



CITY OF WEST LAKE HILLS, TEXAS  
NOTICE OF ZONING & PLANNING COMMISSION (ZAPCO) REGULAR MEETING  
Wednesday, October 15, 2025 at 6:30 PM

Notice is hereby given that the Zoning and Planning Commission (ZAPCO) of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 15th day of October 2025 at 6:30 p.m., in the Council Chamber, Municipal Building, 4010 Bee Cave Road, West Lake Hills, Texas, at which time the following items will be discussed, to-wit:

**REMOTE ACCESS** - Join Zoom Meeting at <https://us02web.zoom.us/j/3499549035>  
Or via telephone: Dial (346) 248-7799  
Meeting ID: 349 954 9035

If you wish to speak during the meeting or provide written comments, please email your name, phone number, comments, and the item number you wish to speak on to [planner@westlakehills.gov](mailto:planner@westlakehills.gov) by 1:00 P.M. on October 15, 2025

1. Call to Order. Chairman Robert Meisel.
2. Citizen Communications The Commission welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Commission later in the meeting. The Commission cannot respond to or discuss matters not listed on the agenda. The Commission may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each
3. Consent Agenda The following items are considered to be self-explanatory by the Commission and will be enacted with one motion. There will be no separate discussion of these item/s unless a Commission Member or citizen so requests.
  - a. Approval of the September 17, 2025 Zoning and Planning Commission Meeting minutes
  - b. Report of previous ZAPCO cases acted on by the BOA/City Council
4. Administration Appointment of Zoning and Planning Commission vice-chair

5. **Public Hearing 706 Laurel Valley Rd.:** Discuss and consider action to make a recommendation to City Council on the release of a portion of a 10-foot wide public utility and drainage easement on a recorded plat (Section 36.01.017 of the West Lake Hills Code).

Applicant: Donald Henslee, Property Owner

6. **Public Hearing 406 Redbud Trl.:** Discuss and consider action to make a recommendation to the Board of Adjustment on a variance to allow for grading on a slope of 35% or greater (Drainage and Erosion Control Design Manual Section 7.4.1).

Applicant: Bhavani Singal - Workshop No 5

7. **Public Hearing 701 S Capital of Highway Building J:** Discuss and consider action to make a recommendation to City Council on the following variances from the Uniform Sign Agreement and Chapter 32 of the Code of Ordinances for Building J in the Village at Westlake shopping center:

1. For the installation of 2 signs not spaced within 2 inches of a masonry face (Village at Westlake Uniform Sign Criteria section I.E)
2. For the installation of 2 signs not matching the approved colors for the site (Village at Westlake Uniform Sign Agreement section I.K)
3. For the installation of a sign on the roof of a building (Code of Ordinances Section 32.01.016(15) - Prohibited Signs)
4. For the installation of a canopy sign that does not match any of the allowed sign types (Code of Ordinances Section 32.03 - Sign Categories)

Applicant: Vince Buxton - First and Main Signs

8. Adjournment. Chairman Robert Meisel.

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

Certificate

I certify that the above Notice of the October 15, 2025 Zoning & Planning Commission Meeting was posted on the front window at the Municipal Building, 4010 Bee Cave Road, West Lake Hills, Texas on Thursday, October 9, 2025 at 5:00 pm. and will remain posted continuously until said meeting is convened.

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By Joel Sherrouse, Development Coordinator

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

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

# 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:

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Robert Meisel, Chair

ATTEST:

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Joel Sherrouse, Development Coordinator

These minutes were approved on \_\_\_\_\_, 2025.

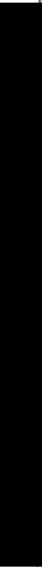
DRAFT

# PUBLIC COMMENTS – Speaker Sign-In Form

PLEASE PRINT CLEARLY

NAME RYAN FURKER DATE 9.17.2025

ADDRESS 417 HEARTHWOOD DRIVE CITY AUSTIN, TX ZIP 78745

E-MAIL ADDRESS 

PHONE # 502.314.0670

I will speak on an item NOT on the agenda

Subject: 1706 VAUPON VALLEY ROAD

For Agenda item # 6 AN17 Public Hearing \_\_\_ yes \_\_\_ no

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

OR

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

# PUBLIC COMMENTS – Speaker Sign-In Form

PLEASE PRINT CLEARLY

NAME Cynthia Brandimonte DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

I will speak on an item NOT on the agenda

Subject: 207 Yaxson

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 NLH ZIP 78746

E-MAIL ADDRESS [REDACTED]

PHONE # 512-658-2876

I will speak on an item NOT on the agenda

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

For Agenda item # \_\_\_\_\_ Public Hearing  yes  no

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

OR

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

# PUBLIC COMMENTS – Speaker Sign-In Form

PLEASE PRINT CLEARLY

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

E-MAIL ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

I will speak on an item NOT on the agenda

Subject: 1206 Hunter Valley

For Agenda item # \_\_\_\_\_ Public Hearing  yes  no

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

OR

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



City of West Lake Hills  
Zoning & Planning Commission

**AGENDA REPORT**

<b>Meeting Date:</b>	<u>October 15, 2025</u>	<b>Item Number:</b>	<u>3b</u>
	<u>Building &amp; Development</u>		
<b>Department:</b>	<u>Services</u>		
<b>Prepared By:</b>	<u>Jennifer C. Bills</u>	<b>Cost / Budget:</b>	<u>None</u>
<b>Exhibits:</b>	<u>N/A</u>	<b>Source of Funds:</b>	<u>N/A</u>

**Subject**

Report of Previous ZAPCO cases acted on by the BOA/City Council.

**Discussion**

Since the September 20, 2025 ZAPCO meeting, the following cases forwarded by ZAPCO were considered at City Council/BOA.

Board of Adjustment:

**1. 217 Reveille Road**

- a. At the September 10 Board of Adjustment hearing:
  - i. The variance requests for the driveway side setback and minimum driveway width were postponed to the October 8 Board of Adjustment hearing
  - ii. The variance requests related to the existing u-shaped drive and front-yard parking structure were determined to be unnecessary by the City Attorney
- b. At the October 8 Board of Adjustment hearing, the variance requests for the driveway side setback and minimum driveway width were approved

**2. 207 Yaupon Valley Road**

- a. At the October 8 Board of Adjustment hearing, the variance requests related to the cut/fill limits for the new home were approved

**3. 1206 Yaupon Valley Road**

- a. At the October 8 Board of Adjustment hearing, the variance requests for front and side setback encroachment and impervious cover were approved.

City Council

**4. 1206 Yaupon Valley Road:**

- a. At the October 8 City Council meeting, the front yard fence visibility variance was denied.

**5. 1511 Wildcat Hollow:**

- a. At the October 8 City Council meeting:
  - i. The variance for the removal of Tree #133 ( 15.5" hackberry) was approved
  - ii. The variance for the removal of Tree #192 ( 15.5" Spanish oak) was denied



City of West Lake Hills  
Zoning & Planning Commission

**AGENDA REPORT**

<b>Meeting Date:</b>	October 15, 2025	<b>Item Number:</b>	7
	Building & Development		
<b>Department:</b>	Services		
<b>Prepared By:</b>	Jennifer C. Bills	<b>Cost / Budget:</b>	None
<b>Exhibits:</b>	N/A	<b>Source of Funds:</b>	N/A

**Subject**

Appointment of Zoning and Planning Commission vice-chair

**Discussion**

The composition, qualifications, and terms of office for members of the Zoning and Planning Commission are established in §20.02 of the West Lake Hills Code of Ordinances

Terms for ZAPCO positions 2, 3, and 4 expired at the end of the fiscal year on September 30, 2025. On October 8, 2025, City Council reappointed commissioners Webber, Maccini, and Pledger for 2-year terms in accordance with §20.02.003

Per §20.02.002 of the Code of Ordinances of the City of West Lake Hills, a vice-chair must be appointed annually by the chairperson. The vice-chair can be any of the voting members of the commission.



City of West Lake Hills  
Zoning and Planning Commission

**AGENDA REPORT**

<b>Meeting Date:</b>	October 15, 2025	<b>Item Number:</b>	5
	Building & Development		
<b>Department:</b>	Services		
<b>Prepared By:</b>	Jennifer C. Bills	<b>Cost / Budget:</b>	None
<b>Exhibits:</b>	See Attached	<b>Source of Funds:</b>	N/A

**Subject**

**706 Laurel Valley Rd:** Discuss and make a recommendation to City Council on a release of easement for a portion of a 10-foot-wide public utility and drainage easement on a recorded plat (Section 36.01.017 of the West Lake Hills Code).

Applicant: Donald Henslee, Property Owner

**Recommendation**

Staff recommends approval of the release of easement request.

This item will be forwarded to the November 12 City Council meeting for consideration.

**Discussion**

**Property Information, Zoning & Site Characteristics:**  
 Owner: Donald and Charlene Henslee  
 Legal Description: Lot A Laurel Ridge Subdivision Section 1, Resub of Lots 1-3  
 Lot Size: 0.713 acres  
 Easement Area: 1,472 sf  
 Zoning: R-1 (One-Family)

The properties surrounding the subject property are zoned One-Family.

**Background & Analysis:**  
 The applicant is proposing to vacate a portion of an easement that was established in the plat for Laurel Ridge Subdivision Section One in 1969 (Attachment 1). The property was subsequently resubdivided in 1976 and combined a portion of lot 2 and all of lot 3 into one lot for the construction of a new house (Attachment 2). The easement established on a plat was not vacated or released during this process and the house is built over the 10-foot easement between the previous lots 2 and 3. The applicant is seeking to sell the property and the easement is a cloud on the title. The 5-foot easements along the rear and northeast property lines will remain.

**Easement Release Criteria:**  
Location of the easement area to be released.  
 The applicant has provided a surveyed metes and bound description of the easement (Exhibit A).

Permission from applicable entities releasing rights to easement.

The applicant has provided a release from Texas Gas, Water District 10, Spectrum, and Austin Energy that they have no equipment in the easement and no objection to the release (Attachment 3).

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.

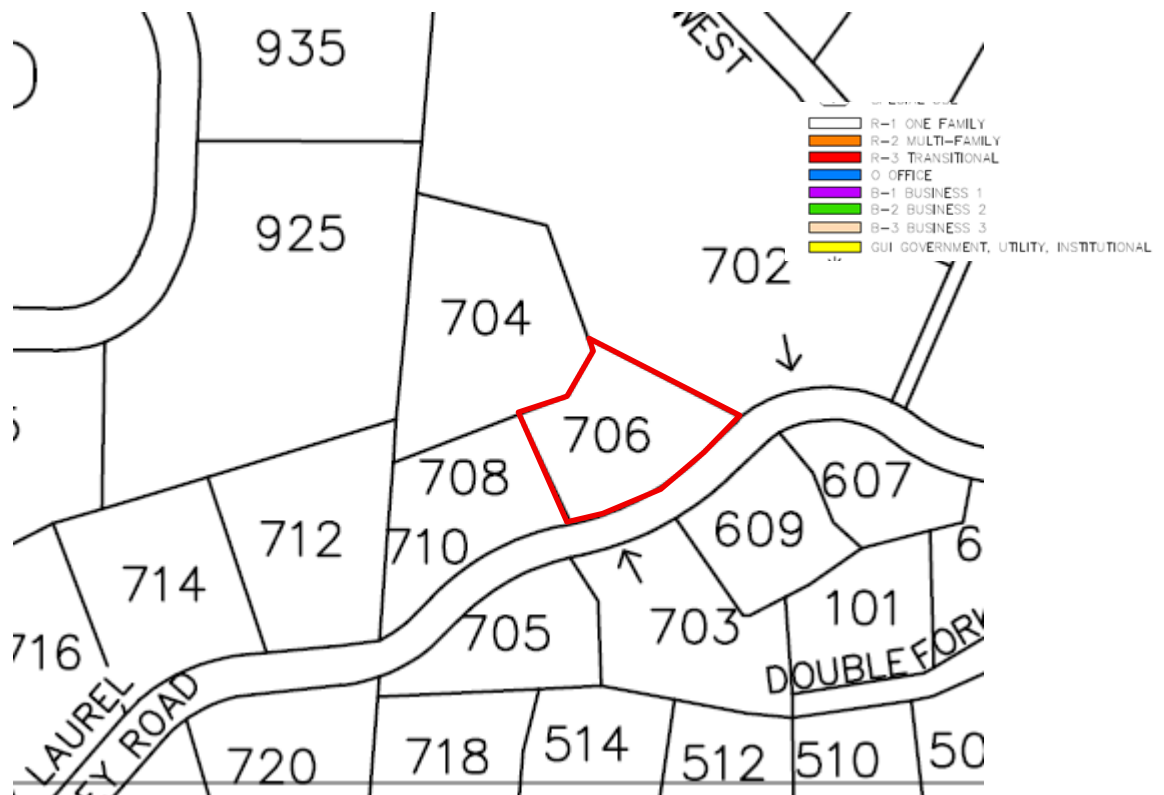
Comprehensive Planning Analysis

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

Links to Relevant Code:

[§ 36.01.017: Release of easement.](#)

**Zoning:**



**Aerial:**



THE STATE OF TEXAS     §

THE COUNTY OF TRAVIS §

**PARTIAL VACATION OF EASEMENT**

WHEREAS, Donald and Charlene Henslee are the owners of all lots, tracts and parcels of land which consist and comprise that certain property known and designated as Lot A Laurel Ridge Subdivision Section One, Resub of Lots 1-3, a subdivision in Travis County, Texas, according to the map or plat of record in Book 74, Page 95, Plat Records, Travis County, Texas, also known as 706 Laurel Valley Rd (“Property”); and

WHEREAS, the Property is subject to a public utility easement and drainage easement LCRA easement established by plat, A Laurel Ridge Subdivision Section One, recorded in Volume 3, Page 370, Plat Records, Travis County, Texas; and

WHEREAS, the City now desires to vacate 1,472+/- square feet out of the said Easement depicted in Exhibit “A” and described above; and

WHEREAS, such vacation is authorized by Sec. 36.01.017 of the West Lake Hills Code of Ordinances; and

WHEREAS, the City of West Lake Hills Zoning and Planning Commission voted on October 15, 2025, to recommend approval of vacating the partial Easement as depicted in Exhibit “A”; and

WHEREAS, the City of West Lake Hills City Council voted on November 12, 2025 to vacate the partial public utility easement and drainage easement as depicted in Exhibit “A”; and

NOW THEREFORE, the City Council of West Lake Hills, Travis County, Texas, does by these presents declare the 1,472+/- square feet out of the Easement as depicted in Exhibit “A” and recorded in Volume 74, Page 95, Lot A Laurel Ridge Subdivision Section One, Resub of Lots 1-3, Plat Records, Travis County, Texas, to be vacated.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
James Vaughn, Mayor  
City of West Lake Hills

THE STATE OF TEXAS     §  
COUNTY OF TRAVIS     §

This instrument was acknowledged before me on \_\_\_\_\_, 2025, by James Vaughn, the Mayor of the City of West Lake Hills, on behalf of the City.

\_\_\_\_\_  
Notary Public, State of Texas

Notary’s Name Printed:  
\_\_\_\_\_

My commission expires: \_\_\_\_\_

**METES AND BOUNDS  
OF A PORTION OF A 10 FOOT PUBLIC UTILITY  
AND DRAINAGE EASEMENT TO BE RELEASED**

Being a portion of an existing 10 foot wide public utility and drainage easement, containing 0.0338 acres of land (1,472 square feet) more or less, to be released over and across Lot A, Resubdivision of Laurel Ridge Subdivision Section One, recorded in Volume 74, Page 95, Plat Records, Travis County, Texas, and being across that same property conveyed in a Warranty Deed with Vendor's Lien, recorded in Volume 11748, Page 1262, Real Property Records, Travis County, Texas; said portion being more particularly described by metes and bounds as follows:

**COMMENCING** at a 1/2-inch iron rod found at the point of curvature of a curve to the right on the southeast line of said Lot A, same being on the northwest Right-of-Way line of Laurel Valley Road and the **POINT OF COMMENCEMENT**;

**THENCE** along the northwest Right-of-Way line of said Laurel Valley Road and following said curve to the right, having a radius of 337.18 feet, an arc length of 96.55 feet, a chord length of 96.22 feet, a chord bearing of South 54 degrees 27 minutes 06 seconds West, and a delta angle of 16 degrees 24 minutes 25 seconds to a point for the East corner of this portion, same being the **POINT OF BEGINNING**;

**THENCE** continuing along the northwest Right-of-Way line of said Laurel Valley Road and following said curve to the right, having a radius of 337.18 feet, at an arc length of 5.02 feet pass a 1/2 inch iron pipe found on line, and continuing for a total arc length of 10.05 feet, a chord length of 10.05 feet, a chord bearing of South 63 degrees 30 minutes 33 seconds West, and a delta angle of 01 degree 42 minutes 29 seconds, to a point for the South corner of this portion;

**THENCE** departing northwest Right-of-Way line of said Laurel Valley Road and across said Lot A, North 32 degrees 14 minutes 59 seconds West, a distance of 146.96 feet to a point for the West corner of this portion, same being on the southeast line of an existing 5 foot wide public utility and drainage easement (Volume 74, Page 95);

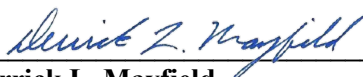
**THENCE** along the southeast line of said 5 foot easement, the following courses and distances:

North 68 degrees 02 minutes 44 seconds East, a distance of 5.92 feet to a point for an angle corner;

North 29 degrees 27 minutes 18 seconds East, a distance of 4.74 feet to a point for the North corner of this portion;

**THENCE** departing the southeast line of said 5 foot easement, and across said Lot A, South 32 degrees 14 minutes 59 seconds East, a distance of 149.15 feet to the **POINT OF BEGINNING** of this portion.

**I hereby certify that these field notes were prepared from an actual survey made on the ground under my supervision and are true and correct to the best of my knowledge and belief. A survey plat of the above described tract prepared this day is hereby attached to and made a part hereof. Bearings shown herein are based on actual GPS observations, Texas State Plane Coordinates, Central Zone, Grid.**



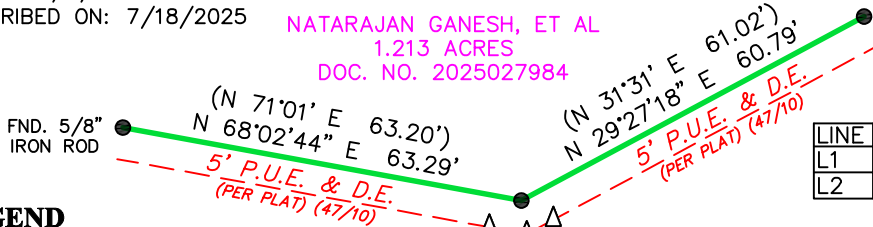
**Derrick L. Mayfield**  
Registered Professional Land Surveyor  
Texas Registration No. 6456  
Lot A surveyed on: May 8, 2025  
Portion of easement described on: July 18, 2025



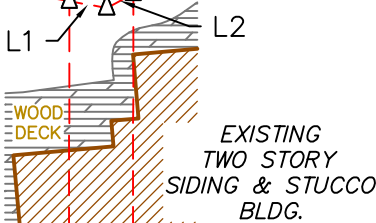
DWG: JV  
 JOB #: 132153  
 SURVEY DATE: 5/8/2025  
 ESM'T. DESCRIBED ON: 7/18/2025

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	337.18'	96.55'	96.22'	S 54°27'06" W	16°24'25"
C2	337.18'	10.05'	10.05'	S 63°30'33" W	1°42'29"

NATARAJAN GANESH, ET AL  
 1.213 ACRES  
 DOC. NO. 2025027984



- LEGEND**
- △ = CALCULATED POINT
  - = FOUND 1/2" IRON ROD
  - = FOUND 1/2" IRON PIPE
  - ( ) = RECORD INFORMATION
  - P.U.E. = PUBLIC UTILITY EASEMENT
  - D.E. = DRAINAGE EASEMENT
  - C.M. = CONTROLLING MONUMENT

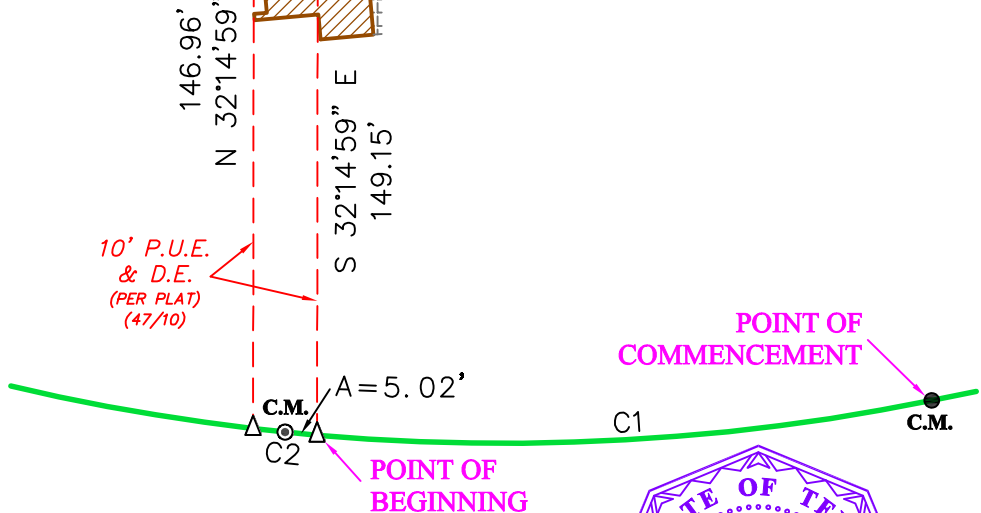
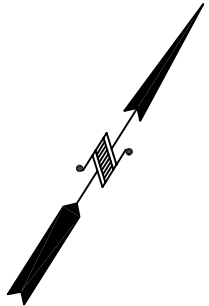


PORTION OF 10'  
 P.U.E. & D.E.  
 TO BE RELEASED  
 1,472 SQ. FT.  
 0.0338 ACRES

LOT A  
 RESUBDIVISION OF  
 LAUREL RIDGE SUBDIVISION  
 SECTION ONE  
 VOL. 74, PG. 95  
 (SURVEYED ON 5/8/2025  
 IN WESTAR JOB NO. 130870)

NOTE:  
 Bearings shown hereon are based on actual GPS Observations, Texas State Plane Coordinates, Central Zone, Grid.

NOTE:  
 PRIOR SURVEY (WESTAR JOB NO. 130870) WAS USED FOR REFERENCE.



**LAUREL VALLEY ROAD**  
 (50' R.O.W.)



SCALE: 1"=30'

**Description:**

Being a portion of an existing 10 foot wide public utility and drainage easement, containing 0.0338 acres of land (1,472 square feet) more or less, to be released over and across Lot A, Resubdivision of Laurel Ridge Subdivision Section One, recorded in Volume 74, Page 95, Plat Records, Travis County, Texas, and being across that same property conveyed in a Warranty Deed with Vendor's Lien, recorded in Volume 11748, Page 1262, Real Property Records, Travis County, Texas; said portion being more particularly described by metes and bounds attached hereto.

I, DERRICK L. MAYFIELD, Registered Professional Land Surveyor, State of Texas, certify that the above plat represents an actual survey made on the ground under my supervision.

*Derrick L. Mayfield*

DERRICK L. MAYFIELD  
 Registered Professional Land Surveyor  
 Texas Registration No. 6456

FIRM REGISTRATION NO. 10111700

**Westar Alamo**  
 LAND SURVEYORS, LLC.  
 P.O. BOX 1645 BOERNE, TEXAS 78006  
 PHONE (210) 372-9500 FAX (210) 372-9999



9228 Tuscany Way  
Austin, Texas 78754  
texasgasservice.com

August 1<sup>st</sup>, 2025

Donald G. Henslee  
706 Laurel Valley Rd  
West Lake Hills, TX, 78746

**RE: No Conflict/Objection Letter  
Lot A, Resubdivision of Laurel Ridge Subdivision Section One  
Travis County, Texas**

Dear Mr. Henslee,

Texas Gas Service, a Division of ONE Gas, Inc., (TGS), has reviewed your request regarding a proposed abandonment of the existing 10-foot Public Utility Easement located across Lot A, Resubdivision of Laurel Ridge Subdivision Section One with property address of 706 Laurel Valley Rd. West Lake Hills, Texas. TGS has confirmed it has no gas facilities located within the designated 10-foot public utility easement of the referenced property. The proposed release within the easement presents no conflicts at this time and TGS does not object.

Please note that TGS's non-objection to the current proposed construction in no way or manner serves as a waiver of any existing or future rights afforded TGS pursuant to any existing easements or rights of way or any other express or implied rights in law or equity, including the laws and regulations established by any designated utility easement. This letter does not relieve the property owner from any existing or future legal requirements, including calling Texas 811 for utility locates prior to excavation.

Should you have any questions or require additional information, please feel free to contact me at (512)-465-1188 or at [rene.pena@onegas.com](mailto:rene.pena@onegas.com).

Thank you,

*Rene Pena*

Rene A. Peña, PE  
Texas Gas Service – Engineering Manager CTX

**From:** [Carla Orts](#)  
**To:** [Donald Henslee](#)  
**Cc:** [Jennifer Bills](#)  
**Subject:** Re: Partial release of easement, 796 Laurel Valley Rd  
**Date:** Thursday, July 31, 2025 8:12:10 PM

---

Mr. Henslee,

Thank you for providing the application to vacate easement. The Water District can confirm that we have no objections. I have cc'd Jennifer Bills with the COWLH on this email for your convenience. Congratulations on the sale of your home and we hope that your next chapter is wonderful, best regards.

*Thank you,  
Carla A. Orts  
General Manager  
Travis County WCID 10  
(512) 327-2230 office  
(512) 912-6423 cell  
5324 Bee Cave Road  
Austin TX 78746*

---

**From:** Donald Henslee <dhenslee100@gmail.com>  
**Date:** Thursday, July 31, 2025 at 1:34 PM  
**To:** Carla Orts <generalmanager@waterdistrict10.org>  
**Subject:** Fwd: Partial release of easement, 796 Laurel Valley Rd

Ms. Orts:

That is my error. I apparently sent it to a .com rather than a .org address!

Here is the application and the required attachments. The City requires a note saying Water Dist. 10 does not oppose the application. You already serve the house and this partial release will not affect your access in any way. They need this before August 10th so they can get it on the agenda. We have sold the home after 31 years of living here and this is holding up the closing.

Thanks so much for your kind assistance.

Donald G. Henslee  
706 Laurel Valley Rd  
West Lake Hills, Texas 78746  
512-633-0335 (cell)  
512-329-9048 (home)

----- Forwarded message -----

From: **Donald Henslee** <[dhenslee100@gmail.com](mailto:dhenslee100@gmail.com)>

Date: Mon, Jul 28, 2025 at 11:20 AM

Subject: Partial release of easement, 796 Laurel Valley Rd

To: <[generalmanager@waterdistrict10.com](mailto:generalmanager@waterdistrict10.com)>

Cc: Joel Sherrouse <[jsherrouse@westlakehills.gov](mailto:jsherrouse@westlakehills.gov)>, <[jbills@westlakehills.gov](mailto:jbills@westlakehills.gov)>

To the General Manager, Water District 10:

Attached please find my application and the information you require for a partial release of easement on this property currently pending before the City of Westlake Hills. The City needs a note that you do not oppose this partial release.

