



CITY OF WEST LAKE HILLS, TEXAS  
NOTICE OF BOARD OF ADJUSTMENT (BOA) REGULAR MEETING  
Wednesday, January 10, 2024 at 7:00 PM

Notice is hereby given that the Board of Adjustment (BOA) of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 10<sup>th</sup> day of January 2024 at 7:00 p.m., in the Council Chamber, Municipal Building, 911 Westlake Drive, West Lake Hills, Texas, at which time the following items will be discussed, to-wit:

**REMOTE ACCESS** - Join Zoom Meeting at <https://us02web.zoom.us/j/3499549035>  
Or via telephone: Dial (346) 248-7799  
Meeting ID: 349 954 9035

If you wish to speak during the meeting or provide written comments, please email your name, phone number, comments, and the item number you wish to speak on to [citysec@westlakehills.gov](mailto:citysec@westlakehills.gov) by 1:00 P.M. on January 10, 2024.

1. Call to Order
2. Citizen Communications The Board welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Board later in the meeting. The Board cannot respond to or discuss matters not listed on the agenda. The Board may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.
3. Consent Agenda All Consent Agenda items listed are considered to be routine by the Board and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Board Member.
  - a. Approval of the December 13, 2023 Regular Meeting Minutes.
  - b. Postpone variance request for 603 Spurlock Valley to the February BOA meeting.
4. Adjournment

Approved by: Linda Anthony, Chair

Certificate

I certify that the above Notice of the January 10, 2024 Board of Adjustment Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, January 5, 2024 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Terry Blanchard, City Secretary

*The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. Reasonable accommodation and equal access to communications will be provided upon request.*

*All items on the agenda are for discussion and/or action. City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).*

CITY OF WEST LAKE HILLS, TEXAS  
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING  
Wednesday, December 13, 2023 at 7:00 PM

1. Call to Order

**With a quorum present, Chair Anthony called the meeting to order at 7:05 p.m.**

**BOARD MEMBERS PRESENT:**

Chair Linda Anthony  
Gordon Bowman  
James Vaughan  
Brian Plunkett  
Beth South  
Darin Walker

**CITY STAFF PRESENT:**

City Administrator Trey Fletcher  
City Secretary Terry Blanchard  
Finance Director Vonda Ragsdale  
Director of BDS Jennifer Bills  
Chief of Police Scott Gerdes  
City Attorney Patty Akers  
City Attorney Josh Brockman-Weber

2. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.

**Chair Anthony opened the meeting for public comments. Hearing none, the public comment section was closed.**

3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.

- a. Approval of the November 8, 2023 Regular Meeting Minutes.

**MOTION: Upon a motion made by Board Member Bowman and a second by Board Member Walker, the Board voted six (6) for and none (0) opposed to approve the Consent Agenda as presented. Motion carried.**

4. Land Use 100 Redbud Trail - Discuss and consider action on a variance for a 17-foot encroachment into the 50-foot front yard setback to demolish and reconstruct a pool house (Section 22.03.275 of the West Lake Hills Code). Applicant James Hughes Holland.

Director Bills gave a brief summary.

**MOTION: Upon a motion made by Board Member Walker and a second by Board Member South, the Board voted six (6) for and none (0) opposed to approve the variance request as presented. Motion carried.**

5. Land Use 603 Spurlock Valley - Discuss and consider action on a proposed variance to encroach 10' into a 20' side building setback to construct a swimming pool (Section 22.03.281 of the West Lake Hills Code). Applicant Tim Kirkendall.

Director Bills reported that the applicant requested this item be postponed until January.

**MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member Vaughan, the Board voted six (6) for and none (0) opposed to postpone the item until January. Motion carried.**

6. Adjournment

**MOTION: Upon a motion made by Board Member Walker and a second by Board Member South, the Board voted six (6) for and none (0) opposed to adjourn the meeting at 7:14 p.m. Motion carried.**

Respectfully submitted,

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LINDA ANTHONY, MAYOR

ATTEST:

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Terry Blanchard, TRMC  
City Secretary

These minutes were approved on \_\_\_\_\_, 20\_\_.