



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, May 13, 2026 at 7:00 PM

Notice is hereby given that the City Council of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 13th day of May 2026 at 7:00 p.m., in the Council Chambers, 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/comment on to citysec@westlakehills.gov by 1:00 P.M. on May 13, 2026.

1. Call to Order
2. Ordinance Discuss and consider action to approve an ordinance for the final canvass of the May 2, 2026 General Election and declare the candidates elected for Mayor, City Council Member Place 2, and City Council Member Place 4.
3. Administration Presentation of Certificates of Election and Oath of Office for the positions of Mayor, City Council Member Place 2, and City Council Member Place 4.
4. Citizen Communications The City Council 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 Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council 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.
5. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.

- a. Approval of the April 22, 2026 Regular Meeting Minutes.

b. Approval of the May 6, 2026 Workshop Minutes.

6. Administration Discuss and consider action on the selection of a Mayor Pro Tem.
7. Public Hearing 1111 Redbud Trail: Discuss and consider action on a recommendation from ZAPCO on proposed variances for the removal of the following trees with a trunk diameter of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code).
 - a. Tree #729 (15” Cedar)
 - b. Tree #698 (15” Live Oak)

Applicant: James Mustillo, Miro Riveria Architects

8. Public Hearing 507 Konstanty Circle: Discuss and consider action on a recommendation from ZAPCO on proposed variances for the removal of the following trees with a trunk diameter of 14 inches or greater, (Section 22.03.304 of the West Lake Hills Code).
 - a. Tree #503 (16.1” Elm)
 - b. Tree #652 (14.1” Oak)

Applicant: Mark Lakins, Dahlin Group

9. Administration Discuss and consider direction to rezone 911 Westlake Drive from GUI-Government Utility Institution district.
10. Administration Receive an update and consider possible action regarding City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow.
11. Administration Discuss and consider action on providing an increase in pay to Director of Building and Development Services.
12. Executive Session Executive Session pursuant to Texas Government Code Section 551.072 regarding the cell tower lease at 911 Westlake Drive.
13. Adjournment

Approved by: James Vaughan, Mayor

Certificate

I certify that the above Notice of the May 13, 2026 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 4010 Bee Cave Road, West Lake Hills, Texas on Thursday, May 7, 2026 by 5:00 pm. and will remain posted continuously until said meeting is

convened.

Signed by: Makayla Rodriguez, City Secretary

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
City Council

AGENDA REPORT

Meeting Date:	<u>May 13, 2026</u>	Item Number:	<u>2</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Makayla Rodriguez</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>Ordinance No. 2026-004</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider action to approve an ordinance for the final canvass of the May 2, 2026 General Election and declare the candidates elected for Mayor, City Council Member Place 2, and City Council Member Place 4.

Recommendation

To approve the ordinance.

Discussion

The General Election was held on May 2, 2026. The City contracts with Travis County for election services, including tabulation of election results. Upon receipt of the tabulation, Ordinance No. 2026-004 canvassing the returns and declaring the results of the General Election will be finalized and presented for Council consideration.



CITY OF WEST LAKE HILLS, TEXAS
CITY COUNCIL REGULAR MEETING MINUTES
Wednesday, April 22, 2026 at 7:00 PM

1. Call to Order

Mayor James Vaughan called the meeting to order at 7:05 p.m.

CITY COUNCIL PRESENT: Mayor James Vaughan, Councilmember Dana Harmon, Councilmember Beth South, and Councilmember Darin Walker. Mayor Pro Tem Gordon Bowman and Councilmember Brian Plunkett were not in attendance.

CITY STAFF PRESENT: City Administrator Trey Fletcher, City Secretary Makayla Rodriguez, Director of Building and Development Services Jennifer Bills, Finance Director Vonda Ragsdale, Public Works Director Evan Groeschel, Police Chief Scott Gerdes, and City Attorney Charles Zech.

2. Proclamation Mayor to proclaim the week of May 12-15, 2026 as Police Week and Friday, May 15, 2026 as Police Officers Memorial Day in the City of West Lake Hills, Texas.

Mayor James Vaughan acknowledged proclamation and thanked the Police Department for their work.

3. Proclamation Mayor to approve a proclamation celebrating the 50th anniversary of Hill Country Middle School in the City of West Lake Hills, Texas.

Mayor James Vaughan acknowledged the proclamation and members of City Council shared experiences with Hill Country Middle School.

4. Citizen Communications The City Council 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 Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council 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.

Mayor James Vaughan opened the meeting for public comment. Hearing none, Mayor James Vaughan closed the public comment section.

5. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
 - a. Approval of the Appointment Order for the May 2, 2026 General Election.
 - b. Approval of the April 8, 2026 Regular Meeting Minutes.
 - c. Approval of the FY 26 Q2 Building and Development Services Department Report.
 - d. Approval of the FY 26 Q2 Investment and Financial Reports.
 - e. Approval of the FY 26 Q2 Municipal Court Report.
 - f. Approval of the FY 26 Q2 Public Safety Report.

MOTION: Upon a motion made by Councilmember Dana Harmon and seconded by Councilmember Darin Walker, the City Council voted 3-0 to approve the Consent Agenda.

6. Administration Discuss and consider action on a brush pick-up proposal from Texas Disposal Systems, Inc. (TDS).

City Administrator Trey Fletcher briefed City Council on the current level of service with Texas Disposal System as well as reviewed the proposed changes in service related to yard waste collection and requested direction from City Council.

City Council discussed yard waste bundling requirements for pick-up.

Julia Webber discussed alternative methods of retrieval for yard waste to increase participation from the community.

MOTION: Upon a motion made by Councilmember Dana Harmon and seconded by Councilmember Beth South, the City Council voted 3-0 to approve option A.

7. Administration Discuss and consider action on a resolution authorizing official comments regarding Mopac South Environmental Assessment.

Mayor James Vaughan briefed City Council on updates to the MoPac South Expansion Project as well as reviewed a letter drafted regarding requests and recommendations related to the project.

There was discussion on economic impact analysis, environmental assessment, and changes in the project.

Julia Webber expressed her opposition to the MoPac South Expansion Project.

MOTION: Upon a motion made by Councilmember Dana Harmon and seconded by Councilmember Darin Walker, the City Council voted 3-0 to approve the resolution.

8. Administration Discuss budget amendments to support AI enabled traffic signals, North Peak street and drainage improvements, and Additional Services Request by Colliers Engineering.

City Administrator Trey Fletcher shared the proposed budget amendments. There was discussion regarding the amendments, street improvements, and statistics of NoTraffic.

MOTION: Upon a motion made by Councilmember Dana Harmon and seconded by Councilmember Darin Walker, the City Council voted 3-0 to support the budget amendments.

9. Administration Receive an update and consider possible action regarding City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow.

Director of Building and Development Services Jennifer Bills informed City Council that minor work has begun for the property.

10. Executive Session Executive Session pursuant to Texas Government Code Section 551.072 to deliberate the value of real property and potential negotiation strategy related to 911 Westlake Drive in connection with a proposed request for proposals.

The City Council went into Executive session at 8:02 p.m.

Mayor James Vaughan called the meeting back to order at 8:46 p.m.

Mayor James Vaughan stated that no action was taken during Executive Session.

11. Adjournment

Mayor James Vaughan adjourned the meeting at 8:47 p.m.

Respectfully submitted:

James Vaughan, Mayor

ATTEST:

City Secretary, Makayla Rodriguez

The minutes were approved on the 13th day of May, 2026.



CITY OF WEST LAKE HILLS, TEXAS
CITY COUNCIL WORKSHOP MINUTES
Wednesday, May 6, 2026 at 12:00 PM

1. Call to Order

Mayor James Vaughan called the meeting to order at 12:05 p.m.

CITY COUNCIL PRESENT: Mayor James Vaughan, Mayor Pro Tem Gordon Bowman, Councilmember Dana Harmon, Councilmember Beth South, and Councilmember Darin Walker. Councilmember Brian Plunkett was not in attendance.

CITY STAFF PRESENT: City Administrator Trey Fletcher, City Secretary Makayla Rodriguez, Director of Building and Development Services Jennifer Bills, Public Works Director Evan Groeschel, Police Chief Scott Gerdes, and City Attorney Charles Zech.

2. Citizen Communications The City Council 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 Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council 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.

Mayor James Vaughan opened the meeting for public comment. Hearing none, Mayor James Vaughan closed the public comment section.

3. Ordinance Discuss and consider action to approve an ordinance for the final canvass of the May 2, 2026 General Election and declare the candidates elected for Mayor, City Council Member Place 2, and City Council Member Place 4.

City Secretary Makayla Rodriguez stated that Travis County is still in the process of finalizing the general results and that they are expected to have the official results available by May 11.

City Administrator Trey Fletcher stated that the canvassing for the election will be held at the next City Council meeting on May 13, 2026.

4. Administration Discuss and consider an ordinance to approve a budget amendment to the Fiscal Year 2025-2026 budget.

City Administrator Trey Fletcher gave an overview of the budget amendments and discussed the requirements for yard waste pick up services from Texas Disposal System to begin in June.

There was discussion on FEMA reimbursement, an increase in property taxes revenues, and a recent open house for future street maintenance projects.

MOTION: Upon a motion made by Councilmember Darin Walker and seconded by Mayor Pro Tem Gordon Bowman, the City Council voted 4-0 to approve budget amendment as presented.

5. Executive Session Executive Session pursuant to Texas Government Code Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee: City Administrator Annual Evaluation.

The City Council went into Executive Session at 12:16 p.m.

Mayor James Vaughan called the meeting back to order at 1:19 p.m.

Mayor James Vaughan stated that no action was taken during Executive Session.

6. Adjournment

Mayor James Vuaghan Adjourned the meeting at 1:19 p.m.



AGENDA REPORT

Meeting Date:	<u>May 13, 2026</u>	Item Number:	<u>7</u>
	<u>Building & Development</u>		
Department:	<u>Services</u>		
	<u>Jennifer C. Bills, Director of</u>		
Prepared By:	<u>BDS</u>	Cost / Budget:	<u>None</u>
Exhibits:	<u>See Attached</u>	Source of Funds:	<u>N/A</u>

Subject

1111 Redbud Trail: Discuss and consider action on a recommendation from ZAPCO on proposed variances for the removal of the following trees with a trunk diameter of 14 inches or greater, (Section 22.03.304 of the West Lake Hills Code).

- Tree #729 (15" Cedar)
- Tree #698 (15" Live Oak)

Applicant: James Mustillo, Miro Riveria Architects

Recommendation

Hold a public hearing and determine the following findings of fact to approve or deny the requested variances.

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

The City Council can recommend imposition of reasonable conditions upon granting a variance if the conditions are related to the subject of the variance.

This item was reviewed by the Zoning and Planning Commission on April 15, 2026 and the following criteria used:

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.

ZAPCO recommended **approval** of the variance 3-2 (Attachment 4).

Since the ZAPCO meeting, Alex Sanchez, the Deputy City Inspector, met on site with the applicant's representatives on April 30, 2026. Tree #698 has been conditionally approved for removal, pending a final report from the applicant's certified arborist verifying the status as diseased/dying. This tree, along with other dead vegetation can be removed prior

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Anadyomene LLC (Margaret and Matt Winkler)

Legal Description: ABS 198 SUR 504 CHAMBERS T J ACR 5.150

Lot Size: 5.1500 Acres

Zoning: R-1

Wastewater: On-site sewage facility (OSSF)

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

Background & Analysis:

The applicant is seeking to remove two protected trees on their property to accommodate for a new single-family house. The applicants are looking to remove a 15" cedar and 15" live oak. Currently, there are no tree mitigation plans or new residential construction plans under review, however, the applicant letter stated the owners would mitigate the removed trees with live oaks (Attachment 1). As no other plans are available staff has not identified any other potential variances at this stage. If the variance is approved, no tree removal will be permitted until a building permit with mitigation plans is issued.

Tree and vegetation removal and replacement

Code Reference:

Section 22.03.304(a)(4)

Removal policy.

(1) Existing vegetation shall be left undisturbed to the maximum extent possible. In most circumstances, if a tree must be removed, it shall be replaced with a native, non-invasive species so that the native, natural landscape of the city is preserved for future generations.

(2) Trees less than ten (10) inches in diameter measured at a point fifty-four (54) inches above the ground may be removed with a permit in accordance with section 22.03.303(b).

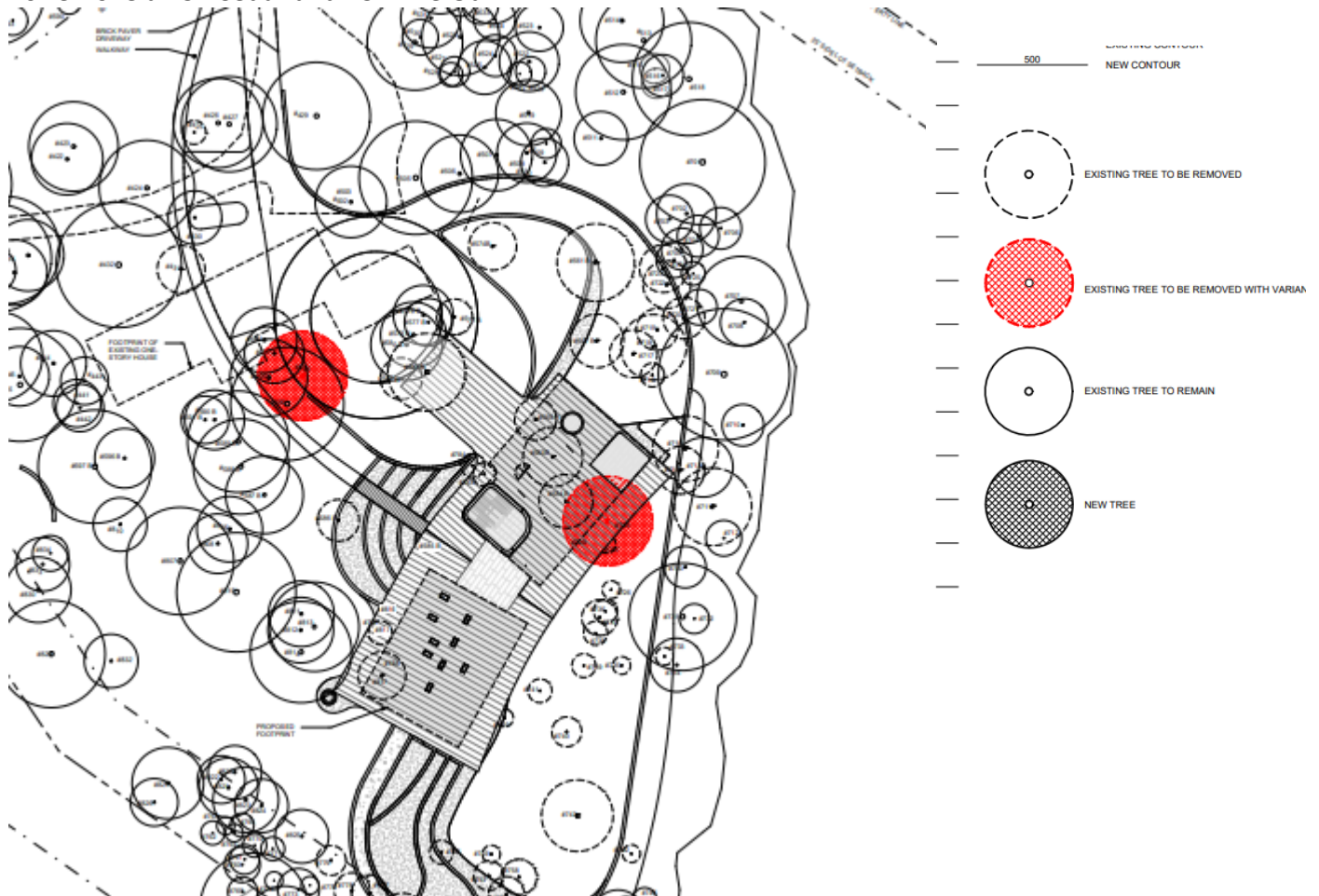
(3) Trees greater than or equal to ten (10) inches and less than fourteen (14) inches in diameter measured at a point fifty-four (54) inches above the ground may be removed with a permit in accordance with section 22.03.303(b)(4). If a tree greater than or equal to ten (10) inches and less than fourteen (14) inches in diameter does not meet the requirements of section 22.03.303(b)(4) then the removal shall be requested through a variance as described by subsection (a)(4) of this section.

(4) The removal of trees greater than (or equal to) fourteen (14) inches in diameter measured at a point fifty-four (54) inches above the ground, or a tree greater or equal to ten (10) inches and less than fourteen

(14) inches in diameter that does not meet the requirements of section 22.03.303(b)(4), is prohibited except as allowed under section 22.03.303(b)(7) and therefore such removal requires a variance from the city council as outlined in section 22.03.308.

Request:

To remove a 15" Cedar and 15" Live Oak.



(Attachment 3, Proposed Tree Removal)

Public Comments:

As of the date of the staff report, one public comment was received at the April 13 ZAPCO meeting (Attachment 4).

Variance Criteria Review:

Trees follow the procedure and notice found in Section 22.03.511 Procedure and notice:

- (a) The city council, when petitioned for a variance, after 16 days' written notice to all property owners within 300 feet of the subject property, shall hold a hearing, and the city council may vary the application of any provision of this article to any particular case when, in its opinion, the enforcement thereof would do manifest injustice, and would be contrary to the spirit and purpose of this article or public interest, or when, in its opinion, the interpretation and recommendation of the zoning and planning commission should be modified or reversed.
- (b) A decision of the city council to vary the application of any provision of this article shall specify in what manner such variance is made, the conditions upon which it is made and the reasons thereof.

The criteria and process for granting a variance found in Section 22.03.514:

No variance shall be granted under this chapter unless the following criteria are fulfilled:

- Findings. The applicant has established by competent evidence that:
 - The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.
 - There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
 - There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
 - The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
- ZAPCO. The recommendation of zoning and planning commission shall include an analysis of whether:
 - The variance may violate the intent of this chapter or the goals of the city's comprehensive plan; and
 - The variance may have an adverse effect on neighborhood properties, or interfere with the respective owners' enjoyment thereof; and
 - When considering variance requests for nonresidential projects in the Commercial Overlay District, whether the variance, when considered as part of the proposed project (as a whole), furthers achievement of the land planning principles set forth in the city's master plan, attachment B, as codified in article 28.02 of this code.
- 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 in the commercial overlay district 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 article 28.02 of this code.

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

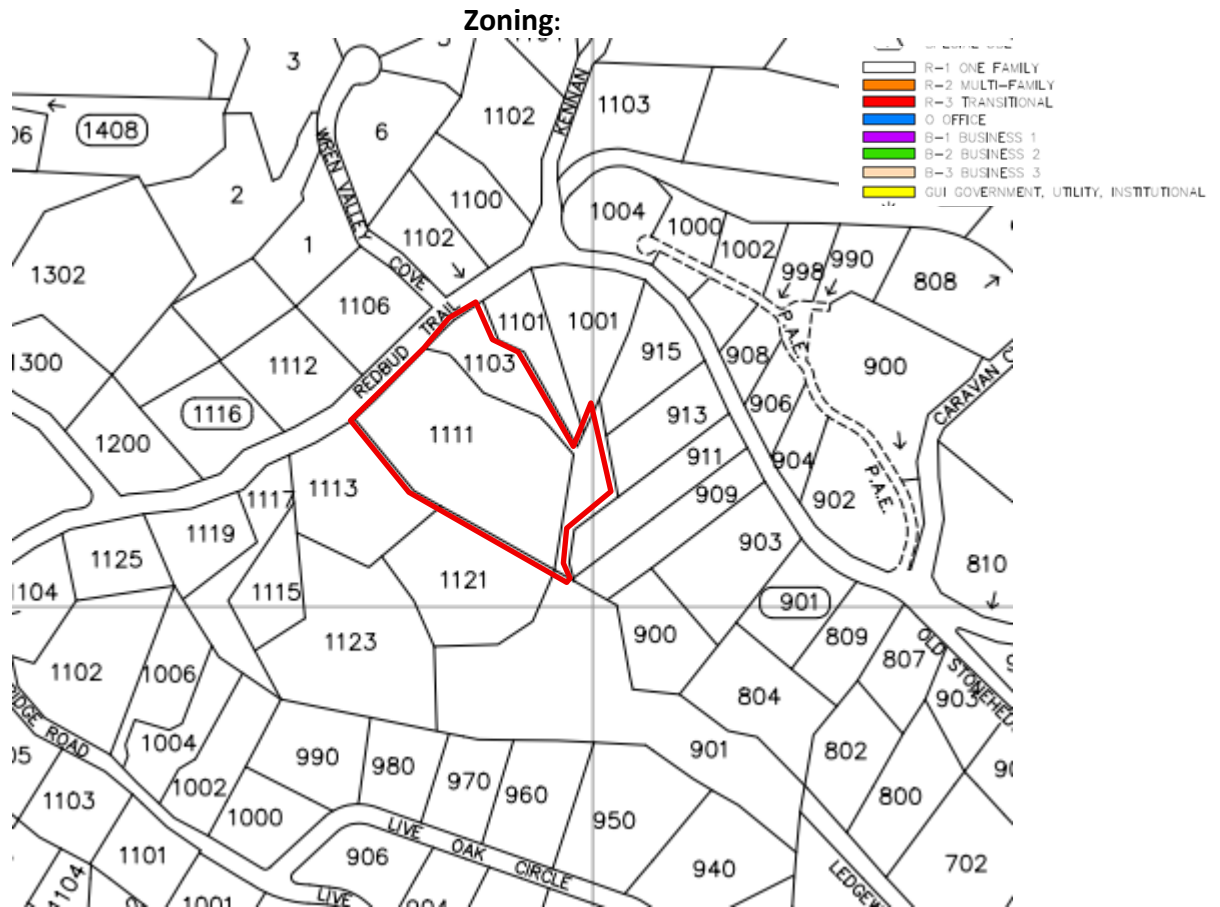
There is no change to the subdivision proposed with this application.

Comprehensive Planning Analysis

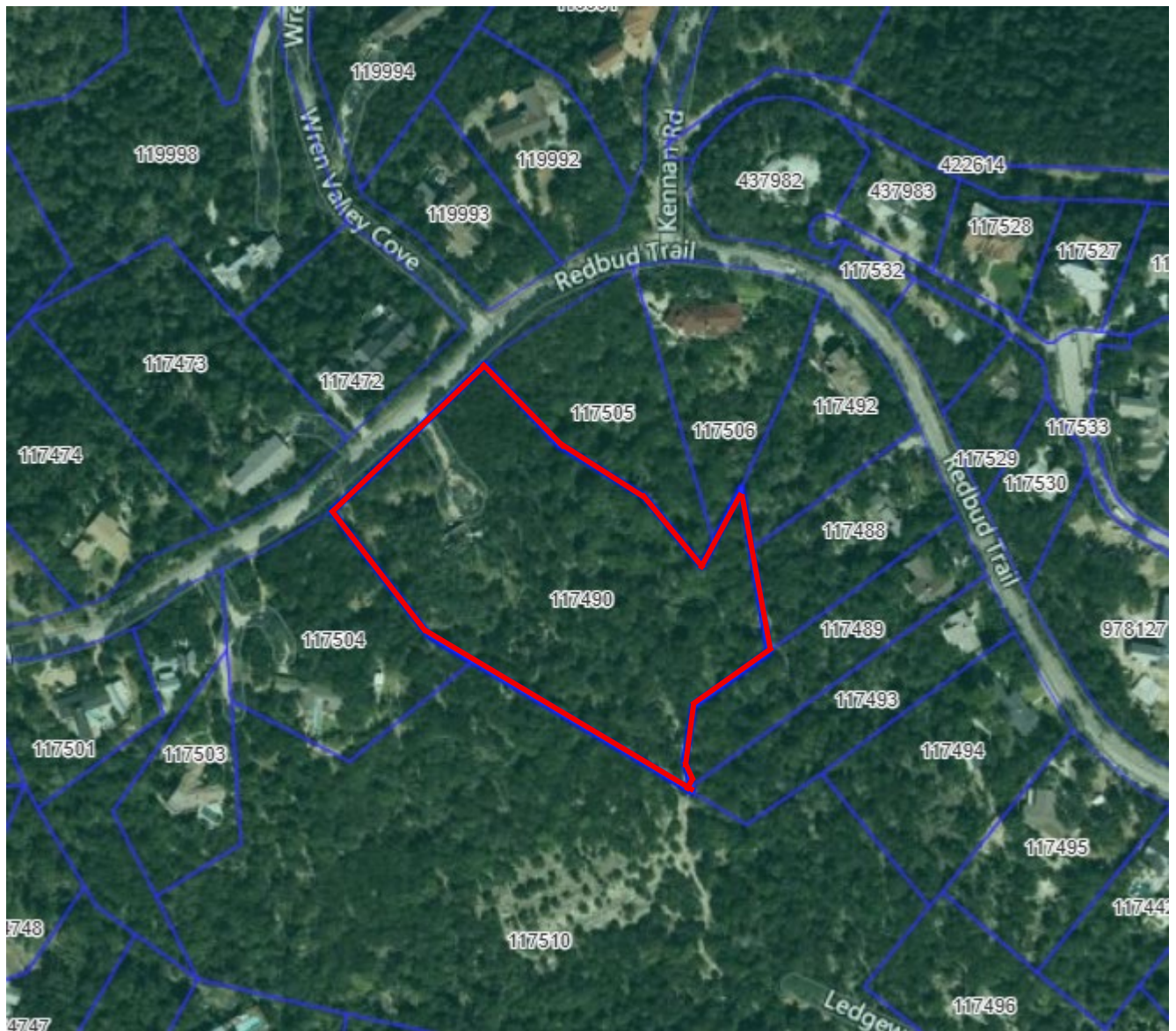
The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Section 22.03.034](#) **Tree and Vegetation Removal and Replacement**
- [Section 22.03.511](#) **Variances**
- [Section 22.03.514](#) **Criteria and process required for granting variance**



Aerial:





March 9, 2026

Robert Meisel
Chairperson, Zoning and Planning Commission
City of West Lake Hills

Miró Rivera Architects

505 Powell Street
Austin, Texas 78703
512.477.7016
mirorivera.com

RE: Variance Application – 1111 Redbud Trail

Dear Chairperson Meisel:

We respectfully request a variance to remove two protected trees to accommodate a new single-family residence to be located at 1111 Redbud Trail. The property owners are devoted stewards of the Hill Country landscape and we have worked carefully with them to minimize tree impacts while meeting their needs in the proposed home — designed for two older adults requiring wheelchair accessibility and aging-in-place features.

Dense tree cover and steep terrain leave few viable building sites. The selected site — a rocky clearing on a steep slope — minimizes tree impacts and uses the slope sit low and unobtrusively in the landscape. The driveway winds between groves of trees, and only two protected trees cannot be avoided: one within the building footprint and one obstructing the only feasible driveway route.

Both trees are located in shallow, rocky soils. The owners will replace them with healthy Live Oaks planted in new soil, and will engage a landscape architect and arborist to develop a long-term maintenance strategy for the new trees in addition to the existing trees. With only two trees removed from the dozens of protected trees on the 5+ acre site — all deep within the property and not visible from the street — this variance is consistent with the City's intent and will leave the landscape meaningfully preserved.

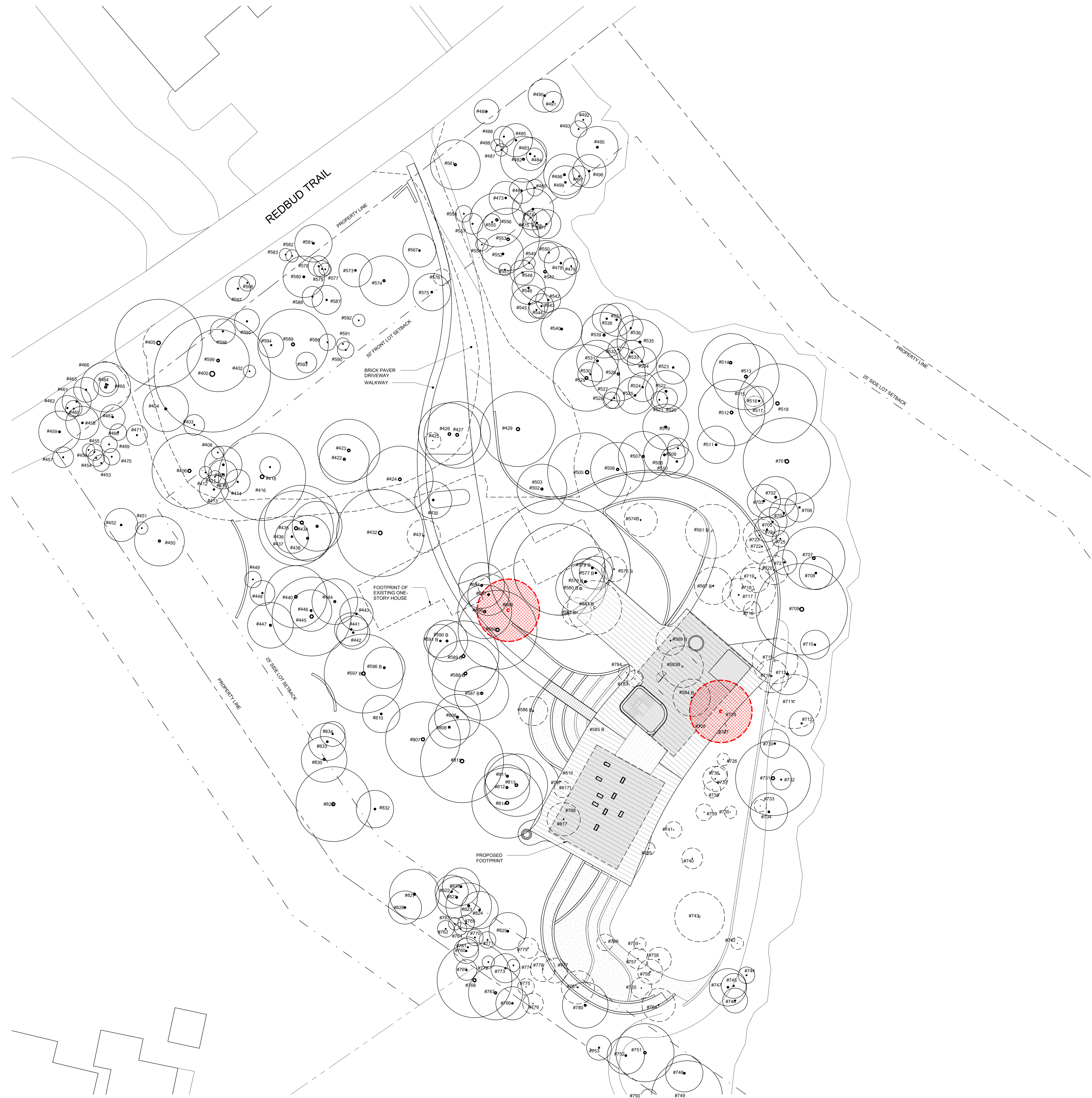
Thank you for your consideration.

Respectfully submitted,

James Mustillo
Architect
Miró Rivera Architects

TREE TAG	CALIPER (MULTI-TRUNK)	TREE LIST	SPECIES	PROTECTED	CRZ
400	28"	LIVE OAK	Y	28'	
402	3"	LIVE OAK	N	3'	
403	5"	LIVE OAK	N	5'	
404	11"	CEDAR	Y	11'	
405	21"	CEDAR	Y	21'	
406	18" (14", 8")	TWIN OAK	Y	18'	
407	CLUSTER	?	Y	NA	
408	3"	PERSIMMONS	N	3'	
409	9"	LIVE OAK	Y	9'	
410	7"	LIVE OAK	Y	7'	
411	3"	LIVE OAK	N	3'	
412	3"	HB	N	3'	
413	7"	LIVE OAK	Y	7'	
414	6"	GUM	N	6'	
415	CLUSTER	PERSIMMONS	?	NA	
416	21" (15", 11")	TWIN OAK	Y	21'	
417	CLUSTER	GUM	NA	NA	
418	5"	ELM	N	5'	
419	CLUSTER	GUM	NA	NA	
420	CLUSTER	GUM	NA	NA	
421	CLUSTER	PERSIMMONS	NA	NA	
422	12"	CEDAR	Y	12'	
423	15"	CEDAR	Y	15'	
424	16"	LIVE OAK	Y	16'	
425	4"	GUM	N	4'	
426	15"	CEDAR	Y	15'	
427	16"	CEDAR	Y	16'	
428	CLUSTER	PERSIMMONS	NA	NA	
429	18"	LIVE OAK	Y	18'	
430	9"	PECAN	Y	9'	
431	8"	PECAN	Y	8'	
432	21"	LIVE OAK	Y	21'	
434	12"	LIVE OAK	Y	12'	
435	18"	LIVE OAK	Y	18'	
436	18" (12", 11")	LIVE OAK	Y	18'	
437	8"	LIVE OAK	Y	8'	
438	11"	LIVE OAK	Y	11'	
439	CLUSTER	PERSIMMONS	NA	NA	
440	15"	CEDAR	Y	15'	
441	8"	LIVE OAK	Y	8'	
442	8"	LIVE OAK	Y	8'	
443	8"	LIVE OAK	Y	8'	
444	11"	CEDAR	Y	11'	
445	19" (13", 11")	TWIN OAK	Y	19'	
446	10"	LIVE OAK	Y	10'	
447	11"	LIVE OAK	Y	11'	
448	6"	PEAR	N	6'	
449	4"	PEAR	N	4'	
450	12"	LIVE OAK	Y	12'	
451	3"	LIVE OAK	N	3'	
452	8"	CEDAR	Y	8'	
453	4"	LIVE OAK	N	4'	
454	5"	LIVE OAK	N	5'	
455	4"	LIVE OAK	N	4'	
456	3"	LIVE OAK	N	3'	
457	5"	LIVE OAK	N	5'	
458	8"	CEDAR	Y	8'	
459	10"	CEDAR	Y	10'	
460	4"	CEDAR	N	4'	
461	7"	CEDAR	N	7'	
462	6"	CEDAR	N	6'	
463	6"	CEDAR	N	6'	
464	6"	LIVE OAK	N	6'	
465	4"	LIVE OAK	N	4'	
466	12"	LIVE OAK	Y	12'	
467	6"	CEDAR	N	6'	
468	4"	CEDAR	N	4'	
469	4"	LIVE OAK	N	4'	
470	4"	LIVE OAK	N	4'	
471	5"	CEDAR	N	5'	
472	CLUSTER	PERSIMMONS	NA	NA	
473	8"	CEDAR	Y	8'	
474	10"	CEDAR	Y	10'	
475	3"	CEDAR	N	3'	
476	7"	CEDAR	N	7'	
477	7"	CEDAR	N	7'	
478	8"	CEDAR	Y	8'	
479	4"	CEDAR	N	4'	
480	4"	CEDAR	N	4'	
481	6"	CEDAR	N	6'	
482	11"	CEDAR	Y	11'	
483	8"	CEDAR	Y	8'	
484	4"	ASH	N	4'	
485	8"	ASH	Y	8'	
486	5"	CEDAR	N	5'	
487	3"	PERSIMMONS	N	3'	
488	3"	PERSIMMONS	N	3'	
489	6"	CEDAR	N	6'	
490	8"	CEDAR	Y	8'	
491	5"	CEDAR	N	5'	
492	4"	CEDAR	N	4'	
493	4"	CEDAR	N	4'	
494	CLUSTER	CEDAR	NA	NA	
495	10"	CEDAR	Y	10'	
496	8"	CEDAR	Y	8'	
497	5"	CEDAR	N	5'	
498	10"	CEDAR	Y	10'	
499	8"	ELM	Y	8'	
500	12"	TRIPLE CEDAR	Y	12'	
501	13"	CEDAR	Y	13'	
502	15"	CEDAR	Y	15'	
503	12"	CEDAR	Y	12'	
504	10"	LIVE OAK	Y	10'	
505	10"	LIVE OAK	Y	10'	
506	10"	LIVE OAK	Y	10'	
507	10"	LIVE OAK	Y	10'	
508	10"	LIVE OAK	Y	10'	
509	5"	CEDAR	N	5'	
510	8"	CEDAR	Y	8'	
511	9"	CEDAR	Y	9'	
512	16"	CEDAR	Y	16'	
513	16"	CEDAR	Y	16'	
514	14"	CEDAR	Y	14'	
515	5"	CEDAR	N	5'	
516	7"	CEDAR	N	7'	

