](#)
- [Section 38.05.031 Variances](#)
- [Section 22.03.514 Criteria and process required for granting a variance](#)

Zoning:



Aerial:



August 8, 2025

Robert Meisel, Chair
City of West Lake Hills
Zoning and planning Commission
911 Westlake Drive
West Lake Hills, TX 78746

 **Variance Application**
1206 Yaupon Valley Road

Mr. Meisel,

On behalf of Ms. Callie Jenschke, owner of property located at 1206 Yaupon Valley Road, we are requesting variances from the City of Westlake Hills Code of Ordinances, in association of the proposed renovations and addition to convert an existing duplex to a one-family residence.

Below further describes the proposed plan and requested variances. We have included in our application package, documents highlighting the existing and proposed site plans, setback exhibits, photos of existing conditions and renderings of the proposed renovations.

The proposed site plan seeks to utilize the existing duplex footprint and site amenities as part of the renovation and addition. The following list outlines the proposed variances for the site and building development:

1. In an effort to work with the existing footprint and setbacks, we are proposing to more appropriately landscape the site and remove much of the existing gravel bed pathways, significantly reducing the current 40% lot coverage. We are asking for a variance to reduce the existing lot coverage from 40% to 30%. In order to provide basic minimum access throughout the site, 25% lot coverage is not attainable.
2. The existing pool has no hardscape or patio access as part. For the safety of the users we are asking for a variance to construct a 200sf wood patio surface outside the front yard setback.
3. In utilizing the existing footprint for a new single family, we propose extending the footprint below the existing roof to include a small entry vestibule and enclosed garage for storage. See following floor plans on the following sheets for newly enclosed and constructed spaces which encroach the building setbacks. This newly enclosed construction occurs within the limits of the existing carport structure, already contributing to 100% lot coverage.
4. A new pool enclosure will be required per §22.03.167-Pools. Given the location of the existing pool and its proximity to the street, we request a variance to allow the pool enclosure facing Yaupon Valley Road to be made of solid materials for privacy as outlined in § 22.03.173-Fences. As such, the pool enclosure would alternatively serve as a front yard fence as defined in the same section.

In addition, the existing dry stacked retaining wall is showing signs of wear and failure. It is the intent of the owner to replace as part of this development scheme. We propose replacing the existing retaining walls with an engineered steel structure that complies with

§22.03.173(d)(6)(A)(iii-iv)-Front Yard Fence Requirements and City of Westlake Hills Drainage Manual. We recognize the inherent need to coordinate with an approved licensed arborist as well. In an effort to utilize the same foundation, we propose locating the pool enclosure fence (front yard fence) on top of the replaced retaining wall. See page 17-18 for additional

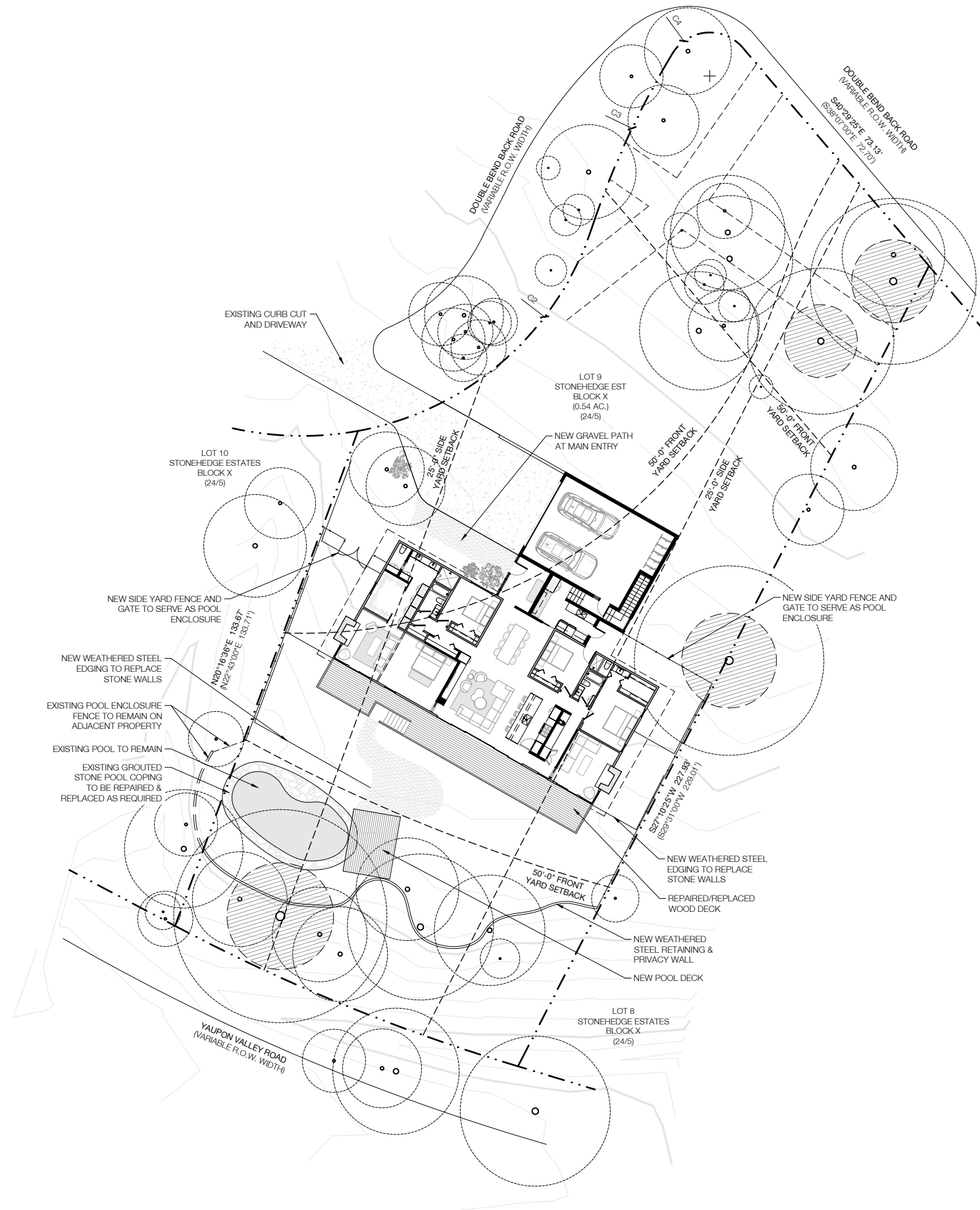
We hope you find this application complete and in order as we respectfully request your consideration of these variance requests.


Please contact me if you should have questions or need additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Hussey". The signature is stylized with a large initial "J" and "H".

John Hussey
Site Specifics



 Proposed Site Plan
 1/32" = 1'-0"

Proposed Site Improvements

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1. In an effort to work with the existing footprint and setbacks, we are proposing to more appropriately landscape the site and remove much of the existing gravel bed pathways, significantly reducing the current 40% lot coverage. We are asking for a setback variance to reduce the existing lot coverage from 40% to 30%. In order to provide basic minimum access throughout the site, 25% lot coverage is not attainable.

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
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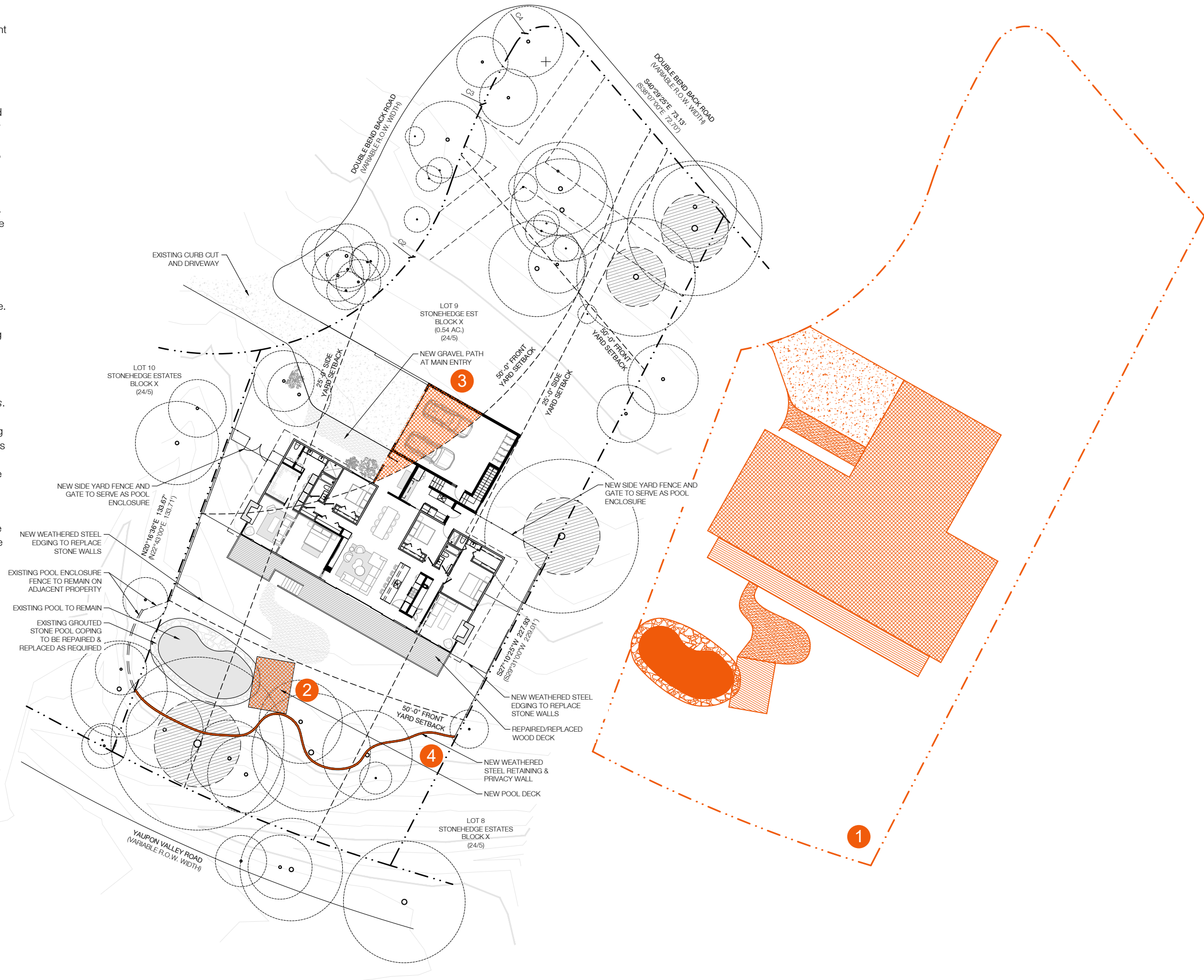
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Driveway:	870sf
Building:	4,243sf
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Pool/Coping:	635sf
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Total Lot Coverage	6,993sf (29.8%)
Lot Area:	23,417sf (.54ac)

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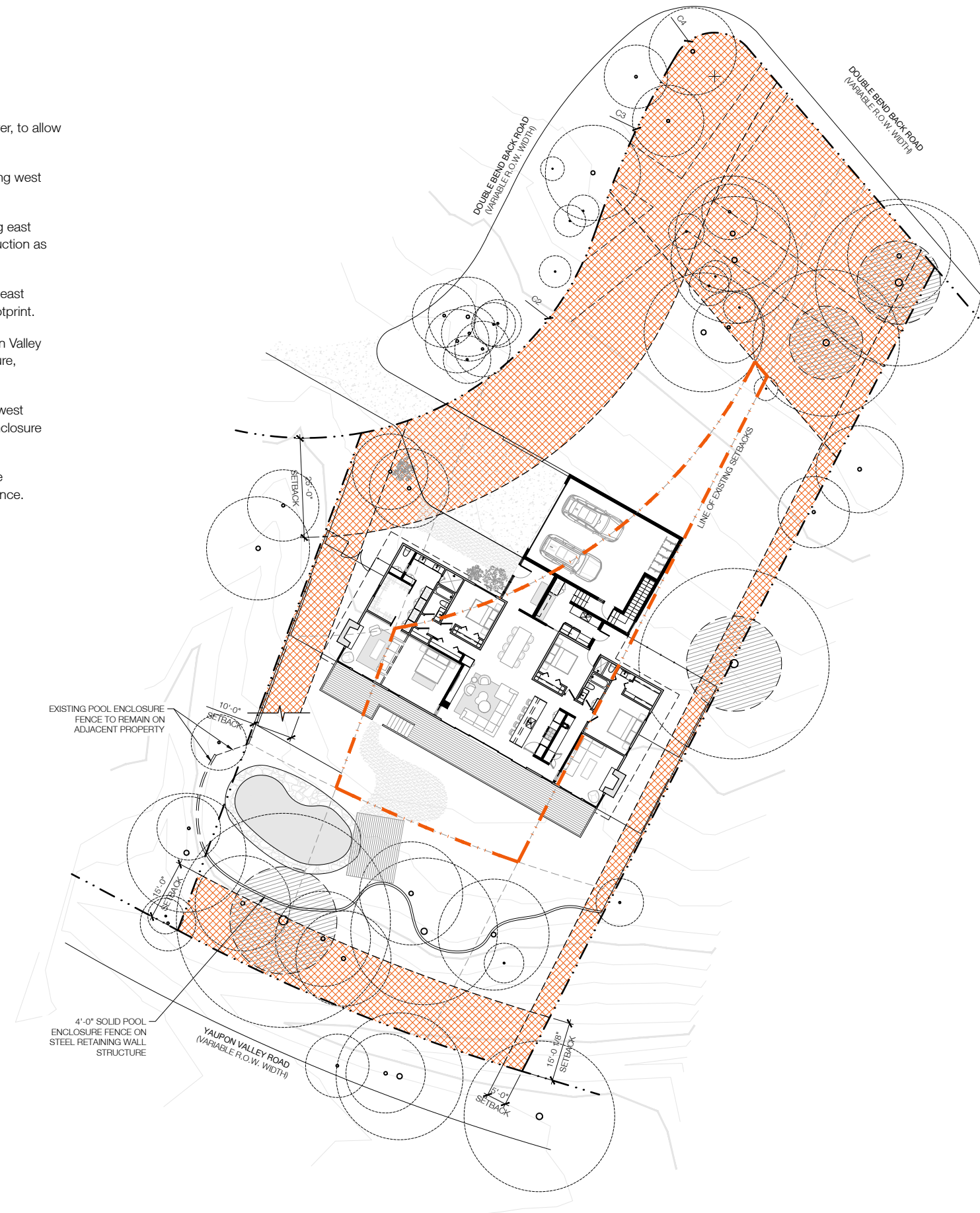


Proposed Variances

1. Variance from §22.03.281 Maximum Impervious Cover, to allow 30% lot coverage.
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3. Variance from 25'-0" side yard setback to 5'-0" along east property line for existing building footprint. (New construction as part of garage addition to maintain 25'-0" setback)
4. Variance from 50'-0" front yard setback to 25'-0" on east property line for renovation & addition within existing footprint.
5. Variance from 50'-0" front yard setback along Yaupon Valley Road for existing pool and new pool deck, pool enclosure, retaining wall, and safety/privacy wall.
6. Variance from 25'-0" side yard setback on east and west property lines to 0'-0" for existing pool and new pool enclosure wall.
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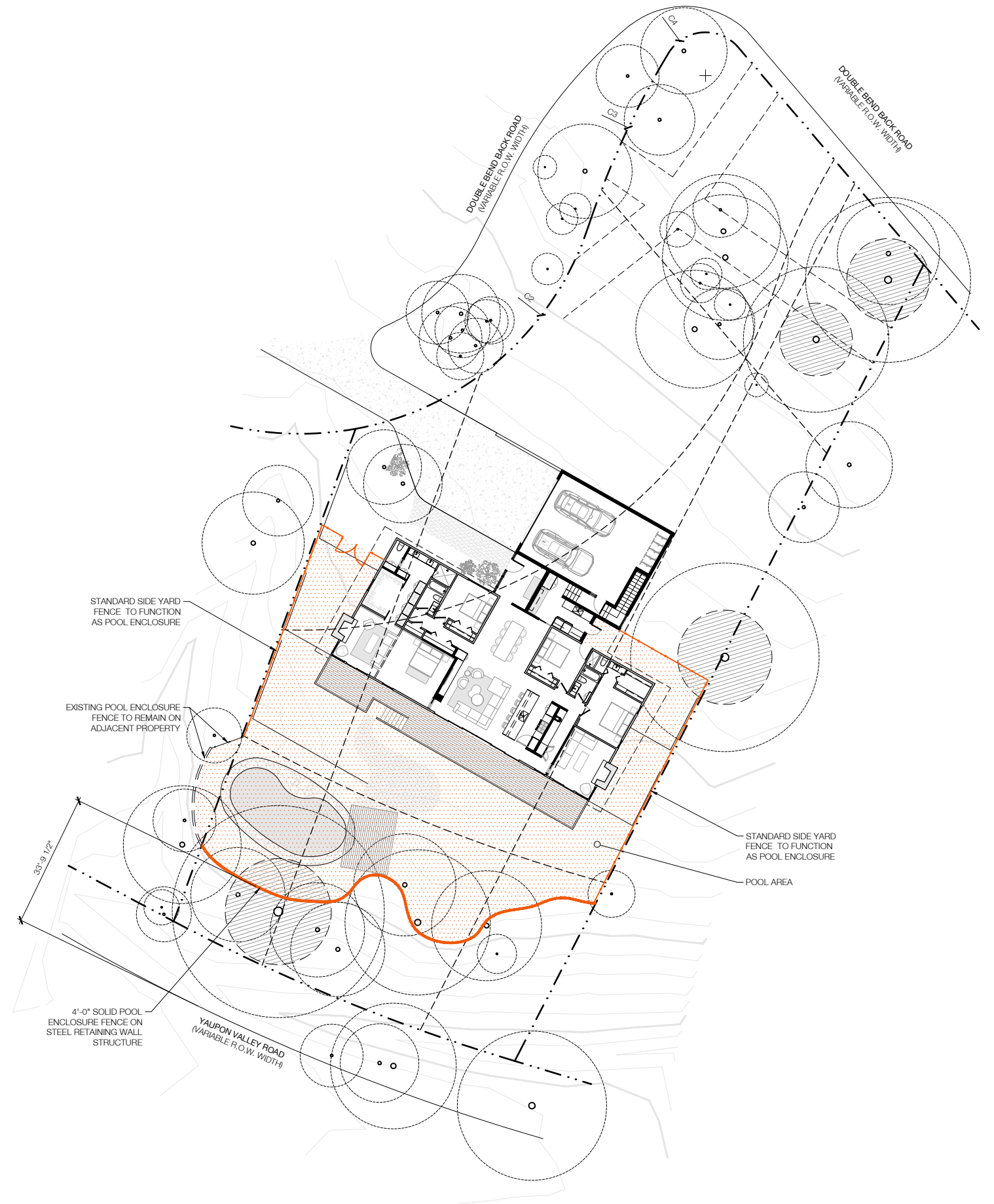
Existing View from Yaupon Valley Road

