

MINUTES OF A BUILDING DESIGN COMMITTEE SPECIAL MEETING  
CITY OF WEST LAKE HILLS, TEXAS  
Wednesday, January 3, 2018  
5:30 P.M.

PRESENT: BDC Chairman Brian Plunkett, BDC Members Laurie Maccini and Bob Belanger

ABSENT: None

1. Call to Order. Chairman Brian Plunkett.

BDC Chairman Plunkett calls the meeting to Order at 5:30 p.m.

2. Land Use: Proposed Commercial Wall Hanging Sign for Birds Barbershop at 3736 Bee Cave Road, Suite 2. (Section 32.03.008 of the West Lake Hills Code.) Applicant Michael Portman.

- a. Staff Briefing.

**City Planner Grundman:** In your packet you have the application. The sign is the last page of the application showing the name. The sign is made out of wood. The size meets Code and the colors are okay. The applicant brought new copies because the last page is misleading. This is the only sign they are asking for. The wall hanging sign meets Code. The others do not. I've been talking with the sign company so if they want to pursue the variance they'll have to come back. The bike rack is not a sign and can be approved administratively.

**BDC Chairman Plunkett:** Are there any other signs like that in the center?

**City Planner Grundman:** Not to my knowledge.

**Michael:** All the signs are made of wood.

- b. Presentation by applicant.

**Michael Portman** is one of the owners. We've been in operation for 11 years. We've been wanting to move into West Lake Hills for a decade. We use our logo and the wood is old basketball flooring and we've had the materials for a long time and meets the earth tone aspect, this is our proposed use. We'll just have slightly raised letters on the wood. It adheres to all the guidelines that Ashby has given to me. That's it in a nutshell for the design. A couple of which will be a no go. We proposed a word search, this is a pile-on that is blank. We like our shops to be speak to the team spirit of the local schools. This is a dream list here. One aspect I thought would be nice is if there is a short parking spot right off our space. This is the old Subway. It doesn't have any other use right now. We proposed going to the end of where the space would be and put bike racks there. We use them in our Hyde Park store. That's another proposal we have. Other than that, it's pretty straight forward.

- c. Public Hearing: All persons wishing to speak for or against shall be heard.

**BDC Chairman Plunkett closes the Public Hearing and reconvenes the meeting.**

d. Deliberation and Action.

**BDC Member Maccini: Both of my sons walk to Honey Ham. The sign looks great. We've gone to Bird's before and are glad you'll be close by. Your sign looks fine. As far as the ones on the dream request, being someone who uses that center a lot, anything that would take up any more space on that sidewalk, if it's existing that's fine. My only concern is then you have others notice and we have major traffic issues in that parking lot every morning. It's very dangerous. I would love to see more people riding bikes. I still have fears of people; a difficult space with a lot of high schoolers. I advocate for bike riding. We open ourselves up to more dangers. I'm looking forward to your grand opening.**

**BDC Member Belanger: The logo that is the window currently, it's just temporary?**

**Mike: We're opening on Monday.**

**BDC Member Belanger: My experience is that the dream wish sort of reflects itself as a logo. If the logo isn't attached to the sign other types of logos have not been encouraged but discouraged by previous council and ZAPCO. I can say that I don't see much hope in that regard. You have to ask. Logos generally are separate from the main sign and don't get the recognition. It's a great gesture for the bike parking, it would provide more activity in a congested space. That might be more confusion and more congestion. I don't know if that's the best place for it.**

**BDC Chairman Plunkett: I think the sign looks good and using that wood. I'd like you to go forward with that. The word art, I just like the random letters. How many panels are in that strip whether that can be treated as a town rallying cry as a work of art or a sign?**

**Michael: I'd rather not have the logo. It just seems fun and something that is for the neighborhood than for us.**

**City Planner Grundman: It would be considered a sign because it has the company name in it.**

**BDC Chairman Plunkett: If they took out Birds and added Chaps, it might be worth asking Ashby about that or the shopping center.**

**BDC MOVES UNANIMOUSLY TO MOVE THE APPLICATION FORWARD. (3-0).**

3. Land Use: Approval of a Commercial Building Permit for Shepherd of the Hills Lutheran Church at 3525 Bee Cave Road. (Section 22.02.005 of the West Lake Hills Code.) Applicant Bill Dawson.

a. Staff Briefing.

**City Planner Grundman:** This permit is tied to the variances that were granted in December. They are proposing reworking the entrance removing one driveway and allowing emergency vehicles to have better access. They are adding a terrace and playground area, and interior remodeling.

**BDC Chairman Plunkett:** Isn't there a second part coming?

**City Planner Grundman:** A lot of the front elements. This is the permit that was granted last time. They want to get it going as quickly as possible.

b. Presentation by applicant.

An overhead presentation is started.

