

MINUTES OF ZONING AND PLANNING COMMISSION
PUBLIC HEARINGS AND REGULAR MEETING
CITY OF WEST LAKE HILLS, TEXAS
March 20, 2019
6:30 P.M.

PRESENT: ZAPCO Chairman Robert Meisel, Vice-Chairman Les Gage, Commissioners Rhett Hoestenbach, and Sarah Swanson

ABSENT: Commissioners Bill Harwell, Laurie Maccini, and Bill Vandersteel

1. **Called to Order by Chairman Robert Meisel at 6:30 pm.**
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 February 20, 2019 Meeting Minutes.
 - b. Request to postpone: Land Use: 1405 Wildcat Hollow – After-the-fact variance requests for a fence exceed height allowance and to encroach in the setback and a retaining wall to exceed height allowance and encroach in the setback. Applicant Douglas Jaffe, III; Power of Attorney Jan Sotelo.

VICE CHAIRMAN GAGE MOTIONED TO APPROVE THE CONSENT AGENDA. COMMISSIONER SWANSON SECONDED THE MOTION AND IT PASSED BY 4-0 VOTE.

3. Land Use: 3423 Bee Cave Road: Proposed monument sign at 3423 Bee Cave Road. (Sections 32.03.005 and 32.03.009 of the West Lake Hills Code.) Applicant KCBC, Ltd. (Power of Attorney Donna McNabb & Jay McNabb, Art Office Signs)
 - a. Staff Briefing. **Coordinator of Building Development Services, Anjali Naini, explained that this is for a monument sign. It is under the option two driveway entrance sign, free standing commercial sign and multi-tenant shopping center category, per the City's sign ordinance. It is 24 square feet. A landscape area around the sign, will be included with a minimum of 120 square feet, per code regulations. The sign is smaller than what is allowed by the City code. The height of the sign lettering also meets code requirements. This will replace a previous sign removed by TXDOT, due to the Bee Cave Road widening project. TXDOT will also have to approve the final location of the sign before it is installed. The property owner does not have a right-of-away acquisition agreement with the city therefor it must adhere to all the applicable standards in the sign ordinance. Staff recommends approval.**
 - b. Presentation by applicant. **Applicant's Representative Donna McNabb shared that the sign is pretty simple and provided a sample to ZAPCO. The property owner will be installing the landscape around the sign. Stone will be surrounding the bottom of the sign. The rock is 18 inches, so the sign is a little over 5 feet tall. There will be a concrete footer set in the ground with pipes, but the rock will cover it. The address and line underneath will be 3 inches thick black aluminum. The tenant names will be vinyl.**
 - c. Public Hearing: **No one spoke.**
 - d. Deliberation and action.

Commissioner Swanson asked if the sign complies with the code requirements. Coordinator of Building Development Services, Anjali Naini, responded yes.

Chair Meisel asked in the discussions with TXDOT and location, if there were any issues with the setbacks. Coordinator of Building Development Services, Anjali Naini, is not aware of any.

COMMISSIONER SWANSON MOTIONED TO RECOMMEND APPROVAL. VICE CHAIRMAN GAGE SECONDED THE MOTION AND IT PASSED BY 4-0 VOTE.

4. Land Use: 4101 Bee Cave Road: Proposed amended site plan and building permit application for installation of a shade structure in the pickup area at Eanes Elementary School. Applicant Jeremy Trimble – Eanes ISD.
 - a. Staff Briefing. **Coordinator of Building Development Services, Anjali Naini, explained that the request is seeking approval to install a shade structure in the pickup area at Eanes Elementary School. Per City requirements, any nonresidential project will have to go through the whole process, including BDC, ZAPCO, and Council. The structure is 16 feet by 30 feet, so 480 square feet total. The color has not been decided yet. ZAPCO should have received color samples at the dais this evening. It will not impact the impervious cover. Staff recommends approval.**
 - b. Presentation by applicant. **Applicant’s Representative Brian Bullock shared this is a pretty simple project. The school’s booster club saw a need and raised money to put this shade structure in the front of the school where the students are picked up and dropped off. It is a two-pole structure, gable cover. There are pictures in the packet. Its about 75 feet from Bee Cave and 18 feet from the corner to a fenced perimeter part of the building. It is going in an area made for this.**
 - c. Public Hearing: **No one spoke.**
 - d. Deliberation and action.

Commissioner Hoestenbach confirmed that they would be able to choose the color. Commissioner Swanson shared that she is going with green. Commissioner Hoestenbach agreed that the shade should match the roof. Chair Meisel asked the applicant if something has changed at the school, traffic pattern or something, that has made this structure necessary. The applicant’s representative shared that nothing has changed. The front of the school does not have a cover. Commissioner Swanson shared that the other schools have these and Eanes is overdue for having it too.

COMMISSIONER SWANSON MOTIONED TO RECOMMEND APPROVAL WITH BROWN OR GREEN FOR THE POWDER COAT COLORS AND EITHER BRUNSWICK GREEN OR TURQUOISE FOR THE SHADE NET COLORS. COMMISSIONER HOESTENBACH SECONDED THE MOTION AND IT PASSED BY 4-0 VOTE.

5. Land Use: 102 Westlake Drive: Proposed site plan amendment with a parking setback variance, impervious cover variance, and tree variances to increase parking and provide emergency access at 102 Westlake Drive. Applicant Dr. Bill Ramsdell. (Power of Attorney Travis Wilson)
 - Parking setback variance (Section 22.03.249(b)(2) of the West Lake Hills Code)

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- Impervious cover variance (Sec. 22.03.281(b) of the West Lake Hills Code)
- Removal of 10 trees 14” or greater (Tree 5919 – 17” Cedar Elm; Tree 5923 – 18” Live Oak; Tree 5924 – 18” Live Oak; Tree 5928 – 14” Hackberry; Tree 5930 – 24” Chinaberry; Tree 5934 – 21” Red Oak; Tree 5936 – 21” Hackberry; Tree 5949 – 23” Cedar; Tree 5951 – 17” Cedar; Tree 5954 – 16” Hackberry – Section 22.03.304(a)(4) of the West Lake Hills Code)
 - 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.

Item was postponed by request of the applicant.

No ZAPCO action as taken.

6. **Adjourned by Chairman Robert Meisel at 7:17 pm.**

Certificate

Robert Meisel, Chairman

Attest:

Anjali Naini, Coordinator of
Building & Development Services