

City of West Lake Hills

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

Wednesday, October 15, 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: Absent - excused
 3. Commissioner Julia Webber: Present
 4. Commissioner Karen Bartoletti: Present
 5. Commissioner Patrick Stewart: Present
 6. Commissioner Laurie Maccini: Present

2. **Citizen Communications:**

- a. None

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

1. Approval of the September 17, 2025 ZAPCO meeting minutes
2. Report of previous ZAPCO cases acted upon by the BOA/Council

- a. **Action:** Commissioner Maccini moves for approval of the Consent Agenda
 - i. Commissioner Webber Seconds
 - ii. Motion carries unanimously (4 – 0)

4. **Administration:** Appointment of Zoning and Planning Commission vice-chair

1. Chair Meisel appoints Commissioner Pledger vice-chair of the Zoning and Planning Commission

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

1. Staff Report:

- i. Director Bills describes request to remove release drainage and utility easement along historic lot line that was removed in a 1976 subdivision without the easement being removed.

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

- i. **None**

3. Discussion:

- i. **Chair Meisel:** Concerned about language in exhibit regarding partial release of easement

4. Action:

- i. Commissioner **Bartoletti** moves that the easement release request be forwarded to City Council with a recommendation of **approval** conditional to the language in the easement being clear that the entire portion of the easement along the historic property line is be released.
 - 1. Commissioner **Webber** Seconds
 - 2. Motion carries unanimously (4-0)

The recommendation will be forwarded to City Council for consideration at the regular meeting on November 12, 2025

- 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

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. **Eric Vann** – Quiddity Engineering:
 - a. Explained the general design of the house and why the grading variances are being requested
- ii. **Bhavani Singal** – Workshop No 5 :
 - a. Spoke in favor of variance request
- iii. **Stephen Barron** – Neighbor:

- a. Spoke in opposition to variance request based on size of home relative to lot in comparison to neighboring properties, revegetation, and the inadequacy of the site for septic
 - iv. **Dharma Rajah: Owner**
 - a. Appealed to ZAPCO for aproval
- c. **Discussion:**
 - i. **Commissioners Webber and Stewart** asked for details regarding the design and location of the septic system and whether it would also require grading in areas of grater than 35% slope south of the main house
 - ii. **Commissioner Webber** asks if other options, such as lower ceilings and or a lower square footage have been attempted instead of the variance requests.
 - iii. **Chair Meisel:** Variance is 100% design-driven
 - iv. **Commissioner Stewart:** Concerned about need for additional variances in the future
- d. **Action:** At applicant request, Commissioner **Webber** moves to postpone the item to the **November 19** Zoning and Planning Commission meeting
 - i. Commissioner **Maccini** Seconds
 - ii. Motion Carries unanimously (4-0)

The recommendation will be postponed to the November 19 Zoning and Planning Commission meeting

- 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

a. Staff Report:

- i. **Director Bills** describes the variance requests related to 2 signs for a proposed Postino restaurant at the site of the former University Federal Credit Union in the Village at Westlake shopping center
- ii. **Commissioner Bartoletti:**
 - a. ZAPCO variance criteria seem to be based on physical hardship, not brand identity

b. Public Comments:

- i. **Steve Tyler – SignTek**
 - a. Indicates that sign design is well-within industry standards

c. Discussion:

- i. **Commissioners Webber, Maccini, and Stewart** Indicate they have no objection to sign
- ii. **Chair Meisel:** Signs shouldn't be placed on rooftops
- iii. **Commissioner Bartoletti indicates** misgivings over whether stated hardships are hardships ZAPCO can consider
 - a. **Assistant City Attorney Thamm** clarifies that the variance criteria are considerations for a sign variance, but are not binding on ZAPCO as they are in a Zoning variance.

d. Action:

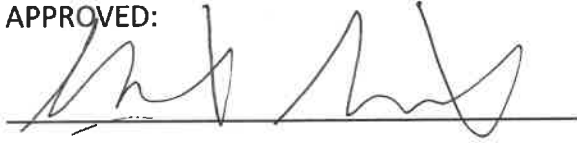
- i. Commissioner **Maccini** recommends that the variances be forwarded to City Council with a recommendation of **approval** conditional to Dark Sky compliance
 - a. Commissioner **Webber** seconds
 - b. Motion carries unanimously (4-0)

The recommendation will be forwarded to City Council for consideration at the regular meeting on November 12, 2025

8. Adjournment – Chair Robert Meisel

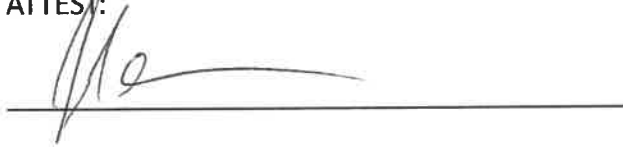
Chair Meisel adjourns the meeting at 7:49 pm

APPROVED:

A handwritten signature in black ink, appearing to be 'Robert Meisel', written over a horizontal line.

Robert Meisel, Chair

ATTEST:

A handwritten signature in black ink, appearing to be 'Joel Sherrouse', written over a horizontal line.

Joel Sherrouse, Development Coordinator

These minutes were approved on November 19, 2025.