CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, June 12, 2024 at 7:00 PM

1. Call to Order

   With a quorum present, Chair Vaughan called the meeting to order at 7:00 p.m.

BOARD MEMBERS PRESENT:	**CITY STAFF PRESENT:**
Chair James Vaughan	City Administrator Trey Fletcher
Gordon Bowman	City Secretary Terry Blanchard
Dana Harmon	Director of BDS Jennifer Bills
Brian Plunkett	Chief of Police Scott Gerdes
Beth South	City Attorney Josh Brockman-Weber
Darin Walker	

   Meeting was suspended at 7:01 p.m.

   Meeting was reconvened at 7:02 p.m.

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.

   Chair Vaughan 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 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 May 8, 2024 Regular Meeting Minutes.

   MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member South, the Board voted four (4) for and none (0) opposed with two (2) abstentions to approve the Consent Agenda as presented. Chair Vaughan and Board Member Harmon abstained. Motion carried.

4. Administration Discuss and consider action on the selection of a Vice Chairperson.

MOTION: Upon a motion made by Board Member South and a second by Board Member Walker, the Board voted six (6) for and none (0) opposed to select Brian Plunkett as Vice Chair. Motion carried.

5. Land Use **406 Redbud Trail-** Discuss and consider action on the proposed variances:

    a. Closed fill of 10 feet, where the maximum allowed is 6 feet (7.4.1 of the Drainage and Erosion Control Manual);
    b. Driveway with an elevation change of greater than 6 feet from natural grade (Section 22.03.175(e)(1)).

    Applicant: Bhavani Singal, Workshop No. 5 LLC.

    Director Bills gave a brief summary. Staff and ZAPCO recommend approval.

    Bhavani Singal stated that several design options were reviewed for the site. Owners and architects met with neighbors to try and reach an acceptable design. The proposed design is terraced, not stacked. It does not exceed the height requirements per code. The Fire Department approved driveway design.

    MOTION: Upon a motion made by Board Member Harmon and a second by Board Member Plunkett, the Board voted six (6) for and none (0) opposed to approve both variances as requested. Motion carried.

    Meeting was suspended at 7:23 p.m.

    Meeting reconvened at 7:34 p.m.

6. Land Use **401 Camp Craft Road** - Discuss and consider action on a variance to the 50-foot front setback for a setback encroachment for a new entry vestibule (Section 22.03.275 and 22.03.281 of the West Lake Hills Code). Applicant: Alan Knox, Reach Architects.

    Director Bills gave a brief summary. Staff and ZAPCO recommend approval.

    Alan Knox stated that the school is trying to create a more accessible and visible entrance.

    MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member Harmon, the Board voted six (6) for and none (0) opposed to approve the variance as requested. Motion carried.

7. Land Use **8 North Peak Road** - Discuss and consider action on a variance to the side setback encroachment of 20 feet into a 20-foot side setback to enclose an open carport (Section 22.03.275 and 22.03.281 of the West Lake Hills Code). Applicant: Charlie and Ellen Kreitler.

Director Bills gave a brief summary. Staff recommends denial due to no hardship. ZAPCO recommends approval. Since the carport is located at the lot line, the material to be used to enclose must be more resistant to fire per code requirements.

Charlie Kreitler spoke to the Council. He stated that his family had been in the house since 1973. They are trying to use the space most efficiently. A variance was granted in 1994 to build a carport, but it stipulated that the carport remain open.

Tom Layman (neighbor) stated that fire safety was the important factor.

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

8. Adjournment

MOTION: Upon a motion made by Board Member Walker and a second by Board Member Bowman, the Board voted six (6) for and none (0) opposed to adjourn the meeting at 7:55 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard

Terry Blanchard, TRMC
City Secretary

These minutes were approved on July 10, 2024.

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