I have attached a current survey, and the metes and bounds description of the portion to be released. I have also attached a survey illustrating the portion to be released. As you can see, it will not affect your access to the property. Time is of the essence in this matter as I have sold this, my homestead, and the closing is pending.

Please address your note to me and to:

Jennifer C. Bills, Director of Building and Development Services

[jbills@westlakehills.gov](mailto:jbills@westlakehills.gov)

Joel Sherrouse, Development Coordinator

[jsherrouse@westlakehills.gov](mailto:jsherrouse@westlakehills.gov)

City of West Lake Hills

911 Westlake Dr.

Westlake Hills, Texas 78746

Thank you for your assistance in this matter,

Donald G. Henslee

706 Laurel Valley Rd.

West Lake Hills, Texas 78746

**From:** [Donald Henslee](#)  
**To:** [Joel Sherrouse](#); [Jennifer Bills](#)  
**Subject:** Fwd: Regarding easement request - 706 Laurel Valley Rd, Westlake, TX 78746  
**Date:** Tuesday, August 19, 2025 11:25:20 AM

---

Here is the statement from Astound, which is the new name for Spectrum/Charter.

Donald Henslee

----- Forwarded message -----

From: **kevinw smith** <[kevinw.smith@astound.com](mailto:kevinw.smith@astound.com)>

Date: Mon, Aug 18, 2025 at 11:50 AM

Subject: Regarding easement request - 706 Laurel Valley Rd, Westlake, TX 78746

To: [Hensleedc@gmail.com](mailto:Hensleedc@gmail.com) <[Hensleedc@gmail.com](mailto:Hensleedc@gmail.com)>

Hello Mr. Henslee - per our market supervisor they checked on this easement request and they advised:

We are not in this area - we do not service it - and thus cannot provide that form.

Let us know if you have any other questions for this - thank you:

--

Kevin W. Smith

Broadband Dispatcher I

Astound/Astound Business Solutions

[kevinw.smith@astound.com](mailto:kevinw.smith@astound.com)

'Think about the problem, then step back. Trying a different plan of attack' - Square One

**Disclaimer:** CONFIDENTIALITY NOTICE: This e-mail message including attachments, if any, is intended only for the person or entity to which it is addressed and may contain confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.





City of West Lake Hills  
Zoning and Planning Commission

# AGENDA REPORT

<b>Meeting Date:</b>	May 15, 2024	<b>Item Number:</b>	6
	Building & Development Services		
<b>Department:</b>	Jennifer C. Bills	<b>Cost / Budget:</b>	None
<b>Prepared By:</b>	See Attached	<b>Source of Funds:</b>	N/A
<b>Exhibits:</b>			

### Subject

**406 Redbud Trl:** Discuss and consider action to make a recommendation to the Board of Adjustment on a variance to allow for grading on a slope of 35% or greater (Drainage and Erosion Control Design Manual Section 7.4.1).

Applicant: Bhavani Singal, Workshop No.5 LLC

### Recommendation

Discuss and provide a recommendation including the analysis of the following criteria:

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

The Zoning and Planning Commission, in performing their respective duties in reference to applications for variances, may be guided by the interpretative criteria listed in the variance criteria in the report.

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.

The applicant has provided their findings in Exhibit A.

This item will be forwarded to the November 12, 2025 Board of Adjustment meeting for consideration.

### Discussion

**Property Information, Zoning & Site Characteristics:**

Owner: Ashwini Rajah, 406 Red Bud LLC  
 Legal Description: Lot 8B Skyline Terrace Section 1, Resub of Lots 8, 8A & 9  
 Lot Size: 1.006 acres  
 Zoning: R-1 One Family

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

**Background:**

The applicant is proposing to build a new residential house on an undeveloped lot. As the lot has not been developed the property contains many trees and a hillside that has never been disturbed before. The property was granted three variances at June 12, 2024, City Council/BOA meeting: 1) to allow the driveway to exceed the 6-foot height limit to 10 feet, 2) to exceed the closed fill to 10 feet where 6 is the maximum and 3) to remove 8 trees 14 inches or greater.

The new construction and OSSF plans have been submitted and have been through two rounds of review. One of the outstanding issues is areas of greater than 35% slope where grading is proposed, which prompted the variance request (Attachment 1). The design engineer has provided his assessment in the Erosion and Drainage Memo (Attachment 5).

**Analysis:****Cut and fill limits****Code Requirements**

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

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

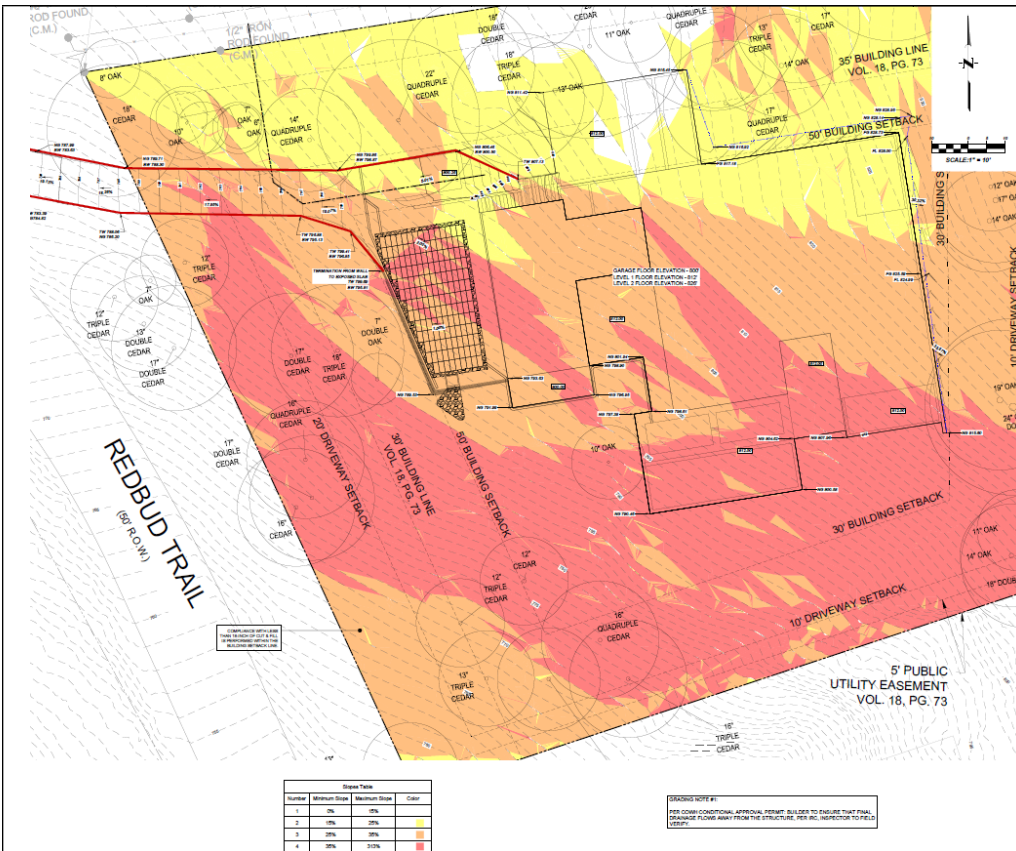
**Table 7-1: Maximum Cut and Fill Limits**

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

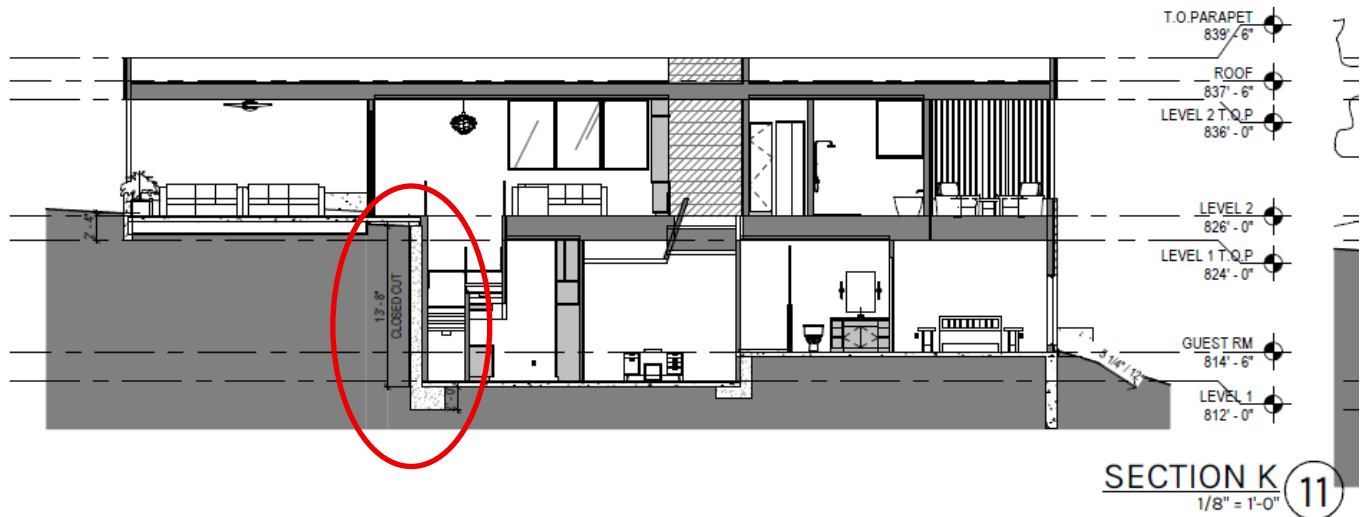
**Request:**

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

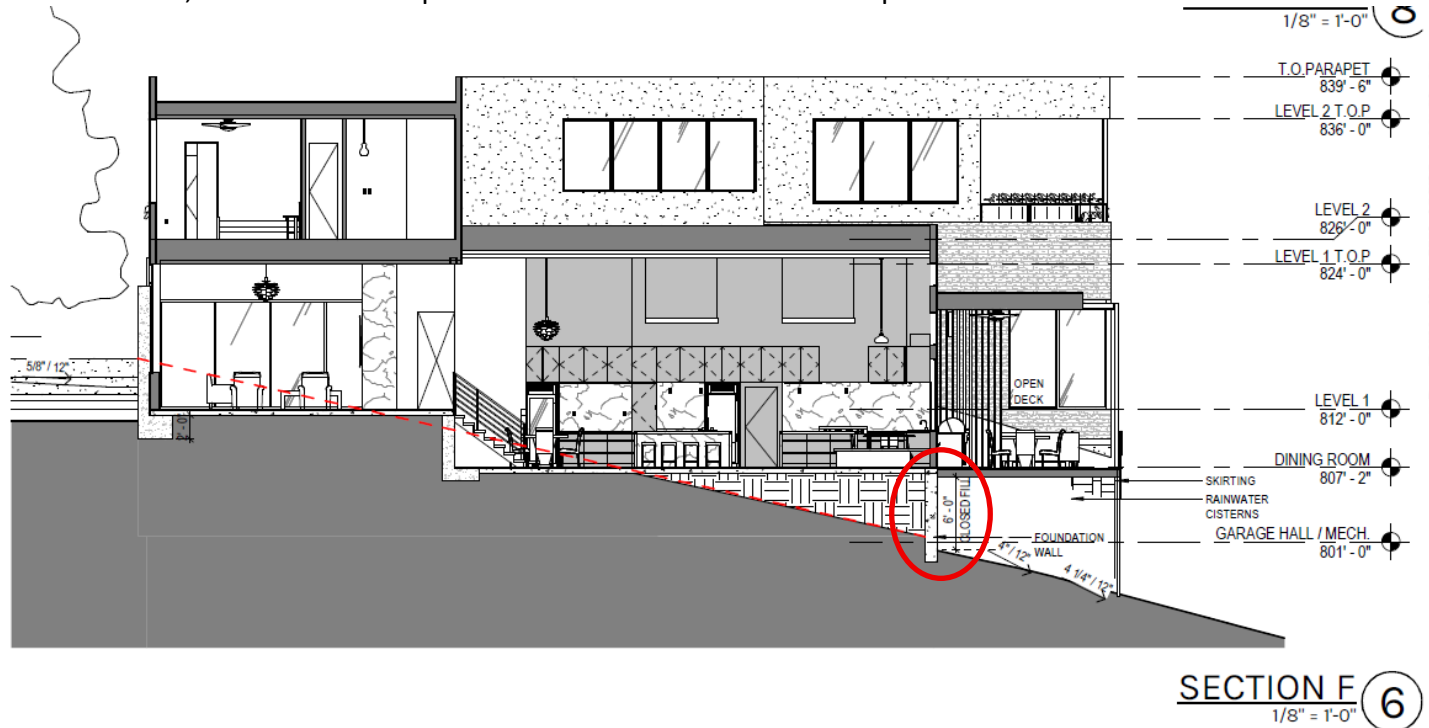
The applicant has created a slope map that shows the existing grade relative to the proposed house footprint (Attachment 3).



In additional exhibits, the applicant provided cross sections of the house that depict the closed cuts not to exceed 13.75 feet in the areas with slopes over 35% (Attachment 4)



For closed fills, the maximum depicted is 6 feet in the areas with slopes over 35%.



**SECTION F** (6)  
1/8" = 1'-0"

**City Engineer Opinion:**

The city engineering team has reviewed the application materials, as well as the drainage plan for the new construction permit application and provided a recommendation to approve the variance requests as presented (Attachment 6).

**Public Comment:**

At the time of this report, no written comments have been received.

**Variance Criteria Review:**

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

- Section 38.05.031. Provisions subject to variance.

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

- Section 38.05.032. Conditions required for granting variance.

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

- (1) The applicant has established by competent evidence that:

- (A) The strict or literal enforcement of the terms of this chapter, because of special

conditions, will result in unnecessary hardship to the applicant.

- (B) There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
  - (C) There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
  - (D) The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
- (2) The recommendation of zoning and planning commission shall include an analysis of whether:
- (A) The variance may violate the intent of this chapter or the goals of the city's comprehensive plan.
  - (B) (Reserved).
  - (C) (Reserved).
  - (D) The variance may have an adverse effect on neighborhood properties, or interfere with the respective owners' enjoyment thereof.
- Section 38.0.033. Interpretative criteria.

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

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

requested shall be relevant to, but not determinative of, the granting of the requested variance.

- (8) See section 22.03.009(c) for variances to enable the efficient use of solar energy devices.
- (9) When considering variance requests for nonresidential projects, whether granting the variance furthers achievement of the land planning principles set forth in the City's Master Plan, Attachment "B," as codified in the Code of Ordinances.
  - Section 38.05.035. Conditions.

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

#### **Outdoor Lighting**

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

#### **Compliance with Adopted International Building Code**

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

#### **Subdivision**

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

#### **Comprehensive Planning Analysis**

The 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 22.03.170 Site Disturbance \(Excavation, grading or filling\)](#)

[Drainage and Erosion Control Manual](#)

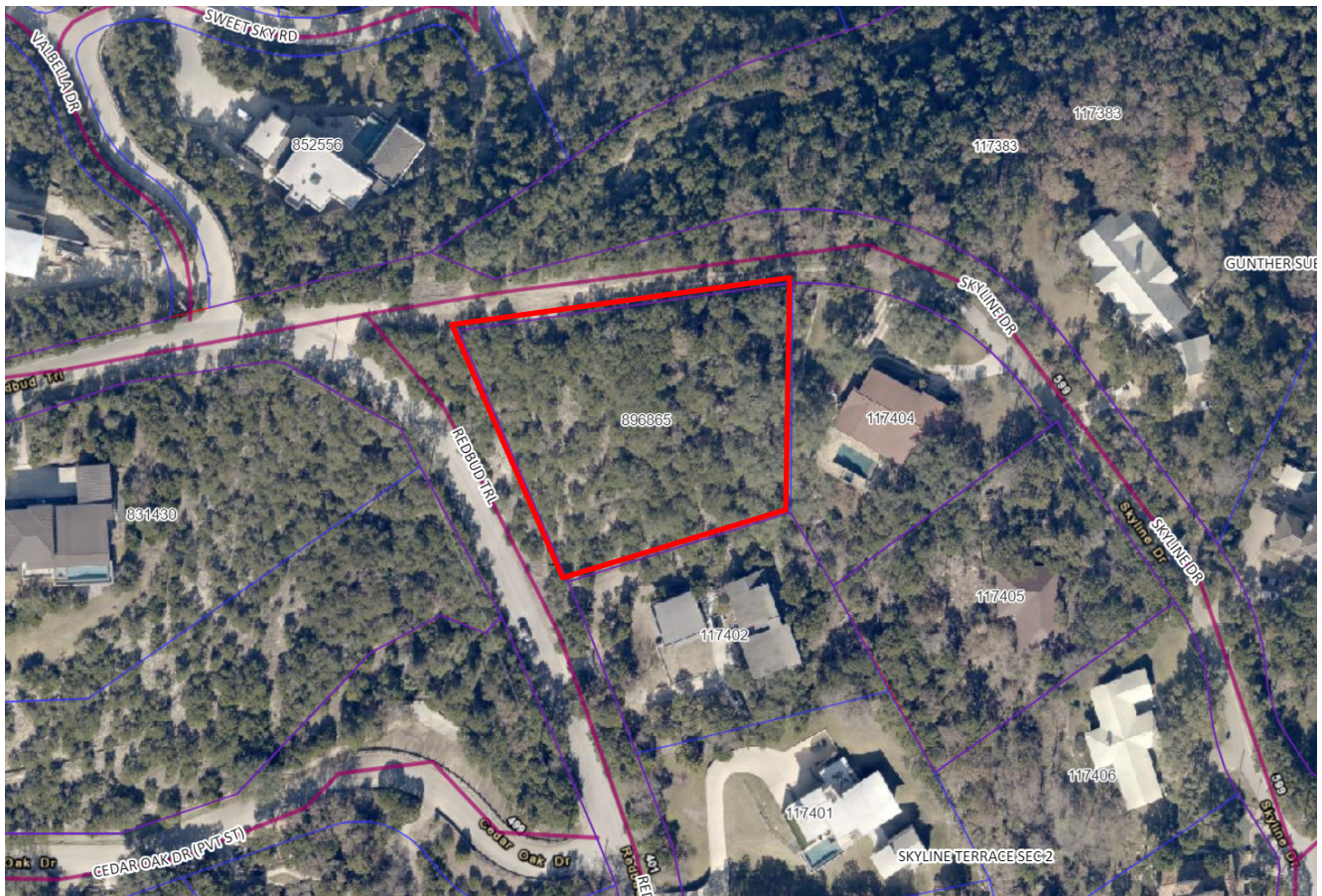
[Section 38.05.031 Variances](#)

[Section 22.03.514 Criteria and process required for granting variance](#)

### Zoning:



### Aerial:



09/15/2025

Re: 406 Red Bud Trail  
Variance Request

ATTN: Robert Meisel, ZAPCO Chair  
City of West Lake Hills  
911 Westlake Drive  
West Lake Hills, TX 78746

Good afternoon,

On behalf of the owner's, we are respectfully submitting a request for variances for the property on 406 Redbud Trail.

We have met with Jennifer Bills and the City of Westlake Hills Development staff several times in order to ensure that the proposed residence will honor the spirit of the City of West Lake Hills Zoning Ordinances. During recent comments received from our permit documents it is becoming clear that the unique circumstances of the topography and location will necessitate a variance to develop our client's future home.

We are requesting:

1. A variance to construct the house on grade of 35% or more. In reference to Drainage erosion control manual - 7.4.1 Table 7-1.

The property owner proposes to construct a single-family residence oriented to harmonize with the natural topography and aesthetics of the community. The design has been carefully revised and evaluated to comply with the City of Westlake Hills development standards.

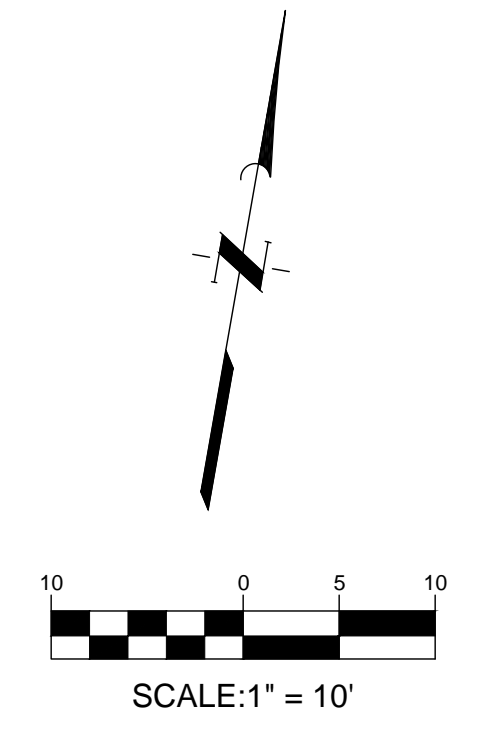
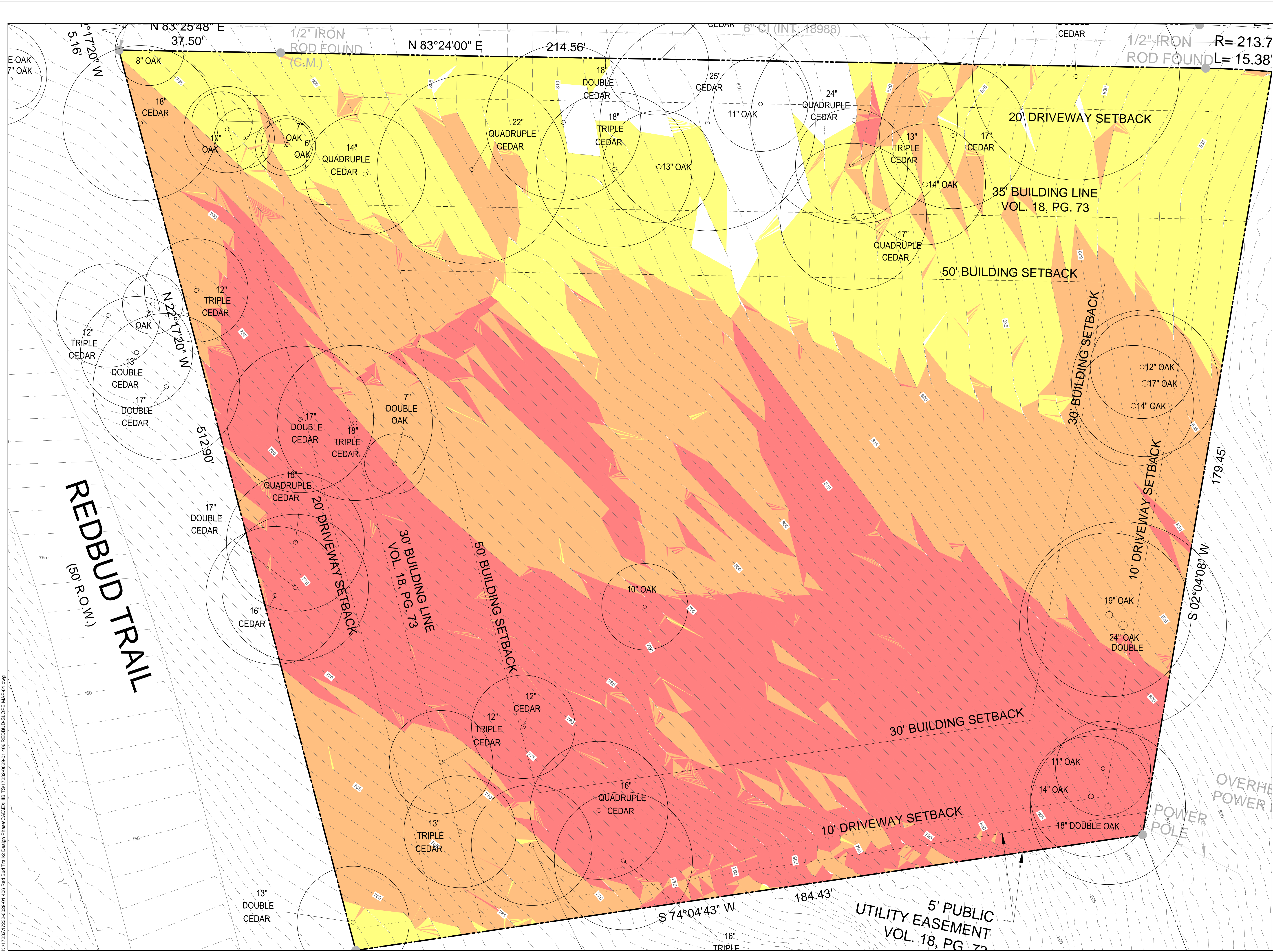
Upon analysis of the site contours, it has become evident that strict application of the 35% slope limitation creates a hardship. The limitation line bisects the lot in a manner that renders the property unbuildable without variance relief. As such, the requested variance is not sought for convenience, but as a practical necessity to achieve reasonable use of the property.

Several alternative building locations were evaluated. The current design was selected because it minimizes variance requests, reduces potential site disturbance, and provides the most effective balance between compliance and functionality.

With respect to drainage and erosion control, the proposed improvements have been reviewed in coordination with the project's civil engineer. The design incorporates measures to responsibly capture, redirect, and disperse stormwater, ensuring that no neighboring property or public infrastructure will be adversely impacted. These measures are consistent with the intent of the City's Drainage and Erosion Control Manual.


For these reasons, we respectfully request approval of the variance, enabling the property owner to develop a family residence consistent with the character and natural beauty of this community.

