



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, October 8, 2025 at 7:00 PM

Notice is hereby given that the City Council of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 8th day of October 2025 at 7:00 p.m., in the Council Chambers, 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/comment on to citysec@westlakehills.gov by 1:00 P.M. on October 8, 2025.

1. Call to Order
2. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.
3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
 - a. Approval of the September 24, 2025 Regular Meeting Minutes.
 - b. Approval of the October 1, 2025 Workshop Minutes.
 - c. Approval of the Art Exhibit agreement, policies and procedures.
 - d. Approval of an amendment to Ordinance 2025-016 for updated M&O portion of tax rate.
 - e. Approval to change the following regular City Council Meetings:
 1. Reschedule the November 26, 2025 meeting to Tuesday, November 25, 2025; and

2. Cancel the December 24, 2025 meeting.
 - f. Approval of a Resolution amending the Financial Procedures & Controls.
-
4. Land Use 1511 Wildcat Hollow - Discuss and consider action on a recommendation from ZAPCO 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):
 1. Tree #133 – 15.5” Hackberry
 2. Tree #192 – 15.5” Spanish OakApplicant: Matt Sener, Michael Hsu Office of Architecture.
 5. Land Use 1206 Yaupon Valley Road - Discuss and consider action on a recommendation from ZAPCO 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: John Hussey, Site Specifics.
 6. Land Use 1405 Wildcat Hollow - Discuss and consider action on a License to Encroach into the Wildcat Hollow right-of-way for private improvements.
Applicant: Matt Boelsche, Dick Clark & Associates
 7. Administration Discuss and consider action on an ordinance designating the official newspaper for the City of West Lake Hills.
 8. Ordinance Discuss and consider action on the appointment/reappointment of members of the Zoning and Planning Commission and to confirm the process for 2026.
 9. Administration Discuss and consider action on an Interlocal Agreement with the Capital Area Metropolitan Planning Organization for the Eanes Creek Trail Study.
 10. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess into Executive Session (closed meeting) to discuss the following:
 - a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. the following:
 1. Jaffe - 1405 Wildcat Hollow.
 11. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney.
 12. Adjournment

Approved by: James Vaughan, Mayor

Certificate

I certify that the above Notice of the October 8, 2025 City Council 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 CITY COUNCIL REGULAR MEETING
Wednesday, September 24, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 7:00 p.m.

CITY COUNCIL PRESENT:

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

CITY STAFF PRESENT:

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

2. Ceremonial Recognition of Corporal Jeremiah Madrigal for a Lifesaving Award.

Chief Gerdes presented the Lifesaving Award and Certificate to Corporal Jeremiah Madrigal.

3. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.

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

4. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
- a. Approval of the September 10, 2025 Regular Meeting Minutes.
 - b. Approval of the September 16, 2025 Special Meeting Minutes.
 - c. Approval of an ordinance designating the official newspaper for the City of West Lake Hills.

Mayor removed item 4c from the Consent Agenda.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember South, the Council voted four (4) for and none (0) opposed to approve the revised Consent Agenda. Motion carried.

Item 4c

Councilmember South asked to postpone the item until the October 8th meeting. The Community Impact provides the most coverage for West Lake Hills, but they only provide a print-version of the news once per month with daily digital versions. She requested staff and city attorney to research potential options and verify legality of options.

MOTION: Upon a motion made by Councilmember South and a second by Councilmember Harmon, the Council voted four (4) for and none (0) opposed to postpone until the next Council meeting. Motion carried.

5. Ordinance Discuss and consider action on an ordinance amending Section 16.05.068 "Parking on Certain Streets Prohibited," to add Westhaven Drive to the list of streets where parking is prohibited.

City Administrator Fletcher provided a summary. Council requested to postpone the item until the next meeting and directed staff to provide notification to the residents on McConnell and Westhaven for their input on the proposed parking prohibitions.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Plunkett, the Council voted four (4) for and none (0) opposed to postpone the item until the next Council meeting. Motion carried.

6. Administration **1513 Flintridge Rd.** - Discuss and consider action on a fee-in-lieu request (greater than 10%) for the replacement of trees to provide 75% of replacement as fee-in-lieu per Section 22.03.304 (f) of the Code of Ordinances.

Applicant: Donald Arnold, Property Owner

Jordan Word gave a brief summary. The Landscape Fund ordinance and fee schedule were reviewed.

Charlie Hartwig (family friend) spoke on behalf of Don Arnold, who was unable to attend. He stated that there is not much area on the lot to plant new trees where they can thrive. No option to plant on city-owned lots. Mr. Arnold proposed \$75 per caliper inch because that is the approximate cost for planting a new tree as opposed to paying a fee-in-lieu.

Director Bills stated that the city would not be able to accept/grant any new permits for this property until the issue is resolved.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Bowman, the Council voted four (4) for and none (0) opposed to approve a fee-in-lieu of full planting for 132 caliper inches at \$500 per caliper inch for a total of \$66,000 (mitigation included a total of 176 caliper inches - 44 caliper inches to be planted and 132 caliper inches to be paid as fee-in-lieu). Motion carried.

7. Administration Discuss and consider action on the appointment/reappointment of members of the Zoning and Planning Commission and to confirm the process for 2026.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Plunkett, the Council voted four (4) for and none (0) opposed to postpone until the next meeting. Motion carried.

8. Administration Discuss and consider action on the appointment of a Chairperson for the Zoning and Planning Commission (ZAPCO).

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Plunkett, the Council voted four (4) for and none (0) opposed to appoint Robert Meisel as the Chairperson for ZAPCO. Motion carried.

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

City Administrator Fletcher gave a brief summary. Work continues on the punch list for Proposition A. Council was updated on the Camp Craft project for Proposition B.

10. Administration Receive an update and consider possible action regarding City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow.

Director Bills provided an update. There will be an Executive Session at the next Council meeting.

11. Adjournment

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Bowman, the Council voted four (4) for and none (0) opposed to adjourn the meeting at 8:02 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on October 8, 2025.

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL WORKSHOP
Wednesday, October 1, 2025 at 12:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 12:09 p.m.

CITY COUNCIL PRESENT:

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

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Director of BDS Jennifer Bills
City Attorney Charles E. Zech

2. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.

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

3. Administration Discussion regarding the City's Drainage Manual and related provisions related to drainage, stormwater management, and the prevention of floods.

Engineer Chris Otto with Colliers Engineering & Design gave a presentation to the Council. Reviewed recommendations for Sections 2.1, 2.4, 6.1, 6.4, and 7.4.1. Items discussed include:

- Modification categories
- Flow charts
- Impervious cover table
- Stormwater mitigation
 - Expanded Mitigation Measures,
 - Alternate Mitigation Options, and
 - Low Impact Development (LID) Features
- Guidelines for Adverse Impact Analysis and No-Adverse Impact Verification
- Fee in Lieu Of and Drainage Easement
- Requirements for Natural Water Courses

- Requirements for Street and Point Discharge
- Water Quality Controls
- Rainwater Harvesting System
- Cut/Fill Limits
- Measuring Average Slope

4. Administration Discussion related to Title II Building and Development Regulations.

Director Bills gave a brief summary. The Architecture Committee has recommendations in four topic areas. Items discussed include:

- Interior Remodel/Permits
 - Category 1 - No permit required
 - Category 2 - Permit required, fast pass (limited inspection)
 - Category 3 - Design/build permit (most regular inspections required)
 - Category 4 - Full permits (same as existing process)
- Administrative Approval/Exception/Waiver - Expansion
 - Deviations from Code
 - Neighborhood compatibility
 - Small additions with grandfathered building lines
 - Change by-right allowances
- Process - Code Amendment
 - Revise variance process
 - BOA as separate body from City Council
 - One body for most decisions

5. Adjournment

Mayor Vaughan adjourned the meeting at 2:17 p.m.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on October 8, 2025.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>October 8, 2025</u>	Item Number:	<u>3c (consent)</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>Proposed Policy</u>	Source of Funds:	<u>n/a</u>

Subject

Approval of the Art Exhibit agreement, policies and procedures.

Recommendation

Approval.

Discussion

Approval of this item establishes policy and procedures for selection and management of the public art exhibits within the city offices. It also promulgates an application that is accompanied by a waiver and release of liability.

Priority for exhibitions is for city residents, as well as residents within Eanes ISD and student art submitted by administrators of public or private schools within the area.

The proposed acceptance agreement, policies and procedures and waiver/release of liability have been reviewed and approved as to form by the City Attorney.

City of West Lake Hills Art Exhibit Acceptance Agreement



Artist Name: _____

Phone #: _____ Email: _____

Installation Date and times: _____

Pickup Date and times: _____

List of pieces, including sizes and medium:

Are you a resident of West Lake Hills? ☐ Yes ☐ No

Terms and Conditions

Each Artist or Representative must sign & return this agreement to comply with each of the following:

- Artist agrees to comply with all Art Exhibit Policies and Procedures.
- If the artwork is not picked up on or before the Ending Date specified above, it will be removed. The City and Art Committee are not liable for any damage to the artwork during installation, display, or removal.
- Artwork is expected to remain on display for the entire length of the show.

I agree to the above listed terms and conditions. Also attached are signed copies of the Art Exhibit Policies & Procedures and the Waiver/Release of Liability.

Signature

Date

Print Name

For
Art Committee
Use Only:

I have received the following original signed documents:

- ☐ Art Exhibit Policies & Procedures
☐ Waiver / Release of Liability

Art Committee Representative

Date

City of West Lake Hills
Art Exhibit Policies & Procedures



PURPOSE

The purpose of this policy is to provide for the display of artwork at the West Lake Hills City Hall, or other City property to highlight artistic expression and promote public education, dialogue, appreciation and enjoyment of art. The City welcomes exhibits and displays that offer interest, information and enlightenment to the community, including works of art, craft, historical materials, nature studies, or other materials of public interest while maintaining the integrity, neutrality, and orderly functioning of governmental facilities.

SCOPE

This policy applies to all artwork proposed for public display within City Hall.

ART DISPLAY POLICY

The City of West Lake Hills values and upholds freedom of expression in art in adherence with the First Amendment. City Hall is a nonpublic forum, and the City reserves the right to impose limitations and criteria within the First Amendment. Evaluation criteria are intended to be objective, content-neutral, and applied uniformly.

SELECTION CRITERIA

The City will offer City Hall exhibit space to artists with priority given to residents of the City of West Lake Hills and residents within Eanes ISD boundary as well as student works as selected and submitted by the respective public or private school representatives. Selections for art displays will be approved by City Council upon the recommendation of the West Lake Hills Art Committee. Applying does not guarantee exhibition. Selection to exhibition does not constitute the City's endorsement of the art. Final decisions as to acceptance will be made in accordance with the following criteria:

Compatibility with Space: The work must fit within the physical dimensions, weight limits, and structural capacity of the designated area. All art must be capable of being hung on a wall. At this time, the WLH Art Committee cannot accept pieces to be displayed on shelves, tables, or plinths.

Durability and Safety: Materials must be appropriate for long-term or temporary display, resistant to damage, and safe for the public.

Requirements: The work must not require extraordinary maintenance beyond the City's reasonable resources.

Accessibility: Placement must not impede accessibility under the Americans with Disabilities Act (ADA) or applicable accessibility laws.

Consistency: The work should support the intended purpose of the display area (e.g., cultural enrichment, community representation, or educational engagement), provided that evaluations are conducted using viewpoint-neutral standards.

Artwork shall not be accepted for display if it:

1. **Promotes Violence or Crime or Threats of Violence or Crimes:** Explicitly incites or glorifies imminent unlawful acts or physical violence or creates a demonstratable safety or security risk.
2. **Includes Obscenity:** Depicts or describes sexual conduct in a patently offensive way, appeals to prurient interests, and lacks serious artistic value.
3. **Depicts Graphic Content:** Displays images of extreme violence, gore, or graphic depictions that would be disruptive to a public service environment.
4. **Includes hate speech:** Contains imagery or language that is reasonably understood to promote hatred or discrimination against groups based on race, religion, ethnicity, national origin, gender, disability, or sexual orientation.
5. **Promotes a Commercial Product or Service:** Functions primarily as advertising or includes brand logos.
6. **Interferes with Government Function:** Contains material likely to cause disruption to City operations, including works that compromise building safety or impede public access.

1. Application Process

- Complete & return signed copies of Art Submittal Form, Art Exhibit Policies & Procedures, and Waiver of Release/Liability. This can be done either online or by delivering hard copies to West Lake Hills (“WLH”) City Hall. Incomplete applications will not be considered. The West Lake Hills Art Committee shall evaluate submissions pursuant to the criteria established herein and may submit written recommendations to the City Council for consideration.
- Applicants may request reconsideration by submitting a written appeal to the City Council whose decision will be final.

2. Delivery and Pick-Up of Artwork

- Artists are responsible for delivering their artwork to WLH City Hall at the agreed time. With advance notice, contingent upon availability of staff/volunteers, the WLH Art Committee may assist in art installation. However, the staff/volunteers will not be responsible for unloading artwork from vehicles.
- Artists are responsible for removing their artwork at the agreed-upon time. Artists must be on site when the artwork is taken down and provide appropriate boxes, crates, & packing materials. Staff/volunteers will not assist in the packing of artwork.

3. Installation

- Artists are encouraged to preview the WLH City Hall’s gallery facilities prior to installation.
- WLH City Hall is equipped with a flexible hanging system consisting of wires with various clip fixtures hanging from a secure set of rods. Artwork for temporary display must be hung with this system. Nails, glue, tape or any other matter that could mark the walls or paint is strictly prohibited.
- Under the Art Committee’s supervision, the artist and/or group of artists will help hang the artwork on the designated date.

- The WLH Art Committee will determine the placement of the artwork. No permanently existing artwork will be moved for the placement of a temporary exhibit.
- No additional lighting or materials will be provided for the installation of artwork.
- Artwork in these areas may be identified and/or listed for sale using small cards which will be affixed to the artwork. The small cards will be provided by the WLH Art Committee and will show direct contact information for the artist. The artist will be responsible for all aspects of a sale transaction. The City of West Lake Hills does not receive commission or compensation from the sale of artwork exhibited at City Hall.

4. Exhibitions

- Exhibit length may vary but will ordinarily be for a maximum of 3 months. Dates will be confirmed with the artist by the WLH Art Committee.
- All artwork must remain on display for the duration of the exhibit.

5. Artist Responsibilities

- The City assumes no responsibility for preservation or protection of artwork, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the WLH City Hall are at the owner's risk.
- Artists are responsible for insurance for their artwork.
- Artists are responsible for the installation and removal of their artwork within the deadlines specified by the WLH Art Committee.

I have read a copy of the Art Exhibit Policies and Procedures and agree to comply with each specification.

NAME _____ DATE _____



City of West Lake Hills WAIVER/RELEASE OF LIABILITY

The undersigned has or will deliver to the City of West Lake Hills (the “City”) works of art (“artwork”) for display in the Municipal Complex or other premises owned or controlled by the City of West Lake Hills. The undersigned affirms that it is either the owner of said artwork or is the agent of the owner, as well as custodian of the owner’s artwork, with full authority to enter into this agreement and waiver/release of liability. The undersigned does hereby further affirm as follows:

1. The undersigned is submitting artwork to the City for display in the Municipal Complex or other premises owned or controlled by the City, at no charge to the undersigned, for a period of time to be mutually agreed upon by the City, by and through its Art Committee, and the undersigned.

2. The undersigned understands that the artwork is submitted to the City and exhibited at the undersigned’s own risk and that neither the City nor any of its officers, agents, and employees shall be responsible for theft, vandalism, fire, or any other damages or losses to the artwork. The undersigned understands and agrees that the City makes no representations or warranties regarding the level of security in any City buildings or premises. The undersigned understands and agrees that the City and its officers, agents, and employees cannot be responsible for reimbursement or replacement of lost, stolen, or damaged items and that the City does not insure items such as the submitted artwork. The undersigned understands and agrees that the City encourages the owner of the artwork or the owner’s agent to obtain an insurance policy for the artwork or to obtain a rider on any existing policy for the duration of the exhibit.

3. The undersigned hereby assumes all responsibility for loss or damage to the artwork provided to the City for display, and the undersigned waives and releases the City, its officers, agents, and employees of, and from, any and all losses, damages, liability, or claims for damage to or destruction of Contractor’s artwork that may result from theft, vandalism, adverse environmental conditions, including water damage, or any other cause of any kind, and any negligent acts or omissions of the City, or its officers, agents, and employees, while the artwork is located in the Municipal Complex or other premises.

4. If the undersigned is not the owner of the artwork, the undersigned shall indemnify, defend, and hold harmless the City for any and all losses, damages, liability, costs, expenses, actions, or claims, including , but not limited to, attorneys’ fees for damage to, or destruction of, the artwork that may result from theft, vandalism, adverse environmental conditions, including water damage or any other cause of any kind, and including any negligent acts or omissions of the City, or its officers, agents, and employees while the artwork is located in the Municipal Complex or other premises.

5. The undersigned will be responsible for packing, unpacking, transporting, and hanging the submitted artwork. The undersigned understands and agrees, however, that the City, by and through its Art Committee, shall decide where and by what hardware the artwork shall be hanged, and shall have the option of using City personnel to assist with hanging the artwork. The undersigned understands and agrees that the Art Committee's decisions as to the hanging of the artwork shall be final. The undersigned agrees to allow the Art Committee to exercise sole discretion in the selection of art to be displayed; this includes the Art Committee's right to display all, part or none of the art submitted by the undersigned. The undersigned understands and agrees that the Art Committee's decision regarding the display of any or all of the artwork, or the removal of artwork after hanging shall be final.

6. The undersigned shall promptly remove his/her artwork from the Municipal Complex premises upon the request of the Art Committee.

Signature & Date

Typed or Printed Name

Title (if authorized signing authority of responsible organization)

Name of responsible organization (if applicable)

Address / City / State / Zip Code

Telephone Number

E-mail address



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>October 8, 2025</u>	Item Number:	<u>3e</u>
Department:	<u>Finance</u>		
Prepared By:	<u>Vonda Ragsdale</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>Ordinance No. 2025-016.01</u>	Source of Funds:	<u>n/a</u>

Subject

Approval of an amendment to Ordinance 2025-016 for updated M&O portion of tax rate.

Recommendation

Approval of amended Ordinance 2025-016.01

Discussion

AMENDING SECTION 3. MAINTENANCE AND OPERATION TAX FROM \$0.118402 TO \$0.119084. THIS WILL NOT CHANGE THE OVERALL TAX RATE OF \$0.176783. IT IS TO CORRECT A SCRIVENER'S ERROR.

ORDINANCE NO. 2025-016.01

AN ORDINANCE AMENDING THE CITY OF WEST LAKE HILLS, TEXAS, APPROVING THE 2025 AD VALOREM TAX RATE AND LEVY OF ONE HUNDRED SEVENTY-SIX THOUSAND, SEVEN HUNDRED EIGHTY-THREE MILLIONTHS CENTS (\$0.176783) PER ONE HUNDRED DOLLARS (\$100.00) OF ASSESSED VALUATION OF ALL TAXABLE PROPERTY WITHIN THE CORPORATE CITY LIMITS OF THE CITY; PROVIDING FOR PENALTIES AND INTEREST; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; SEVERABILITY; SAVINGS CLAUSE; PUBLICATION AND EFFECTIVE DATE. AMENDING SECTION 3. MAINTENANCE AND OPERATION TAX FROM \$0.118402 TO \$0.119084. THIS WILL NOT CHANGE THE OVERALL TAX RATE OF \$0.176783. IT IS TO CORRECT A SCRIVENER'S ERROR.

WHEREAS, Section 26.05 of the Texas Property Tax Code provides that before the latter of September 30th or the 60th day after the date the City receives the certified appraisal roll the City Council shall adopt a tax rate for the current tax year; and

WHEREAS, such section further provides that where the tax rate consists of two components (one which will impose the amount of taxes needed to pay the City's debt service and the other which will impose the amount of taxes needed to fund maintenance and operation expenditures for the next year), each of such two components must be approved separately; and

WHEREAS, by separate motions heretofore adopted by the City Council of the City of West Lake Hills, Texas, at a regular meeting of City Council held on the 16th day of September, 2025, said City Council has approved separately the tax rate heretofore specified for each of said components by Ordinance No. 2025-016 by record vote:

Mayor Pro Tem Bowman	<u>✓</u>	<i>For</i>	<i>against</i>	<i>abstain</i>	<u> </u>	<i>absent</i>
Councilmember Harmon	<u>✓</u>	<i>For</i>	<i>against</i>	<i>abstain</i>	<u> </u>	<i>absent</i>
Councilmember Plunkett	<u> </u>	<i>For</i>	<i>against</i>	<i>abstain</i>	<u>✓</u>	<i>absent</i>
Councilmember South	<u>✓</u>	<i>For</i>	<i>against</i>	<i>abstain</i>	<u> </u>	<i>absent</i>
Councilmember Walker	<u>✓</u>	<i>For</i>	<i>against</i>	<i>abstain</i>	<u> </u>	<i>absent</i>

WHEREAS, THIS TAX RATE WILL EFFECTIVELY RAISE THE SAME REVENUE FOR MAINTENANCE AND OPERATIONS AS LAST YEAR'S TAX RATE; and

WHEREAS, THE TAX RATE WILL EFFECTIVELY BE DECREASED BY

1.017 PERCENT AND WILL DECREASE THE SAME TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$1.82 PER YEAR; and

WHEREAS, all notices and hearing required by law as prerequisite to the passage, approval, and adoption of this Ordinance have been timely and properly given and held;

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

Section 1. Adoption of Findings of Fact. The findings and recitations set out in the preamble of this Ordinance are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes, as findings of fact.

Section 2. Levy of Ad Valorem Tax. There is hereby levied, for the tax year 2025, to fund the City's fiscal year 2025-26 municipal budget, and ad valorem tax at the total rate of \$0.176783 on each One Hundred Dollars (\$100) of assessed value of taxable property, within the corporate limits of the City, upon which an ad valorem tax is authorized by law to be levied by the City of West Lake Hills, Texas. All such taxes shall be assessed and collected in current money of the United States of America.

Section 3. Maintenance and Operations Tax. Of the total tax levied in Section 2 hereof, \$0.119084 is levied to fund maintenance and operation expenditures of the City for the fiscal year 2025-26. This lower tax rate will raise the same revenue for maintenance and operations as last year's tax rate due to increased taxable property values. The tax rate will effectively raise the same revenue for maintenance and operations while a \$100,000 home's taxes will decrease by approximately \$1.82 per year.

Section 4. Debt Service Tax. Of the total tax levied in Section 2 hereof, \$0.057699 is levied for the purpose of paying the interest, general obligation bonds, certificate of obligation bonds, warrants, or other lawfully authorized evidence of indebtedness issued by the City of West Lake Hills, Texas, including the various installment of principal due on the general obligation bonds, certificate of obligation bonds, warrants, or other lawfully authorized evidence of indebtedness issued by the City, as such installments shall respectively mature in the fiscal year 2025-26.

Section 5. Due date for paying taxes. All ad valorem taxes levied hereby, in the total amount of \$0.176783 on each One Hundred Dollars (\$100) of assessed valuation, as reflected by Sections 2, 3, and 4 hereof, shall be due and payable on or before January 31, 2026. All ad valorem taxes due the City of West Lake Hills, Texas, and not paid on or before January 31st following the year for which they were levied, shall bear penalty and interest as prescribed in the Texas Tax Code.

Section 6. Severability. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable and, if any phrase, clause, sentence, paragraph or section of the Ordinance should be declared invalid by a final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance, since the Tax Levy

same would have been enacted by the City Council without the incorporation of this Ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to the end the provisions of this Ordinance are declared to be severable.

Section 7. Effective Date. This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loe. Gov't. Code.

Section 8. Open Meetings. It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Tex. Gov't. Code.

PASSED & APPROVED this, the 8th day of October 2025.

CITY OF WEST LAKE HILLS:

James Vaughan, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	October 8, 2025	Item Number:	3f
Department:	Administration		
Prepared By:	Terry Blanchard	Cost / Budget:	none
Exhibits:		Source of Funds:	N/A

Subject

Approval of changes to the following City Council meetings:

- Reschedule the November 26, 2025 meeting to Tuesday, November 25, 2025; and
- Cancel the December 24, 2025 meeting.

Recommendation

Staff recommends the City Council take action to approve the changes as presented.

Discussion

Section 2.02.033 of the West Lake Hills Code of Ordinances states:

- Regular date. The city council shall hold regular meetings on the 2nd and 4th Wednesday of each month, with the following exceptions:
 - November: The second regular meeting of the month shall be held on Monday or Tuesday instead of Wednesday when Thanksgiving Day falls on the day after the fourth Wednesday of the month.
 - December: The first regular meeting of the month shall be the only regular meeting of the month.

This agenda item allows the City Council to officially set the date for the second meeting in November. Also, this action provides official notice of the rescheduled second meeting in November and the cancellation of the second meeting in December.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>October 8, 2025</u>	Item Number:	<u>3c</u>
Department:	<u>Finance</u>		
Prepared By:	<u>Vonda Ragsdale</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>Ordinance No. 2025-016.01</u>	Source of Funds:	<u>n/a</u>

Subject

Approval of Resolution 2025-10-01 regarding Financial Procedures & Controls.

Recommendation

Approval of Financial Procedures & Controls.

Discussion

Changes to Financial Procedures & Controls:

This change is due to S.B. 1173 – Raises the local government competitive procurement thresholds from \$50,000 to \$100,000. Therefore, local governments will have more flexibility to pay for goods and services that are below \$100,000. Effective on 9/1/2025.

- Emergency Purchases – replaced \$50,000 to \$100,000
- Sole Source Purchases – replaced \$50,000 to \$100,000
- Cooperative Purchasing - replaced \$50,000 to \$100,000

RESOLUTION NO. 2025-10-01

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF WEST LAKE HILLS AMENDING BOTH THE (1)
INVESTMENT POLICY AND STRATEGY, AND (2)
FINANCIAL PROCEDURES AND CONTROLS.**

WHEREAS, the City Council of the City of West Lake Hills (“City Council”) seeks to promote the timely, effective, and efficient administration of City business; and

WHEREAS, the City Council finds that it is necessary and proper for good government, peace, and order of the City of West Lake Hills to adopt the following.

NOW, THEREFORE, BE IT RESOLVED by the City Council of West Lake Hills:

- 1. Findings of Fact:** The foregoing recitals are incorporated into this Resolution by reference as findings of fact as if expressly set forth herein.
- 2. Effective Date:** This Resolution shall be effective immediately upon passage.
- 3. Policy Amendment:** The Council hereby amends the City’s Investment Policy and Strategy, and Financial Procedures and Control Policy as follows:
 1. Investment Policy and Strategy Changes: (Exhibit A)
 - a. No Changes – readoption of current policy
 2. Financial Procedures and Control Additions: (Exhibit B)
 - a. Emergency Purchases
 - i. Replaced emergency purchases in excess of \$50,000 to \$100,000
 - b. Sole Source Purchases
 - i. Replaced Contracts or purchases over \$50,000 to \$100,000
 - c. Cooperative Purchasing
 - i. Replaced contract up to \$50,000 to \$100,000

This change is due to S.B. 1173 – Raises the local government competitive procurement thresholds from \$50,000 to \$100,000. Therefore, local governments will have more flexibility to pay for goods and services that are below \$100,000. Effective on 9/1/2025.

(See Exhibit “A” & “B”)

- 4. Repealer:** Any conflicting policy or rule of the City’s is hereby repealed to the extent necessary to give effect to this Resolution.

5. **Filing:** The Council directs the City Secretary to include this Resolution in and among the City's official records, and to transmit an executed copy to the City's depository.
6. **Proper Notice & Meeting:** It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED & ADOPTED this, the 8th day of October, 2025.

James Vaughan, Mayor

ATTEST:

Terry Blanchard, City Secretary

(ATTACH EXHIBIT “A” – INVESTMENT POLICY AND STRATEGY)

(ATTACH EXHIBIT “B” – FINANCIAL PROCEDURES AND CONTROLS)



CITY OF WEST LAKE HILLS, TEXAS

INVESTMENT POLICY AND STRATEGY
October 8, 2025

I. INTRODUCTION

It is the policy of the City of West Lake Hills (the “City”) that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal while meeting the daily cash flow needs of the City and conforming to the Texas Government Code Chapter 2256, the Public Funds Investment Act (the “Act”). The purpose of this Policy is to set specific investment policy and strategy guidelines. The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public Texas funds deposits.

The receipt of a market return will be secondary to the requirements for safety and liquidity. The earnings from investments will be used in a manner that best serves the interests of the City.

II. SCOPE

This Policy applies to the investment of all City funds under the City's control and any new funds created unless specifically exempted by the City Council and this Policy.

III. OBJECTIVES

The policy of the City is to invest public funds in a manner which will provide a reasonable market yield with the maximum security of principal while meeting the daily cash fund demands of the City and conforming to all bond covenants. Investments are to be chosen in a manner which promotes diversification. To match anticipated cash flow requirements the maximum dollar-weighted average maturity (WAM) of the overall portfolio may not exceed one year. All purchases of securities will be made on a competitive basis. The primary objectives of City investments are, in priority order:

Safety. Safety of principal is the foremost objective of City investments. Investments shall be made so as to ensure the preservation of principal. Each investment transaction shall be conducted in a manner to avoid capital losses, whether from security defaults, safekeeping, or erosion of market value. Investments in high credit quality securities and decisions based on anticipated cash needs are primary factors in providing safety.

Liquidity. The City investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated on a timely basis. This shall be achieved by matching investment maturities with forecasted cash flow liabilities and maintaining additional liquidity for unexpected liabilities. Securities with active and efficient secondary markets will be used to assure liquidity.

Diversification. The portfolio shall be diversified by institution, market sector and maturity as much as possible according to market conditions. Diversification will minimize market, liquidity and credit risk and limit potential losses on individual securities.

Yield. The City investment portfolio will be designed to attain a market yield commensurate with City investment risk constraints and cash flow needs for operating expenses. The benchmark for the commingled portfolio shall be the comparable period six month U.S. Treasury Bill, designated for its comparability to the expected average cash flow pattern. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified and the City's prudent investment strategy.

IV. STRATEGY

The City may maintain one commingled portfolio for investment purposes which incorporates the specific uses and the unique characteristics of the funds in the portfolio. The investment strategy has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. The City shall pursue a pro-active and conservative portfolio management strategy. This may be accomplished by creating a ladder maturity structure with some extension for yield enhancement. The maximum maturity of any security will be two years and the maximum dollar weighted average maturity of one year or less will be calculated using the stated final maturity date of each security.

The investment strategy for debt service funds shall have as its primary objective the timely payment of debt service obligations. Successive debt service dates will be fully funded before any investment extensions are made for debt service.

General Fund. Investments will be diversified in suitable, high credit quality, short-term investments to maintain liquidity and assure adequate cash flow. Anticipated liabilities will be matched with a ladder maturity structure. Diversification requirements may be met through use of an investment pool.

Capital Project Funds. To meet construction needs investments will be diversified in suitable, high credit quality, short-term investments. Anticipated construction liabilities will be matched with a ladder maturity structure and not exceed the planned expenditure schedule of the projects.

V. DELEGATION OF AUTHORITY

No unauthorized person may engage in an investment transaction and all transactions shall be executed as provided under the terms of this Policy and its supporting procedures.

Investment Officers. Authority to manage the City's investment program is derived from state statutes and City resolutions. Council will designate the City Administrator, Finance Director, Assistant City Administrator and WW/Accounting Manager as Investment Officers by resolution. These officers have authority to invest funds in accordance with the City's Investment Policy. The officers shall be responsible for all transactions made and records maintained. The Investment Officer(s) are responsible for creating and maintaining the portfolio in

accordance with this Policy, providing timely quarterly reporting to the Council, and establishing supporting procedures.

All investment officers shall attend at least ten (10) hours of training within twelve months of designation as investment officer and shall attend eight (8) hours of training every two successive fiscal years. Such training shall include education in investment controls, security risks, strategy risks, market risks and compliance with the Public Funds Investment Act. The City will pay for the training of investment officers as required by the Public Funds Investment Act.

Investment Officers shall refrain from personal and business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. An Investment Officer who has a personal business relationship within two levels of affinity or consanguinity with an organization seeking to sell an investment to the City, shall file a statement disclosing that relationship to the City Council and the Texas Ethics Commission.

City Council. By law, the City Council holds ultimate fiduciary responsibility for the portfolio. It will designate investment officer(s), receive and review quarterly reporting, approve and provide for investment officer training, approve broker/dealers, and review and adopt the Investment Policy and Strategy as needed.

VI. PRUDENCE AND CONTROLS

Standard of Care. The standard of care to be applied to all City investments shall be the “prudent person rule”, which states:

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds under the City’s control, over which the officer has responsibility rather than a consideration as to the prudence of a single investment. The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall be responsible but not liable for a specific security’s credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

Internal Controls. The Investment Officer is responsible for establishing and maintaining internal controls to reasonably assure that assets are protected from loss, theft, or misuse. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and, the valuation of costs and benefits requires ongoing estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- Control of collusion,
- Separation of transaction authority from accounting and record keeping,
- Custodial safekeeping,
- Clear delegation of authority,
- Written confirmation for all transactions, and

- Review, maintenance and monitoring of security procedures both manual and automated.

The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the City Investment Policy. If City funds are invested in other than CDs or local government investment pools; the auditor shall also review the quarterly reports as part of the annual audit.

Cash Flow Forecasting. Cash flow forecasting is designed to protect and sustain cash flow requirements of the City. The Investment Officer will analyze cash flows to monitor and forecast cash positions for investment purposes.

Competitive Bidding. All security transactions will be made on a documented competitive bid basis to assure the City is receiving good market rates.

Monitoring Credit Ratings. The Investment Officer shall monitor, on no less than a quarterly basis, the credit rating on all authorized investments in the portfolio which require credit ratings based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer shall notify the City Administrator of the loss of rating, and liquidate the investment within two days.

Monitoring FDIC Status for Mergers and Acquisitions. The Investment Officer shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CD securities owned by the City based upon information from the FDIC (fdic.gov). If any bank has been acquired or merged with another bank in which brokered CDs are owned by the City, the Investment Officer shall immediately liquidate any brokered CD which places the City above the FDIC insurance level.

VII. AUTHORIZED INVESTMENTS

Assets of the City may be invested only in the following investments, as further defined by the Act. . If changes are made to the Act they will not be authorized until this Policy is modified and adopted by the City Council.

1. Obligations of the United States, its agencies and instrumentalities with a maximum stated maturity of two (2) years and excluding mortgage-backed securities. (Gov't Code 2256.009)
2. Fully FDIC insured or collateralized depository certificates of deposit from banks or savings bank doing business in Texas with a maximum maturity of two (2) years. Certificates will be collateralized in accordance with this policy. (Gov't Code 2256.010)
3. Fully insured share certificates from credit unions doing business in Texas, with a maximum maturity of two (2) years and insured by the National Credit Union Insurance Fund.
4. AAA rated, Texas local government investment pools which strive to maintain a \$1 net asset value and are continuously rated no lower than AAA or an equivalent by at least one nationally recognized rating service. (Gov't Code 2256.016 and 2256.019)
5. AAA-rated money market mutual funds which comply with SEC Rule 2a-7 and which strive to maintain a \$1 net asset value. (Gov't Code 2256.014(a)).
6. FDIC insured, brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the City's safekeeping agent, not to exceed one year to maturity. Before purchase, the Investment Officer must verify the FDIC status of the bank on www.fdic.gov to assure that the bank is FDIC insured.
7. FDIC insured or collateralized interest bearing and money market accounts from any FDIC insured bank in Texas.

8. General debt obligations of any US state or political subdivision rated AA or better with a stated maturity not to exceed one year.
9. Bonds issued, assumed, or guaranteed by the State of Israel.

VIII. COLLATERALIZATION

Time and Demand Deposits Pledged Collateral. All bank time and demand deposits shall be collateralized above the FDIC coverage by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, collateral will be maintained and monitored by the pledging depository at 102% of market value of principal and accrued interest on the deposits. The bank shall monitor and maintain the margin on a daily basis.

Collateral pledged to secure deposits shall be held by an independent financial institution outside the holding company of the depository. The collateral agreement with the depository shall be approved by resolution of the Bank Board or Bank Loan Committee. The Custodian shall provide a monthly report of collateral directly to the City. All collateral shall be subject to inspection and audit by the City or its independent auditors.

Authorized Collateral. Only the following securities are authorized as collateral for time and demand deposits:

- A. Obligations of the United States, its agencies or instrumentalities, or evidence of indebtedness of the United States guaranteed as to principal and interest including MBS and CMO which pass the bank test.
- B. Obligations of any US state or of a county, City or other political subdivision of any state having been rated A or equivalent by two nationally recognized rating agencies.
- C. Letters of Credit from the FHLB.

IX. SAFEKEEPING

All securities owned by the City will be cleared on a delivery versus payment (DVP) basis and held by an independent third party safekeeping agent approved by the City. The independent third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, maturity, CUSIP number, and other pertinent information.

X. FINANCIAL COUNTER-PARTIES

Depository

At least every five years, a banking services depository shall be selected through a competitive request for proposal process. In selecting a depository, the services, cost of services, credit worthiness, earnings potential, and collateralization by the institutions shall be considered. If securities require safekeeping, the RFP/bid will request information on safekeeping services. The depository contract will provide for collateral if balances exceed the FDIC insurance balance per tax identification number.

Other banking institutions, from which the City may purchase certificates of deposit or place interest bearing accounts, will also be designated as a depository for depository/collateral purposes. All depositories will execute a depository agreement and have the Bank's Board or Bank Loan Committee pass a resolution approving the agreement if collateral is required.

Security Broker/Dealers. All broker/dealers who desire to transact business with the City must supply the following documents to the Investments Officer(s).

- Financial Industry Regulatory Authority (FINRA) certification and CRD #
- proof of Texas State Securities registration

Each broker/dealer will be sent a copy of the City's investment policy. If material changes are made to the policy, the new policy will also be sent.

A list of qualified broker/dealers will be reviewed and adopted at least annually by the City Council.

Investment Pools. Each pool must be provided a copy of the City's current Investment Policy and certify to a review of the Policy. An authorized representative shall execute a written instrument substantially to the effect that the pool has received and thoroughly reviewed the City's Investment Policy and acknowledges that the firm has implemented reasonable procedures and controls to preclude investment transactions conducted between the City and the pool that are not authorized by the Policy.

XI. QUARTERLY INVESTMENT REPORTING

Not less than quarterly, the Investment Officers shall prepare and submit to the City Council a quarterly written investment report in compliance with the Public Funds Investment Act (Gov't Code 2256.023). The report must:

- describe in detail the investment position of the City on the date of the report,
- state the book value and fair market value of each separately invested asset at the beginning and the end of the quarter by the type of asset and fund type invested,
- state the change in market value during the quarter,
- state the accrued interest received in the period,
- state the final maturity date of each separately invested asset that has a maturity date,
- state the fund for which each individual investment was acquired, and state the compliance of the investment portfolio of the City as it relates to the Investment Policy and the Public Funds Investment Act, and
- be prepared jointly and signed by any two of the City Investment Officers.

Market prices will be obtained from an independent source.

XII. INVESTMENT POLICY ADOPTION

The City's Investment Policy shall be reviewed and adopted by resolution of the City Council no less than annually. Any changes made to the Policy must be noted in the adopting resolution.

CITY OF WEST LAKE HILLS

AUTHORIZED BROKER/DEALER LIST

As of September 16, 2025

The authorized broker/dealer list for the City of West Lake Hills is shown below. Each of these firms, and the individual covering the account, are sent the City's current Investment Policy.

The Policy establishes specific criteria for the brokers and requires that the list of broker/dealers be approved annually by the Council. Banks do not have to be approved by the Board. The City's investment adviser, Patterson & Associates, will maintain the brokerage compliance files.

When any material changes are made to policy the new policy is sent out for re-certification.

Broker/Dealers

Bank of America/Merrill Lynch
Barclays
Cantor Fitzgerald
Great Pacific Securities
G.X. Clarke
Int'l F.C. Stone
Morgan Stanley
Mizuho Securities
Piper Jaffray
Raymond James
RBC Capital Markets
Stifel Nicolaus
Wells Fargo Securities



CITY OF WEST LAKE HILLS

FINANCIAL PROCEDURES AND CONTROLS

October 8, 2025

I. FINANCIAL POLICIES

The City should focus on prudent long-term financial policies which address key areas such as:

- long-term financial stability and accountability
- avoidance of deficit financing
- budgets based on realistic revenues and expenditures
- establishment of a fund balance policy
- competitive and value-based procurement

II. BUDGETING

Long-term financial plans and strategic planning should be linked to the budget process.

- the annual budget should be developed in terms of long-term solvency and sustainability
- the Mayor shall prepare and present the budget annually
- the Council should focus on policies, funding priorities at a macro level
- public involvement and transparent decision making is critical in the budget development
- modifications to the budget must be approved by Council and require timely updates

III. CASH MANAGEMENT

Collections and Receivables.

The City will invoice and collect all funds due on a timely basis.

- each department billing for services will create at a minimum a monthly invoice within five days of service provision (with the exception of the utility scheduled cycles)
- all invoices will be dated and numbered
- a copy of the invoice will be sent to the Finance Director and/or the WW/Accounting Manager for entry and reconciliation
- the Finance Director will monitor the outstanding receivables and a second notice will be sent by Finance or the department that is responsible for the amount outstanding in 30 days
- aged receivables (over 60 days) will be reviewed with the City Administrator quarterly for further collection action
- if specific overdue fees are established for the City, those fees will be applied
- there will be a \$35 fee placed on all NSF checks received, in addition to any other fees

Cash Handling.

All funds collected by departments throughout the City's operations will be given to the Finance Director and or WW/Accounting Manager and deposited in the City depository bank on a weekly basis, at a minimum.

Any department which receives funds must assign an administrator to that receivables function and the name of the fund administrator reported to the Finance Director. All funds collected by each department will require a receipt attached or saved in the Finance folder for the deposit copy given to the Finance Director and/or the WW/Accounting Manager.

Change funds, the change fund administrator and the stipulated size of the change fund are established within departments and approved by the City Administrator. If a change fund is used in a department for making change to citizens, then the amount of that change fund must be reconciled monthly and reported to the Finance Director. The amount in change funds will be established based on historical activity for that department.

- change accounts must be reconciled at least on a monthly basis - responsibility and liability for the change fund rests with the administrator of that fund
- excess funds in any change fund is deposited with the Finance Director with full details/reconciliation
- numbered receipts shall be given for all City funds received
- all funds shall be maintained in a locked receptacle at all times
- if a deposit to City Hall cannot be made weekly, funds must be safely kept in a locked cabinet/safe and made as soon as possible
- access to the cabinet/safe used for deposits must be restricted and the names of all having access must be recorded by the administrator of that fund location with a copy to the Finance Director

Purchase Approval

Department heads shall ensure that expenditures are allocated to and paid from the correct budget accounts. It is the responsibility of department heads to assure that sufficient funds remain in the budget accounts to cover the expenditures. Over expenditures in any budgeted category are prohibited without prior consent by the City Administrator or Finance Director.

- the department head or their assignee must sign each request for payment
- the department head or their assignee will verify that funds are available for the purchase request
- request for payment should be forwarded to the Finance Department in a timely manner and such that any discount terms can be utilized
- if requested by the vendor, purchase orders are issued by the Finance Director or Accounting Manager and the department head or their assignee are responsible to verify that funds are available for the purchase

Emergency Purchases

Emergency Purchases are those procurements necessary due to a public calamity, a need to preserve or protect the public health or safety of the City's residents, unforeseen damage to public machinery, etc. When emergency purchases are made, the user department will make the purchase at the best possible price.

Emergency purchases in excess of \$100,000 will be accompanied by the appropriate contract documents, authorized by the City Administrator and ratified by the City Council. When City Council approval is necessary, a detailed explanation of the emergency will be included by the user department on the agenda request form.

The necessity for an emergency construction procurement does not waive insurance, bond, wage rate compliance or any grant related conditions, etc. where those requirements would otherwise apply.

Sole Source Purchases

State laws allow for a limited exemption from competitive bidding for the purchase of goods where the functional requirements of the City can be satisfied by only one source. This applies to purchases where competition is precluded such as:

- items that are available from one source because of patents, copyrights, secret processes or natural monopolies
- films, manuscripts or books published and available from only one source
- gas, electricity, water and other utility services
- captive replacement parts or components for equipment

Sole Source purchases are exempt from competitive solicitation. Departments should use their best professional judgement when selecting a vendor. Contracts or purchases over \$100,000 require City Council approval. When City Council approval is necessary, a detailed explanation of the sole source basis for the purchase will be included by the user department on the agenda request form.

Cooperative Purchasing

A Cooperative purchase is a procurement based on a contract that has been competitively bid and issued by another government or purchasing alliance with the intention of sharing it with other government entities. The use of Purchasing Cooperatives provides for volume discount pricing and expedited placement or orders.

Individual purchase orders may be processed using a Vendor's cooperative contract up to \$100,000 per year without City Council approval provided that the Vendor has presented to the City a valid quote referencing the cooperative contract number. Either a single or multiple purchase orders issued to a vendor for the same goods or services, using a cooperative contract in a amount that exceeds \$50,000 per year for the same goods or services will require City Council approval. The cooperative contract number must appear on the vendor's quote.

Grants Compliance

Once a Grant has been approved, expending approved grant funds requires the City to follow Section 8: Uniform Grant Guidance-Federal Procurement Rules; 2 CFR 200.320. In most cases the City's purchasing thresholds are more conservative than the Federal purchasing thresholds, however purchasing guidelines for each grant are unique and must be reviewed in advance of collecting bids, proposals or quotes.

For Purchasing, please refer to the Governing Policies:

- Texas Local Government Code, Chapter 252.022
- State of Texas Procurement and Contract Management Guide
- Texas Municipal Procurement Laws Made Easy – TML 2023

Checking Account Controls

The City's checking account(s) shall be managed/reconciled by the Finance Director and/or the WW/Accounting Manager.

- all checking accounts will have positive pay service to protect the City from fraudulent checks
- vendors may require to receive City payments by ACH
- balances necessary to fund routine/recurring expenses shall be determined by the Finance Director based on operating expenses and encumbrances
- to avoid overdraft situations sufficient liquid cash shall be maintained as a liquidity buffer to pay for unforeseen expenses

Disbursement of Funds

The production of checks, Virtual Credit Cards or ACH transfers is solely the responsibility of the Finance Director and/or the WW/Accounting Manager and no other checking accounts shall be established or used by any department.

- bank checking account shall be established for payment of all disbursements
- accounts which will not have more than six disbursements a month, should be styled as money market accounts to increase potential earnings
- debt service payments must be made (by wire or ACH), unless a check is required
- checks will be written at least weekly with a review of the check register by the Finance Director, WW/Accounting Manager or the City Administrator before printing
- available discounts in the payment of invoices shall be taken
- the City will move to increasing the use of Virtual Credit Cards and ACH payments to all vendors to reduce costs and provide the best audit trail possible
- the check register (and listing of ACH debits) to be written from the general ledger system (ERP Pro 9), will be reviewed against signed documents by the Finance Director, WW/Accounting Manager or the City Administrator
- release of checks will be made only after a balancing of the register and the actual checks
- Disbursement reports (check registers) are posted quarterly on the City's website
- checks shall require two electronic signatures or two manual signatures:
Any two of the following – City Administrator, Finance Director, or City Secretary.

Depository Bank

In accordance with state law (Local Government Code Chapter 105), the City will request 'bank applications', in the form of a Request for Proposal (RFP) for primary depository services (banks handling the primary accounts, collections and disbursements of the City) at least every five years. The proposals shall be competitively bid.

- approval by the Council shall allow the City to receive RFP's from banks within ten miles of City Hall to assure adequate banking alternatives
- a notice of the RFP shall be published no later than 21 days prior to the deadline for proposals in a local newspaper of general circulation and/or on the City's website
- the contract for banking services must be executed under the terms of FIRREA which requires approval by the Bank Board or Bank Loan Committee
- the contract must be approved by the City Council

- the bank shall provide pledged collateral as defined by the Investment Policy and in accordance with the Public Funds Collateral Act (Government Code 2257) and collateral must be in place before City funds are moved to the bank
- in a bank transition all funds should be transferred on a timely basis and no longer than 60 days
- transaction access to the bank must be limited and access reviewed at least annually
- bank fraud protection services (such as positive pay and ACH filters) will be used to protect City assets
- the Finance Director should meet with the depository bank, at least annually, to assure that the most cost efficient services are being used

Financial Statement Reporting

The Finance Director shall prepare a comparative financial statement quarterly for timely presentation to Council. The written quarterly statement shall include, at a minimum:

- statements of budgeted and actual revenues
- expenditures in the general fund, debt service fund, and capital projects fund, and
- an investment report
- the quarterly statements will be distributed to the City Council as soon as available, but not later than the end of the succeeding month
- the Finance Director will brief the City Council each quarter on the financial condition of the City as reported in the statements
- if necessary, the Finance Director shall make quarterly adjustments to the financial statements and complete all required adjustments within ninety days after the close of the fiscal year
- adjustments to prior reports shall be presented to the Council at the following regular Council meeting
- monthly Revenue and Expense Reports are posted on the City's website

IV. FIXED ASSETS

General. Positive control over general fixed assets is needed to determine adequacy of insurance coverage, to safeguard assets, and to provide accurate disclosure in the City's financial statements. General fixed asset categories are:

- Land
- Buildings and improvements
- Furniture, Fixtures and Equipment
- Construction in progress

Fixed Asset Acquisition. A complete City fixed asset inventory shall be maintained by Finance with verification by each department at least annually.

- an asset acquired by the City having a useful life of more than one year and costing more than \$1,000.00 and all computers regardless of cost, shall be capitalized at cost
- cost shall include ancillary charges for freight, installation, set-up and other fees necessary to acquire or construct the asset
- a fixed asset expenditure shall be charged to the Capital Outlay account of the department incurring the expense and shall also be recorded in the General Fixed Assets Account Group

- if an expenditure does not materially add to the value of the asset or appreciably prolong its life, the expenditure should not be capitalized
- if an existing asset is replaced, the existing asset must be removed from the General Fixed Asset Account group and replaced by the new asset

Fixed Asset Retirement. All fixed asset retirement requests should be in writing, signed by the department head and be approved by the City Administrator or Finance Director.

- the approved request for the retirement of a fixed asset must include the reason for retirement and the method and date of disposition
- the request shall be forwarded to the Finance Director for removal of the asset from the Fixed Asset listing and Account

Sale of Surplus or Salvage Property.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Online Auction: The use of a secure, internet-based auction platform that allows competitive bidding for surplus or salvage property, accessible to the public and administered by the City or a third-party vendor.

Property. Personal property, and does not mean real property, or any interest in real property.

Salvage property. Any personal property which through use, time, or accident is so depleted, worn out, damaged, used, or consumed that it has no value for the purpose for which it was originally intended.

Surplus property. Any personal property which is in excess of the needs of the city and which is not required for its foreseeable needs. Surplus property may be used or new but possesses some usefulness for the purpose for which it was intended or for some other purpose.

General Policy.

The City Administrator or designee is authorized to dispose of any personal property of the City that has become surplus or salvage, including by means of:

- 1- Public auction, whether held in person or through an online auction platform approved by the City Administrator;
- 2- Competitive sealed bids;
- 3- Trade-in on replacement property;
- 4- Transfer to another governmental entity; or
- 5- Other methods as authorized by state law.

When utilizing an online auction, the City shall:

- 1- Ensure the platform provides secure registration and bid tracking;
- 2- Post the property for a reasonable period before the close of bidding;
- 3- Clearly disclose all terms and conditions of the sale;
- 4- Retain documentation of bids received and final sale details for audit purposes; and
- 5- Publish notice of the sale, including a link to the online auction site, on the city's website and in any other manner deemed appropriate by the City Administrator.

Sale of Proceeds.

The net proceeds from the sale of any surplus or salvage property shall be deposited to the credit of the City in the General Fund.

Destruction.

If the City cannot sell or dispose of any surplus or salvage property, it may order the property destroyed as worthless, salvaged and report the destruction to the City Council. The destruction of surplus or salvaged property shall authorize the City Administrator to remove the reported property from the City inventory if it is on City inventory.

Title.

Any purchaser of surplus or salvage property at a sale made by the City under the authorization of the City Council shall obtain good title to any property purchased if the purchaser has in good faith complied with the conditions of the sale and the applicable rules and regulations of the City Council.



City of West Lake Hills City Council

AGENDA REPORT

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

Subject

1511 Wildcat Hollow: Discuss and consider action on a recommendation from ZAPCO 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)

1. Tree #133 – 15.5” Hackberry
2. Tree #192 – 15.5” Spanish Oak

Applicant: Matt Sener, Michael Hsu Office of Architecture

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 City Council 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 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 3-1 (Maccini opposed) 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. (Attachment 5)

The applicant has provided their findings in Exhibit A.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Wild Cat Hollow Family Trust

Legal Description: Lot 3 Amended Plat Lots 4 & 5 WILDCAT NO 1 & Lots 3&4 Resub of Lot 3 Block 3 of the Shelton Subdivision

Lot Size: 0.7180 acres

Zoning: R-1 One Family

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

Background & Analysis:

The applicant is proposing to demolish and replace the existing house, garage, and pool on the existing lot (Attachment 1). The existing 3,675 square foot house was built in 1964. The existing lot is 0.718 acres in size and is an irregular shape (Attachment 2). The site previously received three variances, (1) for the removal of a 17.7-inch cedar, (2) to allow for impervious cover of 30% where 25% is the maximum and (3) to allow for up to a 30-foot encroachment of the building and grading into the 50 foot front setback on May 8, 2024 (<https://westlakehillstx.portal.civicclerk.com/event/365/files/agenda/1191>). The full building permit and OSSF applications are currently under review.

Analysis:

Removal of Trees 14 inches or greater

Code Requirements

- **Section 22.03.304. Tree and vegetation removal and replacement.**

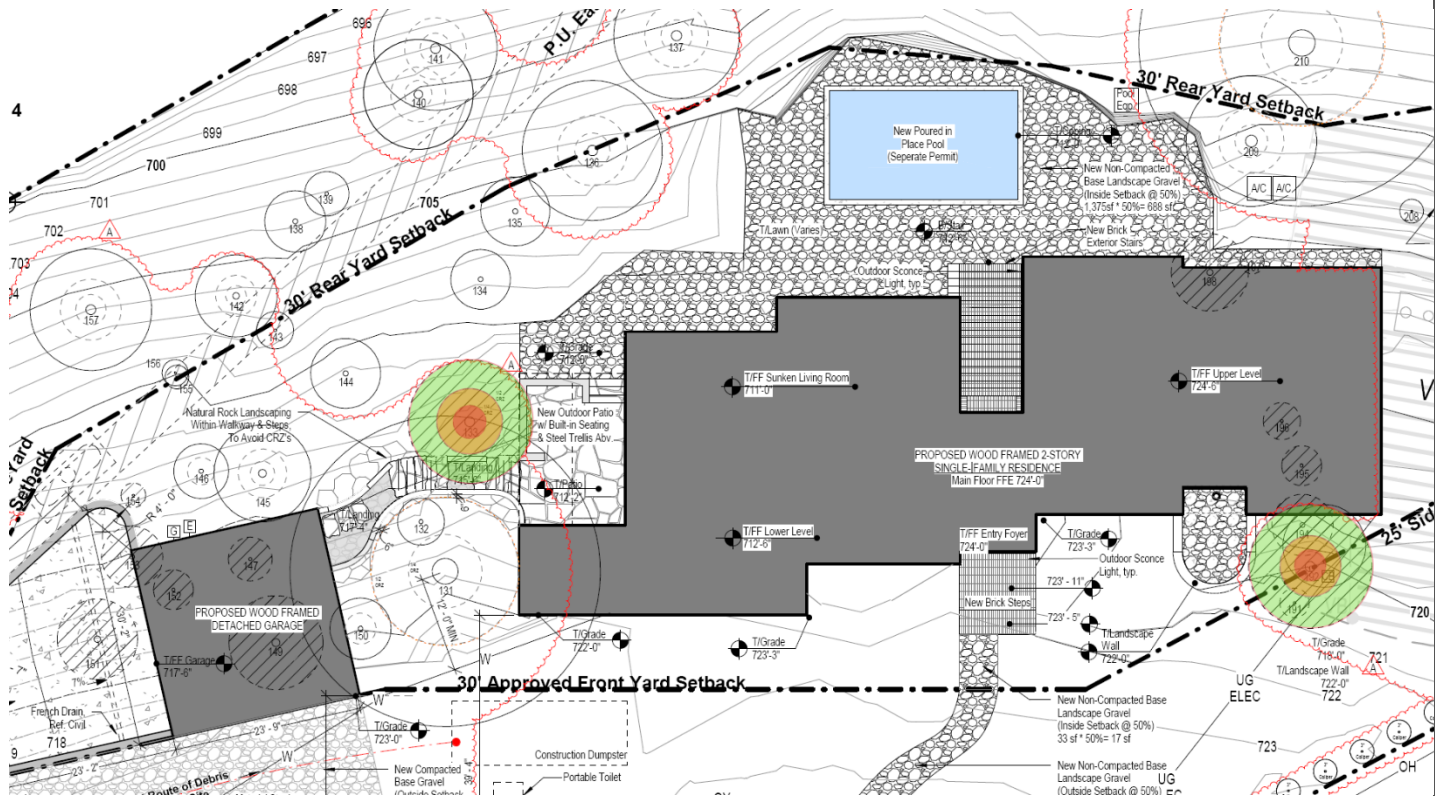
(a) Removal policy.

- (1) Existing vegetation shall be left undisturbed to the maximum extent possible. In most circumstances, if a tree must be removed, it shall be replaced with a native, non-invasive species so that the native, natural landscape of the city is preserved for future generations.
- (2) Trees less than ten (10) inches in diameter measured at a point fifty-four (54) inches above the ground may be removed with a permit in accordance with section 22.03.303(b).
- (3) Trees greater than or equal to ten (10) inches and less than fourteen (14) inches in diameter measured at a point fifty-four (54) inches above the ground may be removed with a permit in accordance with section 22.03.303(b)(4). If a tree greater than or equal to ten (10) inches and less than fourteen (14) inches in diameter does not meet the requirements of section 22.03.303(b)(4) then the removal shall be requested through a variance as described by subsection (a)(4) of this section.
- (4) **The removal of trees greater than or equal to fourteen (14) inches in diameter measured at a point fifty-four (54) inches above the ground, or a tree greater or equal to ten (10) inches and less than fourteen (14) inches in diameter that does not meet the requirements of section**

22.03.303(b)(4), is prohibited except as allowed under section 22.03.303(b)(7) and **therefore such removal requires a variance from the city council** as outlined in section 22.03.308.

Request

- Remove Tree #133 – 15.5" Hackberry and Tree #192 – 15.5" Spanish Oak



The applicant has provided the tree survey showing the location of the trees to the existing and proposed house (Attachment 3) and pictures of the trees on site (Attachment 4).

Public Comment:

At the time of this report, no comments in support or objection to the project have been received.

Variance Criteria Review:

Trees follow the procedure and notice found in Section 22.03.511 Procedure and notice:

- The city council, when petitioned for a variance, after 16 days' written notice to all property owners within 300 feet of the subject property, shall hold a hearing, and the city council may vary the application of any provision of this article to any particular case when, in its opinion, the enforcement thereof would do manifest injustice, and would be contrary to the spirit and purpose of this article or public interest, or when, in its opinion, the interpretation and recommendation of the zoning and planning commission should be modified or reversed.
- A decision of the city council to vary the application of any provision of this article shall specify in what manner such variance is made, the conditions upon which it is made and the reasons thereof.

The criteria and process for granting a variance found in Section 22.03.514:

No variance shall be granted under this chapter unless the following criteria are fulfilled:

- **Findings.** The applicant has established by competent evidence that:
 - The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.
 - There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
 - There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
 - The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
- **ZAPCO.** The recommendation of zoning and planning commission shall include an analysis of whether:
 - The variance may violate the intent of this chapter or the goals of the city's comprehensive plan; and
 - The variance may have an adverse effect on neighborhood properties, or interfere with the respective owners' enjoyment thereof; and
 - When considering variance requests for nonresidential projects in the Commercial Overlay District, whether the variance, when considered as part of the proposed project (as a whole), furthers achievement of the land planning principles set forth in the city's master plan, attachment B, as codified in article 28.02 of this code.
- **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 in the commercial overlay district 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 article 28.02 of this code.

