



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, January 14, 2026 at 7:00 PM

Notice is hereby given that the Board of Adjustment (BOA) of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 14th day of January 2026 at 7:00 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:

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 citysec@westlakehills.gov by 1:00 P.M. on January 14, 2026.

1. Call to Order
2. Citizen Communications The Board 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 Board later in the meeting. The Board cannot respond to or discuss matters not listed on the agenda. The Board 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 Discuss and consider action on the approval of the December 10, 2025 Regular Meeting Minutes.
4. Ordinance Discuss and consider action on Special Use Permit 157-2026-A for guest quarters (Section 38.03.032 of the West Lake Hills Code). Applicant: Davin Fillpot, Architect LLC.
5. Adjournment

Approved by: James Vaughan, Chair

Certificate

I certify that the above Notice of the January 14, 2026 Board of Adjustment Regular Meeting was posted on the bulletin board at the Municipal Building, 4010 Bee Cave Road, West Lake Hills, Texas on Thursday, January 8, 2026 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Terry Blanchard, City Secretary

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

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

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, December 10, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Chair Vaughan called the meeting to order at 7:01 p.m.

BOARD MEMBERS PRESENT:

Chair James Vaughan
Gordon Bowman
Dana Harmon
Brian Plunkett
Darin Walker
Jim O'Connor (alternate)

CITY STAFF PRESENT:

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

The meeting was suspended at 7:02 p.m.

The meeting was reconvened at 7:03 p.m.

2. Citizen Communications The Board 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 Board later in the meeting. The Board cannot respond to or discuss matters not listed on the agenda. The Board 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.

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

3. Administration Discuss and consider action to approve the November 12, 2025 Regular Meeting Minutes.

MOTION: Upon a motion made by Board Member Harmon and a second by Board Member Walker, the Board voted six (6) for and none (0) opposed to approve the minutes as presented. Motion carried.

4. Land Use 704 Laurel Valley Drive — Discuss and consider action on a recommendation from ZAPCO on variances for new residential construction:

1. For grading on a slope greater than 35%, where no grading is allowed by code (Drainage and Erosion Control Manual Section 7.4.1)
2. For closed cuts and fills greater than 10' in height on slopes between 25% and 35%,

where the maximum closed cut is 10 feet and the maximum closed fill is 6 feet by code (Drainage and Erosion Control Manual Section 7.4.1)

Applicant: Davin Fillpot, Architect LLC

Director Bills gave a summary. To date, two written comments in support have been received. ZAPCO recommended denial. Ernesto Cragnolino with AlterStudio gave a presentation to the Council. The hardship is due to the irregularity of previous cuts. The plan is to stay at 25% impervious coverage by removing the circular drive. The erosion issues from open cuts will be corrected. Reviewed proposed floor plans. The civil engineers will provide required letters. Brenda Smith (neighbor at 925 Live Oak Circle) asked questions about the location, height and stone color.

MOTION: Upon a motion made by Board Member Walker and a second by Board Member Plunkett, the Board voted six (6) for and none (0) opposed to approve the variances as unnecessary to hardship to the applicant is to be pre-existing conditions based on prior construction and that there is no reasonable alternative to the requisite variance due to the fact that they would have to take out the driveway in order to get the pool. Motion carried.

5. Land Use 803 Loma Linda Drive — Discuss and consider action on a recommendation from ZAPCO on variances for new residential construction:

1. For the continuation of existing non-conforming status following destruction exceeding 50% of the replacement cost of the damaged structure (Section 38.04.061 (8))
2. For roof overhangs/eaves extending more than 2 feet into the front yard setback (Section 22.03.275 (3))
3. For grading greater than 18 inches in the front and side building setback (Section 22.03.170 (f))

Applicant: Bill Roesch, Property Owner

Director Bills gave a summary. To date, four written comments in support have been received. ZAPCO recommended approval with condition that applicant demonstrates that the walls were necessary. The Council heard a recorded statement from the property owner. Alejandra Flores reviewed the variance requests with the Council. Mark Blumenthal (neighbor at 950 Roadrunner) spoke in support of the family and proposed variance requests.

MOTION: Upon a motion made by Chair Vaughan and a second by Board Member Harmon, the Board voted six (6) for and none (0) opposed to approve variance request #1 and #2, and approve request #3 conditional on drainage engineering report demonstrating the necessity of grading greater than 18" in order to prevent damage to the property due to drainage issues; the unnecessary hardship to the applicant being quite evident, their house unfortunately burned down and there is no reasonable alternative to the requisite variances that will alleviate that difficulty. Motion carried.

6. Adjournment

Chair Vaughan adjourned the meeting at 7:52 p.m.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on _____, 20__.



AGENDA REPORT

Meeting Date:	January 14, 2026	Item Number:	4
	Building and Development Services		
Department:			
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

1201 Yaupon Valley Road: Discuss and consider action on Special Use Permit 157-2026-A for a guest quarters (Section 38.03.032 of the West Lake Hills Code).

Applicant: Davin Fillpot, Architect LLC

Recommendation

Staff recommend approval of the Special Use Permit for a 565 square foot guest quarters.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: 1201 Yaupon LLC
Legal Description: Stonehedge Estates Block V, Lot 1
Lot Size: 1.24 acres
Zoning: R-1 One Family

The site is surrounded by R-1 One Family Residential on all sides.

Background & Analysis:

The property owners are requesting a Special Use Permit to construct a 565 square foot accessory dwelling that will serve as a guest quarter (Attachment 1). The code requires the quarters to be located on the same lot as the principal dwelling and used for seasonal habitation of guests. Such accessory dwelling shall not be permitted on lots of less than one acre. The guest quarters shall not exceed 800 square feet in size and shall contain only one bedroom. The applicant has provided the site layout, floor plan and building elevations of the new structure (Attachments 2). The applicant has submitted a building application for the demolition of the primary structure and new construction of a new primary house and guest house.

SUP Criteria & Analysis:

The applicant has provided their justification of the criteria in Attachment 4.

- 1) The appearance, size, density and operating characteristics of the proposed special use are compatible with the surrounding neighborhood and uses;
- 2) The proposed use will not have an adverse effect on the value of surrounding properties or impede their proper development.
- 3) The proposed use will not create a nuisance factor or otherwise interfere with a neighbor's enjoyment of the neighbor's property or operation of the neighbor's business.
- 4) The traffic that the proposed use can reasonably be expected to generate on existing streets will not create or add significantly to congestion, a safety hazard, or a parking problem in the area, nor will it disturb the peace and quiet of the neighborhood; and
- 5) The proposed use shall comply with all other applicable ordinances and regulations.

Public Comment:

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

Outdoor Lighting

Any outdoor lighting will 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 38.04.032: Special use permit](#)
- [Section 38.03.032 \(c\): Special uses permitted in R-1 One Family](#)

November 24, 2025

Attn: James Vaughn, Mayor / BOA Chairperson
City of West Lake Hills Municipal Offices
4010 Bee Cave Road
West Lake Hills, TX 78746

Dear Chairperson Vaughn,

My name is Davin Fillpot, and I am an architect that lives and works in the City of West Lake Hills.

I am assisting the homeowner of 1201 Yaupon Valley with the design of a new home. As part of the building program, they are seeking to add a detached guest quarters with 565 SF.

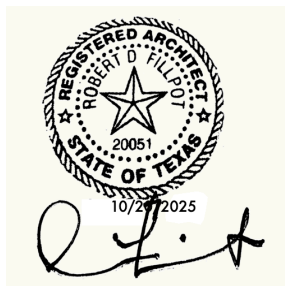
This program request requires the approval of a special use permit, and we respectfully request your consideration of this application.