Sincerely,  
Bhavani Singal - Architect  
Workshop No.5 LLC



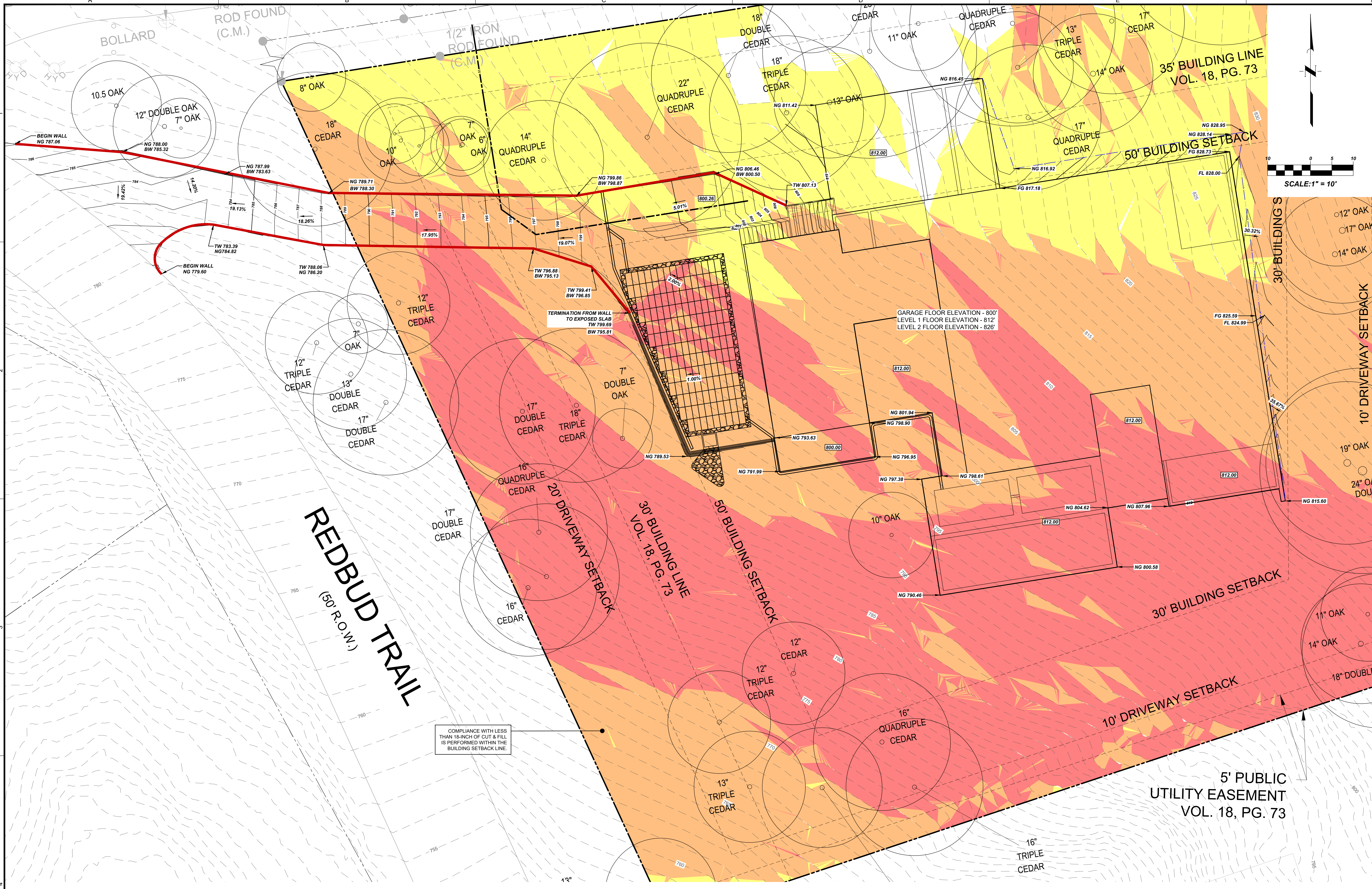
Slopes Table			
Number	Minimum Slope	Maximum Slope	Color
1	0%	15%	Yellow
2	15%	25%	Light Orange
3	25%	35%	Orange
4	35%	313%	Red

406 REDBUD  
SLOPE MAP



SCALE: 1" = 10'  
DATE: September 15, 2025  
JOB NO: 17232-0029-01

K:\17232\17232-0029-01\_406 Red Bud Trail2 Design Phase\CADD\HUBS\17232-0029-01\_406 REDBUD-SLOPE MAP.dwg



Slopes Table			
Number	Minimum Slope	Maximum Slope	Color
1	0%	15%	
2	15%	25%	Yellow
3	25%	35%	Orange
4	35%	313%	Red

GRADING NOTE #1:  
 PER COWH CONDITIONAL APPROVAL PERMIT: BUILDER TO ENSURE THAT FINAL DRAINAGE FLOWS AWAY FROM THE STRUCTURE. PER IRC, INSPECTOR TO FIELD VERIFY.

No.	Date	REVISIONS

**QUIDDITY**  
 10116 OLD SETTLEERS BLVD, SUITE 200 • ROUND ROCK, TEXAS 78665 • 512.441.9883

DESIGNED BY: ECV  
 CHECKED BY: ECV  
 DRAWN BY: CM

SCALE: \_\_\_\_\_  
 DATE: JUNE 2, 2025  
 JOB NO.: 17232-0029-01

INTERIM REVIEW  
 Not intended for construction, bidding or permit purposes.  
 Engineer: ERIC C. VANN, P.E.  
 P.E. Serial No.: 144638  
 Date: JUNE 2025

406 REDBUD  
 406 REDBUD TRAIL  
 WEST LAKE HILLS, TEXAS 78746

**GRADING PLAN**

TYPE III DRAINAGE AND WATER QUALITY DESIGN

SHEET NO. **8**  
 OF 18

2025 - 12301

# PROPERTY SURVEY

ADDRESS: 406 REDBUD TRAIL  
 AUSTIN, TEXAS 78748  
 ORDERED BY: ARJUN RAJAN

THIS PROPERTY OWNER HAS BEEN ADVISED THAT THIS PROPERTY MAY BE SUBJECT TO A VARIANCE PRESENTATION BY THE LAC DEPT. OF HOUSING & COMM. DEVELOPMENT.  
 THIS IS A PRELIMINARY SURVEY.  
 THIS SURVEY IS NOT TO BE USED FOR ANY OTHER PURPOSE.  
 THIS SURVEY IS NOT TO BE USED FOR ANY OTHER PURPOSE.

DATE: 03/04/2024

406 REDBUD TRAIL  
 #2023-14

VARIANCE  
 PRESENTATION

03.04.2024



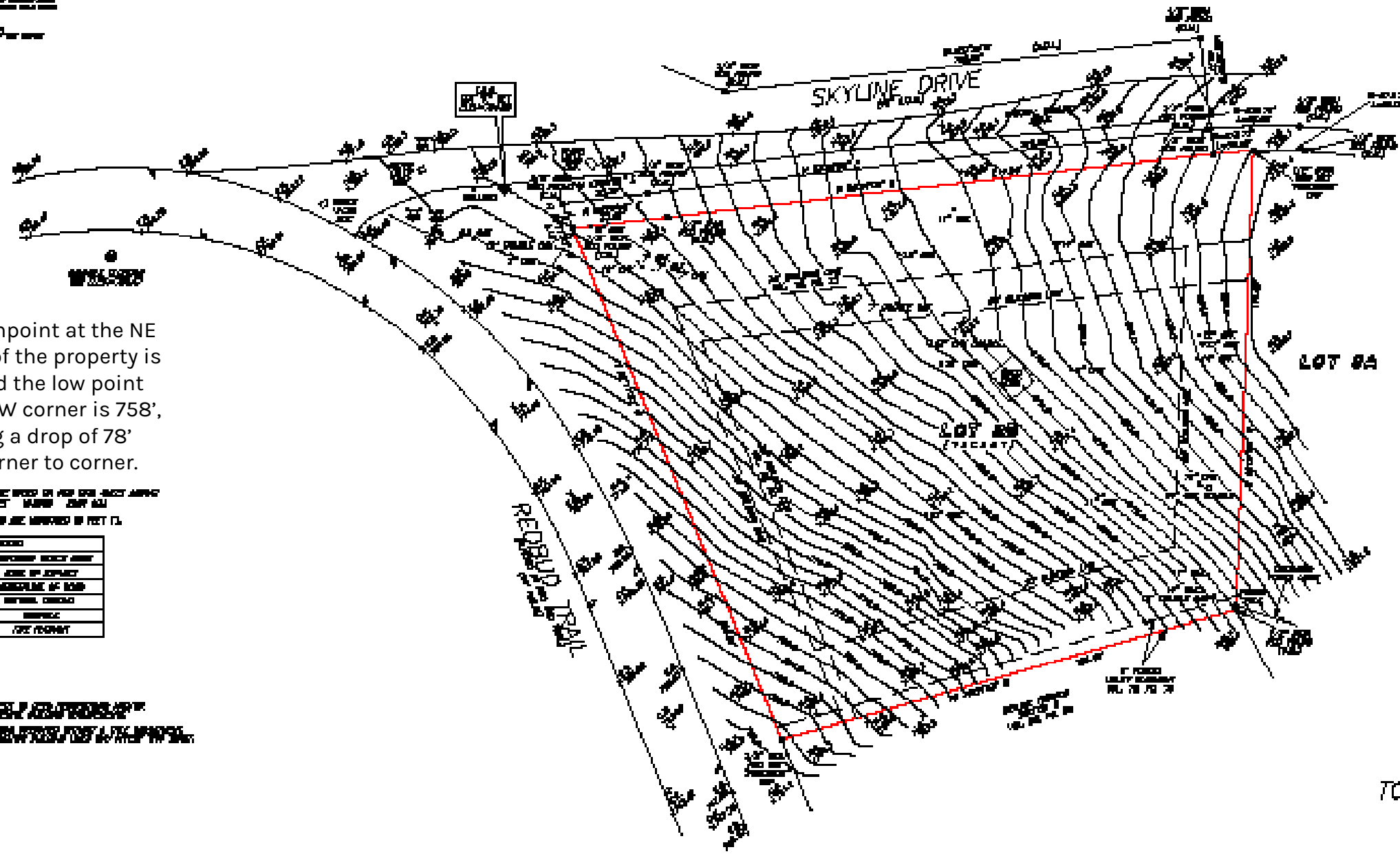
PROPERTY SURVEY



WORKSHOP NO. 5  
 ARCHITECTURE & INTERIORS  
 5409 WOODROW AVE UNIT C  
 AUSTIN, TEXAS 78756

512.710.9705

www.workshopno5.com



The highpoint at the NE corner of the property is 836' and the low point at the SW corner is 758', creating a drop of 78' from corner to corner.

ALL ELEVATIONS ARE BASED ON NAVD83 - MEAN SEA LEVEL  
 ELEVATION: 758' - 836' (SW - NE)  
 ALL ELEVATIONS ARE BASED ON FEET (1)

LEGEND	
DA	PROPERTY BOUNDARY
EA	LINE OF EVIDENCE
EC	CONTOUR OF ELEVATION
EL	ELEVATION CONTROL
EM	ENCLOSURE
EN	ENCLOSURE
EO	ENCLOSURE

THIS SURVEY IS NOT TO BE USED FOR ANY OTHER PURPOSE.  
 THIS SURVEY IS NOT TO BE USED FOR ANY OTHER PURPOSE.

I, ARJUN RAJAN, CERTIFY THAT THIS SURVEY WAS MADE BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED SURVEYOR IN THE STATE OF TEXAS.  
 DATE: 03/04/2024

ARJUN RAJAN  
 LICENSE NO. 12345  
 DATE: 03/04/2024



FOR REFERENCE ONLY  
 NOT TO SCALE  
 LARGE SCALE DRAWING TO  
 BE DELIVERED

TOPOGRAPHIC SURVEY  
 LOT 8B  
 RESUBDIVISION OF  
 LOTS 8, 8A AND 9  
 SKYLINE TERRACE, SECTION 1  
 ACCORDING TO THE MAP OF PLAT THREE (3) RECORDED  
 IN DOCUMENT NO. 201704712 OF THE OFFICIAL PUBLIC  
 RECORDS OF TRAVIS COUNTY, TEXAS

PRECISION SURVEYORS  
 PROFESSIONAL SEAL NUMBER  
 12345  
 12345  
 12345  
 12345  
 12345  
 12345

# PROPOSED SITE PLAN

406 REDBUD TRAIL  
#2023-14

VARIANCE  
PRESENTATION

03.04.2024

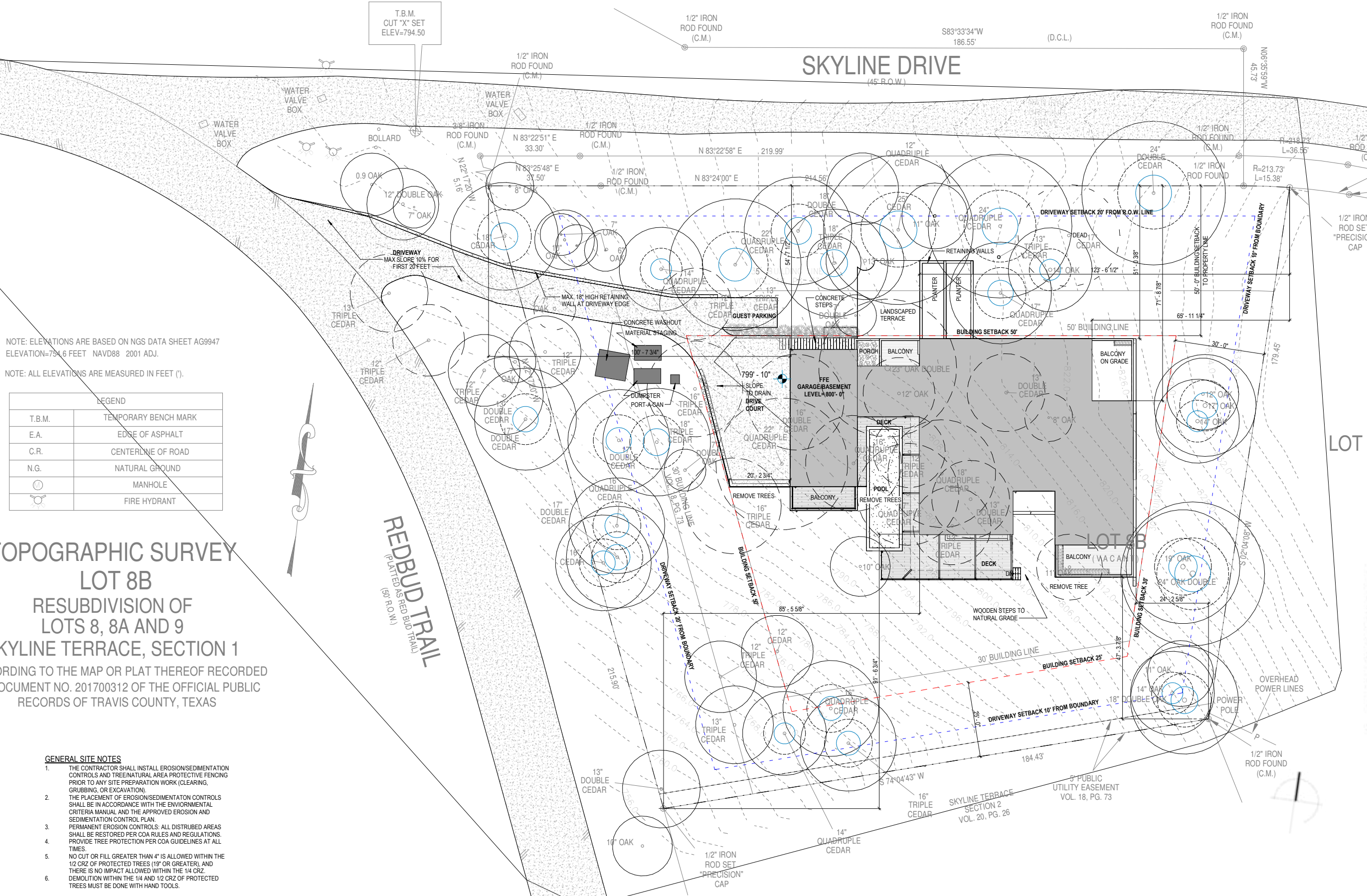
PROPOSED SITE PLAN



WORKSHOP NO. 5  
ARCHITECTURE & INTERIORS  
5409 WOODROW AVE UNIT C  
AUSTIN, TEXAS 78756

512.710.9705

www.workshopno5.com



NOTE: ELEVATIONS ARE BASED ON NGS DATA SHEET AG9947  
ELEVATION=754.6 FEET NAVD88 2001 ADJ.

NOTE: ALL ELEVATIONS ARE MEASURED IN FEET (').

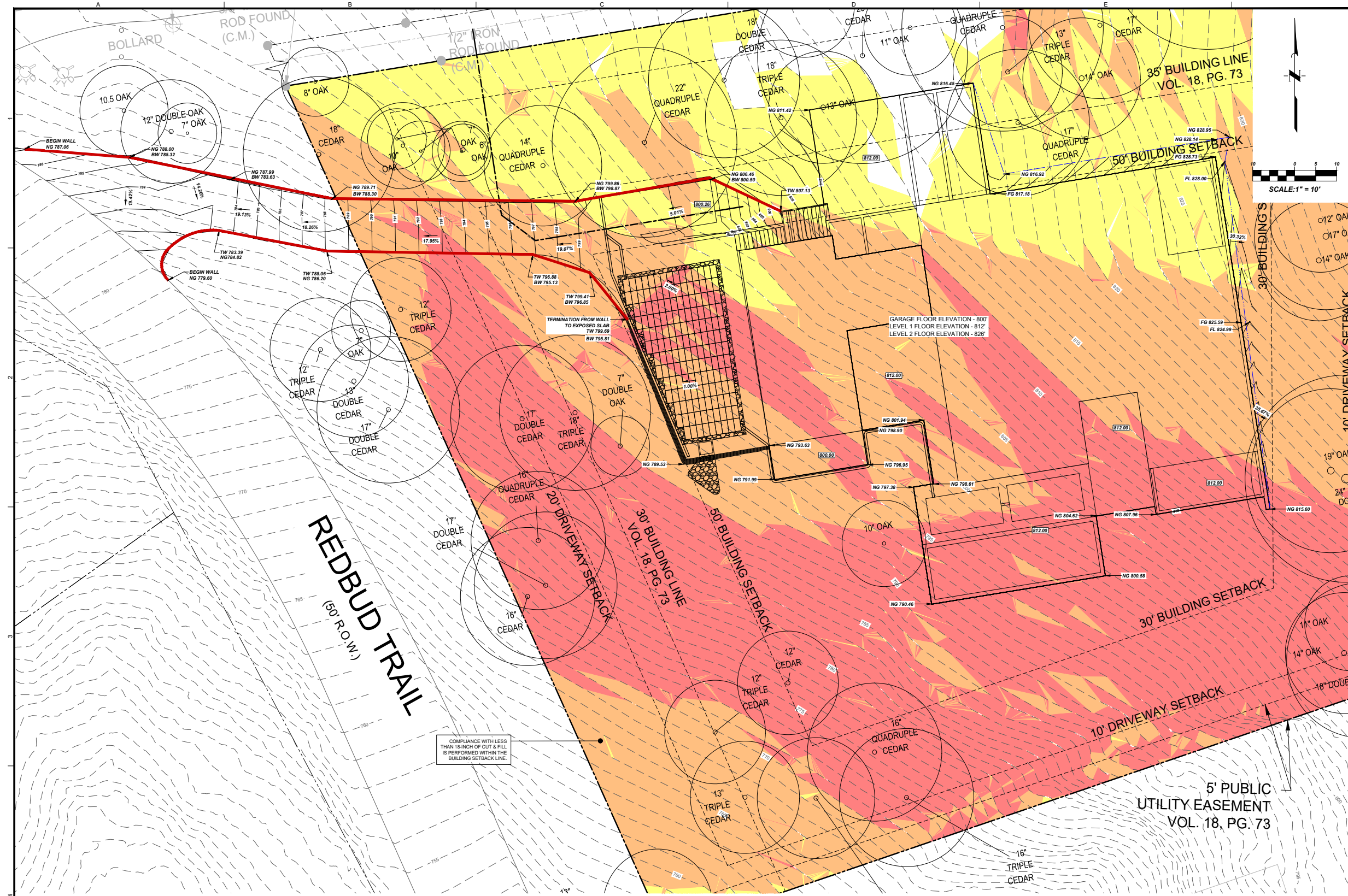
LEGEND	
T.B.M.	TEMPORARY BENCH MARK
E.A.	EDGE OF ASPHALT
C.R.	CENTERLINE OF ROAD
N.G.	NATURAL GROUND
	MANHOLE
	FIRE HYDRANT

TOPOGRAPHIC SURVEY  
LOT 8B  
RESUBDIVISION OF  
LOTS 8, 8A AND 9  
KYLIE TERRACE, SECTION 1

ORDING TO THE MAP OR PLAT THEREOF RECORDED  
OCUMENT NO. 201700312 OF THE OFFICIAL PUBLIC  
RECORDS OF TRAVIS COUNTY, TEXAS

- GENERAL SITE NOTES**
1. THE CONTRACTOR SHALL INSTALL EROSION/SEDIMENTATION CONTROLS AND TREE/NATURAL AREA PROTECTIVE FENCING PRIOR TO ANY SITE PREPARATION WORK (CLEARING, GRUBBING, OR EXCAVATION).
  2. THE PLACEMENT OF EROSION/SEDIMENTATION CONTROLS SHALL BE IN ACCORDANCE WITH THE ENVIRONMENTAL CRITERIA MANUAL AND THE APPROVED EROSION AND SEDIMENTATION CONTROL PLAN.
  3. PERMANENT EROSION CONTROLS: ALL DISTURBED AREAS SHALL BE RESTORED PER COA RULES AND REGULATIONS. PROVIDE TREE PROTECTION PER COA GUIDELINES AT ALL TIMES.
  4. NO CUT OR FILL GREATER THAN 4" IS ALLOWED WITHIN THE 1/2 CRZ OF PROTECTED TREES (19" OR GREATER), AND THERE IS NO IMPACT ALLOWED WITHIN THE 1/4 CRZ. DEMOLITION WITHIN THE 1/4 AND 1/2 CRZ OF PROTECTED TREES MUST BE DONE WITH HAND TOOLS.

# SITE SLOPE MAP



No.	Date	Revisions

**QUIDDITY**  
 101 E OLD SETTLEMENT BLVD, SUITE 200 • ROUND ROCK, TEXAS 78664 • 512.415.9480

DESIGNED BY: ECV  
 CHECKED BY: ECV  
 DRAWN BY: CM

SCALE: \_\_\_\_\_  
 DATE: JUNE 2, 2025  
 JOB NO.: 17232-0025-01

INTERIM REVIEW  
 Not intended for construction, bidding or permit purposes.  
 Engineer: ERIC C. VANN, P.E.  
 P.E. Serial No.: 144638  
 Date: JUNE 2025

406 REDBUD TRAIL  
 406 REDBUD TRAIL  
 WEST LAKE HILLS, TEXAS 78746

**GRADING PLAN**

TYPE III DRAINAGE AND WATER QUALITY DESIGN

SHEET NO. **8**  
 OF 18

Number	Minimum Slope	Maximum Slope	Color
1	0%	15%	Yellow
2	15%	25%	Light Orange
3	25%	35%	Orange
4	35%	313%	Red

GRADING NOTE #1:  
 PER COWH CONDITIONAL APPROVAL PERMIT: BUILDER TO ENSURE THAT FINAL DRAINAGE FLOWS AWAY FROM THE STRUCTURE. PER IRC, INSPECTOR TO FIELD VERIFY.

406 REDBUD TRAIL  
 #2023-14  
 VARIANCE PRESENTATION  
 03.04.2024



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# HOUSE FFE EXHIBIT

406 REDBUD TRAIL  
#2023-14

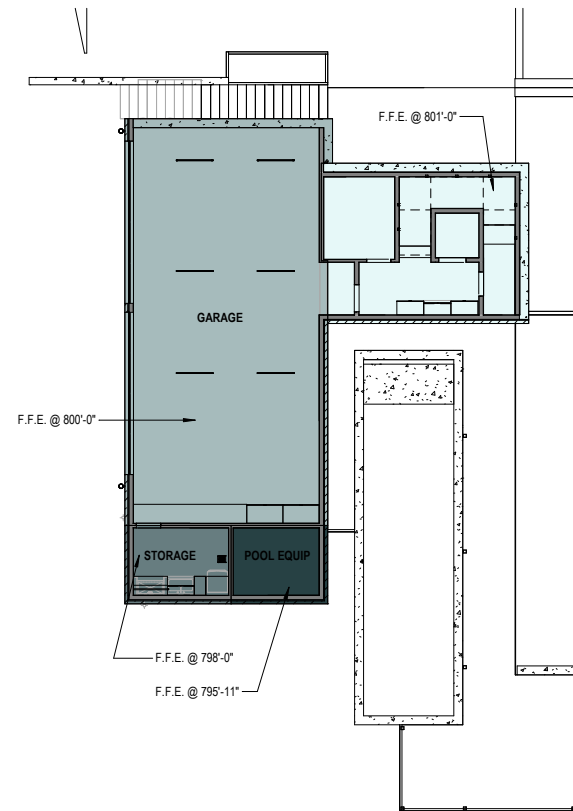
VARIANCE  
PRESENTATION

03.04.2024

F.F.E. LEGEND	
795'-11"	795'-11"
798'-0"	798'-0"
800'-0"	800'-0"
801'-0"	801'-0"
807'-0 1/2"	807'-0 1/2"
807'-2"	807'-2"
809'-6"	809'-6"
811'-10 1/2"	811'-10 1/2"
812'-0"	812'-0"
814'-6"	814'-6"
825'-10 1/2"	825'-10 1/2"
826'-0"	826'-0"



