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

1. Call to Order

   With a quorum present, Chair Vaughan called the meeting to order at 7:08 p.m.

BOARD MEMBERS PRESENT:	**CITY STAFF PRESENT:**
Chair James Vaughan	City Administrator Trey Fletcher
Dana Harmon	City Secretary Terry Blanchard
Beth South	Finance Director Vonda Ragsdale
Darin Walker	Director of BDS Jennifer Bills
Jim O'Connor - Alternate	Chief of Police Scott Gerdes
Katherine Loayza - Alternate	Asst. City Attorney Art Rodriguez

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.

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

3. Consent Agenda All Consent Agenda items listed are considered to be routine by the Board and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Board Member.

   a. Approval of the February 12, 2025 Regular Meeting Minutes.
   b. Approval of the February 26, 2025 Special Meeting Minutes.

   MOTION: Upon a motion made by Board Member South and a second by Board Member Walker, the Board voted five (5) for and none (0) opposed with one (1) abstention to approve the Consent Agenda as presented. Board Member Loayza abstained. Motion carried.

4. Land Use **717 1/2 Yaupon Valley Road** - Discuss and consider action to approve Ordinance 157-2025-A for a Special Use Permit request to allow for the construction of a potable water storage tank for Water Control and Improvement District #10 (West Lake Hills Code of Ordinances, Section 18.02.033).

   Director Bills gave a brief summary. No comments were received. Staff recommends approval.

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

5. Land Use **717 1/2 Yaupon Valley Road** - Discuss and consider action on a recommendation from ZAPCO on following variances:

    1. Encroachment into the side setbacks for GUI (Section 22.03.170 Dimensional Standards for Zoning Districts).
    2. Grading greater than 18 inches with the east side setback (Section 22.03.281: Site Disturbance (excavation, filling, or grading)).

    for the installation of a water storage tank for Travis County Water Control and Improvement District 10. Applicant: James McDermott, Dannenbaum Engineering - Austin LLC.

    Director Bills gave a brief summary. No comments were received. ZAPCO and staff recommend approval. Carla Orts and James McDermott provided information to the Board on events leading up to this request. Replacement of the existing tank is a necessity, not a wish list item. The project timeline is three to six months. The McConnell pump station is responsible for the water of everyone in the District.

    MOTION: Upon a motion made by Board Member Walker 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.

    The meeting was suspended at 7:25 p.m.

    The meeting was reconvened at 7:26 p.m.

6. Land Use **502 Spiller Lane** - Discuss and consider action on a recommendation from ZAPCO on two variances:

    1. To allow for encroachment of up to 13 feet into the 30-foot rear setback for a residential addition (Section 22.03.275 and 22.03.281 of the West Lake Hills Code); and
    2. To allow for the increase of impervious cover from 25.9% to 28.7% where the maximum allowed by code is 25% (Section 22.03.281 of the West Lake Hills Code).

    Applicant: Davin Fillpot, Architect.

    Director Bills gave a summary. Two written comments were received. ZAPCO and staff recommend denial. Logan Reichle (property owner) addressed the Board. The plans have been revised to allow the removal of the impervious cover variance request to be removed. They are working to reduce the impervious cover to 25% or less. Instead of covering the deck, it will be uncovered and connect to the existing non-conforming deck. With these changes, the hope is to allow consideration of a drainage waiver for a Type I drainage report instead of a Type III drainage report.

Davin Fillpot (architect) distributed handouts to the Board. He stated that they listened to staff, ZAPCO, and the neighbors to make revisions to the original plans. The intent is to bring the plans into compliance to meet the Type I drainage report requirements by removing pavement and using pervious coverage.

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 postpone until the April 9, 2025 meeting. Motion carried.

7. Adjournment

MOTION: Upon a motion made by Board Member Walker and a second by Board Member Harmon, the Board voted six (6) for and none (0) opposed to adjourn the meeting at 7:52 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, CHAIR

ATTEST:

Terry Blanchard

Terry Blanchard, TRMC
City Secretary

These minutes were approved on April 9, 2025.

CITY OF WEST LAKE HILLS
CORPORATE
SEAL
TEXAS