



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, February 11, 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 11th day of February 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 February 11, 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. Consent Agenda All Consent Agenda items listed are considered to be routine by the Board and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Board Member.
 - a. Approval of the January 14, 2026 Regular Meeting Minutes.
4. Land Use 603 Spurlock Valley Road - Discuss and consider action on a recommendation from ZAPCO 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.

5. Adjournment

Approved by: James Vaughan, Chair

Certificate

I certify that the above Notice of the February 11, 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, February 5, 2026 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Jennifer C. Bills, Director of Building & Development

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. City Council 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, January 14, 2026 at 7:00 PM

1. Call to Order

With a quorum present, Vice Chair Plunkett called the meeting to order at 7:04 p.m.

BOARD MEMBERS PRESENT:

Brian Plunkett - Vice Chair
Gordon Bowman
Dana Harmon
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes
Asst. City Attorney Natalie Thamm

Meeting was suspended at 7:05 p.m.

Meeting was reconvened at 7:08 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.

Vice Chair Plunkett opened the meeting for public comments. Cari Walker thanked the Board of Adjustment/City Council members for their service to the community. **Hearing no further comments, the public comment section was closed.**

3. Administration Discuss and consider action on the approval of the December 10, 2025 Regular Meeting Minutes.

MOTION: Upon a motion made by Board Member Walker and a second by Board Member Harmon, the Board voted five (5) for and none (0) opposed to approve the minutes as presented. Motion carried.

4. Land Use 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

Director Bills gave a brief summary. Vice Chair Plunkett opened the Public Hearing at 7:14 p.m. No comments were received. The Public Hearing was closed at 7:15 p.m.

The Board convened into Executive Session at 7:15 p.m.

The Board reconvened in Open Session at 7:25 p.m.

MOTION: Upon a motion made by Board Member Walker and a second by Board Member Bowman, the Board voted five (5) for and none (0) opposed to approve the Special Use Permit as presented. Motion carried.

5. Adjournment

MOTION: Upon a motion made by Board Member Walker and a second by Board Member Bowman, the Board voted five (5) for and none (0) opposed to adjourn the meeting at 7:26 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

City Secretary

These minutes were approved on February 11, 2026.



City of West Lake Hills
Board of Adjustment

AGENDA REPORT

Meeting Date:	January 21, 2026	Item Number:	4
Department:	Building & Development		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

603 Spurlock Valley Rd.: Discuss and consider action on a recommendation from ZAPCO for 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

Recommendation

Discuss and consider if the following conditions are fulfilled.

The applicant has established by competent evidence that:

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.
2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.

The Board of Adjustments, in performing their respective duties in reference to applications for variances, may be guided by the interpretative criteria listed in the variance criteria in the report.

The findings of fact as alleged by the applicant are attached in Exhibit A.

This item was considered by ZAPCO at the January 21, 2026, meeting. The Commission recommended denial of the variance by a vote of 5-0 (Attachment 7) using the following criteria:

1. The variance may violate the intent of this chapter or the goals of the city's comprehensive plan; and
2. The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Hover Holdings, LLC

Legal Description: Stonehedge Estates Block G, Lot 9

Lot Size: As Surveyed - 0.465 acres (20,252 sf), on TCAD - 0.55 acres (23,958 sf)

Zoning: R-1 One-Family Residential

Wastewater: Private on-site sewage facility (public sewer not available)

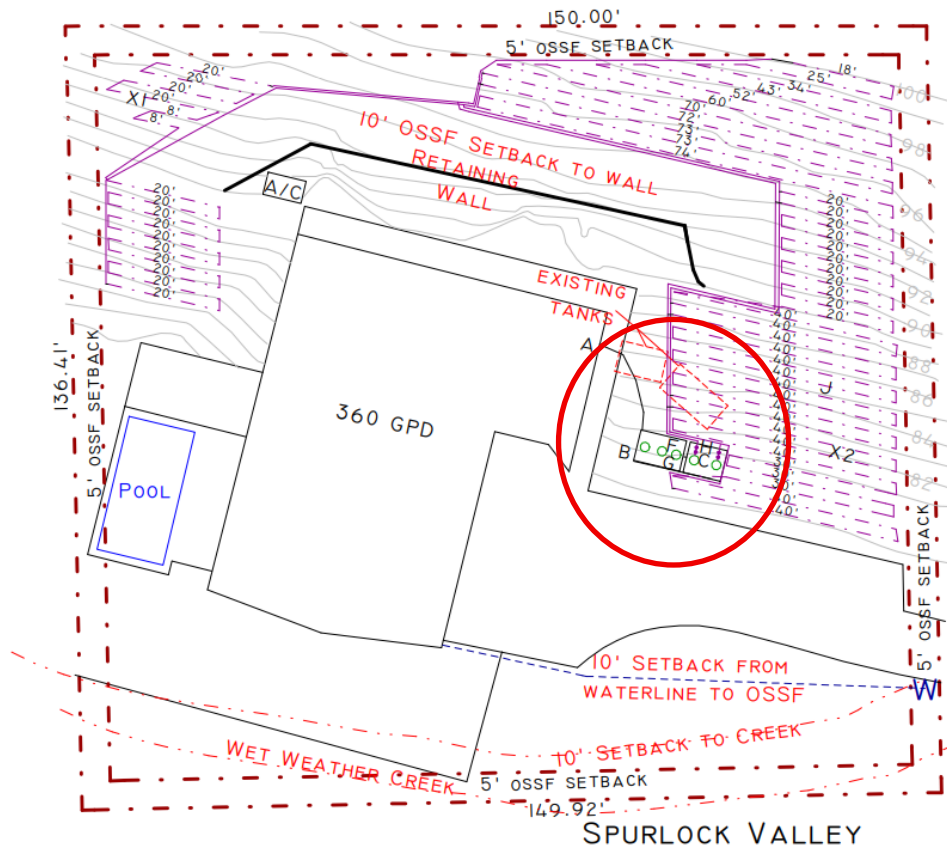
The properties surrounding the subject property are zoned R-1 One-Family Residential.

Background:

The property was built in 1985. The previous property owner received a permit for a remodel and addition in April 2023. The house was 1,888 sf of conditioned space and they are adding an additional 1,897 sf of additional conditioned space, with 4,959 sf of impervious cover on site. The site had an OSSF installed with tanks to the west of the building, outside of the setbacks. A previous OSSF design was approved in 2024 that proposed tanks in a similar location to the existing.

LOT 7, BLOCK G

ADDING 10" OF LOAM TO DRIP FIELD

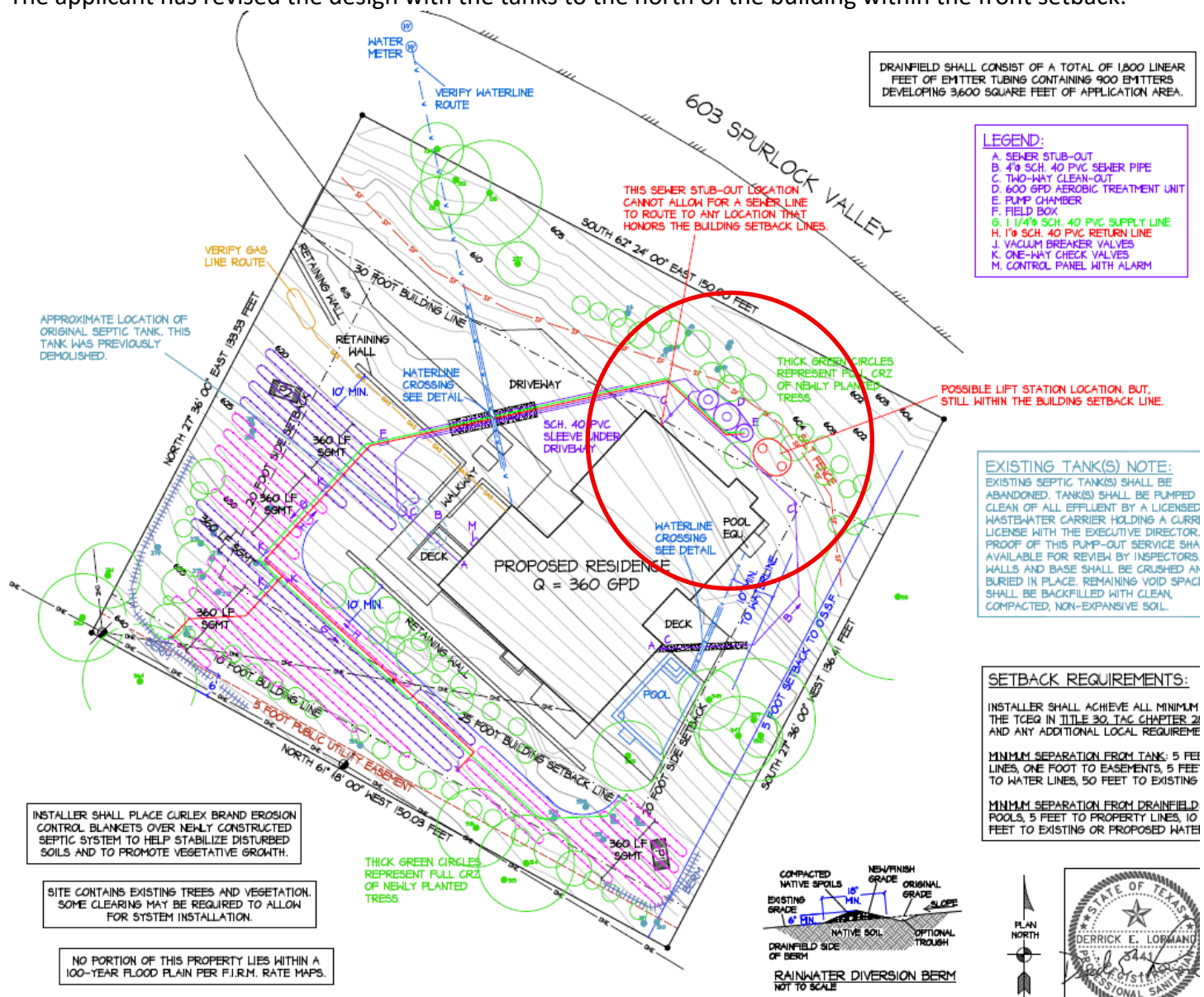


- X = PROFILE HOLES
- J # 1 1 = 290'
- 2 = 320'
- 3 = 280'
- 4 = 240'
- 5 = 374'
- 6 = 296'
- TOTAL LINEAR FEET = 1800'