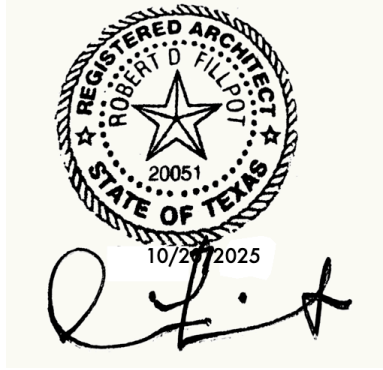
The proposed guest quarters will not require any variances by meeting the following criteria:

- Proposed impervious cover on the property is currently designed for 17%.
- The SF of the proposed guest quarters is less than 800 SF
- The proposed structure is located completely within the allowable buildable area.
- The proposed structure is partially located on slopes 35% or greater, but will be supported by piers, so that there is not any cut/fill on slopes 35% or greater.

Should you or the Board of Adjustments have any questions, please do not hesitate reaching out to discuss additional details.

Kind Regards,
Davin Fillpot, Architect
512-289-4736





YAUPON RESIDENCE

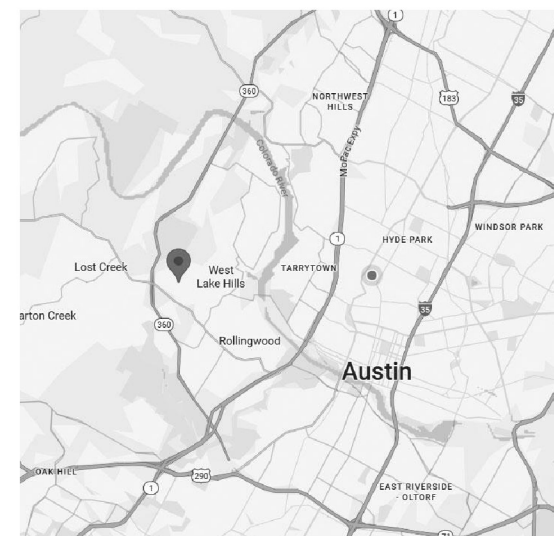
GENERAL NOTES

- THESE DRAWINGS ARE INTENDED TO BE PRINTED AT 22"X34". IF THESE DRAWINGS ARE PRINTED AT 11"X17", REDUCED THE SCALE OF THE DRAWINGS BY ONE HALF SCALE.
- WRITTEN DIMENSIONS GOVERN. DO NOT SCALE DRAWINGS.
- THE DETAILS DESIGNATED AS "TYPICAL DETAILS" APPLY GENERALLY TO THE DRAWINGS IN ALL AREAS WHERE CONDITIONS ARE SIMILAR TO THOSE DESCRIBED IN THE DETAILS.
- THESE DRAWINGS DO NOT SHOW TYPICAL DETAILING AND/OR WATERPROOFING.
- CONTRACTOR SHALL ACCEPT FULL LIABILITY FOR ANY CHANGES MADE TO THE DRAWINGS OR DESIGN WITHOUT VERIFYING WITH THE ARCHITECT.
- ACTUAL FIELD CONDITIONS MAY VARY. PRIOR TO DEMOLITION OR START OF NEW WORK, THE CONTRACTOR SHALL VISIT THE SITE AND PERFORM AN INSPECTION TO BECOME FAMILIAR WITH EXISTING FACILITIES AND AREAS SCHEDULED FOR WORK AND DETERMINE THE CONDITION OF EXISTING ELEMENTS TO BE AFFECTED AND/OR TO REMAIN. OTHER FIELD INVESTIGATIONS, AND/OR MINOR ADJUSTMENTS MAY BE REQUIRED TO COMPLETE WORK.
- SHOULD THE CONTRACTOR ENCOUNTER ANY QUESTIONS OR CONFLICTS BETWEEN EXISTING ELEMENTS TO REMAIN, NEW RENOVATIONS, THE PLANS AND/OR SPECIFICATIONS EITHER AMONG THEMSELVES OR WITH THE REQUIREMENTS OF ANY AND ALL REVIEWING AND PERMIT-ISSUING AGENCIES, THE CONTRACTOR SHALL BRING THESE CONFLICTS TO THE ATTENTION OF THE ARCHITECT. CONTRACTOR SHALL SEEK CLARIFICATION IN WRITING PRIOR TO START OF WORK, AND SHALL NOT PROCEED WITH THE WORK IF THERE ARE DISCREPANCIES, CONFLICTS, OR NONCOMPLIANCE UNTIL ALL SUCH HAVE BEEN RESOLVED.
- ANY QUESTIONS RELATED TO THE PROJECT SCOPE OF DEMOLITION AND NEW WORK, WORKING CONDITIONS SUCH AS STARTING TIME, NOISE AND VIBRATION LIMITATIONS, SHUTDOWN OF ELECTRICAL POWER OR MECHANICAL SERVICES SHOULD BE ADDRESSED TO THE OWNER FOR CLARIFICATION PRIOR TO START OF WORK. ALL WORK TO BE COORDINATED AND SCHEDULED THROUGH OWNER.
- WORK SHALL COMPLY WITH APPLICABLE LOCAL, STATE, AND FEDERAL CODES AND ORDINANCES AND STANDARD SPECIFICATIONS OF ALL AGENCIES HAVING THE RESPONSIBILITY OF REVIEWING PLANS AND SPECIFICATIONS FOR CONSTRUCTION OF ALL ITEMS PER THESE PLANS AND SPECIFICATIONS IN THIS LOCALITY. COMPLY WITH ALL RECOMMENDED PRACTICES AS SET FORTH BY THE FOLLOWING, BUT NOT LIMITED TO: ASME, SMACNA, ASHRAE, NFPA, ALL LOCAL BUILDING, MECHANICAL, AND PLUMBING CODE, NATIONAL ELECTRICAL CODE, OSHA, AND REGULATIONS OF ALL GOVERNING BODIES AS THEY APPLY TO THIS PROJECT.
- THE DESIGN AND PROVISION OF ALL TEMPORARY SUPPORTS SUCH AS BUYING BRACES, FALSEWORK, SUPPORTS AND ANCHORS FOR SAFETY LINES, CURBING, SHORING, OR ANY OTHER TEMPORARY ELEMENTS REQUIRED FOR THE EXECUTION OF THE CONTRACT ARE NOT INCLUDED IN THESE DRAWINGS AND SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. TEMPORARY SUPPORTS SHALL NOT RESULT IN THE OVERSTRESS OR DAMAGE OF THE ELEMENTS TO BE BRACED NOR ANY ELEMENTS USED AS BRACE SUPPORTS.
- THE ARCHITECT, ENGINEER OR OWNER'S REPRESENTATIVE SHALL NOT BE RESPONSIBLE FOR, OR HAVE CONTROL OF, OR CHARGE OF CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES, NOR FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK, AND WILL NOT BE RESPONSIBLE FOR THE CONTRACTOR'S FAILURE TO CARRY OUT THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS. THE ARCHITECT, ENGINEER OR OWNER'S REPRESENTATIVE SHALL NOT BE RESPONSIBLE. NOR HAVE CONTROL OF THE CONTRACTOR, SUBCONTRACTORS OR ANY OF THEIR AGENTS OR EMPLOYEES, OR ANY OTHER PERSONS PERFORMING ANY OF THE WORK.
- CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGE TO EXISTING PROPERTY BY HIS STAFF OR SUBCONTRACTORS.
- CONTRACTOR SHALL PROTECT AREAS AND SURFACES ADJACENT TO THE CONSTRUCTION AREA FROM DAMAGE AND DEBRIS. ALL AREAS TO CLEAN AND SERVICEABLE AT THE COMPLETION OF DEMOLITION, PRIOR TO COMMENCEMENT OF NEW CONSTRUCTION.
- THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES OR STRUCTURES AT THE SITE. INTERRUPTION OF UTILITY SERVICES IS NOT PERMITTED WITHOUT FULL COORDINATION WITH OWNER. SOME AREAS MAY REQUIRE WORK ON WEEKENDS OR SPECIAL SHUTDOWNS AS DIRECTED AND SEQUENCED BY OWNER.
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNER OF ALL UTILITIES OR STRUCTURES CONCERNED BEFORE STARTING WORK. WHEN ANY EXISTING UTILITY REQUIRES ADJUSTMENT OR RELOCATION, THE CONTRACTOR SHALL NOTIFY THE PROPER UTILITY SERVICE AND COORDINATE HIS WORK ACCORDINGLY. THE CONTRACTOR SHALL NOTIFY THE PROPER UTILITY IMMEDIATELY UPON BREAK OR DAMAGE TO ANY UTILITY LINE OR APPURTENANCE, OR THE INTERRUPTION OF THEIR SERVICE. IF EXISTING UTILITY CONSTRUCTION CONFLICTS WITH PROJECT REQUIREMENTS, CONTRACTOR SHALL NOTIFY OWNER SO THE CONFLICT MAY BE RESOLVED.
- ANY REFERENCE TO SPECIFIC MANUFACTURER'S PRODUCTS IS FOR THE PURPOSE OF ESTABLISHING A STANDARD FOR PERFORMANCE, PATTERNS, COLORS AND TEXTURES. IT IS NOT INTENDED TO LIMIT SELECTIONS OF EQUAL PRODUCTS FROM OTHER MANUFACTURERS.
- ALL WOOD FRAMING TO BE TREATED WITH BORATE FOR A MINIMUM OF 3 FEET ABOVE THE FOUNDATION. INSTALL A MECHANICAL - BARRIER TERMITE CONTROL SYSTEM.
- CABINET MATERIALS AND ADHESIVES TO HAVE NO ADDED UREA-FORMALDEHYDE. INTERIOR PAINTS TO BE LOW VOC.
- FOR CLARITY, NOT ALL EQUIPMENT, DUCTWORK, PIPING, PANELS, CONDUIT, ETC. MAYBE SHOWN IN EACH VIEW.
- CONTRACTOR SHALL HOOK-UP ALL OWNER PROVIDED APPLIANCES AND VERIFY THEY FUNCTION PROPERLY.
- 2024 IRC WITH CITY AMMENDMENTS
- SMOKE DETECTORS SHALL BE INSTALLED PER 2021 IRC R314
- CARBON MONOXIDE DETECTORS SHALL BE INSTALLED PER 2021 IRC R315
- HANDRAILS SHALL BE INSTALLED PER 2021 IRC R311
- GUARDRAILS SHALL BE INSTALLED PER 2021 IRC R312
- *This project will meet the requirements of the 2024 International Wildland/Urban Interface Code with amendments and will be constructed to the WUI Proximity Zone C. Ignition-Resistant requirements of the code. Please Detail Sheet A.1.3 for construction requirements and material to be used.*