Proposed View from Yaupon Valley Road (tree removed for clarity)

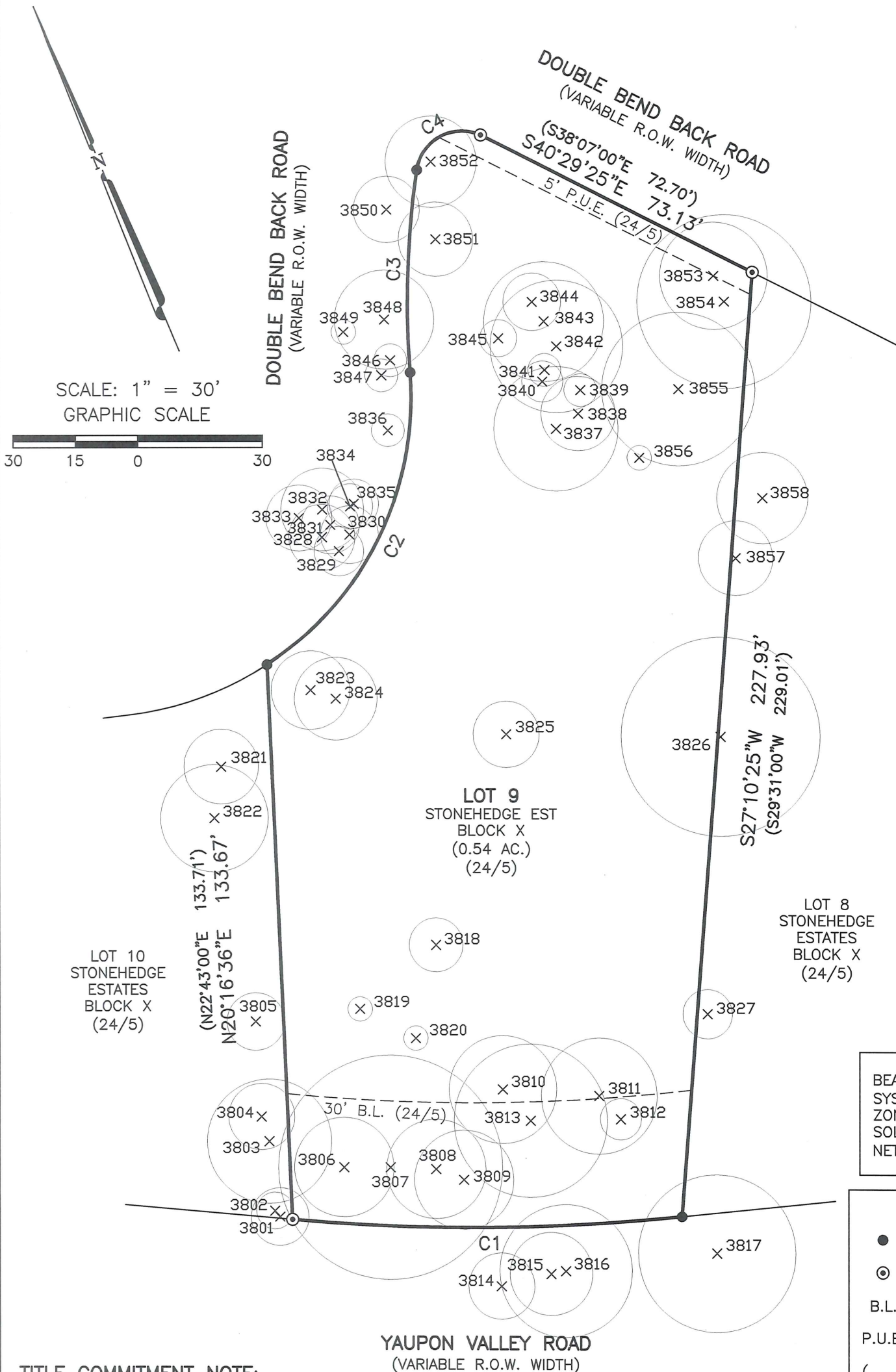


Proposed Site Plan: Front Yard Fence / Pool Enclosure

1/32" = 1'-0"



A TREE SURVEY OF LOT 9, STONEHEDGE ESTATES, BLOCK X, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, AS RECORDED IN VOLUME 24, PAGE 5, PLAT RECORDS, TRAVIS COUNTY, TEXAS.



TREE INDEX	
TAG NO.	TYPE
514	LO
17	14
11	
INDICATES MULTI TRUNK	
INDIVIDUAL TRUNK DIA. (IN INCHES)	
CRITICAL ROOT ZONES (TREE CIRCLES) ARE SHOWN USING THE COA FORMULA FOR SINGLE AND MULTI TRUNK TREES.	
3801	CEDAR ELM 7
3802	YAUPON 3 3
3803	HACKBERRY 15
3804	CEDAR ELM 8
3805	YAUPON 4 3 3
3806	CEDAR ELM 12
3807	HACKBERRY 27
3808	CEDAR ELM 12
3809	HACKBERRY 12
3810	YAUPON 8 6 4
3811	HACKBERRY 14
3812	HACKBERRY 5
3813	YAUPON 10 9 8
3814	HACKBERRY 8
3815	HACKBERRY 10
3816	HACKBERRY 16
3817	CEDAR ELM 19
3818	YAUPON 4 3 2
3819	YAUPON 3
3820	YAUPON 3
3821	HACKBERRY 9
3822	CEDAR ELM 13
3823	CRAPE MYRTLE 6 4 3
3824	CRAPE MYRTLE 4 4 4 4 4
3825	PINE BUDDHIST 8
3826	HACKBERRY 24
3827	YAUPON 6
3828	RED OAK 8
3829	LIVE OAK 6
3830	LIVE OAK 5 4
3831	CEDAR ELM 7
3832	CEDAR ELM 8 4
3833	HACKBERRY 8
3834	YAUPON 4 3
3835	LIVE OAK 6
3836	HACKBERRY 4
3837	CHINABERRY 12 6
3838	CEDAR ELM 9
3839	YAUPON 4
3840	CHINABERRY 5
3841	CEDAR ELM 4
3842	CEDAR ELM 16
3843	RED OAK 12 5
3844	CEDAR ELM 7
3845	YAUPON 3 3
3846	YAUPON 3 2
3847	YAUPON 3 2
3848	CEDAR ELM 12
3849	YAUPON 3
3850	RED OAK 8
3851	RED OAK 9
3852	CEDAR ELM 11
3853	CEDAR ELM 13
3854	RED OAK 10 8 7 7
3855	CEDAR ELM 11 10 5
3856	CHINABERRY 3
3857	HACKBERRY 9
3858	CEDAR ELM 11

THE SPECIES OF TREES SHOWN WERE DETERMINED TO THE BEST OF OUR ABILITIES BY ON THE GROUND SURVEY CREW, NOT A CERTIFIED ARBORIST. CONSULT A CERTIFIED ARBORIST FOR FINAL DETERMINATION OF SPECIES.

BEARING BASIS: THE TEXAS COORDINATE SYSTEM OF 1983 (NAD83), CENTRAL ZONE; US SURVEY FEET; BASED ON GPS SOLUTIONS FROM THE LOCAL REAL TIME NETWORK (RTN).

LEGEND	
●	1/2" REBAR FOUND (OR AS NOTED)
⊙	IRON PIPE FOUND (SIZE NOTED)
B.L.	BUILDING SETBACK LINE
P.U.E.	PUBLIC UTILITY EASEMENT
()	RECORD INFORMATION

TITLE COMMITMENT NOTE:

This Survey was prepared without the benefit of a Commitment for Title, and may be subject to additional easements or restrictions not shown hereon. No additional easement research was done for the purpose of this survey.

SURVEYOR'S CERTIFICATE:

DATE OF SURVEY:

I hereby certify that the tree survey shown hereon was actually made upon the ground under my direction and supervision on the date shown.

Paul J. Flugel 12-11-24

PAUL J. FLUGEL Date
Registered Professional Land Surveyor
State of Texas No. 5096

CURVE TABLE							
CURVE	RADIUS	DELTA	ARC	BEARING	CHORD	RECORD BEARING	RECORD CHORD
C1	478.44'	11°15'16"	93.98'	N67°43'35"W	93.83'	(N65°06'00"W)	(93.79')
C2	76.96'	61°16'36"	82.31'	N49°00'27"E	78.44'	(N51°15'00"E)	(78.70')
C3	220.04'	12°42'47"	48.82'	N24°49'32"E	48.72'	(N26°53'00"E)	(48.93')
C4	11.02'	105°27'06"	20.28'	N84°13'15"E	17.54'	(N87°34'00"E)	(17.90')



Chaparral
Professional Land Surveying, Inc.
Surveying and Mapping
5725 West Hwy 290, Suite 103
Austin, Texas 78735-7822
512-443-1724
T.B.P.E.L.S. Firm No. 10124500

PROJECT NO.:
2175-001
DRAWING NO.:
2175-001-TREE
PLOT DATE:
12-11-24
PLOT SCALE:
1"=30'
DRAWN BY:
SCN

SHEET
1 OF 1

1206 Yaupon Valley Road: Zoning Exhibits

Westlake Hills, Texas

August 11, 2025

502.314.0670

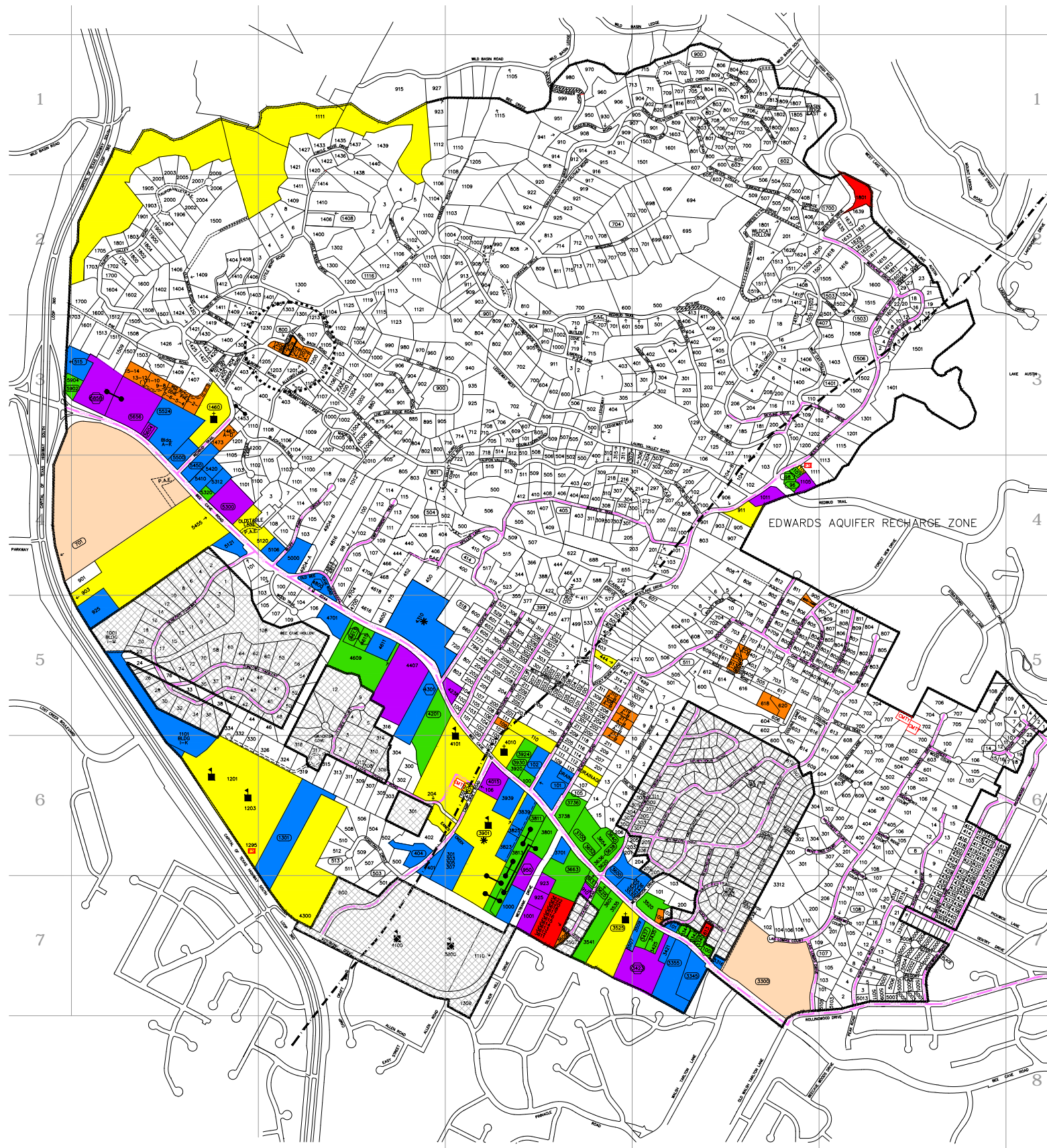
www.theplanning.agency

- R-2 Zoning
- 1206 Yaupon Valley Road (R-2)



Westlake Hills Vicinity Map

- CHURCH
- SCHOOL
- FIRE STATION
- CEMETERY
- CITY LIMITS
- AQUIFER RECHARGE ZONE BOUNDARY
- TEXAS GAS SERVICE
- CONDITIONAL OVERLAYS
- SPECIAL USE
- R-1 ONE FAMILY
- R-2 MULTI-FAMILY
- R-3 TRANSITIONAL
- O OFFICE
- B-1 BUSINESS 1
- B-2 BUSINESS 2
- B-3 BUSINESS 3
- GUI GOVERNMENT, UTILITY, INSTITUTIONAL
- PDD PLANNED DEVELOPMENT DISTRICT
- P.A.E. PRIVATE ACCESS EASEMENT
- NOT A THROUGH ROAD
- EXTRATERRITORIAL JURISDICTION
- UNIFIED DEVELOPMENT AGREEMENT
- UNPAVED ROAD



Westlake Hills Zoning Map



Aerial View

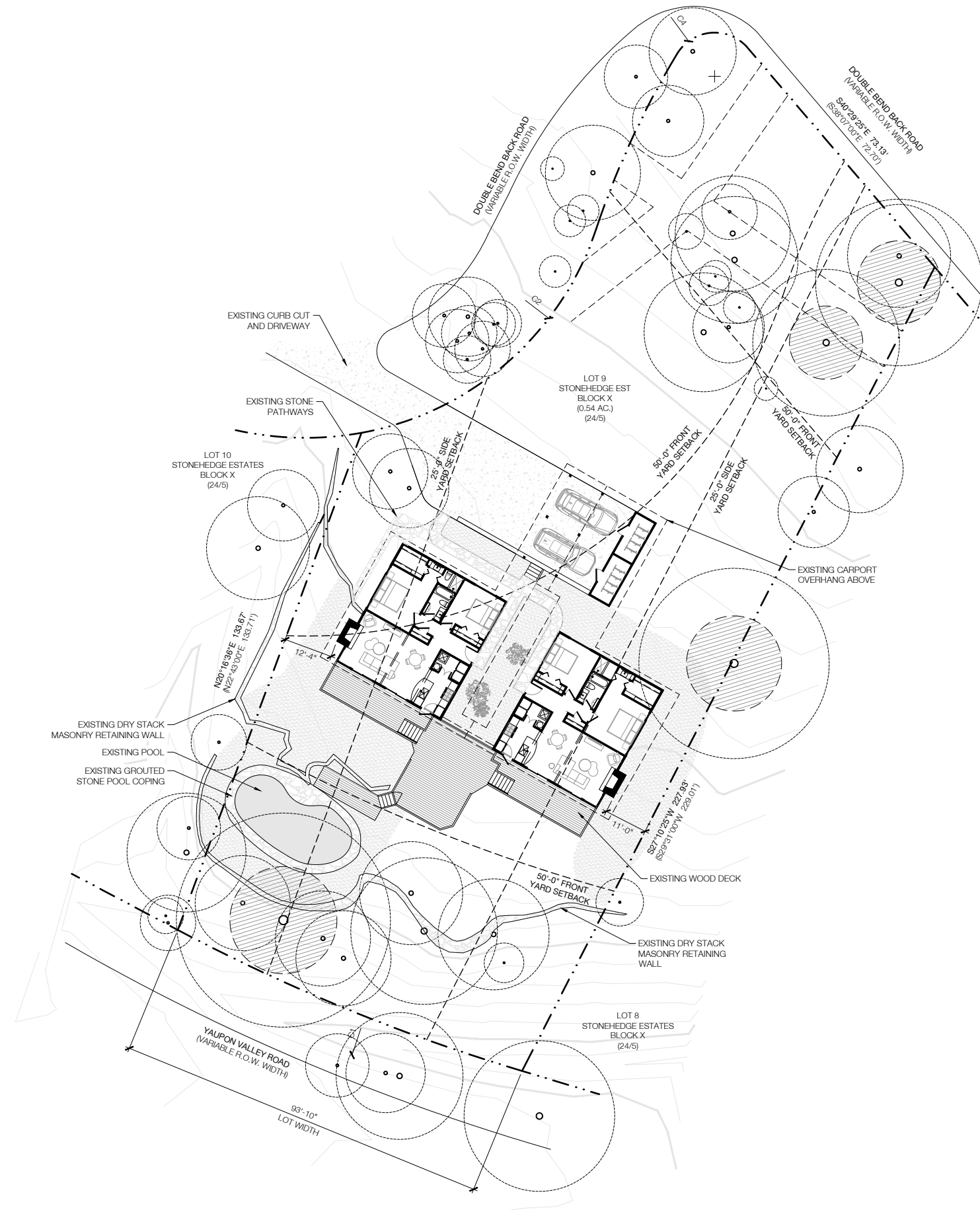
Existing Site Notes

Overlaying setbacks and measurements set forth in § 22.03.281 Schedule of Regulations reveals the following non-conformities on both the site and the structure:

1. Existing building and rear wood patio encroaches the front and side yard setbacks
2. Existing pool encroaches the front and side yard setbacks. In addition, a small portion of the west side of the pool actually exists outside the property line.
3. The minimum side width requirement of 150' is not met. The existing lot width is measured at 93'-10" wide.
4. Lot coverage is currently calculated at 39.7% (Reference exhibit on following page)

Existing Lot Coverage

Driveway:	870sf
Building:	4,098sf
Wood Decks (50%):	960sf (450sf)
Walkways & Paths:	144sf
Site Walls:	370sf
Pool/Coping:	635sf
Site Retaining Walls:	370sf
Total Lot Coverage	9,249sf (39.7%)
Lot Area:	23,417sf (.54ac)



Existing Site Plan
1/32" = 1'-0"

