



Town of Westlake

1500 Solana Blvd
Building 7, Suite 7100
Westlake, TX 76262

Zoning Board of Adjustment Agenda - Final

Tuesday, June 17, 2025

3:30 PM

Council Chamber

NOTE: As authorized by Section 551.071 of the Texas Government Code, the Zoning Board of Adjustment may enter into closed Executive Session for the purpose of seeking confidential legal advice from the Town Attorney on any agenda item listed herein.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

B. BUSINESS ITEMS

- B.1. [25-146](#)** Discuss, consider and act to approve the February 3, 2025 Zoning Board of Adjustment Meeting Minutes
- B.2. [ZBA 25-02](#)** Hold a public hearing, discuss, consider and act on a request for a variance to allow for sports courts to be placed within an easement under the Unified Development Code, located at 1514 Meandering Way, legally described as Lot 12, Block 3, The Estates of Quail Hollow, Town of Westlake, Tarrant County, Texas, zoned as R-1, estate residential district (ZBA Case No. 2025-02)

C. ADJOURNMENT

I certify that the above notice was posted on the bulletin board at Town of Westlake, Town Hall, located at 1500 Solana Blvd., Building 7, Suite 7100, Westlake, TX 76262, in compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

Town Secretary

Disabilities Notice: If you plan to attend the meeting and have a disability that requires special needs, please contact the Town Secretary's Office 48 hours in advance at Ph. 817-490-5711 and reasonable accommodations will be made to assist you.



Town of Westlake

1500 Solana Blvd
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Staff Report

File #: 25-146

Agenda Date: 6/17/2025

Agenda #: B.1.

TOWN STAFF REPORT RECOMMENDATION

Discuss, consider and act to approve the February 3, 2025 Zoning Board of Adjustment Meeting Minutes

STAFF: Dianna Buchanan, Town Secretary

BACKGROUND:

The February 3, 2025 Zoning Board of Adjustment Meeting Minutes are attached for review and consideration of approval.

Once approved, all meeting minutes will be executed and uploaded to the Town of Westlake website for transparency and Laserfiche software for state retention compliance.

RECOMMENDATION:

Staff recommends approval of the minutes.

ATTACHMENT(S):

02.03.2025 Zoning Board of Adjustment Meeting Minutes

TOWN COUNCIL ACTION/OPTIONS:

1. Motion to approve minutes, as presented.
2. Motion to approve the minutes with the following corrections/changes (please state corrections/changes in motion)
3. Motion to table
4. Motion to deny



Town of Westlake

1500 Solana Blvd
Building 7, Suite 7100
Westlake, TX 76262

Zoning Board of Adjustment Meeting Minutes - Draft

Monday, February 3, 2025

4:00 PM

Council Chamber

NOTE: As authorized by Section 551.071 of the Texas Government Code, the Zoning Board of Adjustment may enter into closed Executive Session for the purpose of seeking confidential legal advice from the Town Attorney on any agenda item listed herein.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

There being no current Chair for the Zoning Board of Adjustment, Mayor Kim Greaves called the meeting to order and announced a quorum present.

PRESENT:

Mayor Pro Tem Tammy Reeves
Council Member Anna White
Council Member Todd Gautier
Council Member Michael Yackira
Council Member Mike Asselta (via videoconference)
Mayor Kim Greaves, Alternate

STAFF PRESENT:

Town Manager Wade Carroll
Deputy Town Manager Jason Alexander
Town Secretary Dianna Buchanan
Director of I.T. Jason Power

B. NOMINATE AND ELECT CHAIR

Mayor Pro Tem Tammy Reeves nominated Council Member Todd Gautier to serve as Chair. There were no other nominations. Motion by Mayor Pro Tem Reeves and Motion Second by Council Member White to elect Council Member Gautier as chair of the Zoning Board of Adjustment.

MOTION TO ELECT COUNCIL MEMBER TODD GAUTIER AS CHAIR OF THE ZONING BOARD OF ADJUSTMENT APPROVED UNANIMOUSLY.

C. PLEDGES OF ALLEGIANCE

Pledges of Allegiance to be recited immediately following the ZBA meeting during the regular meeting.

D. CITIZEN COMMENTS

There was no one to speak at this time.

