

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO) REGULAR MEETING

Wednesday, August 20, 2025 at 6:30 PM

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

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

2. **Citizen Communications:**

- a. None

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

1. Approval of the July 16, 2025 Zoning and Planning Commission minutes
2. Approval of the August 5, 2025 Special ZAPCO meeting minutes
3. Report of previous ZAPCO cases acted upon by the BOA/Council

a. **Action:** Commissioner Pledger moves for approval of the Consent Agenda

- i. Commissioner Webber Seconds
- ii. Motion carries unanimously (5 – 0)

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

Applicant: John Hussey, Site Specifics

1. **Staff Report:**

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

2. **Public Comments** (Citizen Comment Forms attached as Exhibit A)
 - i. John Hussey – Applicant
 1. Offers to answer any questions
 - ii. Grant Stanis – neighbor
 1. Expresses support for zoning change
3. **Discussion:**
 - i. None
4. **Action:**
 - i. Commissioner Maccini moves that the Zoning Change request be forwarded to City Council with a recommendation of approval
 1. Commissioner Pledger Seconds
 2. Motion carries unanimously (5-0)

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

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

Applicant: James Gatlin, JAG Permits

- a. **Staff Report:**
 - i. Director Bills describes the request to remove a 14-inch cedar tree for the construction of a new home on the property
- b. **Public Comments:**
 - i. James Gatlin – Applicant
 - a. Explains that the request to remove the cedar tree is being withdrawn, as they believe it can be saved.
- c. **Discussion:** None required with withdrawal
- d. **Action:** None required with withdrawal

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

Applicant: James Gatlin, JAG Permits

a. Staff Report:

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

b. Public Comments:

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

c. Discussion:

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

d. Action:

- i. Commissioner Bartoletti recommends that the variances be forwarded to the Board of Adjustment with a recommendation of denial based on the commission's failure to conclude that the variance does not violate the intent of the chapter or that the variance would not have an adverse impact on neighboring properties, based on the interpretive criteria and that the hardships are design-driven.
 1. Commissioner Pledger seconds
 2. Motion carries unanimously (5-0)

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

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

Applicant: David Bravo, Bravo Interior Design

1. Staff Report:

- i. Director Bills describes the proposed variance to locate a generator in the side setback in a former Austin Energy utility easement.

1. The applicant did get the easement released by the City of Austin

2. Public Comments:

- i. Applicant: David Bravo

1. Describes the nature of the site and why the applicant is requesting to place the generator in this location

3. Discussion:

- i. Commissioner Maccini: Burden of generator impact and noise should be borne by homeowners instead of neighbors. On a 1-acre lot there should be another location

- ii. Chair Meisel: There are existing pads for AC on multiple sides of the house – why can't the generator be located with the existing equipment

1. David Bravo: Expresses that it may be possible to move the generator to an alternate location

4. Action:

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

- a. Commissioner Bartoletti seconds

- b. Motion passes unanimously

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

8. Public Hearing: 912 Calithea: Discuss and make recommendations on proposed variances:

1. 1. To allow for a second driveway on a residential lot where one is the maximum (Section 22.03.175(E)(2): Driveway Standards)
2. To install a new septic tank encroaching on the 25-foot side building setback (Section 22.03.276: Setbacks for accessory structures)
3. To install a new septic tank encroaching on the 25-foot side building setback (Section 22.03.281: Dimensional Regulations)

Applicant: Ross Smith, South Town Dream Homes

a. Staff Report:

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

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

- i. Ross Smith – Applicant
 - a. Describes the issues with the existing septic system and difficulty surrounding the driveway and parking on site
- ii. Grant Stanis - Neighbor
 - a. This is not an owner-occupied house, but a short-term rental property
 - b. The home site was purchased with understanding of driveway rules in the City of West Lake Hills
- iii. Patrick Johnson - Neighbor
 - a. Backing out is difficult in all of West Lake Hills. This is not a unique hardship for the homeowners
 - b. The short-term rental that had been operated on site is a detriment to neighboring properties
- iv. 3 other citizens registered as being opposed to the variance requests, but did not wish to speak at the hearing:
 - a. Jerry Vandel
 - b. Courtney Johnson
 - c. Frank Phillip

c. Discussion

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

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

d. Action:

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

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

9. Public Hearing: 217 Reveille Rd.: Discuss and make recommendations on proposed variances:

1. To allow for a driveway to encroach approximately 2 feet into the 10-foot driveway setback (Section 22.03.175(A)(2): Minimum side parking setback)
2. To allow for a driveway with a width of 7 feet where 12 feet is the minimum (Section 22.03.175(F): Minimum driveway width)
3. To keep an existing non-conforming second driveway where only one is allowed by code (Section 22.03.175(E)(2): Driveway standards)
4. To keep existing non-conforming parking spaces not located behind the dwelling unit (Section 22.03.175(H)(1): Parking locations in the R-2 district)
5. To keep existing non-conforming parking spaces underneath a portion of a dwelling unit (Section 22.03.175(H)(4): Parking prohibited under any portion of dwelling unit)