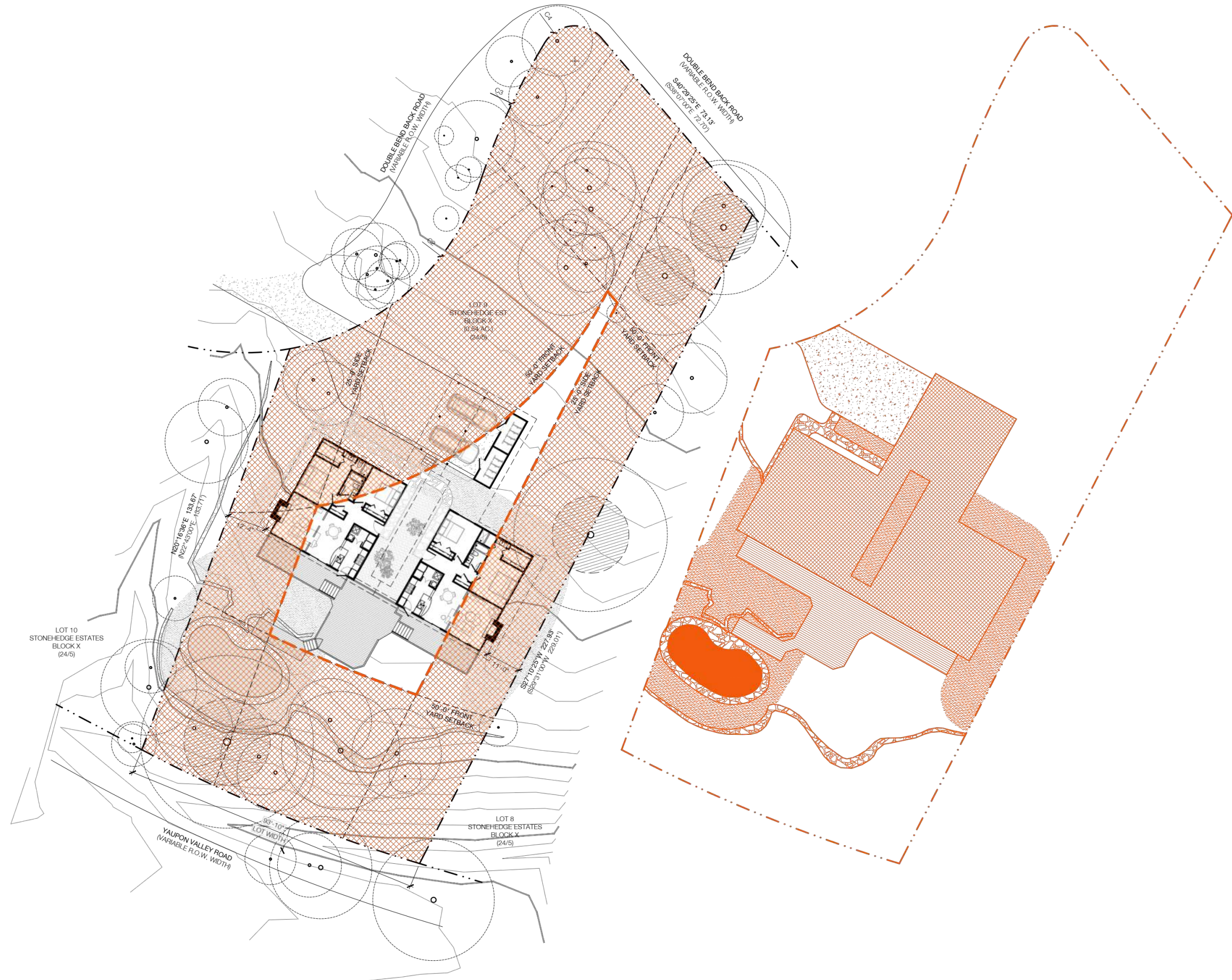
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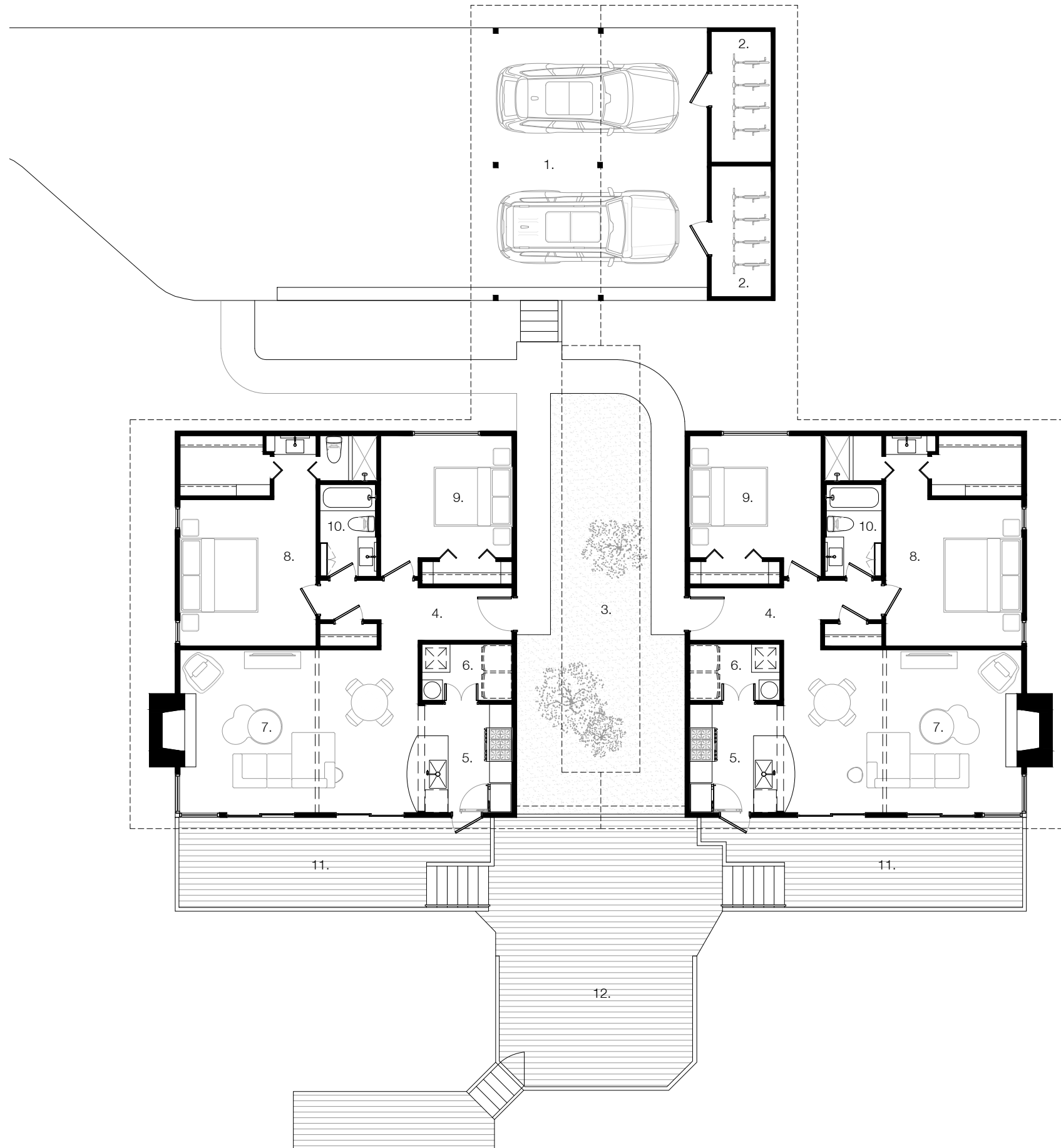
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Existing Site Plan With Setbacks Shaded
1/32" = 1'-0"

Plan Key

- 1. Carport
- 2. Tenant Storage
- 3. Entry Courtyard
- 4. Tenant Entry
- 5. Kitchen
- 6. Laundry
- 7. Living Room
- 8. Primary Suite
- 9. Guest Bedroom
- 10. Guest Bathroom
- 11. Tenant Patio
- 12. Shared Wood Deck



Existing Floor Plan
 3/32" = 1'-0"



Existing Building Exterior



Existing Building Exterior



Existing Building Exterior



Existing Building Exterior





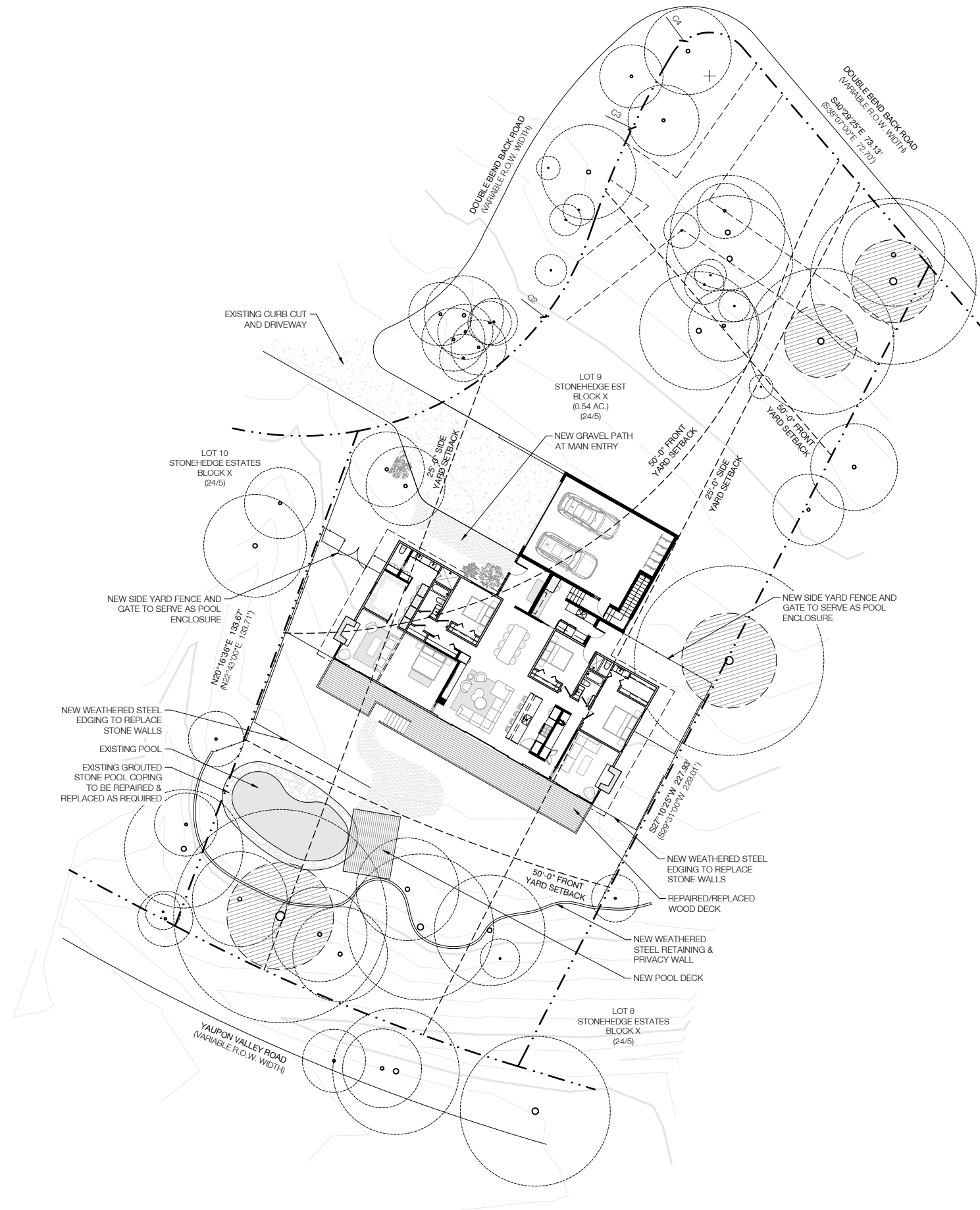
Existing Building Exterior



Existing Building Exterior



Existing Building Exterior



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
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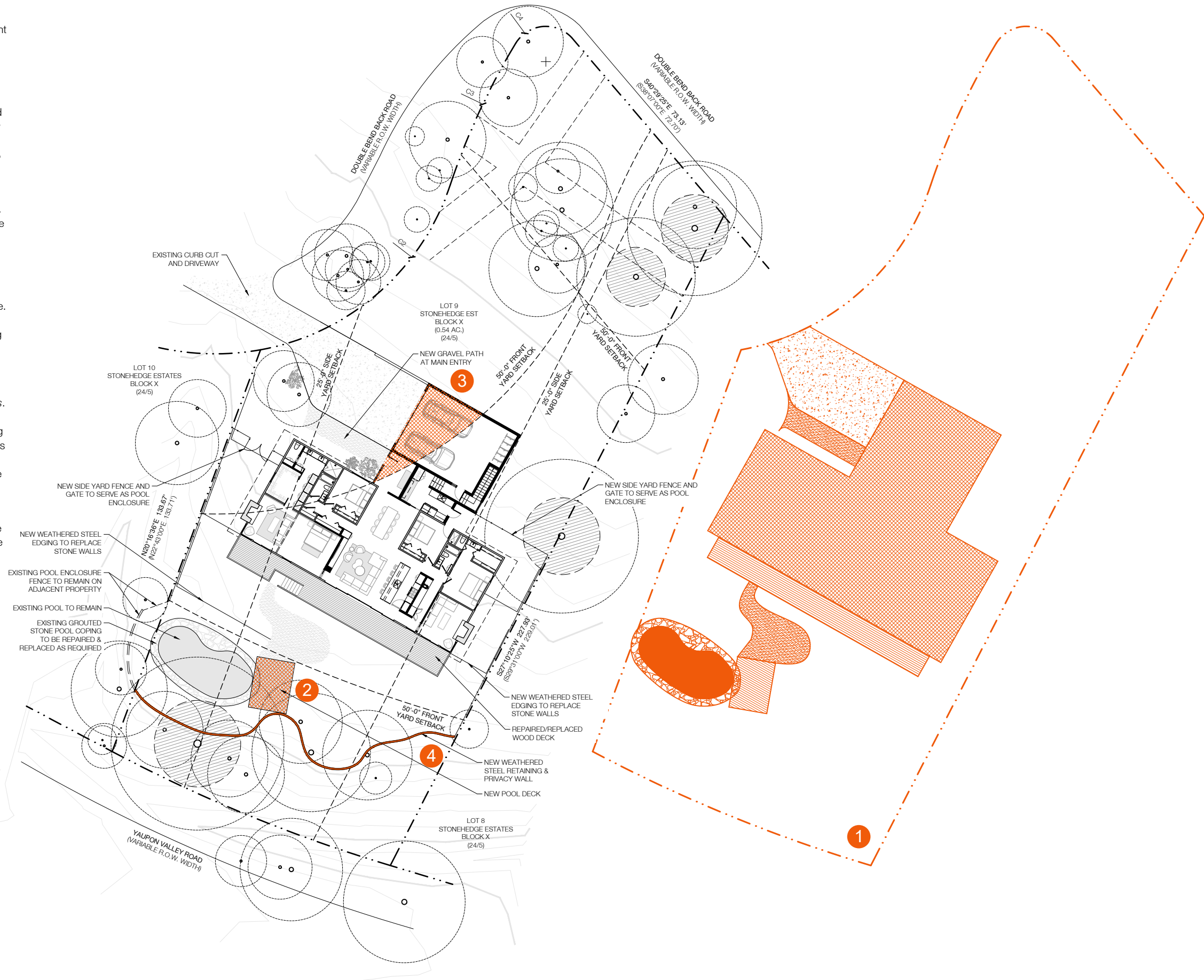
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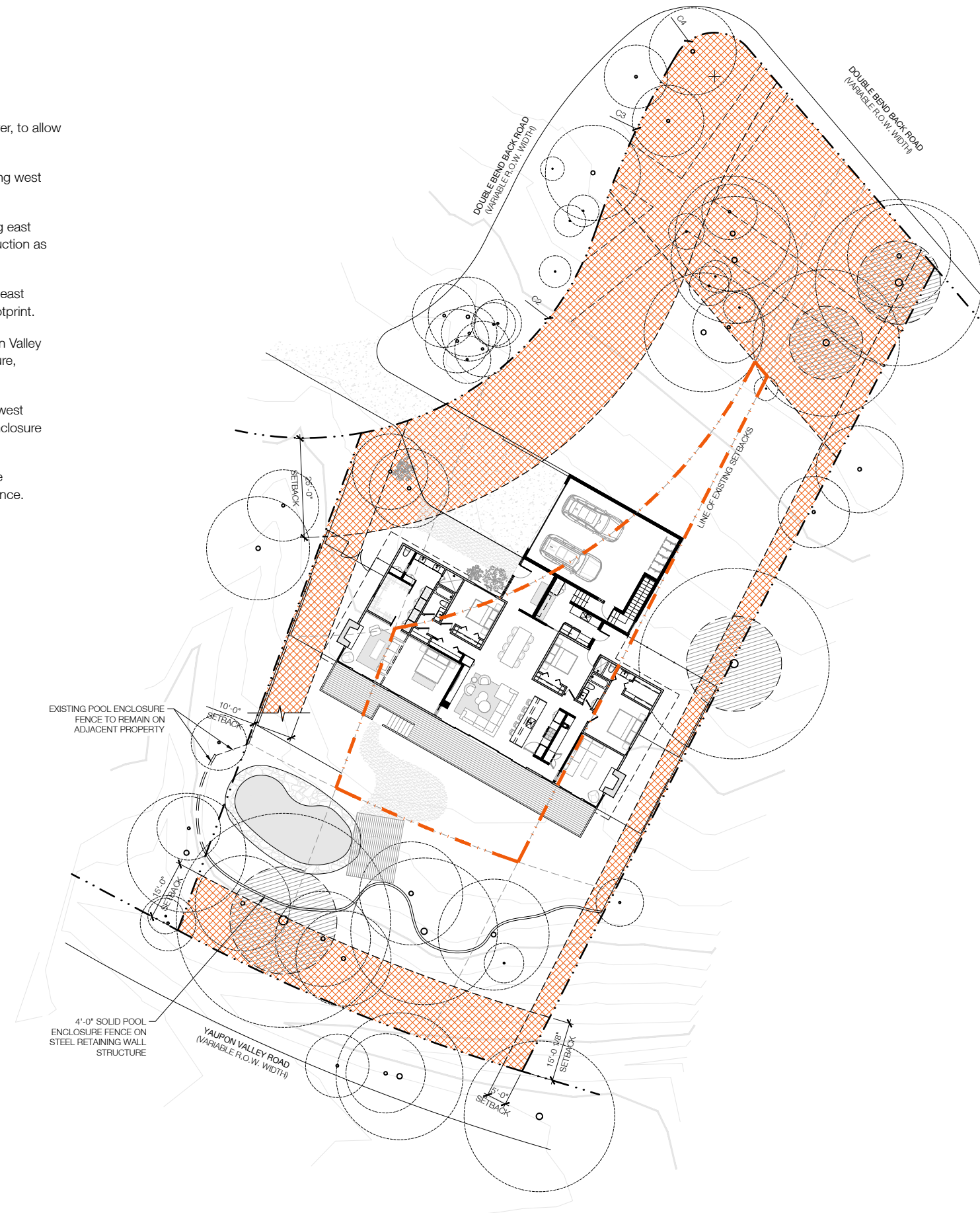