517	5"	CEDAR	N	5'	704	7"	CEDAR	N	7'
518	19"	TWIN RED OAK	Y	19'	705	7"	CEDAR	N	7'
519	11"	CEDAR	Y	11'	706	7"	CEDAR	N	7'
520	5"	CEDAR	N	5'	707	15"	CEDAR	Y	15'
521	4"	CEDAR	N	4'	708	8"	TX TRIPLE RED OAK	Y	8'
522	10"	CEDAR	Y	10'	709	22"	CEDAR	Y	22"
523	8"	CEDAR	Y	8'	710	7"	CEDAR	N	7'
524	7"	CEDAR	N	7'	711	13"	CEDAR	Y	13"
525	9"	CEDAR	Y	9'	712	6"	CEDAR	N	6'
526	13"	CEDAR	Y	13'	713	10"	CEDAR	Y	10'
527	5"	POST OAK	N	5'	714	8"	CEDAR	N	8'
528	4"	POST OAK	N	4'	715	11"	CEDAR	Y	11"
529	16"	CEDAR	Y	16'	716	4"	HACKBERRY	Y	4'
530	6"	CEDAR	N	6'	717	8"	MEXICAN BUCKEYE	Y	8'
531	10"	CEDAR	Y	10'	718	11"	CEDAR	Y	11"
532	5"	CEDAR	N	5'	719	7"	CEDAR	N	7'
533	6"	CEDAR	N	6'	720	7"	CEDAR	N	7'
534	7"	CEDAR	N	7'	721	6"	CEDAR	N	6'
535	11"	CEDAR	Y	11'	722	8"	CEDAR	Y	8'
536	6"	CEDAR	N	6'	723	8"	CEDAR	Y	8'
537	8"	CEDAR	Y	8'	724	6"	CEDAR	N	6'
538	7"	CEDAR	N	7'	725	4"	CEDAR	N	4'
539	11"	CEDAR	Y	11'	726	3"	TX PERSIMMON	N	3'
540	10"	CEDAR	Y	10'	727	3"	TX LO	N	3'
541	CLUSTER	CEDAR	NA	NA	728	4"	CEDAR	N	4'
542	6"	CEDAR	N	6'	729	15"	CEDAR	Y	15'
543	6"	CEDAR	N	6'	730	7"	CEDAR	N	7'
544	4"	POST OAK	N	4'	731	18"	CEDAR	Y	18"
545	9"	CEDAR	Y	9'	732	5"	CEDAR	N	5'
546	8"	CEDAR	Y	8'	733	3"	PO	N	3'
547	15"	CEDAR	Y	15'	734	9"	CEDAR	Y	9'
548	6"	CEDAR	N	6'	735	3"	PO	N	3'
549	3"	POST OAK	N	3'	736	4"	WHITE ASH	N	4'
550	5"	CEDAR	N	5'	737	6"	DEAD CEDAR	N	6'
551	3"	ELM	N	3'	738	4"	WHITE ASH	N	4'
552	10"	LIVE OAK	Y	10'	739	4"	TX PERSIMMON	N	4'
553	15"	CEDAR	Y	15'	740	5"	TX LO	N	5'
554	3"	LIVE OAK	N	3'	741	4"	TWIN TX PERSIMMON	N	4'
555	4"	CEDAR	N	4'	742	3"	TX PERSIMMON	N	3'
556	13"	CEDAR	Y	13'	743	13"	CEDAR	Y	13"
557	5"	CEDAR	N	5'	744	4"	CEDAR	N	4'
558	4"	ELM	N	4'	745	6"	CEDAR	N	6'
559	12"	CEDAR	Y	12'	746	6"	CEDAR	N	6'
560	8"	CEDAR	Y	8'	747	9"	BLACK CHERRY	Y	9"
561	8"	CEDAR	Y	8'	748	9"	CEDAR	Y	9"
562	12"	CEDAR	Y	12'	749	13"	CEDAR	Y	13"
563	9"	CEDAR	Y	9'	750	4"	PO	N	4'
564	12"	CEDAR	Y	12'	751	14"	CEDAR	Y	14"
565	9"	CEDAR	N	9'	752	9"	CEDAR	Y	9"
566	3"	CEDAR	N	3'	753	6"	CEDAR	N	6'
567	5"	CEDAR	N	5'	754	8"	CEDAR	Y	8"
568	10"	CEDAR	Y	10'	755	5"	CEDAR	N	5'
569	9"	CEDAR	Y	9'	756	6"	GUM BUMELIA	N	6"
570	3"	CEDAR	N	3'	757	5"	WHITE ASH	N	5"
571	3"	CEDAR	N	3'	758	6"	WHITE OAK	N	6"
572	7"	LIVE OAK	N	7'	759	3"	TX PERSIMMON	N	3'
573	7"	LIVE OAK	N	7'	760	6"	TX PERSIMMON	N	6"
574	4"	LIVE OAK	N	4'	761	5"	CEDAR	N	5'
575	17"	LIVE OAK	Y	17'	762	4"	CEDAR	N	4'
576	4"	LIVE OAK	N	4'	763	3"	OAK ALMOST DEAD	N	3'
577	3"	LIVE OAK	N	3'	764	3"	CEDAR	N	3'
578	5"	LIVE OAK	N	5'	765	4"	CEDAR	N	4'
579	4"	LIVE OAK	N	4'	766	8"	TX LO	Y	8"
580	10"	LIVE OAK	N	10'	767	13"	TX LO	Y	13"
581	9"	LIVE OAK	N	9'	768	16"	TWIN TX LO	Y	16"
582	3"	CEDAR	N	3'	769	5"	CEDAR	N	5'
583	3"	CEDAR	N	3'	770	4"	LO	N	4'
584	4"	LIVE OAK	N	4'	771	4"	LO	N	4'
585	17"	LIVE OAK	Y	17'	772	3"	LO	N	3'
586	3"	LIVE OAK	N	3'	773	7"	CEDAR	N	7"
587	3"	LIVE OAK	N	3'	774	3"	LO	N	3"
588	4"	LIVE OAK	N	4'	775	4"	LO	N	4"
589	17"	LIVE OAK	Y	17'	776	5"	CEDAR	N	5"
590	4"	LIVE OAK	N	4'	777	6"	CEDAR	N	6"
591	3"	LIVE OAK	N	3'	778	6"	CEDAR	N	6"
592	3"	LIVE OAK	N	3'	779	5"	CEDAR	N	5"
593	5"	LIVE OAK	N	5'	780	11"	CEDAR	Y	11"
594	6"	CEDAR	N	6'	781	8"	WHITE OAK	Y	8"
595	6" (4", 4")	TWIN LIVE OAK	N	NA	782	4"	PO	N	4"
596	4"	CEDAR	N	4'	783	4"	PO	N	4"
597	6"	CEDAR	N	6'	784	4"	PO	N	4"
598	6"	CEDAR	N	6'	785	3"	TX PERSIMMON	N	3"
599	15"	LIVE OAK	Y	15'	786	4"	PO	N	4"
600	13"	CEDAR	Y	13'	787	4"	PERSIMMON	N	4"
601	13"	CEDAR	Y	13'	788	3"	TX PERSIMMON	N	3"
602	12"	CEDAR	Y	12'	789	11"	LIVE OAK	Y	11"
603	9"	CEDAR	Y	9'	790	11"	LIVE OAK	Y	11"
604	12"	CEDAR	Y	12'	791	11"	LIVE OAK	Y	11"
605	8"	LIVE OAK	N	8'	792	15" (10", 9")	TWIN LIVE OAK	Y	15"
606	6"	LIVE OAK	N	6'	793	17" (11", 11")	TWIN LIVE OAK	Y	17"
607	6"	LIVE OAK	N	6'	794	20"	LIVE OAK	Y	20"
608	10"	LIVE OAK	Y	10'	795	8"	LIVE OAK	Y	8"
609	10"	LIVE OAK	Y	10'	796	9"	LIVE OAK	Y	9"
610	10"	LIVE OAK	Y	10'	797	10"	LIVE OAK	Y	10"
611	10"	LIVE OAK	Y	10'	798	10"	LIVE OAK	Y	10"
612	8"	LIVE OAK	Y	8'	799	10"	LIVE OAK	Y	10"
613	12"	LIVE OAK	Y	12'	800	11"	LIVE OAK	Y	11"
614	11"	LIVE OAK	Y	11'	801	9"	LIVE OAK	Y	9"
615	10"	LIVE OAK	Y	10'	802	9"	LIVE OAK	Y	9"
616	10"	LIVE OAK	Y	10'	803	9"	LIVE OAK	Y	9"
617	10"	LIVE OAK	Y	10'	804	9"	LIVE OAK	Y	9"
618	10"	LIVE OAK	Y	10'	805	9"	LIVE OAK	Y	9"
619	10"	LIVE OAK	Y	10'	806	8"	LIVE OAK	Y	8"
620	10"	LIVE OAK	Y	10'	807	12"	CEDAR	Y	12"
621	19"	LIVE OAK	Y	19'	808	12"	CEDAR	Y	12"
622	11"	LIVE OAK	Y	11'	809	8"	LIVE OAK	Y	8"
623	13"	LIVE OAK	Y	13'	810	9"	LIVE OAK		



LEGEND / NOTES

- PROPERTY LINE
- SETBACK / EASEMENT
- TEMPORARY CONSTRUCTION ELEMENT
- 500 EXISTING CONTOUR
- 500 NEW CONTOUR

- EXISTING TREE TO BE REMOVED
- EXISTING TREE TO BE REMOVED WITH VARIANCE
- EXISTING TREE TO REMAIN
- NEW TREE

TREE REPLACEMENT:

- 14" AND ABOVE: 150%
- 6" - 14": 75%
- UNDER 6": NONE
- DISEASED OR DYING: 50%
- DEAD: NONE

REVISION	ISSUE	DATE
1	ISSUE SET	3/9/2025
	PRINTED	4:24:08 PM

JUAN MIRÓ
 REGISTERED ARCHITECT
PROGRESS PRINT
 NOT FOR REGULATORY APPROVAL,
 PERMIT, OR CONSTRUCTION

The Last House
 1111 Redbud Trail
TREE REPLACEMENT PLAN

SHEET: **A0.20**
 SCALE: 1" = 20'-0"
 DATE: xxxxxxxx
 JOB #: 2405
 DRAWN BY: JMR

City of West Lake Hills

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

Wednesday, April 15, 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. Stephanie Collinson-Cooper
 1. Spoke about overgrown brush notification and enforcement
 1. Chair Meisel advised public member to contact city staff

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 March 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 (5-0)

4. **Public Hearing 1111 Redbud Trail.** Discuss and consider a recommendation to City Council on proposed variances for the removal of the following trees with a trunk diameter of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code)

- 1.Tree #729 (15" Cedar)
- 2.Tree #698 (15" Live Oak)

Applicant: James Mustillo, Miro Riveria Architects

- a. **Staff Report:** Director Bills briefed the commission on variance requests for the removal of 2 protected trees for the construction of a new home.
- b. **Public Comment:**
 1. Miguel Rivera– Applicant
 1. Spoke in favor of variance request
 2. Stephanie Collins-Cooper – neighbor
 1. Spoke in favor of variance request
- c. **Discussion:**
 1. Commissioners Maccini and Stewart expressed reservations regarding approval of variances at the conceptual phase
 2. Chair Meisel expresses concerns about transferability of variances
- d. **Action:** Commissioner Bartoletti moves to recommend that the variance be forwarded to the City Council with a recommendation of **approval**
 1. Commissioner Webber seconds
 2. Motion **carries** 3-2
 1. Commissioners Pledger and Maccini opposed

The recommendation will be forwarded to the May 13 City Council meeting

5. **Public Hearing: 507 Konstany Circle.** Discuss and consider a recommendation to City Council on proposed variances for the removal of the following trees with a trunk diameter of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code)
 1. Tree #503 (16.1” Elm)
 2. Tree #652 (14.1” Oak)

Applicant: Mark Lakins, Dahlin Group

- a. **Staff Report:**
 1. Director Bills briefed the commission on variance requests for the removal of 2 protected trees for the construction of a new home.
- b. **Public Comment:**
 1. Daniel Cooley – homeowner
 1. Spoke in favor of the variance request
 2. Michael Padavic – Architect
 1. Spoke in favor of the variance request
- c. **Discussion:**
 1. Chair Meisel comments that finished floor elevation is higher than existing drive and inquires if site will violate cut/fill requirements.
 1. Michael Padavic indicates no other variances will be requested.

2. Commissioner Webber asks if pickleball court will remain on site?.
 1. Daniel Cooley: Yes
 3. Commissioner Maccini indicates the commission does not have all the details required to show hardship.
 4. Commissioner Webber expresses this is different from previous case since the site is more constrained and they are approaching the end of schematic design.
 5. Commissioner Webber indicates they are leaning towards opposition of removing the oak, but that the Elm, while it appears healthy, is located in a location that will make keeping the house 1-story difficult.
- d. **Action:** Commissioner Webber moves to forward the variance request to City Council with a recommendation of approval for the removal of tree 503 to allow for the construction of a single-story home, but denial of tree 652 for lack of hardship.
1. Commissioner Stewart seconds
 2. The motion **carries** unanimously (4-1)
 1. Maccini opposed

The recommendation will be forwarded to the May 13th City Council meeting

6. Public Hearing: 1906 Yaupon Valley Road. Discuss and consider a recommendation to The Board of Adjustments the following variances

- 1) Allow grading greater than 18" in the building setbacks (Section 22.03.170(f));
- 2) Allow construction Allow construction of retaining walls greater than 6 feet in height above natural grade (Section 22.03.170(g));
- 3) Allow construction of retaining walls greater than 3 feet in height without vegetative screening (Section 22.03.170(i)); and
- 4) Allow for fill of over 6 feet on a slope of less than 35% (Drainage and Erosion Control Design Manual Section 7.4.1)

Applicant: Linda Sullivan, CleanTag Permits

a. **Staff Report:**

- a. Director Bills briefs ZAPCO on variances for the property related to discrepancies between architectural and site plans resulting in a home being built several feet lower than indicated in site grading plans, resulting in a driveway slope that exceeds multiple variances related to cut/fill, wall height, and vegetative screening. Additionally, during construction several

other portions of site were graded outside the scope of approved drainage and grading plans.

b. Public Comment:

a. Mark Haddad – Owner

i. Spoke in favor of variance request

b. Linda Sullivan – Applicant

i. Requests temporary certificate of occupancy for property.

1. Applicant is informed that the request is not on the agenda and cannot be discussed.

c. Michael Grosele – Engineer

i. Spoke in favor of variance request

c. Discussion:

a. Commissioner Maccini indicates that they are in favor of the variance request.

d. Action: Commissioner Stewart moves to forward the variance request to Board of Adjustment with a recommendation of **approval**.

3. Commissioner Maccini seconds

4. The motion **carries** unanimously (5-0)

The recommendation will be forwarded to the May 13^h Board of Adjustments meeting

7. Public Hearing: Discuss and consider action to make a recommendation to City Council on amendments to the following Code of Ordinances Sections:

a. General Provisions – Section 1.01.003

b. Administration and Personnel – Section 2.02.031

c. Administration – Section 20.02.055

d. Building Regulations – Article 22.03

e. Subdivision – Sections 36.01.003-004, 36.01.007, 36.01.009, 36.01.012-013

f. Zoning – Sections 38.03.032-038, 38.04.031-032, 38.04.034-035, 38.05.032-037, 38.05.098

a. Staff Report:

a. Director Bills briefed ZAPCO on code changes related to building and development

b. Public Comment:

a. **None**

c. Discussion:

a. Commissioner Bartoletti: Why is ZAPCO being consulted. Is it a courtesy, or is it required?

- i. Since many of these items are Zoning related, state code requires Zoning and Planning to be involved in process.
- b. Commissioner Meisel: Would staff be able to approve a 5% height regulation?
 - i. Yes – any numerical standard
 - ii. Commissioner Meisel: this moves a lot of responsibility to staff, who should have the benefit of clear rules.
- c. Commissioner Bartoletti asks about how the contextual standard will look in the code when codified.
 - i. Director Bills clarifies that it is up to the builder to make a case on whether they should follow the contextual standard, and the city administrator will approve or deny.
- d. Chair Meisel: Asks about the Drainage and Erosion Control Design Manual in definitions.
 - i. Director Bills clarifies that the reference to the Drainage Manual is to prevent multiple definitions from being in the code that may conflict as portions of code are changed over time. References to the Drainage Manual keeps definitions in a single location.
- e. Commissioner Maccini asked for clarifications on temporary storage unit rule changes.
- f. Commissioner Webber asks if the 2015 Building Codes are the most current building codes we allow
 - i. Director Bills clarifies that the 2015 Building Code is what the city currently has adopted, but that the City is planning to adopt newer codes this year.
- g. Commissioner Meisel:
 - i. Would these changes have benefited the applicants for 1906 Yaupon?
 1. No – their deviations were larger than the proposed changes would allow.
- h. Chair Meisel asks about the grammar and syntax of the code updates and asks if he can fix the errors.
 - i. Director Bills states that the code changes still have to go to City Council and the code updates must be legally notified to the public on the following day (4/16/2026).
- i. Commissioner Bartoletti
 - i. States that the previous weekend was the first time ZAPCO had seen the changes, and shares that ZAPCO has not had time for discussion. Expresses discomfort recommending adoption given the time ZAPCO has had to review these changes.
 - ii. Commissioner Webber spoke about the architecture committee who reviewed and recommended changes in the presented code changes, in which the changes have been seen by local developers and architects

- iii. Mayor Vaughan Asks for ZAPCO's opinions on what they feel good about and what they feel needs more time.
- iv. Commissioner Pledger expresses agreement with Commissioner Bartoletti regarding discomfort recommending such large changes in the requested timeframe.
- v. Commissioner Meisel: Once zoning code is changed, there are consequences that impact other codes. By approving zoning changes, construction code is changed
- vi. Director Bills explains that a lot of Chapter 22 (Construction Code) should be in Chapter 38 (Zoning). The next step in this process will include re-codification of many of these items to place them in the correct code sections.
- j. Commissioner Webber asks Commissioner Bartoletti what she believes is a better process in the code change amendments and discussion
 - i. Commissioner Pledger indicates a workshop on code changes before a vote would help ease discomfort regarding recommendations of the changes.
- k. Commissioner Pledger expresses discomfort with contextual standards.
- l. Mayor Vaughan recommends that ZAPCO postpone and hold a workshop about the code changes
- m. Mayor Vaughan states that the double curb cut on arterial roads should be discarded from the proposed code changes.
- n. Commissioner Bartoletti shares that there are problems in defining ambiguity in the code and suggests that the code should be reviewed by a legal team.
- o. Commissioner Maccini asks about the double curb cut on arterial roads and wants to give more thought on the standard before adding or excluding it from the code.
- p. Chair Meisel expresses that a more complicated, rigid process encourages applicants to try to meet standards, whereas additional allowances encourage developers to push the rules.
- q. Commissioner Bartoletti asks the other commissioners what needs to be done before a workshop is held.
- r. Commissioner Maccini asks what the deadline is for a recommendation from ZAPCO
 - i. Mayor Vaughan states that he wanted the code changes to be presented to City Council before the new Council cycle begins.
 - ii. Commissioner Webber asked if ZAPCO and Council can have a combined workshop.
 - iii. Commissioner Maccini asks when the new members of City Council are sworn in.
 - 1. May 13th, 2026

- iv. Commissioner Webber states that the workshop would be helpful if each proposed change could include an example of implementation
 - v. Commissioner Bartoletti shares that she feels like a lot of the proposed changes, such as the contextual standards, rely more on the city administrator as the ultimate decider.
 - vi. Mayor Vaughan suggests postponement of the code changes.
 - s. Commissioner Bartoletti expresses that contextual standards place too much of a burden on the City Administrator.
 - i. Commissioner Webber expresses that her understanding of the contextual standards is that they are clear, defined standards that are analyzed by staff.
 - ii. Commissioner Bartoletti believes that the contextual standards work better in the more suburban areas of the city.
 - t. Staff and ZAPCO discuss potential dates for a special workshop dedicated to proposed code changes.
 - i. A tentative date of May 4, 2026 at 12:00pm is set for a special workshop.
- d. **Action:** None taken

8. Adjournment

Chair Meisel adjourns the meeting at 8:51pm

APPROVED:

Robert Meisel, Chair

ATTEST:

Joel Sherrouse, Development Coordinator

These minutes were approved on _____, 2026.

Exhibit A

1111 Redbud Trail—Tree 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 project is a new home for two older adults and their children and future-grandchildren. The owners of this property are devout stewards of the natural landscape and intend to cultivate a native Hill Country environment. There is, however, very little clear area suitable for building on the site due to significant tree cover and steep grades. Therefore, in order to build a house that is consistent with typical home sizes and amenities in City of West Lake Hills, it is necessary to remove two protected trees. After significant attention paid to the avoidance and mitigation of tree removal, we have developed plan that minimizes tree removal and maximizes preservation of healthy Live Oaks. The driveway winds between groves of trees, and only two protected trees cannot be avoided: one within the building footprint and one obstructing the only feasible driveway route.

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

The existing conditions are unfavorable for tree growth; the soils are rocky and shallow. Our plan removes two protected trees which currently exist within these less-than-ideal conditions and that appear to be in poor condition as a result. The owners intend to cultivate a native Hill Country landscape by improving conditions for existing flora and creating better conditions for new flora. The current mitigation plan includes multiple large live-oaks in and around the driveway that will be planted in new soil to replace the unhealthy ones removed from poor soil. Likewise, the owners will work with landscape architects and an arborist to develop a tailored maintenance plan for the site.

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

Many schemes were considered, all of which have the potential to impact more trees than the proposed plan. The first location considered for the new house was the location of the existing structure. The existing structure was a small mid-century house that had fallen into disrepair. The existing footprint would need to be expanded to meet the needs of the owners and bring it in line with the single-family typology of West Lake Hills. A large grove of Live Oaks (see figure), in addition to other protected trees that have grown close to the existing footprint significantly limit the potential for expansion. It ruled out both an addition to the existing structure and a new-build in its place.

The second area considered is the currently proposed rocky clearing. Here, the house takes advantage of the steep slope, with the entry and main living areas on the upper level and the guest bedrooms, garage, and mechanical spaces below. This makes the home appear to be a single-story building from Redbud Trail, sitting low and unobtrusively in the landscape. Once this location was selected, the challenge was to route the driveway, walkways, accessibility ramp, and septic system through the landscape in a minimally-disruptive manner. The current proposal is one that is visibly informed by the landscape, with the driveway winding between groves of trees. The septic is located in an area with few trees and a slope that allows septic-suitable soils to be brought in.

The clearing just inside the front setback is currently a garden and was deemed to be too near to the street and too confined by large protected trees to serve as a suitable building site.

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

Only trees that cause hardship are being removed. Trees that block access or lie within the footprint of the house will be removed. The winding shape of the driveways and yard are evidence of the desire to preserve as many trees as possible.

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

This plan does not violate the City's intent because, given the needs of the client, it minimizes impact and keeps intact the Hill Country landscape. With only two of the dozens of protected trees on the 5+ acre site, the impact on the landscape will not be noticeable to neighbors or from the street, and will only alleviate hardship for the owners.

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

This plan will not have an adverse impact because both trees being removed are deep within the 5-acre site, are surrounded by many more trees that will be preserved, and will be replaced in accordance with city requirements.

1111 Redbud Trail

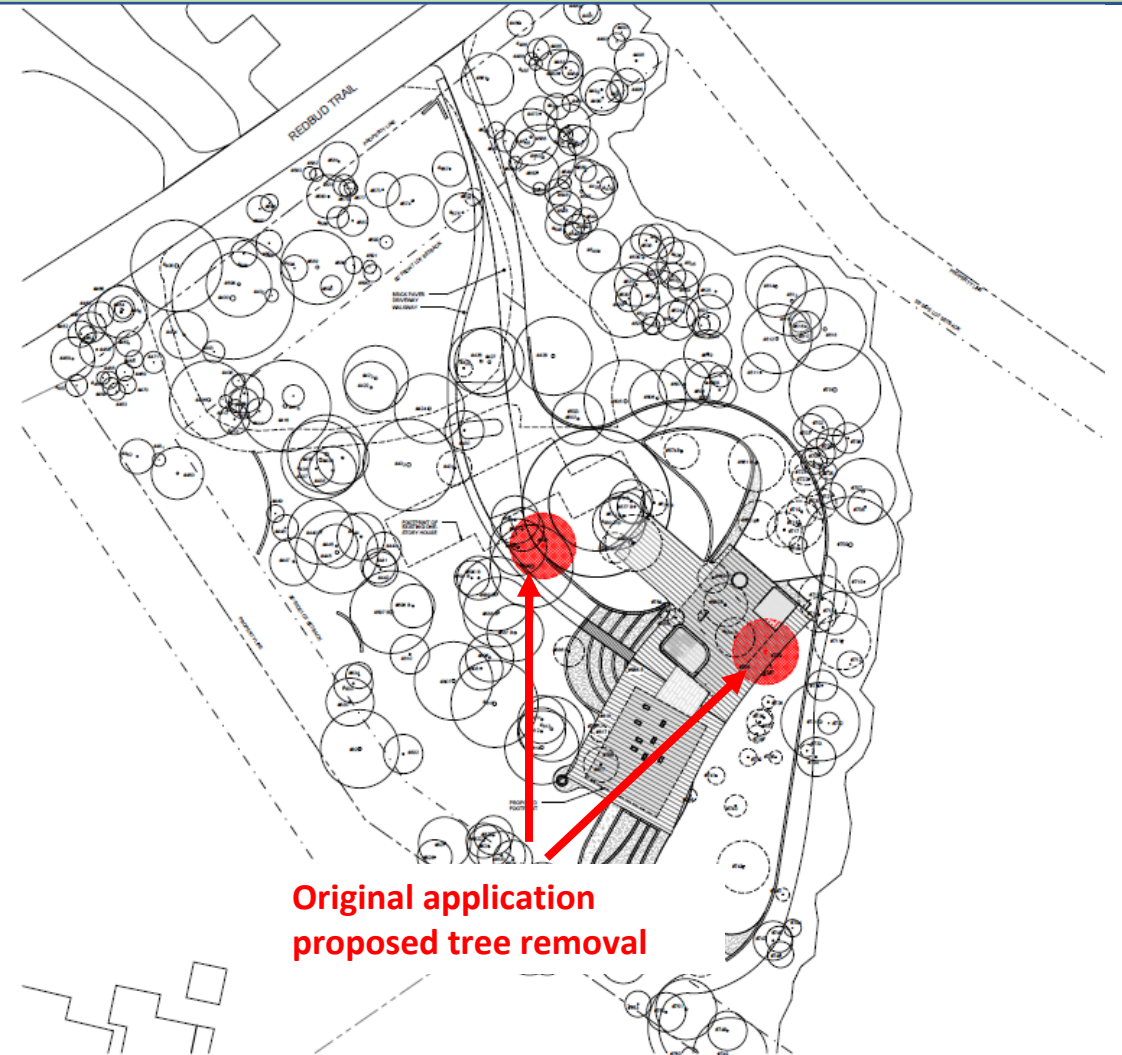
7. Discuss and consider action on a proposed variance for the removal of the following trees with a trunk diameter of 14 inches or greater, (Section 22.03.304 of the West Lake Hills Code).

- a. Tree #729 (15" Cedar)
- b. Tree #698 (15" Live Oak)

Applicant: James Mustillo, Miro Riveria Architects

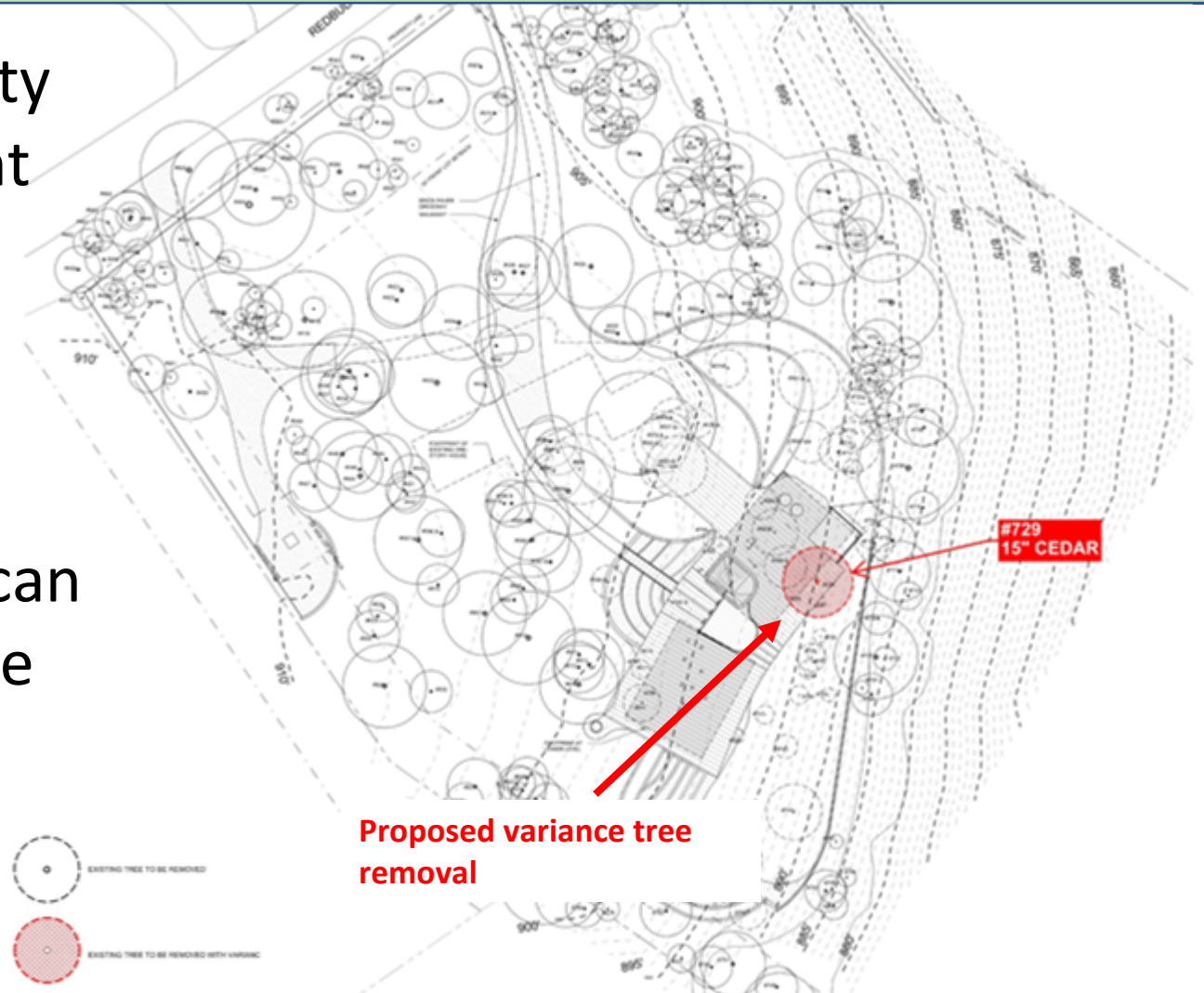
1111 Redbud Trail

- The applicant is seeking to remove a 15" live oak and 15" Cedar on their property to accommodate the demolition and construction of a new single-family house.
- Currently there are no building or tree mitigation plans under review.
- The applicants stated they would mitigate the trees with Live Oaks.



1111 Redbud Trail

- Since the ZAPCO meeting, the deputy city inspector met with the applicant on the site and has conditionally approved removal, pending the updated arborist report.
- Removal of dead or diseased trees can be completed before approval of the new construction permit.



1111 Redbud Trail

Tree and vegetation removal and replacement

Code Reference:

Section 22.03.304(a)(4)

22.03.303(b)(4). If a tree greater than or equal to ten (10) inches and less than fourteen (14) inches in diameter does not meet the requirements of section 22.03.303(b)(4) then the removal shall be requested through a variance as described by subsection (a)(4) of this section.

(4) The removal of trees greater than or equal to fourteen (14) inches in diameter measured at a point fifty-four (54) inches above the ground, or a tree greater or equal to ten (10) inches and less than fourteen (14) inches in diameter that does not meet the requirements of section 22.03.303(b)(4), is prohibited except as allowed under section 22.03.303(b)(7) and therefore such removal requires a variance from the city council as outlined in section 22.03.308.

1111 Redbud Trail

Request:

To remove a 15” live oak and 15” Cedar tree

A mitigation plan will be required showing mitigation of 150% of the removed caliper inches per code.



1111 Redbud Trail

Public Comments: As of the date of the report one comment of support was received at the April 15th ZAPCO meeting



1111 Redbud Trail

Discuss and provide a recommendation including the analysis of 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.

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.

The Zoning and Planning Commission considered this item at the April 15, 2026, meeting and recommended **approval** by a vote of 3-2.



1111 Redbud Trail

Applicant Presentation



1111 REDBUD TRAIL

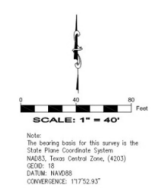
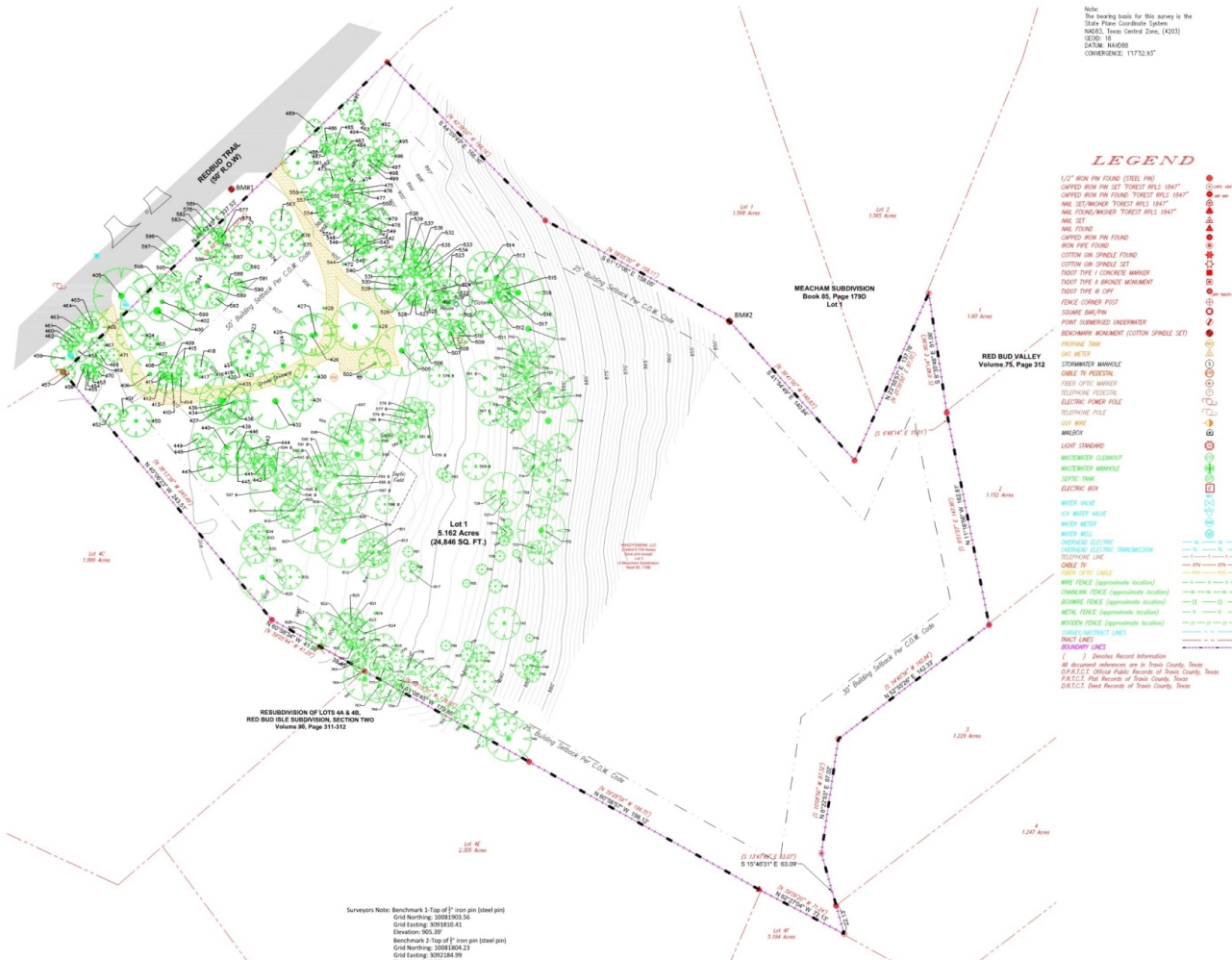


1111 REDBUD TRAIL



Table with columns: TREE LOT, CALIPER (DBH/TREES), SPECIES, PROTECTED, ELEV, and detailed tree inventory data for lots 107 through 510.

BOUNDARY SURVEY WITH PARTIAL TREE, TOPOGRAPHICAL SURVEY FOR SEPTIC PERMITS AND BUILDINGS REMOVAL... ANADOMENE, LLC Document No. 2016199055 5.162 Acres a portion of a 6.729 Acre Tract, Save and except: Lot 1, of Meacham Subdivision Book 85, Page 179D situated in Travis County, Texas 1111 Redbud Trail, West Lake Hills, Zoned R-1, One Family



- LEGEND: 1/2" ROW PIN FOUND (TREE PIN), CORDED ROW PIN SET (FOREST PINS 1847), GAPPED ROW PIN FOUND (FOREST PINS 1847), etc.

I, the undersigned does hereby certify that this survey was made on the ground of the property legally described herein, under my supervision. This plan is correct to the best of my knowledge and belief and identifies any encroachments, boundary line conflicts, shortages in area, protrusions, intrusions, and overlapping of significant improvements. This property class is public roadway, as shown hereon.



Forest Surveying & Mapping Company 1002 Ash Street, Georgetown, Texas Phone: (512) 930-5927 www.forestsurveying.com TBPUS FIRM NO. 100020000

Standard Survey Note: This survey has been completed without the benefit of an abstracted title. A current title commitment has not been provided to identify additional record encumbrances which may be applicable. Restrictive covenants and other matters have not been reviewed as a part of this survey. See applicable restrictive covenants and local codes for applicable development limitations. Nothing in this survey is intended to express an opinion regarding ownership or title.

Table with columns: Drawing Date (March 9, 2026), Field Book/Page (164/37, 168/22), P.P. (P:\1111 Redbud Trail, West Lake Hills), Dwg (1111 Redbud Trail-Final), LO (1111 Redbud Trail Boundary), and company name (Forest Surveying & Mapping Co. © 2024).

