

City of West Lake Hills

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

Wednesday, November 19, 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: Present
 5. Commissioner Patrick Stewart: Present
 6. Commissioner Laurie Maccini: Present

2. **Citizen Communications:**

- a. **Laurie Maccini:** Spoke as citizen in memory of Randy Lee and his contributions to the City of West Lake Hills

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 October 15, 2025 Zoning and Planning Commission Meeting minutes
- b. Report of previous ZAPCO cases acted on by the BOA/City Council
- c. Recommendation to City Council for the adoption of 2026 submittal calendars for variances, zoning, subdivision, and special use permit applications

Action: Commissioner Bartoletti moves for approval of the Consent Agenda

- i. Commissioner Webber Seconds
- ii. Motion carries unanimously (4 – 0)
 - Commissioner Pledger abstains

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

A. Staff Report:

- a. Director Bills describes fence that was installed partially within the City's Right-of-Way without permits and requests for variances for encroachment on the front setback and on the critical root zone of protected trees
 - i. Commissioner Webber: would the fence be required to move out of the Right-of-Way if the variance were approved
 - 1. Director Bills: Yes

B. Public Comments

- a. Sara Charles – applicant
 - i. Spoke in favor of variance request
- b. Francisco Rios – Neighbor
 - ii. Spoke in opposition to the variance
- B. Mike Haberman - Neighbor
 - i. Spoke in opposition to the variance
 - ii. Read portions of letter from Rob Harrison also in opposition

C. Discussion:

- c. Pledger: Asks applicant about fence in ROW
 - i. Applicant was not aware the fence was in the ROW
 - ii. Applicant requests postponement

D. Action: Commissioner **Bartoletti** moves that variance request be postponed to the January 21, 2026 ZAPCO meeting at the applicant's request

- i. Commissioner **Pledger** Seconds
- ii. Motion carries unanimously (5-0)

The item is postponed and will be considered at the regular ZAPCO meeting on January 21, 2026.

5. **Public Hearing 704 Laurel Valley Dr.:** Discuss and consider a recommendation to the Board of Adjustment 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

A. Staff Report:

- a. Director Bills describes request for grading on slopes in excess of the maximum grading allowed by code

B. Public Comments:

- a. Michael Woodland – Alterstudio architecture
 - i. Described the proposed project and the variance requests

C. Discussion:

- a. Commissioner Webber: Has applicant explored raising floorplate of garage to minimize cut?
 - i. Michael Woodland: Client wants the house to be designed to age in place and keep garage at same level of house
- b. Commissioner Webber: Are trees at West of property impacted by proposed wall?
 - i. Michael Woodland: Trees should not be impacted
- c. Commissioner Webber: Have applicants considered moving entire house East
 - i. Michael Woodland: Existing retaining walls create grade change making heights difficult
- d. Commissioner Webber: 11-ft ceiling heights seem to drive part of request
- e. Commissioner Maccini: Is this request too early in the process?
- f. Chair Meisel: We don't want to grant variances that result in requirements for future variances
- g. Commissioner Webber: Would like to see disturbance dimension, not just final wall location.
- h. Commissioner Meisel: 2-car instead of 3-car garage would remove need for variance

D. Action:

- a. Commissioner Webber: moves that the commission forward the variance requests to the Board of Adjustment with a recommendation of denial based on a lack of hardship, as the 3-car garage is a design-driven feature driving the requested variance, and that any variance ultimately granted by BOA should be conditional to adequate tree protection.
 - i. Commissioner Pleger seconds
 - ii. Motion carries unanimously (5-0)

The recommendation will be forwarded to the Board of Adjustment for consideration at the regular meeting on December 10, 2025

6. **Public Hearing 803 Loma Linda Dr.:** Discuss and consider a recommendation to the Board of Adjustment 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

A. Staff Report:

- a. Director Bills describes the request for variance for unpermitted walls in the in the front and side building setback, as well as variances related to the reconstruction of a previously existing non-conforming house damaged in a fire.

B. Public Comments:

- a. Bill Roesch
 - a. Described the proposed project, prior conditions of site, and the fire damage
- b. Santiago Montoya: Neighbor
 - a. Spoke in support of the variance requests
- c. Mark Blumenthal
 - a. Spoke in support of the variance requests

C. Discussion:

- a. Chair Meisel:
 - i. This is not a design driven issue – fire forced the issue of the 50%
 - ii. Not as clear on the cut/fill issue
- b. Commissioner Stewart: Would the walls be taken into account in the drainage plan?
 - i. Director Bills: Yes
- c. Commissioner Maccini asks about retaining walls in right-of-way
 - i. Director Bills: If height of walls in the ROW changed, it would require a license to encroach

- d. Meisel: we have photographic evidence that they have flooding issues in the yard.

D. Action: Commissioner Pledger moves that the variances be forwarded to the Board of Adjustment with a recommendation of approval with the condition that the applicant demonstrates that the walls in the setback are for the purpose of mitigation of flooding in the yard.

- i. Commissioner Bartoletti Seconds
- ii. Motion Carries unanimously (5-0)

The recommendation will be forwarded to the Board of Adjustment for consideration at the regular meeting on December 10, 2025

- 7. **Staff Report:** Discussion and possible action on a recommendation to City Council on the 2026 Street Maintenance projects.

A. Staff Report:

- a. Director Bills describes the proposed projects for the 2026 Street Maintenance projects

B. Public Comment:

- a. None

C. Discussion:

- a. Chair Meisel requests that Reveille receive center and edge striping, as well as signs related to parking along Reveille
- b. Commissioner Pledger expressed that the seal coat process on Madrone Road took too long to dry and had damage from residents driving on it before it was dry.
- c. Commissioner Maccini asked if the level of the top of the pavement would increase with the mill and overlay
 - 1. Bills stated that mill and overlay would keep the pavement at the same height.
- d. Commissioner Bartoletti asked about projects for Terrace Mountain
 - 1. Bills stated that sections from the bond projects that were not completed, as well as from the 2017 Drainage Master Plan would be reviewed and incorporated as appropriate. Some work was not addressed due to lack of easements to complete the work.

D. Action:

- a. None taken

- 8. **Adjournment** – Chair Robert Meisel

Chair Meisel adjourns the meeting at 8:23 pm

APPROVED:



Robert Meisel, Chair

ATTEST:



Joel Sherrouse, Development Coordinator

These minutes were approved on January 21, 2026.