



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, February 10, 2021 at 7:00 PM

Notice is hereby given that the Board of Adjustment (BOA) of the City of West Lake Hills, Texas, will hold a REMOTE Regular Meeting on the 10th day of February 2021, at 7:00 p.m., at which time the following items will be discussed, to-wit:

REMOTE ACCESS ONLY:

In accordance with the order of the Office of the Governor issued March 16, 2020, the City Council of the City of West Lake Hills will conduct a telephonic meeting in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID19).

The public may participate in this meeting by dialing in to the following toll free number: (346) 248-7799, Meeting ID 873 9342 9900, Password: 950977

If you wish to speak during the meeting, please provide your name, phone number and the item number you wish to speak on to citysec@westlakehills.org by 1:00 P.M. on February 10, 2021

Members of the public who wish to submit their written comments in lieu of speaking shall submit their comments by emailing citysec@westlakehills.org. Comments must be received by 1:00 P.M. on February 10, 2021

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 Matters Not Listed on the Agenda Until a Future Meeting. Speakers Shall Limit Their Comments to Five (5) Minutes Each
3. Consent Agenda All Consent Agenda Items Listed are Considered to be Routine by the City Council and Will be Enacted by One (1) Motion. No Separate Discussion or Action on any of the Items is Necessary Unless Desired by a Council Member or Citizen

- a. Approval of the January 13, 2021 Regular Meeting Minutes
 - b. **3663 Bee Cave Rd # 4D (Resign Wine):** Adopt an Ordinance for a Special Use Permit Request to Allow the Sale of Alcoholic Beverages in a Restaurant for On-Site and Off-Site Consumption for Property Zoned B – 2 – Business 2 District (West Lake Hills Code Sec. 38.03.038 & Article 38.04). Applicant Tiffany Resig.
 - c. **900 Live Oak Circle:** Adopt an Ordinance for a Special Use Permit Request to Allow the Construction of an Accessory Home Office/Home-Based Business for a Property Zoned R – 1 – One-Family Residential (West Lake Hills Code Sec. 38.04.032(c)(2) and Sec. 38.04.034). Applicant R. Burton Baldrige/Owners Jason & Jessica Karp.
 - d. **613 Rocky River Road:** Approve a Request for a Special Use Permit to Allow for a Home to be Utilized as a Short-Term Rental for a Property Zoned R – 1 – One-Family Residential (West Lake Hills Code Sec. 38.04.032(c)(2) and Sec. 38.04.034). Applicant Kristin Armstrong.
4. Land Use **200 Blue Ridge Trail:** Discuss and Consider Action on a Variance Request to Construct a New Garage Encroaching the Side Building Setback (West Lake Hills Code Sec. 22.03.281). Owners/Applicants Stephanie & Jonathan Mandle.
 5. Land Use **1407 Wildcat Hollow:** Discuss and Consider Action on a Variance Request to Alter the Roofline and Remodel Exterior Walls of an Existing Non-Conforming Home that Encroaches the Side Building Setback (West Lake Hills Code Sec. 22.03.281). Owners Andrew & Kaitlyn Coney/Applicant Kristopher White - Dick Clark & Associates.
6. Adjournment

Approved by: Linda Anthony, Mayor

Certificate

I certify that the above Notice of the February 10, 2021 Board of Adjustment REMOTE Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, February 5, 2021 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Stephanie Mills, City Secretary

The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. Reasonable accommodations and equal access to communications will be provided upon request.

All items on the agenda are for discussion and/or action. City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, January 13, 2021 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Anthony called the meeting to order at 7:12 p.m. Members in attendance were Mayor Linda Anthony, Mayor Pro Tem Jim O'Connor, Councilmembers Rhonda McCollough, Brian Plunkett, Beth South and Darin Walker.

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 Matters Not Listed on the Agenda Until a Future Meeting. Speakers Shall Limit Their Comments to Five (5) Minutes Each

Mayor Anthony opened the meeting for public comments. Hearing none, the public comment section was closed

3. 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 Desired by a Council Member or Citizen
- a. Approval of the December 9, 2020 Regular Meeting Minutes

Motion for Approval made by Councilmember Walker with a Second by Mayor Pro Tem O'Connor
Motion for Approval carried unanimously by a vote of 5 ayes to 0 nays

4. Land Use **809 Canyon Creek:** Discuss and Consider Action on Several Variance Requests in Order to Rehabilitate/Remodel an Existing Home that is Non-Conforming:
- 1) Reduction/encroachment of the interior side setback for new steps to the deck, rehabilitate an existing overhang, and rehabilitate the existing structure
 - 2) Encroachment into front setback to allow the rehabilitation of the existing structure and add new rain screen overhang over the front door
 - 3) Encroachment into side street setback for rehabilitation of the existing structure and addition of overhang
 - 4) Replacement of a failing retaining wall on the right side of the house encroaching in the setback that is taller than the maximum permitted 18 inches height in a setback
 - 5) Cut/fill and construction of new retaining wall on left side of the house that encroaches the setbacks and is greater than 6 feet in height
 - 6) Grading and drainage/cut to the left of the house in a setback
 - 7) Remove of Tree # 182 (14 inch Chinese Tallow)

(West Lake Hills Code Sections 22.03.275(3); 22.03.276; 22.03.170(g), 22.03.304(4), 22.03.281). Owner Samuel Dillard/Applicant Waterloo Permits, LLC.

Note: This item requires dual BOA and City Council action. BOA considers variances #1 – 6 and City Council considers variance #7

- a. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.

Motion for Approval for Items #1-6 made by Mayor Pro Tem O'Connor with a Second by Councilmember Walker

Motion for Approval carried unanimously by a vote of 5 ayes to 0 nays

5. Adjournment

Mayor Linda Anthony Adjourned the Board of Adjustment Meeting at 7:40 p.m.

Respectfully submitted,

LINDA ANTHONY, MAYOR

ATTEST:

Stephanie Mills, City Secretary

These minutes were approved on _____, 2021.



SPECIAL USE PERMIT (SUP) STAFF REPORT

FEBRUARY 10, 2021

Permit Number: 16384

Agenda Item: 3663 Bee Cave Rd # 4D (Resign Wine): Adopt an Ordinance for a Special Use Permit Request to Allow the Sale of Alcoholic Beverages in a Restaurant for On-Site and Off-Site Consumption for Property Zoned B – 2 – Business 2 District (West Lake Hills Code Sec. 38.03.038 & Article 38.04). Applicant Tiffany Resig.

Applicant Information: Tiffany and Leo Resig

Hearing Dates:

February 10, 2021

Board of Adjustment

Requested Action: Special Use Permit for sale of beer and wine for on-premises and off-premises consumption

Location: The property is located east of Westbank Drive and west of Beaver Trail near the southeast corner of Bee Cave Road and Westbank Drive.

Zoning & Site Characteristics: The subject property is a shopping center (West Lake Court) zoned B – 2 Business 2 District. The surrounding adjacent properties are zoned O – Office; B – 1 – Business 1 District; and R – 3 – Transitional

Background & Analysis: Resign Wine is a restaurant that includes the sale of wine for on and off-premises consumption. They are under contract to lease a suite in the West Lake Court shopping center, occupying a space that is currently utilized by a clothing boutique. Resign Wine intends to also hold training and wine education classes. The proposed hours of operation are Tuesday through Saturday, 11:00am to 7:00pm, and Sunday 12:00pm to 6:00pm.

It is the Owner's responsibility to obtain any licenses required by the TABC.

SUP Criteria & Analysis:

A proposal to sell alcoholic beverages in a restaurant for on- or off-premises consumption must comply with the following specific criteria and conditions, as well as the general criteria in section 38.04.033 (refer to Code section of staff report below for additional requirements for alcohol SUPs and criteria applicable to all SUPs):

- (1) The restaurant where the alcoholic beverage is proposed to be sold shall not be located within 300 feet of a church or school as measured by state law;
 - The location complies with TABC requirements regarding distance to churches.
- (2) The restaurant where the alcoholic beverage is proposed to be sold shall not be located on property, two or more sides of which abut property in a residential zoning district;
 - Refer to the zoning map included at the end of this report. There is one property zoned R-3 – Transitional Residential abutting West Lake Court.
- (3) The gross receipts derived from the sale of alcoholic beverages shall not exceed the gross receipts derived from the sale of food;
 - The primary business of this restaurant is the sale of food.
- (4) The permit shall be reviewed annually by the city administrator and, if reissued, reissued at the end of the calendar year; and
 - City staff will review annually and keep track of when the SUP needs to be reissued.
- (5) Additional fees are to be collected after three years' operation in accordance with the alcoholic beverage commission permit rules.
 - City staff will review and ensure all applicable fees are collected in accordance with TABC rules.

Traffic/Transportation

No impact expected.

Lighting

Outdoor lighting is not proposed with this application.

Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

This request will not change the subdivision.

Comprehensive Planning Analysis

The request is in compliance with the Master Plan based on current and future land use.

Staff Recommendation:

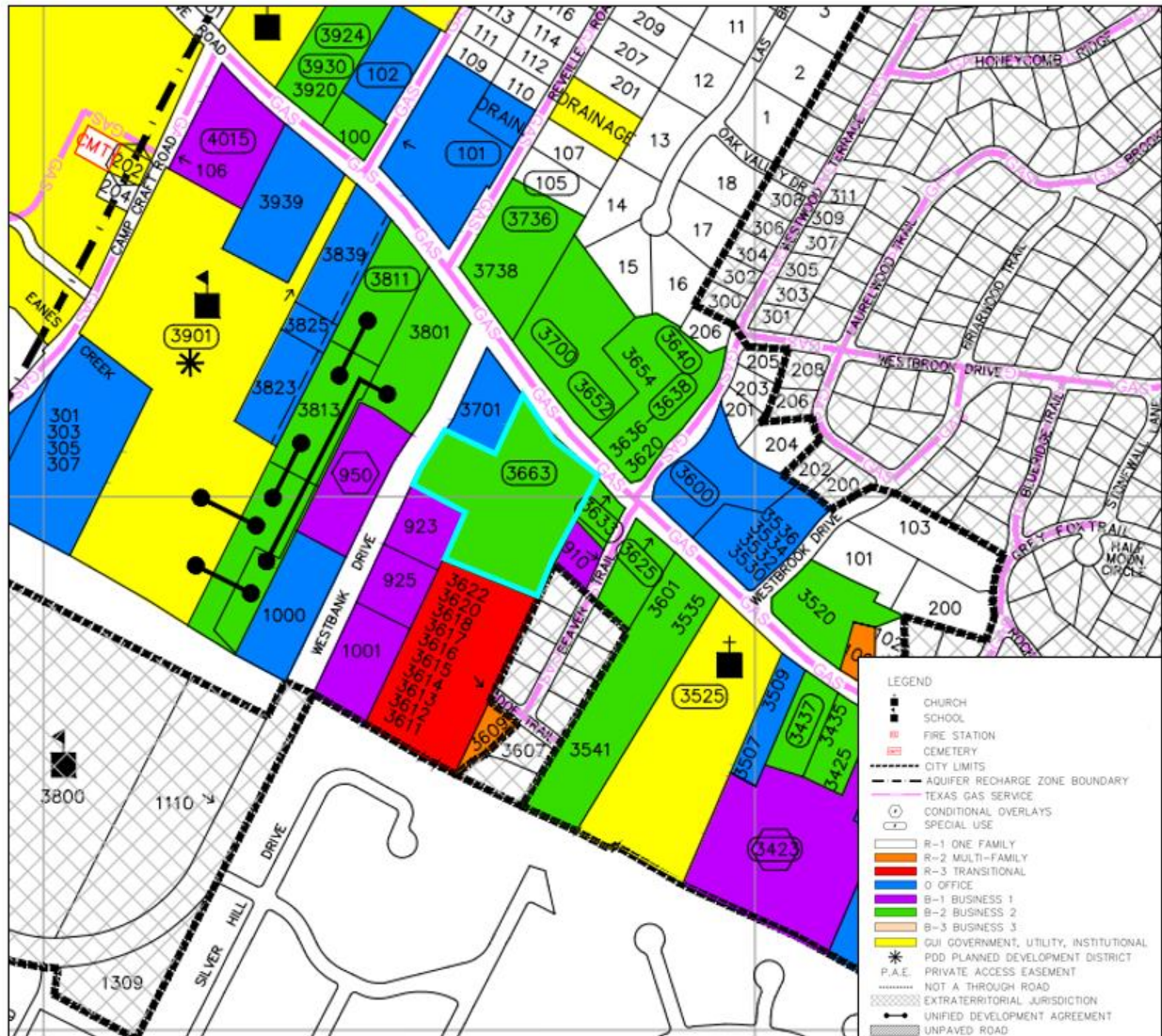
Staff recommends approval. The application as presented meets City Code requirements.

Links to Code:

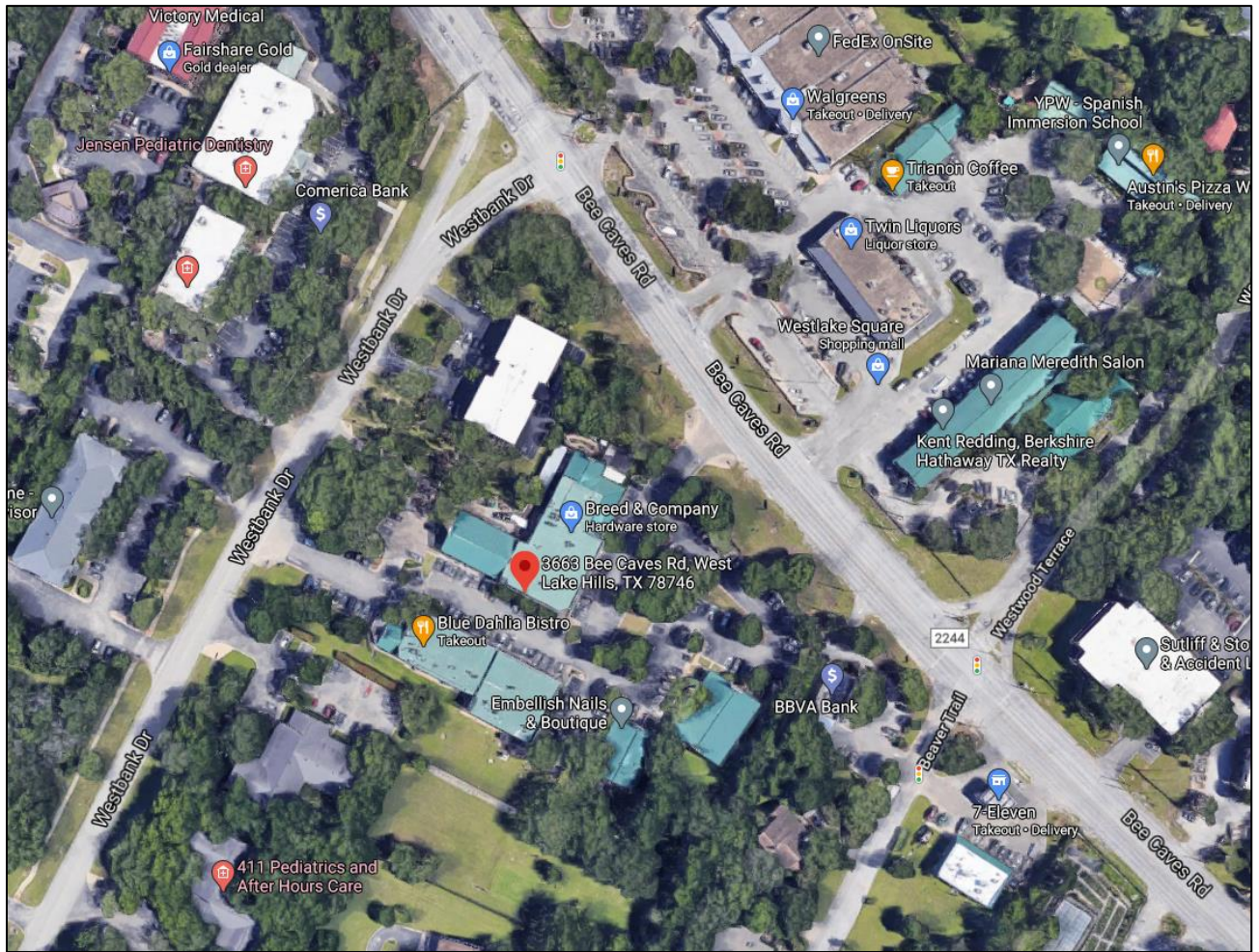
- [Sec. 38.03.037 B-2 business 2 district](#)
- [Article 38.04 Supplementary Regulations, Division 2. Special Uses](#)

(Maps to follow)

Zoning:



Aerial:



SPECIAL USE PERMIT APPLICATION

DEC 28 2020



Date Received: 12/28/20 Received By: [Signature]
 Amount Due \$ 650.00 Date Payment Received: 12/28/20
 Admin Complete Date: _____ Permit No: 16384

****All applications and supporting documents should be submitted electronically to
pzsec@westlakehills.org and planner@westlakehills.org****

APPLICANT INFORMATION

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: West Lake Court, Ltd. Phone: 512-306-1771

Email: [Redacted]

Address: c/o Carr Development, Inc., 5121 Bee Cave Road, S207 City: Austin State: TX Zip: 78746

Agent*: Tiffany Resig Phone: 310-751-8157

Email: [Redacted]

Address: 108 Stratford Reserve Pl City: Austin State: TX Zip: 78746

**Please submit Power of Attorney form designating authorized agent.*

PROJECT INFORMATION

Property Address: 3663 Bee Cave Rd, Ste 4-D, Austin, TX 78746

Subdivision Name: Westlake Court

Block: _____ Lot: _____ Tax Parcel ID: 107812

Current Zoning Classification: B2 Total Lot Area: 1,352 RSF acres

Proposed Special Use: Alcohol Sales - on-premise and off-premise _____ Applying for Variance ☐ Yes ☒ No
 (if yes, please submit separate variance application)

Name of Business (if applicable): Resign Wine, LLC

Hours of Operation: Tu-Sa 11am-7pm, Sun Noon-6pm Duration of Use: Tues-Sun

Present Land Use: boutique women's clothing store within the Westlake Court shopping center



SPECIAL USE PERMIT APPLICATION

Brief description of proposed project:

Resign Wine is applying for a Special Use Permit to sell alcoholic beverages (wine only) in its restaurant for on or off premise consumption. Resign Wine plans to provide an intimate restaurant featuring small plates, domestic wines, and the proprietor's Resign Wine wines. During non-peak hours, Resign Wine plans to permit the sommelier community to conduct training and wine education sessions for their continued career studies.

AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

J. Reed

Signature

12/28/2020

Date

Tiffany Resig

Printed Name

APPLICATION CHECKLIST

Special Use Permit Application Checklist

- ☒ Completed, signed application
- ☒ Power of Attorney form, if applicable
- ☒ Proof of ownership of subject property
- ☐ Traffic Impact Analysis, if applicable (*required for projects expected to generate 200 trips a day, refer to Chapter 38 of the Code*)
- ☒ Letter addressed to BOA Chairperson describing proposed Special Use
- ☒ Property survey/Site Plan
- ☐ Building elevations if available
- ☒ Pictures of property
- ☒ Payment of application fees by check or credit card (*refer to Appendix A: Fee Schedule in the Code of Ordinances for current fees*)
- ☐ Other applicable information as required by staff

**30 Days prior to BOA meeting, 2nd Wed of the month.
2/10/2020*

**\$650 fee*



SPECIAL USE PERMIT APPLICATION

SPECIAL USE PERMIT PROCESS & PROCEDURES

Public Hearings

SUP applications are considered by the Board of Adjustment, which meets the second (2nd) Wednesday of the month. All meetings are held in the Council Chambers at City Hall, 911 Westlake Drive at 7:00pm and the agenda and meeting packet are posted on the City website the Friday before.

Public Notices

All public notices are handled by staff. Letters are sent to neighbors within 300' of the applicant's property at least ten (10) days before the BOA meeting; a notice in the newspaper is published at least fifteen (15) days prior to the meeting; and staff will provide the applicant with a notice sign to be placed on the property at least ten (10) days before the meeting.

Application Deadlines

Applications are due forty-five (45) days prior to the next BOA meeting. In some circumstances it may be possible to receive an extension by contacting planner@westlakehills.org

SUP Review Criteria

Refer to the City's Zoning Ordinance, Chapter 38, Article 38.04, Division 2 for Special Use criteria applicable to all special uses and criteria applicable to individual special uses.

STAFF NOTES

For Completion by Staff Only

Date public notification letters mailed: _____

Newspaper notice deadline: _____ Publication Date: _____

Date of Board of Adjustment Meeting: _____

Board of Adjustment Action: _____

Notes:



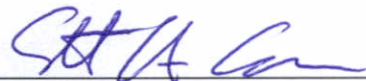
SPECIAL POWER OF ATTORNEY FORM

KNOW ALL PERSONS BY THIS DOCUMENT that I, **Scott A. Carr, President, Carr Development, Inc., General Partner of West Lake Court, Ltd., Owner of 3663 Bee Caves Road, West Lake Hills, Texas 78746**, have made, constituted and appointed **Tiffany Resig with Resign Wine, LLC** to be my duly authorized representative in connection with a Special Use Permit Application dated **December 22, 2020**, to be heard by the Building Design Committee, Zoning & Planning Commission, and City Council/Board of Adjustment of the City of West Lake Hills, Texas. All representations, whether oral or written, made by the representative in support of the request have the full force and effect of the applicant's approval. I do by this document constitute the above-named representative as my true and lawful attorney-in-fact to act in my name, place and stead, to do and perform any act in connection with such application which I myself might perform or do if I was personally present.

Property Owner / Applicant Name:

WEST LAKE COURT, LTD.
c/o Carr Development, Inc.
5121 Bee Cave Road, Suite 207
Austin, TX 78746
Tel – 512-306-1771

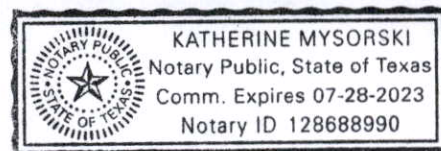
Signature: _____


Scott A. Carr, President
Carr Development, Inc.
General Manager
West Lake Court, Ltd.

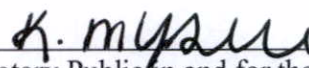
STATE OF TEXAS

COUNTY OF TRAVIS

§
§
§



This instrument was acknowledged before me by Scott A. Carr, President of Carr Development, Inc., General Partner, West Lake Court, Ltd. on this the 22nd day of December, 2020.



Notary Public in and for the State of Texas



December 22, 2020

City of West Lake Hills
Planning & Zoning Department
911 Westlake Drive
West Lake Hills, TX 78746

RE: Resign Wine, LLC Application for Proposed Special Use -
Alcohol Sales -- On Premise and Off Premise

Property Location: 3663 Bee Cave Road, Suite 4D, West Lake Hills, TX 78746

To Whom It May Concern:

Westlake Court, Ltd. hereby gives its consent as Landlord and Owner for Resign Wine, LLC to apply for a Special Use Permit for Alcohol Sales – On and Off Premises.

Sincerely,

A handwritten signature in blue ink, appearing to read "SAC", is positioned above the typed name of the signatory.

Scott A. Carr
President, Carr Development, Inc.
General Partner, Westlake Court, Ltd.

Enclosure

resign wine

The City of West Lake Hills
911 Westlake Drive
West Lake Hills, TX 78746

December 14th, 2020

Dear Board of Adjustment Chairperson,

Resign Wine, LLC is under contract to lease property at 3663 Bee Cave Rd, Suite 4-D, Austin, TX 78746 from Carr Development, Inc. This space is currently occupied by a women's clothing boutique. The tenant is ending their lease prematurely in conjunction with the commencement of our lease.

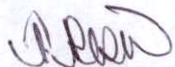
Resign Wine plans to assume the operation of a restaurant selling alcoholic beverages (wine only) for on-premise and off-premise consumption effective May 2021. We are applying for a special use permit for alcohol sales – on-premise and off.

Resign Wine plans to provide an intimate environment to the West Lake Hills community, featuring small-plate style food, domestic wines, and the proprietor's Resign Wine wines. During non-peak hours, Resign Wine plans to allow the sommelier community to conduct training and wine education classes for their continued career studies. Additionally, we hope to bring wine education to the community of West Lake Hills through featured winemaker educational classes. We believe this to be a beneficial addition to the West Lake Hills community, as well as to the sommelier community.

Resign Wine is submitting application for this special use permit with the hope that the application is put forward for consideration in the February 10th, 2021 Board of Adjustment meeting. The owners (West Lake Court, Ltd.) support our application; you can see their support letter included here in the application package.

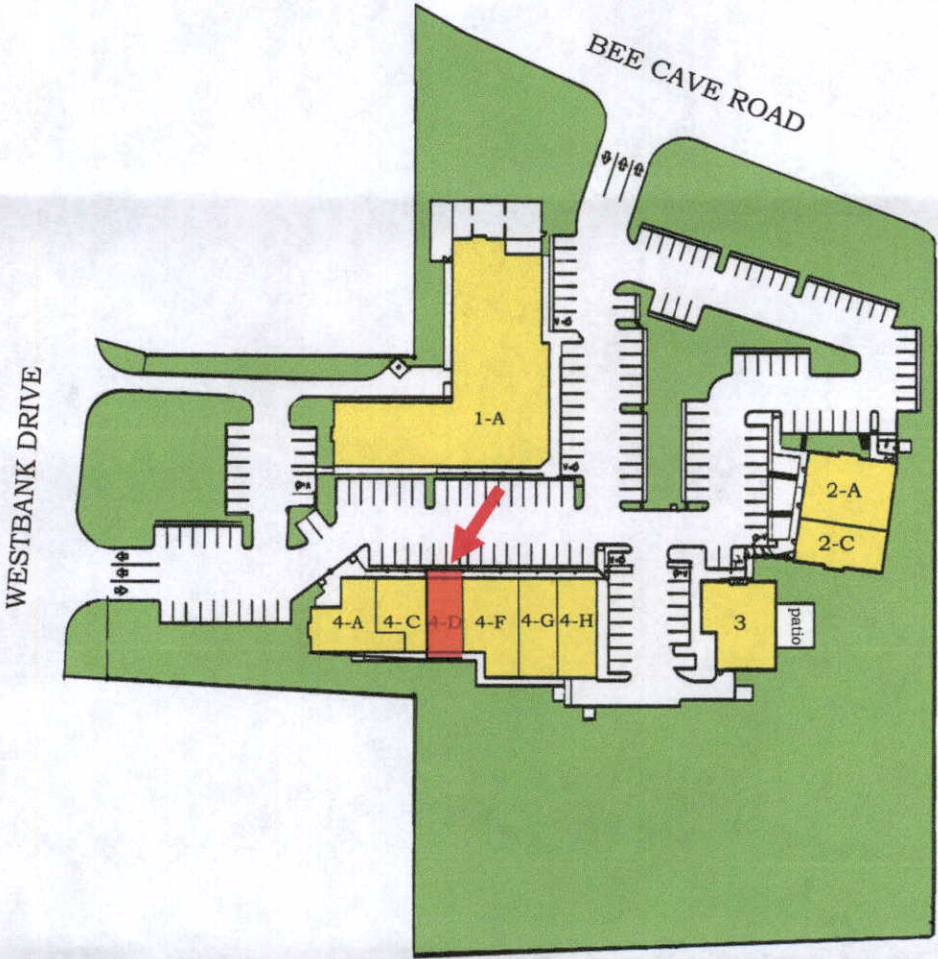
Thank you for your consideration. Resign Wine looks forward to joining the West Lake Hills community in a way that is beneficial to both local residents, fellow business owners, and the city.

Kind regards,



Tiffany & Leo Resig
Founders, Resign Wine LLC

SITE PLAN









SPECIAL USE PERMIT 157-2021-A

A PERMIT SETTING FORTH THE CONDITIONS UNDER WHICH ALCOHOLIC BEVERAGES MAY BE SOLD FOR ON-PREMISES AND OFF-PREMISES CONSUMPTION, AND AUTHORIZING THE CITY ADMINISTRATOR TO NOTE THE CHANGE ON THE OFFICIAL ZONING MAP OF THE CITY.