PROPOSED VARIANCES



#698
15" Live Oak
Diseased, Demo Permit granted by City (4/30)

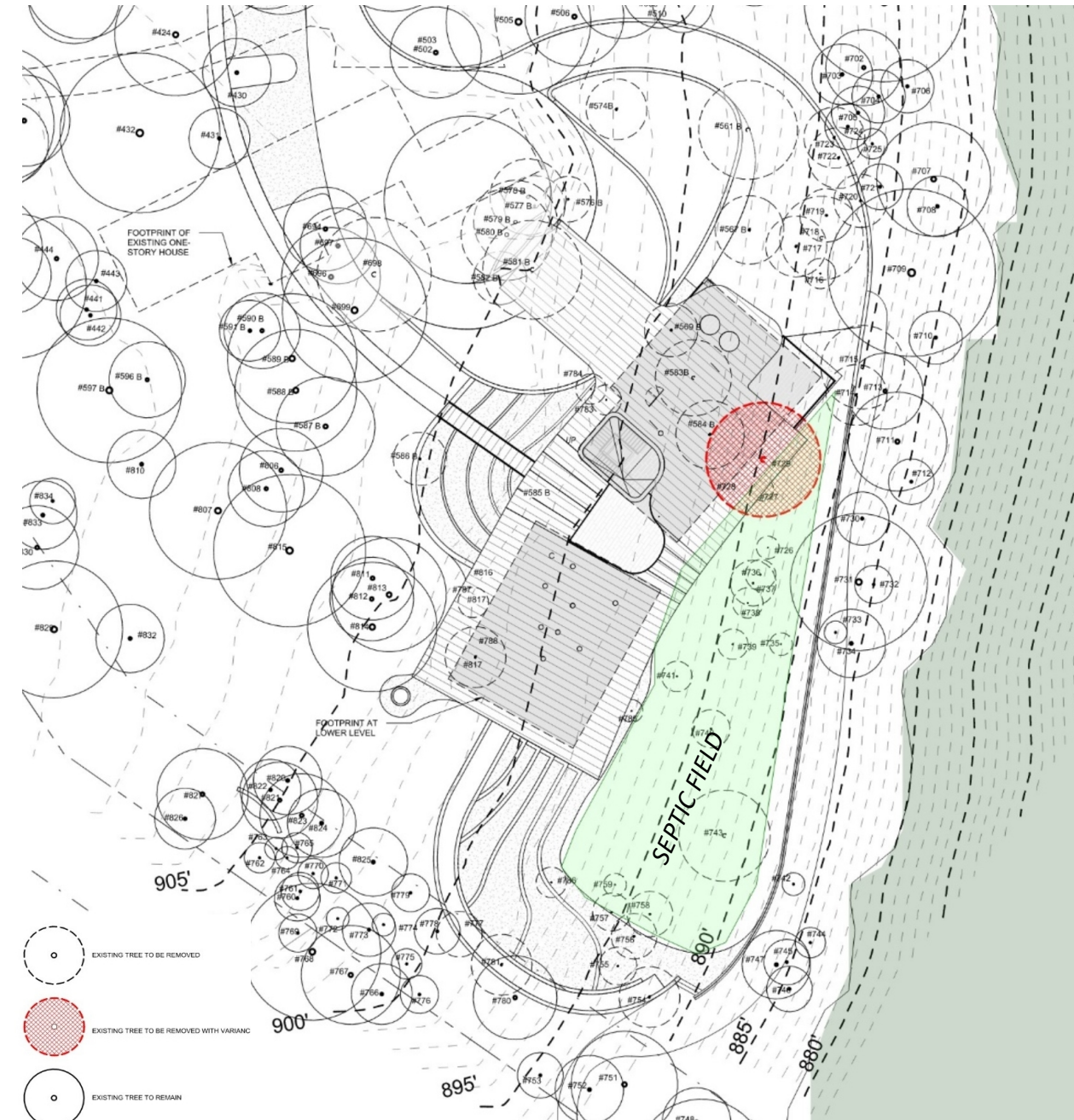
#729
15" Cedar (Ashe Juniper)

#729: 15" Cedar



#729
15" CEDAR

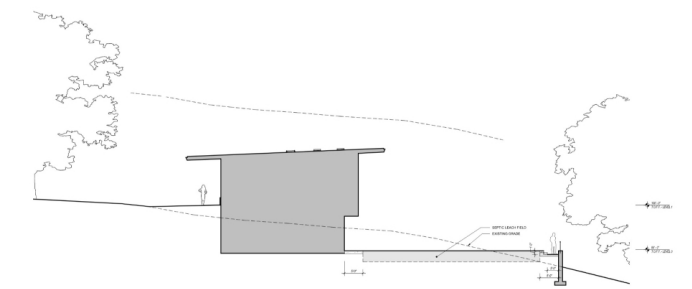
Building Site



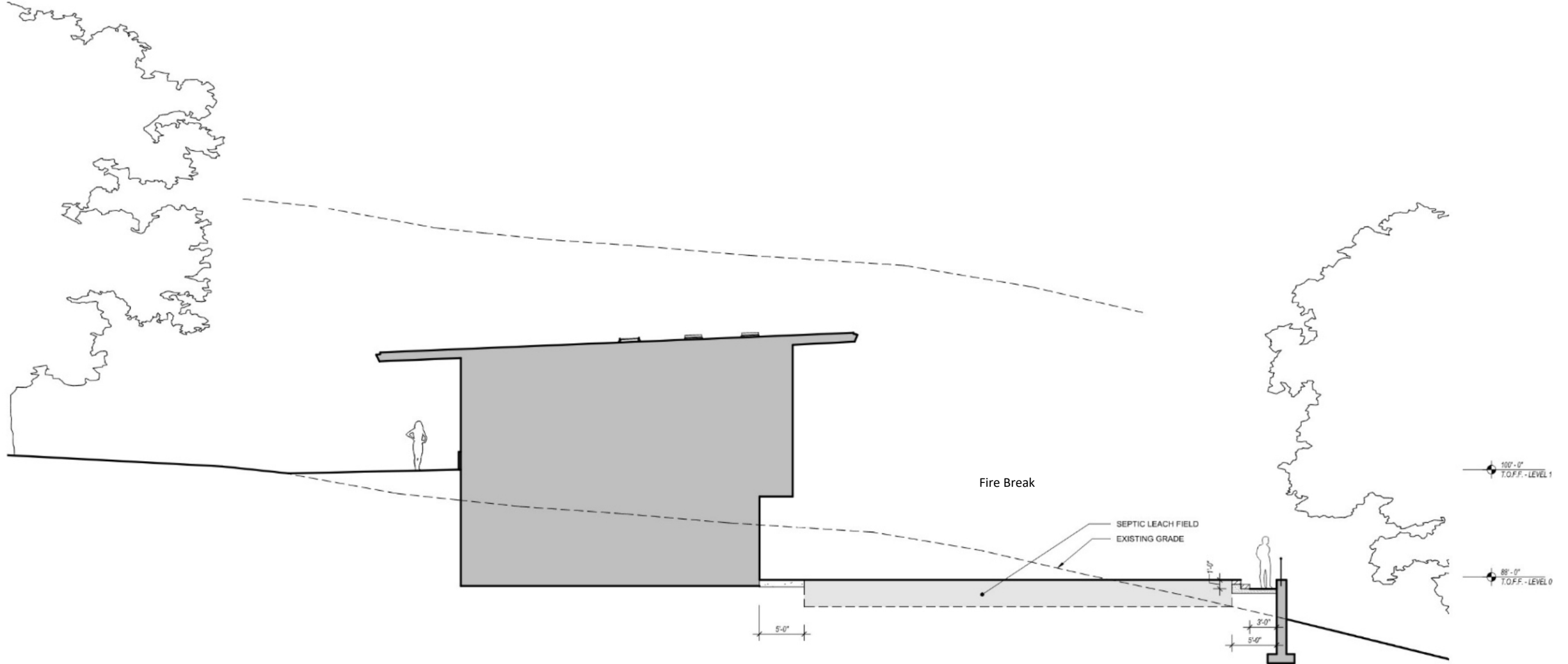
BUILDING SITE



BUILDING SITE



LOT 4E





APPENDIX

#698: 15" Live Oak



“A decay fungus, Hypoxylon, was present along the main stems and scaffold branches.”

“...low probability of surviving additional stresses brought on by redevelopment activities and thus live oak numbered 698 is not recommended for preservation.”

BARTLETT TREE EXPERTS
 2902 Dillard Drive, Austin, TX 78754 • Telephone 512-333-6666 • Fax 512-333-6612

March 10, 2026

Miró Rivera Architects
 1414 Power Street
 Austin Texas 78704

Re: Tree Health Assessment

To Whom It May Concern:

The purpose of this correspondence is to provide an assessment of the current health of live oak located at 1111 Redbud Trail, Austin, Texas. It is identified as tree number 698 on the tree survey dated March 4th of 2026 and provide recommendations for its preservation during redevelopment of the property. An International Society of Arboriculture Level 2 visual assessment of the tree was performed March 10th of 2026.

From the inspection the following was observed. This was measured to be 15 inches (circumference) at breast height. Area of growth was measured for a healthy specimen of the species. Canopy leaf density was sparse. Leaf color was yellow orange from leaf senescence. Leaf color was otherwise **green.** **Actions:** **Fungal, Hypoxylon, was observed along the main stems and scaffold branches.** Hypoxylon is a decay fungus that primarily affects live oak trees.



The health is assessed as being the following ratings: Excellent, Good, Fair, Poor, and Declining/Dead. Below are the following checks for each health rating.

THE F.A. BARTLETT TREE EXPERT COMPANY
 SCIENTIFIC TREE CARE SINCE 1957

COMPANY OFFICE: 2902 DILLARD DRIVE, AUSTIN, TEXAS 78754 • PHONE: 512-333-6666 • FAX: 512-333-6612
 www.fabartlett.com

Excellent Condition - Only minor leaf damage from insects or disease may be present. Overall color and density of growth appear normal for the species. The canopy appears full with new growth throughout the canopy to the lowest limbs.


Good Condition - Leaf damage from insects or disease is present. Overall color and density of growth appear normal for the species. Canopy foliage is full however depending on the species there may be limited evidence of new growth present in upper or middle canopy.

Fair Condition - Leaf damage from insects or disease is present and may be visible. Overall color and density of growth may appear abnormal for the species. There is some evidence of insect and reduced shoot growth relative to the species. Canopy foliage is full but may be less than normal and depending on the species there may be evidence of new growth present along scaffold limbs and the trunk.

Poor Condition - Leaf damage from insects or disease is present and may be visible. Overall color and density of growth is abnormal for the species. There is evidence of insect damage and reduced shoot growth relative to the species. Canopy foliage is less than normal depending on the species there may be evidence of new growth present along scaffold limbs and the trunk.

Declining/Dead Condition - The tree is dead or dying in severe decline with very little evidence of recovery. Canopy foliage is sparse, limited to branch tips and dead, with depending on the species epicormic sprouting may be evident along scaffold branches and along the trunk.

Due to the findings observed during the field inspection the criteria detail sheet for each health rating is shown. Tree number 698 is in poor condition. There is poor condition in **low probability of surviving additional stresses brought on by redevelopment activities and thus tree number 698 is not recommended for preservation.** The following are the quarterly monitoring assessment criteria for live oak trees provided per ISAT 2014 Tree Care Manual.

Respectfully,

 Nicholas Greuter
 National Representative
 The F.A. Bartlett Tree Expert Company





AGENDA REPORT

Meeting Date:	<u>May 13, 2026</u>	Item Number:	<u>8</u>
Department:	<u>Building & Development</u>		
	<u>Jennifer C. Bills, Director of</u>		
Prepared By:	<u>BDS</u>	Cost / Budget:	<u>None</u>
Exhibits:	<u>See Attached</u>	Source of Funds:	<u>N/A</u>

Subject

507 Konstanty Circle: Discuss and consider action on a recommendation from ZAPCO on proposed variances for the removal of the following trees with a trunk diameter of 14 inches or greater, (Section 22.03.304 of the West Lake Hills Code).

- a. Tree #503 (16.1" Elm)
- b. Tree #652 (14.1" Oak)

Applicant: Mark Lakins, Dahlin Group

Recommendation

Hold a public hearing and determine the following findings of fact to approve or deny the requested variances.

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

The City Council can recommend imposition of reasonable conditions upon granting a variance if the conditions are related to the subject of the variance.

This item was reviewed by the Zoning and Planning Commission on April 15, 2026 and the following criteria used:

- 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.

ZAPCO recommended **approval (4-1)** for the removal of tree 503 to **allow** for the construction of a single-story home, but **denial (5-0)** of tree 652 for lack of hardship (Attachment 7).

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Stephanie Usener & Daniel Cooley
 Legal Description: LOT 3 STONEY WOOD SUBD
 Lot Size: 1.4880 Acres
 Zoning: R-1
 Wastewater: On-site Sewage Facility (OSSF)

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

Background & Analysis:

The applicant is seeking to remove two protected trees on their property to accommodate the demolition and construction of a new single-family house. The applicants are looking to remove a 16.1" Elm and 14.1" Oak. A letter from a certified arborist deems the two trees to be in good health (Attachment 4). The applicant letter states that the owners of the home intend to mitigate the trees per City ordinance (Attachment 1). As no other plans are available, staff has not identified any other potential variances at this stage. If the variance is approved, no tree removal will be permitted until a building permit with mitigation plans is issued.

Tree and vegetation removal and replacement

Code Reference:

Section 22.03.304(a)(4)

Removal policy.

(1) Existing vegetation shall be left undisturbed to the maximum extent possible. In most circumstances, if a tree must be removed, it shall be replaced with a native, non-invasive species so that the native, natural landscape of the city is preserved for future generations.

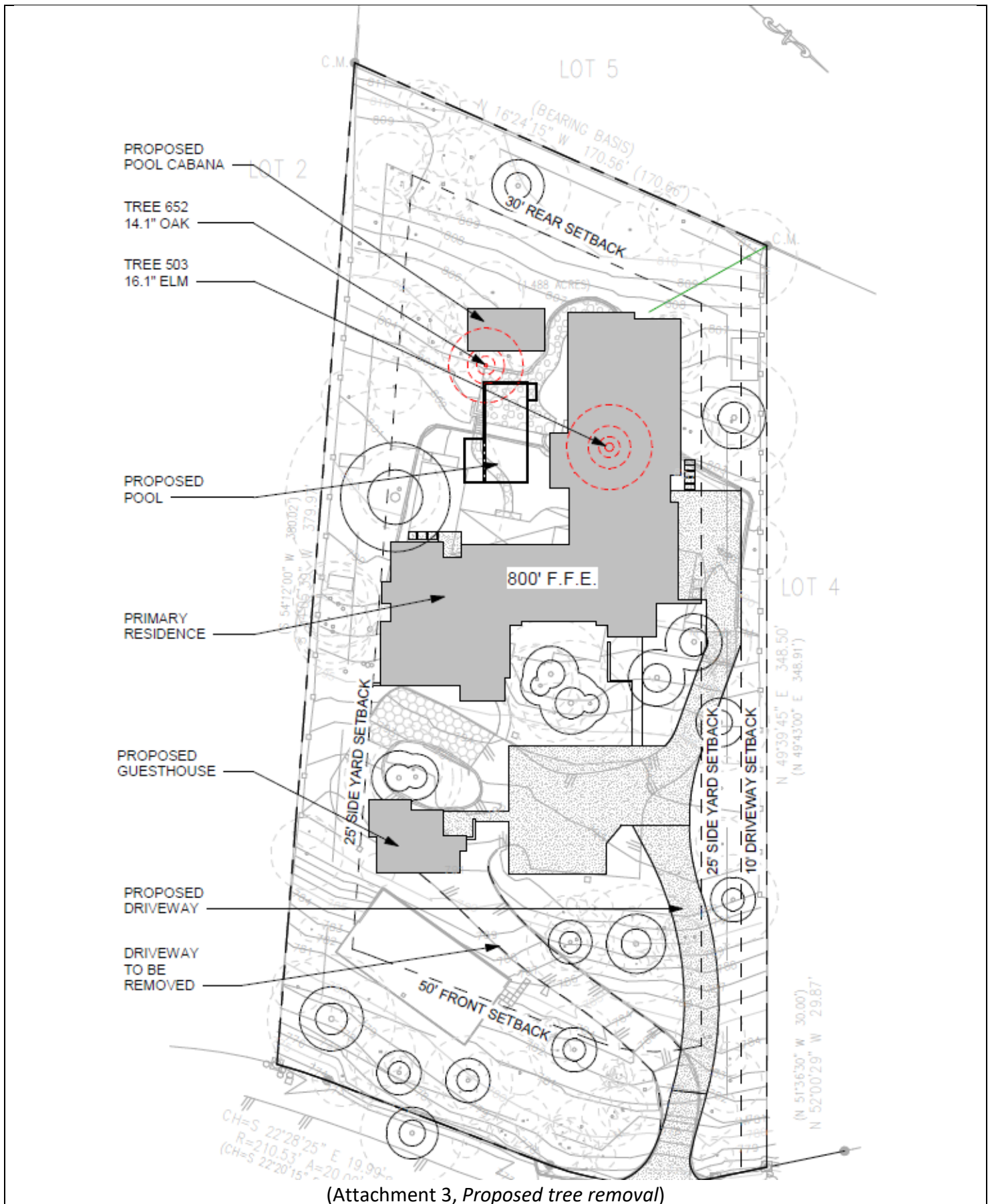
(2) Trees less than ten (10) inches in diameter measured at a point fifty-four (54) inches above the ground may be removed with a permit in accordance with section 22.03.303(b).

(3) Trees greater than or equal to ten (10) inches and less than fourteen (14) inches in diameter measured at a point fifty-four (54) inches above the ground may be removed with a permit in accordance with section 22.03.303(b)(4). If a tree greater than or equal to ten (10) inches and less than fourteen (14) inches in diameter does not meet the requirements of section 22.03.303(b)(4) then the removal shall be requested through a variance as described by subsection (a)(4) of this section.

(4) The removal of trees greater than or equal to fourteen (14) inches in diameter measured at a point fifty-four (54) inches above the ground, or a tree greater or equal to ten (10) inches and less than fourteen (14) inches in diameter that does not meet the requirements of section 22.03.303(b)(4), is prohibited except as allowed under section 22.03.303(b)(7) and therefore such removal requires a variance from the city council as outlined in section 22.03.308.

Request:

To remove a 16.1" Elm and 14.1" Oak.



(Attachment 3, Proposed tree removal)

Public Comments:

As of the date of the staff report, four written comments of support have been received (Attachment 6).

Variance Criteria Review:Trees follow the procedure and notice found in Section 22.03.511 Procedure and notice:

- (a) The city council, when petitioned for a variance, after 16 days' written notice to all property owners within 300 feet of the subject property, shall hold a hearing, and the city council may vary the application of any provision of this article to any particular case when, in its opinion, the enforcement thereof would do manifest injustice, and would be contrary to the spirit and purpose of this article or public interest, or when, in its opinion, the interpretation and recommendation of the zoning and planning commission should be modified or reversed.
- (b) A decision of the city council to vary the application of any provision of this article shall specify in what manner such variance is made, the conditions upon which it is made and the reasons thereof.

The criteria and process for granting a variance found in Section 22.03.514:

No variance shall be granted under this chapter unless the following criteria are fulfilled:

- Findings. The applicant has established by competent evidence that:
 - The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.
 - There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
 - There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
 - The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
- ZAPCO. The recommendation of zoning and planning commission shall include an analysis of whether:
 - The variance may violate the intent of this chapter or the goals of the city's comprehensive plan; and
 - The variance may have an adverse effect on neighborhood properties, or interfere with the respective owners' enjoyment thereof; and
 - When considering variance requests for nonresidential projects in the Commercial Overlay District, whether the variance, when considered as part of the proposed project (as a whole), furthers achievement of the land planning principles set forth in the city's master plan, attachment B, as codified in article 28.02 of this code.
- 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 in the commercial overlay district 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 article 28.02 of this code.

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.

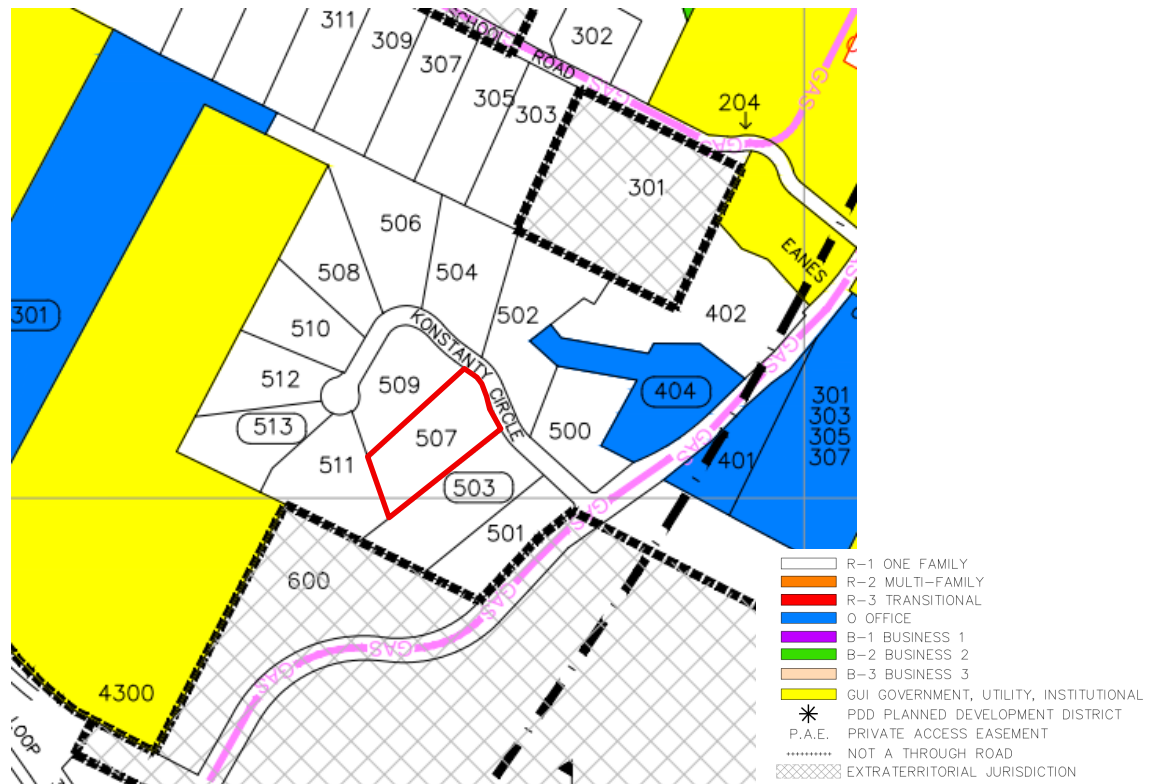
Comprehensive Planning Analysis

The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Section 22.03.034](#) **Tree and Vegetation Removal and Replacement**
- [Section 22.03.511](#) **Variances**
- [Section 22.03.514](#) **Criteria and process required for granting variance**

Zoning:



Aerial:



Mark Lakins
98 San Jacinto Blvd, #400
Austin, TX 78701

Email: Mark.Lakins@dahlingroup.com

Phone: (682) 554-0331 (cell)

Date: 3/9/2026

To:

Zoning and Planning Commission (ZAPCO)
City of West Lake Hills
4010 Bee Cave Road

Westlake Hills, TX 78746

Re: Request for Variance – Tree Removal

Property Address: 507 Konstanty Circle

Legal Description / Lot: LOT 3 STONEY WOOD SUBD

Dear Chairperson and Members of ZAPCO:

On behalf of Daniel and Stephanie Cooley, I respectfully submit this letter to request a variance from the City of West Lake Hills Tree Preservation Ordinance to allow the **removal of one (1) existing tree** on the property referenced above.

Tree ID Species Diameter

503 Elm 16.1"

This tree has been evaluated, and we have attached documentation from our arborist and project team.

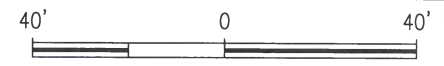
We respectfully ask ZAPCO to grant the variance request as described. We feel that the variance meets the standards found in the ordinance and that the proposed mitigation and design will preserve the character and environmental quality of the city.

Thank you for your consideration. We are available to answer any questions and appear before the commission as needed.

Sincerely,

Mark Lakins
Director of Project Development

TREE SURVEY



TREE LEGEND

TAG NO.	TREE DESCRIPTION
191	8.3" OAK
192	6.2" OAK
194	4.9" OAK
195	4.0" OAK
196	11.4" OAK
197	9.4" OAK
198	5.6" M.S. OAK
199	19.6" COTTONWOOD
200	5.4" OAK
401	11.5" OAK
402	9.8" OAK
403	12.0" COTTONWOOD
404	6.5" COTTONWOOD
405	13.2" OAK
406	6.1" OAK
407	7.1" OAK
408	6.2" OAK
411	17.0" CEDAR
412	12.3" M.S. OAK
413	7.3" M.S. YAUPON
414	3.5" MTN. LAUREL
415	3.6" M.S. YAUPON
416	2.5" YAUPON
417	4.6" M.S. YAUPON
418	12.5" OAK
419	2.7" YAUPON
420	3.8" YAUPON
421	7.0" M.S. YAUPON
422	4.0" M.S. YAUPON
423	6.2" YAUPON
424	8.9" OAK
425	16.5" OAK
426	11.9" M.S. OAK
427	2.7" MTN. LAUREL
428	4.8" MTN. LAUREL
429	3.1" MTN. LAUREL
430	3.1" MTN. LAUREL
431	3.4" YAUPON
432	4.0" MTN. LAUREL
433	13.5" M.S. CEDAR
434	9.3" CEDAR
435	2.9" YAUPON
436	2.7" OAK
437	11.3" M.S. CEDAR
438	2.6" OAK
439	10.7" CEDAR
440	2.0" MTN. LAUREL
441	3.0" MTN. LAUREL
442	2.1" MTN. LAUREL
443	4.3" M.S. MTN. LAUREL
444	3.3" M.S. MTN. LAUREL
445	3.0" MTN. LAUREL
446	3.6" MTN. LAUREL
447	3.0" M.S. MTN. LAUREL
448	4.2" M.S. OAK
449	10.0" CEDAR
450	8.3" M.S. MTN. LAUREL
451	4.7" M.S. MTN. LAUREL
452	16.8" M.S. OAK
453	6.5" YAUPON
454	4.5" M.S. YAUPON
455	16.8" M.S. CEDAR
456	3.3" OAK
457	13.0" CEDAR
458	7.3" HACKBERRY
460	24.2" M.S. CEDAR
461	9.8" CEDAR
462	4.6" OAK
463	13.7" HACKBERRY
464	6.3" PECAN
465	6.5" YAUPON
474	3.3" M.S. MTN. LAUREL
475	4.2" M.S. MTN. LAUREL
476	4.0" MTN. LAUREL
477	3.9" M.S. MTN. LAUREL
478	3.5" MTN. LAUREL
479	5.9" M.S. MTN. LAUREL
480	5.0" M.S. MTN. LAUREL
481	17.0" OAK
482	22.4" OAK

M.S.=MULTI-STEMMED

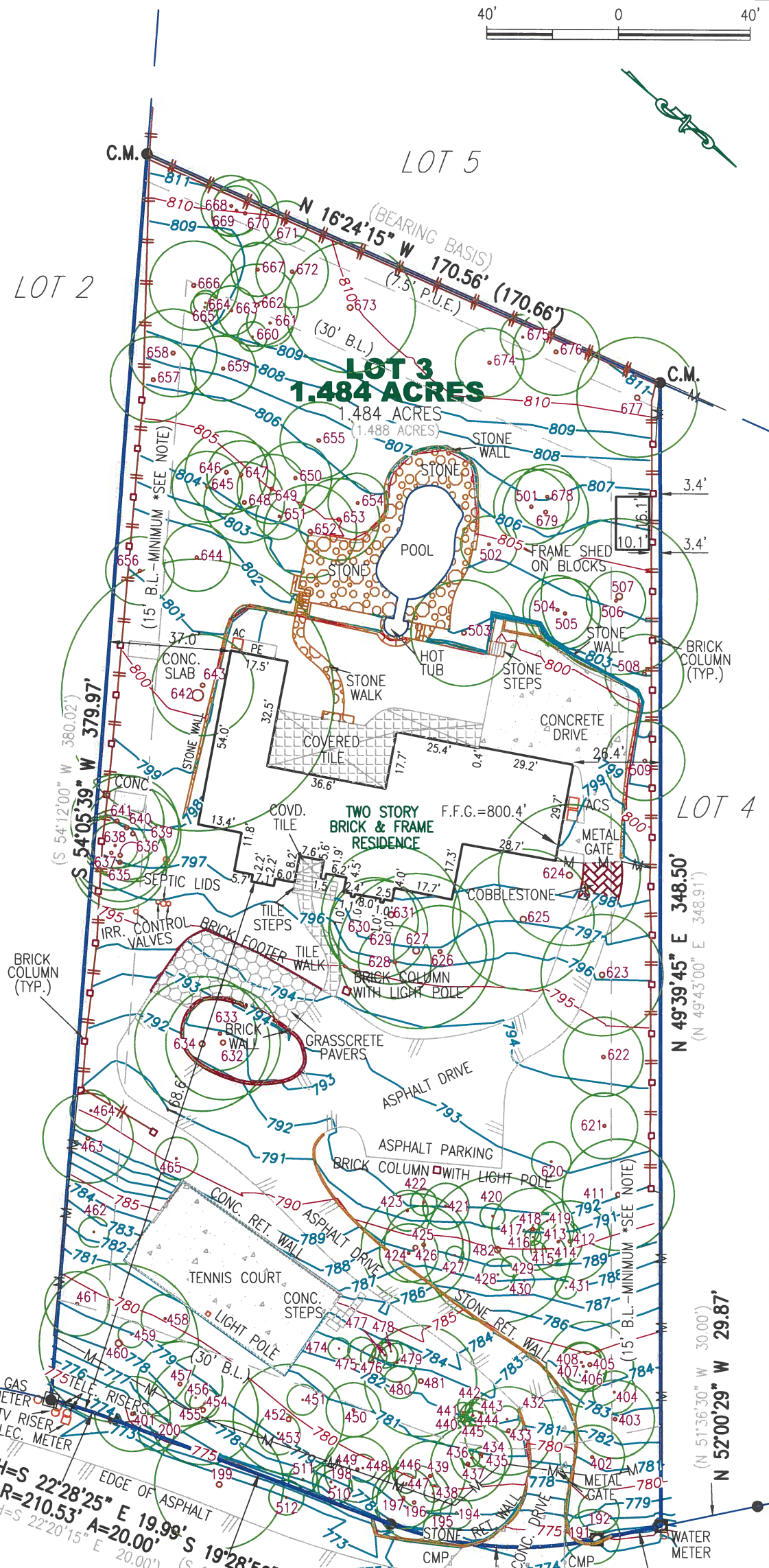
This tree location survey certifies the size and location of the trees depicted hereon. B&G Surveying, LLC, nor the undersigned, certify the Species/Genus of these trees. For exact Species/Genus contact a Certified Arborist.

LEGEND

- 1/2" REBAR FOUND
- ◻ 1/2" CAPPED REBAR SET
- ◻ CAPPED REBAR FOUND
- CHAIN LINK FENCE
- WOOD FENCE
- METAL FENCE
- () PER PLAT
- B.L. BUILDING LINE
- P.U.E. PUBLIC UTILITY EASEMENT
- D.E. DRAINAGE EASEMENT
- C.M. CONTROL MONUMENT
- R.O.W. RIGHT OF WAY
- CMP CORRUGATED METAL PIPE
- P.E. POOL EQUIPMENT
- F.F.G. GARAGE FINISHED FLOOR ELEVATION

TREE LEGEND

TAG NO.	TREE DESCRIPTION
620	6.0" M.S. CREPE MYRTLE
621	10.0" MTN LAUREL
622	12.1" OAK
623	18.5" M.S. CEDAR
624	21.5" M.S. OAK
625	21.5" OAK
626	14.1" OAK
627	23.6" OAK
628	11.1" OAK
629	15.0" M.S. OAK
630	13.4" OAK
631	21.1" OAK
632	17.4" OAK
633	11.2" OAK
634	20.5" OAK
635	14.4" OAK
636	14.1" OAK
637	11.4" OAK
638	7.0" OAK
639	14.6" OAK
640	15.8" OAK
641	14.2" OAK
642	41.4" OAK
643	15.4" OAK
644	11.3" ELM
645	10.7" OAK
646	12.6" OAK
647	10.4" OAK
648	12.2" OAK
649	10.5" OAK
650	11.0" MTN LAUREL
651	7.0" OAK
652	14.1" OAK
653	12.4" OAK
654	9.0" OAK
655	11.7" OAK
656	10.4" ELM
657	13.0" ELM
658	13.3" OAK
659	9.9" OAK
660	4.5" YAUPON
661	7.1" OAK
662	12.5" M.S. CEDAR
663	7.5" OAK
664	3.7" OAK
665	4.2" OAK
666	13.5" 13.5" OAK
667	8.2" OAK
668	9.2" OAK
669	7.5" OAK
670	10.2" OAK
671	6.6" OAK
672	11.0" M.S. CEDAR
673	19.8" M.S. CEDAR
674	10.4" CEDAR
675	6.8" M.S. YAUPON
676	13.2" M.S. YAUPON
677	18.3" OAK
678	9.7" OAK
679	13.0" OAK
501	11.4" OAK
502	8.6" YAUPON
503	16.1" ELM
504	10.5" OAK
505	10.8" OAK
506	9.0" OAK
507	23.7" M.S. OAK
508	11.9" M.S. YAUPON
509	12.1" M.S. YAUPON
510	5.2" OAK
511	4.4" OAK
512	5.3" COTTON WOOD



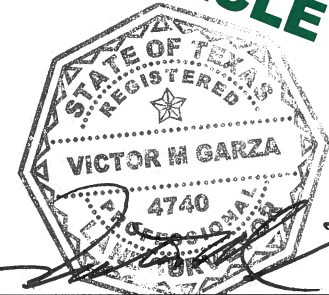
IMPERVIOUS COVERAGE

a. House	4232	sq. ft.
b. Frame shed	162	sq. ft.
c. Asphalt drive	6068	sq. ft.
d. Covered tile	922	sq. ft.
e. Tile walk	209	sq. ft.
f. Concrete drive	2447	sq. ft.
g. Tennis court with wall & steps	1856	sq. ft.
h. Stone around pool, walls & steps	1739	sq. ft.
i. ACs, PE & concrete pads	161	sq. ft.
j. Brick columns	101	sq. ft.
k. Cobblestone & brick wall	226	sq. ft.
l. Grasscrete pavers 758/2=	379	sq. ft.

LOT AREA	64664	sq. ft.
TOTAL IMPERVIOUS COVERAGE (a through l added)	18502	sq. ft.
% IMPERVIOUS	28.6	% of lot

* NOTE:
Side Yard Setback Lines shall total 45 feet with a minimum of 15' from either side.

KONSTANTY CIRCLE
(50' R.O.W.)



TEMPORARY BENCHMARK:
SQUARE CUT IN CONCRETE
NAVD88 ELEVATION=773.34'

STREET ADDRESS: 507 KONSTANTY CIRCLE CITY: WESTLAKE COUNTY: TRAVIS STATE OF TEXAS
 LOT: 3 SUBDMISION: STONEY WOOD SUBDIVISION VOL/CAB 80 PG/SLD 85 PLAT RECORDS
 REFERENCE NAME: BRANDON & MOLLY BRYDSON IMPORTANT NOTICE
 This Survey was prepared without the benefit of a title commitment. There may be additional setback lines, easements and interests which are relevant to this property and unknown to **B & G SURVEYING, LLC.**



B & G SURVEYING, LLC

FIRM REGISTRATION NO. 100363-00

WWW.BANDGSURVEY.COM

1404 West North Loop Blvd.

Austin, Texas 78756 - Office 512*458-6969

JOB #: B1204025_TWL
 DATE: 01/05/2026
 SCALE: 1" = 40'

FIELD WORK BY	DATE
WILLIAM	12/04/2025
JOSE	12/23/2025
VIPO/GRACE	01/05/2026
VG/ML	01/05/2026

PROPOSED
POOL CABANA

TREE 652
14.1" OAK

TREE 503
16.1" ELM

PROPOSED
POOL

PRIMARY
RESIDENCE

PROPOSED
GUESTHOUSE

PROPOSED
DRIVEWAY

DRIVEWAY
TO BE
REMOVED

LOT 2

LOT 5

LOT 4

KONSTANTY CIRCLE

800' F.F.E.

30' REAR SETBACK

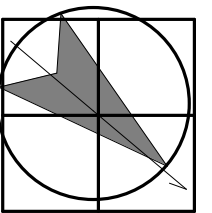
25' SIDE YARD SETBACK

25' SIDE YARD SETBACK

10' DRIVEWAY SETBACK

50' FRONT SETBACK

CH=S 22°28'25" E 19.99' S 19°28'56" E 89.94' CH=S 36°00'44" E 62.86' S 52°00'29" E 19.92'
 R=210.53' A=20.00' (S 19°37'00" E 90.00') R=114.53' A=63.67' (CH=S 35°36'45" E 63.12')
 (CH=S 22°20'15" E 20.00')



TRUE
NORTH

SITE PLAN

CASA COOLEY



SCALE: 1" = 40'

JOB NO. 2000.001

DATE 03/20/26

DG1.0



Local tree care experts.

Tree Protection and Care plan. 03/06/2026
507 Konstanty circle. West Lake hills 78746

PREPARED FOR:

Mark Lakins
682-554-0331
Mark.Lakins@dahlingroup.com

PREPARED BY:

Vincent Debrock
Owner & Senior Arborist, Heritage Tree Care
512-618-2625
vincent@txheritagetreecare.com
Certified Arborist #TX 1336-AQ
ISA-Qualified Tree Risk Assessor
Comm. Pesticide Applicator TDA Lic. #035886
International Society of Arboriculture Member

See site specific recommendations and pricing starting on page 3.
Standard tree preservation recommendation can be found here:
<http://hort.ifas.ufl.edu/woody/preservation.shtml>

City of Austin guidelines:

Guidelines of the city of Austin for the tree preservation includes the concept of critical root zone (CRZ), which can be applied as general rules and guidelines to be modified or approved by arborist on record to match species and site conditions.