NOTES:

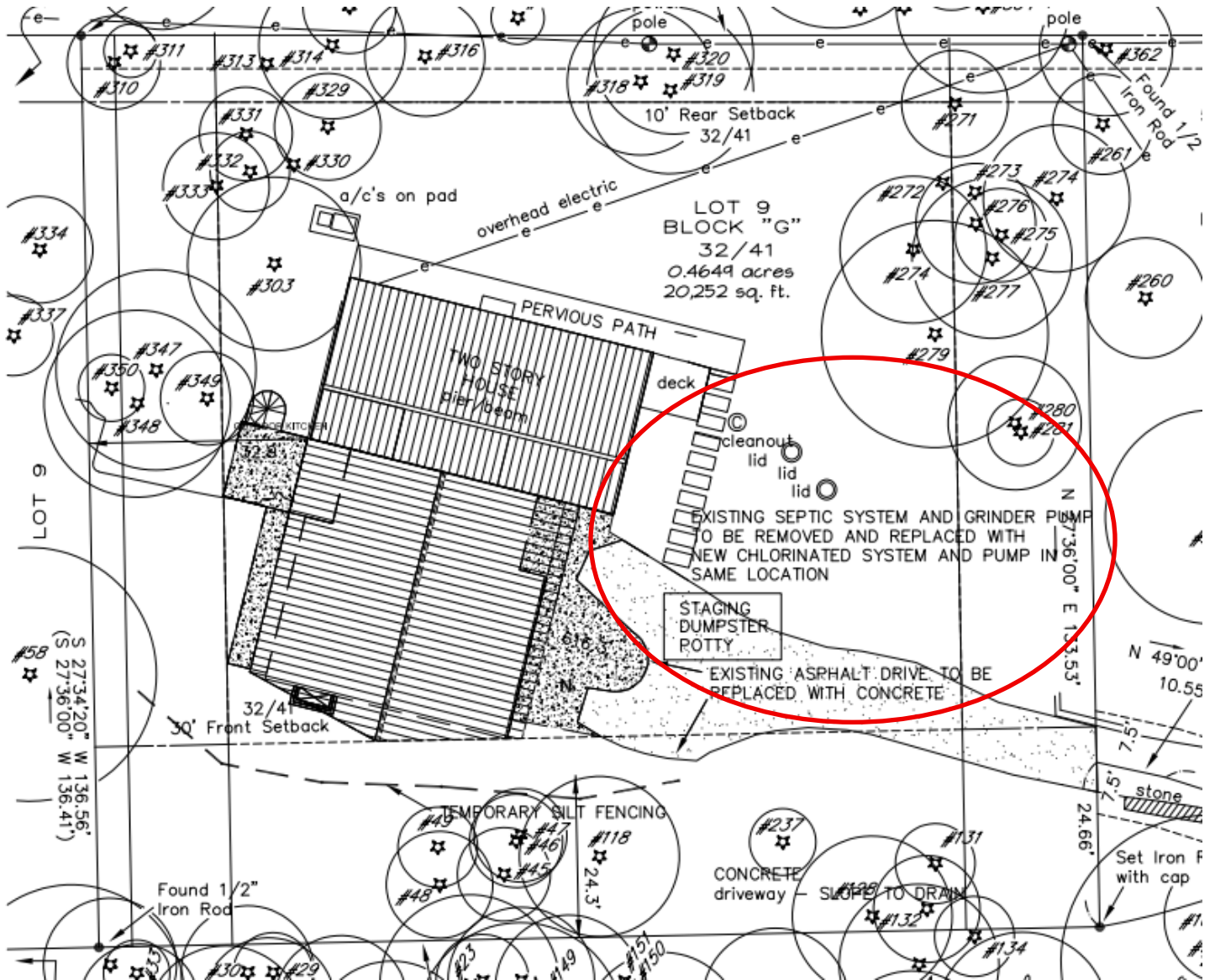
*Previous approved OSSF plan for 603 Spurlock.

The applicant has revised the design with the tanks to the north of the building within the front setback.

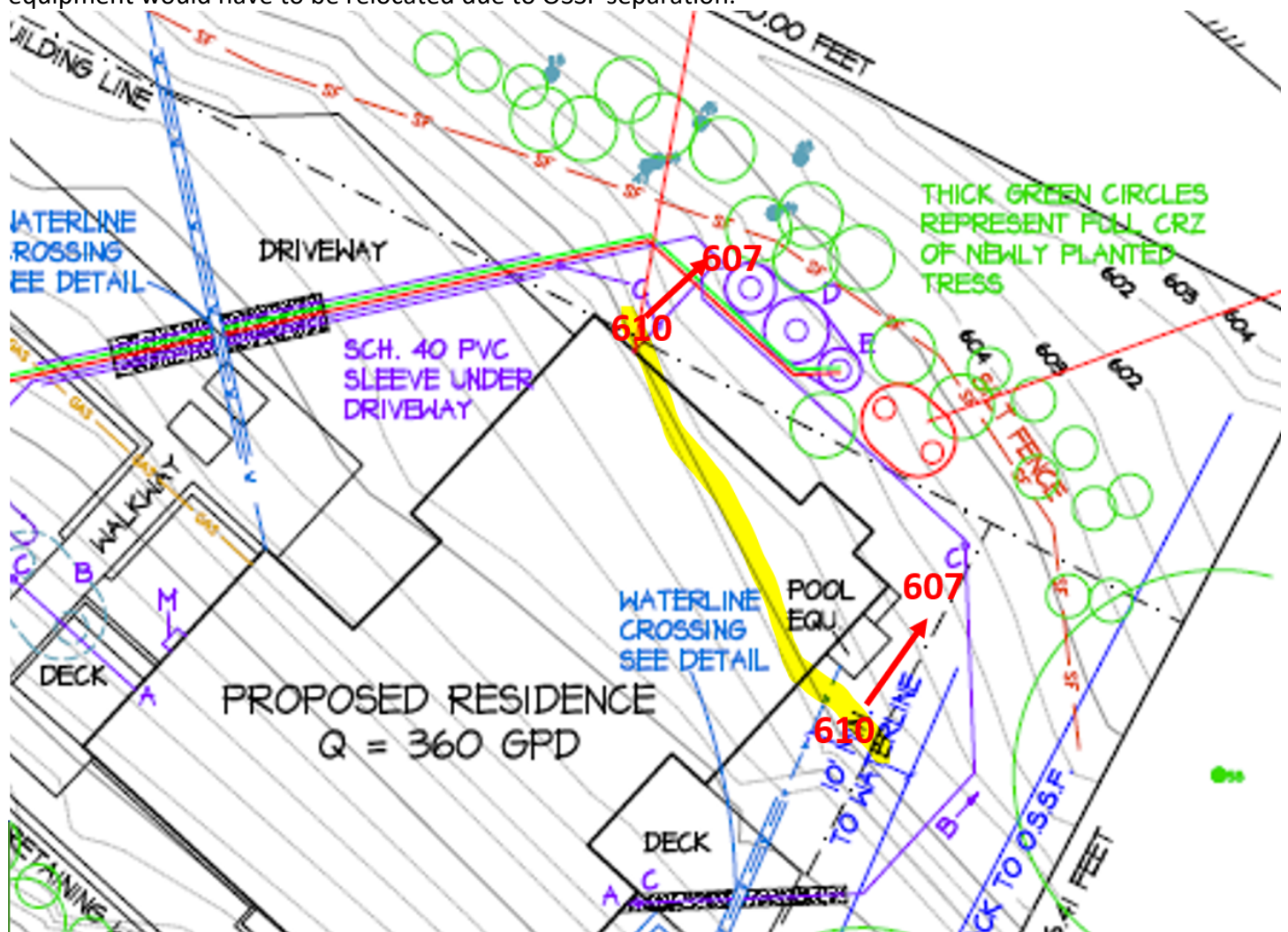


*Proposed OSSF Plan from Applicant

The applicant states that the sewer stub out in that location was approved on the building plans, but staff has not found a reference to the location the approved plans. The approved plans had a note that the OSSF would be replaced in a same location as the existing system.



Staff cannot design the site but if the elevation is a driving factor, there are similar elevations on the east side of the house (610 elevation at the house to 607 at the tanks) that would be further from the creek. The pool equipment would have to be relocated due to OSSF separation.



Analysis:

Setback Code Requirements

- Section 22.03.275. Building setback distances.

(1) No principal building shall have any front, side or rear setback distance less than that shown on the schedule of regulations as being required in the district in which the building is located, except that the minimum setback distance from Bee Cave Road shall be 50 feet regardless of which direction the building is facing. The setback distance from the Capital of Texas Highway shall be a minimum of 75 feet.

- Unroofed steps and ramps shall not be considered as part of the principal building when measuring the setback distance of such building.

- Roof overhangs and eaves a minimum of 8 feet above natural grade up to two (2) feet into the front, side or rear setback. All other building elements shall not encroach into setbacks.
- Allowed encroachments: Equipment slabs for pool equipment and/or mechanical equipment, generators and other similar equipment may encroach up to five (5) feet into side and rear setbacks after meeting all the following requirements:
 - Attached to the primary structure foundation;
 - Screened to appropriately dampen noise;
 - Slab is limited to 12 feet in length;
 - Equipment cannot be greater than five (5) feet in height measured from natural grade;
 - Screening must extend six (6) inches above the height of the equipment; and
 - Must be shown on the approved building plans.

- Section 22.03.276. Setbacks for accessory structures.

The minimum setback distances for accessory structures, other than unroofed steps, ramps, fences, walks, driveways, driveway gates, playscapes, and mailboxes, shall be the same as the setback distances applicable to a principal building under the appropriate category in section 22.03.281. Accessory structures, including overhangs and eaves, shall not encroach into setbacks. Propane tanks shall not be required to meet the setback requirements of this section so long as they are permitted and placed in accordance with the Liquefied Petroleum Gas Safety Rules adopted by the Railroad Commission of Texas in title 16, part 1, chapter 9, of the Texas Administrative Code, including any and all future amendments thereto.

- Section 22.03.281 Schedule of Regulations

Minimum Building Setback Distance in Feet From Front Lot Line									
Lot Size/ Zoning	R-1	R-2	R-3	O	GUI	B-1	B-2	B-3	MU-1
Greater than or equal to .5 acre	50	50	50	50	50	50	50	(IV)(a)	(C)
Less than .5 acres	30	30	N/A	30	30	30	30	N/A	N/A

Request:

The applicant is requesting to encroach 11 feet into the 30-foot front setback for a replacement OSSF system.