WHEREAS, Tiffany Resig has requested a Special Use Permit (SUP) for Resign Wine, LLC at 3663 Bee Cave Road, Suite 4-D, West Lake Hills, Texas, the herein described parcel of land; and

WHEREAS, the notice as required by Section 94-127(e), of the West Lake Hills Code has been given to adjacent property owners; and

WHEREAS, Public Hearings have been held the Board of Adjustment (BOA) as required by law; and

WHEREAS, any and all protests submitted against the proposed SUP have been considered by BOA; and

WHEREAS, BOA find that the application for Special Use Permit meets the requirements of Sections 94-128 and 94-129(e) of the West Lake Hills Code; and

WHEREAS, wine will be sold and consumed on and off the premises, and the premises will be used as a restaurant; and

WHEREAS, the public interest dictates that special conditions be set forth regulating the sale of wine beverages under the Special Use Permit provisions of the West Lake Hills Code; and

WHEREAS, the applicant has agreed to the special conditions regulating the sale of wine beverages contained herein; and

WHEREAS, BOA at its Public Hearing finds that the Special Use Permit on the herein described parcel is not contrary to the public interest;

NOW, THEREFORE, BE IT ORDAINED BY BOA OF THE CITY OF WEST LAKE HILLS, TEXAS:

Article 1. The legal description of said parcel of land is as follows:

Lot 1, West Lake Court.

Article 2. The permit is granted under the following general terms and conditions:

1. Wine beverages may be sold on the premises under the following conditions:
 - (a) Wine beverages may be sold only during the hours set by the Texas Alcoholic Beverage Commission (TABC).
 - (b) Hours of Operation for the restaurant are:
11:00 a.m. to 7:00 p.m. Tuesday through Saturday;
12:00 noon to 6:00 p.m. Sunday.
 - (c) Wine beverages shall be sold for on and off-premise consumption.
 - (d) The permitted use shall not create nuisance factors which interfere with adjoining property owners' enjoyment of their property or operation of business.
 - (e) The permit shall expire upon any change in the ownership of the business, Resign Wine, LLC.
2. Applicant must comply with all applicable federal, state and local statutes, rules, regulations and ordinances.

Article 3. This Special Use Permit is not transferable to another person/business or another parcel of land.

Article 4. The Board of Adjustment after notice and public hearing, may revoke this Special Use Permit for one or more of the following reasons:

1. A violation of any of the representations, plans, terms, general, or special conditions and limitations applicable to this Special Use Permit.
2. A violation of any laws, ordinances or regulations.
3. A change in the nature of the use of Resign Wine, LLC.
4. Operation or maintenance of the Special Use Permit in a manner that is detrimental to the public health or safety, or so as to constitute a nuisance.

Article 5. If this Special Use Permit is discontinued for more than sixty (60) consecutive days, it shall be deemed abandoned.

Article 6. The duration of this Special Use Permit shall be for two (2) years from the effective date hereon.

Article 7. This Special Use Permit may be renewed for two (2) year periods at the discretion of the City Administrator provided no written complaints have been received during the use period. When complaints have been registered, the applicant will obtain renewal approval from the Board of Adjustment.

Article 8. The application form entitled "Special Use Permit Form" along with any supporting correspondence and documents and marked as Exhibit "A" attached hereto are incorporated herein by reference for all pertinent purposes.

Article 9. The City Administrator is hereby authorized and shall promptly note the change on the Official Zoning Map of the City of West Lake Hills, Texas. The zoning map shall indicate that there is a Special Use Permit for the premises.

Article 10. This Special Use Permit shall become effective on the 13th day of January, 2021.

PASSED AND APPROVED this 13th day of January, 2021.

LINDA ANTHONY, BOA CHAIR

ATTEST:

Stephanie Mills, City Secretary

I/We acknowledge receipt of this SUP and agree to abide by its terms and conditions.

Applicant's Signature



SPECIAL USE PERMIT (SUP) STAFF REPORT

FEBRUARY 10, 2021

Permit Number: 16447

Agenda Item: 900 Live Oak Circle SUP: Adopt an Ordinance for a Special Use Permit Request to Allow the Construction of an Accessory Home Office/Home-Based Business for a Property Zoned R – 1 – One-Family Residential (West Lake Hills Code Sec. 38.04.032(c)(2) and Sec. 38.04.034). Applicant R. Burton Baldrige/Owners Jason & Jessica Karp.

Applicant Information: Applicant R. Burton Baldrige/Owners Jason & Jessica Karp

Hearing Dates:

February 10, 2021

Board of Adjustment

Requested Action: Special Use Permit to construct an accessory building that will serve as a home office/home occupancy.

Location: The property is located north of Yaupon Valley Road; west of Laurel Valley Road; and south and east of Redbud Trail.

Zoning & Site Characteristics: The subject property and surrounding neighborhoods are zoned R – 1 – One-Family Residential. The subject property is approximately 4.06 acres.

Background & Analysis: The homeowners are requesting a Special Use Permit to construct a 1,554sf accessory structure that will serve as their private office in conjunction with their investment company. It will not be visited by any customers but may have the occasion visit from investors. The proposed structure will not be seen from the street and will not have a negative impact on surrounding neighbors.

The proposed structure will be approximately 10% of the gross area of the primary structure, and the Code requires accessory home offices to be no more than 20% of the gross under roof floor areas of the dwelling.

SUP Criteria & Analysis:

(1) The appearance, size, density and operating characteristics of the proposed special use are compatible with the surrounding neighborhood and uses;

- The proposed accessory building will be hidden from view and will not negatively impact the surrounding neighborhood. The size of the structure meets the Code which permits

accessory home offices to be no more than 20% of the gross under roof area. The proposed structure is approximately 10% of the gross area.

- (2) The proposed use will not have an adverse effect on the value of surrounding properties or impede their proper development;
 - The proposed accessory structure is not expected to have an adverse impact on the value of surrounding properties and will not impede their development.
- (3) The proposed use will not create a nuisance factor or otherwise interfere with a neighbor's enjoyment of the neighbor's property or operation of the neighbor's business;
 - The proposed structure and use will not interfere with neighbors' enjoyment of their properties and should not be a nuisance. It will be utilized by the homeowners as their home office for their business, with the occasional visit from investors.
- (4) The traffic that the proposed use can reasonably be expected to generate on existing streets will not create or add significantly to congestion, a safety hazard, or a parking problem in the area, nor will it disturb the peace and quiet of the neighborhood; and
 - The traffic impact is minimal as the structure will be utilized by the homeowners with the occasional visitor. The property has on-site parking.
- (5) The proposed use shall comply with all other applicable ordinances and regulations.
 - A building permit will need to be submitted to the City for review prior to construction. Staff will review for compliance with all applicable rules and regulations prior to issuing the permit.

Traffic/Transportation

There may be a localized impact on traffic during the construction process in addition to the occasional visitor after the project is completed.

Lighting

If applicable, outdoor lighting will be reviewed at a later time with the building permit application.

Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

This request will not change the subdivision.

Comprehensive Planning Analysis

The request is in compliance with the Master Plan based on current and future land use.

Planning Staff Recommendation:

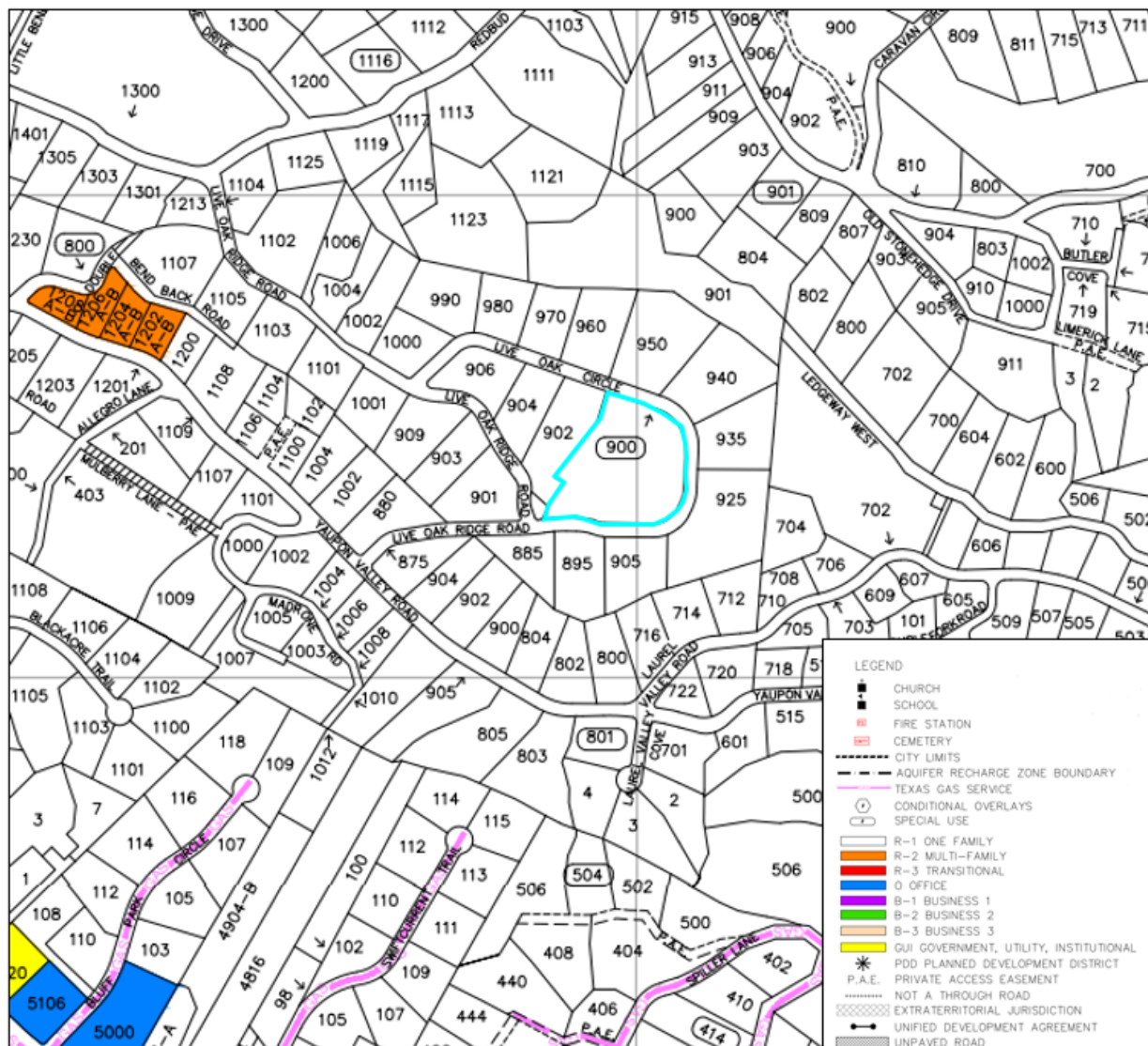
Staff recommends approval. The application as presented meets City Code requirements.

Links to Code:

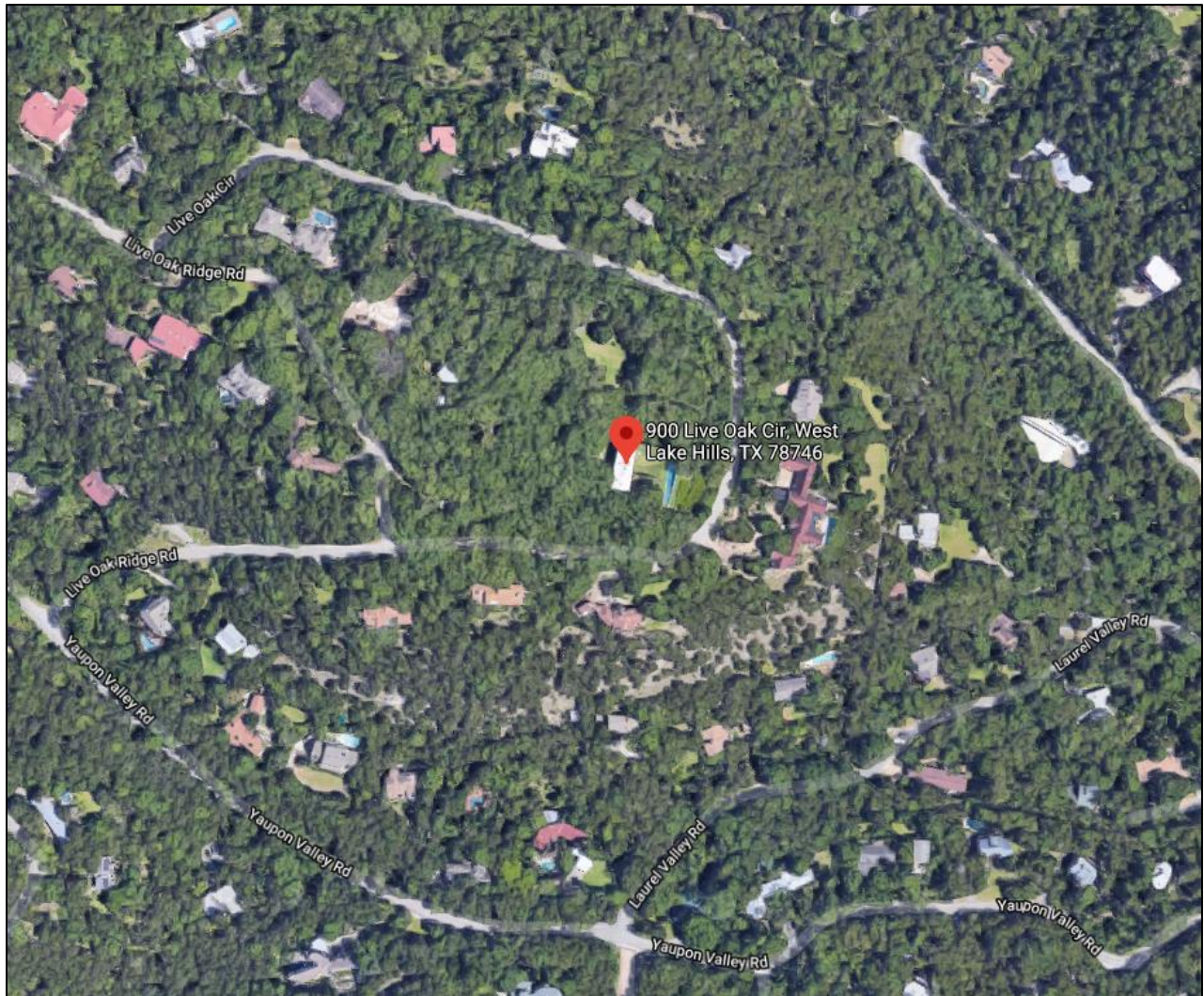
- [Sec. 38.03.032 R-1 one-family residential district](#)
- [Sec. 38.04.034 Criteria applicable to individual special uses](#)
- [Sec. 38.04.032 Special use permit](#)

(Maps to follow)

Zoning:



Aerial:



SPECIAL USE PERMIT APPLICATION



Date Received: _____ Received By: _____
Amount Due \$ _____ Date Payment Received: _____
Admin Complete Date: _____ Permit No: _____

****All applications and supporting documents should be submitted electronically to
pzsec@westlakehills.org and planner@westlakehills.org****

APPLICANT INFORMATION

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: Jason & Jessica Karp Phone: 917 592 9394
Email: [REDACTED]
Address: 900 Live Oak Circle City: West Lake Hills State: TX Zip: 78746
Agent*: R. Burton Baldrige Phone: 512 656 7386
Email: [REDACTED]
Address: 5120 Burnet Rd, B1-100 City: Austin State: TX Zip: 78756

**Please submit Power of Attorney form designating authorized agent.*

Per staff (and due to Covid 19 stage 5 restrictions) our power of attorney will be signed but not notarized.

PROJECT INFORMATION

Property Address: 900 Live Oak Circle
Subdivision Name: Mayo Addition
Block: n/a Lot: 34 Tax Parcel ID: 117538
Current Zoning Classification: SF-1 Total Lot Area: 4.06 acres
Proposed Special Use: home occupation Applying for Variance ☐ Yes ☒ No
(if yes, please submit separate variance application)
Name of Business (if applicable): n/a
Hours of Operation: _____ Duration of Use: _____
Present Land Use: _____



SPECIAL USE PERMIT APPLICATION

Brief description of proposed project:

Owners Jason and Jessica Karp propose to build a 1554 sf accessory structure for use as Jason's private office in connection with his investment company. The use will be light as this is not his company's principal offices. The structure is low and residential in character, nestled under the live oak canopy and essentially invisible from the street. There will be no signage, equipment nor nuisance generating operations. Aside from a visit from the occasional investor, it will not be visited by customers. It will not generate any noticeable additional traffic (and there is adequate off-street parking on the lot for any visitors). It complies in all respects with §38.04.33 & §38.04.34 of the Development Code.

AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

R. B. L. Baldrige
Signature

January 26, 2021

Date

R. Burton Baldrige

Printed Name

APPLICATION CHECKLIST

Special Use Permit Application Checklist

- ☒ Completed, signed application
- ☒ Power of Attorney form, if applicable
- ☒ Proof of ownership of subject property
- ☐ Traffic Impact Analysis, if applicable (*required for projects expected to generate 200 trips a day, refer to Chapter 38 of the Code*)
- ☒ Letter addressed to BOA Chairperson describing proposed Special Use
- ☒ Property survey/Site Plan
- ☒ Building elevations if available
- ☒ Pictures of property
- ☒ Payment of application fees by check or credit card (*refer to Appendix A: Fee Schedule in the Code of Ordinances for current fees*)
- ☐ Other applicable information as required by staff



SPECIAL USE PERMIT APPLICATION

SPECIAL USE PERMIT PROCESS & PROCEDURES

Public Hearings

SUP applications are considered by the Board of Adjustment, which meets the second (2nd) Wednesday of the month. All meetings are held in the Council Chambers at City Hall, 911 Westlake Drive at 7:00pm and the agenda and meeting packet are posted on the City website the Friday before.

Public Notices

All public notices are handled by staff. Letters are sent to neighbors within 300' of the applicant's property at least ten (10) days before the BOA meeting; a notice in the newspaper is published at least fifteen (15) days prior to the meeting; and staff will provide the applicant with a notice sign to be placed on the property at least ten (10) days before the meeting.

Application Deadlines

Applications are due forty-five (45) days prior to the next BOA meeting. In some circumstances it may be possible to receive an extension by contacting planner@westlakehills.org

SUP Review Criteria

Refer to the City's Zoning Ordinance, Chapter 38, Article 38.04, Division 2 for Special Use criteria applicable to all special uses and criteria applicable to individual special uses.

STAFF NOTES

For Completion by Staff Only

Date public notification letters mailed: _____

Newspaper notice deadline: _____ Publication Date: _____

Date of Board of Adjustment Meeting: _____

Board of Adjustment Action: _____

Notes:

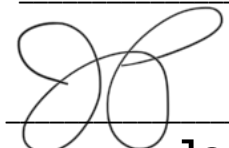
OWNERS' AUTHORIZATION LETTER
For Delegating Requests and Applications

Property: 900 Live Oak Circle, City of Westlake Hills
Owner(s): Jason and Jessica Karp
Applicant: Burton Baldrige, Baldrige Architects
Date: January 26, 2021
Permit(s): Any required permits (including special use permits and permits to build) in connection with the design construction of an accessory structure for home occupation use to be located at the Property

I/we hereby certify that I/we am/are the owner(s) of the above-described property. I/we am/are respectfully requesting processing and approval of the above referenced permit(s) review. I/we hereby authorize the Applicant listed on this application to act on my/our behalf during the processing and presentation of this request, including to perform incidental acts reasonably required to secure said Permit(s) such as appearing at hearings or community meetings. The Applicant shall be the principal contact with the City in processing this application.

First Owner's Signature  Date 1/26/21

First Owner's printed name Jason Karp

Second Owner's Signature  Date 1/26/21

Second Owner's printed name Jessica Karp

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER

Preserve Title Company LLC

GF#

04179

WARRANTY DEED

Date:

MARCH 4, 2019

Grantor:

MILTON JOHN VERRET

Grantor's Mailing Address:
(including county)

Grantee:

JASON KARP and JESSICA KARP

Grantee's Mailing Address:
(including county)

900 Live Oak Circle
West Lake Hills, Travis County, TX 78746

Consideration: TEN AND NO/100 DOLLARS (\$10.00) and other valuable consideration.

Property (including any improvements):

Lot 34, Mayo Addition, a subdivision in the City of West Lake Hills, Travis County, Texas, according to the map or plat thereof recorded in Volume 70, Page 95, of the Map and/or Plat Records of Travis County, Texas.

Reservations from and Exceptions to Conveyance and Warranty:

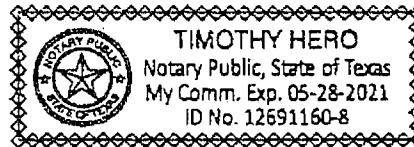
This conveyance is made subject to any easements, conditions, mandatory homeowners assessments, and/or restrictions of record affecting the title to the hereinbefore described property

Grantor, for the consideration and subject to the reservations from and exceptions to conveyance and warranty, grants, sells, and conveys to Grantee the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executors, administrators, successors, or assigns forever. Grantor hereby binds Grantor and Grantor's heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, executors, administrators, successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the reservations from and exceptions to conveyance and warranty.

When the context requires, singular nouns and pronouns include the plural.

MILTON JOHN VERRET

THE STATE OF TEXAS
COUNTY OF Travis }



(Acknowledgment)

This instrument was acknowledged before me on the 4 day of MARCH, 2019,

by MILTON JOHN VERRET

Notary Public, State of Texas

TIMOTHY HERO
Notary's Name (printed)

05-28-21
Notary's commission expires

THE STATE OF TEXAS
COUNTY OF }

(Acknowledgment)

This instrument was acknowledged before me on the _____ day of _____, 2019,

by .

Notary Public, State of Texas

Notary's Name (printed)

Notary's commission expires

THE STATE OF TEXAS
COUNTY OF }

(Acknowledgment)

This instrument was acknowledged before me on the _____ day of _____, 2019,

by .

Notary Public, State of Texas

Notary's Name (printed)

Notary's commission expires

THE STATE OF TEXAS
COUNTY OF _____ }

(Acknowledgment)

This instrument was acknowledged before me on the _____ day of _____, 2019,

by _____

Notary Public, State of Texas

Notary's Name (printed)

Notary's commission expires

THE STATE OF TEXAS
COUNTY OF _____ }

(Corporate Acknowledgment)

This instrument was acknowledged before me on the _____ day of _____, 2019,

by _____

of _____

a, on behalf of said .

Notary Public, State of Texas

Notary's Name (printed)

Notary's commission expires

AFTER RECORDING RETURN TO:

JASON KARP
900 Live Oak Circle
West Lake Hills TX 78746

PREPARED IN THE LAW OFFICE OF:

MORTON W. BAIRD II
242 W. Sunset, Suite 201
San Antonio, Texas 78209



FILED AND RECORDED
OFFICIAL PUBLIC RECORDS

Dana Debeauvoir
DANA DEBEAUVOIR, COUNTY CLERK
TRAVIS COUNTY, TEXAS

March 04 2019 03:00 PM

Fee: \$ 34.00 Page 23 of 118

baldridgeARCHITECTS

JANUARY 26, 2021

RE: SPECIAL USE PERMIT APPLICATION; 900 LIKE OAK CIRCLE
ACCESSORY STRUCTURE FOR HOME OCCUPAITION

Dear City of West Lake Hill Board of Adjustments

I am writing this letter in connection with our special use application to build an accessory structure at 900 Live Oak Circle for home occupation use by its owner Jason Karp. The proposed use complies with the requirements set forth in the Development Code §§38.04.33-38.04.34. We are not asking for any variance in connection with this application. As the proposed structure will be essentially invisible to the rest of West Lake (with the exception of the owners of 902 Live Oak Ridge, Tom and Carol Cable, who share a property line) we would ask that you approve our application.

Context

900 Live Oak Circle is a 4.06 acre parcel in the Mayo Addition. I have a long history with this property. In 2002, I moved back to Austin in connection with my employment with the primary residence's architect, Peter Gluck and Partners, to oversee the construction of the principal house. I worked closely with the City of West Lake throughout the permitting and construction. By intention, the principal house is largely invisible from the street. For the most part, you can only catch a glimpse of it (a narrow brown band in the trees) from Redbud when you are at the top of the hill adjacent to the water treatment facility.

The proposed **structure** is a single-story office rendered in rusted corten steel and glass nestled beneath the canopy of the stately oaks on the property. In contrast to the existing houses on Live Oak Circle, the structure is located deep within the property and will be essentially hidden from view.





Rendering of the proposed structure

The proposed **use** is a home office for property owner Jason Karp. Jason runs a company called HumanCo, an investment outfit centered around healthy living and sustainability. This will not be its primary office – rather it is where Jason will work when working from home. There will be no signage, no loud equipment, no nuisance generating activity, and no noise.

In short, the proposed use is precisely the type of quiet and unobtrusive operation the Development Code contemplates. It will not change the character of the neighborhood and will have no effect on its apparent density or traffic. Basically, it will have no adverse effect on the surrounding properties.



Our proposed use and the Development Code.

There are twelve requirements in the §38.04.34 of the development code setting forth compliance as a home occupation. We believe we meet them all.

1. ***External evidence of the business shall not be detectable at any lot line.***
The structure will be effectively invisible, and it will have no signage. It is simply a home office.
2. ***The business shall not change the residential character of the lot and dwelling...***
This will be essentially a high-end residential type structure. It involves no special machinery, equipment or signage. The proposed use involves no noise.
3. ***The business shall be carried on entirely within a dwelling unit or within only one accessory building (not to include a carport) by a bona fide resident(s) of the premises and not more than one nonresident assistant.***
This is not Jason's primary office. He will be working alone.
4. ***The business shall be operated by a permanent full-time resident (or residents) of the dwelling unit, and no other persons.***
Jason and Jessica Karp are the owners of the property.
5. ***There shall be no in-person contact at the premises with customers or clients.***
Confirmed; activity will involve research, phone conferences and the occasional in-person meeting with an investor or investment portfolio business owner.
6. ***The business shall be conducted as an accessory use that is clearly incidental and secondary to the residential use of the premises, shall not use an area exceeding 20 percent of the gross under roof floor areas of the dwelling, nor cause a substantial increase in any utility usage.***
The proposed use meets this. The area under roof is closer to 10% of the principal house coverage under roof.
7. ***Adequate off-street parking shall be available on the property where the use is located without exceeding the impervious cover limits for residential property. Business guests or invitees parking shall be restricted to on-site use of the driveway and parking areas wholly contained within the property.***
There is adequate off street parking comprising a 5 car garage and an additional off-street parking areas. The use will not increase vehicular traffic.



8. *Merchandise, materials and equipment associated with the business shall not be displayed or stored where visible from any location off the premises.*

There will be no displayed business materials, equipment or in-person sales.

9. *There shall be no signage or advertising, linking the residential property with the home-based business ...*

There will be no signage or advertising of any sort.

10. *The home-based business shall not be detrimental or injurious to adjoining property by the creation of dust, electrical interference, fumes, gas, glare, heat, light, noise, vibration, waste runoff, or other objectionable or obnoxious conditions.*

Not applicable. The use will generate nothing of the sort.

11. *A home-based business shall not create any ultra-hazardous risk or condition on the premises or to surrounding neighbors or their property, or any other health or fire hazard...*

Not applicable. The use will generate nothing of this sort.

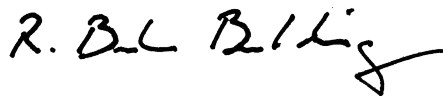
12. *Nothing herein shall be construed to allow animal breeding, animal hospitals, pet grooming, commercial kennels, commercial stables, veterinary offices, clinics, hospitals, barber shops, beauty parlors, contractor's yards, junk yards, lodging houses, "bed and breakfast" lodges, short-term rentals, massage parlors/therapy clinics, restaurants, rental outlets, or vehicle repairs shops as home-based businesses.*

Not applicable.