E. GENERAL ITEMS

- E.1. ZBA 2025-01** Hold a public hearing, discuss, consider and act on request for a variance to reduce the minimum side yard setback allowed for a principal building under the Unified Development Code, located at 1706 Placid Oaks Lane, legally described as Lot 10, Block 7, The Estates of Quail Hollow, Town of Westlake, Tarrant County, Texas, zoned as R-1, estate residential district (ZBA Case No. 2025-01)

Deputy Town Manager Jason Alexander presented an overview of variance request ZBA 2025-01 which is to reduce the minimum setbacks for the R-1, estate residential district, Unified Development Code Sec. 102-124 "District Development Standards" for the principal building located at 1706 Placid Oaks Lane, Lot 10, Block 7, The Estates of Quail Hollow. The required minimum side setback is 20 feet from the lot line. The property owner is requesting a reduction from the minimum side setback of 20 feet to 18 feet because the existing slope of the lot caused the necessary shift in the house location. The Quail Hollow Architectural Review Board reviewed the case and opined that granting the variance does not alter the character of the neighborhood. The Planning Department recommends that if the variance request is approved that the request be approved to allow for an encroachment into the side setback of up to 2 feet 4 inches. The applicant addressed the Board in support of the variance request. Chair Gautier opened the public hearing and asked if there was anyone to speak regarding the matter. There was no one to speak, and Chair Gautier closed the public hearing.

Motion by Council Member White and Motion Second by Council Member Yackira regarding ZBA 2025-01 to grant the variance request as presented. Chair Gautier called for the vote.

MOTION TO GRANT THE VARIANCE FOR 1706 PLACID OAKS LANE, LOT 10, BLOCK 7, THE ESTATES OF QUAIL HOLLOW TO ALLOW THE ENCROACHMENT INTO THE SIDE SETBACK OF UP TO 2 FEET 4 INCHES APPROVED UNANIMOUSLY.

F. ADJOURNMENT

Chair Gautier adjourned the Zoning Board of Adjustment meeting at 4:07 pm.

Todd Gautier, ZBA Chair

ATTEST:

Town Secretary Dianna Buchanan



Town of Westlake

1500 Solana Blvd
Building 7, Suite 7100
Westlake, TX 76262

Staff Report

File #: ZBA 25-02

Agenda Date: 6/17/2025

Agenda #: B.2.

TOWN STAFF REPORT RECOMMENDATIONS

Hold a public hearing, discuss, consider and act on a request for a variance to allow for sports courts to be placed within an easement under the Unified Development Code, located at 1514 Meandering Way, legally described as Lot 12, Block 3, The Estates of Quail Hollow, Town of Westlake, Tarrant County, Texas, zoned as R-1, estate residential district (ZBA Case No. 2025-02)

STAFF: Christopher Pham, Town Planner

BACKGROUND:

The Unified Development Code (the “UDC”) was adopted --- among other purposes --- “[t]o protect, promote, improve and provide for the public health, safety, and general welfare of the citizens of the town” and “[t]o ensure the safe, orderly and efficient development and expansion of the town in accordance with and pursuant to its Comprehensive Plan, Thoroughfare Plan, and Open Space Plan”. Accordingly, the UDC establishes development standards for residential, non-residential, and government zoning districts. These development standards regulate the use of land, parking, building setbacks, building height, et cetera.

This is a request for a variance --- to allow for the placement of two sports courts and an outdoor living area in an existing 20 feet utility easement located in the rear and side yard of the property. Per Sec. 82-36 of the Unified Development Code, “no buildings, fences, trees, shrubs or other improvements or growths shall be constructed, reconstructed or placed upon, over or across the easements as shown”. As presented, the property owner is requesting to encroach within the utility easement, specifically where the sewer line runs under the proposed locations of their tennis court, pickleball court, and outdoor storage of pool equipment and air conditioning units. As provided in the application, the determination of the locations of the courts was necessitated due to a “dramatic 30-foot elevation drop”, the location of a pond at the rear of the lot, and the desire to maintain continuity with the neighborhood aesthetic.

As this property is zoned R-1, estate residential district, and not PD, planned development district, a request to encroach within an easement may not be reviewed and considered by the Town Planner; it requires review, consideration, and action from the Zoning Board of Adjustment.

