



Planning & Zoning Commission
Town of Westlake
Council Chamber, 1500 Solana Blvd
Building 7, Suite 7100 Westlake, TX 76262

Tuesday, March 3, 2026, 5:00 PM

Agenda

In an effort of transparency, this meeting will be viewable to the public via Live Stream and recorded and available for playback. In an effort of meeting efficiency, any individual wishing to speak during citizen comments or during public hearings must submit a speaker request form and provide to the Recording Secretary.

NOTE: As authorized by Section 551.071 of the Texas Government Code, the Planning and Zoning Commission 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 REGULAR MEETING TO ORDER AND ANNOUNCE A QUORUM PRESENT**
- B. PLEDGES OF ALLEGIANCE**
- C. CITIZEN COMMENTS**
- D. APPROVAL OF MINUTES**
 - D.1. Consider and act to approve the Planning and Zoning Commission November 10, 2025 Regular Meeting Minutes
- E. PUBLIC HEARING AND ACTION ITEM**
 - E.1. Hold a public hearing to discuss, consider and act on proposed text amendments related to Sections 102-61 and 1-1 of the Unified Development Code by establishing and defining the land uses “hotel” and “motel”, by amending the land use schedule, and by establishing performance standards in a new Article X that is entitled “Supplemental Land Use Regulations”
- F. COMMISSION ANNOUNCEMENTS**
- G. STAFF ANNOUNCEMENTS**
- H. REVIEW MEETING CALENDAR TO ADD, AMEND OR CANCEL MEETINGS AS NEEDED**
- I. 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.



Recording 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.



**Planning & Zoning Commission
Town of Westlake**
Council Chamber, 1500 Solana Blvd
Building 7, Suite 7100 Westlake, TX 76262

**Monday, November 10, 2025, 5:00 PM
Meeting Minutes - Draft**

In an effort of transparency, this meeting will be viewable to the public via Live Stream and recorded and available for playback. In an effort of meeting efficiency, any individual wishing to speak during citizen comments or during public hearings must submit a speaker request form and provide to the Recording Secretary.

NOTE: As authorized by Section 551.071 of the Texas Government Code, the Planning and Zoning Commission 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 REGULAR MEETING TO ORDER AND ANNOUNCE A QUORUM PRESENT

Chair Coffey called the meeting to order at 5:00 PM and announced a quorum present.

COMMISSIONERS DIDARALI AND GUPTA WERE ABSENT.

B. PLEDGES OF ALLEGIANCE

Chair Coffey led the Pledges of Allegiance.

C. CITIZEN COMMENTS

There was no one to speak at this time.

D. APPROVAL OF MINUTES

D.1. Consider and act to approve the Planning and Zoning Commission September 2, 2025 Regular Meeting Minutes

Motion to approve the September 2, 2025 minutes by Commissioner Konz-Alt and Motion Second by Commissioner Wilkinson. Chair Coffey called for the vote. Motion approved.

COMMISSIONERS DIDARALI AND GUPTA WERE ABSENT.

E. PUBLIC HEARING AND ACTION ITEM

E.1. Hold a public hearing to discuss, consider and act on text amendments related to certain performance standards for approximately 85.9 acres of land in PD, Planned Development District 1-2 ("PD 1-2"), commonly referred to as Entrada, by adding "repository" as a land use permitted by-right; providing a definition and certain performance standards for a repository; providing a penalty; providing a cumulative clause; providing a severability clause; providing a savings clause; authorizing publication; and establishing an effective date. The property is generally located on the south side of State Highway 114, to the east of Davis Boulevard, and to the north of Solana Boulevard.

ITEM G WAS PRESENTED FIRST

Town Planner Cole Davenport presented the item. This request is to amend the text for the "PD 1-2 Ordinance" to allow a "Repository" as a permitted principal use in certain locations. The text amendments provide a definition for a Repository, restrict the location of such uses, and ensure that the operation and the aesthetics of such facility are consistent with those established for the Entrada development.

The text amendments add additional performance standards intended to ensure that the operation will be compatible with the elevated standards for architecture and landscape architecture and will not adversely impact the livability of the area, and ensuring that motor vehicles, recreational vehicles, small boats, and other related items are appropriately parked and stored.

Chair Coffey opened the public hearing at 5:07 PM and closed the public hearing at 5:07 PM.

Discussion held. Motion to approve by Commissioner Wilkinson and Motion Second by Commissioner Ricci. Chair Coffey called for a vote. The motion passed.