Outdoor Lighting

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

Compliance with Adopted International Building Code

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

Subdivision

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

Comprehensive Planning Analysis

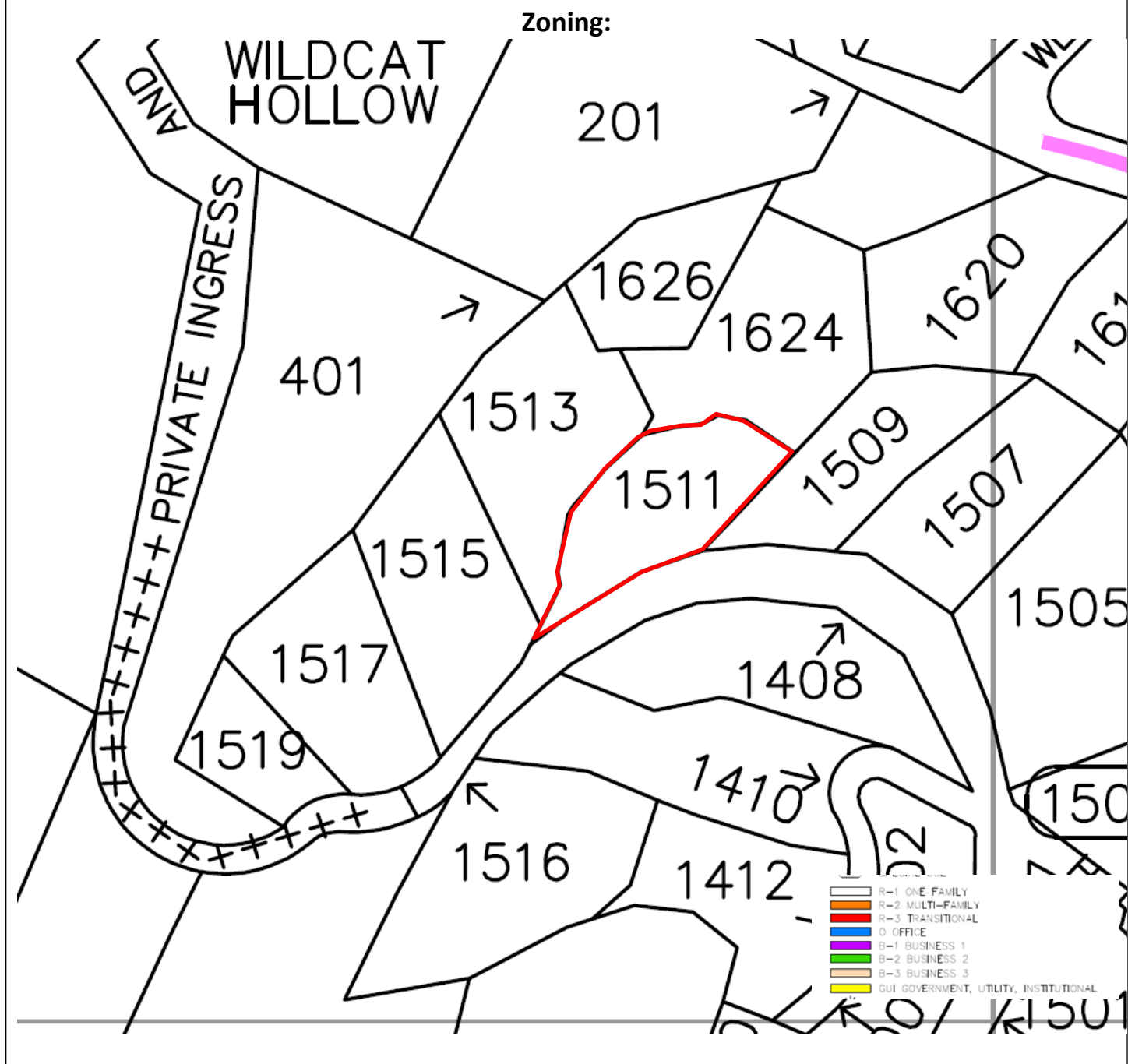
The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

Section 22.03.034 Tree and Vegetation Removal and Replacement

Section 38.05.031 Variances

Section 22.03.514 Criteria and process required for granting variance



Aerial:





August 11, 2025

Jennifer C. Bills, AICP, LEED AP
City of West Lake Hills
Director of Building and Development Services
911 Westlake Drive
West Lake Hills, TX 78746

Re: 1511 Wild Cat Hollow Variance Request

Director Bills,

On behalf of our client, it is our pleasure to submit a package for variance requests of the property located at 1511 Wild Cat Hollow.

Michael Hsu Office of Architecture has conducted two (2) pre-planning meetings with Alex Sanchez to ensure our clients' vision of their future home is in alignment with the values and the spirit of the City of West Lake Hills Zoning Ordinances. During these two (2) pre-planning meetings, we determined two trees over 14-inches are eligible for removal and require a variance for each individual tree.

1. Submitting a formal tree removal request for tree #133- 15.5" Hackberry:
 - We have previously discussed the removal with Alex Sanchez and understand that both a variance and mitigation will be required.
 - Tree #133 Hackberry is significantly leaning towards the proposed new construction, presenting a safety hazard during both the construction phase and once the home is occupied. Hackberry's are also a non-native species and should be considered for immediate removal.
2. Submitting a formal tree removal request for tree #192- 15.5" Spanish Oak:
 - We have previously discussed the removal with Alex Sanchez and understand that both a variance and mitigation will be required.
 - Tree #192 is located very near the limits of construction and is unlikely to survive the construction process per Alex Sanchez.

For additional context, the existing site was not in compliance for the following reasons listed below. A variance, #2024-1198, was approved to address these hardships.

1. Total site area is less than 1 acre (0.717 acres)
2. Overall lot depth is less than 150ft (145ft)
3. Intent to demolish the existing 1964 home, carport and pool deck triggers current COWLH Zoning Ordinance setbacks and initiates a new 50ft front setback line.
4. New COWLH 50ft front setback line results in loss of buildable site area of 27% > 25% maximum.
5. The new COWLH 50ft front setback line produces unreasonable encroachment upon new buildable area by 30ft at its greatest point, accounting for 50% of the overall buildable dimension of 60ft.

Michael Hsu
Office Of Architecture

826 Houston Street, Suite 100
Austin, Texas 78756

(512) 706-4303
hsuoffice.com

Given the odd geometry of the site boundary, the proposed home is shimmed between the largest tree on the site #131- 19.6" Live Oak on the left, and the future septic field and neighbor on the right. It was our intent to save these trees as part of the initial building permit application. However, after meeting with Alex Sanchez, we deemed tree# 133 & 192 are eligible for removal.

We plan to mitigate tree# 133 & 192 per COWLH Zoning Ordinance 22.03.304(4) with added landscape at the front yard to shield the home from the street and provide a green buffer to the adjacent neighbor.

This existing site is heavily vegetated with numerous trees and the surrounding area will not be disturbed if these two variances are approved. This future site will be enhanced by introducing native trees which are expected to promote and strengthen new vegetation growth in the area.

The proposed home design is nestled within the topography of the site. Our comprehensive overall design for this site is to greet nature with a gentle touch as much as possible. The overall aesthetic will enhance the neighborhood with planned trees at the street making the future home less visible.

Thank you for the opportunity to review said variance requests and please do not hesitate to reach out if there are any further questions.

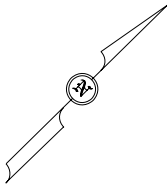


Matt Sener, Associate

Michael Hsu
Office Of Architecture

826 Houston Street, Suite 100
Austin, Texas 78756
512-706-4303 ext. 169

SCALE: 1"=30'



LINE TABLE

L1	L5
S26°10'09"W 11.36' (11.48')	N84°35'26"E 31.50' (N84°41'51"E 31.51')
L2	L6
N26°14'53"E 20.86' (N26°20'00"E 20.87')	N62°58'35"E 20.75' (N63°05'00"E 20.76')
L3	L7
N10°15'01"W 14.43' (N10°08'36"W 14.43')	S78°40'45"E 31.45' (S78°34'20"E 31.46')
L4	
N33°53'08"E 11.57' (N33°00'00"E 11.66')	

LOT 4

LOT 2

LOT 3
HOUSE

WILDCAT NO. 1
VOL. 30, PG. 23
LOT 3

NAIL FND. BEARS
S 50°48'25"W 1.63'

(SHADED AREA)
ACCESS ESMT., PLAT
VOL. 11720, PG. 3487

1/2" IRF BEARS
N 48°13'00"E 1.43'

TBM - NAIL IN ASPHALT
ELEV. - 731.12

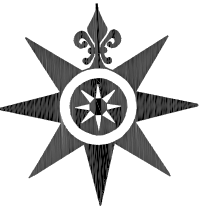
S 52°02'15"W (39.85')
(S 52°08'40"W)
5' OF R.O.W. DEDICATION
PER PLAT

1511 WILD CAT HOLLOW ROAD
(40' R.O.W.)

LEGAL DESCRIPTION:

LOT 3, AMENDED PLAT OF LOTS 4 AND 5, WILDCAT NO. 1, AND LOTS 3 AND 4, RESUBDIVISION OF LOT 3, BLOCK 3, SHELTON SUBDIVISION, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, AS RECORDED IN VOL. 91, PG. 7, PLAT RECORDS, TRAVIS COUNTY, TEXAS.

REFERENCE: MICHAEL HSU



ALL POINTS SURVEYING

1714 FORTVIEW ROAD - SUITE 200

AUSTIN TX. 78704

TELE.: (512) 440-0071 - FAX: (512) 440-0199

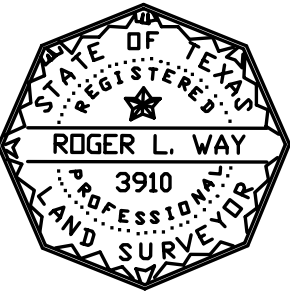
FIRM REGISTRATION # 10118900

LEGEND

	WOOD FENCE
	WIRE FENCE
	UTILITY LINE
	WROUGHT IRON FENCE
	A/C UNIT
	ELEC. METER
	CONTROL BOX
	VENT
	SEPTIC LID
	CLEANOUT
	WATER METER
	IRON ROD FND.
	CALCULATED POINT
	NAIL FND.
	UTILITY POLE
	GUY ANCHOR
	BUILDING LINE
	PUBLIC UTILITY EASEMENT

TREE TABLE

100	20" TRP CEDAR	167	4.7" PERSIMMON
101	11" LIVE OAK	168	9.6" CEDAR
102	13" CEDAR	169	7.2" SPANISH OAK
103	14" LIVE OAK	170	7.3" LIVE OAK
104	3.7" LIVE OAK	171	3" DBL PERSIMMON
105	3.7" LIVE OAK	172	12" HACKBERRY
106	13.8" LIVE OAK	173	16" CEDAR
107	9.6" DBL CEDAR	174	9.2" LIVE OAK
108	4.8" LIVE OAK	175	9.6" LIVE OAK
109	4.8" LIVE OAK	176	11.9" LIVE OAK
110	3.7" LIVE OAK	177	4.5" DBL PERSIMMON
111	9.5" CEDAR	178	12.7" 6T Crape MYRTLE
112	6.2" CEDAR	179	8.8" DBL YAUPOON
113	10.9" CEDAR	180	16.7" CEDAR
114	6.8" CEDAR	181	5.1" QUAD YAUPOON
115	3" PERSIMMON	182	3.7" TRP PHOTINIA
116	6" 5T PERSIMMON	183	11.2" 6T PHOTINIA
117	5.2" DBL PERSIMMON	184	8.5" 6T PHOTINIA
118	4.1" DBL PERSIMMON	185	9.2" 5T PHOTINIA
119	3.7" DBL PERSIMMON	186	6.6" QUAD PHOTINIA
120	3.7" PERSIMMON	187	5.2" DBL
121	11.4" LIVE OAK	188	12.7" 5T
122	7.6" QUAD MT LAUREL	189	6.3" DBL PEAR
123	3.4" TRP MT LAUREL	190	11.1" UNKNOWN
124	12.7" CEDAR	191	3.7" DBL BLUEWOOD
125	7.5" CEDAR	192	15.5" DBL SPANISH OAK
126	4" LIVE OAK	193	10.4" SPANISH OAK
127	17.1" DBL LIVE OAK	194	7.7" SPANISH OAK
128	16.7" DBL LIVE OAK	195	5" YAUPOON
129	5.9" LIVE OAK	196	4.8" YAUPOON
130	8.8" CEDAR	197	3" LIGUSTRUM
131	19.6" LIVE OAK	198	9.7" SPANISH OAK
132	5.9" DBL LIVE OAK	199	18.5" TRP SPANISH OAK
133	15.5" HACKBERRY	200	11.4" SPANISH OAK
134	7.5" DBL HACKBERRY	201	6.5" CEDAR
135	8.7" CEDAR	202	8.4" CEDAR
136	17.6" CEDAR	203	9.8" CEDAR
137	15.8" CEDAR	204	12.2" CEDAR
138	7.7" CEDAR	205	14.4" DBL SPANISH OAK
139	5.6" CEDAR	206	13" SPANISH OAK
140	13.8" CEDAR	207	15.6" CEDAR
141	15.5" CEDAR	208	3" PERSIMMON
142	10.3" CEDAR	209	16.4" SPANISH OAK
143	4.7" YAUPOON	210	20.5" TRP CEDAR
144	8.8" CEDAR	211	7.7" CEDAR
145	12.2" CEDAR	212	8.9" CEDAR
146	6.9" CEDAR	213	17.5" DBL SPANISH OAK
147	5.5" MAGNOLIA	214	4.9" SPANISH OAK
148	17.7" CEDAR	215	4.4" CEDAR
149	11.8" DBL CEDAR	216	7.8" CEDAR
150	7.7" SPANISH OAK	217	7" CEDAR
151	10.1" SPANISH OAK	218	13.1" CEDAR
152	5" QUAD YAUPOON	219	10.3" CEDAR
153	7.7" LIVE OAK	220	7.5" CEDAR
154	3.1" DBL YAUPOON	221	15.8" CEDAR
155	3" YAUPOON	222	13.2" CEDAR
156	3.3" DBL YAUPOON	223	6.5" CEDAR
157	15.3" CEDAR	224	14.1" CEDAR
158	8.6" CEDAR	225	11.9" CEDAR
159	9" CEDAR	226	6.3" DBL SPANISH OAK
160	5.4" CEDAR	227	13.3" CEDAR
161	10.4" CEDAR	228	10.5" CEDAR
162	8.3" CEDAR	229	9.3" CEDAR
163	11.6" CEDAR	230	10.9" CEDAR
164	3" YAUPOON	231	3.7" TRP YAUPOON
165	16" CEDAR	232	12.1" CEDAR
166	18.7" DBL CEDAR		



Roger L. Way

By:	Date:
FIELD WORK	WW
DRAFTING	SCN

SURVEY DATE: 12-13-23
Job No. 10B02023
SCALE: 1"=30'

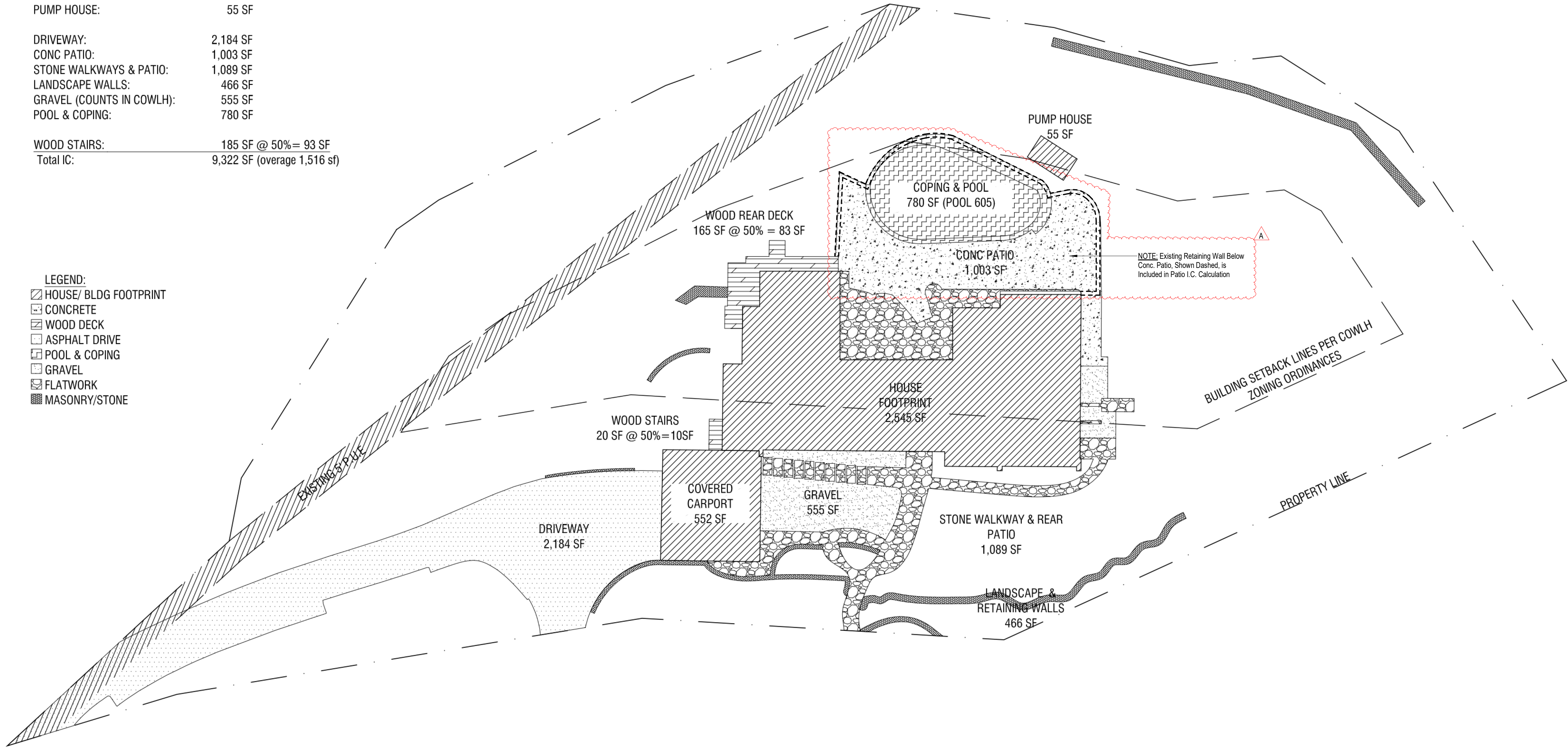
EXISTING ZONING ORDINANCES:
LOT AREA: 31,223 SF
ACTUAL BUILDING AREA: 9,318 SF (29% OF LOT)
ALLOWABLE BUILDING AREA: 9,367 SF (30 % OF LOT)
ALLOWABLE IC: 7,806 SF (25% OF LOT)

EXISTING CONDITIONS:
IMPERVIOUS COVER:
HOUSE FOOTPRINT: 2,545 SF
CARPORT: 552 SF
PUMP HOUSE: 55 SF

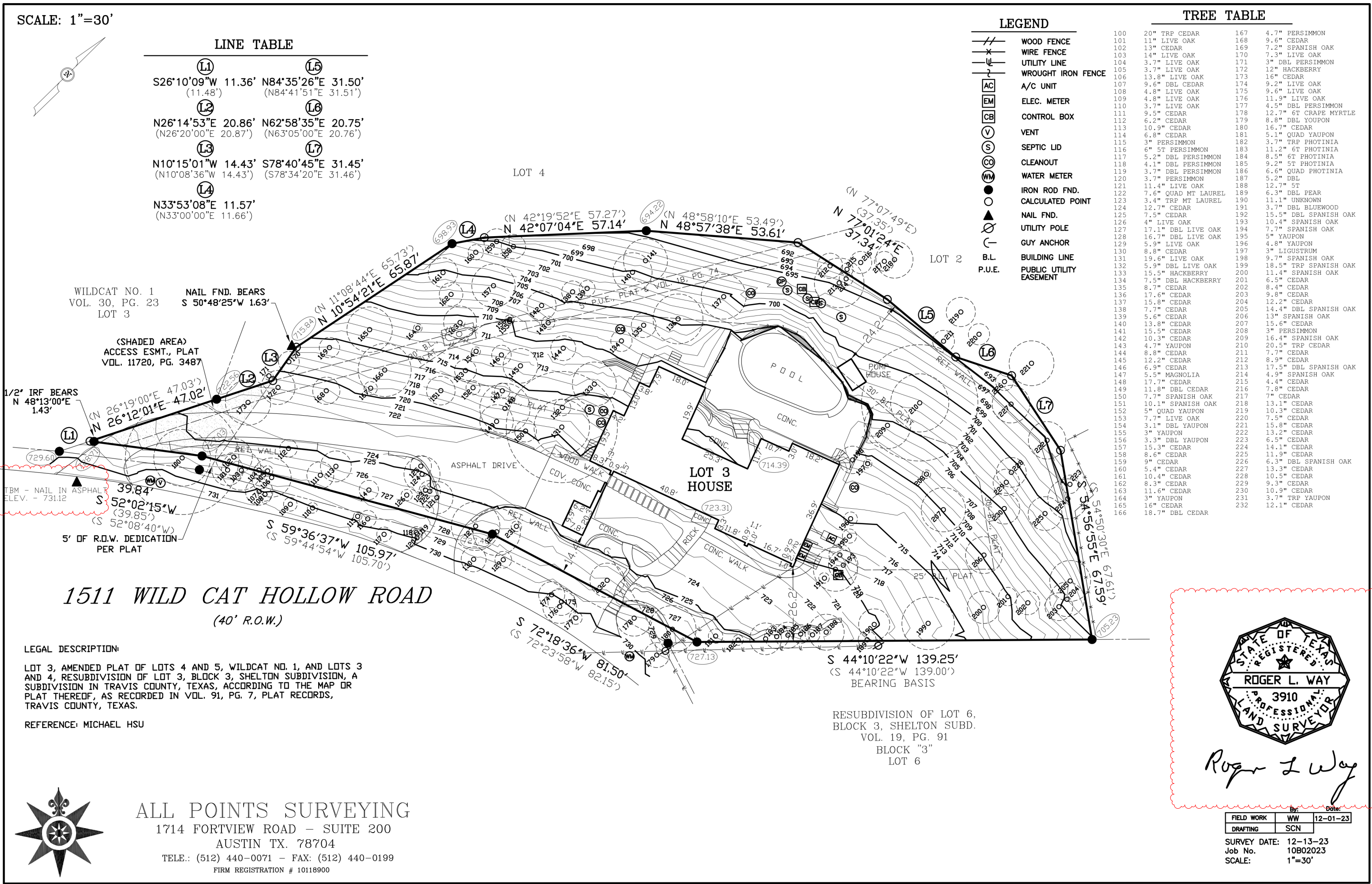
DRIVEWAY: 2,184 SF
CONC PATIO: 1,003 SF
STONE WALKWAYS & PATIO: 1,089 SF
LANDSCAPE WALLS: 466 SF
GRAVEL (COUNTS IN COWLH): 555 SF
POOL & COPING: 780 SF

WOOD STAIRS: 185 SF @ 50% = 93 SF
Total IC: 9,322 SF (overage 1,516 sf)

- LEGEND:
- HOUSE/ BLDG FOOTPRINT
 - CONCRETE
 - WOOD DECK
 - ASPHALT DRIVE
 - POOL & COPING
 - GRAVEL
 - FLATWORK
 - MASONRY/STONE



1 Existing Impervious Cover
Not to Scale



2 Existing Survey
Not to Scale



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Austin, Texas 78756
+1 (512) 706.4303
hsooffice.com

Document Seal



Project Title

Wild Cat Hollow
Residence
1511 Wild Cat Hollow
West Lake Hills, TX
78746

Date	Issue/ Revision
08.04.2025	Permit Comments-Rev A

Drawing Title

Existing Topo + Tree
Survey & Existing
Impervious Cover

Sheet

30 x 42 - Full Scale 1/4" = 1'-0"
12 x 18 - Half Scale 1/8" = 1'-0"

A.000.1

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Tree Table

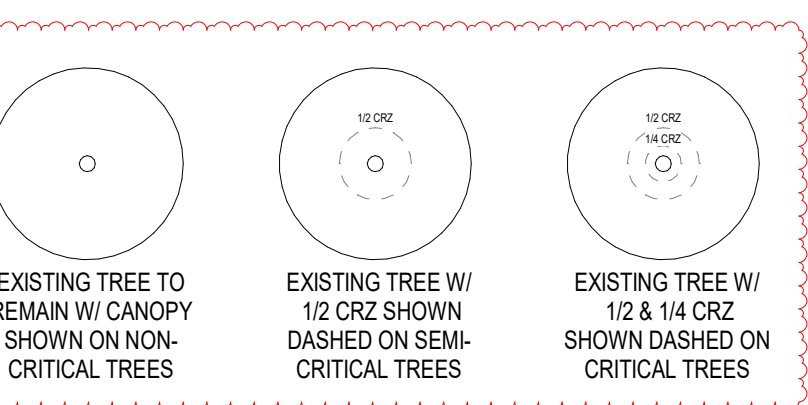
100 20' TRP CEDAR	155 3' YALPON
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110 3.7' LIVE OAK	165 9.2' LIVE OAK
111 9.5' CEDAR	166 9.6' LIVE OAK
112 6.2' CEDAR	167 11.9' LIVE OAK
113 10.0' CEDAR	168 4.9' DBL PERSIMMON
114 6.8' CEDAR	169 12.7' 6T Crape MYRTLE
115 3' PERSIMMON	170 8.8' DBL YALPON
116 6.5' PERSIMMON	171 11.1' UNKNOWN
117 5.2' DBL PERSIMMON	172 3.7' DBL BLUEWOOD
118 4.7' DBL PERSIMMON	173 15.5' DBL SPANISH OAK
119 3.7' DBL PERSIMMON	174 9.8' SPANISH OAK
120 3.7' PERSIMMON	175 5' YALPON
121 11.4' LIVE OAK	176 4.8' YALPON
122 7.8' QUAD MT LAUREL	177 7' LIQUIDTRUM
123 3.4' TRP MT LAUREL	178 9.7' SPANISH OAK
124 12.7' CEDAR	179 18.5' TRP SPANISH OAK
125 7.5' CEDAR	180 11.4' SPANISH OAK
126 4' LIVE OAK	181 6.5' CEDAR
127 17.1' DBL LIVE OAK	182 6.4' CEDAR
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130 8.5' CEDAR	185 14.4' DBL SPANISH OAK
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132 5.9' DBL LIVE OAK	187 16.4' SPANISH OAK
133 16.9' HACKBERRY	188 20.5' TRP CEDAR
134 7.8' DBL HACKBERRY	189 8.8' CEDAR
135 8.7' CEDAR	190 17.5' DBL SPANISH OAK
136 17.6' CEDAR	191 4.9' SPANISH OAK
137 15.8' CEDAR	192 13.2' CEDAR
138 7.7' CEDAR	193 6.5' CEDAR
139 5.5' CEDAR	194 11.4' CEDAR
140 13.8' CEDAR	195 11.9' CEDAR
141 15.5' CEDAR	196 6.3' DBL SPANISH OAK
142 10.3' CEDAR	197 13.5' CEDAR
143 4.7' YALPON	198 10.5' CEDAR
144 8.8' CEDAR	199 9.3' CEDAR
145 12.2' CEDAR	200 10.9' CEDAR
146 6.8' CEDAR	201 8.7' TRP YALPON
147 5.5' MAGNOLIA	202 12.1' CEDAR
148 11.8' DBL CEDAR	
149 7.7' SPANISH OAK	
150 10.1' SPANISH OAK	
151 9' QUAD YALPON	
152 7.7' LIVE OAK	
153 3.1' DBL YALPON	

L1	L5
S 26°10'09"W 11.36°	N 64°36'28"E 31.50°
(11.48°)	(N 84°15'15"E 31.51°)
L2	L6
N 26°14'53"E 20.86°	N 62°58'35"E 20.75°
(N 26°20'00"E 20.87°)	(N 63°05'00"E 20.76°)
L3	L7
N 10°15'01"W 14.43°	S 78°40'45"E 31.45°
(N 10°08'36"W 14.43°)	(S 78°54'20"E 31.46°)
L4	
N 33°53'08"E 11.57°	
(N 33°00'00"E 11.66°)	

Total Disturbed Area

EXISTING HOUSE FOOTPRINT:	2,545 SF
EXISTING DETACHED GARAGE:	552 SF
EXISTING DRIVEWAY (PARTIAL):	1,340 SF

EXISTING OUTDOOR PATIO & POOL:	1,784 SF
EXISTING PAVERS, GRAVEL & STAIRS:	2,308 SF
TOTAL DISTURBED AREA:	8,529 SF



Tree Protection Plan

- Tree protection and fencing is required per City of Austin standards for all existing trees 18 inches in diameter (84-inches in circumference) within the limits of construction. Fencing should protect the entire critical root zone (CRZ) area. Fencing is required to be chain-link mesh at a minimum height of 5-feet. A 6-inch layer of mulch within the entire available root zone area is required for trees which have any disturbance indicated within any portion of the CRZ.
- Per COWI Zoning Ordinance 22.03.304(4) To compensate for the removal of live trees that are not diseased, dying or dead (as defined in accordance with section 22.03.303(b)(7)) and that are removed in accordance with this section, the property owner must install replacement trees according to the following requirements:
 - (A) All trees with trunk diameters equal to or greater than 6-inches and <14-inches must be replaced on a 75% basis. In such cases, the replacement trees planted must have trunk diameters of at least 2-inches.
 - (B) (i) All trees with trunk diameters greater than or equal to 14-inches require a variance to subsection (A) above and must be replaced on a 150% basis. (ii) Trunk diameter less than 6-inches. No replacement required. (iii) From 6-inches to less than 14-inches. 75% replacement required. Must use replacement trees with trunk diameters of at least 2-inches. (iv) Greater than 14-inches requires variance. 150% replacement required. Must use replacement single-trunk trees with trunk diameters of at least two (2) inches.
- No underground utility trenches permitted in 1/2 the area of a tree's CRZ, or within 1/2 of trunk, whichever is the larger diameter.
- No access, parking or material storage within limits of tree protection fence.
- All roots cuts to be clean (no frayed edges). Air spade, fertilize and apply mulch at CRZ of all trees prior to construction. Provide irrigation to trees during construction.
- No piers within 5' of tree trunks.
- After construction, air spade all trees where construction activities have compacted soil within CRZ. Coordinate areas for material storage and delivery with architect and prepare such areas so that they can be effectively used for deliveries and do not conflict with tree protection requirements.
- Provide and maintain an erosion control system with appropriate devices per statutory requirements.
- CRZ of all trees 10 inches and greater.
 - (A) At least fifty percent of the total area (square footage) of the Critical Root Zone must be preserved at natural grade, with natural ground cover.
 - (B) The entirety of the Half CRZ must be protected, with the exception that out or fill of four inches or less is allowed within the 1/2 CRZ.
 - (C) No cut or fill is allowed within the 1/4 CRZ. (See 3.5.0 Austin Environmental Criteria Manual)

Demo Plan General Notes

- The dimensions on this sheet are to face of stud and/or masonry, centerline of column/beam, and face of awning, unless noted otherwise.
- Contractor to field verify all dimensions prior to demolition to verify extent of demo to accommodate new work. If a discrepancy is unforeseen condition is identified, please notify Architect immediately.
- Do not scale the drawings. If a specific dimension is not given, contact Architect for clarification.
- Contractor is responsible for protecting and repairing additional damage arising during both demolition phase and new construction phase on existing partitions, finishes, and building elements that are to remain.
- Items noted to be salvaged are to be returned to the owner unless otherwise noted.
- Tree protection fencing is required for all existing trees 18 inches in diameter (80 inches in circumference) within the limits of construction. Fencing should protect the entire critical root zone (CRZ) area. Fencing is required to be chain-link mesh at a minimum height of five feet. A 6-inch layer of mulch within the entire available root zone area is required for trees which have any disturbance indicated within any portion of the critical root zone.
- Refer to General Requirements for additional information associated with, but not limited to: submittals, shop drawings, samples, cutting and patching, coordination and staging, protection of work.

Demo Plan Legend

- Existing House to be Demolished
- Existing Gravel to be Removed
- Existing Flatwork to be Removed
- Existing Landscape Wall to be Removed
- Existing Wood Deck to be Removed
- Existing Driveway to be Removed
- Existing Tree to be Removed

Demo Plan Keynotes



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Document Seal



08.04.2025

Project Title

Wild Cat Hollow
Residence

1511 Wild Cat Hollow
West Lake Hills, TX
78746

Date	Issue/ Revision
08.04.2025	Permit Comments- Rev A

Drawing Title

Demolition Site Plan

Sheet

30 x 42" Full Scale 1/4" = 1'-0"
12 x 18" Half Scale 1/8" = 1'-0"

D.000.1

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TREE TABLE

100	20' TRP CEDAR	155	3" YALPON
101	11" LIVE OAK	156	3" DBL YALPON
102	15' CEDAR	157	15" DBL CEDAR
103	14' LIVE OAK	158	18" DBL CEDAR
104	3" LIVE OAK	159	8" DBL PERSIMMON
105	3" LIVE OAK	160	9.6" CEDAR
106	13.8" LIVE OAK	170	7.3" LIVE OAK
107	8" DBL CEDAR	171	7" DBL PERSIMMON
108	4.8" LIVE OAK	172	12" HACKBERRY
109	4.8" LIVE OAK	173	13" CEDAR
110	3" LIVE OAK	174	9.2" LIVE OAK
111	9.5" CEDAR	175	9.8" LIVE OAK
112	6.2" CEDAR	176	11.9" LIVE OAK
113	10.8" CEDAR	177	4.5" DBL PERSIMMON
114	6.8" CEDAR	178	12.7" 6T Crape MYRTLE
115	3" PERSIMMON	179	8.8" DBL YALPON
116	6" ST PERSIMMON	180	11" UNKNOWN
117	5.2" DBL PERSIMMON	191	3.7" DBL BLUEWOOD
118	4" DBL PERSIMMON	192	15.5" DBL SPANISH OAK
119	3" DBL PERSIMMON	193	7.7" SPANISH OAK
120	3" PERSIMMON	194	5" YALPON
121	11.4" LIVE OAK	195	4.8" YALPON
122	7.8" QUAD MT LAUREL	196	7" LIGUSTRUM
123	3.4" TRP MT LAUREL	198	9.7" SPANISH OAK
124	12.7" CEDAR	199	18.5" TRP SPANISH OAK
125	7.5" CEDAR	200	11.4" SPANISH OAK
126	4" LIVE OAK	201	6.5" CEDAR
127	11.1" DBL LIVE OAK	202	5.4" CEDAR
128	16.7" DBL LIVE OAK	203	9.8" CEDAR
129	5.9" LIVE OAK	204	12.2" CEDAR
130	8.5" CEDAR	205	14.4" DBL SPANISH OAK
131	10.8" LIVE OAK	208	7" PERSIMMON
132	5.9" DBL LIVE OAK	209	16.4" SPANISH OAK
133	16.9" HACKBERRY	210	20.5" TRP CEDAR
134	7.5" DBL HACKBERRY	212	8.9" CEDAR
135	8.7" CEDAR	213	17.5" DBL SPANISH OAK
136	17.6" CEDAR	214	4.9" SPANISH OAK
137	15.8" CEDAR	222	13.2" CEDAR
138	7.7" CEDAR	223	6.5" CEDAR
139	5.8" CEDAR	224	14.1" CEDAR
140	13.8" CEDAR	225	11.8" CEDAR
141	15.5" CEDAR	226	6.3" DBL SPANISH OAK
142	10.3" CEDAR	227	13.3" CEDAR
143	4.7" YALPON	228	9.3" CEDAR
144	8.8" CEDAR	229	9.3" CEDAR
145	12.2" CEDAR	230	10.9" CEDAR
146	6.8" CEDAR	231	3.7" TRP YALPON
147	5.5" MAGNOLIA	232	12.1" CEDAR
148	11.8" DBL CEDAR		
149	7.7" SPANISH OAK		
150	10.1" SPANISH OAK		
151	10.1" SPANISH OAK		
152	7.7" LIVE OAK		
153	3.1" DBL YALPON		

LINE TABLE

L1	S 26°10'09"W 11.36° (11.48°)	L5	N 84°35'26"E 31.50° (N 84°41'51"E 31.51°)
L2	N 26°14'53"E 20.86° (N 26°20'00"E 20.87°)	L6	N 62°58'35"E 20.75° (N 63°05'00"E 20.76°)
L3	N 10°15'01"W 14.43° (N 10°08'38"W 14.43°)	L7	S 78°40'45"E 31.45° (S 78°34'20"E 31.46°)
L4	N 33°53'08"E 11.57° (N 33°00'00"E 11.66°)		

PROPOSED IMPERVIOUS COVER

HOUSE FOOTPRINT: 3,126 SF
DETACHED GARAGE: 575 SF
NEW DRIVEWAY & RETAINING WALLS: 1,066 SF

NEW OUTDOOR PATIO: 243 SF
BRICK PAVERS & WALKWAYS: 366 SF
AC PADS: 18 SF
GRAVEL w/o COMPACTED BASE: 775 SF*
GRAVEL w/COMPACTED BASE: 1,285 SF*
NEW LANDSCAPE WALLS: 60 SF
NEW POOL (Separate Permit): 375 SF

EXISTING SITE RETAINING WALLS: 186 SF
EXISTING DRIVEWAY (Reduction): 701 SF
TOTAL PROPOSED IC: 8,776 SF = 28.1%***

ALLOWABLE IC 30%** 9,367 SF
PROPOSED IC %: 28.1%✓

*Per COWHL Code 1.01.003 (1) & (3)(B)(i)
** Per Variance Approval # 2024-1198
*** Per COWHL Drainage & Erosion Manual, Table 2-1 Residential Development Categories

CODE ANALYSIS

Property ID: 117351
Parcel ID: 0117130111
Building Type: R-1 (One-Family Residential)
Legal Description: LOT 3 AMENDED PLAT L7S 4 & 5 WILDCAT NO 1 LTS 384 RESUB OF LT 3 BK 3 SHELTON SUBD

Fully Developed Floodplain: No
FEMA Floodplain: No
Austin Watershed Regulation Areas: No
Watershed Boundaries: No
Creek Buffers: No
Edwards Aquifer Recharge Zone: No
Edwards Aquifer Recharge Verification Zone: No
Erosion Hazard Zone Review Buffer: No

Zoning Jurisdiction: City of West Lake Hills Zoning Ordinances
County: Travis

Min. Lot Size: 1 acre
Min. Lot Depth: 150 ft
Min. Lot Width: 150 ft
Min. Setbacks: 30 ft
Front Yard: 25 ft
Side Yard: 30 ft
Rear Yard: 30 ft
Max. Building Height: 32 ft Above Natural Grade <25% Slope
32 ft Above Natural Grade >25% Slope
30% of Lot Area = 9,367 sf Allowable* (see approved variance File No: 2024-1198)

Existing Lot Size: 31,223 sf (0.717 acres)
Existing Lot Depth: 145 ft
Existing Front Yard Setback: Varies (pre-dates COWHL Zoning Ordinances)
Existing Impervious Cover: 9,312 sf >30% of Lot Area > 25% COWHL 20's

Existing Lot Non-Conformance:
1. Lot Area Under 1 acre (0.717 acres)
2. Min. Lot Depth (145 ft)
3. Existing Home, to be Demolished

Variance Approval:
Variance File No: 2024-1198
Date of Hearing: May 8th, 2024
Date of Approval: May 8th, 2024
Variance Request: 1. Section 22.03.281(b) to allow an increase area of impervious cover to 30% where 25% is the maximum and.
2. Section 22.03.281(b) to allow for up to 30 ft encroachment of the building and grading into the 50 ft setback
3. Existing Home, to be Demolished

COWHL Zoning Ordinance 22.03.281
COWHL Zoning Ordinance 22.03.272 & 281, 38.02.007 (b.3)
Triggers current COWHL Zoning Ordinance Setbacks

Hydrant #H122 Flow 1,500-1,999, per COWHL Flow Test Results for Water District 10

SITE PLAN GENERAL NOTES

- All spot elevations to be verified in field prior to construction. Notify Architect of any discrepancies. Site dimensions are to exterior of finished face.
- Benchmark to be verified with architect prior to construction.
- Do not scale the drawings. If a specific dimension is not given, contact Architect for clarification.
- Contractor is responsible for protecting and repairing additional damage arising during both demolition phase and new construction phase on existing partitions, finishes, and building elements that are to remain.
- Refer to submittals, shop drawings, samples, cutting and patching, coordination and staging, protection of work.

TREE PROTECTION PLAN

- Tree protection and fencing is required per City of Austin standards for all existing trees 19 inches in diameter (16-inches in circumference) within the limits of construction. Fencing should protect the entire critical root zone (CRZ) area. Fencing is required to be chain-link mesh at a minimum height of 54-inches. A 6-inch layer of mulch within the entire available root zone area is required for trees which have any disturbance indicated within any portion of the CRZ.
- Per COWHL Zoning Ordinance 22.03.304(1) To compensate for the removal of live trees that are not diseased, dying or dead (as defined in accordance with section 22.03.303(b)(7)) and that are removed in accordance with this section, the property owner must install replacement trees according to the following requirements:
 - All trees with trunk diameters equal to or >8-inches and <14-inches must be replaced on a 75% basis. In such cases, the replacement trees planted must have trunk diameters of at least 2-inches.
 - All trees with trunk diameters greater than or equal to 14-inches require a variance to subsection (a)(i) above and must be replaced on a 100% basis.
 - Trunk diameter less than 8-inches. No replacement required.
 - From 6-inches to less than 14-inches, 75% replacement required. Must use replacement trees with trunk diameters of at least 2-inches.
 - Greater than 14-inches requires variance, 100% replacement required. Must use replacement single-trunk trees with trunk diameters of at least two (2) inches.
- No underground utility trenches permitted in 1/2 the area of a tree's CRZ, or within 1/2 of trunk, whichever is the larger diameter.
- No access, parking or material storage within limits of tree protection fence.
- All roots cuts to be clean (no frayed edges). Air spade, fertilize and apply mulch at CRZ of all trees prior to construction. Provide irrigation to trees during construction.
- No piles within 5' of tree trunks.
- After construction, air spade all trees where construction activities have compacted soil within CRZ. Coordinate areas for material storage and delivery with architect and prepare such areas so that they can be effectively used for deliveries and do not conflict with tree protection requirements.
- Provide and maintain an erosion control system with appropriate devices per statutory requirements.
- CRZ of all trees 10 inches and greater:
 - At least fifty percent of the total area (square footage) of the Critical Root Zone must be preserved at natural grade, with natural ground cover.
 - The entirety of the Half CRZ must be protected, with the exception that cut or fill of four inches or less is allowed within the 1/2 CRZ.
 - No cut or fill is allowed within the 1/4 CRZ. (See 3.5.0 Austin Environmental Criteria Manual)



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Document Seal



08.04.2025

Project Title

Wild Cat Hollow
Residence

1511 Wild Cat Hollow
West Lake Hills, TX
78746

Date	Issue/ Revision
08.04.2025	Permit Comments-Rev A

Drawing Title

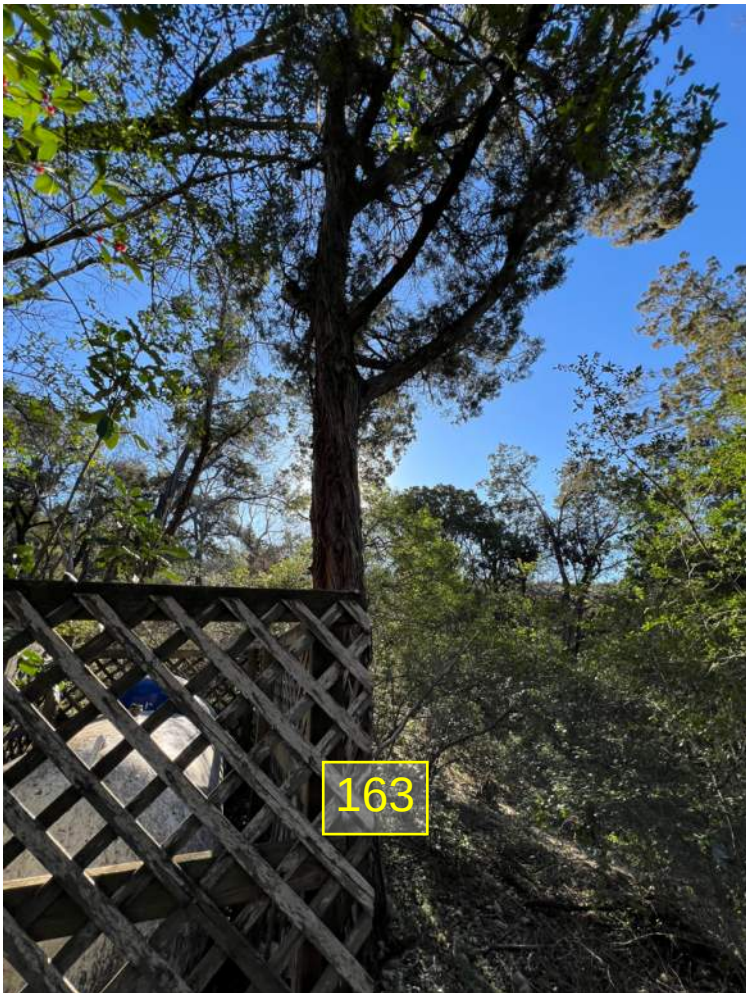
Proposed Site Plan

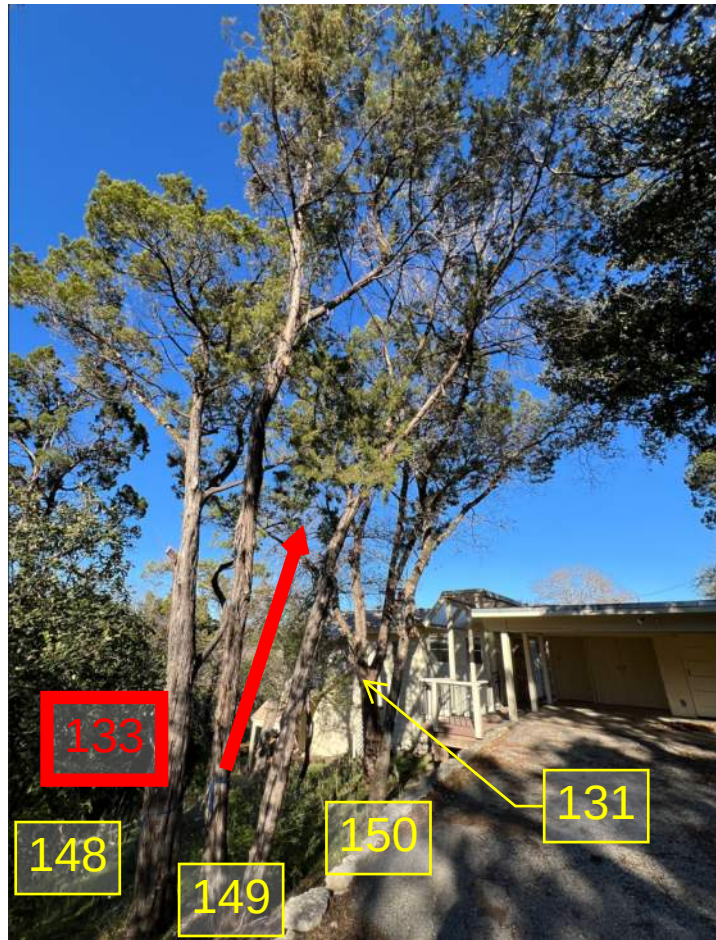
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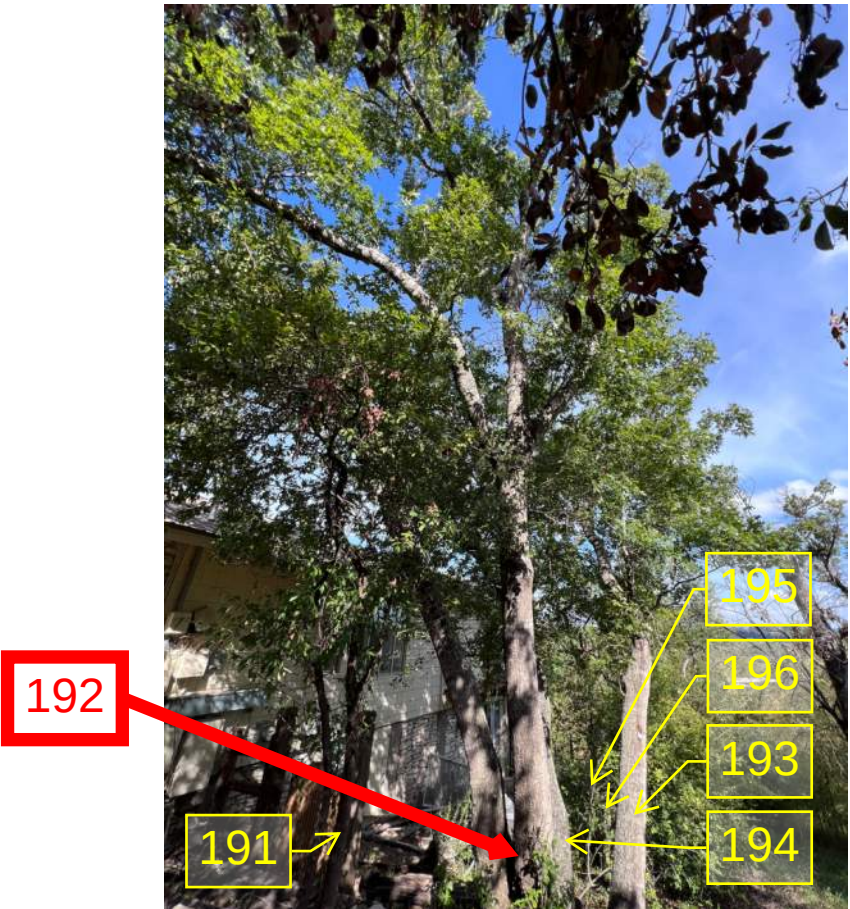
30 x 42" Full Scale 1/4" = 1'-0"
12 x 18" Half Scale 1/8" = 1'-0"

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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 HEARTWOOD 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 YAUPOW 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 Brandimarte DATE _____

ADDRESS _____ CITY _____ ZIP _____

E-MAIL ADDRESS _____

PHONE # _____

☐ I will speak on an item NOT on the agenda

Subject: 207 Yapon

☐ 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 VLHI ZIP 78746

E-MAIL ADDRESS xtel@aoc.com

PHONE # 512-658-2876

☐ I will speak on an item NOT on the agenda

Subject: 207 ~~DEB~~ 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 Faison DATE 9-17
ADDRESS 1202 Double Bend Blvd CITY Asa 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 support~~ in opposition ☒ or I have a question/comment

OR

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

Exhibit A

1511 Wildcat Hollow – Tree Removal

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.

Tree #133, a 15.5" Hackberry, poses a significant safety hazard due to its heavy lean towards the proposed new construction. This lean creates a risk during the construction phase and also after the home is occupied. Hackberry's are also a non-native species and should be considered for immediate removal.

Secondly, tree #192, a 15.5" Spanish Oak, is located very near the limits of construction and is unlikely to survive the construction process. Alex Sanchez has also indicated that a variance and mitigation will be needed for the removal of these two trees.

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

This site is heavily vegetated with numerous trees. We plan to include additional landscape features and intend to mitigate the removal of these two trees. The surrounding area will not be disturbed.

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

The existing site was not in compliance for the following reasons listed below. A variance, #2024-1198, was approved to address these hardships. Given the odd geometry of the site boundary, the proposed home is shimmed between the largest tree on the site #131- 19.6" Live Oak on the left, and the future septic field and neighbor on the right. It was our intent to save these trees as part of the permit application, however after meeting with Alex Sanchez, we deemed these trees eligible for removal. We plan to mitigate these two trees with added landscape at the front yard to shield the home from the street and adjacent neighbor.

1. Total site area is less than 1 acre (0.717 acres)
2. Overall lot depth is less than 150ft (145ft)
3. Intent to demolish the existing 1964 home, carport and pool deck triggers current COWLH Zoning Ordinance setbacks and initiates a new 50ft front setback line.
4. New COWLH 50ft front setback line results in loss of buildable site area of 27% > 25% maximum.

5. The new COWLH 50ft front setback line produces unreasonable encroachment upon new buildable area by 30ft at its greatest point, accounting for 50% of the overall buildable dimension of 60ft.

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

Tree #133, 15.5" Hackberry, poses a significant safety hazard and could fall imminently. Removing this tree will be safer for all.

By mitigating, we will add new native landscape to the front yard and bolster the surrounding greenery. In doing so, it will also protect the home from the street and provide a green buffer to the adjacent neighbor.

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

This site will be enhanced by introducing native trees which are expected to promote and strengthen new vegetation growth in the area.

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

The proposed home design is nested within the topography of the site. Our comprehensive overall design for this site is to greet nature with a gentle touch as much as possible. The overall aesthetic will enhance the neighborhood with planned trees at the street and the home will be less visible.

1511 Wildcat Hollow

4. Discuss and make a recommendation to the 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)
 1. Tree #133 – 15.5” Hackberry
 2. Tree #192 – 15.5” Spanish Oak

Applicant: Matt Sener, Michael Hsu Office of Architecture



1511 Wildcat Hollow



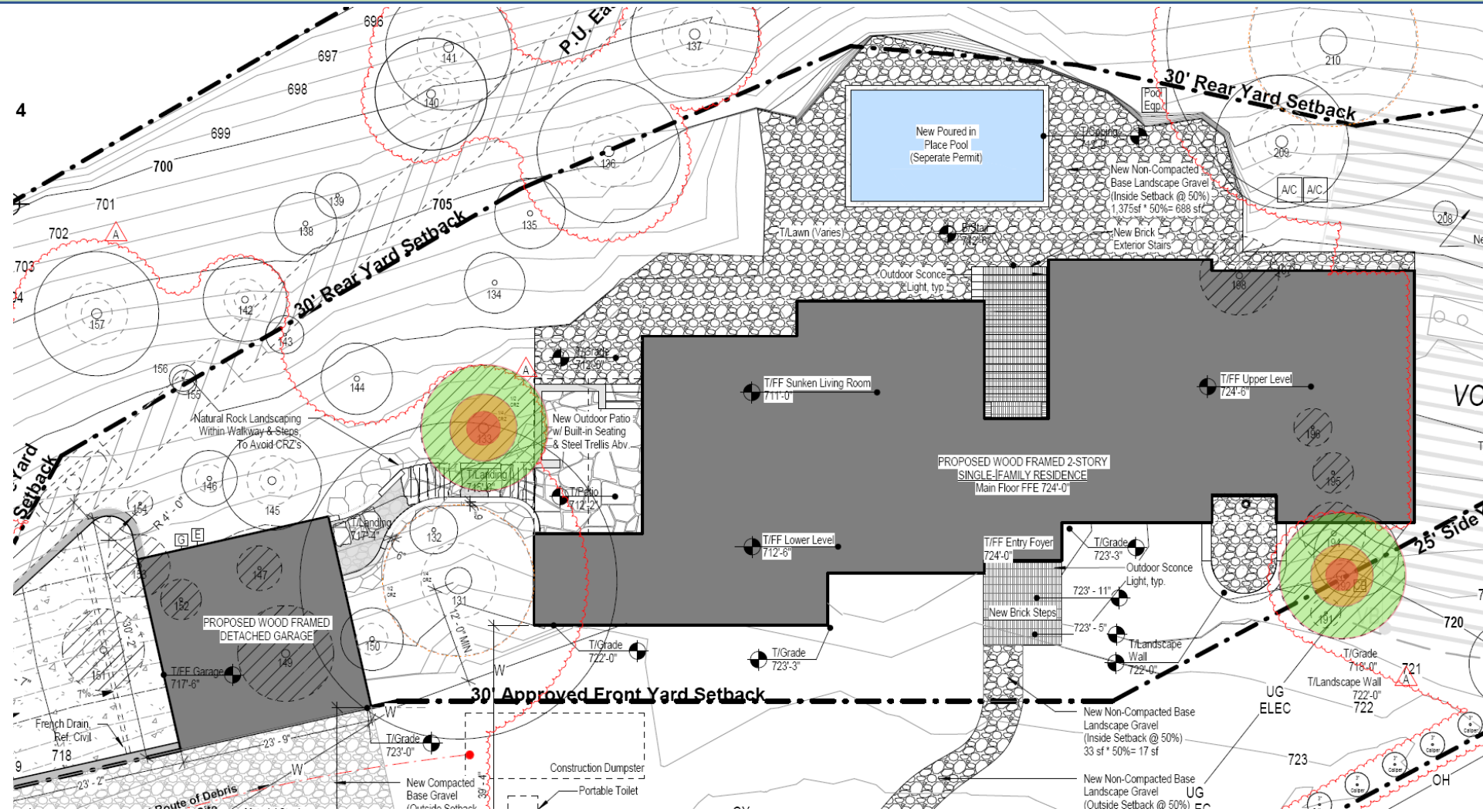
1511 Wildcat Hollow

- The applicant has a new residential construction application in review to demolish and replace the existing 3,675 sf house built in 1964 with a 4,025 sf house.
- The property received variances on May 8, 2024
 - (1) for the removal of a 17.7-inch cedar;
 - (2) to allow for impervious cover of 30% where 25% is the maximum; and
 - (3) to allow for up to a 30-foot encroachment of the building and grading into the 50-foot front setback.



1511 Wildcat Hollow

1. Tree #133 – 15.5"
Hackberry
2. Tree #192 – 15.5"
Spanish Oak



1511 Wildcat Hollow

Public Comment:

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



1511 Wildcat Hollow

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 3-1 (Maccini opposed) 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.

The applicant has provided their findings in Exhibit A.

1511 Wildcat Hollow

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.

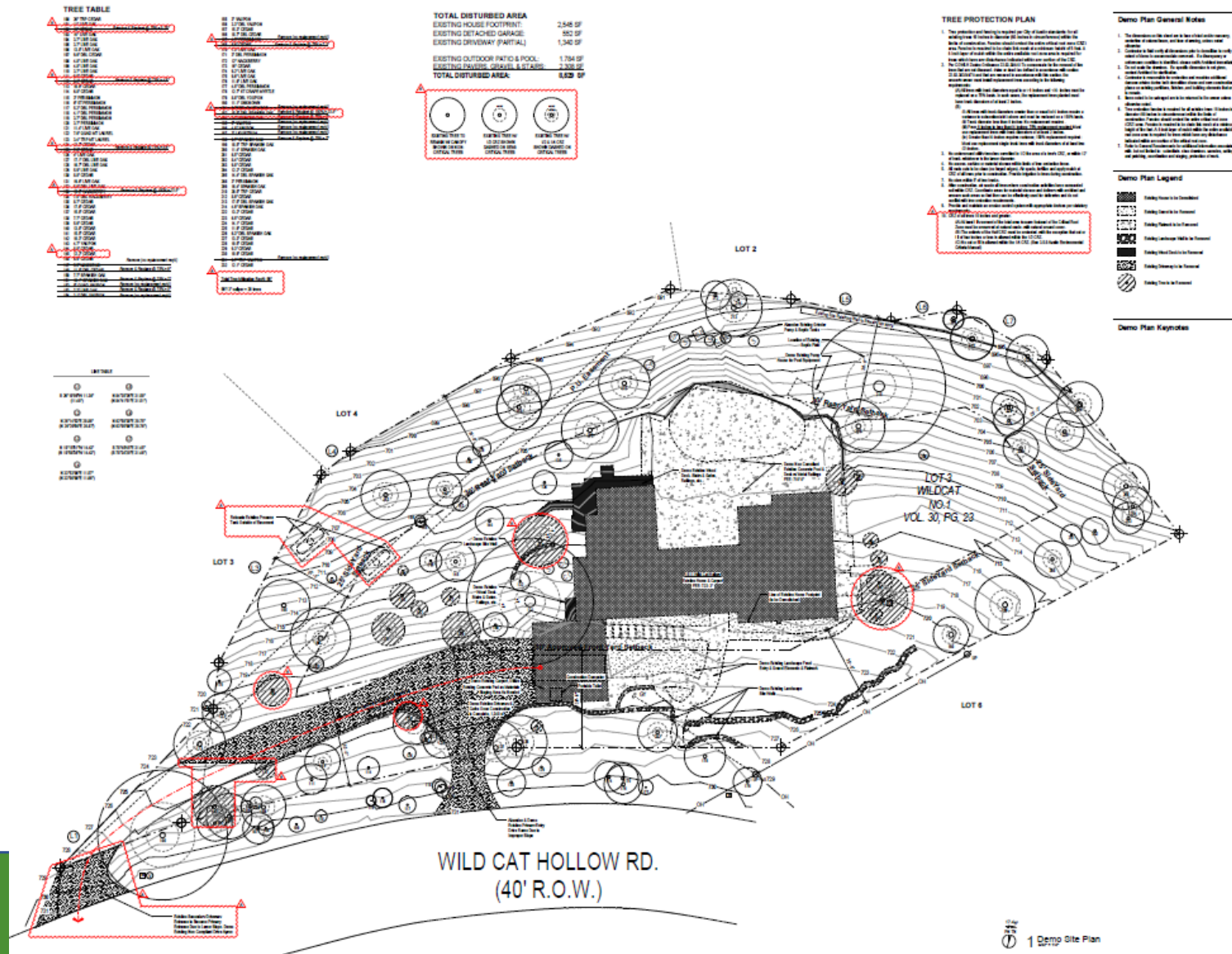
The City Council can recommend imposition of reasonable conditions upon granting a variance if the conditions are related to the subject of the variance.