In making a determination on the variance request, the Zoning Board of Adjustment must find --- as set forth in Sec. 26-68 (d)(1)-(11) of the UDC:

- (1) Such variance will not substantially or permanently injure the appropriate use of adjacent property in the same district;
- (2) Such variance will not adversely affect the health, safety or general welfare of the public;
- (3) Such variance will not be contrary to the public interest;
- (4) Such variance will not authorize the operation of a use other than those uses specifically authorized for the district in which the property for which the variance is sought is located, except as provided in

- subsection (c) of this section;
- (5) Such variance will be in harmony with the spirit and purpose of the UDC;
 - (6) Such variance will not alter the essential character of the district in which is located the property for which the variance is sought;
 - (7) Such variance will not substantially weaken the general purposes of the zoning regulations established for the district in which the property is located;
 - (8) Due to special conditions, a literal enforcement of the UDC would result in unnecessary hardship;
 - (9) The plight of the owner of the property for which the variance or exception is sought is due to unique circumstances existing on the property, including, but not limited to, the area, shape or slope, and the unique circumstances were not created by the owner of the property and are not merely financial, and are not due to or the result of general conditions in the district in which the property is located;
 - (10) The variance or exception is not a self-created hardship; and
 - (11) The variance is clearly identified as a variance to the town's standards on the concept plan, site plan or text of chapter 102.

DISCUSSION:

The determination made by the Board of Zoning Adjustment must be consistent with the findings --- the parameters --- established by Sec. 26-68 (d)(1)-(11) of the UDC.

It should be noted that the topography of the site and the easements on the site may impact the location of the home and its attachments.

It should be noted, too, that the Architectural Review Board for Quail Hollow has not made a recommendation on whether the requested variance should be granted. However, the Quail Hollow Architectural Review Board ("ARB") has provided a letter of their approval to proceed with construction for the initial permit submittal, stating: "[t]he Quail Hollow Architectural has reviewed the final submitted plans and documents for this proposed residence," and "the ARB grants approval to proceed with the construction of this residence as documented."

DEPARTMENT OF PLANNING AND DEVELOPMENT RECOMMENDATION:

The Department of Planning and Development recommends a reduction in the width of the existing easement, rather than allow for an easement encroachment. A reduction in width of the easement from 20 feet to 15 feet will positively reduce the overall impact --- and presence --- of the easement on the site's buildability. Any modifications to the easement will need to be recorded through Tarrant County through a separate instrument or an amending plat procedure.

However, even with a reduction in easement width, there is no guarantee that the proposed structures may no longer be encroaching into an easement in their proposed locations. As such, it is also recommended that no portion of the building and sports courts be allowed to encroach into the easement and that reductions in the minimum side yard and rear yard setbacks of up to five (5) feet be granted.

ZONING BOARD OF ADJUSTMENT ACTION / OPTIONS:

- 1) Motion to approve;
- 2) Motion to approve with additional conditions (please state additional conditions in motion);
- 3) Motion to deny; OR

- 4) Motion to table (must table to a specific date).

ATTACHMENT(S):

- 1) Application
- 2) Exhibit "A" - 1514 Meandering Way Drive Site Plan
- 3) Exhibit "B" - Quail Hollow Architectural Review Board Letter
- 4) Exhibit "C" - Property Owner Variance Request (Justification)



VARIANCE APPLICATION

ZBA 25-02

Planning and Development Department

Submittal Policy

Upon completion of a pre-application conference with town staff, application is due no later than 12:00pm on the application submittal deadline. All required fees, forms and supporting documents are due at the time of application submittal. Incomplete applications and/or application submitted without a prior pre-application conference will not be accepted.

All applications shall not be considered filed, and administratively complete, until town staff, including the Development Review Committee (DRC), determines that the application meets all requirements of applicable town regulations and/or all DRC comments have been addressed. Applications will not be scheduled for consideration by the Zoning Board of Adjustments until all comments have been addressed and required items submitted (in the Town of Westlake the Town Council acts as the Zoning Board). Therefore, meeting consideration dates on the [Development Review Calendar](#) are merely shown as guidelines and are subject to change for any given application pending the filing date and determination of administrative completeness by town staff for said application.

Any development related application, including any revisions responsive to staff comments, shall NOT be accepted at the front counter. Application and revisions will only be accepted through a **pre-scheduled** appointment with a pertinent member of Town development review staff. The purpose of the appointment requirement is to ensure all required items are included and/or addressed prior to acceptance by the Town.

Application Submittal Checklist

Applicants must submit the following information for the application to be deemed complete and accepted. An application missing any of the items below will be considered incomplete and cannot be processed until the missing items are provided. All information must be submitted following the specifications listed in the [Development Submittal Guidelines](#) document.