INFO

1201 YAUPON VALLEY				DATE
LOT SIZE				54927
SITE DEVELOPMENT INFORMATION				11/23/2025
	EXISTING SF	EXISTING SF TO REMAIN	NEW SQ FT	TOTAL SQ FT
1ST FLOOR	0	0	4964	4,964.0
GUEST/STUDY	0	0	572	572.0
LOWER LEVEL	0	0	2029	2,029.0
Total Gross Building Area	0	0	7565	7,565.0
Garage	0	0	745	745.0
Covered Patio/Porch	0	0	521	521.0
Driveway	0	0	1654	1,654.0
Sidewalks	0	0	0	0.0
Uncovered Patio	0	0	209	209.0
Pool/ Water feature Surface	0	0	1170	1,170.0
AC pads/ Pool equipment	6	0	38	38.0
Landscape planters	0	0	52	52.0
Wood Deck at 50%	0	0	624.5	624.5
Retaining Wall	0	0	32	32.0
Impervious cover Information	6	0	9385	9,385.0

LOCATION



SHEET LIST

NUMBER	SHEET NAME	Current Revision Date
A0.0	COVER SHEET	
A1.0	SITE PLAN	
A2.0	FOUNDATION LAYOUT	
A2.1	FOUNDATION LAYOUT	
A3.0	DIMENSIONS PLAN	
A3.1	DIMENSIONS PLAN	
A3.2	DIMENSIONS PLAN	
A4.2	RCP/POWER LEVEL -1	
A5.0	ROOF PLAN	
A6.0	EXTERIOR ELEVATIONS	
A6.1	EXTERIOR ELEVATIONS	
A7.0	SECTIONS	
A8.0	SCHEDULES	
A8.1	SCHEDULES	

CLST

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PREL CD SET

YAUPON RESIDENCE

COVER SHEET

ISSUE DATE: 11/23/2025

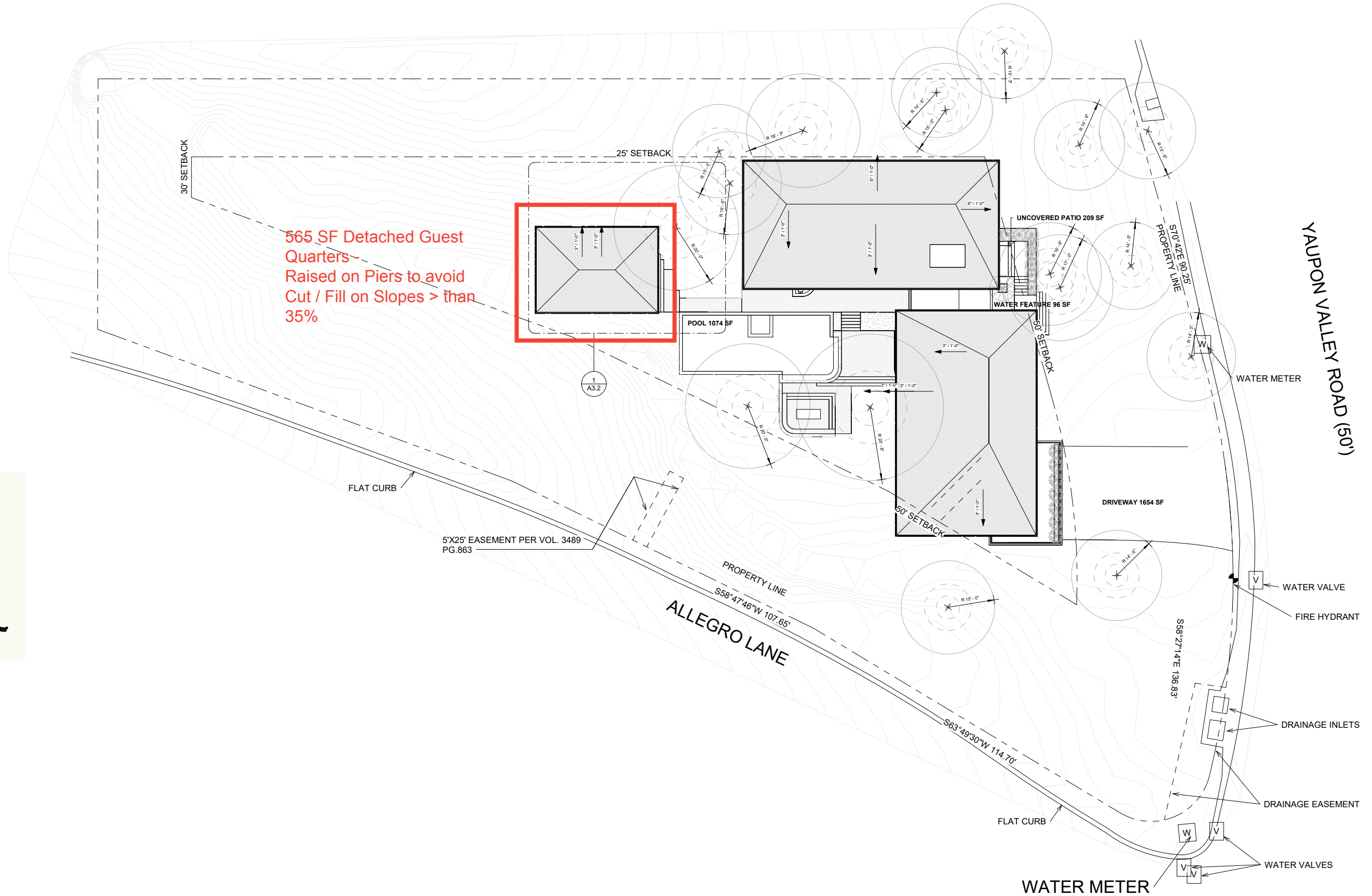
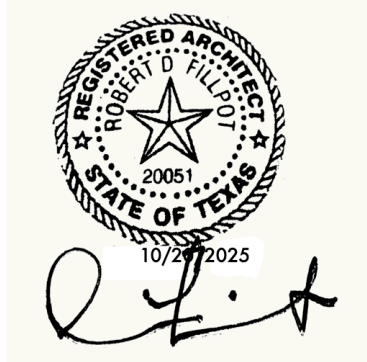
PROJECT NUMBER: -