1. CRZ is defined by a zone that extend a ft radius per caliper inch (a 20" tree has a 20 ft radius root zone). This is the zone of high density of smaller feeding roots.
2. Up to 50% of the CRZ area can be disturbed. Depending on disturbance level, a multi-year prepaid care plan to mitigate disturbance may be required.
3. Inside the ½ CRZ (10 ft radius for a 20" tree), no roots larger than 1.5" to be cut and no more than 4" of grade change should be allowed. Piers are usually acceptable if they do not require cutting of larger roots. Root mapping by Airspade™ is usually prescribed in that zone to prevent root damage. This is the zone of larger roots that channels majority of nutrients and stabilize the tree.
4. Inside the ¼ CRZ, no impact allowed.

-These are guidelines which may have to be adjusted depending on tree and site conditions-

The key to a successful tree preservation project is having all parties on board with a formal agreement and a protocol in place: trees do not heal; they grow and do so slowly. Plant Tissue damage cannot be repaired.

Standard process:

1. Tree survey completed by a licensed surveyor, including tree sizes, diameter at 4.5ft height, and species.



Local tree care experts.

2. Arborist tree conservation and health assessment to determine which trees are worth conserving. The city of Austin uses a GOOD-FAIR-POOR and dead/diseased or imminent hazard scale (DDI). DDI means no mitigation required. Good and fair may mean 100 or 50% mitigation required.
3. The designer sets up a tree protection sheet. We can help the designer with this process. The contractor may need input in this also.
 - a. $\frac{1}{4}$, $\frac{1}{2}$ and full CRZ circles around trees to be preserved
 - b. Fence location, mulch and depth location
 - c. Mark all proposed impacts, including footprint, over-excavation limits for foundation and other footing, equipment routes, staging areas, dumpster locations.
 - d. Call out structural details as needed.
 - e. Determine percentage of impact on each CRZ. No more than 50% allowed.
4. Determine and document pruning needs: no more than 25% of the canopy may be removed from protected trees. Include overhead utilities, roof overhang, equipment access, scaffolding and anything that could impact a canopy.
5. Provide the arborist with the protection sheet so a tree care plan can be setup. Care plan may include a fertilizing program, root mapping with an Airspade to locate and preserve roots inside the $\frac{1}{2}$ CRZ if any excavation is proposed there (helical piers or other types of footing)
6. When permitted, the contractor can setup the site and contract the tree removals. The pruning can be done at any time as long as performed by a firm with a certified arborist than can provide a receipt for services. See below for more information on job site setup.

Standard Site setup should include following:

1. An on-site contact for all tree related issues (owner, superintendent or similar)
2. An agreement with a consulting arborist on record for all project related questions.
3. A review of tree preservation requirements with all contractors on site, by owner, arborist, or general contractor.
4. Pre-construction deep root feeding to boost up tree health and vigor prior to stress. Depending on amount of impact, a multiyear nutrition plan may be required.
5. Fencing the critical root zones (CRZ). Fence the work area rather than the trees. Healthy soil with proper bulk density is essential for a tree's long-term health. Repeated pedestrian traffic can compact soil as much as the density of concrete: the heel of a shoe exerts the same amount of pressure on soil than a car tire... Fenced areas should be kept clean of debris of all kinds, including construction spoils. If material is to be stored inside CRZ's, compaction prevention applies. Setting up a cleanup area and a storage area avoids this issue.
Fencing modifications are to be approved by Arborist on record based on appropriate soil protection setup or per protocol in place.
6. If work is needed inside the $\frac{1}{2}$ CRZ, planking of the trunks and root flares with 2by4 or similar lumber to prevent cambium damage by tools and equipment.



Local tree care experts.

7. Mulching to prevent compaction. A 3" layer is recommended inside fencing if there are significant impacts planned and there is no ground cover landscaping, 8" outside the fence. Areas of heavy traffic should have up to 12" and be covered by a temporary bridging or roadway (double layer plywood or preferably Alturnamats®) approved by Arborist. This setup should be only in place for the duration of the impact to avoid suffocating the soil and roots in those areas.
 8. Excavation:
 - a. Excavation inside the ½ CRZ shall be reviewed by arborist. No roots larger than 1" up to 2", depending on tree size, should be cut unless approved by arborist. Excavation or other work should be made with hand tools as much as possible. Airspade® or Airknife® excavation is preferable. Use compaction prevention systems when equipment is needed. Consider smaller pier sizes if large root density is high. The closer to the ¼ CRZ, the higher the chance of larger roots. Removing larger roots jeopardizes tree vigor but also stability.
 - b. Excavation inside the full CRZ by outside the ½ radius shall not cause more than 50% impact to the entire CRZ area: Root preservation during excavation may be required to prevent the sum of all impacts to remove too many roots.
 9. Utilities: identify the location as they often heavily impact root zones. Consider item 8 recommendations.
 10. Soil moisture monitoring: if trees were irrigated prior, continue the same schedule. If they were not, deep water each CRZ impacted by the project with the equivalent of a 2" rainfall monthly. No watering needed if it rains. Approximately 1/3 gal per sqft is needed to achieve deep watering status, or a 1-inch rainfall. Note that if significant impact is done to the CRZ (25% or more of the area), the remainder should be watered more often to compensate for root loss.
-



Local tree care experts.

Site Particulars:

Any change to proposed tree protection plan should be reviewed by Arborist on record. We reserve the right to modify tree protection recommendations and add mitigation measures if changes are made on site without review from arborist.

Tree health for tag 652-503-507:

All 3 were found in good health based on a visual inspection.

Tree removal and demo process:

Trees can be removed mechanically by demolition equipment if the root ball removal will not jeopardize trees to be preserved. Live oak on top of the slope shall be removed by chainsaw to prevent destabilizing remaining live oaks.

Soil protection and tree stem protection shall be in place prior to the demolition.

1. 12" mulch with soil protection mats (altornamats or similar) for any area with traffic planned over a CRZ area.
2. "armoring" of tree stems to the height of current building or proposed building height, whichever is higher. 2/4 planks held up with stapled wire or similar is acceptable. **Armoring shall include the root flare and shallow roots.**
3. Removal of hardscape, driveway and other hard built features shall be done moving away from trees to be preserved. Once the soil in the full radius of the critical root zone is exposed, it shall promptly be treated using the standards methods of fencing mulching and matts. Traffic (pedestrian and equipment) shall remain off exposed soils.

Canopy pruning:

Proper protocols should be put in place to help prevent infections.

1. Sealing paint should be always on site to seal any unforeseen injuries or cuts into the sapwood.
2. Tools shall be disinfected prior to any pruning cuts.
3. Preventive systemic fungicide application is recommended every 2 years on significant trees to be preserved.

Root pruning and preservation: To be determined

1. Deep root fertilizing all significantly impacted trees (25% of more new impacts)
2. Hand pruning of roots for any excavation at close proximity to the ½ CRZ.
3. Soil restoration towards the end of the project to alleviate compaction as needed.

Other impacts:

If all standard tree protection features are applied, no further care is required.



Tree 503: 16.1" ELM

Letter of Support: 507 Konstanty Circle, West Lake Hills, TX 78746

Date: March 6, 2026

To: West Lake Hills City Planning Department

From: Harold E. Puthoff and Adrienne C. Kennedy

Subject: Letter of Support for Proposed New Construction and Tree Variances at 507 Konstanty Circle, West Lake Hills, TX 78746

To the Members of the West Lake Hills Planning Committee,

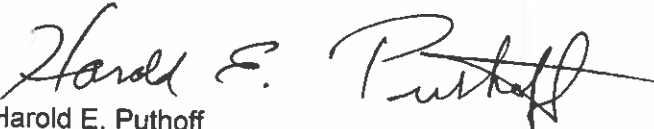
I am writing this letter to formally express my full support for the proposed new construction project located at **507 Konstanty Circle, West Lake Hills, TX 78746**.

As a direct neighbor who shares property lines with the site of the proposed construction, I have a vested interest in the development of our immediate surroundings. I have had the opportunity to review the proposed layout for the new home.

Furthermore, I have specifically reviewed the **proposed tree variance** associated with this project. After examining the site plan and the impact on the existing canopy, I am satisfied that the request is reasonable and necessary for the functional layout of the home. I support the granting of these variances with their plan for restorative landscaping in order to allow the project to move forward as designed.

I appreciate the transparency of the homeowners/developers in sharing these plans, and I look forward to seeing the completed home.

Sincerely,



Harold E. Puthoff



Adrienne C. Kennedy

511 Konstanty Circle

West Lake Hills, TX 78746

Letter of Support: 507 Konstanty Circle, West Lake Hills, TX 78746

Date: March 6, 2026

To: West Lake Hills City Planning Department

From: Joe and Kathy Petet

Subject: Letter of Support for Proposed New Construction and Tree Variances at 507 Konstanty Circle, West Lake Hills, TX 78746

To the Members of the West Lake Hills Planning Committee,

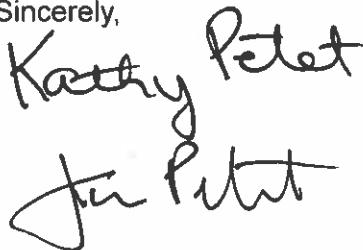
I am writing this letter to formally express my full support for the proposed new construction project located at **507 Konstanty Circle, West Lake Hills, TX 78746**.

As a direct neighbor who shares property lines with the site of the proposed construction, I have a vested interest in the development of our immediate surroundings. I have had the opportunity to review the architectural plans and the proposed layout for the new home. I appreciate that the design is primarily a one-story home that works with the existing landscape. This thoughtful approach minimizes the visual impact on the neighborhood and preserves the natural feel of the area.

Furthermore, I have specifically reviewed the **proposed tree variance** associated with this project. After examining the site plan and the impact on the existing canopy, I am satisfied that the request is reasonable and necessary for the functional layout of the home. I support the granting of these variances with their plan for restorative landscaping in order to allow the project to move forward as designed.

I appreciate the transparency of the homeowners/developers in sharing these plans, and I look forward to seeing the completed home.

Sincerely,

Handwritten signatures of Kathy Petet and Joe Petet. Kathy's signature is written in a cursive style above Joe's signature, which is also in cursive.

Kathy Petet

Joe Petet

502 Konstanty Circle

West Lake Hills, TX 78746

Letter of Support: 507 Konstanty Circle, West Lake Hills, TX 78746

Date: March 6, 2026

To: West Lake Hills City Planning Department

From: Holly Firestone

Subject: Letter of Support for Proposed New Construction and Tree Variances at 507 Konstanty Circle, West Lake Hills, TX 78746

To the Members of the West Lake Hills Planning Committee,

I am writing this letter to formally express my full support for the proposed new construction project located at **507 Konstanty Circle, West Lake Hills, TX 78746**.

As a direct neighbor who shares property lines with the site of the proposed construction, I have a vested interest in the development of our immediate surroundings. I have had the opportunity to review the proposed layout for the new home.

Furthermore, I have specifically reviewed the **proposed tree variance** associated with this project. After examining the site plan and the impact on the existing canopy, I am satisfied that the request is reasonable and necessary for the functional layout of the home. I support the granting of these variances with their plan for restorative landscaping in order to allow the project to move forward as designed.

I appreciate the transparency of the homeowners/developers in sharing these plans, and I look forward to seeing the completed home.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Holly Firestone', with a long horizontal flourish extending to the right.

Holly Firestone

Eric Firestone

509 Konstanty Circle

West Lake Hills, TX 78746

Letter of Support: 507 Konstanty Circle, West Lake Hills, TX 78746

Date: March 6, 2026

To: West Lake Hills City Planning Department

From: Lee Valentine

Subject: Letter of Support for Proposed New Construction and Tree Variances at 507 Konstanty Circle, West Lake Hills, TX 78746

To the Members of the West Lake Hills Planning Committee,

I am writing this letter to formally express my full support for the proposed new construction project located at **507 Konstanty Circle, West Lake Hills, TX 78746**.

As a resident on the same street with the site of the proposed construction, I have a vested interest in the development of our immediate surroundings. I have had the opportunity to review the proposed layout for the new home.

Furthermore, I have specifically reviewed the **proposed tree variance** associated with this project. After examining the site plan and the impact on the existing canopy, I am satisfied that the request is reasonable and necessary for the functional layout of the home. I support the granting of these variances with their plan for restorative landscaping in order to allow the project to move forward as designed.

I appreciate the transparency of the homeowners/developers in sharing these plans, and I look forward to seeing the completed home.

Sincerely,

A handwritten signature in black ink that reads "L. M. Valentine". The signature is written in a cursive style with a large, looped "L" and "V".

Lee Valentine
500 Konstanty Circle, West Lake Hills, TX 78746

City of West Lake Hills

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

Wednesday, April 15, 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. Stephanie Collinson-Cooper
 1. Spoke about overgrown brush notification and enforcement
 1. Chair Meisel advised public member to contact city staff

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 March 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 (5-0)

4. **Public Hearing 1111 Redbud Trail.** Discuss and consider a recommendation to City Council on proposed variances for the removal of the following trees with a trunk diameter of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code)

1. Tree #729 (15" Cedar)
2. Tree #698 (15" Live Oak)

Applicant: James Mustillo, Miro Riveria Architects

- a. **Staff Report:** Director Bills briefed the commission on variance requests for the removal of 2 protected trees for the construction of a new home.
- b. **Public Comment:**
 1. Miguel Rivera– Applicant
 1. Spoke in favor of variance request
 2. Stephanie Collins-Cooper – neighbor
 1. Spoke in favor of variance request
- c. **Discussion:**
 1. Commissioners Maccini and Stewart expressed reservations regarding approval of variances at the conceptual phase
 2. Chair Meisel expresses concerns about transferability of variances
- d. **Action:** Commissioner Bartoletti moves to recommend that the variance be forwarded to the City Council with a recommendation of **approval**
 1. Commissioner Webber seconds
 2. Motion **carries** 3-2
 1. Commissioners Pledger and Maccini opposed

The recommendation will be forwarded to the May 13 City Council meeting

5. **Public Hearing: 507 Konstany Circle.** Discuss and consider a recommendation to City Council on proposed variances for the removal of the following trees with a trunk diameter of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code)
 1. Tree #503 (16.1” Elm)
 2. Tree #652 (14.1” Oak)

Applicant: Mark Lakins, Dahlin Group

- a. **Staff Report:**
 1. Director Bills briefed the commission on variance requests for the removal of 2 protected trees for the construction of a new home.
- b. **Public Comment:**
 1. Daniel Cooley – homeowner
 1. Spoke in favor of the variance request
 2. Michael Padavic – Architect
 1. Spoke in favor of the variance request
- c. **Discussion:**
 1. Chair Meisel comments that finished floor elevation is higher than existing drive and inquires if site will violate cut/fill requirements.
 1. Michael Padavic indicates no other variances will be requested.

2. Commissioner Webber asks if pickleball court will remain on site?.
 1. Daniel Cooley: Yes
 3. Commissioner Maccini indicates the commission does not have all the details required to show hardship.
 4. Commissioner Webber expresses this is different from previous case since the site is more constrained and they are approaching the end of schematic design.
 5. Commissioner Webber indicates they are leaning towards opposition of removing the oak, but that the Elm, while it appears healthy, is located in a location that will make keeping the house 1-story difficult.
- d. **Action:** Commissioner Webber moves to forward the variance request to City Council with a recommendation of approval for the removal of tree 503 to allow for the construction of a single-story home, but denial of tree 652 for lack of hardship.
1. Commissioner Stewart seconds
 2. The motion **carries** unanimously (4-1)
 1. Maccini opposed

The recommendation will be forwarded to the May 13th City Council meeting

6. Public Hearing: 1906 Yaupon Valley Road. Discuss and consider a recommendation to The Board of Adjustments the following variances

- 1) Allow grading greater than 18” in the building setbacks (Section 22.03.170(f));
- 2) Allow construction Allow construction of retaining walls greater than 6 feet in height above natural grade (Section 22.03.170(g));
- 3) Allow construction of retaining walls greater than 3 feet in height without vegetative screening (Section 22.03.170(i)); and
- 4) Allow for fill of over 6 feet on a slope of less than 35% (Drainage and Erosion Control Design Manual Section 7.4.1)

Applicant: Linda Sullivan, CleanTag Permits

a. **Staff Report:**

- a. Director Bills briefs ZAPCO on variances for the property related to discrepancies between architectural and site plans resulting in a home being built several feet lower than indicated in site grading plans, resulting in a driveway slope that exceeds multiple variances related to cut/fill, wall height, and vegetative screening. Additionally, during construction several

other portions of site were graded outside the scope of approved drainage and grading plans.

b. Public Comment:

a. Mark Haddad – Owner

i. Spoke in favor of variance request

b. Linda Sullivan – Applicant

i. Requests temporary certificate of occupancy for property.

1. Applicant is informed that the request is not on the agenda and cannot be discussed.

c. Michael Grosele – Engineer

i. Spoke in favor of variance request

c. Discussion:

a. Commissioner Maccini indicates that they are in favor of the variance request.

d. Action: Commissioner Stewart moves to forward the variance request to Board of Adjustment with a recommendation of **approval**.

3. Commissioner Maccini seconds

4. The motion **carries** unanimously (5-0)

The recommendation will be forwarded to the May 13^h Board of Adjustments meeting

7. Public Hearing: Discuss and consider action to make a recommendation to City Council on amendments to the following Code of Ordinances Sections:

a. General Provisions – Section 1.01.003

b. Administration and Personnel – Section 2.02.031

c. Administration – Section 20.02.055

d. Building Regulations – Article 22.03

e. Subdivision – Sections 36.01.003-004, 36.01.007, 36.01.009, 36.01.012-013

f. Zoning – Sections 38.03.032-038, 38.04.031-032, 38.04.034-035, 38.05.032-037, 38.05.098

a. Staff Report:

a. Director Bills briefed ZAPCO on code changes related to building and development

b. Public Comment:

a. **None**

c. Discussion:

a. Commissioner Bartoletti: Why is ZAPCO being consulted. Is it a courtesy, or is it required?

- i. Since many of these items are Zoning related, state code requires Zoning and Planning to be involved in process.
- b. Commissioner Meisel: Would staff be able to approve a 5% height regulation?
 - i. Yes – any numerical standard
 - ii. Commissioner Meisel: this moves a lot of responsibility to staff, who should have the benefit of clear rules.
- c. Commissioner Bartoletti asks about how the contextual standard will look in the code when codified.
 - i. Director Bills clarifies that it is up to the builder to make a case on whether they should follow the contextual standard, and the city administrator will approve or deny.
- d. Chair Meisel: Asks about the Drainage and Erosion Control Design Manual in definitions.
 - i. Director Bills clarifies that the reference to the Drainage Manual is to prevent multiple definitions from being in the code that may conflict as portions of code are changed over time. References to the Drainage Manual keeps definitions in a single location.
- e. Commissioner Maccini asked for clarifications on temporary storage unit rule changes.
- f. Commissioner Webber asks if the 2015 Building Codes are the most current building codes we allow
 - i. Director Bills clarifies that the 2015 Building Code is what the city currently has adopted, but that the City is planning to adopt newer codes this year.
- g. Commissioner Meisel:
 - i. Would these changes have benefited the applicants for 1906 Yaupon?
 - 1. No – their deviations were larger than the proposed changes would allow.
- h. Chair Meisel asks about the grammar and syntax of the code updates and asks if he can fix the errors.
 - i. Director Bills states that the code changes still have to go to City Council and the code updates must be legally notified to the public on the following day (4/16/2026).
- i. Commissioner Bartoletti
 - i. States that the previous weekend was the first time ZAPCO had seen the changes, and shares that ZAPCO has not had time for discussion. Expresses discomfort recommending adoption given the time ZAPCO has had to review these changes.
 - ii. Commissioner Webber spoke about the architecture committee who reviewed and recommended changes in the presented code changes, in which the changes have been seen by local developers and architects

- iii. Mayor Vaughan Asks for ZAPCO's opinions on what they feel good about and what they feel needs more time.
- iv. Commissioner Pledger expresses agreement with Commissioner Bartoletti regarding discomfort recommending such large changes in the requested timeframe.
- v. Commissioner Meisel: Once zoning code is changed, there are consequences that impact other codes. By approving zoning changes, construction code is changed
- vi. Director Bills explains that a lot of Chapter 22 (Construction Code) should be in Chapter 38 (Zoning). The next step in this process will include re-codification of many of these items to place them in the correct code sections.
- j. Commissioner Webber asks Commissioner Bartoletti what she believes is a better process in the code change amendments and discussion
 - i. Commissioner Pledger indicates a workshop on code changes before a vote would help ease discomfort regarding recommendations of the changes.
- k. Commissioner Pledger expresses discomfort with contextual standards.
- l. Mayor Vaughan recommends that ZAPCO postpone and hold a workshop about the code changes
- m. Mayor Vaughan states that the double curb cut on arterial roads should be discarded from the proposed code changes.
- n. Commissioner Bartoletti shares that there are problems in defining ambiguity in the code and suggests that the code should be reviewed by a legal team.
- o. Commissioner Maccini asks about the double curb cut on arterial roads and wants to give more thought on the standard before adding or excluding it from the code.
- p. Chair Meisel expresses that a more complicated, rigid process encourages applicants to try to meet standards, whereas additional allowances encourage developers to push the rules.
- q. Commissioner Bartoletti asks the other commissioners what needs to be done before a workshop is held.
- r. Commissioner Maccini asks what the deadline is for a recommendation from ZAPCO
 - i. Mayor Vaughan states that he wanted the code changes to be presented to City Council before the new Council cycle begins.
 - ii. Commissioner Webber asked if ZAPCO and Council can have a combined workshop.
 - iii. Commissioner Maccini asks when the new members of City Council are sworn in.
 - 1. May 13th, 2026

- iv. Commissioner Webber states that the workshop would be helpful if each proposed change could include an example of implementation
- v. Commissioner Bartoletti shares that she feels like a lot of the proposed changes, such as the contextual standards, rely more on the city administrator as the ultimate decider.
- vi. Mayor Vaughan suggests postponement of the code changes.
- s. Commissioner Bartoletti expresses that contextual standards place too much of a burden on the City Administrator.
 - i. Commissioner Webber expresses that her understanding of the contextual standards is that they are clear, defined standards that are analyzed by staff.
 - ii. Commissioner Bartoletti believes that the contextual standards work better in the more suburban areas of the city.
- t. Staff and ZAPCO discuss potential dates for a special workshop dedicated to proposed code changes.
 - i. A tentative date of May 4, 2026 at 12:00pm is set for a special workshop.
- d. **Action:** None taken

8. Adjournment

Chair Meisel adjourns the meeting at 8:51pm

APPROVED:

Robert Meisel, Chair

ATTEST:

Joel Sherrouse, Development Coordinator

These minutes were approved on _____, 2026.

Exhibit A

507 Konstanty Circle—Tree 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 lot consists of over 154 trees. Early iterations revolved around the concept of being within the forest, and inserting the building to the site. Tree 642, a 41" live oak, currently sits happenstance to previous development. We are proposing removing the existing building and putting this beautiful tree in the center of what we are calling the "stage". The shape of the building came from putting this tree as the centerpiece. Therefore, the back stage footprint sits where the proposed tree we are asking to take lives. Our hardship is protecting all trees on the site, and we would like to take one to make our clients program work.

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

Leaning on our civil engineer, landscape architect, and arborist's input, we believe we sensitively sited the building in the most logical and environmentally sensitive location. Our design address the site more sensitively than the former dwelling by eliminating the terraced areas, fitting in height and scale within its context, and restoring natural vegetative areas previously scarred through former development..

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

We explored over fifty different iterations. We discovered the building needs to go where the existing building's footprint once was to minimize additional impacts. While the existing house is a two story home, the client's want their family of six to be more physically connected through a singular main living floor plan. Thus, we created a nucleus plan, and spun the building outward moving around all of the trees except one.

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

The client is not wanting a big house- this is not a big house for the six people who will reside here. The scale of the building is completely related to the functions within- there is no bloat. The minimum needed to achieve their dream home is why the building took this shape. The tree we are proposed taking is of minimal impact than other iterations.

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

The interpretation of the goals is to preserve what the beauty is in West Lake Hills, both at a micro and macro scale. Rules are minimum standards to elevate the character and feel of the neighborhood and being good stewards of our environment. We do not base our design intents on minimums, but the best possible job we can do in the time we have to design. Asking for one tree out of 154 we believe is a reasonable request given the context and clients needs.

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

We currently have four letters of support from the neighbors. What is currently there is a double story building that peers onto all the other adjacent neighbors. Our first diagrams were acknowledging the context outside of the site, and improving on what is already on the site. Additionally, our client's current neighbor is doing a remodel. We have consulted with them, reviewed their goals, and turned our back to them in order to give each of privacy. We sit in the center of our lot and care both about our clients privacy and those around us.

507 Konstanty Circle

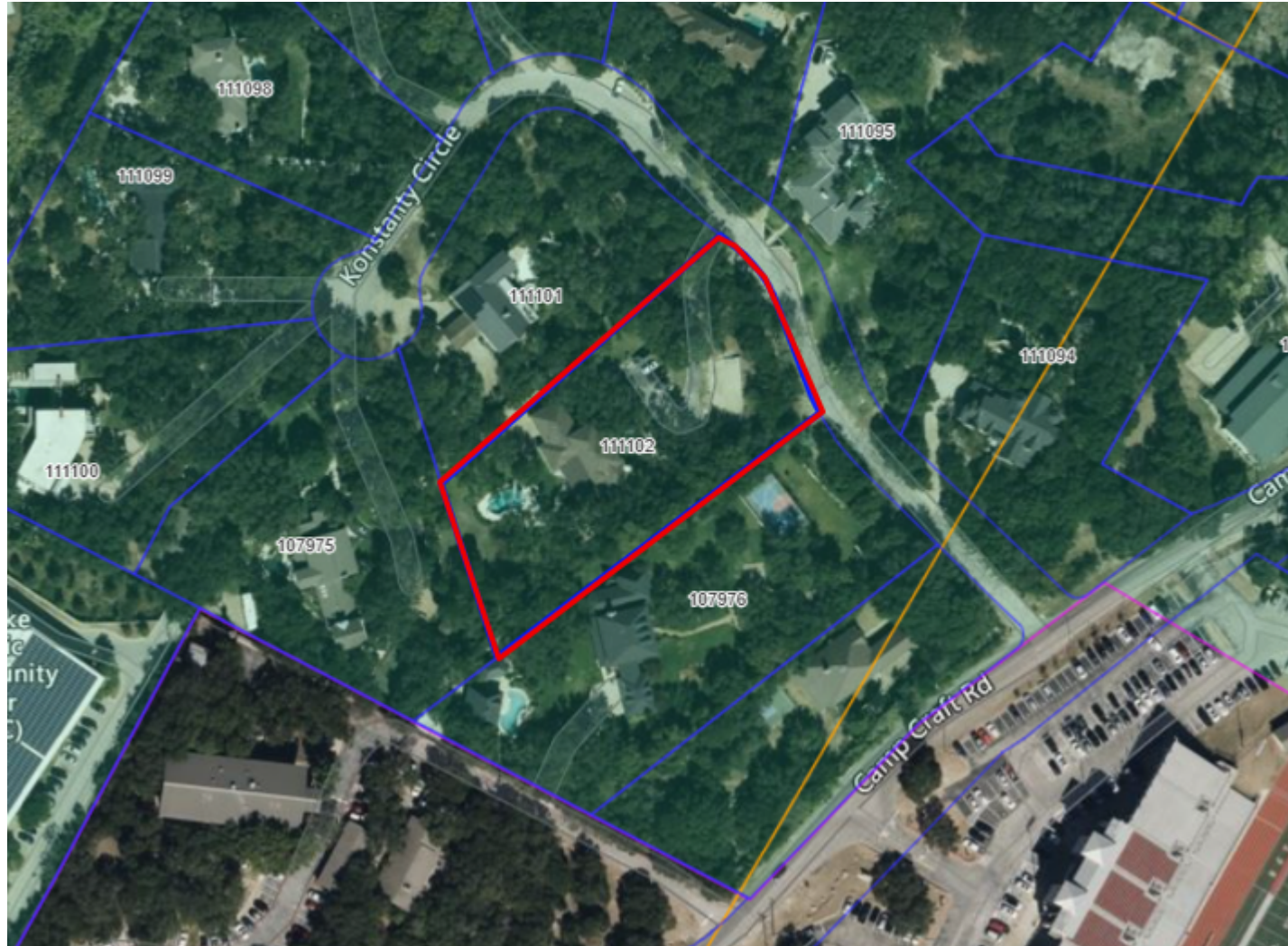
8. Discuss and consider action on proposed variances for the removal of the following trees with a trunk diameter of 14 inches or greater, (Section 22.03.304 of the West Lake Hills Code).

- a. Tree #503 (16.1" Elm)
- b. Tree #652 (14.1" Oak)

Applicant: Mark Lakins, Dahlin Group

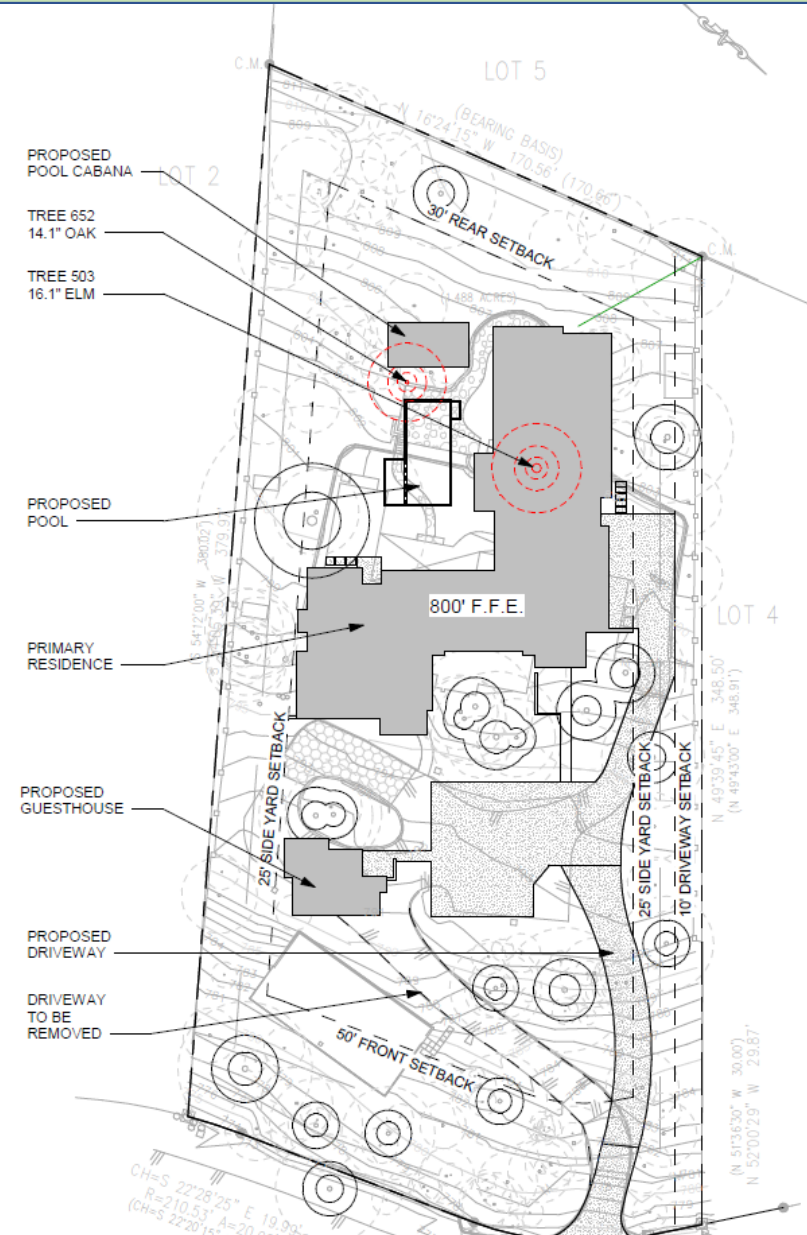


507 Konstanty Circle



507 Konstanty Circle

- The applicant is seeking to remove a 16.1" Elm and 14.1" Oak on their property to accommodate the demolition and construction of a new single-family house.
- A letter from a certified arborist deems the two trees to be in good health
- Building plans have not been submitted for the house



507 Konstanty Circle

- The applicant provided a photos showing the proposed trees to be removed.

Tree 503



Tree 652



507 Konstanty Circle

Tree and vegetation removal and replacement

Code Reference:

Section 22.03.304(a)(4)

22.03.303(b)(4). If a tree greater than or equal to ten (10) inches and less than fourteen (14) inches in diameter does not meet the requirements of section 22.03.303(b)(4) then the removal shall be requested through a variance as described by subsection (a)(4) of this section.

(4) The removal of trees greater than or equal to fourteen (14) inches in diameter measured at a point fifty-four (54) inches above the ground, or a tree greater or equal to ten (10) inches and less than fourteen (14) inches in diameter that does not meet the requirements of section 22.03.303(b)(4), is prohibited except as allowed under section 22.03.303(b)(7) and therefore such removal requires a variance from the city council as outlined in section 22.03.308.

507 Konstanty Circle

Request:

To remove a 16.1" Elm and 14.1" Oak

A mitigation plan will be required showing mitigation of 150% of the removed caliper inches.



507 Konstanty Circle

Public Comments: As of the date of the report, four letters of support have been received with the application.



507 Konstanty Circle

Hold a public hearing and determine the following findings of fact to approve or deny the requested variances.

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



507 Konstanty Circle

This item was reviewed by the Zoning and Planning Commission on April 15, 2026 and the following criteria used:

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.

The Zoning and Planning Commission recommended **approval of tree 503** and **denial for tree 652 by a vote of 4-1.**



CASA COOLEY

DANIEL & STEPHANIE COOLEY

507 KONSTANTY CIRCLE



Design Presentation 05/13/2026

Board of Adjustments / City Council

Presentation

DAHLIN ARCHITECTURE | PLANNING | INTERIORS

CONTENTS

1.0 Existing Tree Survey

2.0 Architectural Site plan

3.0 First Floor Plan

4.0 Guest House Floor Plan

5.0 Building Sections

6.0 Existing/Demolition Tree Plan

7.0. Photos of Trees to be Removed

8.0 Tree Mitigation Plan and Calculations

9.0 Impervious Cover Plan and Calculations



1.0

EXISTING TREE SURVEY

TREE SURVEY

TREE LEGEND		TREE LEGEND	
TAG NO.	TREE DESCRIPTION	TAG NO.	TREE DESCRIPTION
191	8.3" OAK	620	6.0" M.S. CREPE MYRTLE
192	5.2" OAK	621	10.0" MTN. LAUREL
194	4.9" OAK	622	12.1" OAK
195	4.0" OAK	623	18.5" M.S. CEDAR
196	1.4" OAK	624	21.5" M.S. OAK
197	9.4" OAK	625	21.5" OAK
198	5.6" M.S. OAK	626	14.1" OAK
199	19.6" COTTONWOOD	627	23.6" OAK
200	5.4" OAK	628	11.1" OAK
401	11.5" OAK	629	15.0" M.S. OAK
402	9.8" OAK	630	13.4" OAK
403	12.0" COTTONWOOD	631	21.1" OAK
404	6.5" COTTONWOOD	632	12.4" OAK
405	13.2" OAK	633	11.2" OAK
406	6.1" OAK	634	20.5" OAK
407	7.1" OAK	635	14.4" OAK
408	6.2" OAK	636	14.1" OAK
411	17.0" CEDAR	637	11.4" OAK
412	12.3" M.S. OAK	638	7.0" OAK
413	7.3" M.S. YALPON	639	14.6" OAK
414	3.5" MTN. LAUREL	640	15.8" OAK
415	3.6" M.S. YALPON	641	14.2" OAK
416	2.5" YALPON	642	41.4" OAK
417	4.6" M.S. YALPON	643	15.4" OAK
418	12.5" OAK	644	11.3" ELM
419	2.7" YALPON	645	10.7" OAK
420	3.8" YALPON	646	12.6" OAK
421	7.0" M.S. YALPON	647	10.4" OAK
422	4.0" M.S. YALPON	648	12.2" OAK
423	6.2" YALPON	649	10.5" OAK
424	8.9" OAK	650	11.0" MTN. LAUREL
425	16.5" OAK	651	7.0" OAK
426	11.9" M.S. OAK	652	14.1" OAK
427	2.7" MTN. LAUREL	653	12.4" OAK
428	4.8" MTN. LAUREL	654	9.0" OAK
429	3.1" MTN. LAUREL	655	11.7" OAK
430	3.1" MTN. LAUREL	656	10.4" ELM
431	3.4" YALPON	657	13.0" ELM
432	4.0" MTN. LAUREL	658	13.3" OAK
433	13.5" M.S. CEDAR	659	9.9" OAK
434	9.3" CEDAR	660	4.5" YALPON
435	2.9" YALPON	661	7.1" OAK
436	2.7" OAK	662	12.5" M.S. CEDAR
437	11.3" M.S. CEDAR	663	7.5" OAK
438	2.6" OAK	664	3.7" OAK
439	10.7" CEDAR	665	4.2" OAK
440	2.0" MTN. LAUREL	666	13.5" 13.5" OAK
441	3.0" MTN. LAUREL	667	8.2" OAK
442	2.1" MTN. LAUREL	668	9.2" OAK
443	4.3" M.S. MTN. LAUREL	669	7.5" OAK
444	3.3" M.S. MTN. LAUREL	670	10.2" OAK
445	3.0" MTN. LAUREL	671	6.6" OAK
446	3.6" MTN. LAUREL	672	11.0" M.S. CEDAR
447	3.0" M.S. MTN. LAUREL	673	19.8" M.S. CEDAR
448	4.2" M.S. OAK	674	10.4" CEDAR
449	10.0" CEDAR	675	6.8" M.S. YALPON
450	8.3" M.S. MTN. LAUREL	676	13.2" M.S. YALPON
451	4.7" M.S. MTN. LAUREL	677	18.3" OAK
452	16.8" M.S. OAK	678	9.7" OAK
453	6.5" YALPON	679	13.0" OAK
454	4.5" M.S. YALPON	501	11.4" OAK
455	16.8" M.S. CEDAR	502	8.6" YALPON
456	3.3" OAK	503	16.1" ELM
457	13.0" CEDAR	504	10.5" OAK
458	7.3" HACKBERRY	505	10.8" OAK
460	24.2" M.S. CEDAR	506	9.0" OAK
461	9.8" CEDAR	507	23.7" M.S. OAK
462	4.6" OAK	508	11.9" M.S. YALPON
463	13.7" HACKBERRY	509	12.1" M.S. YALPON
464	6.3" PECAN	510	5.2" OAK
465	6.5" YALPON	511	4.4" OAK
474	3.5" M.S. MTN. LAUREL	512	5.3" COTTON WOOD
475	4.2" M.S. MTN. LAUREL		
476	4.0" MTN. LAUREL		
477	3.9" M.S. MTN. LAUREL		
478	3.5" MTN. LAUREL		
479	5.9" M.S. MTN. LAUREL		
480	5.0" M.S. MTN. LAUREL		
481	17.0" OAK		
482	22.4" OAK		

M.S.=MULTI-STEMMED
 This tree location survey certifies the size and location of the trees depicted hereon. B & G Surveying, LLC, nor the undersigned, certify the Species/Genus of these trees. For exact Species/Genus contact a Certified Arborist.

