



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, October 27, 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 Special Called Meeting on the 27th day of October 2021 at 7:00 p.m., in the Council Chamber, Municipal Building, 911 Westlake Drive, West Lake Hills, Texas, at which time the following items will be discussed, to-wit:

REMOTE ACCESS:

Due COVID-19 in Travis County, any citizens or applicants that wish to speak at the meeting are encouraged to attend virtually, as the number of people in the chambers will be limited due to physical distancing. Facial Coverings are not required, but highly recommended, and will be available for any that need one.

Join Zoom Meeting: Copy and Paste the link below:

<https://us02web.zoom.us/j/84195397513?pwd=MlRiRjQ3MWRXMHp3MzFDei9zdFVWQT09>

Meeting ID: 841 9539 7513

Passcode: 955966

If you wish to listen to the meeting via telephone: Dial (346) 248-7799, and enter the Meeting ID and Passcode above

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.gov by 1:00 P.M. on October 27, 2021.

Members of the public who wish to submit their written comments in lieu of speaking shall submit their comments by emailing citysec@westlakehills.gov. Comments must be received by 1:00 P.M. on October 27, 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 September 8, 2021 Regular Meeting Minutes
 - b. **777 Buckeye Trail:** Adopt an Ordinance 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 (West Lake Hills Code Sec. 38.04.032(c)(2) and Sec. 38.04.034). Applicant Craig and Marlene Clark.
 - c. **708 Split Rail Trail:** Adopt an Ordinance for a Special Use Permit Request to Allow a Guest Quarters on a property zoned R-1 - One Family Residential. (West Lake Hills Code Sec. 38.04.032). Agent Stephen Hawkins and Robert Swett for Owner Chris Smith.
4. Land Use **910 Beaver Trail:** Discussion and decision on an application for a variance request to encroach a rear building setback (West Lake Hills Code Sec. 22.03.281& 22.03.275). Dunaway and Associates, agent for Scott Carr.
 - a. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.
5. Adjournment

Approved by: Linda Anthony, Mayor

Certificate

I certify that the above Notice of the October 27, 2021 Board of Adjustment Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, October 22, 2021 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Stephanie Mills, City Secretary

All items on the agenda are for discussion and/or action. The Board of Adjustment reserves the right to adjourn into executive session at any time during 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).

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.

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, September 8, 2021 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Anthony called the meeting to order at 7:02 p.m. Members in attendance were Mayor Linda Anthony, Mayor Pro Tem Walker, Councilmembers Rhonda McCollough, Brian Plunkett, Beth South, and Gordon Bowman

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 August 11, 2021 Regular Meeting Minutes

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

4. Land Use 3423 Bee Cave Road: Discuss And Consider Action An Application For A Request For Multiple Variances To Construct A New Medical Office Building:
- 1) Removal Of Six Trees 14 Inches Or Greater (#5140, 15 Inch Live Oak, #5143, 14 Inch Live Oak, #5373, 14 Inch Cedar, #5374, 15 Inch Live Oak, #5385, 15 Inch Cedar And #5548, 15 Inch Cedar)
 - 2) Building Height Exceeds Maximum Permitted Height
 - 3) Impervious Cover Exceeds Maximum Permitted
 - 4) Cut And Fill Exceeds Maximum Permitted
- (West Lake Hills Code Sec. 22.03.170, 22.03.281, 22.03.249, 22.03.278 & 22.03.304)
Peter Narvarte Agent For KCBC LLC
DUAL ACTION BOA/COUNCIL

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

Applicant Peter Narvarte spoke on this item as well as Citizens Rebecca Ryan, Jessica Blacklock, David Linton, Mark Berrier, Jayme Bynum, and Kristi Black
Motion for Approval made by Mayor Pro Tem Walker with a Second by Councilmember South
Motion for Approval carried unanimously by a vote of 5 ayes to 0 nays

5. Land Use 403 Skyline Drive: Discuss and Consider Action on an application for a variance request to encroach a front building setback and building height. (West Lake Hills Code Sec. 22.03.281, 22.03.279 & 22.03.275). Benito Keiderling.

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

Applicant Ben Keiderling spoke on this item
Motion for Approval made by Mayor Pro Tem Walker with a Second by Councilmember Bowman
Motion for Approval carried by a vote of 4 ayes to 1 nays, with Councilmember McCollough voting nay

6. Land Use 613 Rock Park Drive: Discuss and Consider Action on an Application for a Variance Request Related to Density, Building Setbacks and Tree Removal (West Lake Hills Code Sec. 38.03.034, 22.03.281 and 22.03.304). Brad Walters Agent for Christopher Crane.

DUAL ACTION BOA/COUNCIL

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

Applicant Chris Crane spoke on this item
Motion for Approval made by Councilmember Plunkett with a Second by Mayor Pro Tem Walker
Motion for Approval carried unanimously by a vote of 5 ayes to 0 nays

7. Adjournment

Mayor Anthony adjourned the Board of Adjustment Meeting at 8:55 p.m.

Respectfully submitted,

LINDA ANTHONY, MAYOR

ATTEST:

Stephanie Mills, City Secretary

These minutes were approved on _____, 2021.

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO) REGULAR MEETING
Wednesday, September 15, 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 Chairman Robert Meisel, Vice-Chairman Jim Pledger, Commissioners James Vaughan and Karen Bartoletti. Absent were Bill Harwell and Laurie Maccini.

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 August 18, 2021 Regular Meeting Minutes.
 - B. Approval of the September 1, 2021 Special Meeting Minutes.

Commissioner Vaughan: Ashby, could you include the council decisions?

Director Grundman: I can include council results.

Commissioner Bartoletti: It would be helpful to know issues that had come before us.

COMMISSIONER BARTOLETTI MOVES TO APPROVE. COMMISSIONER VAUGHAN SECONDS. UNANIMOUS (3-0) APPROVAL.

3. Land Use Land Use: **622 Cortona Drive:** Discussion/recommendation on an application for a variance request to remove three trees with a trunk diameter of 14 inches or greater (West Lake Hills Code Sec. 22.03.304). David Bratton, agent for Steve and Cari Henry.

Director Grundman: Staff Briefing is given. Staff Recommendation: Denial due to lack of hardship. Previous variances were approved.

Presentation by Applicant

David Bratton is the builder and explains the application. The drainage is critical. The tree left of the garage isn't going to survive. That's the deal on that one. On the turnaround, it's not big enough. That grade gets cut down 2 feet. I don't think that

tree will survive. We'd rather replace the trees so they can grow.

Cari Henry is the owner. We're keeping 350 trees. These are on the edges and don't seem to work as well. We have 90% cedars.

Public Hearing

Chairman Meisel opened the meeting for public comments. Hearing none, the public comment section was closed.

Deliberation and Action

Vice-Chairman Pledger: I agree with staff the hardship is hard to find. I support the staff recommendation.

Commissioner Bartoletti: It is clearly design driven. The long range solution is some change to the code but not a variance. I'm having a hard time finding a hardship.

Commissioner Vaughan: There were variances approved and the pool required the original variances. It's been approved and it's design driven. We've done the best we can and say, pretty much a no.

VICE-CHAIRMAN PLEDGER MOVES TO RECOMMEND DENIAL DUE TO LACK OF HARDSHIP. COMMISSIONER BARTOLETTI SECONDS. UNANIMOUS (3-0) DENIAL.

4. Land Use Land Use: **402 Camp Craft Road**: Discussion/recommendation on an application for a variance request the removal of a tree with a trunk diameter of greater than 14 inches (West Lake Hills Code Sec. 22.03.304). Robert and Tanja Lee.

Director Grundman: Staff Briefing is given. Staff Recommendation: Approval conditioned with replacement.

Applicant is not present.

Item is postponed to the next meeting (October 20th).

5. Land Use Land Use: **910 Beaver Trail**: Discussion/recommendation on an application for a variance request to encroach a rear building setback (West Lake Hills Code Sec. 22.03.281& 22.03.275). Dunaway and Associates, agent for Scott Carr.