Variance Criteria Review:

Per Section 22.03.511 (c) Procedure and notice, Section 22.03.171: Site disturbance (residential buildings), and Section 22.03.276: Setbacks for accessory structures shall be administered in compliance with the rules established by sections 38.05.031 through 38.05.034.

- Section 38.05.031. Provisions subject to variance.

Variances may be granted by the board of adjustment to the provisions of this chapter in accordance

with the rules and conditions of this division. A variance may not be granted, however, to authorize a change of use. Variances run with the land, but each variance is specific to the project for which it was granted.

- Section 38.05.032. Conditions required for granting variance.

No variance shall be granted unless the following conditions are fulfilled:

- (1) The applicant has established by competent evidence that:
 - (A) The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.
 - (B) There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
 - (C) There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
 - (D) The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
- (2) The recommendation of zoning and planning commission shall include an analysis of whether:
 - (A) The variance may violate the intent of this chapter or the goals of the city's comprehensive plan.
 - (B) (Reserved).
 - (C) (Reserved).
 - (D) The variance may have an adverse effect on neighborhood properties, or interfere with the respective owners' enjoyment thereof.

- Section 38.0.033. Interpretative criteria.

The board of adjustment and the zoning and planning commission, in performing their respective duties in reference to applications for variances, may be guided by these interpretative criteria:

- (1) Variances from the terms of this chapter should be granted sparingly.
- (2) Deviations from the requirements of this chapter are justified only where the hardship resulting from their application is substantial.
- (3) Usually, the granting of a variance must be predicated on a finding that the applicant's hardship arises from unusual conditions or circumstances, such as exceptional irregularity of shape or topography, which are peculiar to the parcel of land involved and not shared generally by other parcels in the neighborhood or district, or because no other reasonable alternative is available that will alleviate the unnecessary hardship complained of.
- (4) Normally, a variance is to be denied if conditions or circumstances relied on for a variance were self-created by the person having an interest in the property in disregard of city regulations.
- (5) The variance shall not violate the goals of the master plan for the city.

- (6) The variance shall not have an adverse effect on neighborhood properties or unreasonably interfere with the respective owners' enjoyment thereof.
- (7) The fact that lots, structures, uses or dimensional conditions on properties or structures within 200 feet of the property involved are, because they are nonconforming or because of previously granted variances, similar to the condition which would be created by the variance requested shall be relevant to, but not determinative of, the granting of the requested variance.
- (8) See section 22.03.009(c) for variances to enable the efficient use of solar energy devices.
- (9) When considering variance requests for nonresidential projects, whether granting the variance furthers achievement of the land planning principles set forth in the City's Master Plan, Attachment "B," as codified in the Code of Ordinances.

- Section 38.05.035. Conditions.

The city council can impose, and the zoning and planning commission can recommend imposition of reasonable conditions upon granting a variance if the conditions are related to the subject of the variance. When considering variance requests for nonresidential projects, whether, the City can recommend the imposition of reasonable conditions that are necessary to achieve one or more of the land planning principles set forth in the City's Master Plan, Attachment "B", as codified in chapter 28 of the Code of Ordinances.

Public Comments:

At the time of the report, one written comment from the applicant was provided after posting the ZAPCO packet (Attachment 6).

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will need to 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

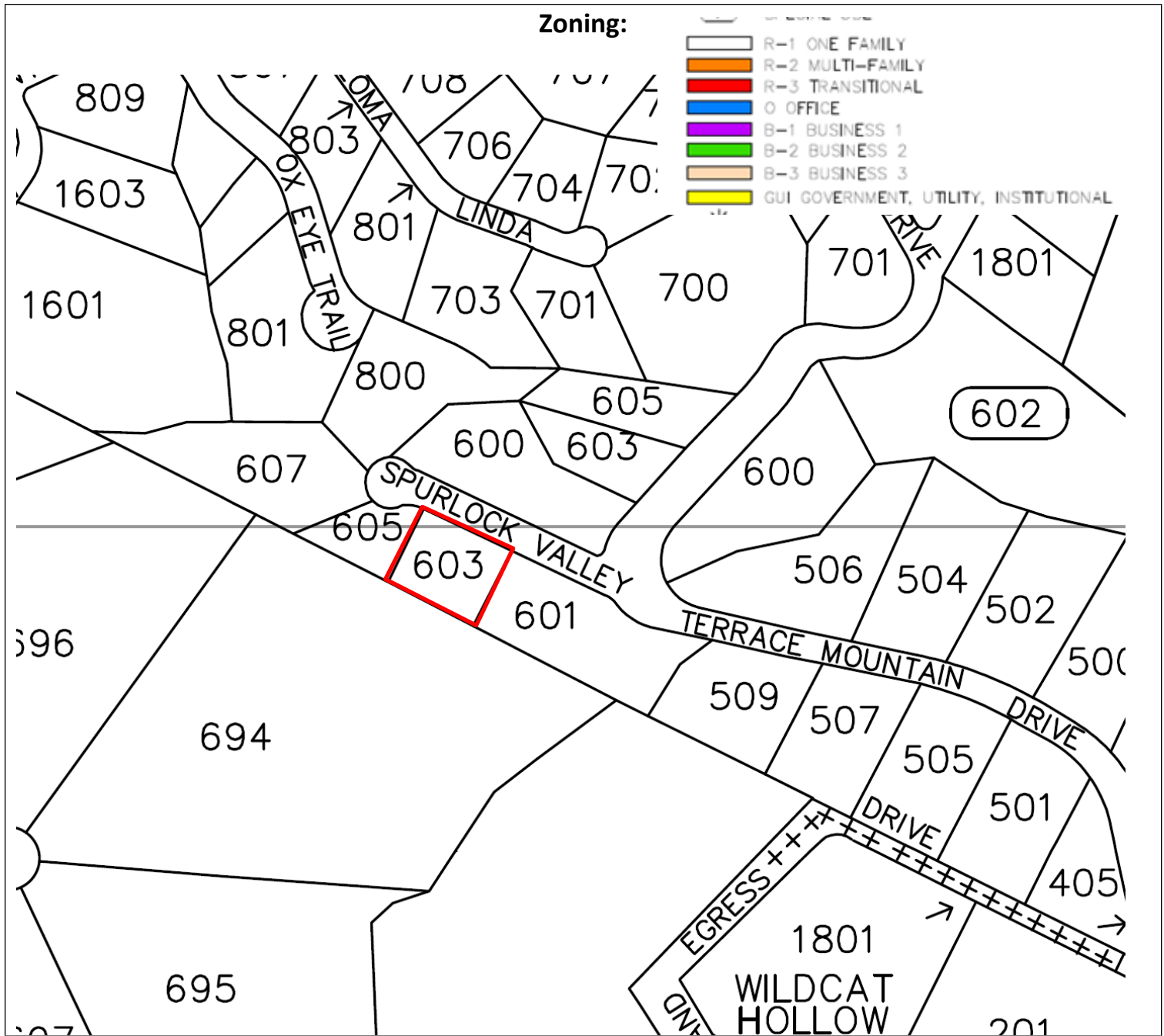
There is no change to the subdivision proposed with this application.

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 22.03.275 Building setback distances](#)
- [Section 22.03.281 Schedule of Regulations](#)
- [Section 38.05.031 Variances](#)
- [Section 22.03.514 Criteria and process required for granting a variance](#)



Aerial:





13508 FLAT TOP RANCH ROAD
AUSTIN, TEXAS 78732
OFFICE/FAX: (512) 583-1397
WWW.DELCONENVIRONMENTAL.COM

DELCON ENVIRONMENTAL SYSTEMS, LLC

December 22, 2025

The City of West Lake Hills
911 Westlake Drive
West Lake Hills, Texas 78746
Attn: Mr. Robert Meisel, Place 1, Chair

Re: Project Number 2025-12698
The Allday Residence
603 Spurlock Valley, West Lake Hills, Texas 78746
Lot 9, Block G, Stonehedge Estates

Mr. Meisel,

This letter is offered in response to the septic system design review recently performed by the staff at the permit office.

1. The proposed septic treatment tank must be positioned within the building setback lines as there is no other location available to place a tank and collect the wastewater from each of the three existing sewer lines exiting the foundation. The proposed location for the tank is, in my opinion, the most logical location and allows for all three lines to route by gravity. Installing this treatment tank at any alternate location would then require the use of one or more lift station tanks - which would also be placed within the building setback lines.

Variance Request

For the stated reason, I must request a variance from the minimum standards to allow for the installation of the proposed treatment tank within the 30-foot building setback line. The building line setback applies to the proposed septic treatment tank per Section 22.06.276 "Setbacks for Accessory Structures" per the City's code. The proposed tank location will still provide approximately 19 feet of clearance to the front property line while still honoring the 5-feet of clearance to the residence's foundation, and the tanks will be somewhat hidden with the proposed landscaping. It is my professional opinion that equivalent protect to both the environment, and the public health will be maintained even with the approval of this request. The proposed treatment tank location and the balance of the full system design honor all other code requirements required by Title 30, TAC Chapter 285.

Please feel free to contact me with any questions or comments.

