

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, February 12, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Pro Tem Bowman called the meeting to order at 7:02 p.m.

CITY COUNCIL PRESENT:

Mayor Pro Tem Gordon Bowman
Dana Harmon
Brian Plunkett
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Finance Director Vonda Ragsdale (Remote)
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes
City Attorney Josh Brockman-Weber

The meeting was suspended at 7:03 p.m.

The meeting was reconvened at 7:10 p.m.

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 Pro Tem Bowman opened the meeting for public comments.

- Darin Walker made an announcement regarding the Police Benevolence Foundation fundraiser on March 6, 2025. Fliers were available for those in attendance.
- Copies of a letter written by David Kaufman were distributed to the City Council and acknowledged as received.

Hearing no further comments, the Citizens Communication section was closed.

3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
- a. Approval of the January 22, 2025 Regular Meeting Minutes.
 - b. Approval of the February 5, 2025 Workshop Minutes.
 - c. Approval of the Annual Texas Racial Profiling report.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Plunkett, the Council voted five (5) for and none (0) opposed to approve the Consent Agenda as presented. Motion carried.

4. Administration Discuss and consider action to approve a resolution amending the appointment of a data custodian for the City's participation in the State of Texas Emergency Assistance Registry (STEAR) Program administered by the Texas Division of Emergency Management (TDEM).

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Walker, the Council voted five (5) for and none (0) opposed to approve the resolution as presented. Motion carried.

5. Administration Discuss and consider action to approve contracts with Travis County for an Election Services Agreement and a Joint Election Agreement for the May 3, 2025 General Election.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Bowman, the Council voted five (5) for and none (0) opposed to approve the contracts with Travis County for an Election Services Agreement and a Joint Election Agreement for the May 3, 2025 General Election. Motion carried.

6. Land Use **1405 Wildcat Hollow/1508 Westlake Drive** - Discuss and consider action on a recommendation from ZAPCO for the Replat of Lot 1, K & J P Subdivision, Lot 1 and all of a called 1.544-acre tract of land situated in the Wilson Sparks Survey, Abstract No. 21 (Section 36.01.018 of the West Lake Hills Code). Applicant: Matt Boelsche, Dick Clark & Associates.

Director Bills gave a summary. If approved, the two platted lots would become Lot 1R (1405 Wildcat Hollow) - 2.4019 acres on OSSF and Lot 2R (1508 Westlake Drive) - 1.00 acres with one connection reserved to city sewer. ZAPCO and staff recommend denial with conditions as follows:

1. Show the other side of the ROW for Wildcat Hollow and Westlake Drive. If the ROW for Wildcat is less than 46 feet, and Westlake less than 60 feet adjacent to the replat, show the dedication of the 1/2 of the right-of-way adjacent to the replat. Table 36-2 Street Design Standards.
2. Provide exhibit showing the information required for the primary and alternative sewage disposal field areas. Plat Detail 23.
3. Add note: A public drainage easement for natural or manmade drainage ways shall be dedicated at the time of site development. Section 36.01.009(8).
4. Provide a tree survey depicting the proposed amount of tree clearing for proposed residential development. Plat Detail 21.
5. The existing structure on what is currently 1508 Westlake Drive must be demolished before the plat can be approved and recorded as it does not conform to the R-1 district for the newly created Lot.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember South, the Council voted five (5) for and none (0) opposed to deny with conditions as discussed in the meeting. Motion carried.

7. Land Use 9 Las Brisas Drive - Discuss and consider action on a recommendation from ZAPCO on a variance for an up to 7-foot-tall fence where the maximum height is 6 feet over natural grade (Section 22.03.173 of the West Lake Hills Code). Applicant: Erin Armstrong, Property Owner.

Director Bills gave a summary. ZAPCO and staff recommend approval.

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Harmon, the Council voted five (5) for and none (0) opposed to approve variance as requested. Motion carried.

8. Land Use 414 Brady Lane - Discuss and consider action on a recommendation from ZAPCO on a variance for a 10-foot encroachment into the 20-foot front-yard fence setback for a fence installed without a permit (Section 22.03.173 of the West Lake Hills Code). Applicant: Paul Zubeldia, Nalle Custom Home.

Director Bills gave a summary. Resident would like to keep the fence and remove the gate and keypad. ZAPCO and staff recommend denial due to lack of hardship and consistency of neighborhood. Theresa Jones spoke on behalf of the property owner.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Plunkett, the Council voted four (4) for and one (1) opposed to deny the variance request due to lack of hardship. Voting against was Councilmember Walker. Motion carried.

9. Administration 205 West Spring Drive - Discuss and consider action on a drainage waiver to allow a Type I submittal instead of the required Type III submittal (Section 22.03.511 (d) of the Code of Ordinances).

Director Bills gave a brief summary.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Walker, the Council voted five (5) for and none (0) opposed to deny the request and require a Type III submittal. Motion carried.

10. Administration Discuss and consider action on a recommendation from the Municipal Court subcommittee regarding the appointment of a part-time Associate Municipal Court Judge.

City Administrator Fletcher gave a brief summary.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Plunkett, the Council voted five (5) for and none (0) opposed to approve the appointment of Kristina Rojas-Stompel as a part-time Associate Municipal Court Judge. Motion carried.

11. Administration Discuss and consider the scope of work and a procurement schedule for a new comprehensive plan.

City Administrator Fletcher gave a summary. The following preliminary schedule was reviewed with the Council:

- February 12, 2025 - City Council presentation
- February 27, 2025 - Issue Request for Qualifications (RFQ)
- March 27, 2025 - Deadline to receive Statements of Qualification (SOQ)
 - Review, evaluate, and interview firm(s) as necessary
- April 23, 2025 - Recommendation to City Council for selection and authorize negotiations
- May 2025 - Notice to Proceed
 - Scope of Work Schedule to be provided by consultant team that includes public input opportunities
- March 2026 - Deadline to provide estimated wastewater flows to the City of Austin (Spring 2026 - Plan Adoption)

Some elements of the Plan may include: Goals & Objectives; Demographic Profile and Projections; Land Use; Streets & Thoroughfares; Public Facilities; Housing; Bee Cave Road Corridor; Water, Wastewater and Drainage; Wildfire Prevention and Environmental Considerations; Capital Improvement Program; and Codes, Ordinances and Policies.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Harmon, the Council voted five (5) for and none (0) opposed to approve the scope of work and preliminary schedule as discussed. Motion carried.

12. 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. Jaffe - 1405 Wildcat Hollow; and
- b. Section 551.071 – Consultation with attorney regarding potential settlement agreement relating to alleged code violations at 4301 Bee Cave Road.

Council convened into Executive Session at 8:28 p.m.

13. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney.

Council reconvened in Open Session at 9:10 p.m. No action was taken.

14. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Plunkett, the Council voted five (5) for and none (0) opposed to adjourn the meeting at 9:11 p.m. Motion carried.

Respectfully submitted,


JAMES VAUGHAN, MAYOR

ATTEST:


Terry Blanchard, TRMC
City Secretary

These minutes were approved on February 26, 2025.