1201 YAUPON VALLEY

A0.0

GENERAL NOTES - SITE PLAN

- DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS GOVERN.
- VERIFY EXISTING SITE CONDITIONS AND REPORT TO ARCHITECT ANY DISCREPANCIES BETWEEN ACTUAL FIELD CONDITIONS AND THESE PLANS PRIOR TO COMMENCING WORK.
- ALL NEW SIDEWALKS TO HAVE MAX 1:20 GRADE WITH CROSS SLOPE TO DRAIN AT 1/4" PER FOOT. SEAL CONCRETE AND PROVIDE A BROOM FINISH UNLESS OTHERWISE NOTED.
- CONTRACTOR TO TIE INTO EXISTING UTILITIES. SOME UTILITIES MAY REQUIRE UPGRADING. CONTRACTOR TO VERIFY, VERIFY METER & UTILITY SERVICE LOCATIONS PRIOR TO INSTALLATION.
- CONTRACTOR TO UTILIZE TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES AS REQUIRED BY CODE.
- PROVIDE TREE PROTECTION FOR ALL TREES NOT MARKED FOR REMOVAL.
- SELECTIVELY CLEAR OR PRUNE ANY UNWANTED TREES OR THOSE IMPEDING CONSTRUCTION WITH CONSENT OF OWNER. COORDINATE REMOVAL AND DISPOSAL OF UNWANTED TREES AND OTHER LANDSCAPING MATERIALS WITH OWNER.
- PROVIDE NEW GUTTERS AND DOWNSPOUTS TO DRAIN ON SITE. DOWNSPOUTS TO DRAIN AWAY FROM BUILDING.
- ENSURE ALL GRADING SLOPES AWAY FROM BUILDING FOR AT LEAST 10'-0".
- CONTRACTOR TO STORE ALL NEW MATERIALS IN DRY AND SECURE LOCATION ON SITE AS SPECIFIED BY OWNER.
- EXTERIOR HVAC EQUIPMENT SHALL BE SCREENED IN COMPLIANCE WITH ANY CITY OF AUSTIN REGULATIONS AND/OR LOCAL DEED RESTRICTIONS.
- PROVIDE CONTROL AND EXPANSION JOINTS AS REQUIRED ON CONCRETE DRIVES, WALKS & PATIOS.
- THE DESIGN OF THE RETAINING WALL MEETS 2015 INTERNATIONAL BUILDING CODE.
- THE HOMEOWNER WILL BE RESPONSIBLE FOR RETAINING WALL MAINTENANCE AND CLEANING OF WEEP HOLES.
- ALL SITE CALCULATIONS ARE TO EXTERIOR MATERIALS



1 A- SITE PLAN
1/16" = 1'-0"

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PREL CD SET YAUPON RESIDENCE SITE PLAN

