

# City of West Lake Hills

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

Wednesday, February 18, 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 January 21, 2026 Zoning and Planning Commission Minutes.
  - b. Report of previous cases ZAPCO acted on by BOA/City Council.

**Action:** Commissioner Stewart moves for approval of the Consent Agenda

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

***Chair Meisel moves the discussion of Item 7, 102 Swiftcurrent up on the agenda for discussion.***

7. Discuss and consider a recommendation to Board of Adjustments on a variance to allow a second driveway when a maximum of one is allowed (Section 22.03.175(e)(2)).

Applicant: Francisco Rios,

#### **A. Staff Report:**

1. Director Bills details the replat of 100 Swiftcurrent which resulted in the property to be landlocked. Director Bills described the details of the proposed driveway with a curb cut on 102 Swiftcurrent to access the

easement on 98 Swiftcurrent to provide driveway access for 100 Swiftcurrent.

2. Chair Meisel calls to postpone the item to the March ZAPCO meeting
  1. The owners of 98 Swiftcurrent stated their objection to the postponement.

***Chair Meisel moves the full discussion and consideration of Item 7 to its initial place in the agenda.***

4. **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 than 18 inches within setbacks (Section 22.03.170(f)).

Applicant: Matt Garcia

*Note: Items 4 and 5 are related to the same property and are separate due to Zoning variance requests being forwarded to the Board of Adjustments while the Tree variance request is forwarded to City Council. They were largely discussed as a single item, recorded in the minutes for item 4, while the motions were separated.*

**A. Staff Report:**

- a. **Director Bills** describes the history of the property and the variance requests.
- b. **Chair Meisel** asks why the property is taking access off of Yaupon Valley Road instead of Laurel Valley.

- c. **Commissioner Webber** asks if there is room on the property with the proposed development to replace the illegally-removed trees.

**B. Public Comments:**

- a. **Matt Garcia – Applicant**
  - 1. Indicates that trees had been removed by prior owner
  - 2. Speaks in favor of variance requests
- b. A letter (Attached to minutes as “Exhibit A”) in opposition to the variances from Steve Brown of 300 Cedar Oak Drive was read into the record
- c. A letter (Attached to minutes as “Exhibit B”) in opposition to the variances from Jane Noble of 801 Yaupon Valley Road was read into the record

**C. Discussion:**

- a. **Commissioner Webber** asks what the proposed square footage of the new house is.
  - 1. **Matt Garcia:** 4320 square feet
- b. **Commissioner Maccini** asks if there has been a recent tree survey of the property.
  - 1. **Director Bills:** None has been provided.
- c. **Commissioner Webber:** The scope of the variances represents a mockery of city code.
- d. **Chair Meisel** indicates that according to the Appraisal District, the ownership hasn’t changed since 2020, and that it was this owner that removed the trees.
- e. **Commissioner Webber:** Space required for tree mitigation needs to be quantified.
- f. **Commissioner Pledger:** There is no hardship, and the magnitude of variances requested would require a dramatic hardship.

**D. Action:**

- a. **Commissioner Webber** moves to forward all variance requests to the Board of Adjustment with a recommendation of **denial** for lack of hardship.
  - 1. Commissioner Pledger seconds,
  - 2. Motion carries unanimously (5-0).

**The variance request and recommendation will be forwarded to the March 11, 2026 Board of Adjustments Meeting.**

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

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

*Note: Items 4 and 5 are related to the same property and are separate due to Zoning variance requests being forwarded to the Board of Adjustments while the Tree variance request is forwarded to City Council. They were largely discussed as a single item, recorded in the minutes for item 4, while the motions were separated.*

**A. Staff Report:**

- a. See minutes for item 4

**B. Public Comments:**

- a. See minutes for Item 4

**C. Discussion:**

- a. See minutes for item 4

**D. Action:**

- a. **Commissioner Bartoletti** moves to forward the variance request to the Board of Adjustment with a recommendation of **denial** for lack of hardship.
  - i. Commissioner Webber seconds
  - ii. Motion carries unanimously (5-0)

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

**6. Public Hearing 101 Westhaven Dr. : Discuss and make a recommendation to Board of Adjustment on variances to allow for an accessory structure:**

1. To encroach 22 feet into the 30-foot front setback along Bee Cave Road (Section 22.03.276 and 22.03.281)
2. To encroach 20 feet into the 25-foot rear setback (Section 22.03.276 and Section 22.03.281)

Applicant: Pramod Patil, Property Owner

**A. Staff Report:**

- a. Director Bills details that proposed shed to be in a similar location after a storm destroyed the existing shed.
- b. Director Bills shares that the lot lost 14 feet of the front setback to TXDOT's expansion of Bee Cave Rd.