**LEVEL 2 FFE PLAN** ③  
3/32" = 1'-0"



**BASEMENT FFE PLAN** ②  
3/32" = 1'-0"



**LEVEL 1 FFE PLAN** ①  
3/32" = 1'-0"

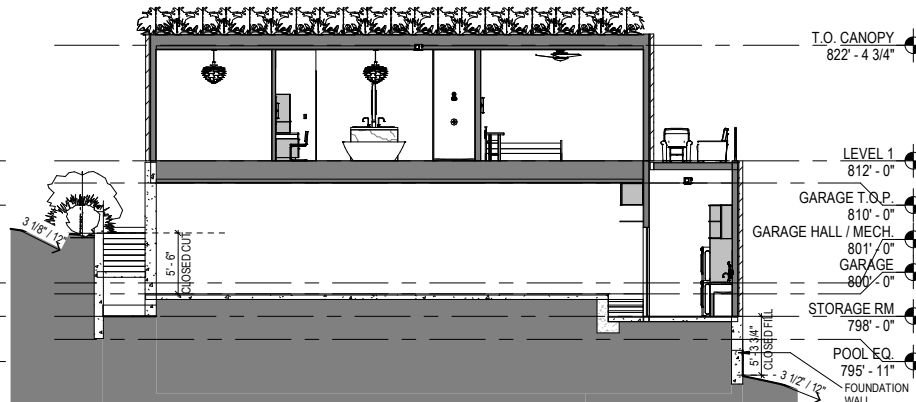
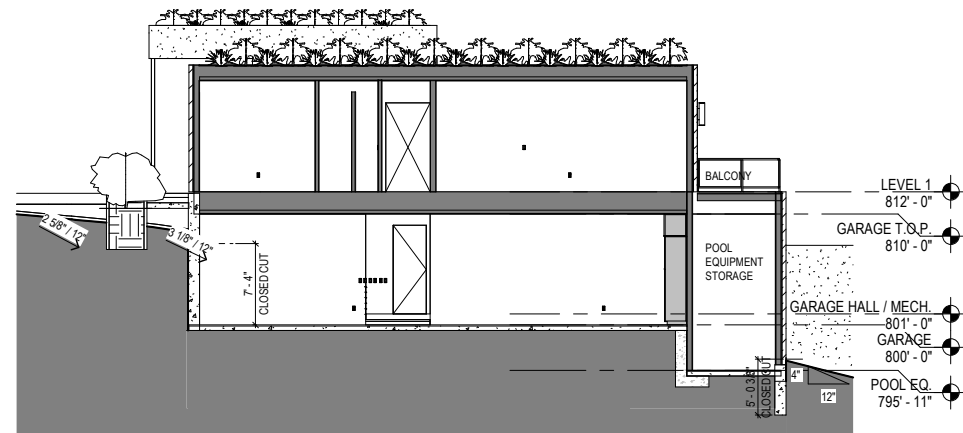
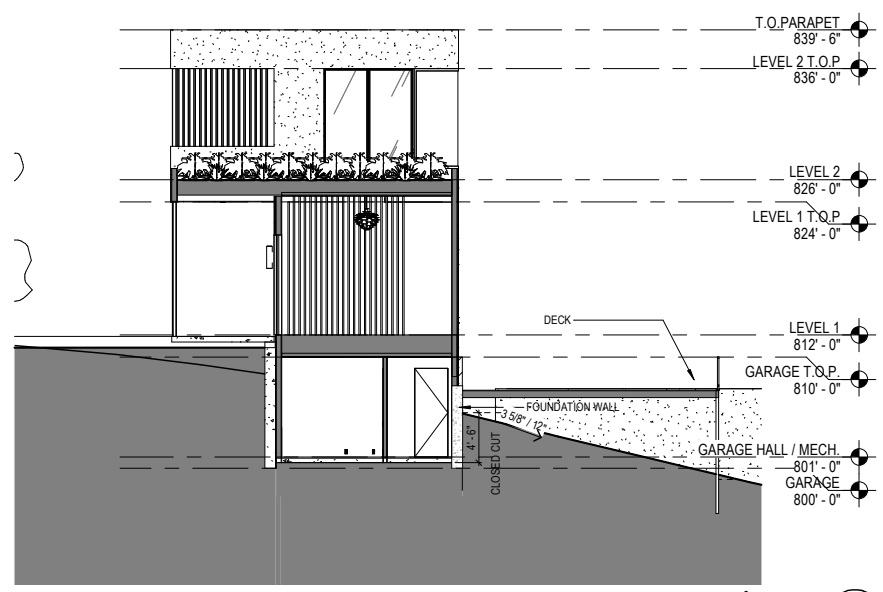
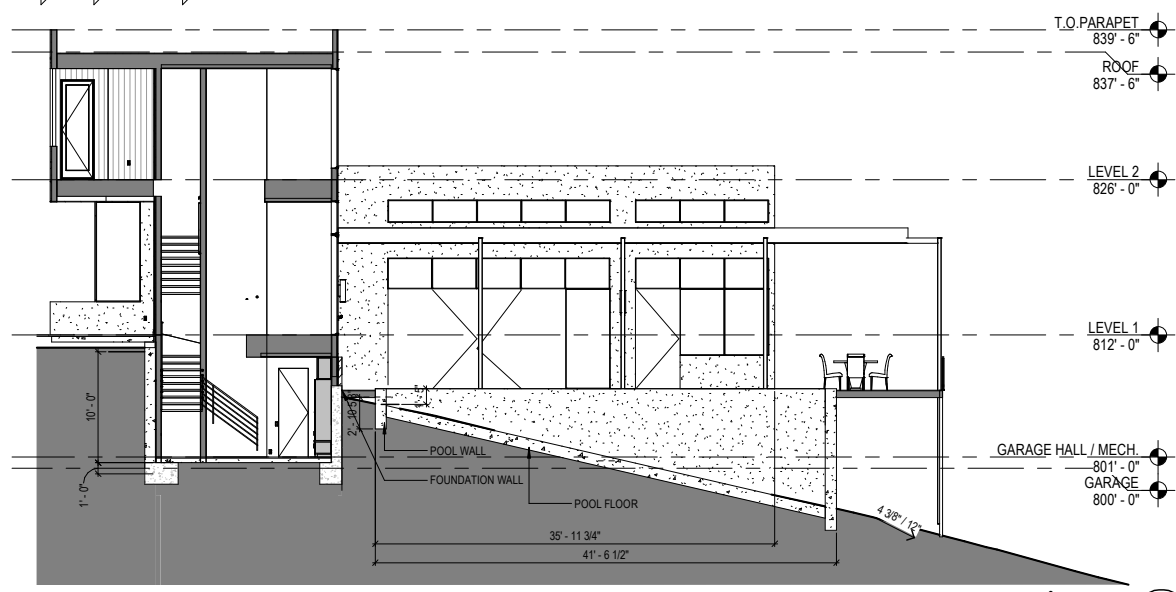
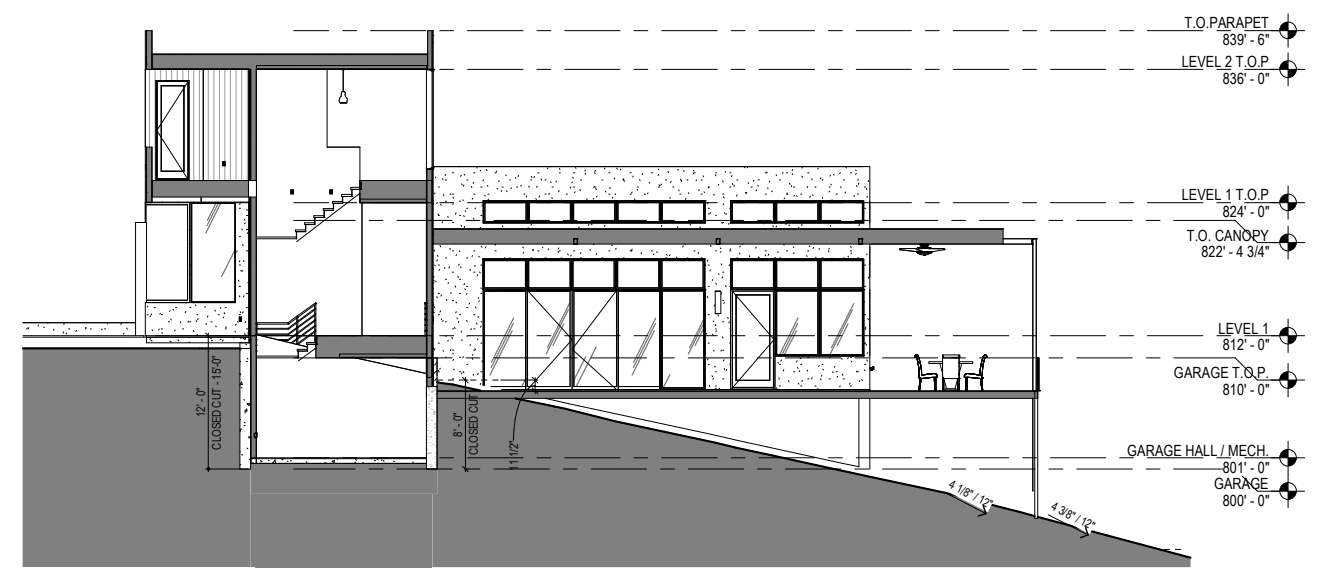
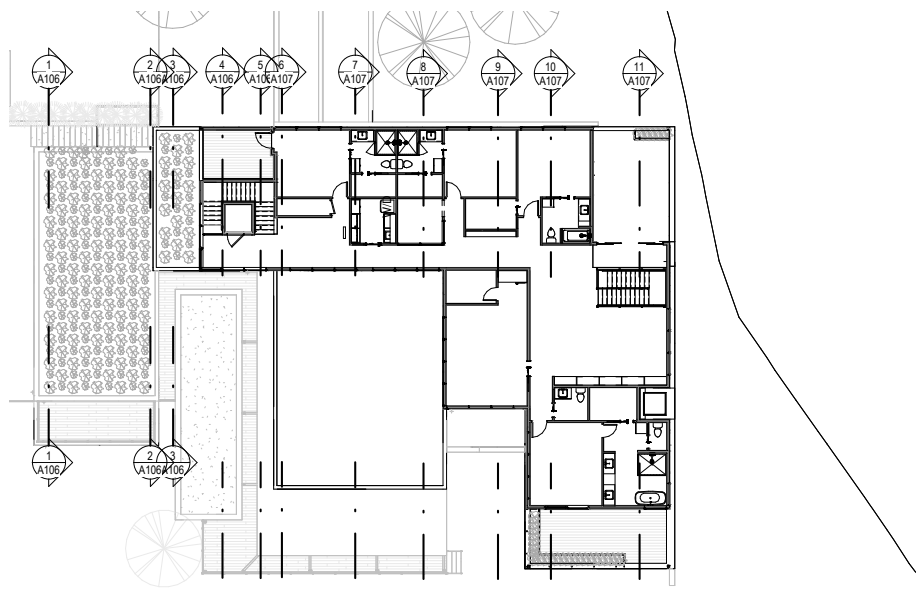


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# 6' FOUNDATION WALL - CUT FILL LIMIT EXHIBIT



406 REDBUD TRAIL  
#2023-14

VARIANCE  
PRESENTATION

03.04.2024



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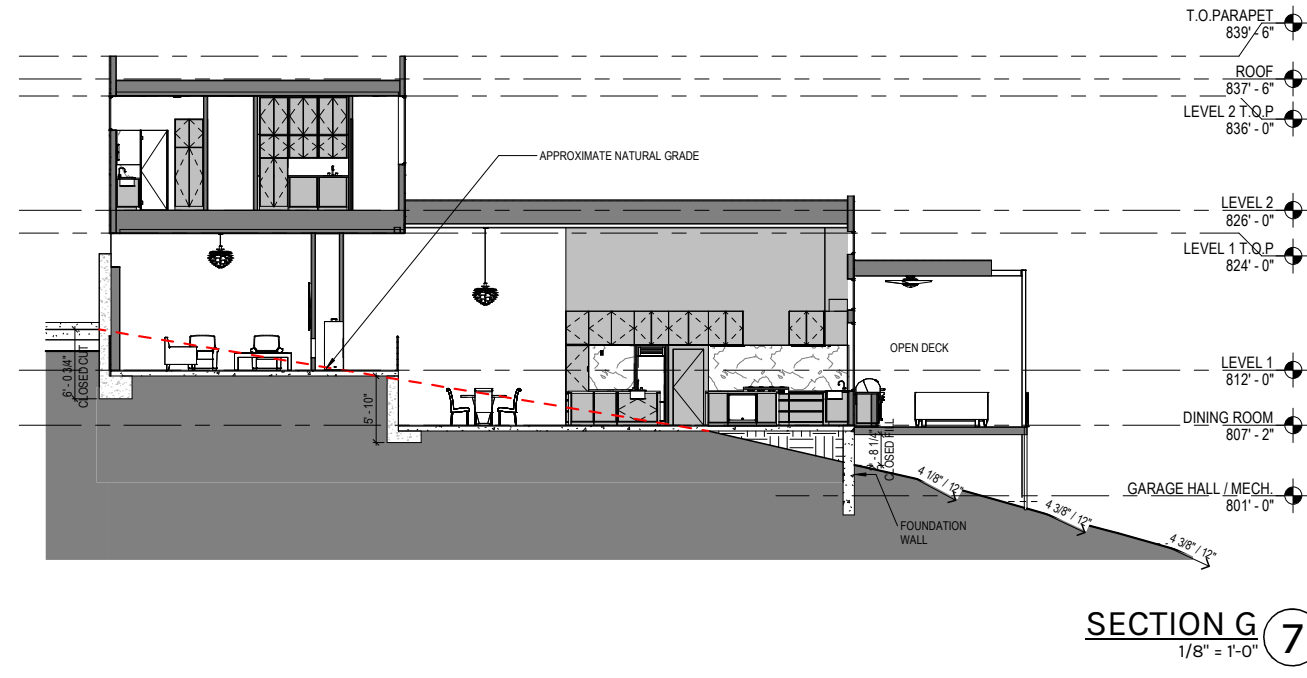
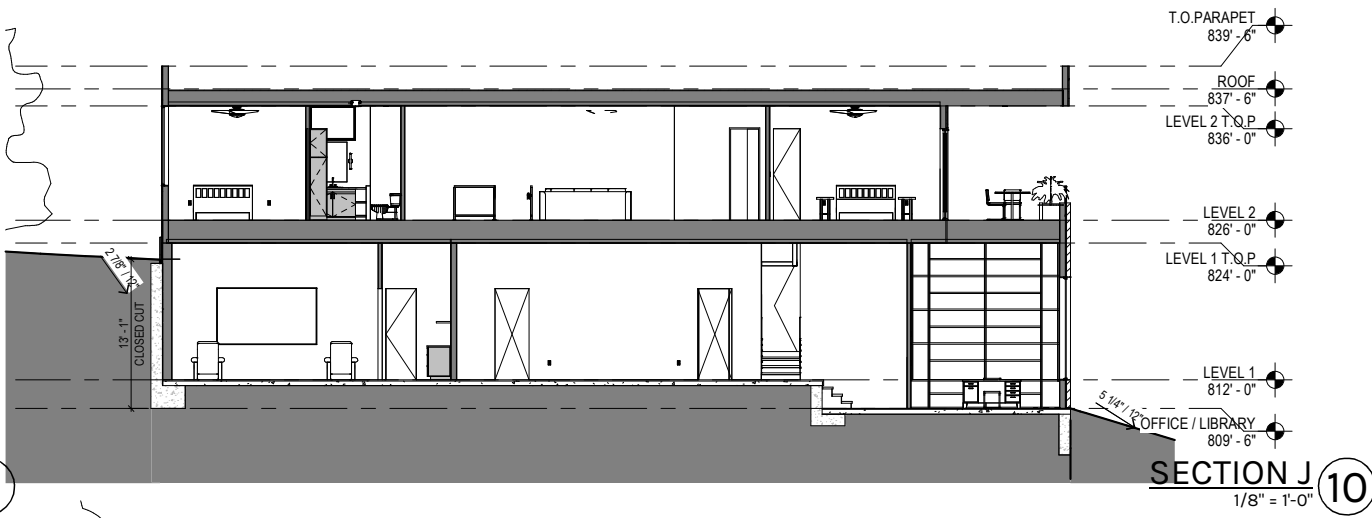
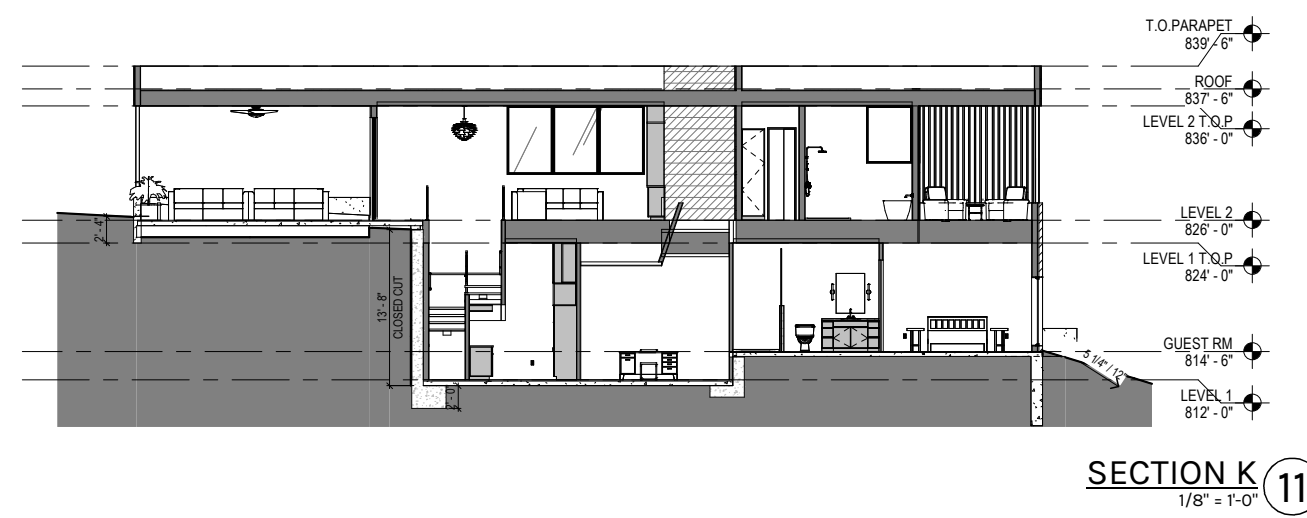
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# 6' FOUNDATION WALL - CUT FILL LIMIT EXHIBIT

406 REDBUD TRAIL  
#2023-14

VARIANCE  
PRESENTATION

03.04.2024



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# TREE MITIGATION AND LANDSCAPING PLAN - PREVIOUS VARIANCE APPROVED

Per the arborists report, the healthiest trees with the most potential are located along the East edge of the property outside of the buildable area. The current design preserves these trees and creates many spaces for new landscape and native plantings. The extreme slope of the lot has led to little diversity of flora or fauna, but carefully planned landscaping around the new residence can increase the health and diversity of the plants and animals on the property.

406 REDBUD TRAIL  
#2023-14

VARIANCE  
PRESENTATION

03.04.2024

- PROTECTED TREES TO REMAIN
- PROTECTED TREES TO BE REMOVED
- 1/2 CRZ OF TREES > 14" DIAMETER
- PROPOSED NEW 3" TREES FOR MITIGATION
- PROPOSED UNDERSTORY NATIVE 20 GALLON SHRUB PLANTINGS
- RAIN HARVESTING

## TREE TABLE

TREES GREATER THAN 14" = 34 EXISTING ON THE SITE

- # TO BE REMOVED = 8
- 23" DOUBLE OAK (FAIR CONDITION PER ARBORIST)
  - 16" DOUBLE CEDAR
  - 22" QUADRUPLE CEDAR
  - 16" QUADRUPLE CEDAR
  - 17" QUADRUPLE CEDAR
  - 18" QUADRUPLE CEDAR
  - 16" TRIPLE CEDAR
  - 16" TRIPLE CEDAR

TOTAL OF 144 CALIPER INCHES TO BE REMOVED  
PROPOSED MITIGATION OF 264 CALIPER INCHES (144 x 1.5= 216)  
REPLACEMENT TREES MUST BE > 2" TRUNK DIAMETER

TOTAL # OAKS BETWEEN 6 AND 14 INCHES AND CEDARS BETWEEN 12 AND 14 INCHES= 30 EXISTING ON THE SITE

- # TO BE REMOVED= 7
- 12" OAK
  - 13" DOUBLE CEDAR
  - 8" OAK
  - 11" OAK
  - 13" DOUBLE CEDAR
  - 13" TRIPLE CEDAR
  - 12" TRIPLE CEDAR
  - 10" OAK

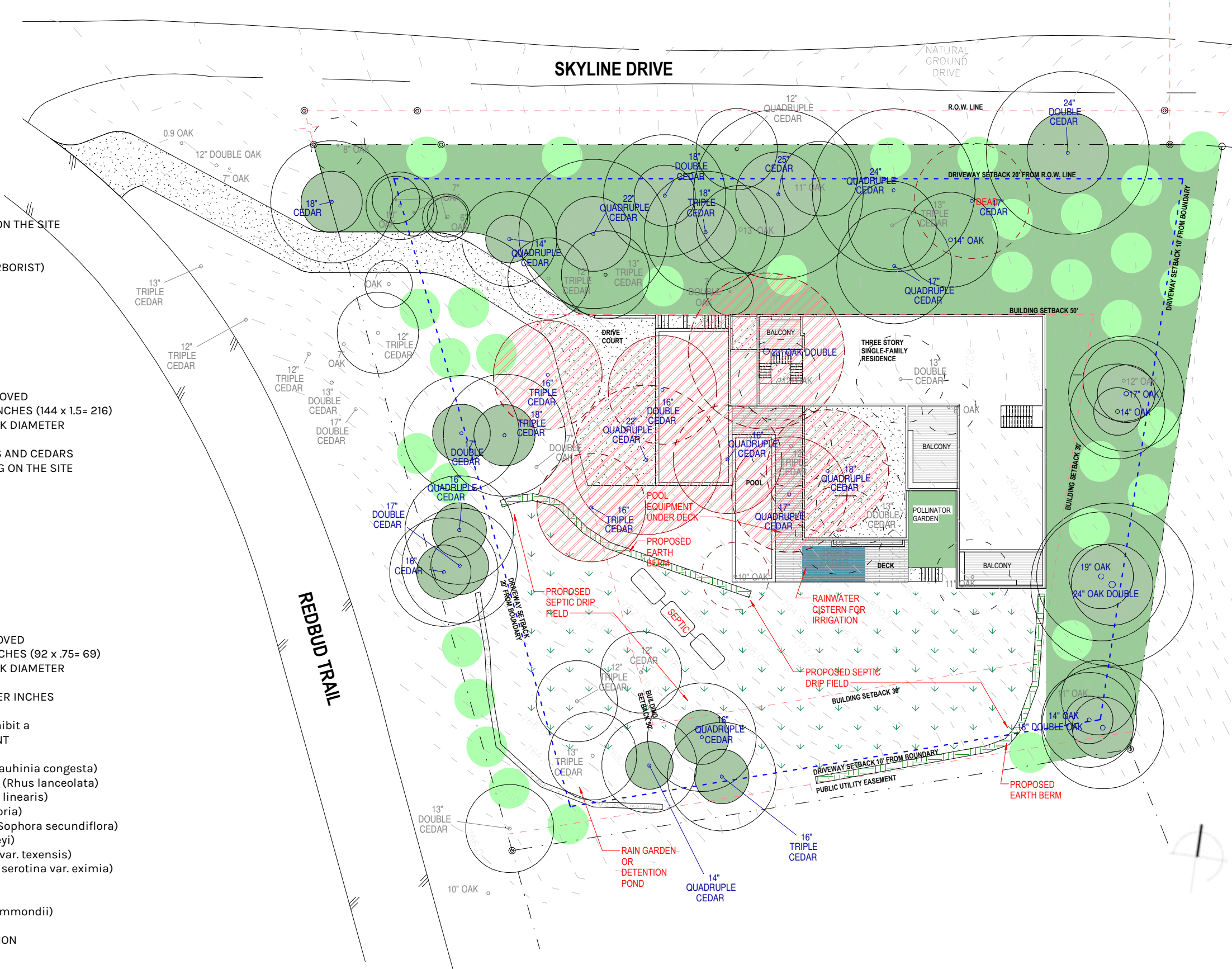
TOTAL OF 92 CALIPER INCHES TO BE REMOVED  
PROPOSED MITIGATION OF 80 CALIPER INCHES (92 x .75= 69)  
REPLACEMENT TREES MUST BE > 2" TRUNK DIAMETER

TOTAL MITIGATION REQUIRED= 285 CALIPER INCHES

PROPOSED MITIGATION per 22.03.305 exhibit a  
ELIGIBLE SPECIES FOR TREE REPLACEMENT

- 10 X 20 GALLON Anacacho Orchid-tree (*Bauhinia congesta*)
- 10 X 20 GALLON Prairie Flameleaf Sumac (*Rhus lanceolata*)
- 10 X 20 GALLON Desert-Willow (*Chilopsis linearis*)
- 10 X 20 GALLON Yaupon Holly (*Ilex vomitoria*)
- 10 X 20 GALLON Texas Mountain-Laurel (*Sophora secundiflora*)
- 10 X 20 GALLON Torrey Yucca (*Yucca torreyi*)
- 8 X 3" Texas Redbud (*Cercis canadensis* var. *texensis*)
- 8 X 3" Escarpment Black Cherry (*Prunus serotina* var. *eximia*)
- 8 X 3" Cedar Elm (*Ulmus crassifolia*)
- 8 X 3" Texas Ash (*Fraxinus texensis*)
- 8 X 3" Western Soapberry (*Sapindus drummondii*)

300 CALIPER INCHES PROPOSED MITIGATION



## PROPOSED MITIGATION AND NATIVE LANDSCAPING



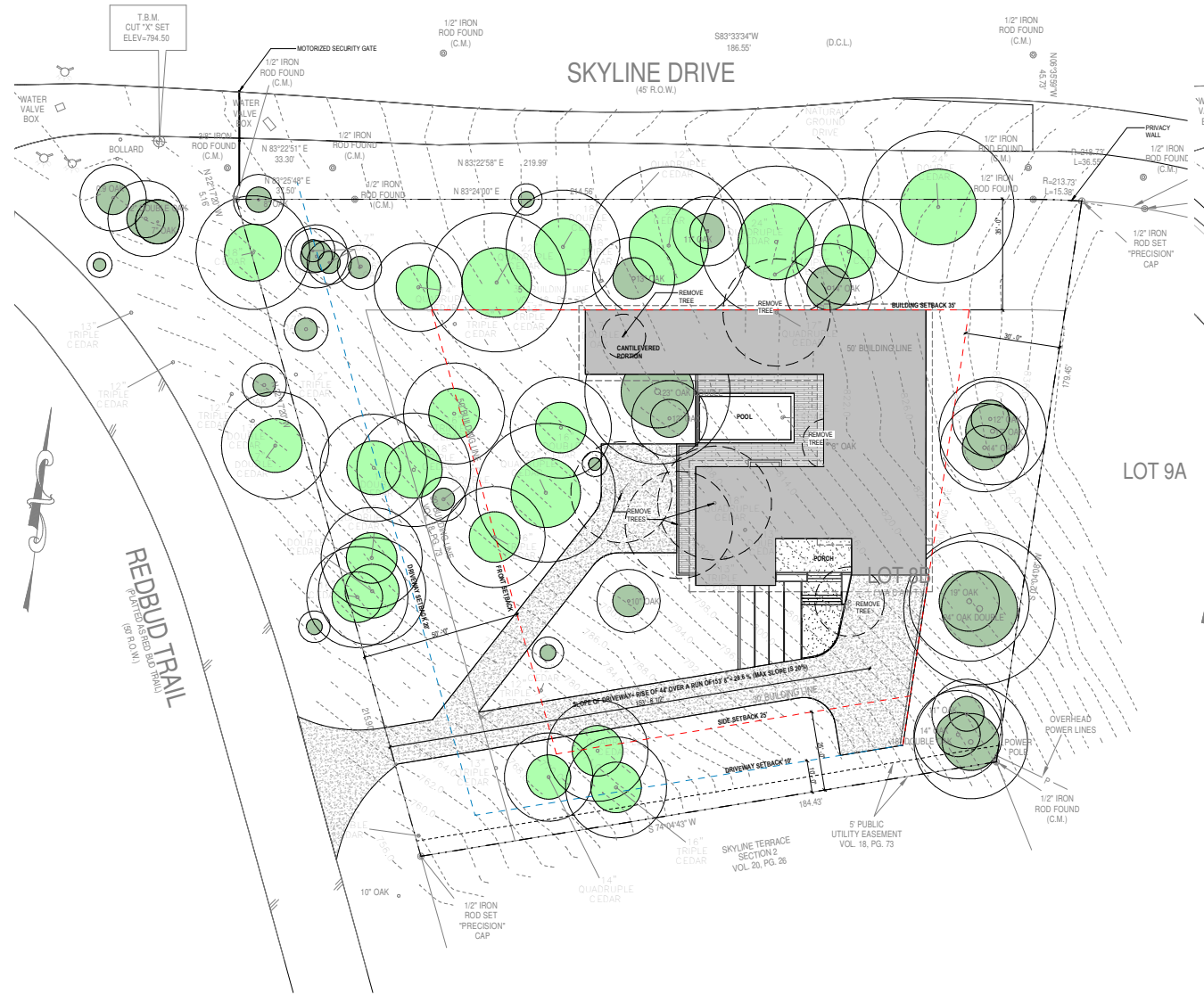
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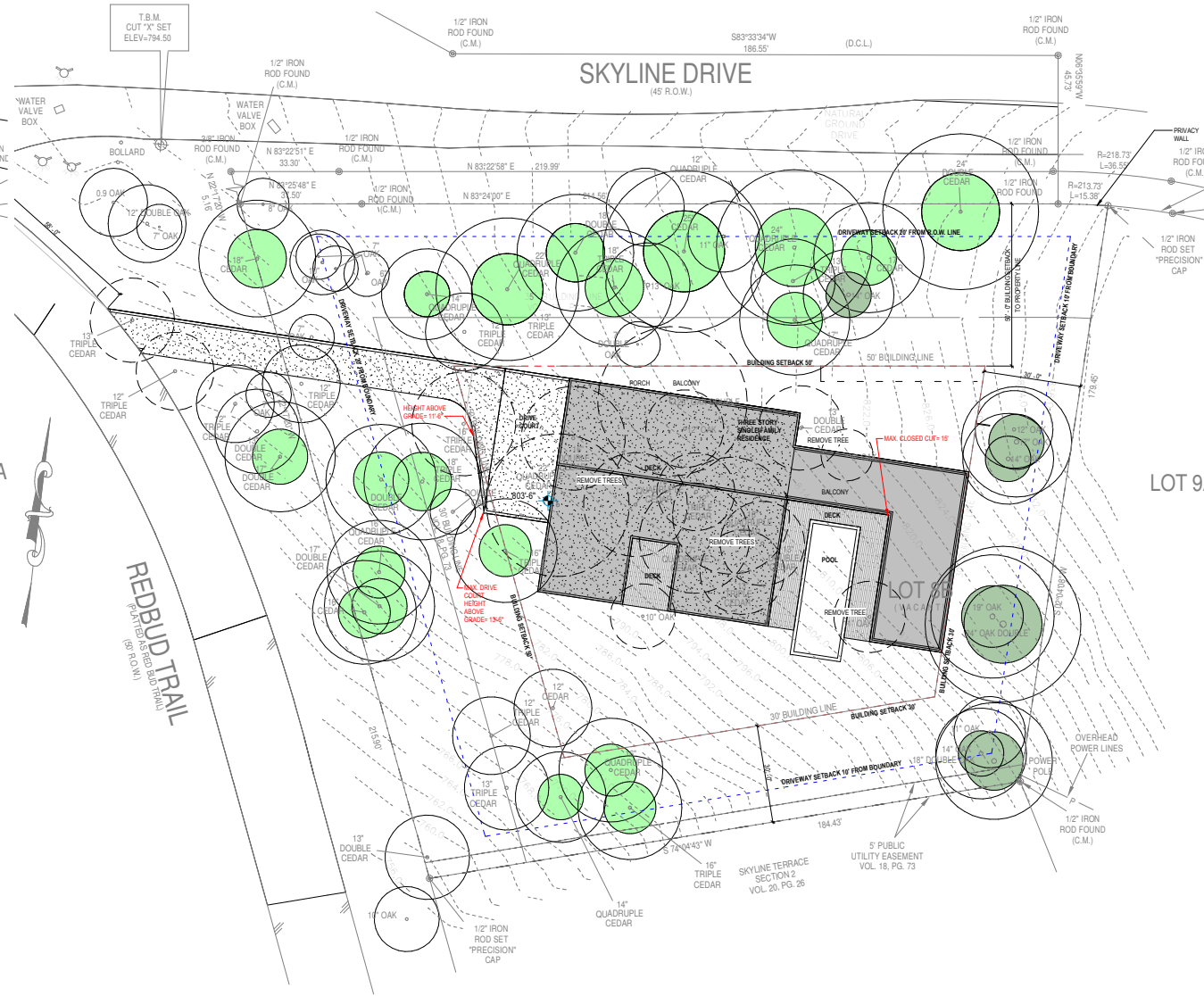
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# DISCARDED DESIGNS