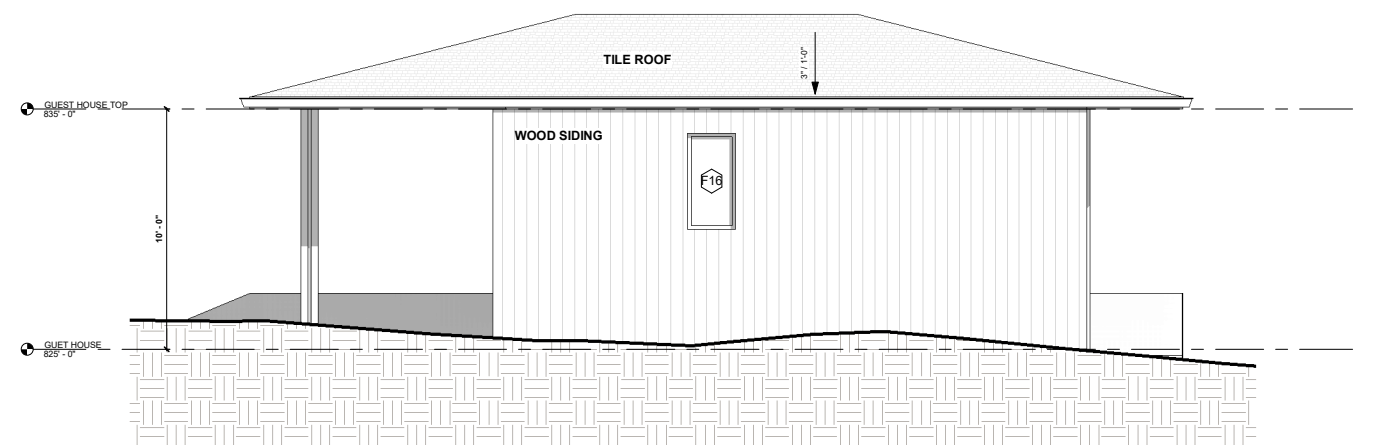
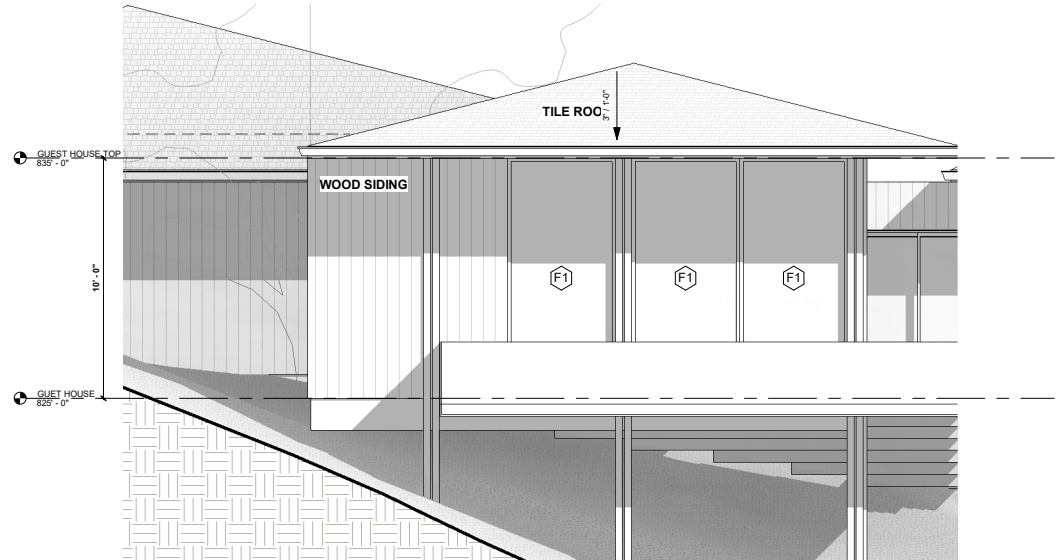
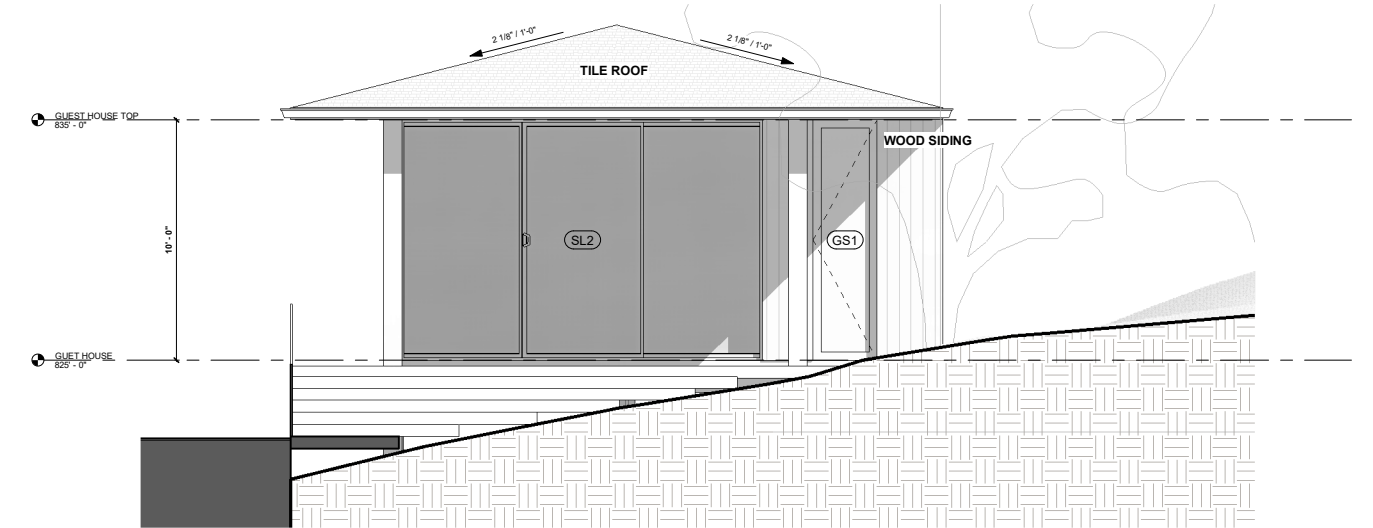
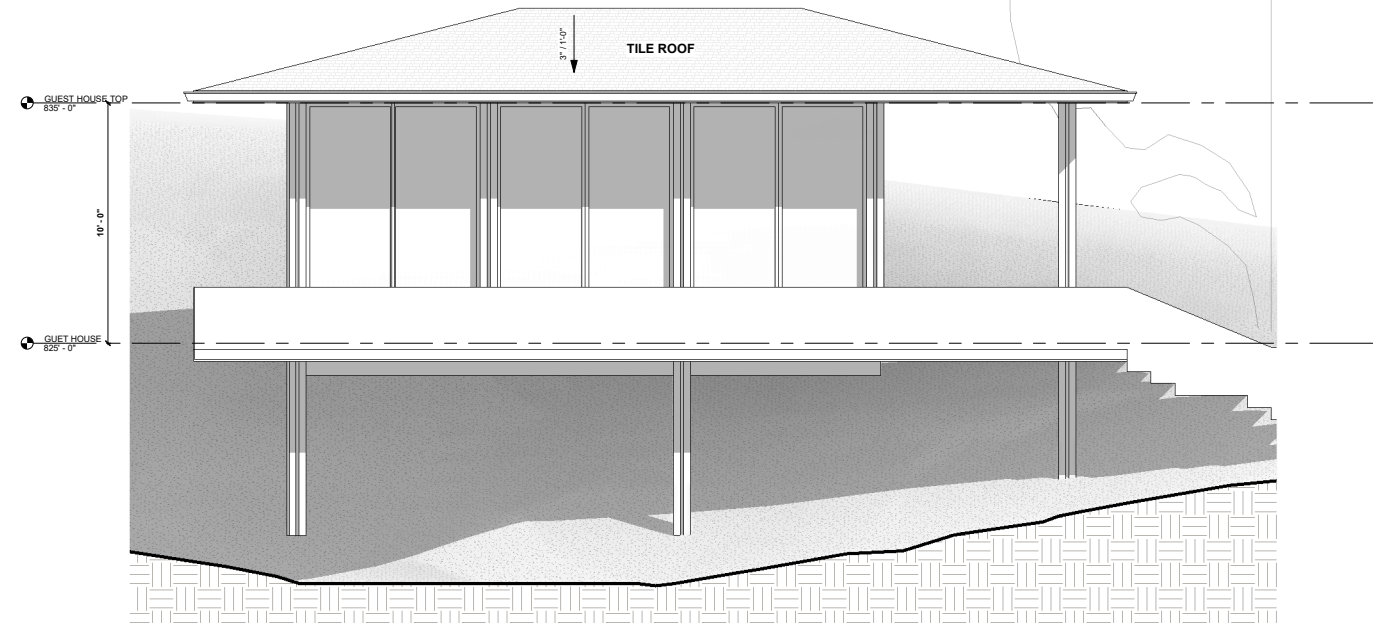
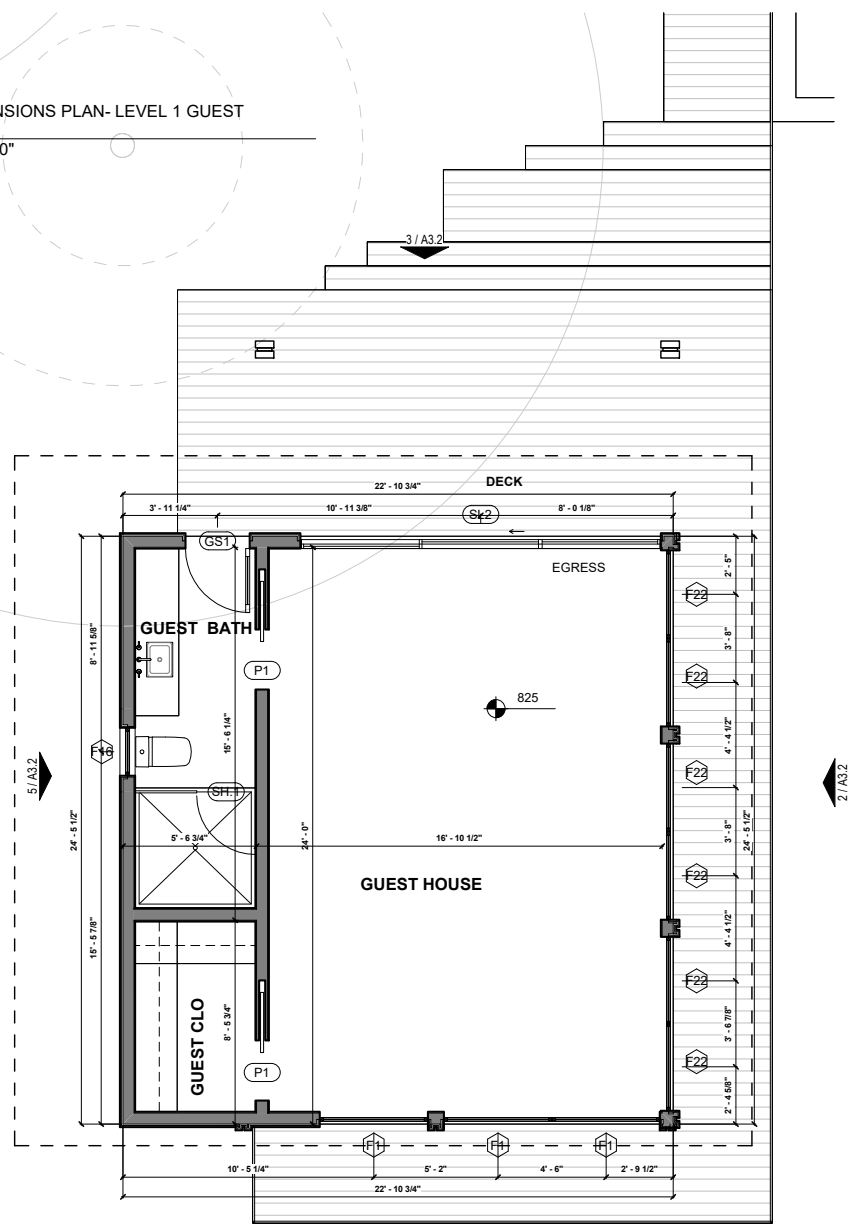
ISSUE DATE: 11/23/2025