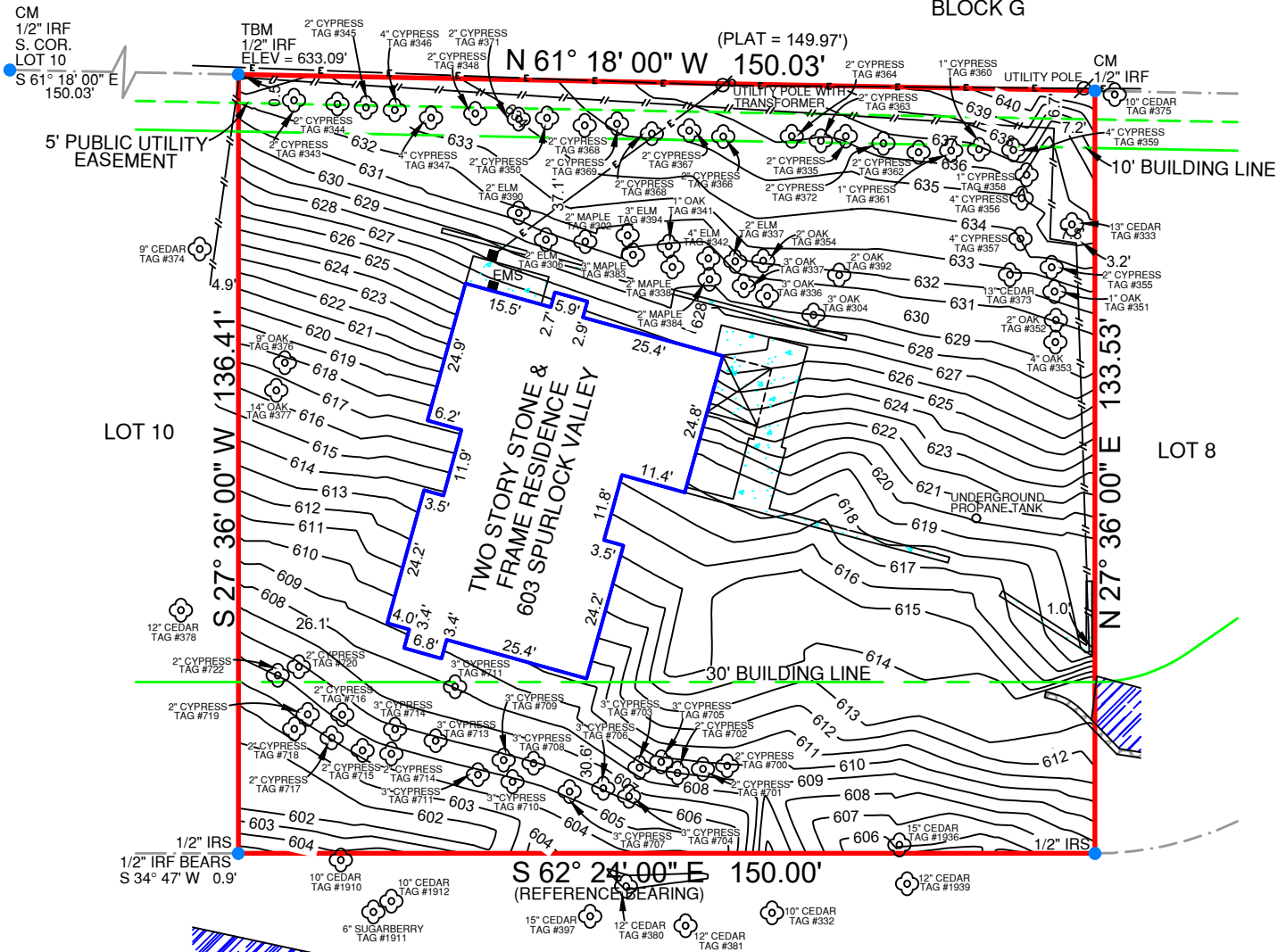
Respectfully,

Derrick E. Lormand, R.S.
Managing Partner
Delcon Environmental Systems, LLC



WINDSONG ESTATES SUBDIVISION
VOL. 84, PG. 64D
P.R.T.C.T.

LOT 9
STONEHEDGE ESTATES
BLOCK G



SPURLOCK VALLEY
(50' R.O.W.)

WATER METER

LEGEND:

—x—x—	BARBWIRE FENCE	ASPHALT	
—o—o—	CHAINLINK FENCE	CONCRETE	
—□—□—	WROUGHT IRON FENCE	GRAVEL	
—//—//—	WOOD FENCE	TILE	
—v—v—	VINYL FENCE	WOOD	
—E—E—	ELECTRIC LINE	BRICK	
		STONE	
		(WOOD) RAILROAD TIE	

GM = GAS METER
EM = ELECTRIC METER
IPF = IRON PIPE FOUND
IRS = IRON ROD SET WITH "PREMIER" CAP
IRF = IRON ROD FOUND
CM = CONTROLLING MONUMENT

NOTES:
BEARINGS ARE BASED ON THE RECORDED PLAT.
TBM - TEMPORARY BENCHMARK.
CONTOUR INTERVAL EQUALS ONE FOOT.
ELEVATIONS WERE DERIVED FROM GPS OBSERVATIONS.
BUILDING LINES AND EASEMENTS ARE BASED ON THE RECORDED PLAT UNLESS OTHERWISE NOTED.



LEGAL DESCRIPTION:
BEING LOT 9, STONEHEDGE ESTATES BLOCK G, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 32, PAGE 91, OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS.

TECH	AV
FIELD	JT

SURVEYOR'S CERTIFICATION:
THIS IS TO CERTIFY THAT ON THIS DATE A SURVEY WAS MADE ON THE GROUND, UNDER MY SUPERVISION AND REFLECTS A TRUE AND CORRECT REPRESENTATION OF THE DIMENSIONS AND CALLS OF PROPERTY LINES AND LOCATION AND TYPE OF IMPROVEMENTS. THERE ARE NO VISIBLE AND APPARENT EASEMENTS, CONFLICTS, INTRUSIONS OR PROTRUSIONS, EXCEPT AS SHOWN. THIS SURVEY IS NOT TO BE USED FOR CONSTRUCTION PURPOSES AND WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT PROVIDED BY A TITLE COMPANY. THERE MAY BE EASEMENTS AND OTHER MATTERS OF RECORD AFFECTING THE PROPERTY SHOWN HEREON THAT ONLY A PROPER TITLE SEARCH WOULD REVEAL. THIS SURVEY IS SUBJECT TO ANY AND ALL COVENANTS AND RESTRICTIONS PERTAINING TO THE RECORDED PLAT REFERENCED HEREON.

FLOOD INFORMATION:
THE SUBJECT PROPERTY DOES NOT APPEAR TO LIE WITHIN THE LIMITS OF A 100-YEAR FLOOD HAZARD ZONE ACCORDING TO THE MAP PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AND HAS A ZONE "X" RATING AS SHOWN BY MAP NO. 48453C0445 K, DATED JANUARY 22, 2020.

DATE: 09/29/2025 JOB NO.: 25-03028TOPOTS
FIELD: 09/29/2025 REV. DATE: 10/02/2025

603 SPURLOCK VALLEY, WEST LAKE HILLS, TX 78746
LOT 9, STONEHEDGE ESTATES BLOCK G



Premier Surveying LLC

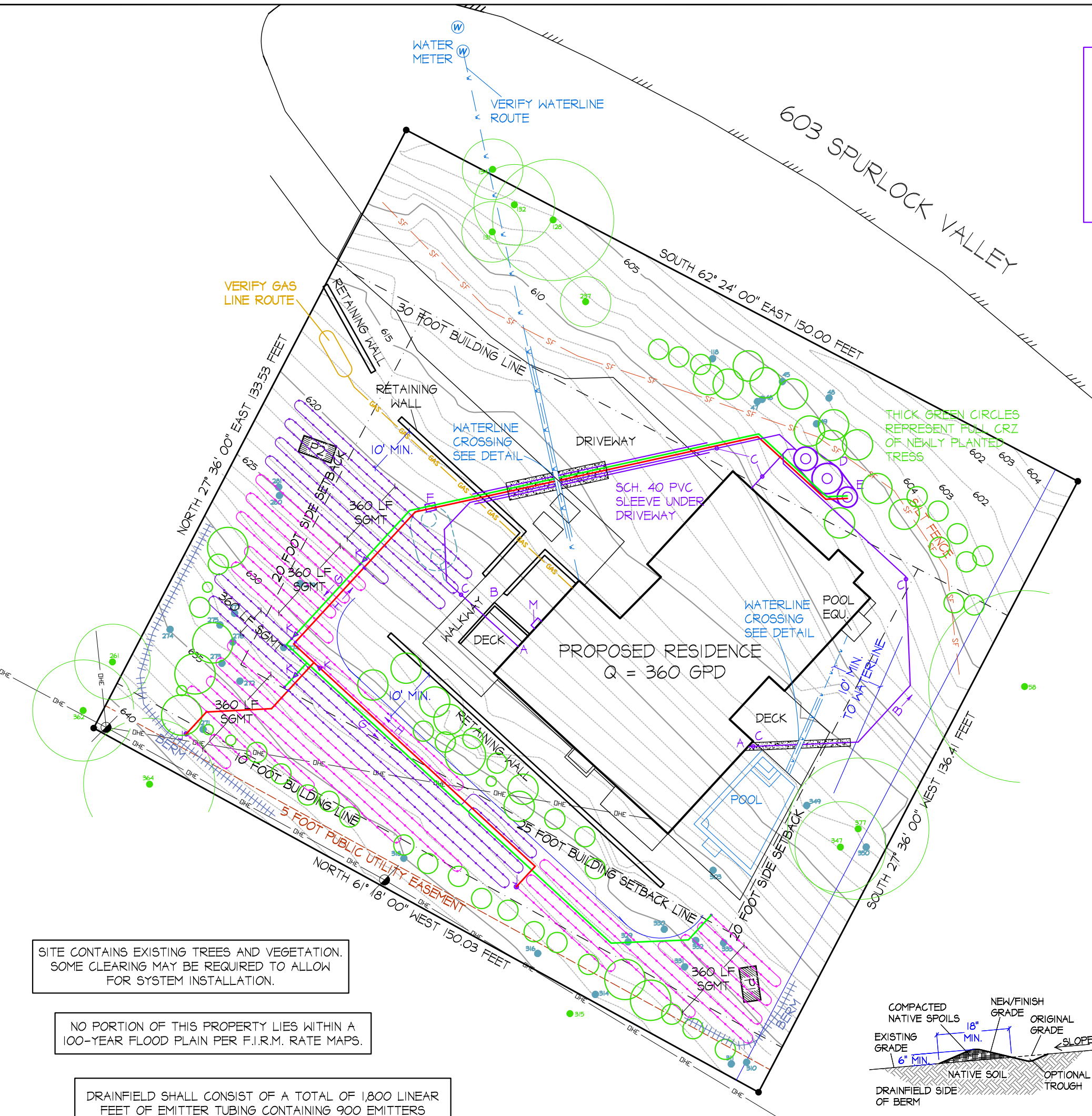
5700 W. Plano Parkway
Suite 1200
Plano, Texas 75093
972-612-3601 (O) | 855-892-0468 (F)
www.premiersurveying.com
premierorders@premiersurveying.com