1511 Wildcat Hollow

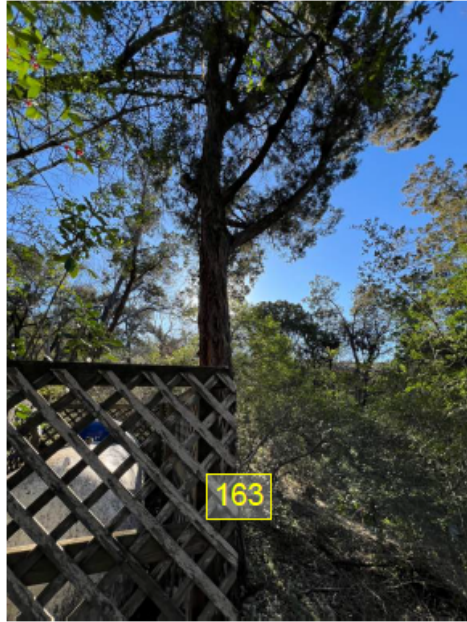
Applicant Presentation



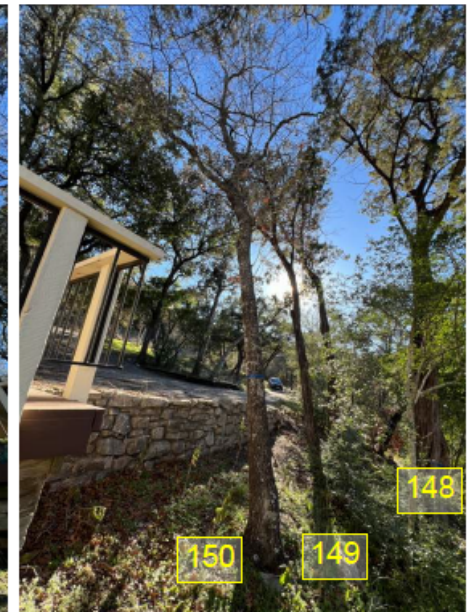
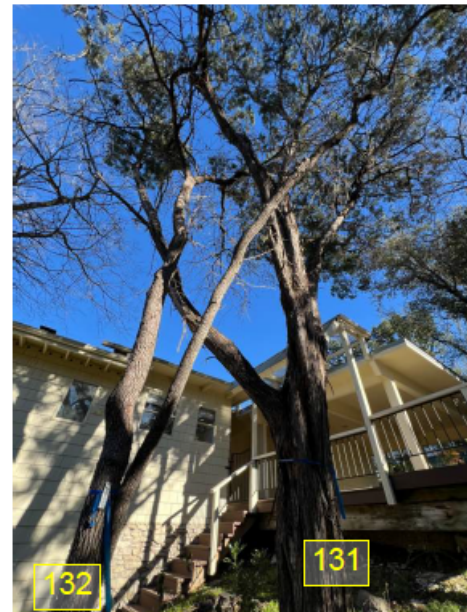
1511 Wildcat Hollow



1511 Wildcat Hollow



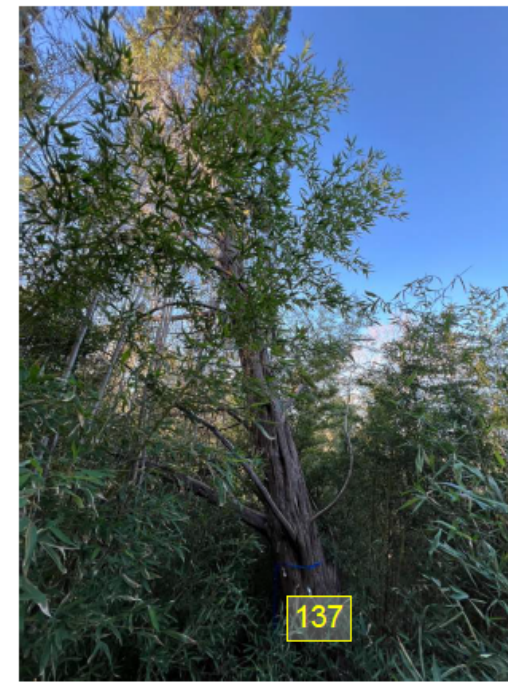
133



1511 Wildcat Hollow



1511 Wildcat Hollow





City of West Lake Hills City Council

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

1206 Yaupon Valley Road: Discuss and consider action on a recommendation from ZAPCO 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: 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 City Council 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 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 denial by a vote of 4-0, 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 (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:

Fence transparency

Code Requirements

(6) Front-yard fence requirements.

(A) Front-yard fences shall:

(i) Be landscaped on the side(s) facing the street(s) with native vegetation from the city's recommended plant list so that a minimum of 80% of the total area of the front-yard fence exposed to the streetscape is effectively screened from view;

(ii) Be constructed to allow a minimum of 80% visibility through the front-yard fence prior to the installation of the landscaping required in subsection (6)(A) above;

(iii) Blend in with their natural surroundings in both color (e.g., brown, black, rust, etc.) and texture and by means of landscaping.

(iv) Have columns, posts, supports, or other components that are made of metal (excepting chainlink), brick, rock, stone, or wood in order to complement the principal structure on the property and the natural surroundings.

(B) Except as may be required by subsection (5) above, the setback distance for a front-yard fence shall be determined as follows:

(i) For lots less than 0.75 acre, the minimum front setback distance for front-yard fences shall be 20 feet from the nearest pavement edge of the public or private street, provided that no fence shall be constructed in the right-of-way.

(ii) For lots 0.75 acre and larger, the minimum front setback distance for front-yard fences shall be 30 feet from the nearest pavement edge of the public or private street, provided, that no fence shall be constructed in the right-of-way.

(iii) Rear and side setbacks set forth in section 22.03.281 do not apply to front-yard fences.

(8) Walls.

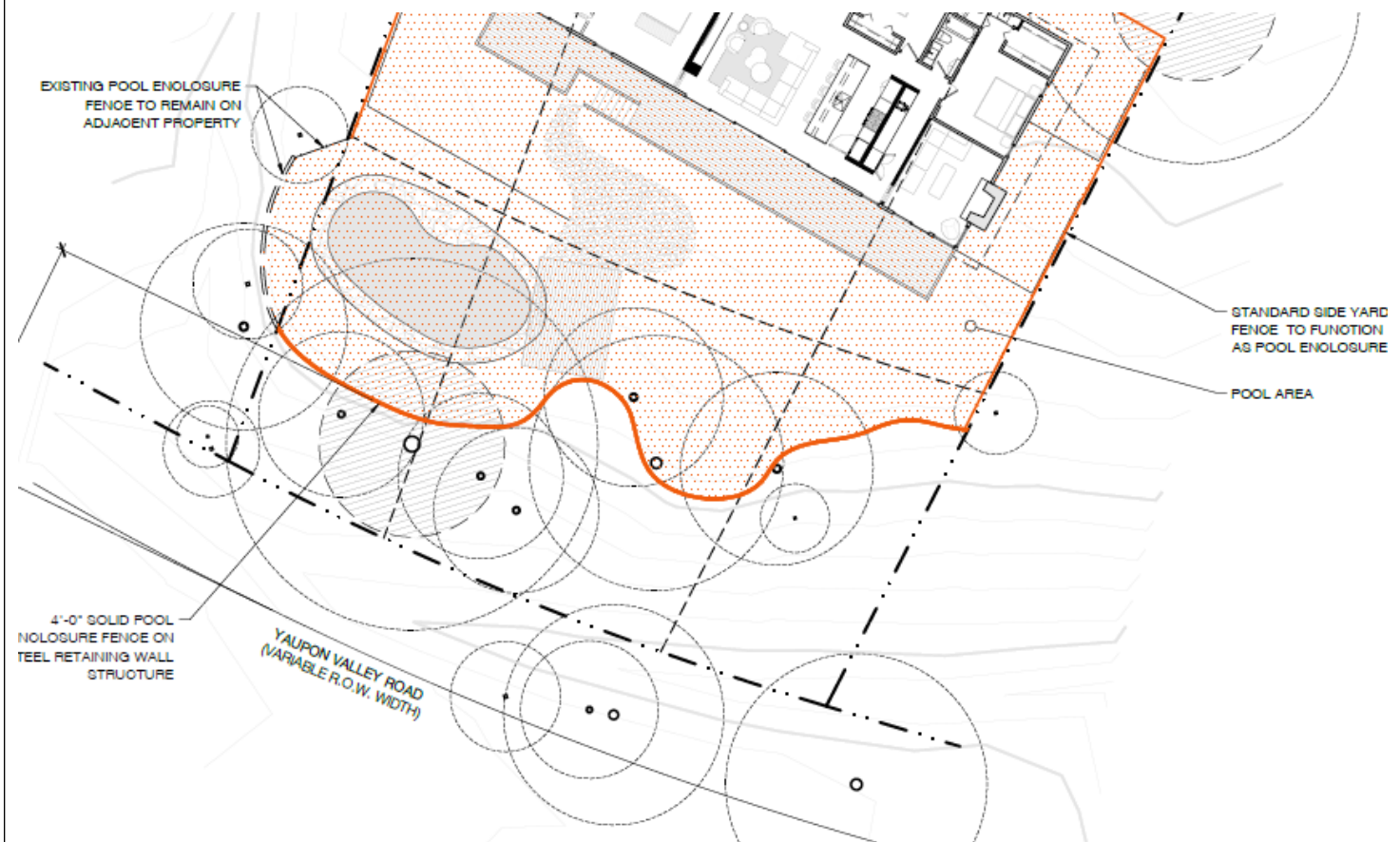
Walls are considered a type of fence. Walls used as front-yard fences are treated as accessory structures and shall:

- (A) Have the same front setback requirements as a principal building under the appropriate category in section 22.03.281;
- (B) Meet all front-yard fence requirements stated in subsection (6) of this section, except for subsection (6)(A)(ii).

Requests:

1. Allow for a front-yard fence with 0% visibility, where 80% is the minimum allowed by code (Section 22.03.173).

The applicant is proposing to allow the pool enclosure fence (which also is the front yard fence) to be made of solid materials for privacy. The proposed fence is approximately 34 feet from the edge of pavement, but approximately 20 feet from the front property line. A fence can be a solid wall (not transparent) with it is at or behind the front setback, which is 50 feet from Yaupon Valley.



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 variance. Two other residents expressed concern about the total height of the fence (Attachment 6).

Variance Criteria Review:

Trees follow the procedure and notice found in Section 22.03.511 Procedure and notice:

- (a) The city council, when petitioned for a variance, after 16 days' written notice to all property owners within 300 feet of the subject property, shall hold a hearing, and the city council may vary the application of any provision of this article to any particular case when, in its opinion, the enforcement thereof would do manifest injustice, and would be contrary to the spirit and purpose of this article or public interest, or when, in its opinion, the interpretation and recommendation of the zoning and planning commission should be modified or reversed.
- (b) A decision of the city council to vary the application of any provision of this article shall specify in what manner such variance is made, the conditions upon which it is made and the reasons thereof.

The criteria and process for granting a variance found in Section 22.03.514:

No variance shall be granted under this chapter unless the following criteria are fulfilled:

- Findings. The applicant has established by competent evidence that:
 - The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.
 - There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
 - There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
 - The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
- ZAPCO. The recommendation of zoning and planning commission shall include an analysis of whether:
 - The variance may violate the intent of this chapter or the goals of the city's comprehensive plan; and
 - The variance may have an adverse effect on neighborhood properties, or interfere with the respective owners' enjoyment thereof; and
 - When considering variance requests for nonresidential projects in the Commercial Overlay District, whether the variance, when considered as part of the proposed project (as a whole), furthers achievement of the land planning principles set forth in the city's master plan, attachment B, as codified in article 28.02 of this code.

- 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 in the commercial overlay district 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 article 28.02 of this code.

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.

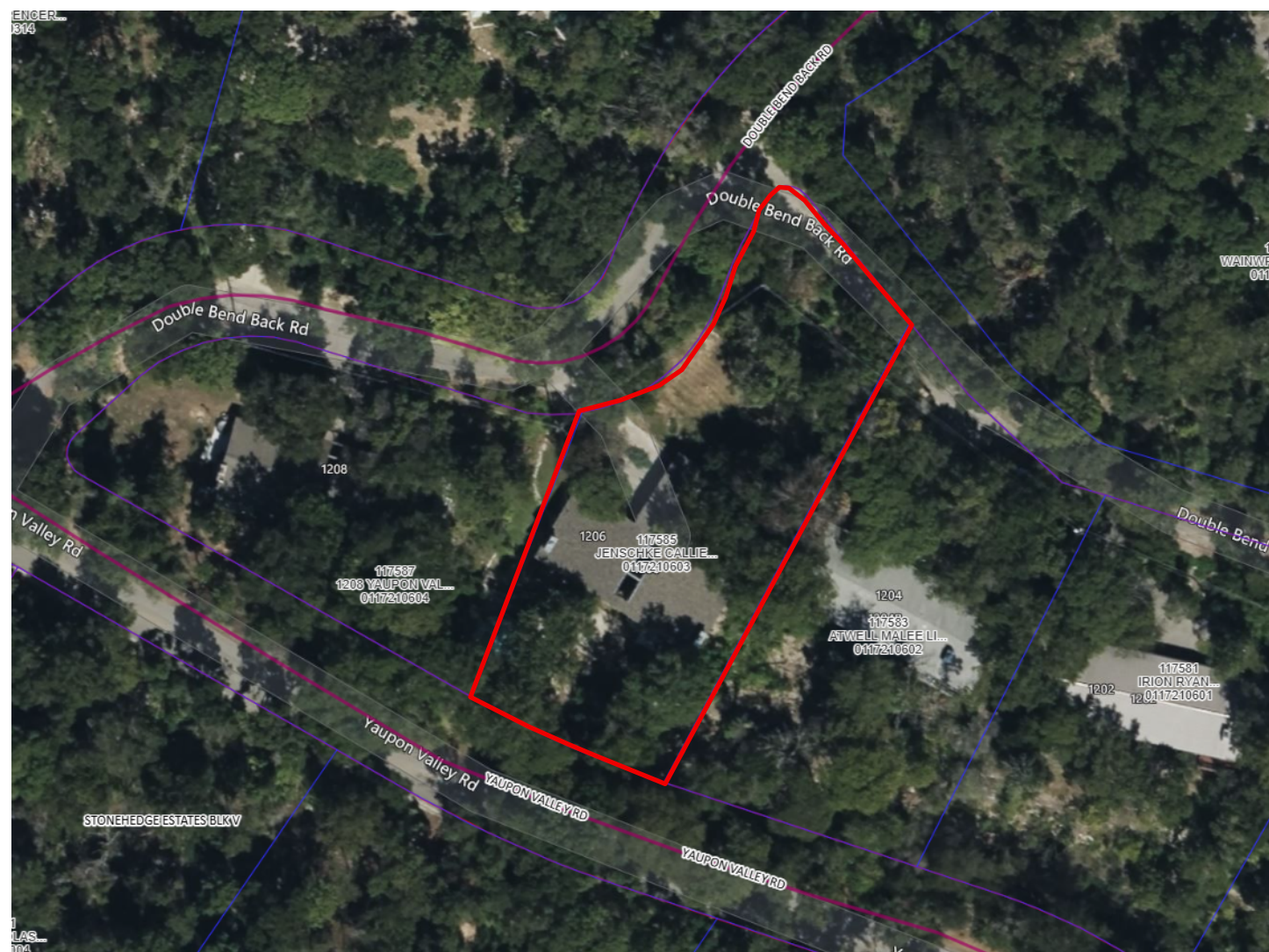
Links to Relevant Code:

- [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

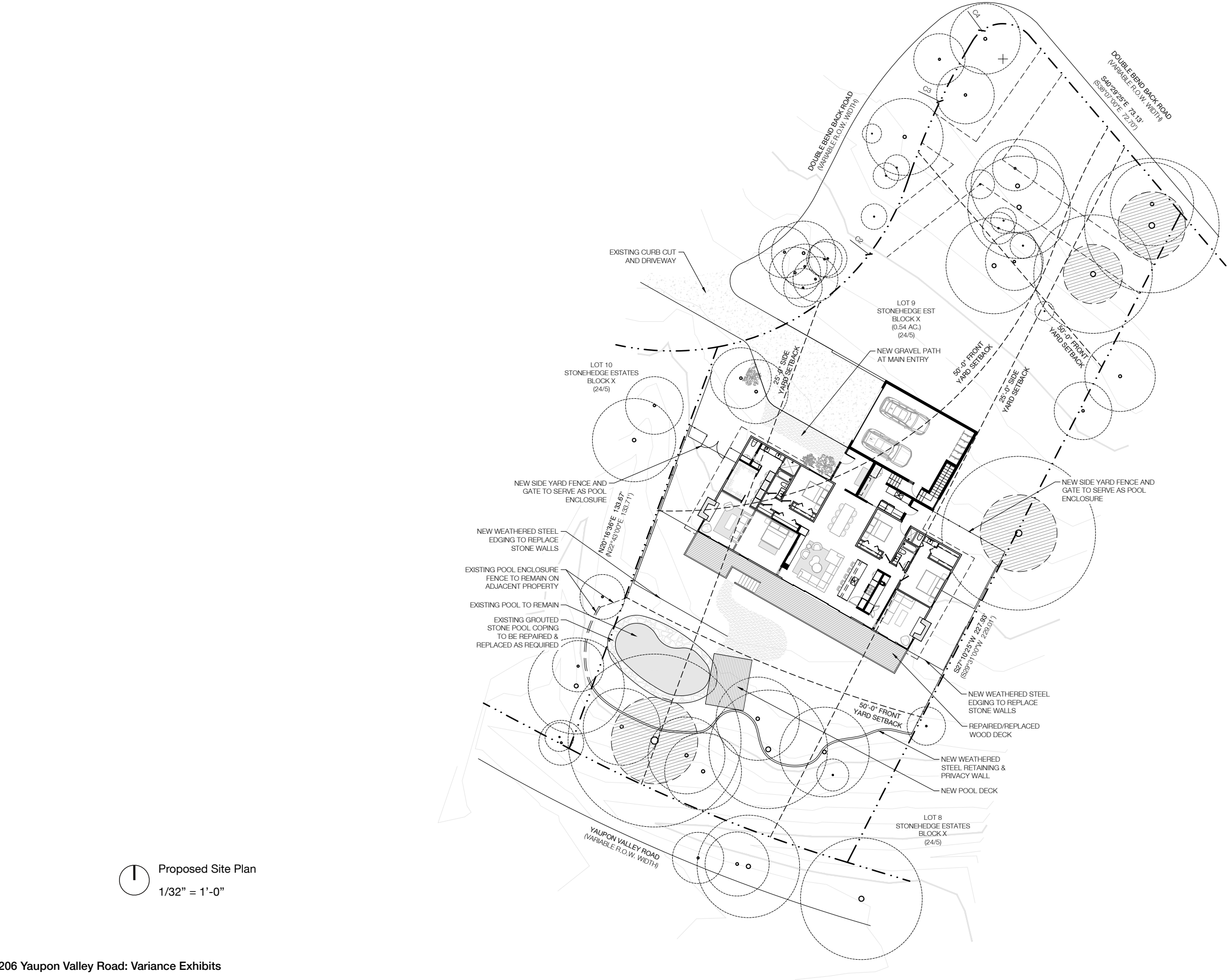
We hope you find this application complete and in order as we respectfully request your consideration of these variance requests.

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

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.

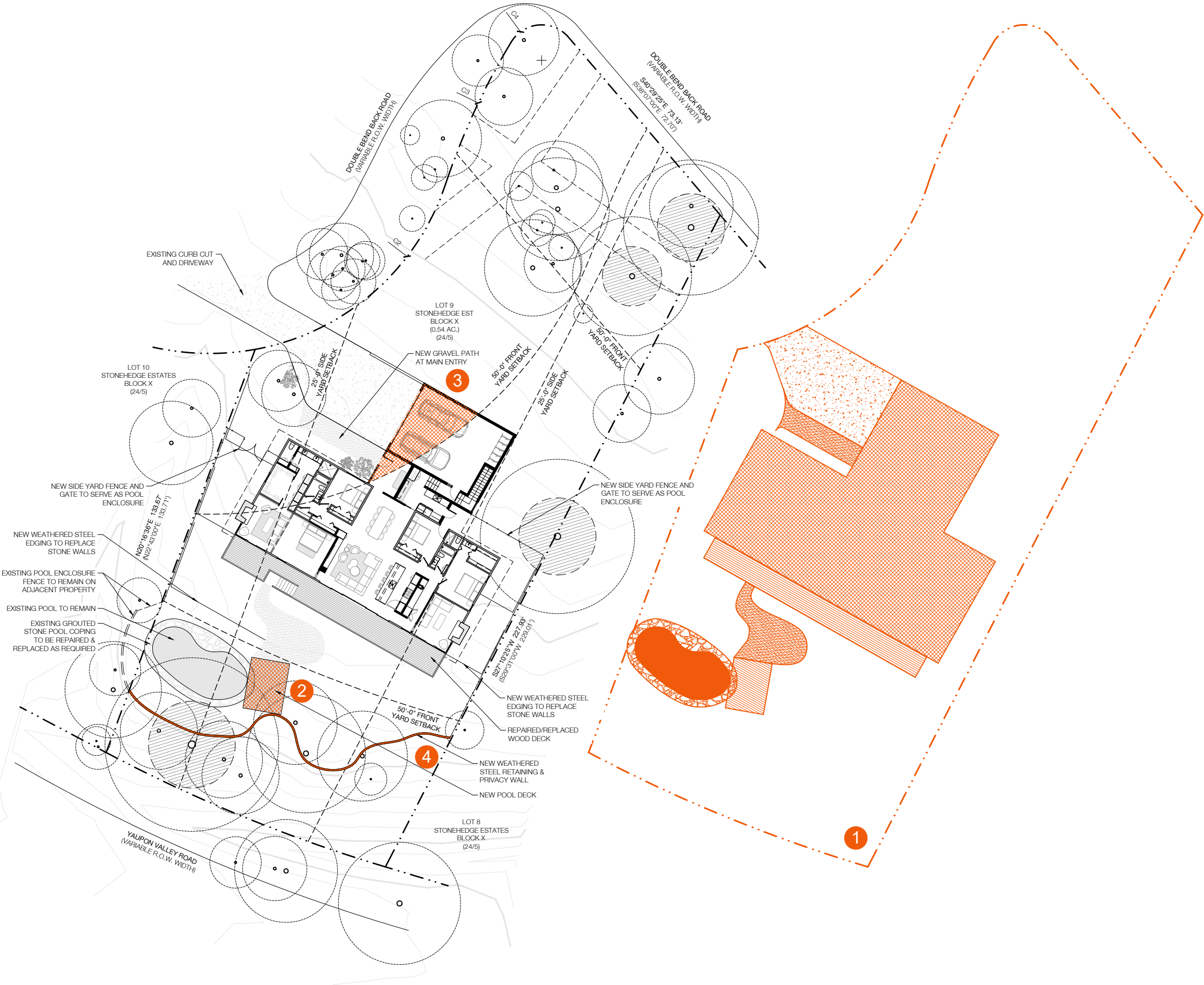
A new pool enclosure will be required per §22.03.167-Pools. Given the location of the existing pool and its proximity to the street, we request a variance to allow the pool enclosure facing Yaupon Valley Road to be made of solid materials for privacy as outlined in §22.03.173-Fences. As such, the pool 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"

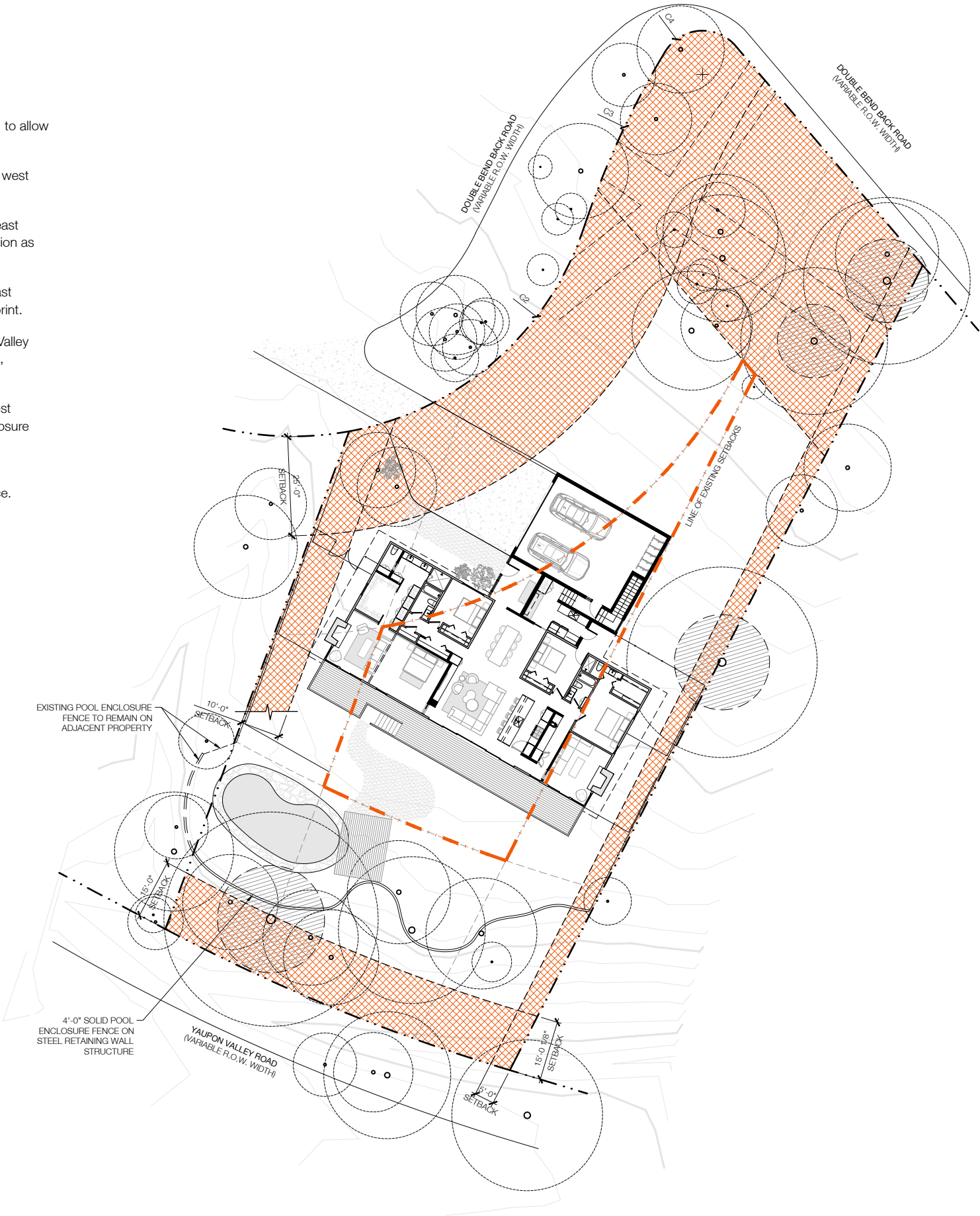


Proposed Variances

- 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)



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

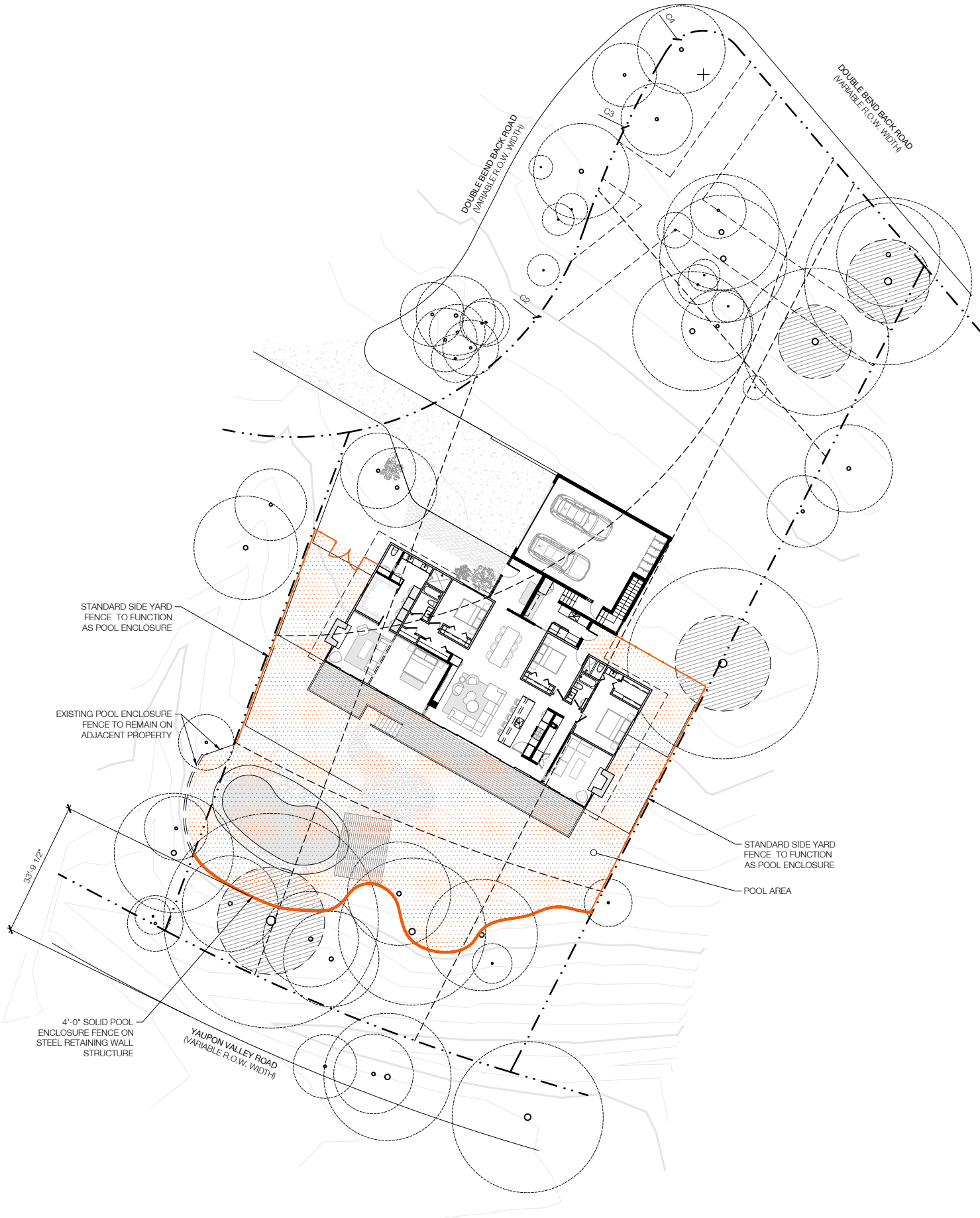


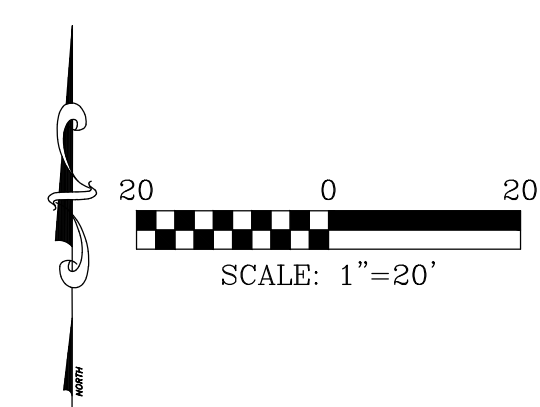
Existing View from Yaupon Valley Road

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



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





LEGEND

- BENCHMARK
- 1/2" IRON ROD W/ PLASTIC CAP
STAMPED "BCG" SET
- GUY WIRE
- POWER POLE
- WATER VALVE
- WATER METER
- ELECTRIC BOX
- ELECTRIC METER
- CLEAN OUT
- IRRIGATION CONTROL VALVE
- FIRE HYDRANT
- AC UNIT
- OVERHEAD ELECTRIC
- FENCE
- EXISTING CONTOUR LINE

CLOSEST FIRE HYDRANT



- NOTES:
- BEARING BASIS IS TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NAD83 BASED ON MULTIPLE, REPEATED OBSERVATIONS ON CONTROL POINT 99 WITH THE ALTERRA RTKNET VRS NETWORK. SITE DATA WAS COLLECTED VIA RTK UTILIZING CONTROL POINT 99 AS BASE STATION.
 - DISTANCES AND COORDINATES SHOWN HEREON ARE BASED ON GRID MEASUREMENTS.
 - VERTICAL DATUM: NAVD 88 (GEOID18) BASED ON MULTIPLE, REPEATED OBSERVATIONS ON CONTROL POINT 99 WITH THE ALTERRA RTKNET VRS NETWORK.
 - CONTOUR INTERVAL IS 2 FT.
 - UNDERGROUND UTILITIES, PIPELINES, SPRINKLER SYSTEMS, VALVES, BOXES, AND/OR SPRINKLER HEADS THAT MAY EXIST, ARE NOT SHOWN HEREON.
 - ELEVATIONS SHOWN HEREON ARE REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88) AND WERE CALCULATED BY APPLYING VERTICAL SHIFTS DERIVED FROM GEOID MODEL 2018 TO ELLIPSOID HEIGHTS CALCULATED FROM GPS/GNSS OBSERVATIONS REFERENCED TO THE NORTH AMERICAN DATUM OF 1983, CORS ADJUSTMENT (NAD83 (NA2011)).

FILE: V:\09165-01-001 1206 YAU PON TOPO.DWG			
DATE: 05/15/2025	DRAWN BY: EAH	CREW: CC	
SCALE: 1"=20'	CHECKED BY: DWC	FB #: 62	
JOB #: 09165-01-001	FN #:	PLAN #:	
		X.X.X.	
		MM-DD-YY	
NO.	REVISION	BY	DATE

PLOT DATE: May 27,2025--11:33am

Bowman
CONSULTING

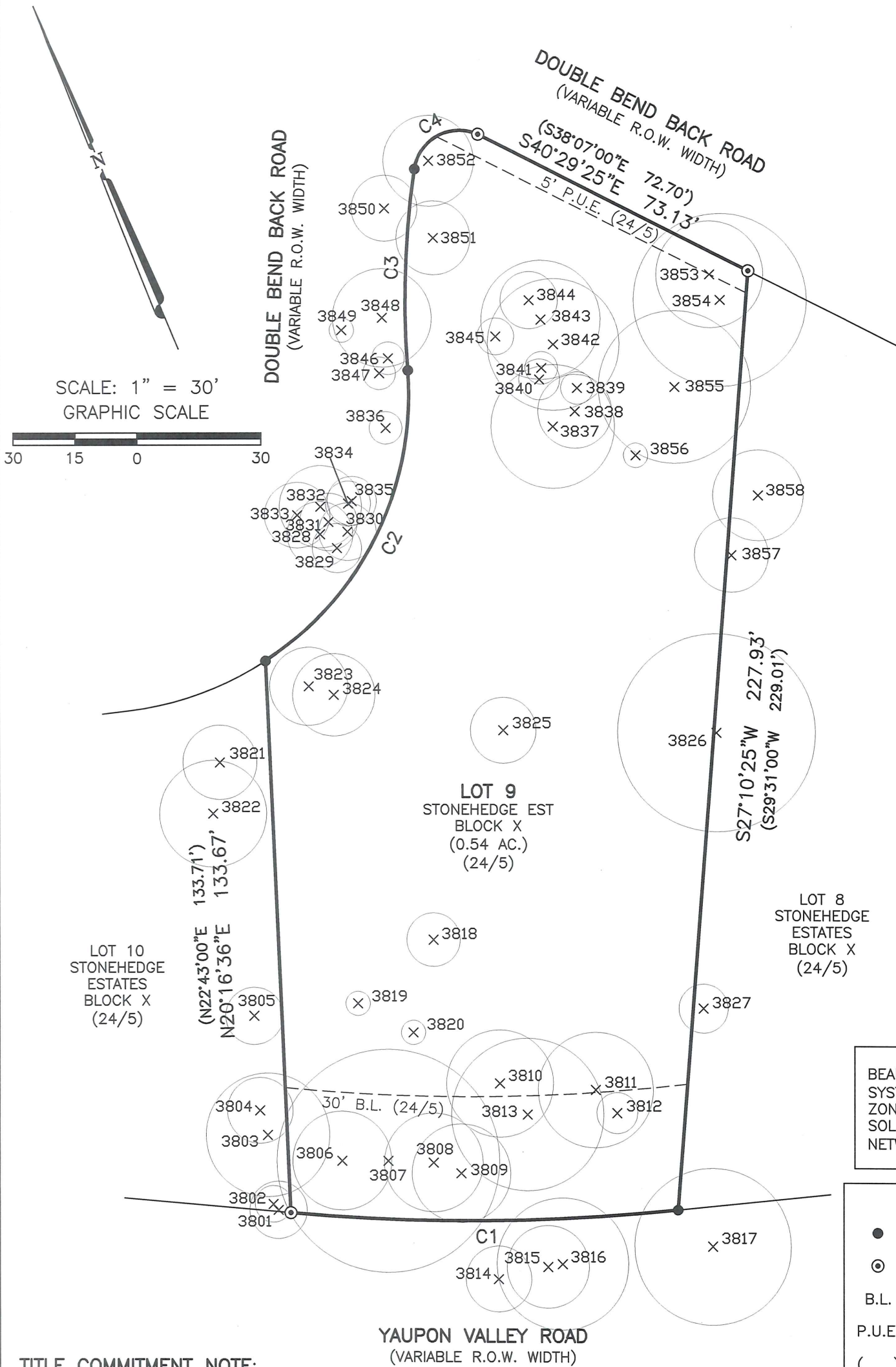
Bowman Consulting Group, Ltd.
807 Las Cimas Pkwy, Las Cimas II, #350, Austin, Texas 78746
Phone: (512) 327-1180 Fax: (512) 327-4062
www.bowmanconsulting.com © Bowman Consulting Group, Ltd.

TBPE Firm No. F-14309 | TBPLS Firm No. 101206-00

TOPOGRAPHIC SURVEY
1206 YAU PON VALLEY RD

SHEET 01 OF 01

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	INDICATES MULTI TRUNK
514	LO	17 14 11
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	CRAPPE	MYRTLE 6 4 3
3824	CRAPPE	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

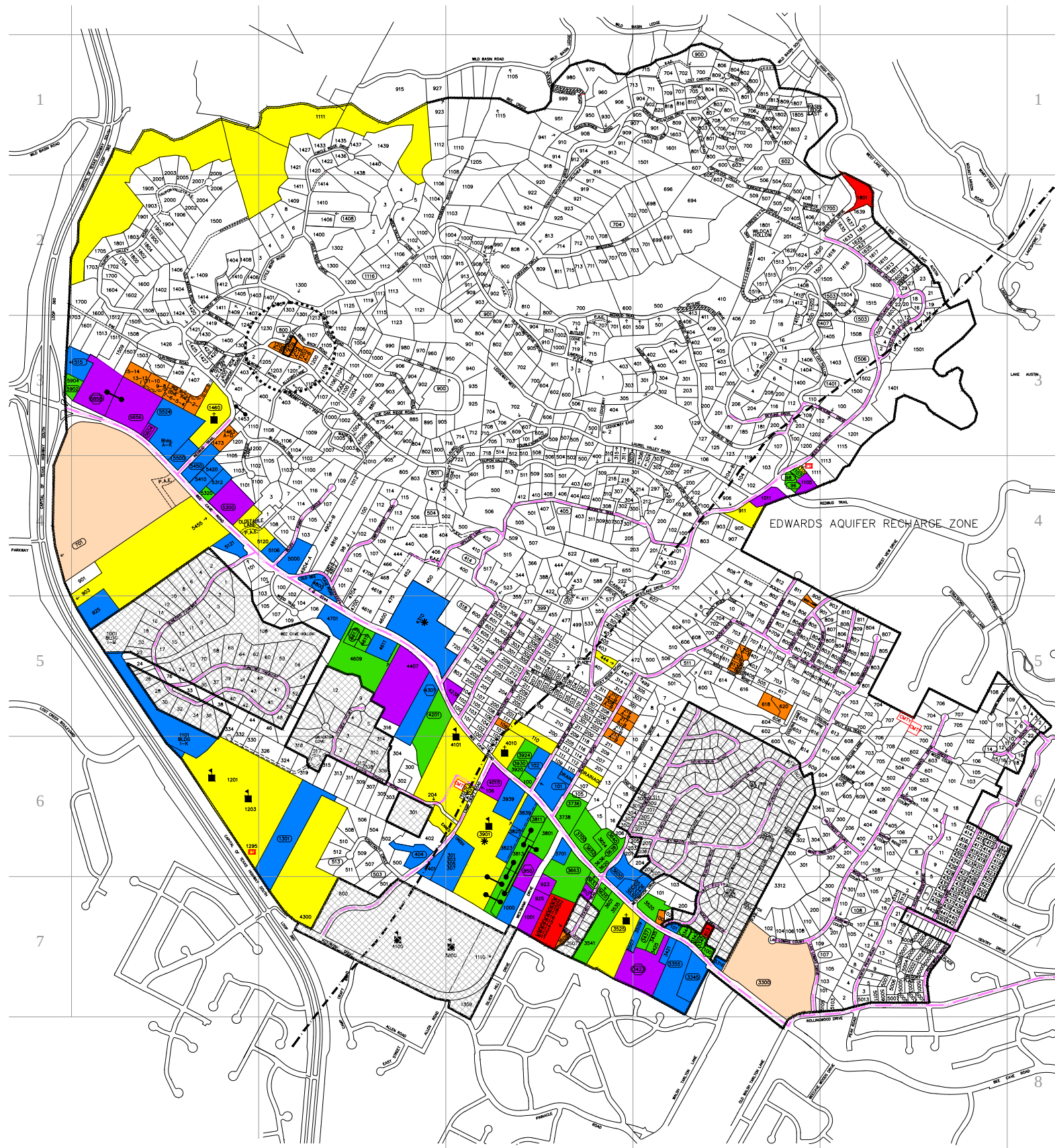
www.theplanning.agency

- 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

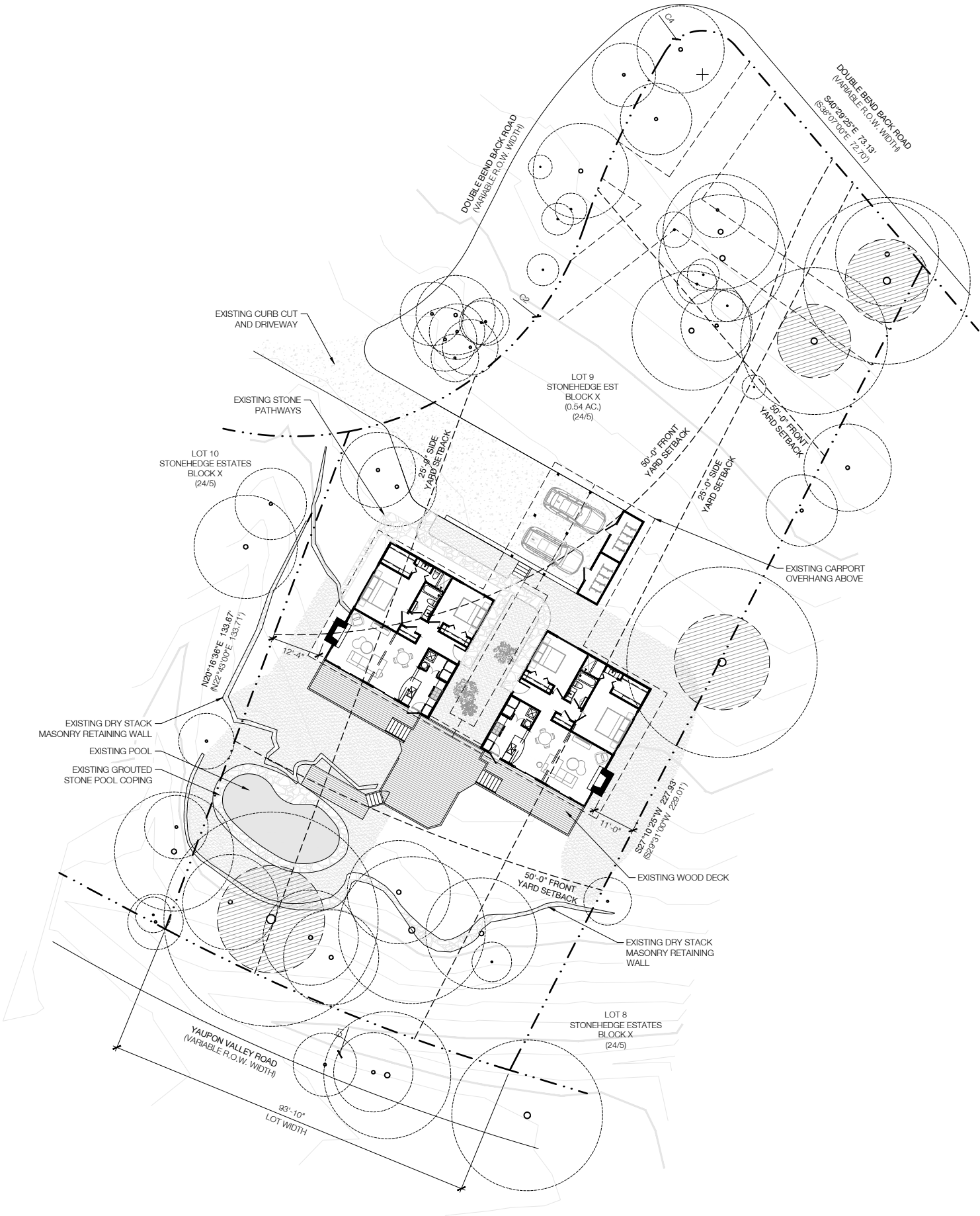
Existing Site Notes

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"

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:

- ### Existing Lot Coverage

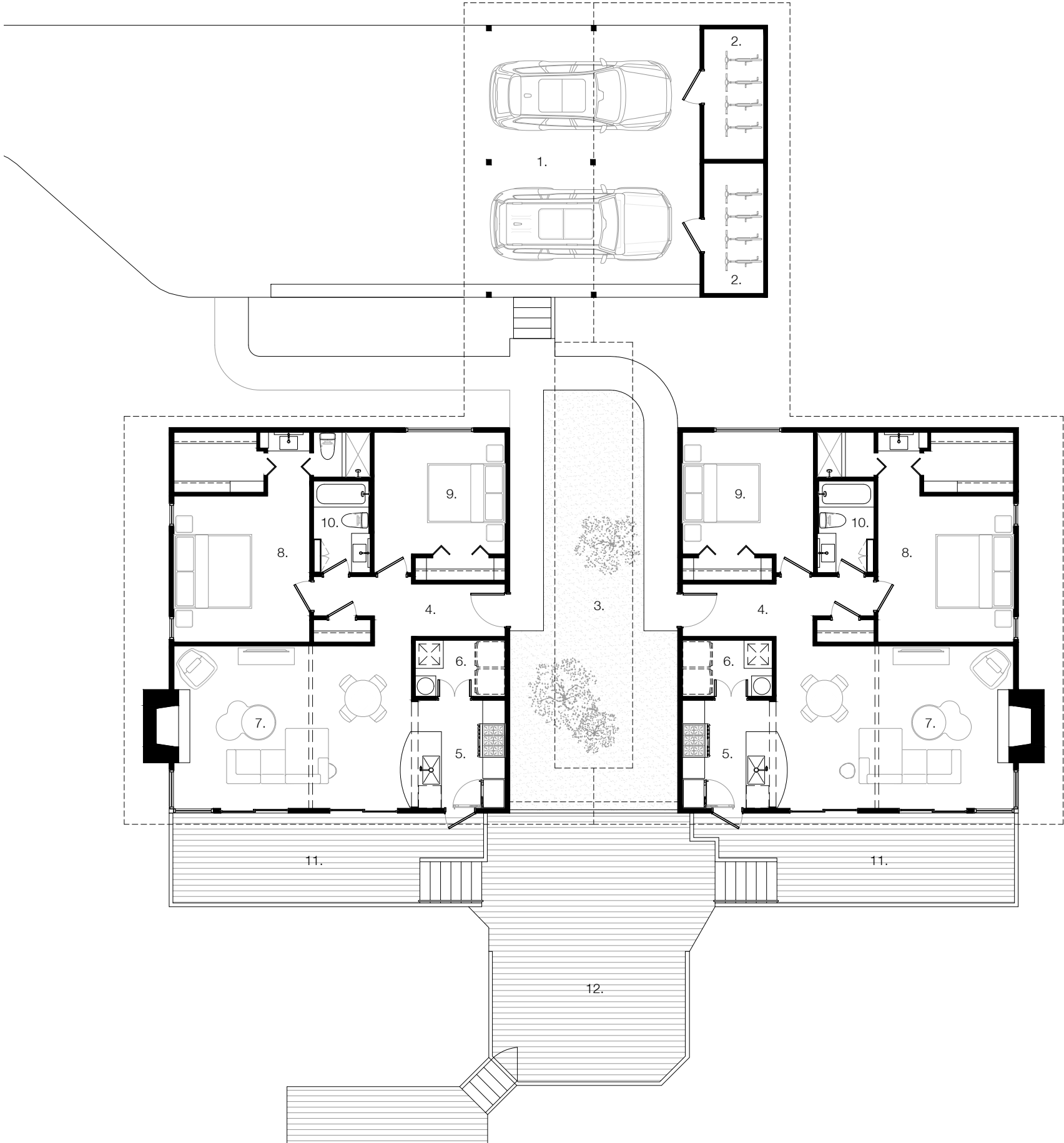
Driveway:	870sf
Building:	4,098sf
Wood Decks (50%):	960sf (450sf)
Walkways & Paths:	144sf
Site Walls:	370sf
Pool/Coping:	635sf
Site Retaining Walls:	370sf

<u>Total Existing Lot Coverage</u>	9,249sf (39.7%)
Lot Area:	23,417sf (.54ac)


$$1/32'' = 1'-0''$$

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





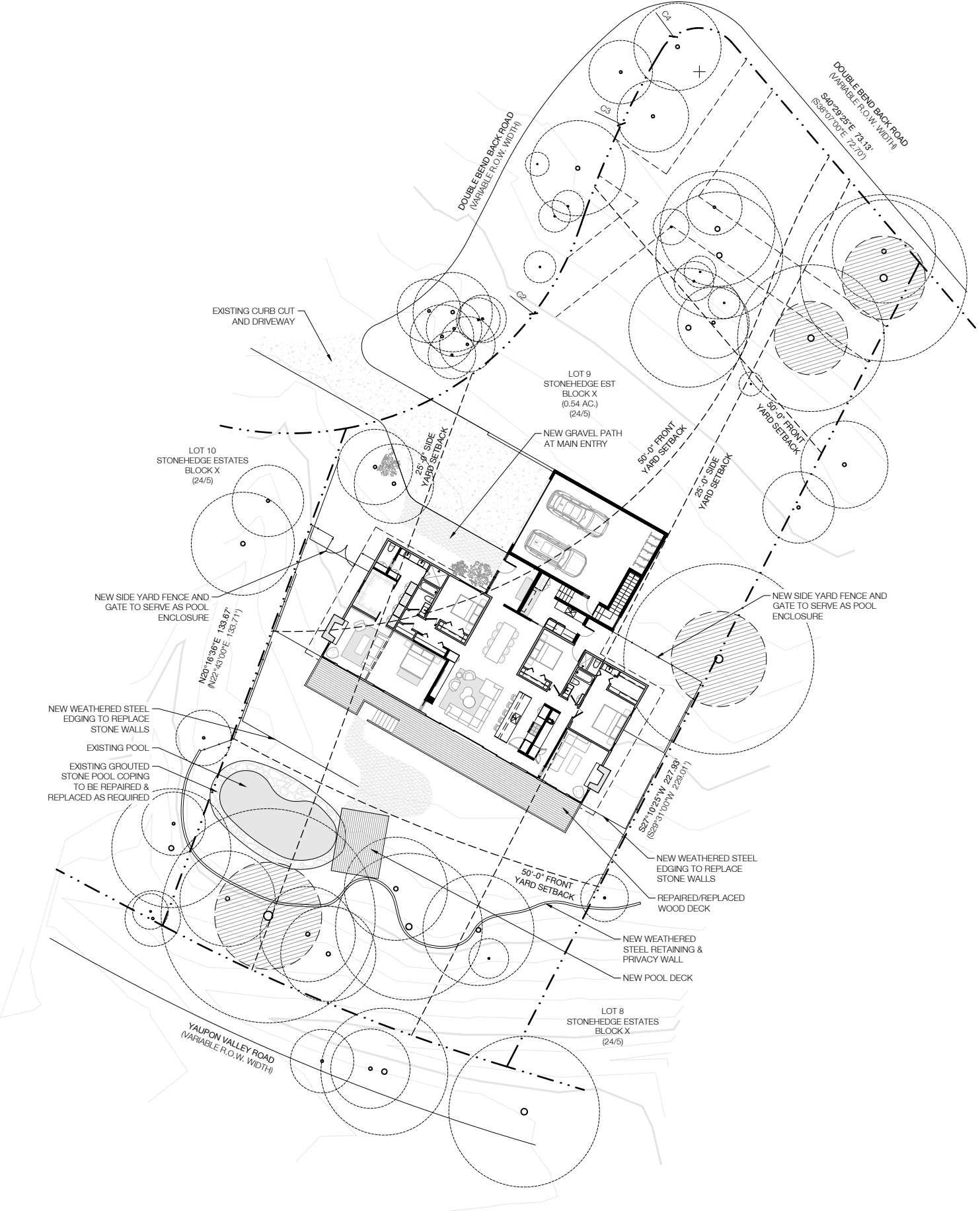
Existing Building Exterior



Existing Building Exterior



Existing Building Exterior



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.