Director Grundman: Staff Briefing given. Staff Recommendation: Denial for lack of hardship.

Vice-Chairman Pledger: The site map showed a 30' setback.

Director Grundman: It is zoned B-1. Setback should be 40' per the Code.

Presentation by Applicant

John Noell is the engineer. The lot is less than a 1/2 acre. The special condition is two adjoining lots are a retail center and office complex. The intent is to integrate the two projects to share parking. It poses an unnecessary burden. Request is from 30' to 10'. You can reasonably grant the variance.

Public Hearing

Gloria Moore owns 3 properties on Beaver Trail. Is there going to be a driveway?

John: An existing drive will be used.

Gloria: Will it have a drive through to the current parking lot?

John: You'll have to walk a trail.

Gloria: Is this a 3-story building?

John: The parking is underneath the building.

Gloria: This is the only convenient store in Westlake. It is up and down Beaver Trail. We own 1003 Beaver Trail and they use it as a turnaround. How many people are going to be parking there?

John: There will be off-street parking provided.

Gloria: There is a lot of parking right now in front of that lot.

Chairman Meisel: Beaver Trail is Travis County jurisdiction so any problems you have regarding parking, you need to take up with the County Commissioner.

Gloria: Thank you.

Patti Kenny lives on Doe Trail. There are condos just south. I reviewed notices and notice was sent to 3611 Doe Trail. We're not being notified and it is concerning. I feel postponement because of notification. They shed a lot of water onto our property. All the water from the Westlake Court comes right in our yard. I've not seen a drainage study. No hardship is there and shouldn't be granted.

John Doherty is the HOA chair. There is a water problem.

Rhonda Wise is at 3620 Doe Trail. How tall is this building? Are they going on

sewer?

Chairman Meisel: Those will be addressed in the permitting projects.

Travis Granger lives on Beaver Trail. The traffic issue is going to be adding to our problems.

The public comment section was closed.

Deliberation and Action

Commissioner Bartoletti: My inclination is to deny based on several things. We adhere to the notion that variances is to the land and not the situation. I'm not swayed by the same person owning both lots. In defense of the people spoken, this is not a request for a particular feature. The entire setback it to be changed. They really don't know what's going to go in the setback. I'm concerned about the traffic and drainage, I'm inclined to vote denial.

Chairman Meisel: I have concerns about the procedure. A variance cannot be used in lieu of a zoning change. This project needs to be combined with 3663 Bee Cave and a short form re-subdivision. 910 Beaver Trail will need to be combined and rezoned B-2. We don't have 2 different zonings in one lot. This application should be denied.

COMMISSIONER BARTOLETTI MOVES TO RECOMMEND DENIAL FOR LACK OF HARDSHIP AMONG OTHER REASONS. COMMISSIONER VAUGHAN SECONDS. UNANIMOUS (3-0) DENIAL.

Vice-Chairman Pledger: I'm concerned multiple people have not received notice. I don't understand why that didn't happen.

Commissioner Bartoletti: Where it is in the code for notices?

Director Grundman: Section 38.08.129 - Public Hearing and notice.

Vice-Chairman Pledger: I agree both sides of that property is owned by the same person.

6. Adjournment. Chairman Robert Meisel.

Motion to adjourn the meeting made at 7:22 p.m. by Chairman Meisel.

7. Land Use Land Use: **622 Cortona Drive**: Discussion/recommendation on an application for a variance request to remove three trees with a trunk diameter of 14 inches or greater (West Lake Hills Code Sec. 22.03.304). David Bratton, agent for Steve and Cari Henry.

Respectfully submitted,

ROBERT MEISEL, CHAIRMAN

ATTEST:

ZAPCO Secretary Mark Litrell

These minutes were approved on _____, 2020.



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

OCTOBER 27, 2021

Permit Number: 2021-1005

Agenda Item: 777 Buckeye Trail: 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 Craig and Marlene Clark.

Applicant Information: Craig and Marlene Clark

Hearing Dates:

October 27, 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; on the east side of Buckeye Trail.

Zoning & Site Characteristics: The subject property is zoned R – 1 – One-Family Residential and is approximately 0.40 acres. All of the surrounding properties are zoned R – 1 – One-Family Residential.

Background & Analysis: The homeowner is applying for a short-term rental permit (STR) to rent out their home. The Clark's maintain 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.

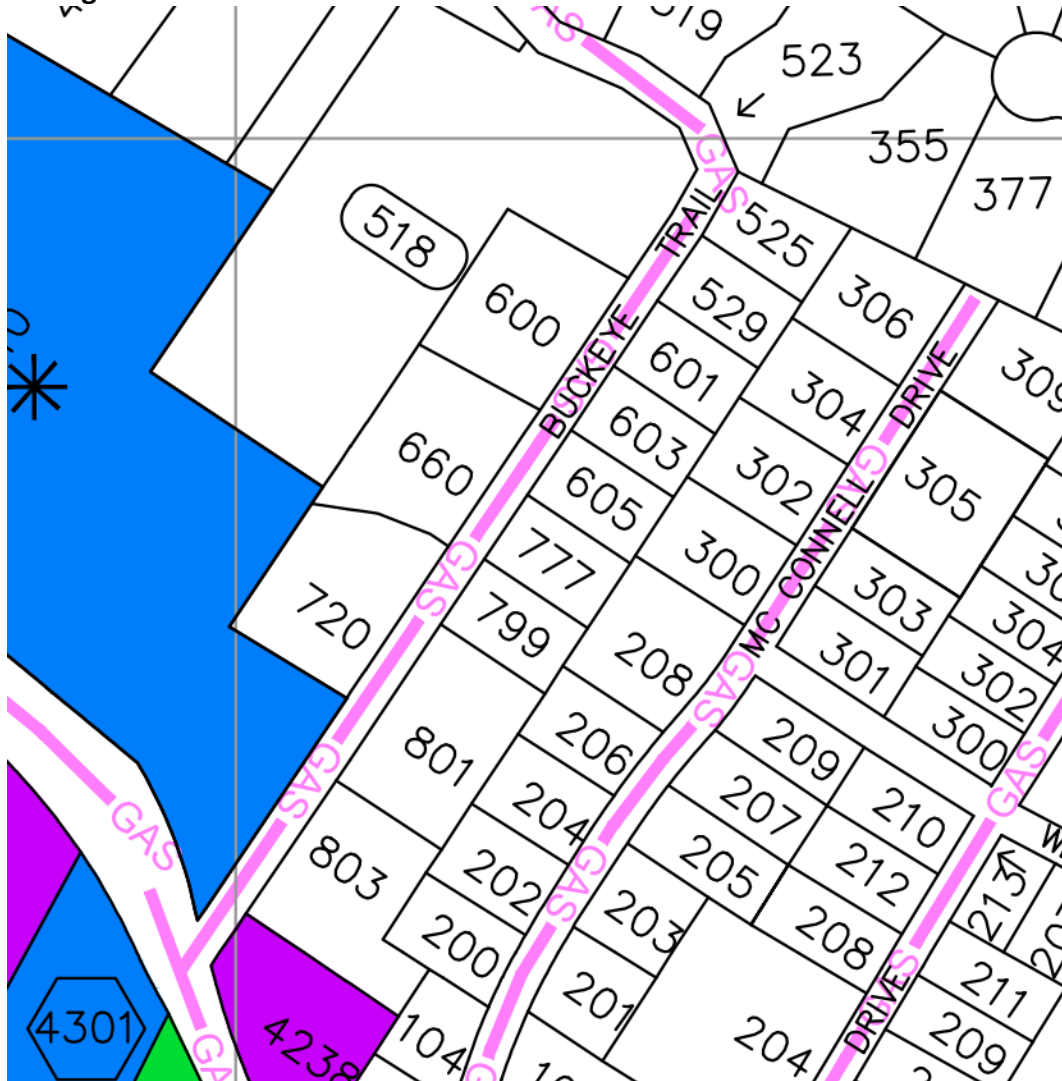
Links to Code:

- [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](#)

