

City of West Lake Hills

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

Wednesday, March 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: Absent
 6. Commissioner Laurie Maccini: Absent

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

Action: Commissioner Pledger moves for approval of the Consent Agenda

- i. Commissioner Webber Seconds
- ii. Motion carries unanimously (3–0)

4. **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: Catherine Wilkes, 98 Swiftcurrent Property Owner & Francisco Rios, 102 Swiftcurrent Property Owner

Note: the applicants provided additional exhibits to the commission at the ZAPCO hearing. These documents are attached to the minutes as exhibit 4A.

a. Staff Report:

1. Director Bills explains that the item was initially presented at the February ZAPCO meeting as a variance for 102 Swiftcurrent Trail, but was postponed to the March ZAPCO meeting to allow for 98 Swiftcurrent to be added to the application, as the intent is to secure the variance prior to transferring the land for the driveway to 98 Swiftcurrent Trail.
2. Commissioner Webber asks Director Bills about the trees affected by the driveway .
3. Chair Meisel asks why the applicants are selling their land for the driveway instead of securing an easement from 102 Swiftcurrent.
 1. Director Bills explains this is the desire of the property owners and the land would need to be replatted following the transfer of land, and a private easement would be recorded.

b. Public Comment:

1. Christian Bigham – David Wilkes Builders
 1. Speaks on the variance request on behalf of applicants for 98 Swiftcurrent.
2. Joseph Lucas - 100 Swiftcurrent:
 1. Speaks in opposition to the variance request.
3. Francisco Rios, Applicant for 102 Swiftcurrent:
 1. Speaks in favor of the variance request.

c. Discussion:

1. Commissioner Pledger points out that the applicants are in active litigation with the owners of 100 Swiftcurrent regarding the easement.
2. Commissioner Webber believes the solution to put in a second driveway cut for a new easement seems like a no-brainer.
3. Chair Meisel states that 100 Swiftcurrent does not need a second driveway
 1. Director Bills explains that the second driveway request is for a portion of property that is currently on 102 Swiftcurrent, but will be on 98 Swiftcurrent following the land transfer, but that the driveway is intended to be for access to 100 Swiftcurrent, which is a landlocked parcel.

d. Action: Commissioner Webber moves to recommend that the variance be forwarded to the Board of Adjustments with a recommendation of **approval** due to hardship.

1. Commissioner Bartoletti seconds
2. Motion **carries** unanimously (3-0)

The recommendation will be forwarded to the April 8th Board of Adjustments meeting

5. Public Hearing: 419 Ridgewood Trail: Discuss and make a recommendation on proposed variances for the removal of one tree (14.25 inch elm) with a trunk diameter of 14 inches or greater, (Section 22.03.304 of the West Lake Hills Code).

Applicant: Nina Falgout Sterrett, Atterberry Cooke Architecture

- a. **Staff Report:**

1. Director Bills shares the presentation about the tree removal
2. Commissioner Webber asks if staff has gone to inspect the tree
 1. Director Bills states that staff inspected the trees at the beginning of the project, but not since

- b. **Public Comment:**

1. Nina Falgout Sterrett, Applicant:
 1. Speaks in favor of the variance request
2. Doug Dear, Certified Arborist:
 1. Explains that the tree is structurally unsound following the authorized removal of surrounding smaller trees, which exposed the tree to wind loads.

- c. **Discussion:**

1. Commissioner Bartoletti asks about the arborist's letter and if the tree is structurally unsound
 1. Doug Deer states that the tree is structurally unsound
2. Commissioner Webber asks about the mitigation for the 14.25" tree and asks Director Bills what the homeowner could possibly do to mitigate for the tree.
 1. Commissioner Webber discusses a possible update to the City's tree ordinance to potentially avoid similar variance requests in the future.

- d. **Action:** Commissioner Pledger moves to forward the variance request to City Council with a recommendation of **approval**.

1. Commissioner Bartoletti seconds
2. The motion **carries** unanimously (3-0)

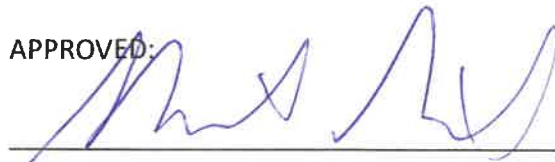
6. Public Hearing: Discuss and consider action to make a recommendation to City Council on the adoption of the amended Drainage and Erosion Control Design Manual