PROJECT NUMBER: 1201 YAUPON VALLEY A1.0

A- DIMENSIONS PLAN- LEVEL 1 GUEST HOUSE
 1/4" = 1'-0"



R. Filipp



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PREL CD SET

ISSUE DATE: 11/23/2025

PROJECT NUMBER: -

YAUPON RESIDENCE

1201 YAUPON VALLEY

DIMENSIONS PLAN

A3.2





SPECIAL USE PERMIT APPLICATION

Brief description of proposed project:

565 SF Detached Guest Quarters - No Variances Required

GENERAL CRITERIA APPLICABLE TO ALL SPECIAL USES (§ 38.04.033)

Provide a brief statement of how the proposed special use will comply with all the following criteria:

(1) The appearance, size, density and operating characteristics of the proposed special use are compatible with the surrounding neighborhood and uses;

The proposed 565 SF Detached Guest Quarters will be located behind the house in the woods and will not be visible from the street. Proposed IC for this property, incl the guest quarters is only at 17.8%.

(2) The proposed use will not have an adverse effect on the value of surrounding properties or impede their proper development;

The proposed guest quarters will not have an adverse affect on surrounding properties because it is a single storey structure less 570 SF, and permitted by code if it were connected by a air conditioned hallway - instead it is connected by an exterior deck from the main house

(3) The proposed use will not create a nuisance factor or otherwise interfere with a neighbor’s enjoyment of the neighbor’s property or operation of the neighbor’s business;

The guest quarters is intended just for that purpose. To give visiting guests a place to stay on the property that is secluded in the woods

(4) The traffic that the proposed use can reasonably be expected to generate on existing streets will not create or add significantly to congestion, a safety hazard, or a parking problem in the area, nor will it disturb the peace and quiet of the neighborhood; and

There will be no traffic impact as there is plenty of off street parking available.

(5) The proposed use shall comply with all other applicable ordinances and regulations.

This guest quarters will not trigger any variances.

SPECIAL USE PERMIT 157-2026-A

A PERMIT SETTING FORTH THE CONDITIONS UNDER WHICH A SPECIAL USE PERMIT SHALL BE PERMITTED AND AUTHORIZING THE CITY ADMINISTRATOR TO NOTE THE CHANGE ON THE OFFICIAL ZONING MAP OF THE CITY.

WHEREAS, 1201 Yaupon, LLC (Davin Fillpot, Authorized Agent), owner of the herein described parcel of land at 1201 Yaupon Valley Road, has requested a Special Use Permit for a guest quarters; and

WHEREAS, the notice as required by Section 38.04.032 of the West Lake Hills Code of Ordinances has been given to adjacent property owners; and

WHEREAS, Public Hearings have been held by the Board of Adjustment as required by law; and

WHEREAS, there has not been a valid objection in the Public Hearings or a written protest submitted against the proposed Special Use Permit; and

WHEREAS, the Board of Adjustment find that the application for Special Use Permit meets the requirements of Sections 38.03.032 and 38.04.031 of the West Lake Hills Code; and

WHEREAS, the Board of Adjustment at its Public Hearing finds that the Special Use Permit on the herein described parcel is not against the public interest;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ADJUSTMENT OF THE CITY OF WEST LAKE HILLS, TEXAS:

Article 1. The legal description of said parcel of land is as follows:

Stonehedge Estates, Block V, Lot 1

Article 2. The permit is granted under the following general terms and conditions:

1. The appearance, size, density and operating characteristics of the proposed special use are compatible with the surrounding neighborhood and uses;
2. The proposed use will not have an adverse effect on the value of surrounding properties or impede their proper development;
3. The proposed use will not create a nuisance factor or otherwise interfere with a neighbor's enjoyment of the neighbor's property or operation of the neighbor's business;
4. The traffic that the proposed use can reasonably be expected to generate on existing streets will not create or add significantly to congestion, a safety hazard, or a parking problem in the area, nor will it disturb the peace and quiet of the neighborhood; and
5. The proposed use shall comply with all other applicable ordinances and regulations; and
6. The guest quarters shall be located on the same lot as the principal dwelling and used for habitation of guests of the primary residence; and
7. The quarters cannot exceed 800 square feet in size, shall contain only one bedroom, and cannot be located on a lot less one acres in size.

Article 3. The duration of this Special Use Permit shall be for two (2) years from the effective date hereon. The permit shall lapse if the use has not commenced (or construction commenced) within one year of the date the permit was issued.

Article 4. This Special Use Permit may be renewed for two (2) year periods at the discretion of the City Administrator provided no written complaints have been received during the use period. When complaints have been registered, the applicant can seek renewal approval from the Board of Adjustment.

Article 5. This Special Use Permit for a domestic employee quarters is granted to 1201 Yaupon, LLC, property owner, at 1201 Yaupon Valley Road.

Article 6. This Special Use Permit is not transferable to another person or another parcel of land.

Article 7. The Board of Adjustment after notice and Public Hearing, may revoke this Special Use Permit for one or more of the following reasons:

1. A substantial violation of any of the plans, terms, general or special conditions, and limitations applicable to this Special Use Permit;
2. A substantial violation of any applicable ordinance or regulation;
3. Operation or maintenance of the special use in a manner that is detrimental to the public's health or safety, or so as to constitute a nuisance; or;
4. Discontinuance of the use.

Article 8. The staff report presented on January 14, 2026 along with any supporting correspondence and documents, and marked as Exhibit "A" attached hereto are incorporated herein by reference for all pertinent purposes.

Article 9. The City Administrator is hereby authorized and shall promptly note the change on the Official Zoning Map of the City of West Lake Hills, Texas. The Zoning Map shall indicate that there is a Special Use Permit for 1201 Yaupon Valley Road.

Article 10. This Special Use Permit shall become effective upon approval of the Board of Adjustment.

PASSED AND APPROVED this 14th day of January, 2026.

James Vaughan, Chair
Board of Adjustment
City of West Lake Hills, Texas

ATTEST:

Terry Blanchard, City Secretary

I/We acknowledge receipt of this SUP and agree to abide by its terms and conditions.