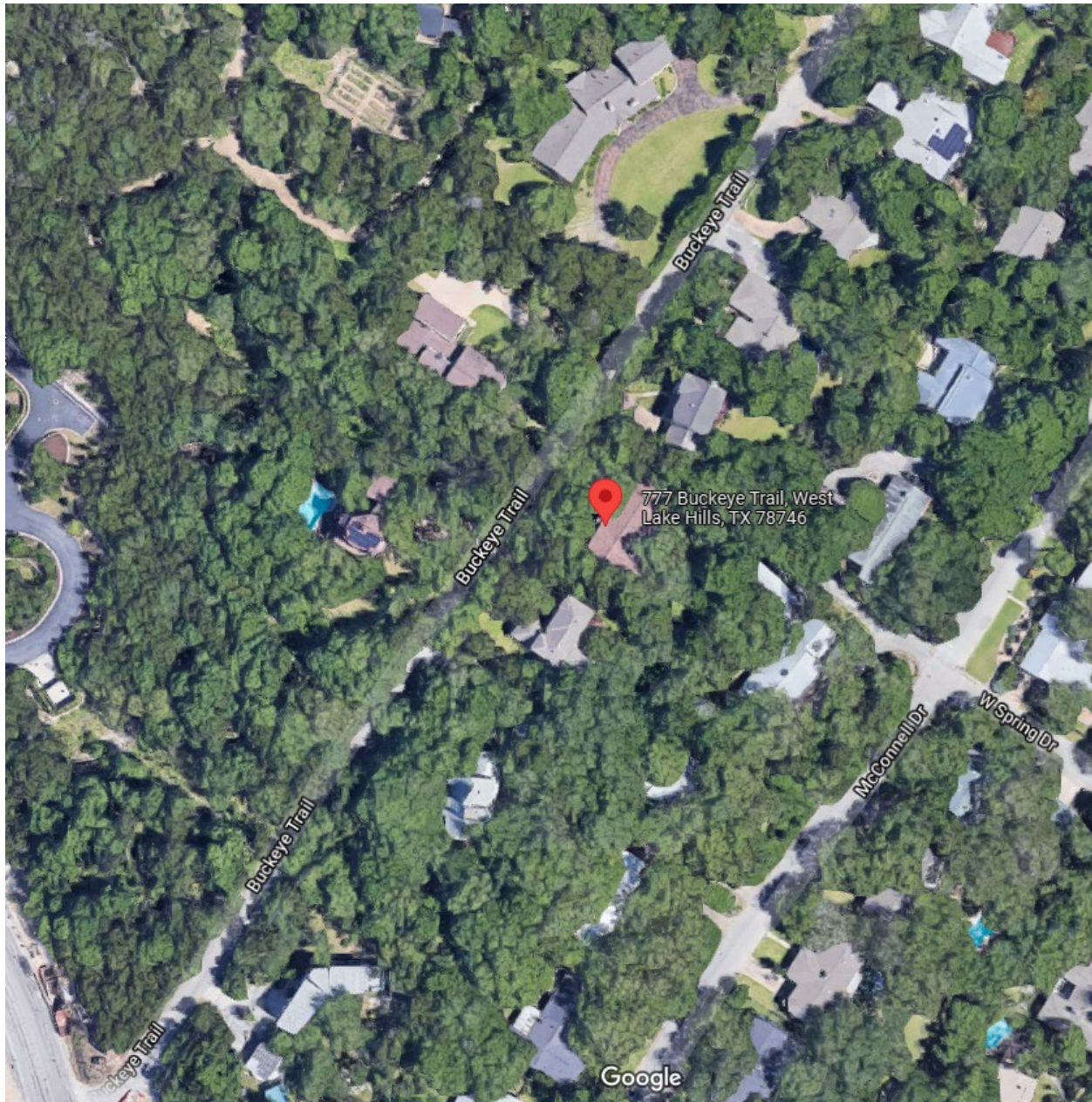
- [Sec. 38.04.034](#) Criteria applicable to individual special uses

(Maps to follow)

Zoning:



Aerial:



Part C

SHORT-TERM RENTAL SPECIAL USE PERMIT APPLICATION

DATE Aug 9, 2021

OWNER NAME Craig & Marlene Clark PHONE 512-413-5375

HOMESTEAD:
ADDRESS 777 BUCKEYE TRAIL CITY Westlake ZIP 78746

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

E-MAIL ADDRESS: _____

NUMBER OF BEDROOMS TO BE LISTED FOR RENT 4

MAXIMUM RENTAL OCCUPANCY (CALCULATE BY MULTIPLYING NUMBER OF BEDROOMS FOR RENT BY 2) 8

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

NAME Craig Clark PHONE 512-413-5375

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

08.09.21

FOR CITY USE ONLY

FEES PAID: _____ RECEIVED BY/DATE: _____

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

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

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

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

Craig Clark / Marlene Clark
(owner)

have made, constituted and appointed

Craig Clark
(name of designated representative)

to be my duly authorized representative in connection with the short-term rental of the property I own at

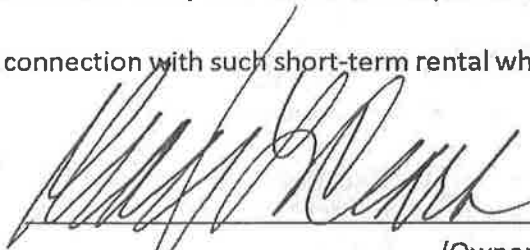
777 BUCKEYE TRAIL
(address of short-term rental property). This representative may be

reached at

512-413-5375

(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)



08.09.21

Craig & Marlene Clark
777 BUCKEYE Trail
WEST LAKE HILLS, TX

Print name and address of Owner

Address of Rental Home (if different)

CLARK, CRAIG

MAKE CHECK PAYABLE TO: CITY OF WEST LAKE HILLS 500 N CAPITAL OF TEXAS HWY AUSTIN TX 78745	SERVICE ADDRESS		ACCOUNT NUMBER																																									
	777 BUCKEYE TRL		1-10-01550-00 39																																									
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Readings and Consumption <table border="1"> <tr> <th>Meter No.</th> <th>Read Date</th> <th>Type</th> </tr> <tr> <td>632324000</td> <td>05/30/21</td> <td>W-GLS</td> </tr> <tr> <th>Current</th> <th>Prior</th> <th>Usage</th> </tr> <tr> <td>232.9</td> <td>223.5</td> <td>9.4</td> </tr> <tr> <td colspan="2">Total:</td> <td>9.4</td> </tr> </table>		Meter No.	Read Date	Type	632324000	05/30/21	W-GLS	Current	Prior	Usage	232.9	223.5	9.4	Total:		9.4	WATER GALLONS <table border="1"> <tr> <th>Date</th> <th>Gallons</th> </tr> <tr><td>04/30/21</td><td>5.7</td></tr> <tr><td>03/03/21</td><td>6.5</td></tr> <tr><td>02/28/21</td><td>7.0</td></tr> <tr><td>01/31/21</td><td>6.2</td></tr> <tr><td>12/31/20</td><td>14.3</td></tr> <tr><td>11/30/20</td><td>15.9</td></tr> <tr><td>10/31/20</td><td>11.6</td></tr> <tr><td>09/30/20</td><td>29.4</td></tr> <tr><td>08/31/20</td><td>38.2</td></tr> <tr><td>07/31/20</td><td>19.8</td></tr> <tr><td>06/30/20</td><td>14.7</td></tr> <tr><td>05/31/20</td><td>13.7</td></tr> </table>		Date	Gallons	04/30/21	5.7	03/03/21	6.5	02/28/21	7.0	01/31/21	6.2	12/31/20	14.3	11/30/20	15.9	10/31/20	11.6	09/30/20	29.4	08/31/20	38.2	07/31/20	19.8	06/30/20	14.7	05/31/20	13.7
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174

CLARK, CRAIG

MESSAGES

WASTEWATER BILL

Pay online at www.westlakehills.gov
 3% fee applies to each credit card transaction and a \$1.00 fee for a check (ACH) payment

Wastewater Repair & Emergencies call CROSSROADS UTILITY SERVICE: (512) 246-1400.