DATE: _____
ACCEPTED BY: _____

Premier Surveying LLC

5700 W. Plano Pkwy., Suite 1200
Plano, Texas 75093
Office: 972-612-3601
Fax: 972-964-7021
Firm Registration No. 10146200



- LEGEND:**
- A. SEWER STUB-OUT
 - B. 4" SCH. 40 PVC SEWER PIPE
 - C. TWO-WAY CLEAN-OUT
 - D. 600 GPD AEROBIC TREATMENT UNIT
 - E. PUMP CHAMBER
 - F. FIELD BOX
 - G. 1 1/4" SCH. 40 PVC SUPPLY LINE
 - H. 1" SCH. 40 PVC RETURN LINE
 - J. VACUUM BREAKER VALVES
 - K. ONE-WAY CHECK VALVES
 - M. CONTROL PANEL WITH ALARM

TREE LIST NO#	TYPE	SIZE	TREE LIST NO#	TYPE	SIZE	TREE LIST NO#	TYPE	SIZE
#19,	catapla	17"	#140,	so	15"	#276,	jun	9"
#20,	jun	12"	#149,	jun	11"	#277,	jun	12"
#21,	lig	11"	#150,	jun	7",7",5"	#278,	jun	11"
#22,	jun	7"	#151,	lig	11",5"	#279,	jun	17"
#23,	jun	8",6",5"	#237,	chinaberry	5"	#280,	jun	10"
#24,	jun	9",8",5"	#257,	pecan	16"	#281,	elm	5"
#25,	jun	12"	#260,	so	9"	#303,	lacey oak	10",6"
#26,	jun	10"	#261,	crate merrle	4",4",3"	#310,	so	7"
#27,	jun	5"	#262,	jun	10"	#311,	jun	4"
#28,	jun	10"	#264,	jun	13"	#312,	jun	8",6"
#29,	hac	6"	#265,	jun	7"	#313,	jun	11"
#30,	jun	10"	#266,	jun	8"	#314,	jun	11"
#31,	jun	9",6"	#267,	jun	11",8"	#315,	jun	7"
#32,	jun	9"	#268,	jun	8"	#316,	jun	9"
#33,	jun	5"	#269,	jun	7"	#317,	elm	4"
#34,	jun	10"	#270,	jun	9"	#318,	jun	11"
#35,	lig	13",8"	#271,	jun	8"	#319,	jun	9",7"
#45,	jun	7"	#272,	hack	5"	#320,	jun	12"
#46,	hack	7"	#273,	hack	7"	#329,	jun	8"
#47,	jun	7"	#274,	jun	11"	#330,	jun	7"
#48,	jun	8"	#275,	jun	7"	#331,	jun	7"
#49,	hack	6"	#58,	jun	19"	#332,	jun	6"
#58,	jun	19"	#99,	chinaberry	22", tag#3375	#333,	jun	8"
#99,	chinaberry	22", tag#3375	#103,	jun	10"	#334,	jun	8"
#103,	jun	10"	#105,	jun	13"	#337,	jun	6"
#105,	jun	13"	#118,	hack	12"	#347,	so	9",6",3",3"
#118,	hack	12"	#122,	jun	11"	#348,	elm	14"
#122,	jun	11"	#125,	hack	12"	#349,	elm	7"
#125,	hack	12"	#128,	jun	12"	#350,	jun	5"
#128,	jun	12"	#131,	so	6"	#134,	jun	6"
#131,	so	6"	#132,	jun	8"	#138,	so	9",4",4"
#132,	jun	8"	#133,	jun	12"			
#133,	jun	12"	#134,	jun	6"			
#134,	jun	6"						
#138,	so	9",4",4"						



EXISTING TANK(S) NOTE:
 EXISTING SEPTIC TANK(S) SHALL BE ABANDONED. TANK(S) SHALL BE PUMPED CLEAN OF ALL EFFLUENT BY A LICENSED WASTEWATER CARRIER HOLDING A CURRENT LICENSE WITH THE EXECUTIVE DIRECTOR. PROOF OF THIS PUMP-OUT SERVICE SHALL BE AVAILABLE FOR REVIEW BY INSPECTORS. LID, WALLS AND BASE SHALL BE CRUSHED AND BURIED IN PLACE. REMAINING VOID SPACE SHALL BE BACKFILLED WITH CLEAN, COMPACTED, NON-EXPANSIVE SOIL.

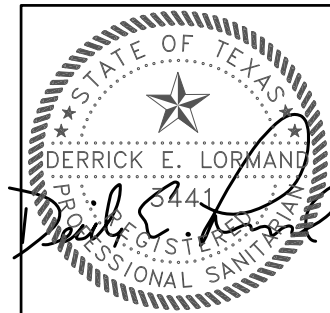
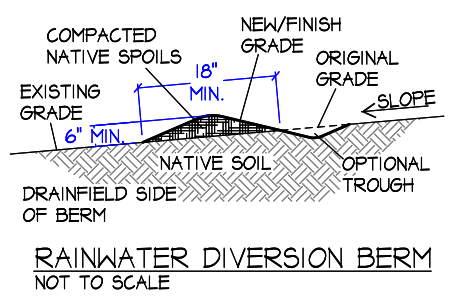
EXISTING DRAINFIELD NOTE:
 EXISTING DRAINFIELDS SHALL BE ABANDONED IN CONJUNCTION WITH PROPOSED DRAINFIELD INSTALLATION. EXISTING DRAINFIELD MATERIAL, INCLUDING PIPES, GRAVEL, SOIL, ETC., MAY REMAIN UNDISTURBED AND BURIED. EXISTING DRAINFIELD MATERIAL ENCOUNTERED DURING INSTALLATION, THAT CONFLICTS WITH PROPOSED DRAINFIELD, SHALL BE REMOVED AND DISPOSED OFF SITE IN A SANITARY LANDFILL.

SETBACK REQUIREMENTS:
 INSTALLER SHALL ACHIEVE ALL MINIMUM REQUIRED SEPARATION DISTANCES AS SET FORTH BY THE TCEQ IN TITLE 30, TAC CHAPTER 285, EFFECTIVE JUNE 2023, EFFECTIVE SEPTEMBER 1, 2023, AND ANY ADDITIONAL LOCAL REQUIREMENTS.
 MINIMUM SEPARATION FROM TANK: 5 FEET TO FOUNDATIONS, SWIMMING POOLS AND PROPERTY LINES, ONE FOOT TO EASEMENTS, 5 FEET TO DRAINAGE EASEMENTS AND GRADE BREAKS, 10 FEET TO WATER LINES, 50 FEET TO EXISTING OR PROPOSED WATER WELLS.
 MINIMUM SEPARATION FROM DRAINFIELD: ONE FOOT TO FOUNDATIONS, EASEMENTS AND SWIMMING POOLS, 5 FEET TO PROPERTY LINES, 10 FEET TO GRADE BREAKS, 10 FEET TO WATER LINES, 100 FEET TO EXISTING OR PROPOSED WATER WELLS.

SITE CONTAINS EXISTING TREES AND VEGETATION. SOME CLEARING MAY BE REQUIRED TO ALLOW FOR SYSTEM INSTALLATION.

NO PORTION OF THIS PROPERTY LIES WITHIN A 100-YEAR FLOOD PLAIN PER F.I.R.M. RATE MAPS.

DRAINFIELD SHALL CONSIST OF A TOTAL OF 1,800 LINEAR FEET OF EMITTER TUBING CONTAINING 900 EMITTERS DEVELOPING 3,600 SQUARE FEET OF APPLICATION AREA.



REVISED SHEET I - SITE PLAN

DELCON ENVIRONMENTAL SYSTEMS, LLC
 13508 FLAT TOP RANCH ROAD
 AUSTIN, TEXAS 78732
 OFFICE/FAX: (512) 583-1397
 WWW.DELCONENVIRONMENTAL.COM

CLIENT:	THE ALLDAY RESIDENCE	
ADDRESS:	603 SPURLOCK VALLEY, WEST LAKE HILLS...	
LEGAL DESCRIPTION:	LOT 9, BLOCK G, STONEHEDGE ESTATES	
PERMIT AUTHORITY:	THE CITY OF WEST LAKE HILLS	
DRAWN BY:	DATE:	SCALE: 1" = 20'
D. E. LORMAND, R.S.	10/13/2025	

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DRAINFIELD SHALL CONSIST OF A TOTAL OF 1,800 LINEAR FEET OF EMITTER TUBING CONTAINING 900 EMITTERS DEVELOPING 3,600 SQUARE FEET OF APPLICATION AREA.

- LEGEND:**
- A. SEWER STUB-OUT
 - B. 4" SCH. 40 PVC SEWER PIPE
 - C. TWO-WAY CLEAN-OUT
 - D. 600 GPD AEROBIC TREATMENT UNIT
 - E. PUMP CHAMBER
 - F. FIELD BOX
 - G. 1 1/4" SCH. 40 PVC SUPPLY LINE
 - H. 1" SCH. 40 PVC RETURN LINE
 - J. VACUUM BREAKER VALVES
 - K. ONE-WAY CHECK VALVES
 - M. CONTROL PANEL WITH ALARM

TREE LIST	TREE LIST	TREE LIST
NO# TYPE SIZE	NO# TYPE SIZE	NO# TYPE SIZE
#19, catalpa 17"	#140, so 15"	#276, jun 9"
#20, jun 12"	#149, jun 11"	#277, jun 12"
#21, lig 11"	#150, jun 7";7";5"	#278, jun 11"
#22, jun 7"	#151, lig 11";5"	#279, jun 17"
#23, jun 8";6";5"	#237, chinaberry 5"	#280, jun 10"
#24, jun 9";8";5"	#257, pecan 16"	#281, elm 5"
#25, jun 12"	#260, so 9"	#303, lacey oak 10";6"
#26, jun 10"	#261, crate merrle 4";4";3"	#310, so 7"
#27, jun 5"	#262, jun 10"	#311, jun 4"
#28, jun 10"	#264, jun 13"	#312, jun 8";6"
#29, hac 6"	#265, jun 7"	#313, jun 11"
#30, jun 10"	#266, jun 8"	#314, jun 11"
#31, jun 9";6"	#267, jun 11";8"	#315, jun 7"
#32, jun 9"	#268, jun 8"	#316, jun 9"
#33, jun 5"	#269, jun 7"	#317, elm 4"
#34, jun 10"	#270, jun 9"	#318, jun 11"
#35, lig 13";8"	#271, jun 8"	#319, jun 9";7"
#45, jun 7"	#272, hack 5"	#320, jun 12"
#46, hack 7"	#273, hack 7"	#329, jun 8"
#47, jun 7"	#274, jun 11"	#330, jun 7"
#48, hack 6"	#275, jun 7"	#331, jun 7"
#49, hack 6"	#275, jun 7"	#332, jun 6"
#58, jun 19"		#333, jun 8"
#99, chinaberry 22"; tag#3375		#334, jun 8"
#103, jun 10"		#337, jun 6"
#105, jun 13"		#347, so 9";6";3";3"
#118, hack 12"		#348, elm 14"
#122, jun 11"		#349, elm 7"
#125, hack 12"		#350, jun 5"
#128, jun 12"		#355, jun 8"
#131, so 6"		
#132, jun 8"		
#133, jun 12"		
#134, jun 6"		
#138, so 9";4";4"		



EXISTING TANK(S) NOTE:
 EXISTING SEPTIC TANK(S) SHALL BE ABANDONED. TANK(S) SHALL BE PUMPED CLEAN OF ALL EFFLUENT BY A LICENSED WASTEWATER CARRIER HOLDING A CURRENT LICENSE WITH THE EXECUTIVE DIRECTOR. PROOF OF THIS PUMP-OUT SERVICE SHALL BE AVAILABLE FOR REVIEW BY INSPECTORS. LID, WALLS AND BASE SHALL BE CRUSHED AND BURIED IN PLACE. REMAINING VOID SPACE SHALL BE BACKFILLED WITH CLEAN, COMPACTED, NON-EXPANSIVE SOIL.