**Ben Heimsath is the architect.** We want to give you an overview of where the church is why this has come about from numerous church members. The pastor is present, Katherine Coffey and the building committee are present. In your packet you have the information. This is the entire site and the original building was up against Bee Cave Road on the north side. That was the original sanctuary. It does slope to the back and east. Over time as it grew they built the next unit and left a lot of trees. What you're seeing are so many trees we're only showing the trees we are keeping where the new sanctuary was built. Over time this gym and two story classroom have expanded over time. They were made as additions to the larger building. You can't see the size from the front. The front became the use for the Butterfly School. Over time more parking is to the back. Rather than any one item being out of whack, what was missing was connectivity and the best use of the spaces. We were stuck in the 80's. One of the things that became the focus, coinciding with TxDOT we had to re-think the entry and safety issues. This connection between the buildings. That courtyard has a playground and drainage problems. That was a missing component. The third area in the back, a lot of people realize where they are going, there is a 2-story backside of a gym and a little stairway and that becomes the main area of circulation.

We want to make these uses around things that work. The courtyard, we are taking the L portion of the breezeway classrooms and we're removing a portion of that. That gives us a better location for the playground. We are able to revamp this portion that remains and have a new entry area and an area more appropriate the larger events. A little bit of transition put in. We're putting in stones from the cleaned up parking and providing better separation. You'll have a couple of decks that show a clear way of how to get into the Butterfly School. Once we get to the back, there have been a drive around and takes place within the parking zone. Opening up the side of the gym most of the changes are interior like adding an elevator. We don't need to go into a lot of detail. Most of the energy is in the courtyard and improvements in the sanctuary itself.

What you can see was this one entry that came off the west north side of the property. There were several drives on either side. Already, it was confusing which to go in. That had to be removed as well. Let's keep the trees and make a clear one way in and two way out to have a safer turn. Once somebody comes in a clear choice will be able to take place and take

congestion off. With this idea, we have a large public space. The church came up with an idea to make a gathering space in this transition zone.

The bigger screen in the back is being taken out. This is part of the variance package.

Either side there is an inviting space with a connection from the landscape. We have a place to stop and are doing the same on the opposite side having transition. Rather than working with planting and structuring, there have been several well placed berms and other materials to protect some of the roots under the trees. It tapers from 0 to 3'. We show more of 3' than what the landscaping is designed. The unique look of the space is gives a visual change. It would be more inviting. It is not specifically for church activities. It is an invitation that there is more to come and by the time you get around the courtyard, again, with the trees the upper playground, the grated walk to the terrace, a series of gathering spaces for activities with the school. You can see how the terrace under the trees is set up for smaller groups. Taking full advantage of the trees. Water will be channeled into the open space. A new element is added drawing your attention into the expanded entry. The parking will be in the back. There is a ton of trees in the back. You can see another space and we are anticipating indoor and outdoor activities. We have rainwater collection. In the long term, the church had made use the drainage pond on the lower section, there is a memorial garden. The long term plan would leave the garden and go straight down into the lower sections and the memorial garden has been there for 15 years. It gives you a big picture. It's an easy place to get lost. There are some wonderful things happening.

**Pastor Tom:** It captures it. The desire and heart behind this. A community building is be a tree without walls. Taking what we feel and believe and have faith in and take that out into the world to be good servants of God. One of the things that excites us, the congregation has been struggling with, there hasn't been a big project done in over 20 years. It needs attention and captures the heart of the congregation. We've been working very hard to involve people. Our money raised have shown that. It gives people a sense of the future. How will it continue to be thriving and has a bright future. We want to be firm in the West Lake Hills community. The school has been a lighthouse for the children and continues to be one of the beset pre-schools around.

- c. Public Hearing: All persons wishing to speak for or against shall be heard.

**BDC Chairman Plunkett** closes the Public Hearing and reconvenes the meeting.

- d. Deliberation and action.

**BDC Chairman Plunkett:** How many members?

**Tom:** 1,000. We want to grow. We're doing this t have an attractional value.

**BDC Chairman Plunkett:** what is it we are going to forward to ZAPCO?

**City Planner Grundman:** Everything that is not in the front setback and driveways. That is not part of the permit request. The interior and flatwork is in the building permit that don't require a variance.

**Bill:** After ZAPCO we divided into two groups. The tree removal and took that forward to BOA and Council and got approval. We're coming back with revisions of the previous requests. We split into two parts so we could go ahead and get the permit and rest of the design into the front. That's why we separated as we've been discussing since ZAPCO.

**BDC Member Maccini:** I'm very familiar with the property and went through with the Boy Scouts. It's neat to see things changing at the church. I applaud you for the hard work. I think what you're doing looks well thought out. I appreciate you're doing with landscaping, to me it looks fine. I really don't have too much to say. You've been careful in what you've done. If there is a problem you will deal with in the same manner. It looks like a good design to me. I appreciate what you do for the community. Well done.

**BDC Member Belanger:** Ashby, the Bee Cave Road there is there going to be sidewalk? I think you are right on with tying to the site. Is there any bike parking?

**Bill:** It's currently on the back.

**BDC Member Belanger:** I think it is an outstanding proposal. It will attract people outside. It makes a psychological connection. Well done.

**BDC Chairman Plunkett:** I think it is impressive on how to improve. I don't see any issues. Keep going forward.

**BDC MOTIONS UNANIMOUS (3-0) APPROVAL TO MOVE THE APPLICATION FORWARD TO ZAPCO.**

**BDC Member Maccini:** Ashby, when will they be finishing that portion of Bee Cave Road?

**City Planner Grundman:** That will be the later end.

4. Adjournment. Chairman Plunkett.

**BDC Chairman Plunkett adjourns the meeting at 6:17 p.m.**