



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF BUILDING DESIGN COMMITTEE (BDC) REGULAR MEETING
Wednesday, May 6, 2020 at 5:30 PM

Notice is hereby given that the Building Design Committee (BDC) of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 6th day of May 2020 at 5:30 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 ONLY:

In accordance with the order of the Office of the Governor issued March 16, 2020, the Building Design Committee 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 (COVID-19).

The public may participate in this meeting by dialing in to the following toll-free number: **1-346-248-7799, Meeting ID: 349 954 9035, Password: 387042**

If you wish to speak during the meeting, please submit your **name, phone number and the item #** you wish to speak on at least 5 hours prior to the meeting (12:30 p.m. on Wednesday May 6th) by emailing planner@westlakehills.org.

Members of the public who wish to submit their written comments in lieu of speaking shall submit their comments by emailing planner@westlakehills.org. **Comments must be received by 12:30 P.M. on May 6th.**

The meeting will be live streamed here: <http://mixlr.com/city-of-west-lake-hills/>

1. Call to Order. Chairman Robert Meisel.
2. Land Use 4609 Bee Cave Road: A sign application for two (2) projecting/wall numerical street address signs at Creekside at the Hills (Chapter 32 of the West Lake Hills Code). Applicant CND Signs.
 - 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

3. Adjournment. Chairman Robert Meisel.

Robert Meisel, Chairman
By Anjali Naini, Director of Building &
Development Services

Certificate

I certify that the above Notice of the May 6, 2020 Regular Building Design Committee Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, May 1, 2020 at 5:00 pm. and will remain posted continuously until said meeting is convened.

Anjali Naini, Director of Building & Development
Services

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.



**SIGN APPLICATION
STAFF REPORT**

MAY 6, 2020

Project Name: 4609 Bee Cave Road – Creekside at the Hills– Sign Application

Requested Action: The applicant is seeking approval of projecting/wall-mounted address numeral signs on a new commercial building.

Applicant Information: CND Signs

Location: The property is located south of Bee Cave Road, west of Buckeye Trail and east of Sundown Parkway.

Zoning & Site Characteristics:

The property is zoned B – 2 – Business 2 District.

Hearing Dates:

May 6, 2020	Building Design Committee
May 20, 2020	Zoning and Planning Commission
May 27, 2020	City Council

Background/Analysis:

The Creekside at the Hills building has recently completed construction (site plan and building permits were approved by the City in 2019). The project is now going through the sign permitting process. The applicant is currently applying for address numeral signs that will be wall-mounted on the building. The signs generally comply with the Sign Ordinance (see analysis below) but verification from the applicant is needed on the sign locations.

Code Analysis (Reviewed under Chapter 32, Sec. 32.03.006 – Bee Cave Road and Loop 360 Corridor Street Number)

- 1) Purpose. To identify the numerical street address of a multitenant shopping or office complex. | **Complies**
- 2) Size. A maximum of four numbers, and each number with a vertical dimension of no greater than 24 inches and a horizontal dimension of no greater than 12 inches. | **Please provide dimensions of individual numerals**
- 3) Height. No part of the numbers shall extend above the roof line of the building. | **Complies**
- 4) Number. One set of numbers facing the westbound lane of Bee Cave Road or Loop 360 and one set of numbers facing the east lane of Bee Cave Road or Loop 360. | **Please provide site plan**

showing location of signs on building to verify if signs are located in compliance with this Code provision.

- 5) Location. On the building complex at the corner of the complex closest to the street. | **See comment above.**
- 6) Design. The sign shall contain only the number of the street address (e.g., 3415). | **Please verify if sign will have shiny or matte/brushed finish (See Code Sec. 38.01.013). Otherwise design complies.**
- 7) Lighting. None. | **Complies, no lighting proposed.**
- 8) Landscaping. None. | **Not applicable**

Traffic/Transportation

Not expected to have an impact on traffic.

Lighting

The signs will not be illuminated.

Building Code

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

Subdivision

This will not impact the subdivision.

Comprehensive Planning Analysis

The use with the Master Plan in terms of existing and future land use.

Code of Ordinances:

Chapter 32 – Signs

Sec. 32.01.001 Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Administrator. A member of the city staff appointed by the city administrator, designated to administer and enforce this chapter.

Average grade. The grade of the finished ground level at the midpoint of each exterior surface of a sign, or a structure, if the sign is attached to the structure.

Billboard. Any sign that is freestanding or attached to or part of a building and is an off-premises sign.

Building design committee (BDC). A subcommittee of the zoning and planning commission consisting of three members.

City. The City of West Lake Hills, Travis County, Texas, and its area of extraterritorial jurisdiction as defined by V.T.C.A., Local Government Code chapter 42.

Commercial sign. A sign which directs the attention of the general public to a place of business that sells goods or services, or other contains commercial or business activity.

Commission or zoning and planning commission. The zoning and planning commission (ZAPCO) of the city.

Compensable cost. Those costs for which the owner of a nonconforming sign required to be relocated, reconstructed or removed by this chapter is entitled to be compensated pursuant to V.T.C.A., Local

Government Code chapter 216, which costs, if required to be paid by the statute, shall be calculated in accordance with the formula set forth in the statute.