COMMISSIONERS DIDARALI AND GUPTA WERE ABSENT.

- E.2. Hold public hearing, discuss, consider and provide a recommendation to the Town Council on a request from Marquis Group to rezone approximately 25 acres of land located at 4110 and 4120 Aspen Lane and currently zoned as R-5, country residential district to the TC, town center form-based development district (town center edge zone). ZC No. 2025-01

Deputy Town Manager Jason Alexander presented the item. This is a request from the Marquis Group to change the zoning for approximately 25 acres of land located at 4110 and 4120 Aspen Lane from the R-5, country residential district to the TC, Town Center Form-Based Development District. The requested change in zoning reinforces established land uses and development patterns on the property and in the surrounding area and is consistent with the Strategic Plan and the vision for development and growth. As the proposed development is for three or more acres of land, a regulating plan is required that requires review and recommendation from the Planning and Zoning Commission and approval by Town Council. A development agreement is also required for all development projects pursuant to the proposed TC, Town Center Form-Based Development District.

The regulating plan and development agreement will further ensure that the proposed development complies with the vision set forth by the strategic Plan, is consistent with established development patterns in the area, and reflects the elevated standards for aesthetic and visual quality. The developer was available for questions.

Chair Coffey opened the public hearing at 5:14 PM.

There were four speakers during the public hearing:
Yogesh K. - Opposed
Kevin M. - Opposed
Daniel B. - Opposed
Sloan H. - Opposed

Chair Coffey closed the public hearing at 5:51 PM.

Discussion held. Chair Coffey clarified that this item was only deciding on rezoning for land use. Motion to approve by Commissioner Wilkinson and Motion Second by Commissioner Konz-Alt. The motion passed with a vote of 4:1. Commissioner Huggins opposed.

COMMISSIONERS DIDARALI AND GUPTA WERE ABSENT.

F. COMMISSION ANNOUNCEMENTS

There were no Commission announcements.

G. STAFF ANNOUNCEMENTS

THIS ITEM WAS PRESENTED FIRST

Deputy Town Manager Jason Alexander introduced the new Town Planner, Cole Davenport, and Project Manager, Jason Oliver.

H. REVIEW MEETING CALENDAR TO ADD, AMEND OR CANCEL MEETINGS AS NEEDED

Staff will reach out to the Commissioners when a meeting is needed.

I. EXECUTIVE SESSION

The Planning and Zoning Commission will conduct a closed session pursuant to Section 551.071 of the Texas Government Code, for the purpose of seeking confidential legal advice from the Town Attorney for the following:

J. TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS

K. ADJOURNMENT

Chair Coffey adjourned the meeting at 5:53 PM.

Adam Coffey, Chair

ATTEST:

Recording 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.



Planning & Zoning Commission AGENDA ITEM REPORT

AGENDA ITEM NO: E.1.

Date: March 3, 2026

From: Cole Davenport, Town Planner, Planning & Development

Item Name: Hold a public hearing to discuss, consider and act on proposed text amendments related to Sections 102-61 and 1-1 of the Unified Development Code by establishing and defining the land uses “hotel” and “motel”, by amending the land use schedule, and by establishing performance standards in a new Article X that is entitled “Supplemental Land Use Regulations”

Attachments:

1. Draft Ordinance - Hotels and Motels (03.03.2026)

Summary:

The request to amend the text found existing in Section 102-61 and Section 1-1 of the Unified Development Code, as well as the creation of Article X, is consistent with the Comprehensive Plan, the Strategic Plan and the shared vision for development and growth throughout the Town of Westlake (the “Town”). The proposed text amendments provide a updated definition for the land uses “hotel” and “motel”, modify the land use schedule, and establish performance standards for the uses. The Department of Planning and Development recommends approval as presented.

Background:

This is a request to amend the current Unified Development Code to provide new definitions for a hotel and motel; amend the land use chart; and establish performance standards for these land uses. These text amendments --- if approved --- would apply in all zoning districts throughout the Town, including PD, Planned Development Districts that are existing and proposed. The proposed text amendments are in response to increased demand for lodging --- particularly in commercial areas such as the State Highway 114 Corridor. These text amendments would not impact hotel projects that are currently underway; rather, they would establish regulations for those that begin after the effective date (i.e., March 24, 2026). This ordinance provides clear standards to ensure that any future hotel development aligns with the Town’s expectations for quality, scale, and compatibility with surrounding land uses.

