

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL WORKSHOP
Wednesday, October 2, 2024 at 12:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the workshop to order at 12:06 p.m.

CITY COUNCIL PRESENT:

Mayor James Vaughan
Mayor Pro Tem Gordon Bowman
Dana Harmon
Brian Plunkett
Beth South
Darin Walker (* arrived @ 12:26 p.m.)

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

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 West Lake Hills Firewise Action Plan.

City Administrator Fletcher gave a brief summary. Mike Lacey and Chris Gill of the Westlake Fire Department were present to provide information to the Council. A brief review of the 2021 Firewise Action Plan showed that a Risk Assessment was performed in 2023. Risk Assessments are required every five (5) years.

* Councilmember Walker arrived at 12:26 p.m.

For the 2024 Action Plan, the following areas were discussed:

- Requirements
 - Organization - Create a volunteer board or committee with at least two (2) "Captains" from each planning area/evacuation zone.
 - Captains will be the Point of Contact for their geographic area and provide community outreach information to the residents.
 - Initial observations and recommendations - Discussed the HIZ (home ignition zone) and how the City could provide more leniency within the first five (5) feet of the home. Options may be reviewed for the area six (6) feet to thirty (30) feet from the home.

- Action Plan

- Plans are broken down by year with a prioritized list of risk reduction projects/investments for the participating site, along with suggested homeowner actions, and education activities that participants will complete annually or over a period of multiple years.
- Plans are developed by the board and need updating at least every three (3) years. Potential actions for each year were discussed.

4. Administration Discussion regarding strategic planning.

City Administrator Fletcher gave a brief summary. Hilary Shine with SGR sent sample plans for the Council to review prior to the retreat. Pre-meeting phone interviews have begun and will continue throughout the next two (2) weeks. The Council retreat has been scheduled for Wednesday, October 30, 2024.

5. Administration Discussion and review of the City Council Focus Areas regarding fire prevention, finance, drainage manual review, compatibility standards, economic development/wastewater, and code enforcement inclusive of the development process.

The Council discussed drainage. Reviewed direction to staff for proposing alternative solutions to detention ponds and acknowledgment of location to tributaries. Drainage easements may be required in certain circumstances. Mayor Vaughan outlined the following steps for staff considerations:

- Concept of special exceptions
- Changes in policy to make requirements easier
- Recommendation of alternatives to detention ponds
- Staff to provide special exception for detention ponds when alternative options are not feasible

City Administrator Fletcher stated that the purpose of the Focus Areas was to assist with the Strategic Plan.

6. Adjournment

Mayor Vaughan adjourned the meeting at 1:41 p.m.

Respectfully submitted,


JAMES VAUGHAN, MAYOR

ATTEST:


Terry Blanchard, TRMC
City Secretary

These minutes were approved on October 9, 2024.