Conclusion

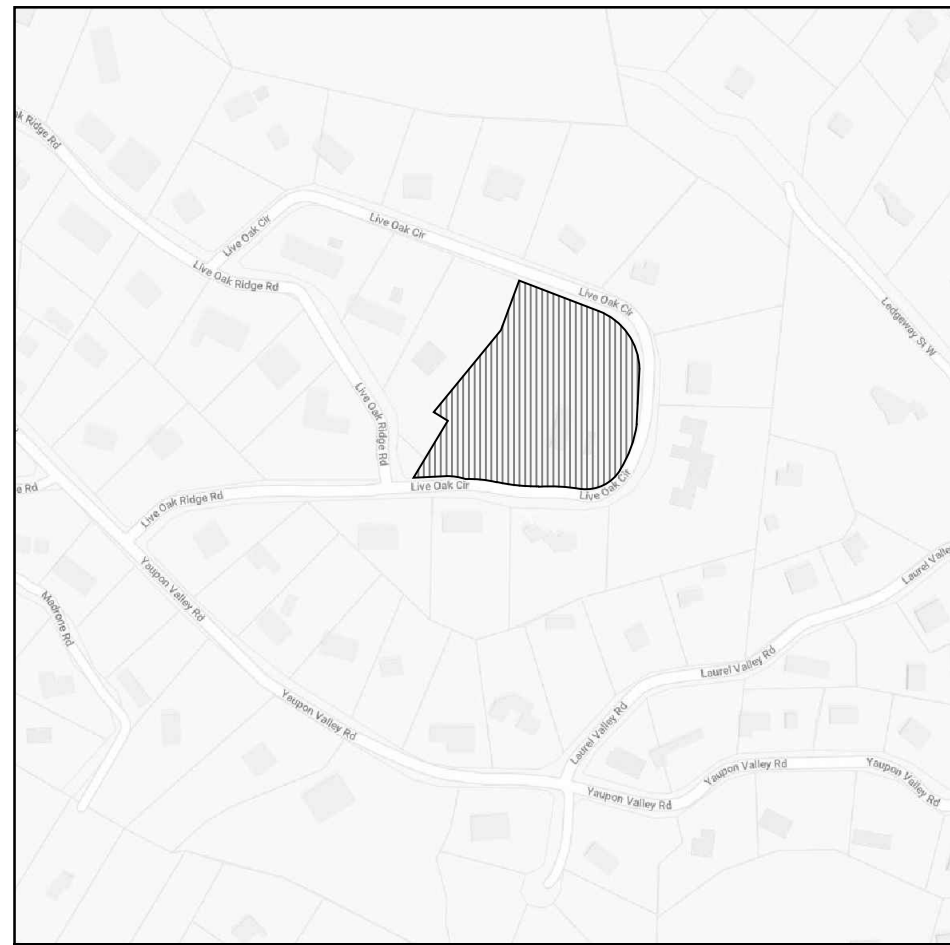
As the proposed use is the type of unobtrusive operation the Development Code contemplates – it will not change the character of the neighborhood and will have no effect on its apparent density or traffic – and as the accessory structure itself is residential in character, boasts no signage and is hidden from view, we respectfully request that you approve our special use request.

Sincerely,



R. Burton Baldrige
president, Burton Baldrige Architects, Inc.





BEING ALL OF LOT 34 OF THE MAYO ADDITION, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAT OR PLAT THEREOF RECORDED IN VOLUME 70, PAGE 95, PLAT RECORDS OF TRAVIS COUNTY, TEXAS.

SAID TRACT OF LAND BEING SUBJECT TO RESTRICTIVE COVENANTS OF RECORD AS FILED IN THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS IN VOLUME 70 AT PAGE 95; IN THE DEED RECORDS OF TRAVIS COUNTY, TEXAS IN VOLUME 5060 AT PAGE 2024 AND VOLUME 5061 AT PAGE 406.

ZONING DISTRICT: R-1

REQUIRED FIRE FLOW FOR STRUCTURES BETWEEN 0 - 3600SF IS 1000 GPM.
FLOW TEST PERFORMED ON FEBRUARY 02/04/2020 AT PROJECT ADDRESS
TESTED AT 1673 GPM. THIS PROJECT WILL NOT REQUIRE A SPRINKLER SYSTEM.

HOME OCCUPATION ALLOWED AREA		% OF AREA
GROSS UNDER ROOF FLOOR AREA - EXISTING RESIDENCE	14351	100.0%
PROPOSED ACCESSORY FLOOR AREA	1554	10.8%

* UP TO 20% ALLOWED PER CITY OF WEST LAKE HILLS CODE OF ORDINANCES SEC. 38.04.034 ITEM 4.

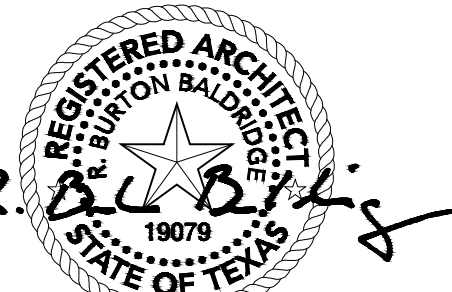
notes:

revision:

201009_ISSUED FOR PRICING

201104_ISSUED FOR PERMIT

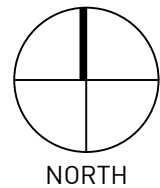
FLOATING BOX OFFICE
900 LIVE OAK CIRCLE
WEST LAKE HILLS, TX 78746



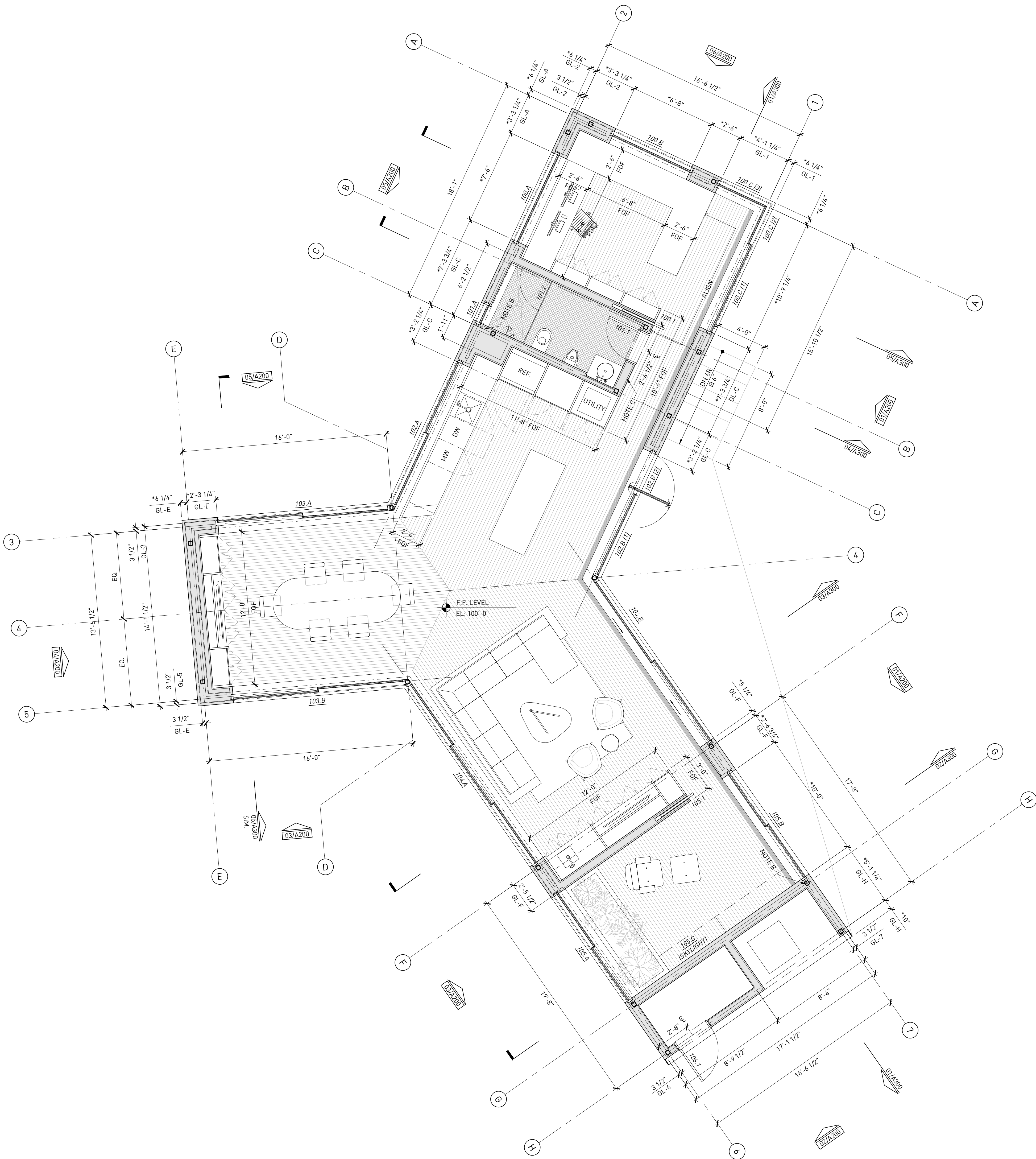
01/26/2021

SITE PLAN

date plotted: 26 JANUARY 2021
scale: 1/32" = 1'-0"



A-001



GENERAL NOTES

1. ALL CONFLICTS TO BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO PERFORMING WORK
2. DO NOT SCALE DRAWINGS. ANY MEASUREMENTS NOT SPECIFICALLY CALLED OUT IN THESE DRAWINGS TO BE PROVIDED BY ARCHITECT UPON REQUEST. DIMENSIONS SHOWN SHALL GOVERN LOCATION, SIZES, ETC. LARGE SCALE DETAILS SHALL GOVERN OVER SMALL SCALE. CONSULT ARCHITECT IF CONFLICT OR QUESTIONS ARISE.
3. ALL DIMENSIONS ARE STRUNG FROM FACE OF FRAMING OF NEW WALLS, U.O.N.
4. ALL DIMENSIONS INVOLVING EXISTING EXTERIOR OR DEMISING WALLS STRUNG FROM FACE OF EXISTING FINISHED SURFACE, U.O.N
5. BOTTOM FINISHED SURFACE OF ALL CEILINGS AS NOTED IN DRAWINGS. REF. REFLECTED CEILING PLAN A-111 FOR CEILING DETAILS AND FINISHES
6. ALL GLOBAL ELEVATIONS PROVIDE ARE RELATIVE TO A BENCHMARK TBD BY ARCHITECT AND CONTRACTOR PRIOR TO ANY AND ALL CONSTRUCTION
7. CONTRACTOR TO CONFIRM SPECS AND DIMENSIONS OF HVAC EQUIPMENT AND CLOSETS PRIOR TO CONSTRUCTION. CONSULT ARCHITECT IF CONFLICTS OR QUESTIONS ARISE.
8. NOTE PARTITION TYPE TAGS AND REF PARTITION SCHEDULE FOR STUD SIZES AND WALL COMPOSITION. CONSULT ARCHITECT IF DISCREPANCIES ARISE.
 - ALL SIMPLE INTERIOR PARTITIONS TO BE CONSTRUCTED WITH 2X4" FRAMING, U.O.N.
 - ALL INTERIOR PARTITIONS SUPPORTING POCKET DOORS TO BE CONSTRUCTED WITH 2X6" FRAMING, U.O.N.
 - ALL INTERIOR AND EXTERIOR PLUMBING WALLS TO BE CONSTRUCTED WITH 2X6" FRAMING, U.O.N.
 - ALL EXTERIOR WALLS TO BE CONSTRUCTED WITH 2X6" FRAMING MIN, U.O.N.
9. NOTE DOOR AND WINDOW TAGS (IE. 101.1 & 101.A) AND REF DOOR AND WINDOW SCHEDULES ON SHEET A700 FOR SIZES AND SPECIFICATIONS. CONSULT ARCHITECT IF CONFLICTS OR QUESTIONS ARISE.
11. ALL FURNITURE AND TELEVISIONS TO BE PROVIDED BY OWNER, U.O.N.

PLAN LEGEND

- | | |
|--|---|
| | NEW FRAMED WALLS |
| | NEW CONCRETE WALLS |
| | SECTION TAG |
| | ELEVATION TAG |
| | INTERIOR ELEVATION TAG |
| | SPOT ELEVATION TAG |
| | ROOM TAG |
| | DOOR DESIGNATION
(REF DOOR SCHEDULE) |
| | WINDOW DESIGNATION
(REF WINDOW SCHEDULE) |
| | PLUMBING FIXTURE TAG
(REF PLUMBING SCHEDULE) |
| | APPLIANCE TAG
(REF APPLIANCE SCHEDULE) |
| | PARTITION TYPE
(REF WALL SCHEDULE) |
| | SMOKE/CARBON MONOXIDE DETECTOR
(REF LIGHTING SCHEDULE) |
| | CENTER LINE |

DRAWING NOTES

- A. ALL DIMENSIONS NOTED WITH ASTERISK ("XX'-X") ARE GIVEN TO FINISHED FACE OF WINDOW OPENING FROM GRIDLINE AS NOTED
- B. CL OF WALL FRAMING ALIGNS WITH GRIDLINE WHERE NOTED
- C. THIS WALL FACE TO BE FURRED OUT 1-1/2" BEYOND 2X6 FRAMING CENTERED ON GRIDLINE TO MAINTAIN FINISHED FACE ALIGNMENT WITH DESK / WINDOW IN OFFICE.

baldridgeARCHITECTS

5120 Burnet Road, Bldg. 1, Ste. 100
Austin, TX 78756
(512) 382-0312

info@baldridge-architects.com
www.baldridge-architects.com

copyright Burton Baldridge Architects, Inc.

notes:

revision:

201009_ISSUED FOR PRICING

201104_ISSUED FOR PERMIT

FLOATING BOX OFFICE
900 LIVE OAK CIRCLE
WEST LAKE HILLS, TX 78746



01/26/2021

OFFICE PAVILION
FLOOR PLAN

date plotted: 26 JANUARY 2021
scale: 1/4" = 1'-0"

A-101

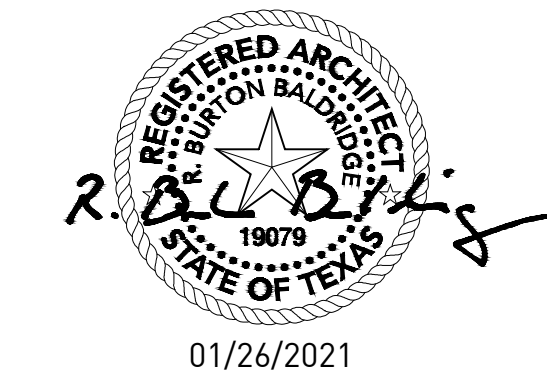
notes:

revision:

201009_ISSUED FOR PRICING

201104_ISSUED FOR PERMIT

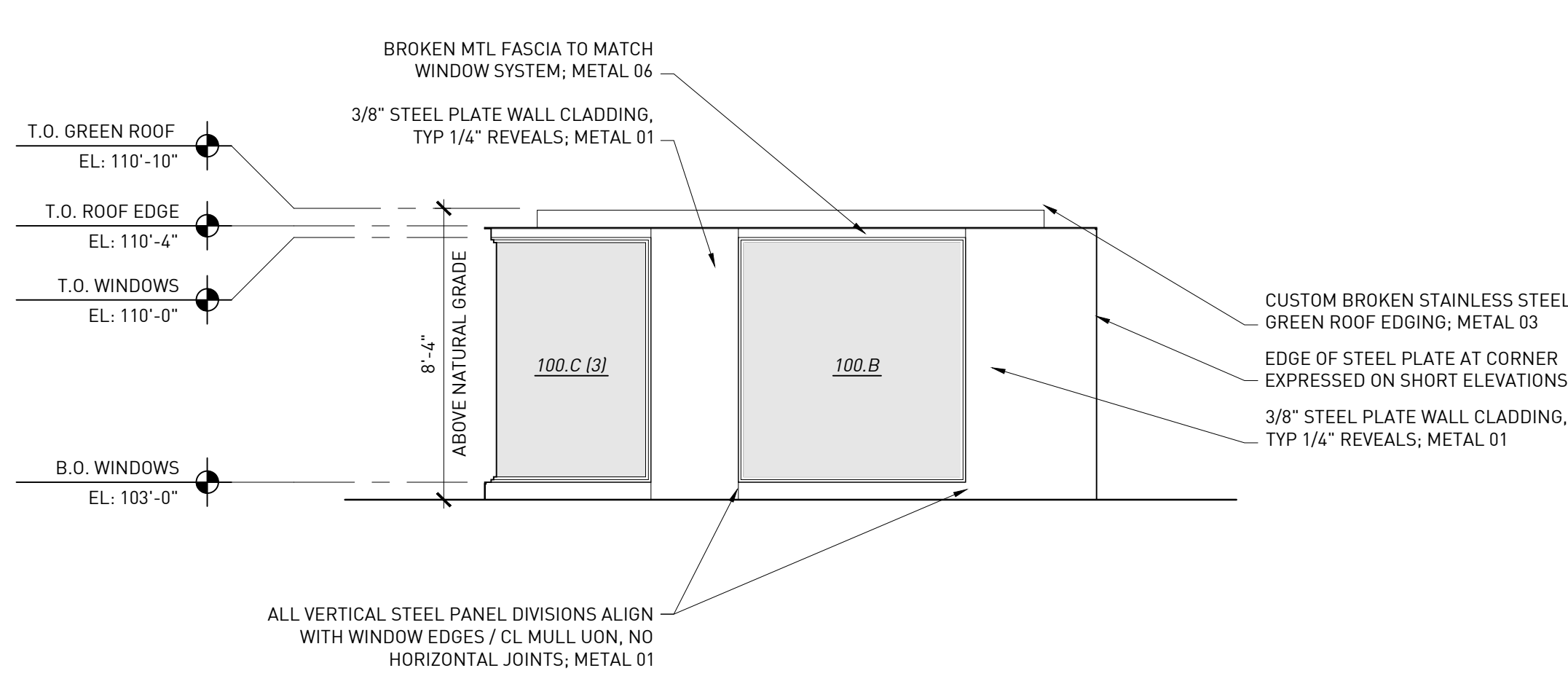
FLOATING BOX OFFICE
900 LIVE OAK CIRCLE
WEST LAKE HILLS, TX 78746



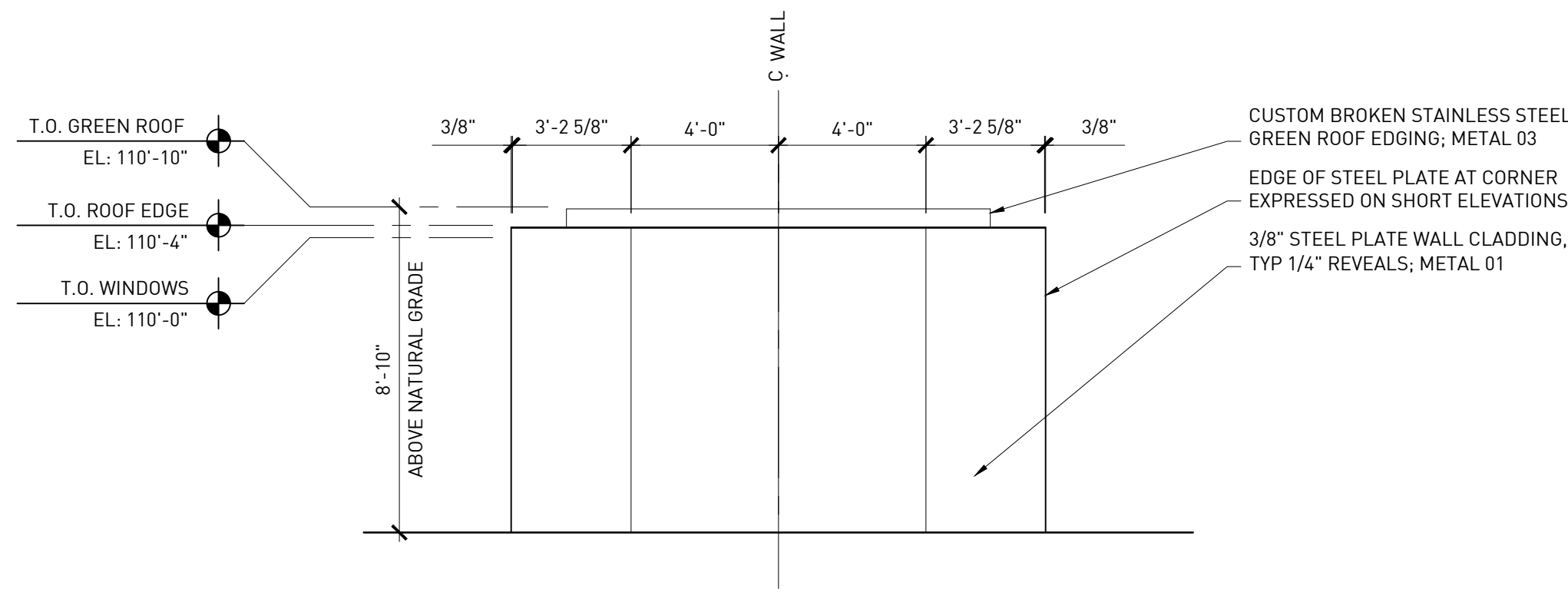
OFFICE PAVILION
EXTERIOR ELEVATIONS

date plotted: 26 JANUARY 2021
scale: 1/4" = 1'-0"

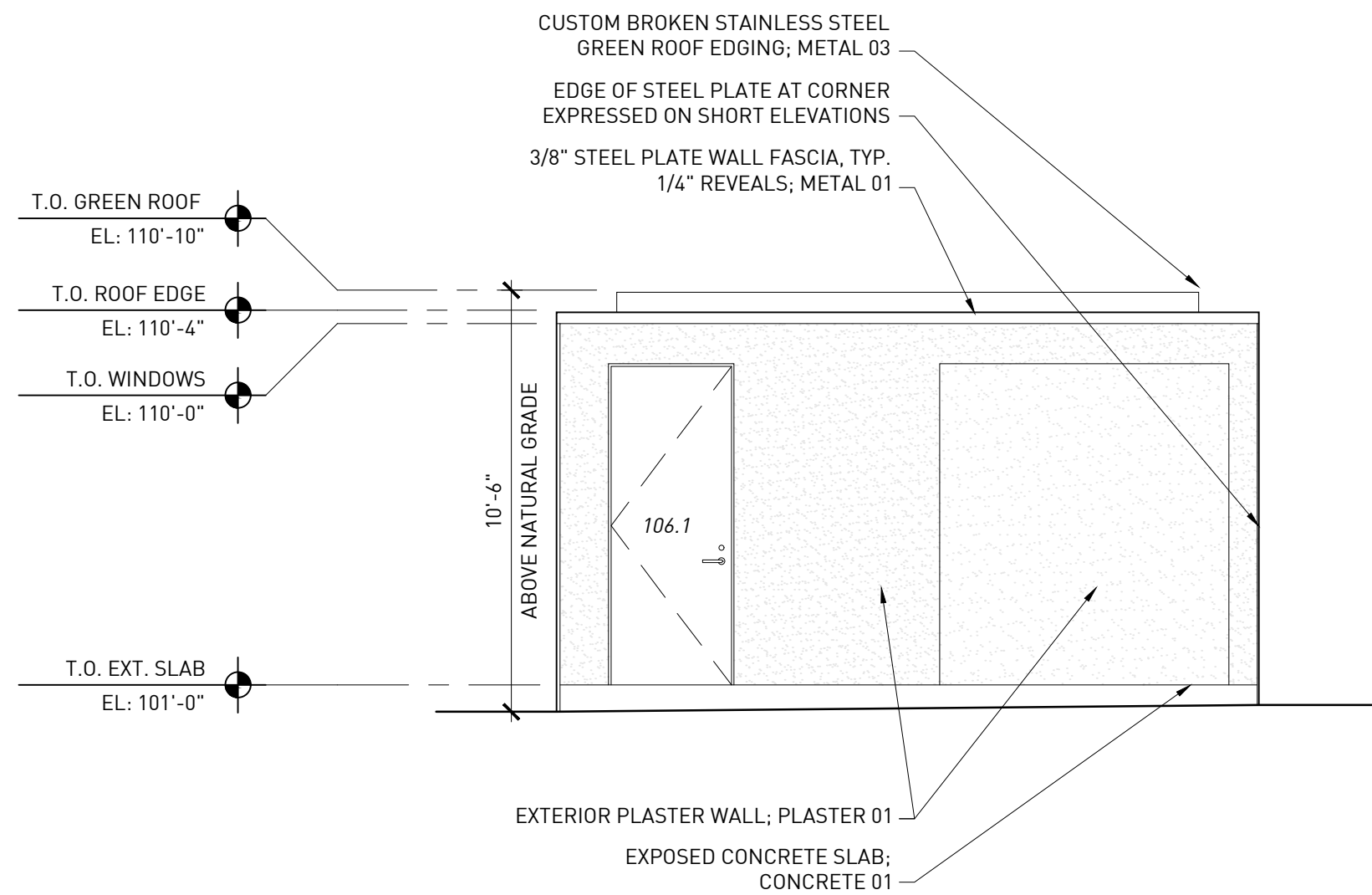
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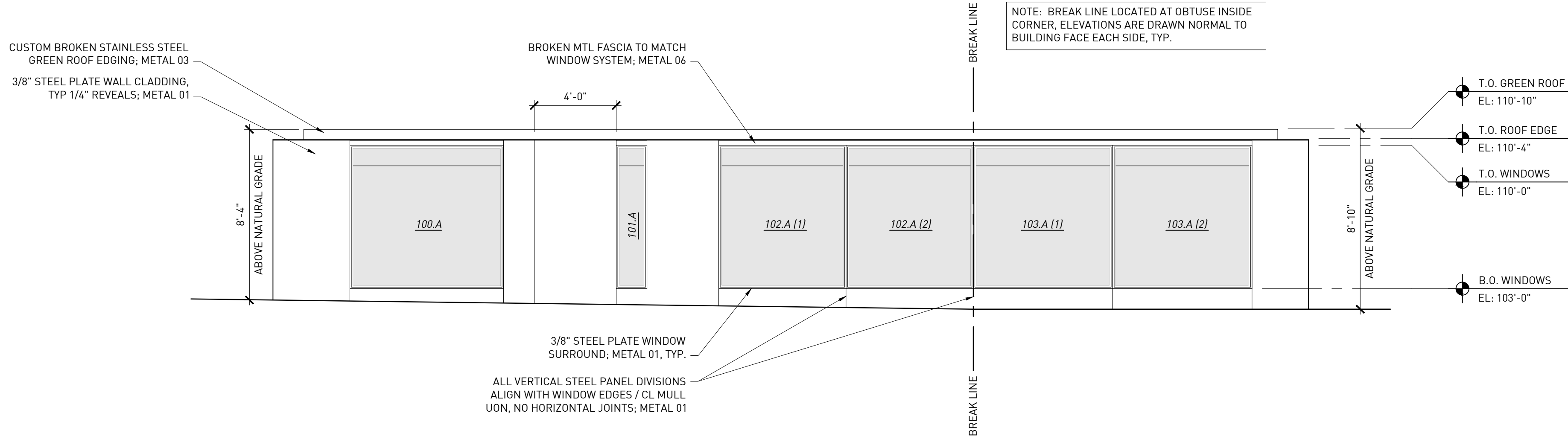
06 | NORTHEAST ELEVATION
SCALE: 1/4" = 1'-0"



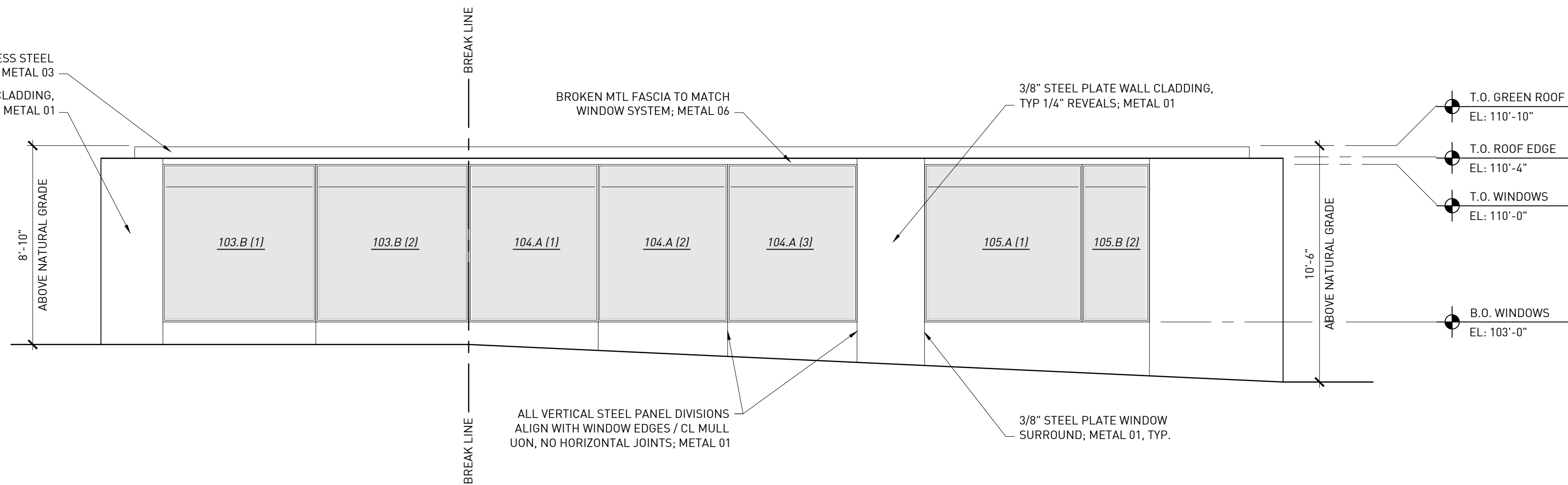
04 | WEST ELEVATION
SCALE: 1/4" = 1'-0"