The proposed text amendments to the Unified Development Code --- as shown in the draft ordinance --- primarily focus on providing definitions for a hotel (i.e., revised for compatibility with all existing zoning districts and future PD, Planned Development Districts) / motel; modifying the land use chart to reflect hotel as a land use either permitted by-right or requiring approval of a specific use permit; and establishing specific performance standards to ensure compatibility with existing and future land uses in the immediate environment (e.g., a minimum number of keys, interior access into guest rooms, minimum building height, specific amenities and related land use activities, et cetera).

Some hotels may have less than the minimum number of keys --- 200 --- if the (i) hotel is located on property between State Highway 114, Davis Boulevard, and Solana Boulevard or on property that is zoned as TC, Town Center Form-Based Development District (i.e., the town center core zone) and (ii) such facility must provide distinguished accommodations and services that are not common to the Town, the surrounding area, and the region. Deviations from these metrics --- as proposed --- are subject to review and recommendation by the Planning and Zoning Commission and approval by the Town Council.

The proposed amendments to the Unified Development Code are consistent with the vision for development in the Town of Westlake and establishes clear standards for these uses.

Fiscal Impact:

N/A.

Legal Review:

Yes

Planning and Zoning Commission:

Department of Planning and Development Recommendation:

The Department of Planning and Development recommends approval of the text amendments as presented.

ORDINANCE NO. [REDACTED]

AN ORDINANCE OF THE TOWN OF WESTLAKE, TEXAS, AMENDING CHAPTER 1 AND CHAPTER 102 OF THE TOWN OF WESTLAKE, TEXAS CODE OF ORDINANCES BY ESTABLISHING AND DEFINING THE LAND USES “HOTEL” AND “MOTEL”, BY AMENDING THE LAND USE SCHEDULE, AND BY ESTABLISHING PERFORMANCE STANDARDS IN A NEW ARTICLE X THAT IS ENTITLED “SUPPLEMENTAL LAND USE REGULATIONS”; PROVIDING A PENALTY NOT TO EXCEED THE AMOUNT OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH SUCH A VIOLATION OCCURS OR CONTINUES; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AUTHORIZING PUBLICATION; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Town of Westlake, Texas (the “Town”) is a general law municipality;
and

WHEREAS, the Town Council of the Town (the “Town Council”) finds it necessary for the public health, safety, and welfare for development to occur in a controlled and orderly manner in accordance with the Town’s Comprehensive Plan; and

WHEREAS, the Planning and Zoning Commission met on March 3, 2026 and reviewed and considered the proposed text amendments to the Unified Development Code, and provided a recommendation to the Town Council; and

WHEREAS, the Planning and Zoning Commission and the Town Council of the Town, in compliance with the laws of the State of Texas with reference to the text amendments to the Unified Development Code and have given the requisite public hearing notices by publication and, after holding due meetings in accordance with the Texas Open Meetings Act, is of the general opinion that the Unified Development Code should be amended; and

WHEREAS, upon the recommendation of the Planning and Zoning Commission provided on March 3, 2026, the Town Council believes that, in the interests of the Town and its present and future residents, adopting this Ordinance will advance the economic development and physical development of the Town while preserving its distinct character and shared community values; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS:

SECTION 1: That all matters stated in the preamble are found to be true and correct and are incorporated herein as if copied in their entirety.

SECTION 2: That the provisions found in Section 1-2 of Chapter 1 of the Town Code of Ordinances are hereby amended as follows for the definitions of “hotel” and “motel”:

Sec. 1-2. Definitions and rules of construction.

Hotel. The word “hotel” shall mean one or more buildings **made available for temporary human dwelling. A hotel shall also allocate a portion of its total**

building area to food service and beverage service, conference space, and other personal services containing individual living or sleeping units specially designed as temporary quarters for transient guests, including provisions for meals and personal services. A hotel includes a motel.

Motel. The word “motel” shall have the same meaning as hotel mean a building or group buildings designed, arranged or used for temporary occupancy having accommodations for housing or parking of automobiles in close proximity to the quarters occupied by the owner of such automobile and providing for five or more such quarters. The term “motel” shall include all establishments coming under the general classification of drive in hotel, tourist court, and any other such establishment that houses visiting transient clientele.