## ACCESS FROM REDBUD SOUTH PROPERTY LINE



## ACCESS FROM REDBUD NORTH PROPERTY LINE



406 REDBUD TRAIL  
#2023-14

VARIANCE  
PRESENTATION

03.04.2024

DISCARDED DESIGNS



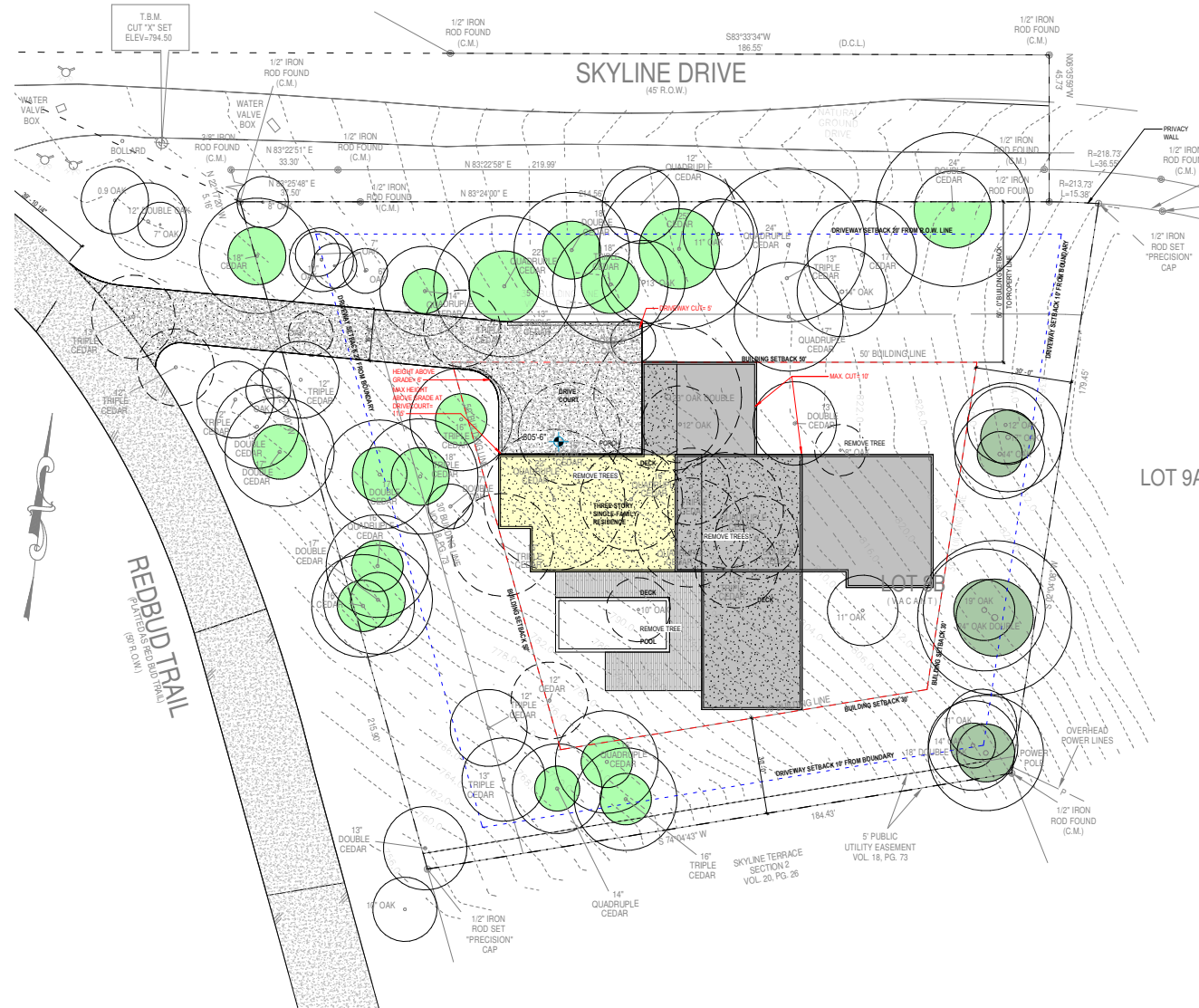
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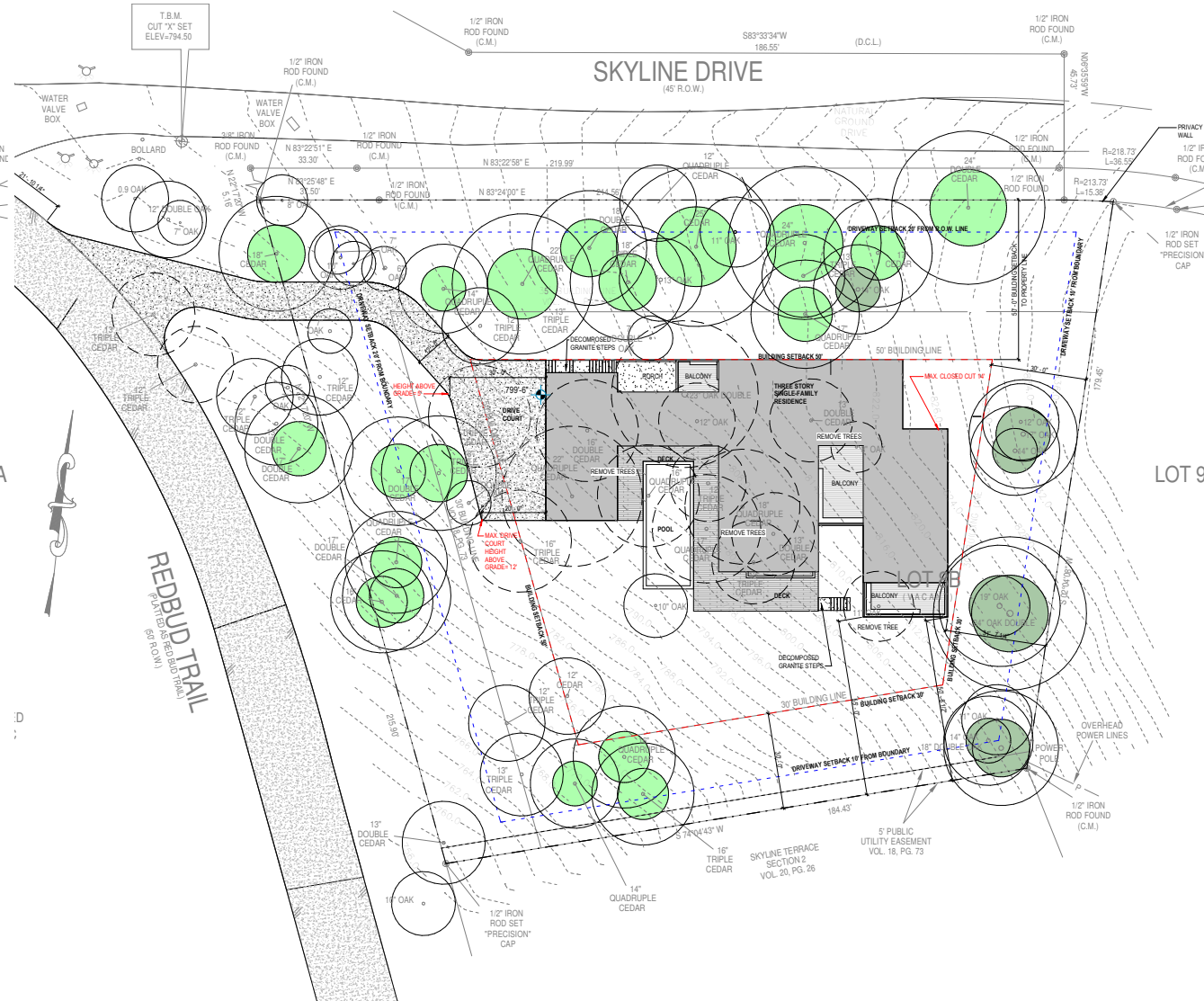
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# DISCARDED DESIGNS

## ACCESS FROM REDBUD NORTH PROPERTY LINE



## ACCESS FROM REDBUD NORTH PROPERTY LINE



406 REDBUD TRAIL  
#2023-14

VARIANCE  
PRESENTATION

03.04.2024

DISCARDED DESIGN



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**VIEW OF SCREENING TREES TO REMAIN AT EAST NEIGHBOR**



**VIEW OF SCREENING TREES TO REMAIN AT SOUTH NEIGHBOR**



**VIEW OF REDBUD FROM SOUTH PROPERTY LINE**



**VIEW OF PROTECTED OAKS TO REMAIN AT EAST PROPERTY LINE**



**VIEW OF PROTECTED OAKS TO REMAIN AT EAST PROPERTY LINE**



**VIEW OF GRADE CHANGE FROM TOP OF SKYLINE TO BOTTOM OF SKYLINE**



**VIEW OF CONNECTION AT SKYLINE AND REDBUD**

406 REDBUD TRAIL  
#2023-14

VARIANCE  
PRESENTATION

03.04.2024

**EXISTING SITE PHOTOS**



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**TREES TO BE REMOVED**



**23" OAK TO BE REMOVED- FAIR CONDITION  
(TREE 5564 IN ARBORIST REPORT)**



**16" DOUBLE CEDAR TO BE REMOVED**



**18" QUAD CEDAR TO BE REMOVED- LOW FAIR  
CONDITION (TREE 5571 IN ARBORIST REPORT)**



**22"QUAD CEDAR TO BE REMOVED- FAIR  
CONDITION (TREE 5572 IN ARBORIST REPORT)**



**16" QUADRUPLE CEDAR TO BE REMOVED**



**17" QUADRUPLE CEDAR TO BE REMOVED**



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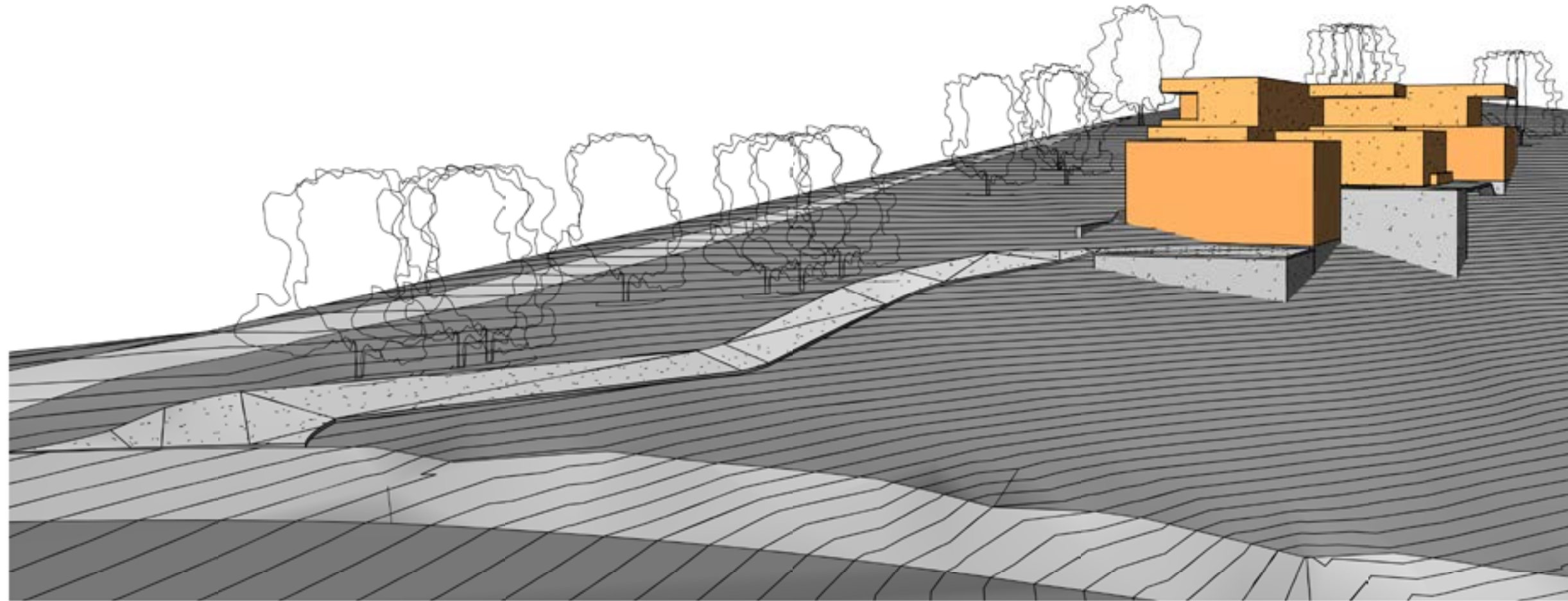
# PROPOSED DESIGN- PRELIMINARY VIEWS

406 REDBUD TRAIL  
#2023-14

VARIANCE  
PRESENTATION

03.04.2024

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**EXTERIOR 3D VIEWS OF  
PROPOSED DESIGN**

**SCHEMATIC 3D VIEW OF THE PROPOSED  
DESIGN MASSING.  
THIS VIEW SHOWS THE PROPOSED DRIVEWAY  
AND DRIVECOURT AS IT RISES WITH THE GRADE  
FROM REDBUD.**



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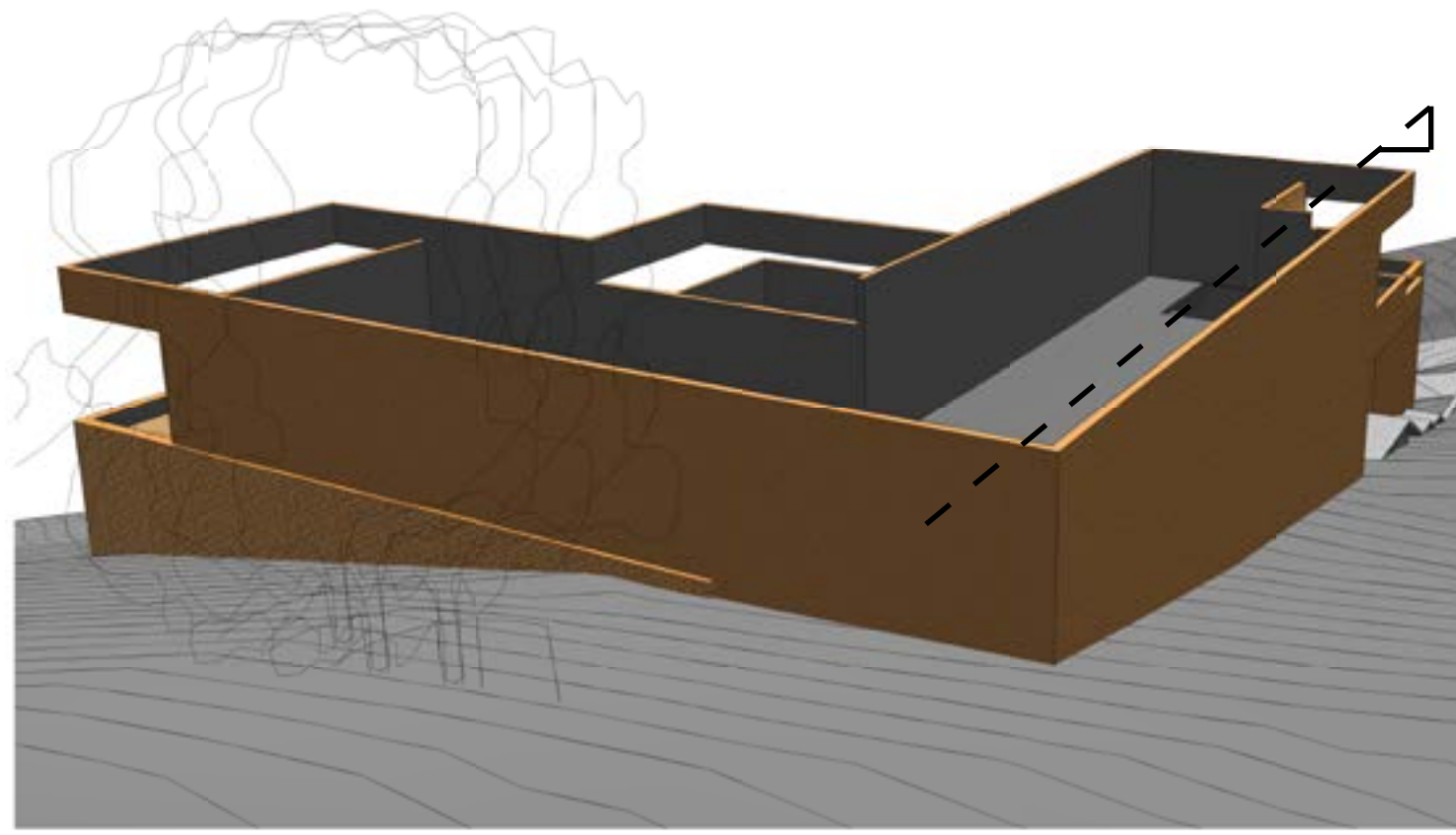
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**PROPOSED DESIGN- PRELIMINARY VIEWS**

406 REDBUD TRAIL  
#2023-14

VARIANCE  
PRESENTATION

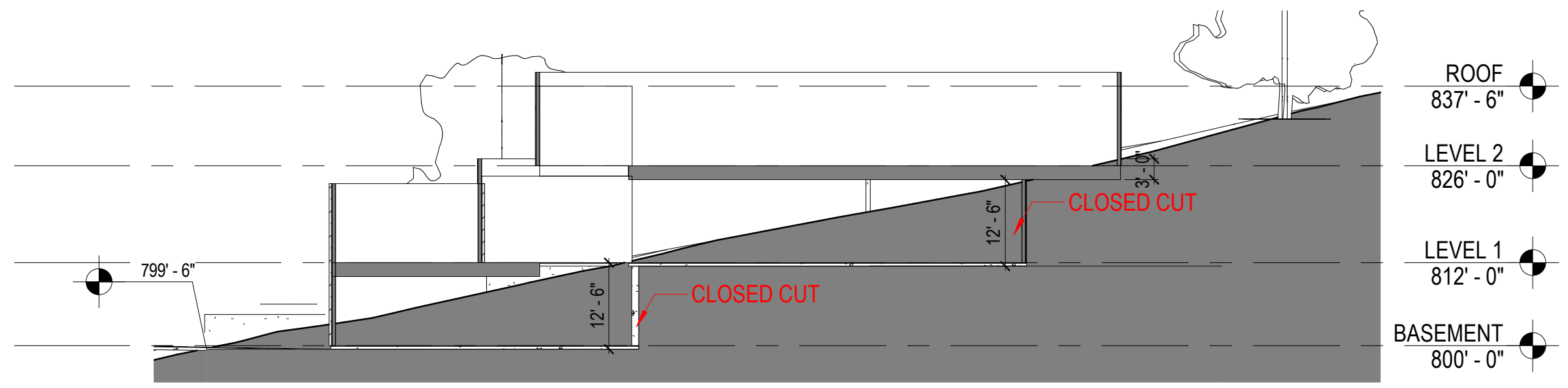
03.04.2024



BIRDSEYE VIEW FROM NE CORNER OF THE PROPERTY- THE HIGHPOINT THE PROPOSED CUT AND FILL IN THIS LOCATION JOGS IN ON THE FIRST FLOOR, REDUCING THE AMOUNT OF CUT REQUIRED. THE SECOND FLOOR ONLY FLOATS OVER THE GRADE IN THIS HIGH POINT OF THE GRADE. REFERENCE THE SECTION BELOW FOR MAX CUT.