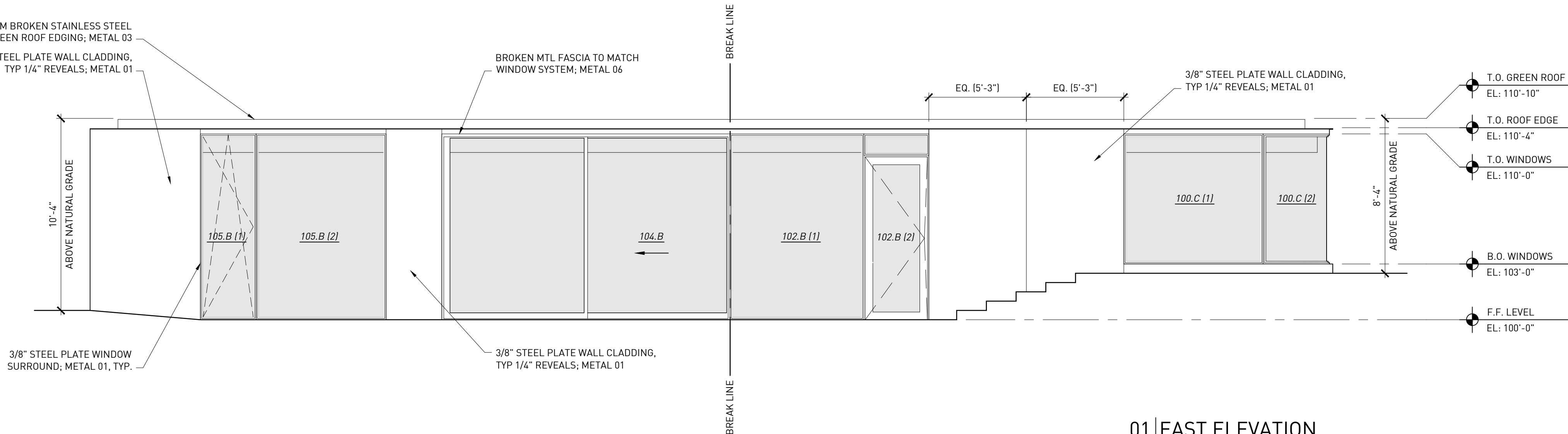
02 | SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



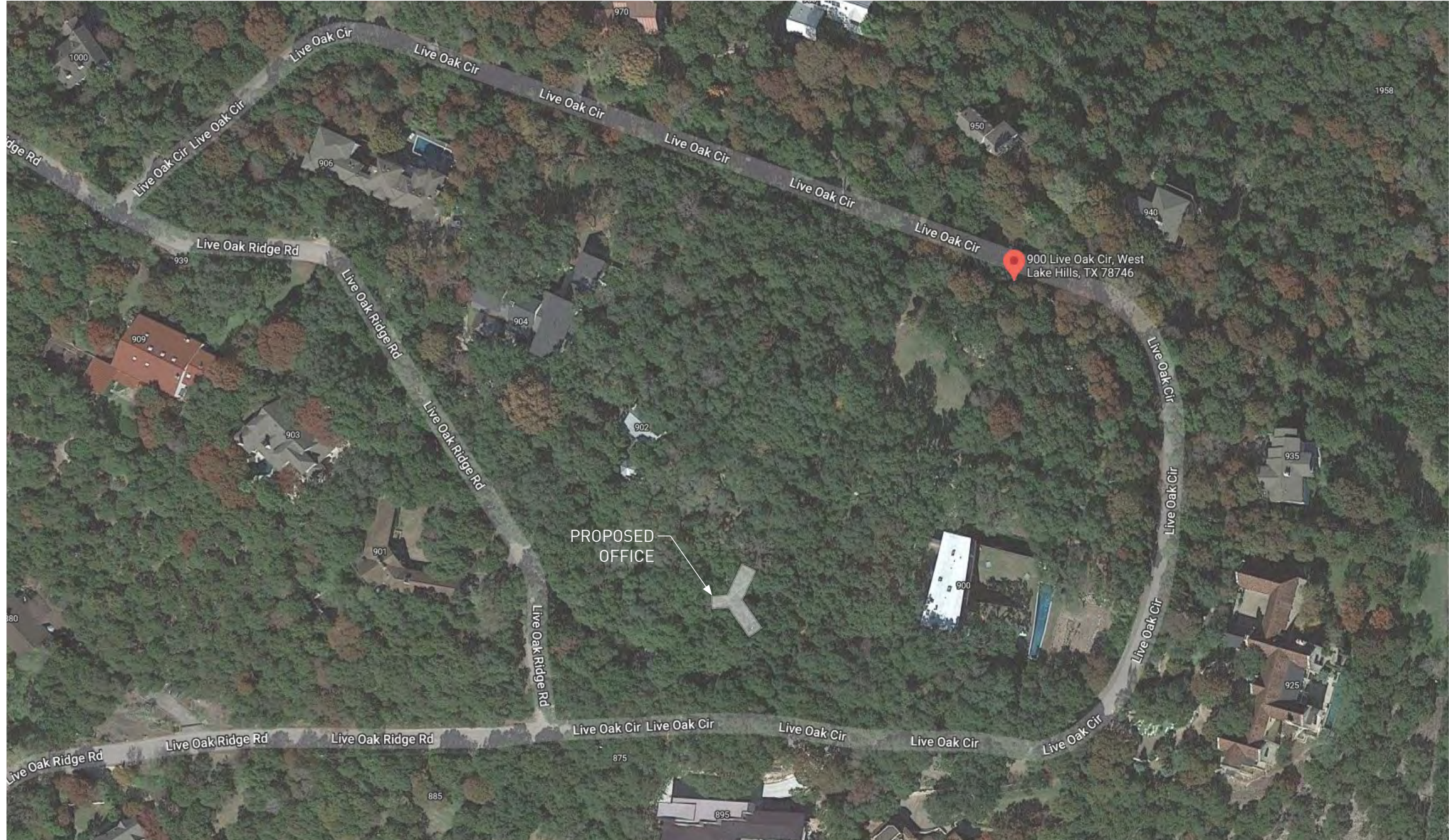
05 | NORTHWEST ELEVATION
SCALE: 1/4" = 1'-0"

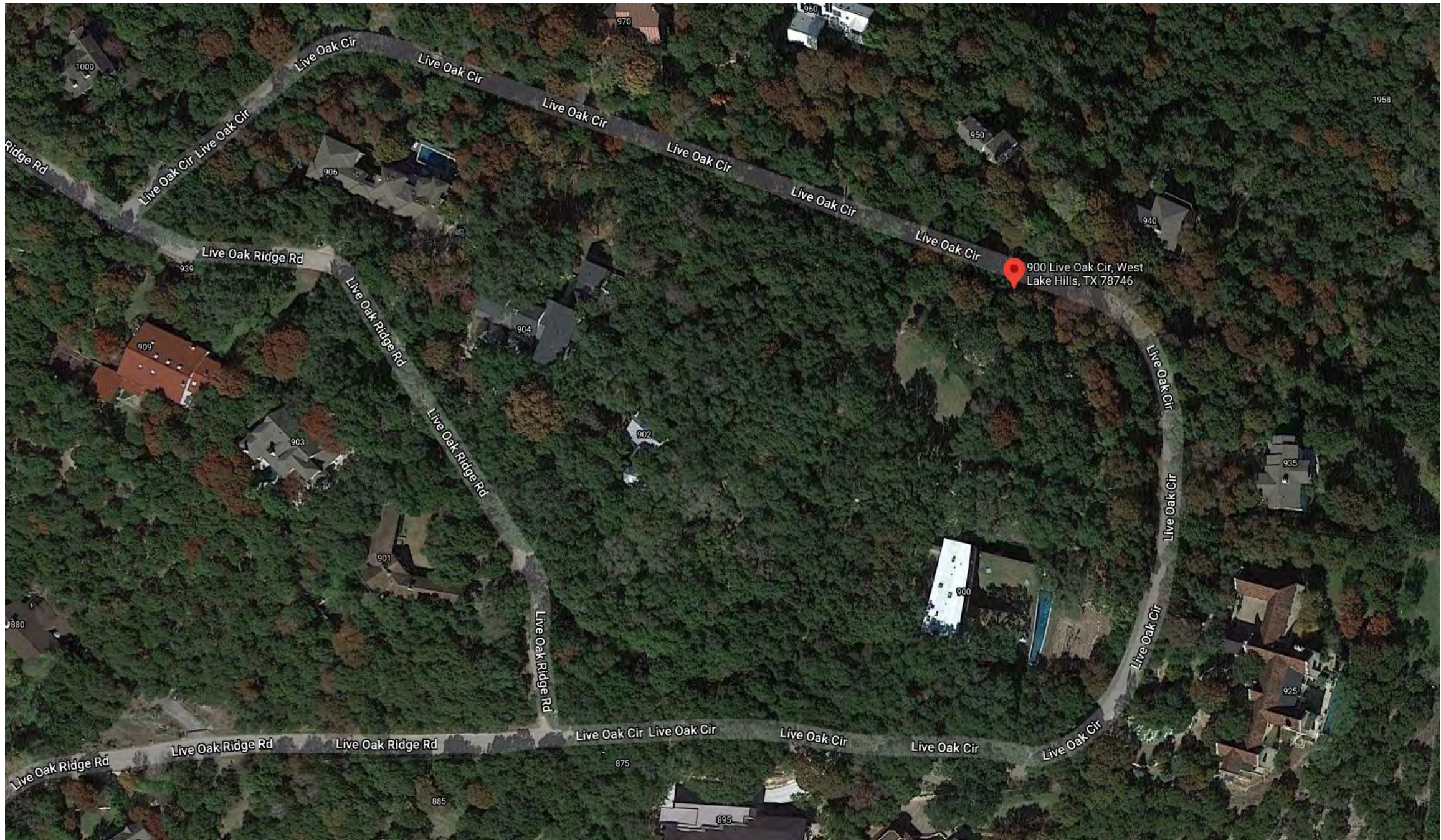


03 | SOUTHWEST ELEVATION
SCALE: 1/4" = 1'-0"



01 | EAST ELEVATION
SCALE: 1/4" = 1'-0"







LOOKING NORTHEAST



LOOKING SOUTHWEST



LOOKING NORTHWEST



LOOKING NORTHEAST



LOOKING SOUTH



LOOKING SOUTHWEST

SPECIAL USE PERMIT 157-2021-B

A PERMIT SETTING FORTH THE CONDITIONS UNDER WHICH A SPECIAL USE PERMIT SHALL BE PERMITTED AND AUTHORIZING THE CITY ADMINISTRATOR TO NOTE THE CHANGE ON THE OFFICIAL ZONING MAP OF THE CITY.

WHEREAS, Jason and Jessica Karp, owners of the herein described parcel of land at 900 Live Oak Circle, has requested a Special Use Permit for a home occupation; and

WHEREAS, the notice as required by Section 38.04.032 of the West Lake Hills Code of Ordinances has been given to adjacent property owners; and

WHEREAS, Public Hearings have been held by the Board of Adjustment as required by law; and

WHEREAS, there has not been a valid objection in the Public Hearings or a written protest submitted against the proposed Special Use Permit; and

WHEREAS, the Board of Adjustment find that the application for Special Use Permit meets the requirements of Sections 38.03.032 and 38.04.031 of the West Lake Hills Code; and

WHEREAS, the Board of Adjustment at its Public Hearing finds that the Special Use Permit on the herein described parcel is not against the public interest;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ADJUSTMENT OF THE CITY OF WEST LAKE HILLS, TEXAS:

Article 1. The legal description of said parcel of land is as follows:

Lot 34, Mayo Addition.

Article 2. The permit is granted under the following general terms and conditions:

1. The use shall not require change in the character or exterior appearance of the principal residential unit;
2. The Special Use shall not create a nuisances or otherwise interfere with any neighbor's reasonable enjoyment of the neighbor's property;
3. The Special Use shall not have an adverse effect on the value of surrounding properties nor impede their proper development;
4. No signs are permitted on the parcel except as permitted under the provisions of Chapter 32 of the West Lake Hills Code; and
5. All representations, whether oral or written, made by the owner, or his agent, in support of a Special Use Permit are conditions upon which this permit is granted.

Article 3. The duration of this Special Use Permit shall be for two (2) years from the effective date hereon.

Article 4. This Special Use Permit may be renewed for two (2) year periods at the discretion of the City Administrator provided no written complaints have been received during the use period. When complaints have been registered, the applicant can seek renewal approval from the Board of Adjustment.

Article 5. This Special Use Permit for a home occupation is granted to Jason and Jessica Karp, property owner, allowing a home occupation at 900 Live Oak Circle.

Article 6. This Special Use Permit is not transferable to another person or another parcel of land.

Article 7. The Board of Adjustment after notice and Public Hearing, may revoke this Special Use Permit for one or more of the following reasons:

1. A violation of any of the representations, plans, terms, general or special conditions, and limitations applicable to this Special Use Permit;
2. A violation of any applicable ordinance or regulation;
3. A change in the nature of the use without prior approval of the City; or
4. Operation or maintenance of the Special Use Permit in a manner that is detrimental to the public health or safety, or so as to constitute a nuisance.

Article 8. The application form entitled "Special Use Permit Form" along with any supporting correspondence and documents, and marked as Exhibit "A" attached hereto are incorporated herein by reference for all pertinent purposes.

Article 9. The City Administrator is hereby authorized and shall promptly note the change on the Official Zoning Map of the City of West Lake Hills, Texas. The Zoning Map shall indicate that there is a Special Use Permit for 900 Live Oak Circle.

Article 10. This Special Use Permit shall become effective on the 10th day of February, 2021.

PASSED AND APPROVED this 10th day of February, 2021.

LINDA ANTHONY, CHAIRWOMAN
BOARD OF ADJUSTMENT
CITY OF WEST LAKE HILLS, TEXAS

ATTEST:

Stephanie Mills, City Secretary

I/We acknowledge receipt of this SUP and agree to abide by its terms and conditions.

Jason and Jessica Karp



SPECIAL USE PERMIT-SHORT TERM RENTAL (STR) STAFF REPORT

FEBRUARY 10, 2021

Permit Number: 16446

Agenda Item: 613 Rocky River Road: Adopt an Ordinance for a Special Use Permit Request to Allow for a Home to be Utilized as a Short-Term Rental for a Property Zoned R – 1 – One-Family Residential (West Lake Hills Code Sec. 38.04.032(c)(2) and Sec. 38.04.034). Applicant Kristin Armstrong.

Applicant Information: Kristin Armstrong

Hearing Dates:

February 10, 2021

Board of Adjustment

Requested Action: Special Use Permit for a Short-Term Rental (STR).

Location: The property is located north of Bee Cave Road; west of Forest View Road; and east of Westlake Drive.

Zoning & Site Characteristics: The subject property is zoned R – 1 – One-Family Residential and is approximately 0.85 acre. Most of the surrounding properties are zoned R – 1, and the back of the property abuts properties zoned R – 2 – Two-Family Residential.

Background & Analysis: The homeowner is applying for a short-term rental permit (STR) to rent out her home. She maintains homestead exemption at the subject property.

Per the City's Code, STRs are first issued for a period of one year, and then can be renewed for a two-year period upon reapplication. The applicant must have homestead exemption in West Lake Hills. Only the owner of the property may file a STR permit application. The minimum rental period for STRs is two nights

SUP Criteria & Analysis:

(1) The appearance, size, density and operating characteristics of the proposed special use are compatible with the surrounding neighborhood and uses;

- The proposed use is allowed by Special Use Permit for residential districts. The proposed use shall not interfere with the surrounding neighborhood, and any violations should be reported to the City. If the City receives three substantiated written complaints in one

twelve-month period, the Board of Adjustment will review the STR permit and may revoke the permit.

- (2) The proposed use will not have an adverse effect on the value of surrounding properties or impede their proper development;
 - The proposed use should not have an adverse impact on the value of the surrounding properties.
- (3) The proposed use will not create a nuisance factor or otherwise interfere with a neighbor's enjoyment of the neighbor's property or operation of the neighbor's business;
 - The proposed use shall not create a nuisance factor to surrounding neighbors or interfere with their enjoyment of their properties. See response to Item 1 above for violation procedures.
- (4) The traffic that the proposed use can reasonably be expected to generate on existing streets will not create or add significantly to congestion, a safety hazard, or a parking problem in the area, nor will it disturb the peace and quiet of the neighborhood; and
 - The traffic impact would vary depending on the number of guests. All guests must abide by any applicable City traffic and parking regulations.
- (5) The proposed use shall comply with all other applicable ordinances and regulations.
 - All applicable City regulations must be followed, and any complaints should be filed with the City in writing.

Traffic/Transportation

Traffic impact in the neighborhood may vary depending on frequency and number of guests.

Lighting

Outdoor lighting is not proposed with this application.

Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

This request will not change the subdivision.

Comprehensive Planning Analysis

The request is in compliance with the Master Plan based on current and future land use.

Staff Recommendation:

Staff recommends approval. The application as presented meets City Code requirements.

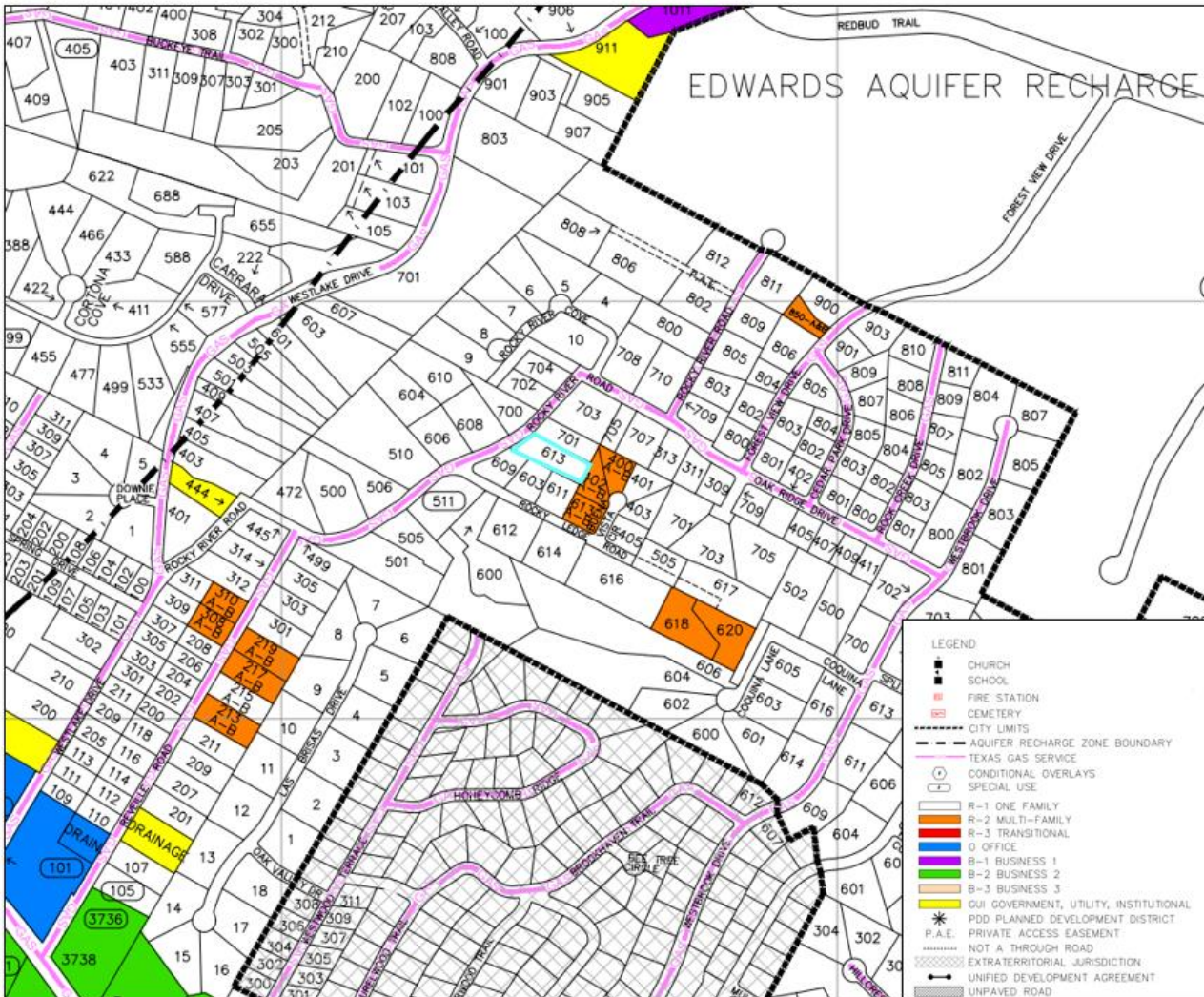
Links to Code:

- [Sec. 38.03.032 R-1 one-family residential district](#)

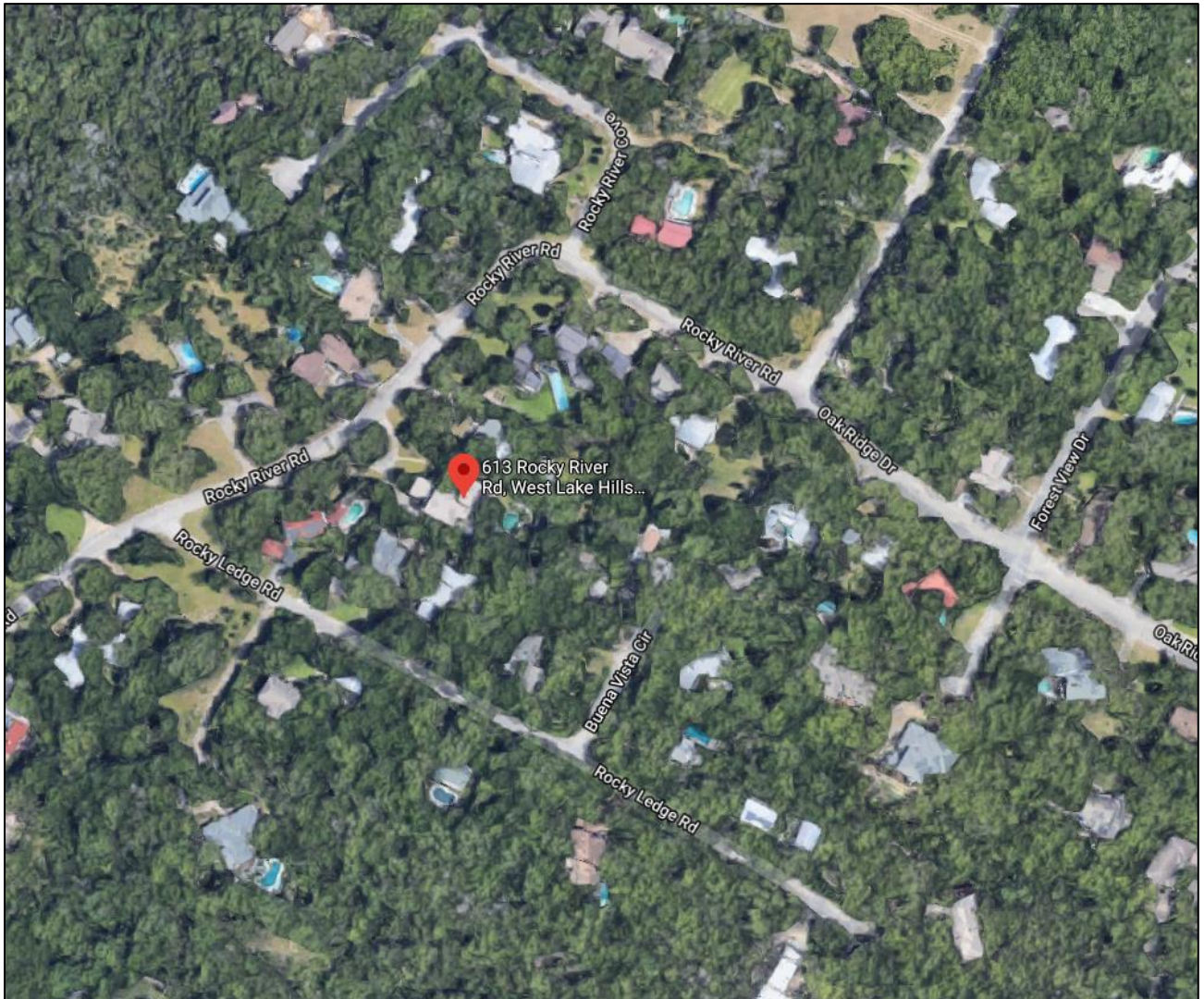
- [Sec. 38.04.031 Criteria for establishment of special use categories; uses allowed in specific districts](#)
- [Sec. 38.04.034 Criteria applicable to individual special uses](#)

(Maps to follow)

Zoning:



Aerial:



Part C

SHORT-TERM RENTAL SPECIAL USE PERMIT APPLICATION

DATE 1/25/21

OWNER NAME Kristin Armstrong PHONE (512) 633 3800

HOMESTEAD:
ADDRESS 613 Rocky River Road CITY Austin ZIP 78746

RENTAL HOME (IF DIFFERENT):
ADDRESS Same CITY _____ ZIP _____

E-MAIL ADDRESS: [REDACTED]

NUMBER OF BEDROOMS TO BE LISTED FOR RENT 5

MAXIMUM RENTAL OCCUPANCY (CALCULATE BY MULTIPLYING NUMBER OF BEDROOMS FOR RENT BY 2) _____

NAME AND CONTACT INFORMATION OF DESIGNATED REPRESENTATIVE WHO IS AVAILABLE IF AN ISSUE ARISES WITH THE USE BUT THE OWNER IS NOT AVAILABLE:

NAME Margo Sbrocco PHONE (512) 587-1277

I CERTIFY THAT THE PROPERTY IS THE HOMESTEAD OF THE APPLICANT, OR IS A SEPARATE PROPERTY OF AN OWNER WHO MAINTAINS THEIR HOMESTEAD IN THE CITY, OR THAT THE APPLICANT HAS APPLIED FOR THE HOMESTEAD EXEMPTION, AND THAT THE PROPERTY THAT IS THE SUBJECT OF THE SHORT-TERM RENTAL SPECIAL USE PERMIT APPLICATION IS COMPLIANT WITH ALL LOCAL ORDINANCES AND STATE LAWS.

[Signature]
SIGNATURE OF OWNER/APPLICANT

FOR CITY USE ONLY

FEES PAID: 250.00 RECEIVED BY/DATE: [Signature] 1-25-21
cb # 3237

SEPTIC LICENSE EXPIRATION DATE: _____ WASTEWATER: ☐ GRAVITY ☐ GRINDER PUMP

PROOF OF HOMESTEAD: _____ HOMESTEAD VERIFIED: _____ CODE VIOLATIONS: _____

CITY ADMINISTRATOR ACTION: APPROVED: ☐ DENIED: ☐ EXPIRATION DATE: _____ PERMIT NO. 16446

B.O.A. ACTION, IF APPEALED: _____

COMMENTS FOR THE RECORD:

Part D

SHORT-TERM RENTAL DESIGNATED REPRESENTATIVE

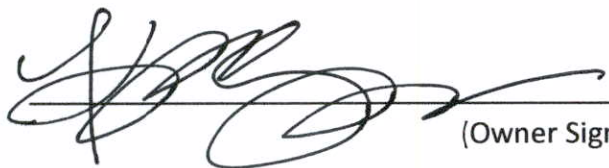
KNOW ALL PERSONS BY THIS DOCUMENT that I Kristin Armstrong
(owner)

have made, constituted and appointed Margo Sbocco, ABOVE
(name of designated representative)

to be my duly authorized representative in connection with the short-term rental of the property I own at
613 Rocky River Road Austin TX 78746. This representative may be
(address of short-term rental property)

reached at (512) 587-1277
(representative's phone number and address).

I do by this document constitute the above named representative as my true and lawful representative to act
in my name, place and stead, to do and perform any act in connection with such short-term rental which I myself
might perform or do if I was personally present.