- ☐ Pre-Application Meeting Held
- ☐ [Application fees](#) furnished
 - Payment is accepted by check, credit card (3% charge), or [ACH](#). Pay by credit card at the front counter or online. Make checks out to Town of Westlake and mail or submit to the address below:
1500 Solana Blvd. Bldg. 7 Suite 7200
Westlake, TX 76262
- ☐ One (1) PDF drawing of proposed improvements (**Plan-mm-dd-yyyy**)
- ☐ **Statement of Approval or Consent (mm-dd-yyyy)**
 - Approval or consent adjacent property owners and any HOA/POA
- ☐ **Written Justification (mm-dd-yyyy)**
 - Summary of variance or appeal request
 - Summary description of the zoning requirement for which the variance is requested
 - Summary justification/hardship. Explain why the requested is needed.
 - Summary statement regarding any negative impact on the neighborhood or public good.

1500 Solana Blvd, Bldg. 7, Ste 7200 | Westlake, TX 76262 | 817.430.0941 | www.westlake-tx.org

Email: planning@westlake-tx.org



VARIANCE APPLICATION

Planning and Development Department

** Town Staff Only **

<u>Item</u>	<u>Date</u>	<u>Staff Signature</u>
<input type="checkbox"/> Pre-Application Meeting:	<u>5-23-25</u>	<u></u>
<input type="checkbox"/> Application Submittal:	<u></u>	<u></u>
<input type="checkbox"/> Application Fees Furnished:	<u></u>	<u></u>
<input type="checkbox"/> Application Accepted for Review:	<u></u>	<u></u>

Case Number: V-

Total Fees: \$2,500.00

Description of Property

Project Address:

(e.g., 1234 Westlake Pkwy)

Tax Parcel IDs:

General Location:

(e.g., Northeast Corner of
Westlake Pkwy and SH 114)

Subdivision Name:

(e.g., Entrada, Solana,
Westlake Corners, etc....)

Lot(s):

Block(s):

Survey Name(s):

Abstract(s):

Tract(s):

Development Statistics

Current Zoning:

([Zoning Map](#))

Current Land Use:

([Land Use Map](#))

Current Lots:

Total Acres:



VARIANCE APPLICATION

Planning and Development Department

Applicant Information

Company:

(e.g. Starbucks)

Contact:

(e.g. John Smith)

Address:

(e.g. 123 Happy Lane)

City, State, ZIP:

(e.g. Westlake, TX 76262)

Email:

(e.g., John.smith@gmail.com)

Phone:

(e.g. 555-555-5555)

Owner Information

Company:

(e.g. Starbucks)

Contact:

(e.g. John Smith)

Address:

(e.g. 123 Happy Lane)

City, State, ZIP:

(e.g. Westlake, TX 76262)

Email:

(e.g., John.smith@gmail.com)

Phone:

(e.g. 555-555-5555)



VARIANCE APPLICATION

Planning and Development Department

Designation of Agent Form

I hereby authorize the person designated below, to act in the capacity as my agent for the application, processing and the representation of this request. The designated agent shall be the principal contact person with the Town of Westlake (and vice versa) in processing and responding to requirements, information requests or other issues relative to this request.

PROPERTY OWNER

Printed Name:

Signature:

Moh Vata

Date:

5-28-25

APPLICANT

Printed Name:

Signature:

Moh Vata

Date:

5-28-25

DESIGNATED AGENT

Printed Name:

Signature:

Date:

Property Address:

City, State, ZIP:

Email:

Phone:

ZBA 25-02 EXHIBIT A 1514 MEANDERING WAY DR SITE PLAN



Area Tab (Sq.Ft.)

SITE COVERAGE CALCULATIONS

TOTAL SITE AREA - 90,146

BUILDING FOOTPRINT

A/C SPACE - 9,501
 NON A/C SPACE
 GARAGE - 2,541
 FRONT PORCH - 311
 CON. PORCH - 1,343
 OPEN PORCH - 1,522

TOTAL - 15,309

BUILDING COVERAGE OF SITE
 15,309/90,146 = 16.97%

IMPERVIOUS COVERAGE

BUILDING FOOTPRINT - 15,309
 POOL AREA - 4,313
 DRIVEWAY - 10,324
 TENNIS COURT - 5,492
 PICKLE BALL COURT - 1,430

TOTAL IMPERVIOUS - 37,378 = 41.46%
 PERVIOUS - 52,318 = 58.54%

SITE PLAN

SCALE - 1" = 20' - 0" (CN 22X34)
 SCALE - 1" = 40' - 0" (CN 11X17)

ARCHITECT REVISION 1.1
 DRAWING
 DATE: 11/01/2025



PRIVATE RESIDENCE
 1514 MEANDERING WAY
 WESTLAKE TEXAS 76222



B T L and ASSOCIATES
 ARCHITECTS

OFFICE: 972.396.6073 CELL: 972.463.5150

A3



Quail Hollow

Architectural Review Board

3/26/2025

Re: Valente Residence
Lot 12, Block 3, The Estates of Quail Hollow Phase IIB
1514 Meandering Way Drive
Westlake, Texas 76262

To Whom it May Concern,

The Quail Hollow Architectural Review Board has reviewed the final submitted plans and documents for this proposed residence. After reviewing the submitted plans and documents, the ARB grants **approval to proceed** with the construction of this residence as documented.