Questions about your Wastewater Bill? Call: (512) 402-1990 or Email ww@westlakehills.org

Dear Valued Customers,

Thank you for your patience as we work through our billing conversion. Please note late fees will be re-activated effective on June's Billing. All bills are due the 30th of each month. As a reminder, Late Fees are \$25.00 for Residential Accounts and \$35.00 for Commercial Accounts.

Thank you,
 City of West Lake Hills and AWR

AVR, Inc

IF YOUR MAILING ADDRESS HAS CHANGED PLEASE CORRECT
 PLEASE RETURN BOTTOM PORTION WITH PAYMENT

CITY OF WEST LAKE HILLS
 500 N CAPITAL OF TEXAS HWY
 #1-125
 AUSTIN TX 78746-

Account Number 1-10-01550-00 39
 Service Address 777 BUCKEYE TRL

344.73	06/30/2021	344.73
ON OR BEFORE DUE DATE	DUE DATE	AFTER DUE DATE

AMOUNT PAID

CLARK, CRAIG
 777 BUCKEYE TRAIL
 WEST LAKE HILLS TX 78746



CITY OF WEST LAKE HILLS
 500 N CAPITAL OF TEXAS HWY
 #1-125
 AUSTIN TX 78746-

Travis CAD

Property Search > 113441 CLARK CRAIG L & MARLENE R for Year 2021

Property

Account

Property ID:	113441	Legal Description:	LOT 6 RESUB OF PT OF 29&30 BARTON SPRINGS ESTATES
Geographic ID:	0113190212	Zoning:	A
Type:	Real	Agent Code:	1564573
Property Use Code:			
Property Use Description:			

Protest

Protest Status:
Informal Date:
Formal Date:

Location

Address:	777 BUCKEYE TRL WEST LAKE HILLS, TX 78746	Mapsco:	
Neighborhood:	CORE	Map ID:	011027
Neighborhood CD:	M5700		

Owner

Name:	CLARK CRAIG L & MARLENE R	Owner ID:	111511
Mailing Address:	777 BUCKEYE TRL WEST LAKE HILLS , TX 78746-4429	% Ownership:	100.0000000000%
		Exemptions:	HS, OTHER

Values

(+) Improvement Homesite Value:	+	\$659,900	
(+) Improvement Non-Homesite Value:	+	\$0	
(+) Land Homesite Value:	+	\$450,000	
(+) Land Non-Homesite Value:	+	\$0	Ag / Timber Use Value
(+) Agricultural Market Valuation:	+	\$0	\$0
(+) Timber Market Valuation:	+	\$0	\$0
(=) Market Value:	=	\$1,109,900	
(-) Ag or Timber Use Value Reduction:	-	\$0	
(=) Appraised Value:	=	\$1,109,900	
(-) HS Cap:	-	\$234,960	
(=) Assessed Value:	=	\$874,940	

Taxing Jurisdiction

Owner: CLARK CRAIG L & MARLENE R
% Ownership: 100.0000000000%
Total Value: \$1,109,900

Entity	Description	Tax Rate	Appraised Value	Taxable Value	Estimated Tax	Tax C
03	TRAVIS COUNTY	0.374359	\$1,109,900	\$599,952	\$2,245.97	
08	EANES ISD	1.116400	\$1,109,900	\$819,940	\$5,499.66	\$5,
09	CITY OF WEST LAKE HILLS	0.078600	\$1,109,900	\$870,940	\$684.56	
0A	TRAVIS CENTRAL APP DIST	0.000000	\$1,109,900	\$874,940	\$0.00	
10	TRAVIS CO WCID NO 10	0.084000	\$1,109,900	\$870,940	\$731.59	
2J	TRAVIS COUNTY HEALTHCARE DISTRICT	0.110306	\$1,109,900	\$599,952	\$661.78	
39	TRAVIS CO ESD NO 9	0.081400	\$1,109,900	\$870,940	\$708.94	
	Total Tax Rate:	1.845065				

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:

795,400

EXEMPTIONS: HOMESTEAD/SENIOR 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	244,580	550,820	.374359	2,062.04	011408
EANES ISD	55,000	740,400	1.116400	5,499.66	
CITY OF WEST LAKE HILL	4,000	791,400	.078600	622.04	7 PROPERTY REAL PERS
WCID #10	4,000	791,400	.084000	664.78	
TRAVIS CENTRAL HEALTH	244,580	550,820	.110306	607.59	
TRAVIS COUNTY ESD #9	4,000	791,400	.081400	644.20	
Due to the 1/2% additional sales tax imposed by the CWH your taxes for the CWH have been reduced by \$				349.79	X

8 PROPERTY DESCRIPTION

777 BUCKEYE TRL WEST LAKE HILLS
LOT 6 RESUB OF PT OF 29&30 BARTON SPRING
S ESTATES

ACRES: .4088



CLARK CRAIG L & MARLENE R
777 BUCKEYE TRL
WEST LAKE HILLS TX 78746-4429

9 REF ID 2	
01-1319-0212-0000	
10 DUE DATE	11 TOTAL DUE
1/31/2021	10,100.31

DETACH AND RETURN BOTTOM COUPON WITH YOUR PAYMENT

YOUR CHECK MAY BE CONVERTED INTO AN ELECTRONIC FUND TRANSFER

CLARK CRAIG L & MARLENE R
777 BUCKEYE TRL

12 BILLING NO.	13 DUE DATE	14 TOTAL DUE
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NOTICE TO NEIGHBORS OF SPECIAL USE PERMIT REQUEST

DATE OF NOTICE: August 27, 2021

Greetings. You are hereby notified that Craig and Marlene Clark, the recorded owners of a property located at 777 Buckeye Trail in the City of West Lake Hills, Texas has filed an Application with the City of West Lake Hills, Texas requesting a Special Use according to the following Sections of the City's Code of Ordinances:

- Section 38.04.032 – Special Use Permit

The request is so that the property owners may: Maintain a short-term rental.

This application is scheduled to be considered at a public hearing held by the Board of Adjustment on October 13 at 7:00 p.m. at West Lake Hills City Hall, located at 911 Westlake Drive, West Lake Hills, Texas. Please review the agenda packet, which will be posted online at <https://www.westlakehills.org/281/Agendas-Minutes> the Friday before the meeting by 5:00 p.m., to view the application and instructions on how to participate in the meeting. There shall include an opportunity for all interested persons to be heard. Please call City Hall at 512-327-3628 or email agrundman@westlakehills.gov if you have any questions.



Mark Littrell, Zoning & Planning Secretary

Property Address	First Name	Last Name	Mailing Address 1	City	State	ZIP
799 Buckeye	Ryan	Trayers	799 Buckeye Trail	West Lake Hills	Texas	78746
801 Buckeye	Kent & Louise	Redding	801 Buckeye Trail	West Lake Hills	Texas	78746
720 Buckeye	Bradley Keoun &	Esther Calzada	720 Buckeye Trail	West Lake Hills	Texas	78746
660 Buckeye	Don & Mary	Stewart	660 Buckeye Trail	West Lake Hills	Texas	78746
600 Buckeye	Pranay & Binaca	Gagliini	600 Buckeye Trail	West Lake Hills	Texas	78746
601 Buckeye	Hood Family	Trust	601 Buckeye Trail	West Lake Hills	Texas	78746
603 Buckeye	Michelle	Chapman	9003 West View Road	Austin	Texas	78737
605 Buckeye	Carlos Boughton &	Ana Esparza	605 Buckeye Trail	West Lake Hills	Texas	78746
304 McConnell	Gary Wachs &	Ruth Fulton	304 McConnell Drive	West Lake Hills	Texas	78746
302 McConnell	David & Donna	Blair	302 McConnell Drive	West Lake Hills	Texas	78746
303 McConnell	Richard	Todd	303 McConnell Drive	West Lake Hills	Texas	78746
300 McConnell	Samuel & Katherine	Houston	300 McConnell Drive	West Lake Hills	Texas	78746
301 McConnell	Young Revocable	Trust	301 McConnell Drive	West Lake Hills	Texas	78746
208 McConnell	Attila Finta &	Marcia Rhode	208 McConnell Drive	West Lake Hills	Texas	78746
209 McConnell	Gary Zygmunt &	Angela Burns	209 McConnell Drive	West Lake Hills	Texas	78746
207 McConnell	Taadeh & Rachel	Sheriff	1505 Shannon Oaks Trail	Austin	Texas	78746
205 McConnell	Buck & Elizabeth	Newsom	205 McConnell Drive	West Lake Hills	Texas	78746
206 McConnell	Craig	Denham, III	206 McConnell Drive	West Lake Hills	Texas	78746
204 McConnell	Jason & Yvette	Hunter	204 McConnell Drive	West Lake Hills	Texas	78746