- a. **Staff Report:** City Engineer Christopher Otto with Colliers Engineers delivers a presentation on the proposed updates to the Drainage and Erosion Control Design Manual
1. City Engineer Otto states the changes to types of drainage plans, removing the type iii permit and consolidating type II and type III
 2. Chair Meisel asks for clarification regarding the water courses
 3. Christopher Otto shares the updates to the impervious cover table
 4. Chair Meisel requests clarification regarding about rainwater capturing in relation to the impervious cover of materials such as turf
 1. City Engineer Otto clarifies that the underdrain system under turf catches the rainwater
 5. Commissioners Webber and Pledger ask about the impervious cover for crushed gravel
 6. Chair Meisel and Commissioner Pledger ask about rainwater harvesting impervious coverage
 1. Director Bills clarifies that the rainwater collection is for TCEQ water quality requirements, not for detention.
 2. City Engineer Otto clarifies that rainwater collection for water quality only accounts for the “first flush” of rainfall in which surface pollutants are carried by running water, so only collect and treat the first 1.5 inches of rainfall. 100-year floods in the region can include 12 inches or more of rainfall.
 7. Commissioner Bartoletti requests clarification on no-objection certificates
 1. City Engineer Otto explains that the downstream neighbor is the signatory on the no-objection certificate.
 2. Commissioners Webber and Bartoletti express reservations about the no-objection certificate, and that the process could place neighbors in an awkward position.
 8. Commissioner Webber asks about requirements for Natural Water Courses.
 1. Commissioner Webber asks if there is a visual way to show that a property is close to a natural water course.
 9. Commissioner Bartoletti asks if the limestone topography plays any part of likely flood areas and drainage fields
 1. City Engineer Otto explains that there are methods to take the limestone into account, but that is an expensive and difficult process and the intent of the proposed manual is not to pass the burden of those methods onto homeowners
 10. Commissioner Webber asks about the depth or radius of the cut and fill piers
 11. Commissioner Webber asks about cut and fill for septic fields

1. Director Bills shares that cut and fill are considered in septic reviews and that septic fields are not allowed on a slope greater than 30% by TCEQ regulations
12. Commissioner Webber asks about the drainage checklist and recommends clarity between the Type I and Type III drainage elements
 1. Director Bills states that the drainage checklist currently includes site plan elements, and upcoming updates will reverse this and have the drainage checklist be a subset to site plan checklists
13. Chair Meisel asks Director Bills what recommendations they should move forward and when they are moving forward
 1. Director Bills clarifies that City Council will consider the drainage manual for adoption on the April 8 Meeting, following recommendation from ZAPCO
 2. Commissioner Webber asks how they can make recommendations regarding checklists that haven't been prepared
 - a. Director Bills clarifies that checklists are administrative items and will be prepared following adoption of the manual.
- b. Action:** Chair Meisel moves that the drainage manual be recommended for adoption by the City Council, with the request that council discuss:
 - a) The impervious cover status of crushed granite walkways;
 - b) The wisdom of the no-objection certificates considering their impact on adjacent neighbors;
 - c) Providing a water course location map and notifying property owners of their status; and
 - d) The impact of piers and their sizing on the environment.
1. Commissioner Webber Seconds
 1. The motion **carries** unanimously (3-0)

7. Adjournment

Chair Meisel adjourns the meeting at 8:20pm

APPROVED: 

Robert Meisel, Chair

ATTEST:



Joel Sherrouse, Development Coordinator

These minutes were approved on 4/15, 2026.

Exhibit 4A

Waterloo Surveyors SURVEY PLAT

A1232

LOT 2-A
1.2 Acres.

25' EASEMENT

12'

10'

PROPOSED DRIVEWAY

72.81'

0.024 Acres.
1084.4 Sq.ft.

N27°56'14"E

N27°26'51"E
57.80'

FR
POINT OF
BEGINNING

JUNIPER 17

S38°24'45"W
c=127.82'
a=1/28.54'
r=350.00'

LIVE OAK 16"

JUNIPER 9.8'

JUNIPER 9.8'

JUNIPER 10"

S50°20'39"E
24.24' JUNIPER 16"

SIRC

Swiftcurrent Trail

LOT-3

SCALE
1" = 10'

LEGEND
FOUND IRON ROD
SET IRON ROD WITH CAP

FIR
SIRC

GENERAL NOTES:
BEARINGS SHOWN HEREON ARE
BASED ON GRID NORTH OF
THE TEXAS STATE PLANE
COORDINATE SYSTEM - TEXAS
CENTRAL, 4203. ALL DISTANCES
ARE SURFACE.



Karl E. Atkins
Karl E Atkins, RPLS 4618

March 5th 2026

Date of Signature