

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, August 14, 2024 at 7:00 PM

1. Call to Order

With a quorum present, Board Member Bowman called the meeting to order at 7:00 p.m.

BOARD MEMBERS PRESENT:

Vice Chair Brian Plunkett
Gordon Bowman
Dana Harmon
Beth South
Darin Walker
Jim O'Connor (alternate)

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 Josh Brockman-Weber

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.

Board Member Bowman 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 July 10, 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 to approve the Consent Agenda as presented. Board Members Bowman and O'Connor abstained.
Motion carried.**

4. Land Use 703 Loma Linda Drive: Discuss and consider action on a variance to encroach 8 feet into the 25-foot side setback (Section 22.03.275 and 22.03.281 of the West Lake Hills Code). Applicant: Steven Johnson, Property Owner.

Board Member Walker filed a Conflict of Interest form with the City Secretary and will not participate in the discussion or vote on this item.

Director Bills gave a brief summary. The variance request has been revised to a 4.5' encroachment into the side setback. Staff and ZAPCO recommend denial. Steve Johnson (property owner) spoke to Council. The closest neighbor to the proposed variance site is in support of the project.

MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member O'Connor, the Board voted five (5) for and none (0) opposed to approve the revised variance. Motion carried.

5. Public Hearing 18 Nob Hill Circle: Discuss and consider action on a Special Use Permit for a domestic employee quarters (Section 38.03.032 (c) of the West Lake Hills Code).

Applicant: Lisa Vela, NextLevel Permits, LLC

Director Bills gave a brief summary. In 2019, an employee quarters request was approved. The permit expired in 2024. Requests for new permits and SUP are under review. Staff recommends approval.

Board Member Walker encouraged the property owner to avoid further delays on the project and to cease subjecting the neighbors to extended construction issues. The project is an eyesore for the neighborhood and needs to be completed.

MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member O'Connor, the Board voted six (6) for and none (0) opposed to approve the SUP for domestic employee quarters. Motion carried.

6. Adjournment

MOTION: Upon a motion made by Board Member Walker and a second by Board Member O'Connor, the Board voted six (6) for and none (0) opposed to adjourn the meeting at 7:45 p.m. Motion carried.

Respectfully submitted,



JAMES VAUGHAN, CHAIR

ATTEST:


Terry Blanchard, TRMC
City Secretary



These minutes were approved on September 11, 2024.