(Owner Signature)

Kristin Armstrong
613 Rocky River Road
Austin TX 78746
Print name and address of Owner

Same as above

Address of Rental Home (if different)

Part E

CITY OF WEST LAKE HILLS
SHORT TERM RENTAL
GUEST INFORMATION SHEET

ADDRESS OF RENTAL: 613 Rocky River Road Austin Texas 78746

NAME AND PHONE NUMBER OF OWNER: Kristin Armstrong (512) 633 3800

NAME AND NUMBER OF REPRESENTATIVE: Margo Sbocco (512) 587-1277

EMERGENCY NUMBERS:

911-Police Emergency

512-539-3400—Westlake Fire Department

512-317-1195—West Lake Hills Police Department (non-emergency)

512-443-1000—Harpers Towing

512-317-3628—City of West Lake Hills

THIS PROPERTY IS: (check one)

- ☐ On a licensed septic system effective through _____ (add date). In an emergency, guests will be responsible for calling (name & number): _____
- ☐ On the City sewer system as a gravity customer and in an emergency, guests will be responsible for calling (name & number): _____
- ☒ On the City sewer system as a grinder pump customer and in an emergency, guests will be responsible for calling Crossroads Utility Services at 512-246-1400.

TRASH PICKUP DAY (TO STREET BY 7 A.M.): Tuesday

VIOLATION OF CITY ORDINANCES CAN LEAD TO FINES AND OTHER PENALTIES FOR YOU AND THE SHORT-TERM RENTAL OWNER. ORDINANCES TO BE AWARE OF:

- NOISE: West Lake Hills Code of Ordinances Section 12.02.001. *No unreasonable loud, disturbing or unnecessary noise, this includes loud radios, musical instruments, and amplifiers, particularly during the hours of 10pm to 7am.*
- PARKING: Sections 16.05.063; 16.05.068. *No parking in areas listed in this ordinance, as well as in front of public or private driveways, in front of a fire hydrant, along fire zones, on sidewalks, along intersection, where a sign prohibits stopping, fire zone or in a way that obstructs the normal flow of traffic. Parking illegally could result in fines and removal of vehicle from roadway. Parking on some streets overnight is also prohibited.*
- LITTERING AND TRASH: Sections 18.05.062; 18.05.069. *All trash and debris shall be placed in trash containers. Trash containers shall not be overflowing and shall be secured correctly.*
- FIREWORKS: Section 8.02.002. *The sale or use of fireworks inside city limits is prohibited.*
- BURN BAN: *Outdoor burning is prohibited in West Lake Hills. Further restrictions apply if an outdoor burn ban is in effect. More information is available at <https://www.traviscountytexas.gov/fire-marshal/burn-ban>*

These and all other city, state, and federal laws shall be observed while staying at this home.

Note: Texting, or otherwise handling a mobile device, while driving is prohibited in West Lake Hills and Austin. In West Lake Hills, use of mobile devices is prohibited on any roadway whether stopped or driving, unless being used strictly for navigation purposes.

Bruce Elfant
Tax Assessor - Collector
P.O. BOX 149328
Austin, TX 78714-9328
(512) 854-9473 SE HABLA ESPAÑOL



Travis County Tax Office

5501 Airport Blvd.
Austin, TX 78751-1410
Pay online at www.traviscountytax.org

11/21/2020

TRAVIS COUNTY TAX BILL

Taxes for the current year (2020) are due upon receipt. Payments by mail are credited according to U.S. Postmark (not meters). Taxes not paid in full by January 31 are charged penalty and interest by state law and may be subject to legal fees. Penalty and interest is added on the 1st day of each month as follows, with an additional 12% interest charged per year thereafter:

February	7%	May	13%	August	19%	November	22%
March	9%	June	15%	September	20%	December	23%
April	11%	July	18%	October	21%	January	24%

IF YOU ARE 65 YEARS OF AGE OR OLDER OR ARE DISABLED, AND YOU OCCUPY THE PROPERTY DESCRIBED IN THIS DOCUMENT AS YOUR RESIDENCE HOMESTEAD, YOU SHOULD CONTACT THE APPRAISAL DISTRICT REGARDING ANY ENTITLEMENT YOU MAY HAVE TO A POSTPONEMENT IN THE PAYMENT OF THESE TAXES.



Electronic Payment Options

- Pay taxes and print bills at www.traviscountytax.org.
- Payments made via credit card or electronic check are subject to an additional fee.
- Visit www.traviscountytax.org for details.



2020 PROPERTY TAX NOTICE. THE ASSESSED VALUE IS:

2,405,100

EXEMPTIONS: HOMESTEAD EXEMPTION



1 TAXES DUE TAXING UNIT	2 EXEMPTION AMOUNTS	3 NET TAXABLE VALUE	4 TAX RATE PER \$100	5 TAX AMOUNT	6 BILLING NO
TRAVIS COUNTY	481,020	1,924,080	.374359	7,202.97	011240
EANES ISD	25,000	2,380,100	1.116400	26,571.44	
CITY OF WEST LAKE HILL		2,405,100	.078600	1,890.41	7 PROPERTY
WCID #10		2,405,100	.084000	2,020.28	
TRAVIS CENTRAL HEALTH	481,020	1,924,080	.110306	2,122.38	REAL PERS
TRAVIS COUNTY ESD #9		2,405,100	.081400	1,957.75	X
Due to the 1/2% additional sales tax imposed by the CWH your taxes for the CWH have been reduced by \$				1063.05	

8 PROPERTY DESCRIPTION
613 ROCKY RIVER RD AUSTIN
ABS 21 SUR 1 SPARKS W ACR .850

ACRES: .8500

2CAS1 88 1084 360



ARMSTRONG KRISTIN C
613 ROCKY RIVER RD
WEST LAKE HILLS TX 78746-5343

9 REF ID 2	01-1313-0509-0000
10 DUE DATE	11 TOTAL DUE
1/31/2021	41,765.23

DETACH AND RETURN BOTTOM COUPON WITH YOUR PAYMENT

Your City of West Lake Hills Utility Statement

Account Number: 01-84194-01

Rate Class: 002

Name: Kristin Armstrong

Bill Date: 01/10/2021

Service Address: 613 Rocky River Rd

Due Date: 01/30/2021

Service Period: 11/30/2020-12/31/2020

Questions about your Wastewater bill?



Call: (512) 327-3628

Email: ww@westlakehills.org

Wastewater Service & Emergencies
Or Questions about your water usage



Call Crossroads Utility Services:
(512) 246-1400

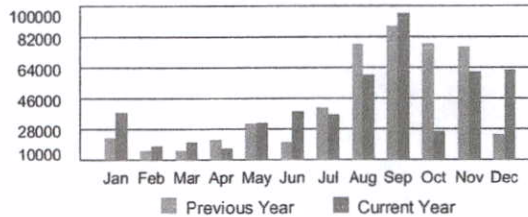


WASTEWATER USAGE

CURRENT USAGE
Meter 632926001

Days 31
Previous Read 397,900
Current Read 460,200
Consumption 62,300
Avg / Day 2009.7

MONTHLY WASTEWATER USAGE



ACCOUNT SUMMARY

Previous Balance	325.98
Payments	-325.98
Balance Forward	\$0.00

SUMMARY OF CHARGES

Wastewater Total	325.98
Other Total	0.00
Current Charges	\$325.98

Total Amount Due \$325.98



WASTEWATER CHARGES

SERVICE	CONSUMPTION	CHARGE
Wastewater	62,300	325.98
TOTAL WASTEWATER CHARGES		\$325.98



OTHER CHARGES

TOTAL OTHER CHARGES	\$0.00
----------------------------	---------------



IMPORTANT MESSAGES:

Winter Water Averaging period started 12/1/20. If you want to reduce your wastewater bill for an entire year, conserve water, fix leaks and turn off your irrigation system through 3/15/21 and wait to refill pools and hot tubs. See Fact Sheet on reverse side of bill.

↑ PLEASE FOLD ON PERFORATION BEFORE TEARING - RETURN THIS PORTION WITH YOUR PAYMENT ↑



City West Lake Hills
911 Westlake Drive
West Lake Hills TX 78746-4509



**SINGLE-PIECE 1 SGL 123030A07-A-1
253 1 SP 0.500

KRISTIN ARMSTRONG
613 ROCKY RIVER RD
AUSTIN TX 78746-5343

Account Name :	Kristin Armstrong	
Service Address :	613 Rocky River Rd	
Account Number	Current Charges Past Due After	Total Amount Due
01-84194-01	01/30/2021	\$325.98
Service Period	CYCLE	Amount Enclosed
11/30/2020-12/31/2020	01	\$

PLEASE MAKE CHECKS PAYABLE TO: CITY OF WEST LAKE HILLS AND
PLEASE PLACE ACCOUNT NUMBER ON CHECK TO ENSURE PROPER CREDIT.



CITY OF WEST LAKE HILLS
911 WESTLAKE DR
WESTLAKE HILLS TX 78746-4509

*pd 1/18
thanks*



Anjali Naini

From: Emily Getto [REDACTED] >
Sent: Thursday, February 4, 2021 12:00 PM
To: Anjali Naini
Cc: chris getto
Subject: Request to deny special use permit at 613 Rocky River Road

Attn: Mark Littrell and Westlake Hills Board of Adjustment,

We are writing in response to the Special Use Permit Request notice that we received regarding the property at 613 Rocky River Road.

We strongly oppose this request.

We live in very close proximity to this home and have no interest in the nuisances and/or safety concerns which come with short term rentals. This is an established family neighborhood, not a tourist destination. The size of the home will undoubtedly draw large numbers of renters at one time, and constant turnover. We question whether the Armstrongs would have appreciated nearby short term renters while they were raising their 3 children on this street? We know several families who have recently made inquiries into buying this home, and were turned away by their realtor because "they remodeled and decided to stay in the home".

We respectfully ask you to maintain the peace and privacy of our street by denying this permit.

Emily & Christopher Getto

Anjali Naini

From: Kati Ohlmeyer [REDACTED] >
Sent: Tuesday, February 2, 2021 2:00 PM
To: Anjali Naini
Cc: Todd Ohlmeyer
Subject: attn: Mark Littrell

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

This email is in regards to a special use permit request from the property owner at 613 Rocky River to operate a short term rental.

My husband and I, along with our two children, live four houses down from this address, at 313 Oak Ridge Dr. We vigorously oppose this request because it will disrupt the neighborhood and have negative effects on us, the residents. Strangers coming and going will increase the risk of crime, loud noise and unsightly trash. This is highly undesirable.

We strongly urge you to deny the request.

Thank you,

Kati Ohlmeyer



SETBACK ENCROACHMENT VARIANCE STAFF REPORT

FEBRUARY 10, 2021

Project Address: 200 Blue Ridge Trail

Project Number: 16305

Agenda Item: Land Use: **200 Blue Ridge Trail:** Discussion/recommendation on a variance request to construct a new garage encroaching the side building setback (West Lake Hills Code Sec. 22.03.281). Owners/Applicants Stephanie & Jonathan Mandle.

Applicant Information: Owners/Applicants Stephanie and Jonathan Mandle

Hearing Dates:

January 20, 2021 ZAPCO

February 10, 2021 Board of Adjustment

Location: The subject property is located north of Bee Cave Road, east of Westbrook Drive, and west of Bulian Lane.

Zoning & Site Characteristics:

The subject property is zoned R-1 – One-Family Residential and is approximately 1.213 acres.

Background & Analysis:

The homeowners are requesting a side setback encroachment variance to construct a new garage. They are proposing to convert their existing garage into additional living space. The proposed new garage encroaches approximately 8ft 3.5in into the 25ft side setback.

The property is limited in buildable area due to a platted 120ft front setback (City Code front setback for a property this size is 50ft). The applicant originally requested both front and side setback encroachments but changed the request to only affect the side setback. Platted setbacks cannot be altered without replatting.

The purpose of the proposed project is to provide a safer entrance to the home that allows better visibility of the street and driveway. Currently, the homeowners are unable to see their driveway or the street from the current entrance location.

Variance Criteria Review:

When applying for a variance, the applicant has established by competent evidence that:

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.
The application states – “Unsafe front door, no visibility to street, aging parents would have limited access to our home.”
2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
The application states – “We are choosing to work around the live oak in the driveway area.”
3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
The application states – This is the least disruptive change based on the shape of our home and topography of our lot.”
4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
The application states – “It does not require a complete rebuild of the home nor significant disruption to existing flora and natural terrain.”
5. The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.
The application states – “Our 120ft setback does not match neighboring lots or zoning. The plat and our survey do not match.”
6. The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.
The application states – “Owners have given approval.”

Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will need to comply with the City’s Code.

Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

This request will not change the subdivision.

Comprehensive Planning Analysis

The existing and future land use comply with the Master Plan.

Zoning and Planning Commission Recommendation

During the January 20, 2021 ZAPCO meeting, the Commissioners recommended approval of the requested variance by a vote of 4 – 0 (Commissioner Vaughan recused himself).

Staff Recommendation

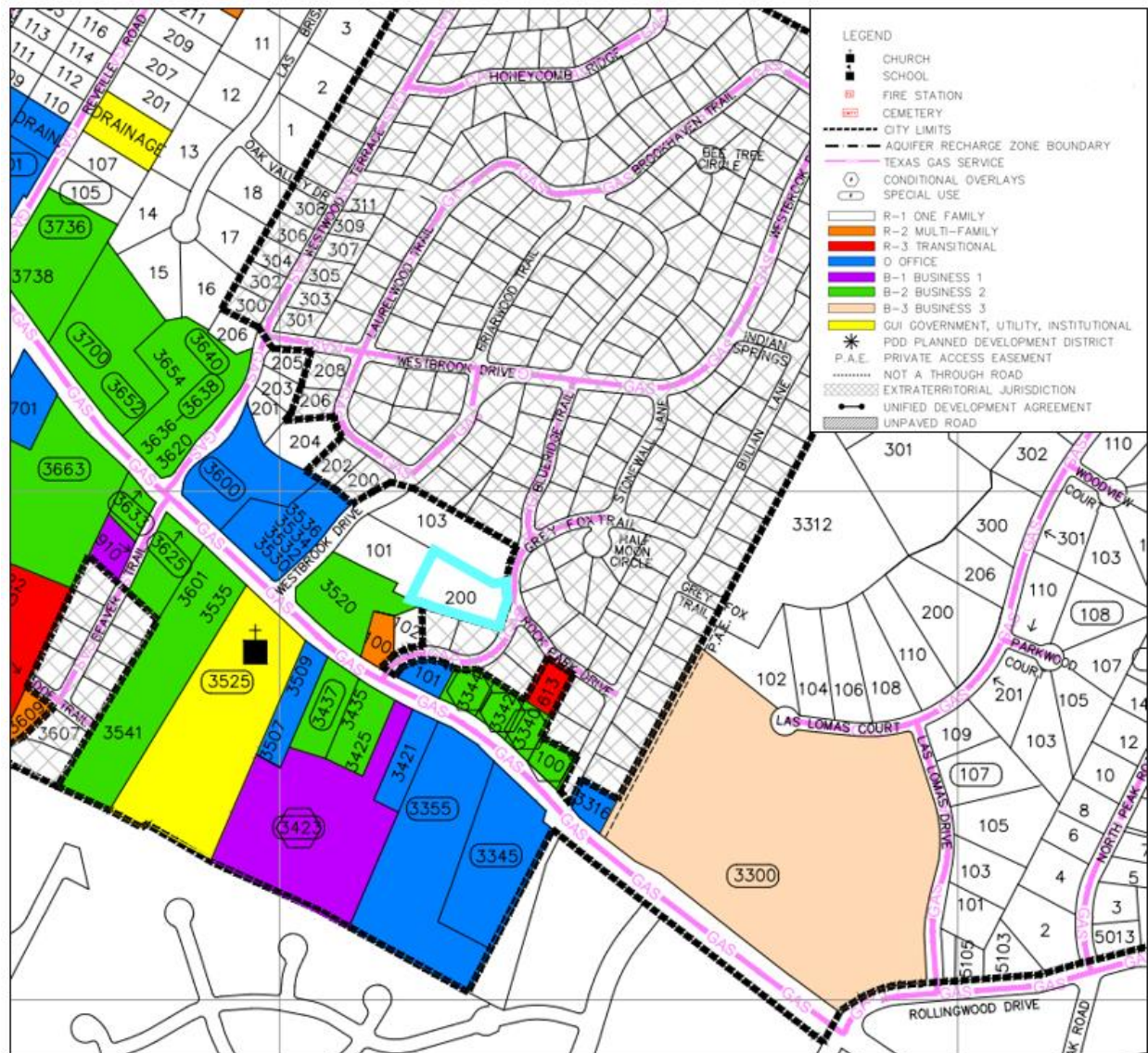
Staff recommends approval of the requested variances due to the site constraints including the 120' front setback that limits the buildable area of the lot.

Links to Relevant Code:

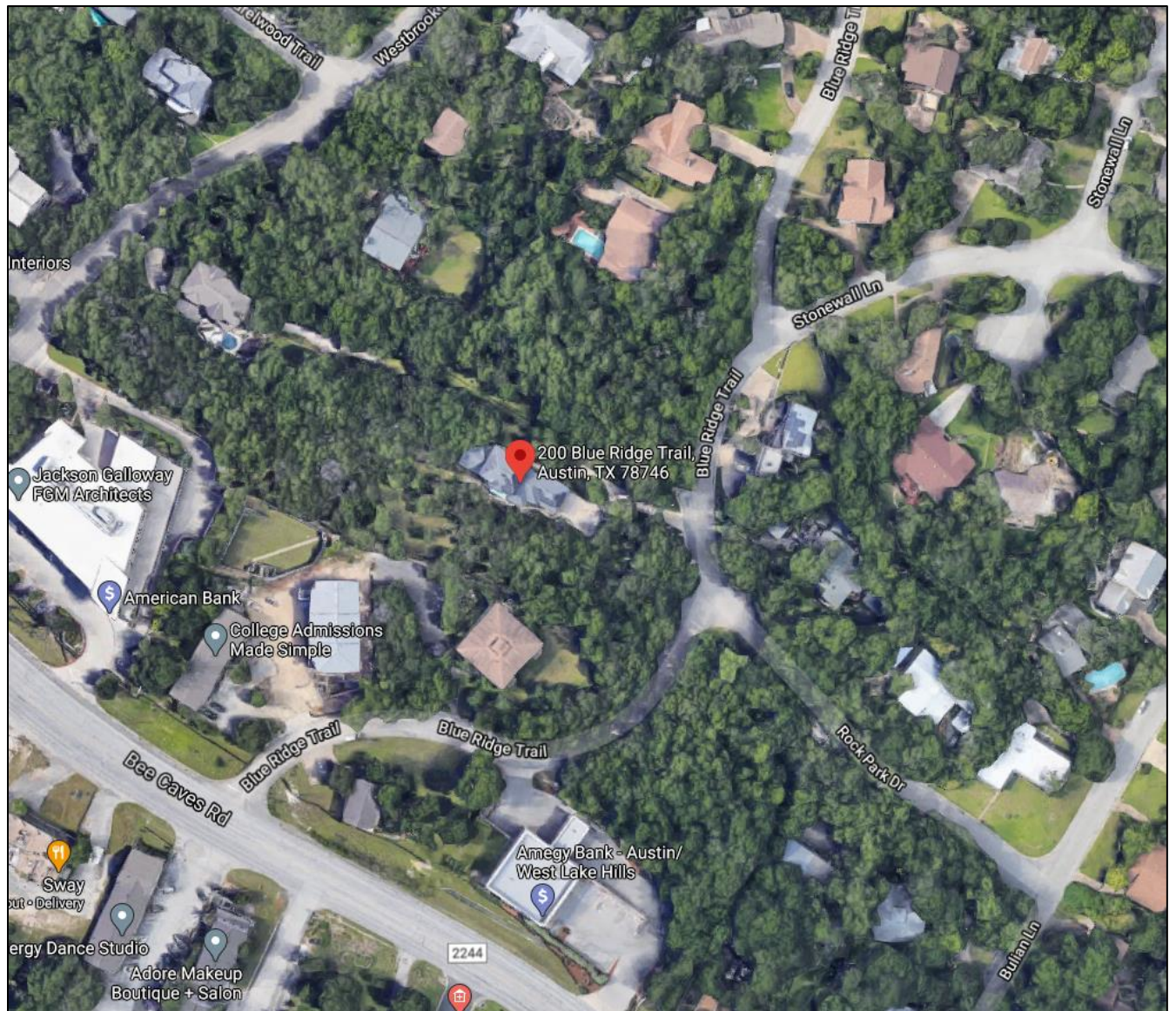
- [Sec. 22.03.281 Schedule of Regulations](#)
- [Sec. 22.03.514 Criteria and process required for granting variance](#)

(Maps to follow)

Zoning:



Aerial:



CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO) REGULAR MEETING
Wednesday, January 20, 2021 at 6:30 PM

1. Call to Order. Chairman Robert Meisel.

With a quorum present, Chairman Meisel called the meeting to order at 6:30 p.m. Members in attendance were Commissioners Jim Pledger, Bill Harwell, Laurie Maccini, Karen Bartoletti and James Vaughn

2. 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 October 21, 2020 Regular Meeting Minutes.
 - b. Approval of the November 18, 2020 Regular Meeting Minutes.

Motion for Approval made by Commissioner Harwell with a Second by Commissioner Pledger

Motion for Approval carried unanimously by a vote of 5 ayes to 0 nays

3. Land Use 118 Bluff Park Circle: Discussion/recommendation on a variance request to construct a swimming pool encroaching a building setback (West Lake Hills Code Sec. 22.03.281). Owners/Applicants Emily & Matt Franke.
 - a. Staff Briefing
 - b. Presentation by applicant

Applicant Emily Franke spoke

- c. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.

Chairman Meisel opened the public hearing

A neighbor spoke in opposition to this item

Chairman Meisel closed the public hearing

- d. Deliberation and Action

This item was postponed by the applicant to the February 18, 2021 meeting

4. Land Use 1001 Live Oak Ridge: Discussion/recommendation on a variance request to remove three trees 14" or greater in order to construct a new home: 1) Tree # 5037 -

15.25" Cedar; 2) Tree # 5051 - 16.75" Live Oak; and 3) Tree # 5057 - 29" Cedar (West Lake Hills Code Sec. 22.03.304). Owner/Applicant Ricardo Lyra.

- a. Staff Briefing
- b. Presentation by applicant

Applicant Ricardo Lyra spoke

- c. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.

Chairman Meisel opened the public hearing, hearing no one, Chairman Meisel closed the public hearing

- d. Deliberation and Action

**Motion for Approval, with the removal of #3 Tree # 5057 from consideration, made by Commissioner Vaughn with a Second by Commissioner Pledger
Motion for Approval carried unanimously by a vote of 5 ayes to 0 nays**

- 5. Land Use 4611 Bee Cave Road (Eagle Center): Discussion/recommendation on a variance request to construct a new monument sign that exceeds the maximum allowed height, sign base height, and area. (West Lake Hills Code Sec. 32.03.006). Applicant David Alsmeyer.
 - a. Staff Briefing
 - b. Presentation by applicant

Applicants David Alsmeyer and Paul DiBernadini spoke

- c. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.

Chairman Meisel opened the public hearing, hearing no one, Chairman Meisel closed the public hearing

- d. Deliberation and Action

**Motion for Approval made by Commissioner Vaughn with a Second by Commissioner Bartoletti
Motion for Approval carried by a vote of 3 ayes to 2 nays**

- 6. Land Use 618 Rocky Ledge: Discussion/recommendation on a variance request to construct a fence and driveway gates encroaching the front yard setback (West Lake Hills Code Sec. 22.03.173(d)(6)(a)). Owner Chris Birchby/Applicant Austin Nelson.
 - a. Staff Briefing

- b. Presentation by applicant

Applicants Austin Nelson and Chris Birchby spoke

- c. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.

Chairman Meisel opened the public hearing, hearing no one, Chairman Meisel closed the public hearing

- d. Deliberation and Action

Motion for Approval made by Commissioner Vaughn, after receiving no Second motion, motion failed

**Motion for Denial, with suggestions for changes to the setback to be made before presented again by Commissioner Pledger with a Second by Commissioner Harwell
Motion for Denial carried unanimously by a vote of 5 ayes to 0 nays**

- 7. Land Use 201 Redbud Trail: Discussion/recommendation on a variance request to remove four trees 14" or greater in order to construct a new residence: 1) Tree # 5710 - 16" Cedar; 2) Tree # 5620 - 14.5" Cedar; 3) Tree # 5696 - 16.5" Multi-Trunk Spanish Oak; and 4) Tree # 5686 - 17.5" Multi-Trunk Spanish Oak (West Lake Hills Code Sec. 22.03.304). Owner Mark Hutchinson.
 - a. Staff Briefing
 - b. Presentation by applicant

Applicants Mark Hutchinson and Colter Sonnevile spoke

- c. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.

Chairman Meisel opened the public hearing, hearing no one, Chairman Meisel closed the public hearing

- d. Deliberation and Action

Motion for Approval made by Commissioner Bartoletti with a Second by Commissioner Pledger

Motion for Approval carried by a vote of 5 ayes to 0 nays

- 8. Land Use 200 Blue Ridge Trail: Discussion/recommendation on a variance request to construct a new garage encroaching the side building setback (West Lake Hills Code Sec. 22.03.281). Owners/Applicants Stephanie & Jonathan Mandle.
 - a. Staff Briefing

- b. Presentation by applicant

Applicants Stephanie and Jonathan Mandle spoke

- c. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.

Chairman Meisel opened the public hearing, hearing no one, Chairman Meisel closed the public hearing

- d. Deliberation and Action

Motion for Approval made by Commissioner Pledger with a Second by Commissioner Bartoletti

Motion for Approval carried by a vote of 4 ayes to 0 nays, with Commissioner Vaughn recusing

- 9. Land Use 1407 Wildcat Hollow: Discussion/consideration of a variance request to alter the roofline and remodel exterior walls of an existing non-conforming home that encroaches the side building setback (West Lake Hills Code Sec. 22.03.281). Owners Andrew & Kaitlyn Coney/Applicant Kristopher White - Dick Clark & Associates.

- a. Staff Briefing
- b. Presentation by applicant

Applicant Kristopher White spoke

- c. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.

Chairman Meisel opened the public hearing, hearing no one, Chairman Meisel closed the public hearing

- d. Deliberation and Action

Motion for Approval made by Commissioner Harwell with a Second by Commissioner Pledger

Motion for Approval carried unanimously by a vote of 5 ayes to 0 nays

- 10. Land Use 3423 Bee Cave Road: Discussion/recommendation on a request for several variances in order to construct a new medical office building: 1) removal of six trees 14" or greater (#5040 - 16" Cedar; #5046 - 14" Cedar; #5140 - 15" Live Oak; # 5143 - 14" Live Oak; #5324 - 18" Cedar; & # 5373 - 14" Cedar); 2) building height exceeds maximum permitted height; and 3) impervious cover exceeds maximum permitted (West Lake Hills Code Sec. 22.03.304 & Sec. 22.03.281). Owner the Keller Group/Applicant Central Austin Management Group-Peter Narvarte.

- a. Staff Briefing
- b. Presentation by applicant
- c. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.
- d. Deliberation and Action

This item was postponed by Chairman Meisel until the March 18, 2021 meeting

11. Land Use 4700 & 4704 Bee Cave Road: Discussion/Consideration of a rezoning request from One-Family Residential District (R-1) to Government, Utility, & Institutional District (GUI) with the following variances: 1) cut/fill; 2) driveway and parking setback encroachments; 3) retaining walls encroaching a setback and exceeding maximum permitted height; 4) minimum lot size; 5) rear and side building setback encroachments; 6) consider incentives to have up to 45.2% impervious cover; and 7) removal of 48 trees 14" or greater (West Lake Hills Code Sec. 38.05.092, Sec. 22.03.210, Sec. 22.03.249, Sec. 22.03.276, Sec. 22.03.281, & Sec. 22.03.304). Owner/Applicant Ramon Aguirre - Young Peoples Workshop.

- a. Staff Briefing
- b. Presentation by applicant
- c. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.
- d. Deliberation and Action

This item was postponed by Chairman Meisel until the February 18, 2021 meeting

12. Adjournment. Chairman Robert Meisel.

Chairman Meisel adjourned the meeting at 8:32 pm

Respectfully submitted,

ROBERT MEISEL, CHAIRMAN

ATTEST:

ZAPCO Secretary Mark Litrell

These minutes were approved on _____, 2021.