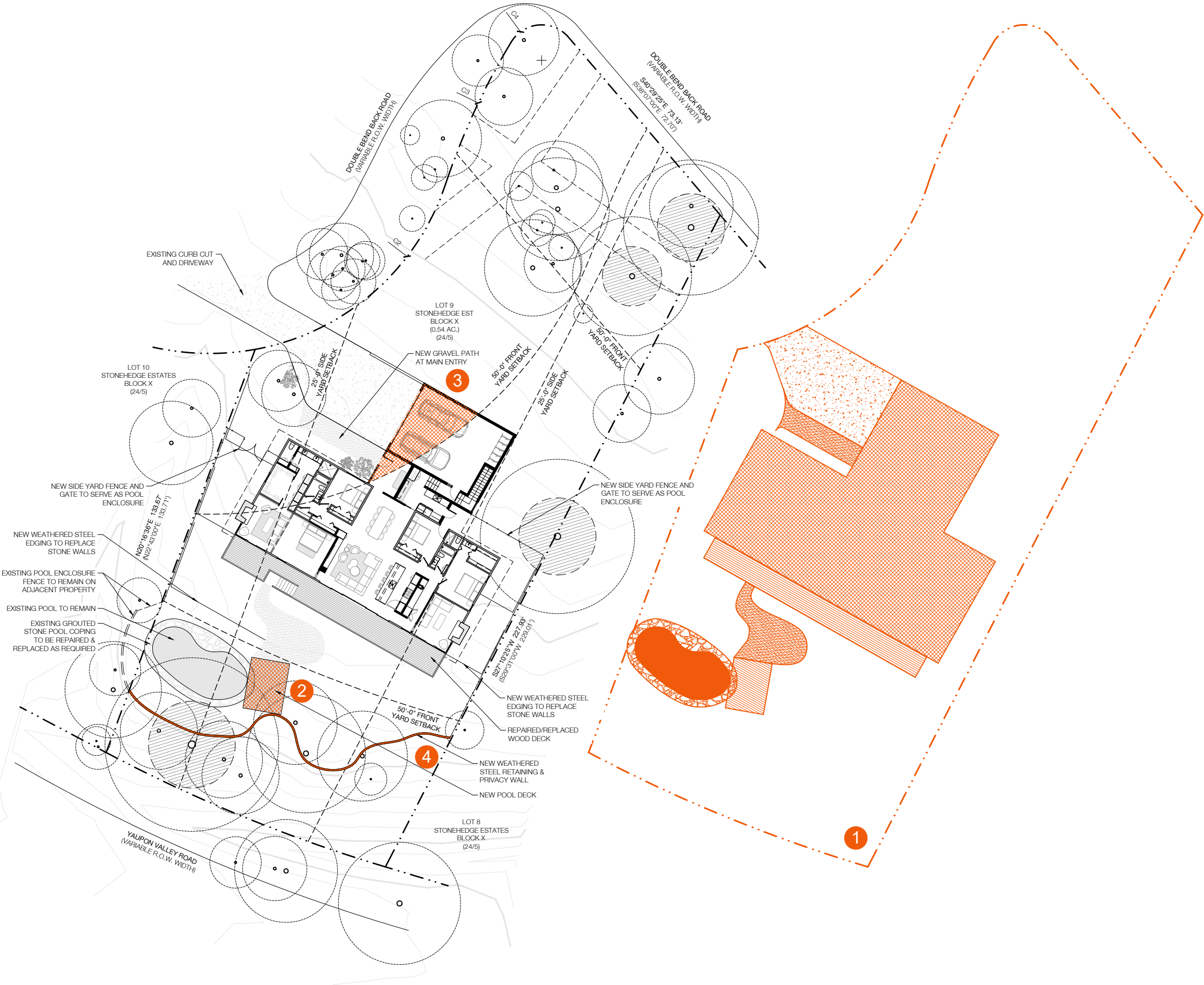
A new pool enclosure will be required per §22.03.167-Pools. Given the location of the existing pool and its proximity to the street, we request a variance to allow the pool enclosure facing Yaupon Valley Road to be made of solid materials for privacy as outlined in §22.03.173-Fences. As such, the pool 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"

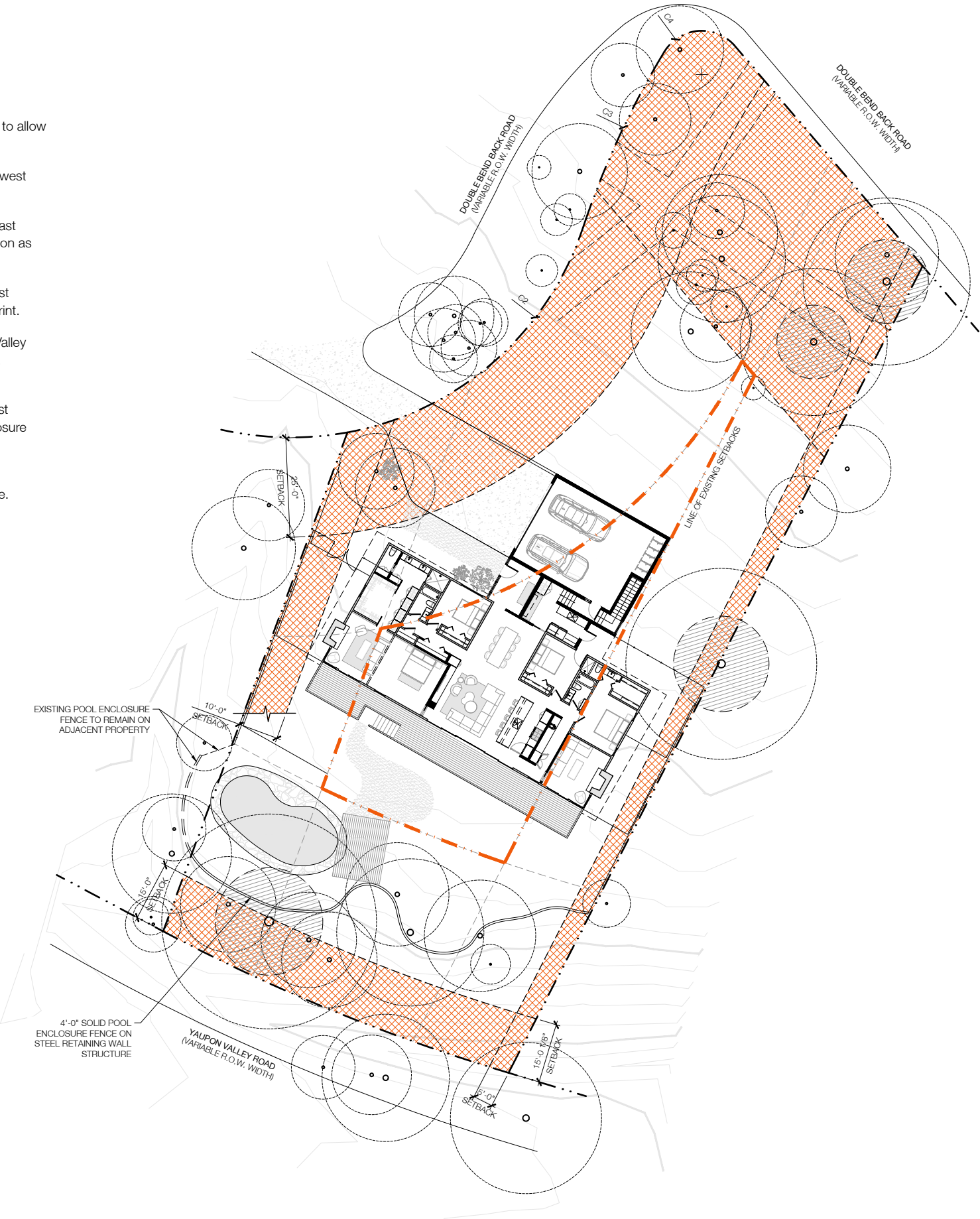


Proposed Variances

- 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)



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

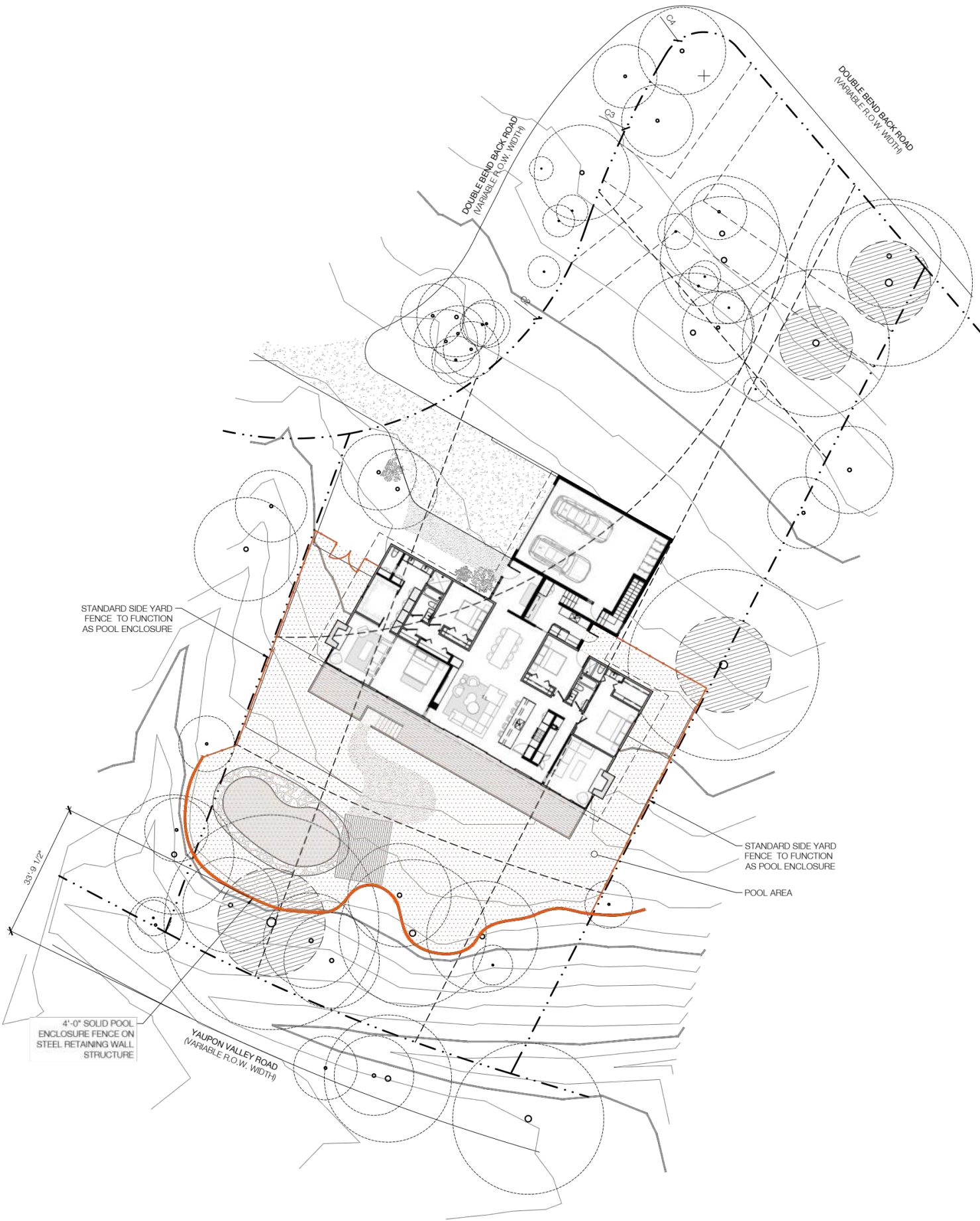


Existing View from Yaupon Valley Road

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



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

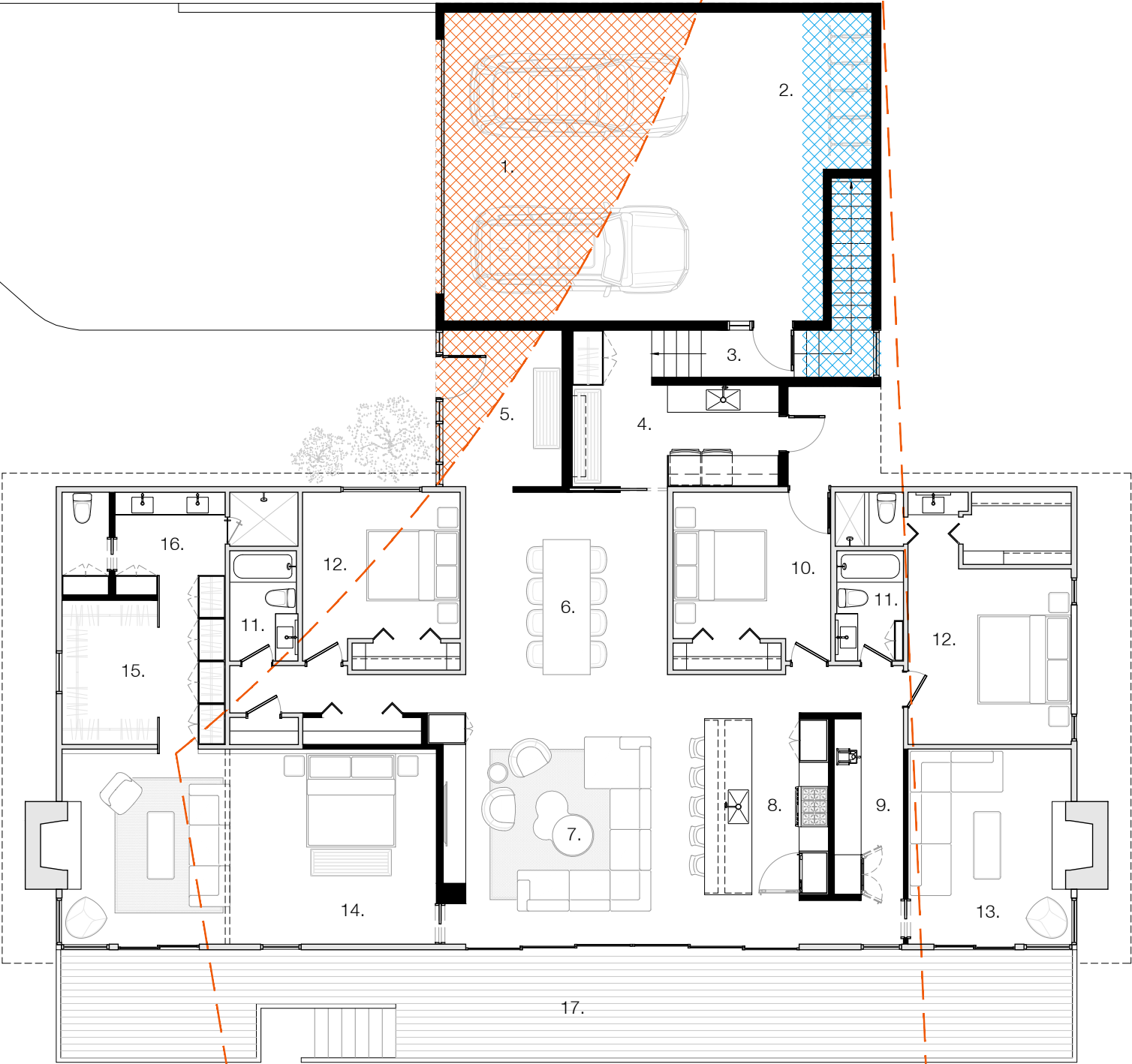


Plan Key

- 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.



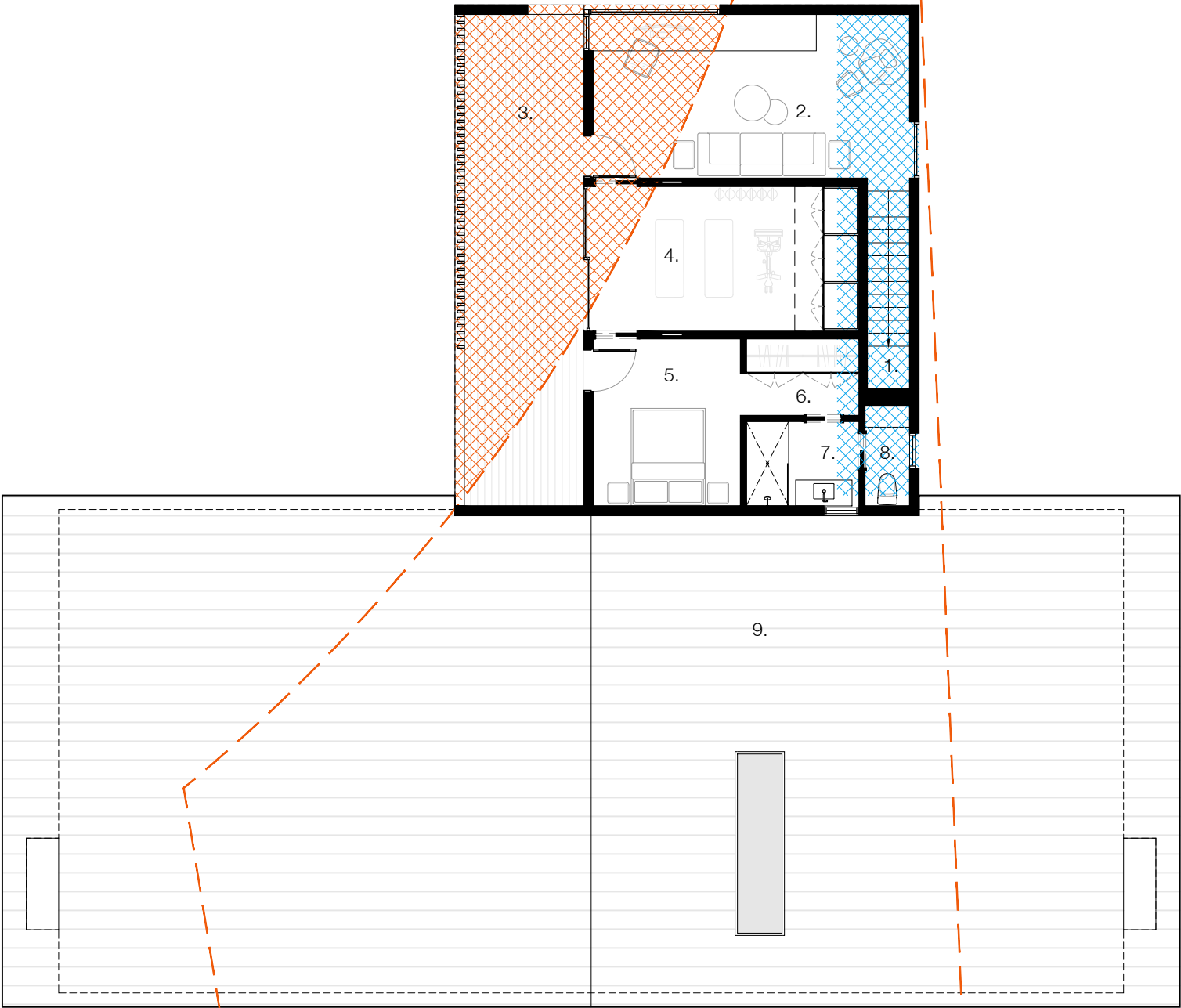
Proposed First Floor Plan
3/32" = 1'-0"

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 HEARTWOOD 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 A177 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 Brandimarte DATE _____

ADDRESS _____ CITY _____ ZIP _____

E-MAIL ADDRESS _____

PHONE # _____

☐ I will speak on an item NOT on the agenda

Subject: 207 Yapon

☐ 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 SENEAL DATE 9-17-25

ADDRESS 100 YARPON 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 ~~DEB~~ YARPON 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 Faison DATE 9-17
ADDRESS 1202 Double Bend Blvd CITY Asa 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 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

8. Discuss and consider action on a recommendation from ZAPCO 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: John Hussey, Site Specifics



1206 Yaupon Valley

Front yard Fence

Code Requirement

Section 22.03.281. Dimensional Standards

(6) Front-yard fence requirements.

(A) Front-yard fences shall:

(ii) Be constructed to allow a minimum of 80% visibility through the front-yard fence prior to the installation of the landscaping required in subsection (6)(A) above;

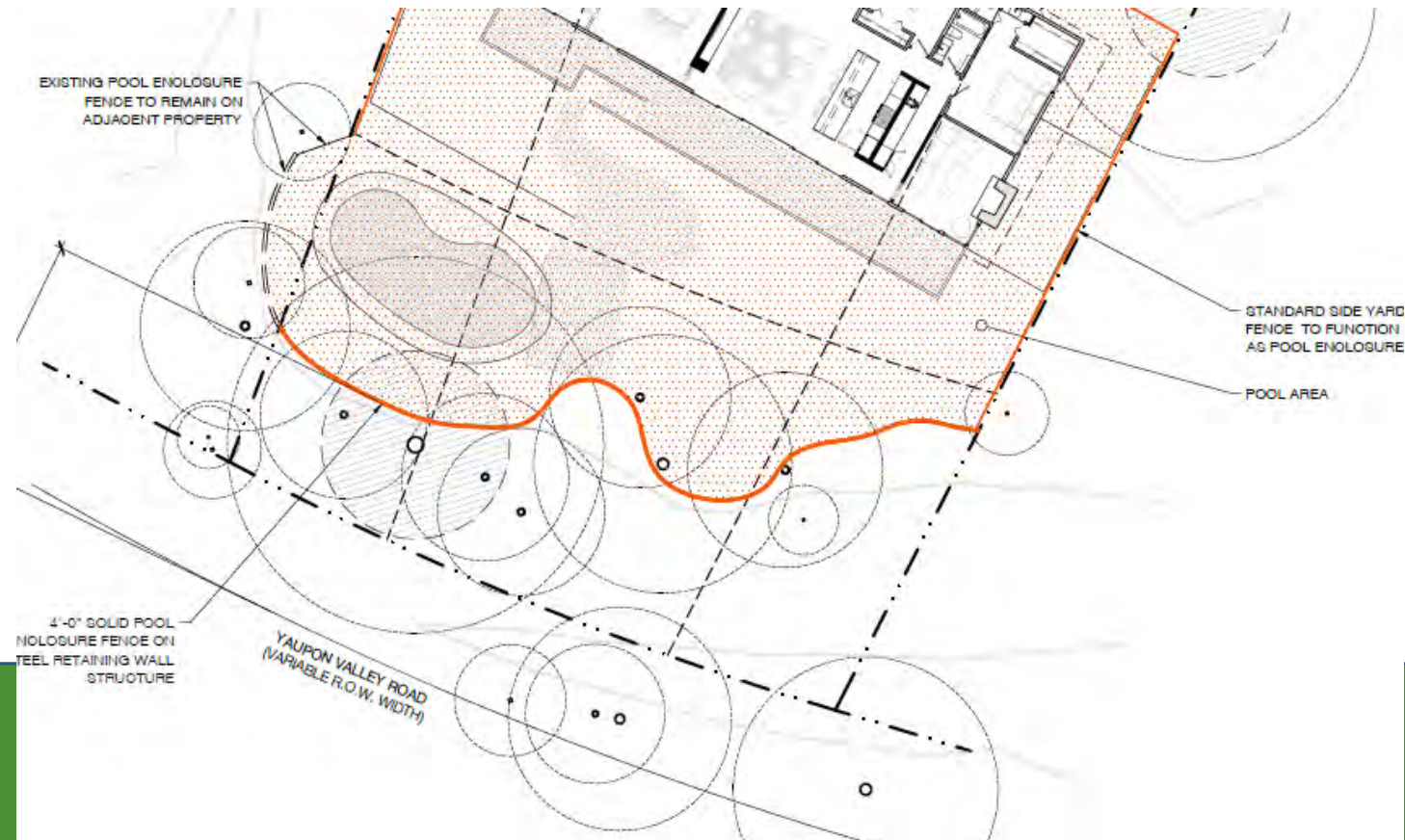
(iii) Blend in with their natural surroundings in both color (e.g., brown, black, rust, etc.) and texture and by means of landscaping.



1206 Yaupon Valley

Request

- Allow for a front-yard fence with 0% visibility, where 80% is the minimum allowed by code (Section 22.03.173).



1206 Yaupon Valley



1206 Yaupon Valley

Public Comment:

As of the date of the report, no comments have been received. At the ZAPCO meeting, one resident spoke in favor of the variance. Two other residents expressed concern about the total height of the fence.



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 City Council can recommend imposition of reasonable conditions upon granting a variance if the conditions are related to the subject of the variance.



1206 Yaupon Valley

Applicant Presentation



1206 Yaupon Valley Road: Zoning Exhibits
Westlake Hills, Texas

August 11, 2025

502.314.0670
www.theplanning.agency

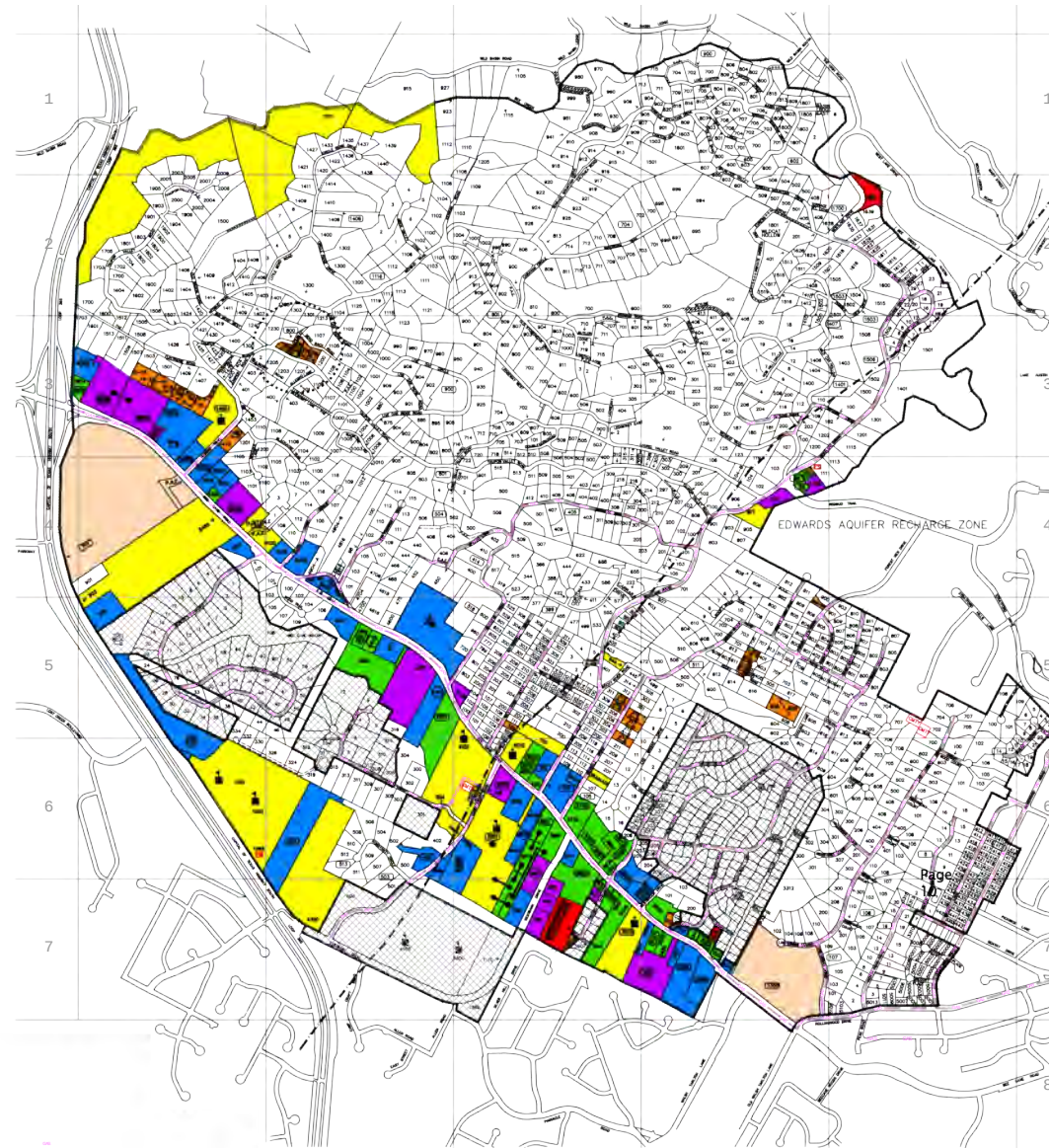
- R-2 Zoning
- 1206 Yaupon Valley Road (R-2)



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
- GOV. 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,
Texas

Westlake Hills Zoning Map

Westlake Hills,
Texas



Aerial View

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:

- 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)

[illegible]

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

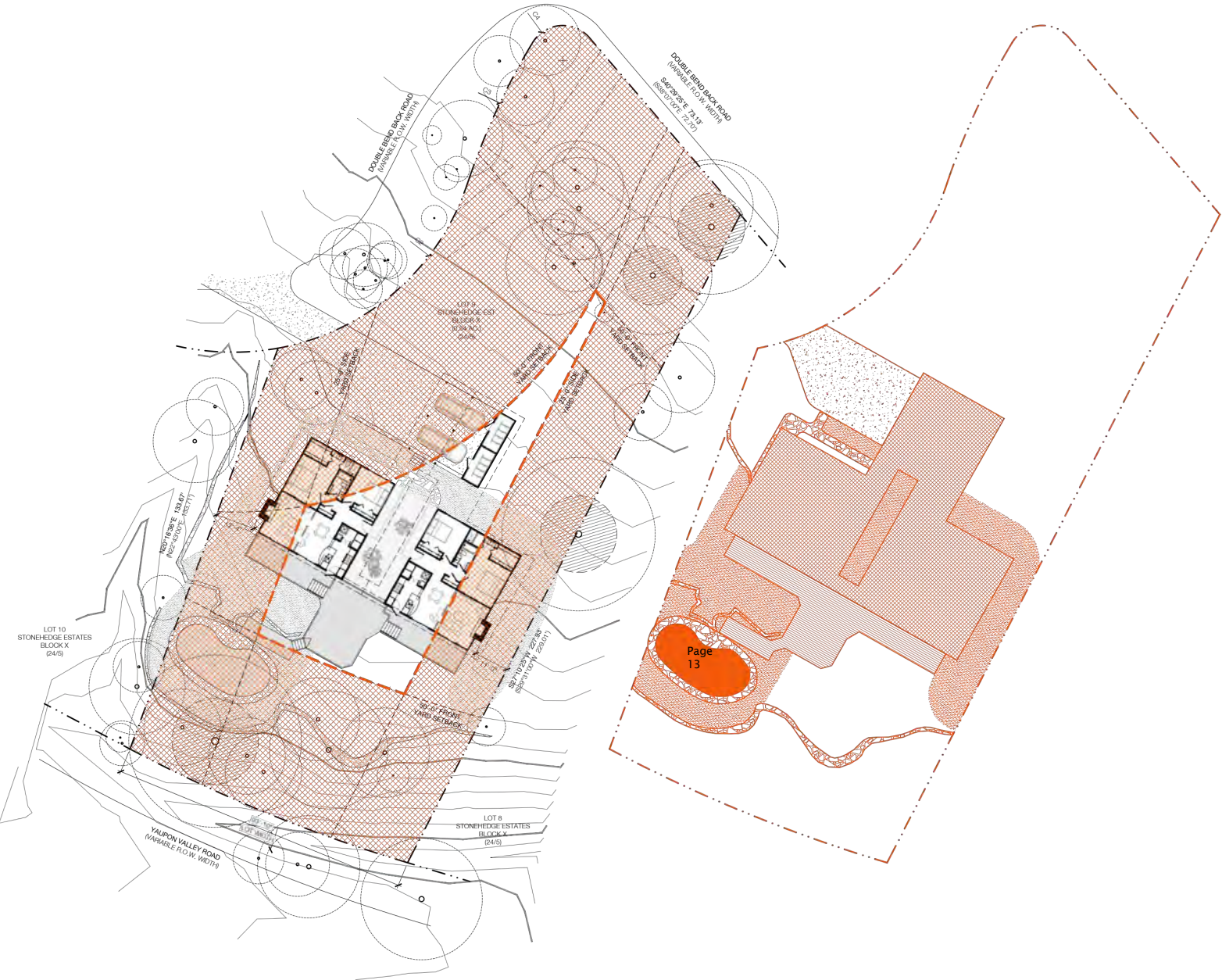
Existing Site Notes

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.
- 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%

Existing Lot Coverage

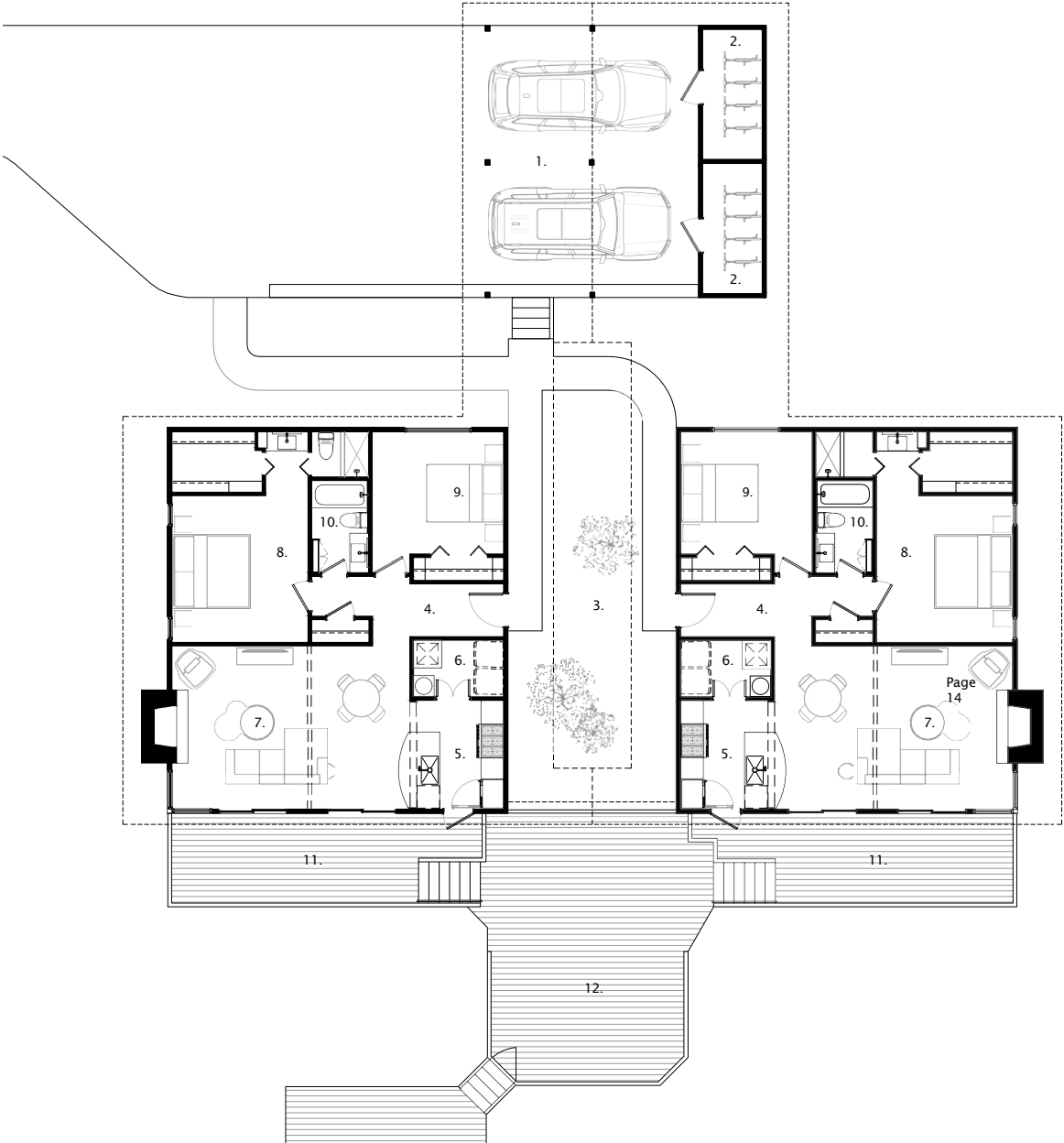
Driveway:	870sf
Building:	4,098sf
Wood Decks (50%):	960sf (450sf)
Walkways & Paths:	144sf
Site Walls:	370sf
Pool/Coping:	635sf
Site Retaining Walls:	370sf
Total Existing Lot Coverage	9,249sf (39.7%)
Lot Area:	23,417sf (.54ac)



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

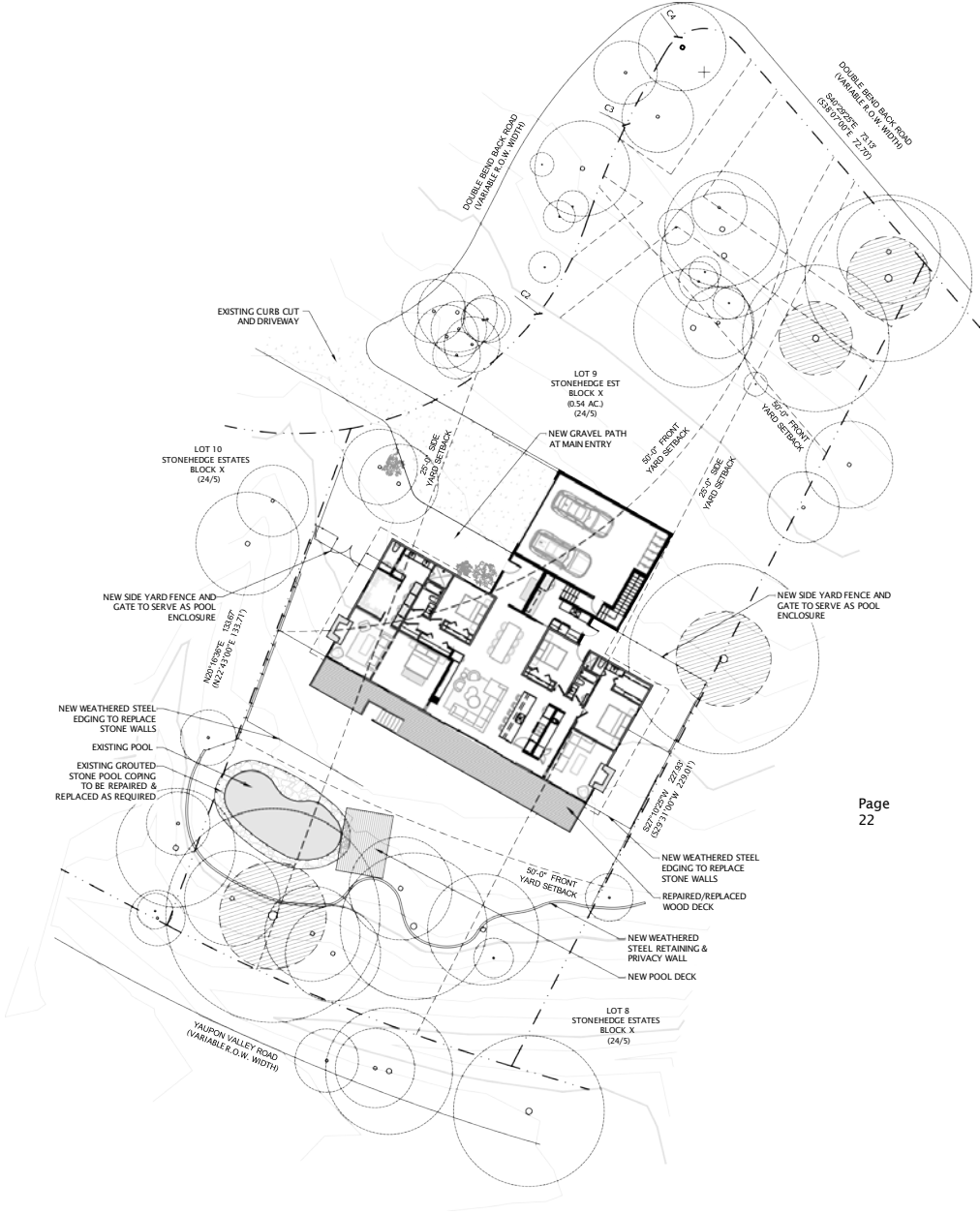
Westlake Hills,
Texas



Existing Building Exterior

Westlake Hills,
Texas

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



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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.

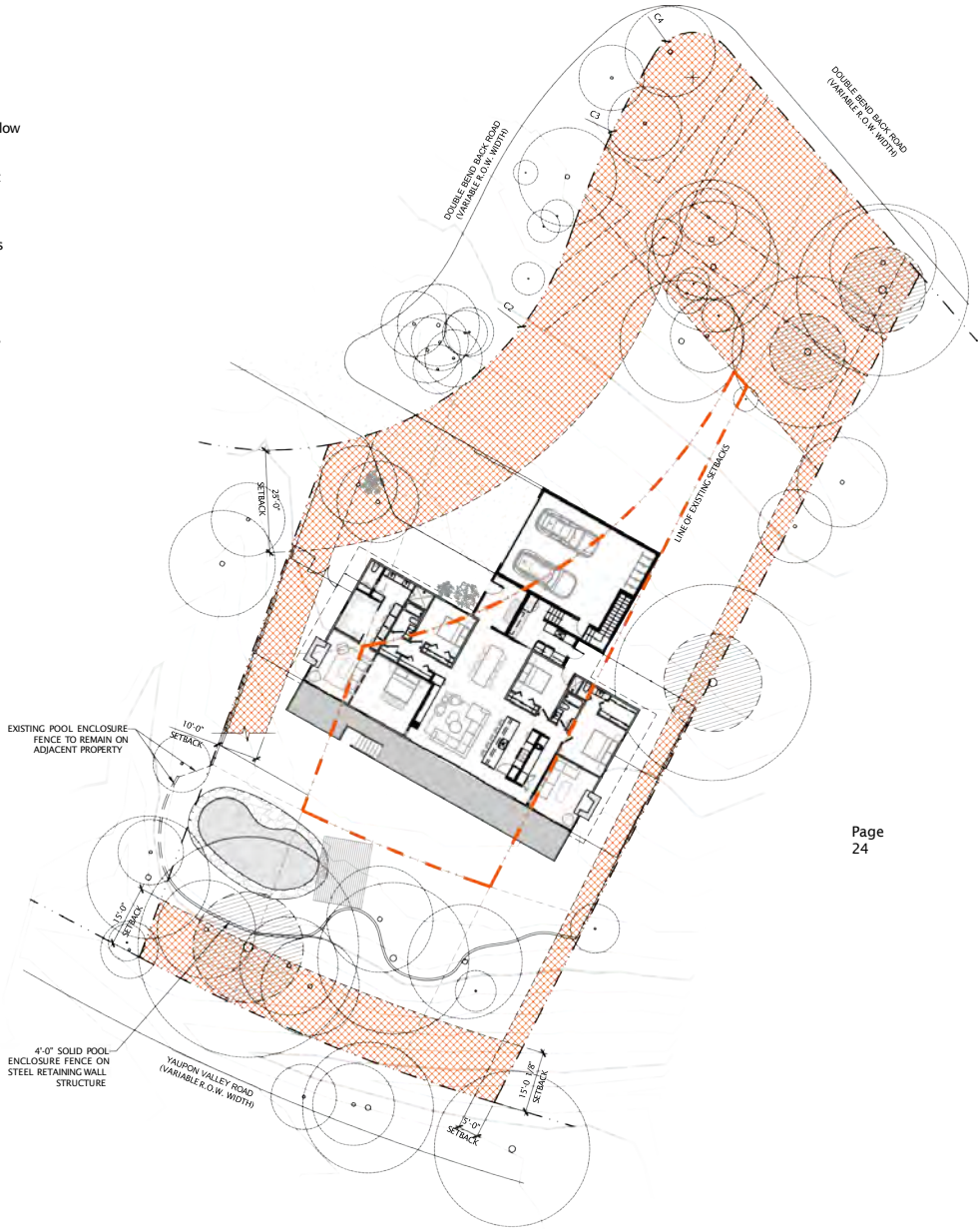
Proposed Lot Coverage

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)

Westlake Hills,
Texas



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



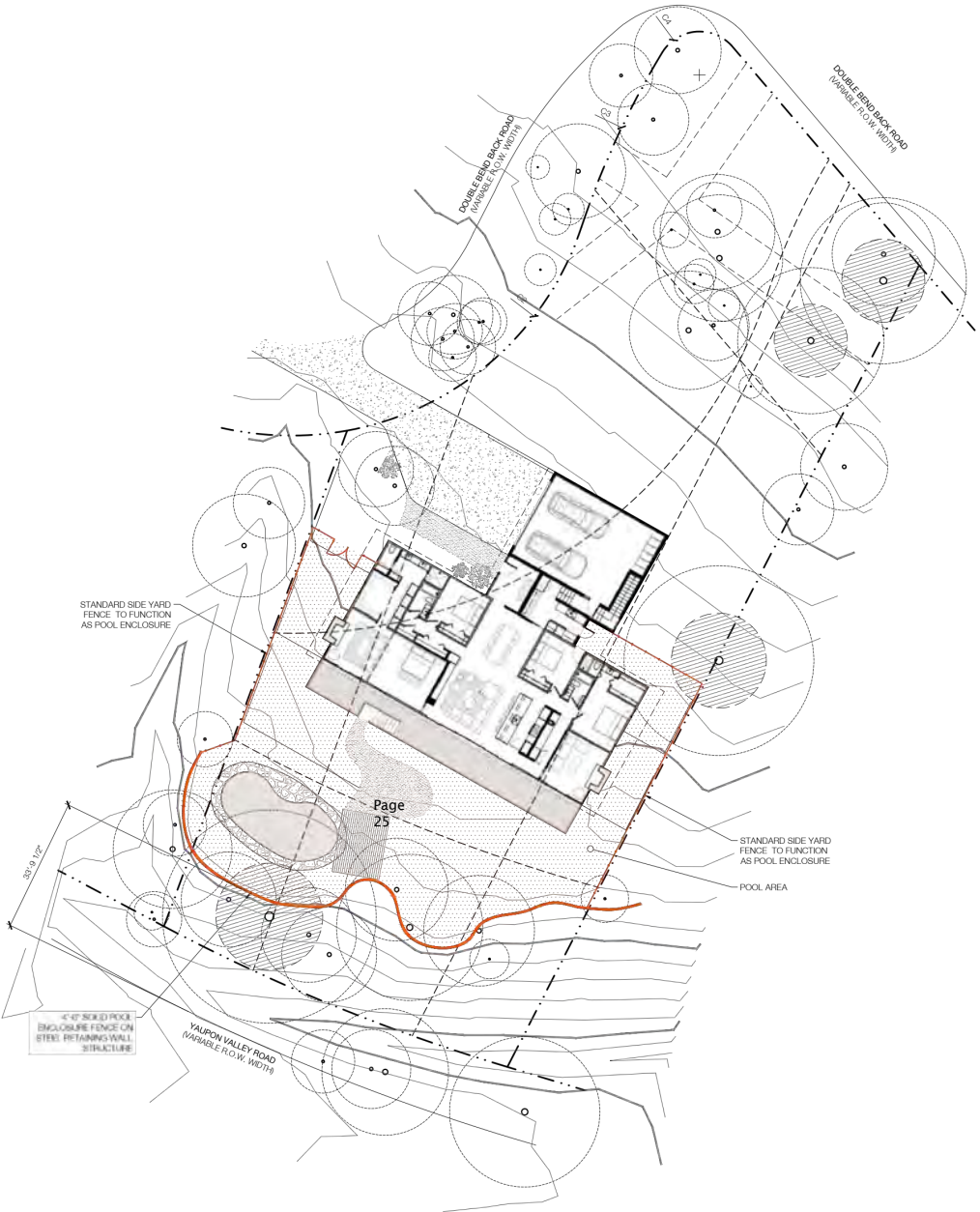


Existing View from Yaupon Valley Road

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



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

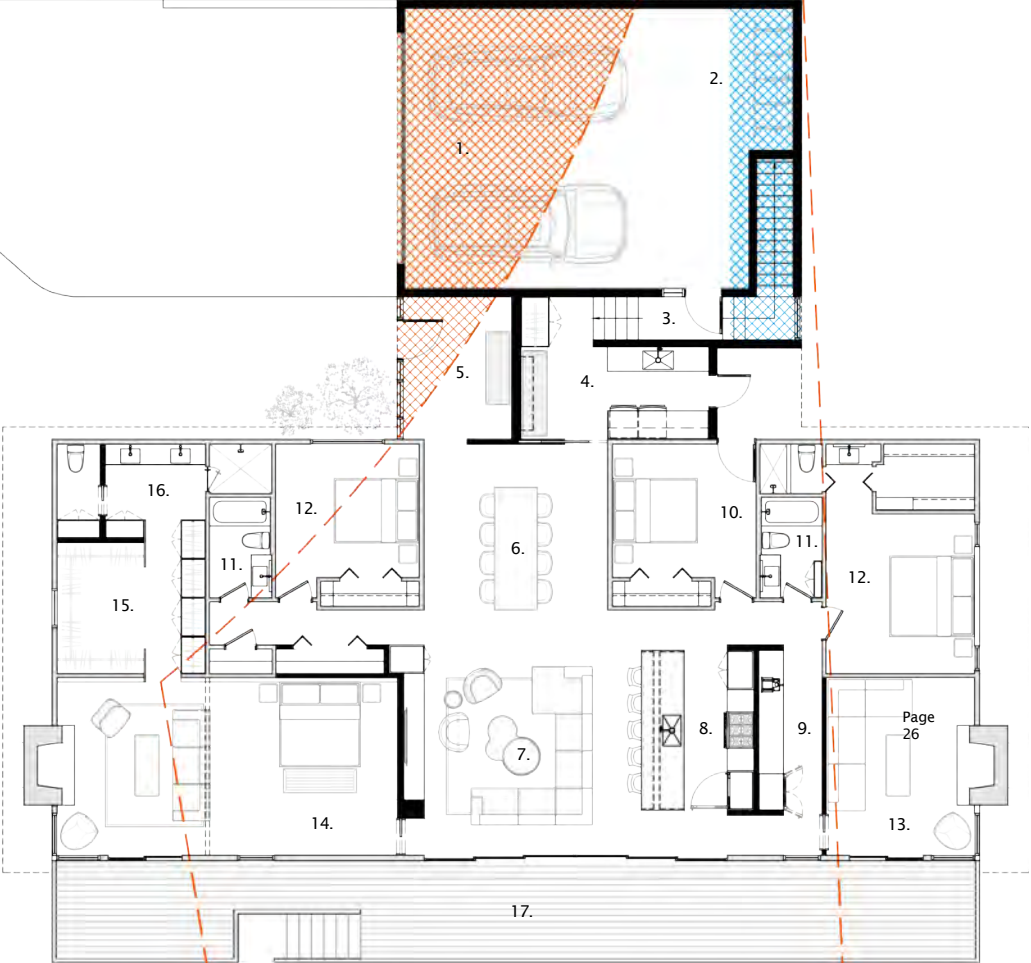


Plan Key

- 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.



Westlake Hills,
Texas

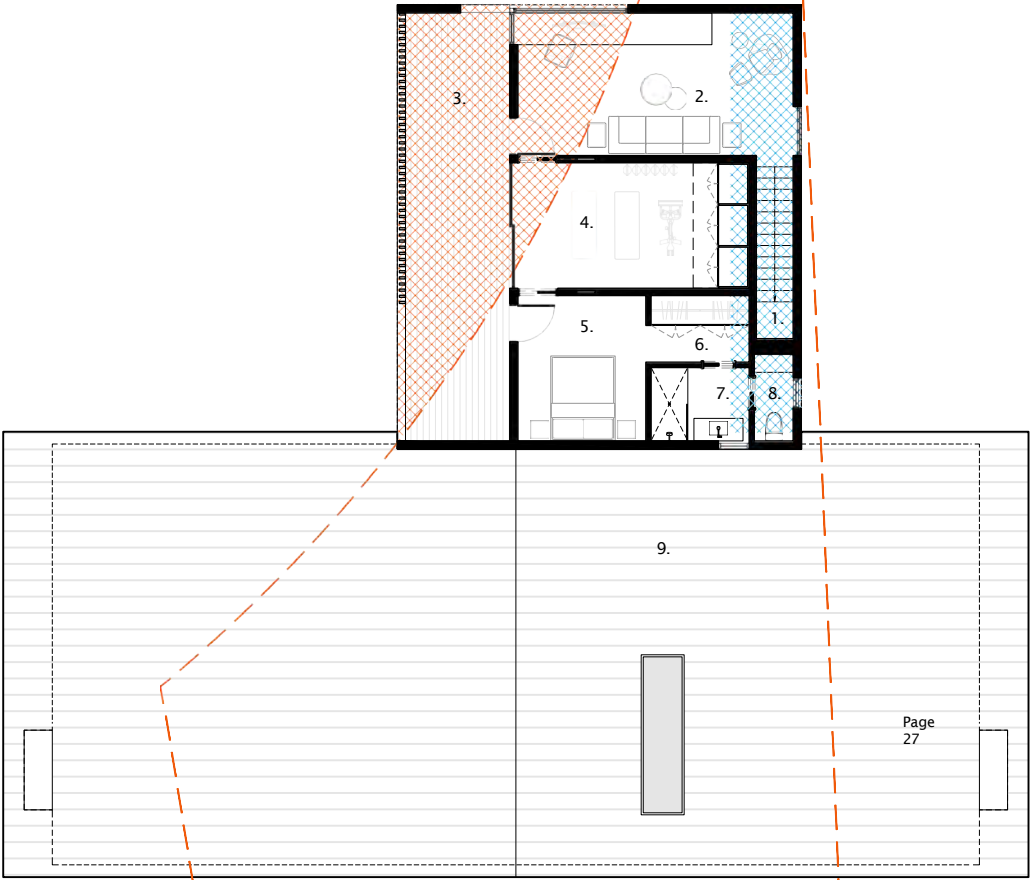
Proposed First Floor Plan
3/32" = 1'-0"

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.



Westlake Hills,
Texas

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

Westlake Hills,
Texas



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Proposed View From Driveway Entry

Westlake Hills,
Texas



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Proposed View From Double Bend Back Road

Westlake Hills,
Texas



Proposed View From Pool



Westlake Mills,
Texas



City of West Lake Hills

City Council

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

1405 Wildcat Hollow: Discuss and consider action on a License to Encroach into the Wildcat Hollow right-of-way for private improvements.

Applicant: Matt Boelsche, Dick Clark & Associates

Recommendation

Take action on the license to encroach.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Jaff Ventures

Legal Description: Lot 1R, K & J P Subdivision

Lot Size: 1.831 acres

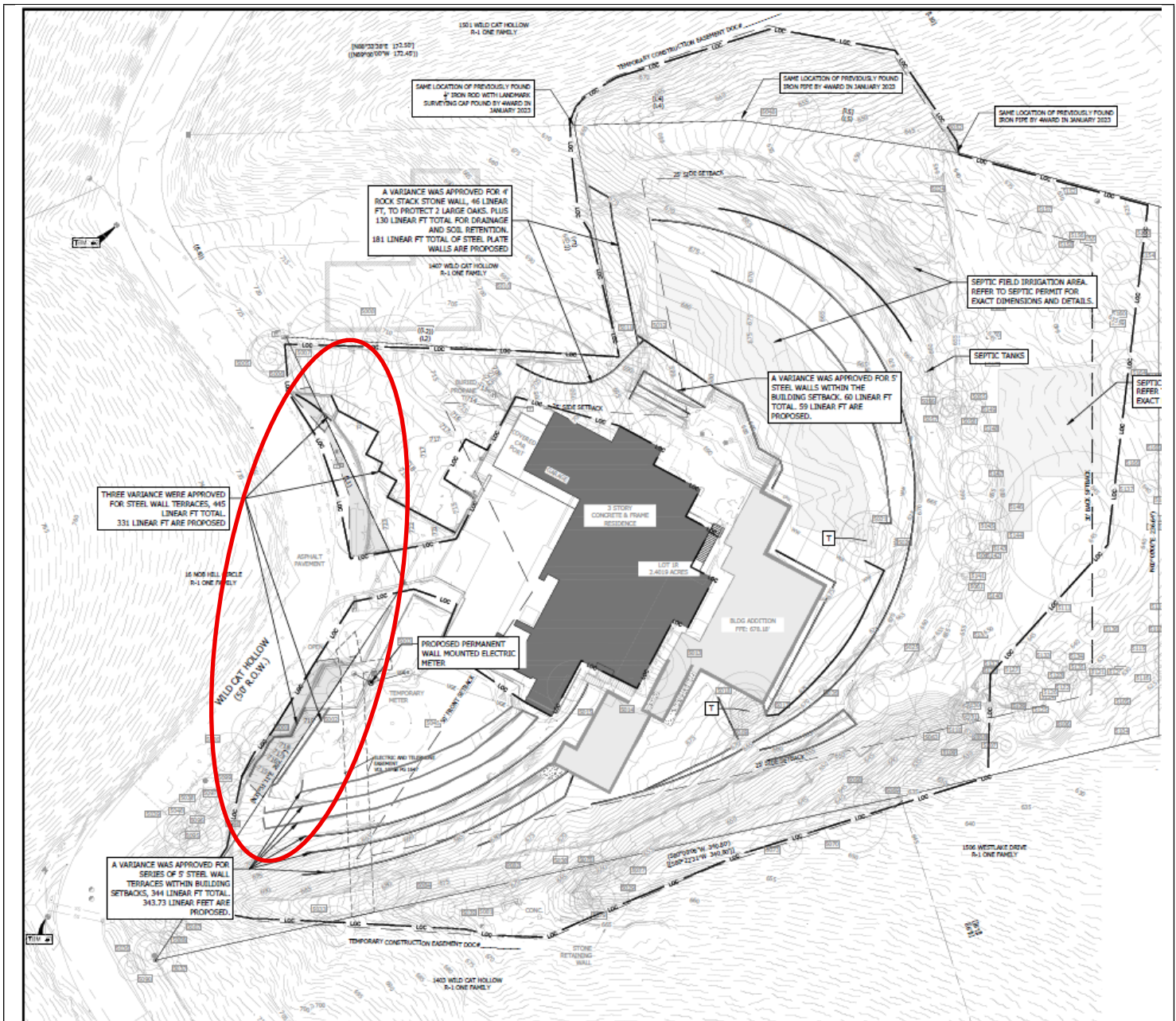
Zoning: R-1, One-Family Residential

Wastewater: On-site Sewage Facility (OSSF)

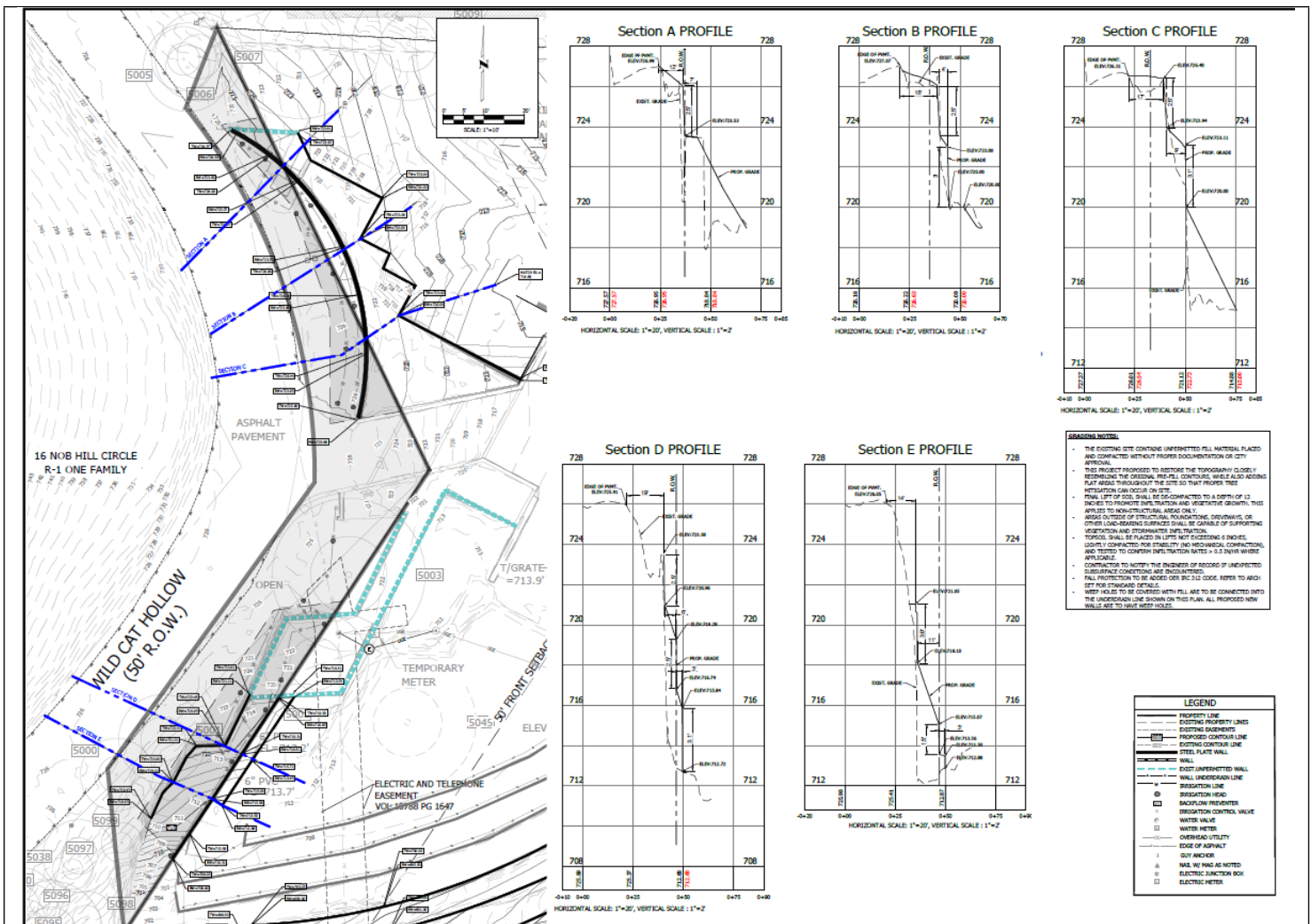
The properties surrounding the subject property are zoned R-1 One-Family Residential District.

Background & Analysis:

The applicant is requesting to encroach into Wildcat Hollow right-of-way adjacent to 1405 Wildcat Hollow. This is a portion of the overall site plan project that is under review.



The improvements in the ROW include grading, retaining walls (with associated drainage for hydrostatic pressure), landscaping, and irrigation. The civil and structural design has been coordinated with the review of the overall site plan permit, which staff has in review.



When the settlement agreement for this project was approved in 2020, the conceptual exhibits included walls and other improvements in the ROW. These were also shown in the 2021 variance for wall heights and setback encroachments but were never properly permitted. The walls as constructed roughly follow the concept plan but are not exactly as shown.

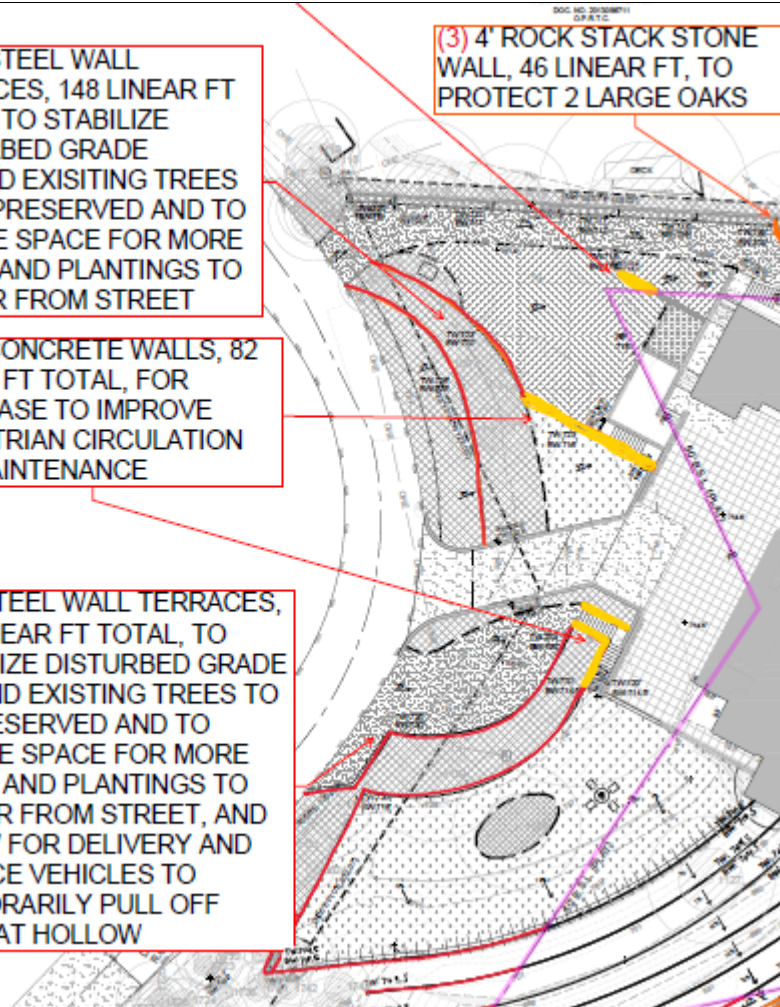
The license agreement allows the encroachment of the specific improvements. If approved the improvements will be submitted as a revision to the overall site plan permit and will be required to be completed through that project. In the submittal, the existing unpermitted fence will be removed and planters added behind the walls to illuminate the need for a fall protection/railing at the top of the wall.

