



CITY OF WEST LAKE HILLS, TEXAS  
NOTICE OF CITY COUNCIL REGULAR MEETING  
Wednesday, July 8, 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 8th day of July, 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](mailto:citysec@westlakehills.gov) by 1:00 P.M. on July 8, 2026.

1. Call to Order
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.
3. Announcements Announcements by Members of the City Council regarding items of community interest, pursuant to Texas Government Code § 551.0415. As authorized by that section, a Council Member may make a report about items of community interest during this meeting without having given prior notice of the subject of the report, provided that no action is taken and, except as permitted by Section 551.042, no possible action is discussed regarding the information provided in the report. For purposes of this item, "items of community interest" are limited to: (1) expressions of thanks, congratulations, or condolence; (2) information regarding holiday schedules; (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision; (4) a reminder about an upcoming event organized or sponsored by the City Council; (5) information regarding a

social, ceremonial, or community event organized or sponsored by an entity other than the City Council that was attended or is scheduled to be attended by a member of the City Council or an official or employee of the City; and (6) announcements involving an imminent threat to the public health and safety of people in the City that has arisen after the posting of the agenda.

4. Administration Discuss and consider action on the approval of the June 24, 2026 regular meeting minutes.
5. Public Hearing 911 Westlake Drive: Discuss and consider action on a recommendation from ZAPCO on Ordinance 2026-011 for the rezoning of Lot 1 of Village Green Sec 1 Resub from GUI, Governmental, Utility and Institutional to B-2, Business 2 District with a Conditional Overlay District (Section 38.05.092 of the West Lake Hills Code).

Applicant: Jennifer C. Bills, Interim City Administrator

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

Approved by: James Vaughan, Mayor

#### Certificate

I certify that the above Notice of the July 8, 2026 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 4010 Bee Cave Road, West Lake Hills, Texas on Wednesday, July 1, 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, TEXAS  
CITY COUNCIL REGULAR MEETING MINUTES  
Wednesday, June 24, 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, Mayor Pro Tem Gordon Bowman, Councilmember Dana Harmon, Councilmember Margaret Moore, Councilmember Beth South, and Councilmember Julia Webber.

**CITY STAFF PRESENT:** Interim City Administrator Jennifer Bills, City Secretary Makayla Rodriguez, Police Chief Scott Gerdes, Public Works Director Evan Groeschel, Wastewater Accounting Manager Theresa Sanchez, Public Information Officer Tristin Castillo, 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, the public comment section was closed.**

3. Announcements

a. Mayor's Report

Mayor James Vaughan stated that he has no announcements.

b. Council Members' Reports

Councilmember Beth South and Councilmember Julia Webber discussed the upcoming art exhibit open house at City Hall on July 15, 2026.

City Attorney Charles Zech gave an overview of the purpose of announcements and what is allowed under Local Government Code.

4. 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 June 10, 2026 Regular Meeting Minutes.
  - b) Approval of resolution 2026-06-02 establishing the City of West Lake Hills as a Bird City.
  - c) Approval of resolution 2026-06-03 directing the Bird City Team to implement program initiatives.

**MOTION: Upon a motion made by Councilmember Julia Webber and seconded by Councilmember Dana Harmon, the City Council voted 5-0 to approve the Consent Agenda.**

5. Police Discuss and provide direction to the Police Department regarding traffic control, road closures, and public safety support for Halloween festivities on Brady Lane and Ridgewood Road.

Eliza Schindler and Ellie Wheeler discussed passed Halloween events that take place throughout West Lake Hills as well as the City of Rollingwood. They requested street closures and public safety support from the Police Department.

Chief Scott Gerdes discussed the Police Department's road closure and public safety efforts during Halloween last year.

6. Public Works Discuss and consider action on awarding a construction contract to Alpha Paving Industries, LLC for the FY26 Street Maintenance projects and have the Interim City Administrator execute documents.

Public Works Director Evan Groeschel briefed City Council of the Street Maintenance Project and that staff recommends awarding the project bid to Alpha Paving Industries LLC.

Chris Otto of Colliers Engineering provided an overview of the crack sealing and mill and overlay process.

There was discussion the project timeline, notice to residents, funding, the bidding process, and road striping. They continued to discuss no parking requirements zones,

**MOTION: Upon a motion made by Councilmember Margaret Moore and seconded by Councilmember Dana Harmon, the City Council voted 5-0 to approve the contract with Alpha Paving industries, LLC for the 2026 Street Maintenance Project.**

7. Administration Discuss and consider action on an amendment to the wastewater engineering contract with HR Green.

Wastewater and Accounting Manager Theresa Sanchez explained the amendments to the contract with HR Green, noting the amendment will cover services through the end of the fiscal year.

There was discussions regarding grinder pumps, service capacity, and coordination with the City of Austin.

**MOTION: Upon a motion made by Mayor Pro Tem Gordon Bowan and seconded by Councilmember Margaret Moore, the City Council voted 5-0 to approve the amendment to the wastewater engineering contract with HR Green.**

8. Administration Discuss and consider action on a resolution to adopt an Artificial Intelligence (AI) policy.

Mayor James Vaughan stated that the item will be postponed and will be brought back in the next meeting.

9. Ordinance Discuss and consider action to approve Ordinance 2026-010 amending Code of Ordinances, Chapter 22, Article 22.03 Division 3 Technical and Construction Codes and Standards to adopt the 2021 International Code Council Building Codes and the 2023 National Electrical Code, with specified amendments.

Interim City Administrator Jennifer Bills presented and led discussion on the proposed amendments to Chapter 22 of the Code of Ordinances, including Building code updates, electric code updates, state law requirements, potential impacts on Insurance Services Office (ISO) ratings, and next steps.

Members of City Council discussed notice of updates, possible impacts to contractors, and changes in the development application process if approved.

**MOTION: Upon a motion made by Councilmember Dana Harmon and seconded by Councilmember Margaret Moore, the City Council voted 6-0 to adopt Ordinance 2026-010 updating the 2021 International Code Council Building Codes and 2023 National Electric Codes with specified amendments.**

10. Ordinance

Discuss and consider action on the following ordinances to amend the Code of Ordinances related to development standards, ZAPCO duties, Board of Adjustment composition and zoning variance/special use permit processing:

- a. Ordinance 2026-006 - Chapter 1 General Provisions, Article 1.01 Code of Ordinances, § 1.01.003 Definitions and Rules of Construction

- b. Ordinance 2026-007 - Chapter 22 Building Regulations, Article 22.03 Construction Code
- c. Ordinance 2026-008 - Chapter 36 Subdivisions, Article 36.01 General Provisions
- d. Ordinance 2026-009 - Zoning Administration procedures including: Chapter 2 administration and personnel, Chapter 20 Administration, Chapter 38 Zoning.

Interim City Administrator Jennifer Bills gave an overview of recommendations for amendments, including streamlining the building process, revising the duties of the Zoning and Planning Commission, and establishing the Board of Adjustment as a separate body.

Mayor James Vaughan explained that the goal of the proposed amendments was to streamline the building process and reduce staff workload. There was additional discussion regarding the proposed amendment, potential impacts on the review and permitting process.

Interim City Administrator Jennifer Bills discussed the proposed separation of the City Council and Board of Adjustment including structure, process for future variances, as well as the potential impacts on variance applicants. Mayor James Vaughan stated that the changes would be in effect at the end of September if approved.

City Attorney Charles Zech explained the difference between a special exception and a variance.

City Council reviewed the amendments for the proposed ordinances.

*Mayor James Vaughan opened the public hearing at 9:22 p.m.*

*Mayor James Vaughan closed the public hearing at 9:23 p.m.*

**MOTION: Upon a motion made by Mayor Pro Tem Gordon Bowman and seconded by Councilmember Dana Harmon, the City Council voted 6-0 to approve Ordinance 2026-006.**

**MOTION: Upon a motion made by Mayor Pro Tem Gordon Bowman and seconded by Councilmember Beth South, the City Council voted 6-0 to approve Ordinance 2026-008.**

**MOTION: Upon a motion made by Mayor Pro Tem Gordon Bowman and seconded by Councilmember Dana Harmon, the City Council voted 6-0 to approve Ordinance 2026-009.**

**MOTION: Upon a motion made by Mayor Pro Tem Gordon Bowman and seconded by Councilmember Julia Webber, the City Council voted 6-0 to amend subsection F of 22.03.173 to amend definition of “buildable area” to be consistent with the rest of the ordinances, amend 22.03.121 to change the years to 2021 for IBD, IRC, and 2023 for NEC, and 2021 for fire flow and to approve ordinance 2026-007 with the caveats and amendments as stated by Mayor James Vaughan.**

## 11. Adjournment

**Mayor James Vaughan adjourned the meeting at 9:25 p.m.**

Respectfully submitted:

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James Vaughan, Mayor

ATTEST:

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City Secretary, Makayla Rodriguez

The minutes were approved on the 8th day of July, 2026.