DRAFT

APPLICATION COVER SHEET

Property Address: 200 Blue Ridge Trl
Applicant Name: Jonathan and Stephanie Mandle
Designated Agent (if any, Power of Attorney Required): N/A
Applicant Phone Number: 781 367 0280 Email Address: [REDACTED]
Date Application was Submitted: 10/1
Variance(s) Requested: _____

Applicant completes above section, City Staff completes the section below:

Variance File Number: _____ [A sequential identifier based on application date and noted in a Variance Application Log maintained by staff. Examples: 20110903A, 20110903B, 20111021A, etc.]

Application Fees Due: \$ _____ ☐ Fees Received on _____ by _____

DRAFT APPLICATION PACKET MATERIALS

Draft Application Packet Received on _____ by _____
☐ Letter to ZAPCO Chairperson ☐ Variance Approval Criteria Answers
☐ Site Plan Coversheet ☐ Site Plan Drawings
☐ Elevation Views and Floor Plans (new structures only)
☐ Septic Assessment (new structures only)
☐ Additional Support Materials (if any): _____
☐ Power of Attorney (if any) – Designated Representative: _____
Staff Analysis completed on _____ by _____
Staff Analysis sent to Applicant on _____ by _____

FINAL APPLICATION PACKET

Final Application Packet Reviewed and Approved on _____ by _____
Notice to Proceed Letter sent to Applicant on _____ by _____
• Notification Letter must be postmarked by _____ ☐ Confirmed by _____
• Sign must be posted by _____ ☐ Confirmed by _____
15 Copies of Final Packet received on _____ ☐ Confirmed by _____

ZAPCO

Scheduled for ZAPCO Hearing on: _____
ZAPCO Action Letter sent on _____ by _____
ZAPCO Recommendation: _____
Conditions/Comments (if any): _____
Modified application and materials (if any) received on _____ by _____

BOA/CITY COUNCIL

Scheduled for BOA/Council Hearing on: _____
BOA/Council Action: _____
Conditions/Comments (if any): _____
BOA/Council Action Letter sent on _____ by _____

FOLLOW-UP

Follow-up dates (vegetative screening installed, survival verification, etc.): _____
• Notifications added to Incode on _____ by _____

Postponement History (if any): _____
Notes: _____

October 6, 2020

Chairman Robert Meisel
West Lake Hills Zoning and Planning Commission
911 Westlake Dr
West Lake Hills, Texas 78746

Dear Mr. Chairman:

We are requesting a variance to convert our current garage to a front entrance and add an additional 2 car garage. We are requesting this because having our front entrance on the side of the house affects our family's safety. We can not see the street or the driveway from our current entrance. We only can see the street and driveway if we open our garage. This is difficult as our kids get picked up and dropped off and we can't see their arrival and departure. Additionally when packages and deliveries occur, deliverers must go far into the back of our property and it feels unsafe. At times, deliverers don't know where to go when coming to the house and roam the property.

We believe it will not impact our neighbors and they have given approval to make these changes. It appears the plat and survey do not match regarding the 120 foot setback from the street. Even with the current 120 ft setback, we would only go 4ft in front of it. The new garage would require 8 ft into the current 25 foot variance allowing a 17 foot setback from the neighboring lot which is currently a wooded area with a wet weather creek.

Thank you for your consideration.
Stephanie and Jonathan Mandle

ANSWERS TO VARIANCE APPROVAL CRITERIA QUESTIONS

West Lake Hills City Code requires applicants to answer each of the following questions. The ZAPCO Commissioners, Board of Adjustment and City Council Members consider your answers to these questions when evaluating your application. (Feel free to respond to these questions on a separate page or document.)

- (1) Describe in detail any special conditions you believe will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.

Unsafe front door, no visibility to street, aging parents would have limited access to our home.

- (2) Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed in the variance you are requesting is granted?

We are choosing to work around the live oak in the driveway area.

- (3) What other reasonable alternatives have you considered? Why won't these other options alleviate the difficulty or hardship that you think exists?

This is the least disruptive change based on the shape of our home and topography of our lot.

- (4) Why do you believe the variance you are requesting is the minimum required to alleviate the difficulty or hardship you think exists?

It does not require a complete rebuild of the home nor significant disruption to existing flora + natural terrain.

- (5) Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?

Our setback does not match neighboring lots. The plat and our survey do not match. The 30ft building line or the survey not reflected in the plat. Can the building line be vacated? Additionally we have approval from our neighbors or zoning.

- (6) Why do you believe your variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners?

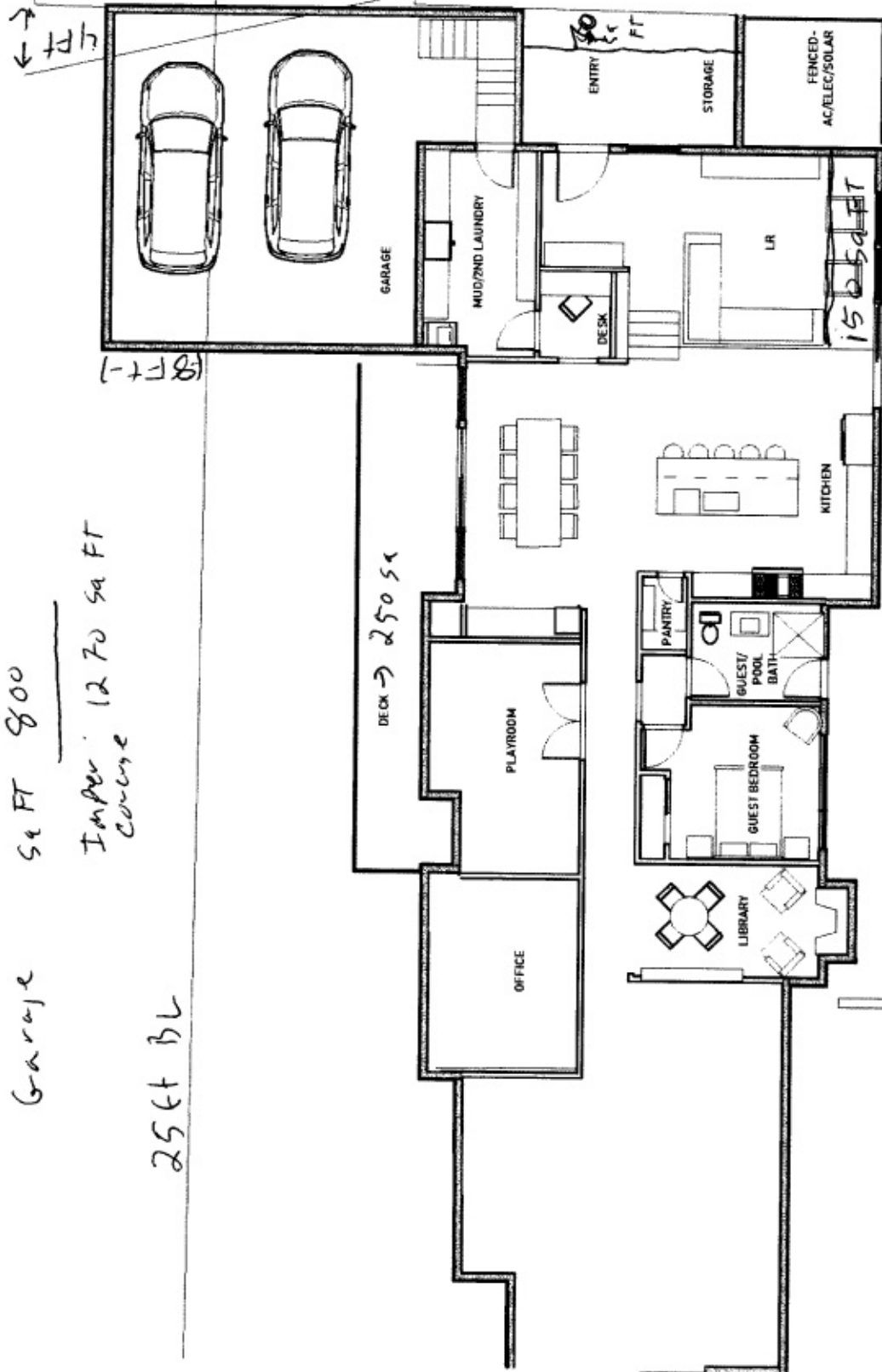
Owners have given approval.

Property Address: 200 Blue Ridge Trail

New house 5a Ft 2206
 Deck 5a Ft 250
 Garage 5a Ft 800

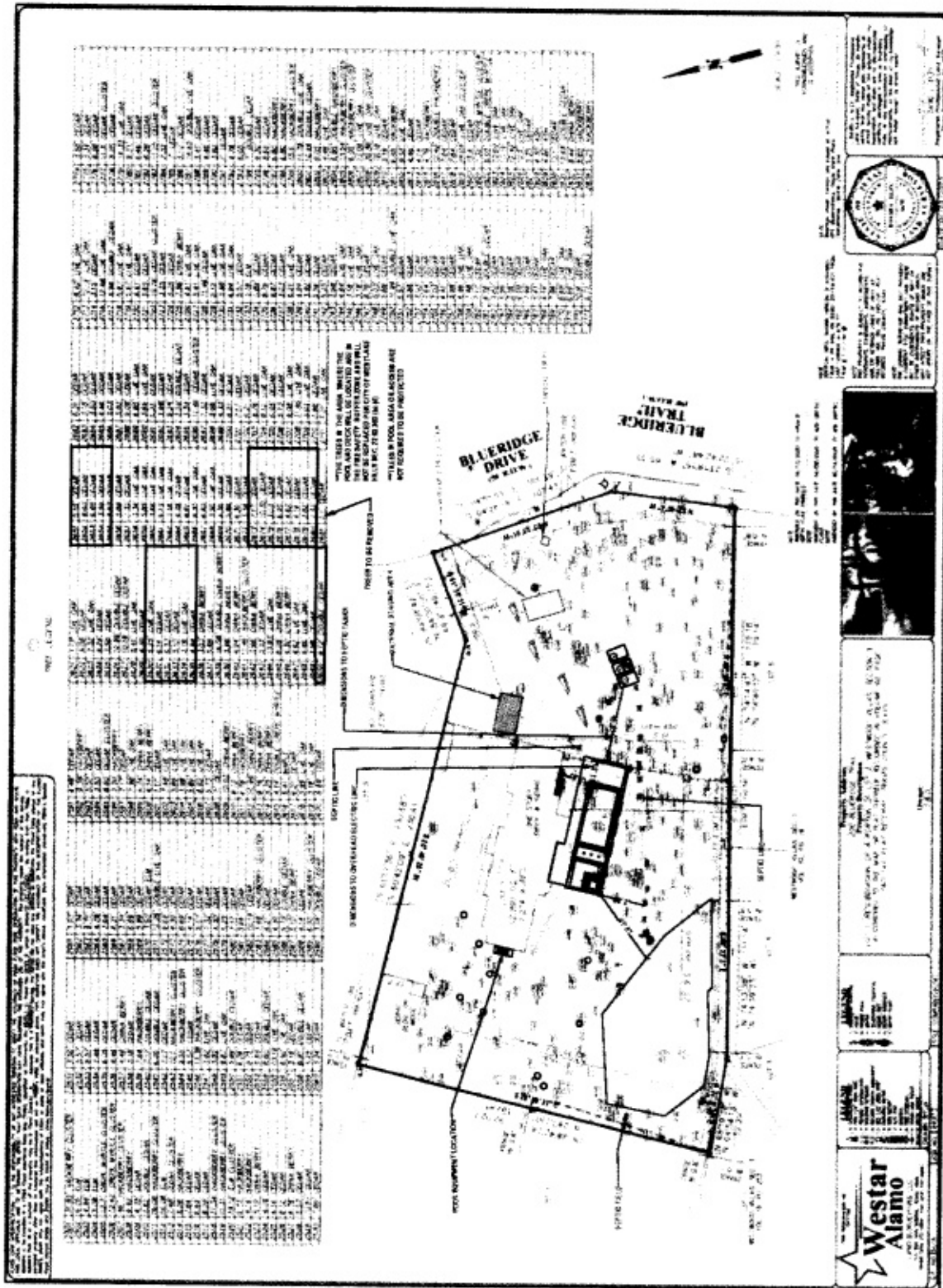
Imper: 1270 5a Ft
 concrete

256t BL



ON SURVEY NOT PLAT

SURVEY PLAN



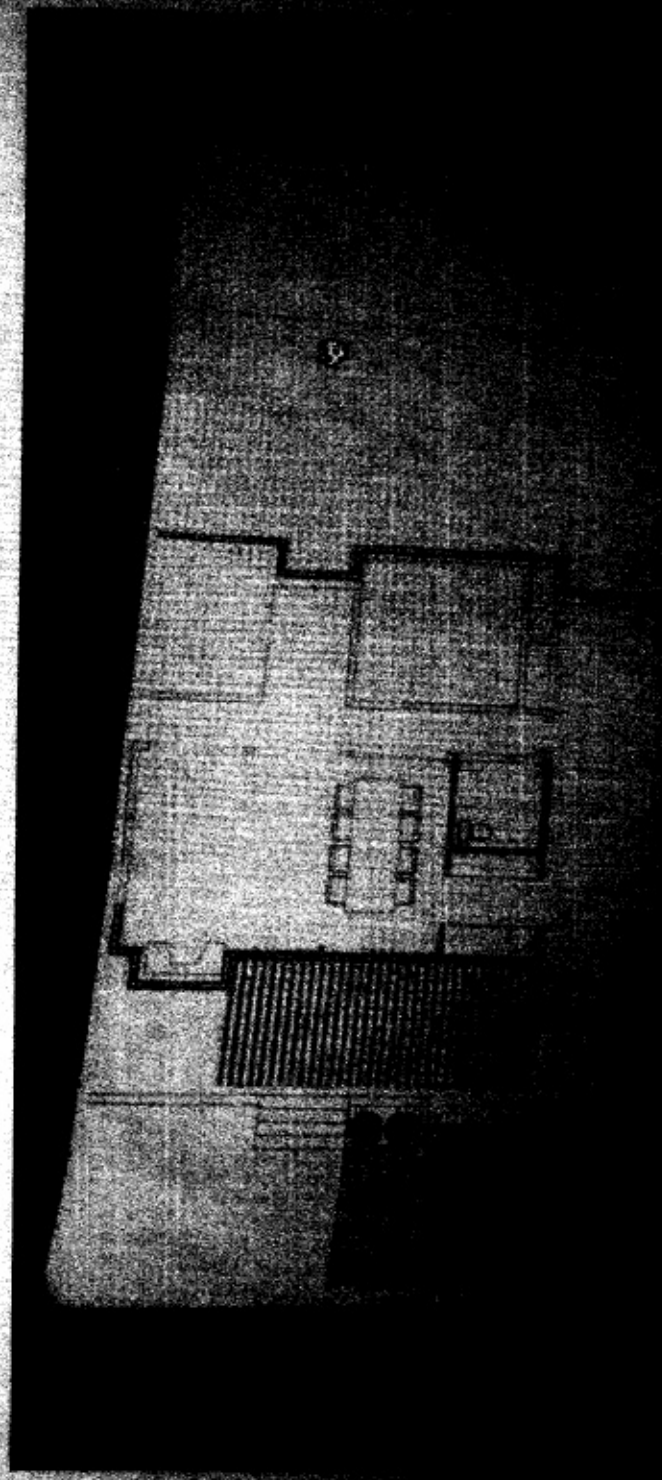


13 of about 94

Hi Stephanie,

Thanks for sharing your plans with me. I am totally fine with relaxing the easements so that you can build a garage on your property. If your plans change from the ones below then please let me know and we and discuss further.

Thanks,
Clark Shuford
512-517-7699



SCALE 1"=40'

WESTWOOD VILLAS SECTION THREE

RESUBDIVISION OF A PORTION OF LOT 2, WESTWOOD VILLAS SECTION THREE

STATE OF TEXAS)
COUNTY OF TRAVIS)

THAT, WESTWOOD VILLAS JOINT VENTURE, acting herein by and through its managing partner, Phillip Dunning, owner of 4.076 acres of land out of Lot 2, Westwood Villas Section Three, a subdivision as recorded in Book 79, Page 253 of the Plat Records of Travis County, Texas, said Westwood Villas Section Three being out of the L.F. Raderberg Survey No. 71, City of West Lake Hills, Travis County, Texas, said 4.076 acres being conveyed by deed recorded in Volume 11448, Page 1248 of the Real Property Records of Travis County, Texas, does hereby resubdivide said 4.076 acres in accordance with the attached map or plat, to be known as RESUBDIVISION OF A PORTION OF LOT 2, WESTWOOD VILLAS SECTION THREE, and does hereby dedicate to the public use all easements shown hereon, subject to any easements and/or restrictions heretofore granted and not released.

WITNESS MY HAND this 2nd day of September, 1991, A.D.

Phillip Dunning
Phillip Dunning
Managing Partner
Westwood Villas Joint Venture (Record Owner)
3009 Bee Cove Road
Austin, TX 78746

STATE OF TEXAS)
COUNTY OF TRAVIS)

THIS INSTRUMENT was acknowledged before me on the 9th day of SEPTEMBER, 1991, by Phillip Dunning, Managing Partner of Westwood Villas Joint Venture.

Dana A. Markov-Wolf
Notary Public in and for
the State of Texas

DANA A. MARKOV-WOLF
Printed Name of Notary Public

My Commission expires on 8-02-94

1. The undersigned, City Inspector/Planner of the City of West Lake Hills, Texas, hereby certify that this subdivision plat conforms to all requirements of the subdivision regulations of the City for which my approval is required.

R. Dunning
P. Dan Rader
City Inspector/Planner
City of West Lake Hills, Texas

11-20-91
Date

This plat has been submitted to and considered by the Planning and Planning Commission of the City of West Lake Hills, Texas, and is hereby recommended for approval by the City Council.

DATED this 20th day of NOVEMBER, 1991, A.D.

A. J. Holt
Allan Holt, Chairman

Approved and authorized for record by the City Council of the City of West Lake Hills, Texas.

DATED this 16th day of September, 1991, A.D.

Tom H. Taylor
Tom H. Taylor, Mayor of the City of West Lake Hills, Texas

ALLIED:

Linda Wynn
Linda Wynn, City Secretary

ALL LOTS IN THIS RESUBDIVISION ARE BOUND BY A ONE-FAMILY RESIDENTIAL EASEMENT.

FILED FOR RECORD, this the 13th day of January, 1992 A.D., at 2:40 o'clock P.M.

Dana Debevoise, Clerk.

STATE OF TEXAS)
COUNTY OF TRAVIS)

1. Dana Debevoise, Clerk of Travis County, Texas, do hereby certify that the foregoing instrument of Writing and its Certification of Authentication was filed for record in my office on the 13th day of January, 1992 A.D., at 2:40 o'clock P.M., and duly recorded on the 13th day of January, 1992 A.D., at 2:40 o'clock P.M. in the Plat Books of said County and State in Plat Book 90, Page 140, 141.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, the 13th day of January, 1992 A.D.

Dana Debevoise, County Clerk, Travis County, Texas

1. Craig C. Greger, a REGISTERED PROFESSIONAL LAND SURVEYOR in the State of Texas, do hereby certify that this plat is true and correct to the best of my knowledge, and was prepared from an actual on-the-ground survey of the property made under my personal supervision.

TEPPA FIRM
3701 Bee Cove Road, Suite 203
Austin, TX 78746

Craig C. Greger
Craig C. Greger
Registered Professional Land Surveyor No. 3936

9/26/91
Date

1110260000
MISC FILE CODE

Vol. 9D Page 140

RESUBDIVISION OF A PORTION OF LOT 2, WESTWOOD VILLAS SECTION THREE

NOTES:

1. SEPTIC TANK NOTE:

Every lot in this subdivision is subject to the City of West Lake Hills' Sanitation Ordinance 108, as amended. No septic system or other private sewage facility may be constructed on any lot until the City of West Lake Hills issues a permit for its construction. No private sewage facility may be used until the facility has been approved and licensed by the City. Lot size requirements for residential and commercial private sewage facilities shall conform to the construction and development limitations in Sanitation Ordinance 108, as amended.

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Every lot in this subdivision is subject to the City of West Lake Hills' site clearance procedures. No site clearance, excavation, grading or landfill shall commence unless a permit shall have first been issued for such work in accordance with the provisions of applicable ordinances. Impervious cover shall not exceed the maximum percentage permitted under City Ordinance.

FLOOD HAZARD NOTE:

The Federal Insurance Administration maps for the City of West Lake Hills, Texas, indicate that the property shown hereon does not lie within a special flood hazard area as defined by said maps, dated August 1, 1984. The 100-year flood plain is contained within the drainage easements as shown hereon.



PROJECT DESIGN CONSULTANTS
5750 Balcones Drive, Suite 210
Austin, TX 78755-7202

[Signature]
Professional Engineer No. 52027

18-26-91
Date

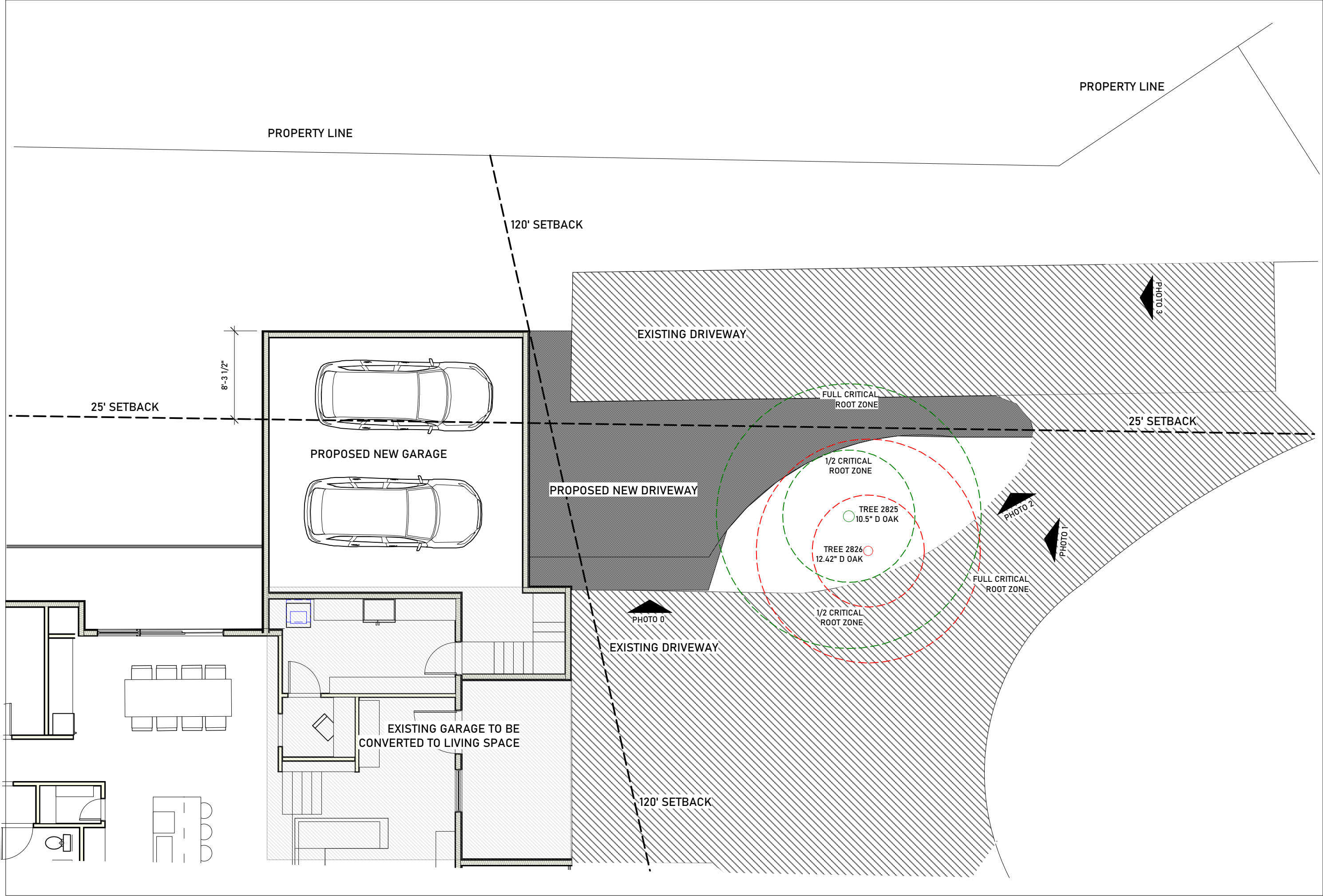
The tract of land described on this plat is within the boundaries of Travis County Water Control and Improvement District (WCID) No. 10 and has water service available.

[Signature]
Cliff Drummond
President of the Board WCID No. 10

17 DEC '91
Date

80009201718
MISC FILM CODE

Vol. 90 Page 141
N. 27 477000 TRAVIS COUNTY, TEXAS



REVISION RECORD

ISSUE

VARIANCE REQUEST
1/8/21
DRAWN BY

PG/AG

SITE PLAN

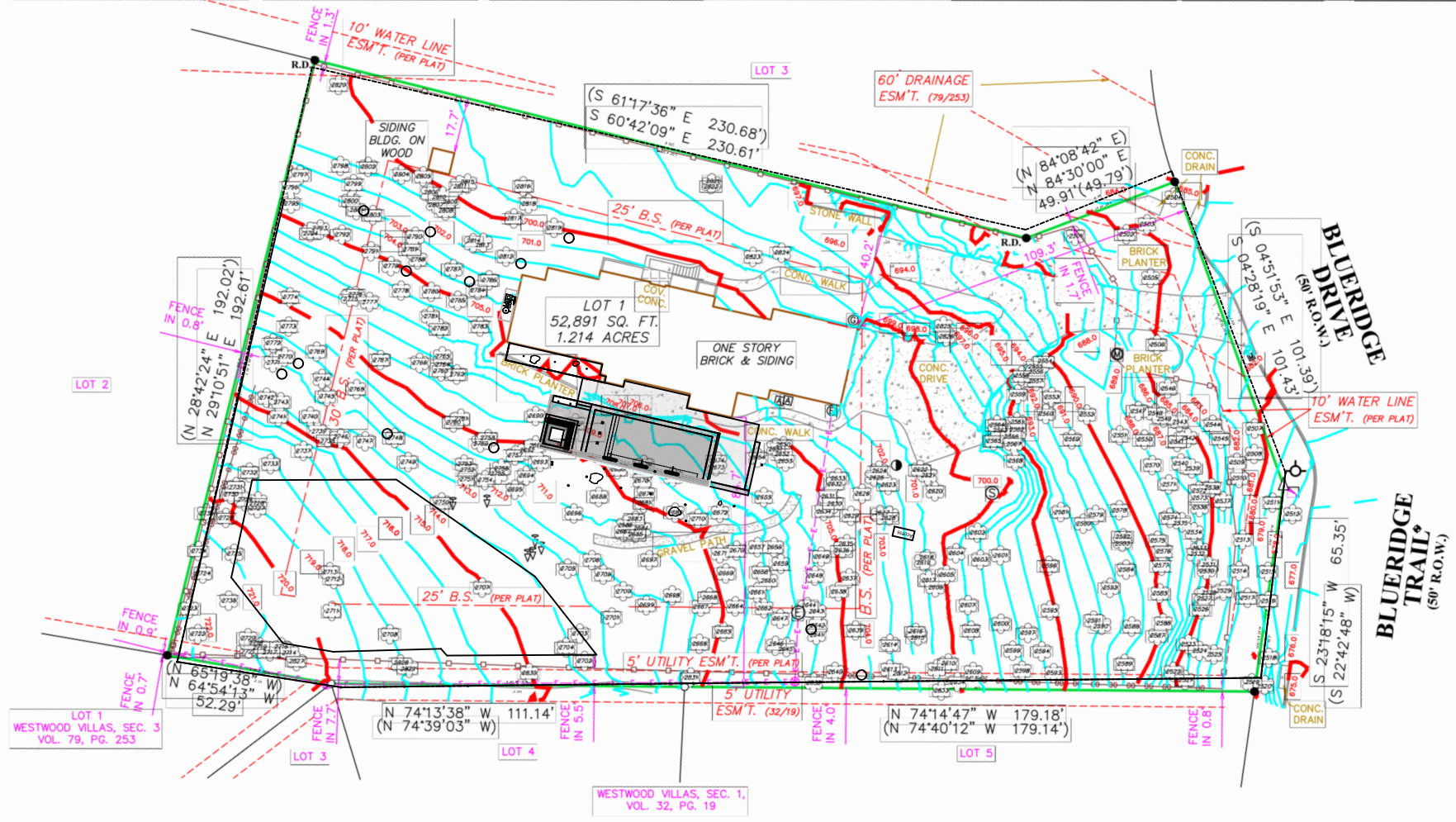
A0.0

DO NOT SCALE DRAWING CONTACT
DESIGNER IN CASE OF
DISCREPANCY. THESE DOCUMENTS
ARE THE PROPERTY OF 3FOLD
DESIGN AND ALLISON H GASKINS
AND MAY BE USED ONLY IN
CONNECTION WITH THIS PROJECT.