**PROPOSED DESIGN**

**SITE SECTION**



- ROOF 837' - 6"
- LEVEL 2 826' - 0"
- LEVEL 1 812' - 0"
- BASEMENT 800' - 0"

**E-W SECTION**



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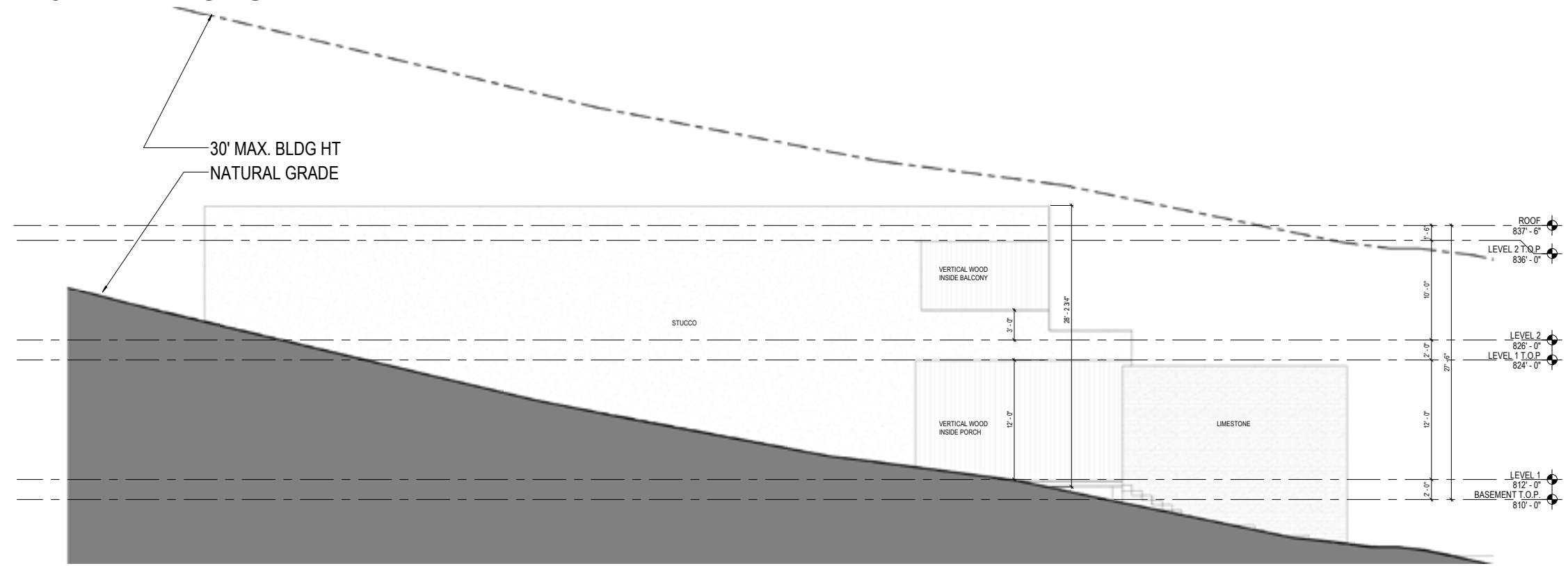
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# PROPOSED BUILDING ELEVATIONS

406 REDBUD TRAIL  
#2023-14

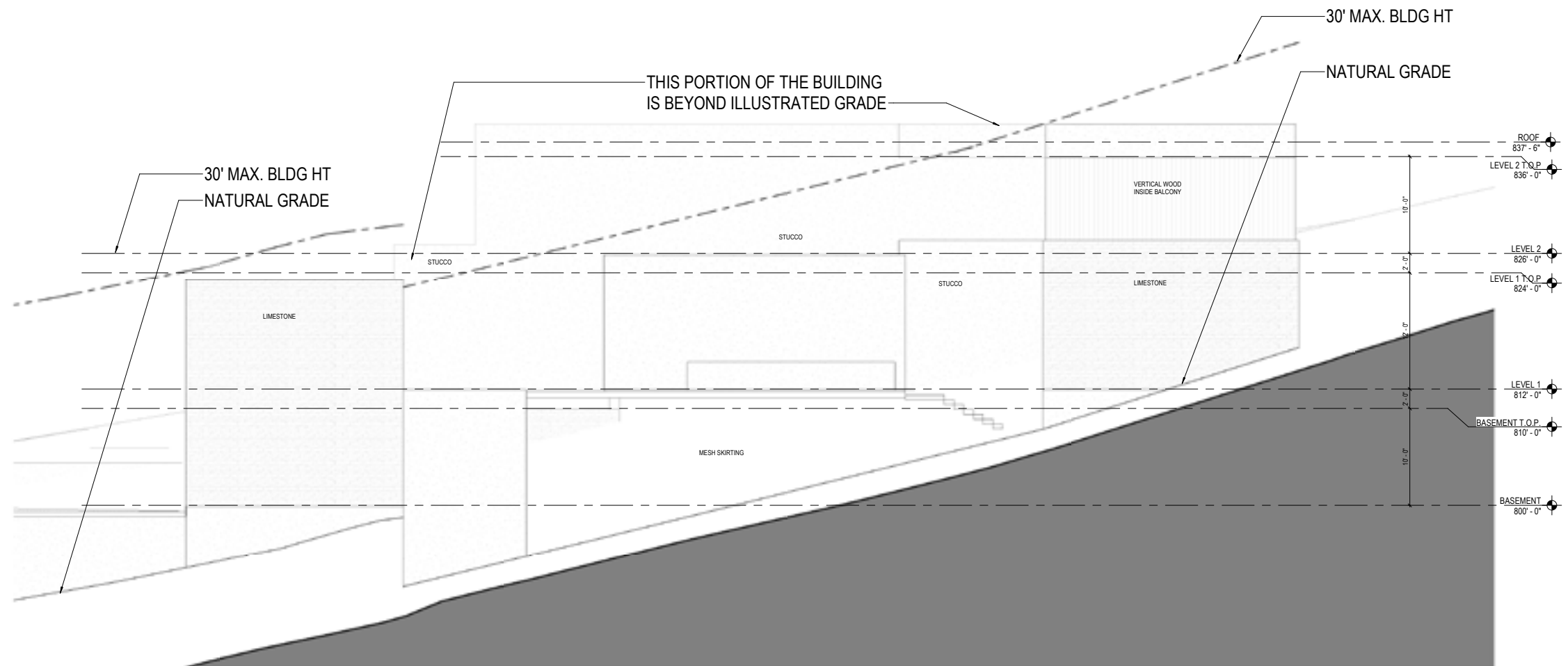
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**NORTH ELEVATION**

**ELEVATIONS OF  
RESIDENCE-  
PROPOSED DESIGN**



**SOUTH ELEVATION**



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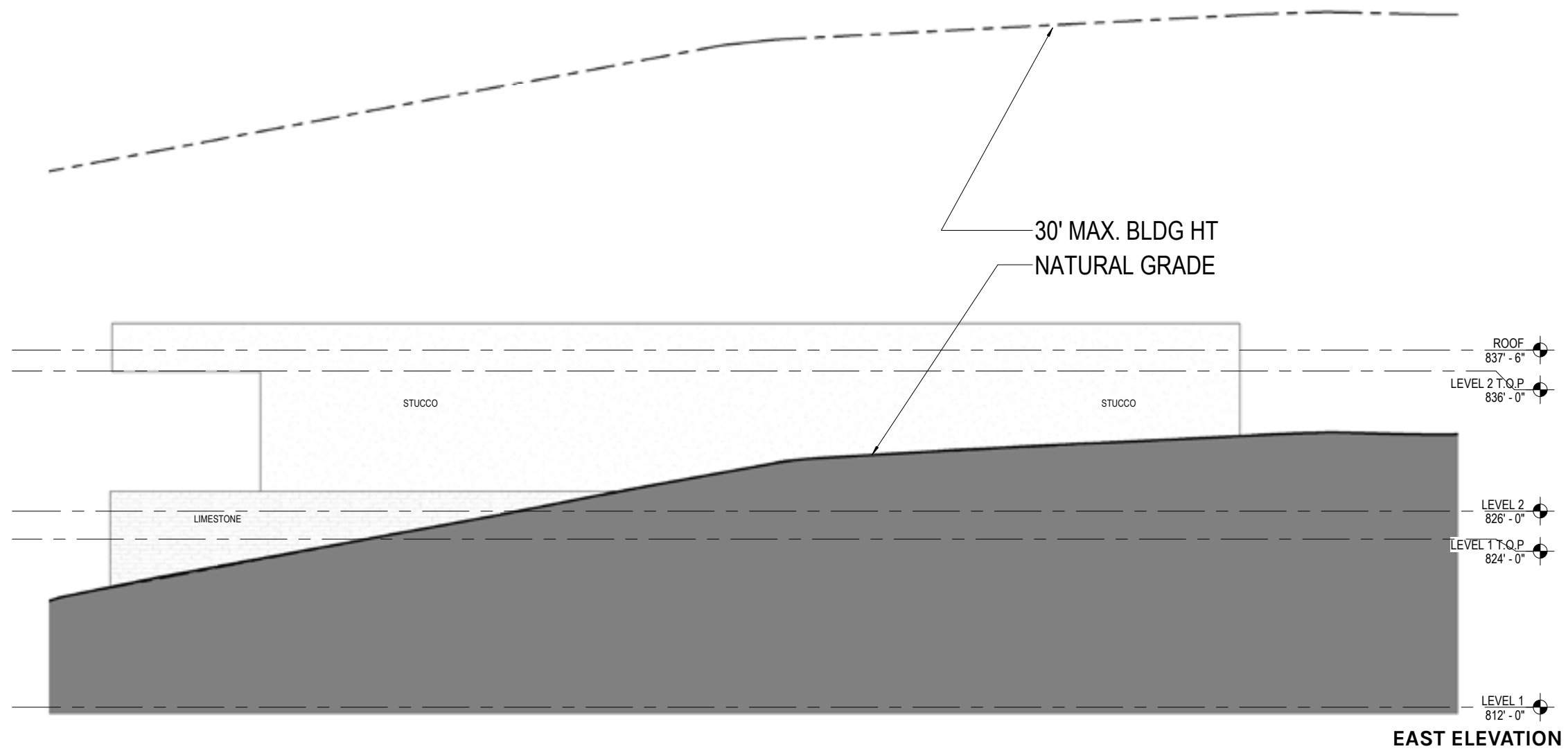
# PROPOSED BUILDING ELEVATIONS

406 REDBUD TRAIL  
#2023-14

VARIANCE  
PRESENTATION

03.04.2024

ELEVATIONS OF  
RESIDENCE-  
PROPOSED DESIGN



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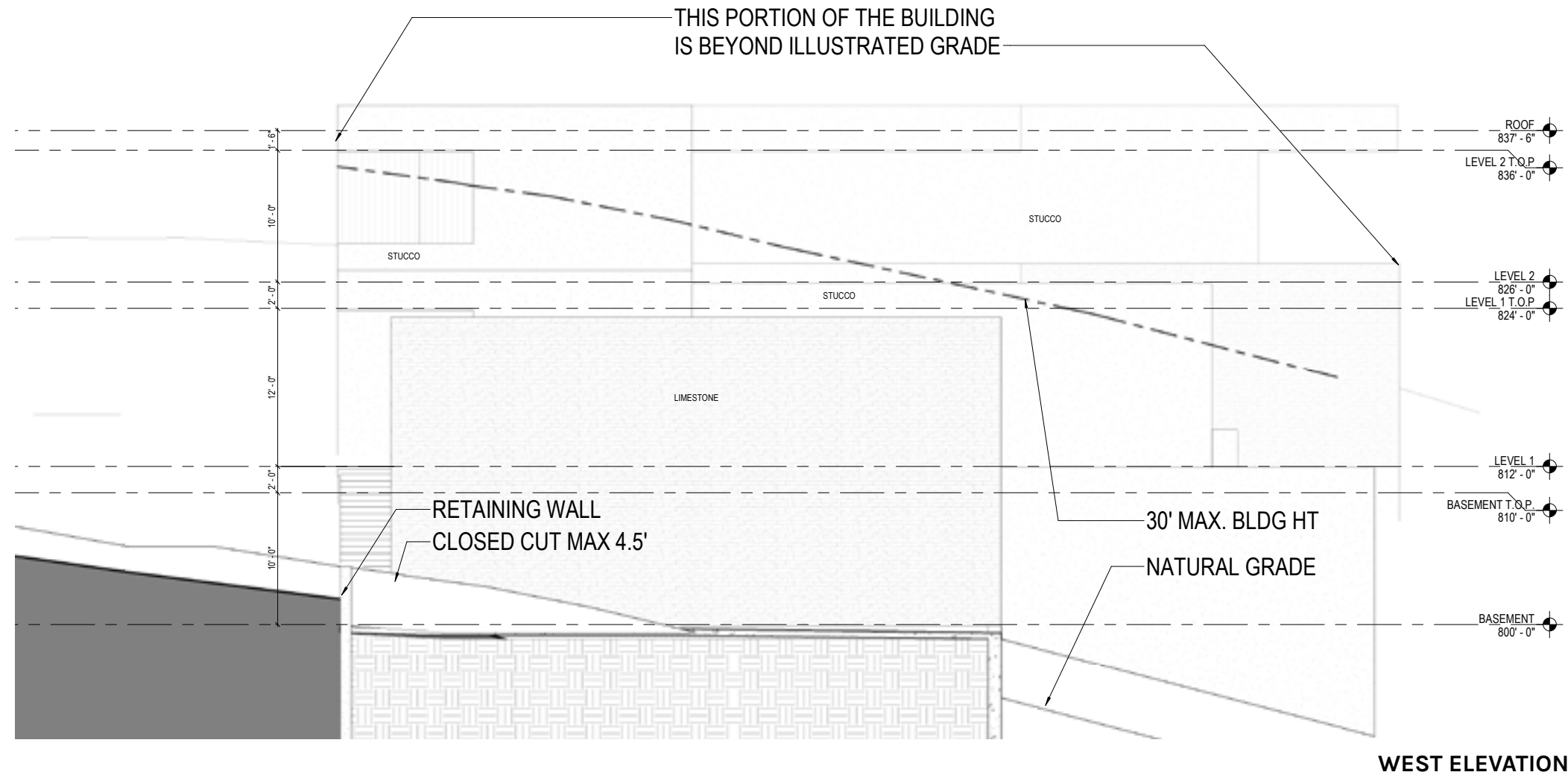
# PROPOSED BUILDING ELEVATIONS

406 REDBUD TRAIL  
#2023-14

VARIANCE  
PRESENTATION

03.04.2024

## ELEVATIONS OF RESIDENCE- PROPOSED DESIGN



WEST ELEVATION



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September 15, 2025

City of West Lake Hills  
911 Westlake Drive,  
West Lake Hills, Texas 78646

**RE: Redbud Residence**  
**406 Redbud Trail, WEST LAKE HILLS, TX 78746**  
Erosion and Drainage Memo

Dear ,

We are submitting this erosion and drainage memo in support of the recent variance request by the architect.

### 1. Introduction & Purpose

This memorandum is provided in support of a variance request to Section 22.03.059 of the City of Westlake Code, which adopts the City's erosion and drainage manual. The manual limits grading on existing slopes greater than 35% to **zero feet of cut or fill**. While the purpose of this requirement is to protect against erosion and drainage issues, in this case the provision results in a unique hardship: it prevents the subject lot at **406 Redbud Trail** from being used as intended for a single-family residence.

The variance request is narrowly tailored to allow a home to be constructed on the property while fully maintaining the protections for drainage and erosion that the City and its residents expect.

---

### 2. Site Conditions & Hardship

The property at 406 Redbud Trail is a legally platted residential lot with significant topographic variation. As shown in the attached slope map, much of the site falls within the >35% slope category. Under the strict application of Section 22.03.059, no grading could occur on those areas, leaving the lot practically unbuildable. This condition represents a true hardship: it is not self-created, but rather a function of the natural topography of the property. Without a variance, the property owner is denied any reasonable use of the lot for a residence, which is inconsistent with the intent of the subdivision and surrounding neighborhood.

---

### 3. Grading, Drainage, and Erosion Control

The proposed grading plan has been prepared with care to ensure that:

- **Drainage patterns are preserved.** Stormwater will continue to flow away from the structure and toward existing discharge points, with no adverse impact on adjacent properties or public rights-of-way.
- **Cut and fill are minimized.** Within building setbacks, grading will remain limited to less than 18 inches, consistent with City requirements.
- **Erosion control measures will be in place.** Temporary and permanent measures such as silt fence, stabilized entrances, vegetation restoration, and retaining wall drainage will ensure that disturbed slopes remain stable and that water quality is protected.
- **Untouched slopes remain preserved.** Only the limited areas necessary for the house and driveway will be graded; the majority of the lot's steep slopes will remain undisturbed and protected.

Accordingly, granting the variance does not undermine the City's goals of erosion prevention and drainage control.

---

#### **4. Scope of the Variance**

The variance applies solely to the cut/fill restriction on >35% slopes within the footprint necessary to accommodate the residence. It does not exempt the project from compliance with other drainage and erosion requirements, and it does not authorize broad disturbance of the site.

In short, the request is limited in scope and designed to balance slope protection with the reasonable use of the lot.

---

#### **5. Public Interest & Neighborhood Compatibility**

We recognize that slope stability and drainage are important to residents of Westlake. This request does not compromise those protections. The project will fully comply with best practices for drainage and erosion control, and construction will be carefully monitored and inspected.

The variance simply allows this property to be used for its intended purpose — a single-family residence — in a manner that is consistent with surrounding homes, without creating drainage or erosion problems for neighbors or the community.

---

#### **6. Conclusion & Request**

For the reasons described above, we respectfully support the variance to Section 22.03.059. Granting this relief will:

- Allow the property at 406 Redbud Trail to be used in a manner consistent with its zoning and surrounding development,
- Maintain the City's standards for erosion and drainage protection, and
- Ensure that only limited and necessary grading occurs on steep slopes.

We appreciate the City's consideration and the community's understanding that this request is not intended to weaken environmental protections, but rather to apply them responsibly so that the lot may be reasonably developed.

If you have any questions or require additional information, please call me at (512) 685-5138.

Sincerely,



Eric C. Vann, PE

ECV/ecv

K:\17232\17232-0029-01 406 Red Bud Trail\2 Design Phase\Reports\406 Redbud Trail - Erosion and Drainage Memo.docx

October 9, 2025

On behalf of the:

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



Re: Permit No. 2025-1284 – 406 Redbud Trail – Variance Request Review

We have reviewed the variance request for the property located at 406 Redbud Trail. This review was performed in the context of the City of West Lake Hills Code of Ordinances which states that no variance shall be granted unless the following conditions are fulfilled:

1. The strict or literal enforcement of the terms of the code, because of special conditions, will result in unnecessary hardship to the applicant.
2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship.
4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship.

The following request was made:

1. West Lake Hills [Drainage and Erosion Control Design Manual](#) Section 7.4.1 CUT/FILL LIMITS on slopes 35% or greater.

Based on the Engineer of Records drainage letter there will be “no adverse impact on adjacent properties or public rights-of-way” which has been confirmed on the permitting documents and will be verified in the field before project release. After reviewing the documents provided and the city code, the engineering team on behalf of the City of West Lake Hills recommends the variance be approved.

Sincerely,



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

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

Exhibit A

406 Redbud Trail – Cut/Fill in areas over 35% slope

Applicant's Findings of Fact

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.

The site comes with considerable topographical challenges. Trying to design for it and striking a balance between following the code and making the house pleasant to live in for the homeowners required creative thinking. Should we not get the variance and be required to follow the code the lot would not be developed on.

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

Per our previous variance requests that were approved. The site will be replanted to mitigate for trees being removed with many native plantings.

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

We have studied alternate locations for the house presented at previous zapco meetings. The house in its current proposed location met with significantly less variance requests.

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

Our slope maps illustrate many portions of the site being 35% or greater slope. The house as you can see is located on the flattest portion of the site. Yet it is still interrupted with steep slopes.

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

We understand the concern for building on steep slopes is to control erosion and possibly water drainage patterns. The house is sitting directly above and will have foundation walls that will contain the portion of the site with steep slopes. Removing any erosion concerns.

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

The impact of this would not be visible by the neighbors. The perimeter walls of the house still comply with the requirements per DECDM 7.4.1 TABLE 7-1. Reducing any visible impacts to the neighborhood. Its the portion of the site directly under the home that we are requesting a variance for.



City of West Lake Hills  
Zoning and Planning Commission

**AGENDA REPORT**

<b>Meeting Date:</b>	<u>October 15, 2025</u>	<b>Item Number:</b>	<u>7</u>
<b>Department:</b>	<u>Building and Development</u>		
<b>Prepared By:</b>	<u>Jennifer C. Bills</u>	<b>Cost / Budget:</b>	<u>None</u>
<b>Exhibits:</b>	<u>See Attached</u>	<b>Source of Funds:</b>	<u>N/A</u>

**Subject**

**701 S. Capital of Texas Highway Building J** – Discuss and make a recommendation to City Council on the following variances from the Uniform Sign Agreement and Chapter 32 of the Code of Ordinances for Building J in the Village at Westlake shopping center. (Section 32.02.001 of the West Lake Hills Code).

1. For the installation of 2 signs not spaced within 2 inches of a masonry face (Village at Westlake USA\_Criteria §I.E)
2. For the installation of 2 signs not matching the approved colors for the site (Village at Westlake USA\_Criteria §I.K)
3. For the installation of a sign on the roof of a building (Code of Ordinances Section 32.01.016(15) – Prohibited Signs)
4. For the installation of a canopy sign that does not fall into any of the allowed sign types allowed by code (Code of Ordinances Section 32.03 – Sign Categories)

Applicant: Vince Buxton, First and Main Signs

**Recommendation**

Consider recommendation to City Council.

A variance may be granted with respect to any regulation contained in Chapter 32 Signs.

The zoning and planning commission may be authorized to recommend changes retaining appropriate scale and proportions of lettering to open space for readability and aesthetic consideration and with consideration of the hardship criteria described below:

- Lessen practical difficulties and prevent unnecessary physical hardships caused by:
- Size, shape, dimensions of a structure
- Location of the structure, from topographic or physical conditions on the site or in the immediate vicinity, or
- Other physical limitations, street locations or traffic conditions in the immediate vicinity.

Cost or inconvenience to the applicant of strict or literal compliance with a regulation shall not be a reason for granting a variance.

**Discussion**

**Property Information, Zoning & Site Characteristics:**

Owner: Westlake Retail LP  
 Legal Description: Loop 360/RM 2244 Center, Lot 1  
 Lot Size: 48.0955 acres  
 Zoning: B-3 – Business 3

The properties surrounding the subject property are zoned O, Office; R-1, One-Family, and GUI, Government, Utility and Institutional.

**Background:**

The applicant is requesting variance to the Uniform Sign Agreement and Chapter 32 of the City Ordinances for the installation of two signs (Attachment 1). Postino is a new restaurant that will be converting the previous University Credit Union building.

The site has an approved USA (Attachment 4) that has standards that apply to all signs, and then specific size and number allowances for different buildings. The purpose of a uniform sign agreement is to establish uniform signage for a specific property or project that creates consistent standards. Previously, deviations to signs would come as amendments to the USA, but as each amendment was removing the requirement to be an agreement that created a unified standard that would tie the buildings together the branded the shopping center and used as a way to be exempt from city sign standards. Staff has previously recommended the management to apply for a new uniform sign agreement to address consistent concerns.

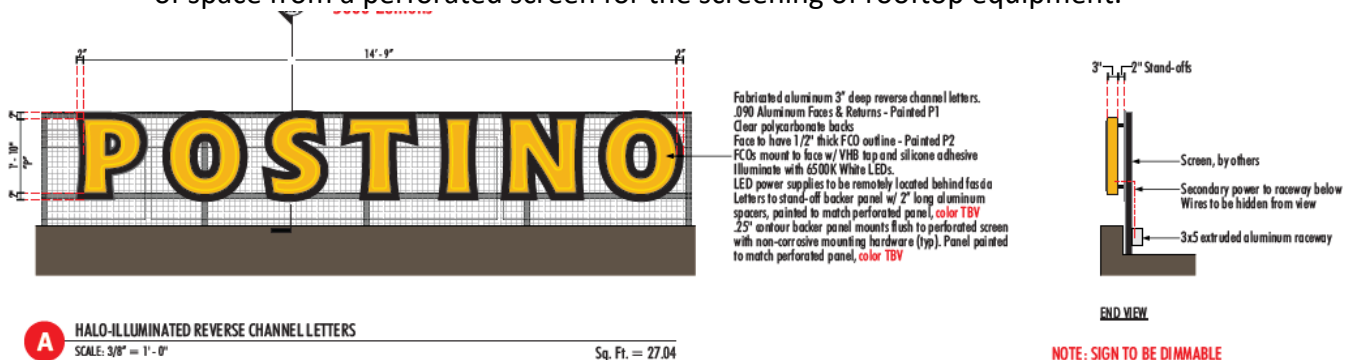
**Analysis:**

**Code Requirement**

- Village at Westlake USA\_Criteria Section I.E
  - Sign letter depth shall be 3 inches. **Signs shall be mounted with two inches of clearance between the back of the letters and the masonry face.**

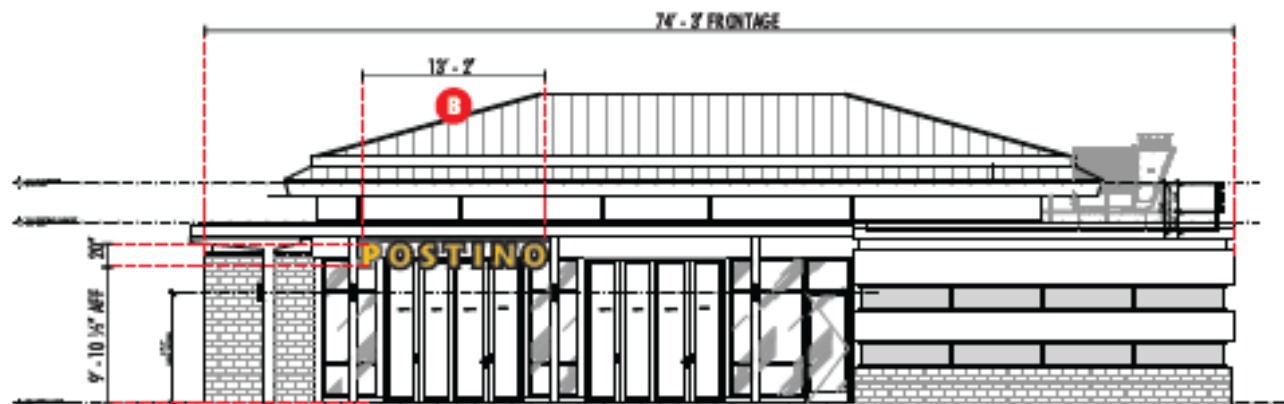
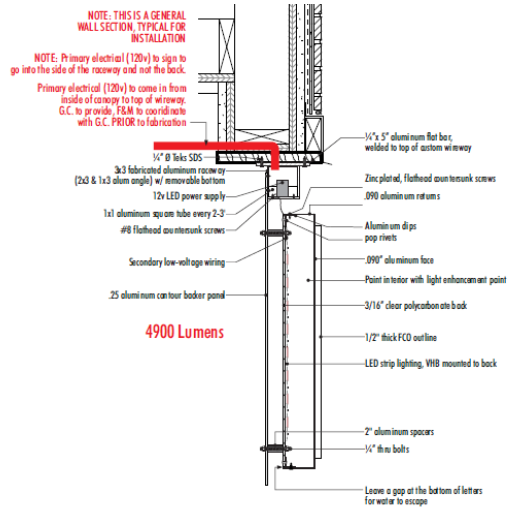
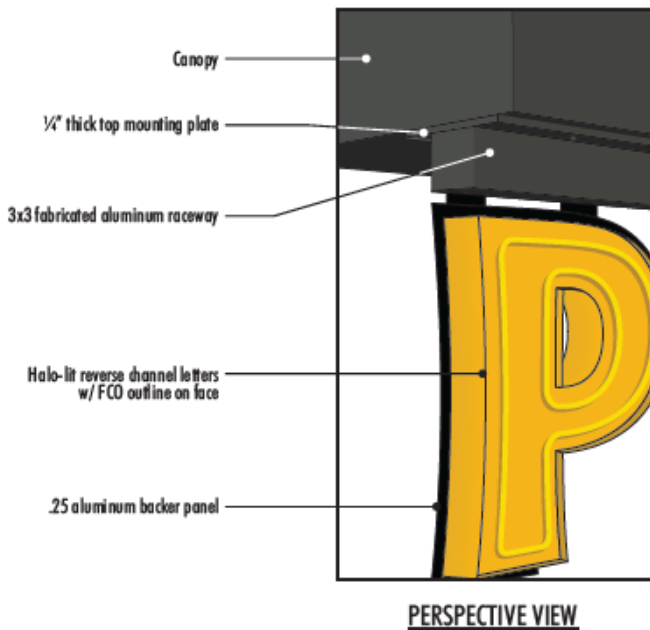
**Request:**

- This section requires all signs must be mounted with 2 inches of space from a masonry face. Sign A is shown mounted on the roof on a 0.25 aluminum contour backer panel with 2 inches of space from a perforated screen for the screening of rooftop equipment.





- Sign B is shown mounted to the bottom of the canopy/building overhang. There will be a backer panel mounted two inches from each letter.



**Code Requirement**

- Village at Westlake USA\_Criteria Section I.K
  - APPROVED (UNIVERSAL) COLORS:
    - PMS 153U (burnt orange)
    - PMS 462U (dark brown)
    - PMS 3305U (dark green)
    - PMS 484U (dark red)
    - PMS 7506U (cream/white)
    - Hexachrome Black

**Request:**

- To allow branded colors not in compliance with the USA.



P1 = 101190  
Highway Yellow  
Matthews (MAP)



V2 = 3M Sunflower  
(3630-25) vinyl



P2 = MAP Black  
(Satin finish)



P3 = Sherwin Williams  
SW 7069  
Iron Ore

**Code Requirement**

- Section 32.01.016 – Prohibited Signs
  - Any sign not expressly authorized by this chapter, or specifically authorized from the provisions hereof, is prohibited. Examples of prohibited signs include, but are not limited to:
    - 15. Roof signs (including signs that are otherwise permitted but are placed on the roof of a building)

**Request:**

- Allow for a sign type that is on the prohibited list within Chapter 32 and not a type included with size, location and mounting standards in the USA. Roof signs are not an allowed sign type and they are specifically listed in the code as prohibited.

**Code Requirements**

- Section 32.03 – Sign Categories
  - (a) This article concerns those types of permanent and temporary signs to which this chapter applies. This article further includes the purpose of each sign type, size, height, number, location, design and landscaping requirements, and special provisions for each type of sign.