Proposed Variances

1. Variance from §22.03.281 Maximum Impervious Cover, to allow 30% lot coverage.
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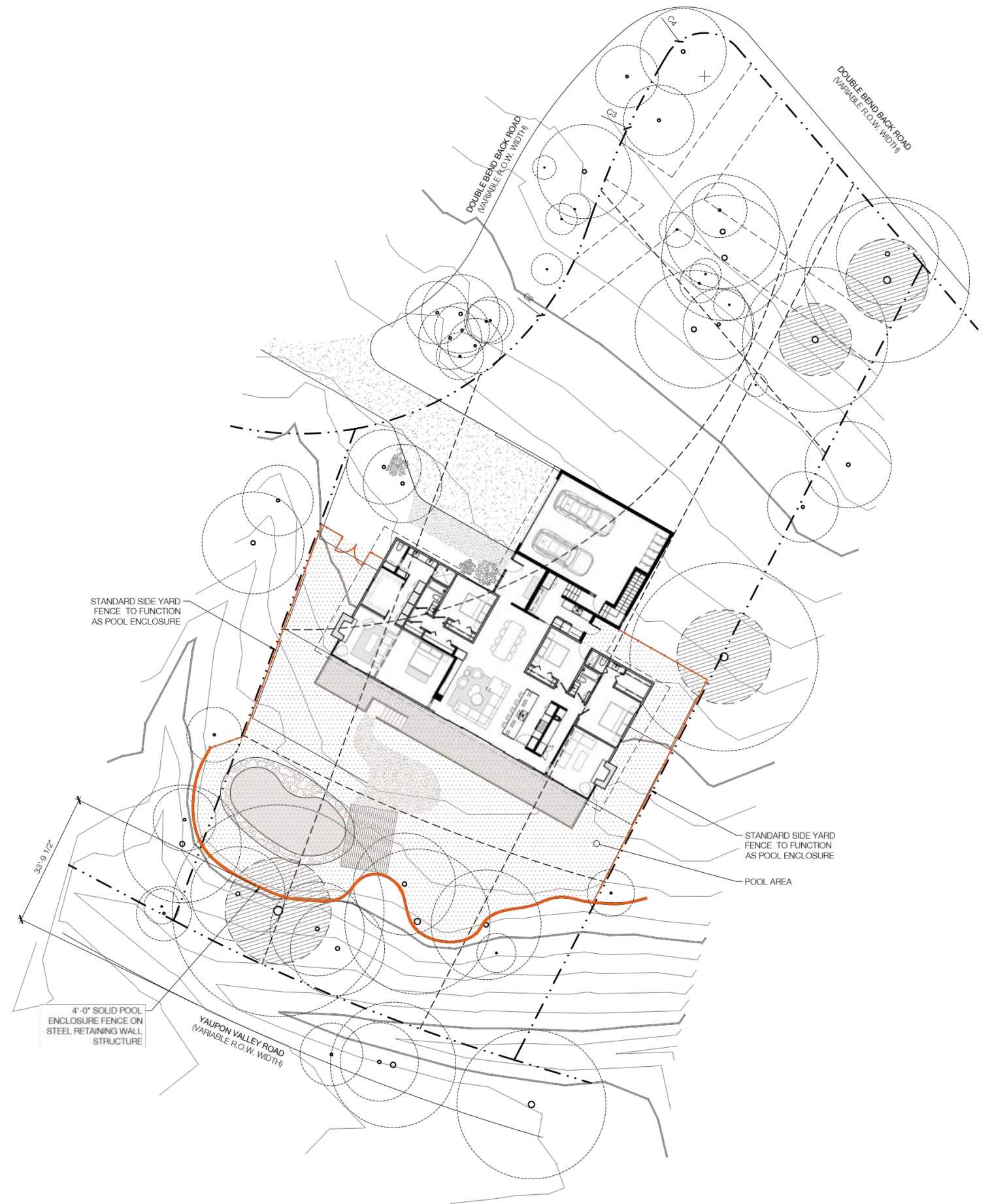
Existing View from Yaupon Valley Road

Proposed View from Yaupon Valley Road (tree removed for clarity)



Proposed Site Plan: Front Yard Fence / Pool Enclosure

1/32" = 1'-0"

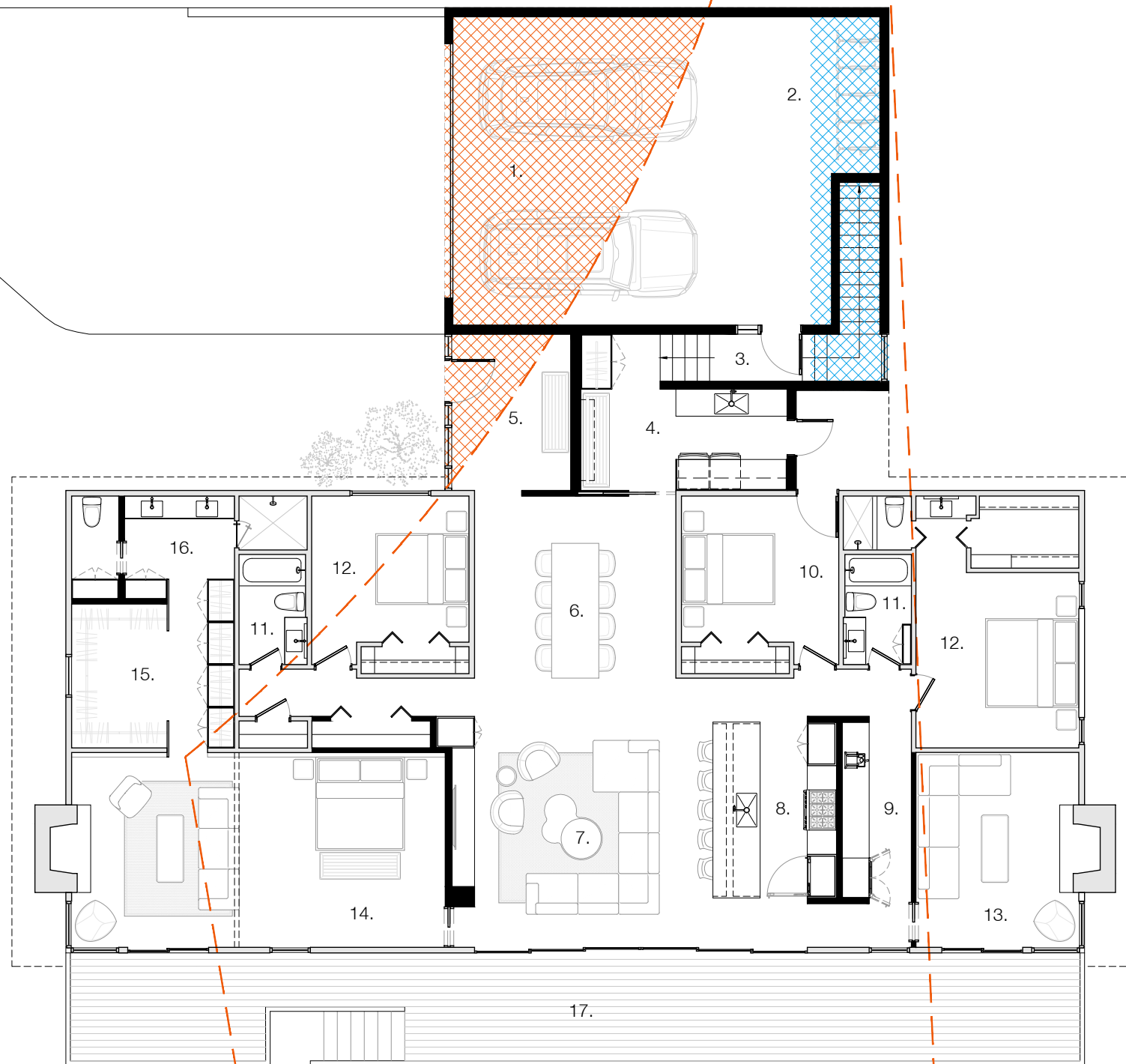


Plan Key

- 1. Carport
- 2. Bike Storage / Workshop
- 3. Garage Entry / Stair
- 4. Laundry
- 5. Guest Entry
- 6. Dining Room
- 7. Living Room
- 8. Kitchen
- 9. Pantry
- 10. Guest Bedroom
- 11. Guest Bathroom
- 12. Guest Suite
- 13. Media Room
- 14. Primary Suite
- 15. Primary Closet
- 16. Primary Bathroom
- 17. Wood Patio

* Red hatch indicates newly enclosed floor area within existing building footprint but encroaches setback.

*Blue hatch indicates new addition floor area outside existing building footprint within 25'-0" side yard setback.



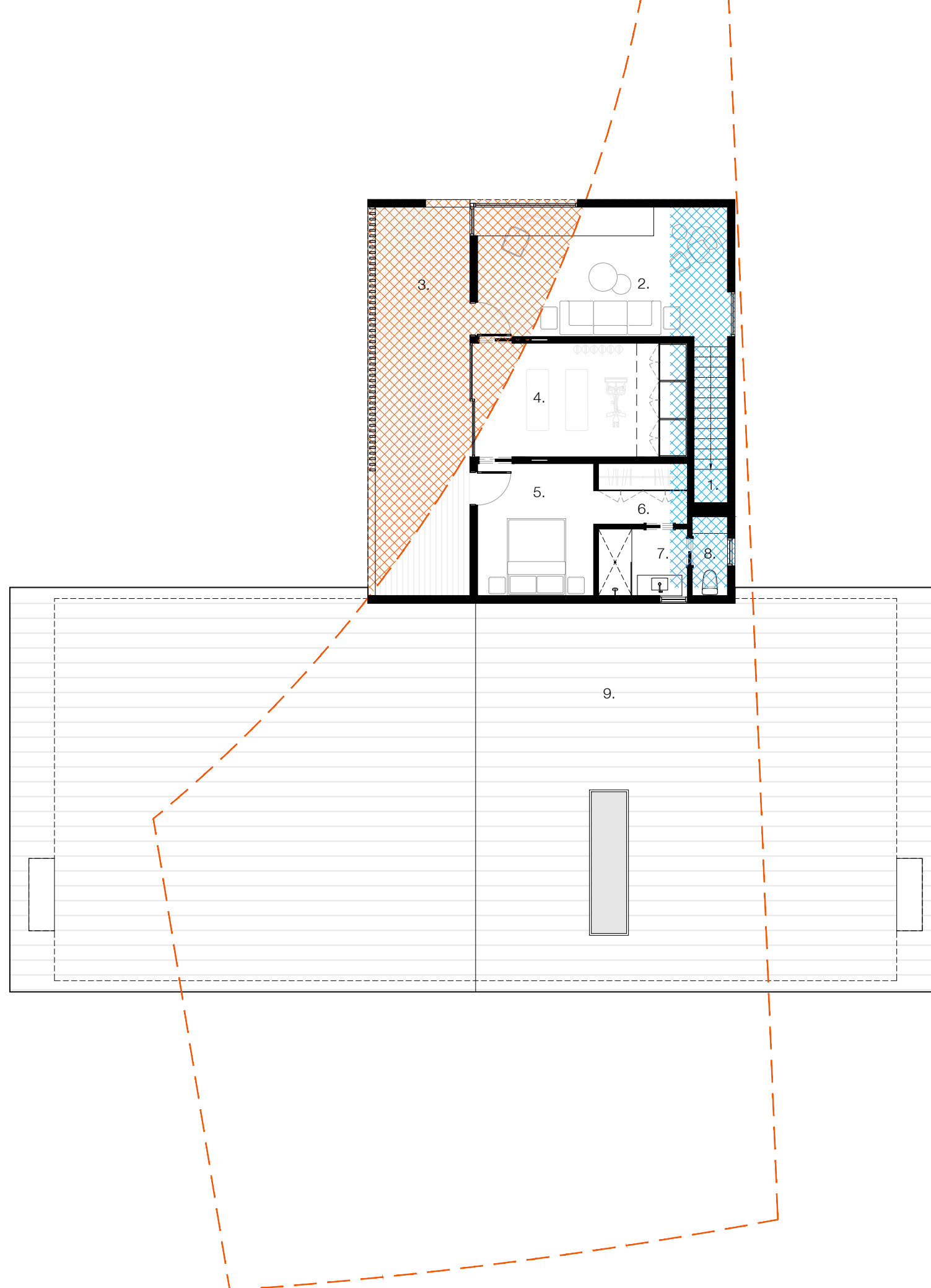
Proposed First Floor Plan
3/32" = 1'-0"

Plan Key

- 1. Stair
- 2. Office
- 3. Outdoor Patio
- 4. Gym
- 5. Guest Bedroom
- 6. Closet
- 7. Bathroom
- 8. Toilet Room
- 9. Existing Roof Below

* Red hatch indicates newly enclosed floor area within existing building footprint but encroaches setback.

*Blue hatch indicates new addition floor area outside existing building footprint within 25'-0" side yard setback.



Proposed Second Floor Plan
3/32" = 1'-0"



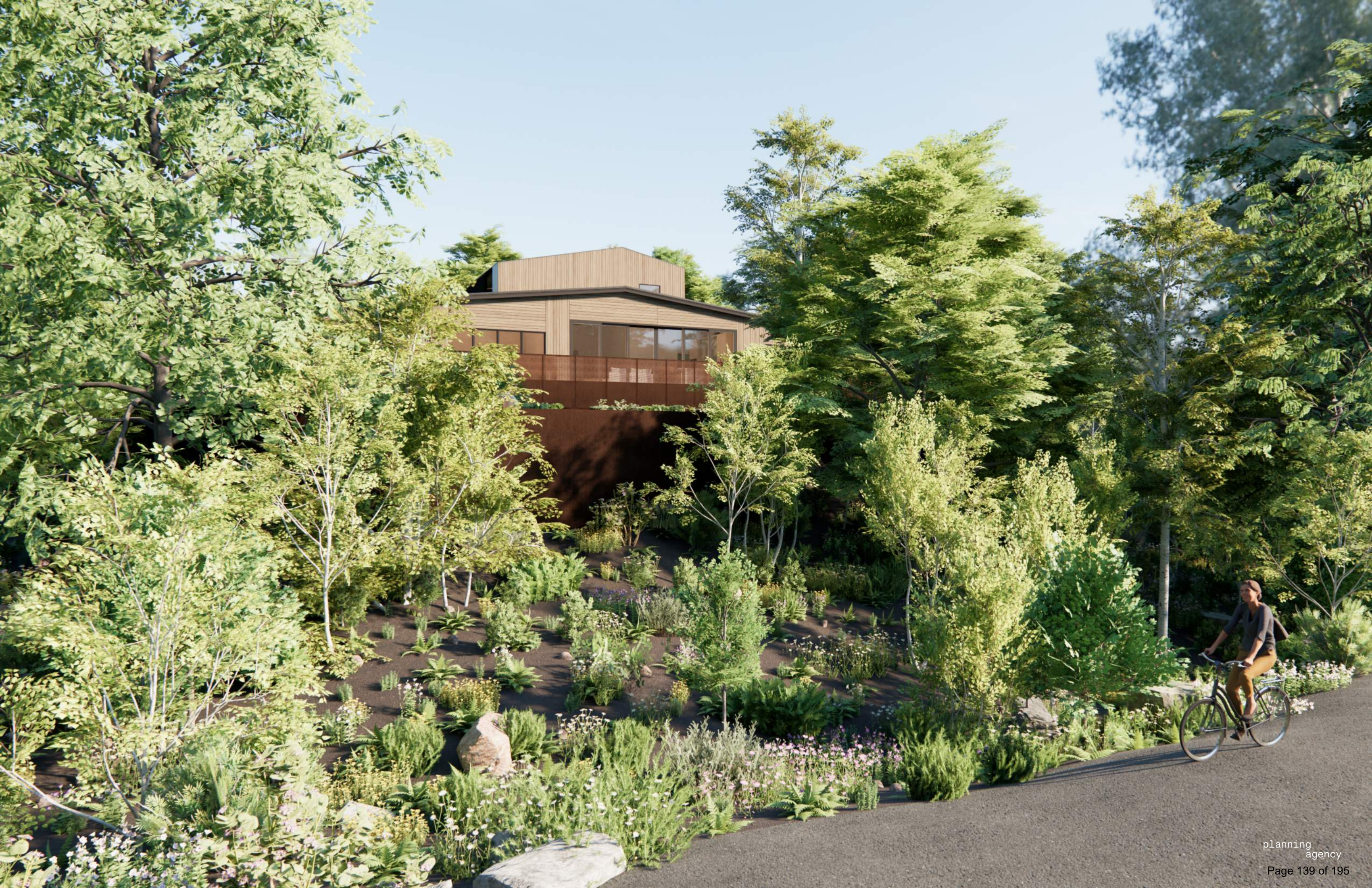
Proposed View From Driveway Entry



Proposed View From Double Bend Back Road



Proposed View From Pool



City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, August 20, 2025 at 6:30 PM

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

- a. Meeting begins at 6:30pm
- b. Roll Call
 1. Chair Robert Meisel: Present
 2. Vice-Chair Jim Pledger: Present
 3. Commissioner Julia Webber: Present
 4. Commissioner Karen Bartoletti: Absent
 5. Commissioner Patrick Stewart: Present
 6. Commissioner Laurie Maccini: Present

2. **Citizen Communications:**

- a. None

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

1. Approval of the August 20, 2025 Special ZAPCO meeting 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 Webber Seconds
- ii. Motion carries unanimously (4 – 0)

4. **Public Hearing: 1511 Wildcat Hollow:** Discuss and make recommendation to City Council on a variance for the removal of two trees with trunk diameters of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code)

- i. Tree #133 – 15.5” Hackberry
- ii. Tree # 195 – 15.5” Spanish Oak

Applicant: Matt Sener, Michael Hsu Office of Architecture

a. **Staff Report:**

- i. Director Bills describes request to remove 2 protected trees the applicants believe will not survive construction on the site

b. Public Comments (Citizen Comment Forms attached as Exhibit A)

i. **Matt Sener** – Applicant:

1. Explains the conditions on site that will not allow the house to be built without removing the trees and describes tree 133 as leaning dangerously towards property.

c. Discussion:

i. **Chair Meisel:** Can house be moved further back on property to protect tree 195?