Erect. To build, construct, alter, reconstruct, pour, lay, move upon, attach, hang, place, suspend or affix, and also includes the painting of wall signs, murals or super graphics, or any physical operation on the premises which is required for the construction of a sign, including excavation, site clearance, landfill, and the like.

Freestanding sign. Any sign which is not attached to or on the walls, face, or exterior of a building.

Government sign. A government sign is a sign that is constructed, placed, or maintained by the federal, state, or local government or a sign that is required to be constructed, placed, or maintained by a property owner as mandated by the federal, state, or local government either directly or to enforce a property owner's rights.

Handheld sign. Any sign held by a person.

Indirect lighting. A light source from a shielded and hooded fixture mounted to the top of the sign, pointed towards the ground and that is diffused to provide an even illumination without glare. This type of lighting must conform with the lighting requirements in [article 24.03](#).

Landscaping. To change the natural features by adding trees, bushes, flowers, etc.

Manual on Uniform Traffic-Control Devices (MUTCD). The state publication for streets and highways.

Notice. Actual notice or written notice sent by registered or certified mail.

Office complex. Two or more offices and/or office establishments, sharing customer parking area, regardless of whether said offices or office establishments occupy separate structures or are under separate ownership, or on separate tracts or lots of land.

Official sign. Any sign erected by or at the direction of any governmental body.

Off-premises sign. Any sign other than an on-premises sign.

On-premises sign. A commercial sign which advertises only goods, services, facilities, events, or attractions available on the premises where located, or identifies the owner or occupant or directs traffic on the premises.

Premises. A lot or tract within the city, and contiguous lands in the same ownership, which is not divided by any public highway, street or alley, or right-of-way therefor.

Projecting or hanging sign. Any sign attached to a building and extending in whole or in part more than nine inches beyond the building line. Allowable size does not include supporting structure.

Reflective surface. Any material or device which has the effect of intensifying reflected light, such as scotch light, day glow, glass beads and luminous paint.

Restoration. The routine maintenance and painting of existing, approved signs that do not change the approved design and color in any way.

Shopping center. Two or more retail stores and/or service establishments, or one retail store and one service establishment, sharing customer parking area, regardless of whether such stores and/or establishments occupy separate structures or are under separate ownership or on separate lots on tracts of land.

Sign. A name, identification, image, light device, figure, painting, drawing, message, plaque, poster, billboard, description, display, or illustration which is affixed to, painted or represented directly or indirectly upon a building, picture, window (attached inside or outside), or piece of land, and which directs attention to an object, product, place, activity, facility, service, event, attraction, person, institution, organization or business which is visible from any street, right-of-way, sidewalk, alley, park or other public property. Displays of merchandise customarily sold at the site without illumination or lettering which are placed behind a store window are not signs or parts of signs.

Surface area of a sign. The total surface including frame and mounting. The actual area of the sign shall be calculated using trigonometric methods when the sign is not a simple rectangle. The allowed area of the sign as stated in the ordinance equals one side of a freestanding back-to-back sign, provided the

freestanding sign's sides are back to back or angled with no greater separation between sides at its widest point than four feet and provided that both sides have the identical sign. Frame and mounting shall not exceed 30 percent of the total surface area of sign.

Temporary sign. A banner, pennant, poster, or advertising display constructed of papers, cloth, canvas, plastic sheet, cardboard, wallboard, plywood, or other like materials that appears to be intended or is determined by the city planner to be displayed for a limited period of time.

Traffic-control sign. A permitted sign for the purpose of identifying parking areas and directing the flow of traffic on private property.

Wall sign. A sign attached to, painted on, or erected against the wall of a building or structure with the exposed face of the sign in a plane parallel to the face of the wall and not projecting more than nine inches from the face of the wall at any point.

Zone. A zoning district as shown on the official zoning map of the city.

Sec. 32.01.013 Design review guidelines

- (a) Harmonious with city scale. Sign location, configuration, design, materials, and colors should be harmonious with the Hill Country setting and the rural scale of the city.
- (b) Materials. Sign materials shall be predominantly natural, such as native stone, rough cedar, pine or other types of wood. Other materials may be substituted when in the opinion of the building design committee they meet the design criteria of the city.
- (c) Architectural harmony. The sign and its supporting structure shall be in architectural harmony with the surrounding structures.
- (d) Colors. Black and earth tones shall be favored and bright colors shall be used only as accent colors. The colors in an earth tone scheme are muted and flat in an emulation of the natural colors found in dirt, moss, trees, and rocks. Many earth tones originate from clay earth pigments such as umber, ochre, and sienna.
- (e) Landscaping. Landscaping is required and shall be designed to harmonize with the building and surrounding natural landforms and native plants, as reflected in specific requirements contained herein.
- (f) Reflective surfaces. Glare-producing surfaces on signs are not allowed.
- (g) Lighting. All lighting of signs shall be indirect lighting as defined herein and all floodlights shall be shielded. No sign shall be illuminated, in whole or in part, where the illumination is intermittent or varies in color or intensity from time to time. The use of searchlights is prohibited. Changeable electronic variable message signs (CEVMS), digital signs, and light emitting diode (LED) signs are prohibited.
- (h) Moving parts. No sign shall contain any moving parts.
- (i) Commercial logo/logograms. Graphic symbols, used to represent or identify a business entity or organizations, are permitted to be displayed on signs only under the following conditions:
 - (1) The design and materials comprising the logo shall be consistent with the guidelines in this section;
 - (2) Commercial logos shall be permitted only on sign categories set forth in section 32.03.001(b)(4), (6), (7), and (9); and
 - (3) Commercial logos shall be consistent with those generally utilized by applicant on business cards, stationery, and other similar uses.