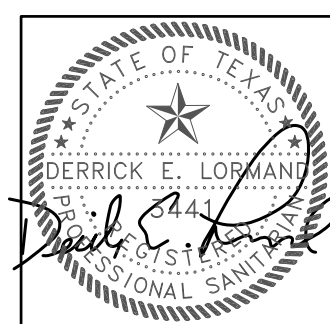
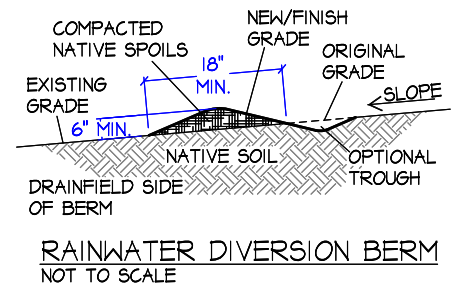
EXISTING DRAINFIELD NOTE:
 EXISTING DRAINFIELDS SHALL BE ABANDONED IN CONJUNCTION WITH PROPOSED DRAINFIELD INSTALLATION. EXISTING DRAINFIELD MATERIAL, INCLUDING PIPES, GRAVEL, SOIL, ETC., MAY REMAIN UNDISTURBED AND BURIED. EXISTING DRAINFIELD MATERIAL ENCOUNTERED DURING INSTALLATION, THAT CONFLICTS WITH PROPOSED DRAINFIELD, SHALL BE REMOVED AND DISPOSED OFF SITE IN A SANITARY LANDFILL.

SETBACK REQUIREMENTS:
 INSTALLER SHALL ACHIEVE ALL MINIMUM REQUIRED SEPARATION DISTANCES AS SET FORTH BY THE TCEQ IN TITLE 30, TAC CHAPTER 285, EFFECTIVE JUNE 2023, EFFECTIVE SEPTEMBER 1, 2023, AND ANY ADDITIONAL LOCAL REQUIREMENTS.
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INSTALLER SHALL PLACE CURLEX BRAND EROSION CONTROL BLANKETS OVER NEWLY CONSTRUCTED SEPTIC SYSTEM TO HELP STABILIZE DISTURBED SOILS AND TO PROMOTE VEGETATIVE GROWTH.

SITE CONTAINS EXISTING TREES AND VEGETATION. SOME CLEARING MAY BE REQUIRED TO ALLOW FOR SYSTEM INSTALLATION.

NO PORTION OF THIS PROPERTY LIES WITHIN A 100-YEAR FLOOD PLAIN PER F.I.R.M. RATE MAPS.

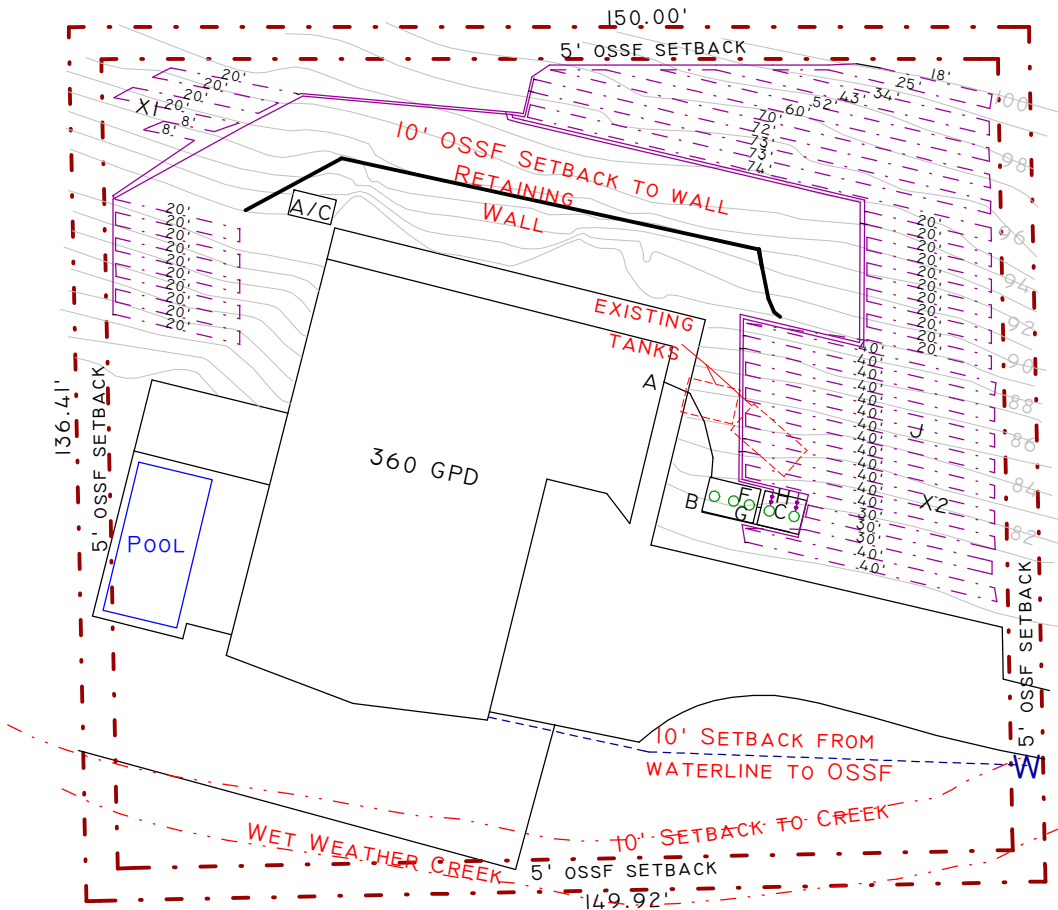


REVISED SHEET I - SITE PLAN

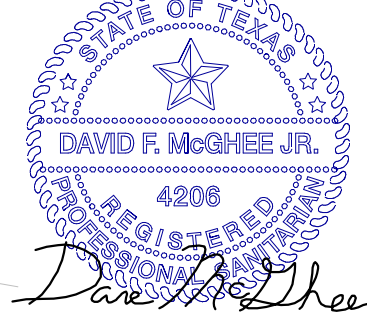
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DRAWN BY:	D. E. LORMAND, R.S.
DATE:	12/17/2025
SCALE:	1" = 20'

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7-12-2022



X = PROFILE HOLES

J #	I
1	290'
2	320'
3	280'
4	240'
5	374'
6	296'

TOTAL LINEAR FEET = 1800'

NOTES:

SYSTEM COMPONENTS

- A. 4" SCH. 40 PVC PIPE WITH 2-WAY CLEAN OUT
- B. BIOMICROBICS MICROFAST .75 AEROBIC UNIT (750GPD) 750 GALLON INFILTRATOR PUMP TANK, NO CHLORINATOR
- C. 1" ARKAL 100-MICRON DISC FILTER ON SUPPLY LINE
- D. 1.25" SCH. 40 PVC PURPLE PIPE SUPPLY LINE**
- E. 1.25" SCH. 40 PVC PURPLE PIPE RETURN LINE**
- F. 1" BALL VALVE (UNDER VALVE BOX)
- G. PRESSURE GAUGE SET AT 10 PSI
- H. SENNINGER PRESSURE REGULATOR (MODEL PMR40MF)
- I. VACUUM BREAKERS, ONE ON THE SUPPLY AND RETURN LINE LOCATED AT THE HIGHEST POINT OF FIELD
- J. 1800 OF .6 GPH NETAFIM DRIP TUBING. DRIP TUBING WILL BE INSTALLED ON 10" OF IMPORTED CLASS III SOIL WITH DRIP TUBING PARALLEL TO CONTOURS. THE FIELD WILL BE COVERED WITH 8" OF CLASS III SOIL. THE FIELD WILL BE SEEDED AND COVERED WITH EROSION BLANKET**

*ALL PIPING SHALL BE BEDDED WITH FOUR INCHES CLASS IB, CLASS II OR, CLASS III SOIL WITH LESS THAN 30% GRAVEL. THE BEDDING SOIL SHALL BE FREE OF ORGANIC MATERIAL AND ANY ROCKS OR GRAINS LARGER THAN HALF INCH

*DISTRIBUTION FIELD MUST HAVE ESTABLISHED VEGETATIVE COVER BEFORE SYSTEM IS OPERATED

*VACUUM BREAKERS (LOCATED AT THE HIGHEST POINT ON BOTH THE SUPPLY AND RETURN LINES)

* OSSF TO REMAIN A MINIMUM 10' AWAY FROM ALL POTABLE WATER SOURCES

*GUTTERS MUST BE DIRECTED AWAY FROM OSSF



From: [James Kuykendall](#)
To: [Planner](#)
Cc: [Tracy Wade](#)
Subject: Zoning & Planning Commission public hearing 1.21.26 - Comments / Request for virtual attendance
Date: Thursday, January 15, 2026 3:09:36 PM

You don't often get email from sunsetconstjk@gmail.com. [Learn why this is important](#)

Good afternoon,

I'd like to submit my comments regarding item 9 as noted below:

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

Comments: A plan was approved that has the stubout in the easement. Due to it being in the lowest elevation, there is no other option. It is also below grade, not a vertical build and therefore will not be seen.

I'd also like to request virtual attendance for the meeting via Zoom.

If anything else is needed, please let me know.