**SPECIAL USE PERMIT (SUP)
STAFF REPORT**

October 27, 2021

Project Address: 708 Split Rail Trail

Permit Number: 2021-1008

Agenda Item: 708 Split Rail Trail: Adopt an Ordinance for a Special Use Permit Request to Allow a Guest Quarters on a property zoned R-1 - One Family Residential. (West Lake Hills Code Sec. 38.04.032). Agent Stephen Hawkins and Robert Swett for Owner Chris Smith.

Applicant Information: Agent Stephen Hawkins and Robert Swett for Owner Chris Smith.

Hearing Dates:

October 27, 2021

Board of Adjustment

Requested Action: Special Use Permit to construct an accessory building for guest quarters.

Location: The property is located on the east side of Bulian Lane at the northeastern end of Split Rail Trail.

Zoning & Site Characteristics: The subject property and surrounding neighborhoods are zoned R – 1 – One-Family Residential. The subject property is approximately 2.42 acres.

Background & Analysis: The homeowners are requesting a Special Use Permit to construct a 736sf accessory structure that will serve as guest quarters.

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 guest quarters.
- (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 a guest house.
- (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:

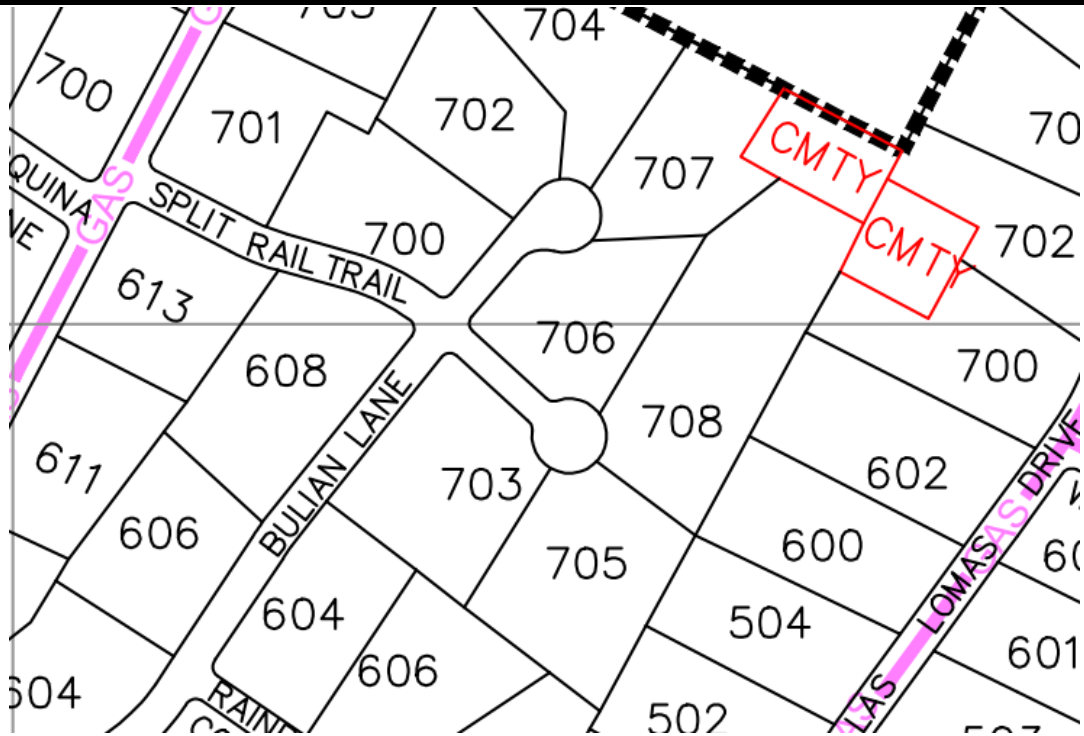
Staff recommends approval. The application as presented meets City Code requirements.

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 MAP



AERIAL PHOTO



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: Chris Smith Phone: 415-250-7942
 Email: [REDACTED]
 Address: 300 Hillcrest Ct City: Westlake Hills State: TX Zip: 78746
 Agent*: Stephen Hawkins/Rob Swett Phone: 512-203-0426
 Email: [REDACTED]
 Address: PO Box 341269 City: Austin State: TX Zip: 78746

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

PROJECT INFORMATION

Property Address: 708 Split Rail Trail
 Subdivision Name: Rainbows' End Estates
 Block: Sec 2 Lot: 9 Tax Parcel ID: 52119 Geo: 0111110803
 Current Zoning Classification: R-1 Total Lot Area: 2.42 acres
 Proposed Special Use: Guest Quarters Applying for Variance ☐ Yes ☐ No
 (if yes, please submit separate variance application)
 Name of Business (if applicable): _____
 Hours of Operation: _____ Duration of Use: _____
 Present Land Use: Residential



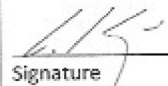
SPECIAL USE PERMIT APPLICATION

Brief description of proposed project:

An accessory dwelling (736 SF) located on the same lot as the principal building and used occasionally for habitation for guests.

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).


Signature

9/23/21
Date

Christopher Small
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:

Date: June 15th, 2021

City of West Lake Hills

911 Westlake Drive

Austin, TX 78746

To Whom It May Concern:

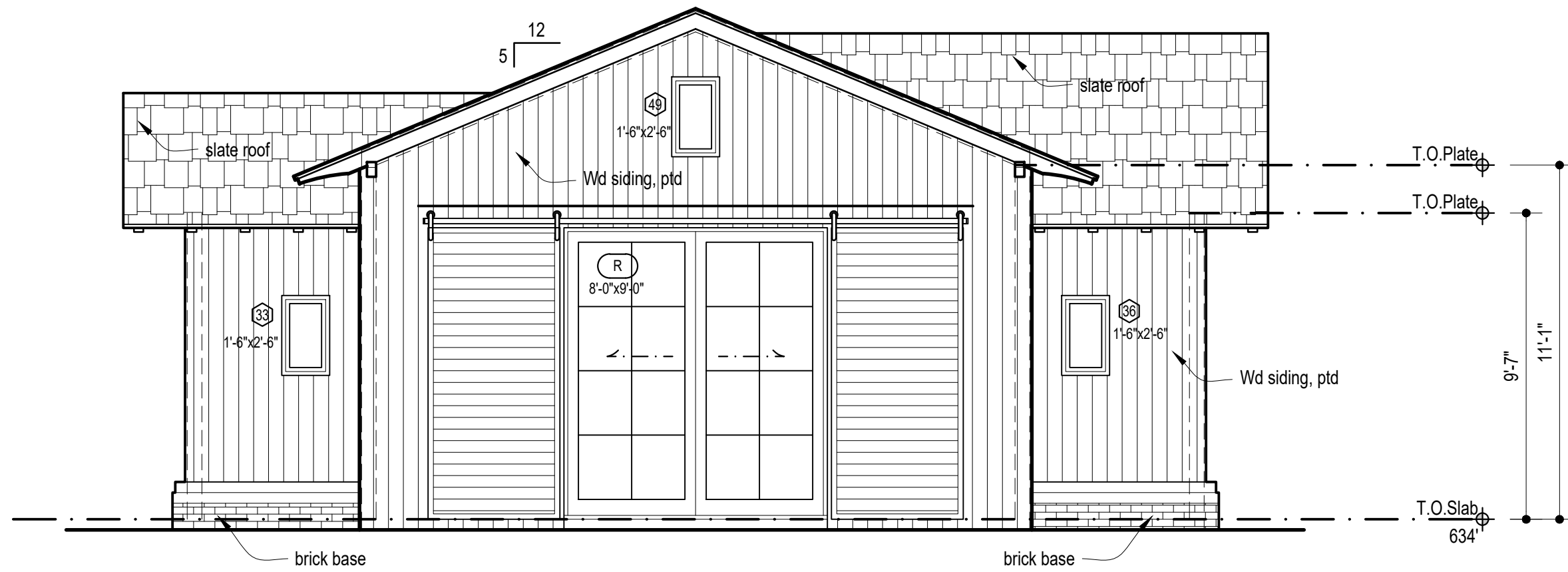
I, 708 Split Rail Trail LLC, own the property at 708 Split Rail Trail, Austin, TX 78746. I wish to develop a new residence the current property. Stephen Hawkins of Aqua Permits LLC is my authorized agent for the City of Austin and West Lake Hills applications needed for the subject property. The geographic ID is 0111110803 and the property ID is 521119. Please contact me if you have any questions.