(b) The following is a listing of sign categories permitted under the provisions of this chapter:

1. Temporary signs;
  2. Freestanding commercial signs, multitenant shopping center or office complex, option I and option II;
  3. Bee Cave Road and Loop 360 Corridor Street Number;
  4. Freestanding commercial signs, single-business use;
  5. Projecting, wall and hanging commercial signs, individual business within a multitenant shopping center or office complex;
  6. Joint directory commercial signs for a multitenant shopping center or office complex;
  7. Commercial signs in/on windows/doors;
  8. Public information signs (temporary); and
  9. Driveway entrance sign for a B-3 district multitenant center.
- Section 32.01.001 Definitions

Projecting or hanging sign. Any sign attached to a building and extending in whole or in part more than nine inches beyond the building line. Allowable size does not include supporting structure.

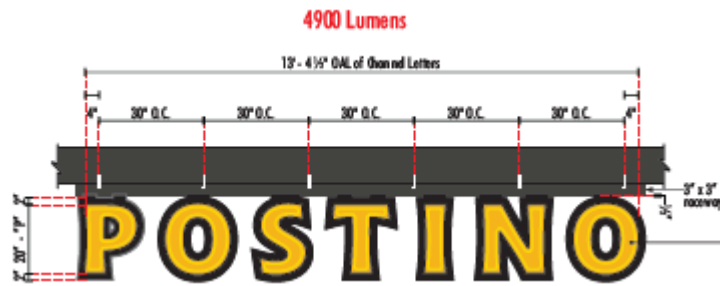
Wall sign. A sign attached to, painted on, or erected against the wall of a building or structure with the exposed face of the sign in a plane parallel to the face of the wall and not projecting more than nine inches from the face of the wall at any point.

**Request:**

- The sign code does not permit hanging signs that are on a canopy and parallel to the building face when they are more than 9 inches away from the wall. Hanging signs are allowed in the USA under the canopy vertical to the building for signage for pedestrians.



**INSPIRATIONAL SIGNAGE**



**Outdoor Lighting**

Outdoor lighting will comply with the Uniform Sign Agreement and City codes.

**Compliance with Adopted International Building Code**

The property and future construction must comply with all applicable City codes.

**Subdivision**

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

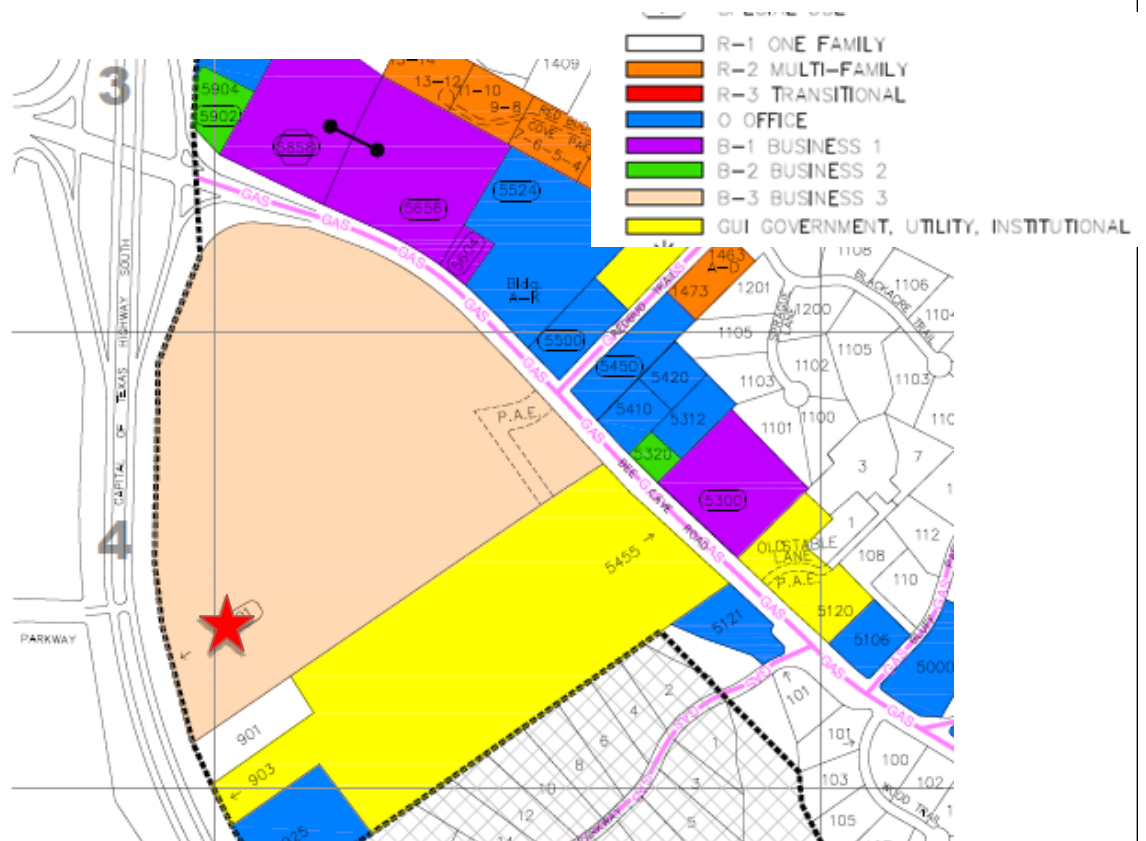
**Comprehensive Planning Analysis**

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

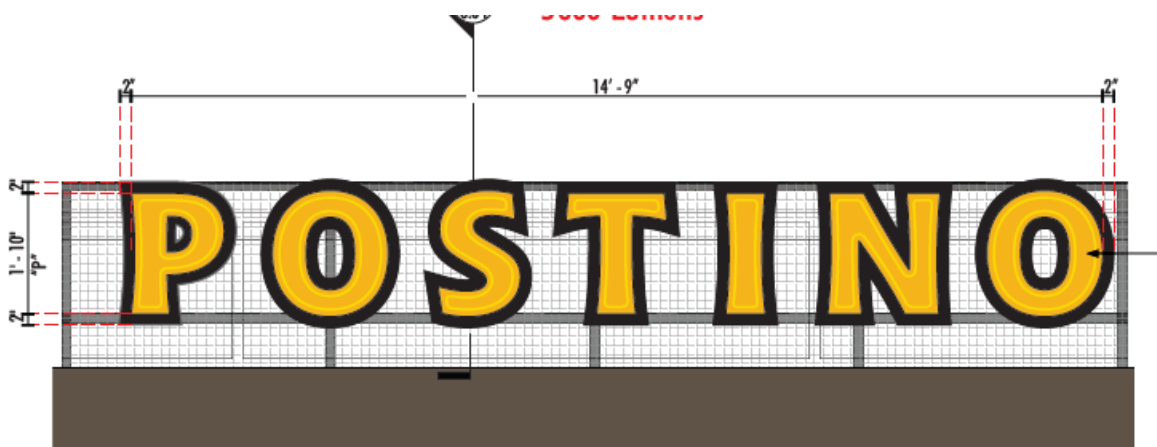
**Links to Relevant Code:**

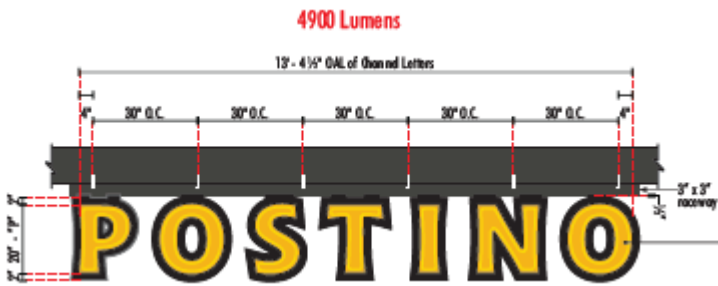
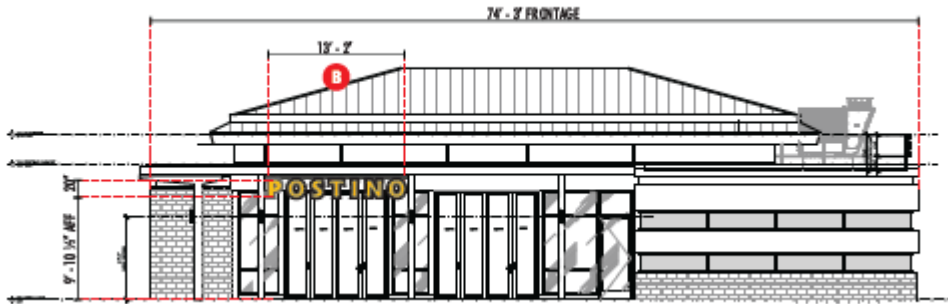
- [Chapter 32 Signs](#)
- Village at Westlake Uniform Sign Agreement (Attachment 3).

**Zoning:**



Aerial:





# FIRST MAIN

## SIGNAGE FOR MODERN BRANDS

Hello Chairman Meisel,

I am writing to support the variance application for Postino's signage at the Village at Westlake shopping center, located at 701 S. Capital of Texas Hwy, Building J, West Lake Hills, TX. This space was previously occupied by University Federal Credit Union.

There are three variance requests that are related to the following:

- **Color:** Color requirements outlined in the Uniform Signage Criteria (USC). The USC specifies six pre-approved colors—Burnt Orange, Dark Brown, Dark Green, Dark Red, Cream/White, and Hexachrome Black—listed in Section 10 I (K). However, Postino's brand colors are primarily yellow and black, with a focus on yellow, which are not similar to the USC-approved palette. This may also fall under city ordinance 32.01.013 Design review guidelines, line D.
- **Roof Sign:** Sign A is above the roof line and attached to the metal screen that is part of the decorative upgrade per the Postino design. This falls under the city ordinance 32.01.016 Prohibited Signs #15.
- **Location:** Sign B is a hanging sign from a canopy overhang. This canopy exists but is not attached to a structural element as defined in city ordinance 32.03.009 Projecting, wall and hanging commercial signs #5.

As a nationally recognized brand, especially in Austin and surrounding areas, a significant change in color scheme would harm Postino's brand recognition and identity. The current signage colors are vital to maintaining consistency and customer recognition.

Moreover, other tenants within the Village at Westlake—including Starbucks, AT&T, Palm Beach Tan, Leslie's Pool Supply, and HEB curbside—have also deviated from the approved colors, demonstrating flexibility among national brands. Additionally, the previous tenant, University Federal Credit Union, had signage outside the USA & City ordinance color restrictions. Regarding the roof and hanging signs. This best helps with visibility within the shopping center as this is a free-standing building (Building J) outside the main shopping area that does not have an impact to neighboring properties. It also adds a tasteful elegance from a design standpoint.

We ask you to consider the impact on Postino's business if they are required to conform to the standard colors. Please also recognize that other national tenants have successfully used their standard colors, and this precedent supports allowing Postino to do the same.

Thank you for your consideration.

2340 Shepler Church Ave. Canton, OH 44706

949.683.8768

Prepared for:

# POSTINO

701 S. CAPITAL OF TEXAS HWY  
BUILDING J  
WESTLAKE HILLS, TX


PERMIT SET



SIGNAGE FOR MODERN BRANDS

JOE MUELLER

 [j.mueller@firstandmain.com](mailto:j.mueller@firstandmain.com)

 234.458.0990

 Ohio California Colorado Indiana Oklahoma

EASE | INTEGRITY | PERFORMANCE

**#25-0082-R05(PS)**

2340 Shepler Church Ave SW  
Canton, OH 44706  
234.458.0990

OHIO • CALIFORNIA  
COLORADO • INDIANA  
OKLAHOMA

Location:

**POSTINO**  
701 S. CAPITAL OF TEXAS HWY  
SUITE 701  
WESTLAKE HILLS, TX

Revision:

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- 3) PM-08.05.25: Rev to .090
- 4) PM-08.22.25: Rev Sign A position, rev Sign B mtg
- 5) MG-09.15.25: Called out lumens on signs

- Approved
- Approved as Noted
- Revise & Resubmit

Drawing No: 25-0082-R05(PS)

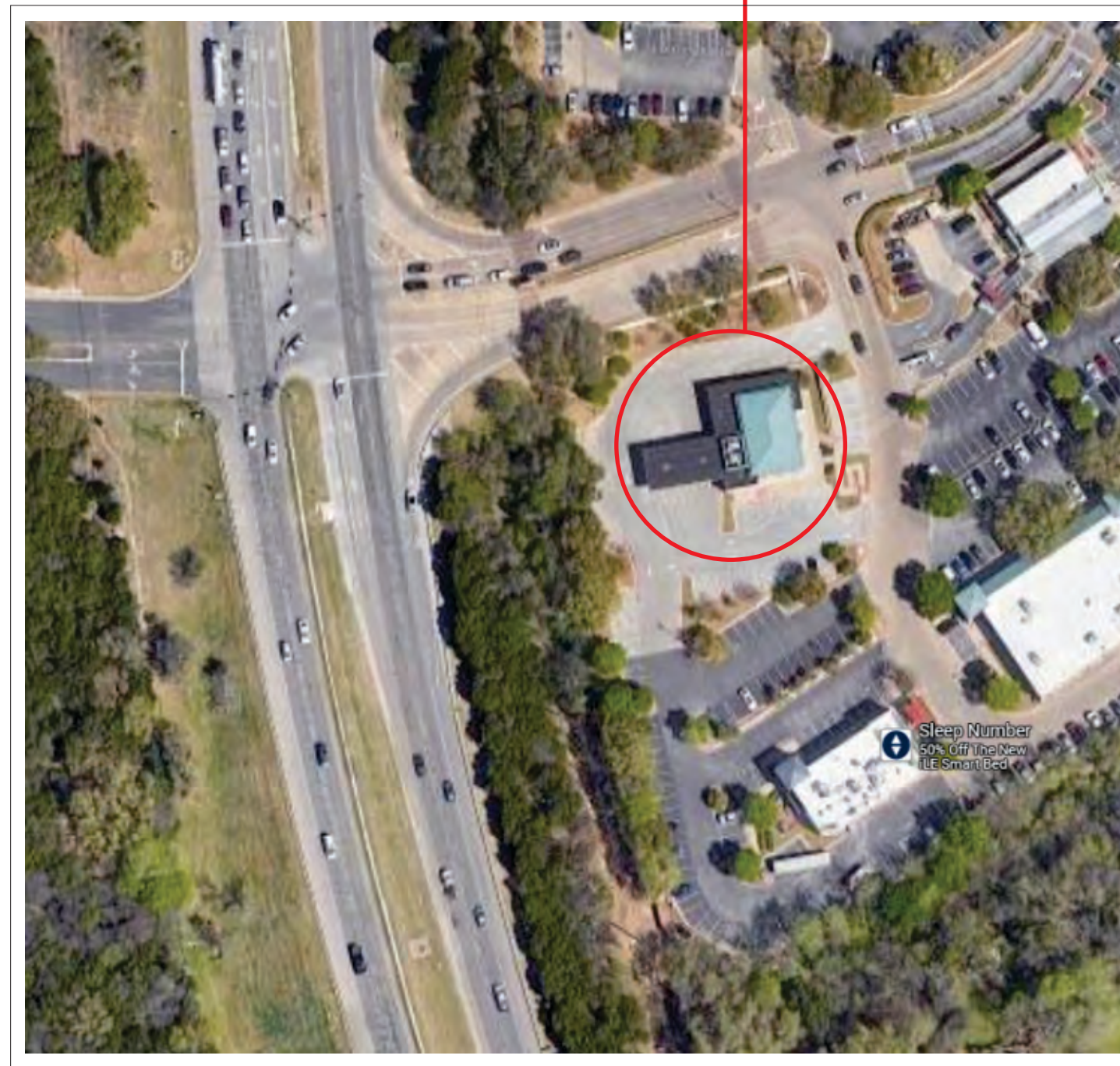
Date: 02.18.25 AT

Page No: SP1.00

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**1** VICINITY MAP  
SCALE: NTS



**2** AERIAL VIEW  
SCALE: NTS



Location:

**POSTINO**  
701 S. CAPITAL OF TEXAS HWY  
SUITE 701  
WESTLAKE HILLS, TX

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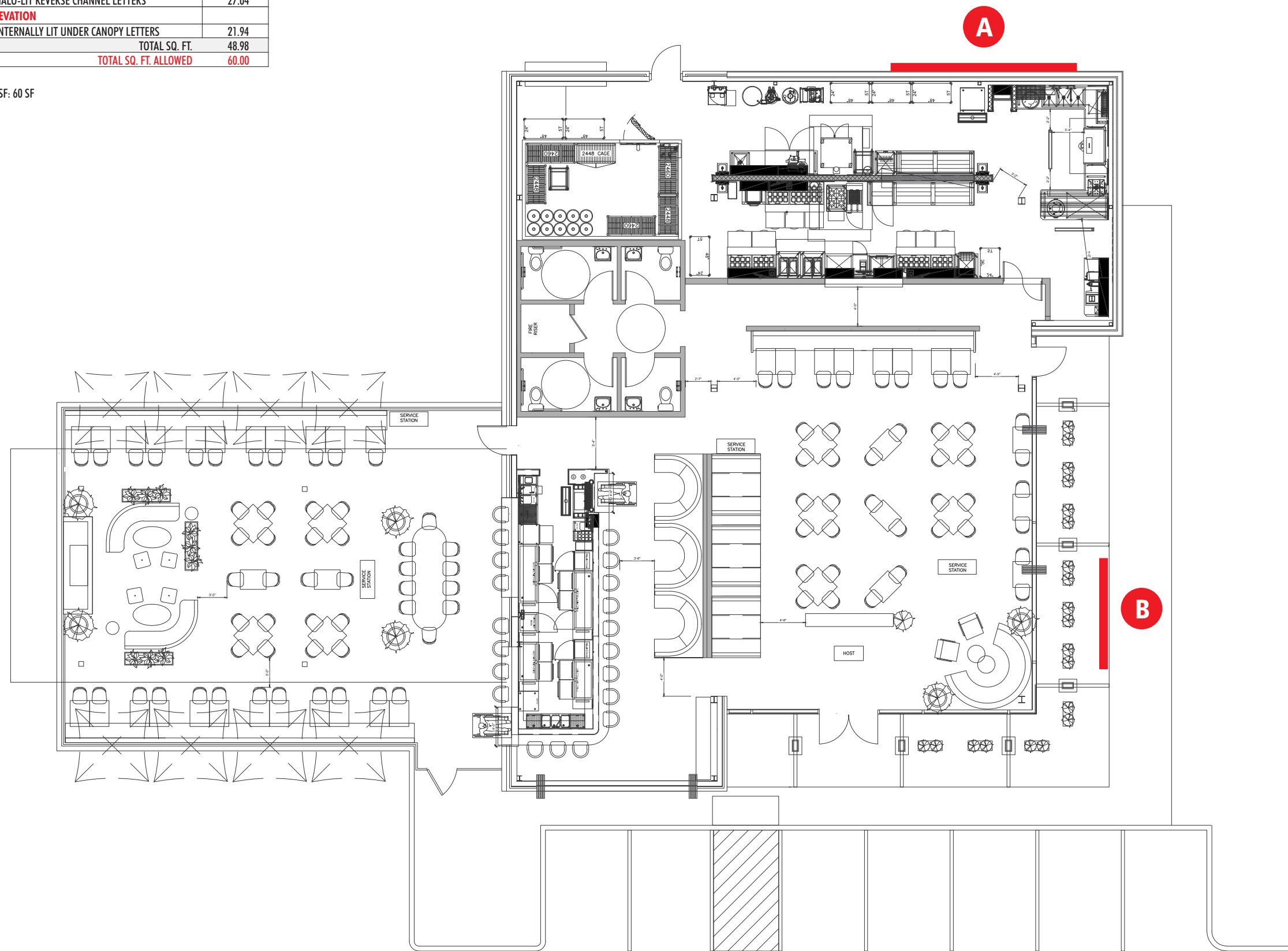
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SIGN DESCRIPTION

EAST ELEVATION		
A	HALO-LIT REVERSE CHANNEL LETTERS	27.04
SOUTH ELEVATION		
B	INTERNALLY LIT UNDER CANOPY LETTERS	21.94
TOTAL SQ. FT.		48.98
TOTAL SQ. FT. ALLOWED		60.00

CODE:  
TOTAL MAX SF: 60 SF



**1** FLOOR PLAN  
SCALE: NTS





**1** SOUTHEAST ELEVATION RENDERING  
SCALE: NTS



**2** WEST ELEVATION RENDERING  
SCALE: NTS

Location:

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701 S. CAPITAL OF TEXAS HWY  
SUITE 701  
WESTLAKE HILLS, TX

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Canton, OH 44706  
234.458.0990

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OKLAHOMA

Location:

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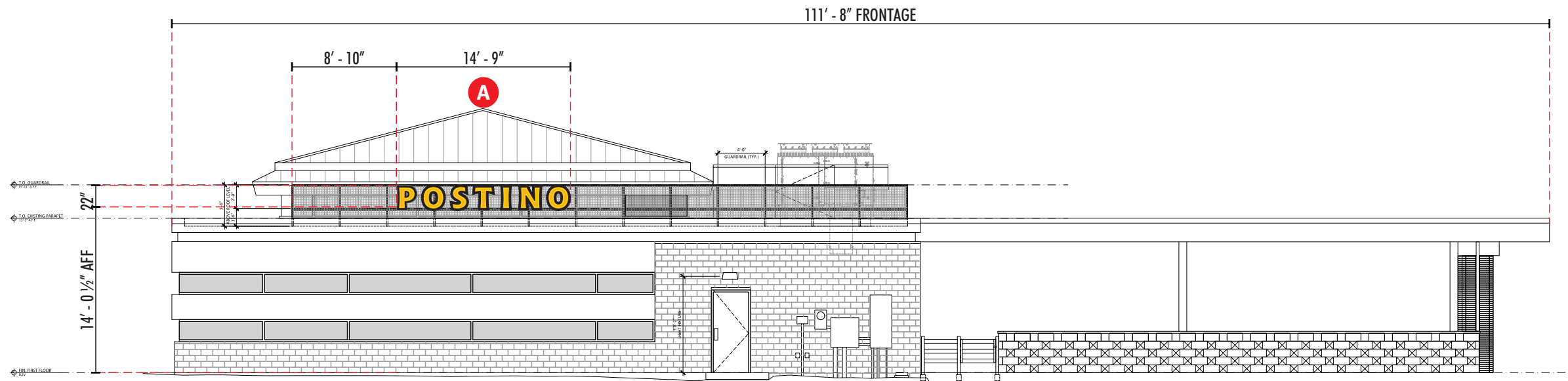
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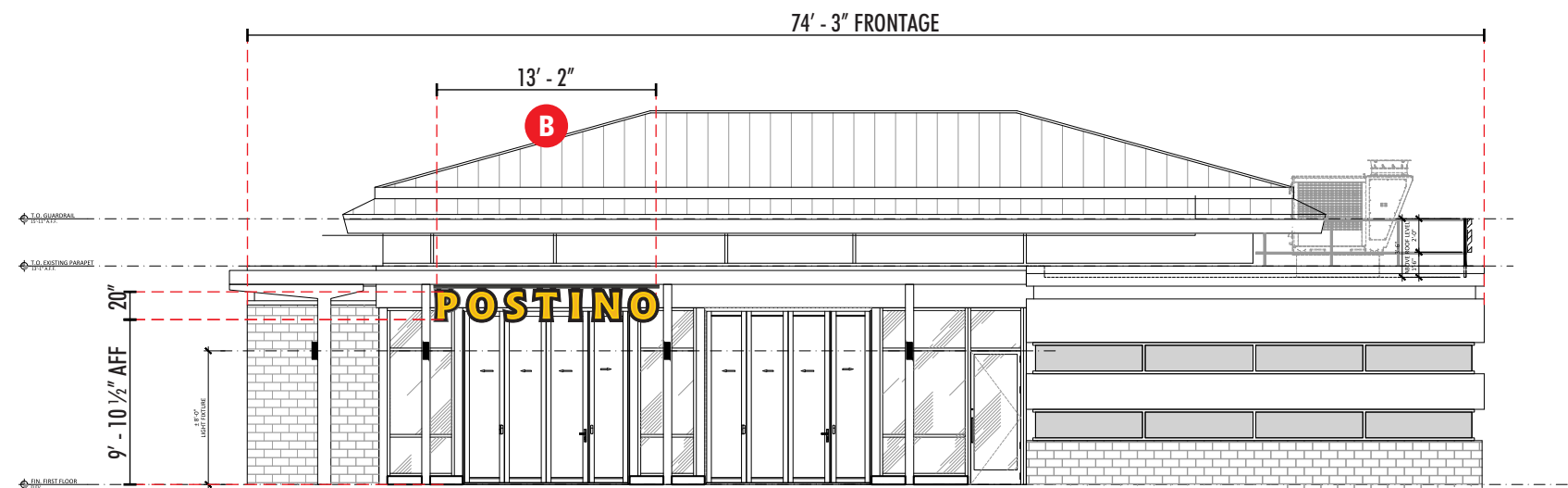
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**1** EAST ELEVATION  
SCALE: 3/32" = 1' - 0"



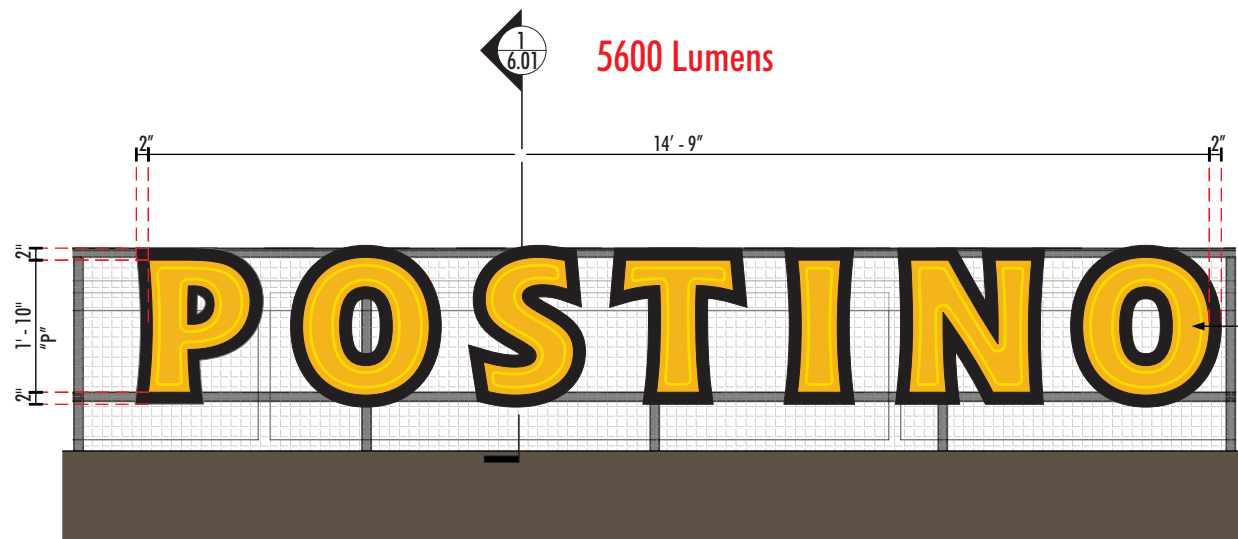
**2** SOUTH ELEVATION  
SCALE: 3/32" = 1' - 0"