City of West Lake Hills  
City Council

**AGENDA REPORT**

<b>Meeting Date:</b>	July 8, 2026	<b>Item Number:</b>	5
<b>Department:</b>	Building & Development		
<b>Prepared By:</b>	Jennifer C. Bills, Director	<b>Cost / Budget:</b>	None
<b>Exhibits:</b>	See Attached	<b>Source of Funds:</b>	N/A

**Subject**

**911 Westlake Drive:** Discuss and consider action on a recommendation from ZAPCO on Ordinance 2026-011 for the rezoning of Lot 1 of Village Green Sec 1 Resub from GUI, Governmental, Utility and Institutional to B-2, Business 2 District with a Conditional Overlay District (Section 38.05.092 of the West Lake Hills Code).

Applicant: Jennifer C. Bills, Interim City Administrator

**Recommendation**

Staff recommends approval of the rezoning request.

The Zoning and Planning Commission reviewed the rezoning request at the regular meeting on June 17, 2026 and made a recommendation for approval by a vote of 3-0.

**Discussion**

**Property Information, Zoning & Site Characteristics:**

Owner: City of West Lake Hills  
Legal Description: Lot 1 of Village Green Sec 1 Resub  
Lot Size: 1.918 acres  
Zoning: GUI, Governmental, Utility and Institutional  
Wastewater: City sewer

The properties surrounding the subject property are zoned R-1, One-Family Residential and B-1, Business 1. The lot is occupied by the former City of West Lake Hills City Hall and Police Station.

**Background & Analysis:**

The city is requesting to rezone the property from GUI to B-2 with a conditional overlay district. The city has issued a Request for Proposal for a ground lease opportunity. The mayor has provided some background information on the process of drafting the request for proposal in Attachment 7.

**Permitted uses B-2**

The commercial zoning is cumulative, so all permitted and special uses in the O – Office, and B-1 – Business 1 Districts are allowed in addition to the uses listed in B-2 – Business 2. This list of all uses allowed is in Attachment 1. The current uses of GUI are in Attachment 2. A Conditional Overlay District can be applied to specific properties to further restrict allowed uses or site development regulations. Listed below are the proposed allowed uses and additional height restrictions.

**Proposed Allowed Uses:****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
- Facility owned and operated by the federal government, the state or a political subdivisions thereof.

**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**

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.
- Wireless telecommunication facilities.

Any use not listed is not allowed on the parcel per the Conditional Overlay.

**Proposed height restrictions:**

- 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.

**Lot Development Standards:**

The development standards for GUI and B-2 are the same, so the zoning change will not change the setback or impervious cover code requirements.

<b>Dimensional Minimums of Lots</b>		
<b>Dimension</b>	<b>GUI</b>	<b>B-2</b>
Acreage (acres) (A)	2	2
Depth (feet)	200	200
Width (feet) (B)	150	150

<b>Dimension</b>	<b>GUI</b>	<b>B-2</b>
Greater than or equal to .5 acre	50	50
Less than .5 acres	30	30
<b>Lot Size</b>	<b>Minimum Building Setback Distance in Feet From Rear Lot Line</b>	
Greater than or equal to .5 acre	40	40
Less than .5 acres, greater than or equal to .375 acres	30	30
Less than .375 acres—zero	30	30
<b>Lot Size</b>	<b>Minimum Building Setback Distance in Feet From Side Lot Lines</b>	
Greater than or equal to .5 acre	(I)	(I)
Less than .5 acres, greater than or equal to .375 acres	(II)	(II)
Less than .375 acres—zero	(II)	(II)
<b>Lot Size</b>	<b>Maximum Impervious Cover in Percent of Lot Area</b>	
Greater than or equal to .5 acre	(III)	(III)
Less than .5 acres, greater than or equal to .2 acres	(III)	(III)

**Code Requirements:****Zoning Amendment****Section 38.05.094 (e) (2) Commission recommendation of zoning change or amendment**

The commission may recommend enactment of such zoning change or amendment if it finds that the change or amendment is in the public interest, conforms to the provisions of this chapter and the comprehensive plan, and is designed to:

- (A) Lessen congestion in the streets;
- (B) Secure safety from fire, panic, and other dangers;
- (C) Promote health and the general welfare;
- (D) Provide adequate light and air;
- (E) Prevent the overcrowding of land;
- (F) Avoid undue concentration of population; or
- (G) Facilitate the adequate provision of transportation, water, sewers, schools, parks, and other public requirements.

**Conditional Overlay District****Section 38.03.041 (b) Use and site development regulations in the conditional overlay district.**

The conditional overlay district designation modifies and restricts the use and site development regulations otherwise applicable to basic zoning districts of "O" Professional and Business Office District, "B-1" Business 1 District, "B-2" Business 2 District, "B-3" Business 3 District, and "GUI" Governmental, Utility and Institutional

District as set forth in section **38.03.001** of the Code. All requirements of a conditional overlay district are in addition to and supplement all other applicable requirements of the Code applicable to the basic zoning district. Terms that may be imposed by the conditional overlay district shall include, but not limited to, the following:

1. Prohibiting permitted uses, special uses and accessory uses otherwise authorized in the base district, or making a permitted use a conditional use;
2. Decreasing the number or average density of dwelling units which may be constructed on the property;
3. Increasing minimum lot size or minimum lot width requirements;
4. Decreasing maximum floor area per building;
5. Decreasing the maximum height permitted;
6. Increasing the setback requirements;
7. Decreasing the maximum building or impervious coverage permitted;
8. Restrictions on access to abutting and nearby roadways, including specific design features intended to ameliorate potentially adverse traffic impacts;
9. Alleviate the need for variances on the site; and
10. Any other specific site development or subdivision regulations required or authorized by this code.

**Public Comments:**

The city provided mailed notice to property owners within 300 feet of the site, posted a sign at the access to the property, posted the notice to the city website and placed a public notice in the Austin American Statesman, in compliance with the West Lake Hills Code of Ordinance and Chapter 211 of the Texas Local Government Code.

Two written comments have been received in opposition to the rezoning (Attachment 5). One neighbor spoke in favor of the rezoning at the June 17, 2026 ZAPCO meeting.

**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**

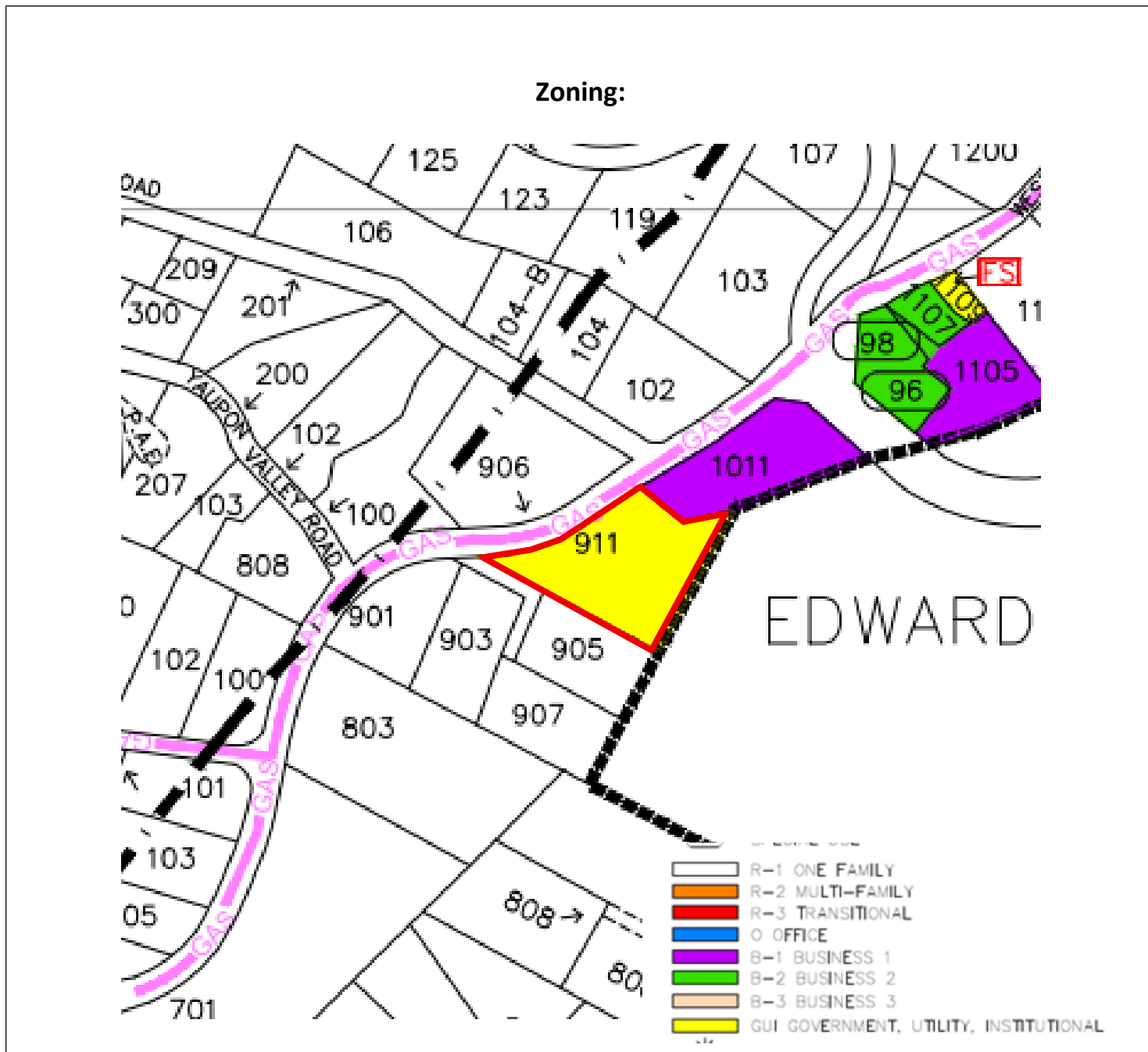
There is no change to the subdivision proposed with this application.