1. **Matt Sener:** Between the septic field location and slope restrictions on back of property, the house cannot be moved further back

ii. **Commissioner Webber:** In support of both removals

iii. **Commissioner Maccini:** The removals appear to be design driven

iv. **Chair Meisel:** Tree 195 is in jeopardy in order to build a house of this shape and size. The trees and topography were already on site prior to construction

d. Action:

- i. Commissioner **Stewart** moves that the tree removal variance request be forwarded to City Council with a recommendation of **approval** based on the commission's conclusion that the requested variance does not violate the intent of the chapter or have an adverse impact on neighboring properties.
 1. Commissioner **Webber** Seconds
 2. Motion carries unanimously (3-1), Maccini opposed

The recommendation will be forwarded to the City Council for consideration at the regular meeting on October 8, 2025

5. Public Hearing: 207 Yaupon Valley Drive: Consider action to make a recommendation to the Board of Adjustment on variances:

- i. To allow for grading on a slope of 35% or greater (Drainage and Erosion Control Design Manual Section 7.4.1); and
- ii. To allow for closed fill greater than 6 feet on slopes with a grade between 0% and 35% (Drainage and Erosion Control Design Manual Section 7.4.1)

Applicant: Davin Fillpot, Architect

a. Staff Report:

- i. Director Bills describes the request for grading in excess of the maximums permitted in the Drainage and Erosion Control Design Manual.

b. Public Comments:

- i. **Ernesto Cragolino** – Alterstudio Architecture
 - a. Explained the general design of the house and why the grading variances are being requested
- ii. **Cynthia Brandimarte:** Neighbor
 - a. Spoke in opposition to variance request
 - 1. Believes house is oversized
 - 2. Believes approving cut/fill variances will exacerbate drainage and erosion control issues in city
- iii. **Deborah Steewart:** Neighbor:
 - a. Spoke in opposition to variance request
 - 1. Specifically concerned with septic sizing, increasing existing drainage issues, and parking during construction
- iv. **John Abikhaled:** Neighbor
 - a. Doesn't have a good understanding how the proposed variances may affect mother's property at 297 Yaupon Valley
- c. **Discussion:**
 - i. **Commissioner Webber:** Believes the plans as proposed are lacking sections, and concerned with potential flow concentration where design appears to encroach on setbacks
 - ii. **Commissioner Stewart:** Rainwater collection system exhibits could be useful in BOA presentation
 - iii. Commissioner Webbers and Stewart asked for several more details regarding the details of the design, so Mr Cragolino connected laptop to AV system and shoed current plan set.
 - iii. **Action:** Commissioner **Webber** moves that all requested variances located outside of the setbacks be forwarded to the Board of Adjustment with a recommendation of **approval** based on the commission's conclusion that the requested variance does not violate the intent of the chapter or have an adverse impact on neighboring properties, based on the interpretive criteria.
 - 1. Commissioner **Pledger** Seconds
 - 2. Motion Carries unanimously (4-0)

The recommendation will be forwarded to the Board of Adjustment for consideration at the regular meeting on October 8, 2025

- 6. Public Hearing: **1206 Yaupon Valley Road:** Discuss and make a recommendation to the Board of Adjustment on variances:

- a. For encroachments of up to 20 feet into the 25-foot side setbacks for a primary building (Section 22.03.275 and 22.03.281);
- b. For encroachment of up to 25 feet into the 50-foot front setback for a primary building (Section 22.03.275 and 22.03.281);
- c. For encroachment of up to 25 feet into the 25-foot side setback for a pool and pool enclosure (Section 22.03.276 and Section 22.03.281);
- d. For encroachments of up to 35 feet into the 50-foot front setback for a pool, pool enclosure, and garage (Section 22.03.276 and Section 22.03.281);
- e. To allow redevelopment of a site with impervious cover of 30% where 25% is the maximum allowed by code (Section 22.03.281).

Applicant: John Hussey, Site Specifics

a. Staff Report:

- i. **Note:** *The staff report for items 6 and 7 were presented together, as the items are for the same proposed development. Additionally, some discussion relevant to item 7 was included in the discussion for item 6.*
- ii. Director Bills describes the BOA variance requests for encroachment on the front and side setbacks for a primary building and accessory structures, impervious cover over the maximum allowed by code, and a separate Council variance request for erection of a front-yard fence with 0% transparency.

b. Public Comments:

- i. **John Hussey** – Applicant
 - a. Describes the existing site conditions and lot configuration that they believe warrants the variance requests
- ii. **Ryan Irion** - Neighbor
 - a. Expresses disappointment that the Zoning change occurred, but not opposed to the variance requests for setback encroachment or impervious cover.
- iii. **Spencer Stevens:**
 - a. Expresses concern that the city isn't meeting its Open Records requirements.

c. Discussion:

- i. **Commissioner Stewart:** Is there any kind of redevelopment for this lot that wouldn't require some level of variances?
 - 1. **Director Bills:** No

- ii. **Commissioner Stewart:** Can fence privacy be met with vegetative screening?
- iii. **Commissioner Pledger:** How high is the top of the fence when compared to the low side of the wall?
 - 1. Applicant: About 8 feet
- iv. **Commissioner Maccini:** Pool privacy enclosure doesn't need to extend all the way across the lot.
- v. **Commissioner Pledger:** Why does the deck addition to the pool extend more into the setback?
 - 1. Applicant: the new deck location provides safer access to the pool.

d. Action:

- i. Commissioner **Stewart** recommends that the variances be forwarded to the Board of Adjustment with a recommendation of **approval** based on the commission's conclusion that the variance meets the intent of the chapter and that the variance would not have an adverse impact on neighboring properties, based on the interpretive criteria.
 - 1. Commissioner **Webber** seconds
 - 2. Motion carries unanimously (4-0)

The recommendation will be forwarded to the Board of Adjustment for consideration at the regular meeting on October 8, 2025

- 7. Public Hearing: 1206 Yaupon Valley Road: Discuss and make a recommendation to City Council on a variance to allow for a front-yard fence with 0% visibility, where 80% is the minimum allowed by code (Section 22.03.173).

Applicant: David Bravo, John Hussey, Site Specifics

a. Staff Report:

- i. **Note:** *The staff report for items 6 and 7 were presented together, as the items are for the same proposed development. The notes for the staff report can be found in item 6. Additionally, some discussion relevant to item 7 was included in the discussion for item 6.*

b. Public Comments:

- i. Deborah Stewart: How many fence 8' high are allowed in town?
- ii. Spencer Stevens: Believes the 6' fence height limit would apply to wall

1. Director Bills: There is an existing retaining wall on site, and the fence is 4' from the grade at the top of wall.
- iii. Ryan Irion: Expresses support of fence, so long as it is properly screened.

c. Discussion:

- i. **Commissioner Maccini:** Does the code speak to what has to be built around pool?
 1. **Director Bills:** Describes some required elements of a pool safety enclosure in the Building Codes, including a 4' fence with paneling that is difficult to climb and a self-closing and latching gate.
- ii. **Commissioner Maccini:** Not in favor of 0% visibility
- iii. **Commissioner Webber:** A more transparent fence will encourage homeowners to maintain their vegetative screening to preserve privacy

d. Action:

- i. Commissioner **Webber** recommends that the variance be forwarded to City Council with a recommendation of **denial** based on the commission's failure to conclude that variance meets the intent of the chapter or that the variance would not have an adverse impact on neighboring properties
 1. Commissioner **Maccini** seconds
 2. Motion carries unanimously (4-0)

The recommendation will be forwarded to the City Council for consideration at the regular meeting on October 8, 2025

8. Adjournment – Chair Robert Meisel

Chair Meisel adjourns the meeting at 8:52 pm

APPROVED:

Robert Meisel, Chair

ATTEST:

Joel Sherrouse, Development Coordinator

These minutes were approved on _____, 2025.

PUBLIC COMMENTS – Speaker Sign-In Form

PLEASE PRINT CLEARLY

NAME RYAN FLENER DATE 9.17.2025

ADDRESS 417 HEARTHWOOD DRIVE CITY AUSTIN, TX ZIP 78745

E-MAIL ADDRESS rflener@gmail.com

PHONE # 502.314.0670

I will speak on an item NOT on the agenda

Subject: 1206 YALPON VALLEY ROAD

For Agenda item # 6 AN77 Public Hearing ___ yes ___ no

I will speak: in support in opposition or I have a question/comment

OR

___ I do not wish to speak but please record my: support opposition

PUBLIC COMMENTS – Speaker Sign-In Form

PLEASE PRINT CLEARLY

NAME Cynthia Brandimonte DATE _____

ADDRESS _____ CITY _____ ZIP _____

E-MAIL ADDRESS _____

PHONE # _____

I will speak on an item NOT on the agenda

Subject: 207 Yarrow

For Agenda item # 5 Public Hearing yes no

I will speak: in support in opposition or I have a question/comment

OR

I do not wish to speak but please record my: support opposition

PUBLIC COMMENTS – Speaker Sign-In Form

PLEASE PRINT CLEARLY

NAME DEBORAH SEWALT DATE 9-17-25

ADDRESS 100 YANPON VALLEY CITY VLH ZIP 78746

E-MAIL ADDRESS xtel@aoc.com

PHONE # 512-658-2876

I will speak on an item NOT on the agenda

Subject: 207 ~~207~~ YANPON VALLEY VARIANCE REQUEST

For Agenda item # _____ Public Hearing yes no

I will speak: in support in opposition or I have a question/comment

OR

_____ I do not wish to speak but please record my: support opposition

PUBLIC COMMENTS – Speaker Sign-In Form

PLEASE PRINT CLEARLY

NAME Ryan Foran DATE 9-17
ADDRESS 1202 Double Bend Blvd CITY Deer ZIP 78746

E-MAIL ADDRESS _____
PHONE # _____

I will speak on an item NOT on the agenda
Subject: 1206 Hunter Valley

For Agenda item # _____ Public Hearing yes no
_____ I will speak: in support in opposition or I have a question/comment

OR
_____ I do not wish to speak but please record my: support opposition

Exhibit A

1206 Yaupon Valley Road – Setbacks, Fence Visibility

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.

Conditions set forth on this legal lot, platted in 1965 and duplex constructed in 1967, create a hardship that will not allow the proposed renovations to be permitted within the footprint of the existing duplex. The existing improvements would need to be completely demolished and the site redeveloped within the limited buildable area that does not allow for a reasonable use of the property

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

The proposed additions and improvements are to be constructed within the footprint of the existing structures, without disrupting natural terrain or existing flora

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

The alternative to the proposed plan would be to scrape the entire lot of structures and improvement. This would create considerable hardship and difficulty in design and constructing a new residence in the very limited buildable area

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

The proposed design is doing all we can to remain within the existing improvements footprint with minimal expansion, while reducing overall impervious cover

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

With the variance approval, the proposed renovations and additions seek to utilize the existing duplex footprint and site amenities without increasing non-conformities to the greatest extent possible. This plan will reduce the impact of continuing development of soils, plant material and wildlife, as stated in the 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.

With approved variances, the proposed plan will not adversely affect neighboring properties as this does not increase non-conformity, while reducing the overall impervious cover and impact on the land. The approval will allow the renovation of the existing duplex to a single-family use, reducing the overall density and expected reduction in the number of vehicle trips within the neighborhood.

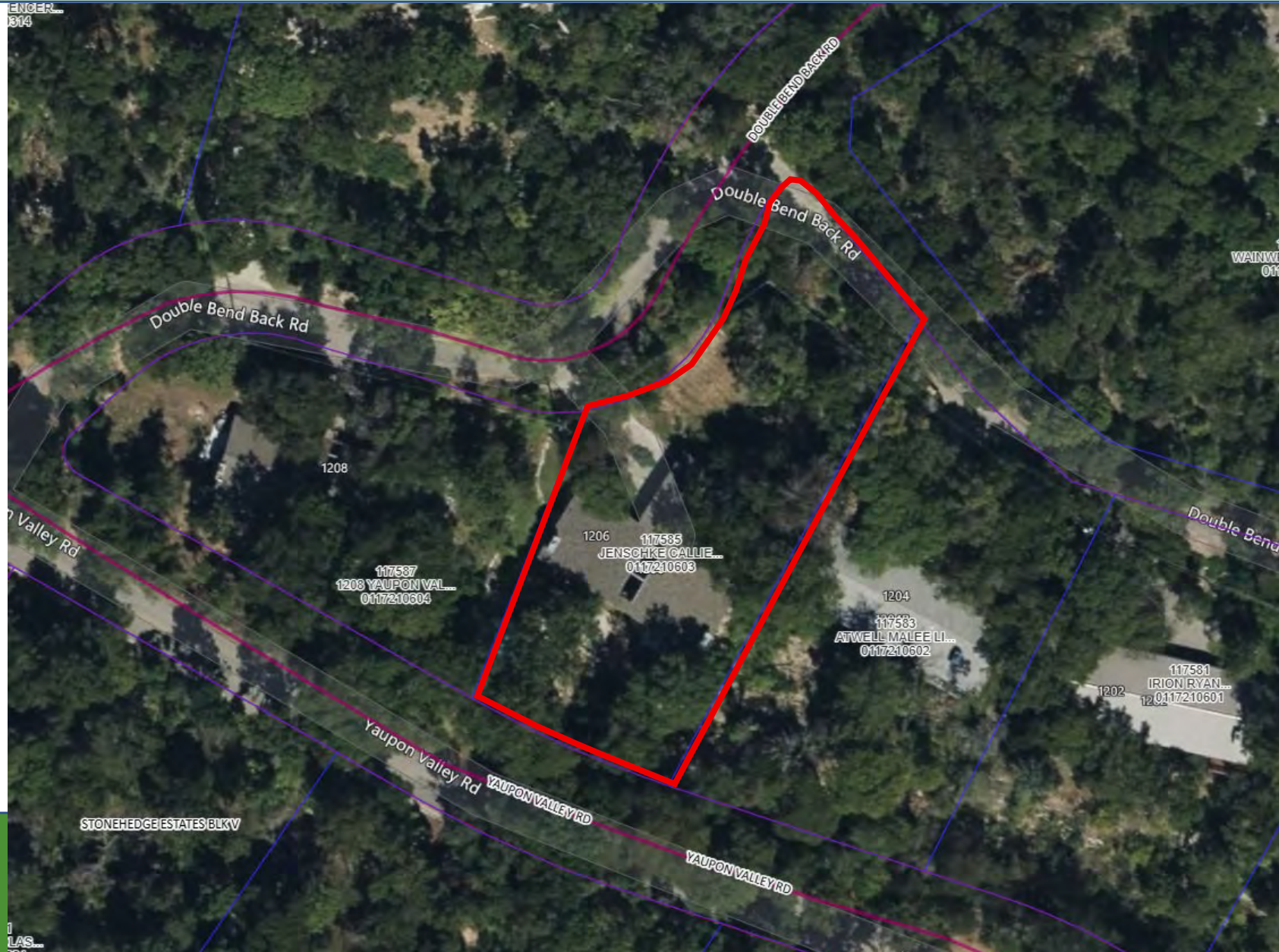
1206 Yaupon Valley

6. Discuss and consider action on a recommendation from ZAPCO for variances:
 1. For encroachments of up to 20 feet into the 25-foot side setbacks for a primary building (Section 22.03.275 and 22.03.281);
 2. For encroachment of up to 25 feet into the 50-foot front setback for a primary building (Section 22.03.275 and 22.03.281);
 3. For encroachment of up to 25 feet into the 25-foot side setback for a pool and pool enclosure (Section 22.03.276 and Section 22.03.281);
 4. For encroachments of up to 35 feet into the 50-foot front setback for a pool, pool enclosure, and garage (Section 22.03.276 and Section 22.03.281);
 5. To allow redevelopment of a site with impervious cover of 30% where 25% is the maximum allowed by code (Section 22.03.281).

Applicant: John Hussey, Site Specifics



1206 Yaupon Valley



1206 Yaupon Valley

- The existing building is currently two units, approximately 1,020 sf each. The applicant is proposing to combine the two units and add additional square footage to convert the structure into a single-family structure.
- The site was rezoned from R-2 to R-1 so the single family structure would be allowed.
- The existing site and structure are non-conforming to the current dimensional standards in Section 22.03.281 Schedule of regulations for R-1 and R-2 districts.



1206 Yaupon Valley

Encroachments into the setbacks for the primary building Code Requirement

Section 22.03.275. Building setback distances & Section 22.03.276. Setbacks for accessory structures.

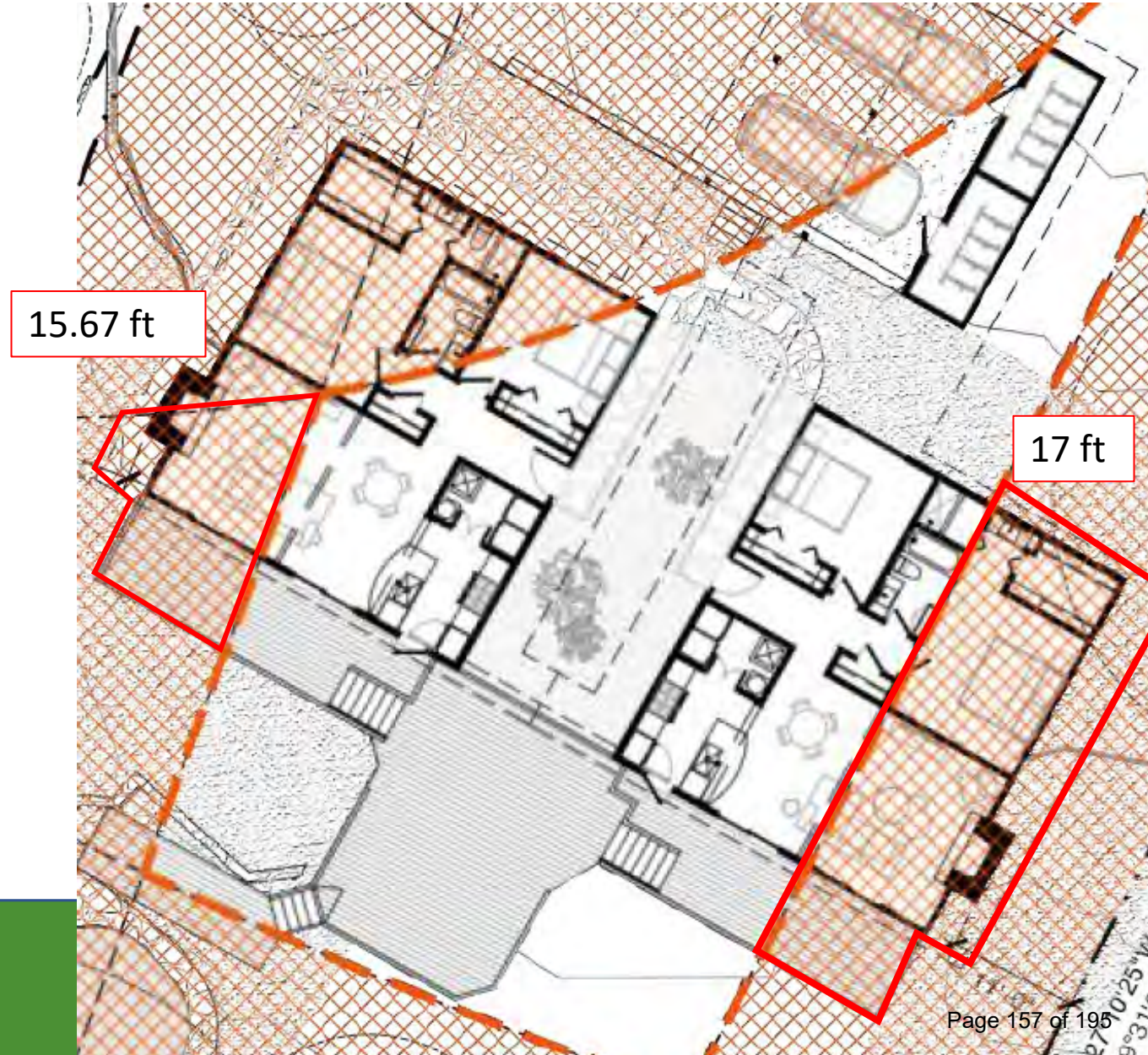
- Section 22.03.275. Building setback distances.
- (a) (1) No principal building shall have any front, side or rear setback distance less than that shown on the schedule of regulations as being required in the district in which the building is located.