FLOOD ZONE INTERPRETATION: IT IS THE RESPONSIBILITY OF ANY INTERESTED PERSONS TO VERIFY THE ACCURACY OF FEMA FLOOD ZONE DESIGNATION OF THIS PROPERTY WITH FEMA AND STATE AND LOCAL OFFICIALS, AND TO DETERMINE THE EFFECT THAT SUCH DESIGNATION MAY HAVE REGARDING THE INTENDED USE OF THE PROPERTY. The property made the subject of this survey appears to be included in a FEMA Flood Insurance Rate Map (FIRM), identified as Community No. 48453 C, Panel No. 0445 K, which is Dated 01/22/2020. By scaling from that FIRM, it appears that all or a portion of the property may be in Flood Zone(s) X1. Because this is a boundary survey, the survey did not take any actions to determine the Flood Zone status of the surveyed property other than to interpret the information set out on FEMA's FIRM, as described above. THIS SURVEYOR DOES NOT CERTIFY THE ACCURACY OF THIS INTERPRETATION OF THE FLOOD ZONES, which may not agree with the interpretations of FEMA or state or local officials, and which may not agree with the tract's actual conditions. More information concerning FEMA's Special Flood Hazard Areas and Zones may be found at https://msc.fema.gov/portal.

TREE LEGEND

2501 31.85' HACKBERRY CLUSTER	2531 3.50' CEDAR	2561 3.03' CEDAR	2591 4.46' CEDAR	2621 7.17' LIVE OAK	2651 5.10' CEDAR	2682 6.21' CEDAR	2712 8.92' LIVE OAK	2774 3.50' CEDAR
2502 6.05' ELM	2532 5.57' CEDAR	2562 3.34' CEDAR	2592 9.39' HACKBERRY	2622 9.08' CEDAR	2652 8.60' CEDAR	2683 3.18' CEDAR	2713 10.19' LIVE OAK	2775 3.34' CEDAR
2503 4.94' ELM	2533 5.57' CEDAR	2563 9.71' CEDAR	2593 5.57' CEDAR	2623 7.32' LIVE OAK	2653 6.85' CEDAR	2684 3.50' CEDAR	2714 3.15' CEDAR	2776 8.28' CEDAR
2504 5.09' ELM	2534 7.48' CEDAR	2564 4.78' CEDAR	2594 3.50' CEDAR	2624 9.24' CEDAR	2654 3.50' CEDAR	2685 4.46' CEDAR	2716 12.66' LIVE OAK	2777 11.3' CEDAR CLUSTER
2505 12.7' CREPE MYRTLE CLUSTER	2535 6.05' CEDAR	2565 7.64' CEDAR	2595 8.60' CEDAR CLUSTER	2625 3.50' CEDAR	2655 5.57' CEDAR	2686 3.03' CEDAR	2717 4.94' DOUBLE CEDAR	2778 5.25' CEDAR
2506 12.42' CREPE MYRTLE CLUSTER	2536 4.46' CEDAR	2566 6.21' CEDAR	2596 3.50' HACKBERRY	2626 10.99' DOUBLE CEDAR	2656 5.89' CEDAR	2687 3.82' CEDAR	2718 5.97' LIVE OAK	2779 14.33' LIVE OAK
2507 46' HACKBERRY CLUSTER	2537 4.46' CHINA BERRY	2567 3.34' CEDAR	2597 7.17' CEDAR	2627 10.19' DOUBLE CEDAR	2657 7.32' CEDAR	2688 9.08' CEDAR	2719 5.97' LIVE OAK	2780 9.71' CEDAR
2508 9.42' HACKBERRY	2538 3.18' CEDAR	2568 6.69' CEDAR	2598 7.96' LIVE OAK	2628 5.41' LIVE OAK	2658 3.34' LIVE OAK	2689 6.85' LIVE OAK	2720 6.61' CEDAR	2781 4.46' CEDAR
2509 4.78' CEDAR	2539 7.64' HACKBERRY	2569 5.89' CEDAR	2599 4.74' CHINA BERRY	2629 4.30' CEDAR	2659 5.89' LIVE OAK	2690 3.66' LIVE OAK	2721 5.65' CEDAR	2782 8.28' CEDAR
2510 3.82' DOUBLE CEDAR	2540 7.17' DOUBLE CEDAR	2570 3.50' CEDAR ELM	2600 4.14' CHINA BERRY	2630 5.25' LIVE OAK	2660 3.66' LIVE OAK	2691 5.25' CEDAR	2722 10.19' CEDAR CLUSTER	2783 11.15' CEDAR CLUSTER
2511 16.08' HACKBERRY CLUSTER	2541 6.05' DOUBLE CEDAR	2571 12.26' DOUBLE LIVE OAK	2601 7.17' CEDAR	2631 4.14' CEDAR	2661 5.73' LIVE OAK	2692 3.98' CEDAR	2723 3.25' CEDAR	2784 7.32' LIVE OAK
2512 16.08' ELM	2542 7.17' CEDAR	2572 6.69' CEDAR	2602 7.48' LIVE OAK	2632 6.53' CEDAR	2662 3.18' LIVE OAK	2693 9.24' CEDAR	2724 5.25' CEDAR	2785 7' CEDAR
2513 7.48' CEDAR CLUSTER	2543 12.1' HACKBERRY CLUSTER	2573 4.30' CEDAR	2603 5.89' LIVE OAK	2633 5.10' CEDAR	2664 4.78' CEDAR	2694 3.50' DOUBLE CEDAR	2725 7.96' CHINA BERRY	2786 5.10' CEDAR
2514 8.28' HACKBERRY	2544 9.55' HACKBERRY CLUSTER	2574 6.69' CEDAR	2604 3.98' LIVE OAK	2634 3.18' LIVE OAK	2665 4.61' CEDAR	2695 3.34' CEDAR	2726 4.61' LIVE OAK	2787 14.65' DOUBLE LIVE OAK
2515 7.64' CEDAR	2545 5.57' CEDAR	2575 4.14' CEDAR	2605 5.89' LIVE OAK	2635 4.94' CEDAR	2666 4.30' LIVE OAK	2696 11.46' CEDAR CLUSTER	2727 5.41' LIVE OAK	2788 5.41' CEDAR
2516 6.69' CEDAR	2546 13.38' HACKBERRY CLUSTER	2576 5.57' CEDAR	2606 8.92' LIVE OAK	2636 3.03' CHINA BERRY	2667 6.82' CEDAR	2697 7.32' CEDAR	2728 11.46' CEDAR	2789 4.46' CEDAR
2517 8.28' CEDAR	2547 3.82' LIVE OAK	2577 7.32' CEDAR	2607 5.73' CEDAR	2637 5.89' CEDAR	2668 3.50' LIVE OAK	2698 3.66' LIVE OAK	2729 5.10' LIVE OAK	2790 3.82' CEDAR
2518 21.34' HACKBERRY CLUSTER	2548 3.82' CEDAR	2578 4.30' CEDAR	2608 7' CEDAR	2638 16.08' DOUBLE CHINA BERRY	2669 4.30' CEDAR	2699 4.33' CEDAR	2730 3.98' LIVE OAK	2791 7' CEDAR
2519 11.31' HACKBERRY CLUSTER	2549 9.87' LIVE OAK	2579 5.25' CEDAR	2609 10.03' CHINA BERRY	2639 3.98' CHINA BERRY	2670 5.89' CEDAR	2700 6.21' CEDAR	2731 4.94' LIVE OAK	2792 4.78' CEDAR
2520 19.12' ELM CLUSTER	2550 5.89' DOUBLE CEDAR	2580 7.17' CEDAR	2610 8.12' CHINA BERRY	2640 4.94' CHINA BERRY	2671 4.30' CEDAR	2701 7.17' CEDAR	2732 5.57' CEDAR	2793 6.05' CEDAR
2521 5.73' HACKBERRY	2551 8.28' CEDAR	2581 3.66' CEDAR	2611 4.78' HACKBERRY	2641 11.46' HACKBERRY CLUSTER	2672 3.34' CEDAR	2702 6.21' CEDAR	2733 3.18' ELM	2794 7' DOUBLE CEDAR
2522 4.14' HACKBERRY	2552 9.71' CEDAR	2582 10.19' CEDAR	2612 10.99' CHINA BERRY	2642 3.98' CHINA BERRY	2673 7.17' CEDAR	2703 8.76' CEDAR	2734 5.89' CEDAR	2795 4.30' CEDAR
2523 5.10' CHINA BERRY	2553 5.89' CEDAR	2583 7.48' HACKBERRY CLUSTER	2613 8.76' CHINA BERRY	2643 3.03' CEDAR	2674 10.35' CEDAR	2704 8.12' LIVE OAK	2735 8.76' CEDAR	2796 8.60' CEDAR
2524 4.78' CEDAR	2554 8.60' DOUBLE CEDAR	2584 6.21' CEDAR	2614 5.25' CHINA BERRY	2644 10.83' LIVE OAK	2675 3.03' CEDAR	2705 6.05' CEDAR	2736 9.87' CEDAR	2797 6.80' HACKBERRY
2525 4.14' CEDAR	2555 10.19' LIVE OAK	2585 4.30' CEDAR	2615 4.14' DOUBLE CREPE MYRTLE	2645 8.28' CHINA BERRY	2676 6.05' CEDAR	2706 5.73' CEDAR	2737 3.03' CEDAR	2798 6.80' HACKBERRY
2526 8.12' CEDAR	2556 8.92' LIVE OAK	2586 5.73' DOUBLE CEDAR	2616 5.41' MAPLE	2646 4.30' CHINA BERRY	2677 4.62' CEDAR	2707 9.08' LIVE OAK	2738 6.21' LIVE OAK	2799 15.6' HACKBERRY CLUSTER
2527 4.78' CHINA BERRY	2557 3.18' CEDAR	2587 5.10' CHINA BERRY	2617 6.21' CEDAR	2647 4.62' LIVE OAK	2678 4.14' CEDAR	2708 11.46' LIVE OAK	2739 4.94' CEDAR	2800 11.78' DOUBLE LIVE OAK
2528 5.57' CEDAR	2558 8.91' DOUBLE CEDAR	2588 4.14' CEDAR	2618 3.89' LIVE OAK	2648 4.46' LIVE OAK	2679 3.82' CEDAR	2709 3.03' LIVE OAK	2740 3.82' CEDAR	2801 10.99' DOUBLE CEDAR
2529 10.67' CEDAR	2559 5.25' CEDAR	2589 6.05' HACKBERRY CLUSTER	2619 3.18' LIVE OAK	2649 3.98' CEDAR	2680 7.32' CEDAR	2710 3.98' CEDAR	2741 3.34' CEDAR	2802 6.05' HACKBERRY
2530 7.80' CEDAR	2560 3.34' CEDAR	2590 3.18' DOUBLE CEDAR	2620 6.69' CEDAR	2650 8.12' DOUBLE CEDAR	2681 5.1' CEDAR	2711 7.01' LIVE OAK	2742 5.25' CEDAR	2803 4.46' LIVE OAK



Westar Alamo
LAND SURVEYORS, LLC.
P.O. BOX 1845 BOERNE, TEXAS 78008
PHONE (210) 372-9500 FAX (210) 372-9999
G.F. NO. N/A

LEGEND
● CALCULATED POINT
○ FND 1/2" IRON ROD
□ RECORD INFORMATION
--- BUILDING SETBACK
--- RECORD DIGNITY MONUMENT
--- SET 1/2" IRON ROD
--- ELECTRIC METER
--- GAS METER
--- A/C PAD
--- MAILBOX
--- FIRE HYDRANT
--- CHAIN LINK FENCE
--- METAL FENCE
DRAWN BY: JUA

LEGEND
--- OVERHEAD ELECTRIC
--- IRRIGATION CONTROL VALVE
--- POWER POLE
--- SEPTIC AREA
--- TELEPHONE PEDESTAL
--- CLEAN OUT
--- SEWER MANHOLE
TITLE COMPANY: N/A

Property Address:
200 BLUERIDGE TRAIL
Property Description:
LOT 1, RESUBDIVISION OF A PORTION OF LOT 2, WESTWOOD VILLAS, SECTION 3, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 90, PAGE 140-141, PLAT RECORDS, TRAVIS COUNTY, TEXAS.
Owner:
T.B.D.



NOTE:
VERTICAL INFO. SHOWN HEREON IS ASSUMED.
T.B.M. = PK NAL ON ROAD SOUTHEAST FROM EAST CORNER = 676.77'
T.B.M. # 1
NOTE:
THIS PROPERTY IS SUBJECT TO RESTRICTIVE COVENANTS, EASEMENTS, AGREEMENTS, AND/OR SETBACK LINES (IF ANY) AS FOLLOWS: VOL. 90, PG. 140-141, PLAT RECORDS, TRAVIS COUNTY, TEXAS.
NOTE:
THE SIGNING SURVEYOR WAS NOT PROVIDED A CURRENT TITLE COMMITMENT AND THERE MAY BE EASEMENTS, RIGHTS OF WAY OR OTHER INSTRUMENTS OF RECORD WHICH MAY AFFECT THIS PROPERTY WHICH ARE NOT SHOWN ON THE FACE OF THIS SURVEY.

NOTE:
Bearings shown hereon are based on actual GPS Observations, Texas State Plane Coordinates, Central Zone, Grid.
STATE OF TEXAS
DAVID L. ELZY
REGISTERED PROFESSIONAL LAND SURVEYOR
4675
I, DAVID L. ELZY, Registered Professional Land Surveyor, State of Texas, do hereby certify that the above plat represents an actual survey made on the ground under my supervision, and there are no discrepancies, conflicts, shortages in area or boundary lines, or any encroachment or overlapping of improvements, to the best of my knowledge and belief, except as shown herein.
DAVID L. ELZY
Registered Professional Land Surveyor
Texas Registration No. 4675
DATE: 01/23/2020

SCALE: 1" = 50'









RESUBDIVISION OF A PORTION OF LOT 2, WESTWOOD VILLAS SECTION THREE

NOTES:

1. SEPTIC TANK NOTE:

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PROJECT DESIGN CONSULTANTS
5750 Balcones Drive, Suite 210
Austin, TX 78755-7202

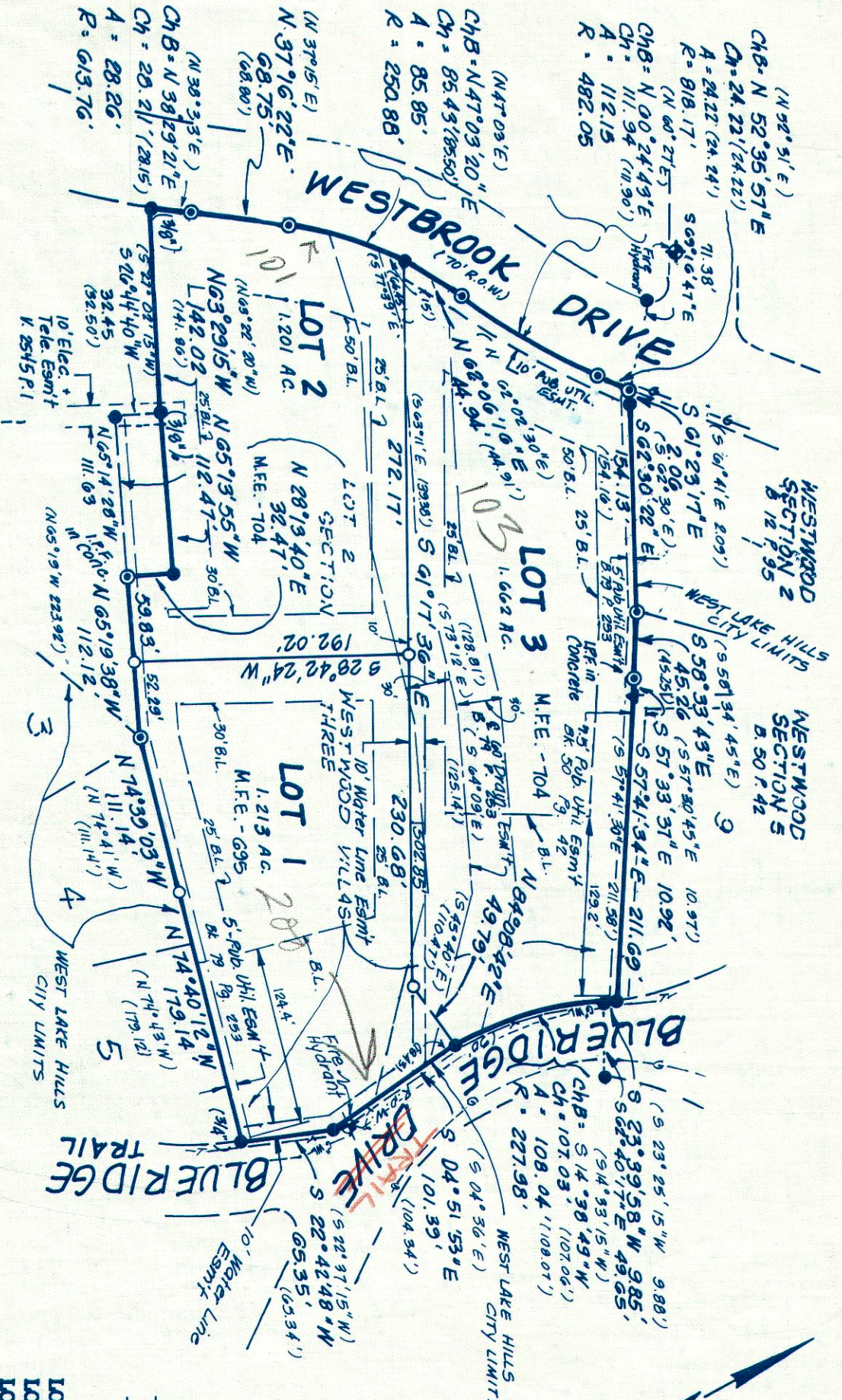


B. Appelle
Bruce S. Appelle
Registered Professional Engineer No. 52027

Date 18-26-91

The tract of land described on this plat is within the boundaries of Travis County Water Control and Improvement District (WCID) No. 10 and has water service available.

Cliff Drummond
Cliff Drummond
President of the Board WCID No. 10
Date 17 Dec '91



WESTWOOD VILLAS
SECTION THREE
Bk. 79, P. 253

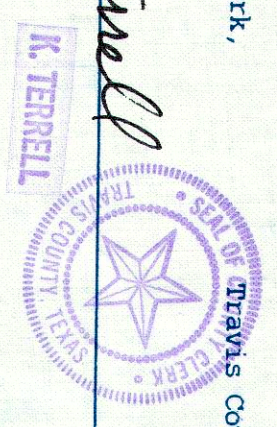
RESUBDIVISION OF A PORTION OF LOT 2, WESTWOOD VILLAS SECTION THREE

STATE OF TEXAS)
COUNTY OF TRAVIS)

ALL LOTS IN THIS SUBDIVISION ARE ZONED R-1 ONE-FAMILY RESIDENTIAL DISTRICT.

That, WESTWOOD VILLAS JOINT VENTURE, acting herein by and through its managing partner, Phillip Deming, owner of 4.076 acres of land out of Lot 2, Westwood Villas Section Three, a subdivision as recorded in Book 79, Page 253 of the Plat Records of Travis County, Texas, said Westwood Villas Section Three County, Texas, said 4.076 acres being conveyed by deed recorded in Volume 11448, Page 1248 of the Real Property Records of Travis County, Texas, does hereby resubdivide said 4.076 acres in accordance with the attached map or plat, to be known as RESUBDIVISION OF A PORTION OF LOT 2, WESTWOOD VILLAS SECTION THREE, and does hereby dedicate to the public use all easements shown hereon, subject to any easements and/or restrictions heretofore granted and not released.

FILED FOR RECORD, this the 13th day of January, 1992, A.D., at 2:40 o'clock P.M.
Dana Debeauvoir, Clerk,
Travis County, Texas



WITNESS MY HAND this the 3rd day of September, 1991, A.D.
Phillip Deming
Managing Partner
Westwood Villas Joint Venture (Record Owner)
3509 Bee Cave Road
Austin, TX 78746

STATE OF TEXAS)
COUNTY OF TRAVIS)

THIS INSTRUMENT was acknowledged before me on the 3rd day of September, 1991, by Phillip Deming, Managing Partner of Westwood Villas Joint Venture.



BY: K. Terrell
Deputy



DANA A. MARKUS-WOLF
Printed Name of Notary Public
My Commission expires on 8-02-94

I, the undersigned, City Inspector/Planner of the City of West Lake Hills, Texas, hereby certify that this subdivision plat conforms to all requirements of the subdivision regulations of the City for which my approval is required.

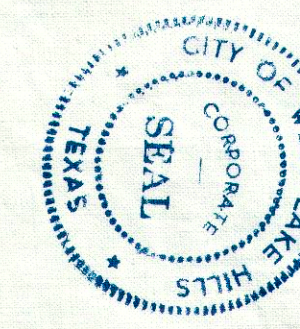
R. Dan Sims
City Inspector/Planner
City of West Lake Hills, Texas
Date 11-20-91

This plat has been submitted to and considered by the Zoning and Planning Commission of the City of West Lake Hills, Texas, and is hereby recommended for approval by the City Council.

DATED this 20th day of November, 1991, A.D.
A. H. Nuff
Allan Nuff, Chairman

Approved and authorized for record by the City Council of the City of West Lake Hills, Texas.

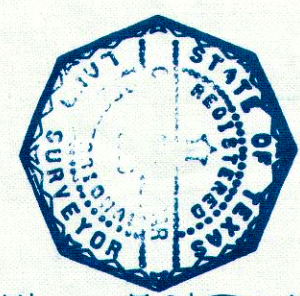
DATED this 26th day of November, 1991, A.D.
Tom H. Taylor, Mayor of the City of West Lake Hills, Texas



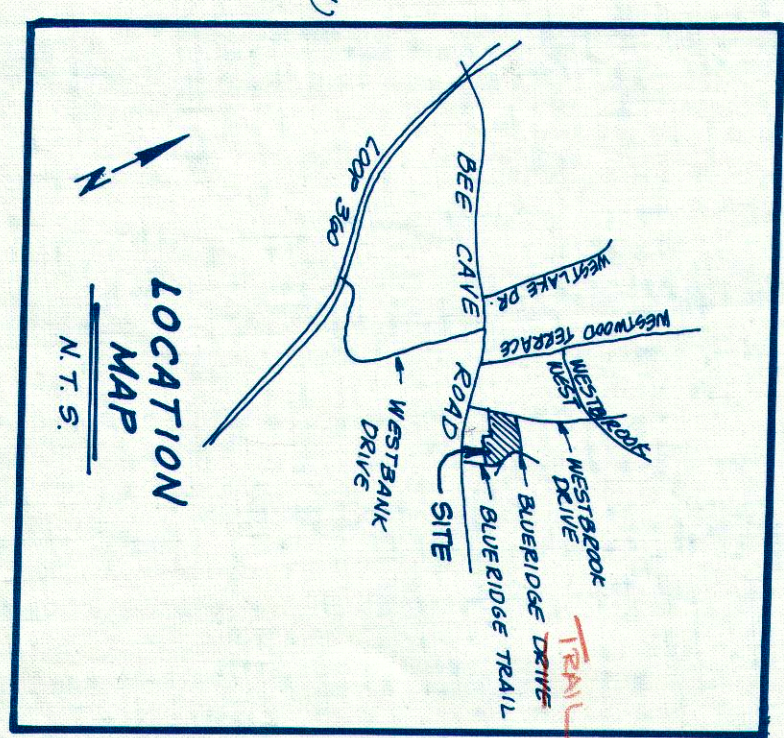
Attest:
Linda Winn, City Secretary

I, Craig C. Cregar, a REGISTERED PROFESSIONAL LAND SURVEYOR in the State of Texas, do hereby certify that this plat is true and correct to the best of my knowledge, and was prepared from an actual on-the-ground survey of the property made under my personal supervision.

TERRA FIRMA
3701 Bee Cave Road, Suite 203
Austin, TX 78746



Craig C. Cregar
Registered Professional Land Surveyor No. 3936
Date 8/26/91





NONCONFORMING STRUCTURE VARIANCES STAFF REPORT

FEBRUARY 10, 2021

Project Address: 1407 Wildcat Hollow

Project Number: 16344

Agenda Item: Land Use: 1407 Wildcat Hollow: Discussion/consideration of a variance request to alter the roofline and remodel exterior walls of an existing non-conforming home that encroaches the side building setback (West Lake Hills Code Sec. 22.03.281). Owners Andrew & Kaitlyn Coney/Applicant Kristopher White - Dick Clark & Associates.

Applicant Information: Owners Andrew & Kaitlyn Coney/Applicant Kristopher White, Dick Clark & Associates

Hearing Dates:

January 20, 2021 ZAPCO

February 10, 2021 Board of Adjustment

Location: The subject property is located west of Westlake Drive, south of Harbor View Drive, and northeast of Nob Hill Circle.

Zoning & Site Characteristics:

The subject property is zoned R-1 – One-Family Residential and is approximately 0.3547 acre. There is an existing two-story home on the property, and the property is steeply sloped.

Background & Analysis:

The applicant is requesting variances in order to remodel an existing home that encroaches the side building setback. The applicant considered options of either tearing down the existing home and constructing a new build, or remodeling the existing structure. Due to the small lot size, steep slopes and trees that need to be preserved, including a 28" Live Oak in the existing courtyard, the applicant chose to remodel the existing nonconforming structure.

The proposed remodel will not cause further encroachment into the building setback, but does involve remodeling the interior and exterior of the portion of the home located in the setback. Additionally, due to the existing low ceilings, the applicant is requesting raising the roofline of the nonconforming structure (but will stay at or below the maximum permitted height). The roofline will also be extended in the carport to allow modern standard size vehicles to enter the carport.

The existing home was originally constructed in the 1950s, and the homeowners would like to update it more livable by current standards. No trees are proposed to be removed and the impervious cover will stay the same.

Variance Criteria Review:

When applying for a variance, the applicant has established by competent evidence that:

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

The application states – “We plan to work within the existing parameters of the site and...within the existing 2,300 sf footprint but with this .35-acre site having such a significant slope, limited buildable area and considerable tree critical root zones, the existing house is currently sited across the side yard setback. This puts a constraint on about 1/3 of the existing exterior walls and roof by not allowing alterations to be made besides routine maintenance.”

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

The application states – “We do not anticipate the surrounding terrain and existing flora to be disrupted more than a traditional remodel and recladding since we are not proposing to go beyond the existing footprint and current overhang projections.”

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

The application states – “Other alternatives were considered, but due to the limitation of the buildable area by setbacks and tree CRZs, it made the most sense to remodel the existing home within the existing footprint. The main alternative of building new would be incredibly disruptive to the site and large central oak since our only buildable area would be on the back-half of the lot.”

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

The application states – “The main objective of this remodel is to fix up what’s already there and breathe new life into this existing home. We can design something beautiful by just utilizing what’s there but the non-complying portion of the structure requires a variance in order to be remodeled as a cohesive and updated home. We feel that these variances give this property the ability to have the remodel that it deserves in order to best fit these homeowners’ growing family.”

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

The application states – “By reusing the existing home’s footprint, we are placing the utmost emphasis on the protection and preservation of the existing site. This variance will allow the remodel to focus on elevating the unique and special quality of the property by preserving and protecting the site’s natural resources and adding to the pleasant quality of life already engrained in this city.”

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

The application states – “Although the roofline would be slightly taller, this house sits well below Wildcat Hollow. Also, by facing the lower end of the shed roof towards the property line and by not expanding the footprint of the existing house, the remodel will not encroach any further towards the one visible neighboring property that they have to the south and east.”

Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will need to comply with the City’s Code.

Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

This request will not change the subdivision.

Comprehensive Planning Analysis

The existing and future land use comply with the Master Plan.

Zoning and Planning Commission Recommendation

During the January 20, 2021 ZAPCO meeting, the Commissioners unanimously recommended approval of the requested variances by a vote of 5 – 0.