Sec. 32.03.006 Bee Cave Road and Loop 360 corridor street number

Numerical street address for multitenant center or office complex on Bee Cave Road or Loop 360 shall be regulated as follows:

- (1) Purpose. To identify the numerical street address of a multitenant shopping or office complex.
- (2) Size. A maximum of four numbers, and each number with a vertical dimension of no greater than 24 inches and a horizontal dimension of no greater than 12 inches.

- (3) Height. No part of the numbers shall extend above the roof line of the building.
- (4) Number. One set of numbers facing the westbound lane of Bee Cave Road or Loop 360 and one set of numbers facing the east lane of Bee Cave Road or Loop 360.
- (5) Location. On the building complex at the corner of the complex closest to the street.
- (6) Design. The sign shall contain only the number of the street address (e.g., 3415).
- (7) Lighting. None.
- (8) Landscaping. None.

Sec. 32.03.008 Projecting, wall and hanging commercial signs

Projecting, wall, and hanging commercial signs, individual business within a multitenant shopping center or office complex for tenants who have their own separate exterior entrances, shall be regulated as follows:

- (1) Purpose. To identify a business or organization which has its own separate exterior public entrance within a multitenant building.
- (2) Size. Four square feet for each five front linear feet of the individual business for an organization having its own exterior public entrance in a multitenant building, with a maximum length of ten feet and area of 12 square feet. A minimum area of six square feet will be allowed if a business has insufficient frontage. The size of a multipaneled sign shall be determined by dividing the maximum size allowed by the number of panels. Combined maximum area for more than one sign shall not exceed 12 square feet.
- (3) Height. Minimum clearance of eight feet to bottom of sign above pedestrian walkways.
- (4) Number. One sign per pedestrian way on which the building abuts, as determined by the administrator with a maximum of two signs, subject to review by the zoning and planning commission.
- (5) Location. Perpendicular to, hung from, or attached to a projecting structural element of the exterior wall of the individual business or organization, adjacent to the street, parking lot or major pedestrian walkway which the building abuts.
- (6) Design. The sign shall contain only the name of the business, its address and logo or nature of business, and, if desired, hours of operation. Except for those in B-3 districts, no additional fee shall be required for new signs in a multitenant shopping center or office complex where the zoning and planning commission has approved a uniform design for every sign in the entire complex and the city administrator certifies that the proposed new sign meets the uniform design approved by the city.
- (7) Lighting. Indirect.
- (8) Landscaping. Not applicable.
- (9) Special provisions. Shall be as follows:
 - (A) A joint directory sign is permitted subject to the provisions of this chapter;
 - (B) A business or organization having a projecting or hanging sign is not excluded from participating in a joint directory;
 - (C) Businesses or organizations not having exterior public entrances are subject to the provisions of the joint directory signs for multitenant building, in [section 32.03.009](#); and
 - (D) An individual business with a basement entrance with no calculable frontage may have one sign with a maximum area of six square feet.
- (10) Increase of size, number. Notwithstanding the foregoing, the maximum size of a projecting, wall or hanging commercial internal sign for a business within a shopping center designated B-3 may be increased to 24 square feet for a retail store with less than 20,000 square feet of retail use floor area, and to 36 square feet for a retail store with more than 20,000 square feet but less than 35,000 square feet of retail use floor area, and to 48 square feet for a retail store with more than 35,000 square feet of retail use. If site conditions permit two sides of a retail store to be visible from the interior of the site, a sign may be approved for each of the two sides.

Aerial:





SIGN PERMIT APPLICATION

Date of Receipt: 4/27/2020 Permit Fees: _____
 Collected By: _____ Date Permit Issued: _____

APPLICANT INFORMATION

Property Address: 4609 Bee Caves Road, West Lake, Texas 78746
 Street City State Zip

Block: _____ Lot: _____ Tax Parcel ID: _____ Zoning District: _____

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: _____ Phone: _____ Email: vero@cndsigns.com
 Address: 4609 Bee Caves Road, West Lake, Texas 78746 City: _____ State: _____ Zip: _____

Agent (with written approval from Owner):
 Name: _____ Phone: _____ Email: vero@cndsigns.com
 Address: _____ City: _____ State: _____ Zip: _____
 Signature: _____ Date: _____

Sign Contractor: CND Signs LLC Phone: 512-888-9788 Email: vero@cndsigns.com
 Address: 5213 Tucker Hill Lane City: Cedar Creek State: TX Zip: 78612