Applicant: Nathan Quirring, Clayton Korte

a. Staff Report:

- i. Director Bills explains the variance request to build a driveway consisting of pavement strips measuring 7' from edge to edge that will cause vehicles using the driveway to encroach on the setback.
 - ii. With the addition of the additional driveway and alteration to the existing drive, the existing non-conforming driveway, parking structure, and parking locations would be required to come into conformance or receive variances to remain.
- b. Public Comments:**
- i. Nathan Quirring: Applicant
 - a. Discussed applicant's wish to provide parking in the back
 - ii. Andrew Polk – Neighbor
 - a. Is the property owner under any mandate to change existing non-conforming features?
 - b. Is this driven by wish to put a driveway in the back?
 - c. Would this variance allow the applicant to build a larger structure other than what is proposed?
- c. Discussion:**
- i. Commissioner Maccini: Since they're not being forced to have a garage, there isn't a reason to grant a variance to build one
 - ii. Commissioner Webber: Homeowners should choose between the u-drive and the garage
 - iii. Chair Meisel: Property is functioning as intended.
 - iv. Commissioner Webber: Does the city have stipulations against tandem parking?
 - a. Director Bills: It does not
 - v. Commissioner Webber: Feels like application is short on some critical information regarding impervious cover, critical root zones, and more
- d. Action:**
- i. Commissioner Webber moves to recommend denial based on the variances violating the intent of the chapter, the impact on trees, violating parking regulations, and that the variances may have an adverse impact on neighboring properties.
 - a. Motion dies for lack of a second
 - ii. Commissioner Pledger moves to forward variances 1 and 2 with a recommendation of approval and variances 3, 4, and 5 with a recommendation of denial.
 - a. Commissioner Bartoletti seconds

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

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

10. Adjournment – Chair Robert Meisel

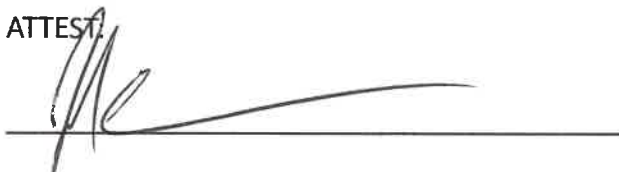
Chair Meisel adjourns the meeting at 9:00 pm

APPROVED:



Robert Meisel, Chair

ATTEST:



Joel Sherrouse, Development Coordinator

These minutes were approved on ¹⁷ ~~September 18~~ 2025.

Exhibit A

PUBLIC COMMENTS – Speaker Sign-In Form

PLEASE PRINT CLEARLY

NAME Grant Stanis DATE _____

ADDRESS 1305 Red Bud Trl CITY West Lake Hills ZIP 78746

E-MAIL ADDRESS _____

PHONE # 972-489-9757

I will speak on an item NOT on the agenda

Subject: _____

For Agenda item # 1206 YouPon Public Hearing ___ yes ___ no

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

OR

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

Exhibit B

PUBLIC COMMENTS – Speaker Sign-In Form

Stanis

PLEASE PRINT CLEARLY

NAME Grant Stanis DATE 8/20/25
ADDRESS 1305 Redwood CITY West Lafayette ZIP _____
E-MAIL ADDRESS _____
PHONE # 972-0489-9757

I will speak on an item NOT on the agenda

Subject: _____

For Agenda item # 8 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 Patrick Johnson DATE 8/20/25
ADDRESS 917 Canthas CITY West Lafayette ZIP 47874
E-MAIL ADDRESS _____
PHONE # 512-784-4819

I will speak on an item NOT on the agenda

Subject: _____

For Agenda item # 8 Public Hearing yes no

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

OR

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

Exhibit B

PUBLIC COMMENTS – Speaker Sign-In Form

PLEASE PRINT CLEARLY

NAME Courtney Johnson DATE 8/20/25
ADDRESS 917 Calhoun Rd CITY Westlake Hills ZIP 78746
E-MAIL ADDRESS [REDACTED]
PHONE # 512-507-2750

I will speak on an item NOT on the agenda

Subject: _____

For Agenda item # 8 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 VERA VANDER DATE 8/20/25
ADDRESS 916 Calhoun Rd CITY Austin ZIP 78746
E-MAIL ADDRESS [REDACTED]
PHONE # 512-423-5418

I will speak on an item NOT on the agenda

Subject: _____

For Agenda item # _____ Public Hearing ___ yes ___ no

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

OR

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

Exhibit B PUBLIC COMMENTS – Speaker Sign-In Form

PLEASE PRINT CLEARLY

NAME Frank Phillip DATE _____

ADDRESS 919 Courton CITY WRESTLING ZIP 78766

E-MAIL ADDRESS _____

PHONE # (512) 378-5426

I will speak on an item NOT on the agenda

Subject: _____

For Agenda item # 8 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