Note that an on-site mockup that displays all materials and finishes is required to be reviewed and approved by the ARB prior to construction.

Sincerely,

Chris R. Means, AIA, NCARB
ARB Administrative Architect

VARIANCE APPLICATION

Project: 1514 Meandering way, Westlake TX

- **Pre-Application Meeting** held on 05-23-2025
- **Application fees:** To be paid by check
- **Drawing of proposed improvements:** Grading and Drainage (03-12-2025) & Site plan (03-25-2025) attached.
- **Statement of Approval or Consent:** (03-26-2025) – Attached HOA approval.

The current plans, which show the sports courts encroaching over the utility easement and the building setback line were formally reviewed and approved by the HOA and the Quail Hollow Architectural Review Board, further reinforcing that the proposed layout is not only practical given the site constraints, but also consistent with prior approvals and neighborhood standards.

Written Justification (05-28-2025)

- Summary of Variance appeal or request:

I am requesting a variance to allow the construction of a tennis court and a pickle ball court over a utility easement and building setback. Specifically, where the sewer line, not the manhole, runs under the proposed location. This location has been engineered and improved to accommodate the tennis court, including the relocation of the manhole and sewer line, and was previously approved by the Town of Westlake and the Quail Hollow architectural review board.

- Summary description of zoning requirement for which variance is requested:

It is my understanding that the zoning and municipal code restricts the construction of permanent structures over easements and within setbacks. However, in the recent past, features such as sports courts, retaining walls, fences, and driveways were not classified as permanent structures and were therefore permitted within these areas. It was only after my project had been fully designed, with significant time and financial investment already committed and the plans submitted for permitting, that I was informed of the revised interpretation.

I respectfully request clarification and a variance to allow this project to proceed in a manner consistent with the character and precedent of previously approved & current projects in Quail Hollow and other R-1 zoned districts within the surrounding community.

This request seeks to align the proposed work with established standards already permitted and constructed under similar conditions, ensuring compatibility with the existing built environment and neighborhood expectations. Granting this variance will maintain continuity in design and planning practices previously deemed acceptable in comparable R-1 contexts.

- Summary justification/hardship. Explain why the request is needed:

The request for this variance is based on three unique physical hardships that significantly limit the usable area of the lot and directly impact on the homeowner's ability to construct the tennis and pickleball courts as currently planned. First, the sewer easement runs through the property, severely restricting buildable space and the placement of large, flat features such as sport courts. Second, the lot has a dramatic 30-foot elevation drop, which necessitated the construction of extensive engineered retaining walls—already approved by the Town of Westlake and the Quail Hollow Architectural Review Board—to create a level, functional area on the property. Third, the pond located at the rear of the lot further reduces usable space and creates visual and functional limitations for any alternate court locations.

Together, these site constraints leave only one feasible location on the property for the tennis and pickleball courts, precisely where they are currently planned. The entire layout of the home was designed to accommodate these features, including a significant investment to relocate a sewer line and manhole, all of which were approved by the Town of Westlake and HOA. Furthermore, the current site plan, showing the tennis court encroaching over the sewer easement and the setbacks for both courts—were reviewed and approved by the HOA, supporting the position that this layout is consistent with community standards and prior approvals. Denying this variance would invalidate years of planning, approved construction, and substantial investment, causing irreparable personal and financial hardship. This request is not based on preference, but on the only practical and previously approved solution to realize the intended and best use of the property.

- Summary statement regarding any negative impact on the neighborhood or public good:

The proposed court does not obstruct views, disrupt the neighborhood aesthetic, or interfere with public utilities. In fact, its location was carefully chosen to minimize visibility and preserve the view of the adjacent pond for myself and nearby residents. Furthermore, I am fully willing to sign a legal agreement accepting all future costs and liability related to removal or access in the event the Town of Westlake or utility providers need to service the sewer line. This variance poses no foreseeable negative impact to the public good and aligns with historical precedent in the Town of Westlake.