SIGN SPECIFICATIONS*

Check one option below:
 Permanent Sign Temporary Sign Uniform Sign Agreement Amendment

Sign Category (refer to Code, Sec. 32.03): _____

Is the property subject to a Uniform Sign Agreement? Y N

Dimensions: 5'3" x 1'9" Total Square Feet: 9.39 Each # of Signs Proposed: 2

Type of Material: Aluminum Sign Colors: Dark Bronze

Method of Attachment: Pin Mounted

Type of Sign Lighting (if applicable): Non-illuminated

Width of Storefront: _____ Linear Frontage of Business: _____

Sign Message: 4609 (1 on the North elevation and 1 on on East elvation)

Temporary Signs Only:



SIGN PERMIT APPLICATION

Duration – Start Date: _____ End Date: _____

*Application must include sign renderings showing sign dimensions, letter dimensions, color, material, location, lighting specifications (refer to Chapter 24, Article 24.03 & Chapter 32), landscaping plans if applicable, and any other details required by staff. Commercial sign applications should include an Assumed Name Certificate/DBA for Business. If sign is under a Uniform Sign Agreement, sign must comply with the Agreement or else applicant must request an Amendment to the Uniform Sign Agreement.

VARIANCES & AMENDMENTS TO UNIFORM SIGN AGREEMENT

Variance

Are you applying for a variance to the Sign Ordinance? Yes No
(If yes, you will also need to submit a separate variance application and fee)

Amendment to Uniform Sign Agreement

Name/Address of Uniform Sign Agreement: _____

Reason for Amendment: _____

Please attach a separate sheet describing the sign specifications applicant is requesting to change/remove/add to the Uniform Sign Agreement. Please also submit a cover letter addressed to the ZAPCO Chairperson explaining your project.

APPROVAL NOTES – FOR COMPLETION BY STAFF ONLY

Administrative Approval Sign Meets Requirements: Yes No

Approved by City Administrator: _____ Date: _____

City Council Approval (Non-Administrative Approval)

BDC Date and Comments: _____

ZAPCO Date & Recommendation: _____

City Council Date & Action: _____



CREEKSIDE AT THE HILLS

512.888.9788 | 5213 Tucker Hill Ln., Cedar Creek TX 78612 | www.CNDSigns.com



A/ NON ILLUMINATED WALL SIGN (NORTH ELEVATION)

FONT: APPLE CHANCERY & CENTURY GOTHIC BOLD
SQ. FT: 9.39
SCALE: 1:100

SCOPE OF WORK: FABRICATE AND INSTALL **ONE (1)** SIGN TO SPECIFICATIONS

ADDRESS NUMBERS:

- .090" ALUMINUM FACES FINISHED TO MATCH DARK BRONZE
- .063" RETURNS FINISHED TO MATCH DARK BRONZE
- PIN MOUNTED



COLOR TO MATCH DARK BRONZE

Creekside at The Hills

4609 Bee Caves Rd
West Lake, TX 78746

PAGE 2 OF 3

ART VERSION 190550-6

DATE 04/23/19

SALES Paul

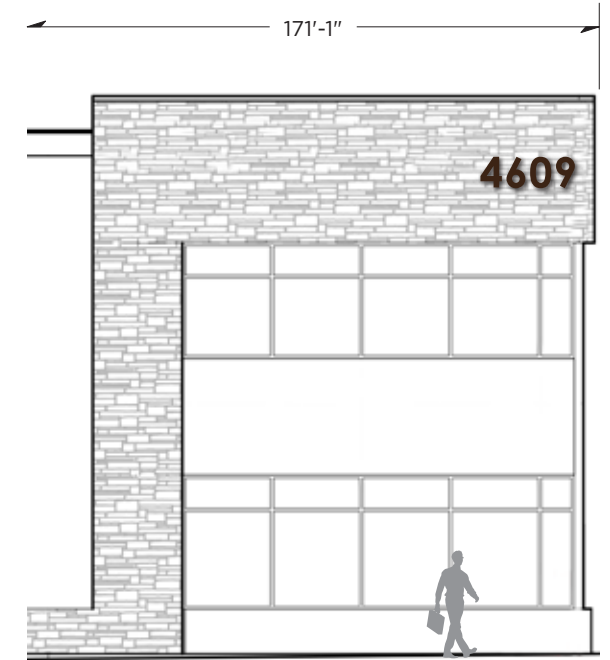
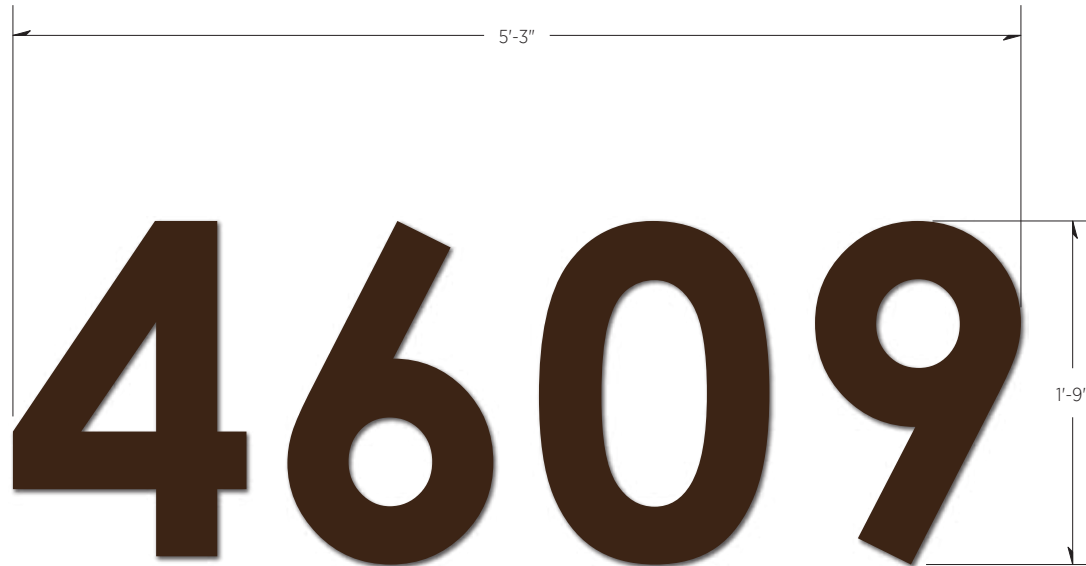
PM PM