Minimum Building Setback Distance in Feet <u>From</u> Side Lot Lines									
Lot Size/ Zoning	R-1	R-2	R-3	O	GUI	B-1	B-2	B-3	MU-1
Greater than or equal to .5 acre	25	25	50	(I)	(I)	(I)	(I)	(IV)(c)	(C)
Less than .5 acres, greater than or equal to .375 acres	20	20	N/A	(II)	(II)	(II)	(II)	N/A	N/A

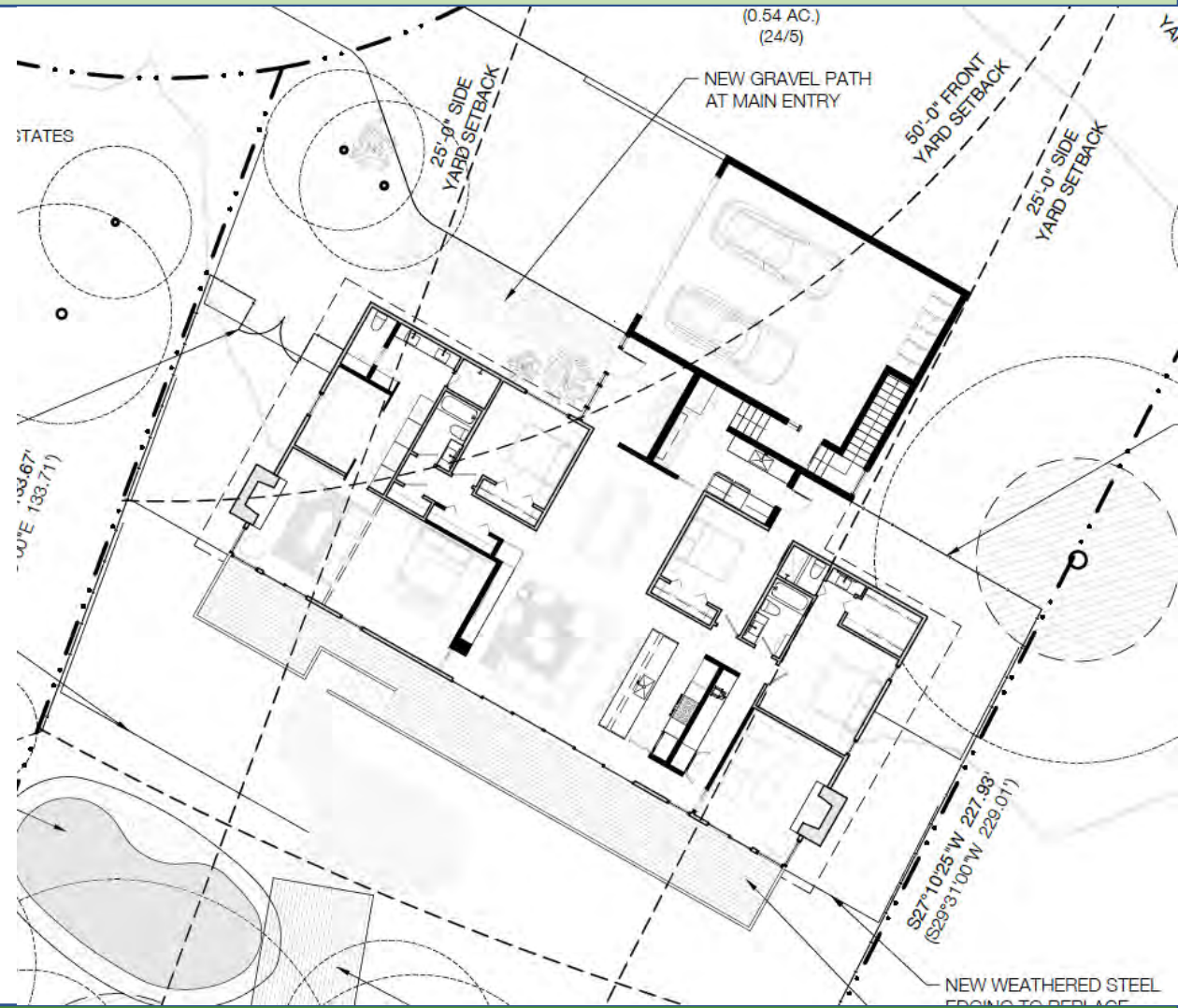
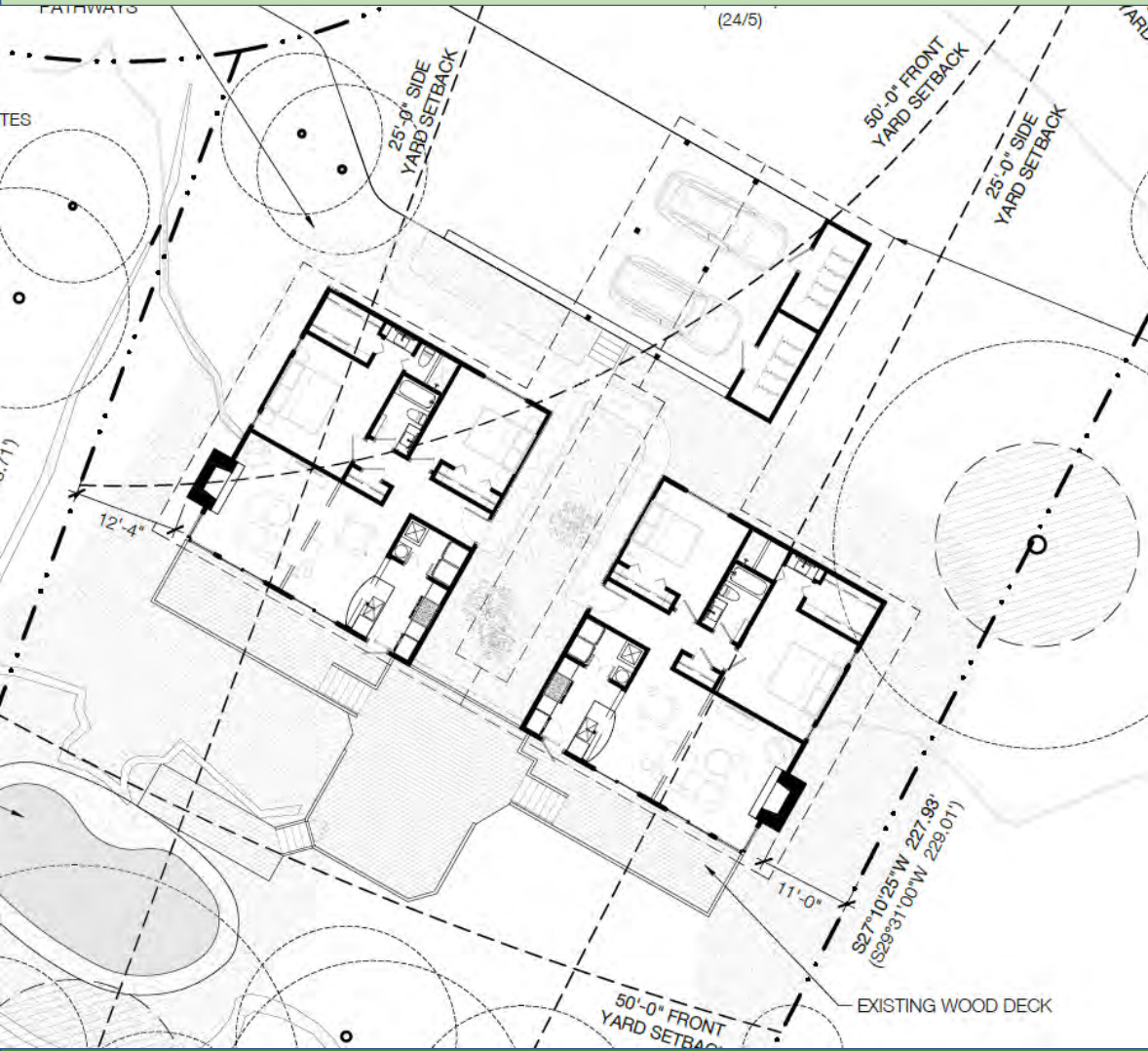
1206 Yaupon Valley

Request

- The applicant is requesting to keep the existing encroachments into the 25-foot side setbacks.



1206 Yaupon Valley



1206 Yaupon Valley

Request

- The applicant is requesting to keep the existing encroachments into the 50-foot front setback from Double Bend Back, convert the carport into a garage and build a second story over the existing



1206 Yaupon Valley



1206 Yaupon Valley

Encroachments into the setbacks for the accessory structure

Code Requirement

Section 22.03.276. Setbacks for accessory structures.

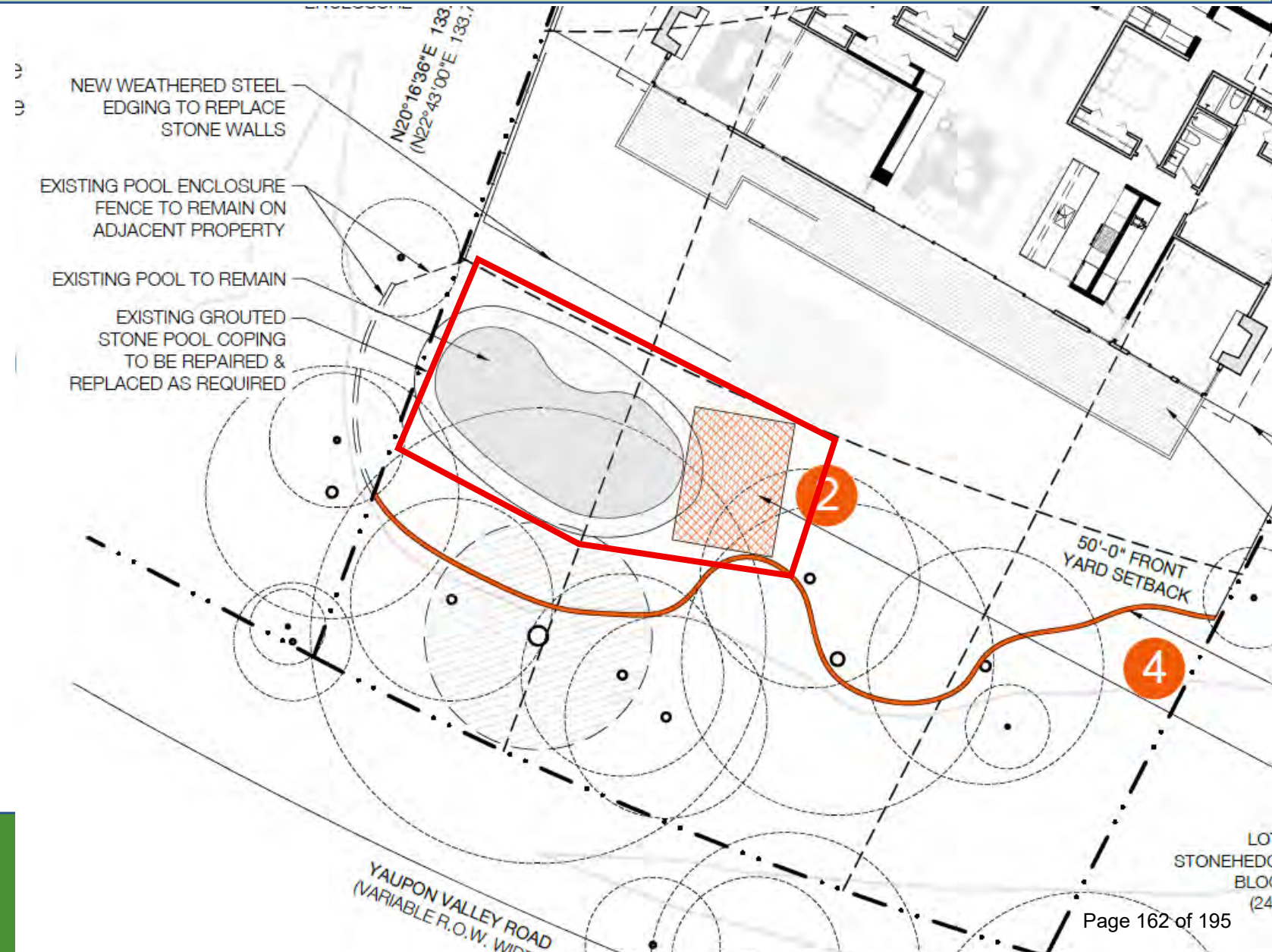
- The minimum setback distances for accessory structures, other than unroofed steps, ramps, fences, walks, driveways, driveway gates, playscapes, and mailboxes, shall be the same as the setback distances applicable to a principal building under the appropriate category in section 22.03.281.



1206 Yaupon Valley

Request

- Encroachment of up to 25 feet into the 25-foot side setback for a pool and pool enclosure
- Encroachments of up to 35 feet into the 50-foot front setback for a pool, pool enclosure and new deck



1206 Yaupon Valley

Impervious Cover over maximum

Code Requirement

Section 22.03.281. Dimensional Standards

		Maximum Impervious Cover in Percent of Lot Area				
Lot Size/ Zoning	R-1	R-2	R-3	O	GUI	B-1
Greater than or equal to .5 acre	25%	25%	25%	(IX)	(III)	(III)
Less than .5 acres, greater than or equal to .2 acres	*, †	*, †	25%	(IX)	(III)	(III)

1206 Yaupon Valley

Request

- Allow redevelopment of a site with impervious cover of 30% where 25% is the maximum allowed by code.



1206 Yaupon Valley



1206 Yaupon Valley



1206 Yaupon Valley

Public Comment:

As of the date of the report, no written comments have been received. One resident spoke in favor of the requests.



1206 Yaupon Valley

This item was reviewed by the Zoning and Planning Commission on September 17, 2025 and the following criteria used:

1. The variance may violate the intent of this chapter or the goals of the city's comprehensive plan; and
2. The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof.

ZAPCO recommended approval by a vote of 4-0 for the variances as presented, based on the commission's conclusion that the variance meets the intent of the chapter and that the variance would not have an adverse impact on neighboring properties, based on the interpretive criteria



1206 Yaupon Valley

Hold a public hearing and determine the following findings of fact to approve or deny the requested variances:

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.

The Board of Adjustments, in performing their respective duties in reference to applications for variances, may be guided by the interpretative criteria listed in the variance criteria in the report.



1206 Yaupon Valley

Applicable Interpretative criteria

1. Variances from the terms of this chapter should be granted sparingly.
2. Deviations from the requirements of this chapter are justified only where the hardship resulting from their application is substantial.
3. Usually, the granting of a variance must be predicated on a finding that the applicant's hardship arises from unusual conditions or circumstances, such as exceptional irregularity of shape or topography, which are peculiar to the parcel of land involved and not shared generally by other parcels in the neighborhood or district, or because no other reasonable alternative is available that will alleviate the unnecessary hardship complained of.
4. Normally, a variance is to be denied if conditions or circumstances relied on for a variance were self-created by the person having an interest in the property in disregard of city regulations.
5. The variance shall not violate the goals of the master plan for the city.
6. The variance shall not have an adverse effect on neighborhood properties or unreasonably interfere with the respective owners' enjoyment thereof.
7. The fact that lots, structures, uses or dimensional conditions on properties or structures within 200 feet of the property involved are, because they are nonconforming or because of previously granted variances, similar to the condition which would be created by the variance requested shall be relevant to, but not determinative of, the granting of the requested variance.

1206 Yaupon Valley

Applicant Presentation



1206 Yaupon Valley Road: Zoning Exhibits
Westlake Hills, Texas

August 11, 2025

502.314.0670
























www.theplanning.agency

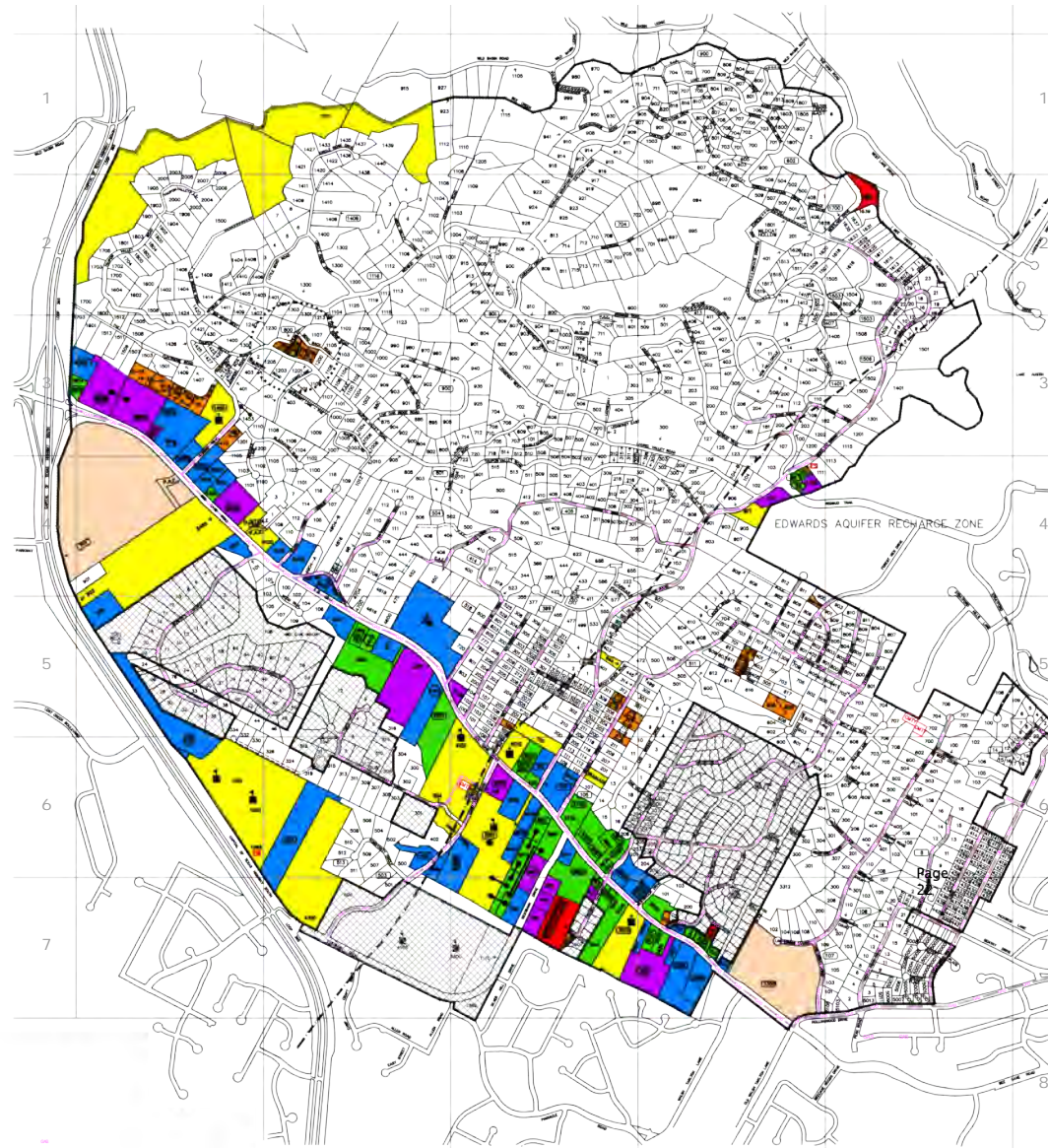
- R-2 Zoning
- 1206 Yaupon Valley Road (R-2)