A handwritten signature in black ink, appearing to read "G.C.S." with a stylized flourish at the end.

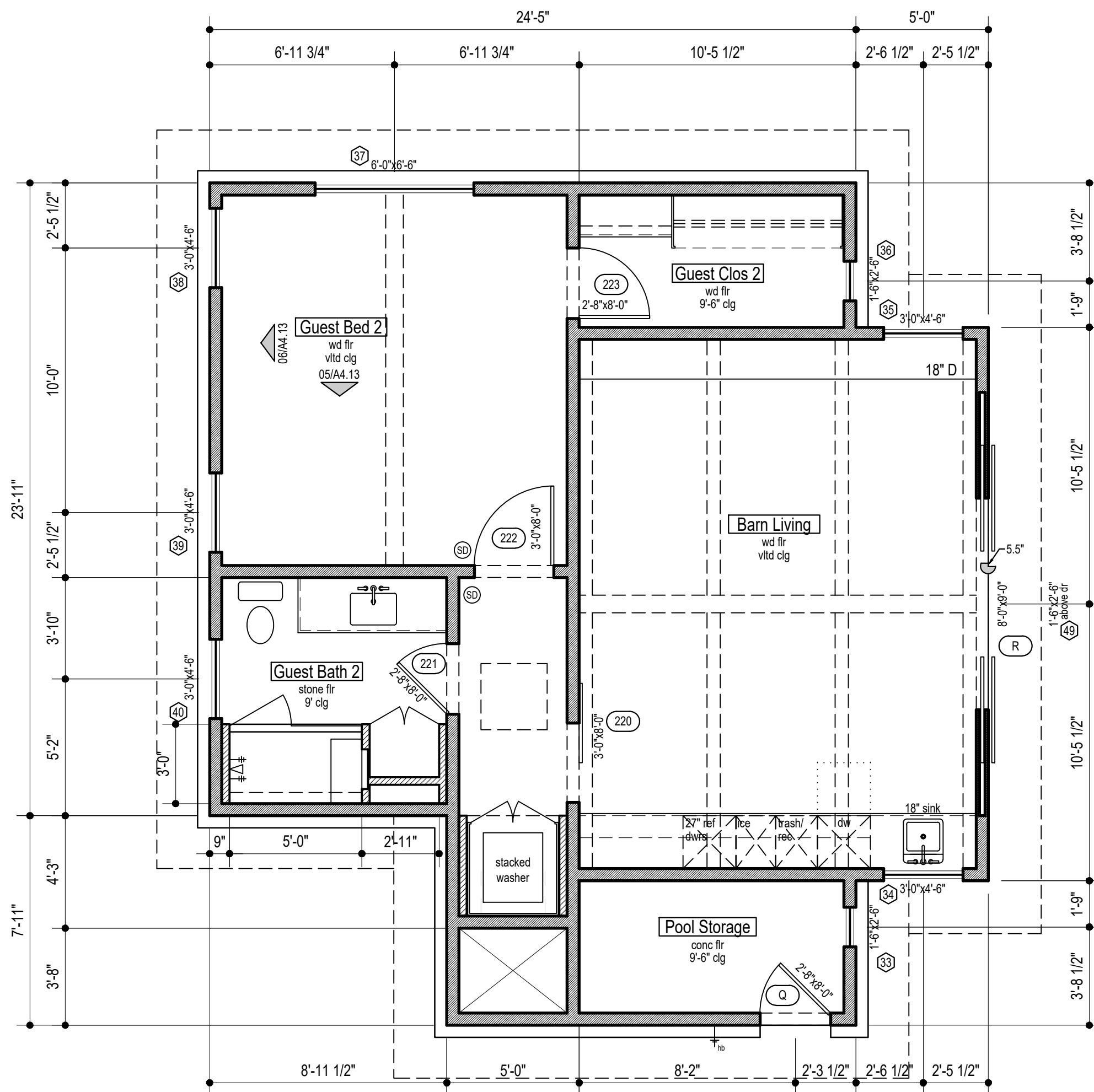
George C. Smith
Manager

708 Split Rail Trail LLC

(415) 250-7942



03 Guest Quarters Elevation
1/4"=1'-0"



02 Guest Quarters Plan
1/4"=1'-0"



Site Plan Legend

- Building Footprint
- Walkways, Paving, Breezeways, and Porches

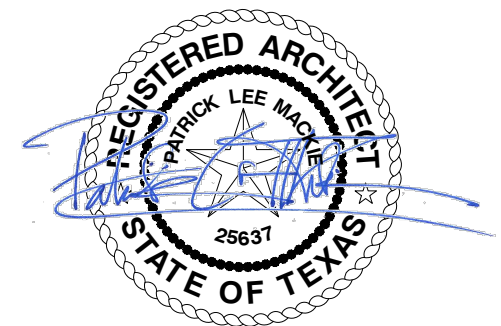
01 Site Plan
1"=20'-0"

Split Rail Residence
708 Split Rail Trail
West Lake Hills, Texas

Issued

For Special Use Permit
24 September 2021

Site Plan





SETBACK VARIANCE
STAFF REPORT

October 27, 2021

Project Address: 910 Beaver Trail

Project Number: 2021-1001

Agenda Item: Land Use: **910 Beaver Trail:** Discussion/recommendation on an application for a variance request to encroach a rear building setback (West Lake Hills Code Sec. 22.03.281 & 22.03.275). Dunaway and Associates, agent for Scott Carr.

- Section 22.03.275 – Building Setback Distances
- Section 22.03.281 – Encroachment in a Building Setback

Applicant Information: Dunaway and Associates, Agent for Scott Carr

Hearing Dates:

September 15, 2021	ZAPCO
October 13, 2021	Board of Adjustment (Cancelled)
October 27, 2021	Board of Adjustment

Location: The subject property is located at 910 Beaver Trail.

Zoning & Site Characteristics:

The subject property is zoned B1 Business One.

The site has B-2 Business 2 to the north, east and west, and Extraterritorial Jurisdiction (ETJ) to the south.

Background & Analysis:

The applicant is requesting a variance to encroach in the rear setback. The proposed request would reduce the rear setback from 30 feet per code to 10 feet, equaling a 20-foot encroachment into the rear setback. The encroachment would be to the existing shopping center to the west, which happens to be owned by the applicant for this request, creating a situation where the impact to other property owners is minimal. The request would only impact property owned by the applicant.