**Comprehensive Planning Analysis**

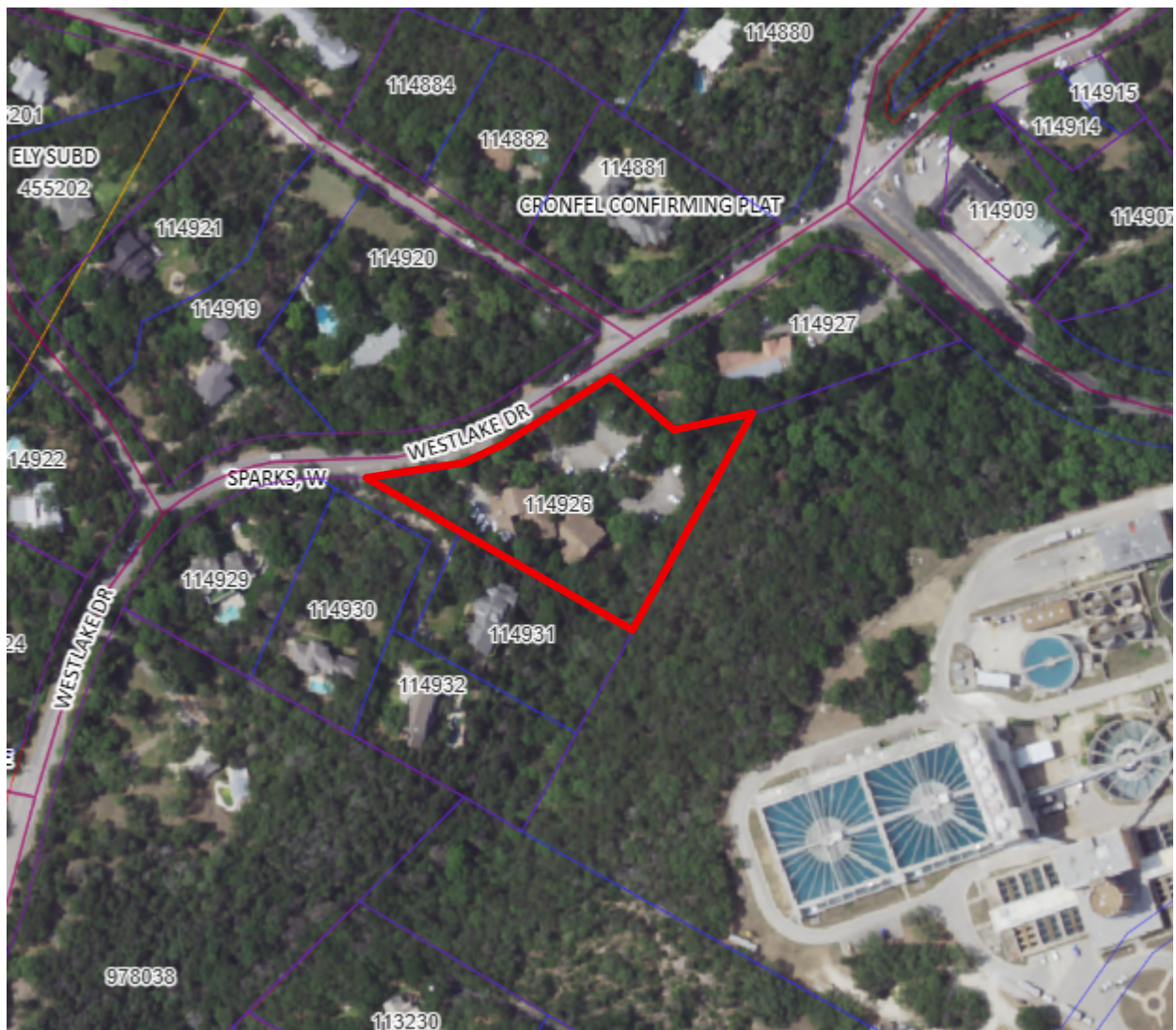
The proposed use is in conformance with the City of West Lake Hills Master Plan.

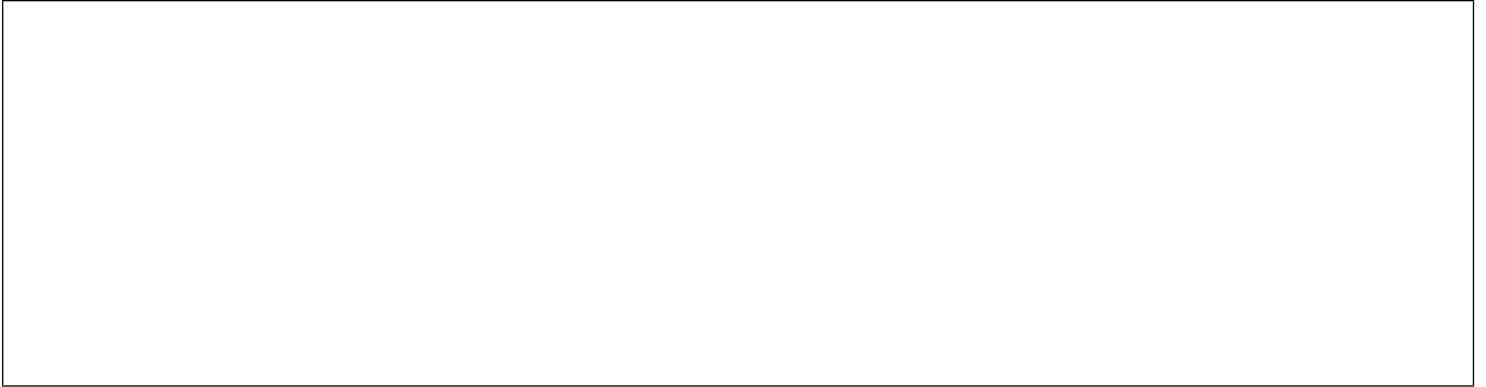
**Links to Relevant Code:**

- [Request for Proposal – 911 Westlake Drive](#)
- [Section 22.03.281 Schedule of Regulations](#)
- [Section 38.03.037 B-2 business 2 district.](#)
- [Section 38.03.039 GUI governmental, utility and institutional district.](#)
- [Section 38.05.092: Procedure for changing zoning classification of particular parcels of land.](#)
- [Texas Local Government Code Section 211.006 Procedures Governing adoption of Zoning Regulations and District Boundaries.](#)
- [Section 38.03.041 Conditional overlay district](#)



**Aerial:**







38 Allowed Uses:

39 Office and Professional

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

44 Institutional and Quasi-Public

- 45 – Churches
- 46 – Facility owned and operated by the federal government, the state or a political
- 47 subdivisions thereof.

48 Food and Beverage

- 49 – Restaurant without drive-in service
- 50 – Grocery store
- 51 – Health food store
- 52 – Specialty food store
- 53 – Bakery
- 54 – Delicatessen or catering service
- 55 – Confectionary store
- 56 – Ice cream parlor

57 Service Uses

- 58 – Barbershop or beauty shop
- 59 – Health or athletic club
- 60 – Seamstress, dressmaker, or tailor shop

61 Specialty Retail

- 62 – Antique shop
- 63 – Arts and crafts supply store
- 64 – Fine arts and crafts gallery
- 65 – Florist or garden shop
- 66 – Gift shop
- 67 – Book or stationery store
- 68 – Jewelry shop
- 69 – Clothing or shoe store
- 70 – China or glassware shop
- 71 – Carpeting, floor covering, and rug store
- 72 – Nursery or greenhouse

- 73 – Optical goods store
- 74 – Toy store (5,000 square foot maximum)
- 75 – Sporting goods store (no boats, boat motors, or motor vehicles)
- 76 – Furniture store
- 77 – Hardware store
- 78 – Pet shop and pet grooming shop
- 79 Studio and Service
- 80 – Studio (art, dance, drama, music, martial arts, photography, interior decorating)

81 Special Use Permits

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86 Any use not listed is not allowed on the parcel per the Conditional Overlay.

87 Proposed height restrictions:

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- 89 of the WLH Code).
- 90 • The footnote (VIII) height adjustment (additional 7 feet for parking configuration) is
- 91 expressly prohibited for this site, regardless of parking arrangement.
- 92 • Roof appurtenances (HVAC, kitchen exhaust, plumbing vents) may exceed the 30-foot
- 93 limit by up to 6 feet per Section 22.03.279(d), but all rooftop mechanical equipment must
- 94 be screened from view from Westlake Drive and from adjacent residential properties by
- 95 parapets, equipment screens, or architectural enclosures consistent with the building’s
- 96 exterior materials and colors.