Location:

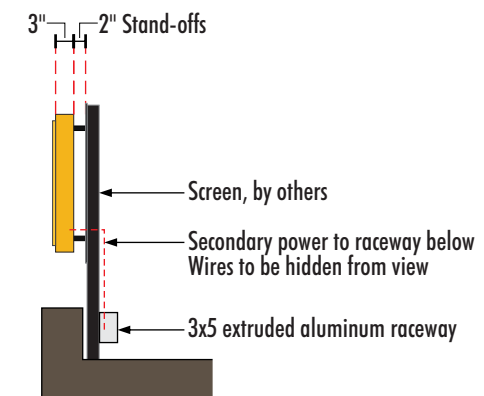
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SUITE 701  
WESTLAKE HILLS, TX

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- 5) MG-09.15.25: Called out lumens on signs



Fabricated aluminum 3" deep reverse channel letters.  
.090 Aluminum Faces & Returns - Painted P1  
Clear polycarbonate backs  
Face to have 1/2" thick FCO outline - Painted P2  
FCOs mount to face w/ VHB tap and silicone adhesive  
Illuminate with 6500K White LEDs.  
LED power supplies to be remotely located behind fascia  
Letters to stand-off backer panel w/ 2" long aluminum  
spacers, painted to match perforated panel, **color TBV**  
.25" contour backer panel mounts flush to perforated screen  
with non-corrosive mounting hardware (typ). Panel painted  
to match perforated panel, **color TBV**



END VIEW

**NOTE: SIGN TO BE DIMMABLE  
w/LUTRON SWITCHES**

**A** HALO-ILLUMINATED REVERSE CHANNEL LETTERS  
SCALE: 3/8" = 1' - 0"

Sq. Ft. = 27.04

ONE (1) REQUIRED - MANUFACTURE AND INSTALL



P1 = 101190  
Highway Yellow  
Matthews (MAP)



P2 = PMS 130C  
Sunflower Yellow



NIGHT VIEW

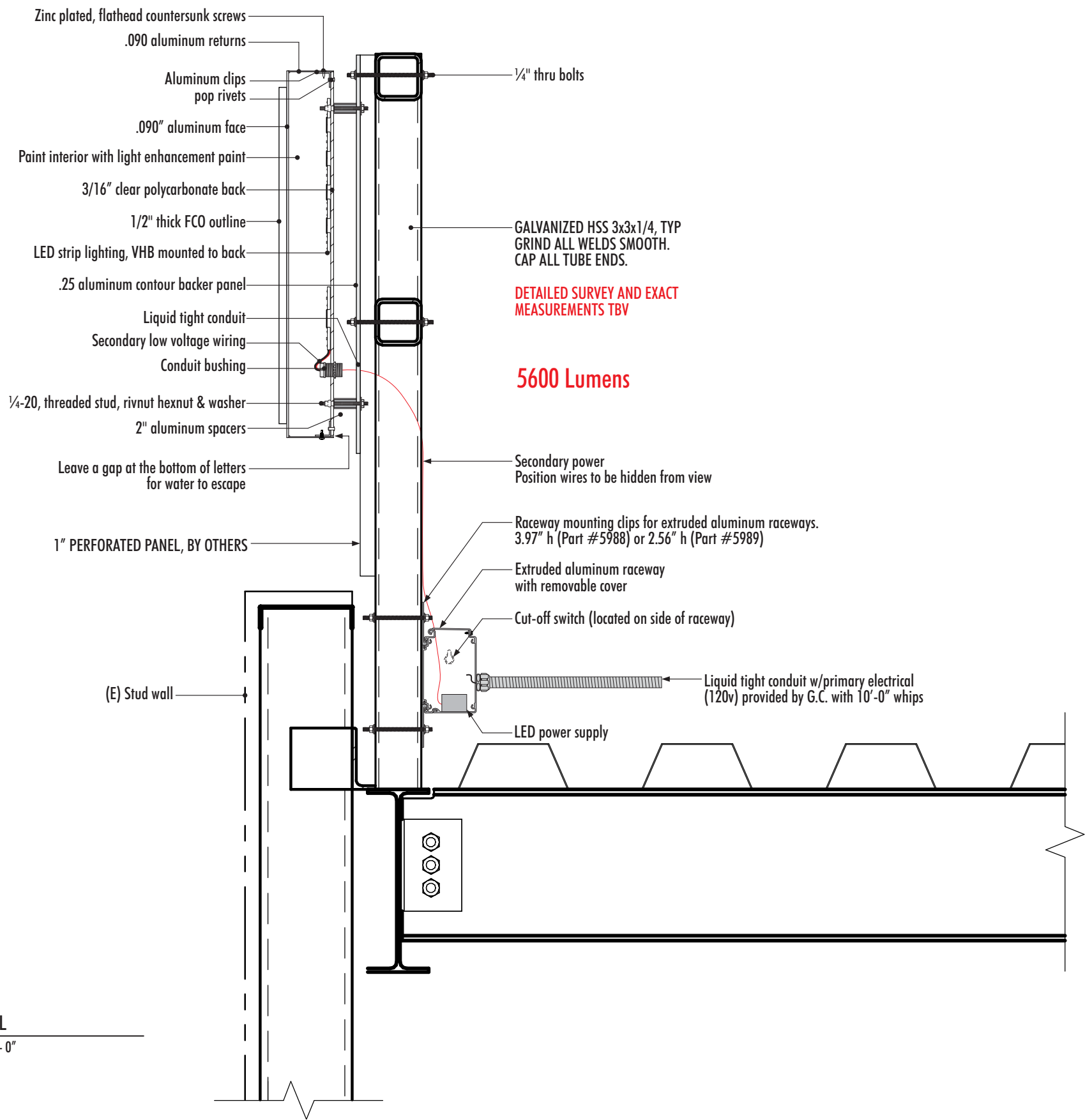
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- Approved as Noted
- Revise & Resubmit

Drawing No: 25-0082-R05(PS)

Date: 02.18.25 AT

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**A 1** SECTION DETAIL  
SCALE: 1 1/2" = 1' - 0"

**ELECTRICAL ILLUMINATION REQUIREMENTS**

1 Dedicated 20 Amp Circuit at 120 Volts

NOTE: All primary electrical to sign location to be provided by others. A dedicated circuit with NO shared neutrals and a ground returning to the panel is required for installation.

This sign is intended to be installed in accordance with Article 600 or the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

All power supplies to be Ground-Fault Interrupted (GFI)  
Signage to have a dedicated branch circuit, three (3) wires (Line, Neutral and Ground)

Wire sizes to be a minimum of 12 Ga. THHN copper wire. Gauge of wire is determined by the length of run and amperage as per NED Article 300

Voltage should read no more than 3 volts between ground and neutral  
Conduit can not be used as ground path

Power to sign to be done by a electrical contractor or licensed electrician

Ground wire must be continuous and go from sign to panel board ground bus.

ALL COMPONENTS TO BE APPROVED

**NOTE: SIGN TO BE DIMMABLE WITH LUTRON SWITCHES**

- NOTE:
- ALL PENETRATIONS WILL BE SEALED WEATHER-TIGHT
  - ALL COMPONENTS OF SIGN (FASTENERS, WIRING, ETC.) MUST BE CONCEALED, CAULKED, AND WEATHER RESISTANT.
  - ANY SIGN WITHIN TENANT PREMISES MUST BE CONNECTED TO TENANT'S TIME CLOCK AND COINCIDE WITH OPERATING HOURS



P1 = 101190  
Highway Yellow  
Matthews (MAP)



V2 = 3M Sunflower  
(3630-25) vinyl

2340 Shepler Church Ave SW  
Canton, OH 44706  
234.458.0990

OHIO • CALIFORNIA  
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OKLAHOMA

Location:  
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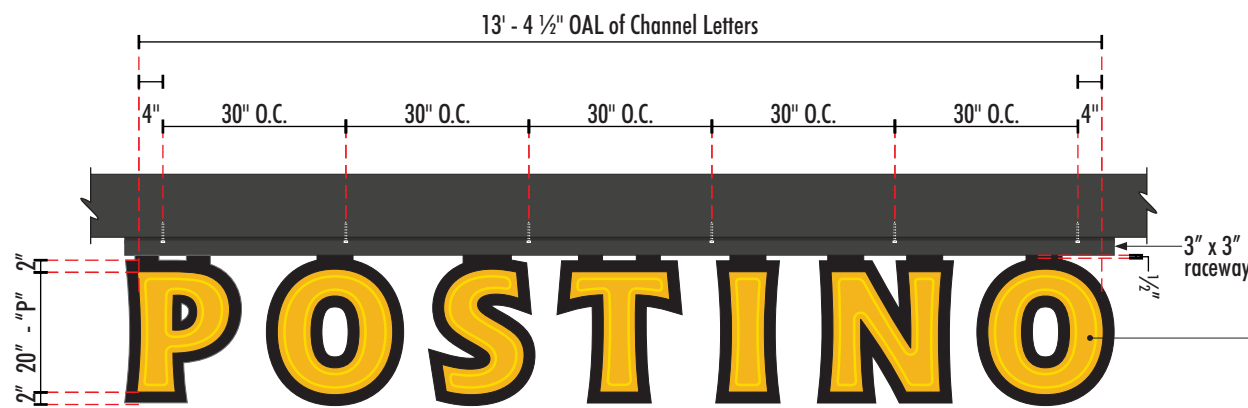
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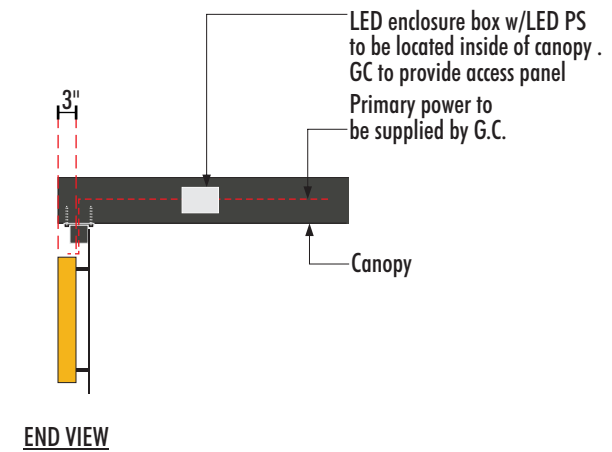
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**4900 Lumens**



Fabricated aluminum 3" deep reverse channel letters.  
.090 Aluminum Faces & Returns - Painted P1  
Clear polycarbonate backs  
Face to have 1/2" thick FCO outline - Painted P2  
FCOs mount to face w/ VHB tap and silicone adhesive  
Halo illuminate with 6500K White LEDs.  
LED power supplies to be remotely located inside of canopy  
in LED enclosure box  
Letters to stand-off backer panel w/ 2" long aluminum  
spacers, painted to match perforated panel, color TBV  
.25" contour backer panel mounts to back of custom 3x3 wireway with  
Contour panel painted (P2) satin finish



**NOTE: SIGN TO BE DIMMABLE  
w/LUTRON SWITCHES**

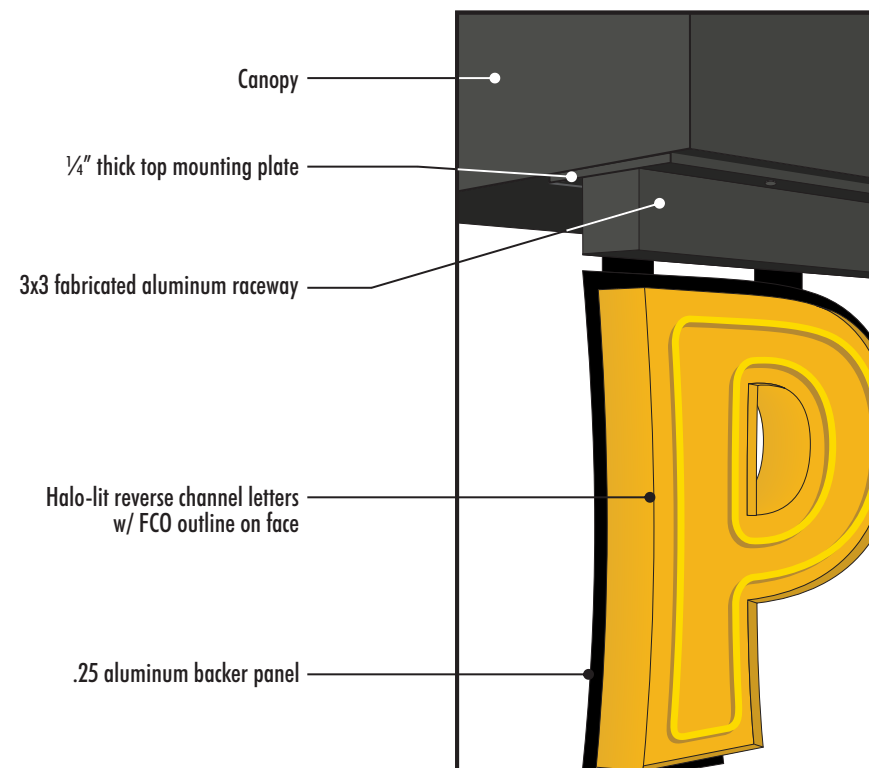
**B HANGING HALO ILLUMINATED REVERSE CHANNEL LETTERS**  
SCALE: 3/8" = 1' - 0"

Qty: One (1) Set  
Sq. Ft. = 21.94

- Raceway - Fabricated aluminum 3" x 3" raceway, painted to match canopy color (P3) satin finish. Raceway to have access panels on the back. Raceway mounts to underside of canopy w/non-corrosive mounting hardware.
- Letters faces to be flush to face of canopy. Letters to hang from raceway with .25 aluminum backer panel. Raceway to be painted to match canopy (P3).

- P1 = 101190 Highway Yellow Matthews (MAP)
- P2 = MAP Black (Satin finish)
- V2 = 3M Sunflower (3630-25) vinyl
- P3 = Sherwin Williams SW 7069 Iron Ore

**FIELD SURVEY OF FASCIA TO BE DONE PRIOR TO FABRICATION  
(dimensions)**



**PERSPECTIVE VIEW**



**INSPIRATIONAL SIGNAGE**

- Approved
- Approved as Noted
- Revise & Resubmit

Drawing No: 25-0082-R05(PS)

Date: 02.18.25 AT

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**ELECTRICAL ILLUMINATION REQUIREMENTS**

**1 Dedicated 20 Amp Circuit at 120 Volts**

NOTE: All primary electrical to sign location to be provided by others. A dedicated circuit with NO shared neutrals and a ground returning to the panel is required for installation.

This sign is intended to be installed in accordance with Article 600 or the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

All power supplies to be Ground-Fault Interrupted (GFI)

Signage to have a dedicated branch circuit, three (3) wires (Line, Neutral and Ground)

Wire sizes to be a minimum of 12 Ga. THHN copper wire. Gauge of wire is determined by the length of run and amperage as per NED Article 300

Voltage should read no more than 3 volts between ground and neutral

Conduit can not be used as ground path

Power to sign to be done by a electrical contractor or licensed electrician

Ground wire must be continuous and go from sign to panel board ground bus.

**ALL COMPONENTS TO BE APPROVED**

**NOTE: SIGN TO BE DIMMABLE WITH LUTRON SWITCHES**



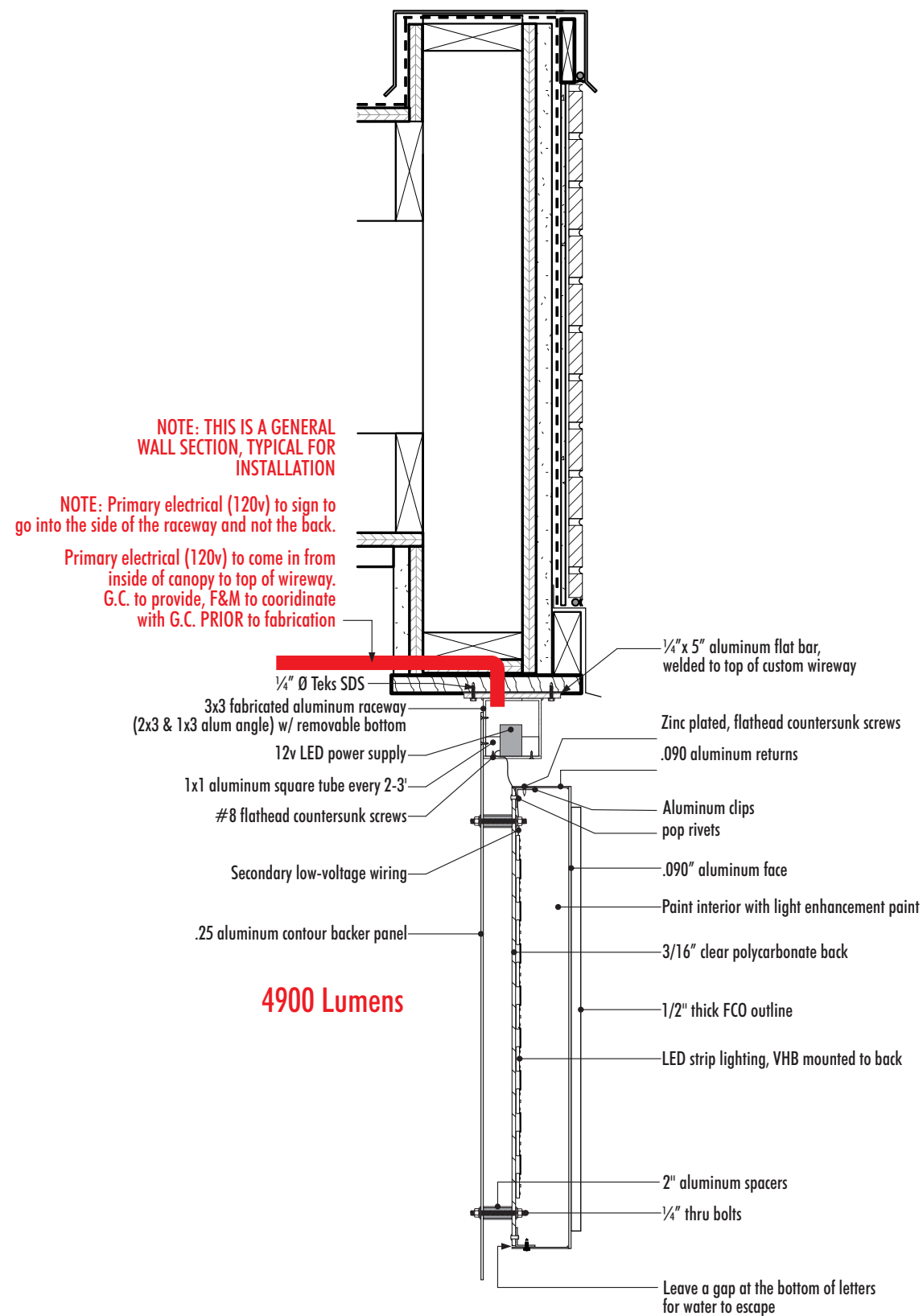
P1 = 101190  
Highway Yellow  
Matthews (MAP)



P2 = Matte Black



V2 = 3M Sunflower  
(3630-25) vinyl



**B 1 SECTION DETAIL: CHANNEL LETTERS**  
SCALE: 1 1/2" = 1' - 0"

- Approved
- Approved as Noted
- Revise & Resubmit

Drawing No: 25-0082-R05(PS)

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## VILLAGE AT WESTLAKE UNIFORM SIGNAGE CRITERIA

### I. GENERAL TENANT SIGNAGE CRITERIA

- A. Signs shall be individual channel letters, open to the back wall, internally illuminated with white LED's to match the color of 6500 white neon.
- B. Each tenant may use an individual style of lettering, subject to landlord's approval.
- C. Sign letters shall be constructed of .090 aluminum and painted.
- D. Sign colors to be compatible with building architectural design and approved by landlord.
- E. Sign letter depth shall be 3 inches. Signs shall be mounted with two inches of clearance between the back of the letters and the masonry face.
- F. The advertising and informative content of all exterior tenant signage except as expressly provided herein shall be limited to letters designating the store name and as long as it does not conflict with the architectural character of the shopping center (determined by landlord) a crest, shield or logo which shall be subject to the constraints of one letter.
- G. The maximum overall length of signs, except as provided herein, shall not exceed 75% of the storefront width (or in the case of architectural tower signage, 90% of the tower width.) In no case shall any sign or portion of any sign extend beyond 75% of the storefront (or building wall length) of the tenant's lease premises without landlord's approval. Where allotted, fascia length is less than the storefront width (as at corners), the sign shall be no longer than 90% of the applicable fascia length, without landlord's approval.
- H. Formula to calculate square footage of the sign:
  - 1. Calculate area of each letter as follows:  
Height of letter (in inches) squared X .75.
  - 2. Sum the areas of the individual letters from (a).
  - 3. Divide the sum from (b) by 144.
- I. Maximum area of any sign is 95 square feet.
- J. Color samples are attached to be used for verification purposes.

K. APPROVED (UNIVERSAL) COLORS:

PMS 153U (burnt orange)  
PMS 4625U (dark brown)  
PMS 3305U (dark green)  
PMS 484U (dark red)  
PMS 7506U (cream/white)  
Hexachrome Black

L. All tenants shall submit design drawings of their signage to landlord for landlord's approval and shall be subject to compliance to The Village at Westlake sign criteria approved by the City of West Lake Hills.

11. **TENANT IDENTIFICATION SIGNAGE CRITERIA BY BUILDING**

A. **General Provisions.** Except as otherwise provided herein, each tenant shall be limited to one sign containing the name of the business and is subject to the following conditions: **Any exceptions will need to be approved by Landlord.**

1. If the total number of letters in tenant's sign is  $\leq 14$  letters, the tenant may utilize up to 18" high letters.
2. If the total number of letters in tenant's sign is 15-20 letters, the tenant may utilize up to 15" high letters.
3. If the total number of letters in tenant's sign is 21-32 letters, the tenant may utilize up to 12" letters.
4. The greater of 1 letter for each word in tenant's sign, or 2 letters, may be up to 9" higher than otherwise allowed for total number of letters.
5. The sign area (surface area) of a sign shall not exceed 24 square feet.

B. **Special Provisions.** The special provisions are subject to landlord's approval on a case-by-case basis and in no event shall the total square feet of any one sign exceed 95 square feet.

1. **Building A.** If a tenant leases over 5,000 sq. ft. and leases the tower element, tenant may have a) up to 18" high letters for up to two signs (if two sides of the leased storefront face the interior of the site) with not more than 32 letters for the two signs combined; or b) up to 24" high letters but not more than 48 sq. ft. of sign area for the two signs combined for alternative "b".
2. **Building C.** If a tenant leases 35,000 sq. ft. or more, the tenant may have up to 24" high letters for one sign and the sign may also contain the nature of tenant's business ( $\leq 12$  letters), tenant's logo and tenant's name.
3. **Building D.** If a tenant leases 2,000 sq. ft. or more, the tenant may customize color and logo-to-letter sizing ratio provided the overall sq.ft. of the sign does not exceed 25 sq.ft.
4. **Building E.**  
If a Tenant leases 4,000 sq. ft or more, the tenant may have up to 30" max letter height for one sign and the sign may also contain the nature of the tenant's business ( $< 12$  letters), Tenant's logo and Tenant's name, but not more than 50sq ft of sign area. If a tenant leases 4,000sq ft or more

and leases the tower element, the tenant may have one sign on the exterior of each of two sides of the leased premises that are visible from the interior of the site. If a tenant leases 6,500sq. ft. or more and leases the tower element, the tenant may have a) up to two signs with up to 30" high letters but not more than 75sq ft of sign area for the two signs combined.

5. **Building F, (G).** If a tenant leases the space facing loop 360, the tenant may have one sign with up to 24" high letters on the side facing loop 360, and one other sign on the side of Building F, (G) facing building H, (J) so long as the sign sq. ft. of the two signs combined does not exceed 48 sq. ft. per tenant.
6. **Building H.** One tenant leasing the entire building may have signs as pennitted in II.A, but a sign on three sides of the building shall be allowed.
7. **Buildings J, K.** A tenant may have signs on two sides of the building as long as the total sq. ft. of the two signs combined does not exceed 60 sq. ft. with a maximum individual letter height of 38". The signs may also contain the nature of tenant's business and tenant's logo.
8. **Buildings L, M.** A tenant may have signs on two sides of the building as long as the total sq. ft. of the two signs combined does not exceed 48 sq. ft. with a maximum individual letter size of 36". The signs may also contain the nature of tenant's business and tenant's logo. One wood sign may also be included on the building entry side as part of one of the two signs allowed (with total signage sq. ft. still limited to 48 sq. ft.)
9. **Building N, (Q).** If a tenant leases the front corner closest to to building M, (P), the tenant may have 2 signs per tenant, one facing building M, (P), the other at the front of building N, (Q).
10. **Building P.** If a tenant leases 20,000 sq. ft. or more, the tenant may have two signs with letters up to 30" high for one sign, and up to 30" for a second sign on a different side of the building visible from the interior of the site. The sign may also include the nature of tenant's business (<=12 letters) and tenant's logo.

### III. TENANT ADDRESS SIGNAGE CRITERIA

Standard vinyl applied address numerals/letters for identification of tenant's space and hours of operation shall be allowed on tenant's storefront. Numeral/letter height shall be 4". Color to be silver, gold leaf or white.

### IV. TENANT SERVICE ENTRY SIGN CRITERIA

Tenant identification on rear or side service doors shall be 5" in height and the color shall be black.

**Approved:**

**City of West Lake Hills, TX**

*Linda Anthony*  
**Mayor Linda Anthony**



Westlake Retail Limited Partnership  
dba WLR Limited Partnership

**By:** *CB* **Date:** 2/2/24

**Name:** Colin Bearden

**Title:** Senior Vice President

Exhibit A

701 S. Capital of Texas Building J – Sign Variances

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.

Postino is a national brand that is recognized by factors of font and color. The approved colors per the Village At Westlake Uniform Signage Criteria: Section 10 I (K) do not match the brand coloring and would be a hardship to brand recognition. It should also be noted that there are multiple tenants in Village at West Lake that do not adhere to the color requirements. Examples: Starbucks, AT&T, Palm Beach Tan, Leslie's Pool Supply's, HEB curbside. This should be taken into consideration. Regarding the roof and hanging signs. This best helps with visibility within the shopping center as this is a free-standing building (Building J) outside the main shopping area that does not have an impact to neighboring properties. It also adds a tasteful elegance from a design standpoint.

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

No there will be no disruption of the natural terrain or existing flora.

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

Yes consideration has been taken into the approved colors from the Village At Westlake Uniform Signage Criteria: Section 10 I (K). However, these colors are a drastic deviation from the Postino standard branding. There is no reasonable alternative that is similar or matches the Postino branding.

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

The USA restricts the standard branding color for Postino therefore the reason for the variance request. As noted previously other tenants are outside of the USA color requirements.

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

We feel that the USA compressive plan is restrictive to Postino's nationally recognized brand and reason for requesting the variance.

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

This particular location (Building J) is not visible from neighboring properties. The signs adhere to all criteria/requirements with the exception of color. As previously noted there is already a precedence to allow other tenants colors to deviate from the USA.