



CITY OF WEST LAKE HILLS, TEXAS  
NOTICE OF ZONING & PLANNING COMMISSION (ZAPCO) WORKSHOP  
Friday, November 14, 2025 at 12:00 PM

Notice is hereby given that the Zoning and Planning Commission (ZAPCO) of the City of West Lake Hills, Texas, will hold a Workshop Meeting on the 14<sup>th</sup> day of November, 2025 at 12:00 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:

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. Administration Discussion related to Title II Building and Development Regulations.
4. Adjournment. Chairman Robert Meisel.

Approved By: s / Robert Meisel, Chair

Certificate

I certify that the above Notice of the November 14, 2025 Zoning & Planning Commission Workshop was posted on the bulletin board at the Municipal Building, 4010 Bee Cave Road, West Lake Hills, Texas on Friday, November 7, 2025 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed By: s/Jennifer C. Bills, Director of Building & Development Services

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

*All items on the agenda are for discussion and/or action. 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  
Zoning and Planning Commission

# AGENDA REPORT

<b>Meeting Date:</b>	<u>November 14, 2025</u>	<b>Item Number:</b>	<u>3</u>
<b>Department:</b>	<u>Administration</u>		
<b>Prepared By:</b>	<u>Jennifer C. Bills</u>	<b>Cost / Budget:</b>	<u>n/a</u>
<b>Exhibits:</b>	<u>none</u>	<b>Source of Funds:</b>	<u>n/a</u>

### Subject

Discussion related to Title II Building and Development Regulations.

### Recommendation

No action is being taken. Discuss and provide direction as necessary.

### Discussion

The architectural committee started meeting in June 2025. Since, the committee been meeting to collaborate toward providing recommendations to staff to make incremental but meaningful changes to the City Code related to development outcomes and the development process. The intent is generally to authorize greater administrative authority and ease requirements imposed upon routine development projects.

Streamlining remodeling, proposed categories

- Category 1: No permit required
- Category 2: Permit required, fast pass
- Category 3: Design/build permit
- Category 4: Full permits

Streamlining small expansions, erosion control/landscaping, codifying de minimis variances and matters which, while more substantial, consistently receive variances. Introducing special exceptions and neighborhood compatibility

- Administrative (waiver) exceptions definition.
- Neighborhood compatibility definition.
- Small additions with grandfathered building lines.
- Front setback flexibility for neighborhood compatibility.
- Front fence setback flexibility for neighborhood compatibility.
- Double curb cut flexibility for neighborhood compatibility on large lots.
- Administrative process for multiple front setbacks.
- Water quality and septic tanks in the setback.
- 18 inch retaining wall limitations in the setback.

- Driveway safety in the setback.
- Portions of foundations on >35% slope.
- Accessory structure definitions.
- Fence height outside of the setback (in the buildable area).

Impervious cover constraints

Administrative improvements

- Variance process itself
- Split City Council / BOA
- Application -> 1 Body for a decision