CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) SPECIAL MEETING
Wednesday, February 26, 2025 at 7:00 PM

1. Call to Order

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

BOARD MEMBERS PRESENT:	**CITY STAFF PRESENT:**
Chair James Vaughan	City Administrator Trey Fletcher
Gordon Bowman	City Secretary Terry Blanchard
Dana Harmon	Finance Director Vonda Ragsdale (Remote)
Brian Plunkett (arrived at 7:06 p.m.)	Director of BDS Jennifer Bills
Beth South	Chief of Police Scott Gerdes
Jim O'Connor (alternate)	City Attorney Josh Brockman-Weber

The meeting was suspended at 7:04 p.m.

The meeting was reconvened at 7:05 p.m.

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 Plunkett arrived at 7:06 p.m.

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

3. Land Use **1501 Wildcat Hollow-** Discuss and consider action on a recommendation from ZAPCO on the following variance requests to Section 7.4.1 Cut/Fill Limits of the Drainage and Erosion Control Design Manual (Section 22.03.059 of the West Lake Hills Code of Ordinances):

   1. To allow for closed cut of up to 13 feet on a slope between 25% and 35% grade where the maximum closed cut allowed is 10 feet.
   2. To allow for closed cut of up to 7 feet on a slope with a grade greater than 35% where no cut or fill is allowed.
   3. To allow for closed fill of up to 5 feet on a slope with a grade greater than 35% where no cut or fill is allowed.

   Applicant: Davin Fillpot, R&D Architecture.

Director Bills gave a brief summary. ZAPCO, staff and city engineer recommend approval.

Heidi and Vincent Restivo gave a presentation to the Board.

MOTION: Upon a motion made by Board Member Harmon and a second by Board Member South, the Board voted six (6) for and none (0) opposed to approve the variances as requested. Motion carried.

4. Adjournment

MOTION: Upon a motion made by Board Member O'Connor and a second by Board Member Bowman, the Board voted six (6) for and none (0) opposed to adjourn the meeting at 7:23 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, CHAIR

ATTEST:

Terry Blanchard

Terry Blanchard, TRMC
City Secretary

These minutes were approved on March 26, 2025.

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