Westlake Hills,
Texas

Westlake Hills Vicinity Map

-  CHURCH
-  SCHOOL
-  FIRE STATION
-  CEMETERY
-  CITY LIMITS
-  AQUIFER RECHARGE ZONE BOUNDARY
-  TEXAS GAS SERVICE
-  CONDITIONAL OVERLAYS
-  SPECIAL USE
-  R-1 ONE FAMILY
-  R-2 MULTI-FAMILY
-  R-3 TRANSITIONAL
-  O OFFICE
-  B-1 BUSINESS 1
-  B-2 BUSINESS 2
-  B-3 BUSINESS 3
-  G.U.I. GOVERNMENT, UTILITY, INSTITUTIONAL
-  P.D.D. PLANNED DEVELOPMENT DISTRICT
-  P.A.E. PRIVATE ACCESS EASEMENT
-  NOT A THROUGH ROAD
-  EXTRATERRITORIAL JURISDICTION
-  UNIFIED DEVELOPMENT AGREEMENT
-  UNPAVED ROAD



Westlake Hills,
Texas

Westlake Hills Zoning Map

Westlake Hills,
Texas



Aerial View

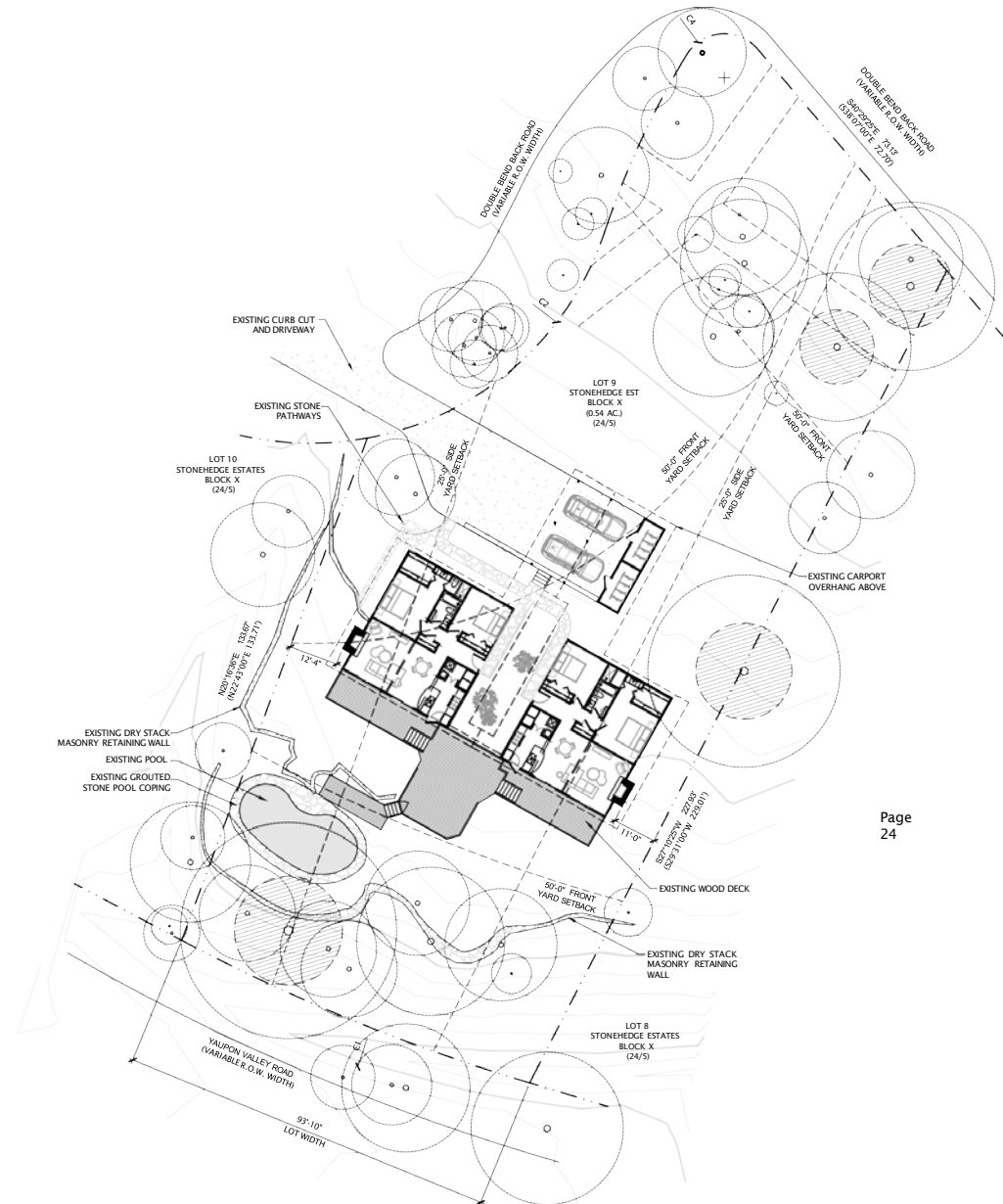
Existing Site Notes

Overlaying setbacks and measurements set forth in § 22.03.281 Schedule of Regulations reveals the following non-conformities on both the site and the structure:

1. Existing building and rear wood patio encroaches the front and side yard setbacks
2. Existing pool encroaches the front and side yard setbacks. In addition, a small portion of the west side of the pool actually exists outside the property line.
3. The minimum side width requirement of 150' is not met. The existing lot width is measured at 93'-10" wide.
4. Lot coverage is currently calculated at 39.7% (Reference exhibit on following page)

Existing Lot Coverage

Driveway:	870sf
Building:	4,098sf
Wood Decks (50%):	960sf (450sf)
Walkways & Paths:	144sf
Site Walls:	370sf
Pool/Coping:	635sf
Site Retaining Walls:	370sf
Total Lot Coverage	9,249sf (39.7%)
Lot Area:	23,417sf (.54ac)



Westlake Hills, Texas

Existing Site Plan
1/32" = 1'-0"

Existing Site Notes

Overlaying setbacks and measurements set forth in § 22.03.281 Schedule of Regulations reveals the following non-conformities on both the site and the structure:

1. Existing building and rear wood patio encroaches the front and side yard setbacks
2. Existing pool encroaches the front and side yard setbacks. In addition, a small portion of the west side of the pool actually exists outside the property line.
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Total Existing Lot Coverage	9,249sf (39.7%)
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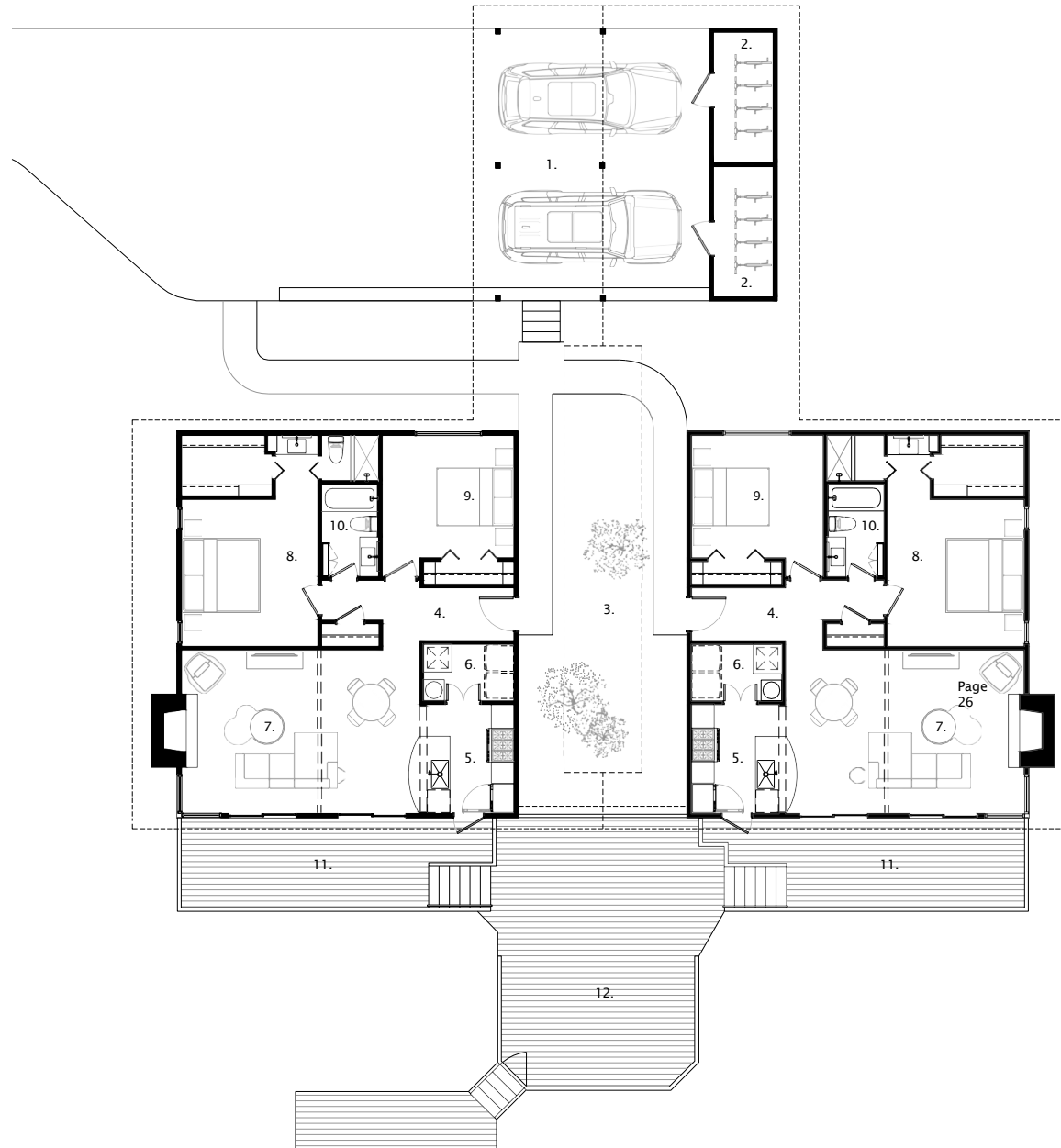
Westlake Hills,
Texas



Existing Site Plan With Setbacks Shaded
1/32" = 1'-0"

Plan Key

- 1. Carport
- 2. Tenant Storage
- 3. Entry Courtyard
- 4. Tenant Entry
- 5. Kitchen
- 6. Laundry
- 7. Living Room
- 8. Primary Suite
- 9. Guest Bedroom
- 10. Guest Bathroom
- 11. Tenant Patio
- 12. Shared Wood Deck



Westlake Hills,
Texas

Existing Floor Plan
3/32" = 1'-0"

Westlake Hills,
Texas



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Existing Building Exterior

Westlake Hills,
Texas



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Existing Building Exterior

Westlake Hills,
Texas



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Existing Building Exterior

Westlake Hills,
Texas



Existing Building Exterior



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Westlake Hills,
Texas



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Existing Building Exterior

Westlake Hills,
Texas



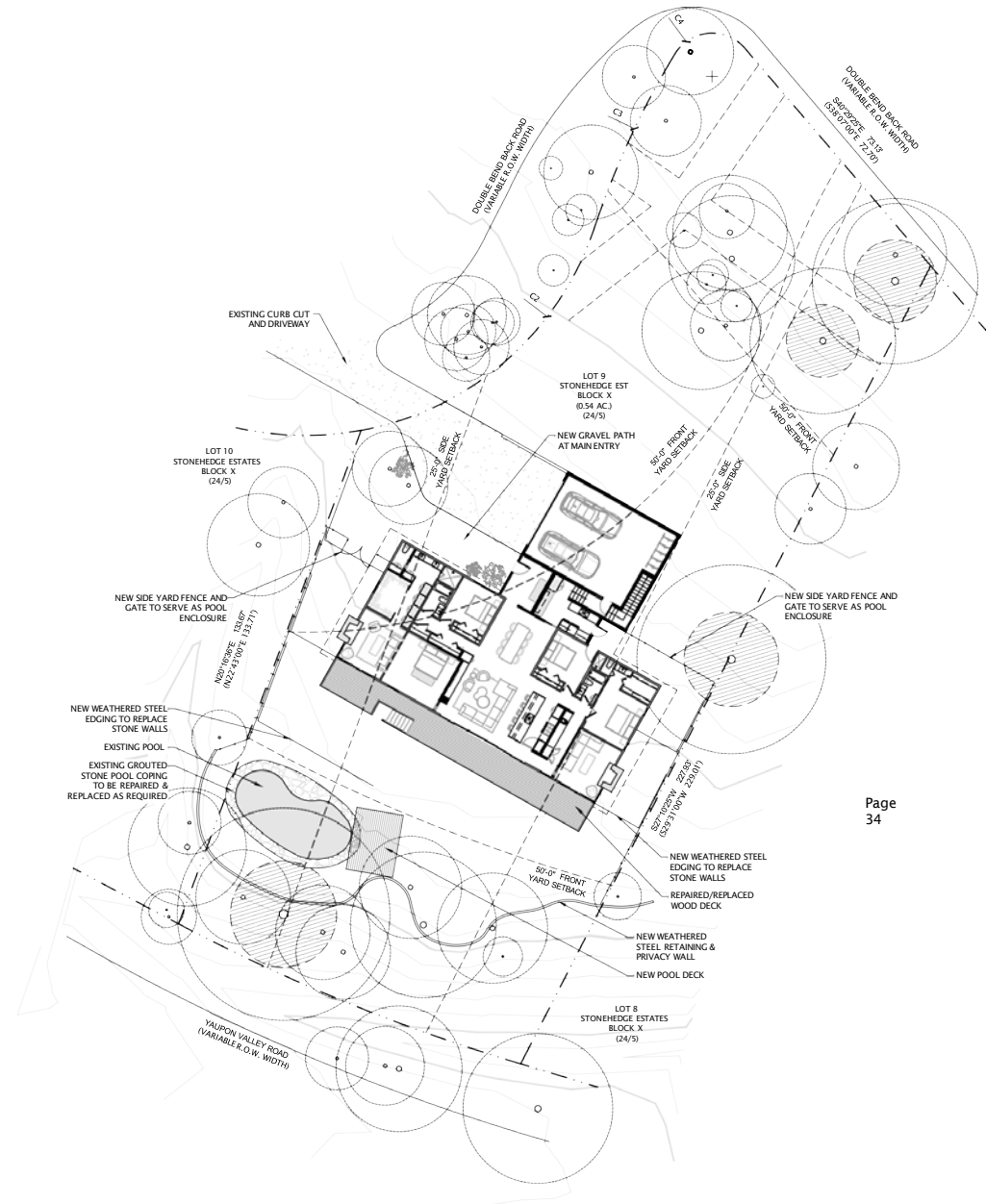
Existing Building Exterior

Westlake Hills,
Texas




Existing Building Exterior

Westlake Hills,
Texas



Page
34

 Proposed Site Plan
1/32" = 1'-0"

Proposed Site Improvements

The proposed site plan seeks to utilize the existing duplex footprint and site amenities as part of the renovation and addition. The following list outlines the proposed variances for the site and building development:


1. In an effort to work with the existing footprint and setbacks, we are proposing to more appropriately landscape the site and remove much of the existing gravel bed pathways, significantly reducing the current 40% lot coverage. We are asking for a setback variance to reduce the existing lot coverage from 40% to 30%. In order to provide basic minimum access throughout the site, 25% lot coverage is not attainable.
2. The existing pool has no hardscape or patio access as part. For the safety of the users we are asking for a setback variance to construct a 200sf wood patio surface outside the front yard setback.
3. In utilizing the existing footprint for a new single family, we propose extending the footprint below the existing roof to include a small entry vestibule and enclosed garage for storage. See following floor plans on the following sheets for newly enclosed and constructed spaces which encroach the building setbacks. This newly enclosed construction occurs within the limits of the existing carport structure, already contributing to 100% lot coverage.
4. A new pool enclosure will be required per §22.03.167-Pools. Given the location of the existing pool and its proximity to the street, we request a variance to allow the pool enclosure facing Yaupon Valley Road to be made of solid materials for privacy as outlined in §22.03.173-Fences. As such, the pool enclosure would alternatively serve as a front yard fence as defined in the same section.