- c. Stewart asks if the shed was there before 2014 and if it has HVAC, Plumbing, Water.
  - a. Director Bills states that the shed would just have electric.
- d. Bartoletti asks if the shed was in the setback prior to the sale of the portion of the lot.
  - a. Director Bills says yes.
- e. Pledger asks if the shed predates the setback code.
  - a. Director Bills states she is unsure of how old the original shed was, but not older than 2002 according to a survey of the property provided by the applicant.

**B. Public Comments:**

- a. **Pramod Patil - Applicant:**
  - 1. Presented request for variance.

**C. Discussion:**

- a. **Commissioner Maccini** states that the variance is a direct hardship and is in support of the variances.
- b. **Commissioner Webber** thanks Patil for the presentation and is in support.

**D. Action:**

- a. Commissioner Maccini moves to forward the variances to City Council with a recommendation of **approval**.
  - a. Commissioner Webber seconds,
  - b. Motion carries (5-0) unanimously.

**The variance request and recommendation will be forwarded to the March 11, 2026 Board of Adjustments Meeting.**

- 7. **102 Swiftcurrent.** Discuss and consider a recommendation to Board of Adjustments on a variance to allow a second driveway when a maximum of one is allowed (Section 22.03.175(e)(2))

Applicant: Francisco Rios, Property Owner

*Note: Chair Meisel chose to recuse himself from the discussion on the variance request because he was involved in the prior replat of the property as the property owner. Vice-Chair Pledger led the discussion on this item.*

**a. Staff Report:**

- 1. **Director Bills** details that the only applicant on record is 102 Swiftcurrent.

2. **Commissioner Bartoletti** states that the variance request should be postponed to the next meeting because of insufficient information to the application.
3. **Commissioner Pledger** asks why the other two property owners were not on the application
4. Maccini asks to hear from the applicant
5. Bartoletti asks Director Bills and Assistant City Attorney Thamm if the applicant owns the property
  1. **Director Bills** clarifies that the applicant owns 102 Swiftcurrent, but that the goals of the applicants are to receive the variance and sell the portion of the property for which the variance is requested to the owners of 98 Swiftcurrent.
    - a. If the property lines are moved, the properties would need to go through the subdivision process prior to additional development.

**b. Public Comment:**

1. Francisco Rios, Applicant:
  1. Clarified the comments made by the commission and agrees with the commission that all three parties should be involved.

**c. Discussion:**

1. Pledger asks the applicant to postpone to the March ZAPCO meeting
2. Director Bills shares her recommendation of 98 Swiftcurrent to be the applicant/agent, with 102 Swiftcurrent providing power of attorney.
3. Maccini asks who will eventually own the driveway.
  1. As proposed by the current owners of 98 and 102 Swiftcurrent, Director Bills states that 98 Swiftcurrent will own the driveway
4. Pledger states the applicant should be the owner of the driveway and all parties be included.
5. Webber states that part of the application should include the impervious cover calculations.
  1. Webber asks if it's appropriate for 98 Swiftcurrent to be the applicant.
    - a. Development Coordinator Sherrouse explains that the City has a standard Power of Attorney form that can be submitted to the application to allow the application to represent multiple properties.
6. Applicant requests postponement to the March 18, 2026 ZAPCO meeting.

**d. Action:**

1. Bartoletti moves that the request be postponed to the March 18, 2026 ZAPCO Meeting
  1. Commission Webber seconds,
  2. The vote passes (5-0) unanimously.

The variance request is postponed to the March 18, 20206 ZAPCO meeting

Chair Robert Meisel returns to the dais.

8. Adjournment

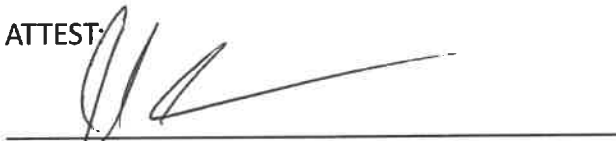
Chair Meisel adjourns the meeting at 7:48pm

APPROVED:



Robert Meisel, Chair

ATTEST:



Joel Sherrouse, Development Coordinator

These minutes were approved on March 18, 2026.