Thanks,



James Kuykendall
Cell: 512-565-3793
sunsetconstjk@gmail.com
www.sunsetconstructionaustin.com

We appreciate your feedback! Please take a moment and write us a review [HERE](#)

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, January 21, 2026 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. No public comments

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

Action: Commissioner Stewart moves for approval of the Consent Agenda

- i. Commissioner Maccini Seconds
- ii. Motion carries unanimously (5–0)

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

The application was withdrawn by applicant shortly before the meeting.

5. Public Hearing 4904 Old Bee Cave Rd: Discuss and consider a recommendation to the 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 2.03.173(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

A. Staff Report:

- a. Director Bills describes fence that was installed without permits. The owner was misinformed by their contractor that they did not need permits for the fence. Director Bills describes the four areas of code where the fence, as installed, would require variances. Director Bills also explains that the location of the fence would require any screening to be located in the Right-of-Way.
- b. Commissioner Pledger points out that a written comment in opposition to the fence at 109 Swiftcurrent provided prior to the 4904 Old Bee Cave variance application also included this fence.
- c. Commissioner Bartoletti asks if there are two legal lots involved
 - i. Director Bills clarifies there are not two legal lots involved, just one
- d. Commissioner Webber asks Director Bills if there are any possible repercussions for contractors misinforming clients or violating code.
 - i. Director Bills explains that contractor registrations can be suspended for repeated violations and that citations can be issued to contractors.

- e. Commissioner Maccini asks about the right-of-way vegetation and who takes care of it.
 - i. Director Bills explains that homeowners are responsible for the vegetation from the property line to the street, but TXDOT and utility providers will sometimes maintain or clear the vegetation.

B. Public Comments:

- a. **Dylan Freytag, Applicant:** Shares prepared presentation and answers questions from commissioners
- b. **Lousia Cauvin, Neighbor:**
 - i. Spoke in opposition to variance

C. Discussion:

- a. Commissioner Stewart asks applicant about a gate and Knox box encroaching on the ROW.
- b. Commissioner Maccini indicates that the property has been between commercial property for decades but understands the increase in traffic along Bee Cave. Supportive of screening, but not in favor of proximity of fence to ROW.
- c. Chair Meisel points out that the deed is 3 months old, and that traffic has not increased substantially since the time at which the applicant chose to purchase the property, and also believes that the contractor is responsible, not the homeowner or the City.
- d. Commissioner Webber indicates they are not in favor of variance for location but may be willing to compromise on height or a certain percentage of transparency.

D. Action:

- a. Commissioner Pledger moves to forward the variances to City Council with a recommendation of **denial** based on a lack of hardship.
 - i. Commissioner Webber seconds
 - ii. Motion carries unanimously (5-0)

The variance request and recommendation will be forwarded to the February 11, 2026 City Council Meeting.

- 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: Bryan Sharples, Property Owner

A. Staff Report:

- a. Director Bills describes the previous fence variance at the property approved in 2011 and describes the 80% transparency threshold with the new style of fence which is transparent from a specific angle, but becomes opaque when moving along the fence.
 - a. Director Bills also explains that while the variance request indicated that the fence met the height limits established in conditions for previous variance, that staff measured the fence at 6 feet prior to meeting, which would require an additional variance request.
- b. Commissioner Pledger asks about the screening of the fence with vines.
 - a. Commissioner Webber points out that there are no vines on the City's approved plant list.
- c. Commissioner Stewart asks about the 80% transparency rule at all angles
- d. Commissioner Webber asks if the previous variance addressed screening
 - a. Director Bills indicates the previous variance did not address screening directly, but that it specifically indicated all other ordinances related to fences should be followed.
- e. Commissioner Pledger indicates that he believes that the fence is compliant.

B. Public Comments:

- a. **Bryan Sharples, Applicant**
 - a. Shares presentation regarding fence
- b. **Jeffery Dochen, Neighbor**
 - a. Speaks in favor of variance

C. Discussion:

- a. Commissioner Maccini expresses sympathy due to lights, but that other solutions exist that do not require variances.
- b. Commissioners Stewart and Pledger express that they believe the fence is in compliance with the 80% rule.
- c. Commissioner Maccini states there are native vine plants that could be used to screen the fence.
- d. Commissioner Meisel recommends taking the 80% rule to council.

- e. Following discussion of whether or not the fence is in compliance with the 80% rule, Assistant City Attorney Thamm explains that the hearing is related to a variance to the code, not a review of staff determination.

D. Action:

- a. Commissioner Pledger moves to forward the variances to City Council with a recommendation of **approval**.
 - a. Commissioner Bartoletti seconds
 - b. Motion carries (3-2)
 - 1. Commissioners Webber and Maccini opposed

The variance request and recommendation will be forwarded to the February 11, 2026 City Council Meeting.

- 7. **1100 Block of Kennan Rd.** Discuss and consider 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.

Applicant: Paula Ables, Designer/Owner Representative

A. Staff Report:

- a. Director Bills describes that all new construction projects with no existing structure require a tree survey for the entire lot, but the applicant is requesting a reduction of the required survey.
- b. Commissioner Webber asks if the site plan has been submitted
 - 1. Director Bills explains that no site plans other than the exhibit in the packet have been made available for staff.

B. Public Comment:

- a. Paula Ables, Designer and Representative: Clarifies questions and concerns from commissioners

C. Discussion:

- a. Chair Meisel shares that the construction of the house is already expensive and that the expense of the tree survey should not be a hardship
- b. Commissioner Maccini believes the applicant is asking for full credit for impervious cover and drainage for the entirety of the lot without having to perform a full analysis of the lot.
- c. Chair Meisel states that the tree survey is required and needs to be part of the application as a historical document
 - 1. Commissioner Webber agrees and states that there must be context for the whole scope of the property for mitigation

D. Action:

- a. Commissioner Bartoletti moves to forward the variance request to City Council with a recommendation of **denial** based on lack of hardship.
 - 1. Commissioner Pledger seconds
 - 2. Motion carries (5-0)

The variance request and recommendation will be forwarded to the February 11, 2026 City Council Meeting.

- 8. **701 S Capital of Texas Highway (Sweetgreen):** Discuss and consider a recommendation to City Council for the following variances

- 1. For the installation of a wall sign exceeding the maximum 10-foot length (Section 32.03.009(2) West Lake Hills Code)
- 2. 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

A. Staff Report:

- a. Director Bills shares the history of the uniform sign agreement and describes the variances to the agreement and the City’s sign code.

B. Public Comment

- a. Jesus Sanchez, Applicant:
 - 1. Speaks in favor of the variance

C. Discussion:

- a. Bartoletti indicates approval for the request

D. Action:

- a. Commissioner Bartoletti moves that the variance request be forwarded to City Council with a recommendation of **approval**.
 - 1. Commissioner Maccini seconds
 - 2. Motion carries (5-0)

The variance request and recommendation will be forwarded to the February 11, 2026 City Council Meeting.

- 9. **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 & Section 22.03.281)

Applicant: James Kuykendall, Sunset Construction & Excavation

A. Staff Report:

- a. Director Bills describes the variance for a septic tank location. The house had initially been permitted with the tank in a compliant location but requested a new location for the septic at a later date.
- b. Commissioner Bartoletti asks about flooding issues
 - 1. Director Bills explains that there is no drainage easement or FEMA floodplain at location
- c. Applicant did not attend meeting but provided comment via email that was read by commissioners on the dais (Exhibit B)

B. Public Comment: No public comment

C. Discussion:

- a. Meisel: ZAPCO shouldn't ratify decision to proceed without permit by approving after-the-fact variance
- b. Webber asks why house is designed the way it is when the original plans showed the septic in a compliant location.

D. Action:

- a. Commissioner Webber moves that the variance request be forwarded to the Board of Adjustment with a recommendation of **denial**.
 - 1. Commissioner Pledger Seconds
 - 2. Motion carries (5-0)

The variance request and recommendation will be forwarded to the February 11, 2026 Board of Adjustment Meeting.

10. 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 than 18 inches within setbacks (Section 22.03.170(f)).

Applicant: Matt Garcia

A. Staff Report:

- a. Director Bills describes the site and the requests for variances.
- b. Commissioner Stewart asks Director Bills how many variances are missing
 - 1. Director Bills states there are at least two missing for the currently proposed development
- c. Commissioner Webber asks if the rainwater collection tanks would also need an additional setback encroachment variance
- d. Commissioner Meisel calls for the item to be postponed for the other variances to be addressed, as the request is incomplete

B. Action:

- a. Commissioner Pledger moves to combine items 10 and 11 into a single item and postpone to the February 18 ZAPCO meeting
 - 1. Maccini seconds
 - 2. Motion carries (5-0)

The item was postponed to the February 18, ZAPCO Meeting.

11. **300 Block of Laurel Valley Rd:** Discuss and make recommendations on proposed variances

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

Applicant: Matt Garcia

This item was combined with item 10 and postponed to the February 18 Zoning and Planning Commission meeting.

12. **Adjournment** – Chair Robert Meisel

Chair Meisel adjourns the meeting at 8:38 pm

APPROVED:

Robert Meisel, Chair

ATTEST:

Joel Sherrouse, Development Coordinator

These minutes were approved on _____, 2026.

Exhibit A

603 Spurlock – Setback Variance

Applicant's Findings of Fact

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.

The proposed septic treatment tank must be positioned within the building setback lines as there is no other location available to place a tank and collect the wastewater from each of the three sewer lines exiting the foundation. Installing this treatment tank at any alternate location would then require the use of one or more lift station tanks - which would also be placed within the building setback lines.

2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.

The proposed treatment tank location and the balance of the full system design honor all other code requirements.

3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.

Installing this treatment tank at any alternate location would then require the use of one or more lift station tanks - which would also be placed within the building setback lines.

4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.

The minimum standards to allow for the installation of the proposed treatment tank within the 30-foot building setback line. The proposed tank location will still provide approximately 19 feet of clearance to the front property line, and the tanks will be somewhat hidden with the proposed landscaping. It is my professional opinion

5. The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.

The proposed treatment tank location and the balance of the full system design honor all other code requirements.

6. The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.

The proposed treatment tank location and the balance of the full system design honor all other code requirements.

603 Spurlock Valley Rd

4. Discuss and consider action on a recommendation from ZAPCO for a variance to install a new septic tank encroaching on the 30-foot front building setback (Section 22.03.276 & Section 22.03.281)

Applicant: James Kuykendall, Sunset Construction & Excavation

603 Spurlock Valley Rd



603 Spurlock Valley Rd

The property was built in 1985. The previous property owner received a permit for a remodel and addition in April 2023. The house was 1,888 sf of conditioned space and they are adding an additional 1,897 sf of additional conditioned space, with 4,959 sf of impervious cover on site.