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 – *“The special condition in this case is that the applicant is the owner of the property on both sides of the line of the requested setback would be the only party affected by the reduction of the setback on the subject lot. Strict application of the ordinance would add unnecessary site constraints which would result in site layout disadvantages detailed below.”*

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

The application states – *“The variance will allow siting the building such that tree preservation can be improved and the setback from the adjacent residential property can be increased. On the 0.48 acre subject tract, nine native trees with diameters greater than 14 inches will be preserved along with significant trees smaller than 14 inches.”*

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

The application states – *“The building can be sited without the variance but the setback from the adjacent residence to the south will be reduced and trees preserved less effectively.”*

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

The application states – *“The setback on the adjacent developed retail tract, also owned by the applicant will be preserved at 30 feet. The requested 10-foot setback on the adjacent lot will result in a minimum of 40 feet of separation of the two non-residential buildings which preserves a desirable vegetative screen. The proposed 10-foot setback provides adequate spacing will allowing the flexibility to increase the setback from the residential property and to better preserve the existing trees.”*

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

The application states – *“The purpose of setbacks is to provide a buffer for landowners/occupants from adjacent property over which they have no other control. In this case, the owner is the same, so they are in control of the adjacent development within the limits of the regulations. Further, the*

proposed variance will result in additional setback and buffer for adjacent residential property without any adverse public visual impact.”

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

The application states – *“Excluding the applicant’s adjacent property, the drive through bank property to the north will not be adversely affected since the established setbacks will be observed. On the south, the existing residence will be positively affected with additional setback and buffer. From Beaver Trail, on the east the standard setback will be provided and not adversely affect the public view of the building.”*

Outdoor Lighting

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

Compliance with Adopted Uniform 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 is in conformance with the City of West Lake Hills Master Plan.

Zoning and Planning Commission Recommendation

ZAPCO voted to recommend denial unanimously (3-0).

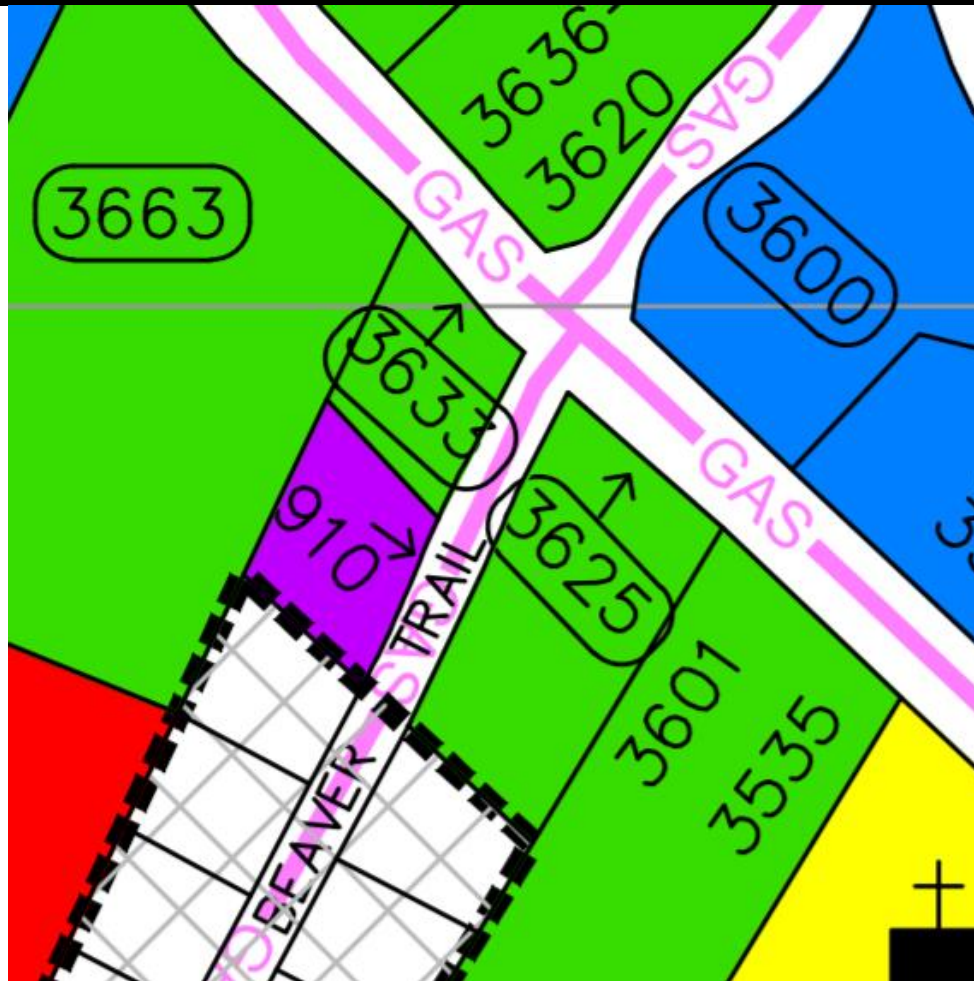
Staff Recommendation

Staff recommends DENIAL of the variance request based a lack of hardship, however the biggest impact of the request would be to the property owner of this property as it is owned by the same owner, so the requested variance would have a minimal impact on adjacent properties in the area. In addition to the minimal impact, the remaining portions of the lot have large trees, so this would have minimal impact on the natural terrain and flora.

Links to Relevant Code:

- [Sec. 22.03.281](#) [Schedule of Regulations](#)
- [Sec. 22.03.275](#) [Building Setback Distances](#)
- [Sec. 22.03.514](#) [Criteria and process required for granting variance](#)

ZONING MAP



AERIAL PHOTO





July 27, 2021

Mark Littrell
Zoning & Planning Secretary
Building & Development Services
City of West Lake Hills
911 Westlake Drive
West Lake Hills, TX 78746

Re: Variance Application
910 Beaver Trail
Austin TX, 78746

Good day,

This submittal includes the following documents for staff review:

1. Application Cover Sheet
2. Answers to Variance Approval Criteria Questions
3. Letter addressed to ZAPCO Chairmen Robert Meisel
4. Power of Attorney Form
5. Exhibit: Site Layout Plan

Thank you,

Meg Greenfield
Graduate Planner
Dunaway Associates, LLC

APPLICATION COVER SHEET

Property Address: 910 Beaver Trail Austin TX, 78746
Applicant Name: Scott Carr
Designated Agent (if any, Power of Attorney Required): John Noell, PE
Applicant Phone Number: 512-306-1771 Email Address: [REDACTED]
Date Application was Submitted: _____
Variance(s) Requested: setback variance

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: _____

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.

The special condition in this case is that the applicant is the owner of the property on both sides of the line of the requested setback and would be the only party affected by the reduction of the setback on the subject lot. Strict application of the ordinance will add unnecessary site constraints which will result in site layout disadvantages detailed below.

- (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?

The variance will allow siting the building such that tree preservation can be improved and the setback from the only adjacent residential property can be increased. On the 0.48 acre subject tract, Nine native trees with diameters greater than 14" will be preserved along with four additional significant trees smaller than 14" in diameter.

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

The building can be sited without the variance but the setback from the adjacent residence to the south will be reduced and trees preserved less effectively.

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

The setback on the adjacent developed retail tract, also owned by the applicant, will be preserved at 30'. The requested 10' setback on the adjacent lot will result in a minimum of 40' of separation of the two non-residential buildings which preserves a desirable vegetative screen. The proposed 10' setback provides adequate spacing while allowing the flexibility to increase the setback from the residential property and to better preserve the existing trees.

- (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?

The purpose of setbacks is to provide a buffer for landowners/occupants from adjacent property over which they have no other control. In this case the owner is the same, so they are in control of the adjacent development within the limits of the regulations. Further the proposed variance will result in additional setback and buffer for adjacent residential property without any adverse public visual impact.

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

Excluding the applicant's adjacent property, the drive through bank property to the north will not be adversely affected since the established setback will be observed. On the south the existing residence will be positively affected with additional setback and buffer. From Beaver Trail on the east the standard setback will be provided and not adversely affect the public view of the building.