Representative for 1201 Yaupon LLC

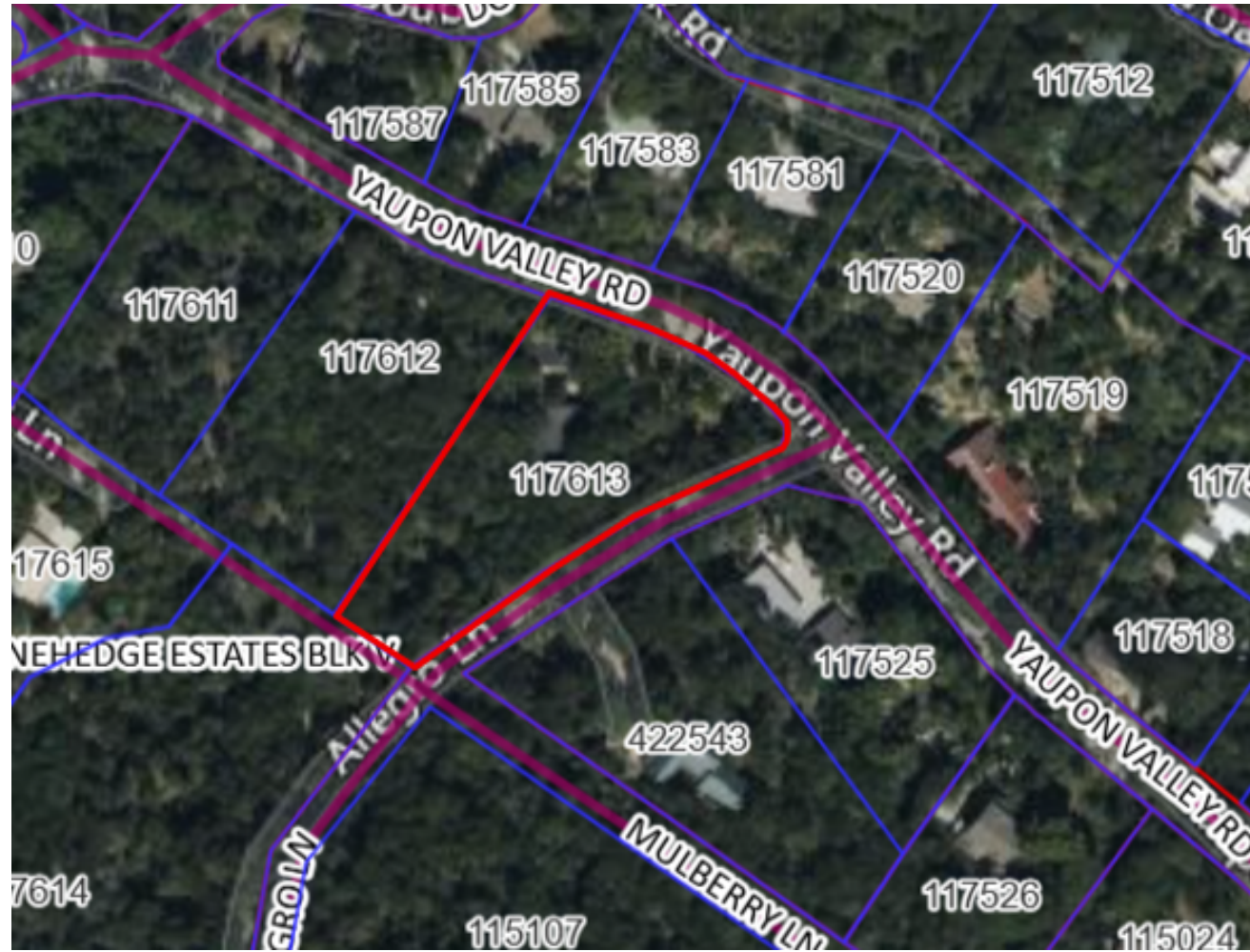
1201 Yaupon Valley Road

4. Discuss and consider action on Special Use Permit 157-2026-A for a guest quarters (Section 38.03.032 of the West Lake Hills Code).

