

CITY OF WEST LAKE HILLS, TEXAS  
MINUTES OF A CITY COUNCIL WORKSHOP  
Wednesday, September 4, 2024 at 12:00 PM

1. Call to Order

**With a quorum present, Mayor Vaughan called the workshop to order at 12:15 p.m.**

**CITY COUNCIL PRESENT:**

Mayor James Vaughan  
Dana Harmon  
Brian Plunkett  
Beth South

**CITY STAFF PRESENT:**

City Secretary Terry Blanchard  
Director of BDS Jennifer Bills  
Building Official/City Inspector Jordan Word

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.

**Mayor Vaughan opened the meeting for public comments. Hearing none, the public comment section was closed.**

3. Administration Discussion regarding the codification process and staff recommendations.

Director Bills gave a brief summary. Explained that the codification is an opportunity to make non-substantive changes, update language and outdated phrases, and make code consistent with current state laws, etc. Mayor Vaughan reviewed his suggested changes regarding noise, mobile food vendors, traffic, water, etc.

Donations for a brush clean-up fund were discussed as well as community service opportunities for volunteers. Councilmember Harmon asked for consideration of fire assessments conducted by the Texas A&M Agri-life office to assist with identifying areas of concern.

4. Administration Discussion regarding prioritization and expectations of the City Council Focus Areas regarding compatibility standards.

Director Bills gave a presentation. Focus areas included the following: applications (site plan considerations, community appearance/neighborhood feel, consistency of outcomes), objectives (streamline development process, better define what is desired), applicable code sections, and the need for an updated Comprehensive Plan.

Over the past two years (and based on 200+ variances), variance requests have an 80% approval rate by Council. Staff recommendations include revising the zoning uses and standards to simplify the process for certain variances. Common areas to be reviewed include setbacks, fence height/placement, building height, buffers, and the SUP process.

Council discussed the following areas as a starting point for revisions:

- Application and permit deadlines/timelines
- Encroachments into setbacks (including eaves)
- Certificates of Occupancy / Completion
- Fee Schedule update

Mayor Vaughan suggested having an architect sub-committee to assist with regulations and review of process. Council discussed having permit timelines revised as follows:

- Six months to begin project (instead of 60 days);
- Six months with no activity will trigger potential expiration of the project; and
- Two years to complete project or revisit the permit process.

Discussion included requiring a "clean-up" bond for certain projects. Fee schedule should reflect cost recovery for the City (to cover third-party costs and a portion of staff time).

Based on previous discussion, Council directed staff to begin work on revisions to the following: permit timelines, Certificates of Occupancy, and well-defined eaves in setbacks. Council requested more information regarding the fee schedule.


5. Adjournment

**Mayor Vaughan adjourned the workshop at 1:59 p.m.**

Respectfully submitted,

  
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JAMES VAUGHAN, MAYOR

ATTEST:

  
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Terry Blanchard, TRMC  
City Secretary



These minutes were approved on September 11, 2024.