Property Address: 910 Beaver Trail Austin TX, 78746



July 15, 2021

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

Dear Mr. Chairman:

Our variance request is limited to the common lot line between 910 Beaver Trail, a 0.48 acre lot zoned B-1 and Lot 1, West Lake Court, the existing adjacent retail development. Both lots are owned by the applicant. The lot at 910 Beaver Trail is proposed to be an office building, the development plans for the retail lot and the office lot are to be integrated with shared parking.

The variance requested is to reduce the setback at the rear lot line of 910 Beaver Trail from 30 feet to 10 feet. The applicant is owner of the properties on both sides of said rear lot line and the variance will not adversely impact either property but will provide benefits to both as described in this application.

The applicant proposed to develop the office building shown on the attached plan which will be connected to the existing retail development with a pedestrian path such that some parking can be shared and the office occupants can walk to restaurants and shops in the retail center. The reduced rear setback at 910 Beaver Trail will allow the office building to be placed on the site such that the significant trees can be better preserved and additional setback can be provided for the residential use to the south of the lot. The alternative layout would reduce the setback from the residential use and have more impact on existing trees.

We request your positive review of the application and are available should you have questions.

Sincerely,



John Noell, PE
Civil Engineering Manager
Dunaway Associates, LLC



SPECIAL POWER OF ATTORNEY FORM

KNOW ALL PERSONS BY THIS DOCUMENT that I, Scott A. Carr
have made, constituted and appointed Dunaway Associates
to be my duly authorized representative in connection with an application dated _____,
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.

Scott A. Carr
West Lake Court Ltd.
Property Owner/Applicant Name

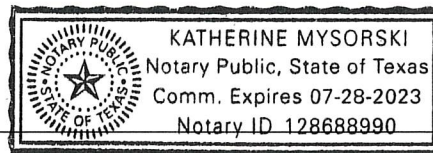
S.A.C.
Property Owner/Applicant Signature

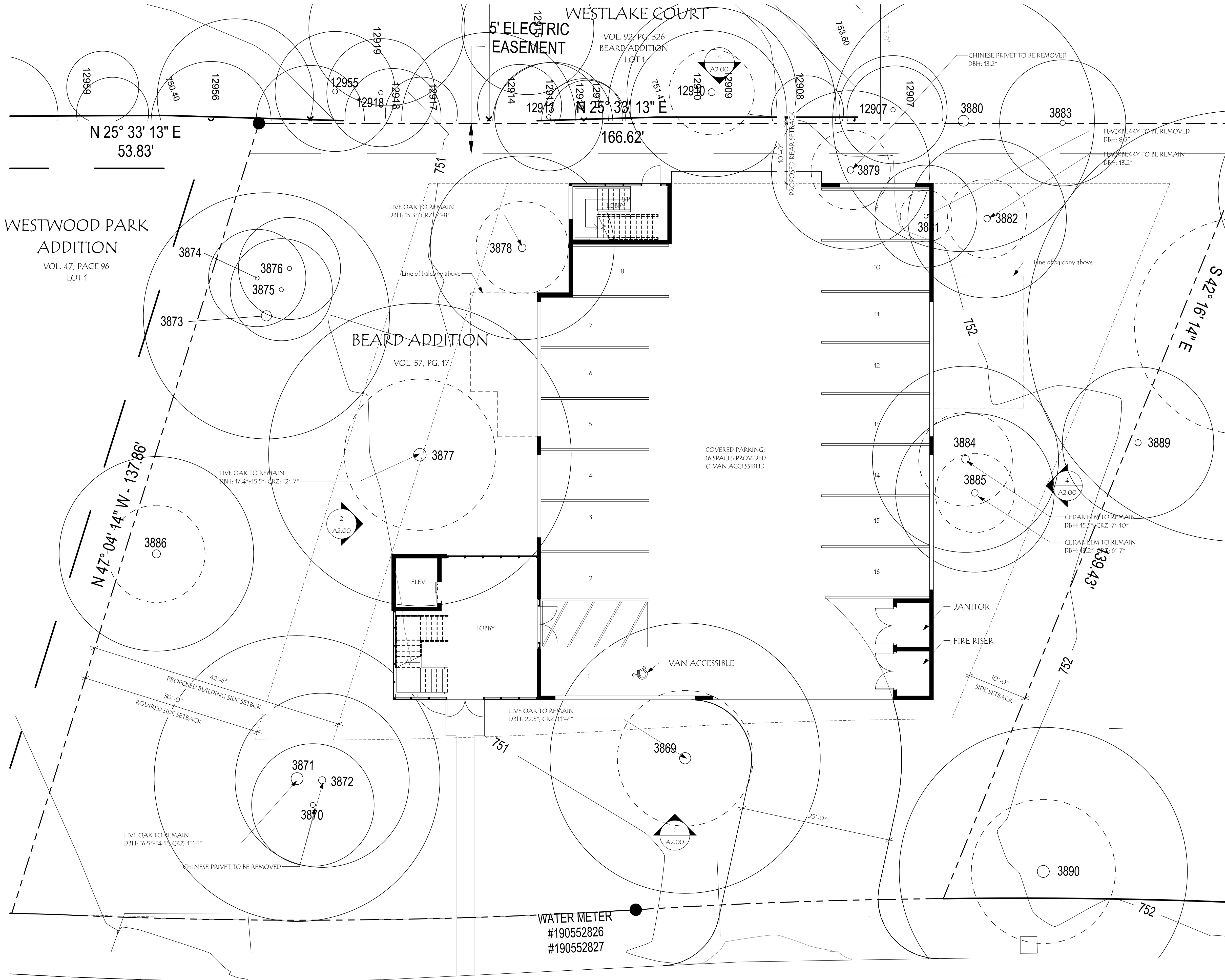
5121 Bee Cave Rd. #207 Austin, TX 78746
Street Address City State Zip Code

512.306.1771
Property Owner/Applicant Phone Number

This instrument was acknowledged before me on this the 14th day of July, 20 21.

K. Mysorski
Notary Public in and for the State of Texas





NOT FOR
CONSTRUCTION

WESTLAKE COURT OFFICES
PRELIMINARY SITE PLAN
910 BEAVER TRAIL
WEST LAKE HILLS, TX 78746

PROJECT INFORMATION

ADDRESS:	910 BEAVER TRAIL
PARCEL ID:	107815
LEGAL DESCRIPTION:	LOT A BEARD ADDN
SITE AREA:	21,078 SF
ZONING:	B-1 BUSINESS 1
NEIGHBORHOOD:	M5205
NEIGHBORHOOD CD:	M5205
EXISTING USE:	EXISTING DUPLEX TO BE DEMOLISHED
HEIGHT:	37'-0" MAXIMUM; 37'-0" PROPOSED
PARKING:	1 SPACE PER 250 SF OF BUSINESS USE 16 SPACES PROVIDED ON-SITE
NATURAL STATE MAINTAINED:	21,078 SF SITE AREA - 8,082 AREA IMPACTED BY NEW WORK = 12,990 SF 12,990 SF NATURAL STATE / 21,078 SF SITE AREA = 61.6% NATURAL STATE MAINTAINED
LOT COVERAGE:	LOT SF * 40% = 8,431.2 SF MAX LOT COVERAGE + (3% INCREASE FROM 40% NATURAL SITE RETAINED) (2% INCREASE FOR 75% OR MORE OF PARKING UNDERNEATH OR TO THE SIDE OR REAR OF BUILDING) 21,078 SF * 40% = 8,431.2 SF MAX COVERAGE PROPOSED LOT COVERAGE: 8,081.91 SF + 8,431.2 SF MAX; COMPLIES
TREE REQUIREMENTS:	ALL TREES EQUAL TO OR GREATER THAN 14" DIAMETER BREST HEIGHT TO REMAIN.
SCOPE OF WORK:	EXISTING SINGLE FAMILY RESIDENCE TO BE DEMOLISHED, NEW OFFICE SPACE OVER COVERED PARKING

Revisions:	Date
#	Description

As indicated	LAS	TG	2020XXX	5/21/21
Scale:	Drawn By:	Checked By:	Project No.:	Date:

Title:
PROPOSED SITE
PLAN

A1.00