(11) 3' STEEL WALL TERRACES, 148 LINEAR FT TOTAL, TO STABILIZE DISTURBED GRADE AROUND EXISTING TREES TO BE PRESERVED AND TO CREATE SPACE FOR MORE TREES AND PLANTINGS TO BUFFER FROM STREET

(10) 5' CONCRETE WALLS, 82 LINEAR FT TOTAL, FOR STAIRCASE TO IMPROVE PEDESTRIAN CIRCULATION AND MAINTENANCE

(9) 5' STEEL WALL TERRACES, 215 LINEAR FT TOTAL, TO STABILIZE DISTURBED GRADE AROUND EXISTING TREES TO BE PRESERVED AND TO CREATE SPACE FOR MORE TREES AND PLANTINGS TO BUFFER FROM STREET, AND ALLOW FOR DELIVERY AND SERVICE VEHICLES TO TEMPORARILY PULL OFF WILDCAT HOLLOW

(3) 4' ROCK STACK STONE WALL, 46 LINEAR FT, TO PROTECT 2 LARGE OAKS



Attachments:

Draft License Agreement
 Exhibit A – Survey of ROW Area
 Exhibit B – Improvements
 Attachment 1 – Project Description Letter
 Attachment 2 – Overall Site
 Attachment 3 – License Agreement Exhibits
 Attachment 4 – Concept Plan from 2020 Settlement Agreement with variance notation
 Attachment 5 – May 6, 2021 Variance Staff Report
 Attachment 6 – May 6, 2021 Council Minutes

Outdoor Lighting

Outdoor lighting is not proposed with this request and will not be allowed within the right-of-way.

Compliance with Adopted Building Codes

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

Subdivision

The property is platted and complies with Chapter 36.

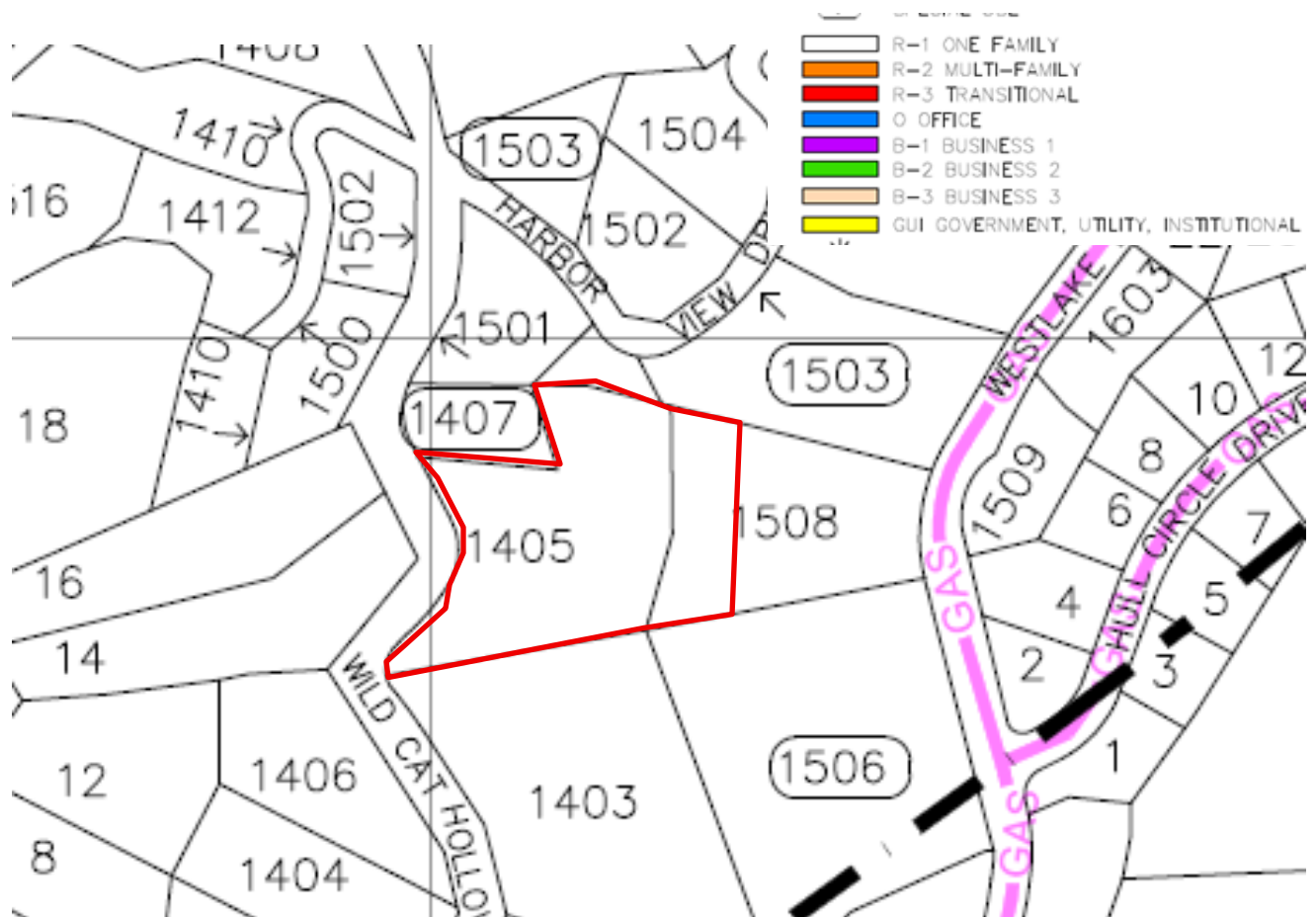
Comprehensive Planning Analysis

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

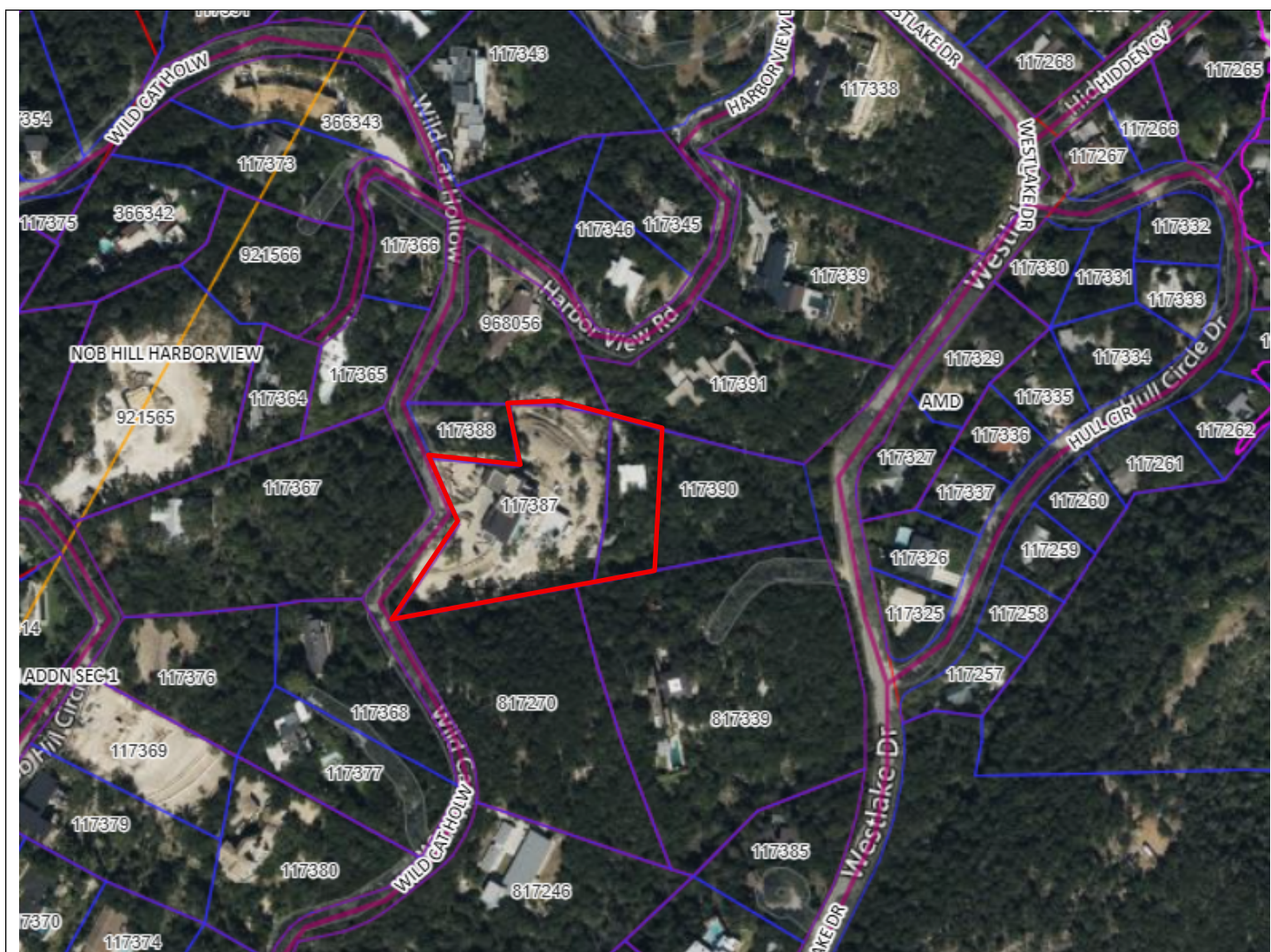
Links to Relevant Code:

- West Lake Hills Code of Ordinances
 - [Section 34.01.004 Streets Sidewalks, and Other Public Ways; Municipal Authorization](#)
- Texas Transportation Code
 - [Section 311.02 and 311.08](#)

Zoning:



Aerial:



LICENSE TO ENCROACH AGREEMENT

THE STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

This is a license agreement between the City of West Lake Hills, (hereinafter “City”) and the property owner, Jaff Ventures, LLC, represented by Douglas Jaffe (hereinafter “Licensee”) for the use of certain right-of-way (Exhibit A) located adjacent to 1405 Wildcat Hollow (K&JP Subdivision Replat, Lot 1R), specifically the approval of **grading, retaining walls with associated drainage, landscaping, irrigation encroachments** (the “Improvements”) on the Property as shown on Exhibit B. Collectively, City and Licensee will be referred to as the “Parties.”

RECITALS

The Parties acknowledge and agree on the following:

1. City is the owner of the public right-of-way as described on Exhibit A (“the Property”).
2. Wildcat Hollow is public right of way subject to the exclusive control of City, as provided by Sections 311.002 and 311.008, Texas Transportation Code, which authority includes the right to control, regulate, improve, close, vacate, remove encroachments or obstructions from, or to otherwise regulate the streets.
3. City has considered the requirements of Chapter 316, Texas Transportation Code, and does hereby make the findings required by Sections 316.003 and 316.007.
4. The encroachment is located adjacent to the parcel on which Licensee conducts activities.
5. The City finds that, at the present time, there are no negligible negative impacts from this Agreement will have on the public’s use of the right-of-way for the allowed encroachments.
6. This Agreement is supported by full and adequate consideration.

GRANT OF LICENSE AND AGREEMENT

In consideration of the foregoing recitals, the mutual covenants and agreements contained in this Agreement, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties hereby agree to the following terms:

ARTICLE 1
PREMISES AND PRIVILEGES

For and in consideration of the terms, conditions, and covenants of this Agreement to be performed by Licensee, all of which Licensee accepts, City authorizes and permits Licensee to have the non-exclusive use of the Property for the limited purposes of making and maintaining the Improvements to the Property in the location as shown in Exhibit B (“Licensed Premises”) at no cost to the City. The herein described privileges are transferable with the approval of the City and shall convey with the sale of the property for the term of the agreement described in Article 2. Licensee accepts the condition of the Property as is, where is, in its condition as of the effective date of this Agreement with no expectation that City will incur any expense in connection with the Improvements to the Property.

ARTICLE 2
TERM AND COMPENSATION

1. The term of this Agreement shall be for a period of one year, beginning on the effective date of this Agreement. Unless and until the Agreement is terminated, this Agreement will renew itself automatically on each anniversary of the Agreement for an additional one-year term.
 - A. The City may terminate this agreement at any time with or without cause.
2. Compensation. Consideration for this Agreement shall be the improved conditions to and from Licensee’s Project. No annual fee is required. As further consideration, Licensee agrees to hold City harmless and indemnify City as described in Paragraph 7.

ARTICLE 3
OBLIGATIONS OF LICENSEE

In consideration for the other obligations imposed by this Agreement, Licensee accepts and will perform the following obligations:

1. Licensee shall not deny access to utility or tele-communication providers.
2. Wherein construction on the Licensed Premises would interfere with traffic on Wildcat Hollow, Licensee shall be required to obtain from the City an approved traffic management plan to minimize to the maximum extent practical adverse traffic impacts and delays created by construction within the Licensed Premises. The traffic management plan can be administratively approved by the City Administrator and upon approval shall be included in this Agreement as a condition of this Agreement.

3. City may enter the Licensed Premises without giving notice and without incurring any obligation to Licensee, to take whatever action is necessary by virtue of the emergency. In addition, City shall be authorized to enter the Licensed Premises for the purpose of (a) observing or inspecting the Improvements; (b) exercising City's rights or duties with respect to the Licensed Premises; (c) protecting persons or property; or (d) for the public health or safety.
4. Licensee shall neither construct nor permit any buildings, structures or improvements other than those listed in this agreement without approval of the City of West Lake Hills in writing.
5. Licensee shall bear all costs of installing, maintaining, and repairing any public or private improvements which may be damaged or removed by the construction of the Improvements, and shall be responsible for overseeing the construction process and obtaining and supervising all contractors used to install the same or to construct any related improvements, whether such improvements or features are temporary or permanent.
6. Licensee shall comply with all applicable federal, state, and local laws, including all City ordinances, codes, and regulations in the design and construction of the Improvements and failure to obtain any necessary approval of City prior to construction or failure to comply with all applicable federal, state and local law including all City ordinances, codes, and regulations, shall constitute a material breach of this Agreement. In addition, Licensee shall obtain all permits, approvals and inspections required by City's Code of Ordinances and any other permits or approvals issued by the City, as applicable to the Improvements or activities and matters licensed by this Agreement. Nothing in this Agreement is intended to amend, waive or diminish the requirements of such ordinances or approvals.
7. **LICENSEE HEREBY AGREES TO INDEMNIFY, SAVE, AND HOLD HARMLESS CITY, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES (COLLECTIVELY CALLED "INDEMNITEES") AGAINST ANY AND ALL LIABILITY, DAMAGE, LOSS, CLAIMS, CAUSES OF ACTION, EXPENSES OR DEMANDS (COLLECTIVELY "COSTS") OF ANY NATURE WHATSOEVER, SAVE AND EXCEPT IN THE EVENT OF GROSS NEGLIGENCE OR WILLFUL MISCONDUCT BY INDEMNITEES, ON ACCOUNT OF PERSONAL INJURY (INCLUDING WITHOUT LIMITATION, WORKERS' COMPENSATION AND DEATH CLAIMS), OR PROPERTY LOSS OR DAMAGE OF ANY KIND WHATSOEVER, WHICH ARISES, OR IS CLAIMED TO ARISE, OUT OF OR IS, OR IS CLAIMED TO BE, IN ANY MANNER CONNECTED WITH, PLACEMENT, CONSTRUCTION, INSTALLATION, MAINTENANCE, OR REPAIR, OF THE IMPROVEMENTS OR PURSUANT TO THIS AGREEMENT. LICENSEE SHALL, AT ITS OWN EXPENSE, INVESTIGATE ALL THOSE CLAIMS AND DEMANDS, ATTEND TO THEIR SETTLEMENT OR OTHER DISPOSITION, DEFEND ALL ACTIONS**

BASED THEREON AND PAY ALL OTHER COSTS AND EXPENSES OF ANY KIND ARISING FROM ANY OF THE AFORESAID CLAIMS, DEMANDS OR CAUSES OF ACTION.

8. Licensee shall maintain the Improvements on Licensed Premises in good and working condition and shall remove the Improvements to the Licensed Premises at the City's written request.
9. Licensee agrees all future work within the right-of-way will require a request through the permit process, and approval by the City Administrator.
10. Licensee acknowledges that City has the absolute right to construct, maintain, and repair the roadway surface and drainage improvements and any utilities and telecommunication lines located within, on or above the Property with no responsibility for any damage to the Improvements or the Licensed Premises. In this event, Licensee shall allow the City unfettered access to the Licensed Premises.

ARTICLE 4
NOT A CONVEYANCE OF REAL PROPERTY INTEREST

The Parties agree and acknowledge that this Agreement is not a conveyance or transfer of any tenancy, leasehold, or ownership interest of any kind in the Right-of-Way.

ARTICLE 5
NO LIABILITY FOR CITY

The Parties agree that City shall have no liability for any losses or damages, direct or consequential, resulting from the loss of any things on the Property, real or personal, whether by theft, vandalism, negligence, act of God, or other event or occurrence.

ARTICLE 6
NO ASSIGNMENT

Licensee shall not assign this Agreement without the prior written consent of the City. Licensee shall provide City with a copy of any such proposed assignment or transfer of any of Licensee's rights in this Agreement, which must include the name, address, and contact person of the assignee, along with the proposed date of assignment or transfer.

ARTICLE 7
TERMINATION

This Agreement shall terminate upon the occurrence of any of the following:

1. If Licensee fails to construct, remedy or correct any material deficiency in the work contemplated by this Agreement, abandons the work contemplated by this Agreement, changes the design or construction requirements without approval of the City, fails to pay when due all costs and expenses associated with design and construction of the Improvements or fails to successfully complete the Improvements, City shall provide written notice to Licensee specifying the construction needed, maintenance or repair work needed or the deficiency or default of a term or condition of this Agreement. If the City Administrator receives no substantive response within ten (10) business days following such Notification to Licensee (the "Notification"), then City may at Licensee's cost to remove, repair, replace, correct, maintain or otherwise remedy the default or failure associated with the Improvements or the failure or default by Licensee with regard to one or more terms or conditions of the Agreement.
2. Upon termination of this Agreement by either party, Licensee shall remove all things placed within the right-of-way by Licensee or its agents, servants, or employees. Licensee shall restore the Property as nearly as practical to its condition prior to the initial execution of this Agreement. If the Licensee fails to restore the Property to its condition as stated herein, the City may, at Licensee's sole cost, restore the Property to its initial condition prior to the execution of this Agreement.
3. Either the City or the Licensee may terminate this Agreement without cause by submitting 30 (thirty) days written notice of such to the other Party.

The failure of City to declare this Agreement in default shall not operate to bar or waive the right of City to terminate this Agreement because of any subsequent violation of the Agreement.

ARTICLE 8

MISCELLANEOUS GENERAL PROVISIONS

1. Attorney's Fees. In any action brought for the enforcement of the obligations in this Agreement, the prevailing party shall be entitled to recover interest and reasonable attorney's fees.
2. Misrepresentation. All terms and conditions with respect to this Agreement are expressly contained in this document. Licensee agrees that no representative or agent of the City has made any representation or promise with respect to this Agreement not expressly contained in the Agreement.
3. Findings. Pursuant to Ch. 316, Texas Transportation Code, City finds that the rights granted to Licensee under this Agreement, including the placement of the Improvements, will not create a hazardous condition or obstruction of public travel on the streets; and that the design and location of the Improvements includes all reasonable planning to minimize potential injury or interference to the public in the use of the municipal street or Licensed Premise. Any encroachment within the right of way and effect on vehicular or pedestrian

traffic, as contained in this Agreement, is found by City to be allowed pursuant to Sec. 316.007(b), Transportation Code.

4. Paragraph Headings. The paragraph headings are for convenience and reference and are not intended to define or limit the scope of any provision of this Agreement.
5. Notices. Notices that are sent pursuant to any provision of this Agreement, at a minimum, shall be sent to the following:

City:

The City of West Lake Hills
ATTN: City Secretary
4010 Bee Cave Road
West Lake Hills, TX 78746

Licensee:

Jaffe Ventures, LLC
ATTN: Douglas Jaffe
1405 Wildcat Hollow
West Lake Hills, Texas 78746

6. Choice of Law and Venue. This Agreement is made and entered into by the Parties in West Lake Hills, Travis County, Texas, and is intended to be performed in West Lake Hills. This Agreement shall be construed in accordance with the laws of the State of Texas and the venue of any suits arising from this Agreement shall be Travis County, Texas.
7. Entire Agreement Amendment. This Agreement including all exhibits constitutes the full and entire understanding and agreement between the Parties and supersedes any prior or contemporaneous written or oral agreements between the Parties. This Agreement may not be amended except by a written instrument signed by both Parties.
8. Waiver of Default. Either party may waive any default of the other at any time, without affecting or impairing any right arising from any subsequent or other default.
9. Rights and Remedies Cumulative: The rights and remedies provided by this Agreement are cumulative; and the use of any one right or remedy by either Party shall not preclude or waive its right to use any or all other remedies. The rights and remedies provided in this Agreement are given in addition to any other rights the Parties may have by law, statute, ordinance, or otherwise.
10. Agreement Approval: Each Party represents and warrants that all necessary approvals for this Agreement have been obtained, and the persons whose signatures appear below have the authority necessary to execute this Agreement on behalf of the Parties indicated.
11. Originals: This Agreement may be executed in multiple or duplicate originals. A duplicate original or copy of this Agreement is as fully enforceable as an Original, whether the

document is “hard copy” or electronic. This Agreement may be signed, and a pdf copy of the document transmitted electronically which shall then constitute an original signature on the document.

12. Effective Date: The effective date of this Agreement shall be on the date last signed by a Party.
13. The introduction and Recitals in this Agreement are adopted and made part of this Agreement for all purposes.

{SIGNATURE PAGE TO FOLLOW}

AGREED:

City of West Lake Hills, Texas

By: _____ Date: _____
James Vaughan, Mayor

THE STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

This instrument was acknowledged before me on this the _____ day of _____, 2025, by _____.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the _____ day of _____, 2023.

Notary Public, State of Texas

My Commission Expires: _____

AGREED:

By: _____ Date: _____
Douglas Jaffe, Property Owner
Jaffe Ventures, LLC

THE STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

This instrument was acknowledged before me on this the _____ day of _____, 2025, by _____.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the _____ day of _____, 2023.

Notary Public, State of Texas

My Commission Expires: _____

Legal Description

BEING A DESCRIPTION OF A TRACT OF LAND CONTAINING A TOTAL OF 0.0336 ACRE (1,462 SQUARE FEET), OUT OF THE WILKENS ON SPARKS SURVEY ABSTRACT NUMBER 21, BEING A PORTION OF WILD CAT HOLLOW (A VARIABLE WIDTH RIGHT-OF-WAY) IN THE CITY OF WEST LAKE HILLS, TRAVIS COUNTY, TEXAS, BEING ADJACENT TO LOT 1, K & J P SUBDIVISION, RECORDED IN VOLUME 91, PAGE 389 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS (P.R.T.C.T.), CONVEYED TO JAFF VENTURES, LLC BY DEED RECORDED IN DOCUMENT NUMBER 2017008915 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY TEXAS (O.P.R.T.C.T.), SAID 0.0336 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS IN TWO PARTS AS FOLLOWS:



PO Box 90876
Austin, TX 78709
512.554.3371
jward@4wardls.com
www.4wardls.com

Part 1 – 0.0204 Acre (888 Square Feet)

COMMENCING, at a 1/2-inch iron rod found at a point in the east right-of-way line of Wild Cat Hollow, being the common corner of the aforementioned Lot 1 and of Lot 1-B Bela Vista Two Subdivision, recorded in Document Number 201200068 (P.R.T.C.T.), from which a mag nail found at an angle point in the east right-of-way line of said Wild Cat Hollow, being an angle in the west line said Lot 1 bears, N33°22'44"E, a distance of 202.02 feet;

THENCE, with east right-of-way line of said Wild Cat Hollow, being the west line of said Lot 1, N33°22'44"E, a distance of 87.24 feet to a calculated point on said line for the **POINT OF BEGINNING** and southeast corner hereof;

THENCE, leaving the east right-of-way line of said Wild Cat Hollow, being the west line of said Lot 1, over and across said Wild Cat Hollow the following three (3) courses and distances:

- 1) **N46°23'35"W**, a distance of **12.97** feet to a calculated point for the southwest corner hereof,
- 2) **N33°07'27"E**, a distance of **61.97** feet to a calculated point for the northwest corner hereof,
- 3) **N82°27'08"E**, a distance of **17.26** feet to a calculated point on the east right-of-way line of said Wild Cat Hollow, being the west line of said Lot 1, for the northeast corner hereof,

THENCE, along and with said line, **S33°22'44"W**, a distance of **75.58** feet to the **POINT OF BEGINNING** and containing 0.0204 acre (888 square feet) more or less.

Part 2 – 0.0132 Acre (574 Square Feet)

COMMENCING, at a 1/2-inch iron rod found at a point in the east right-of-way line of said Wild Cat Hollow, being the common corner of the aforementioned Lot 1 and of Lot 1-B Bela Vista Two Subdivision, recorded in Document Number 201200068 (P.R.T.C.T.), from which a mag nail found at an angle point in the east right-of-way line of said Wild Cat Hollow, being an angle in the west line said Lot 1 bears, N33°22'44"E, a distance of 202.02 feet;

THENCE, continuing with east right-of-way line of said Wild Cat Hollow, being the west line of said Lot 1, N25°41'30"W, a distance of 15.97 feet to a calculated point for the **POINT OF BEGINNING** and southeast corner hereof;

THENCE, leaving the east right-of-way line of said Wild Cat Hollow, being the west line of said Lot 1, over and across said Wild Cat Hollow the following five (5) courses and distances:

- 4) **S80°22'37"W**, a distance of **17.93** feet to a calculated point for an angle point hereof,
- 5) **N00°23'29"W**, a distance of **28.14** feet to a calculated point for an angle point hereof,
- 6) **N19°54'08"W**, a distance of **27.84** feet to a calculated point for an angle point hereof,
- 7) **N41°18'32"W**, a distance of **26.49** feet to a calculated point for an angle point hereof,
- 8) **N78°53'14"E**, a distance of **9.84** feet to a calculated point on the east right-of-way line of said Wild Cat Hollow, being the west line of said Lot 1, for the northeast corner hereof,

THENCE, along and with said line, **S25°41'30"E**, distance of **81.13** feet to the **POINT OF BEGINNING** and containing 0.0132 acre (574 square feet) more or less.

Part 1: 0.0204 Acre (888 square feet)

Part 2: 0.0132 Acre (574 square feet)

Total: 0.0336 Acre (1,462 square feet)

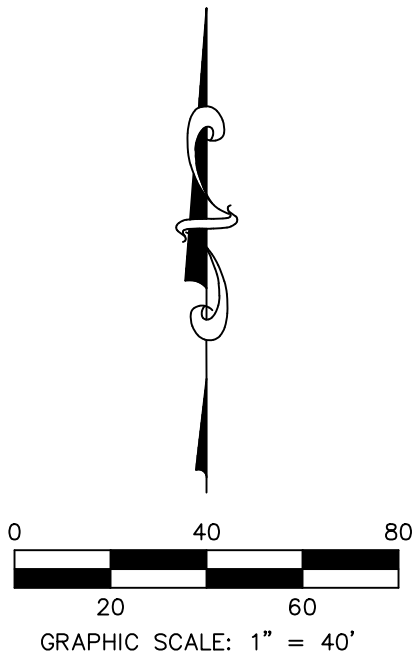
Notes:

All bearings are based on the Texas State Plane Coordinate System, Grid North, Central Zone (4203); all distances were adjusted to surface using a combined scale factor of 1.000077887552. See attached sketch (reference drawing: 00144_LA.dwg.)

 **6/17/2025**

Paul Guerrero, RPLS #5992
4Ward Land Surveying, LLC





WILD CAT HOLLOW
(R.O.W. VARIES)

ANDREW & KAITLYN CONEY
CALLED 0.35 ACRE
DOC. NO. 2020167402
O.P.R.T.C.T.

**LICENSE
AGREEMENT
PART 2**
0.0132 ACRE(S)
574 SQUARE FEET

P.O.B.
PART 2
GRID N: 10,081,012.96
GRID E: 3,097,141.55

LOT 1

K & J P SUBDIVISION
VOL. 91, PG. 389
P.R.T.C.T

**OWNER: JAFF
VENTURES LLC**
DOC. NO. 2017008915
O.P.R.T.C.T.

**LICENSE
AGREEMENT
PART 1**
0.0204 ACRE(S)
888 SQUARE FEET

P.O.B.
PART 1
GRID N: 10,080,902.72
GRID E: 3,097,085.32

ELECTRIC AND
TELEPHONE EASEMENT
VOL. 10788, PG. 1647

[C]

LOT 1-B
**BELA VISTA TWO
SUBDIVISION**
DOC. NO. 201200068
O.P.R.T.C.T.

P.O.C.
GRID N: 10,080,829.88
GRID E: 3,097,037.33

0.0336 ACRE
LICENSE AGREEMENT
City of WestLake Hills,
Travis County, Texas

4WARD
Land Surveying
A Limited Liability Company

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

Date:	6/9/2025
Project:	00144
Scale:	1" = 40'
Reviewer:	PG
Tech:	JG
Field Crew:	MW
Survey Date:	DEC. 2022
Sheet:	1 OF 2

LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	N46°23'35"W	12.97'
L2	N33°07'27"E	61.97'
L3	N82°27'08"E	17.26'
L4	S33°22'44"W	75.58'
L5	S80°22'37"W	17.93'
L6	N00°23'29"W	28.14'
L7	N19°54'08"W	27.84'
L8	N41°18'32"W	26.49'
L9	N78°53'14"E	9.84'
L10	S25°41'30"E	81.13'
L11	N25°41'30"W	121.88'

RECORD LINE TABLE		
LINE #	DIRECTION	LENGTH
(L11)	N23°13'44"W	122.05'

LEGEND	
	PROPOSED EASEMENT LINE
	ADJACENT PROPERTY LINES
	EXISTING EASEMENT LINES
	CALCULATED POINT
	IRON ROD FOUND AS NOTED
	NAIL FOUND AS NOTED
	1/2" IRON PIPE FOUND (UNLESS NOTED)
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT
P.U.E.	PUBLIC UTILITY EASEMENT
VOL./PG.	VOLUME, PAGE
DOC. NO.	DOCUMENT NUMBER
R.O.W.	RIGHT-OF-WAY
P.R.T.C.T.	PLAT RECORDS, TRAVIS COUNTY, TEXAS
O.P.R.T.C.T.	OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS
(.....)	RECORD INFORMATION PER PLAT VOL. 91 PG. 389
{.....}	RECORD INFORMATION FOR ADJACENT PROPERTIES

TCAD PARCELS # 0117130304
CITY GRID # F24 & F25

[C] WILKENSON SPARKS ABSTRACT NO. 21

6/17/2025

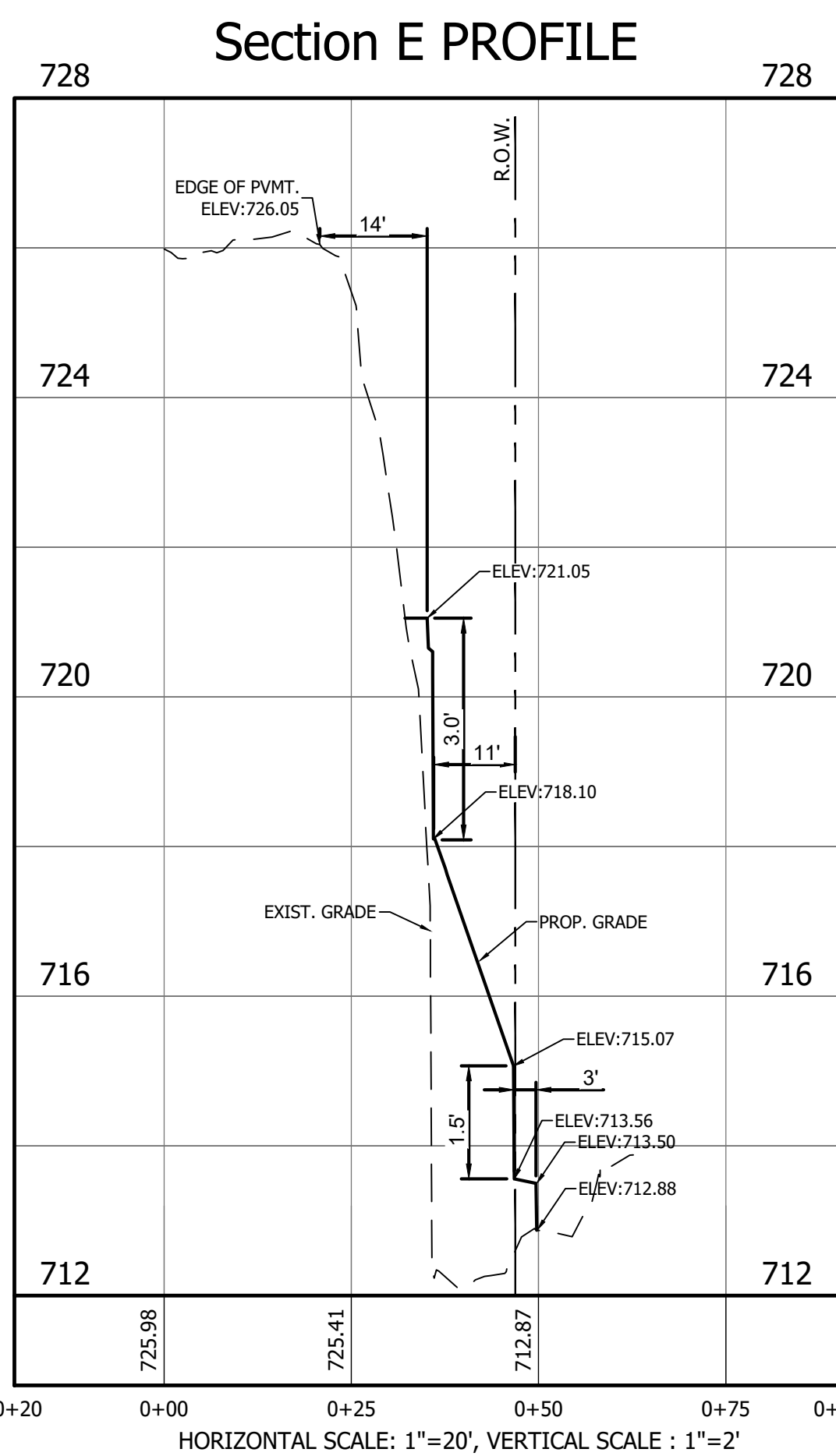
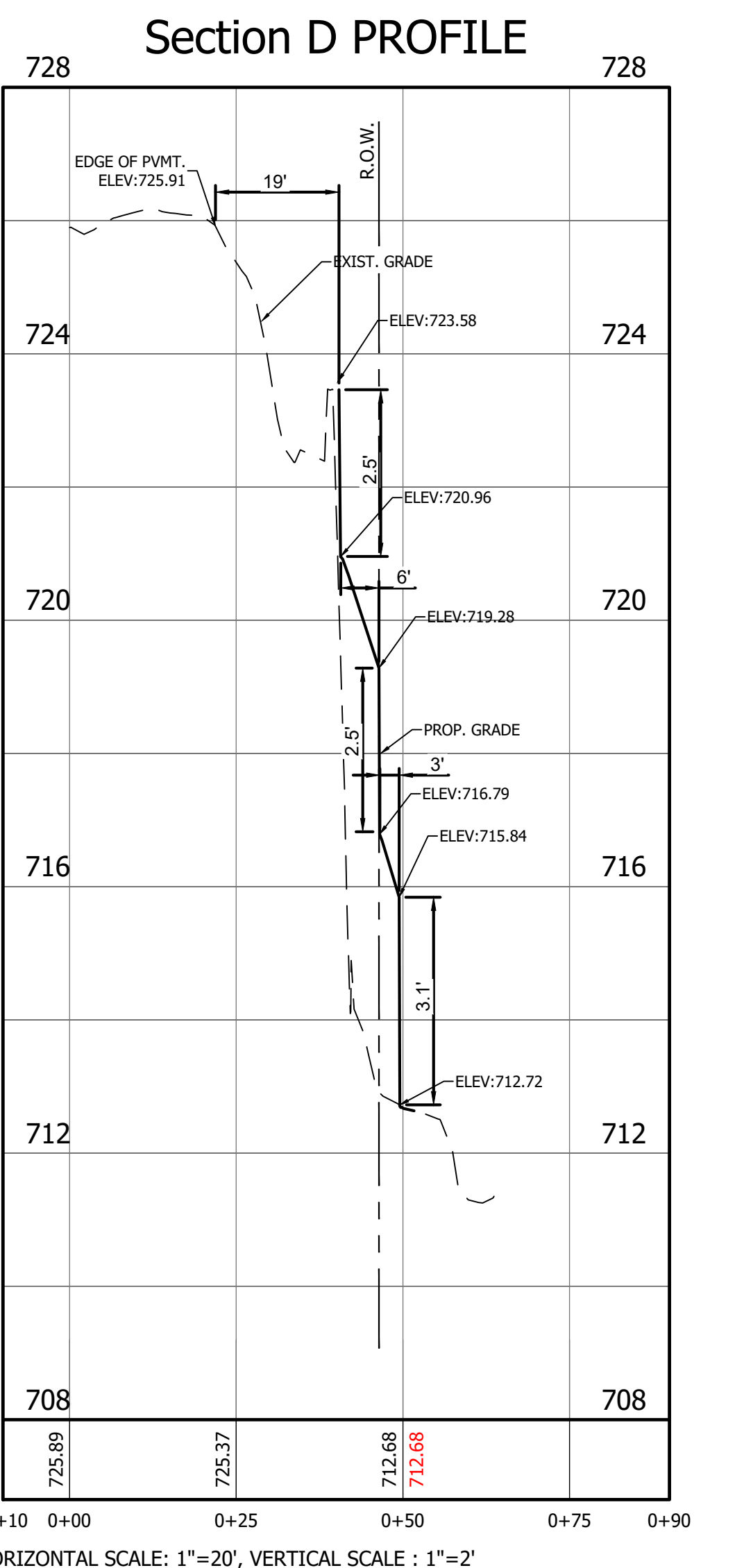
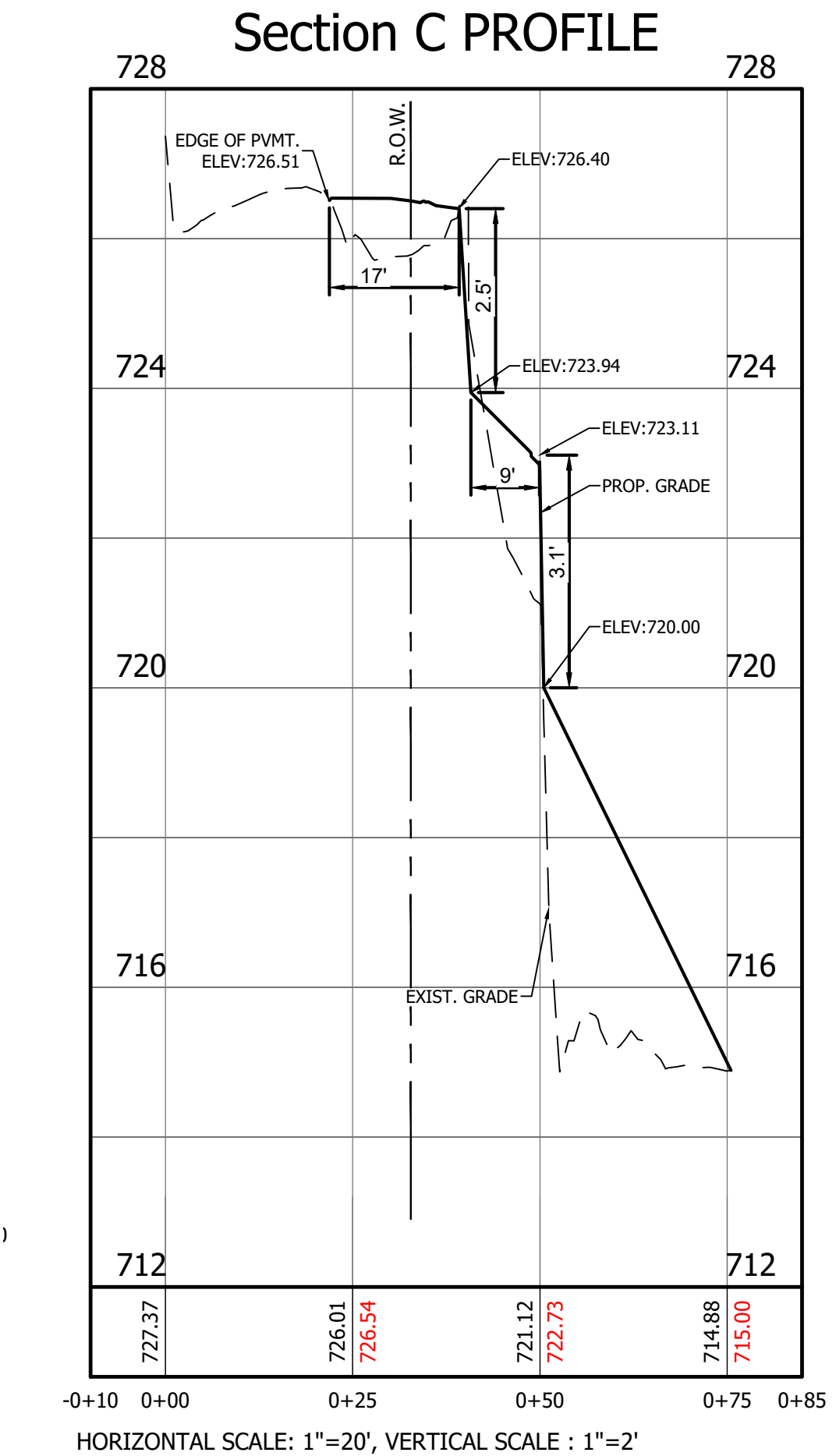
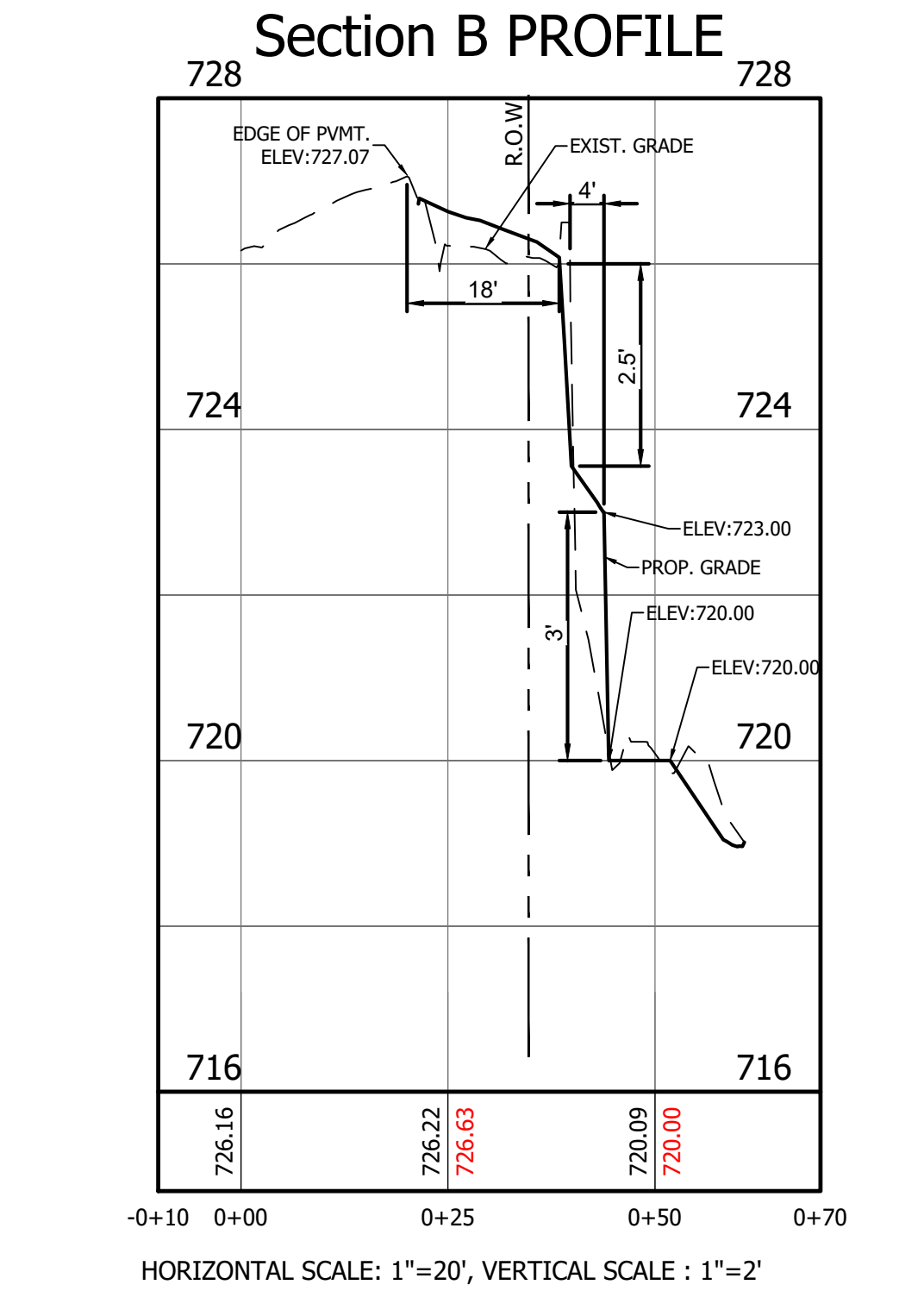
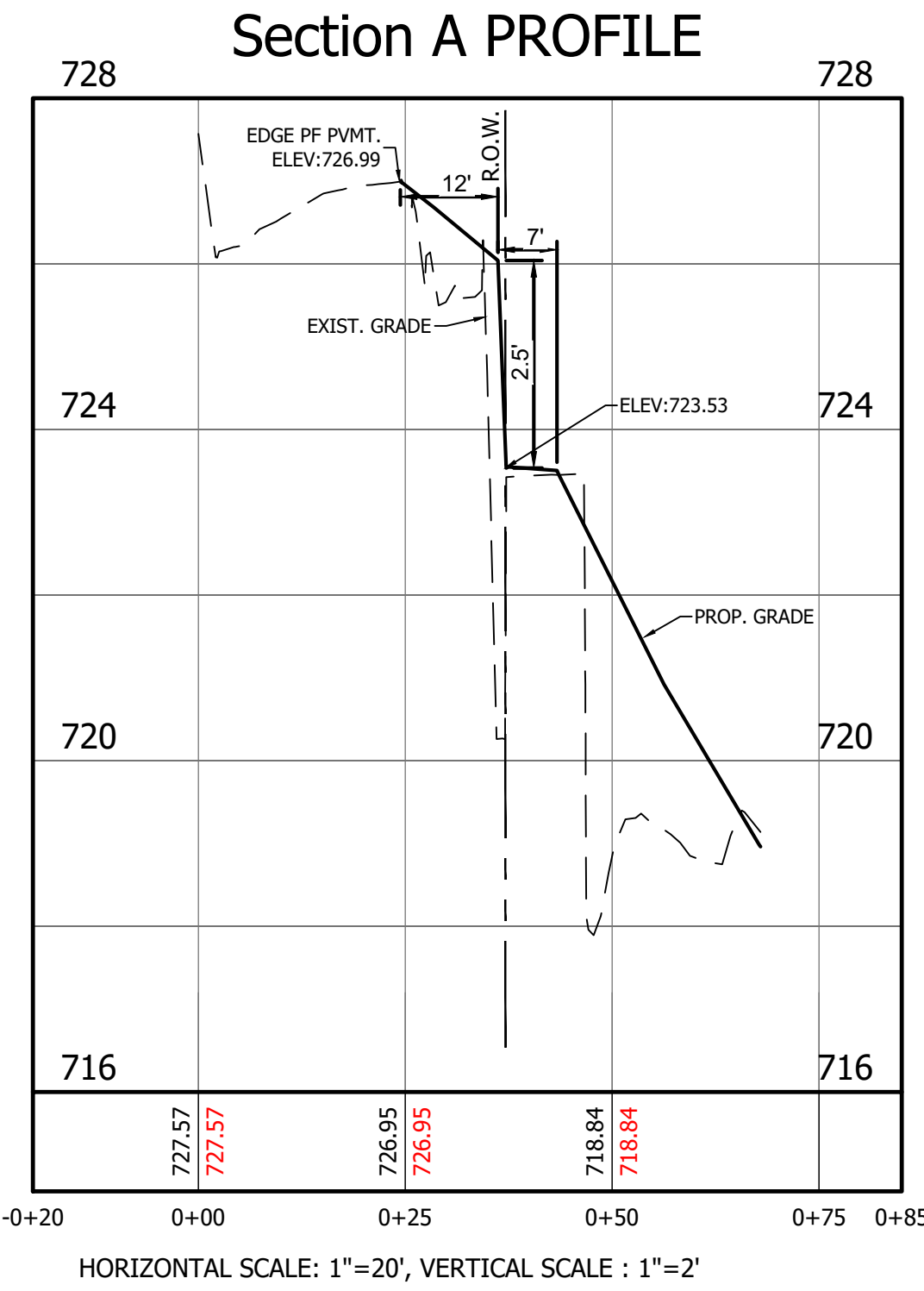
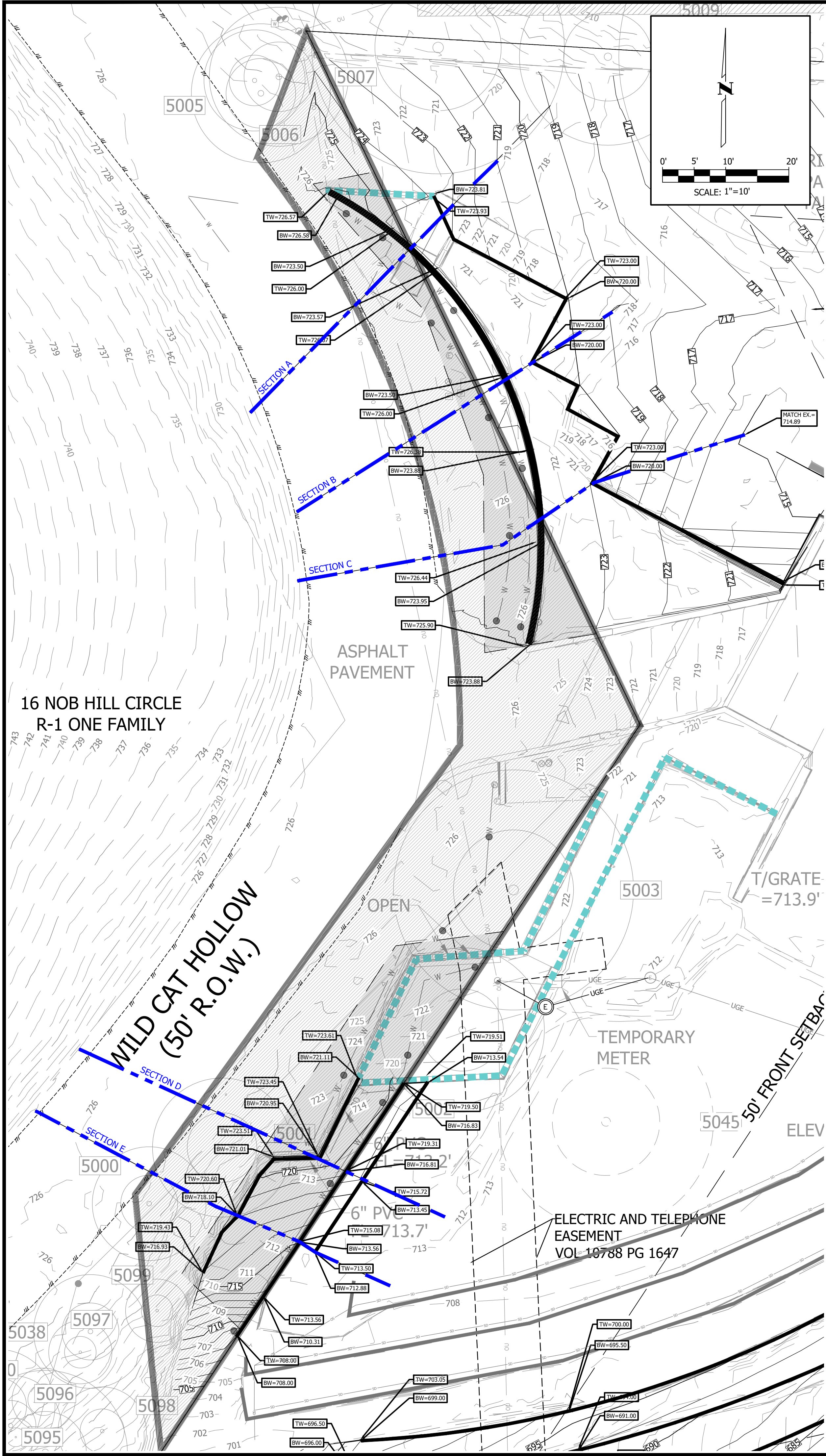


NOTES:

- ALL BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, GRID NORTH, CENTRAL ZONE, (4203), NAD83.
- SEE ATTACHED METES & BOUNDS

**0.0336 ACRE
LICENSE AGREEMENT
City of WestLake Hills,
Travis County, Texas**

 A Limited Liability Company PO Box 90876, Austin Texas 78709 INFO@4WARDLS.COM (512) 537-2384 TBPELS FIRM #10174300	Date:	6/9/2025
	Project:	00144
	Scale:	N/A
	Reviewer:	PG
	Tech:	JG
	Field Crew:	MW
	Survey Date:	DEC. 2022
	Sheet:	2 OF 2



- #### GRADING NOTES:
- THE EXISTING SITE CONTAINS UNPERMITTED FILL MATERIAL PLACED AND COMPACTED WITHOUT PROPER DOCUMENTATION OR CITY APPROVAL.
 - THIS PROJECT PROPOSED TO RESTORE THE TOPOGRAPHY CLOSELY RESEMBLING THE ORIGINAL PRE-FILL CONTOURS, WHILE ALSO ADDING FLAT AREAS THROUGHOUT THE SITE SO THAT PROPER TREE MITIGATION CAN OCCUR ON SITE.
 - FINAL LIFT OF SOIL SHALL BE DE-COMPACTED TO A DEPTH OF 12 INCHES TO PROMOTE INFILTRATION AND VEGETATIVE GROWTH. THIS APPLIES TO NON-STRUCTURAL AREAS ONLY.
 - AREAS OUTSIDE OF STRUCTURAL FOUNDATIONS, DRIVEWAYS, OR OTHER LOAD-BEARING SURFACES SHALL BE CAPABLE OF SUPPORTING VEGETATION AND STORMWATER INFILTRATION.
 - TOPSOIL SHALL BE PLACED IN LIFTS NOT EXCEEDING 6 INCHES, LIGHTLY COMPACTED FOR STABILITY (NO MECHANICAL COMPACTION), AND TESTED TO CONFIRM INFILTRATION RATES > 0.5 IN/HR WHERE APPLICABLE.
 - CONTRACTOR TO NOTIFY THE ENGINEER OF RECORD IF UNEXPECTED SUBSURFACE CONDITIONS ARE ENCOUNTERED.
 - FALL PROTECTION TO BE ADDED OER IRC 312 CODE. REFER TO ARCH SET FOR STANDARD DETAILS.
 - WEEP HOLES TO BE COVERED WITH FILL ARE TO BE CONNECTED INTO THE UNDERDRAIN LINE SHOWN ON THIS PLAN. ALL PROPOSED NEW WALLS ARE TO HAVE WEEP HOLES.

LEGEND

	PROPERTY LINE
	EXISTING PROPERTY LINES
	EXISTING EASEMENTS
	PROPOSED CONTOUR LINE
	EXISTING CONTOUR LINE
	STEEL PLATE WALL
	WALL
	EXIST. UNPERMITTED WALL
	WALL UNDERDRAIN LINE
	IRRIGATION LINE
	IRRIGATION HEAD
	BACKFLOW PREVENTER
	IRRIGATION CONTROL VALVE
	WATER VALVE
	WATER METER
	OVERHEAD UTILITY
	EDGE OF ASPHALT
	GUY ANCHOR
	NAIL W/ MAG AS NOTED
	ELECTRIC JUNCTION BOX
	ELECTRIC METER

DESCRIPTION	
NO.	DATE
MAX@MILIANENGINEERING.COM FIRM REG# F-22686 956.251.5146	
NOT FOR CONSTRUCTION	
RESIDENTIAL DRAINAGE PLAN 1405 WILD CAT HOLLOW WEST LAKE HILLS, TRAVIS COUNTY, TEXAS 78746	
LICENSE AGREEMENT ROW GRADING EXHIBIT	
01 of 01	



DICK CLARK + ASSOCIATES
ARCHITECTURE • INTERIORS

1405 WILDCAT HOLLOW: LICENSE TO ENCROACH

October 2, 2025

Mayor James Vaughan

City of West Lake Hills
4010 Bee Caves Drive
West Lake Hills, TX 78746

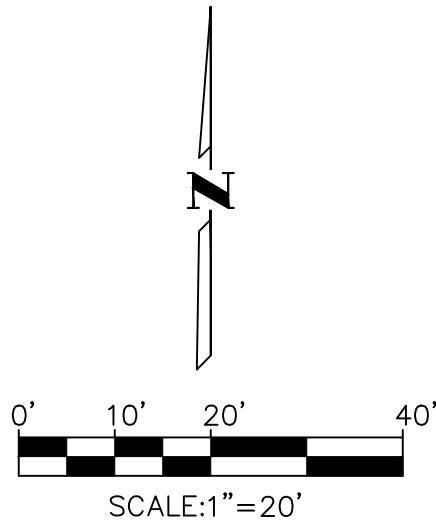
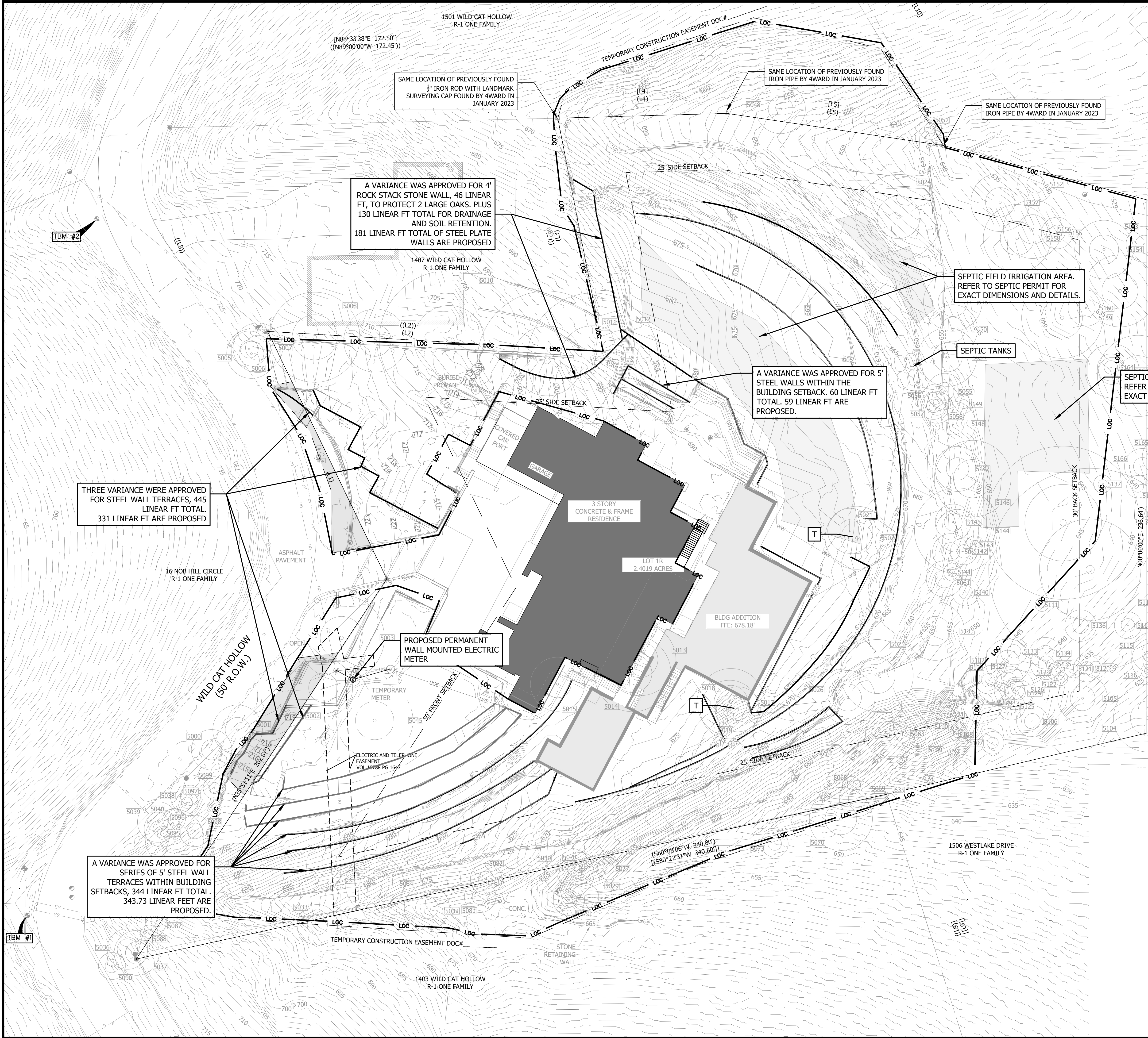
Dear Mayor Vaughan,

This letter is intended to address the retaining walls and associated drainage, fall protection, irrigation and landscaping constructed within the ROW along 1405 Wildcat Hollow. These improvements are to be built to comply with the approved variances issued by the City and constructed to meet the standards outlined in the submitted plans and supporting documentation.