DESIGN Capo

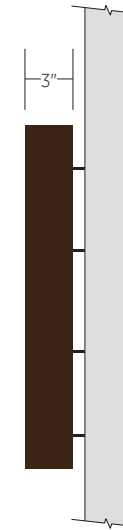
04/21/20 REMOVE ILLUMINATION ON BUILDING NUMEBRS

CONCEPTUAL DESIGN ONLY FINAL DIMENSIONS DETERMINED AT PRODUCTION.

ALL DESIGNS ARE PROPERTY OF AND FOR THE SOLE USE OF CND SIGNS. CND SIGNS RETAINS RIGHTS TO ALL ARTWORK, DESIGNS AND LAYOUTS UNTIL FURTHER ARRANGEMENTS ARE MADE IN A WRITTEN CONTRACTUAL AGREEMENT. CND SIGNS DOES NOT HESITATE TO PROSECUTE FOR UNAUTHORIZED REPRODUCTION OF ITS DESIGNS UPON DISCOVERY THAT A DESIGN HAS BEEN SHARED, RECREATED OR REPRODUCED WITHOUT APPROPRIATE PERMISSIONS.



PROPOSED



B/ NON ILLUMINATED WALL SIGN (EAST ELEVATION)

FONT: APPLE CHANCERY & CENTURY GOTHIC BOLD
SQ. FT: 9.39
SCALE: 1:100

SCOPE OF WORK: FABRICATE AND INSTALL **ONE (1)** SIGN TO SPECIFICATIONS

ADDRESS NUMBERS:

- .090" ALUMINUM FACES FINISHED TO MATCH DARK BRONZE
- .063" RETURNS FINISHED TO MATCH DARK BRONZE
- PIN MOUNTED



COLOR TO MATCH DARK BRONZE

Creekside at The Hills

4609 Bee Caves Rd
West Lake, TX 78746

PAGE 3 OF 3

ART VERSION 190550-6

DATE 04/23/19

SALES Paul

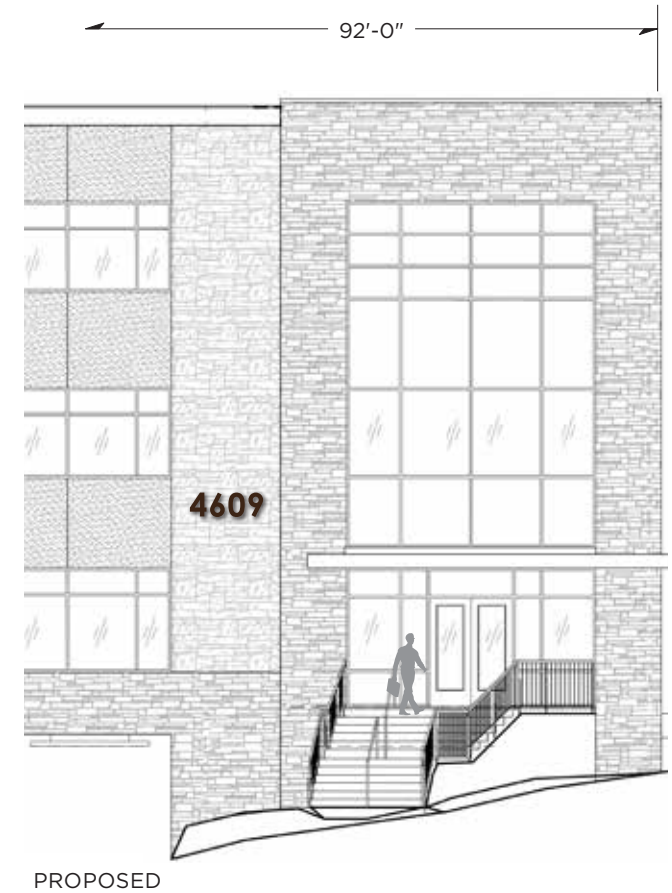
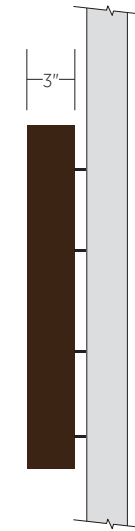
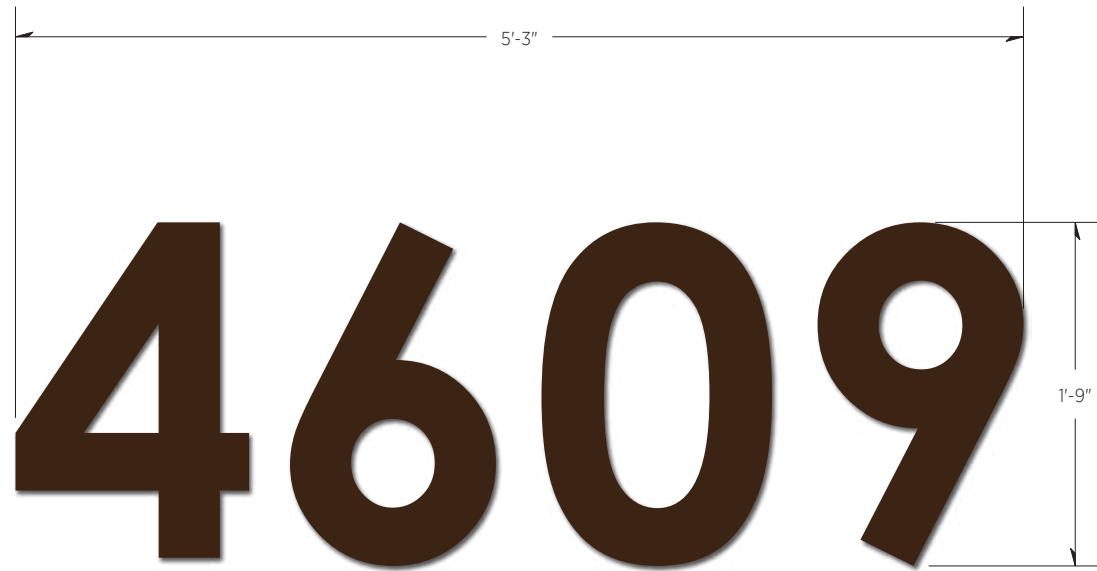
PM PM