97 **SECTION 4.** If any provision of this Ordinance is illegal, invalid, or unenforceable under present  
 98 or future laws, the remainder of this Ordinance will not be affected and, in lieu of each  
 99 illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal,  
 100 invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will  
 101 be added to this Ordinance.

102 **SECTION 5.** This Ordinance shall be cumulative of all provisions of ordinances of the City  
 103 except where the provisions of the Ordinance are in direct conflict with the provisions of  
 104 such ordinances, in which event the conflicting provisions of such ordinances are hereby  
 105 repealed.

106 **SECTION 6.** This Ordinance shall be construed and enforced in accordance with the laws of the  
 107 State of Texas and the United States of America.

108 **SECTION 7.** It is officially found, determined, and declared that the meeting at which this  
109 Ordinance is adopted was open to the public as required and that public notice of the time,  
110 place, and purpose of said meeting was given as required by the Texas Open Meetings Act,  
111 Chapter 551, Texas Local Government Code, as amended.

112 **SECTION 8.** This Ordinance shall be in full force and effect after its final passage and approval  
113 by the City Council, as duly attested by the Mayor and City Secretary, and any publication  
114 required by law.

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116 **PASSED** and **APPROVED** this 8<sup>th</sup> day of July 2026.

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CITY OF WEST LAKE HILLS, TEXAS

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By: \_\_\_\_\_  
James Vaughan, Mayor

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125 ATTEST:

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128 Makalya Rodriguez, City Secretary

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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 "Y", 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)

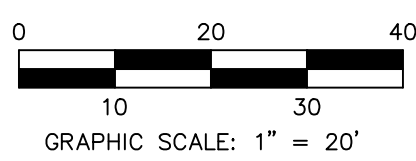
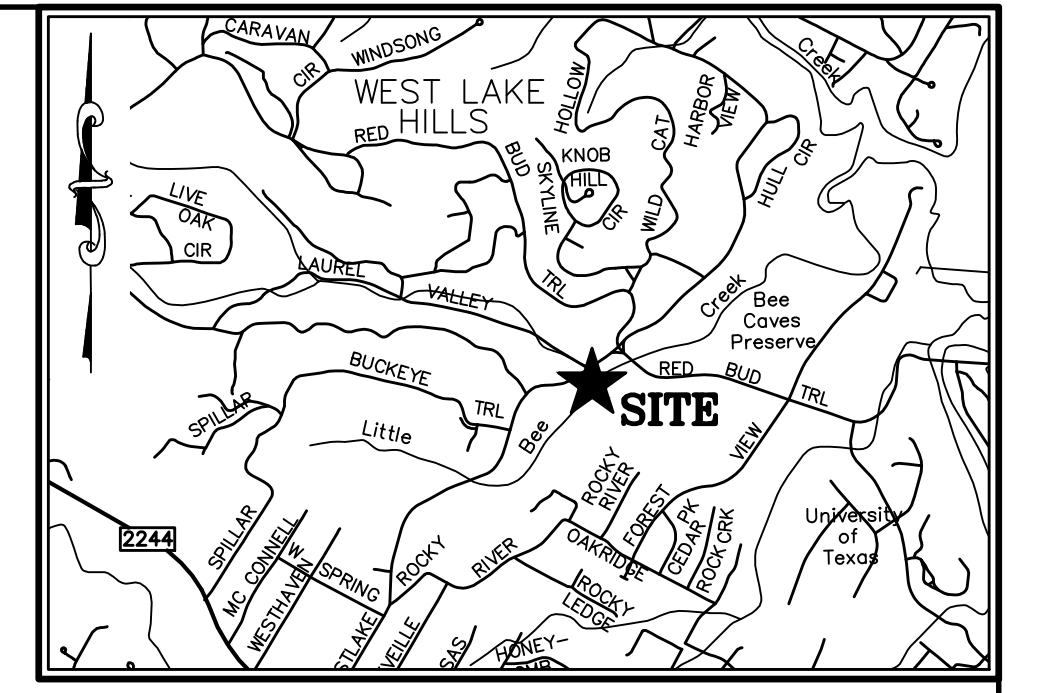
CALLLED 0.122 ACRE  
CITY OF WEST LAKE HILLS  
VOL. 4434, PG. 1076  
D.R.T.C.T.

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'

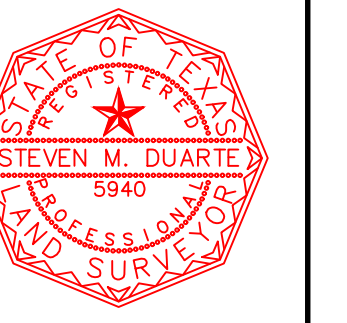
SURVEY CONTROL POINT  
GRID N: 10,079,131.88  
GRID E: 3,096,537.49  
ELEV = 641.91'

**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.

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

5/17/2017  
DATE



**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**



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

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

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	8' 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
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
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 4-3-3-3-3-2-2
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 ELM
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	12' 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' RED OAK
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	5' LIGUSTRUM 3-2-1
5398	5' CEDAR
5399	2' CEDAR
5400	5' 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

**§ 38.03.035. O professional and business office district.**

- (a) Purpose. The O district is intended to provide sites for quiet low-density commercial office uses.
- (b) Permitted uses. The following uses are permitted, provided that there is no nuisance factor:
  - (1) Office of an accountant, architect, attorney, engineer, physician, broker, consultant, insurance agent, real estate agent, massage therapy clinic, or similar professional or semiprofessional occupation.
  - (2) The business office of a publishing or printing firm not involving the production or distribution of printing materials. For purposes of this subsection, production or distribution of printing materials means the printing, manufacture, assembly, cutting, folding, binding, packaging or sorting of finished copies or portions thereof, for purposes of distribution or mailing. Printing includes plate production and offset printing, as well as other high-speed photocopying techniques. The discharge of chemicals associated with a photographic process, plate production or offset printing, as well as any other type of photocopying techniques, into a private sewage facility will be in accordance with chapter 18, article 18.03.
  - (3) Business offices where no sales of merchandise stored on the premises and money exchange occurs.
  - (4) Accessory structures and uses customarily incidental to any of the uses permitted under this subsection provided they are specifically requested by the applicant and approved by city council.
- (c) Special uses. Special uses permitted upon approval of the board of adjustment are:
  - (1) Assembly and testing of electronic components.
  - (2) Child day care facility provided the use is in a separate structure on the lot and will not adversely affect other tenants.
  - (3) Employee dining facility (private dining facility for employees only) without drive-in service, and excluding establishments serving food for consumption off-premises, commonly referred to as fast food establishments. No intoxicating liquors may be sold for on-premises consumption unless authorized by a special use permit.
  - (4) Bank or savings and loan association permitted prior to May 1, 2005.
  - (5) Churches, excluding areas devoted to the residential housing of persons employed or associated with the church and areas devoted to a day care center for the care of children not during hours of regular worship unless otherwise authorized by this chapter.
  - (6) Massage therapy school.
  - (7) Charter school or private school provided the use is in a separate structure on the lot

and will not adversely affect other tenants.

(8) Wireless telecommunication facilities.  
(Ordinance 362 adopted 3/28/18)

**§ 38.03.036. B-1 business 1 district.**

- (a) Purpose. The B-1 district is intended to provide sites for quiet, low-density retail businesses providing goods and services (with merchandise contained within the building or enclosure approved for such use, except for florist or garden shops and nurseries or greenhouses, where live vegetation may be kept outdoors) to meet the needs of the residents of the city in a manner and on a scale that is in harmony with the semi-rural character of the community.
- (b) Permitted uses. The following uses are permitted, provided that there is no nuisance factor:
- (1) Those uses permitted in O districts.
  - (2) Antique shop.
  - (3) Arts and crafts supply store.
  - (4) Bakery.
  - (5) Barbershop or beauty shop.
  - (6) Book or stationery store.
  - (7) Carpeting, floor covering and rug store.
  - (8) China or glassware shop.
  - (9) Clothing or shoe store.
  - (10) Confectionary store.
  - (11) Delicatessen or catering service.
  - (12) Fine arts and crafts gallery.
  - (13) Florist or garden shop.
  - (14) Gift shop.
  - (15) Ice cream parlor.
  - (16) Jewelry shop.
  - (17) Laundry and dry cleaning substation, with no actual cleaning work being performed on the premises except by special use permit in the B-3 district only.
  - (18) Nursery or greenhouse.

