

MINUTES OF BOARD OF ADJUSTMENT (BOA)
REGULAR MEETING
CITY OF WEST LAKE HILLS, TEXAS
Wednesday, May 11, 2016
7:00 p.m.

PRESENT: BOA Chairman Linda Anthony, BOA Members Stan Graham, Jim O'Connor, Brian Plunkett, Beth South and Darin Walker.

ABSENT: None.

1. Called to Order by Chair Linda Anthony 7:00 PM.

2. **CONSENT AGENDA:** The following items are anticipated to require little or no individualized discussion due to their nature being clerical, ministerial, mundane or routine. In an effort to enhance the efficiency of BOA Meetings, it is intended that these items will be acted upon by the BOA with a single motion because no public hearing or determination is necessary. However, a BOA Member or Citizen may request separate deliberation for a specific item, in which event those items will be removed from the consent agenda prior to the BOA voting on the consent agenda as a collective, singular item. Citizens requesting items be removed from the consent agenda must submit a written Speaker Card to the City Secretary before the meeting begins. Prior to voting on the consent agenda, the BOA may add additional items that are listed elsewhere on the same agenda.

- a. Approval of the April 13, 2016 Regular Meeting Minutes. City Secretary Lacie Hale.

No action was taken.

3. **Land Use:** Request for a Special Use Permit for commercial trailer at 4300 Westbank Drive. (Section 38.04.032 of the West Lake Hills Code.) Applicant Jeremy Trimble.
- a. **Staff Briefing.** BOA Chair Anthony gave briefing that a former meeting the operations facility building site plan was discussed and now they are requesting a special use permit for a trailer during construction. City Planner Ashby Grundman added the request to set a time limit for how long the trailer can be at the site.
- b. Presentation by applicant. None was given.
- c. **Public Hearing:** No one spoke.
- d. Deliberation and action.

BOA MEMBER GRAHAM MOTIONED TO APPROVE THE SPECIAL USE PERMIT FOR THE COMMERCIAL TRAILER AT 4300 WESTBANK DRIVE WITH THE STIPULATION THAT IT HAS A ONE YEAR LIMIT ON ITS USE. BOA MEMBER O'CONNOR SECONDED THE MOTION AND IT PASSED BY 6-0 VOTE.

4. **Land Use:** Multiple variances for construction of a new residence at 1905 Yaupon Valley Road. (Section 22.03.281 of the West Lake Hills Code.) Applicant Kevin Cutsinger.
- a. **Staff Briefing.** BOA Chair Anthony gave briefing that the requested variances are for a cut and fill and also encroachment into the setback. City Planner Ashby Grundman added that there are six requested variances total. They include the cut and fill, retaining walls built in the setback, and three

tree variances. The variance request for the pitch of the roof was withdrawn. All variances were approved by Council.

- b. **Presentation by applicant. Applicant's Representative Slavas Flores, Project Architect, explained that there are over 320 trees on this lot and the house has been placed to save the four madrone trees. There is a lot of slope of this lot but the retaining walls will not be seen.**
- c. **Public Hearing: No one spoke.**
- d. **Deliberation and action.**
(Note: This item requires dual action. BOA action on the non-tree variances. Council action on the tree variances.)

BOA asked the applicant's representative about moving the driveway and asked for clarification on the location of the proposed retaining walls. They felt that the driveway could be reconfigured to prevent the nine foot wall in the setback.

Item was postponed.

- 5. **Land Use: Variances to encroach into one building setback and one driveway setback at 5105 Rollingwood Drive. (Section 22.03.281 of the West Lake Hills Code.) Applicant Brad Hoskins.**
 - a. **Staff Briefing. BOA Chair Anthony gave briefing that this item was brought before BOA months ago. BOA Members Walker and Graham volunteered to work with the applicant to look at alternatives. City Planner Ashby Grundman explained the two options that the applicant is proposing for consideration.**
 - b. **Presentation by applicant. Applicant Brad Hoskins explained that the drawings have been adjusted since the previous BOA meeting. The reason for the two options is because of how tight the lot is and the garage access.**
 - c. **Public Hearing: No one spoke.**
 - d. **Deliberation and action.**

BOA discussed how the trees will be impacted by each proposed option and asked the applicant if they looked into any other floor plans with the garage on the other side. Overall they felt that it was a good project and appreciated the effort put forth by the applicant.

BOA MEMBER WALKER MOTIONED TO APPROVE OPTION #2 AS PROPOSED. BOA MEMBER GRAHAM SECONDED THE MOTION AND IT PASSED BY 6-0 VOTE.

- 6. **Land Use: Variance to encroach in a building setback at 440 Ridgewood Road. (Section 22.03.281 of the West Lake Hills Code.) Applicant Brian Stillman.**
 - a. **Staff Briefing. City Planner Ashby Grundman gave briefing that the request is for a building setback encroachment to replace an existing shed with a new shed. ZAPCO recommended approval based on the conditions that the dimensions stay the same. The proposed shed is 1.5 feet taller than the existing shed.**
 - b. **Presentation by applicant. Applicant Brian Stillman explained that the existing shed is old and was damaged by a tree limb. He also shared that clumping bamboo and vegetation will be planted to shield the neighbors view.**
 - c. **Public Hearing: No one spoke.**
 - d. **Deliberation and action.**

BOA deliberated and would like input from the neighbors.

Item was postponed.

7. Adjourned by Chair Linda Anthony at 7:45 PM.

Certificate

Linda Anthony
LINDA ANTHONY, CHAIR

ATTEST:

Lacie Hale
LACIE HALE, CITY SECRETARY