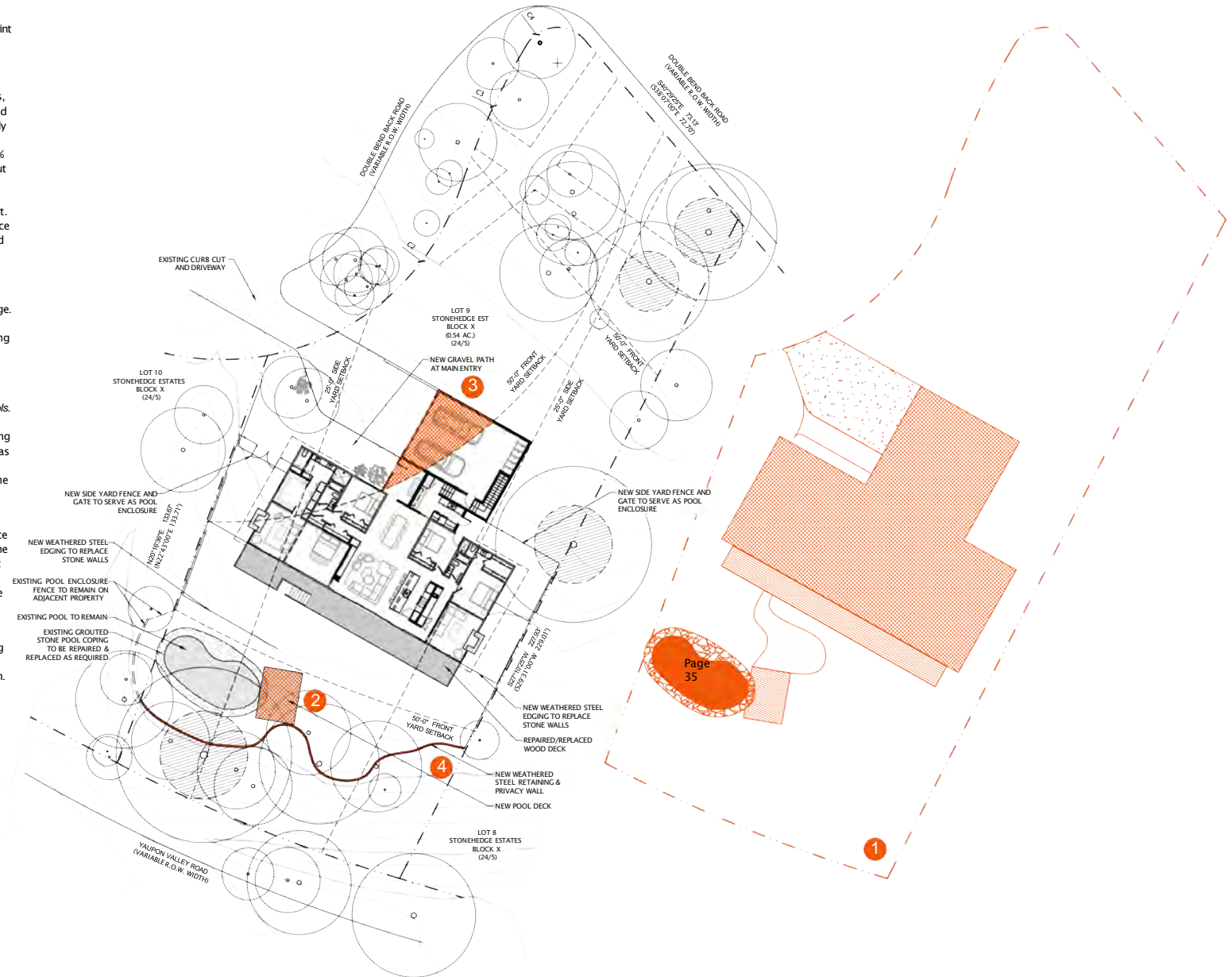
In addition, the existing dry stacked retaining wall is showing signs of wear and failure. It is the intent of the owner to replace as part of this development scheme. We propose replacing the existing retaining walls with an engineered steel structure that complies with §22.03.173(d)(6)(A)(iii-iv)-Front Yard Fence Requirements and City of Westlake Hills Drainage Manual. We recognize the inherent need to coordinate with an approved licensed arborist as well.

In an effort to utilize the same foundation, we propose locating the pool enclosure fence (front yard fence) on top of the replaced retaining wall. See page 18 for additional information.

Proposed Lot Coverage

Driveway:	870sf
Building:	4,243sf
Wood Decks (50%):	750sf (375sf)
Walkways & Paths:	790sf
Pool/Coping:	635sf
Site Retaining Walls:	80sf
Total Lot Coverage	6,993sf (29.8%)
Lot Area:	23,417sf (.54ac)

 Proposed Site Plan
1/32" = 1'-0"



Westlake Hills,
Texas

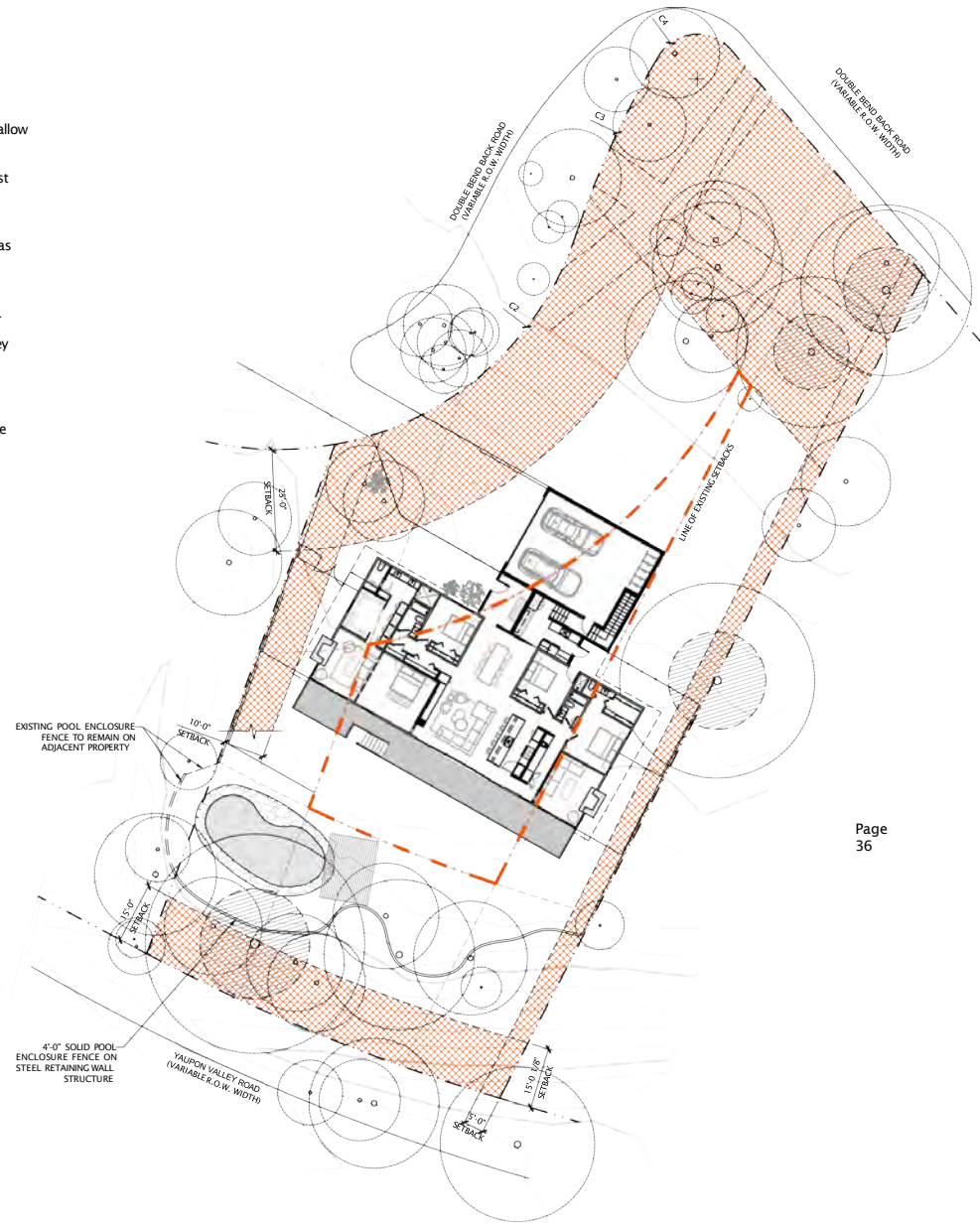
Proposed Variances

1. Variance from §22.03.281 Maximum Impervious Cover, to allow 30% lot coverage.
2. Variance from 25'-0" side yard setback to 10'-0" along west property line to allow work in existing footprint.
3. Variance from 25'-0" side yard setback to 5'-0" along east property line for existing building footprint. (New construction as part of garage addition to maintain 25'-0" setback)
4. Variance from 50'-0" front yard setback to 25'-0" on east property line for renovation & addition within existing footprint.
5. Variance from 50'-0" front yard setback along Yaupon Valley Road for existing pool and new pool deck, pool enclosure, retaining wall, and safety/privacy wall.
6. Variance from 25'-0" side yard setback on east and west property lines to 0'-0" for existing pool and new pool enclosure wall.
7. Variance from §22.03.173(d)(6)(A)(ii) Front Yard Fence Requirements to allow 0% visibility through front yard fence.


Proposed Lot Coverage

Driveway:	870sf
Building:	4,243sf
Wood Decks (50%):	750sf (375sf)
Walkways & Paths:	790sf
Pool/Coping:	635sf
Site Retaining Walls:	80sf
Total Lot Coverage	6,993sf (29.8%)
Lot Area:	23,417sf (.54ac)

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 Proposed Site Plan
1/32" = 1'-0"



Existing View from Yaupon Valley Road

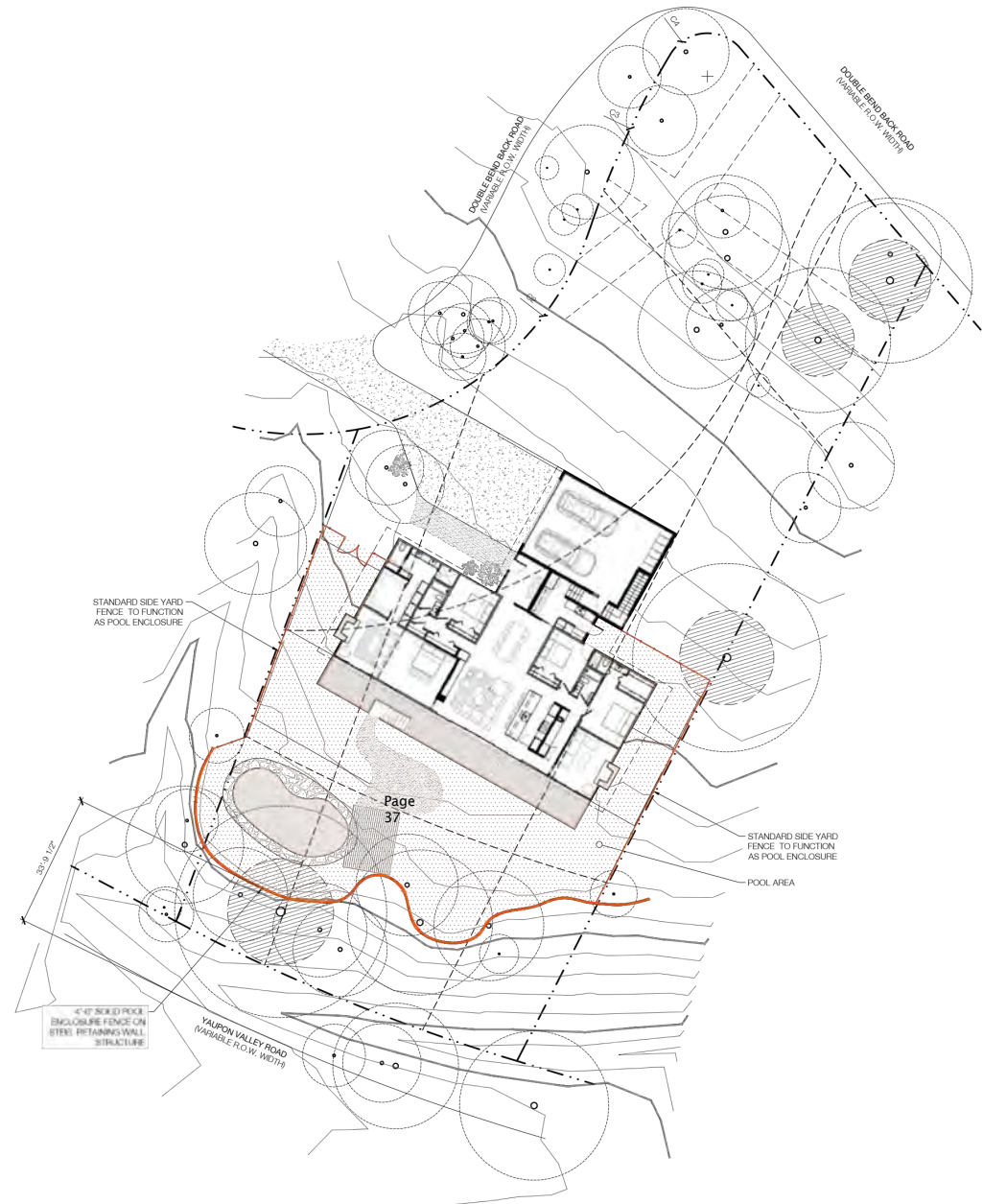
Proposed View from Yaupon Valley Road (tree removed for clarity)



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Proposed Site Plan: Front Yard Fence / Pool Enclosure
1/32" = 1'-0"

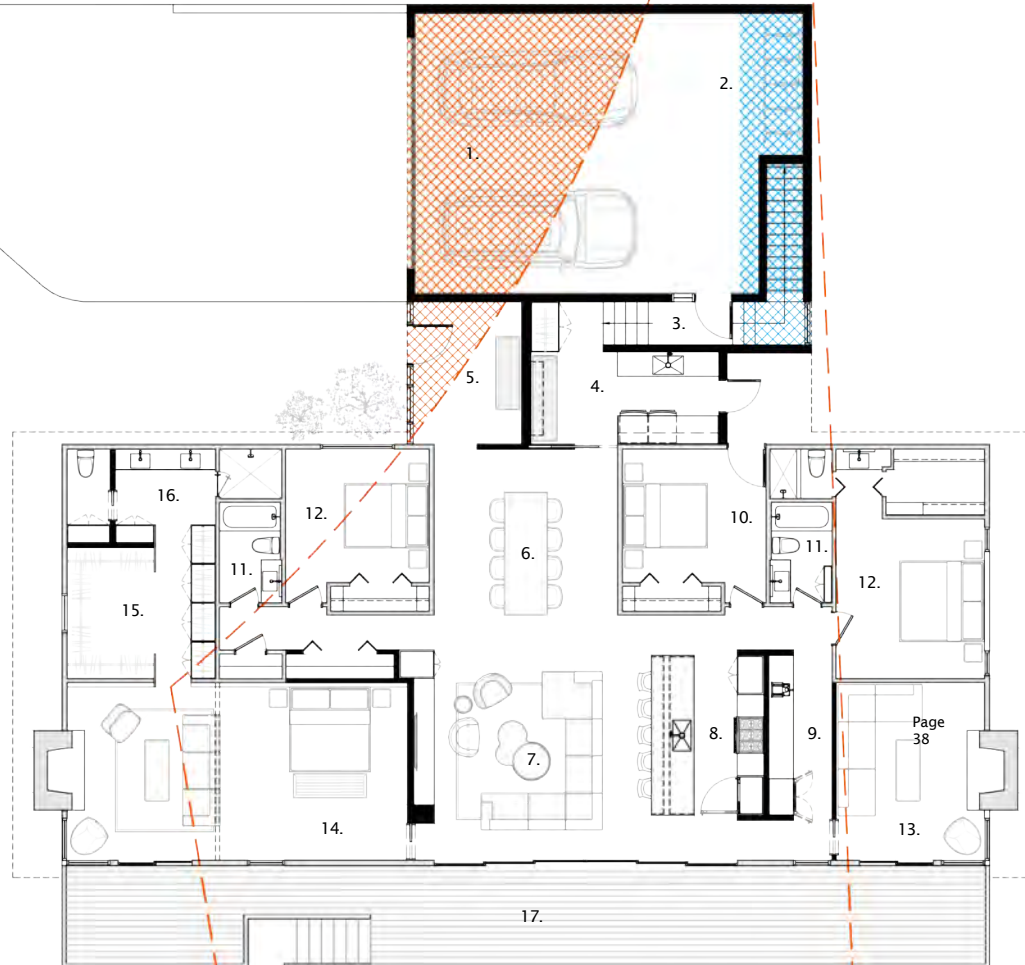


Plan Key

1. Carport
2. Bike Storage /Workshop
3. Garage Entry /Stair
4. Laundry
5. Guest Entry
6. Dining Room
7. Living Room
8. Kitchen
9. Pantry
10. Guest Bedroom
11. Guest Bathroom
12. Guest Suite
13. Media Room
14. Primary Suite
15. Primary Closet
16. Primary Bathroom
17. Wood Patio

*Red hatch indicates newly enclosed floor area within existing building footprint but encroaches setback.

*Blue hatch indicates new addition floor area outside existing building footprint within 25'-0" side yard setback.



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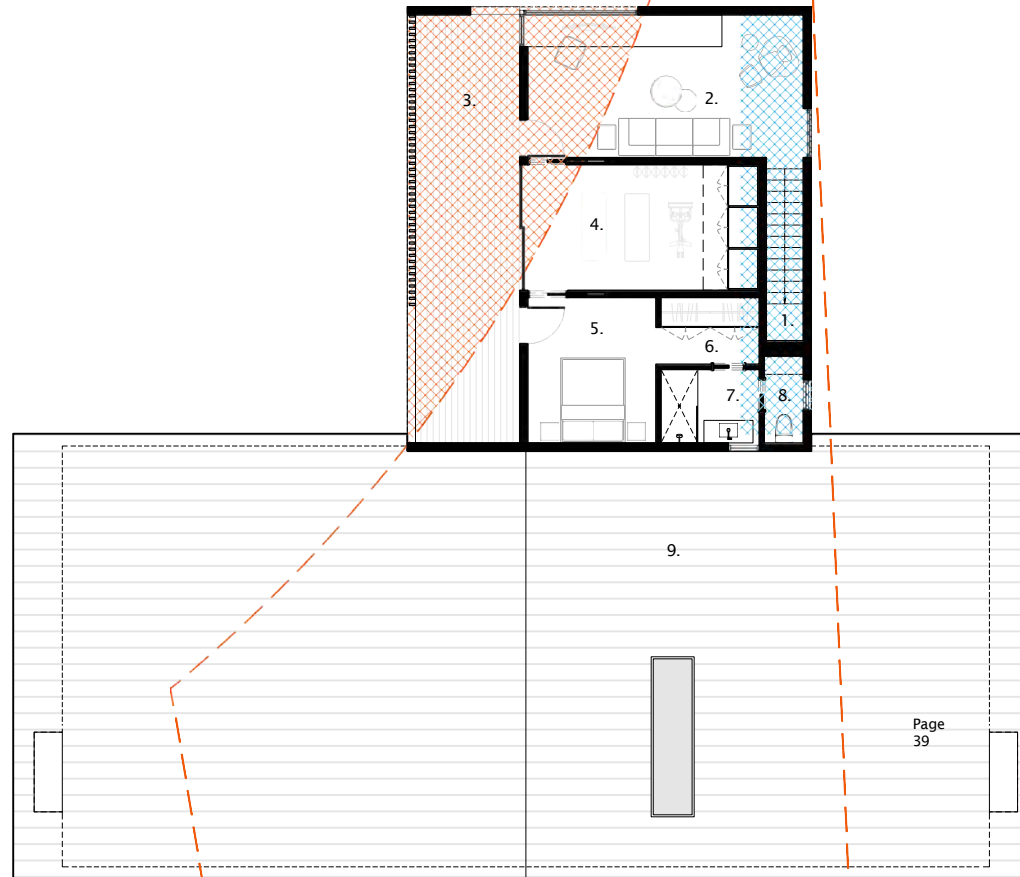
Proposed First Floor Plan
3/32" = 1'-0"

Plan Key

- 1. Stair
- 2. Office
- 3. Outdoor Patio
- 4. Gym
- 5. Guest Bedroom
- 6. Closet
- 7. Bathroom
- 8. Toilet Room
- 9. Existing Roof Below

*Red hatch indicates newly enclosed floor area within existing building footprint but encroaches setback.

*Blue hatch indicates new addition floor area outside existing building footprint within 25'-0" side yard setback.



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Proposed Second Floor Plan
3/32" = 1'-0"

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Proposed View From Driveway Entry



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Proposed View From Double Bend Back Road

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Proposed View From Pool



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