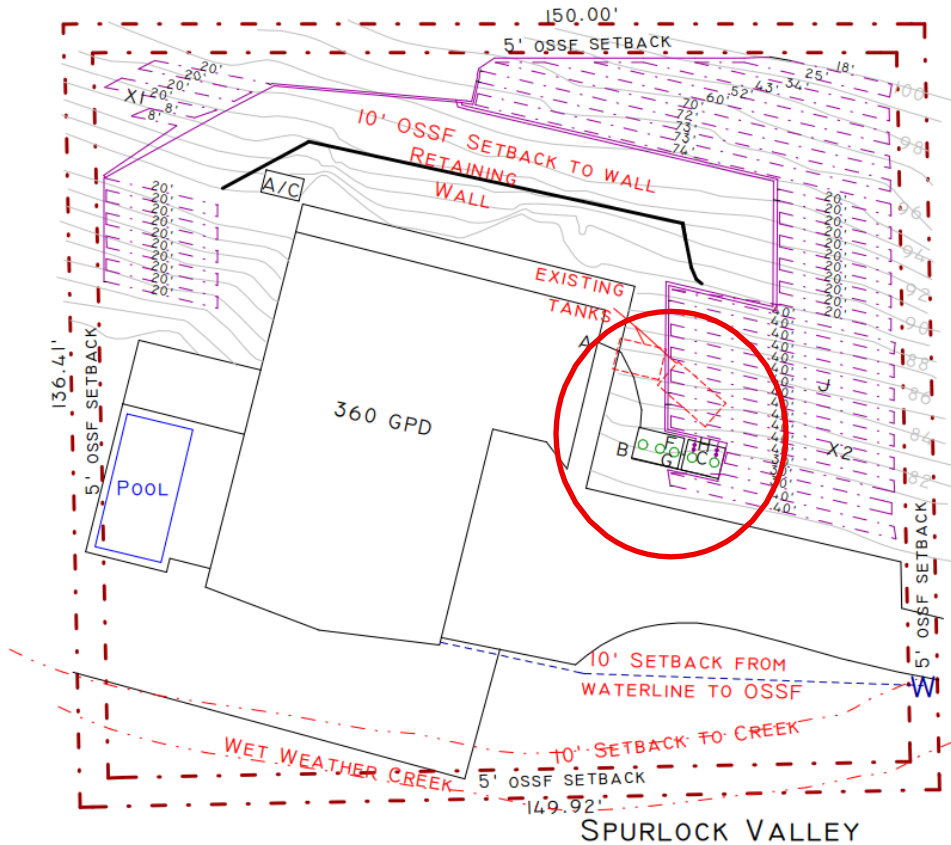
The site had an OSSF installed with tanks to the west of the building, outside of the setbacks. A previous OSSF design was approved in 2024 that proposed tanks in a similar location to the existing.

603 Spurlock Valley Rd

Previous approved OSSF plan for 603 Spurlock.

LOT 7, BLOCK G

ADDING 10" OF LOAM TO DRIP FIELD



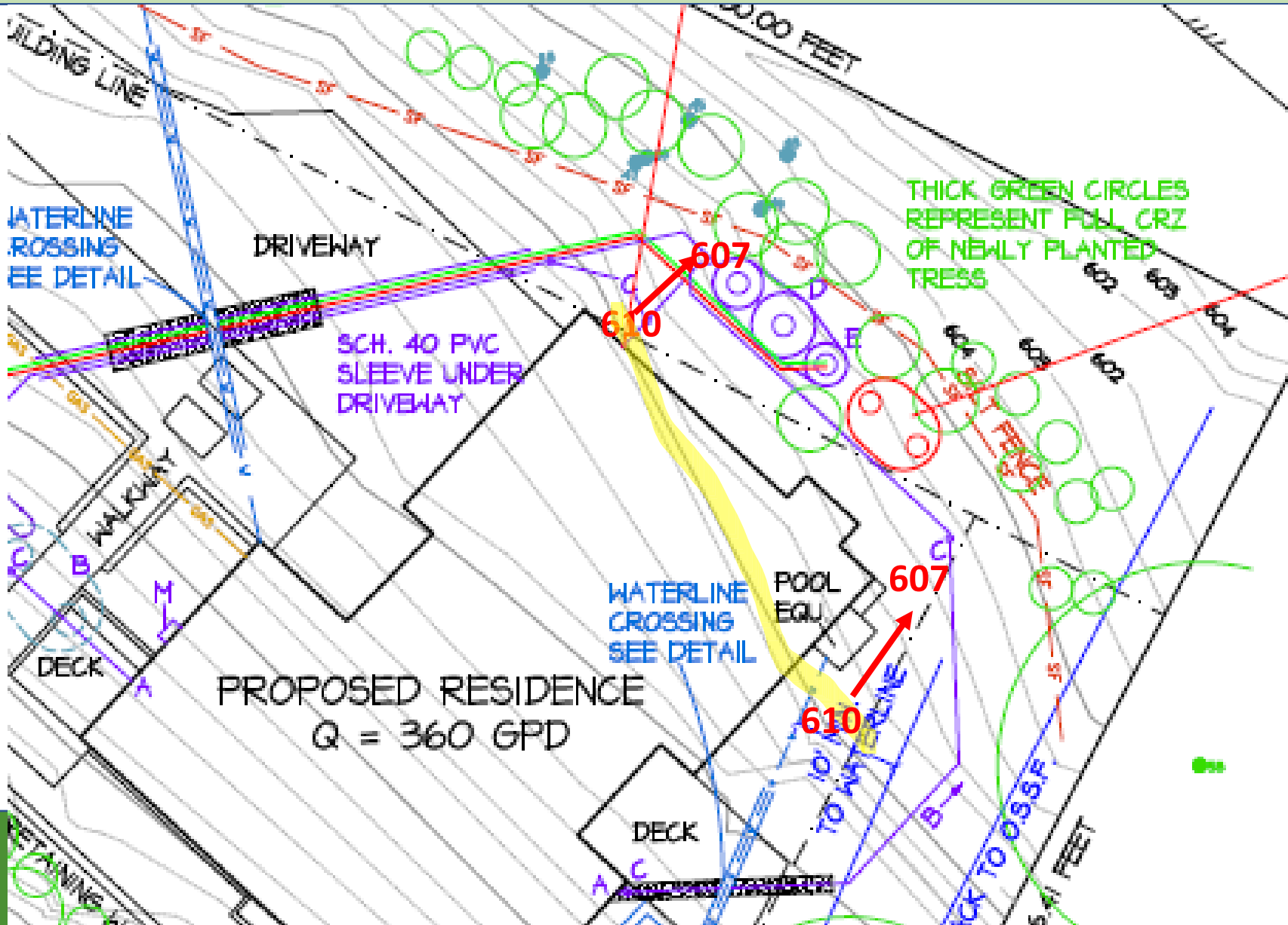
7-12-2022
 STATE OF TEXAS
 DAVID F. MCGHEE JR.
 4206
 REGISTERED
 PROFESSIONAL SANITARIAN
David F. McGhee

- X = PROFILE HOLES
- | | | |
|-----|---|------|
| J # | 1 | 290' |
| | 2 | 320' |
| | 3 | 280' |
| | 4 | 240' |
| | 5 | 374' |
| | 6 | 296' |
- TOTAL LINEAR FEET = 1800'

NOTES:

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Site Topography



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Setback Requirements

Code Requirements:

Section 22.03.276. Setbacks for accessory structures.

The minimum setback distances for accessory structures, other than unroofed steps, ramps, fences, walks, driveways, driveway gates, playscapes, and mailboxes, shall be the same as the setback distances applicable to a principal building under the appropriate category in section 22.03.281. Accessory structures, including overhangs and eaves, shall not encroach into setbacks. Propane tanks shall not be required to meet the setback requirements of this section so long as they are permitted and placed in accordance with the Liquefied Petroleum Gas Safety Rules adopted by the Railroad Commission of Texas in title 16, part 1, chapter 9, of the Texas Administrative Code, including any and all future amendments thereto.

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Setback Requirements

Code Requirements:

Section 22.03.281 Schedule of Regulations

Minimum Building Setback Distance in Feet From Front Lot Line									
Lot Size/ Zoning	R-1	R-2	R-3	O	GUI	B-1	B-2	B-3	MU-1
Greater than or equal to .5 acre	50	50	50	50	50	50	50	(IV)(a)	(C)
Less than .5 acres	30	30	N/A	30	30	30	30	N/A	N/A

Request:

To encroach 11 feet into the 30-foot front setback for a replacement OSSF system.

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Public Comments:

As of the date of the report, one written comment from the applicant was provided after posting the ZAPCO packet.



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This item was considered by ZAPCO at the January 21, 2026 meeting.

The Commission recommended **denial** of the variance by a vote of 5-0 using the following criteria:

1. The variance may violate the intent of this chapter or the goals of the city's comprehensive plan; and
2. The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof.

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Discuss and consider action on if the following conditions are fulfilled:

The applicant has established by competent evidence that:

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.
2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.

The Board of Adjustments, in performing their respective duties in reference to applications for variances, may be guided by the interpretative criteria listed in the variance criteria in the report.

The findings of fact as alleged by the applicant are attached in Exhibit A.

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Applicable Interpretative criteria

1. Variances from the terms of this chapter should be granted sparingly.
2. Deviations from the requirements of this chapter are justified only where the hardship resulting from their application is substantial.
3. Usually, the granting of a variance must be predicated on a finding that the applicant's hardship arises from unusual conditions or circumstances, such as exceptional irregularity of shape or topography, which are peculiar to the parcel of land involved and not shared generally by other parcels in the neighborhood or district, or because no other reasonable alternative is available that will alleviate the unnecessary hardship complained of.
4. Normally, a variance is to be denied if conditions or circumstances relied on for a variance were self-created by the person having an interest in the property in disregard of city regulations.
5. The variance shall not violate the goals of the master plan for the city.
6. The variance shall not have an adverse effect on neighborhood properties or unreasonably interfere with the respective owners' enjoyment thereof.
7. The fact that lots, structures, uses or dimensional conditions on properties or structures within 200 feet of the property involved are, because they are nonconforming or because of previously granted variances, similar to the condition which would be created by the variance requested shall be relevant to, but not determinative of, the granting of the requested variance.