We affirm our intent to complete the remaining work in full accordance with the City's expectations, approved variances, and all applicable protocols, with careful attention to the surrounding environment and community.

Thank you for your time and service.

Matt Boelsche
Dick Clark + Associates



- NOTES:**
1. COORDINATE WITH SEPTIC INSTALLER PRIOR TO ANY WALL OR SURFACE IMPROVEMENTS INSTALLATION.
 2. PERMIT FOR THE PROPOSED SEPTIC SYSTEM IS TO BE SUBMITTED BY OTHERS.
 3. RAILS ARE TO BE ADDED PER IRC 312 CODE. REFER TO ARCH SET FOR STANDARD DETAILS.
 4. A PERMANENT ACCESS EASEMENT TO ACCESS THE LOWER PORTION OF 1405 WILD CAT HOLLOW FROM THE EXISTING DRIVEWAY AT 1508 WESTLAKE HILLS DR HAS BEEN RECORDED. NOTE THAT ACCESS IS MEANT TO BE USED EXCLUSIVELY FOR MAINTENANCE OF LANDSCAPE AND SEPTIC ONLY, AND IS NOT MEANT TO BE A CONSTANT DRIVEABLE ACCESS. DOC NO. 2025

T: CRITICAL ROOT ZONES HAVE BEEN PREVIOUSLY DISTURBED WITHOUT PERMITS. FIELD OBSERVATION WILL HAVE TO BE DONE TO SUPPORT TREE HEALTH AND PRESERVATION. SHOULD TREES BE FURTHER DAMAGED, ADDITIONAL TREE MITIGATION MAY BE REQUIRED.

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

IMPERVIOUS COVER TABLE			
	SF	AC	%
Site Area	104,968.50	2.41	
Existing IC	19,326.00	0.44	18.41%
Demo IC	6,871.00	0.16	6.55%
Proposed New IC	4,673.65	0.11	4.45%
Total Pr IC	17,128.65	0.39	16.32%

IMPERVIOUS COVER REDUCTION NOTE:
THE OVERALL IMPERVIOUS COVER UNDER PROPOSED CONDITIONS WAS ABLE TO BE REDUCED GIVEN THE SUBDIVISION RECORDED AS DOC. # THE LOT AREA FOR THE SUBJECT PROPERTY INCREASED, AND IMPERVIOUS COVER THAT WAS ORIGINALLY ON THE ADJACENT LOT BECAME PART OF THIS LOT TO BE DEMOLISHED.

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

DESCRIPTION

DATE

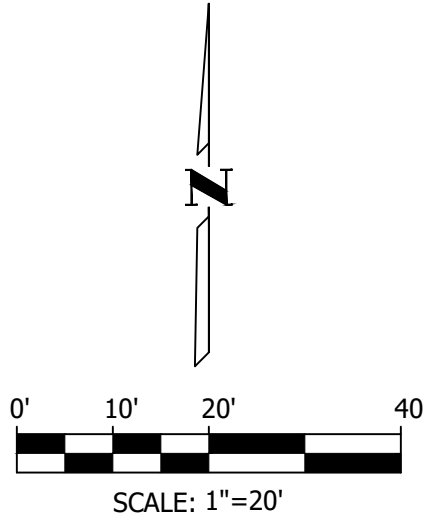
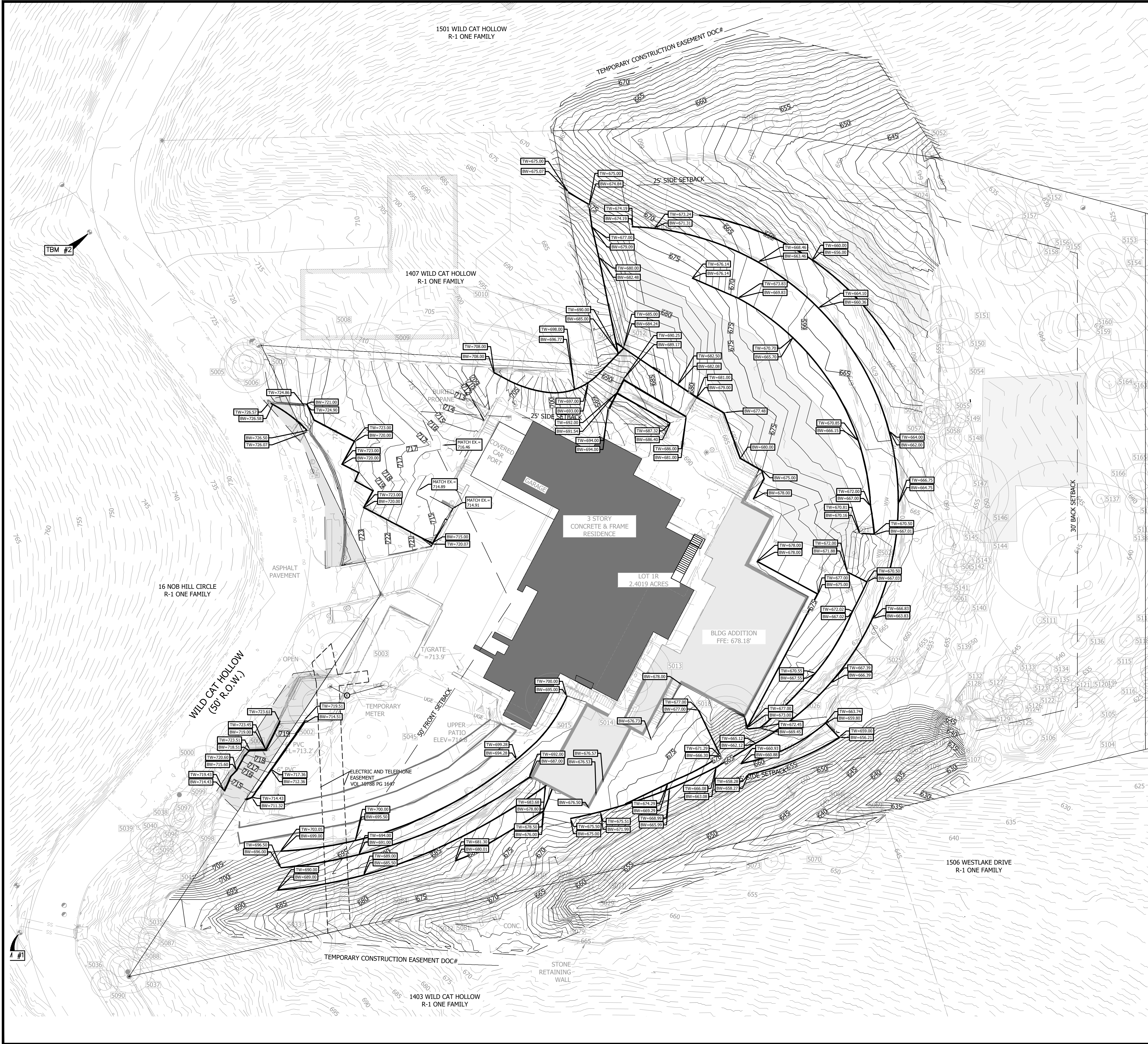
NO.

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

RESIDENTIAL DRAINAGE PLAN
1405 WILD CAT HOLLOW
WEST LAKE HILLS, TRAVIS COUNTY, TEXAS 78746

SITE PLAN

07 of 33



- GRADING NOTES:**
- THE EXISTING SITE CONTAINS UNPERMITTED FILL MATERIAL PLACED AND COMPACTED WITHOUT PROPER DOCUMENTATION OR CITY APPROVAL
 - THIS PROJECT PROPOSED TO RESTORE THE TOPOGRAPHY CLOSELY RESEMBLING THE ORIGINAL PRE-FILL CONTOURS, WHILE ALSO ADDING FLAT AREAS THROUGHOUT THE SITE SO THAT PROPER TREE MITIGATION CAN OCCUR ON SITE.
 - FINAL LIFT OF SOIL SHALL BE DE-COMPACTED TO A DEPTH OF 12 INCHES TO PROMOTE INFILTRATION AND VEGETATIVE GROWTH. THIS APPLIES TO NON-STRUCTURAL AREAS ONLY.
 - AREAS OUTSIDE OF STRUCTURAL FOUNDATIONS, DRIVEWAYS, OR OTHER LOAD-BEARING SURFACES SHALL BE CAPABLE OF SUPPORTING VEGETATION AND STORMWATER INFILTRATION.
 - TOPSOIL SHALL BE PLACED IN LIFTS NOT EXCEEDING 6 INCHES, LIGHTLY COMPACTED FOR STABILITY (NO MECHANICAL COMPACTION), AND TESTED TO CONFIRM INFILTRATION RATES > 0.5 IN/HR WHERE APPLICABLE.
 - CONTRACTOR TO NOTIFY THE ENGINEER OF RECORD IF UNEXPECTED SUBSURFACE CONDITIONS ARE ENCOUNTERED.

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

DESCRIPTION	
DATE	
NO.	
 MAX@MILIANENGINEERING.COM FIRM REG# F-22686 956.251.5146	
 06/26/2025	
RESIDENTIAL DRAINAGE PLAN 1405 WILD CAT HOLLOW WEST LAKE HILLS, TRAVIS COUNTY, TEXAS 78746 PR GRADING PLAN	
12 of 33	





1405 WILDCAT HOLLOW

09/22/2025

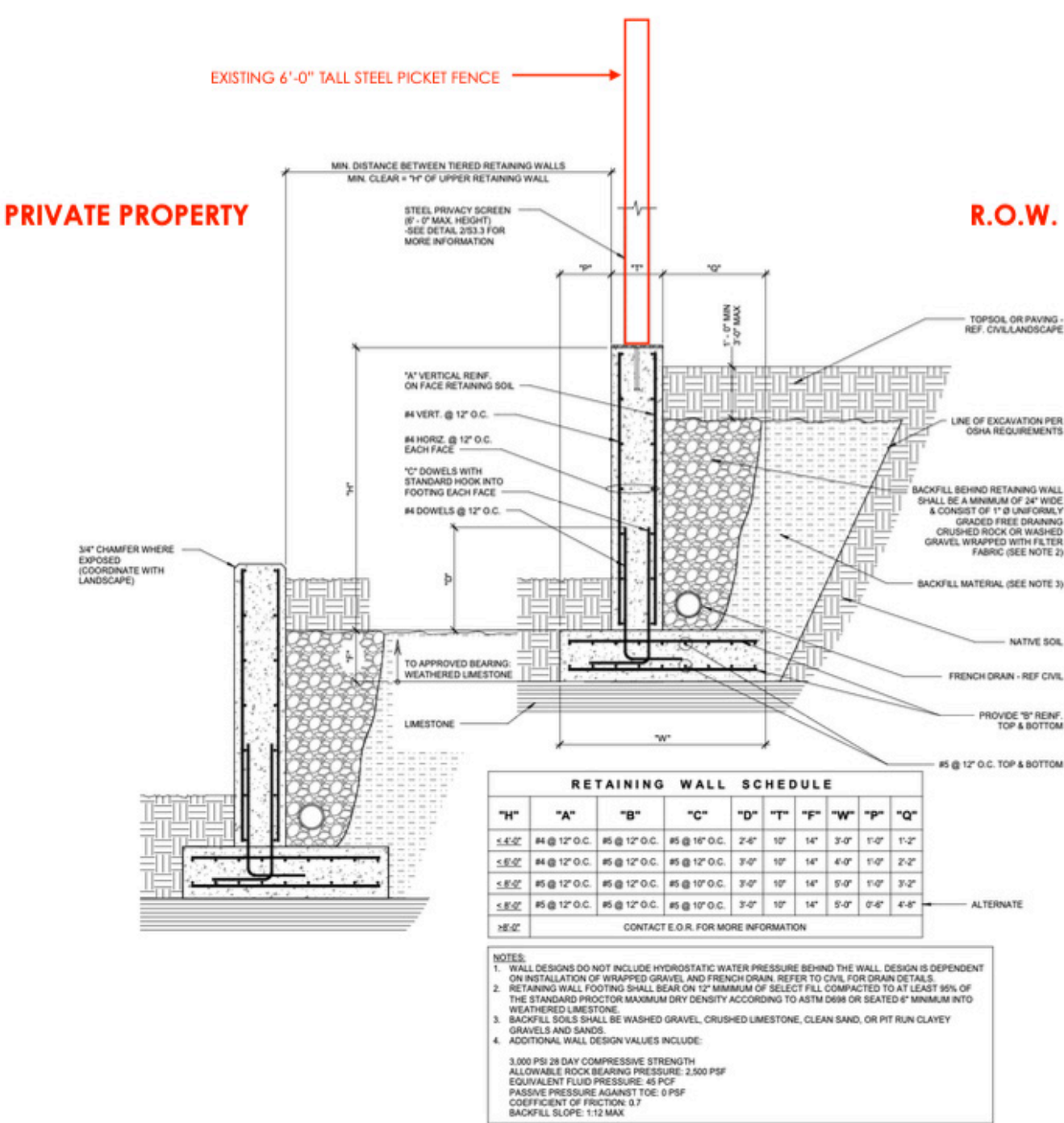
VIEW A : PROPOSED CONDITIONS



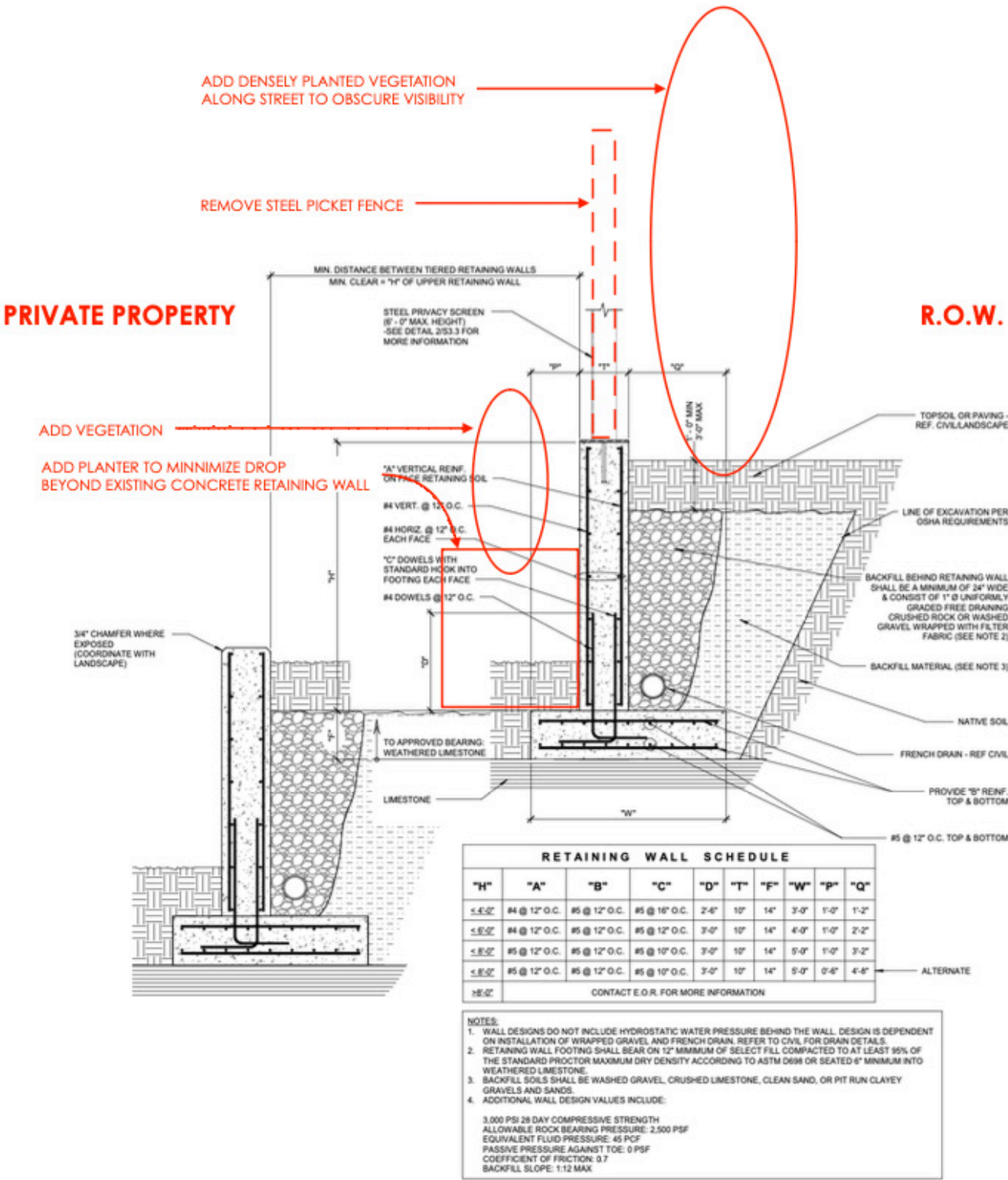








EXISTING CONDITION



PROPOSED CONDITION

NOT FOR
CONSTRUCTION

1405 WILDCAT HOLLOW,
WEST LAKE HILLS, TX 78746

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ISSUED SETS:

Description	Date Issued
2020 Litigation Settlement Plan	1.6.21

Project No. 1912

PLAN

L-001

ALL ROCK WORK IN
CREEK LESS THAN 18"
IN HEIGHT

TYPICAL GRADE CONTROL STRUCTURES (GCS)
IN CREEK (REF. L500)

LEGEND

- LAWN
- GEOGRID LAWN
- GEOGRID GRAVEL
- GRAVEL
- PLANTING BED
- EROSION CONTROL
COIR LOG W/ STAKES
- BUILDING SETBACK

- LIMESTONES STACK WALLS
- STEPPING STONES
- STEEL EDGE
- STEEL WALL
- SCREEN FENCE WITH VINES
- GLASS RAILING
- EXISTING WALLS
PRE 2018
- STEEL WALL
- ROCK STACK WALL
- CONCRETE WALL

NOTE: FOR VEGETATIVE SCREENING AND PLANTING PLAN
REFER TO SHEET L-200 ATTACHED

(4) 3' ROCK STACK WALL,
100 LINEAR FT, FINAL
HEIGHTS PENDING SEPTIC
RESOLUTION - NEEDED
FOR DRAINAGE AND SOIL
RETENTION

(5) 5' STEEL WALLS, 60
LINEAR FT TOTAL, TO
RETAIN RAMP FOR
MAINTENANCE ACCESS
AND SUPPORT TERRACES
FOR NEW TREES AND
PLANTINGS

(6) 4' ROCK STACK WALL,
100 LINEAR FT, NEEDED
FOR REDUCING HEIGHT OF
OTHER WALLS UP SLOPE,
AND RETAINING EXISTING
GRADE AROUND LARGE
OAK TREES

ALL ROCK WORK PROPOSED IN CREEK
LESS THAN 18" IN HEIGHT

(7) 5' ROCK STACK WALLS, 260
LINEAR FT TOTAL, NEEDED FOR
REDUCING HEIGHT OF OTHER WALLS
UP SLOPE, AND STABILIZING
DISTURBED SLOPES IN ORDER TO
PROPERLY RE-VEGETATE

(2) 5' ROCK STACK WALLS,
130 LINEAR FT TOTAL, FINAL
HEIGHTS PENDING SEPTIC
RESOLUTION - NEEDED FOR
DRAINAGE AND SOIL
RETENTION

(3) 4' ROCK STACK STONE
WALL, 46 LINEAR FT, TO
PROTECT 2 LARGE OAKS

(1) 3' CONCRETE WALL,
10 LINEAR FT, FOR SOIL
RETENTION OF FRONT
YARD AND TO IMPROVE
DRAINAGE

(11) 3' STEEL WALL
TERRACES, 148 LINEAR FT
TOTAL, TO STABILIZE
DISTURBED GRADE
AROUND EXISTING TREES
TO BE PRESERVED AND TO
CREATE SPACE FOR MORE
TREES AND PLANTINGS TO
BUFFER FROM STREET

(10) 5' CONCRETE WALLS, 82
LINEAR FT TOTAL, FOR
STAIRCASE TO IMPROVE
PEDESTRIAN CIRCULATION
AND MAINTENANCE

(9) 5' STEEL WALL TERRACES,
215 LINEAR FT TOTAL, TO
STABILIZE DISTURBED GRADE
AROUND EXISTING TREES TO
BE PRESERVED AND TO
CREATE SPACE FOR MORE
TREES AND PLANTINGS TO
BUFFER FROM STREET, AND
ALLOW FOR DELIVERY AND
SERVICE VEHICLES TO
TEMPORARILY PULL OFF
WILDCAT HOLLOW

(8) SERIES OF 5' STEEL
WALL TERRACES, 344
LINEAR FT TOTAL, TO
STABILIZE DISTURBED
SLOPE AND LOWER THE
HEIGHT OF STEEL WALLS
ALREADY IN PLACE THAT
EXCEED 6' TALL

TRACT 3 - 0.837 ACRES
OUT OF THE
WILKINSON SPARKS SURVEY No.4
DOC. NO. 2014084055
O.P.R.T.C.

TRACT 4 - 0.18 ACRES
OUT OF THE
WILKINSON SPARKS SURVEY No.4
DOC. NO. 2014084055
O.P.R.T.C.

LOT 1
GIBBINS-REED SUBDIVISION
VOL. 99, PG. 39
P.R.T.C.

LOT 1
THE DRAKER SUBDIVISION
DOC. NO. 201200069
O.P.R.T.C.

LOT 1-B
BELA VISTA TWO SUBDIVISION
DOC. NO. 201200068
O.P.R.T.C.

1 SITE PLAN
SCALE = 1/20

0 5 10 20 40

NOTES: (REFER TO SHEET L-001 PLAN FOR LOCATION):

1.

(1) 3' CONCRETE WALL, 10 LINEAR FT, FOR SOIL RETENTION OF FRONT YARD AND TO IMPROVE DRAINAGE.
2.

(2) 5' ROCK STACK WALLS, 130 LINEAR FT TOTAL, FINAL HEIGHTS PENDING SEPTIC RESOLUTION - NEEDED FOR DRAINAGE AND SOIL RETENTION.
3.

(3) 4' ROCK STACK STONE WALL, 46 LINEAR FT, TO PROTECT 2 LARGE OAKS.
4.

(4) 3' ROCK STACK WALL, 100 LINEAR FT, FINAL HEIGHTS PENDING SEPTIC RESOLUTION - NEEDED FOR DRAINAGE AND SOIL RETENTION.
5.

(5) 5' STEEL WALLS, 60 LINEAR FT TOTAL, TO RETAIN RAMP FOR MAINTENANCE ACCESS AND SUPPORT TERRACES FOR NEW TREES AND PLANTINGS.
6.

(6) 4' ROCK STACK WALL, 100 LINEAR FT, NEEDED FOR REDUCING HEIGHT OF OTHER WALLS UP SLOPE, AND RETAINING EXISTING GRADE AROUND LARGE OAK TREES.
7.

(7) 5' ROCK STACK WALLS, 260 LINEAR FT TOTAL, NEEDED FOR REDUCING HEIGHT OF OTHER WALLS UP SLOPE, AND STABILIZING DISTURBED SLOPES IN ORDER TO PROPERLY RE-VEGETATE.
8.

(8) SERIES OF 5' STEEL WALL TERRACES, 344 LINEAR FT TOTAL, TO STABILIZE DISTURBED SLOPE AND LOWER THE HEIGHT OF STEEL WALLS ALREADY IN PLACE THAT EXCEED 6' TALL.
9.

(9) 5' STEEL WALL TERRACES, 215 LINEAR FT TOTAL, TO STABILIZE DISTURBED GRADE AROUND EXISTING TREES TO BE PRESERVED AND TO CREATE SPACE FOR MORE TREES AND PLANTINGS TO BUFFER FROM STREET, AND ALLOW FOR DELIVERY AND SERVICE VEHICLES TO TEMPORARILY PULL OFF WILDCAT HOLLOW.
10.

(10) 5' CONCRETE WALLS, 82 LINEAR FT TOTAL, FOR STAIRCASE TO IMPROVE PEDESTRIAN CIRCULATION AND MAINTENANCE.
11.

(11) 3' STEEL WALL TERRACES, 148 LINEAR FT TOTAL, TO STABILIZE DISTURBED GRADE AROUND EXISTING TREES TO BE PRESERVED AND TO CREATE SPACE FOR MORE TREES AND PLANTINGS TO BUFFER FROM STREET.

NOTE: ALL AREAS WITH WALLS AS LISTED ABOVE SHALL BE FULLY PLANTED AND SCREENED FROM THE NEIGHBORING ROPERTY LINE AND STREET. REF. TO SHEET L-200 ATTACHED FOR PLANTING PLAN.

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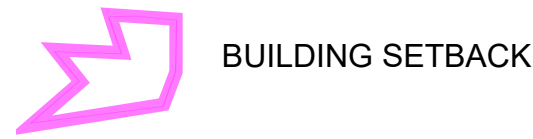
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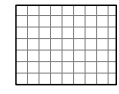
Description	Date Issued
2020 Litigation Settlement Plan	1.6.21

Project No. 1912

NOTES
L-002

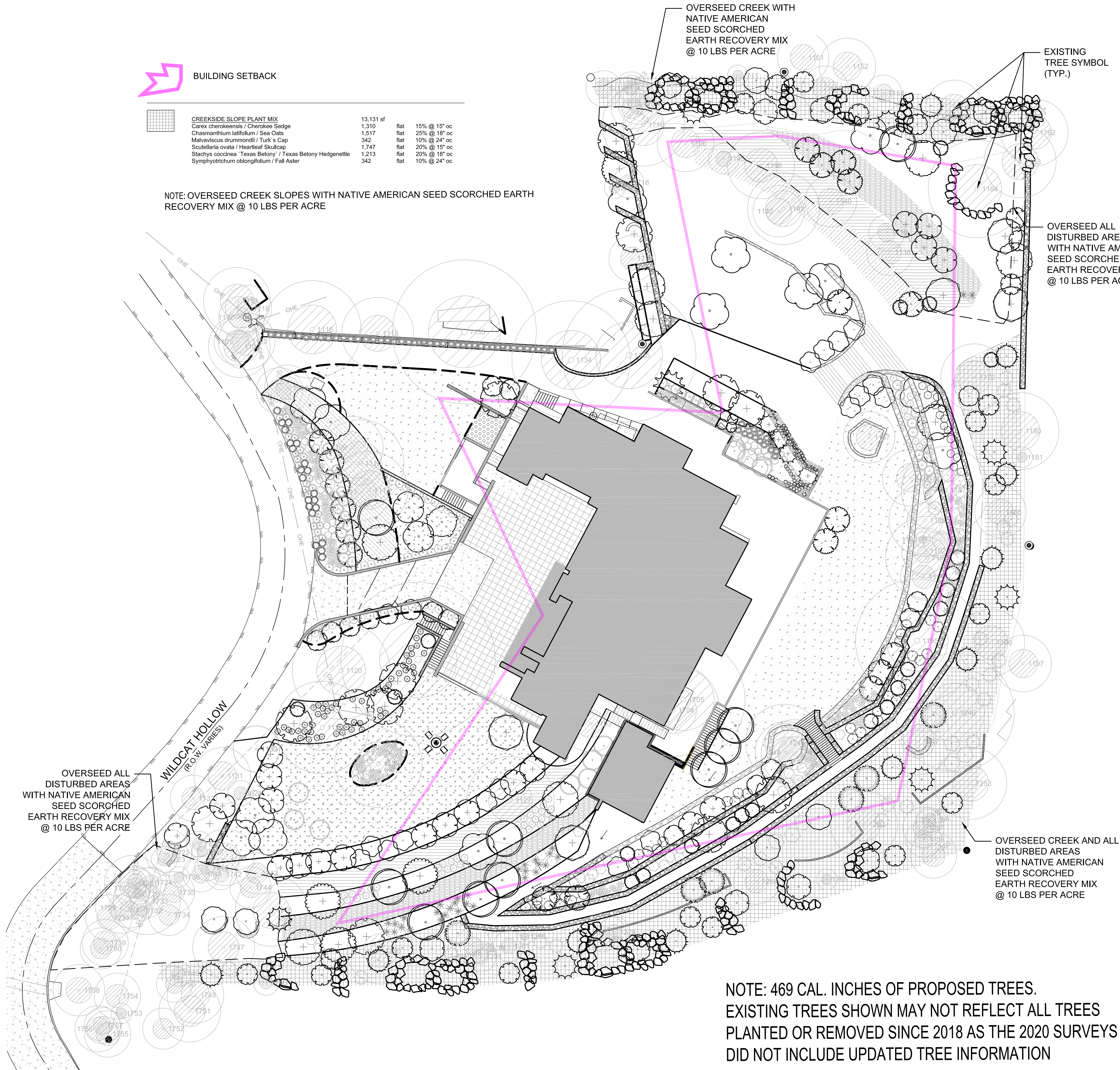


BUILDING SETBACK

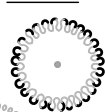
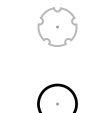
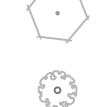


CREEKSIDE SLOPE PLANT MIX					13,131 sf
Carex cherokeensis / Cherokee Sedge	1,310	flat	15% @ 15" oc		
Chasmanthium latifolium / Sea Oats	1,517	flat	25% @ 18" oc		
Malvaviscus drummondii / Turk's Cap	342	flat	10% @ 24" oc		
Scutellaria ovata / Heartleaf Skullcap	1,747	flat	20% @ 15" oc		
Stachys coccinea / Texas Betony / Texas Betony Hedge-nettle	1,213	flat	20% @ 18" oc		
Symphoricarum oblongifolium / Fall Aster	342	flat	10% @ 24" oc		

NOTE: OVERSEED CREEK SLOPES WITH NATIVE AMERICAN SEED SCORCHED EARTH RECOVERY MIX @ 10 LBS PER ACRE



PLANT SCHEDULE

TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT	
	AF2	6	Acacia farnesiana / Sweet Acacia	2" cal.	
	BL	10	Bauhinia lunaroides / Anacacho Orchid Tree	3" Cal	
	CC	20	Cercis canadensis mexicana / Mexican Redbud	3" Cal	
	CL3	4	Chilopsis linearis / Desert Willow	3" cal. min.	
	DT2	20	Diospyros texana / Texas Persimmon smaller sized trees to be planted in creek zone	1" cal	
	FT	5	Fraxinus texensis / Texas Ash	3" cal.	
	ID	16	Ilex decidua / Possumhaw Holly	3" cal.	
	IV	19	Ilex vomitoria / Yaupon Holly	3" Cal	
	OM2	2	Olea europaea 'Manzanillo' / Manzanillo Olive	3" Cal	
	OM3	1	Olea europaea / Olive Multi-Trunk	Existing	
	PD2	1	Parkinsonia x 'Desert Museum' (thornless) / Desert Museum Palo Verde (thornless)	3" Cal	
	PM	19	Prunus mexicana / Mexican Plum	3" cal.	
	PM2	11	Platanus mexicana / Mexican Sycamore smaller sized trees to be planted in creek zone	1" cal	
	QM	4	Quercus muehlenbergii / Chinkapin Oak	3" cal. min.	
	QM2	13	Quercus polymorpha 'Monterey' / Monterey Oak	3" cal. min.	
	QR	10	Quercus texana / Texas Red Oak	3" cal. min.	
	QT	10	Quercus texana / Texas Red Oak smaller sized trees to be planted in creek zone	1" cal	
	QV	14	Quercus virginiana / Southern Live Oak	3" cal. min.	
	QV2	7	Quercus virginiana / Southern Live Oak smaller sized trees to be planted in creek zone	1" cal	
	UC	8	Ulmus crassifolia / Cedar Elm	3" Cal	
	UC2	7	Ulmus crassifolia / Cedar Elm smaller sized trees to be planted in creek zone	1" cal	
	US	22	Ungnadia speciosa / Mexican Buckeye	2" cal.	
SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	AH2	115	Ageratina havanensis / White Mistflower	3 gal	36" o.c.
	AT	16	Anisacanthus quadrifidus 'Tangerine' / Flame Acanthus	3 gal	36" o.c.
	BA	58	Buxus / Boxwood	Existing	36" o.c.
	CB	27	Callicarpa americana / American Beautyberry smaller sized plants to be planted in creek zone	5 gal	72" o.c.
	MB2	35	Malvaviscus drummondii 'Big Mama' / 'Big Mama' Turk's Cap	3 gal	48" o.c.
	MP	10	Malvaviscus arboreus var. drummondii 'Pam Puryear' / Pam's Pink Turksap	1 gal	30" o.c.
	PH	4	Piper auritum / Hoja Santa	1 gal	48" o.c.
	PL	9	Poliomntha longiflora / Mexican Oregano	1 gal	30" o.c.
	RL	41	Rhus lanceolata / Prairie Sumac	5 gal	72" o.c.
	SA	23	Salvia greggii 'Alba' / Autumn Sage	3 gal	36" o.c.
	SL3	29	Salvia leucantha / Mexican Bush Sage	3 gal	36" o.c.
GRASSES	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	BB	30	Bouteloua gracilis 'Blonde Ambition' / Blue Grama	1 gal	18" o.c.
	CL	57	Chasmanthium latifolium / Sea Oats	1 gal	30" o.c.
	MC	21	Muhlenbergia capillaris / Gulf Muhly	1 gal	36" o.c.
	ML	41	Muhlenbergia lindheimeri / Big Muhly	3 gal	48" o.c.
	PD	59	Panicum virgatum 'Dallas Blues' TM / Dallas Blues Switch Grass	2 gal	36" o.c.
PERENNIALS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	CG	22	Conoclinium greggii 'Boothill' TM / Gregg's Mistflower	1 gal	18" o.c.
	PN	15	Phyla nodiflora / Frogfruit	4" flat	18" o.c.
	SC	16	Santolina chamaecyparissus / Santolina	1 gal	18" o.c.
	SO2	32	Symphycotrichum oblongifolium / Fall Aster	4" pot	18" o.c.
	WH	11	Wedelia hispida / Zexmenia	1 gal	18" o.c.
SUCCULENTS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	HP	50	Hesperaloe parviflora / Red Yucca	5 gal	36" o.c.
	OP	31	Opuntia / Prickly Pear	2 gal	36" o.c.
GROUND COVERS	CODE	QTY	BOTANICAL / COMMON NAME	CONT	SPACING
	CD2	1,138	Carex divulsa / Berkeley Sedge	flat	12" o.c.
	MC2	615	Muhlenbergia capillaris / Pink Muhly Grass	1 gal	24" o.c.
	PV	360	Panicum virgatum / Switch Grass	1 gal	30" o.c.
	SL	643	Schizachyrium scoparium / Little Bluestem	1 gal	15" o.c.
	ZP	11,966 sf	Zoysia x 'Palisades' / Palisades Zoysia	sod	

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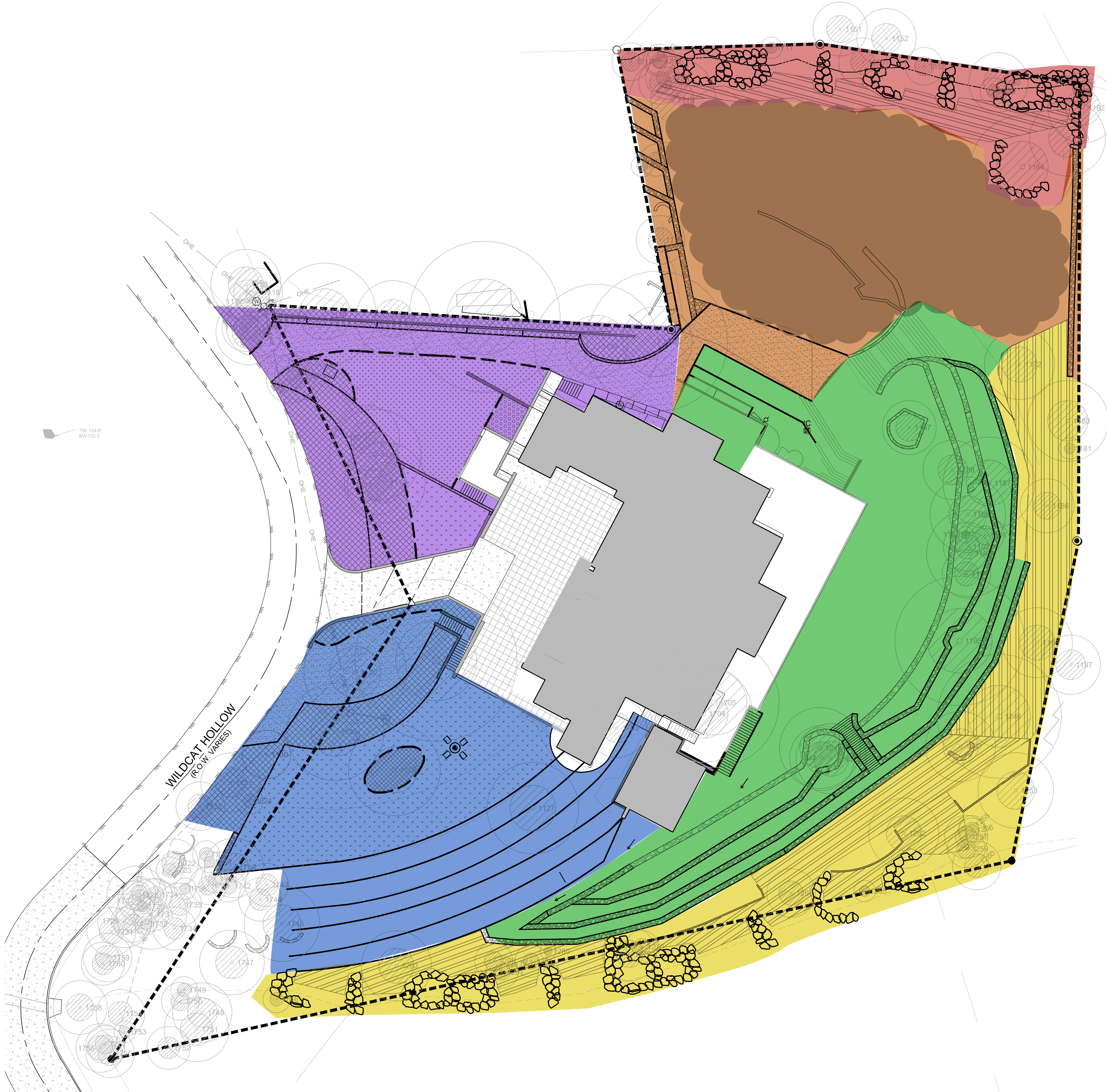
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PLANTING
PLAN

L-200



LEGEND

- PHASE 1 North Creek Phase - 1 month
- PHASE 2 East / South creek phase - 2 months
- PHASE 3 House backyard - 2 Months
- PHASE 4 South frontyard - 3 Months
- PHASE 5 North frontyard - 2 Months
- PHASE ? Septic field phase -

Until further information is known about the septic field design and requirements, we do not know when this phase will occur. We DO know it will permitted separately and will be permias soon as we know enough to design and permit.

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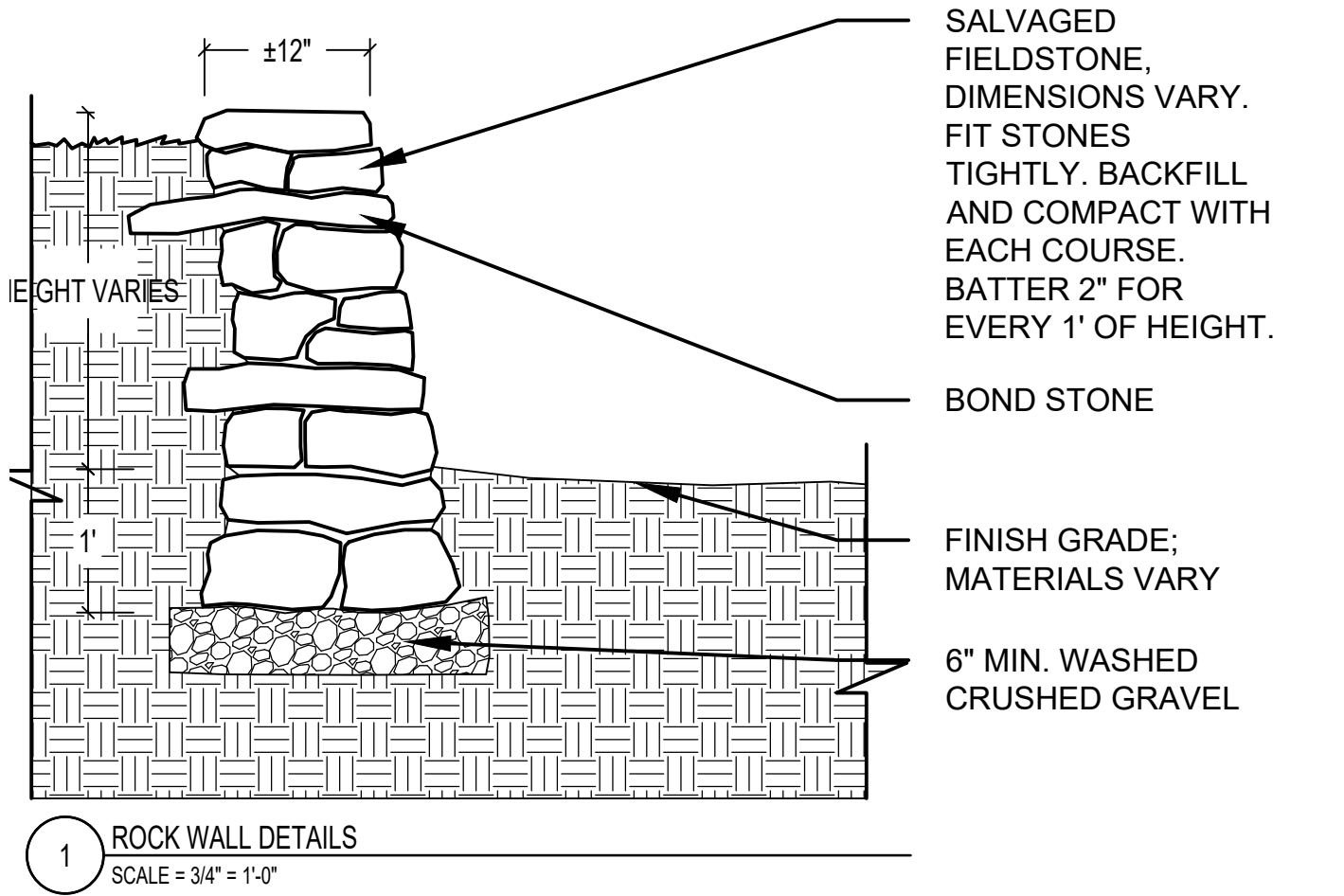
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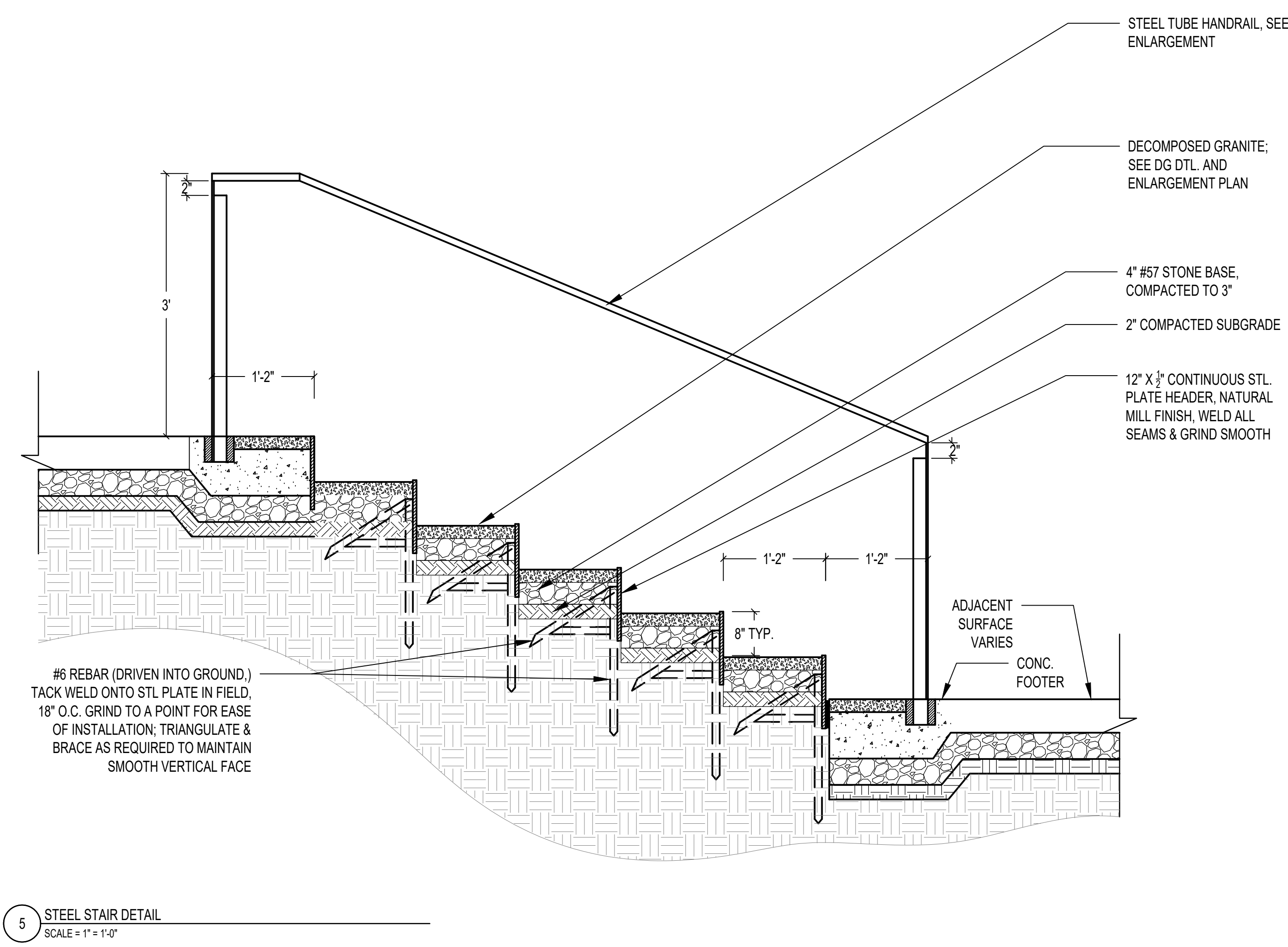
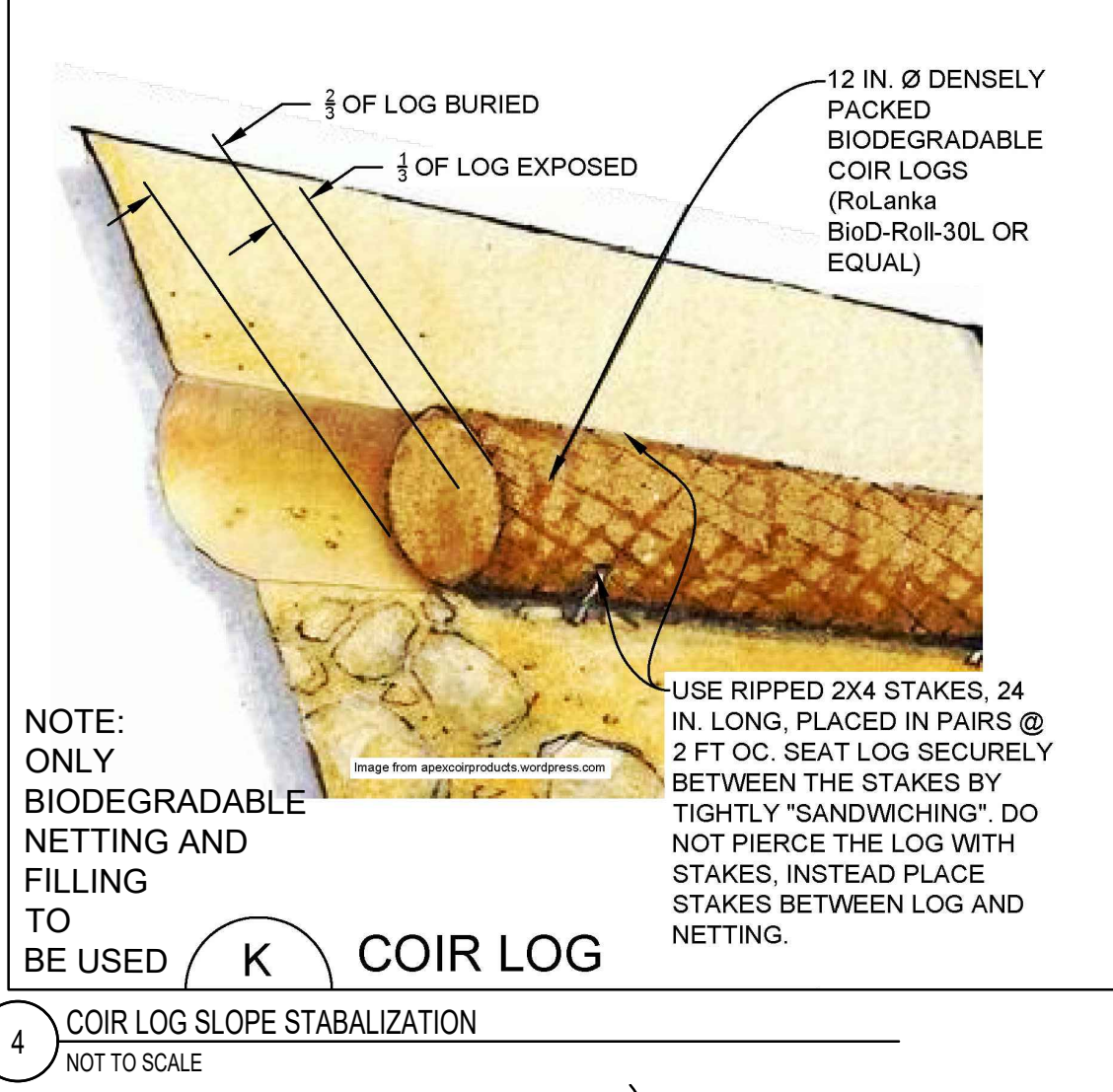
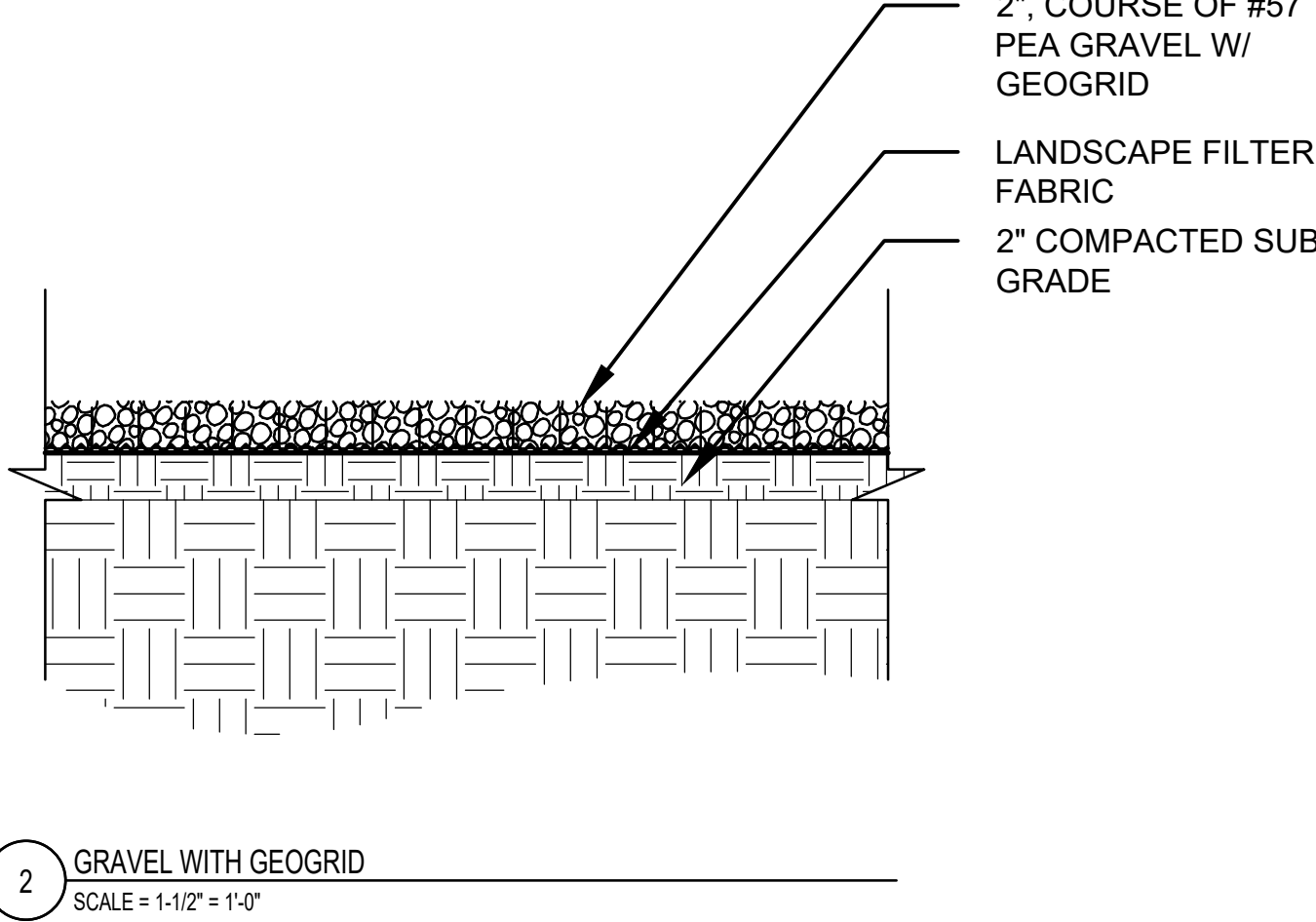
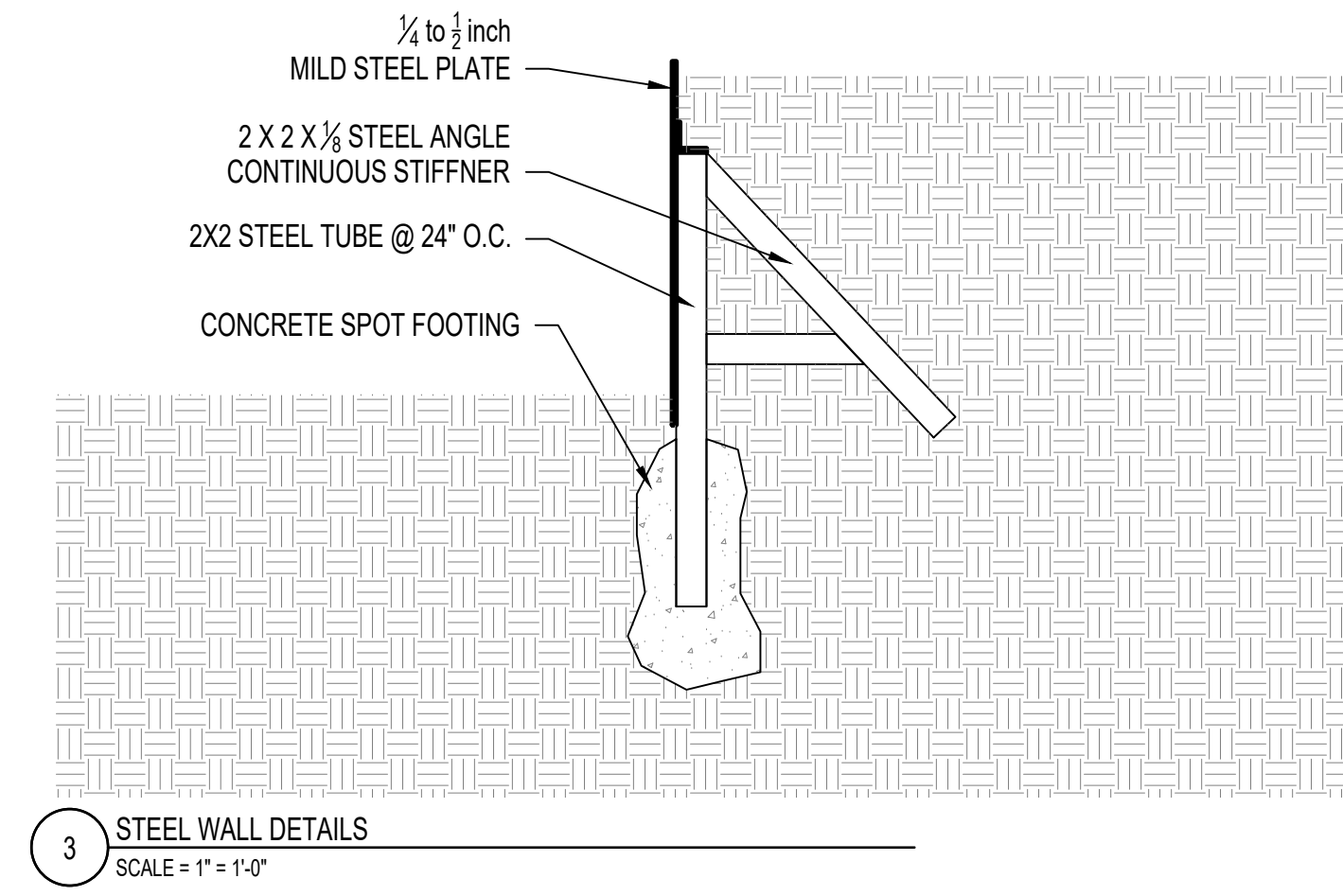
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PHASING PLAN
DIAGRAM
L-400