LEGEND

- 1/2" REBAR FOUND
- 1/2" CAPPED REBAR SET
- CAPPED REBAR FOUND
- CHAIN LINK FENCE
- WOOD FENCE
- METAL FENCE
- PER PLAT
- B.L. BUILDING LINE
- P.U.E. PUBLIC UTILITY EASEMENT
- D.E. DRAINAGE EASEMENT
- C.M. CONTROL MONUMENT
- R.O.W. RIGHT OF WAY
- CORRUGATED METAL PIPE
- P.O. POOL EQUIPMENT
- F.F.G. GARAGE FINISHED FLOOR ELEVATION

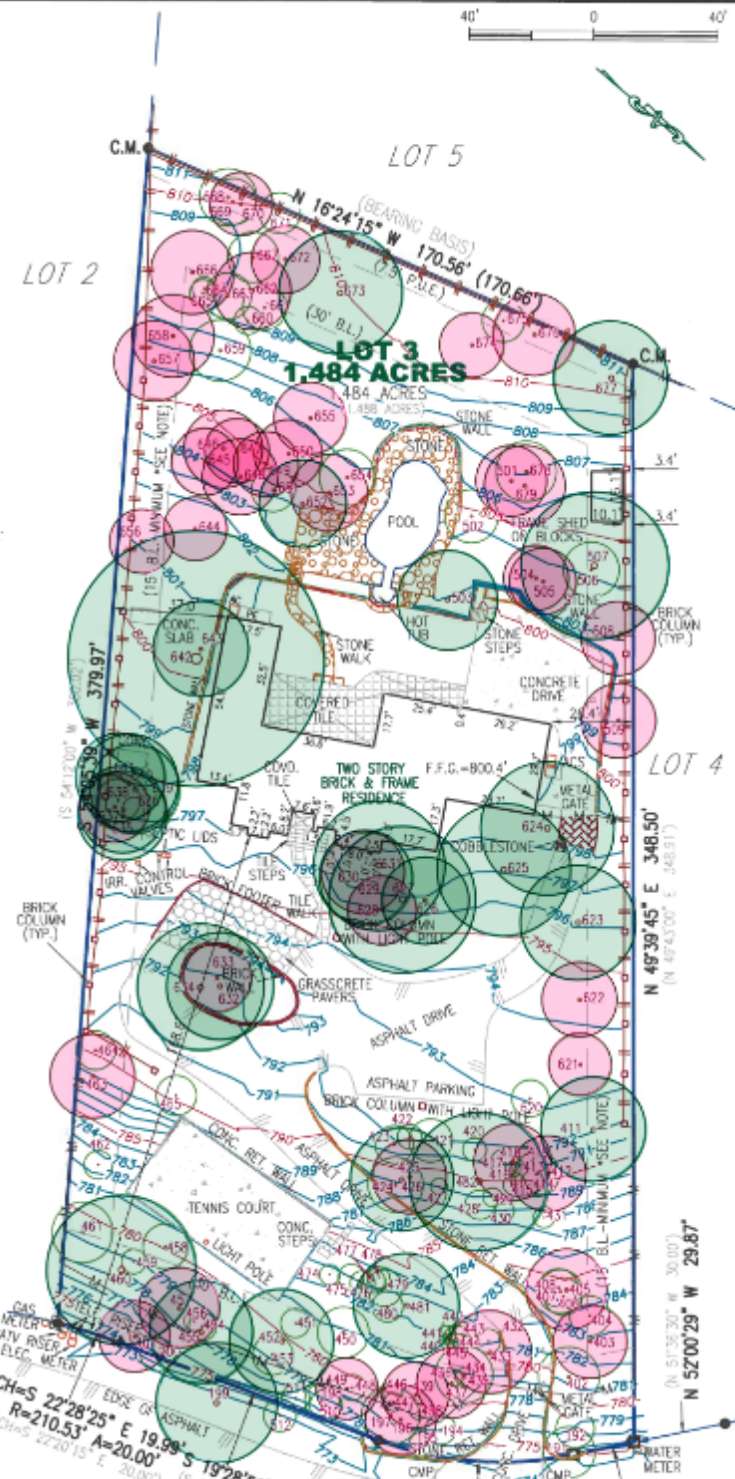
IMPERVIOUS COVERAGE

a. House	4232	sq. ft.
b. Frame shed	182	sq. ft.
c. Asphalt drive	6068	sq. ft.
d. Covered tile	922	sq. ft.
e. Tile walk	298	sq. ft.
f. Concrete drive	2447	sq. ft.
g. Tennis court with wall & steps	1866	sq. ft.
h. Stone around pool, walls & steps	1739	sq. ft.
i. ACs, PE & concrete pads	161	sq. ft.
j. Brick columns	101	sq. ft.
k. Cobblestone & brick wall	228	sq. ft.
l. Grasscrete pavers 758/2=	379	sq. ft.
TOTAL IMPERVIOUS COVERAGE (a through l added)	24804	sq. ft.
LOT AREA	18522	sq. ft.
% IMPERVIOUS	28.6	% of lot

* NOTE
 Side Yard Setback Lines shall total 45 feet with a minimum of 15' from either side.

B & G SURVEYING, LLC
 1404 West North Loop Blvd.
 Austin, Texas 78756 - Office 512/458-6959

VICTOR M. GARZA
 REGISTERED SURVEYOR
 4740



STREET ADDRESS: 507 KONSTANTY CIRCLE CITY: WESTLAKE COUNTY: TRAVIS STATE OF TEXAS
 LOT: 3 SUBDIVISION: STONEY WOOD SUBDIVISION VOL/CAB: 80 PG/SLD: 85 PLAT RECORDS
 REFERENCE NAME: BRANDON & MOLLY BRYDSON

B & G SURVEYING, LLC
 JOB #: B1204025_TWL
 DATE: 01/05/2026
 SCALE: 1" = 40'

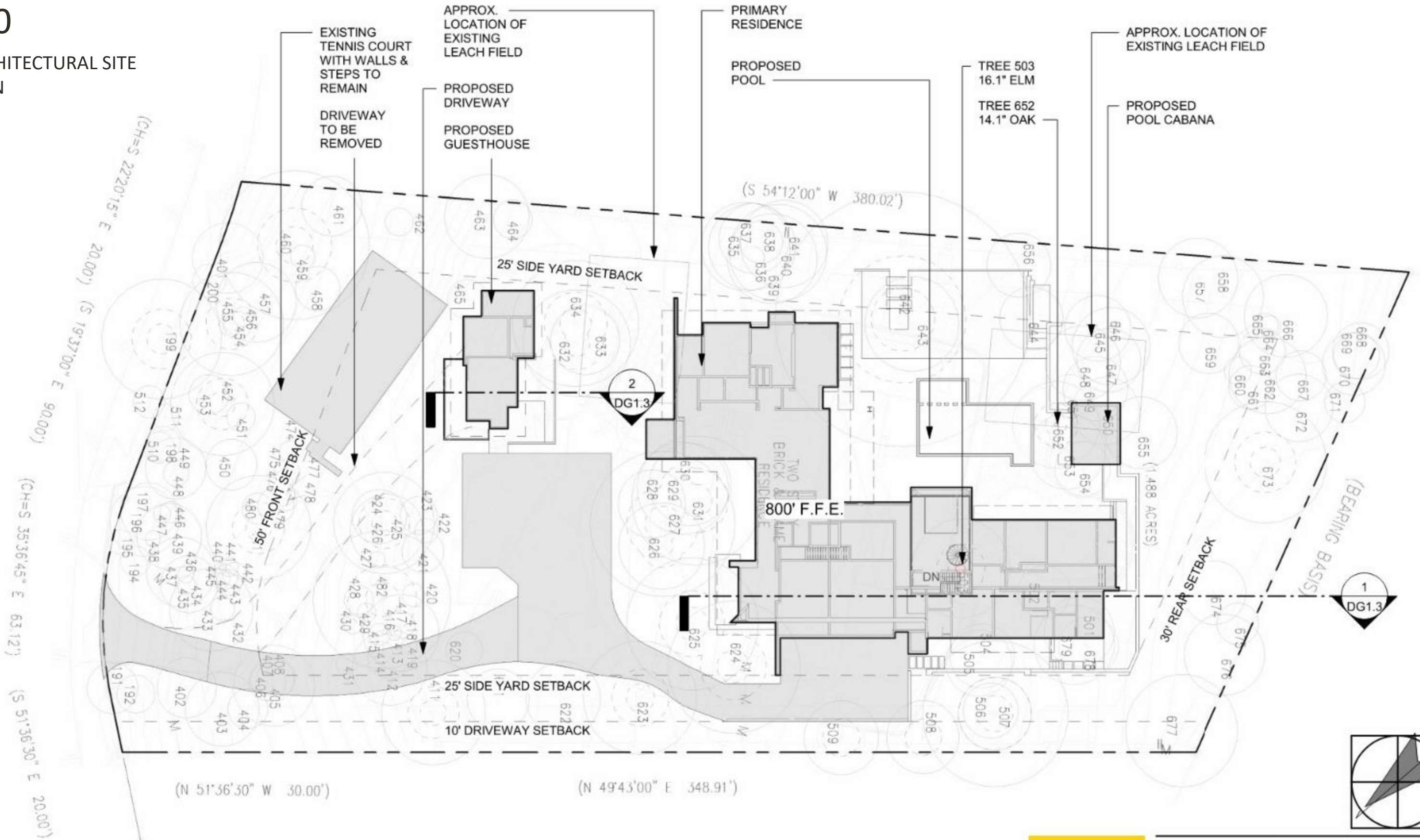
FIELD WORK BY: WILLIAM 12/24/2025
 CALLED BY: JOSE 12/23/2025
 DRAFTED BY: VICTOR GARZA 01/05/2026
 CHECKED BY: V.G.M. 01/05/2026



2.0

ARCHITECTURAL SITE PLAN

KONSTANTY CIRCLE



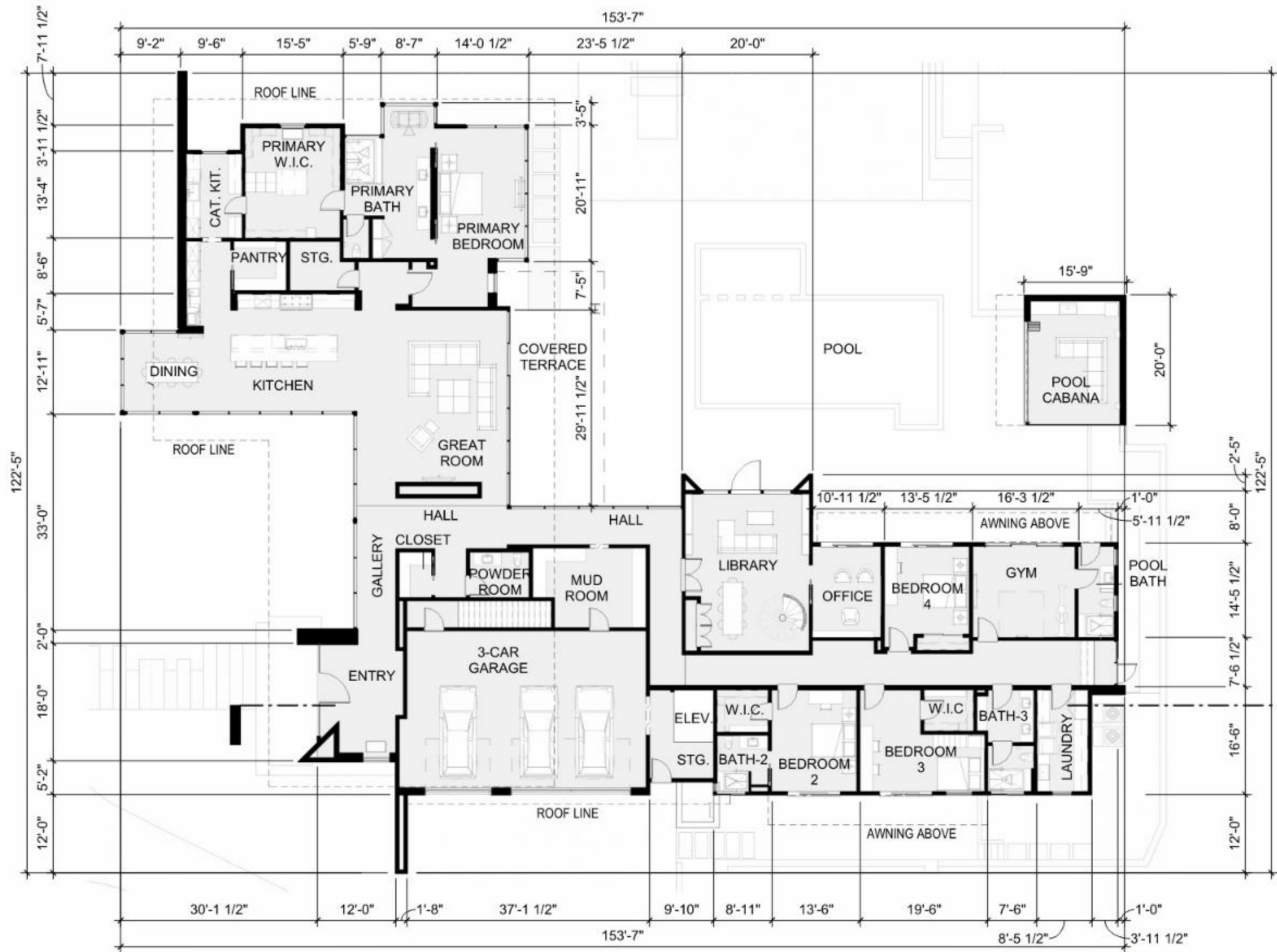
SCALE: 1" = 30'

JOB NO. 2000.001 - 507
DATE 05/13/26

DG1.0

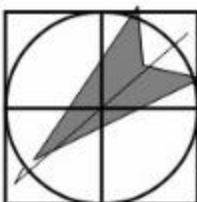
3.0

FIRST FLOOR PLAN



SQUARE FOOTAGE TABLE	
NAME	AREA (SF)
(+/-) BASEMENT	2430
(+/-) MAIN HOUSE FIRST FLOOR *	6686
(+/-) LIBRARY MEZZANINE	263
	9379
(+/-) GARAGE	975
(+/-) CABANA *	315
(+/-) COVERED TERRACE	191
(+/-) EXTERIOR ROOF DECK	563
	2044
TOTAL LIVING AREA	11423

* SQUARE FOOTAGE DOES NOT INCLUDE ROOF OVERHANGS



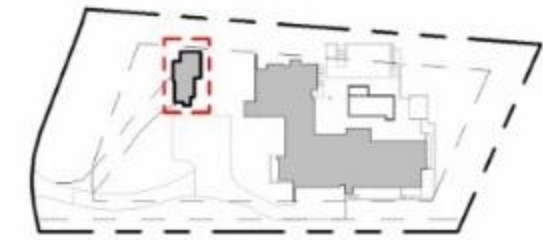
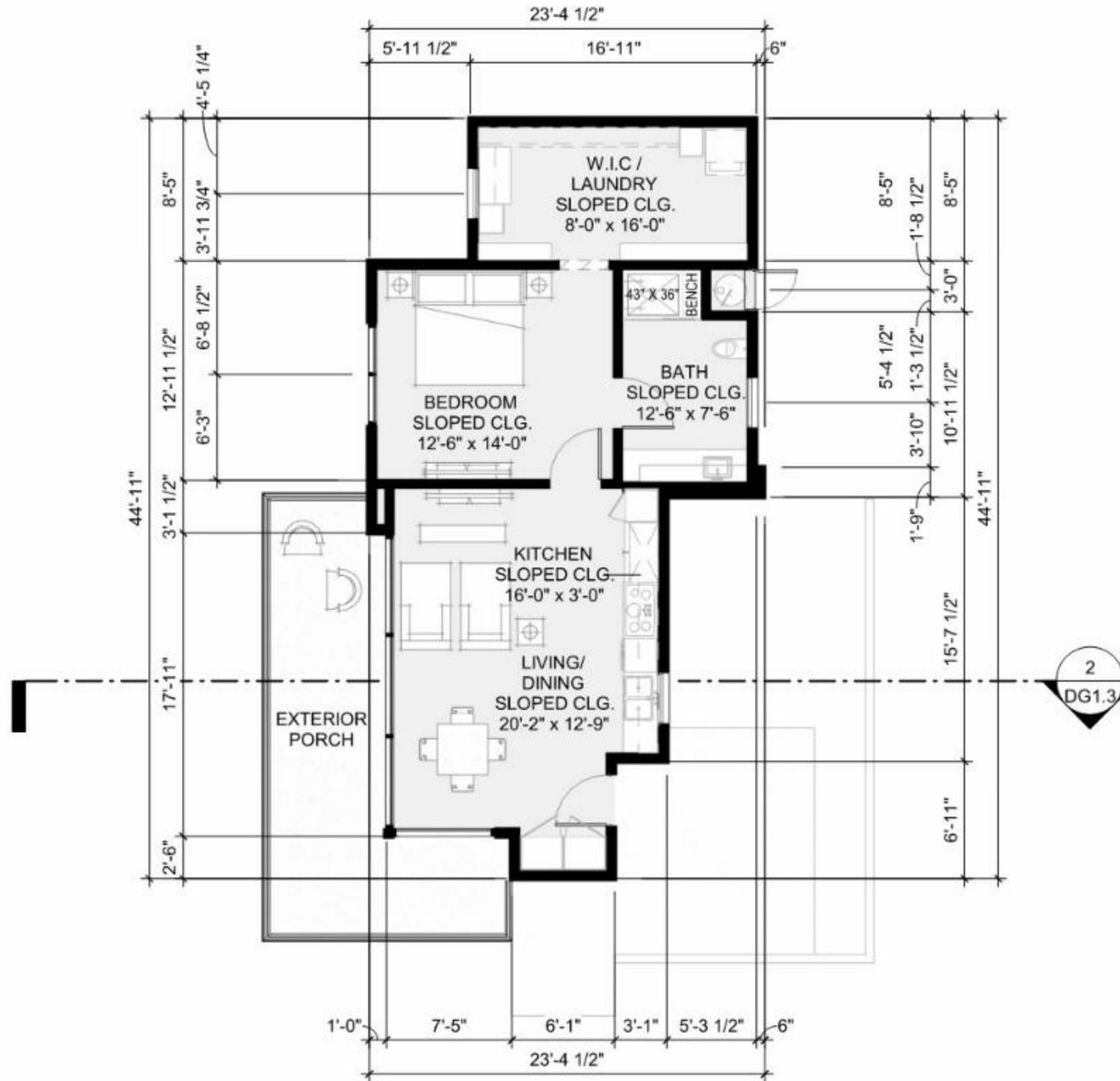
1 4 8 16 32
SCALE: 1/16" = 1'-0"

DAHLIN JOB NO. 2000.001 - 507
DATE 05/13/26

DG1.1

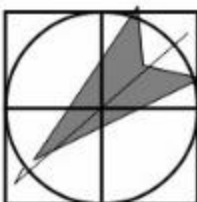
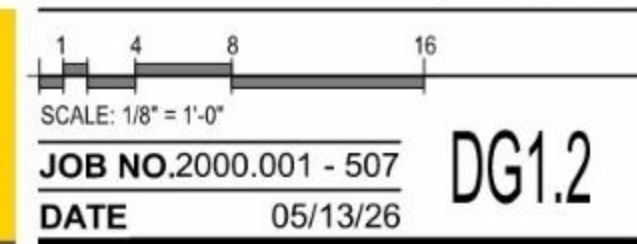
4.0

GUEST HOUSE FLOOR PLAN



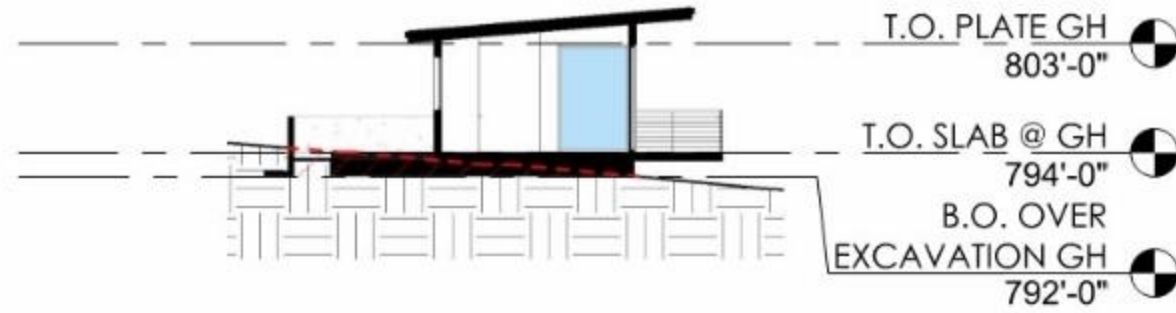
KEY PLAN

SQUARE FOOTAGE TABLE	
NAME	AREA (SF)
GUEST HOUSE *	799
	799
(+/-) EXTERIOR DECK	238
	238
TOTAL LIVING AREA	1037
* SQUARE FOOTAGE DOES NOT INCLUDE ROOF OVERHANGS	



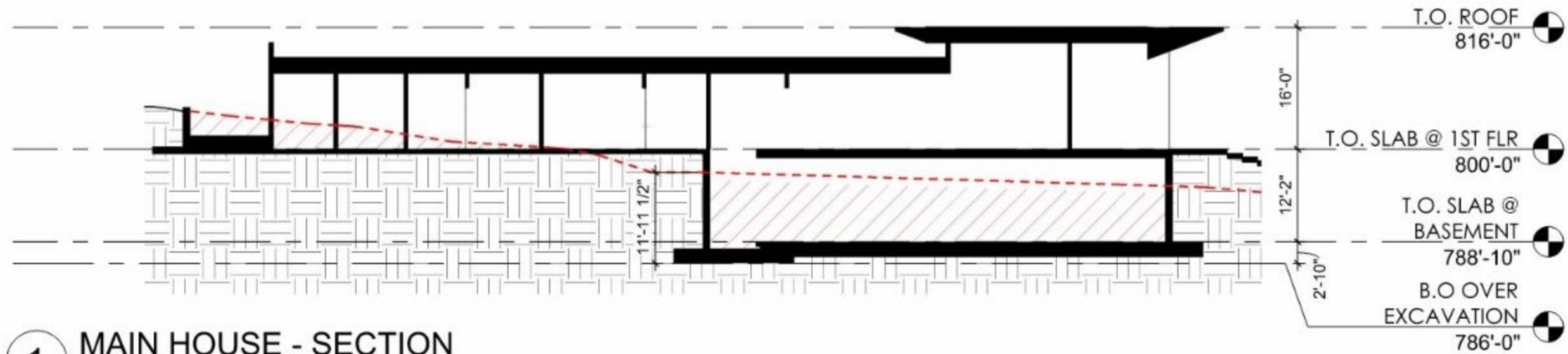
5.0

BUILDING SECTIONS



2 GUEST HOUSE - SECTION
1/16" = 1'-0"

CUT



1 MAIN HOUSE - SECTION
1/16" = 1'-0"

DAHLIN

1 4 8 16 32
SCALE: 1/16" = 1'-0"

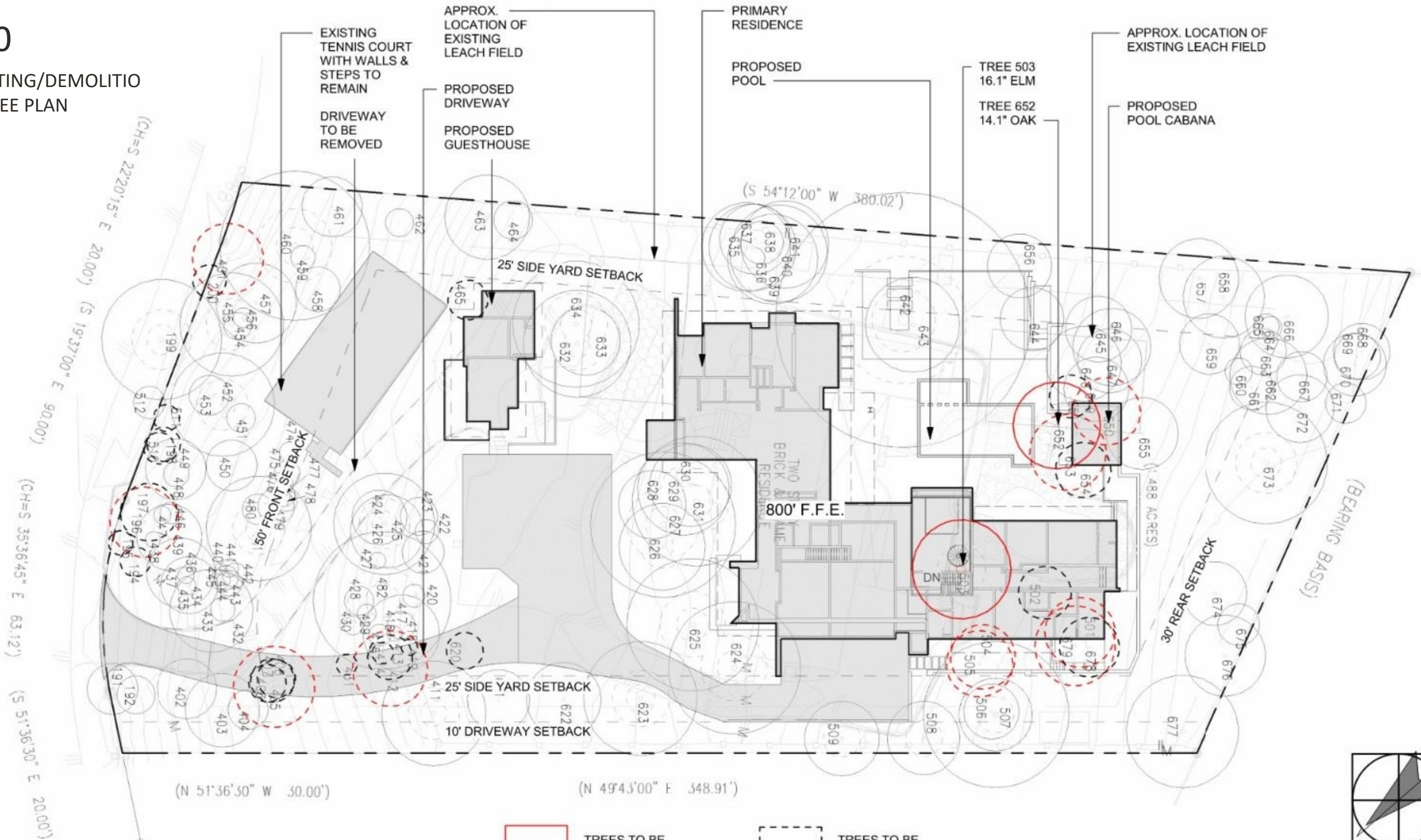
JOB NO. 2000.001 - 507
DATE 05/13/26

DG1.3

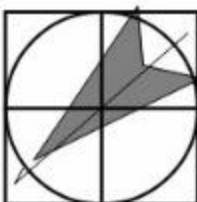
6.0

EXISTING/DEMOLITION TREE PLAN

KONSTANTY CIRCLE



- TREES TO BE REMOVED - OVER 14"
- TREES TO BE REMOVED - 10"-14"
- TREES TO BE REMOVED - UNDER 10"
- HALF CRITICAL ROOT ZONE



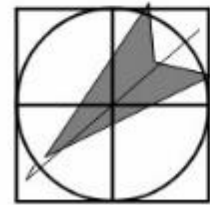
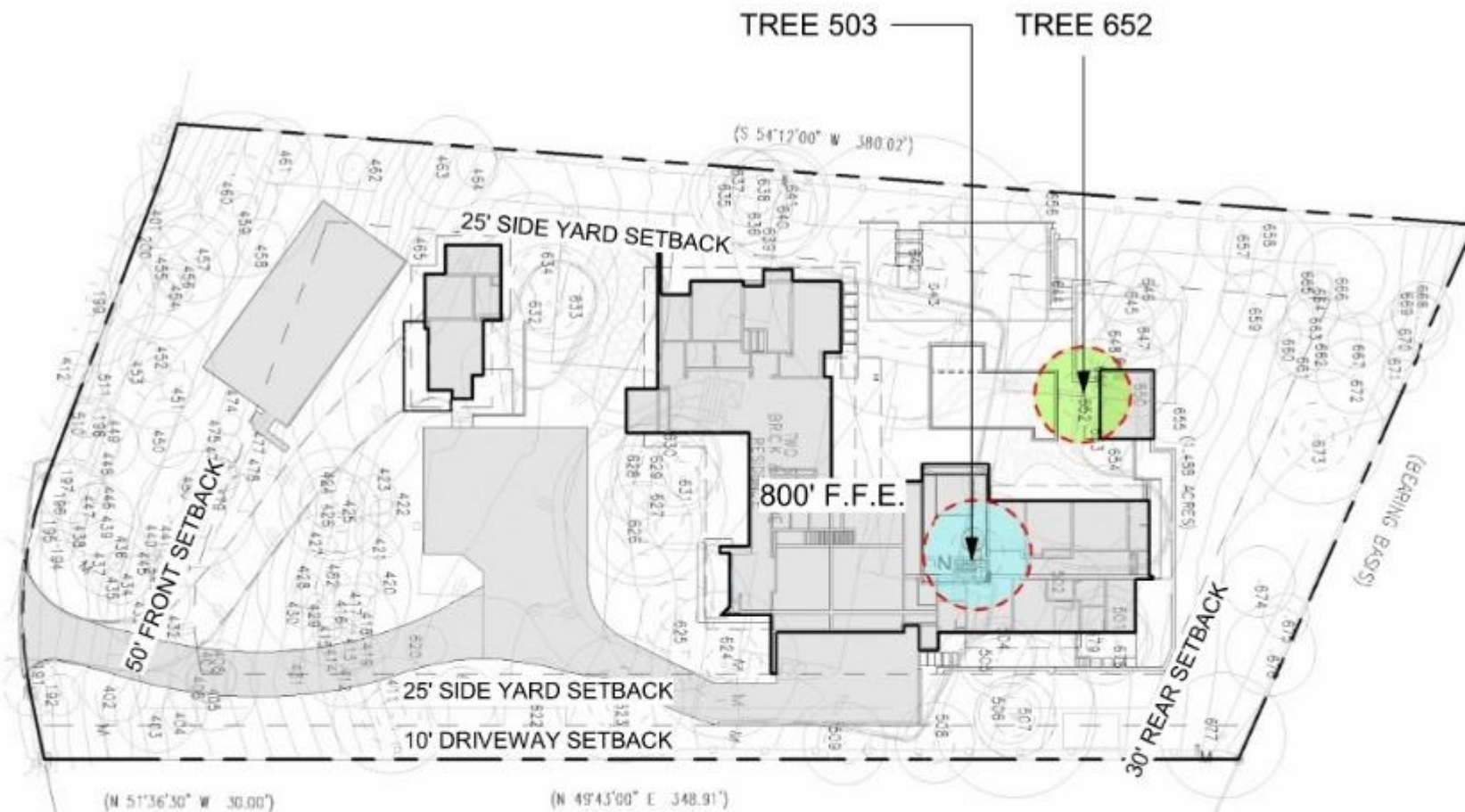
DAHLIN SCALE: 1" = 30'

JOB NO. 2000.001 - 507
 DATE 05/13/26

DG1.4

7.0

PHOTOS OF TREES TO BE REMOVED



SCALE: 1" = 50'

TOTAL TREES ON SITE > 14" :	29
TREES REQUESTED FOR REMOVAL:	2



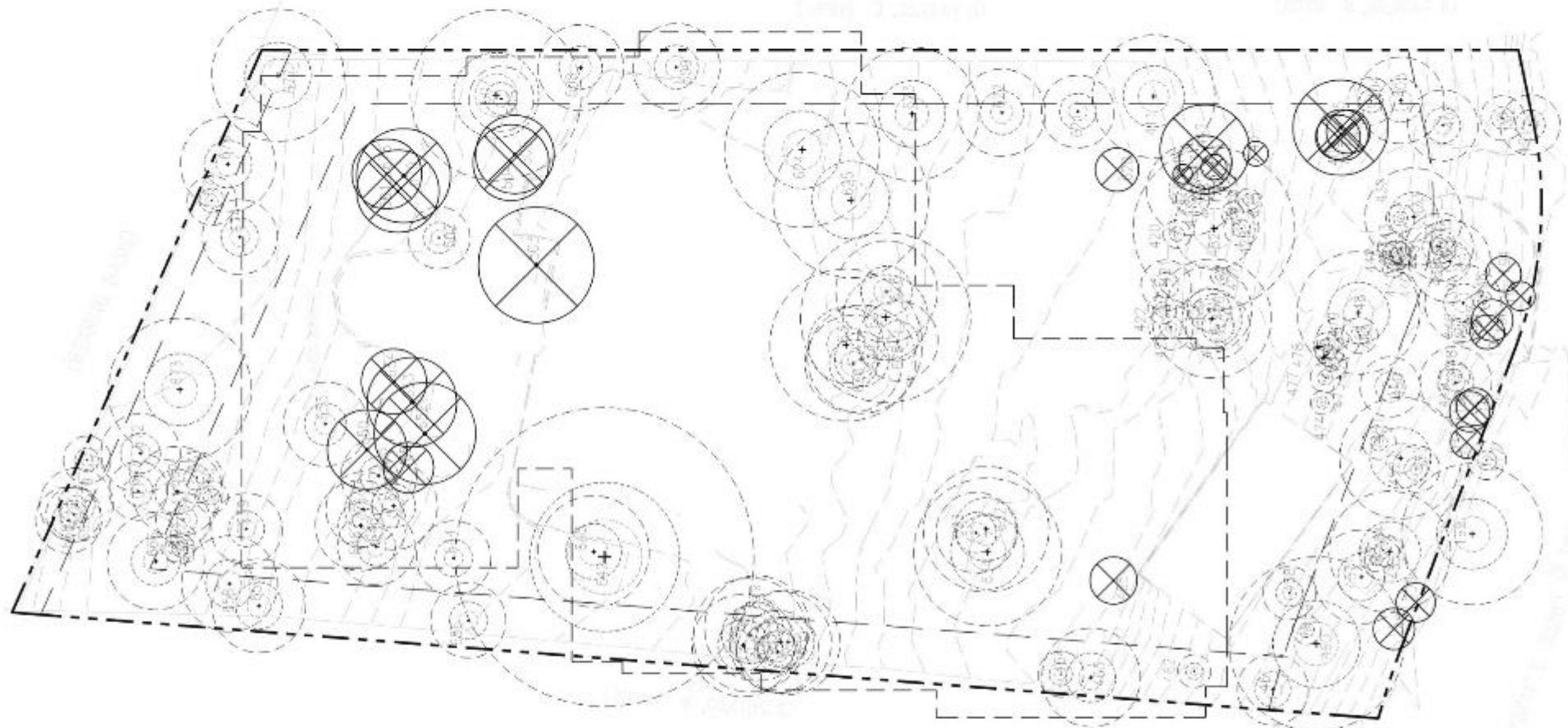
TREE 503



TREE 652

8.0

TREE MITIGATION PLAN AND CALCULATIONS



CITY OF WESTLAKES TREE MITIGATION SCHEDULE						
TRE ID NUMBER	Tree Species	Proposed Tree	Unproposed Tree	Inventory		
191	8" OAK	0	0			
192	8" OAK	0	0			
194	5" OAK		1			
195	4" OAK		1			
196	11" OAK	11				
197	8" OAK	8				
198	8" OAK	8				
199	20" COTTONWOOD	20				
200	5" OAK		5			
401	12" OAK	12				
402	12" COTTONWOOD	12				
404	7" COTTONWOOD	7				
405	12" OAK	12				
406	8" OAK	8				
407	7" OAK	7				
408	8" OAK	8				
409	8" OAK	8				
411	17" CEDAR		17			
412	12" OAK	12				
413	7" M.S. YALPON	7				
414	4" MTL. LAUREL		4			
415	4" M.S. YALPON		4			
416	3" YALPON		3			
417	5" M.S. YALPON		5			
418	13" OAK	13				
419	5" YALPON		5			
420	4" YALPON		4			
421	7" M.S. YALPON	7				
422	4" M.S. YALPON		4			
423	8" YALPON	8				
424	3" OAK	3				
425	17" OAK	17				
426	12" M.S. OAK	12				
427	3" MTL. LAUREL		3			
428	5" MTL. LAUREL		5			
429	3" MTL. LAUREL		3			
430	3" MTL. LAUREL		3			
431	3" YALPON		3			
432	4" MTL. LAUREL		4			
433	14" M.S. CEDAR	14				
434	8" CEDAR	8				
435	3" YALPON		3			
436	3" OAK		3			
437	11" M.S. CEDAR	11				
438	3" OAK		3			
439	11" CEDAR	11				
440	3" MTL. LAUREL		3			
441	3" MTL. LAUREL		3			
442	3" MTL. LAUREL		3			
443	4" M.S. MTL. LAUREL		4			
444	3" M.S. MTL. LAUREL		3			
445	3" MTL. LAUREL		3			
446	4" MTL. LAUREL		4			
447	3" M.S. MTL. LAUREL		3			
448	4" M.S. OAK		4			
449	10" CEDAR	10				
450	8" M.S. MTL. LAUREL	8				
451	8" M.S. MTL. LAUREL		8			
452	17" M.S. OAK	17				
453	3" YALPON	3				
454	8" M.S. YALPON	8				
455	17" M.S. CEDAR	17				
456	3" OAK		3			
457	12" CEDAR	12				
458	7" HUCKLEBERRY	7				
459	8" M.S. CEDAR	8				
460	10" CEDAR	10				
461	8" OAK		8			
462	14" HUCKLEBERRY	14				
463	8" PECAN	8				
464	3" YALPON	3				
474	3" M.S. MTL. LAUREL		3			
475	4" M.S. MTL. LAUREL		4			
476	4" M.S. MTL. LAUREL		4			
477	4" M.S. MTL. LAUREL		4			
478	4" M.S. MTL. LAUREL		4			
479	8" M.S. MTL. LAUREL	8				
480	8" M.S. MTL. LAUREL		8			
481	17" OAK	17				
482	22" OAK	22				
501	11" OAK	11				
502	8" YALPON	8				
503	16" OLM	16				
504	11" OAK	11				
505	11" OAK	11				
506	8" OAK	8				
507	24" M.S. OAK	24				
508	12" M.S. YALPON	12				
509	12" M.S. YALPON	12				
510	5" OAK		5			
511	4" OAK		4			
512	5" COTTONWOOD		5			
600	8" M.S. OROPE MISTLE	8				
621	10" MTL. LAUREL	10				
622	12" OAK	12				
623	19" M.S. CEDAR	19				
624	22" M.S. OAK	22				
625	22" OAK	22				
626	14" OAK	14				
627	24" OAK	24				
628	11" OAK	11				
629	15" M.S. OAK	15				
630	18" OAK	18				
631	21" OAK	21				