- (19) Optical goods store.
  - (20) Pool supply and service.
  - (21) Seamstress, dressmaker or tailor shop.
  - (22) Studio for art, dance, drama, music, martial arts, photography or interior decorating.
  - (23) Tobacco shop.
  - (24) Toy store (5,000 square feet maximum floor area).
  - (25) Accessory structures and uses customarily incidental to any of the uses permitted under this subsection provided they are specifically requested by the applicant and approved by city council.
- (c) Special uses. Special uses permitted upon approval of the board of adjustment are:
- (1) Other quiet, low-density retail business uses to serve the needs of residents of the city, which may be permitted as special uses in accordance with the procedure for granting such uses upon findings made in writing that the proposed use is of the same general character as those listed in subsection (b) of this section, is not attended by nuisance factors, and will not be detrimental to the other uses within the district or to the adjoining land uses.
  - (2) Child day care facility.
  - (3) Hospital.
  - (4) Rehabilitation/wellness center.
  - (5) Special uses permitted in O professional and business office districts.
- (Ordinance 362 adopted 3/28/18)

**§ 38.03.037. B-2 business 2 district.**

- (a) Purpose. The purpose of the B-2 district is the same as for the B-1 district. District B-2 allows a more intense use, however, than is permitted in district B-1. The B-2 district should be reserved for areas where the anticipated impact of the permitted commercial uses is unlikely to have an adverse effect on residential uses or other elements of the community. All merchandise shall be contained under or within buildings or enclosures approved for such use.
- (b) Permitted uses. The following uses are permitted, provided there is no nuisance factor:
- (1) Those uses permitted in O and B-1 districts.
  - (2) Auto parts store.
  - (3) Furniture store.
  - (4) Grocery store.

- (5) Health food store.
  - (6) Specialty food store.
  - (7) Hardware store.
  - (8) Pet shop and pet grooming shop.
  - (9) Pharmacy.
  - (10) Photocopying, typing or printing service.
  - (11) Restaurant without drive-in service. No intoxicating liquor may be sold for on- or off-premises consumption unless authorized by a special use permit. Drive-in/drive-through service authorized by a special use permit only.
  - (12) Sporting goods store, excluding the sale or servicing of boats, boat motors and motor vehicles.
  - (13) Variety store.
  - (14) Veterinary clinic.
  - (15) Health or athletic club.
  - (16) Accessory structures and uses customarily incidental to any of the uses permitted under this subsection provided they are specifically requested by the applicant and approved by city council.
- (c) Special uses. Special uses permitted upon approval of the board of adjustment are:
- (1) Other quiet, low-density retail business uses providing goods and services to meet the needs of the residents of the city, which may be permitted as special uses in accordance with the procedure for granting such uses upon findings made in writing that the proposed use is of the same general character as those listed in subsection (b) of this section, is not attended by nuisance factors, and will not be detrimental to the other uses within the district or the adjoining land uses.
  - (2) Commercial kennel.
  - (3) Alcoholic beverages sold in a restaurant for on- or off-premises consumption.
  - (4) Alcoholic beverages sold in grocery stores for off-premises consumption.
  - (5) Research, development or clinical laboratory.
  - (6) Liquor store.
  - (7) Publishing business.
  - (8) Restaurants with drive-in/drive-through facilities.
  - (9) Special uses permitted in O professional office and B-1 business 1 districts.  
(Ordinance 362 adopted 3/28/18)

**§ 38.03.039. GUI governmental, utility and institutional district.**

- (a) Purpose. The GUI district is intended to provide appropriate areas for uses that provide important community services often requiring large amounts of land. Uses permitted in the GUI district generate a large amount of traffic. Only land abutting a collector or arterial street that can be used for access shall be considered appropriate for GUI classification. An appropriate site should also contain adequate space for required off-street parking and buffering.
- (b) Permitted uses. The following uses are permitted, provided that there is no nuisance factor:
- (1) Church.
  - (2) Facility owned and operated by the federal government, the state or a political subdivisions thereof.
  - (3) Fire station.
  - (4) School, either public, private or nonprofit.
  - (5) Uses required by public utilities.
  - (6) Philanthropic or fraternal associations.
  - (7) Accessory uses customarily incidental to any of the uses permitted under this subsection.
  - (8) The renting for profit or nonprofit of heated and air conditioned space, used for conventions, art and craft shows, antique/collectible shows, weddings, private parties, seminars and other similar events. Maximum rental time limit for any one event shall be three days. No simultaneous scheduling of events shall be allowed.
- (c) Special uses. Special uses permitted upon authorization of the city council are as follows:
- (1) Child day care facility.  
(Ordinance 362 adopted 3/28/18)



CITY OF WEST LAKE HILLS, TEXAS

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# Request for Proposals (RFP 2026-001)

## Ground Lease Opportunity

### 911 Westlake Drive

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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](mailto: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).*

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## Section 1. Community Context and Master Plan Framework

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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

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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**

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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

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### 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](mailto: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](mailto: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](mailto:cityadmin@westlakehills.gov)

City Website: [www.westlakehills.gov](http://www.westlakehills.gov)

## Section 10. Leasing Terms

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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

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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**

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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

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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**

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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

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### 15.1 Registry of Interest

Prospective respondents are required to submit the Registry of Interest form to the City Secretary at [citysec@westlakehills.gov](mailto: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)

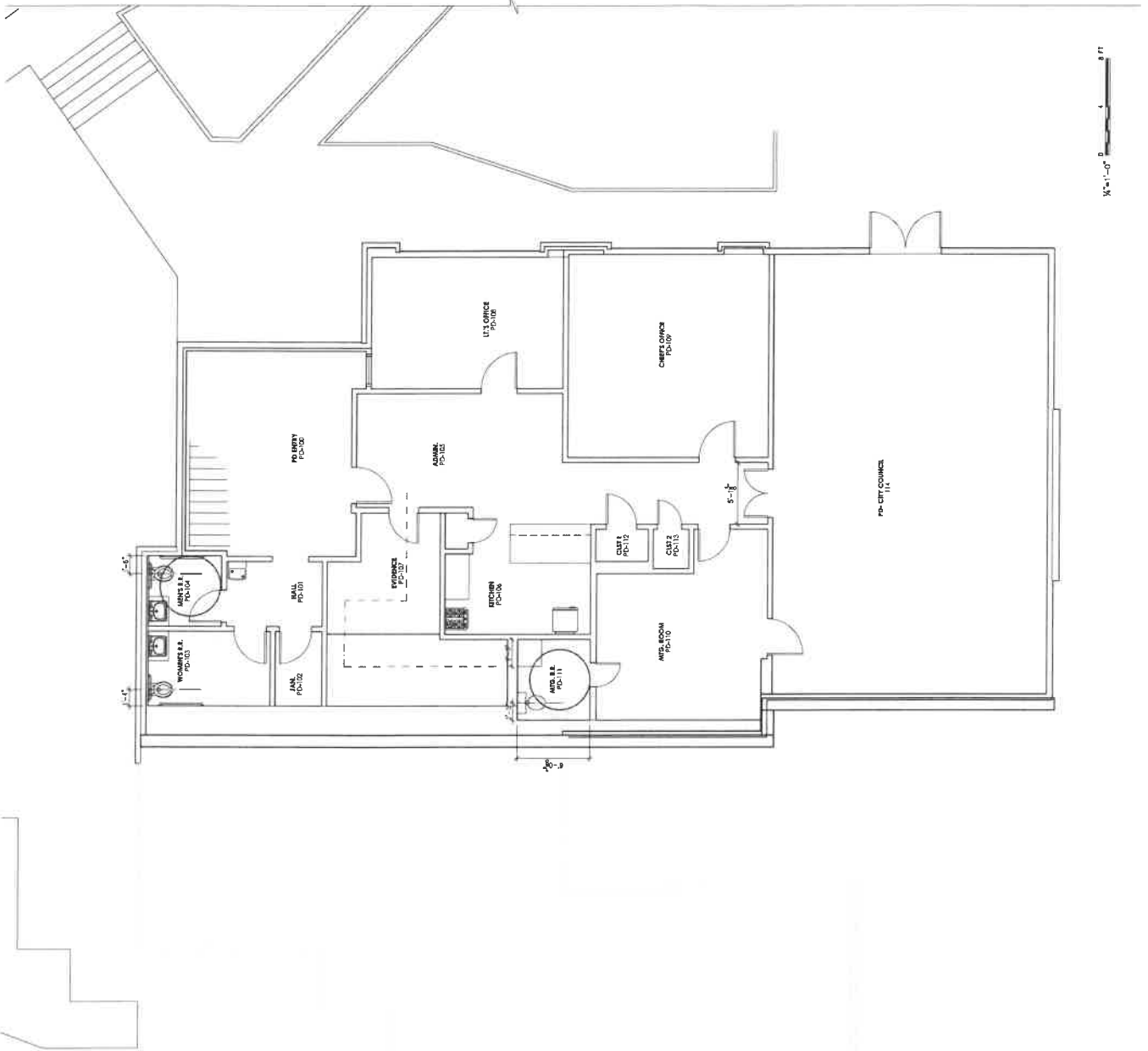


Source: Travis Central Appraisal District (TCAD)

## 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.<sup>1</sup> 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.