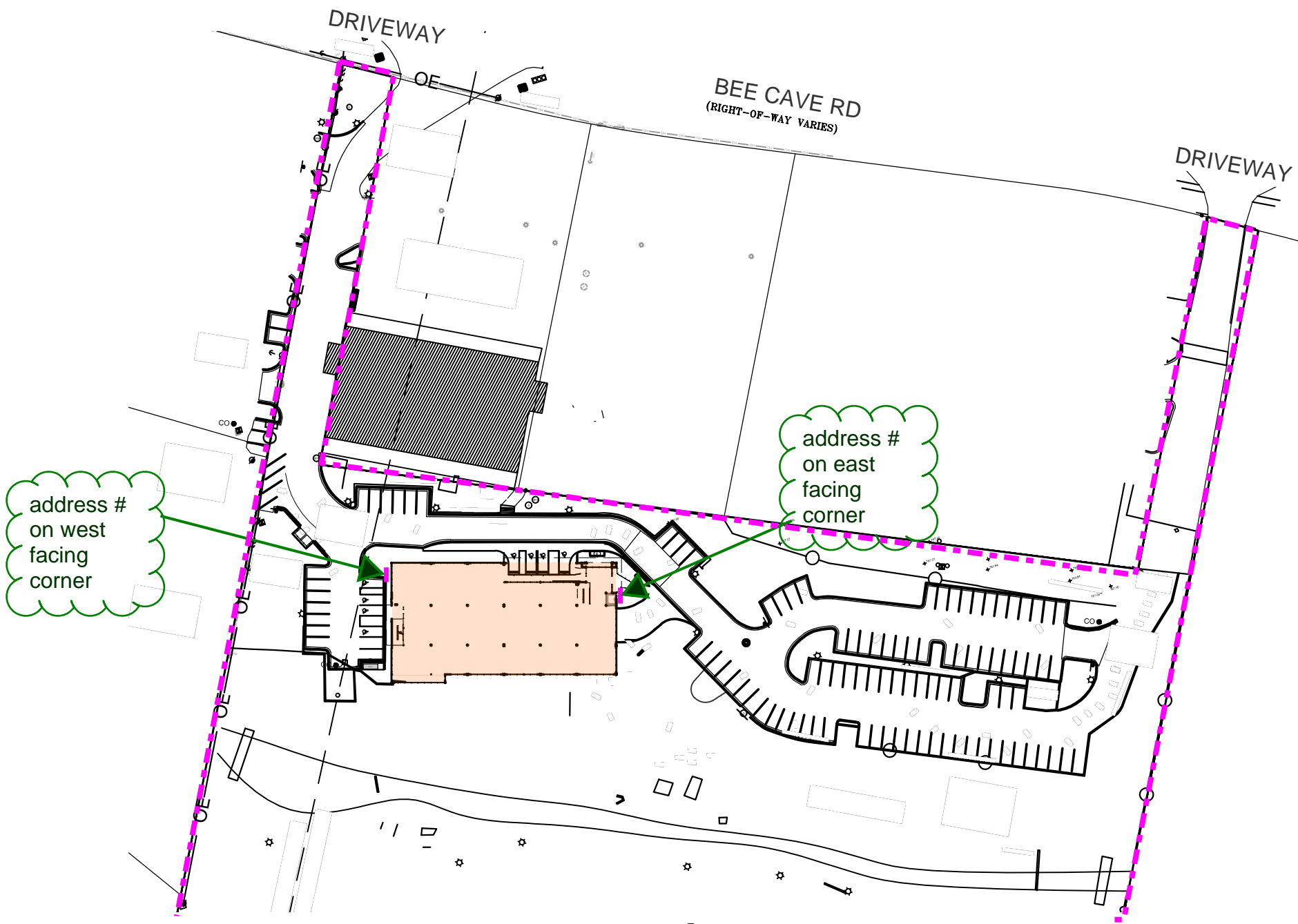
DESIGN Capo

04/21/20 REMOVE ILLUMINATION ON BUILDING NUMEBRS

CONCEPTUAL DESIGN ONLY FINAL DIMENSIONS DETERMINED AT PRODUCTION.

ALL DESIGNS ARE PROPERTY OF AND FOR THE SOLE USE OF CND SIGNS. CND SIGNS RETAINS RIGHTS TO ALL ARTWORK, DESIGNS AND LAYOUTS UNTIL FURTHER ARRANGEMENTS ARE MADE IN A WRITTEN CONTRACTUAL AGREEMENT. CND SIGNS DOES NOT HESITATE TO PROSECUTE FOR UNAUTHORIZED REPRODUCTION OF ITS DESIGNS UPON DISCOVERY THAT A DESIGN HAS BEEN SHARED, RECREATED OR REPRODUCED WITHOUT APPROPRIATE PERMISSIONS.





1 OVERALL SITE PLAN
 1" = 100'

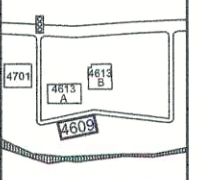
- REVISIONS
- [1] CITY COMMENTS 02/14/2019
 - [2] CITY COMMENTS 02/25/2019
 - [3] ADDENDUM #1 03/21/2019
 - [4] ADDENDUM #2 03/26/2019
 - [5] ADDENDUM #3 05/01/2019
 - [6] ADDENDUM #6 05/08/2019
 - [7] ADDENDUM #7 12/09/2019

DATE: 11 JAN 2019

DRAWN: MLD

CHECKED:

ALL INSTRUMENTS OF SERVICE, INCLUDING DRAWINGS, SPECIFICATIONS, PROPOSALS, AND CONTRACTS, SHALL REMAIN THE PROPERTY OF THE ARCHITECT AND SHALL NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE ARCHITECT'S WRITTEN CONSENT. THE ARCHITECT'S LIABILITY IS LIMITED TO THE ARCHITECT'S PROFESSIONAL RESPONSIBILITY AND SHALL NOT BE EXTENDED TO ANY OTHER LIABILITY ARISING FROM THIS AGREEMENT. THE ARCHITECT'S LIABILITY SHALL NOT BE EXTENDED TO ANY OTHER LIABILITY ARISING FROM THIS AGREEMENT. THE ARCHITECT'S LIABILITY SHALL NOT BE EXTENDED TO ANY OTHER LIABILITY ARISING FROM THIS AGREEMENT.



L.M. HOLDER III, F.A.I.A.
 ARCHITECTS PLANNERS ENERGY CONSULTANTS
 WWW.HOLDER3.COM
 4202 SPICewood SPRINGS RD. SUITE 214
 AUSTIN, TEXAS 78759 512-345-8817