SYMBOLS LEGEND

SYMBOL	ITEM
---	PROPERTY LINE
⊕	EXISTING TREE TO PROTECT
⊗	EXISTING TREE TO REMOVE

632	17" OAK	17					
633	11" OAK	11					
634	21" OAK	21					
635	14" OAK	14					
636	14" OAK	14					
637	11" OAK	11					
638	17" OAK	17					
639	16" OAK	16					
640	14" OAK	14					
641	17" OAK	17					
642	15" OAK	15					
643	11" OAK	11					
644	11" OAK	11					
645	11" OAK	11					
646	11" OAK	11					
647	10" OAK	10					
648	12" OAK	12					
649	11" OAK	11					
650	11" MTL. LAUREL	11					
651	7" OAK	7					
652	14" OAK	14					
653	12" OAK	12					
654	2" OAK	2					
655	12" OAK	12					
656	10" OLM	10					
657	17" OLM	17					
658	13" OAK	13					
659	10" OAK	10					
660	8" YALPON		8				
661	3" OAK	3					
662	15" M.S. CEDAR	15					
663	8" OAK	8					
664	4" OAK		4				
665	4" OAK		4				
666	14" OAK	14					
667	8" OAK	8					
668	8" OAK	8					
669	8" OAK	8					
670	10" OAK	10					
671	3" OAK	3					
672	11" M.S. CEDAR	11					
673	20" M.S. CEDAR	20					
674	10" CEDAR	10					
675	3" M.S. YALPON	3					
676	12" M.S. YALPON	12					
677	10" OAK	10					
678	10" OAK	10					
679	15" OAK	15					

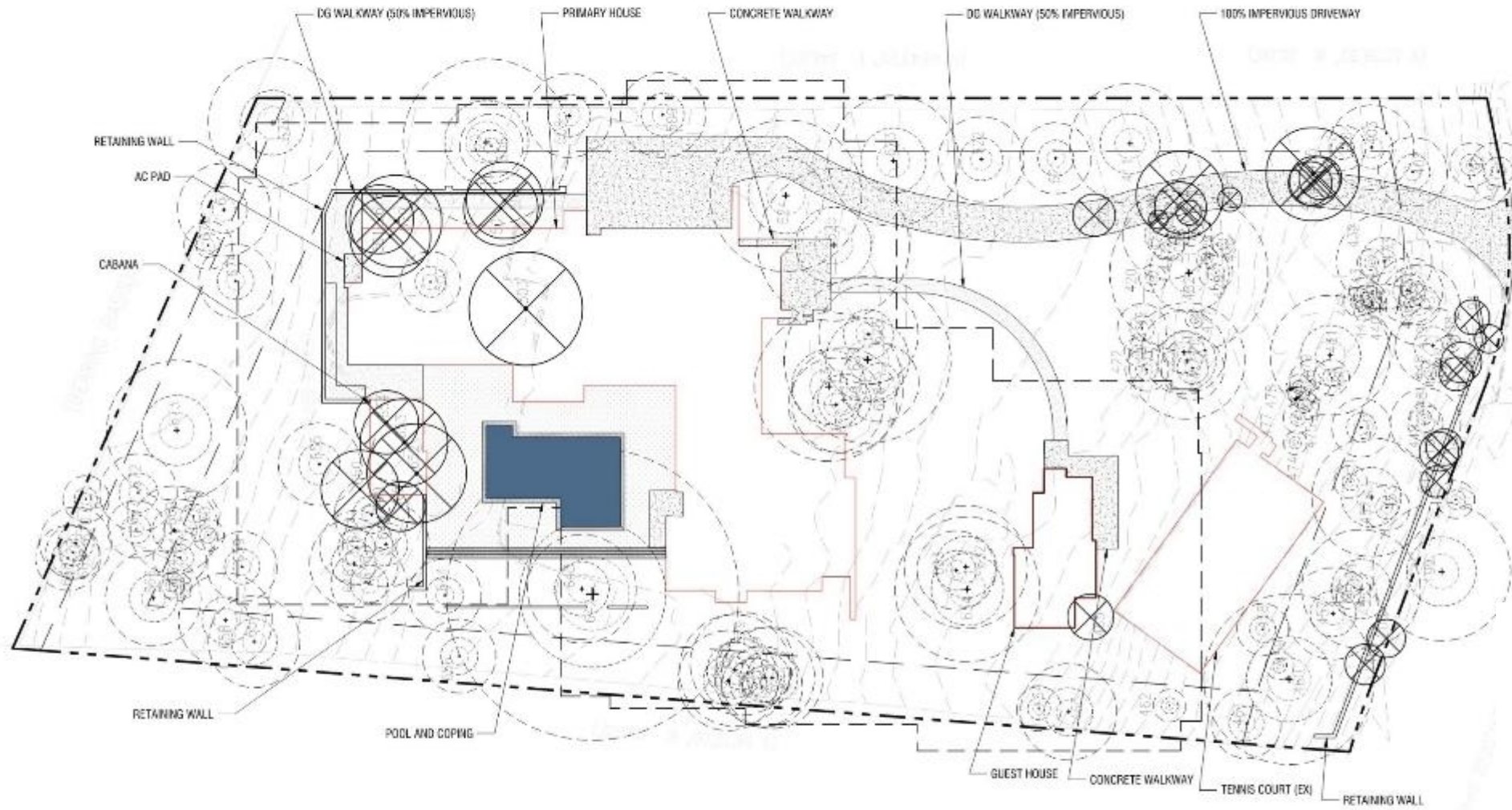
TOTAL TREES TO BE REMOVED	10"	12"	14"	16"	18"	20"
TOTAL TREES TO BE REMOVED BY CATEGORY	70	0	0	0	0	0
TOTAL TREES TO BE PROTECTED BY CATEGORY	117	8	0	0	0	0
TOTAL TREES TO BE REMOVED	127					

1 TREE REMOVAL PLAN



9.0

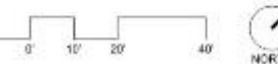
IMPERVIOUS COVER PLAN AND CALCULATIONS



IMPERVIOUS COVER SUMMARY

	SQ FT	% OF SITE
a. Primary House	7,743	12%
b. Guest House	815	1%
c. Cabana	418	1%
d. Tennis court with wall & steps	1,856	3%
e. Concrete Drive	3,495	5%
f. Pool coping	161	0%
g. Pool	-	0%
h. AC pads	40	0%
i. Concrete Walkways	731	1%
j. DG Walkways (50%)	556	1%
k. Retaining & screening walls	338	1%
TOTAL IMPERVIOUS COVER (a thru j added)	16,153	24.98%
LOT AREA	64,664	
IMPERVIOUS COVER MAX)	16,166	
IMPERVIOUS COVER UNDERAGE (SQFT)	13	
IMPERVIOUS COVER UNDERAGE (%)	0.0%	

1 IMPERVIOUS COVER PLAN





PASSION FOR PLACE®

00.0

PHOTOS OF TREES TO
BE REMOVED

405



503



412



504



501



505



00.0

PHOTOS OF TREES TO
BE REMOVED

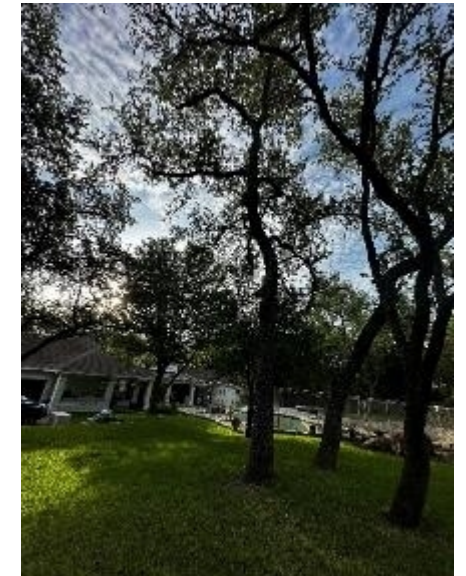
650



652



679





City of West Lake Hills
City Council

AGENDA REPORT

Meeting Date:	<u>May 13, 2026</u>	Item Number:	<u>9</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Jennifer Bills</u>	Cost / Budget:	<u>n/a</u>
	<u>RFP</u>		
Exhibits:	<u>2026 Application Schedule</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider action direction to rezoning 911 Westlake Drive from GUI – Government Utility Institution district.

Recommendation

Approve direction to staff to initiate the rezoning process for 911 Westlake Drive from GUI.

Discussion

The city owned property located at 911 Westlake Drive is currently vacant since the city’s operations were relocated to the new municipal offices at 4010 Bee Cave Road last August. The city issued a Request for Proposal (RFP) on May 4 with preference for a ground lease. As specified in the attached RFP, the rezoning process was to run concurrently with the RFP.

In order to support the uses desired at the former city hall location consistent with the expectations of the RFP, the property would need to be rezoned from GUI to an appropriate district. The base zoning may also be complemented by a conditional overlay (CO) or Planned Development District (PDD) to provide sufficient control and constraint regarding the utilization of the property.

The rezoning process includes public notification of property owners with 300 feet of the subject address and public hearings before the Zoning and Planning Commission as well as the City Council. Per the [2026 Application Schedule for \[a\] variance or zoning change](#) on the city’s website, the rezoning public hearing and recommendation by the ZAPCO would be on June 17 and the public hearing and consideration by the City Council would be on July 8.

2026 Application Schedule Variance/Zoning Change

Submittal Date	Submittal Check Date	Notification Posted (mailed & sign)	ZAPCO Posting Date	Zoning & Planning Commission Meeting Date	BOA/CC Posting Date	BOA/City Council Meeting Date**
Must be received by 5:00 pm CDT (Monday unless City holiday)	All submissions must have all required items to enter review	15 days in advance of meeting	3 Business Days	Public Hearing (Wednesday)	3 Business Days	Public Hearing (Wednesday)
12/15/2025	12/16/2025	1/5/2026	1/14/2026*	1/21/2026	2/5/2026	2/11/2026
1/12/2026	1/13/2026	2/2/2026	2/12/2026	2/18/2026	3/5/2026	3/11/2026
2/9/2026	2/10/2026	3/2/2026	3/12/2026	3/18/2026	4/1/2026*	4/8/2026
3/9/2026	3/10/2026	3/30/2026	4/9/2026	4/15/2026	5/7/2026	5/13/2026
4/13/2026	4/14/2026	5/4/2026	5/14/2026	5/20/2026	6/4/2026	6/10/2026
5/11/2026	5/12/2026	6/1/2026	6/11/2026	6/17/2026	7/1/2026*	7/8/2026
6/8/2026	6/9/2026	6/29/2026	7/9/2026	7/15/2026	8/6/2026	8/12/2026
7/13/2026	7/14/2026	8/3/2026	8/13/2026	8/19/2026	9/2/2026*	9/9/2026
8/10/2026	8/11/2026	8/31/2026	9/10/2026	9/16/2026	10/8/2026	10/14/2026
9/14/2026	9/15/2026	10/5/2026	10/15/2026	10/21/2026	11/4/2025*	11/10/2026*
10/12/2026	10/13/2026	11/2/2026	11/12/2026	11/18/2026	12/3/2026	12/9/2026
No December ZAPCO						
12/14/2026	12/15/2026	1/4/2027	01/13/2027*	1/20/2027	2/4/2027	2/10/2027

*Change due to holiday

Refer to **Section 38.05.036: Notice of public hearing before zoning and planning commission for approval process.



CITY OF WEST LAKE HILLS, TEXAS

Request for Proposals (RFP 2026-001)

Ground Lease Opportunity

911 Westlake Drive

Issue Date: May 4, 2026

Proposals Due: July 15, 2026, 4:00 PM CDT

Issued by:
City of West Lake Hills
4010 Bee Cave Road
West Lake Hills, TX 78746

<https://www.westlakehills.org/bids.aspx>

Per Section 9, please submit Proposals to:
City Secretary, City of West Lake Hills
By mail: 4010 Bee Cave Road, West Lake Hills, TX 78746
or
By e-mail: citysec@westlakehills.gov

Per Section 15.1, please register your interest as soon as you are able using the form found in the Appendix (A-5).

Table of Contents

Table of Contents.....	2
Section 1. Community Context and Master Plan Framework	4
1.1 Master Plan Area 2 (Non-Residential) Standards.....	4
Section 2. Introduction.....	7
Section 3. Background.....	8
Section 4. The Opportunity.....	9
4.1 Buildings	9
4.2 Utilities.....	9
4.3 Parking.....	9
Section 5. Site Details.....	10
5.1 Floodplain.....	10
5.2 Edwards Aquifer.....	10
5.3 Adjacent Zoning and Land Uses	10
5.4 Fire Prevention.....	11
5.5 Telecommunications Facility	11
Section 6. Project Goals	12
Section 7. Zoning and Regulatory Framework.....	13
7.1 Anticipated Zoning Approach	13
7.2 Prohibited Uses	13
Institutional and Quasi-Public Uses (Prohibited).....	13
Service Uses (Prohibited).....	13
Retail Uses Inconsistent with Site Character (Prohibited).....	14
Other Prohibited Uses.....	14
7.3 Permitted Uses	14
Office and Professional.....	14
Institutional and Quasi-Public.....	14
Food and Beverage.....	14
Service Uses.....	14
Specialty Retail.....	15
Studio and Service	15
Special Use Permits (Retained).....	15
7.4 Height and Dimensional Restrictions	15
Height.....	15

Building Area 16

7.5 Adaptive Reuse Requirements..... 16

Section 8. Acceptable Development Uses 17

Section 9. Submitting a Proposal..... 18

9.1 Submission Logistics..... 18

9.2 Pre-Proposal Open House and Building Tour 18

9.3 Communications Protocol 18

9.4 Project Representative..... 18

Section 10. Leasing Terms 19

Section 11. Schedule of Important Dates 20

Section 12. Submittal Requirements 21

12.1 Cover Letter 21

12.2 Executive Summary 21

12.3 Project Team and Key Personnel 21

12.4 Qualifications and Relevant Experience..... 21

12.5 Proposed Approach and Vision..... 22

12.6 Respondent Capability to Execute..... 22

Section 13. Evaluation Criteria 23

Section 14. Selection Process..... 24

Section 15. Forms and Legal Notices 25

15.1 Registry of Interest 25

15.2 Conflict of Interest..... 25

15.3 Disclosure of Interested Parties (Form 1295)..... 25

15.4 Relationship Disclosure 25

15.5 Public Information Act Notice 26

15.6 Title and Encumbrances 26

Section 1. Community Context and Master Plan Framework

West Lake Hills is a residential community of distinctive character, situated on the west bank of Lake Austin along the eastern edge of the Balcones Escarpment in Travis County, Texas. Since its incorporation, the City has been guided by a clear and consistent vision: to preserve the natural, wooded, rural character that makes it a unique and pleasant place in which to live.

The City’s Comprehensive Plan (the “Master Plan”), adopted by Ordinance 175 on January 10, 1979, with the Land Use Map revised in December 1981, remains the foundational policy document for land use decisions in West Lake Hills. The Master Plan describes the City’s identity in terms that have guided nearly five decades of stewardship:

The City of West Lake Hills is a unique and pleasant place in which to live. Its very special quality is derived from its rugged terrain, beautiful views, dense foliage, unspoiled creeks, wildlife, and large areas of relatively low population density. The primary purposes of this Master Plan are to preserve and protect the area’s natural resources and the pleasant quality of life in the City.

The Master Plan establishes five general goals for the community:

- **PRESERVE** the natural, wooded, rural character of West Lake Hills and its wildlife.
- **PROTECT** the unique environment and quality of life enjoyed by its residents.
- **PERMIT** reasonable and appropriate development consistent with these goals.
- **PROVIDE** the services of a city in our circumstances.
- **PROMOTE** cooperation with other political subdivisions in this area.

The Master Plan recognizes the importance of the City’s neighborhoods inclusive of both commercial and residential uses and the contribution each makes to the community’s uniqueness and well-being. It establishes two distinct land use areas with separate standards and calls for proposals to be evaluated based on consistency with these standards and their preservation of neighborhood quality and integrity. Critically, the Plan states that such preservation requires the cooperative efforts of responsible city officials, developers, and an informed citizenry.

This Request for Proposals is issued in that spirit of cooperation. The City invites proposals from qualified respondents whose proposals can exemplify these values and who are prepared to serve as stewards of a property that holds deep civic significance for the West Lake Hills community.

1.1 Master Plan Area 2 (Non-Residential) Standards

The property at 911 Westlake Drive is classified within Area 2 (Non-Residential) under the Master Plan Land Use Map. The Area 2 standards are binding parameters for this RFP. The goal of the Master Plan for Area 2 is to permit continued growth and development in a manner consistent with the needs of the residents and complementary with the City’s rural character. The full text of the Area 2 standards is reproduced below. Respondents should review these standards carefully, as the evaluation criteria for this RFP are grounded in them.

(1) Commercial uses should be encouraged to leave as much natural land untouched as possible. Zoning ordinances should be changed to permit only low-density commercial development in rural settings complementary with the character of our city. Appropriate commercial uses for Area 2 are those that provide quality goods and services which are not conveniently available elsewhere and for which a genuine need exists among the residents of West Lake Hills. Examples of commercial uses which may be appropriate include: offices of professionals, nurseries, fine arts and craft galleries, financial institutions, antique shops, barber shops or beauty parlors or similar uses. Examples of inappropriate commercial uses include: service stations, new or used motor vehicle sales or repair businesses, junk yards, fast food establishments, warehouses, discount stores, massage parlors, taverns or bars, and the like.

(2) There should be careful site planning for each project in this area. Trees should be removed only where they conflict directly with use of land for building and parking purposes. Where possible, trees that have been removed should be replaced with new foliage indigenous to the region.

(3) Where feasible, the City should require the placement of off-street parking lots in the rear of new commercial buildings. Driveway entrances from public streets should be minimized. Parking lots should be set back a sufficient distance from lot lines to provide a buffer zone between the lot and adjacent property. The buffer zone should consist of indigenous trees and shrubs, or, where the buffer zone is treeless, it should be landscaped with sufficient indigenous growth so as to act as a visual barrier between adjacent lots. Landscaping, existing trees, and other natural features should be incorporated into the design of parking areas.

(4) The use of native materials and unobtrusive colors should be encouraged.

(5) Stormwater runoff should be accommodated without increasing the drainage problems on other lots or causing erosion and/or pollution in natural streams. Where necessary, the City should require stormwater facilities as part of the development.

(6) Construction on slopes of more than twenty percent (20%) presents special problems, such as erosion and excessive runoff, and should not be permitted unless the City Council is satisfied that no unnecessary environmental damage will be caused.

(7) In order to preserve the scenic quality of the City, maximum building heights should be established.

(8) Sign location, configuration, design, materials, and colors should be harmonious with the rural setting and scale of our city. Signs should not visually dominate the landscape or structure to which it belongs. Signs should be made of native stone and wood. Natural colors (earth tones) should be favored and bright colors should be used only for accent. Landscaping, where required, should be designed to harmonize with the building and the surrounding natural land forms and native plants. Reflective surfaces should not be allowed. Lighting should be of no greater wattage than is necessary to make the sign visible at night. Off-premises signs should be prohibited.

Fences should meet the same criteria set out for signs.

Outdoor lighting should be shielded so as not to shine on adjacent property and should be of no greater wattage than necessary for safe visibility at night.

(9) Development should observe the following environmental criteria: (a) No noxious odors should be generated. (b) Environmental pollution should be minimal. (c) Use should not generate more vehicular traffic than existing thoroughfares can handle. (d) Use should not require more water than current lines can handle. (e) Use should not create noise problems for adjacent owners.

(10) No use should be permitted in this area which the City Council determines inappropriate or detrimental to the quality of life or character of the City of West Lake Hills or which creates special problems for adjacent property within this area or adjacent areas.

(11) The regulation of wastewater treatment should encourage water conservation and require the safe, economical and ecological recycling of water through the use of on-site wastewater treatment systems.

(12) There should be no building in the floodway area. Development in the flood plain should be discouraged.

The full Master Plan document is available for download at:

<https://westlakehills.org/DocumentCenter/View/3898/Master-Plan-1979?bidId=>

Section 2. Introduction

The City of West Lake Hills is pleased to invite proposals from qualified respondents for a ground lease opportunity at the former municipal building located at 911 Westlake Drive, West Lake Hills, Texas 78746.

The City seeks a development partner who will deliver a high-quality adaptive reuse project that aligns with the community's values as expressed in the Master Plan, generates sustainable revenue to the City through ground lease payments and sales tax, and earns the trust of the residential neighbors who surround this site.

This is a competitive solicitation. The City will evaluate all responsive proposals on the merits and reserves the right to reject any or all proposals. There is no predetermined outcome.

The successful respondent will be expected to serve as a responsible steward of the property, which is a role that requires sensitivity to the residential neighborhood context, respect for the natural setting, and a commitment to the standards that have always defined this city.

Section 3. Background

The property at 911 Westlake Drive was acquired by the City of West Lake Hills in 1978 and 1980, replatted as Lot 1, Village Green Section 1 Resub, and developed as the City's municipal offices and police department in multiple phases.

For over forty years, these buildings served as the heart of civic life in West Lake Hills. They were where residents attended City Council meetings, engaged with city staff, conducted civic business, and participated in the governance of their community. They are woven into the institutional memory of the City.

Following the completion of the City's new municipal facility at 4010 Bee Cave Road, the 911 Westlake Drive property is now available for repurposing through a ground lease arrangement.

The City's intent is to see this property transition into a use that continues to serve the community—one that respects the civic identity of the buildings, preserves the established visual character of the neighborhood, and honors the natural features of the site. The City is not seeking to maximize financial return at the expense of these values.

Section 4. The Opportunity

The property consists of a 1.9193-acre (83,604 square foot) site with two existing buildings totaling 8,864 square feet and approximately 60 parking spaces (51 in front of the administration building and 9 behind the former police department building).

The site is situated on the east side of Westlake Drive and south of the Redbud Trail intersection. See location map (Appendix A-1). The property is bounded by Little Bee Creek to the north and a tributary to the east, with mature tree canopy throughout. These natural features are among the site's most valuable assets and are to be treated as amenities that the development will honor - not as engineering obstacles to be overcome.

4.1 Buildings

The two existing buildings were constructed for municipal use. The City expects these buildings to be adaptively reused as the primary development approach (see Section 7.5, Adaptive Reuse Requirements and the Appendix (A-2) for existing plans).

4.2 Utilities

All utilities are available to the property:

- Wastewater service: Provided by the City of [West Lake Hills](#). Nine (9) Living Unit Equivalents (LUEs) is the total wastewater capacity allocated to the property and represents a binding constraint on development intensity. Additional LUEs are not guaranteed, and requests will be evaluated based on existing downstream collection system infrastructure capacity.
- Water service: [Travis County Water District 10](#) (WD 10).
- Gas service: [Texas Gas Service](#).
- Electric service: [Austin Energy](#).

4.3 Parking

The site provides approximately 60 existing parking spaces. Parking is a binding constraint on the site. Respondents should carefully address parking supply, demand, and management in their proposals. The owner of office building on the north side of the property may be willing to lease additional spaces to respondents. Any such agreement should be submitted with proposal.

Section 5. Site Details

The subject property is located at 911 Westlake Drive and comprises Lot 1, Village Green Section 1 Resub, containing 1.9193 acres (83,604 square feet). A land title, topographic and tree survey, dated May 2017, is included in the Appendix (A-3).

5.1 Floodplain

A portion of the property on the eastern side, adjacent to the Little Bee Creek tributary, is located within the FEMA Zone AE regulatory floodplain. Development within the floodplain is subject to Chapter 26 (Flood Damage Prevention) of the West Lake Hills Code of Ordinances and applicable FEMA regulations. Respondents should account for floodplain constraints in site planning and identify any proposed improvements within or adjacent to the regulated floodplain.

For additional information:

<https://msc.fema.gov/portal/search?AddressQuery=911%20westlake%2C%20west%20lake%20hills%2C%20tx>

A flood study is currently underway by the City of Austin. The subject lot is within Study Area 4.

For additional information: <https://atxfloodplains-austin.hub.arcgis.com/#about>.

5.2 Edwards Aquifer

The property is located within the Edwards Aquifer recharge zone and is subject to the Edwards Aquifer Protection Program administered by the Texas Commission on Environmental Quality (TCEQ). Respondents should be aware of applicable city and TCEQ rules governing development within the recharge zone, including requirements related to stormwater management, water quality, and impervious cover.

For additional information: <https://www.tceq.texas.gov/permitting/eapp>

5.3 Adjacent Zoning and Land Uses

Properties adjacent to the site are zoned and used as follows:

- **North:** B-1 (Business 1) zoning.
- **East:** City of Austin's Ullrich Water Treatment Plant. The plant facility is not visible from the subject site.
- **South and West:** R-1 (One Family Residential) zoning. The site is surrounded on two sides by single-family residential neighborhoods, and respondents should design their proposals with this proximity in mind.

For additional information: <https://www.westlakehills.org/DocumentCenter/View/36/West-Lake-Hills-Zoning-Map-PDF?bidId=>

5.4 Fire Prevention

The property is located in a moderate fire risk area. Fire services are provided by Travis County ESD No. 9, also known as the Westlake Fire Department. The city participates in Firewise USA and has an ISO Public Protection Classification rating of Class 2. The city requested a defensible space site evaluation by the fire department, which was performed April 10, 2026. The city is currently implementing recommendations from the report, which may be viewed in the Appendix (A-4). The site is expected to be maintained in a manner consistent with the recommendations and City Code.

5.5 Telecommunications Facility

A Crown Castle telecommunications facility (cell tower) is located on the property with AT&T and Verizon as providers. This facility and its existing lease are expressly excluded from this ground lease opportunity. The existing telecommunications lease will remain in effect. A survey identifying the exclusion area and any associated access and utility easements retained by the telecommunications operator may be provided as an exhibit to the ground lease agreement as needed. Any proposed site improvements must accommodate the continued operation of this facility and must not interfere with the existing access and utility easements serving the telecommunications installation.

Section 6. Project Goals

The City seeks proposals that achieve the following objectives, listed in order of priority:

- **Neighbor Compatibility.** The successful respondent is entering a residential neighborhood as a guest. Proposals must demonstrate sensitivity to the neighbors who live adjacent to and near the site during both the construction phase and ongoing operations. The City will favor proposals supported by letters from neighboring property owners expressing support for the concept and its anticipated benefits. Existing vegetated buffers and woodland character along shared property boundaries with adjacent residential parcels, including shared access drives, shall be preserved and maintained.
- **Master Plan Alignment.** Proposals must demonstrate thorough familiarity with the Master Plan's Area 2 standards (reproduced in full in Section 1.1) and explain how the proposed development satisfies each applicable standard. The Master Plan is not a guideline; rather, it is the policy framework within which all proposals will be evaluated.
- **Adaptive Reuse and Low-Impact Redevelopment.** The City strongly favors proposals that preserve, rehabilitate, and adaptively reuse the existing buildings. The buildings carry civic significance (see Section 3), are part of the established visual landscape of the neighborhood, and their retention minimizes construction disruption. Proposals requiring substantial demolition or new construction are disfavored.
- **Economic Benefit.** The City seeks a development that generates sustainable revenue through ground lease payments and sales tax, while providing goods or services that meet a genuine need among West Lake Hills residents that is consistent with the Master Plan's direction that appropriate commercial uses are those providing quality goods and services not conveniently available elsewhere.
- **Environmental Stewardship.** Proposals should honor the natural features of the site, including Little Bee Creek, the tributary, the mature tree canopy, and the floodplain as community amenities. Development should accommodate stormwater runoff without increasing drainage problems on adjacent properties or degrading natural waterways, consistent with the Master Plan and the Edwards Aquifer Protection Program.
- **Timely Execution.** The City values respondents who demonstrate the capacity and commitment to complete design, permitting, and construction within a reasonable timeframe.

Section 7. Zoning and Regulatory Framework

The property is currently zoned GUI (Governmental Utility Institutional). The City will pursue rezoning consistent with this RFP concurrently with the RFP process.

7.1 Anticipated Zoning Approach

The City intends to rezone the property to B-2 (Business 2) with a Conditional Overlay (“CO”) district pursuant to Section 38.03.041 of the West Lake Hills Code of Ordinances. The CO is an existing tool in the Code, adopted by Ordinance 362 in 2018, that modifies and restricts the base district’s use and site development regulations for a specific property. Subject to the rezoning process, a Planned Development District (PDD) may be considered, which is still based on a base zoning district; however, the substantive restrictions would be consistent.

Respondents should understand the following:

- The CO or PDD would be used to narrow the B-2 permitted uses to a specific list and impose site-specific dimensional and operational restrictions tailored to this property and its neighborhood context.

7.2 Prohibited Uses

The CO or PDD would prohibit the following uses that would otherwise be available under the B-2 base district. All Special Use Permit (SUP) opportunities associated with these prohibited uses would also be removed so as to clarify that there is no SUP pathway to allow any prohibited use.

Institutional and Quasi-Public Uses (Prohibited)

- Assembly and testing of electronic components
- Bank or savings and loan
- Massage therapy school
- Charter school or private school
- Child day care facility
- Hospital
- Employee dining facility (private)

Service Uses (Prohibited)

- Rehabilitation or wellness center
- Veterinary clinic
- Commercial kennel
- Laundry and dry cleaning substation
- Photocopying, typing, or printing service
- Massage therapy clinic

Retail Uses Inconsistent with Site Character (Prohibited)

- Auto parts store
- Pool supply and service
- Tobacco shop
- Pharmacy
- Liquor store (standalone)

Other Prohibited Uses

- Research, development, or clinical laboratory
- Publishing business
- Restaurant with drive-in or drive-through service

7.3 Permitted Uses

The following B-2 uses would be permitted under the CO or PDD:

Office and Professional

- Professional offices (accountant, architect, attorney, engineer, consultant, insurance agent, real estate agent, broker)
- Business office of a publishing or printing firm
- Business offices (no on-premises merchandise sales)

Institutional and Quasi-Public

- Churches

Food and Beverage

- Restaurant without drive-in service
- Grocery store
- Health food store
- Specialty food store
- Bakery
- Delicatessen or catering service
- Confectionary store
- Ice cream parlor

Service Uses

- Barbershop or beauty shop
- Health or athletic club
- Seamstress, dressmaker, or tailor shop

Specialty Retail

- Antique shop
- Arts and crafts supply store
- Fine arts and crafts gallery
- Florist or garden shop
- Gift shop
- Book or stationery store
- Jewelry shop
- Clothing or shoe store
- China or glassware shop
- Carpeting, floor covering, and rug store
- Nursery or greenhouse
- Optical goods store
- Toy store (5,000 square foot maximum)
- Sporting goods store (no boats, boat motors, or motor vehicles)
- Furniture store
- Hardware store
- Pet shop and pet grooming shop

Studio and Service

- Studio (art, dance, drama, music, martial arts, photography, interior decorating)

Special Use Permits (Retained)

The only SUP opportunities retained under the CO are:

- Alcoholic beverages sold in a restaurant for on- or off-premises consumption.
- Alcoholic beverages sold in grocery stores for off-premises consumption.

7.4 Height and Dimensional Restrictions

The CO or PDD would impose the following site-specific restrictions:

Height

- Maximum building height: 30 feet (the B-2 base district standard per Section 22.03.281 of the WLH Code).
- The footnote (VIII) height adjustment (additional 7 feet for parking configuration) is expressly prohibited for this site, regardless of parking arrangement.
- **Roof appurtenances** (HVAC, kitchen exhaust, plumbing vents) may exceed the 30-foot limit by up to 6 feet per Section 22.03.279(d), but all rooftop mechanical equipment must be

screened from view from Westlake Drive and from adjacent residential properties by parapets, equipment screens, or architectural enclosures consistent with the building's exterior materials and colors.

Building Area

- Maximum total enclosed building area: 120% of existing enclosed area (existing buildings total 8,864 sf; maximum approximately 10,637 sf).

Life Safety Codes

- All constructed improvements must meet or exceed standards promulgated by the International Code Council (2015), the National Electrical Code (2017), or as may be updated by the City of West Lake Hills.

7.5 Adaptive Reuse Requirements

The City expects existing buildings to be preserved and adaptively reused, not demolished. This expectation is rooted in three considerations:

- **Civic identity:** These buildings served as the City's seat of government for over four decades. They are part of the institutional memory of West Lake Hills. The Master Plan itself was drafted and adopted while city business was conducted within these walls.
- **Neighborhood character:** The buildings are part of the established visual landscape of the surrounding residential neighborhood. Their retention maintains continuity with the physical environment that neighbors know and expect.
- **Construction impact:** Adaptive reuse minimizes the duration, noise, dust, truck traffic, and general disruption of construction activity in a residential area.

Respondents should understand that substantial retention of the existing building envelopes is a clear preference. Proposals demonstrating creative adaptive reuse will be evaluated more favorably than proposals requiring substantial demolition or new construction.

Section 8. Acceptable Development Uses

The City is interested in proposals that yield a development scenario with both short-term and long-term economic benefit to the City and the community, consistent with the Master Plan's direction that appropriate commercial uses in Area 2 are those that provide quality goods and services not conveniently available elsewhere and for which a genuine need exists among West Lake Hills residents.

Commercial uses consistent with the permitted use list in Section 7.3 may be proposed, subject to the rezoning of the property as described in Section 7.1. Mixed-use developments (excluding multi-family residential) and adaptive reuse concepts are welcome approaches.

The Master Plan is explicit about what is not welcome in this area. Respondents should be aware that the following types of uses are inconsistent with the character of West Lake Hills and will not be considered, whether or not they appear on the B-2 base district use list: service stations, new or used motor vehicle sales or repair, junk yards, fast food establishments, warehouses, discount stores, massage parlors, taverns or bars, and similar uses. Drive-through or drive-in service of any kind is prohibited for this site.

Section 9. Submitting a Proposal

9.1 Submission Logistics

Proposals must be received by the City of West Lake Hills, Attention: City Secretary, 4010 Bee Cave Road, West Lake Hills, TX 78746, or by email to citysec@westlakehills.gov, no later than 4:00 PM CDT on July 15, 2026 to be considered.

Proposals received after the deadline will not be considered.

9.2 Pre-Proposal Open House and Building Tour

A Pre-Proposal Open House and Building Tour will be conducted at the subject property, 911 Westlake Drive, beginning at 2:00 PM CDT on May 22, 2026. Attendance is not mandatory, but prospective respondents are strongly encouraged to attend. The tour will provide access to both buildings and the site. Any questions raised and answers provided during the Open House will be issued as an addendum and posted on the city's website.

9.3 Communications Protocol

All questions concerning this solicitation must be submitted through the Project Representative by email at cityadmin@westlakehills.gov on or before May 29, 2026, 4:00 PM CDT.

Contact with any City official, employee, or representative other than through the designated Project Representative concerning this solicitation may be grounds for removal from consideration.

Interpretations, modifications, corrections, or changes to the solicitation documents will be made only by addenda issued by the City of West Lake Hills. Addenda will be posted on the city's website. Interested respondents are required to submit the Registry of Interest form (per Section 15) located in the Appendix to ensure receipt of all addenda.