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<sup>1</sup> *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 Plains<sup>2</sup>. 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

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<sup>2</sup> 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 (GCRS), 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 "Y", 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'	

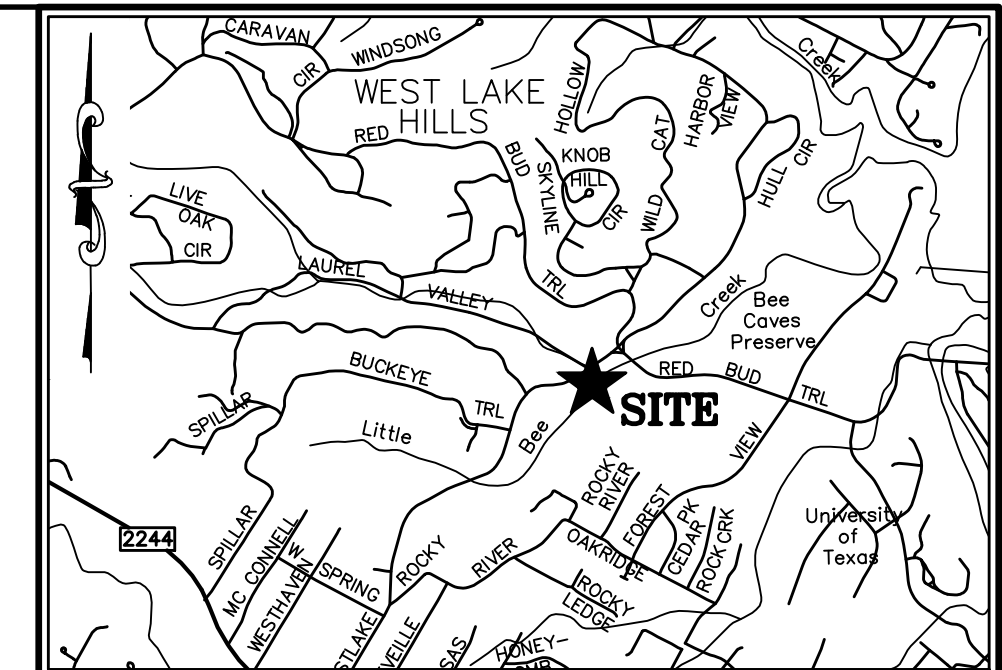
LINE TABLE (RECORD)		
LINE #	DIRECTION	LENGTH
(L1)	(N57°36'00"E)	(126.99')
(L1)	(N59°36'00"E)	(126.99')
(L2)	(N61°12'00"E)	(15.05')
(L3)	(N89°37'00"E)	(20.68')

CURVE TABLE						
CURVE #	LENGTH	RADIUS	DELTA	BEARING	DISTANCE	
(C1)	—	—	—	(N77°31'00"E)	(160.88')	
(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.



VICINITY MAP  
SCALE: 1" = 2000'

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

LOT A  
WINDFALL WOODS SUBDIVISION  
VOL. 79, PG. 300  
P.R.T.C.T.

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

CITY OF AUSTIN  
VOL. 583, PG. 612  
VOL. 587, PG. 305  
D.R.T.C.T.

1.9193 ACRE(S)  
83,604 SQUARE FEET

**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.

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

5/17/2017  
DATE



**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**

[A]  
LOT 1  
RESUBDIVISION OF  
VILLAGE GREEN, SECTION I  
VOL. 79, PG. 335, P.R.T.C.T.  
OWNER: CITY OF WEST LAKE HILLS



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	8' 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
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
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 4-3-3-3-3-2-2
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
5472	7' CEDAR

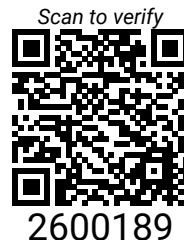
A-4 Inspection Report (Pursuant to Section 5.4 of the RFP)



**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](http://www.westlakefd.org) [www.wfdpermits.com](http://www.wfdpermits.com)



## 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](http://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.

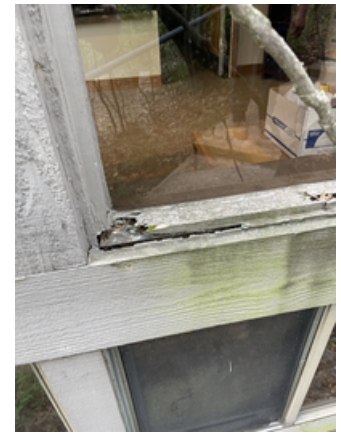
*By Inspector Trent McClain on April 10, 2026*

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).



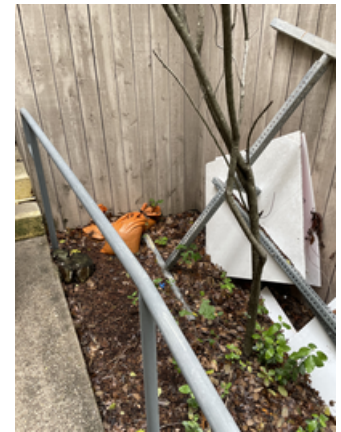
*By Inspector Trent McClain on April 10, 2026*

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 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*

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.



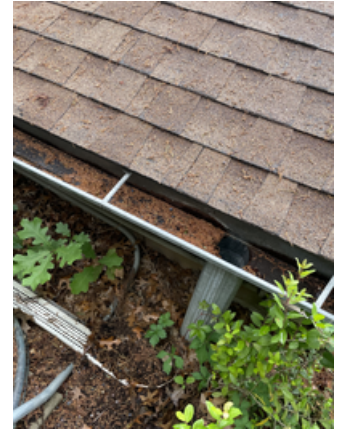
*By Inspector Trent McClain on April 10, 2026*

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*

"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 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*

"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*

"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*

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](mailto: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](http://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:

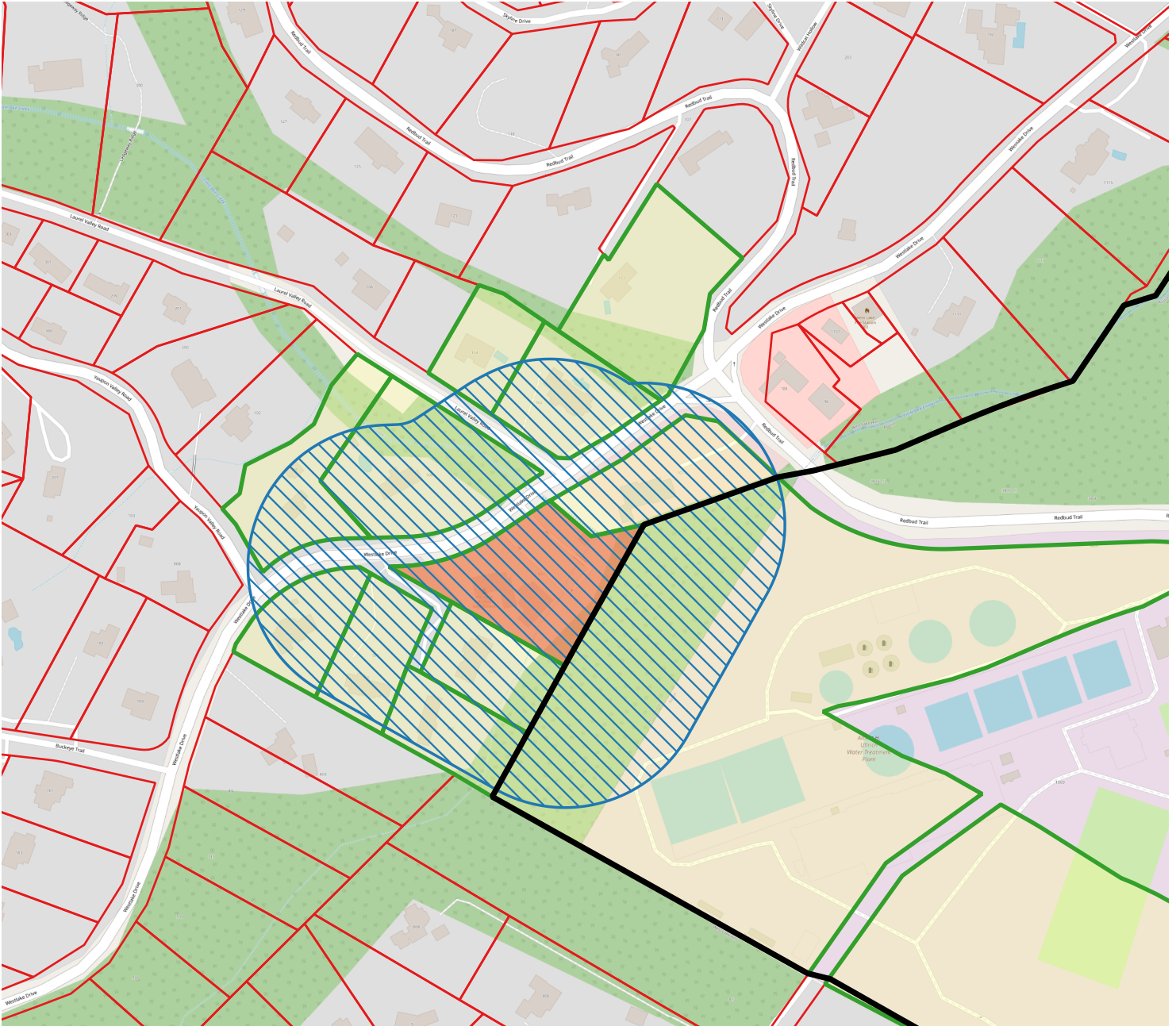
- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental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

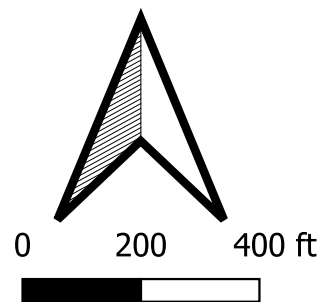
# Notification Area

## 911 Westlake Rezoning



### Legend

-  West Lake Hills City Limits
-  Notification Area\*
-  Notified Properties\*\*
-  911 Westlake Drive
-  OpenStreetMap\*\*\*



\*Notification mailed to owners of 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.