Staff Recommendation

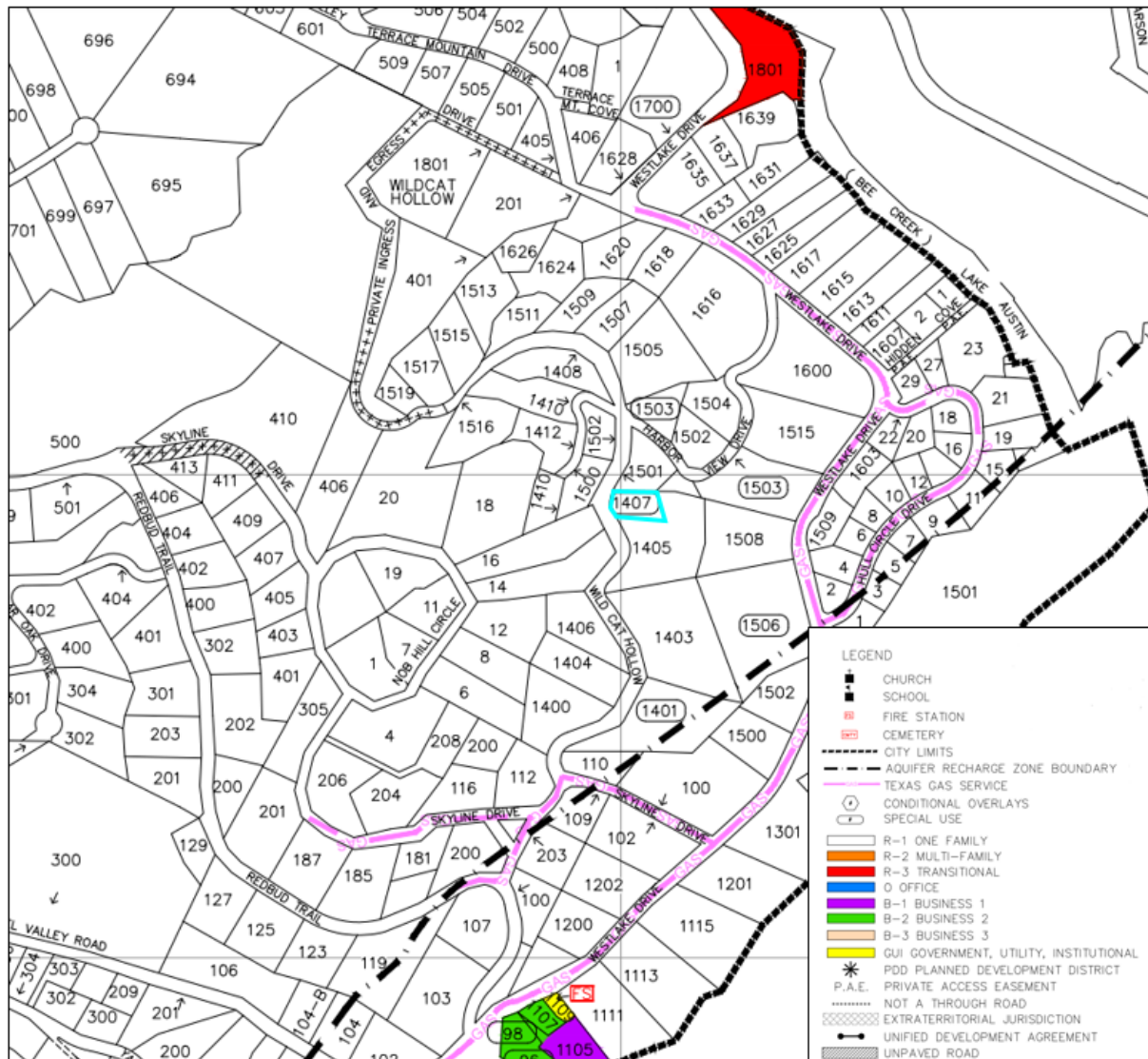
Staff recommends approval of the requested variances due to the site constraints including steep slopes and minimization of the proposed project.

Links to Relevant Code:

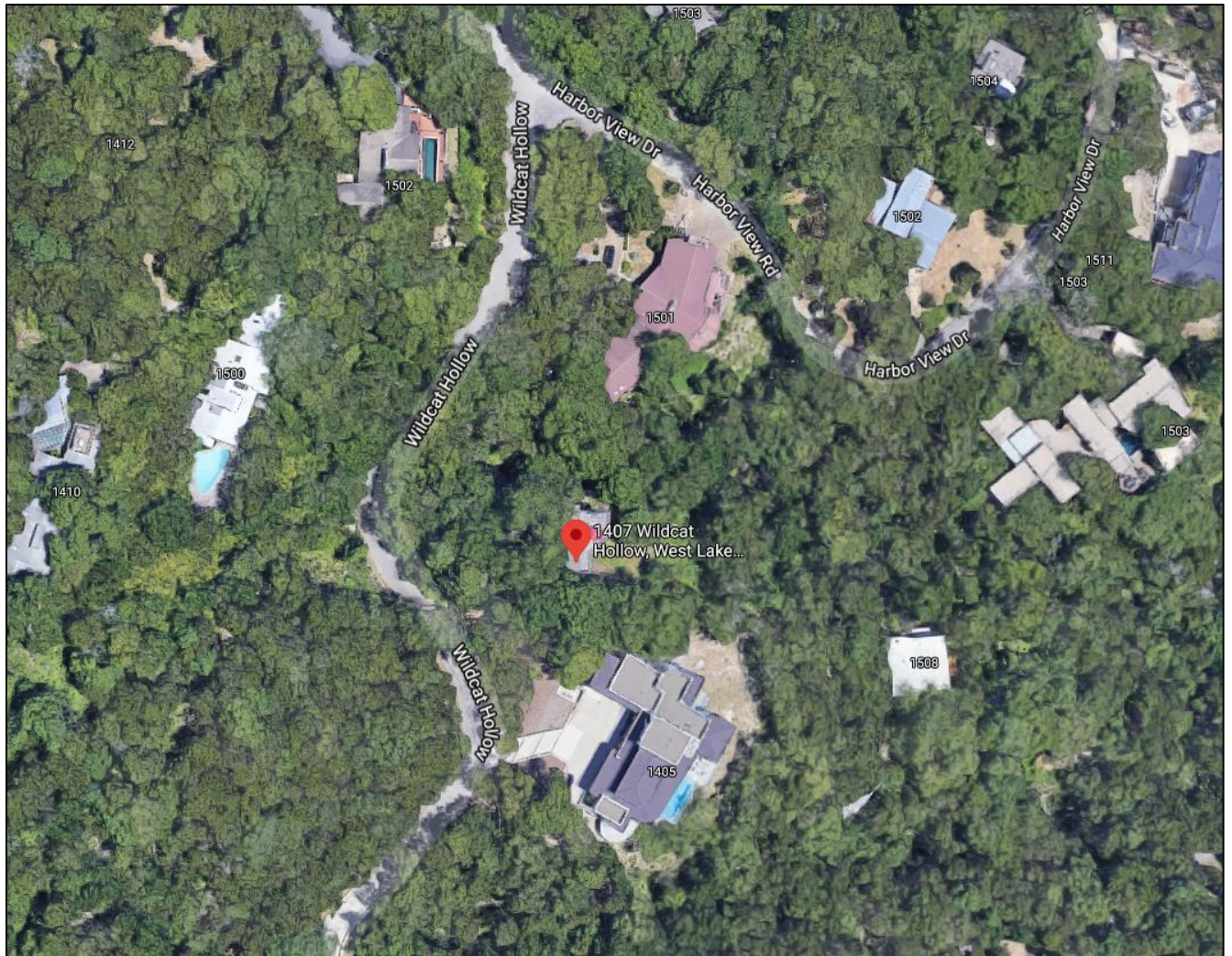
- [Sec. 22.03.281 Schedule of Regulations](#)
- [Sec. 22.03.514 Criteria and process required for granting variance](#)
- [Sec. 38.04.061 Nonconforming uses of land and structures](#)

(Maps to follow)

Zoning:



Aerial:



APPLICATION COVER SHEET

Property Address: **1407 Wildcat Hollow**
Applicant Name: **Andrew & Kaitlyn Coney**
Designated Agent (if any, Power of Attorney Required): _____
Applicant Phone Number: **512.472.4980** Email Address: _____
Date Application was Submitted: **12.11.2020**
Variance(s) Requested: **Alter roofline and remodel exterior walls of the existing structure that sits partially in the building setback**

Applicant completes above section; City Staff completes the section below:

Variance File Number: _____ [A sequential identifier based on application date and noted in a Variance Application Log maintained by staff. Examples: 20110903A, 20110903B, 20111021A, etc.]

Application Fees Due: \$ _____ ☐ Fees Received on _____ by _____

DRAFT APPLICATION PACKET MATERIALS

Draft Application Packet Received on _____ by _____
☐ Letter to ZAPCO Chairperson ☐ Variance Approval Criteria Answers
☐ Site Plan Coversheet ☐ Site Plan Drawings
☐ Elevation Views and Floor Plans (new structures only)
☐ Septic Assessment (new structures only)
☐ Additional Support Materials (if any): _____
☐ Power of Attorney (if any) – Designated Representative: _____
Staff Analysis completed on _____ by _____
Staff Analysis sent to Applicant on _____ by _____

FINAL APPLICATION PACKET

Final Application Packet Reviewed and Approved on _____ by _____
Notice to Proceed Letter sent to Applicant on _____ by _____
• Notification Letter must be postmarked by _____ ☐ Confirmed by _____
• Sign must be posted by _____ ☐ Confirmed by _____
15 Copies of Final Packet received on _____ ☐ Confirmed by _____

ZAPCO

Scheduled for ZAPCO Hearing on: _____
ZAPCO Action Letter sent on _____ by _____
ZAPCO Recommendation: _____
Conditions/Comments (if any): _____
Modified application and materials (if any) received on _____ by _____

BOA/CITY COUNCIL

Scheduled for BOA/Council Hearing on: _____
BOA/Council Action: _____
Conditions/Comments (if any): _____
BOA/Council Action Letter sent on _____ by _____

FOLLOW-UP

Follow-up dates (vegetative screening installed, survival verification, etc.): _____
• Notifications added to Incode on _____ by _____

Postponement History (if any): _____
Notes: _____

LETTER TO ZAPCO CHAIRPERSON

December 11, 2020

Chairman Robert Meisel
West Lake Hills Zoning and Planning Commission
911 Westlake Drive
West Lake Hills, Texas 78746

Dear Mr. Chairman:

The property located at 1407 Wildcat Hollow is currently an existing two-story, single-family home built in 1955 on an incredibly sloped lot of .35 acres. Andrew and Kaitlyn Coney plan to keep it that way but would like to remodel this existing home to alleviate the cramped ceiling heights and tight room arrangements.

The lot has a significant downward slope away from the street. Centered right in the middle of the lot, within the existing courtyard, there is a stunning 28" Live Oak tree that commands the site and existing home layout. The main floor of the house sits under and around the tree, pushing the existing house into the side yard & front yard setbacks and thus making some of the south side and the carport, a non-conforming structure.

Our design team evaluated various approaches to the layout of the home on the site, both as a new build and as a remodel. Due to the limited buildable area, significant slope and the beautiful tree taking up most of the buildable area, we determined that the optimal design strategy was to do a responsible remodel, working within the existing parameters of the site and within the existing footprint of the house. Alas, with an 8' top plate restricting the ceiling heights and the existing beams restricting the door heights to 6'-8" tall, it makes it very difficult to just try and fix up what's already there, while making it a little more livable by today's standards. The current home feels cramped and heavy inside.

In order to accommodate this design approach, a variance is required: the ability to alter the roofline and remodel the exterior walls of the existing structure that sits partially in the building setback :

- The portion of the existing house & carport that is in the setback(s) are well below the code's height requirement and we are completely staying within the existing footprint.
- In order to give the spaces and the house more breathability, and fill the spaces with light, it is necessary to increase this top plate and replace the existing gable roofs with shed roofs that face inward, towards the tree – keeping the low side towards the property line and not extending past where the current, existing roof overhangs end.
- This same top plate restricts modern cars to enter the carport – we would extend the new shed roof (consolidating the roofline) which would permit the elevated shed side to receive standard-sized vehicles, while staying within the existing roof outline
- We do not propose to remove any trees or add any impervious cover.

We feel these variances give this property the ability to have the remodel that it deserves. A design that rebuilds and elevates what is existing to be as beautiful and unique as the site itself all while allowing for the home to have another happy 65 years of life.

We very much appreciate your consideration and look forward to your comments.

Sincerely,



Kristopher White, AIA
Partner - Dick Clark + Associates

ANSWERS TO VARIANCE APPROVAL CRITERIA QUESTIONS

West Lake Hills City Code requires applicants to answer each of the following questions. The ZAPCO Commissioners, Board of Adjustment and City Council Members consider your answers to these questions when evaluating your application.

(1) Describe in detail any special conditions you believe will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.

We plan to work within the existing parameters of the site and the within the existing 2,300 sf footprint but with this .35-acre site having such a significant slope, limited buildable area and considerable tree critical root zones, the existing house is currently sited across the side yard setback. This puts a constraint on about 1/3 of the existing exterior walls and roof by not allowing any alterations to be made besides routine maintenance. With the low 8' top plate of the existing roof combined with the structural beams protruding down to 6'8", this remodel is now confined to keep the spaces feeling small and cramped, no matter what we do on the interior.

In order to give the spaces and the house more breathability, and fill the spaces with light, it is necessary to increase this top plate and replace the existing gable roofs with shed roofs that face inward, towards the tree – keeping the low sides towards the property line and not extending past where the current, existing roof overhangs already project.

Secondarily, since this house does not have a garage, the carport is the main covered parking area. Unfortunately, this same top plate restricts a modern, standard-sized vehicle to enter the carport. We propose to extend the new shed roof (consolidating the roofline) which would permit the elevated shed side to receive any type of vehicle, while staying within the existing roof outline of the current carport.

(2) Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed if the variance you are requesting is granted?

We do not anticipate the surrounding terrain and existing flora to be disrupted more than a traditional remodel & recladding since we are not proposing to go beyond the existing footprint and current overhang projections.

(3) What other reasonable alternatives have you considered? Why won't these other options alleviate the difficulty or hardship that you think exists?

Other alternatives were considered, but due to the limitation of the buildable area by setbacks and tree CRZs, it made the most sense to remodel the existing within the existing footprint. The main alternative of building new would be incredibly disruptive to the site and large central oak since our only buildable area would be on the back-half of the lot.

For the proposed remodel approach, any combination of efficient layout, good design and adaptation to a more modern way of living would require the ceiling plane to be modified above the existing, restricting top plate that currently exists, keeping the spaces within still feeling cramped and closed off.

(4) Why do you believe the variance you are requesting is the minimum required to alleviate the difficulty or hardship you think exists?

The main objective of this remodel is to fix up what's already there and breathe new life into this existing home. We can design something beautiful by just utilizing what's there but the non-complying portion of the structure requires a variance in order to be remodeled as a cohesive and updated home. We feel that these variances give this property the ability to have the remodel that it deserves in order to best fit these homeowners' growing family.

(5) Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?

By reusing the existing home's footprint, we are placing the utmost emphasis on the protection and preservation of the existing site. This variance, will allow the remodel to focus on elevating the unique and special quality of the property by preserving and protecting the site's natural resources and adding to the pleasant quality of life already engrained in this city.

(6) Why do you believe your variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners?

Although the roofline would be slightly taller, this house sits well below Wildcat Hollow. Also, by facing the lower end of the shed roof towards the property line and by not expanding the footprint of the existing house, the remodel will not encroach any further towards the one visible neighboring property that they have to the south and east.

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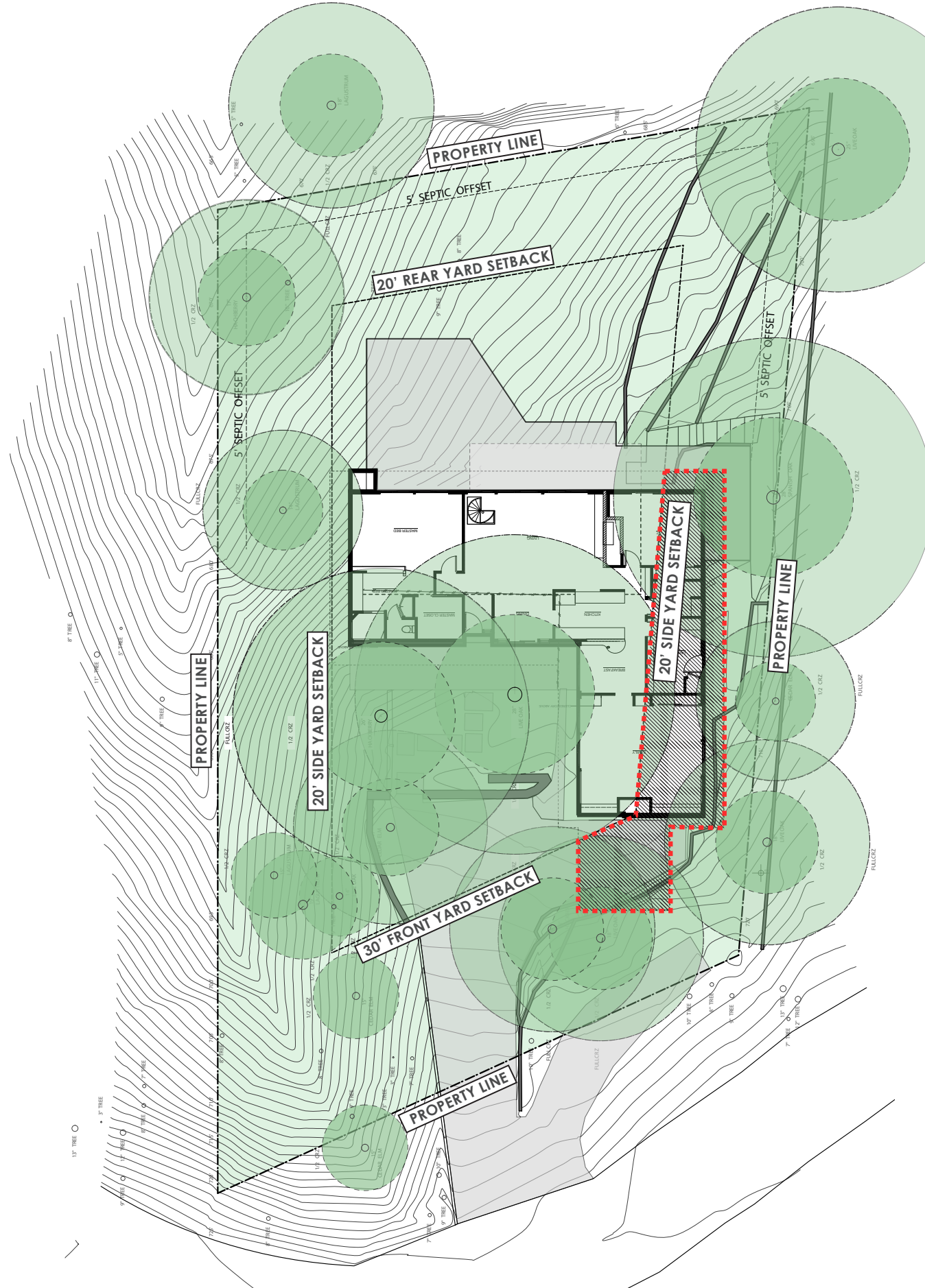


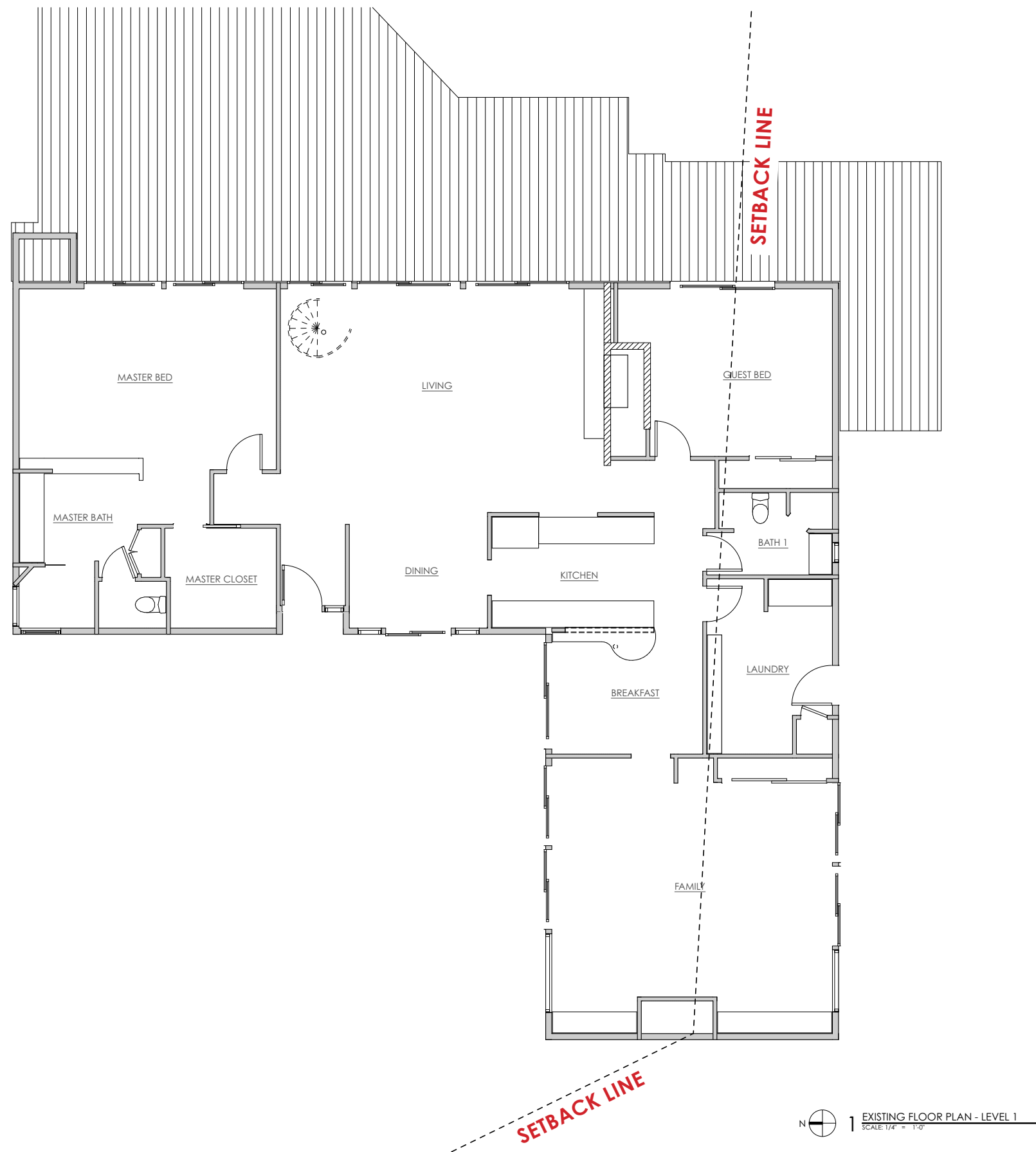
DICK CLARK + ASSOCIATES
ARCHITECTURE • INTERIORS

Image Name:
Existing Site Plan

Date:
December 2020

Coney Residence - WCH







DICK CLARK + ASSOCIATES
ARCHITECTURE • INTERIORS

Image Name:
Existing Photos

Date:
December 2020

Coney Residence - WCH



DICK CLARK + ASSOCIATES
ARCHITECTURE • INTERIORS

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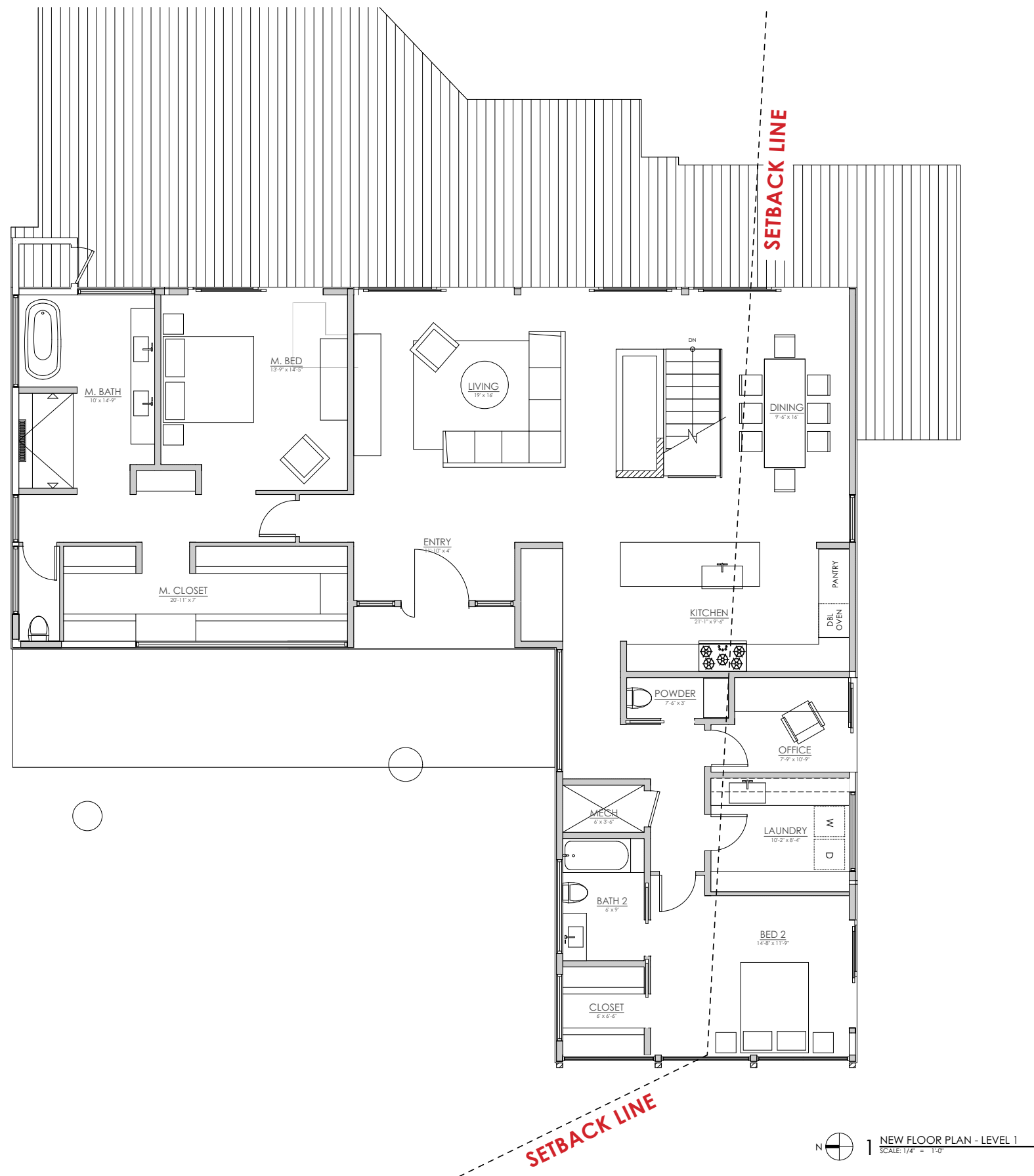
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DICK CLARK + ASSOCIATES
ARCHITECTURE • INTERIORS

Image Name:
Proposed

Date:
December 2020

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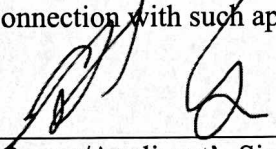
Date:
December 2020

Coney Residence - WCH



SPECIAL POWER OF ATTORNEY

KNOW ALL PERSONS BY THIS DOCUMENT that I Andrew Coney,
being the owner(s) of the property identified below, have made, constituted and appointed
Kristopher White to be my duly authorized representative in connection with
a variance application dated 12/10/20 and relating to my property at
1407 Wild Cat Hollis, to be heard by the Zoning and Planning
Commission and BOA/City Council of the City of West Lake Hills, Texas. All representations,
whether oral or written, made by the representative in support of the request have the full force
and effect of the applicant's approval. I do by this document constitute the above named
representative as my true and lawful attorney-in-fact to act in my name, place and stead, to do
and perform any act in connection with such application which I myself might perform or do if I
was personally present.



Property Owner/Applicant's Signature

100 Stratford reserve pl, West Lake Hills, TX 78746

Street Address

City, State, Zip Code

512-913-2005

Phone Number

The instrument was acknowledged before me on this the 10th day of December, 2020.



Notary Public in and for the State of Texas