**CREEKSIDE AT THE HILLS
 SHELL & CORE**
 4609 BEE CAVE ROAD
 WEST LAKE HILLS, TEXAS 78746

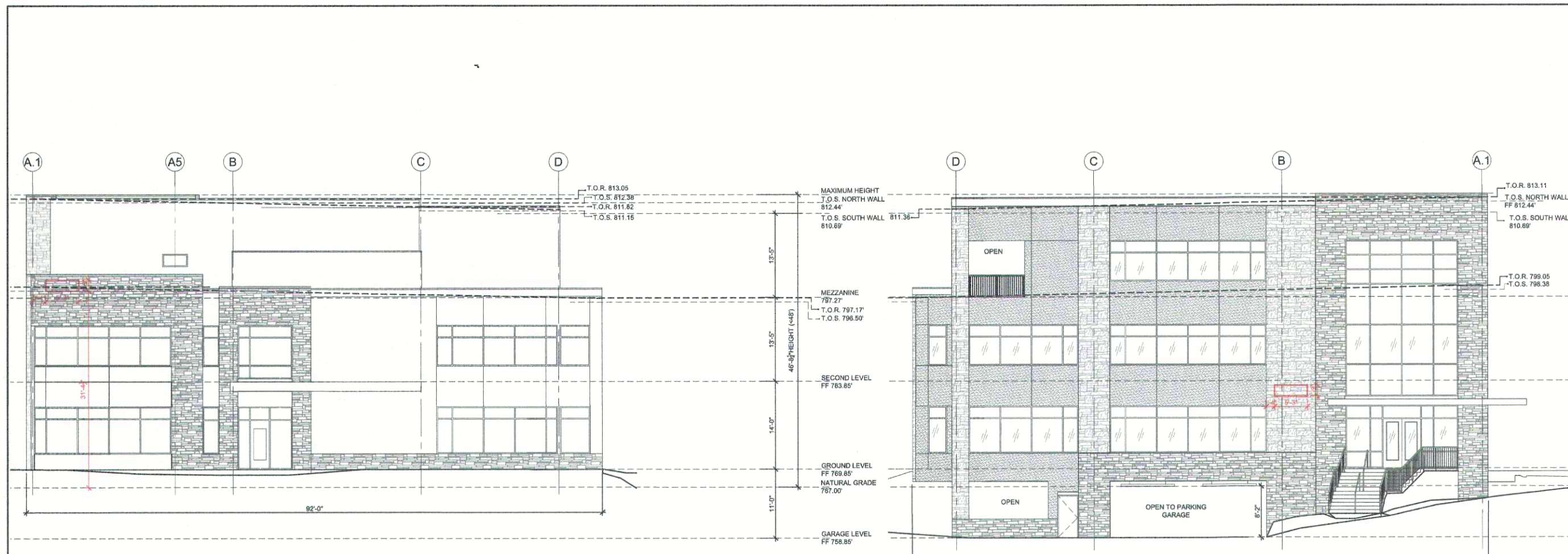
L.M. HOLDER III FAIA
 NOT FOR REGULATORY APPROVAL
 PERMITTING, OR CONSTRUCTION
 FOR BIDDING PURPOSES ONLY.
 12/13/2019 1:47:30 P

If this file has been transmitted electronically, the original is in the office of L.M. Holder III, FAIA. The electronic document was released by L.M. Holder III, FAIA for a specific use. No other use or modification may be made of this file without the written consent of L.M. Holder III, FAIA.

JOB NO. 3596

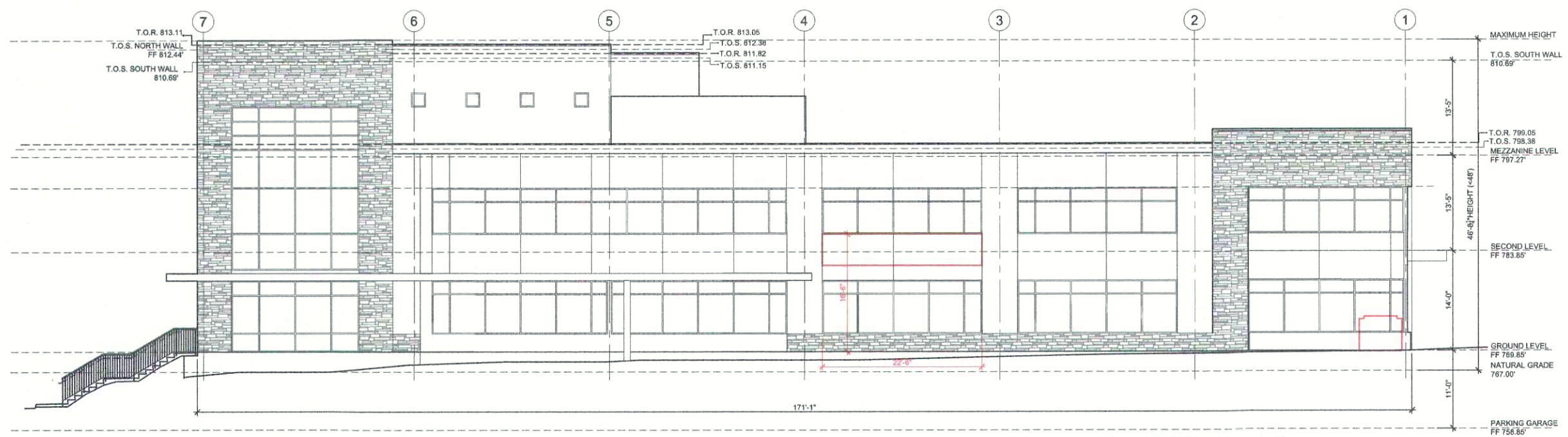
ELEVATIONS

SHEET
A3.1



3 WEST ELEVATION
 1/8" = 1'-0"

2 EAST ELEVATION
 1/8" = 1'-0"



1 NORTH ELEVATION
 1/8" = 1'-0"

CONSTRUCTION SET