**From:** [Loayza, Katherine](#)  
**To:** [James Vaughan](#); [Dana Harmon](#); [Margaret Moore](#); [Beth South](#); [Julia Webber](#); [Gordon Bowman](#)  
**Cc:** [Jennifer Bills](#)  
**Subject:** Rezoning of City Hall 911 Westlake Drive 6-30-26  
**Date:** Tuesday, June 30, 2026 1:39:37 PM

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Mayor and City Council Members,

I want to go on record opposing the proposed change in zoning for the City Hall at 911 Westlake Drive from GUI to B-2, specifically regarding combined restaurant and retail uses.

These uses will not meet Section 38.05.094 ( e ) ( 2 ) Commission recommendation of zoning change or amendment as combined they will:

1. Increased congestion in the streets – the additional traffic generated by the proposed Tiny Grocer which not only includes a restaurant, but retail as well will add to the already significant traffic flow on Westlake Drive.
2. Parking will be a major issue as there will not be sufficient on-site parking and even additional parking that is proposed on Jeffrey Dochen’s property may not be sufficient during peak hours.
3. Promote health and general welfare – the increase in noise from patrons with the proposed outdoor seating, proposed outdoor music, additional lighting with the use change will SIGNIFICANTLY impact my quality of life as well as for the immediate adjacent property owner. This use will also diminish my property values. Would you choose to live across the street from a large restaurant/retail use; highly unlikely.

Aside from the traffic and parking issues, noise and lighting are the two other main issues with the proposed rezoning to allow this use. Lighting from the existing police station is very compatible, however I anticipate that a change in use will trigger additional lighting which will shine into the front of my main living areas since the City Hall/Police Station is at a much higher elevation than my property, even if it is compliant with the City code. The noise from people sitting outside carries way beyond the site and will be a major nuisance as well as the proposed outdoor music.

Westlake Drive has become a major arterial roadway with the amount of heavy truck traffic and vehicles driving 40 miles/hour + and is becoming more and more dangerous for anyone who lives on this roadway with no other access. Adding a restaurant use that is well established in Austin will only increase the existing dangerous traffic conditions for our family. We literally deal with the prospect of being t-boned every time we exit our driveway or be rear-ended trying to enter our driveway as well as not being able to turn left out of our driveway during peak hours when the traffic no longer moves but becomes a huge line of cars stuck in traffic since there is no dedicated right turn lane onto Redbud Trail.

Bottom line -allowing a restaurant/retail use in the middle of a residential area is contrary to all basic zoning land use principles. The proposed B-2 uses need to be revisited to eliminate those uses which will generate more traffic congestion, noise and additional lighting and restrict the hours of operation to general office business hours.

I appreciate your consideration of my concerns.

Katherine Loayza  
906 Westlake Drive

**From:** [REDACTED]  
**To:** [Joel Sherrouse](#)  
**Subject:** Objections to variance requests at 309 Laurel Valley Roa and proposed rezoning of 911 Westlake Drive.  
**Date:** Wednesday, June 17, 2026 5:51:47 PM

---

You don't often get email from [REDACTED]. [Learn why this is important](#)

Joel, Please give this email to the ZAPCO members for their meeting tonight. Thanks! Jane Noble

Dear ZAPCO members,

I am writing in opposition to the variance requests at 309 Laurel Valley Road and the proposed rezoning of 911 Westlake Drive.

### 309 Laurel Valley Road

The applicant frames the property as a complex and difficult lot. It is NOT a complex and difficult lot. It is a perfectly buildable lot for the appropriate size house and appropriate placement on the lot – off Laurel as intended. There is no hardship. The only “hardship” is that the applicant can’t get what he wants under the ordinances. It is clear that the applicant wants approval to build as high on the lot as possible to get as much of a view as possible. Not being able to get the view you want is not a hardship. Nor is comparison to other properties. Variances are not precedents. Each property and each variance request is unique. What has been done down the street or elsewhere in the city is irrelevant.

If I understand the application, the applicant wants to build off Yaupon and place the house even with the street, not down the slope fitting compatibly with the natural topography. I strongly object. We already have too many new houses boldly staring out from their iron stilts. Please do not grant variance to allow yet another one.

Finally, I object to the variances request to the 50 foot setback. The 50 foot setback is one of our greatest assets as a city, and there should be variances to it only when necessary for development of the property. That is not the case here.

Please recommend denial all three variances requests.

### Proposed rezoning of 911 Westlake Drive

I strongly object to rezoning the old city hall property to B-2. The highest zoning that should be allowed there is office. I can’t even believe the city leaders are considering putting retail business in my neighbor. I know that some of the closest neighbors oppose this change. If you allow this, traffic on Yaupon and Laurel will increase as WAZE and other apps guide people through our neighborhood to get to the latest trendy place to eat or shop. And just imagine what Westlake Drive will look like in 10 years.

Please don't recommend rezoning the property to B-2.

Thank you for considering my concerns.

Jane Noble  
801 Yaupon Valley Road

# City of West Lake Hills

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

Wednesday, June 17, 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 Karen Bartoletti: Present
    4. Commissioner Patrick Stewart: Absent
    5. Commissioner Laurie Maccini: Present
    6. Commissioner: Vacant Seat
  
2. **Citizen Communications:**
  - a. No comments
  
3. **Consent Agenda:** The following items are considered to be self-explanatory by the Commission and will be enacted with one motion. There will be no separate discussion of these item/s unless a Commission Member or citizen so requests.
  - a. Approval of the May 20, 2026 Zoning and Planning Commission meeting 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 Maccini Seconds
  - ii. Motion carries unanimously (3–0)
  
4. **Public Hearing 300 Block of Laurel Valley.** Discuss and make a recommendation to the Board of Adjustment on proposed variances
  1. For the construction of a driveway 12 feet, 6 inches above natural grade where 6 feet is the maximum allowed by code (Section 22.03.175(e)(1)).
  2. To use the 30-foot zoning front setback along Yaupon Valley Road instead of the 50-foot platted front setback (Section 22.03.271)

3. For grading of up to 5 feet. 6 inches on a grade greater than 35% where no grading is allowed by code (Drainage and Erosion Control Design Manual Section 9.4.1)

Applicant: Matt Garcia, Matt Garcia Design

**b. Staff Report:** Director Bills discusses the previous variance requests at the site

1. Director Bills describes the changes to the proposed site from the previous site taken to ZAPCO and BOA in April
2. Commissioner Bartoletti asks if the 50 foot setback is the code required setback
  1. Director Bills explains that the zoning setback is 30 feet, but the platted setback is 50 feet, and in case of a conflict in the zoning and platted setbacks, the more restrictive setback applies.
3. Chair Meisel indicates the city cannot grant a variance to a platted setback
  1. Assistant City Attorney Natalie Thamm confirms that plat would have to be adjusted

**c. Public Comment:**

1. **Graham Schmergel** – homeowner
  1. Speaks in support of variance request
2. **Matt Garcia**—Applicant
  1. Speaks in support of the variance request

**d. Discussion:**

1. Commissioner Pledger shares his concerns about the raised driveway and states the property should stay with the platted 50' setback
2. Commissioner Bartoletti asks why the code restriction on elevated driveways exist
  1. Director Bills explains that raised driveways on steep slopes can get very high, and with driveway setbacks allowing driveways 10 feet from property lines, the restriction prevents driveways that effectively act as tall walls inside the building setbacks.
3. Commissioner Maccini asks if the driveway will need a barrier or wall
  1. Director Bills indicates railing would be required.
4. Chair Meisel asks the applicant if the driveway would large enough to fit emergency vehicles
  1. The applicant indicates it would be.
5. Commissioner Bartoletti: the septic letter expresses preferences for OSSF location, but does not seem to indicate absolute requirement that the septic be located below the house.
  1. The applicant indicates that the house has gone through previous designs but the proposed design was the best solution to build on the lot

6. Assistant City Attorney Natalie Thamm confirms that the BOA does not have the authority to waive the restrictions of the platted setback.
- e. **Action:** Commissioner Pledger moves to recommend that the variances for grading and driveway height be forwarded to the Board of Adjustment with a recommendation of **denial**. The commission makes no recommendation regarding the setback variance due to the information presented by counsel regarding the city's authority to grant variances on platted setbacks.
  1. Commissioner Bartoletti seconds
  2. Motion **carries** 3-0

**The recommendation will be forwarded to the July 8th Board of Adjustment meeting**

5. Public Hearing: 911 Westlake Drive. Discuss and consider a recommendation to City Council for the rezoning of Lot 1 Village Green Sec 1 Resub from GUI, Governmental, Utility, and Institutional to B-2, Business 2 District with a Conditional Overlay District