SECTION 3: That the land use schedule found in Section 102-61 of Chapter 102 of the Town Code of Ordinances is hereby amended to reflect the following:

Section 102-61. – Land Use Schedule

Westlake Land Use Schedule

| SF Residential | | | | | Permitted Uses | Commercial | | | | | |
|----------------|-----|-----|-------|----|--|------------|----|----|---|----|-----|
| R-5 | R-2 | R-1 | R-0.5 | RA | X = Permitted, A = Accessory Use, S = SUP | GU | MF | LR | O | OH | O-I |
| | | | | | Hotel/ motel with conferencing facility | | S | X | S | | X |

SECTION 4: That Chapter 102 of the Town Code of Ordinances, that is entitled “Zoning”, be amended to establish Article X, to be entitled “Supplemental Land Use Regulations”, that will provide additional performance standards for specific land uses, including hotels, as provided for below:

Sec. 102-500. – Generally.

(a) Certain land uses that are either permitted by-right or require approval of an SUP shall be further regulated by the provisions of this Article X.

Sec. 102-501. – Supplemental land use regulations.

(a) Hotel.

(1) Each hotel shall require on-site staff for 24-hours a day, seven days a week.

(2) Each hotel shall require a minimum of 150 keys / rooms for daily or weekly renting, except that a hotel meeting the definition of a boutique hotel may have less as provided for in this Section.

(3) Each key / room within a hotel shall require a minimum area of 350 square feet.

a. The point of access for guests into each key / room shall be from an interior hallway.

(4) Each hotel shall be a minimum of four stories in building height. For the purpose of this provision, a story is measured from the

finished floor to the finished ceiling. Stories below finished grade shall not be included in the building height calculation.

(5) Each hotel shall allocate a portion of its total building area to all the following specific land uses and activities:

- a. a lobby;**
- b. a full-service food establishment with full kitchen facilities, that is available for the immediate consumption of food and beverage, and open to the direct use of the general public (food service may be provided at all times);**
- c. a bar selling alcoholic beverages for consumption on the premises;**
- d. a conference center or meeting rooms made available for meetings and gatherings no less than 5,000 square feet in area;**
- e. an indoor fitness facility with fitness equipment;**
- f. a spa and wellness facility; and**
- g. a swimming pool.**

(6) If constructing multiple buildings on a single lot, the buildings shall be constructed at the same time and may not be phased. All buildings shall have architectural continuity, subject to review and approval by the Town Planner.

- (7) A hotel shall only be permitted to have 150 keys / rooms or less if it is located on property within 660 feet of State Highway 114 between Davis Boulevard and Solana Boulevard, or on property within the TC, Town Center Form-Based Development District (i.e., the town center core zone). Notwithstanding any provisions in Sec. 102.501(a)(5), a hotel with 150 keys / rooms or less shall provide distinguished accommodations and services that are not common to the Town, the surrounding area, and the region.**
- (8) The total building area of the hotel allocated for food service, personal service, conference space, and retail shall be calculated and shall be provided with assigned parking according to Sec. 102-155 or Sec. 102-413 as applicable to the zoning district.**
- (9) Existing hotels as of March 24, 2026 that do not conform to the land use regulations of this Section in whole or in part, may be occupied, operated, repaired, renovated, or otherwise continue in use in their existing state until such time that a substantial modification is requested to 50 percent or more of the total building area of the hotel.**
- (10) The owner of a hotel may request a deviation from the metrics of this section, subject to review and recommendation by the Planning and Zoning Commission and approval by the Town Council. A public hearing shall not be required for any deviation request.**

SECTION 5: That this Ordinance shall be cumulative of all other Ordinances adopted by the Town of Westlake and all provisions of other Ordinances as adopted by the Town of Westlake which are inconsistent with the provisions or terms of this Ordinance are hereby repealed.

SECTION 6: That any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Code of Ordinances of the Town of Westlake, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION 7: This Ordinance shall take effect immediately from and after its passage as the law in such case provides.

SECTION 8: It is hereby declared to be the intention of the Town Council of the Town of Westlake, that sections, paragraphs, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared legally invalid or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such legal invalidity or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance since the same would have been enacted by the Town Council of the Town of Westlake without the incorporation in this Ordinance of any such legally invalid or unconstitutional, phrase, sentence, paragraph or section.

SECTION 9: This ordinance shall take effect immediately from and after its passage as the law in such case provides.

PASSED AND APPROVED ON THIS [REDACTED] DAY OF MARCH 2026.

[REDACTED]

Kim Greaves, Mayor

ATTEST:

[REDACTED]

Dianna Buchanan, Town Secretary

APPROVED AS TO FORM:

[REDACTED]

Matthew C.G. Boyle, Town Attorney