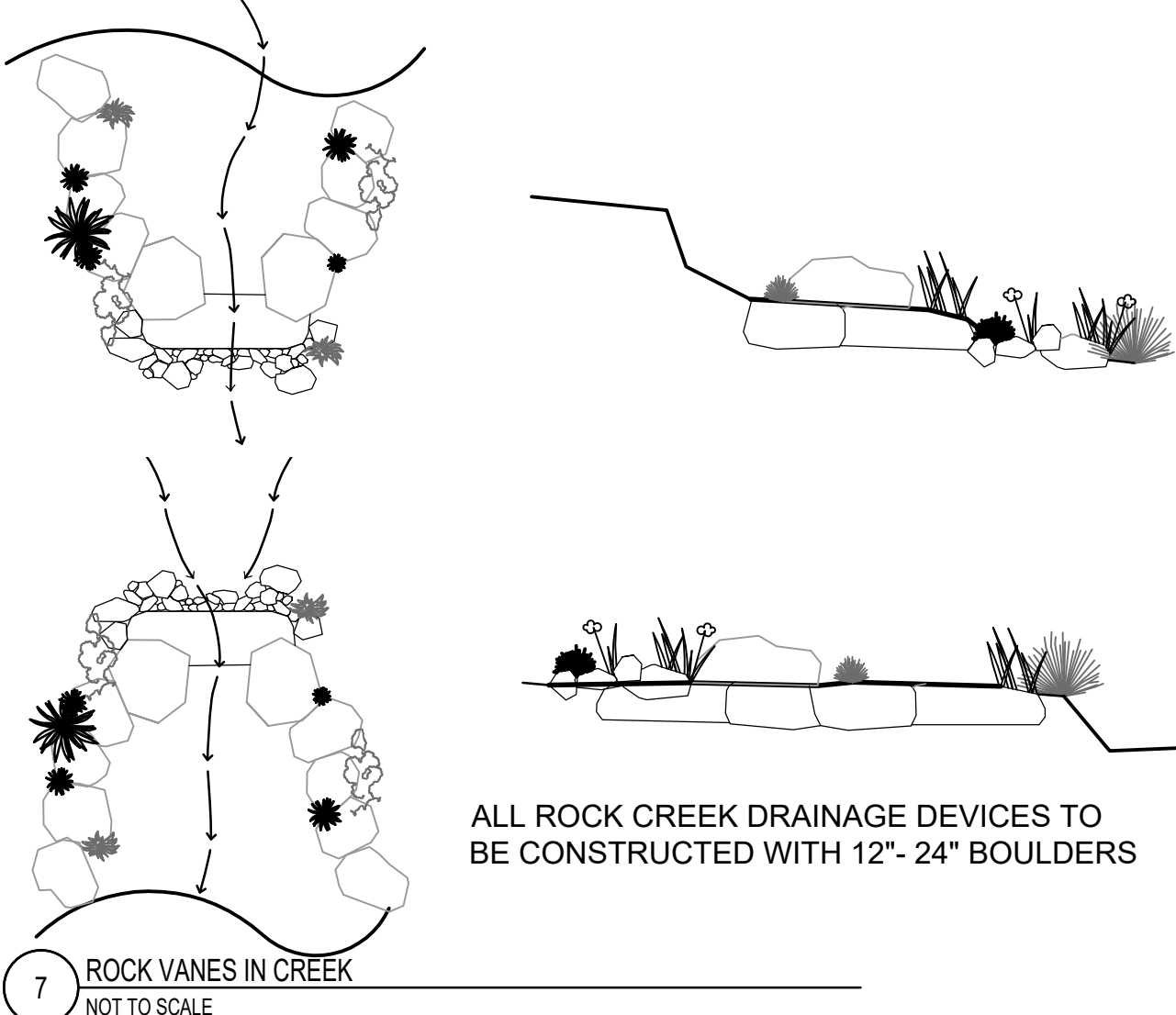
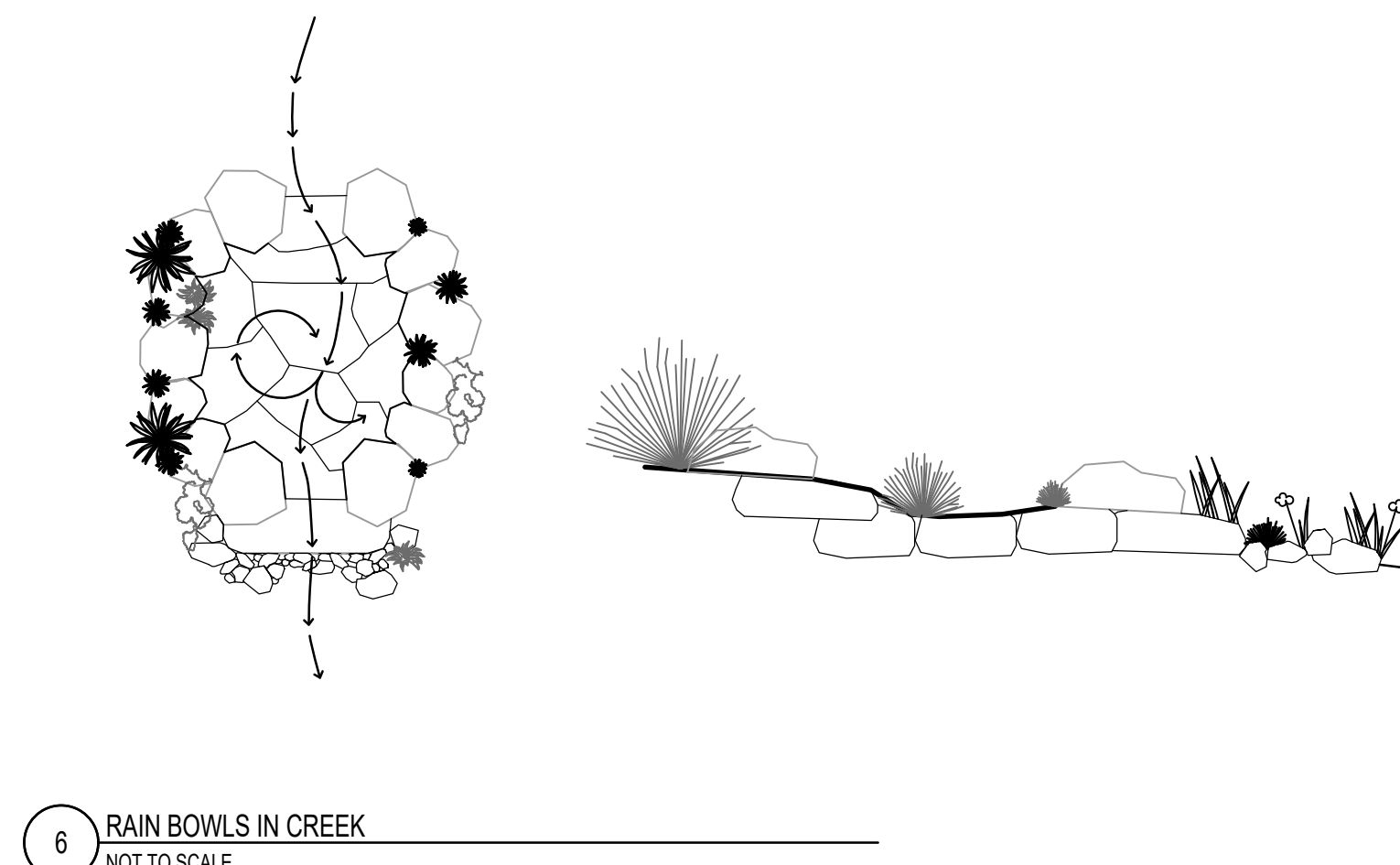
ALL STONE STACK WALLS OVER 4 FEET TALL
REQUIRE STRUCTURAL ENGINEERING



ALL STEEL WALLS OVER 4 FEET TALL
REQUIRE STRUCTURAL ENGINEERING



ALL ROCK CREEK DRAINAGE DEVICES TO BE CONSTRUCTED WITH 12"- 24" BOULDERS



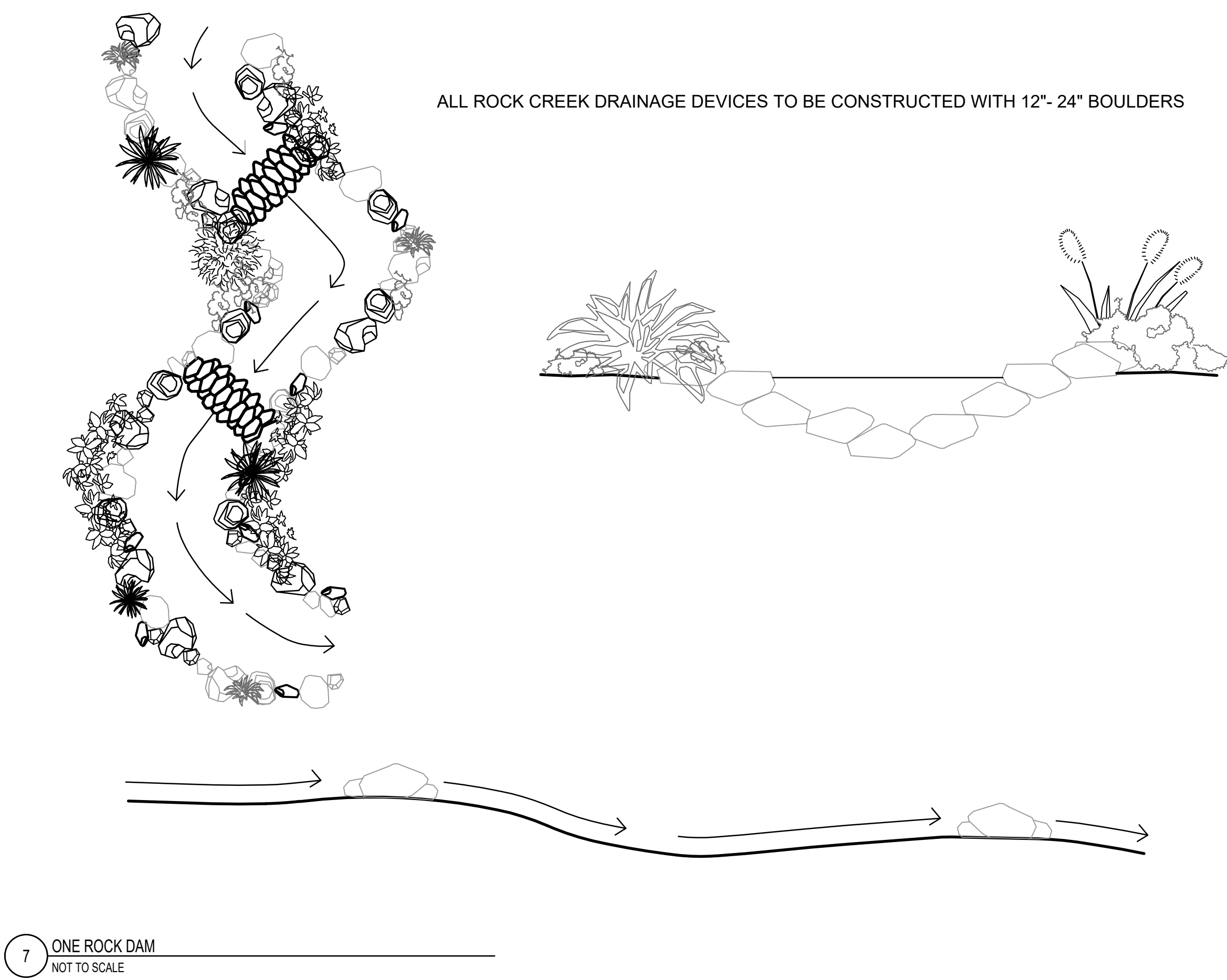
Rain Bowl Example



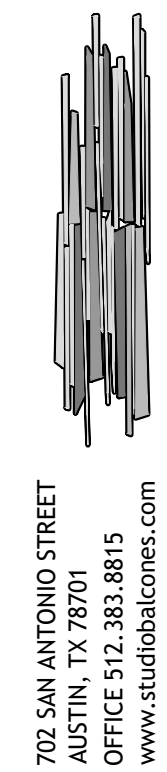
Rock Vane Example



One Rock Dam Example



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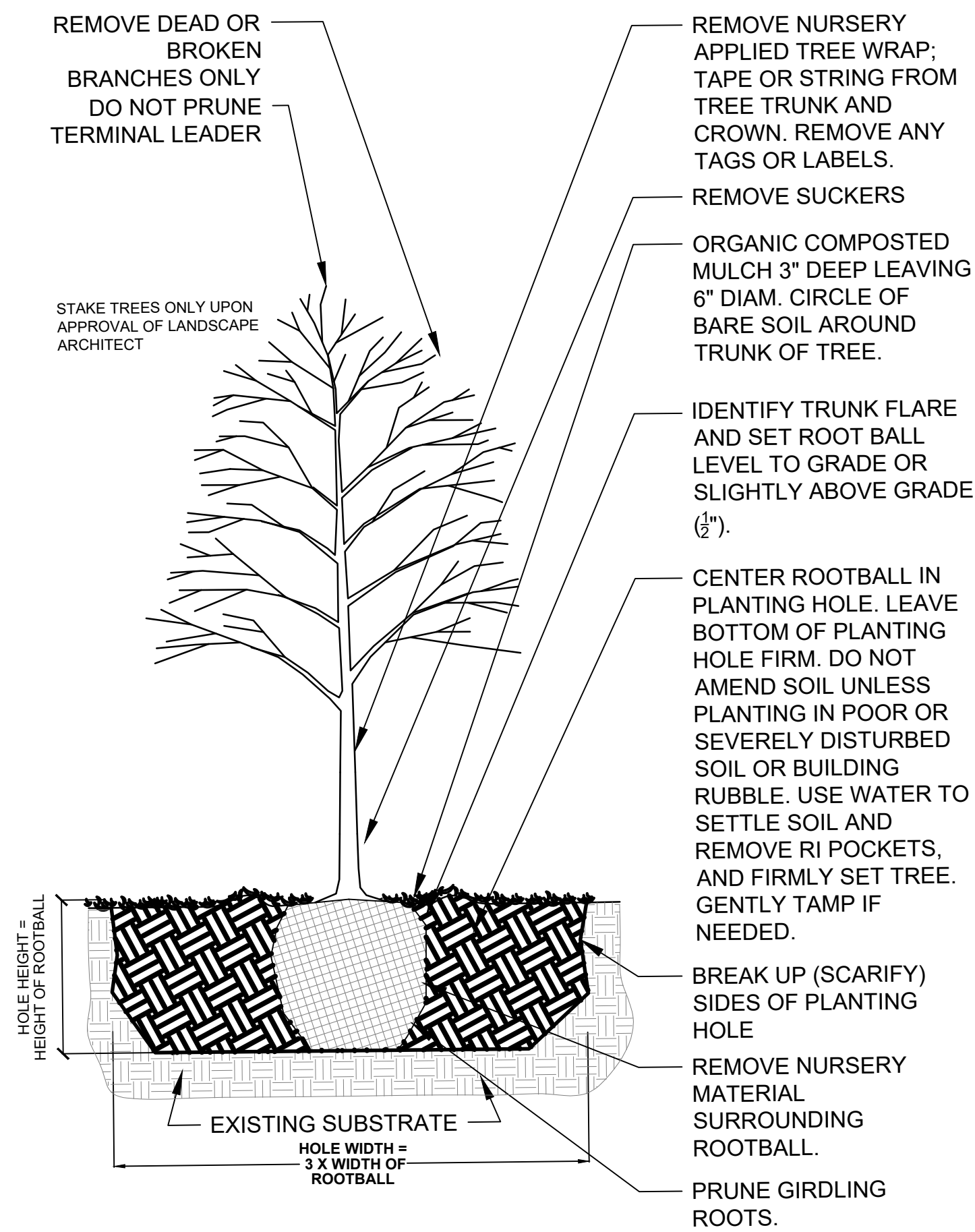
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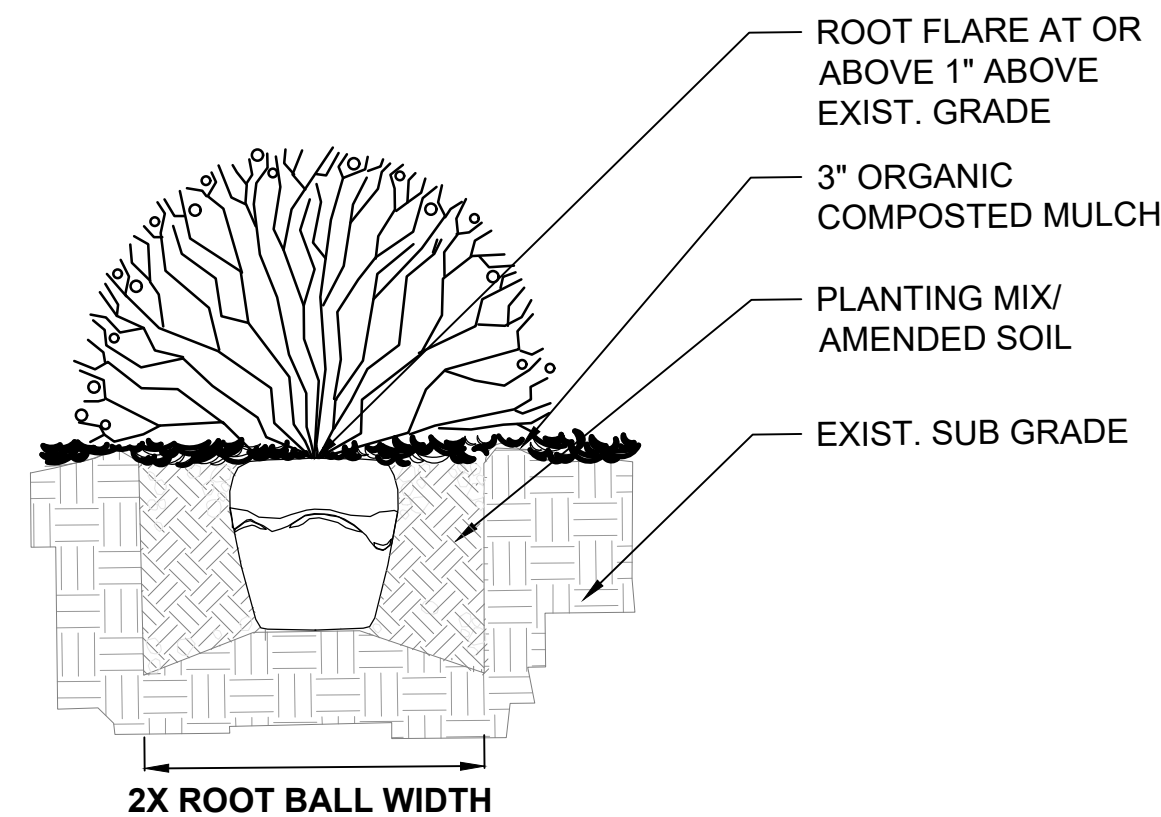
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LANDSCAPE
DETAILS
L-500



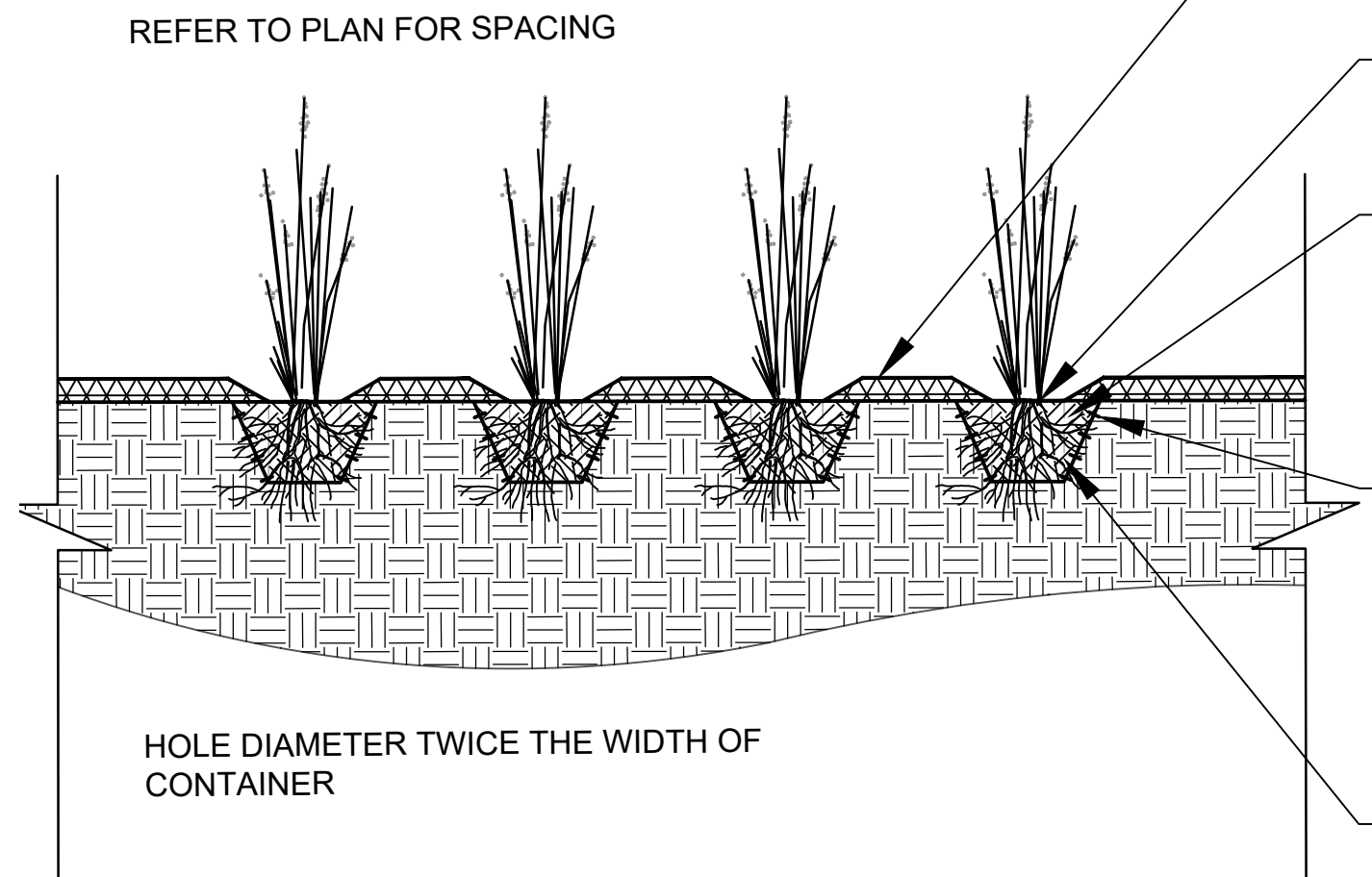
1 TYPICAL TREE PLANTING DETAIL
SCALE = 1/2" = 1'-0"

- SHRUB PLANTING NOTES**
1. ALL PLANT MATERIAL SHALL BE IN ACCORDANCE WITH THE AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60 1-2204).
 2. CLEANLY PRUNE ALL ROOT ENDS. DO NOT ALLOW ROOTS TO DRY OUT DURING INSTALLATION PROCESS. SOAK ROOTS OVERNIGHT BEFORE PLANTING.
 3. IF B&B, REMOVE ALL TWINE, ROPE, AND BURLAP FROM TOP HALF OF ROOTBALL. COMPLETELY REMOVE ALL WIRE. IF CONTAINER, REMOVE PLANT FROM CONTAINER AND GENTLY COMB OUT ROOTS.
 4. DO NOT HEAVILY PRUNE SHRUB AT PLANTING. ONLY PRUNE BROKEN OR DEAD BRANCHES.
 5. INSTALL SHRUBS SIMULTANEOUSLY WITH INSTALLATION OF PLANTING SOIL MIX. DO NOT CREATE PLANTING PITS.
 6. WATER THOROUGHLY FOLLOWING PLANTING.

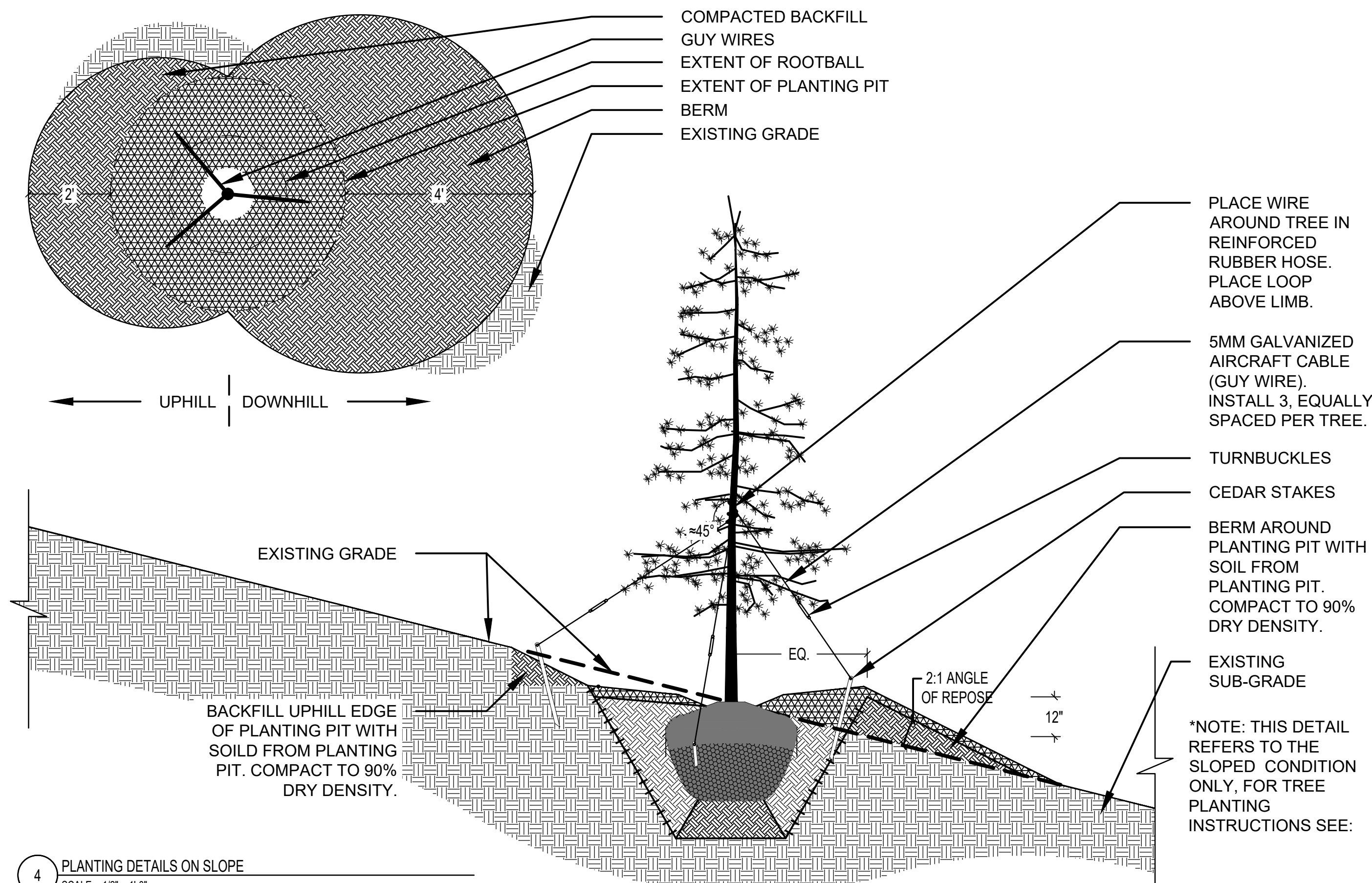


2 TYPICAL SHRUB PLANTING DETAIL
SCALE = 3/4" = 1'-0"

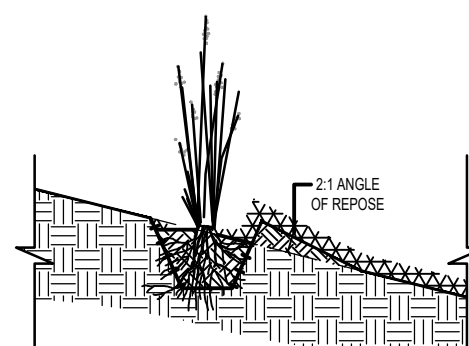
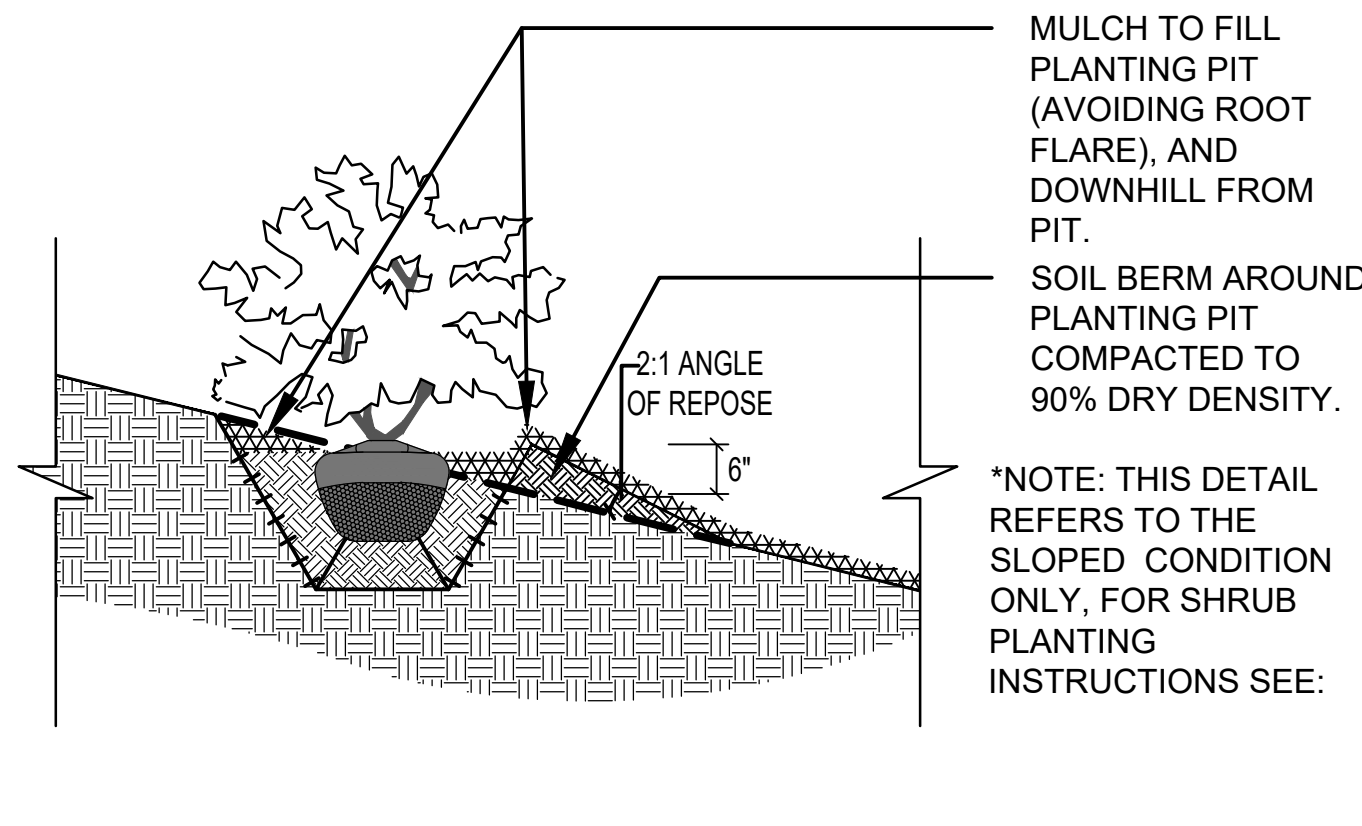
- GRASS PLANTING NOTES**
1. DO NOT ALLOW ROOTS TO DRY OUT DURING INSTALLATION PROCESS. SOAK ROOTS OVERNIGHT BEFORE PLANTING.
 2. INSTALL PLANTS SIMULTANEOUSLY WITH INSTALLATION OF PLANTING SOIL MIX. DO NOT CREATE PLANTING PITS.
 3. WATER THOROUGHLY FOLLOWING PLANTING.



3 TYPICAL GRASS PLANTING DETAIL
SCALE = 3/4" = 1'-0"



4 PLANTING DETAILS ON SLOPE
SCALE = 1/2" = 1'-0"



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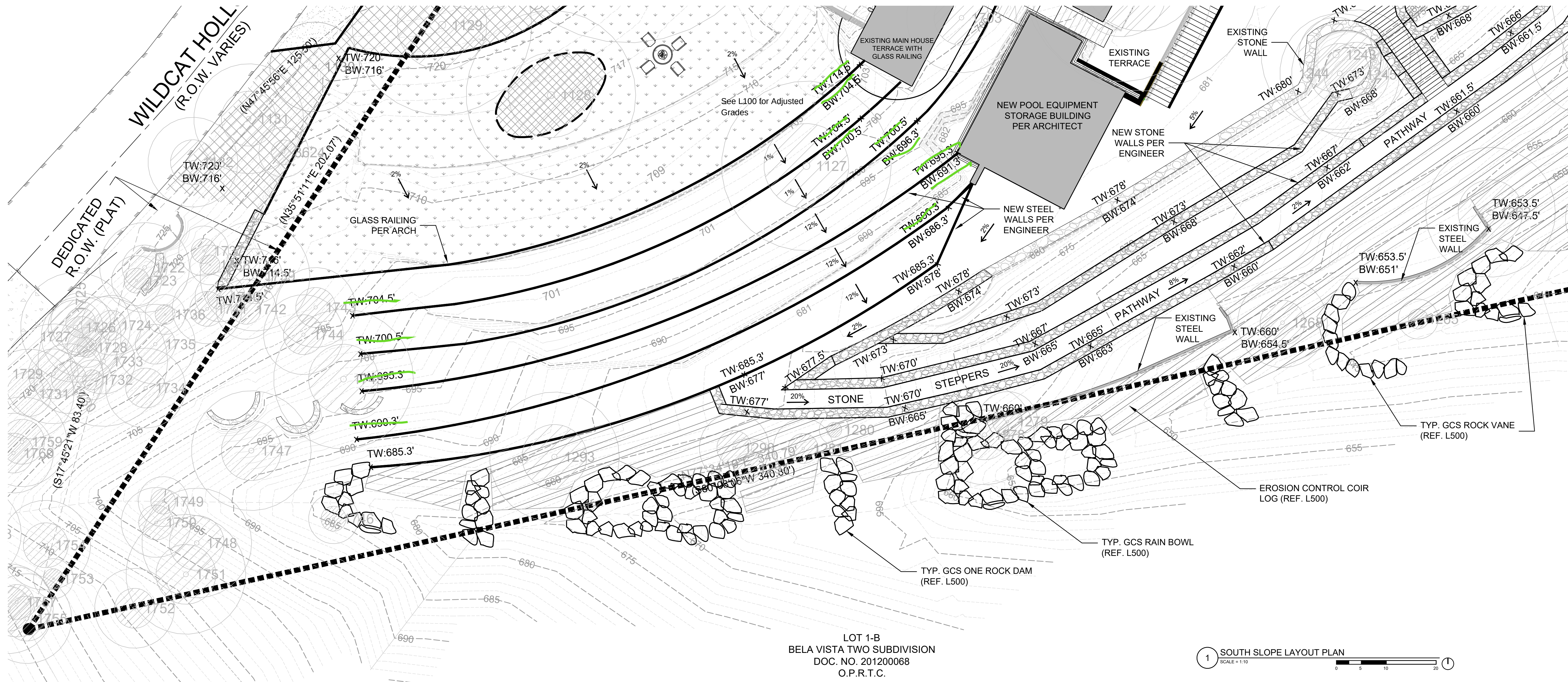
SOUTH SLOPE
LAYOUT PLAN
L-102

LEGEND

- LAWN
- GEOGRID LAWN
- GEOGRID GRAVEL
- GRAVEL
- PLANTING BED
- EROSION CONTROL
COIR LOG W/ STAKES

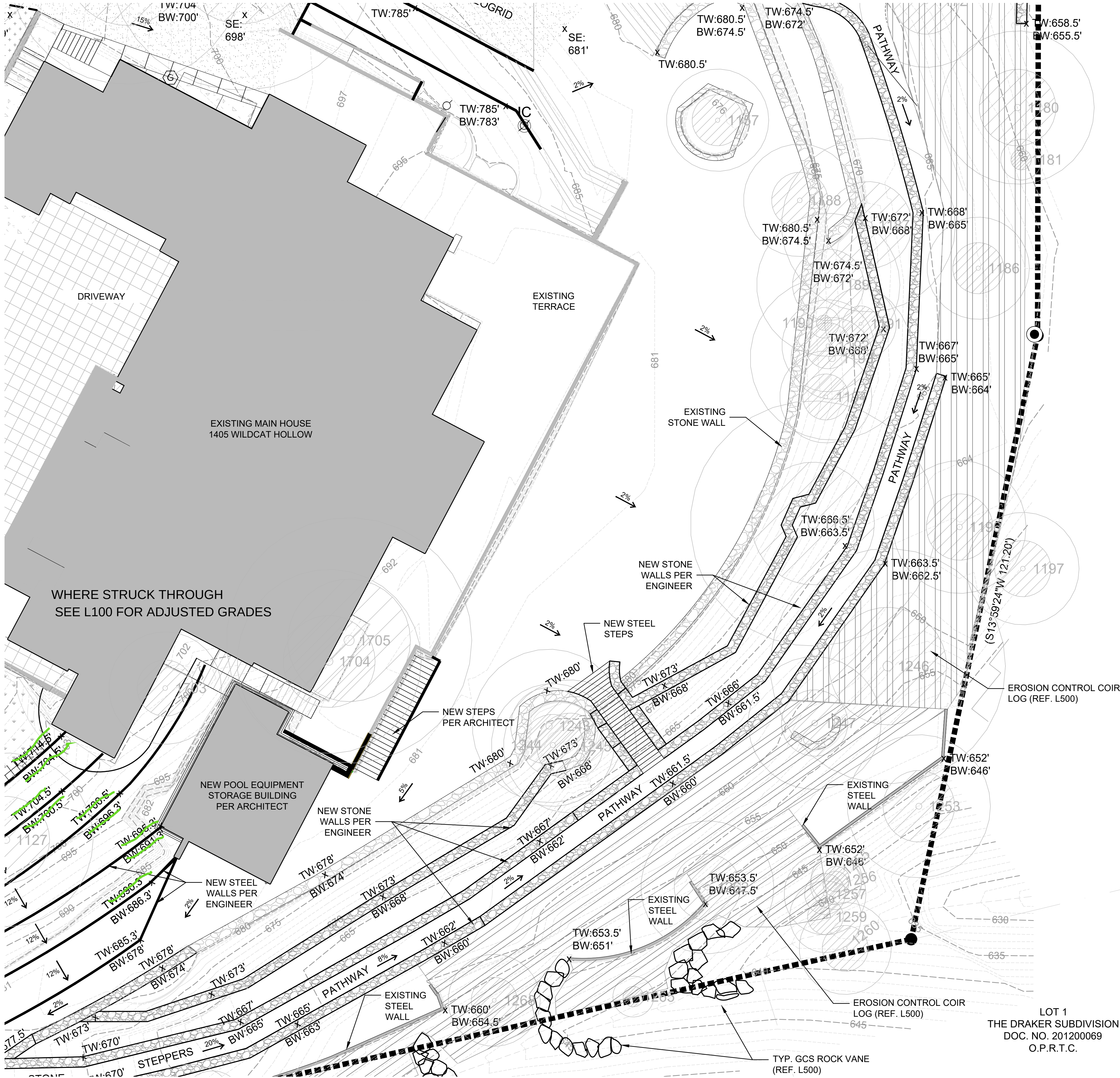
- LIMESTONES STACK WALLS
- STEPPING STONES
- STEEL EDGE
- STEEL WALL
- SCREEN FENCE WITH VINES
- GLASS RAILING
- EXISTING WALLS
PRE 2018

WHERE STRUCK THROUGH IN GREEN , SEE L100 FOR ADJUSTED GRADES



LOT 1-B
BELA VISTA TWO SUBDIVISION
DOC. NO. 201200068
O.P.R.T.C.

1 SOUTH SLOPE LAYOUT PLAN
SCALE = 1" = 10'



- LEGEND

 - LAWN
 - GEOGRID LAWN
 - GEOGRID GRAVEL
 - GRAVEL
 - PLANTING BED
 - EROSION CONTROL COIR LOG W/ STAKES
- LIMESTONES STACK WALLS
 - STEPPING STONES
 - STEEL EDGE
 - STEEL WALL
 - SCREEN FENCE WITH VINES
 - GLASS RAILING
 - EXISTING WALLS PRE 2018

1 EAST SLOPE LAYOUT PLAN
SCALE = 1"=10'
0 5 10 20'

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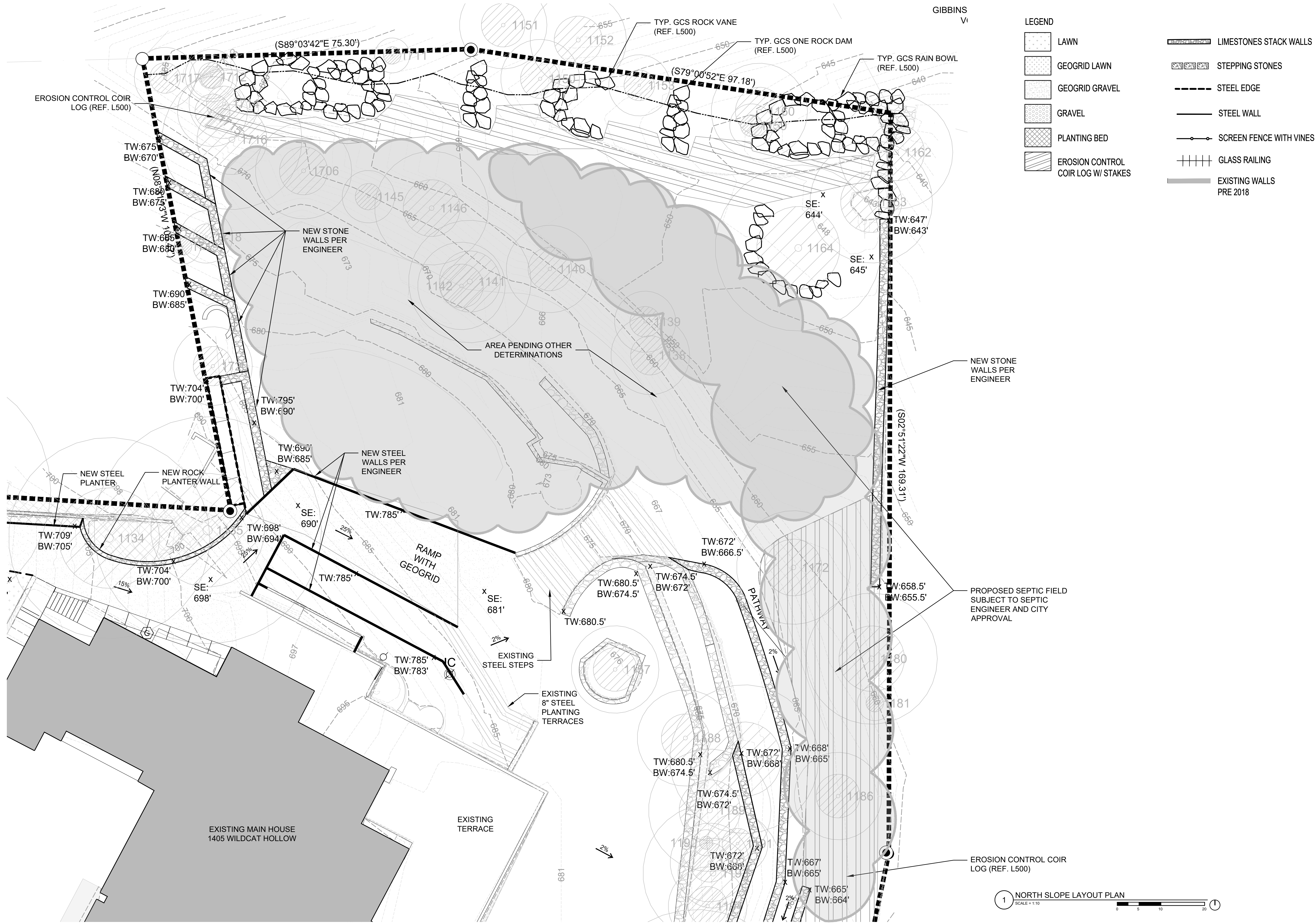
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Project No. 1912

EAST SLOPE
LAYOUT PLAN
L-103



- LEGEND
- LAWN
 - GEOGRID LAWN
 - GEOGRID GRAVEL
 - GRAVEL
 - PLANTING BED
 - EROSION CONTROL COIR LOG W/ STAKES
 - LIMESTONES STACK WALLS
 - STEPPING STONES
 - STEEL EDGE
 - STEEL WALL
 - SCREEN FENCE WITH VINES
 - GLASS RAILING
 - EXISTING WALLS PRE 2018

NOT FOR
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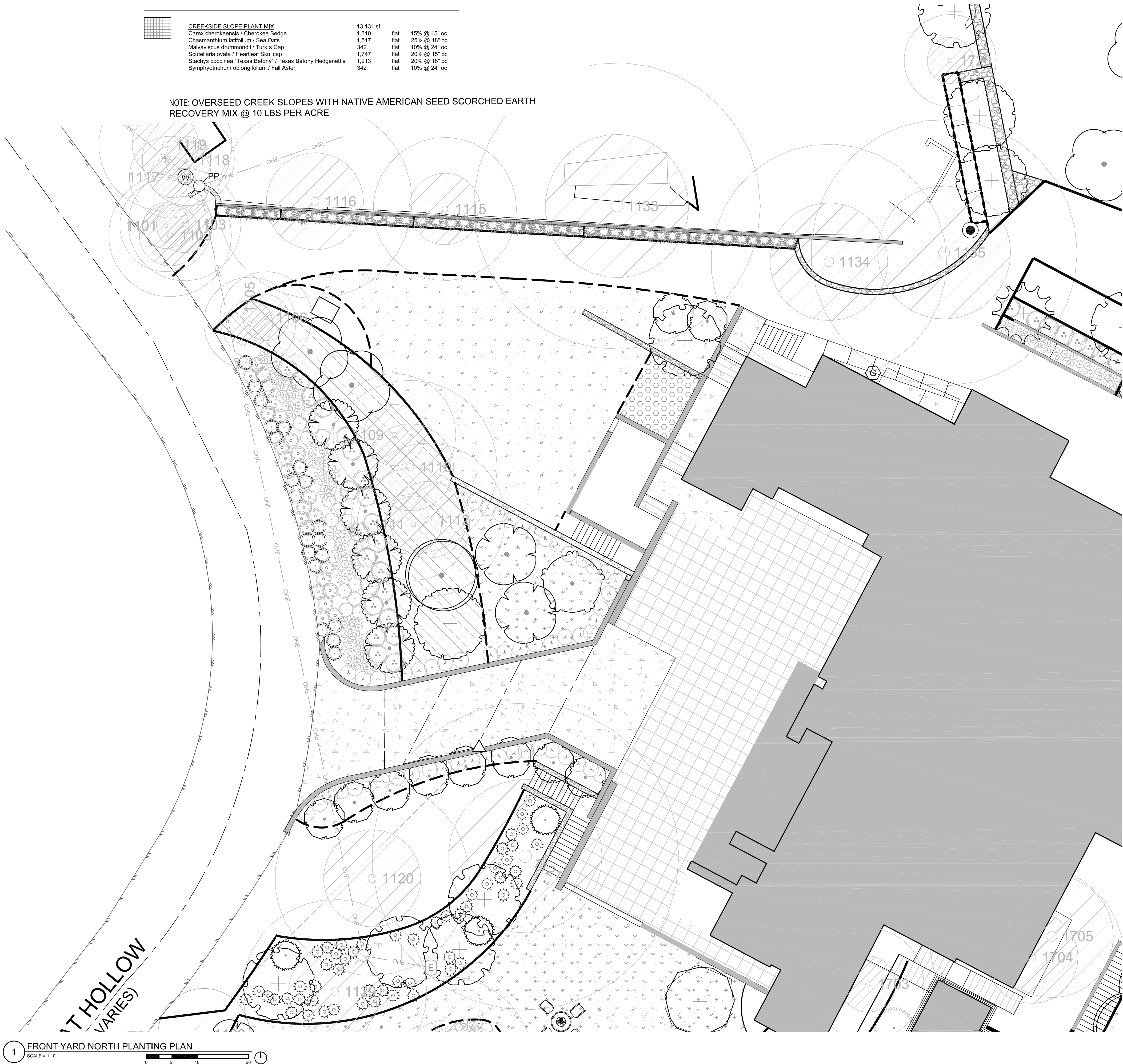
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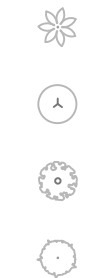
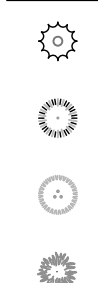
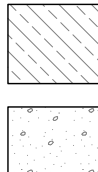
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Project No. 1912

NORTH SLOPE
LAYOUT PLAN
L-104



PLANT SCHEDULE FRONTYARD

TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT	
	IV	10	Ilex vomitoria / Yaupon Holly	3" Cal	
	OM2	2	Olea europaea 'Manzanillo' / Manzanillo Olive	3" Cal	
	OM3	1	Olea europaea / Olive Multi-Trunk	Existing	
	PM	6	Prunus mexicana / Mexican Plum	3" cal.	
	QM2	5	Quercus polymorpha 'Monterey' / Monterey Oak	3" cal. min.	
	QR	1	Quercus texana / Texas Red Oak	3" cal. min.	
	QV	2	Quercus virginiana / Southern Live Oak	3" cal. min.	
	UC	1	Ulmus crassifolia / Cedar Elm	3" Cal	
	US	3	Ungnadia speciosa / Mexican Buckeye	2" cal.	
SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	AH2	34	Ageratina havanensis / White Mistflower	3 gal	36" o.c.
	BA	58	Buxus / Boxwood	Existing	36" o.c.
	SA	23	Salvia greggii 'Alba' / Autumn Sage	3 gal	36" o.c.
	SL3	15	Salvia leucantha / Mexican Bush Sage	3 gal	36" o.c.
GRASSES	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	CL	54	Chasmanthium latifolium / Sea Oats	1 gal	30" o.c.
	MC	21	Muhlenbergia capillaris / Gulf Muhly	1 gal	36" o.c.
	ML	22	Muhlenbergia lindheimeri / Big Muhly	3 gal	48" o.c.
	PD	44	Panicum virgatum 'Dallas Blues' TM / Dallas Blues Switch Grass	2 gal	36" o.c.
GROUND COVERS	CODE	QTY	BOTANICAL / COMMON NAME	CONT	SPACING
	CD2	1,138	Carex divulsa / Berkeley Sedge	flat	12" o.c.
	ZP	2,588 sf	Zoysia x 'Palisades' / Palisades Zoysia	sod	

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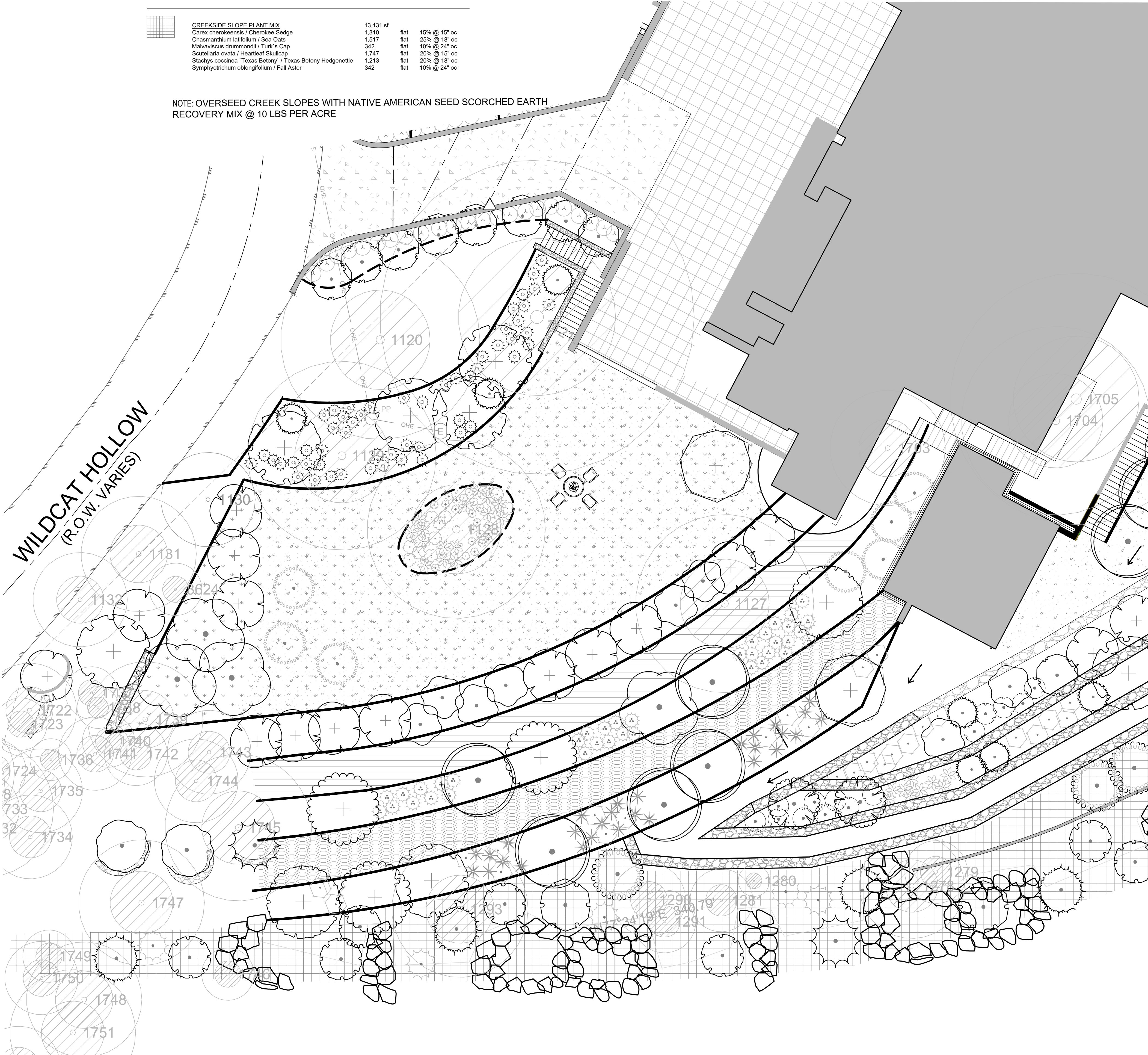
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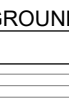
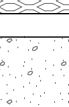
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DETAILED
PLANTING PLANS
L-201



PLANT SCHEDULE SOUTHSIDE

TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT	
	AF2	3	Acacia farnesiana / Sweet Acacia	2" cal.	
	BL	7	Bauhinia lunarioides / Anacacho Orchid Tree	3" Cal	
	CC	15	Cercis canadensis mexicana / Mexican Redbud	3" Cal	
	DT2	7	Diospyros texana / Texas Persimmon smaller sized trees to be planted in creek zone	1" cal	
	FT	2	Fraxinus texensis / Texas Ash	3" cal.	
	ID	8	Ilex decidua / Possumhaw Holly	3" cal.	
	IV	1	Ilex vomitoria / Yaupon Holly	3" Cal	
	PM	2	Prunus mexicana / Mexican Plum	3" cal.	
	PM2	3	Platanus mexicana / Mexican Sycamore smaller sized trees to be planted in creek zone	1" cal	
	QM	3	Quercus muehlenbergii / Chinkapin Oak	3" cal. min.	
	QM2	3	Quercus polymorpha 'Monterey' / Monterey Oak	3" cal. min.	
	QR	5	Quercus texana / Texas Red Oak	3" cal. min.	
	QT	4	Quercus texana / Texas Red Oak smaller sized trees to be planted in creek zone	1" cal	
	QV	4	Quercus virginiana / Southern Live Oak	3" cal. min.	
	QV2	2	Quercus virginiana / Southern Live Oak smaller sized trees to be planted in creek zone	1" cal	
	UC	2	Ulmus crassifolia / Cedar Elm	3" Cal	
	UC2	2	Ulmus crassifolia / Cedar Elm smaller sized trees to be planted in creek zone	1" cal	
	US	4	Ungnadia speciosa / Mexican Buckeye	2" cal.	
SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	AH2	24	Ageratina havanensis / White Mistflower	3 gal	36" o.c.
	CB	5	Callicarpa americana / American Beautyberry smaller sized plants to be planted in creek zone	5 gal	72" o.c.
	MB2	14	Malvaviscus drummondii 'Big Mama' / 'Big Mama' Turk's Cap	3 gal	48" o.c.
	MP	10	Malvaviscus arboreus var. drummondii 'Pam Puryear' / Pam's Pink Turkscap	1 gal	30" o.c.
	RL	27	Rhus lanceolata / Prairie Sumac	5 gal	72" o.c.
PERENNIALS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	SO2	24	Symphotrichum oblongifolium / Fall Aster	4" pot	18" o.c.
SUCCULENTS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	HP	37	Hesperaloe parviflora / Red Yucca	5 gal	36" o.c.
	OP	29	Optunia / Prickly Pear	2 gal	36" o.c.
GROUND COVERS	CODE	QTY	BOTANICAL / COMMON NAME	CONT	SPACING
	MC2	251	Muhlenbergia capillaris / Pink Muhly Grass	1 gal	24" o.c.
	PV	175	Panicum virgatum / Switch Grass	1 gal	30" o.c.
	ZP	4,003 sf	Zoysia x 'Palisades' / Palisades Zoysia	sod	

1 FRONT YARD SOUTH PLANTING PLAN
SCALE = 1:10

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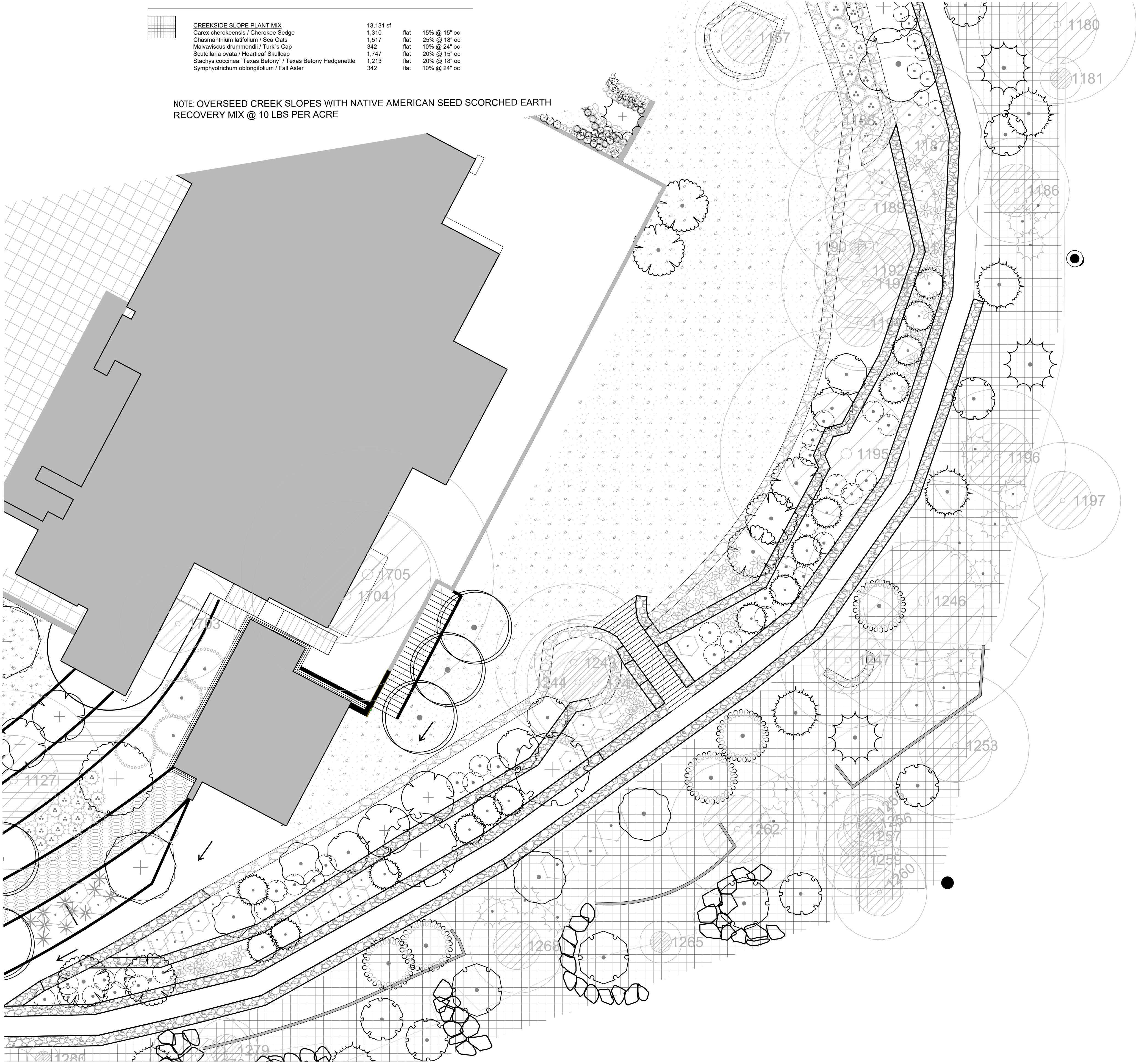
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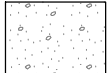
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CREEKSIDE SLOPE PLANT MIX			
Carex cherokeensis / Cherokee Sedge	1,310	flat	15% @ 15" oc
Chasmanthium latifolium / Sea Oats	1,517	flat	25% @ 18" oc
Malvaviscus drummondii / Turk's Cap	342	flat	10% @ 24" oc
Scutellaria ovata / Heartleaf Skullcap	1,747	flat	20% @ 15" oc
Stachys coccinea / Texas Betony / Texas Betony Hedge-nettle	1,213	flat	20% @ 18" oc
Symphotrichum oblongifolium / Fall Aster	342	flat	10% @ 24" oc