Applicant: Jennifer C. Bills, Interim City Administrator

- a. **Staff Report:** Director Bills shares the staff report for the zoning change and the height restrictions and prohibiting select uses of the conditional overlay district
  1. Director Bills shares there is a request for proposal for a tenant to lease the property, but the City will still own the property
  2. Chair Meisel asks if the property has been offered to utility providers to keep its GUI land use
    1. Chair Meisel asks Director Bills if GUI uses could still be used on the site if the zoning is changed to B-2
      - a. Director Bills the only GUI use allowed is for a facility owned and operated by the federal government, the state or a political subdivision thereof, which would allow the city to continue use of the site
    2. Commissioner Maccini asks if the surrounding neighborhood will be protected from overflow parking
      - a. Director Bills indicates the site would need to meet the same parking standards as any site in the B2 district
    3. Commissioner Maccini asks if hours of operation would be limited
      - a. Director Bills states that there are no changes proposed to regulations related to hours of operation
    4. Commissioner Bartoletti shares concerns with the traffic

- a. Director Bills states that a Traffic Impact Analysis would be needed if the new use triggers the requirements in the code of ordinances
- b. **Public Comment:**
  - 1. Deborah Stewart—Neighbor to the property
    - 1. Spoke in favor of the zoning change
  - 2. James Vaughan—Mayor of West Lake Hills
    - 1. Spoke in favor of the zoning change
- c. **Discussion:**
  - 1. Commissioner Pledger indicates he would not want a higher-impact use if he lived there, and would be more comfortable with office use, and shared concerns over increased traffic.
  - 2. Commissioner Maccini indicates concerns about businesses with later hours of operations.
    - 1. Mayor Vaughan explains the RFP for the project includes a preference for applicants who get letters of support from neighboring property owners.
  - 3. Commissioner Bartoletti expresses contentment with the City remaining the owner and landlord of the lot.
  - 4. Commissioner Pledger asks Mayor Vaughan how big of scope the notification was for the RFP.
    - 1. Mayor Vaughan shares the RFP was shared to all surrounding properties.
- d. **Action:** Commissioner Bartoletti moves to recommend the zoning change with a conditional overlay district request be forwarded to City Council with a recommendation of **approval**.
  - 1. Commissioner Maccini seconds
  - 2. The motion **carries** (3-0)

**The recommendation will be forwarded to the July 8<sup>th</sup> City Council meeting**

- 6. 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 presents a briefing on the proposed code changes and adjustments made since the May ZAPCO meeting.
- b. **Public Comment**
  - a. Mayor James Vaughan
    - i. Speaks in support of the code changes.
- c. **Discussion**
  - a. Commissioner Pledger indicates support for all code changes with exception of the contextual standards
    - i. Mayor Vaughan describes the changes made to the contextual standards throughout the code revision process.
    - ii. Chair Meisel indicates his support of the City of Austin’s contextual standards and believes West Lake Hills can achieve the same effect.
  - b. Commissioner Bartoletti shares concerns with the contextual standards
  - c. Commissioner Bartoletti indicates she is only comfortable with ZAPCO making code recommendations to zoning-related standards.
    - i. Director Bills explains that while many of the changes are located in chapter 22 (Construction Code), state law defines most of the proposed changes as being zoning-related, even though they are not in Chapter 38 (Zoning) within the West Lake Hills Code of Ordinances.
- d. **Action**
  - a. Commissioner Pledger moves forwarding a recommendation of approval of the proposed zoning changes, with appropriate scrivener’s corrections, with the exception of contextual standards for front yard fence setbacks(22.03.173(d)(10)) and street building setbacks (22.03.275(C)(1)).
  - b. Commissioner Bartoletti seconds
  - c. The motion **carries** 3-0

**This action will be forwarded to the June 24 City Council Meeting**

## 7. Adjournment

Chair Meisel adjourns the meeting at 8:18pm

APPROVED:

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Robert Meisel, Chair

ATTEST:

\_\_\_\_\_  
Joel Sherrouse, Development Coordinator

These minutes were approved on \_\_\_\_\_, 2026.

Dear Council,

As I will not be present and may be attending virtually, I am including a description of the process used to reach tonight's rezoning item. I request that you please read the full RFP for 911 Westlake Drive before the meeting. It is attached after this memo. The contents provide important context for the rezoning decision that will be made.

We are considering whether to rezone 911 Westlake Drive to B-2 with a Conditional Overlay. Our commercial zoning works cumulatively – meaning every tier of zoning allows uses that are inclusive of the uses permitted under the previous, more restrictive tier. B-2 generally allows uses which are incompatible with the stated goals of the RFP. Therefore, we simultaneously impose a Conditional Overlay. A Conditional Overlay allows us to remove authorized uses from a site, but does not allow us to expand the uses of a more restrictive district. That's why we pursue the more permissive district and dial it back, instead of the more restrictive district with additional allowances.

To arrive at the language and goals of the RFP, I led an informal but inclusive process with the adjacent residential neighbors. In September 2025, we met to discuss goals and opportunities for the site. I will recount here the content and results of the neighborhood meetings.

The site has a few nonobvious constraints – making it suboptimal for a single-family home. It has a cellphone tower lease which provides the feeble signal for the hills. The site is significantly encumbered by floodplain – the entire administration parking lot sits in that floodplain. The site has no views. The city would not receive a premium for the site as a single-family home. Construction of one would require significant demolition and reconstruction – disturbing both the natural environment and the neighbors. To sell for a single-family home would require that we sell. No one in Texas buys a home on a ground lease.

There were suggestions from other community members that the site be turned into an arts center, community center, or park. It is my view that arts or community centers, not considering the cost – just considering the purpose – without a commercial draw are typically very underutilized. To reach their full potential, they require a dedicated staff coordinating exhibits, events, rentals, shows, etc. A genuine park with a playground, courts, etc. would be an extremely large investment for the city on a constrained site. The far more economical method of celebrating nature and community would be finding a user who would commit to keeping the existing buildings to the greatest extent possible – thereby limiting natural (and neighbor) disturbance with a use that brings the community together with the end user committing to displaying or incorporating local art. Then we invest in new city hall – which has staff support and green space – to make it more amenable for gathering and serving those community center/park-lite functions.

So, the neighbors and I refined the wish-list. Keep the existing buildings to the greatest extent possible, allow for restaurant/retail that serves genuine needs in the hills, and a willingness to accept a twenty-year ground lease. Feelers were sent out, and after a few months, we had one response from a local restaurateur who has had prior success converting old buildings into neighborhood restaurants. The owner met with the neighbors, explaining her background, vision, and concept. The neighbors emerged from that meeting with feelings that ranged from tentative acceptance to genuine excitement. With the median/mean somewhere likely around – this is a good thing. On June 30, Council did receive

word that tentative acceptance had changed to hard opposition from one neighbor. I haven't heard anything as of posting from the rest.

The RFP was designed around this process. There may be another applicant that comes out of the woodwork that better meets the neighbors' and city's needs. The opportunity to apply is public, and no outcome is pre-ordained. It simply seemed reasonable to confirm before releasing an RFP that's fairly unique, that there was at least one potential user interested in the terms. The RFP was reviewed by all of the closest residential neighbors to 911 prior to its release. Edits were made based on neighbor feedback and final content was approved by this group.

Finally, to address the topic of traffic, any increase in the intensity of use will generate it. We don't need a traffic engineer to understand the following. Impulsive stops at the restaurant from our usual cut-through traffic don't count as additional traffic. To the extent the restaurant is a destination, the primary additional traffic will come from core Westlake on Westlake Drive; the secondary traffic will come from Tarrytown across the Redbud bridge, dining, and going back. Not adding to cut-through traffic. The tertiary additional traffic may come from Cuernavaca/Barton Creek. However, these users would have to pass many other options consistently to generate much additional volume. Once our AI traffic light system is installed on Bee Cave Rd. this September, should all go according to the model, the most time-efficient route will consistently be Bee Cave Rd. to Westlake Drive rather than Redbud Tr. Currently on Google Maps, Redbud versus Westlake Drive from Cuernavaca to old city hall consistently shows as more or less equal. To me, the real question is parking. This site has parking, and we have parking minimums. You will also see in the RFP that it is highly suggested that the applicant meet with Jeffrey Douchen and have a formal agreement to lease some of his spots.

The traffic problems on Westlake Drive and through West Lake Hills are generated by two things beyond my control. First, the growth of Western Travis County and the ubiquity of routing maps on phones. Second, the delivery of everything and the trucks that accompany said delivery. Given this, I presume one B-2 property with a conditional overlay and parking maximums following the principles laid out in the RFP should not materially affect the overall situation.



City of West Lake Hills  
City Council

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# AGENDA REPORT

<b>Meeting Date:</b>	<u>July 8, 2026</u>	<b>Item Number:</b>	<u>6</u>
<b>Department:</b>	<u>Building &amp; Development</u>		
	<u>Jennifer C. Bills, BDS</u>		
<b>Prepared By:</b>	<u>Director</u>	<b>Cost / Budget:</b>	<u>None</u>
<b>Exhibits:</b>	<u>N/A</u>	<b>Source of Funds:</b>	<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 has received reports and recommendations from the geotechnical contractor and is working with their structural engineer and civil engineer on design changes to the retaining walls that reflect constructability concerns. If revisions are proposed, the revised plans will be submitted to the city for review and approval before installation. The city has issued a permit for additional geotechnical work along the street in the right-of-way to address previous unpermitted work in the right-of-way.