



CITY OF WEST LAKE HILLS, TEXAS  
NOTICE OF ZONING & PLANNING COMMISSION (ZAPCO) REGULAR MEETING  
Wednesday, January 21, 2026 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 21st day of January 2026 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 January 21, 2026.

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 November 14, 2025 Zoning and Planning Commission Workshop Minutes
  - b. Approval of the November 19, 2025 Zoning and Planning Commission Meeting minutes
  - c. Approval of the January 7, 2026 Zoning and Planning Commission Workshop Minutes

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

4. **Public Hearing 109 Swiftcurrent Trl.:** Discuss and consider a recommendation to the City Council on variances for a fence:
1. To allow for a fence encroachment into the 30-foot front-yard fence setback (Section 22.03.173(d)(6)(B)(ii)).
  2. To allow for the placement of fence posts within the ½ and ¼ critical root zones of protected trees (Section 22.03.3052 (b)).

Applicant: Sara Charles, Property Owner

5. **Public Hearing 4904 Old Bee Cave Rd.:** Discuss and make recommendations to City Council on the following variances for a fence:
1. To allow for a fence encroachment into the 30-foot front-yard fence setback (Section 22.03.173(d)(6)(B)(ii)).
  2. To allow for the installation of a fence that does not allow 80% visibility through the fence (Section 22.03.173(d)(6)(A)(i)).
  3. To allow for a fence without the required minimum 80% landscaping screening (Section 22.03.173(d)(6)(A)(i)).
  4. To allow for the installation of a fence with a height of 7 feet above natural grade (Section 22.03.173(d)(9)(A)).

Applicant: Dylan Freytag, Property Owner

6. **Public Hearing 116 Skyline Dr.:** Discuss and make a recommendation to City Council on the following variances for a fence:
1. To allow for the installation of a fence without required landscaping visibly screening a minimum of 80% of the fence between the street and fence (Section 22.03.173 (d)(6)(A)(i)).
  2. To allow for the installation of a fence that does not allow 80% visibility through the fence (Section 22.03.173 (d)(6)(A)(i)).

Applicant: Brian Sharples, Property Owner

7. **Public Hearing 1100 Block of Kennan Rd.:** Discuss and make a recommendation to City Council on a variance request to reduce the extent of the tree survey requirement for the entirety of a property for a new construction on an undeveloped lot (Section 22.03.304(b)(1)).

Applicant: Paula Ables, Designer/Owner Representative

8. **Public Hearing 701 S Capital of Texas Highway Suite A050 (Sweetgreen):** Discuss and make recommendations to City Council on the following variances:

- a. For the installation of a wall sign exceeding the maximum 10-foot length (Section 32.03.009 (2) West Lake Hills Code).
- b. For the installation of a second sign for a restaurant with square footage of less than 5,000 square feet (Section II.B.1, Village at Westlake Uniform Signage Criteria)

Applicant: Jesus Sanchez, Santech Signs, LLC

9. **Public Hearing 603 Spurlock Valley Rd.:** Discuss and make a recommendation to the Board of Adjustment on a variance to install a new septic tank encroaching on the 30-foot front building setback (Section 22.03.276 and Section 22.03.281)

Applicant: James Kuykendall, Sunset Construction & Excavation

10. **Public Hearing 300 Block of Laurel Valley Rd.:** Discuss and make recommendations on proposed variances:

1. Allow for a driveway height greater than 6 feet above natural grade (Section 22.03.175(e)(1))
2. Allow building height greater than 32 feet above natural grade on a slope of 25% or greater (Section 22.03.279(b))
3. Encroach 20 feet into the platted 50-foot front building setback along Yaupon Valley Road (Section 22.03.281)
4. Encroach 15 feet into both 25-foot side setbacks (Section 22.03.281)
5. Allow fills up to 15 feet where the maximum allowed is 6 feet on slopes of less than 35% (Section 22.03.170(b) – Drainage and Erosion Control Design Manual Section 7.4.1)
6. Allow for grading in areas of slopes greater than 35% where none is allowed (Section 22.03.170(b) – Drainage and Erosion Control Design Manual Section 7.4.1)
7. Allow grading greater 18 inches within setbacks (Section 22.03.170(f)).

Applicant: Matt Garcia, Matt Garcia Design

11. **Public Hearing 300 Block of Laurel Valley Rd.:** Discuss and make recommendations to City Council on a proposed variance:

Allow replacement trees for unpermitted removals to be planted at the end of the project, more than 601 days since final order (Section 22.03.304(c)(5)).

Applicant: Matt Garcia, Matt Garcia Design

12. 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 January 21, 2026 Zoning & Planning Commission Meeting was posted on the bulletin board at the Municipal Building, 4010 Bee Cave Road, West Lake Hills, Texas on Wednesday, January 14, 2026 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).*