9.4 Project Representative

Trey Fletcher, City Administrator

City of West Lake Hills

4010 Bee Cave Road

West Lake Hills, TX 78746

Email: cityadmin@westlakehills.gov

City Website: www.westlakehills.gov

Section 10. Leasing Terms

The following terms will govern the ground lease arrangement:

- Ground lease term of up to 20 years.
- The City will not provide any tenant improvements (TI).
- Ground lease rent rates will be based on a Certified Appraisal selected by the City.
- The City recognizes that adaptive reuse of the existing buildings requires substantial private investment in improvements to property the tenant does not own. For respondents whose proposals demonstrate adherence to the Master Plan's Area 2 standards and documented neighbor support, the City will consider amortizing a portion of the tenant's qualified improvement costs against the appraised rental rate over the lease term. This amortization is structured as a negotiated exchange of value - not a reduction below fair market consideration. The City receives consideration in the form of Master Plan compliance, preservation of the civic and neighborhood character of the site, and community benefits that would not otherwise be achieved. The specific terms, qualifying expenditures, and any clawback provisions for non-performance will be established in the lease agreement following city attorney review.
- There are no Common Area Maintenance (CAM) fees. The tenant is responsible for all site maintenance and operation at all times.
- The selected respondent will be required to maintain comprehensive general liability insurance and property insurance in amounts to be specified in the lease agreement, naming the City of West Lake Hills as an additional insured. The tenant will be required to indemnify and hold harmless the City from all claims, damages, losses, and expenses arising from the tenant's use and occupancy of the property. Respondents should account for these obligations in their financial projections.

The City intends to enter into an agreement with the respondent whose proposal is deemed most advantageous to the City, taking into account all evaluation criteria. The City may conduct discussions with any or all proposers, which may include requests for additional information, interviews, or modifications to the original proposal as allowed by law.

Section 11. Schedule of Important Dates

The City will generally comply with the following schedule, subject to changes necessary to ensure fairness and to accommodate unanticipated events:

Milestone	Date
Release RFP	May 4, 2026
Pre-Proposal Open House/Tour	May 22, 2026, 2:00 PM CDT
Deadline for Questions and Inquiries	May 29, 2026, 4:00 PM CDT
Proposal Due Date and Time	July 15, 2026, 4:00 PM CDT
City's Review of Proposals	July 16–25, 2026
Interview(s)	Late July 2026
Earliest Award by City Council	August 12, 2026

Section 12. Submittal Requirements

The City expects proposals to provide sufficient information to allow full evaluation, competitive ranking, and shortlisting of respondents. Proposals should not exceed 25 single-sided pages, excluding the following items, which do not count against the page limit: resumes of key personnel, graphic site plans and design renderings, letters of support from neighboring property owners, and required disclosure forms.

12.1 Cover Letter

In no more than one page, provide a cover letter identifying the single primary contact, email address, mailing address, and the respondent's commitment to comply with all applicable state and federal laws.

12.2 Executive Summary

Provide an overview of the respondent's firm or business, vision for the site and its primary uses, and a description of how the vision will integrate with and benefit the West Lake Hills community.

12.3 Project Team and Key Personnel

Provide a brief description of the respondent's firm and any other firm that will participate in a significant way, including organizational history and background. Identify the key principals and project managers who will work on this project. Submit a maximum two-page resume for each key principal and project manager. Resumes will not count toward the page limit.

12.4 Qualifications and Relevant Experience

Provide a minimum of two relevant examples of projects completed within the last 15 years related to mixed-use development, restaurant or food and beverage development, specialty retail, placemaking, adaptive reuse, or other projects similar in nature to this RFP. For each project example, include:

- Project name, type, and location.
- Summary description.
- Role of the development entity, its principals, partners, and team members.
- Project cost (budgeted and actual).
- Development timing, phasing, and date opened.
- Capital financing sources utilized.
- Any amenities or unique aspects provided.
- Color images of the development.
- Reference information, including name, title, phone number, and email for a client representative.

12.5 Proposed Approach and Vision

Provide a narrative describing the proposed approach to improvement or redevelopment and the respondent's vision for the site. Address the following:

- How the proposed vision complements the West Lake Hills community and satisfies the Master Plan Area 2 standards.
- The proposed approach to adaptive reuse of the existing buildings, including the extent of proposed retention, renovation, and any new construction.
- Parking supply and management strategy, including projected demand and any shared-use or operational measures.
- Wastewater capacity requirements relative to available LUEs.
- Approach to the natural features of the site (creek, tributary, tree canopy, floodplain).
- A preliminary, high-level schedule for design, permitting, construction, and occupancy.

Respondents are encouraged to obtain and submit letters of support from neighboring property owners. Such letters are not counted against the page limit and will be given significant weight in evaluation.

12.6 Respondent Capability to Execute

Provide a narrative outlining the respondent's track record of successful execution on projects similar in nature to this RFP. Include a high-level summary of the respondent's financial capacity to complete the proposed project. Disclose whether the respondent or any entities created by the respondent have been party to a lawsuit or declared bankruptcy within the most recent seven years.

Section 13. Evaluation Criteria

Each responsive proposal satisfying all required submittal elements will be evaluated based on the following criteria:

- **Respondent’s experience working in a neighborhood context.** The City will assess the respondent’s track record of developing and operating commercial uses adjacent to residential neighborhoods, with particular attention to community relations, neighbor engagement, and sensitivity to residential quality of life.
- **Degree to which the proposal adheres to Master Plan principles.** The City will evaluate how thoroughly and thoughtfully the proposal addresses each of the Area 2 standards set forth in Section 1.1, including buffering, lighting, signage, noise, traffic, environmental criteria, native materials, unobtrusive colors, and floodplain stewardship.
- **Demonstrated success capitalizing and executing on similar projects.** The City will consider the respondent’s proven ability to secure financing, complete construction on time and within budget, and sustain successful operations in comparable settings.
- **Anticipated neighborhood disruption during both construction and operations.** The City will evaluate each respondent’s plans to minimize construction impact (duration, noise, truck traffic, dust, hours of operation) and to manage ongoing operational impacts (parking, traffic, noise, lighting, hours, deliveries) in a manner consistent with the residential surroundings.
- **Demonstrated neighbor support.** The City will give significant weight to proposals that include letters of support from neighboring property owners that speak specifically to the proposal’s anticipated benefits and the respondent’s engagement with the neighborhood.

Section 14. Selection Process

The City will evaluate all proposals in accordance with the criteria set forth in Section 13. Each proposal will first be reviewed to determine whether it is responsive to the submission requirements of Section 12.

The City will notify a shortlist of finalists and conduct interviews. Following interviews, the City will make a recommendation to the West Lake Hills City Council to enter into negotiations with the selected respondent.

Should negotiations prove unsuccessful with the selected respondent, the City reserves the right to negotiate with another respondent. During the evaluation process, the City reserves the right to request additional information or clarifications from any respondent where it may serve the City's best interest.

The City reserves the right to reject any or all proposals.

Any award of a ground lease under this RFP will be made by the City Council in an open meeting in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551. Deliberations regarding the evaluation and selection of proposals will be conducted in compliance with all applicable open meetings requirements.

Section 15. Forms and Legal Notices

15.1 Registry of Interest

Prospective respondents are required to submit the Registry of Interest form to the City Secretary at citysec@westlakehills.gov. Submission of this form, located in the Appendix, ensures that the respondent will receive all addenda and communications related to this RFP. Submission of the Registry of Interest does not obligate the respondent to submit a proposal.

15.2 Conflict of Interest

Respondents must complete and submit a Conflict of Interest Questionnaire (Form CIQ) as required by Chapter 176 of the Texas Local Government Code. A blank CIQ is located in the Appendix. Under Section 176.006(a), a vendor who submits a response to a request for proposals must file a completed CIQ with the City Secretary no later than the seventh business day after the date of submission. Knowing failure to file a required CIQ is a criminal offense: a Class C misdemeanor for contracts under \$1 million (Section 176.013(c)(1)). The City Council may, at its discretion, declare a contract void if a vendor fails to file a required CIQ (Section 176.013(e)). This form must be submitted with the proposal.

15.3 Disclosure of Interested Parties (Form 1295)

Texas Government Code Section 2252.908 prohibits the City from entering into certain contracts with a business entity unless the business entity files a Disclosure of Interested Parties (Form 1295) with the Texas Ethics Commission. The selected respondent will be required to file Form 1295 through the Texas Ethics Commission's electronic filing system prior to execution of the ground lease agreement. Respondents are advised to familiarize themselves with this requirement. The City Secretary will provide contract information to facilitate the filing at the appropriate time. All filed disclosures will be maintained for public inspection in accordance with Section 2.05.067 of the West Lake Hills Code of Ordinances.

15.4 Relationship Disclosure

Each respondent must disclose in its proposal any current or former business or familial relationship between the respondent (including its principals, officers, key personnel, and any affiliated entities) and any current or former elected official or employee of the City of West Lake Hills. This disclosure requirement is in addition to the Chapter 176 Conflict of Interest Questionnaire and is intended to ensure transparency in the selection process. Section 2.05.068 of the West Lake Hills Code of Ordinances prohibits former mayors and council members from soliciting or negotiating contracts with the City for a period of two years after leaving office, subject to limited exceptions. Failure to disclose a known relationship may result in disqualification.

15.5 Public Information Act Notice

Respondents are advised that all proposals submitted in response to this RFP are subject to public disclosure under the Texas Public Information Act, Texas Government Code Chapter 552. The City cannot guarantee the confidentiality of any information submitted as part of a proposal. If a respondent believes that specific portions of its proposal contain trade secrets or commercial or financial information that is privileged or confidential within the meaning of Section 552.110 of the Government Code, the respondent must clearly identify and label those specific pages or sections at the time of submission. In the event a Public Information Act request is received, the City will notify the respondent and request an Attorney General ruling before releasing any material that was identified as confidential, but the final determination regarding disclosure rests with the Office of the Attorney General, not with the City. Respondents submit proposals with the understanding that the City will comply with the Public Information Act as required by law.

15.6 Title and Encumbrances

The property is not subject to any liens. A title commitment is available for review upon request.

Appendix

A-1 Location Map (Pursuant to Section 4 of the RFP)

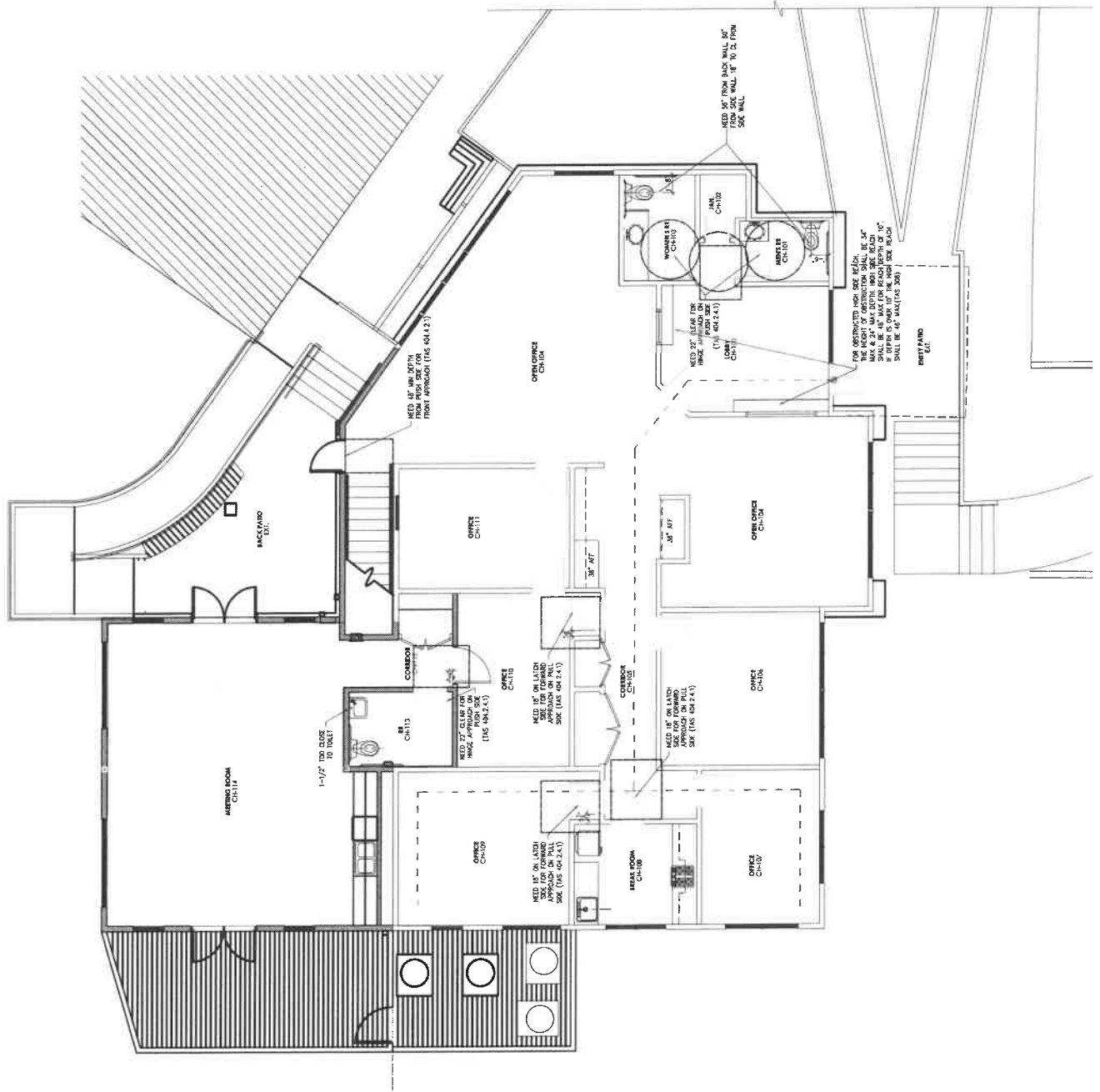


Source: Travis Central Appraisal District (TCAD)

A-2 Building Plans and Building Assessment (Pursuant to Section 4.1 of the RFP)

Building Plans – Generated in conjunction with the building assessment by Studio 8. Minor deviations and changes may have occurred since the plans were documented. CAD files are also available upon request.

Building Assessment - Studio 8 Architecture & Interiors was retained by the City to deliver a building assessment in consideration of various options regarding municipal facilities. The resulting report dated March 30, 2017, is attached.



03.30.17

West Lake Hills City Hall Building Assessment

To: Robert Wood, Ashby Grundman
CC: Milton Hime, AIA, Valentina Schifano, Jeff Musgrove
Company: City of West Lake Hills
Project: West Lake Hills City Hall Building Evaluation
Project No.: 16-059

The following report describes the current condition of the West Lake Hills City Hall complex located at 911 Westlake Drive. The City Hall complex is comprised of two buildings: The Police Department to the west and the Administration Building to the east. The assessment focuses on identifying concerns within three key subject areas: Lack of compliance with the building code (IBC – 2012); lack of compliance with current Texas Accessibility Standards (2012 TAS); and visible issues with the building condition. Observations made were limited to what can be seen with the naked eye. No targeted demolition or sampling was done as part of this report. Compliance with Building Codes is limited to elements within the IBC-2012. Specifically, this report focuses on Chapters 3, 5, 6, 10 and 11 of the 2012 IBC. Chapters 27 – 29, and 34 of the IBC may be referenced in the report.

The Police Department building was originally completed in 1983. The Administration Building was completed a few years later and had a two room, two story addition in 2009. The construction of the Administration Building consists of wood framed walls, floors and roofs resting on concrete piers and/or retaining walls. The Police Department consists of wood framed walls, floors and roofs resting on concrete slab on grade and/or retaining walls. The siding is a mix of veneer limestone and exterior grade Plywood panels. The roof has architectural style asphalt shingles, with a vent strip provided at the ridge. The doors and windows are a mix of wood and painted metal and appear to mostly contain single pane glazing. An exterior concrete walkway, with wood guardrails and composite decking at the sloped portions, connects the Police Department building with the Administration Building. Neither the Police Department or the Administration Building have a sprinkler system. Overall, this is considered Type 5-B (wood framed with no fire rated walls, floors, columns or roof) by IBC 2012 table 601.

The assumption is that the buildings were built to code originally, but they would not be compliant with current standards. Chapter 34 of the IBC 2012 does state that existing facilities can be maintained under the code to which they are built. There is an exception in section 3405 of the IBC 2012 that allows for repairs necessary due to normal service conditions of the building to be excluded from the provisions of Chapter 34. The implication is that building materials at the end of their life span would not fall into this category but their replacement would be considered an alteration. Once an alteration/renovation occurs, then the new work must comply with the current standards. Chapter 5 of the IEBC 2012 (International Existing Building Code) notes that there are 3 levels of renovations: Level 1 applies to replacing of materials/finishes only; Level 2 applies to the moving/reconfiguration of walls or the addition or elimination of any doors, windows, or building system; and Level 3 applies to alterations exceeding 50% of the building's gross area. The easiest way to think of the difference between maintenance and alteration is that replacing a part of a component, like a piece of trim, is maintenance. But replacing a whole component, like a window or an Air Conditioner, is an alteration that will require compliance with IBC 2012 Chapter 34 & IEBC 2012 Chapters 7, 8 and/or 9 respectively.

Compliance with IBC-2012

Specifically, this report focuses on Chapters 3, 5, 6, 10 and 11 of the IBC 2012. The Building Occupancy Type is B – Business, with the exception of City Council Chambers. Because the City Council Chamber is approximately 17.5% of the square footage of the Police Department building it cannot be treated as accessory. The room must therefore be treated as an Assembly A-3 occupancy. The inclusion of the A-3 occupancy also means that the most restrictive allowable building area should be taken. Table 503 would thus limit the overall building area to be 6,000 s.f. per level. The PD is 2,890 gross s.f. and the Administration Building is 3,050 gross s.f. The combined building area of 5,940 sf is just below the maximum 6,000 s.f. allowed by table 503 per level. While other Occupancy Types are present throughout both buildings, like storage areas, they account for less than 10% of the overall square footage and thus considered accessory to the B Occupancy.

The lack of a smoke detectors in the both buildings are of some concern. Section 907 does not require them in B-occupancies with an overall occupant load less than 100, however having an integrated fire alarm system would increase the life safety potential of the building. It is possible to add smoke detectors and manual pull style fire alarms to meet the intent established by IBC section 907. The minimum number of Fire Extinguishers has been provided and are located within 30' to cooking equipment. Exit signs, though not required except for in the City Council Chambers, have been provided at appropriate locations.

Issues of Potential Non-Compliance:

1. According to Table 508.4, the City Council Chambers should be separated from the rest of the building with a 2 hour rated wall assembly because of the difference in occupancy types.
2. Because the occupant load is 120 people, a second dedicated exit from the Council Chambers to the exterior should be provided (per table 1015.1). This exit should be separated by 21'-6" minimum (per IBC 1015.2.1).
3. IBC 2012 section 705.2.3 Combustible projections requires that eave overhangs shall not extend to be with 5 [horizontal] feet of the assumed fire separation line. Because the two buildings are approximately 12 feet apart, the overhangs should be limited to 12" on each.
4. Panic Devices were installed in some locations, but not all as required by Section 1008.1.10 of IBC 2012.
5. Due to the location of temporary storage and furniture, some parts of the Open Office area in the Administration Building are less than the required 36" per section 1017.3 in IBC 2012.
6. The addition of the Alum. nose treads to the top of the exterior stairs in front of the Administration Building raise the height of the risers to be more than 7", which is the maximum allowed by section 1009.7.2.
7. According to IBC 2012 1009.7.5.3 all risers should be solid. Exception 1 allows for open risers provided that a 4" sphere cannot pass through. The stairs in the Police Department have open risers connecting the treads and should be filled in with a solid material to accomplish the above.

Issues that appear non-compliant, but have been provided as exceptions:

1. Table 705.8 requires that un-sprinklered, unprotected windows that are located between 10 – 15 feet (the distance between the Administration Building bldg. and the City Council Chamber of the Police Department building) comprise no more than 15% of the wall. The City Council Chamber does not comply if the Police Department building and the Administration Building are considered two separate buildings. The exception in Section 705.3 provides the possibility to consider the two buildings as one building, and thus relieve the fire separation requirements of chapter 7 of IBC 2012, as long as their combined area is less than 6,000 square feet (determined by the A occupancy).
2. Typically, A-3 occupancies, like the City Council Chambers, would be required to be sprinklered. However, 903.2.1.3 states that sprinklers are not required if the room/area has less than 300 occupants,

is larger than 12,000 square feet or was located on a floor that is not at grade level. The current room complies, but future changes to the room will be limited by the above.

3. Fire Extinguishers were installed and located appropriately, although the conspicuous location required by IBC 2012 section 906.5 is in question.
4. According to Section 1008.1.2 Door swing direction was inappropriate for multiple doors. However, this requirement applies only to spaces with an occupant load of 50 people or more. The only space/area with an occupant load above 50 is the City Council Chamber, which has doors swinging correctly in the direction of travel.
5. Exit Signs need only be installed in rooms with an occupant load of 50 or more: they are installed in various locations, but not at every exit door.
6. Section 1103.2.3 specifically excludes Employee work areas, attics and equipment spaces from requirements of accessibility otherwise listed in the IBC, with the exception that circulation paths must comply. This limits the scope of accessibility to public areas and aisles or circulation paths within the building. Areas that are less than 1,000 square feet are exempt from circulation path requirements for accessibility.

Compliance with Texas Accessibility Standards – 2012 and ADA Title III

It is our advice that City Council should consult appropriate Legal counsel regarding liability as it pertains to Texas Accessibility Standards and the Americans with Disabilities Act. The TAS should be considered as a local amendment to the ADA, but not a replacement of the ADA. In general, ADA rules apply to facilities that serve 49 persons or more; whereas TAS applies to all facilities within Texas that have a construction/alteration budget of \$50,000 or more. The US Department of Justice considers TAS to be equivalent or exceed the standards of ADA in most cases. However, some rules within TAS allow for grandfathering of items that were previously compliant, yet no longer are due to new standards, where ADA does obviate or limit the obligation to remove barriers to accessibility in certain buildings.

In general, the non-conforming areas of the existing buildings are allowed to remain as-is until an alteration/renovation occurs. Chapter 1 of the TAS 2012 states that it does not address existing Facilities unless altered. Chapter 7 of Title 2 of the ADA (which can be concurrently enforced by the US Dept. of Justice) states that Public Entities must ensure that newly constructed buildings and facilities are free of architectural and communication barriers that restrict access or use by individuals with Disabilities. Therefore, any work requiring a permit will also require compliance with the above accessibility standards. It should be noted that the existing exterior ramps are in compliance with both standards. The existing parking areas, curb ramps and concrete sidewalks are in compliance. However, none of the restrooms comply in their current layout. Many of the alcoves/Hallways also do not comply with current standards. And a majority of the doors, counters and plumbing fixtures do not have the proper clear space required. The handicap accessible parking spaces located in the main parking area are compliant. However, the high slope on the ramp that mediates between the spaces and the drive aisle, which appears to serve as the accessible means of egress continuation to the ROW, is too steep/tall to comply with ramp standards.

Building Condition

The life expectancy of a building will vary based on the durability and maintenance of the components used in construction. It also depends on the hours of use. A building used 24 hours a day, like the Police Department, will tend to age quicker, thus shortening the following. Typical replacement rates are: Paint and caulk will last 10 to 15 years; shingle roofs and exposed outdoor wood decks need to be replaced after 15 - 20 years; Doors and windows might last 20 - 40 years; wiring and plumbing tend to last 50 years, but requires updates to the fixtures

as often as a 10-year cycle. Painted wood siding and trim will last 30- 50 years.¹ Interior appliances are likely to need replacement after only 10 years. Interior finishes, like plastic laminate counters, may last 50 years if properly cared for. However, plastic laminate will need to be replaced as soon as large chips occur in the surface.

In general, the late 1970's/early 1980's residential style of wood framed construction used for the original building will tend to last about 30 years - with proper maintenance - before major components need to be replaced. Some of the building systems have been replaced at least once before; the roof shingles and the HVAC system appear to be less than 10 years old. The addition to the Administration building means that some of the old construction was replaced with modern techniques. We can expect that waterproofing was added and siding was replaced near the added construction. However, several building components are original and are due for replacement in order to prevent failure of those elements. This includes the plywood siding, the windows, the exposed wood trellises, the wood railings, most the electrical fixtures/switches and the plumbing pipes. Some elements - like the plumbing fixtures, the stone veneer and the sidewalks appear to be in good shape and do not need replacement due to life expectancy issues. However, some of these items contribute to a lack of compliance with the IBC and Texas Accessibility Standards because of how they are installed or manufactured. It might not be worth keeping those items for a remodel, even if they still comply with accessibility standards, due to their age.

The technology and the construction practices that were used when the buildings were built are now considered obsolete by modern standards. Today it is standard practice/required to use items like continuous insulation, vapor barriers, air infiltration barriers, sealants and treated wood in contact with masonry or within 18" of the ground. It is unlikely that most, if not all of the above, were included in the original construction. Only the added meeting and storage room addition to the Administration Building is likely to be up to current standards/practices. With the original 1983 construction it is likely that tar paper was used as the primary vapor barrier between the studs and the plywood siding. But we can assume that it has mostly disintegrated over time and the only air/vapor barrier in place is the exterior paint. We were not able to confirm that insulation is in the original walls. If it is there then chances are it would be R-11 at best. We did observe Batt Insulation retrofitted in the attic/roof spaces: walls appear to be R-13 unfaced batts and the ceilings appear to have R-19 unfaced batts. Current codes call for a minimum of R-38 in the roofs and R-20 in the walls (or the use of continuous insulation). It is unclear if a vapor barrier was used along the underground concrete retaining wall along the back side of the Council Chambers and meeting room. It was recounted to us that, from time to time due to significant rainfall, moisture is an issue along this wall. It sounds like any vapor barrier that was in place is no longer functioning and thus creating an opportunity for mold, mildew and rot behind the wall.

Many of the windows are single pane and should be replaced with double pane glass windows. While double pane windows are not required by code, the energy performance offered by double paned windows is the most direct way to comply with current codes. For instance, the large windows located beside the open stair in the Police Department are drafty and often have condensation on the glass. These windows also allow for noticeable/uncomfortable heat gain and loss because of their deteriorating condition. As the wood frame that surrounds the glass continues to rot, the chances of glass falling out increase.

Major Locations of Wood Rot that requires replacement:

- The Wood Trellis at the entry shows evidence of rot on approximately 25% of cross beams.
- The exterior side of the window wall by the interior stairs also have rot at the sills of 3 of the 4 tall windows. This wood being replaced should provide opportunity to replace the Glass as well.
- The wood trim on the corner and the window sill on the southeast corner of the City Council Chamber.
- The wood handrail near the entry has 2 locations of major rot, where boards meet.

¹ *Study of the Life Expectancies of Homes*, NAHB 2007

- The skirt plate of the wooden guardrail near the entry has rot at the ends and in the middle of most of the boards.
- The freestanding storage shed has several pieces of plywood that have rot near ground level.
- The south side of the building shows signs of plywood delamination.
- Several landscape timbers
- The support beams for the trellis on the southeast corner of the City Council Chambers.

The Site:

West Lake Hills Administration Building is located at 911 Westlake Drive. Geographically speaking, this is on the eastern edge of West Lake Hills city limit. The Property contains the confluence of two small creeks that converge at the northeast corner of the property. Both creeks are typically dry but do represent various FEMA Flood Plains². The 100-year flood plain, which is represented by the northern creek, includes approximately half of the existing parking lot. It should be noted that no future development can occur within the 100-year flood plain without engaging the Certified Letter of Map Revision (CLOMR) process with FEMA. This process tends to cost between \$10,000 and \$15,000 depending on the level of engagement from a civil engineer. The 500-year flood plain, represented by the creek along the eastern side of the property, includes most of the remaining parking lot area. The 500-year flood plain also extends under the Administration Building. It was noted during site observation that the foundation skirt of the Administration Building along the creek was previously removed. This accomplishes two goals: it allows the flood water to move more freely through the site; and allows the moisture level of the dirt under the building to dry-out/acclimate more quickly.

By Zoning entitlement, a maximum of 35 percent of the total site area shall be permitted to be impervious cover. The maximum allowed impervious cover may be increased up to 47%, as approved by the city council, through various weighted incentives. The 2 paved parking areas, walkways and 2 buildings comprise 37,583 square feet of impervious cover. That is 43% of the total site area of 87,145 square feet. In order to achieve this allowable increase, the project has exercised the wastewater incentive by providing off-site public sewage disposal system, increasing their impervious coverage allowance above 43%. Impervious coverage could be increased on this site through other incentives such as use of low water consumption plumbing fixtures, gaining them 1% increase in impervious cover, or by providing 10'-0" or greater landscaped separations between parking aisles, allowing for a 2% increase in impervious cover. The site is also subject to development standards because it is in the Edwards Aquifer Recharge Zone. The existing rainwater collection system was installed as part of an agreement with TCEQ that allowed the last building addition to the Administration Building over the footprint of a previously existing deck. Any future redevelopment, especially adding square footage, would require another such agreement with TCEQ.

In total, there are 41 standard parking spaces and 2 Handicap Accessible spaces that serve the 8,834 square feet facility. Assuming a parking requirement of 1 space per 250 square feet, both buildings combined would require 36 parking spaces. The main parking area is a one-way driveway with parking on both sides. This is the most efficient use of site area relative to the 43 spaces provided. The parking area behind the Police Department only has parking on one side that contains 6 spaces. The parking area is limited due to the proximity of a retaining wall located about 35 feet away from the building. At present, the covered sally port is the only space provided for proper vehicle maneuvering; it should be maintained for safe maneuvering. Both parking areas are asphalt covered, with some concrete aprons or curbs. The upper parking lot has adequate drainage, while the main parking lot has occasional flooding issues. On-site flooding tends to occur in the parking lot after 3 days of steady rain. Typically, this happens when the culverts that pass under Westlake Drive become inundated and

² Structures within either flood plain might be required to carry Flood Insurance.

water flows after the road resulting in ponding in the parking lot. The main parking lot surface shows several locations of disrepair. Most cracks and potholes have been filled with temporary patching material. It was noted that the entire main parking lot is slated to be re-topped when issues with flooding can be resolved. There is not adequate space on site for expansion of the parking lots.

A-3 Survey (Pursuant to Section 5 of the RFP)

LEGEND	
—	PROPERTY LINE
- - -	EXISTING PROPERTY LINES
- - -	EXISTING EASEMENTS
- - -	CONTOUR LINE
○	1/2" IRON ROD WITH "WARD-5811" CAP SET
●	1/2" IRON ROD FOUND (UNLESS NOTED)
⊙	BENCHMARK
▲	PK NAIL FOUND
△	SURVEY CONTROL POINT
⊕	CLEAN OUT
⊙	BOLLARD POST (UNLESS NOTED)
- - -	EDGE OF ASPHALT
*	GROUND LIGHT
⊕	ELECTRIC JUNCTION BOX
⊕	ELECTRIC METER
⊕	ELECTRIC MANHOLE
⊕	FIRE HYDRANT
⊕	GAS METER
⊕	GAS VALVE
⊕	HANDICAP PARKING
⊕	LIGHT POLE
⊕	MAILBOX
⊕	TELECOMMUNICATIONS PEDESTAL
⊕	TELECOMMUNICATIONS BOX
⊕	HANDICAP PARKING SIGN
⊕	NO PARKING SIGN
⊕	WATER VALVE
⊕	WATER METER
⊕	WATER FAUCET
⊕	IRRIGATION CONTROL VALVE
⊕	SEPTIC TANK LID
⊕	AIR CONDITIONER UNIT
⊕	SIGN (AS NOTED)
⊕	UTILITY POLE
⊕	GUY ANCHOR
⊕	WOOD GUARD RAIL
⊕	DRAIN INLET
⊕	WOOD HANDRAIL
⊕	WOOD FENCE
⊕	WROUGHT IRON FENCE
⊕	GAS LINE
⊕	STORM SEWER LINE
⊕	UNDERGROUND ELECTRIC
⊕	OVERHEAD UTILITY
⊕	WASTEWATER LINE
⊕	WATER LINE
⊕	UNDERGROUND TELECOMMUNICATIONS
⊕	CONCRETE
B.L.	BUILDING LINE
FFE	FINISHED FLOOR ELEVATION
CMP	CORRUGATED METAL PIPE
PVC	POLYVINYL CHLORIDE PIPE
FL ELEV	FLOW LINE ELEVATION
VOL./PG.	VOLUME, PAGE
R.O.W.	RIGHT-OF-WAY
P.R.T.C.T.	PLAT RECORDS, TRAVIS COUNTY, TEXAS
D.R.T.C.T.	DEED RECORDS, TRAVIS COUNTY, TEXAS
(.....)	RECORD INFORMATION PER PLAT VOL. 79, PG. 335
(.....)	RECORD INFORMATION PER PLAT VOL. 84, PGS. 2D-3A
(.....)	RECORD INFORMATION PER PLAT VOL. 79, PG. 300
(.....)	RECORD INFORMATION PER VOL. 4434, PG. 1101
(.....)	RECORD INFORMATION PER VOL. 4434, PG. 1076

BENCHMARK NOTE:
TBM #1: BEING A BENCH TIE NAIL SET IN A POWER POLE AT THE NORTHWEST CORNER OF WESTLAKE DRIVE AND LAUREL VALLEY ROAD, ±56' NORTHWEST OF THE NORTH CORNER OF LOT 1. ELEVATION = 630.39'

CALLLED 0.043 ACRE
CITY OF WEST LAKE HILLS
VOL. 4434, PG. 1101
D.R.T.C.T.

GENERAL NOTES:

- PROPERTY ADDRESS: 911 WESTLAKE DR., WEST LAKE HILLS, TEXAS 78746
- THE LOCATION OF FENCES AND THE SIZE AND LOCATION OF UTILITY STRUCTURES, (IF SHOWN), MAY BE EXAGGERATED FOR GRAPHICAL CLARITY.
- ADDITIONAL NUMBERS (IF SHOWN) IN THE TREE LIST AT THE END OF THE TREE DESCRIPTION, REPRESENT THE SIZES AND NUMBER OF MULTI-TRUNK TREES.
- UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON UTILITY MAPS PROVIDED BY THE VARIOUS UTILITY COMPANIES. TEXAS811 WAS CONTACTED TO MARK UTILITIES FOR THIS SITE HOWEVER, NO UTILITIES WERE MARKED.
- THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF A TITLE COMMITMENT AND WOULD BE SUBJECT TO ANY AND ALL EASEMENTS, CONDITIONS OR RESTRICTIONS THAT A CURRENT TITLE COMMITMENT MAY DISCLOSE.

LEGAL DESCRIPTION:
BEING ALL OF LOT 1 OF RESUBDIVISION OF VILLAGE GREEN, SECTION 1, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, RECORDED IN VOLUME 79, PAGE 335 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS.

BEARING BASIS:
ALL BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, GRID NORTH, CENTRAL ZONE, (4203), NAD83 (GORS), ALL DISTANCES WERE ADJUSTED TO SURFACE USING A COMBINED SCALE FACTOR OF 1.000072938567.

SURVEY CONTROL:
STATE PLANE GRID CONTROL FOR THIS SURVEY IS BASED ON A 1/2" IRON ROD WITH "AWARD CONTROL" CAP SET, GRID COORDINATES AND ELEVATIONS SHOWN HEREON WERE DERIVED FROM THE TEXAS COOPERATIVE NETWORK ON APRIL 18, 2017. 4WARD CONTROL POINT WAS CHECKED TO LORA HARM MONUMENT W/10, HAVING A PUBLISHED GRID COORDINATE & NAVD 88 ELEVATION OF N 10,079,884.86, E 3,100,859.933, ELEV. 517.22'.

FLOODPLAIN NOTE:
THIS PROPERTY IS PARTIALLY LOCATED WITHIN ZONE "AE", AREAS DETERMINED TO BE WITHIN THE 1% ANNUAL CHANCE FLOODPLAIN, PARTIALLY LOCATED WITHIN ZONE "X" (SHADED), AREAS DETERMINED TO BE WITHIN THE 0.2% ANNUAL CHANCE FLOODPLAIN, AND PARTIALLY WITHIN ZONE "X", AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON F.I.R.M. PANEL NUMBER 48453C 0445L, TRAVIS COUNTY, TEXAS DATED JANUARY 6, 2016.

THIS FLOOD STATEMENT DOES NOT IMPLY THAT THE PROPERTY AND/OR THE STRUCTURES THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE, THIS FLOOD STATEMENT SHALL NOT CREATE LIABILITY ON THE PART OF THE SURVEYOR.

UTILITY NOTE:
THE SURVEYOR MAKES NO GUARANTEES THAT THE UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED (UTILITIES SHOWN HEREON MAY BE EXAGGERATED FOR GRAPHIC REPRESENTATION ONLY) ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES ONLY THE VISIBLE ABOVE GROUND UTILITY STRUCTURES.

LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	N55°08'29"E	126.99'
L2	N58°44'27"E	14.85'
L3	N87°42'59"E	20.82'

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	BEARING	DISTANCE
C1	161.98'	383.56'	24°11'45"	N74°59'48"E	160.78'
C2	52.27'	383.56'	7°48'31"	N58°59'40"E	52.23'
C3	214.25'	383.56'	32°00'17"	N71°05'33"E	211.48'

LINE TABLE (RECORD)		
LINE #	DIRECTION	LENGTH
(L1)	(N57°36'00"E)	(126.99')
(L1)	(N59°36'00"E)	(126.99')
(L2)	(N61°12'00"E)	(15.05')
(L3)	(N89°37'00"E)	(20.68')

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	BEARING	DISTANCE
(C1)	—	—	—	(N77°31'00"E)	(160.86')
(C1)	<162.06'>	<383.56'>	<24°12'32">	<N77°31'00"E>	<160.86'>
(C2)	—	—	—	(N61°31'00"E)	(52.23')
(C2)	((52.27'))	((383.56'))	—	—	—

LAUREL VALLEY ROAD
(50' R.O.W.)

