

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, September 25, 2024 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 7:03 p.m.

CITY COUNCIL PRESENT:

Mayor James Vaughan
Dana Harmon
Brian Plunkett
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes
Assistant City Attorney Megan Brua

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 Discuss and consider action on the approval of the September 17, 2024 Special Meeting Minutes.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Harmon, the Council voted three (3) for and none (0) opposed to approve the minutes as presented. Motion carried.

4. Administration Discuss and consider action on the appointment/reappointment of members of the Zoning and Planning Commission.

Applicant Randy Lee addressed the Council and stated his qualifications.

Council convened into Executive Session at 7:06 p.m.

Council reconvened in Open Session at 7:16 p.m.

Mayor Vaughan thanked the applicants for their willingness to serve on the Commission.

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Plunkett, the Council voted three (3) for and none (0) opposed to reappoint Robert Meisel, Karen Bartoletti, and Patrick Stewart to ZAPCO. Motion carried.

5. Administration Discuss and consider action on the FY 2024-25 holiday schedule for city employees.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Walker, the Council voted three (3) for and none (0) opposed to add Veterans Day to the FY 2024-25 holiday schedule and to keep the floating holiday for a total of twelve (12) city holidays for city employees. Motion carried.

6. Administration Discussion and possible action regarding prioritization and expectations of the City Council Focus Areas regarding drainage manual review.

Director Bills gave a brief summary. Gabriel Morales with Walter P. Moore gave a presentation to the Council. Areas discussed are as follows:

- Overview - Applies to all residential and commercial development permits in the city.
- Site plan considerations - May include small-project permits for projects with less than 1,000 sq ft of site improvements.
- MS4 - New guidelines were just released. Next MS4 will be due in February 2025.
- Natural characteristics are preserved through current regulations.
- On-site detention required for increased runoff from existing site conditions - not pre-developed conditions. Cannot variance/grandfather out of detention. Discharging into existing creeks/tributaries would require drainage easements on private properties.
- Water Quality required for developments greater than 20% impervious cover (TCEQ regulations enforced by the city). Rainwater harvesting from rooftop capture when impervious cover is between 20-25% could negate the need for property owners to apply for TCEQ permits - if the property owners follow city regulations.
- Amendments to the manual allow for adoption of enforcing drainage and water quality requirements as technology or more sustainable practices are adopted over time. Work on a better-defined manual that specifies the use of green infrastructure and expand the definition of impervious cover to include drainage conveyance systems.
- Amend the manual in a way that preserves the aesthetic of the city while allowing growth/development to happen naturally rather than forcefully.
- Application updates could provide a flow chart that provides written guidance rather than verbal guidance.
- Competing interests - Developer vs Preservation.
- If regulations are removed, a Flood Plain analysis may be required.
- Need low impact development and a customized approach due to the unique topography.

City Council direction to staff includes:

- Take elements into account that are specific to West Lake Hills.
- Alternatives to help preserve the natural landscape of West Lake Hills.
- Allow administrative leeway to staff in certain circumstances.

7. Administration Discussion and update on bond items regarding Proposition A (new municipal complex) and Proposition B (street and drainage projects).

City Administrator Fletcher gave a presentation on Proposition A. Chief Gerdes gave a summary of the crossing guard areas near the school.

Director Bills gave a brief summary on Proposition B. Change Order #4 will be upcoming and will include Camp Craft Road redesign and WCD#10 cost participation.

8. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess into Executive Session (closed meeting) to discuss the following:

- a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. the following:
 1. Jaffe - 1405 Wildcat Hollow; and
 2. Alvarez - 1505 Wildcat Hollow.
- b. Section 551.074 - Deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee - Associate Municipal Judge.

Council convened into Executive Session at 8:56 p.m.

9. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney and deliberation regarding an Associate Municipal Judge.

Council reconvened in Open Session at 9:03 p.m. No action was taken.

10. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Plunkett, the Council voted three (3) for and none (0) opposed to adjourn the meeting at 9:04 p.m. Motion carried.

Respectfully submitted,


JAMES VAUGHAN, MAYOR

ATTEST:


Terry Blanchard, TRMC
City Secretary

These minutes were approved on October 9, 2024.