Applicant: Davin Fillpot, Architect LLC



1201 Yaupon Valley Rd

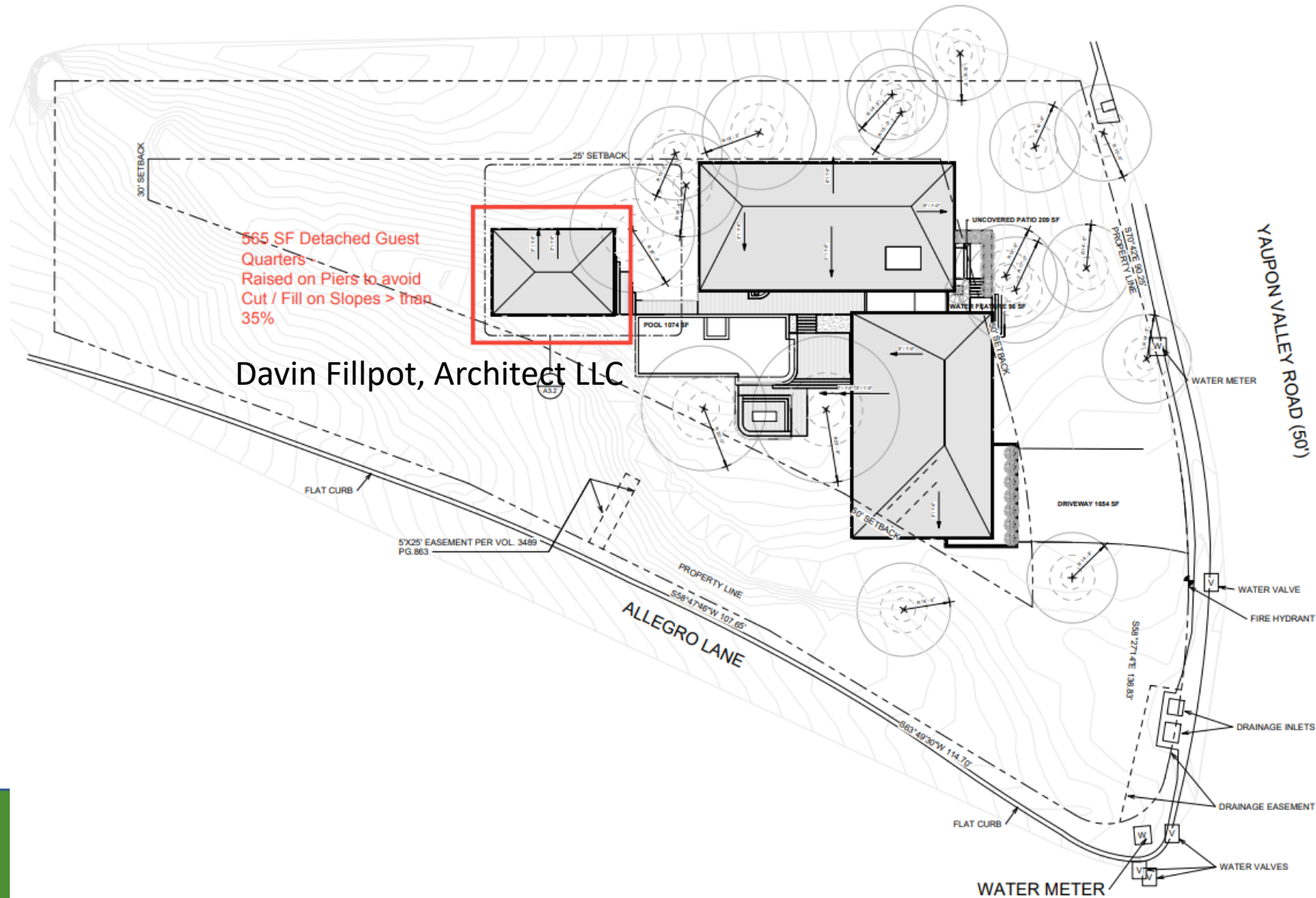


1201 Yaupon Valley Rd

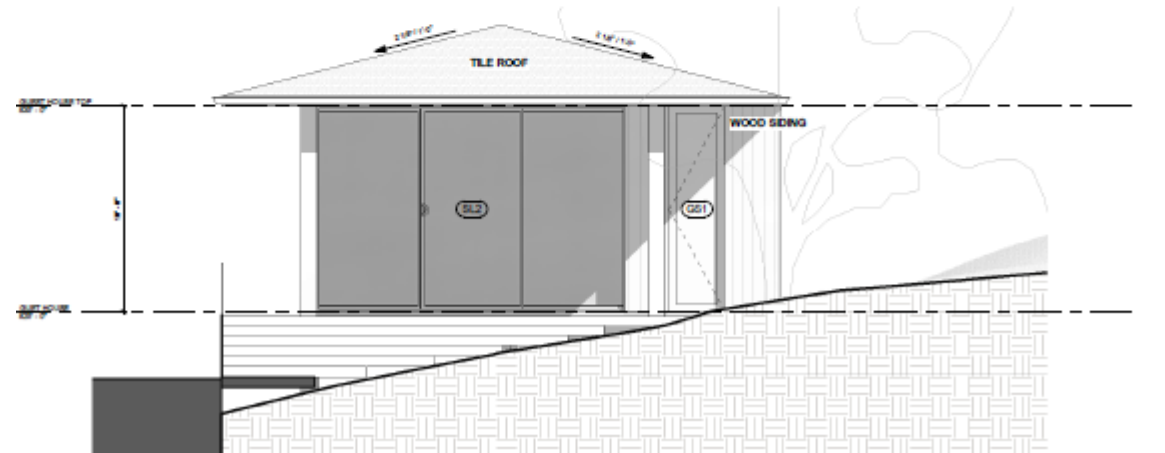
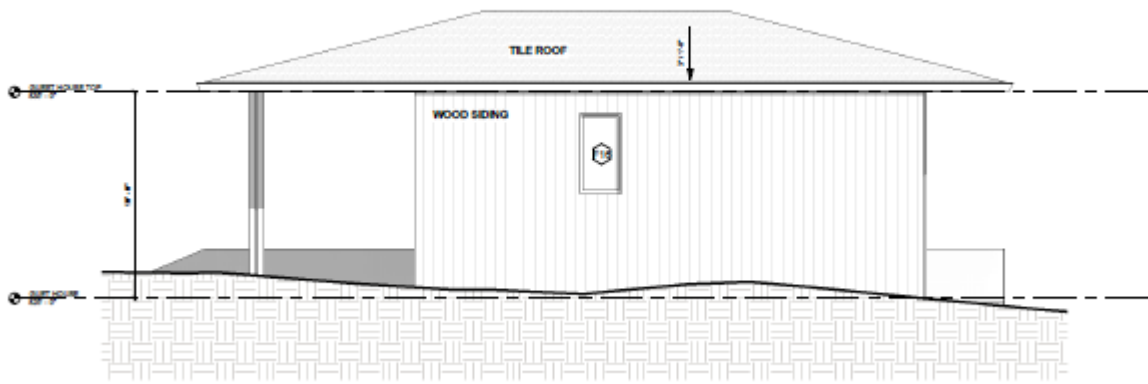
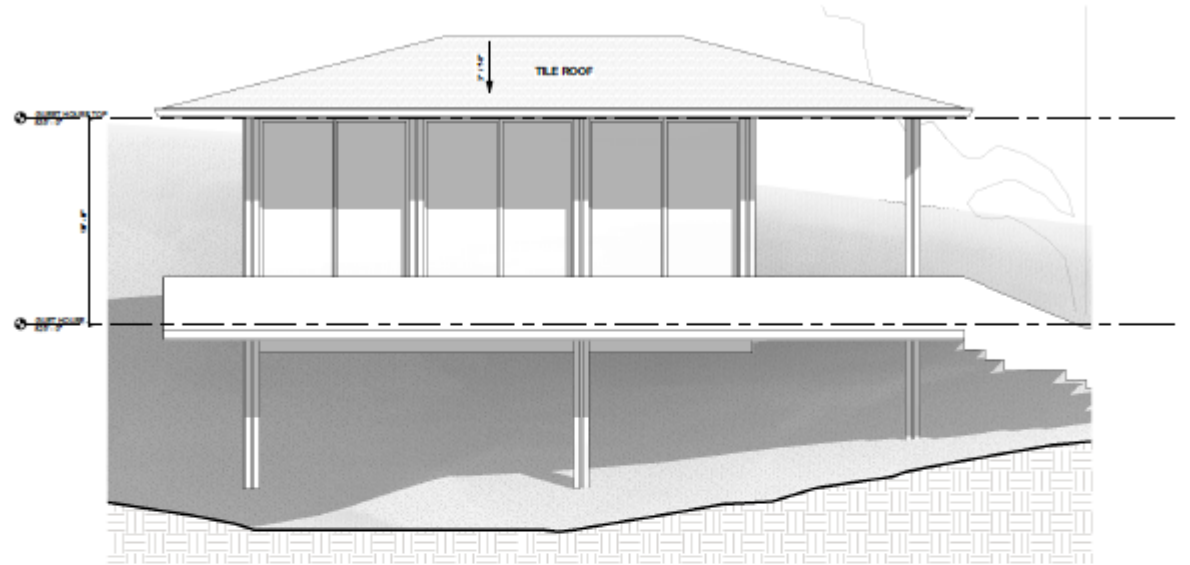
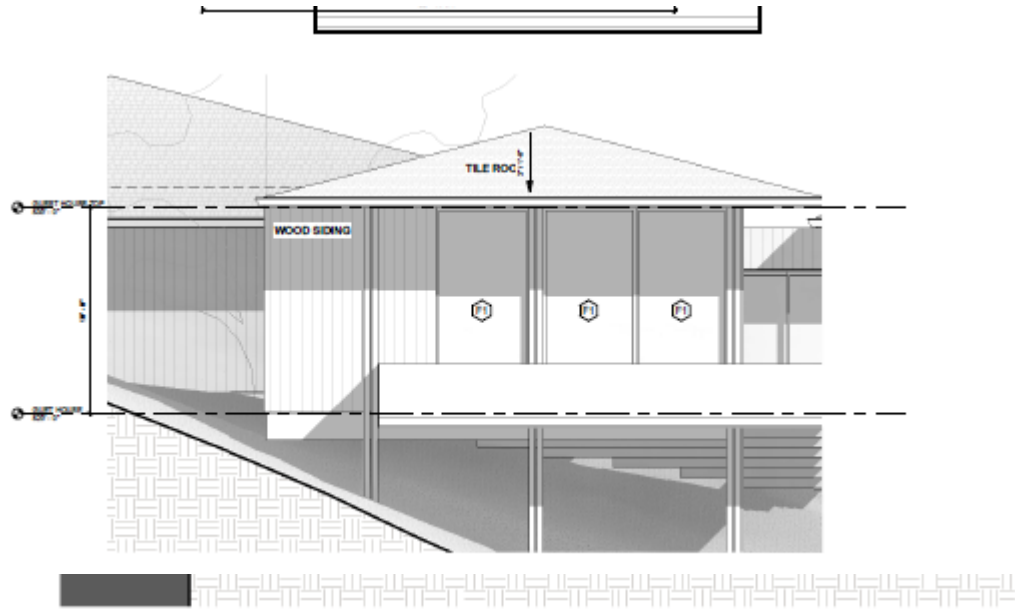
- Request is for a SUP for a 565 square foot accessory guest quarters.
- Applications for demolition and new residential construction are under review.

1201 Yaupon Valley Rd

Site Plan



1201 Yaupon Valley Rd



1201 Yaupon Valley Rd

- 1) The appearance, size, density and operating characteristics of the proposed special use are compatible with the surrounding neighborhood and uses;
- 2) The proposed use will not have an adverse effect on the value of surrounding properties or impede their proper development.
- 3) The proposed use will not create a nuisance factor or otherwise interfere with a neighbor's enjoyment of the neighbor's property or operation of the neighbor's business.
- 4) The traffic that the proposed use can reasonably be expected to generate on existing streets will not create or add significantly to congestion, a safety hazard, or a parking problem in the area, nor will it disturb the peace and quiet of the neighborhood; and
- 5) The proposed use shall comply with all other applicable ordinances and regulations.

1201 Yaupon Valley Rd

- Staff recommends approval of the special use permit.
- Public Comment:
 - No comment have been received.
- Special Use Permits are not reviewed by ZAPCO.