WESTLAKE DRIVE
(R.O.W. VARIES)

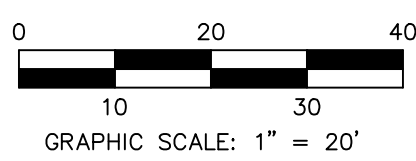
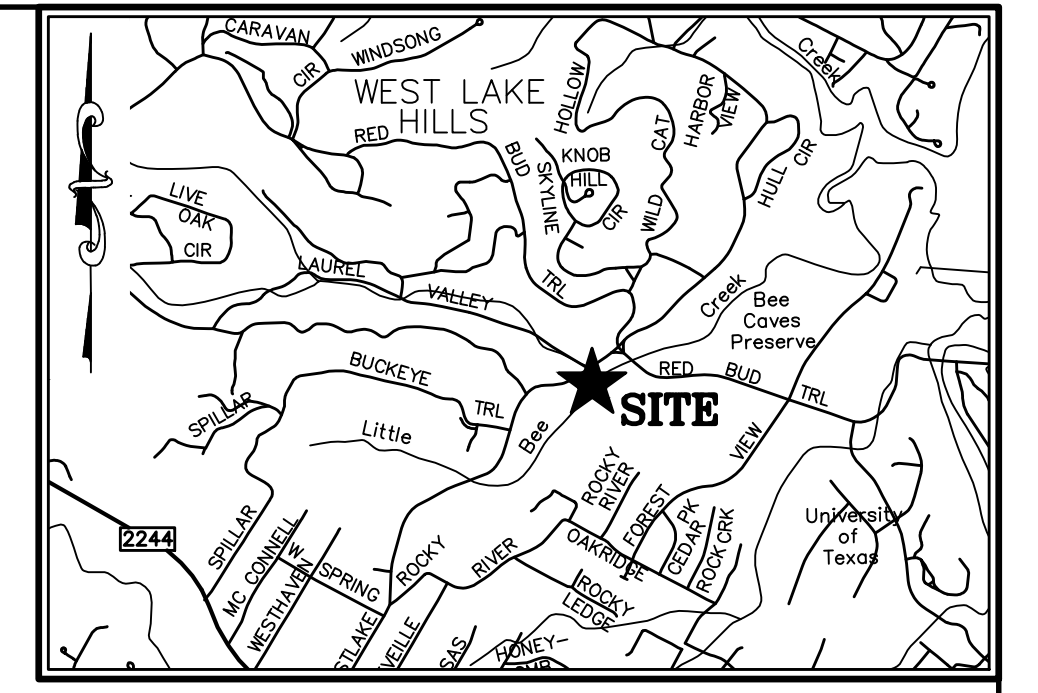
CALLLED 0.122 ACRE
CITY OF WEST LAKE HILLS
VOL. 4434, PG. 1076
D.R.T.C.T.

APPROXIMATE LOCATION
OF ZONE "AE" AS SCALED
FROM FEMA FLOOD MAP
(SHADED AREA)

1.9193 ACRE(S)
83,604 SQUARE FEET

[A]
LOT 1

RESUBDIVISION OF
VILLAGE GREEN, SECTION I
VOL. 79, PG. 335, P.R.T.C.T.
OWNER: CITY OF WEST LAKE HILLS



SCALE: 1" = 2000'

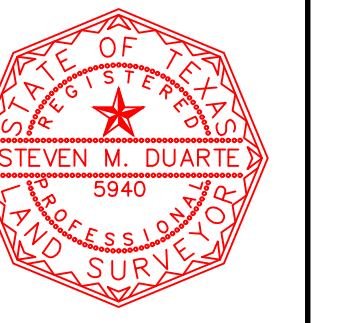
SURVEY CONTROL POINT
GRID N: 10,079,131.88
GRID E: 3,096,537.49
ELEV = 641.91'

SURVEYOR'S CERTIFICATE:
CERTIFIED TO: N/A
DATE OF SURVEY: MAY, 2017

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE SUBSTANTIALLY IN ACCORDANCE WITH THE CURRENT TEXAS SOCIETY OF PROFESSIONAL SURVEYORS STANDARDS AND SPECIFICATIONS FOR A CATEGORY 1A CONDITION II STANDARD LAND TITLE SURVEY. THIS SURVEY WAS ACTUALLY MADE UPON THE GROUND UNDER MY DIRECTION AND SUPERVISION ON THE DATE SHOWN, AND THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF: THERE ARE NO APPARENT ENCROACHMENTS, OVERLAPPING OF IMPROVEMENTS, DISCREPANCIES, DEED LINE CONFLICTS, OBSERVABLE UTILITY LINES OR ROADS IN PLACE, EXCEPT AS SHOWN HEREON, AND THAT THIS PROPERTY HAS ACCESS TO A DEDICATED ROAD-RIGHT-OF-WAY OR ACCESS EASEMENT, UNLESS NOTED HEREON.

5/17/2017
DATE

STEVEN M. DUARTE, R.F.L.S.
TEXAS REGISTRATION NO. 5940



**TSPS CATEGORY 1A
CONDITION II
LAND TITLE, TOPOGRAPHIC &
TREE SURVEY OF
LOT 1, RESUBDIVISION OF
VILLAGE GREEN, SECTION I
City of West Lake Hills,
Travis County, Texas**

PARKING SPACE TALLY:
REGULAR PARKING SPACES: 51
HANDICAP PARKING SPACES: 2
TOTAL PARKING SPACES: 53

4WARD
Land Surveying
A Limited Liability Company

PO Box 90876, Austin Texas 78709
WWW.4WARDL.S.COM (512) 537-2384
TSPS: FIRM #10174300

Date: 5/17/2017
Project: 00603
Scale: 1" = 20'
Reviewer: JSW
Tech: DDL
Field Crew: TF/DV
Survey Date: MAY 2017
Sheet: 1 OF 2
P:\00603\09\00603.dwg

NUMBER	DESCRIPTION
5001	15' CEDAR ELM
5002	12' CEDAR
5003	8' CEDAR ELM
5004	6' CEDAR ELM
5005	12' CEDAR ELM
5006	6' CRAPE MYRTLE 3-3-3
5007	6' CRAPE MYRTLE 4-3
5008	6' CRAPE MYRTLE 4-4
5009	15' CEDAR
5010	26' CEDAR
5011	8' CEDAR
5012	9' CEDAR
5013	6' CEDAR
5014	11' CEDAR 9-5
5015	8' CEDAR
5016	13' CEDAR ELM
5017	24' CEDAR 9-8-7-7-7
5018	3' MOUNTAIN LAUREL 1-1-1-1-1-1
5019	8' YAUPON 3-3-3-3-3
5020	3' YAUPON 2-2
5021	3' YAUPON 2-1-1
5022	17' CEDAR ELM 8-7-6-5
5023	9' CEDAR ELM 6-6
5024	26' HACKBERRY 23-6
5025	3' MOUNTAIN LAUREL
5026	3' MOUNTAIN LAUREL
5027	4' BUNELIA
5028	15' LIVE OAK
5029	3' MOUNTAIN LAUREL 2-1
5030	5' MOUNTAIN LAUREL 3-3
5031	4' MOUNTAIN LAUREL 3-2
5032	3' CEDAR ELM
5033	3' MOUNTAIN LAUREL 2-2
5034	10' HACKBERRY
5035	18' CEDAR
5036	5' RED OAK
5037	3' YAUPON
5038	6' YAUPON 3-2-2-1
5039	7' YAUPON 3-3-3-2
5040	4' YAUPON 3-1-1
5041	11' CEDAR
5042	9' YAUPON 5-4-2-1
5043	14' LIVE OAK
5044	6' PHOTINIA 4-4
5045	6' PHOTINIA 4-3
5046	6' PHOTINIA 3-3-2-2-2
5047	5' PHOTINIA 3-3-1
5048	7' PHOTINIA 3-3-3-1
5049	4' PHOTINIA 2-2-1
5050	5' PHOTINIA 2-2-2-1
5051	9' PHOTINIA 6-6-6
5052	4' CEDAR ELM 3-2
5053	27' LIVE OAK 21-12
5054	2' YAUPON
5055	3' YAUPON 2-2
5056	3' YAUPON
5057	3' YAUPON
5058	4' YAUPON 2-2-1-1
5059	3' YAUPON 2-2
5060	4' YAUPON 2-2-2
5061	3' YAUPON
5062	4' YAUPON
5063	9' YAUPON 4-3-2-1-1-1-1
5064	2' YAUPON
5065	2' YAUPON
5066	2' YAUPON
5067	13' CRAPE MYRTLE 6-5-4-3-2
5068	21' LIVE OAK
5069	13' CRAPE MYRTLE 5-4-4-4-4-4
5070	2' MOUNTAIN LAUREL
5071	11' CEDAR
5072	9' LIVE OAK
5073	4' MOUNTAIN LAUREL 3-2
5074	7' HACKBERRY
5075	CHINABERRY
5076	8' ASH
5077	3' CEDAR ELM
5078	9' WALNUT
5079	10' LIVE OAK
5080	7' CHINABERRY 3-2-2-2-2
5081	7' CEDAR
5082	12' CEDAR
5083	5' CEDAR ELM
5084	4' CEDAR ELM
5085	10' CEDAR
5086	3' YAUPON 2-2
5087	11' CEDAR
5088	2' RED OAK
5089	15' POST OAK OAK
5090	8' CEDAR
5091	3' CEDAR ELM
5092	3' CEDAR ELM
5093	8' CEDAR
5094	3' RED OAK
5095	5' CEDAR
5096	3' CEDAR
5097	12' CEDAR
5098	1' CEDAR 8-6
5099	4' CEDAR
5100	3' CEDAR
5101	4' CEDAR
5102	4' CEDAR
5103	7' CEDAR 5-4
5104	4' CEDAR
5105	7' CEDAR
5106	9' CEDAR
5107	5' CEDAR
5108	6' CEDAR
5109	4' CEDAR
5110	5' CEDAR
5111	3' CEDAR
5112	7' CEDAR
5113	13' CEDAR
5114	9' CEDAR
5115	8' CEDAR
5116	6' POST OAK
5117	7' POST OAK
5118	7' POST OAK
5119	6' POST OAK
5120	11' POST OAK 8-6
5121	10' CEDAR 2-5
5122	5' CEDAR
5123	8' CEDAR
5124	5' LIVE OAK
5125	8' LIVE OAK
5126	7' LIVE OAK
5127	6' CEDAR
5128	6' CEDAR
5129	13' LIVE OAK 9-7
5130	7' CEDAR 5-3
5131	3' CEDAR
5132	9' LIVE OAK
5133	6' LIVE OAK
5134	9' LIVE OAK
5135	3' CEDAR
5136	2' CEDAR
5137	9' LIVE OAK
5138	3' CEDAR
5139	7' LIVE OAK
5140	2' CEDAR
5141	5' CEDAR
5142	6' CEDAR
5143	3' CEDAR
5144	7' CEDAR
5145	3' CEDAR
5146	5' CEDAR
5147	2' CEDAR
5148	12' CEDAR 8-4-4
5149	6' CEDAR
5150	12' CEDAR
5151	3' CEDAR
5152	8' CEDAR 6-3
5153	6' CEDAR
5154	3' CEDAR
5155	5' CEDAR 4-2
5156	4' CEDAR
5157	12' RED OAK 9-6
5158	6' RED OAK
5159	6' CEDAR
5160	9' CEDAR 6-3-3
5161	5' CEDAR
5162	5' CEDAR 4-2
5163	6' CEDAR
5164	4' CEDAR
5165	10' CEDAR
5166	4' CEDAR
5167	5' CEDAR

5168	4' CEDAR 3-2
5169	6' CEDAR
5170	4' CEDAR
5171	4' CEDAR
5172	4' CEDAR
5173	6' CEDAR
5174	8' CEDAR 5-5
5175	14' LIGUSTRUM 10-8
5176	4' MOUNTAIN LAUREL
5177	8' CEDAR
5178	3' YAUPON
5179	5' CEDAR
5180	4' MOUNTAIN LAUREL 4-3-2-1-1
5181	7' CEDAR
5182	4' MOUNTAIN LAUREL 2-2-1
5183	4' MOUNTAIN LAUREL 3-2
5184	4' CEDAR 3-2
5185	3' CEDAR
5186	9' CEDAR
5187	7' CEDAR
5188	8' CEDAR
5189	9' CEDAR
5190	12' MOUNTAIN LAUREL 4-3-3-3-2-2-2
5191	9' CEDAR
5192	5' CEDAR 3-3
5193	3' CEDAR
5194	11' CEDAR 7-7
5195	5' CEDAR
5196	3' MOUNTAIN LAUREL 2-1
5197	9' CEDAR
5198	8' MOUNTAIN LAUREL 3-3-2-2-2
5199	5' MOUNTAIN LAUREL 4-2
5200	3' CEDAR
5201	7' LIVE OAK
5202	8' CEDAR 6-3
5203	7' CEDAR
5204	14' YAUPON 4-3-3-3-3-3-2-2
5205	3' LIGUSTRUM
5206	7' YAUPON 3-3-2-2
5207	4' CEDAR ELM
5208	3' LIGUSTRUM
5209	11' RED OAK 8-6
5210	9' RED OAK
5211	9' CEDAR
5212	12' CEDAR ELM
5213	8' CEDAR
5214	7' WALNUT
5215	15' RED OAK
5216	11' CEDAR
5217	3' LIGUSTRUM 2-1
5218	3' LIGUSTRUM
5219	4' YAUPON 3-1
5220	9' WALNUT
5221	4' YAUPON 2-2-2
5222	2' LIGUSTRUM
5223	3' LIGUSTRUM
5224	3' MOUNTAIN LAUREL 2-1
5225	3' CHINABERRY
5226	3' RED OAK
5227	4' LIVE OAK (APPEARS DEAD)
5228	5' RED OAK
5229	10' CEDAR 8-3
5230	4' CEDAR
5231	6' CEDAR
5232	6' CEDAR
5233	10' HACKBERRY
5234	5' HACKBERRY
5235	2' MOUNTAIN LAUREL 1-1
5236	6' HACKBERRY
5237	10' CEDAR
5238	4' MOUNTAIN LAUREL 3-1
5239	2' LIGUSTRUM
5240	5' CHINABERRY
5241	2' LIGUSTRUM 2-1
5242	4' CHINABERRY
5243	3' MOUNTAIN LAUREL 2-2
5244	3' LIGUSTRUM
5245	3' LIGUSTRUM
5246	3' BUM
5247	14' CEDAR ELM
5248	11' CEDAR
5249	5' MOUNTAIN LAUREL 3-3-1
5250	3' LIGUSTRUM
5251	12' SYCAMORE
5252	2' YAUPON
5253	8' CEDAR
5254	5' SYCAMORE
5255	5' YAUPON 3-2-2
5256	3' CHINABERRY
5257	5' HACKBERRY
5258	2' CEDAR ELM
5259	11' CEDAR
5260	11' CEDAR
5261	5' CEDAR
5262	2' LIGUSTRUM 1-1
5263	4' YAUPON 3-1
5264	7' LIVE OAK
5265	10' LIVE OAK
5266	11' LIVE OAK
5267	3' LIVE OAK
5268	6' LIVE OAK
5269	7' LIVE OAK
5270	7' LIVE OAK
5271	3' LIVE OAK
5272	5' LIVE OAK
5273	2' LIVE OAK
5274	4' POST OAK 3-2
5275	3' POST OAK
5276	6' CEDAR
5277	6' CEDAR
5278	7' RED OAK 5-4
5279	6' CEDAR
5280	5' MOUNTAIN LAUREL
5281	2' MOUNTAIN LAUREL
5282	8' CEDAR
5283	4' CEDAR
5284	2' PERSIMMON
5285	2' PERSIMMON
5286	4' MOUNTAIN LAUREL 3-1
5287	9' CEDAR
5288	3' POST OAK
5289	4' RED OAK
5290	4' POST OAK
5291	4' YAUPON 2-1-1-1-1
5292	4' YAUPON 2-2-1
5293	3' RED OAK (APPEARS DEAD)
5294	4' YAUPON 2-1-1-1-1
5295	17' CEDAR 13-8
5296	6' CEDAR 4-4
5297	7' CEDAR
5298	8' CEDAR
5299	6' CEDAR
5300	3' CEDAR
5301	3' MOUNTAIN LAUREL 2-1
5302	7' CEDAR
5303	12' CEDAR 8-4-4
5304	8' LIGUSTRUM 7-1-1
5305	5' CEDAR
5306	11' LIVE OAK
5307	14' CEDAR 7-7-4-3
5308	2' MOUNTAIN LAUREL
5309	5' CEDAR
5310	4' CEDAR
5311	3' CEDAR
5312	4' MOUNTAIN LAUREL 3-2
5313	5' CEDAR
5314	5' ASH
5315	3' MOUNTAIN LAUREL 2-1
5316	13' CEDAR 9-7
5317	9' CEDAR
5318	6' CEDAR
5319	3' CEDAR
5320	4' RED OAK (APPEARS DEAD)
5321	4' CEDAR
5322	9' CEDAR 7-4
5323	5' CEDAR
5324	11' CEDAR 8-5
5325	6' CEDAR
5326	6' CEDAR
5327	10' LIVE OAK
5328	3' PERSIMMON
5329	3' CEDAR
5330	6' CEDAR
5331	5' CEDAR
5332	3' CEDAR
5333	8' CEDAR
5334	3' CEDAR
5335	7' CEDAR
5336	2' MOUNTAIN LAUREL

5337	7' CEDAR
5338	18' RED OAK
5339	7' WALNUT
5340	7' CEDAR
5341	18' CEDAR
5342	6' CEDAR
5343	4' CEDAR
5344	7' LIVE OAK
5345	6' ASH
5346	4' HACKBERRY 3-2
5347	7' POST OAK
5348	6' CEDAR 4-4
5349	3' MOUNTAIN LAUREL 2-2
5350	6' ASH
5351	7' CEDAR
5352	6' CEDAR
5353	8' CEDAR
5354	4' PERSIMMON 3-2
5355	3' PERSIMMON 2-1
5356	5' ASH
5357	3' PERSIMMON 2-1
5358	2' PERSIMMON 1-1
5359	5' CEDAR
5360	3' MOUNTAIN LAUREL 2-2
5361	4' PERSIMMON 3-1
5362	7' CEDAR
5363	4' MOUNTAIN LAUREL
5364	2' MOUNTAIN LAUREL
5365	3' PERSIMMON
5366	4' MOUNTAIN LAUREL 3-2
5367	2' MOUNTAIN LAUREL
5368	3' PERSIMMON
5369	9' CEDAR
5370	6' CEDAR
5371	4' MOUNTAIN LAUREL 2-1-1-1
5372	8' MOUNTAIN LAUREL 3-2-2-1-1-1-1-1
5373	3' POST OAK
5374	6' MOUNTAIN LAUREL 3-3-1-1
5375	5' MOUNTAIN LAUREL 2-2-2-1
5376	8' LIGUSTRUM 5-3-3
5377	3' LIGUSTRUM
5378	3' PERSIMMON 2-1
5379	8' CEDAR
5380	11' CEDAR
5381	19' RED OAK 14-9
5382	7' CEDAR
5383	8' CEDAR
5384	2' YAUPON
5385	9' YAUPON 3-2-2-2-1-1-1-1-1
5386	12' CEDAR
5387	6' CEDAR
5388	13' CEDAR 10-6
5389	4' RED OAK
5390	17' CEDAR 13-7
5391	3' RED OAK
5392	3' RED OAK
5393	4' MOUNTAIN LAUREL 2-2-1
5394	6' CEDAR
5395	3' YAUPON
5396	12' CEDAR
5397	6' CEDAR
5398	5' CEDAR
5399	5' CEDAR
5400	6' CEDAR
5401	8' CEDAR
5402	5' CEDAR
5403	10' CEDAR 7-6
5404	6' CEDAR
5405	3' MOUNTAIN LAUREL 2-2
5406	10' CEDAR
5407	5' MOUNTAIN LAUREL 3-3
5408	16' RED OAK 7-6-6-6
5409	3' CEDAR 2-2
5410	2' CEDAR
5411	7' RED OAK 4-3-3
5412	5' CEDAR
5413	7' CEDAR
5414	10' CEDAR 8-4
5415	2' CEDAR ELM
5416	4' YAUPON 2-2-1
5417	4' CEDAR ELM
5418	4' HACKBERRY
5419	7' LIVE OAK
5420	11' RED OAK
5421	6' YAUPON 3-2-2-1
5422	3' CEDAR ELM
5423	4' CRAPE MYRTLE 2-2-1-1
5424	4' YAUPON 2-2-1
5425	8' RED OAK
5426	7' CEDAR
5427	7' CEDAR
5428	6' CEDAR
5429	7' CEDAR
5430	14' CEDAR 10-7
5431	4' MOUNTAIN LAUREL 3-2
5432	6' CEDAR
5433	3' ELM
5434	13' CEDAR
5435	11' CEDAR
5436	4' YAUPON 2-1-1-1
5437	18' LIVE OAK
5438	2' CEDAR
5439	3' MOUNTAIN LAUREL
5440	9' CEDAR
5441	4' YAUPON 3-1
5442	5' CEDAR
5443	9' CEDAR
5444	13' CEDAR
5445	8' CEDAR
5446	7' CEDAR
5447	2' PERSIMMON 1-1 (APPEARS DEAD)
5448	10' CEDAR
5449	4' CEDAR
5450	16' CEDAR
5451	3' YAUPON
5452	2' RED OAK
5453	3' YAUPON 2-2
5454	5' CEDAR
5455	11' CEDAR 9-4
5456	5' CEDAR
5457	7' CEDAR
5458	11' CEDAR
5459	7' CEDAR
5460	7' HACKBERRY
5461	10' CEDAR
5462	9' CEDAR
5463	4' CEDAR
5464	12' CEDAR
5465	6' CEDAR
5466	3' MOUNTAIN LAUREL
5467	6' CEDAR
5468	2' MOUNTAIN LAUREL
5469	3' CEDAR
5470	4' CEDAR
5471	6' CEDAR 4-4
547	

A-4 Inspection Report (Pursuant to Section 5.4 of the RFP)



Travis County Emergency Services District No. 9

Westlake Fire Department

Emergency Prevention Division

P.O. Box 162170

Austin, TX 78716-2170

512-539-3491 www.westlakefd.org www.wfdpermits.com

Scan to verify



2600189

Inspection Report

Inspection Date: **April 10, 2026**

Inspection Status: **Passed**

Inspection Type: **Defensible Space**

Inspection Scope: **Defensible Space Evaluation**

Location: **911 Westlake Drive, 911 WESTLAKE DR, West Lake Hills, TX 78746**

Inspected By: **Trent McClain**

No violations found.

Notes

PLEASE NOTE: This report is provided and intended to document the completion of a Wildfire Defensible Space Evaluation site visit only. The "PASSED" status is a default resolution in our database that is automatically generated to close-out the report and is not intended to reflect a positive or negative status of the property.

Homeowners are encouraged to visit Austin/Travis County Wildfire Coalition's My Personal Wildfire Action Guide for a complete list of action items to improve their property (www.austintexas.gov/readycentraltexas/wildfire-preparedness - select PERSONAL WILDFIRE ACTION GUIDE). The following points of emphasis for your property are suggestions and are derived from the structure protection advice detailed in the Personal Wildfire Action Guide:

By Inspector Trent McClain on April 10, 2026



Proudly serving the City of West Lake Hills

Considerations within Immediate Zone – 0 to 5 feet from foundations (Zone 1):

- Clean roofs and gutters of dead leaves and debris that could catch embers. Install gutter screens to prevent leaf litter buildup.
- Replace or repair loose or missing shingles/roof tiles to prevent ember penetration.
- Limit ember penetration through vents in eaves by installing 1/8 inch metal wire mesh screening.
- Clean debris from exterior attic vents and install 1/8 inch metal wire mesh screening to prevent ember penetration.
- Repair/replace damaged or loose window screens to prevent ember penetration.
- Screen or box-in areas below stairs, patios and decks with 1/8 inch metal wire mesh and keep these areas free of leaf litter and other combustibles (e.g. lumber, propane bottles).
- Prune tree branches 10' away from all structures where possible.
- Vegetation is not recommended in this zone. Vegetation has the potential to burn at 1-1/2 times its existing height. If vegetation is desired, use non-wood, low-growing plants (e.g. succulents).
- Remove all flammable material from exterior walls/foundations/decks/stairs (e.g. wood mulch, leaf debris, firewood).
- Use rock mulch or other non-combustible material (e.g. pavers, stone, concrete) around building foundations.

By Inspector Trent McClain on April 10, 2026

Considerations within Intermediate Zone – 5 to 30 feet from foundations (Zone 2):

- Keep lawns mowed to a height of four inches.
- Remove or prune ladder fuels under trees so a surface fire cannot reach the crowns. Prune trees up to 6-10 feet from the ground (for smaller trees, do not exceed 1/3 of the overall tree height).
- Trees and shrubs in this zone should be limited to small clusters to break up the continuity of the vegetation across the landscape.

Considerations within Extended Zone – 30 to 100 feet from foundations (Zone 3)

- Dispose of heavy accumulations of ground litter/debris.
- Remove dead vegetation.
- Remove vegetation adjacent to storage sheds or other structures within this area.

By Inspector Trent McClain on April 10, 2026

Consider keeping areas around structures/utilities free and clear of leaf litter and other combustible materials. Consider using non-combustible ground cover (e.g. rock mulch, pavers, concrete) within 0 to 5 feet of structures and utilities. Vegetation is not recommended within 0 to 5 feet of structures.



By Inspector Trent McClain on April 10, 2026

Consider making structure repairs to limit ember penetration (e.g. siding, trim).



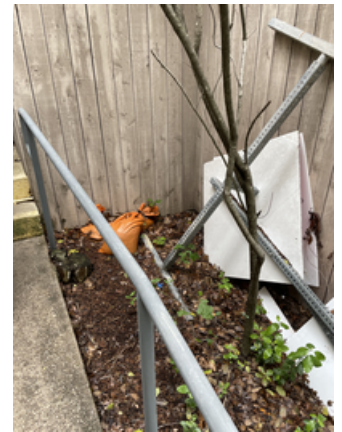
By Inspector Trent McClain on April 10, 2026

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By Inspector Trent McClain on April 10, 2026

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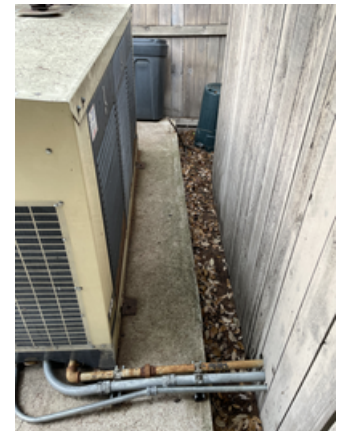
By Inspector Trent McClain on April 10, 2026

Consider making structure repairs to limit ember penetration (e.g. siding, trim).



By Inspector Trent McClain on April 10, 2026

Consider keeping areas around structures/utilities free and clear of leaf litter and other combustible materials. Consider using non-combustible ground cover (e.g. rock mulch, pavers, concrete) within 0 to 5 feet of structures and utilities.



By Inspector Trent McClain on April 10, 2026

Consider relocating combustible materials (e.g. lumber, firewood, paint, fuel cans) to areas greater than 30 feet from structures and utilities.



By Inspector Trent McClain on April 10, 2026

Consider screening all vent openings with 1/8-inch wire metal mesh to limit ember penetration into structures.



By Inspector Trent McClain on April 10, 2026

"Ladder fuels" are considered a continuation of vegetation (shrubs, small trees) from ground level into tree canopies. Consider removing/reducing ladder fuels within 100 feet of structures to limit upward fire spread. Prune mature tree canopies to 10 feet from structures where possible, both vertically and horizontally above roofs. Contact The City of West Lake Hills prior to any and all tree work.



By Inspector Trent McClain on April 10, 2026

"Ladder fuels" are considered a continuation of vegetation (shrubs, small trees) from ground level into tree canopies. Consider removing/reducing ladder fuels within 100 feet of structures to limit upward fire spread. Prune mature tree canopies to 10 feet from structures where possible, both vertically and horizontally above roofs. Contact The City of West Lake Hills prior to any and all tree work.



By Inspector Trent McClain on April 10, 2026

Consider keeping areas around utilities free and clear of leaf litter and other combustible materials. Consider using non-combustible ground cover (e.g. rock mulch, pavers, concrete) within 0 to 5 feet of structures and utilities. Consider removing wooden fence screening next to utilities. Vegetation is not recommended within 0 to 5 feet of structures/utilities.



By Inspector Trent McClain on April 10, 2026

Consider keeping areas around utilities free and clear of leaf litter and other combustible materials. Consider using non-combustible ground cover (e.g. rock mulch, pavers, concrete) within 0 to 5 feet of structures and utilities. Consider removing wooden fence screening next to utilities.



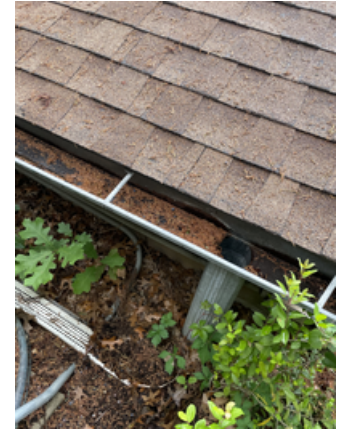
By Inspector Trent McClain on April 10, 2026

Consider keeping areas around utilities free and clear of leaf litter and other combustible materials. Consider using non-combustible ground cover (e.g. rock mulch, pavers, concrete) within 0 to 5 feet of structures and utilities. Vegetation is not recommended within 0 to 5 feet of structures/utilities.



By Inspector Trent McClain on April 10, 2026

Consider keeping gutters clear of leaf litter and debris. Consider using non-combustible groundcover (e.g. rock mulch) within the first 5 feet of structures. Vegetation is not recommended within 0 to 5 feet of structures/utilities.



By Inspector Trent McClain on April 10, 2026

Consider making structure repairs to limit ember penetration (e.g. siding, trim).



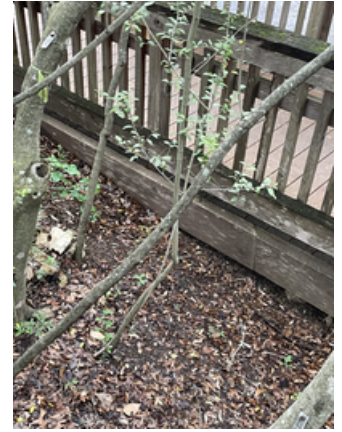
By Inspector Trent McClain on April 10, 2026

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By Inspector Trent McClain on April 10, 2026

Consider using non-combustible ground cover (e.g. rock mulch, pavers, concrete) within 0 to 5 feet of structures and utilities, including decks, stairs and ramps. Vegetation is not recommended within 0 to 5 feet of structures/utilities.



By Inspector Trent McClain on April 10, 2026

"Ladder fuels" are considered a continuation of vegetation (shrubs, small trees) from ground level into tree canopies. Consider removing/reducing ladder fuels within 100 feet of structures to limit upward fire spread. Prune mature tree canopies to 10 feet from structures/decks/stairs where possible, both vertically and horizontally. Contact The City of West Lake Hills prior to any and all tree work.



By Inspector Trent McClain on April 10, 2026

"Ladder fuels" are considered a continuation of vegetation (shrubs, small trees) from ground level into tree canopies. Consider removing/reducing ladder fuels within 100 feet of structures to limit upward fire spread. Prune mature tree canopies to 10 feet from structures where possible, both vertically and horizontally above roofs. Contact The City of West Lake Hills prior to any and all tree work.



By Inspector Trent McClain on April 10, 2026

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By Inspector Trent McClain on April 10, 2026

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By Inspector Trent McClain on April 10, 2026

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By Inspector Trent McClain on April 10, 2026

This area by the main entry is a good example of reduced ladder fuels and tree canopy separation from the ground level. Please consider repeating this level of vegetation mitigation, especially the first 100 feet around structures all structures.



By Inspector Trent McClain on April 10, 2026

A-5 Registry of Interest Form (Pursuant to Section 15.1 of the RFP)



RFP 2026-001

REGISTRY OF INTEREST

You have received a copy of the above-described Request document. If you would like to register your interest in this project so that you will receive any future notices or addenda concerning the project, please fill in the information requested below and email it to: citysec@westlakehills.gov.

Company/Firm:

Name of Contact Person(s):

Email(s):

Telephone: _____

Mailing

Address: _____

It is your responsibility to complete and return this form to the City. Failure to do so will result in your not receiving notices and addenda related to this project from the City of West Lake Hills. Notices and addenda are posted on the City's website, www.westlakehills.gov.

City of West Lake Hills
4010 Bee Cave Road
West Lake Hills, Texas 78746

A-6 Conflict of Interest Form (Pursuant to Section 15.2 of the RFP)

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Name of signatory

Signature

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

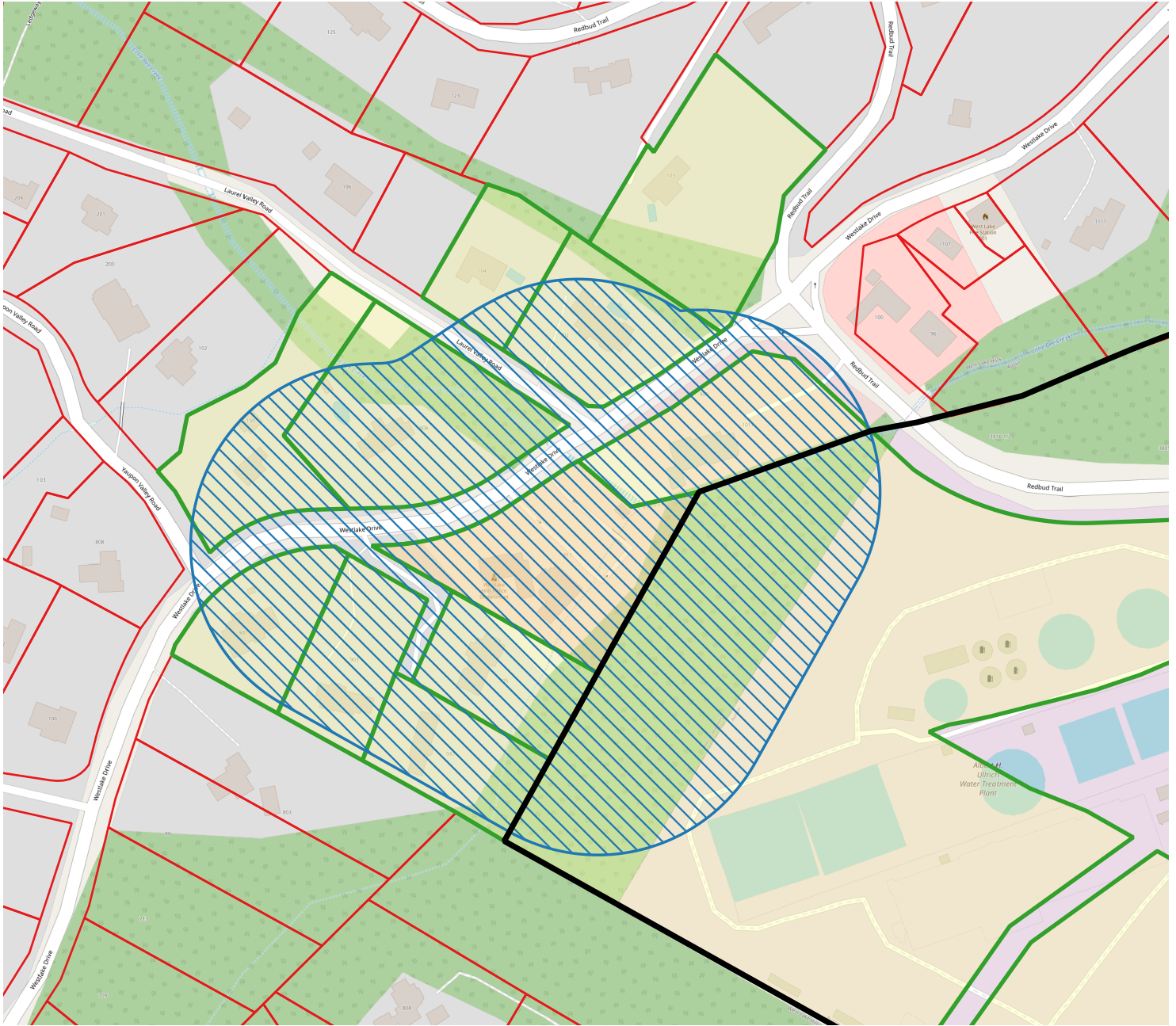
- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:






- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

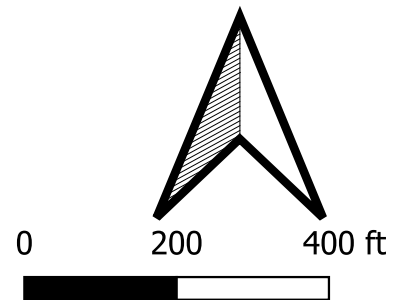
Notification Area

911 Westlake Drive



Legend

-  Subject Property
-  Notification Area*
-  Notification Properties**
-  West Lake Hills City Limits
-  OpenStreetMap***



*All properties contained or partially-contained within 300-foot radius of subject property.

**Lot lines and property ownership is based on the most-recently provided parcel map and ownership files provided by the Travis Central Appraisal District. Property lines extending more than 500 feet beyond city jurisdiction will appear cut off.

***Background map from Open Streets Map is a reference guide only. Due to the unique geography of the city of West Lake Hills and distortions caused by the map flattening process, this map layer will sometimes appear misaligned.



City of West Lake Hills
City Council

AGENDA REPORT

Meeting Date:	<u>May 13, 2026</u>	Item Number:	<u>10</u>
Department:	<u>Building & Development</u>		
	<u>Jennifer C. Bills, BDS</u>		
Prepared By:	<u>Director</u>	Cost / Budget:	<u>None</u>
Exhibits:	<u>N/A</u>	Source of Funds:	<u>N/A</u>

Subject

Receive an update and consider possible action regarding City of West Lake Hills v. Jaffe – 1405 Wildcat Hollow.

Discussion

The building permit for the site and structure were issued on January 26, 2026. Building work (electrical, framing, waterproofing) is being conducted inside of the structure. The contractor is working with geotechnical and structural engineering to evaluate changing some of the retaining walls to be installed from metal to concrete/stone. If revisions are proposed, the revised plans will be submitted to the city for review and approval before installation. Additional geotechnical work along the street in the right-of-way will be conducted this month to address previous unpermitted work in the right-of-way.