NOTE: OVERSEED CREEK SLOPES WITH NATIVE AMERICAN SEED SCORCHED EARTH RECOVERY MIX @ 10 LBS PER ACRE

PLANT SCHEDULE EASTSIDE

TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT	
	AF2	3	Acacia farnesiana / Sweet Acacia	2" cal.	
	CC	1	Cercis canadensis mexicana / Mexican Redbud	3" Cal	
	DT2	4	Diospyros texana / Texas Persimmon smaller sized trees to be planted in creek zone	1" cal	
	IV	4	Ilex vomitoria / Yaupon Holly	3" Cal	
	PM	5	Prunus mexicana / Mexican Plum	3" cal.	
	PM2	2	Platanus mexicana / Mexican Sycamore smaller sized trees to be planted in creek zone	1" cal	
	QM2	1	Quercus polymorpha 'Monterey' / Monterey Oak	3" cal. min.	
	QR	3	Quercus texana / Texas Red Oak	3" cal. min.	
	QT	4	Quercus texana / Texas Red Oak smaller sized trees to be planted in creek zone	1" cal	
	QV	1	Quercus virginiana / Southern Live Oak	3" cal. min.	
	QV2	3	Quercus virginiana / Southern Live Oak smaller sized trees to be planted in creek zone	1" cal	
	UC2	2	Ulmus crassifolia / Cedar Elm smaller sized trees to be planted in creek zone	1" cal	
	US	11	Ungnadia speciosa / Mexican Buckeye	2" cal.	
SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	AH2	46	Ageratina havanensis / White Mistflower	3 gal	36" o.c.
	AT	6	Anisacanthus quadrifidus 'Tangerine' / Flame Acanthus	3 gal	36" o.c.
	CB	19	Callicarpa americana / American Beautyberry smaller sized plants to be planted in creek zone	5 gal	72" o.c.
	MB2	21	Malvaviscus drummondii 'Big Mama' / 'Big Mama' Turk's Cap	3 gal	48" o.c.
	RL	14	Rhus lanceolata / Prairie Sumac	5 gal	72" o.c.
GRASSES	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	ML	4	Muhlenbergia lindheimeri / Big Muhly	3 gal	48" o.c.
SUCCULENTS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	HP	7	Hesperaloe parviflora / Red Yucca	5 gal	36" o.c.
GROUND COVERS	CODE	QTY	BOTANICAL / COMMON NAME	CONT	SPACING
	ZP	5,330 sf	Zoysia x 'Palisades' / Palisades Zoysia	sod	

1 EAST SLOPE PLANTING PLAN
SCALE = 1:10

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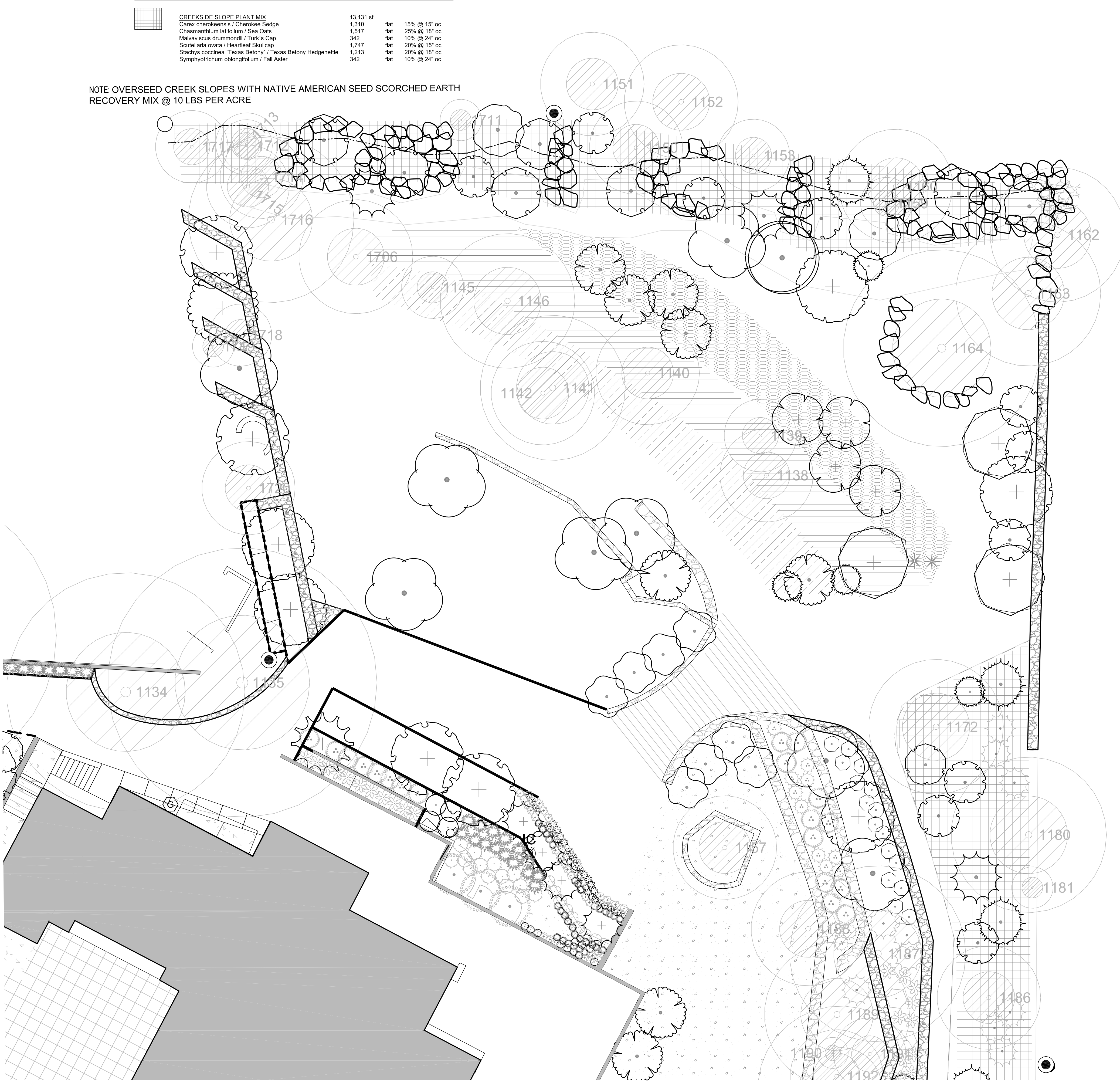
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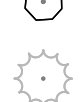
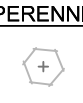
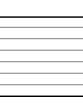
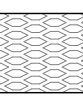
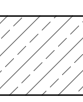
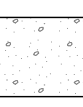
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CREEKSIDE SLOPE PLANT MIX				
Carex cherokeensis / Cherokee Sedge	13,131 sf	flat	15% @ 15" oc	
Chasmanthium latifolium / Sea Oats	1,310	flat	25% @ 18" oc	
Malvastrum drummondii / Turk's Cap	1,517	flat	10% @ 24" oc	
Scutellaria ovata / Heartleaf Skullcap	342	flat	20% @ 15" oc	
Stachys coccinea Texas Betony / Texas Betony Hedge-nettle	1,747	flat	20% @ 18" oc	
Symphoricarpos oblongifolium / Fall Aster	1,213	flat	10% @ 24" oc	

NOTE: OVERSEED CREEK SLOPES WITH NATIVE AMERICAN SEED SCORCHED EARTH RECOVERY MIX @ 10 LBS PER ACRE

PLANT SCHEDULE NORTHSIDE

TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT	
	BL	3	Bauhinia lunarioides / Anacacho Orchid Tree	3" Cal	
	CC	4	Cercis canadensis mexicana / Mexican Redbud	3" Cal	
	CL3	4	Chilopsis linearis / Desert Willow	3" cal. min.	
	DT2	9	Diospyros texana / Texas Persimmon smaller sized trees to be planted in creek zone	1" cal	
	FT	3	Fraxinus texensis / Texas Ash	3" cal.	
	ID	8	Ilex decidua / Possumhaw Holly	3" cal.	
	IV	1	Ilex vomitoria / Yaupon Holly	3" Cal	
	PD2	1	Parkinsonia x 'Desert Museum' (thornless) / Desert Museum Palo Verde (thornless)	3" Cal	
	PM	6	Prunus mexicana / Mexican Plum	3" cal.	
	PM2	6	Platanus mexicana / Mexican Sycamore smaller sized trees to be planted in creek zone	1" cal	
	QM	1	Quercus muehlenbergii / Chinkapin Oak	3" cal. min.	
	QM2	4	Quercus polymorpha 'Monterey' / Monterey Oak	3" cal. min.	
	QR	1	Quercus texana / Texas Red Oak	3" cal. min.	
	QT	2	Quercus texana / Texas Red Oak smaller sized trees to be planted in creek zone	1" cal	
	QV	7	Quercus virginiana / Southern Live Oak	3" cal. min.	
	QV2	2	Quercus virginiana / Southern Live Oak smaller sized trees to be planted in creek zone	1" cal	
	UC	5	Ulmus crassifolia / Cedar Elm	3" Cal	
	UC2	3	Ulmus crassifolia / Cedar Elm smaller sized trees to be planted in creek zone	1" cal	
	US	4	Ungnadia speciosa / Mexican Buckeye	2 " cal.	
SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	AH2	11	Ageratina havanensis / White Mistflower	3 gal	36" o.c.
	AT	10	Anisacanthus quadrifidus 'Tangerine' / Flame Acanthus	3 gal	36" o.c.
	CB	3	Calliandra americana / American Beautyberry smaller sized plants to be planted in creek zone	5 gal	72" o.c.
	PH	4	Piper auritum / Hoja Santa	1 gal	48" o.c.
	PL	9	Polemonium longiflorum / Mexican Oregano	1 gal	30" o.c.
	SL3	14	Salvia leucantha / Mexican Bush Sage	3 gal	36" o.c.
GRASSES	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	BB	30	Bouteloua gracilis 'Blonde Ambition' / Blue Grama	1 gal	18" o.c.
	ML	15	Muhlenbergia lindheimeri / Big Muhly	3 gal	48" o.c.
	PD	15	Panicum virgatum 'Dallas Blues' TM / Dallas Blues Switch Grass	2 gal	36" o.c.
PERENNIALS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	CG	22	Conoclinium greggii 'Boothill' TM / Gregg's Mistflower	1 gal	18" o.c.
	PN	15	Phyla nodiflora / Frogfruit	4" flat	18" o.c.
	SC	16	Santolina chamaecyparissus / Santolina	1 gal	18" o.c.
	SO2	8	Symphoricarpos oblongifolium / Fall Aster	4" pot	18" o.c.
	WH	11	Wedelia hispida / Zexmenia	1 gal	18" o.c.
SUCCULENTS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	HP	6	Hesperaloe parviflora / Red Yucca	5 gal	36" o.c.
	OP	2	Opuntia / Prickly Pear	2 gal	36" o.c.
GROUND COVERS	CODE	QTY	BOTANICAL / COMMON NAME	CONT	SPACING
	MC2	364	Muhlenbergia capillaris / Pink Muhly Grass	1 gal	24" o.c.
	PV	185	Panicum virgatum / Switch Grass	1 gal	30" o.c.
	SL	643	Schizachyrium scoparium / Little Bluestem	1 gal	15" o.c.
	ZP	45 sf	Zoysia x 'Pallades' / Pallades Zoysia	sod	

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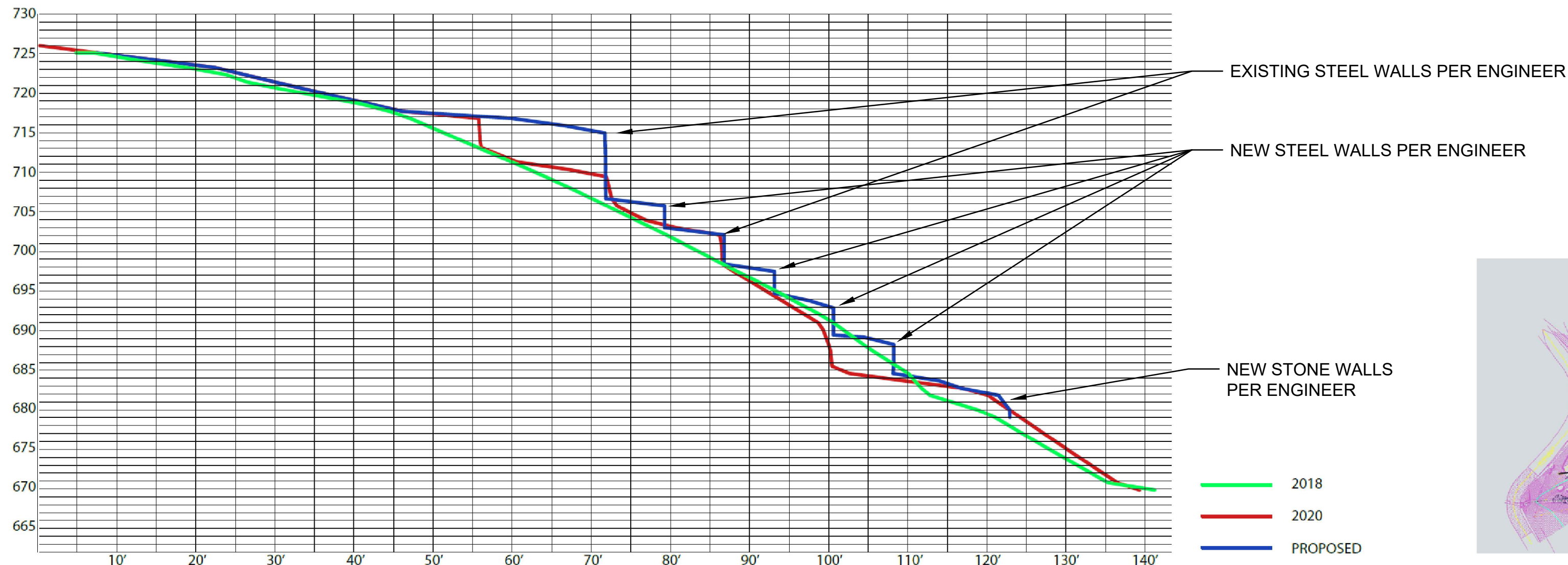
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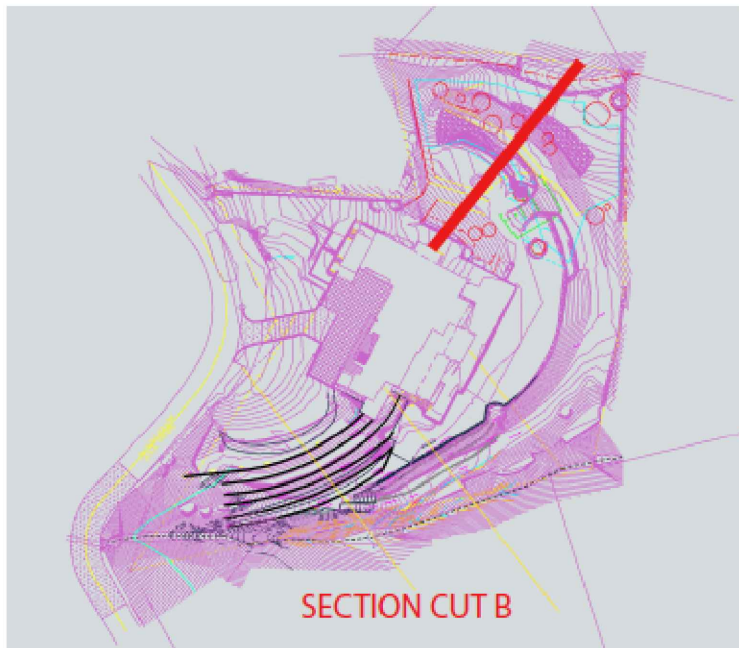
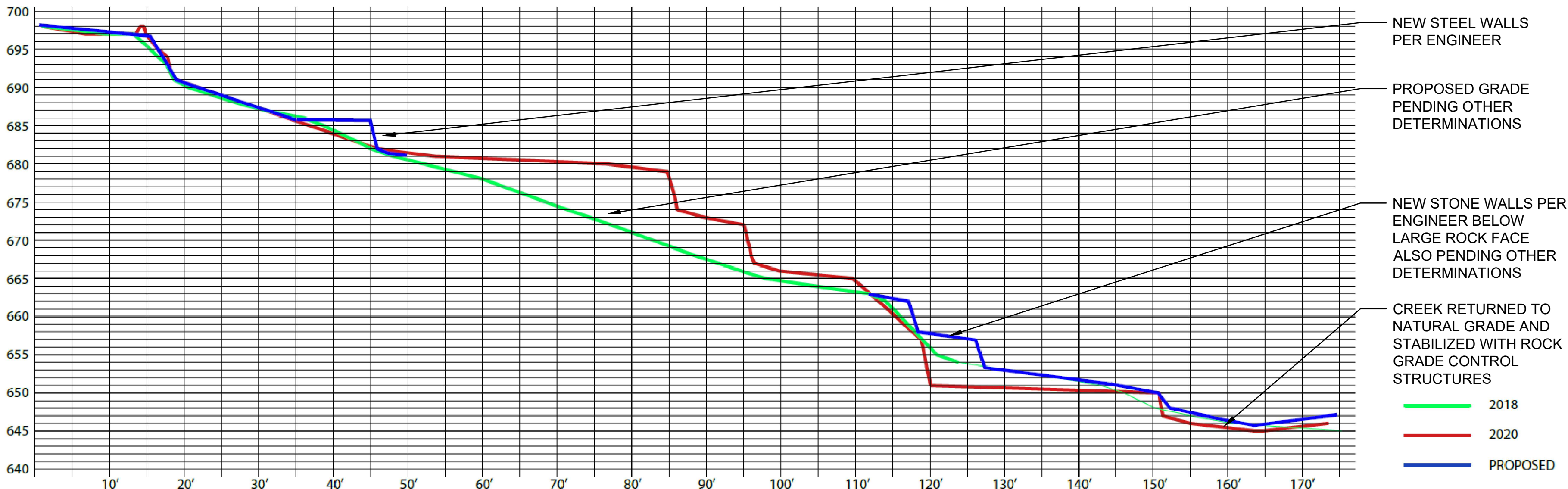
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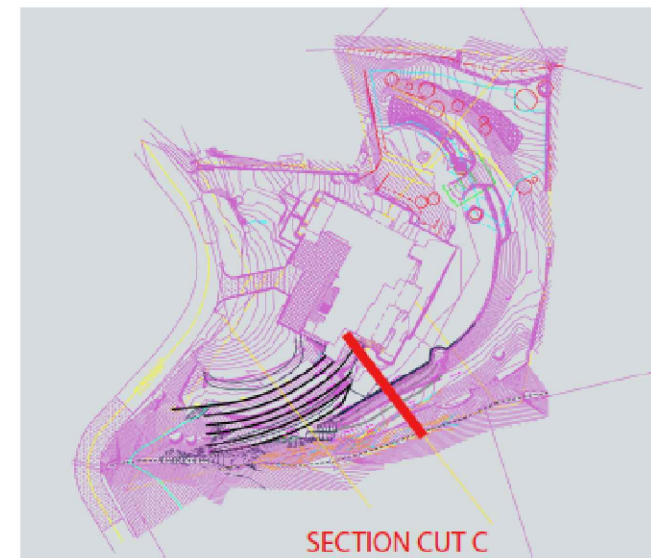
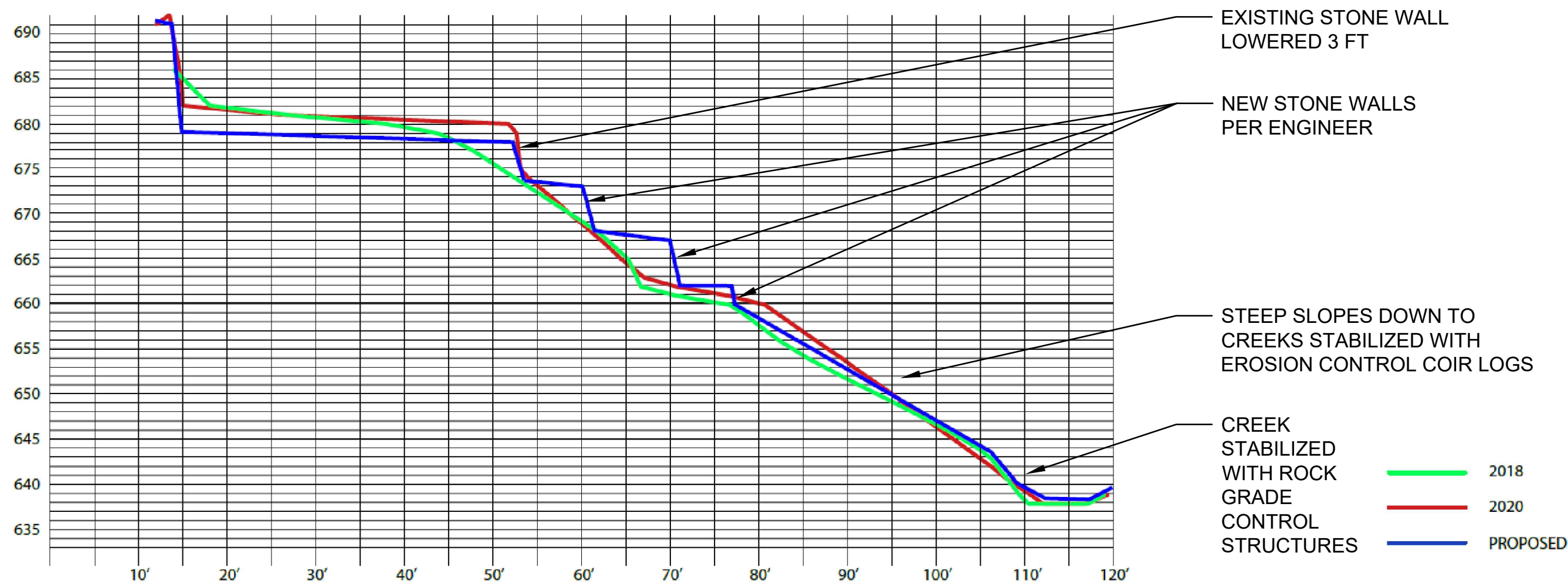
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1 GRADING PROFILE A
NTS



2 GRADING PROFILE B
NTS



3 GRADING PROFILE C
NTS

NOTE: RESTORING THE SLOPES TO 2018 IS NOT POSSIBLE IN MANY AREAS. IN ORDER TO MAKE ROOM FOR NEW SOIL TO PLANT TREES AND ESTABLISH NEW NATIVE VEGETATION, AND STABILIZE THE DISTURBED SLOPES, THESE PROPOSED PROFILES HAVE BEEN TERRACED AS CLOSE TO 2018 GRADE AS POSSIBLE USING DRY STACK LIMESTONE WALLS, ROCK GRADE CONTROL STRUCTURES IN THE CREEK, AND BIODEGRADABLE EROSION CONTROL COIR LOG ON EXPOSED SLOPES. MUCH OF THE NORTH SLOPE (PROFILE B) WILL BE DEPENDENT ON THE DESIGN AND APPROVAL OF THE SEPTIC FIELD LOCATION, TBD BY OTHERS.



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SITE GRADING
PROFILES

L-300



MULTI- VARIANCES STAFF REPORT

May 26, 2021

Project Address: 1405 Wildcat Hollow

Project Number: 16621

Agenda Item: Land Use: **1405 Wildcat Hollow:** Discuss and consider action on an application for a variance request for the following:

1. 3' concrete wall, 10 linear ft, for soil retention of front yard and to improve drainage.
2. 5' rock stack walls, 130 linear ft total, final heights pending septic resolution - needed for drainage and soil retention.
3. 4' rock stack stone wall, 46 linear ft, to protect 2 large oaks.
4. 3' rock stack wall, 100 linear ft, final heights pending septic resolution - needed for drainage and soil retention.
5. 5' steel walls, 60 linear ft total, to retain ramp for maintenance access and support terraces for new trees and plantings.
6. 4' rock stack wall, 100 linear ft, needed for reducing height of other walls up slope, and retaining existing grade around large oak trees.
7. 5' rock stack walls, 260 linear ft total, needed for reducing height of other walls up slope, and stabilizing disturbed slopes in order to properly re-vegetate.
8. series of 5' steel wall terraces, 344 linear ft total, to stabilize disturbed slope and lower the height of steel walls already in place that exceed 6' tall.
9. 5' steel wall terraces, 215 linear ft total, to stabilize disturbed grade around existing trees to be preserved and to create space for more trees and plantings to buffer from street and allow for delivery and service vehicles to temporarily pull off wildcat hollow.
10. 5' concrete walls, 82 linear ft total, for staircase to improve pedestrian circulation and maintenance.
11. 3' steel wall terraces, 148 linear ft total, to stabilize disturbed grade around existing trees to be preserved and to create space for more trees and plantings to buffer from street. (West Lake Hills Code Sec. 22.03.281).

The property owner is M. Douglas Jaffe, III

Applicant Information:

Hearing Dates:

May 26, 2021

City Council

Location: The subject property is located at 1405 Wildcat Hollow.

Zoning & Site Characteristics:

The subject property is zoned R-1 One-Family Residential.

The site is surrounded by single-family residential development on large and small parcels.

Background & Analysis:

The City and Applicant entered into a Settlement Agreement approved by the City Council on November 11, 2020. The Settlement Agreement also required approval of a landscaping plan, which was accepted by the City Council on March 24, 2021 ("Master Grading and Vegetation Plan"). Several variances are required to accomplish the scope of work approved under the Master Grading and Vegetation Plan.

As reflected in the Master Grading and Vegetation Plan, the applicant requests the following variances:

1. 3' concrete wall, 10 linear ft, for soil retention of front yard and to improve drainage.
2. 5' rock stack walls, 130 linear ft total, final heights pending septic resolution - needed for drainage and soil retention.
3. 4' rock stack stone wall, 46 linear ft, to protect 2 large oaks.
4. 3' rock stack wall, 100 linear ft, final heights pending septic resolution - needed for drainage and soil retention.
5. 5' steel walls, 60 linear ft total, to retain ramp for maintenance access and support terraces for new trees and plantings.
6. 4' rock stack wall, 100 linear ft, needed for reducing height of other walls up slope, and retaining existing grade around large oak trees.
7. 5' rock stack walls, 260 linear ft total, needed for reducing height of other walls up slope, and stabilizing disturbed slopes in order to properly re-vegetate.
8. series of 5' steel wall terraces, 344 linear ft total, to stabilize disturbed slope and lower the height of steel walls already in place that exceed 6' tall.
9. 5' steel wall terraces, 215 linear ft total, to stabilize disturbed grade around existing trees to be preserved and to create space for more trees and plantings to buffer from street and allow for delivery and service vehicles to temporarily pull off wildcat hollow.
10. 5' concrete walls, 82 linear ft total, for staircase to improve pedestrian circulation and maintenance.
11. 3' steel wall terraces, 148 linear ft total, to stabilize disturbed grade around existing trees to be preserved and to create space for more trees and plantings to buffer from street.

Variance Criteria Review:

Per the Settlement Agreement and Master Grading and Vegetation Plan approved by the City Council, the applicant states the following:

"Given the existing conditions on the Property, our plan is both the (a) most expedient, and (b) least invasive way to design the landscape to secure the following goals:

- Return the grade of the Property, as best as possible, to the grade shown on the December 2018 Landmark survey, while simultaneously protecting and preserving all existing trees (including the few heritage oaks that remain).*
- Complete this landscaping and grading project as quickly as possible.*
- Enable the planting of roughly 470 caliper inches of trees and shrubs native to Texas.*
- Disturb (and loosen) as little soil as possible.*
- Ensure that the landscape design encourages long term sustainability of existing and proposed vegetation.*
- Protect the existing dry creek beds on the North and South edges of the Property so that existing water flow and drainage (for both the Property and the neighborhood) is not disturbed.*
- Maximize the visual and sight-line goals of the City by fully vegetating all walls as seen from the street and neighboring properties.*

"As to, we understand that the City and some of its residents are concerned about the length of time that landscaping and work on the property is taking. As we understand it, our plans follow a - 2 - settlement agreement between the City and Mr. Jaffe to eliminate endless cycles of litigation and legal processes and bring more certainty in terms of product and timeline to the process.

As to, the rock work that we propose in the dry creek beds on the North and South edges of the property does, as designed, slightly creep over property lines and into adjacent properties. Work previously completed on the slope to the south and near the creek resulted in dirt encroaching onto the neighbor's property to the south. The plans show some work being done across that property line in order to return the creek to its original flow line, properly stabilize and revegetate the disturbed slopes, and prevent further erosion. We can and will seek permission from adjacent property owners before crossing any property lines with what we propose. If permission is granted, our design does not call for "walls" of any kind to be built in the creek. Rather, the rocks shown on our plans will be stacked one to two high to help slow and direct water flow in order to preserve the existing drainage patterns of the dry creek beds. We realize that many of our proposed walls are within the property setbacks and, in some instances, near property lines. However, this design is necessary to accomplish, as best as possible, the City's goal of transforming the existing condition of the Property to the grade shown on the December 2018 Landmark survey while preserving existing trees and enabling the planting of future trees.

If these walls we propose within the setbacks are made shorter (e.g., 2 feet instead of 4 feet, etc.), preserving existing trees becomes much more difficult and making the room needed to plant future trees is made much more difficult. In addition, the height of these walls is needed to minimize future erosion on the Property that could lead to disturbing existing drainage patterns.

It is, in theory, possible for us to design plans that include no retaining walls or other structures within the setbacks. However, if the approved plan includes no walls within the setbacks, we will be unable to restore the grade to approximate the December 2018 Landmark survey and we would also need to tear down all existing walls and essentially, start from scratch. Starting from scratch would significantly increase the Project timeline, would lead to substantially more soil erosion/soil instability, and most would harm or possibly kill most of the existing trees left on the Property. (including the few remaining heritage oak trees). In summary, our plan minimizes time of construction while working with existing walls, honoring existing trees, honoring the existing dry creek beds and natural site drainage patterns, minimizing erosion and soil loss, and working to comprehensively revegetate the site with roughly 470 caliper inches of trees and shrubs native to Texas.”

Outdoor Lighting

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

Subdivision

This request will not change the subdivision.

Comprehensive Planning Analysis

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

Staff Recommendation

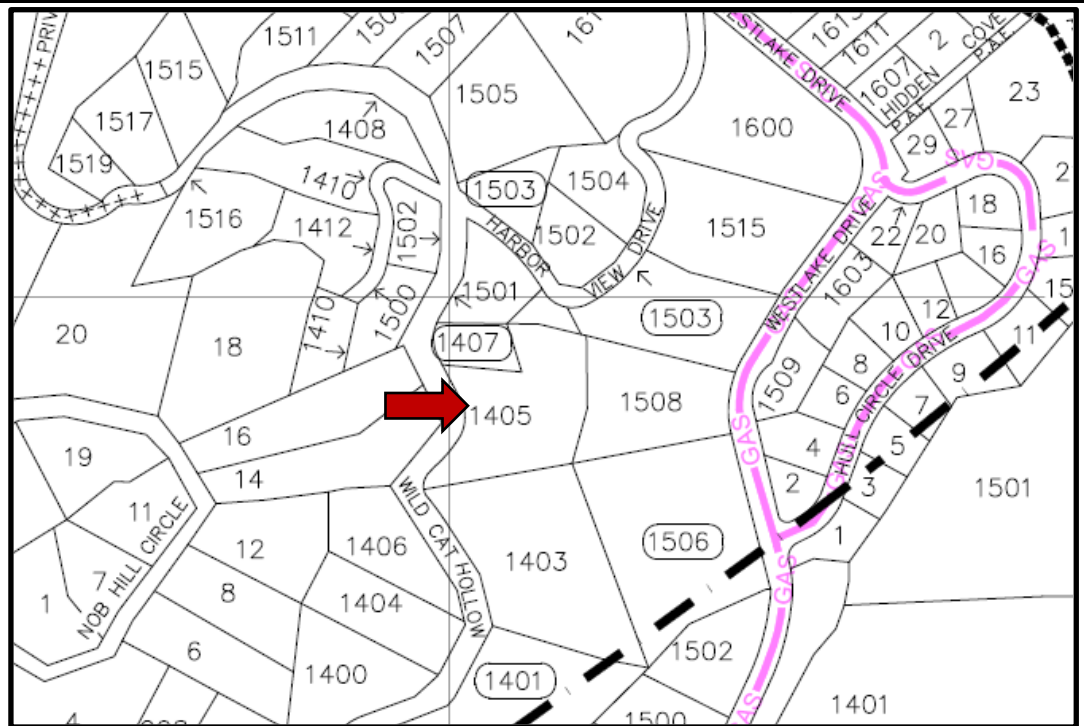
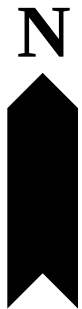
Staff recommends: APPROVAL of all the requested variances in accordance with the Settlement Agreement and Master Grading and Vegetation Plan approved by City Council

Links to Relevant Code:

- [Sec. 22.03.170 Site disturbance \(excavation, grading or filling\)](#)
- [Sec. 22.03.281 Schedule of Regulations](#)
- [Sec. 22.03.514 Criteria and process required for granting variance](#)

ZONING MAP

R-1 ONE FAMILY RESIDENTIAL
R-2 MULTI-FAMILY RESIDENTIAL
R-3 TRANSITIONAL
O OFFICE
B-1 BUSINESS 1
B-2 BUSINESS 2
B-3 BUSINESS 3
GUI GOVERNMENT, UTILITY INSTITUTIONAL



AERIAL PHOTO



CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, May 26, 2021, at 7:00 PM

1. Call to Order

With a quorum present, Mayor Anthony called the meeting to order at 7:02 p.m. Members in attendance were Mayor Linda Anthony, Mayor Pro Tem Walker, Councilmembers Rhonda McCollough, Brian Plunkett, Beth South and Gordon Bowman.

2. Citizen Communications The City Council Welcomes Public Comments at this Point on any Issue. If the Issue is Listed on the Agenda, the Speaker May Choose to Comment During the Public Comment Period or When the Specific Agenda item is Taken Up by the Council Later in the Meeting. The Council Cannot Respond to Matters Not Listed on the Agenda Until a Future Meeting. Speakers Shall Limit Their Comments to Five (5) Minutes Each

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

3. Consent Agenda All Consent Agenda Items Listed are Considered to be Routine by the City Council and Will be Enacted by One (1) Motion. No Separate Discussion or Action on any of the Items is Necessary Unless Desired by a Council Member or Citizen
- a. Approval of the May 12, 2021 Regular Meeting Minutes
 - b. **Finance:** Quarterly Investment Report

Motion for Approval made by Mayor Pro Tem Walker with a Second by Councilmember McCollough

Motion for Approval carried unanimously by a vote of 5 ayes to 0 nays

4. Land Use 1405 Wildcat Hollow: Discuss and Consider Action on an Application for Variance Requests for the following:
- 1. 3' concrete wall, 10 linear ft, for soil retention of front yard and to improve drainage,
 - 2. 5' rock stack walls, 130 linear ft total, final heights pending septic resolution - needed for drainage and soil retention,
 - 3. 4' rock stack stone wall, 46 linear ft, to protect 2 large oaks,
 - 4. 3' rock stack wall, 100 linear ft, final heights pending septic resolution - needed for drainage and soil retention,
 - 5. 5' steel walls, 60 linear ft total, to retain ramp for maintenance access and support terraces for new trees and plantings,
 - 6. 4' rock stack wall, 100 linear ft, needed for reducing height of other walls up slope, and

retaining existing grade around large oak trees.

7. 5' rock stack walls, 260 linear ft total, needed for reducing height of other walls up slope, and stabilizing disturbed slopes in order to properly re-vegetate.

8. series of 5' steel wall terraces, 344 linear ft total, to stabilize disturbed slope and lower the height of steel walls already in place that exceed 6' tall.

9. 5' steel wall terraces, 215 linear ft total, to stabilize disturbed grade around existing trees to be preserved and to create space for more trees and plantings to buffer from street and allow for delivery and service vehicles to temporarily pull off wildcat hollow.

10. 5' concrete walls, 82 linear ft total, for staircase to improve pedestrian circulation and maintenance.

11. 3' steel wall terraces, 148 linear ft total, to stabilize disturbed grade around existing trees to be preserved and to create space for more trees and plantings to buffer from street. (West Lake Hills Code Sec. 22.03.302 and 22.03.304). The property owner is M. Douglas Jaffe, III

- a. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.

Applicants Representatives Jennifer Orr and Luis Reyes spoke on this item

Citizens Joe Draker and Christ Gunter spoke on this item

Motion for Approval with made by Mayor Pro Tem Walker

An Amendment was added by Councilmember McCollough to revisit variances not on the list at a later date

Motion with Amendment was Seconded by Councilmember South

Motion for Approval with Amendment carried unanimously by a vote of 5 ayes to 0 nays

After this vote, Councilmember Plunkett left the meeting

- 5. Land Use 3520 Bee Caves Road, American Bank: Discuss and Consider Action for a Variance Request for an Increase in the Maximum Square Footage Allowed for a Free-Standing Sign and a Secondary Sign. (West Lake Hills Code Sec.32.01.001) Applicant is Chandler Signs LLC

- a. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.

Motion for Denial made by Councilmember Bowman with a Second by Councilmember McCollough

Motion for Denial carried by a vote of 4 ayes to 0 nays, with Councilmember Plunkett absent

- 6. Land Use 1906 Yaupon Valley Road: Discuss and Consider Action on a Variance Request for a New Home That Will Require the Removal of 5 Trees 14" or Greater. (Cedar Tree #2729 15", Cedar Tree #2737 15", Cedar Tree #2745 multi-trunk 7", 7" 5", 4" and 3" and Cedar Tree #2752 multi-trunk 10", 9" and 7". Spanish Oak Tree #2721 multi-trunk 13", 9" and 7") (West Lake Hills Code Sec. 22.03.304) Applicant is Rhett Hoestenbach

- a. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.

Motion for Approval made by Councilmember Bowman with a Second by Councilmember McCollough

Motion for Approval carried by a vote of 3 ayes to 0 nays, with Councilmember Plunkett absent and Mayor Pro Tem Walker recusing

7. Executive Session Consultation with City Attorney Regarding Pending Litigation, including variances submitted as part of the Master Grading and Vegetation Plan, in Cause No. 2019032801; City of West Lake Hills, Plaintiff, v. Jaffe Ventures, LLC; Douglas Jaffe III, and 1405 Wild Cat Hollow, West Lake Hills, Texas, Defendants and Cause No. D1GN19007546: City of West Lake Hills, Plaintiff v. Jaffe Ventures, LLC and Douglas Jaffe III (Texas Government Code Section 551.071)

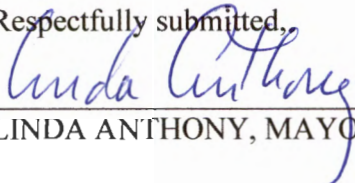
No Executive Session during this meeting

8. Adjournment

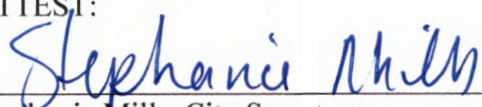
Motion to adjourn the meeting made at 8:57 p.m. by Mayor Pro Tem Walker with a Second by Councilmember South

Motion to Adjourn carried by a vote of 4 ayes to 0 nays, with Councilmember Plunkett absent

Respectfully submitted,


LINDA ANTHONY, MAYOR

ATTEST:


Stephanie Mills, City Secretary

These minutes were approved on June 9, 2021.





City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>October 8, 2025</u>	Item Number:	<u>7</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Terry Blanchard</u>	Cost / Budget:	<u></u>
Exhibits:	<u></u>	Source of Funds:	<u></u>

Subject

Consent Agenda
c. Approval of an ordinance designating the official newspaper for the City of West Lake Hills.

Recommendation

Approve the ordinance as presented.

Discussion

Per LGC Section 52.004, at the beginning of each fiscal year, the municipality shall designate an official public newspaper by ordinance for the purpose of publishing each ordinance, notice, or other matter required by law.

According to our records, Ordinance No. 87 designated the Austin American as the official newspaper for the City on July 20, 1971. Since that time, there have been several resolutions designating an alternate official newspaper for specific fiscal years, but typically, an ordinance may only be amended or repealed by another ordinance. The most recent ordinance was adopted in September 2022 designating an official newspaper for FY 2023.

In order to meet State statute requirements, the City must designate an official newspaper. To remove any confusion as to the validity of prior practices, the attached ordinance designating the Austin American-Statesman as the official newspaper for the City of West Lake Hills would reaffirm the original intent of the City Council in their choice of newspaper and fulfill the State statute requirement.

ORDINANCE NO. 2025-019

**AN ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS,
DESIGNATING AN OFFICIAL NEWSPAPER; PROVIDING FOR
FINDINGS OF FACT, SEVERANCE, CONFLICTS, EFFECTIVE DATE,
AND OPEN MEETING CLAUSE**

WHEREAS, the City of West Lake Hills is an incorporated city operating under the general laws of Texas; and

WHEREAS, the City of West Lake Hills is located entirely within Travis County, Texas, and in close proximity to the City of Austin, Texas; and

WHEREAS, there is no daily or weekly newspaper which is published within the City of West Lake Hills; and

WHEREAS, the newspaper known as the Austin American-Stateman is published in Austin, in Travis County, Texas, and is a newspaper of wide, general, regular and public circulation within the City of West Lake Hills and there is no other newspaper which has a circulation within the City of West Lake Hills which is as wide, or as general or as regular or as public as that of the said Austin American-Stateman and, the said Austin American-Statesman is a public newspaper of the City of West Lake Hills;

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

Section 1. Adoption of Findings of Fact. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Designation of Official Newspaper. The Austin American-Statesman is hereby determined, designated and selected to be the official newspaper of the City of West Lake Hills, Texas, effective immediately, and shall continue as such until another is selected. All ordinances, notices and other matters required by law (or ordinance of the City of West Lake Hills) to be published in the official newspaper or in a newspaper of general circulation in the City shall be published in said official newspaper.

Section 3. Definition. “The Austin American-Stateman” as used in this ordinance and as used in any other ordinance or resolution of this City passed this date or on any subsequent date, shall be deemed to include the holiday, Saturday, and Sunday editions thereof carried under the name Austin American-Stateman.

Section 4. Severability. In the event any part of this Ordinance is found to be ineffective as unconstitutional, or unenforceable, the remaining parts shall remain in full force and effect as if the ineffective part no longer existed as part of the Ordinance.

Section 5. Conflicts. All ordinances and resolutions, and parts of ordinances and resolutions, in conflict herewith are hereby repealed to the extent of the conflict only.

Section 6. Effective Date. This Ordinance shall be in force and effect from and after its passage on the date shown below.

Section 7. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

PASSED AND APPROVED on the 8th day of October 2025.

CITY OF WEST LAKE HILLS

James Vaughan, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>October 8, 2025</u>	Item Number:	<u>8</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Terry Blanchard/Jennifer Bills</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>ZAPCO Roster, Draft Policy</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider action on the appointment/reappointment of members of the Zoning & Planning Commission and to confirm the process for 2026.

Recommendation

Staff recommend the City Council take action to reappoint Zoning and Planning Commissioners and provide direction on the Board and Commission Appointment Policy.

Discussion

Previously, the City Council voted unanimously to adopt two-year staggered terms for Zoning and Planning Commission members. Based on the initial format, Commissioners for Positions 2, 3, and 4 would have terms that expire in October 2023 and Commissioners for Positions 1, 5, and 6 would have terms that expire in October 2024. Thereafter, each place serves a two-year staggered term ending on the last day of September. There are no term limits for ZAPCO members.

Terms expired on September 30, 2025 are as follows:

- Position 2 – Julia Webber
- Position 3 – Laurie Maccini
- Position 4 – James Pledger

All three commissioners have expressed interest in being reappointed. The current ZAPCO roster is attached.

In 2023 City Council established the requirement for a call for applications new and existing members to apply for the upcoming term is to be published in August. Staff have drafted a Board and Commission Appointment Policy to clearly define the process for ZAPCO, and other future boards and commissions appointed by City Council, for discussion and subsequent approval by resolution.



Board and Commission Appointment Policy

Purpose

The purpose of this policy is to establish a clear and consistent process for the appointment of members to boards, commissions, and committees of the City of West Lake Hills, Texas, a Type A General Law Municipality under Texas Local Government Code.

Applicability

Zoning & Planning Commission as referenced in Article 20.02.

Terms of Service

1. Board and commission members shall be appointed to two-year terms to coincide with the fiscal year starting October 1, or as required by the Code of Ordinances or other law.
2. Terms shall be staggered where feasible to ensure continuity of experience and service.
3. Terms shall not be limited, but members shall continue to serve until their successor is appointed and qualified, unless they resign or are removed by City Council.

Application Process

1. The City shall solicit and accept applications annually during an **open application period starting August 1**.
2. Applications must be submitted on the official City application form, available online and at City Hall. Current board or commission members may submit a letter of interest in reappointment in lieu of an application.
3. Completed applications must be received by the City Secretary by 5:00 p.m. on the application deadline to be considered.
4. Applications will remain on file for one year and may be considered for mid-term vacancies.

Appointment Process

1. The City Secretary shall provide all timely applications to the City Council for review following the close of the application period.
2. The City Council shall make appointments at its **regular September meeting** or as soon thereafter as practicable.
3. Council may, at its discretion, conduct applicant interviews or request additional information.
4. Appointments shall be made by majority vote of the City Council.

Eligibility

1. Unless otherwise provided by state law or ordinance, applicants must be:
 - Residents of the City of West Lake Hills, or
 - Residents of the City's extraterritorial jurisdiction (ETJ) if permitted by ordinance or applicable statute.
 - Tenure must be at least one year.
2. Members must remain in compliance with any applicable attendance and conduct standards adopted by the City.
3. Members must meet specific criteria outlined in the Code of Ordinance for the board or commission.

Vacancies

1. Vacancies occurring mid-term shall be filled by City Council as soon as practicable through utilizing applications on file or opening an application period.
2. Persons appointed to fill vacancies shall serve the remainder of the unexpired term.

Removal

Members serve at the pleasure of the City Council and may be removed at any time by majority vote of the Council, as allowed by law or statute.

Effective Date

This policy shall take effect immediately upon adoption by the City Council and shall apply to all future board and commission appointments.



City of West Lake Hills, Texas
ZONING AND PLANNING COMMISSION (ZAPCO)
ROSTER and TERMS
2-year Staggered Terms
ending September 30th

<u>Commissioners</u>	<u>Date Appointed</u>	<u>Term Expires</u>
Position 1		
Meisel, Robert – Chair	2005	2026
Position 2		
Julia Webber	2022	2025
Position 3		
Maccini, Laurie	2017	2025
Position 4		
Pledger, James – Vice-Chair	2019	2025
Position 5		
Bartoletti, Karen	2020	2026
Position 6		
Stewart, Patrick	2022	2026

ZAPCO Appointment Process:

- On October 26, 2022 (and amended in October 2023), the City Council voted unanimously to adopt staggered terms for ZAPCO members with the format as follows:
 - Place 1 – 2 year term to expire in September 2024
 - Place 2 – 1 year term to expire in September 2023
 - Place 3 – 1 year term to expire in September 2023
 - Place 4 – 1 year term to expire in September 2023
 - Place 5 – 2 year term to expire in September 2024
 - Place 6 – 2 year term to expire in September 2024
- Thereafter, each place will serve 2-year staggered terms ending on the last day of September. There are no term limits for ZAPCO members.
- If a vacancy occurs, an appointed member will serve for the remainder of the existing term.
- In August each year, the City will post notice that applications for ZAPCO appointments will be accepted. Serving members who wish to be reappointed shall notify the City by submitting a written request for reappointment consideration.
- City Council shall vote to appoint/reappoint three (3) ZAPCO members each September at their 2nd regular meeting.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>October 8, 2025</u>	Item Number:	<u>9</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>\$104,000 / \$84,000</u>
			<u>FY 26 Budget</u>
Exhibits:	<u>Interlocal Agreement</u>	Source of Funds:	<u>(Public Works)</u>

Subject

Discuss and consider action on an Interlocal Agreement with the Capital Area Metropolitan Planning Organization for the Eanes Creek Trail Study.

Recommendation

Approve.

Discussion

The Interlocal Agreement between the Capital Area Metropolitan Planning Organization (CAMPO) and the City of West Lake Hills establishes a partnership to conduct the Eanes Creek Trail Feasibility Study. This study will explore the feasibility, alignment, and implementation strategies for an active transportation trail along or near Eanes Creek, between SL 360 and SL 1 (MoPac Expressway), providing a safer and more comfortable route parallel to Bee Cave Road. The Agreement is authorized under the Texas Interlocal Cooperation Act and supports regional goals for multimodal transportation, carbon reduction, and improved pedestrian and bicycle infrastructure.

CAMPO will serve as the lead agency, managing consultant procurement, contract administration, and community engagement, while coordinating closely with the City and a steering committee of local stakeholders, including Travis County, the City of Austin, TxDOT, and Eanes ISD. The total project cost is \$520,000, with CAMPO contributing \$416,000 (80%) and the City providing a \$104,000 (20%) local match. The local match is an increase from the original budget but is structured to cover a one-year inflation at 4% from date of award to date of project initiation being the completion of the AFA and associated TxDOT administrative costs.

The City will assist with consultant selection, participate in the planning process, and help present and implement the study's findings. The Agreement remains effective through September 30, 2027, and may be terminated by either party with 30 days' written notice. It includes standard provisions regarding funding appropriations, record retention, non-discrimination, lobbying restrictions, procurement compliance, and legal venue in Travis County.

**INTERLOCAL AGREEMENT BETWEEN
CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)
AND
CITY OF WEST LAKE HILLS
FOR
EANES CREEK TRAIL FEASIBILITY STUDY**

THIS INTERLOCAL AGREEMENT (“Agreement”) is made by and between the CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION, **a metropolitan planning organization, (“CAMPO”)** and the CITY OF WEST LAKE HILLS, **a Texas General Law, Type A municipality in Travis County, (“the City”)** pursuant to the authority granted and in compliance with the provisions of the Interlocal Cooperation Act, Chapter 791, *Texas Government Code*.

WHEREAS, the Texas Interlocal Cooperation Act, Texas Government Code Chapter 791 (the “Act”), provides that any one or more public agencies may contract with each other for the performance of governmental functions or services for the promotion and protection of the health and welfare of the inhabitants of this State and for the mutual benefit of the parties; and

WHEREAS, the Governor of the State of Texas has designated CAMPO (formerly the Austin Transportation Study), acting through its Transportation Policy Board, to be the Metropolitan Planning Organization (MPO) for the Austin urbanized area(s), and the lead agency for the region’s Metropolitan Planning process; and

WHEREAS, the Metropolitan Planning process addresses requirements under state and Federal law that promote efficient system management and operation; and

WHEREAS, CAMPO issued a project call under its Transportation Alternatives Set-Aside Program and Carbon Reduction Program to solicit eligible projects that advance regional goals related to multimodal transportation, carbon emission reduction, and active transportation infrastructure;

WHEREAS, in response to that project call, the City submitted the Eanes Creek Trail Feasibility Study as a proposed planning effort to examine the feasibility, alignment, and implementation strategies for an active transportation trail along or near Eanes Creek between SL 360 and SL 1 (MoPac Expressway);

WHEREAS, CAMPO’s planning process is a multimodal approach to addressing congestion and transportation needs; and uses comprehensive planning to ensure the regional nature of their planning work is locally driven; and

WHEREAS, CAMPO’s planning process translates federal and state transportation guidelines into actions that are consistent and appropriate for the region’s and local communities’ context; and

WHEREAS, RM 2244, locally known as Bee Caves Road, is the primary spine of traffic moving east and west between SL 360 and SL 1 (MoPac Expressway) to and from Downtown Austin; and

WHEREAS, the CAMPO Regional Active Transportation Plan identifies this section of RM 2244 as a priority corridor for walking and biking infrastructure improvements; and

WHEREAS, Bee Caves Road has high traffic volumes and limited right-of-way, and a trail along Eanes Creek between SL 360 and SL 1 (MoPac Expressway) would generally run parallel to Bee Caves Road and could be both safer and more comfortable for pedestrians and bicyclists; and

WHEREAS, the City of West Lake Hills, the City of Austin, and Travis County have each expressed support for the Study and its alignment with their respective planning and policy goals, as well as the public purpose of the proposed study.

NOW, THEREFORE, in consideration of the mutual covenants and promises made by the parties, CAMPO and the City hereby agree as follows:

I. PAYMENT

CAMPO's and the City's payment obligations are payable only and solely from funds appropriated by the CAMPO Transportation Policy Board and the City Council of the City of West Lake Hills, respectively ("Appropriated funds") and available for the purpose of this purchase. The absence of appropriated funds or other lawfully available funds shall render this Agreement null and void to the extent funds are not appropriated or available. Within 45 days of the adoption of the City's annual budget or CAMPO's Unified Planning Work Program, the applicable party shall provide the other party written notice of the failure of the party's governing body to make adequate appropriation for any fiscal year to pay for the amounts due under this Agreement, or the reduction of any appropriation to an amount insufficient to permit the applicable party to pay its obligation under this Agreement.

II. OBLIGATIONS OF CAMPO

- A. CAMPO shall support the inclusion of the City's Master Plan and other adopted City plans, as part of the Eanes Creek Trail Feasibility Study ("Study").
- B. CAMPO agrees to actively work with the City of West Lake Hills ("City") in the development of the Study.
- C. CAMPO will form a steering committee that includes the City, Travis County, the City of Austin, Texas Department of Transportation (TxDOT), Eanes Independent School District (ISD), and other stakeholders to guide the planning process of the Study.
- D. CAMPO will manage all phases of development and administration of a consultant contract, including, but not limited to, procurement, contract execution, review and

approval of deliverables, enforcement of contract terms and conditions, payment of invoices, and contract close-out. CAMPO will actively engage and partner with the City throughout the process to ensure that the final plan meets the needs of the City, the CAMPO Transportation Policy Board, and other stakeholders.

- E. CAMPO will coordinate with the City on any proposed and/or necessary changes to the Project Schedule, Public Participation Plan, and other related documents, prior to approval.
- F. CAMPO will ensure significant community outreach is completed during the project and will ensure the City Council is presented information on the study during a minimum of two City Council Meetings.
- G. CAMPO will pay an amount not to exceed **\$416,000 or 80% of the total project costs of \$520,000** to cover planning services.

III. OBLIGATIONS OF THE CITY

- A. The City will actively work with CAMPO in the development of the Study.
- B. The City will remit to CAMPO **\$104,000, or 20% of the \$520,000** total project cost as the local match for this study, within thirty (30) days of the effective date of this Agreement.
- C. The City will participate in the consultant selection process and the planning process of the Study.
- D. Upon completion of the Study, the City will track and report to CAMPO on plan implementation activities such as transportation investments, new development projects, public and private dollars invested, new policies established or amended, etc.
- E. The City will present the Study to its local decision-making bodies for review and possible adoption and implementation.

IV. TERM AND TERMINATION

- A. This Agreement is effective on the date of the last party to sign. The Agreement terminates on **September 30, 2027**, unless otherwise terminated pursuant to this Agreement.
- B. If either party defaults in the performance of any terms or conditions of this Agreement the defaulting party shall have 30 days after receipt of written notice of such default within which to cure such default. If such default is not cured within such period of time then the offended party shall have the right without further notice to terminate this Agreement.
- C. This Agreement may be terminated, in whole or in part, by either party whenever such termination is found to be in the best interest of either party. Either party shall provide written notification to the other party at least thirty (30) days in advance of the effective date of the termination. All notices pursuant to this Agreement shall be deemed given when either

delivered in person or deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to the appropriate party at the following address:

If to CAMPO: Ashby Johnson
Executive Director
CAMPO
8303 N. MoPac Expressway, Suite A210
Austin, Texas 78759

with a copy to: Will Lisska, AICP
Regional Planning Manager
CAMPO
8303 N. MoPac Expressway, Suite A210
Austin, Texas 78759

If to the City: Trey Fletcher, AICP, ICMA-CM
City Administrator
City of West Lake Hills
410 Bee Cave Road
West Lake Hills, Texas 78746

with a copy to: Jennifer Bills, AICP, LEED AP
Director of Building and Development Services
City of West Lake Hills
410 Bee Cave Road
West Lake Hills, Texas 78746

V. RESTRICTION ON LOBBYING

In accordance with 31 USC Section 1352, CAMPO and the City hereby certify that no Federal appropriated funds have been or will be paid by or on behalf of CAMPO and/or the City to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of Federal contract, grant, loan or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, grant, loan, or cooperative agreement, CAMPO and/or the City shall complete and submit standard form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. CAMPO and/or the City shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all subcontractors shall certify and disclose accordingly. CAMPO and its subcontractors shall require that the language of this certification be included in any subcontract exceeding \$100,000 by any tier in that any such subcontractor shall certify and disclose accordingly.

VI. INSPECTION OF WORK AND RETENTION OF DOCUMENTS

- A. CAMPO when federal funds are involved, shall grant the U.S. Department of Transportation, the Texas Department of Transportation and any authorized representative thereof, the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder and the premises in which it is being performed.
- B. All records or materials required by or produced under this Agreement, including records produced by any subcontractor to CAMPO and/or the City, shall be maintained for at least four (4) years after CAMPO and/or the City payment under this Agreement or the termination or expiration of this Agreement.

VII. PROCUREMENT

In accordance with the Interlocal Cooperation Act, it is mutually agreed that all parties hereto shall conduct all procurements and award all contracts necessary to this Agreement in accordance with federal and state laws and regulations, including Federal Transit Administration Circular 4220.1D, if federal funds are used to execute procurement and award of services. No officer, employee, independent consultant, or elected official of either party who is involved in the development, evaluation, or decision-making process of the performance of any procurement related to this Agreement shall have a financial interest, direct or indirect, in the Agreement resulting from the procurement.

VIII. LEGAL CONSTRUCTION

If any of the provisions contained in this Agreement are for any reason held to be unconstitutional, void, or invalid, illegal or unenforceable in any respect, such unconstitutionality, invalidity, illegality or unenforceability shall not affect the remaining portions of the Agreement; and this Agreement shall be construed as if such unconstitutional, void, or invalid, illegal or unenforceable provision had never been contained herein.

IX. LAW AND VENUE

The laws of the State of Texas govern all matters arising out of this Agreement, and venue shall lie in the state courts of Travis County, Texas. The parties acknowledge and agree that each party shall be responsible for any attorney's fees incurred by that party relating to this Agreement

X. NON-DISCRIMINATION

It is mutually agreed that all parties hereto are bound by the provisions of Title 49, Code of Federal Regulations, Part 21, which was promulgated to effectuate Title VI of the Civil Rights Act of 1964, Title 23, Code of Federal Regulations, Part 710.405(b), and as supplemented in Department of Labor Regulations (41 CFR Part 60).

XI. INTERPRETATION OF LAWS AND AUTHORITIES

CAMPO is responsible for the settlement of all contractual and administrative issues arising out of procurement entered into in support of the contract work.

XII. ALTERATION, AMENDMENT, OR MODIFICATION

- A. This Agreement may not be altered, amended, or modified except in writing and any alterations, amendments, or modifications must be approved by both parties.
- B. This Agreement constitutes the entire Agreement between CAMPO and the City. No other agreement, statement or promise relating to the subject matter of this Agreement that is not contained in the Agreement is valid or binding

CITY OF WEST LAKE HILLS

By: _____
Trey Fletcher,
City Administrator

Date: _____

CAPITAL AREA METROPOLITAN
PLANNING ORGANIZATION

By: _____
Ashby Johnson,
Executive Director

Date: _____

ATTEST:

By: _____

Title: _____

By: _____

Title: _____

Approved as to form only:
