

# City of West Lake Hills

## MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

### REGULAR MEETING

Wednesday, March 19, 2025 at 6:30 PM

1. **Call to Order: Robert Meisel**

- a. Meeting begins at 6:30pm
- b. Roll Call
  - Chair Robert Meisel: Present
  - Vice-Chair Jim Pledger: Present
  - Commissioner Julia Webber: Absent
  - Commissioner Karen Bartoletti: Present
  - Commissioner Patrick Stewart: Present
  - Commissioner Laurie Maccini: Present

2. **Citizen Communications:**

- a. None

3. **Consent Agenda:** The following items are considered to be self-explanatory by the Commission and will be enacted with one motion. There will be no separate discussion of these items unless a Commission Member or citizen so requests.

- a. Approval of the February 19, 2025 Zoning and Planning Commission workshop minutes
- b. Report of previous ZAPCO cases acted upon by the BOA/Council
- c. **Action:** Commissioner Pledger moves for approval of the Consent Agenda
  - i. Commissioner Webber Seconds
  - ii. Motion carries unanimously 4 - 0

4. **Land Use: 704 Rocky River Rd.** – Consider action to make a recommendation on a Replat for Lot 1R, a replat of portions of Lot 1 and 2 of the White and Murdock Subdivision and 0.40 acres of the Wilkinson Sparks Survey Number 4, Abstract Number 21, within the city limits (Section 36.01.018 of the West Lake Hills Code).

**Applicant:** Minnie Web, Arterberry Cooke Architecture

a. **Staff Report:**

- i. Director Bills described the replat of the property and the conditions for approval.

**b. Public Comments:**

- a. None

**c. Discussion:**

- i. Chair Meisel had questions regarding whether the applicants could be asked to access the lot from the rear of the property instead of along Rocky River Drive.

- 1. Commissioner Bills explained that the subdivision approval process is technical in nature and if the requirement isn't in the subdivision code at the time of application

**c. Action:** Commissioner Bartoletti moves that the Replat be forwarded to the Board of Adjustment with a recommendation of conditional approval based staff recommendations.

- i. Commissioner Pledger seconds
- ii. Motion carries unanimously (4-0)

**Recommendation will be forwarded to the City Council on March 26, 2025.**

5. **Staff Briefing:** Presentation and discussion on the development review process and the MyGovernmentOnline application portal.

**a. Staff Report:**

- i. Director Bills delivers report on the development review process
- ii. Development Coordinator Joel Sherrouse demonstrates the application and review process using the MGOConnect.org customer portal.

**b. Public Comments:**

- i. None

**d. Discussion:**

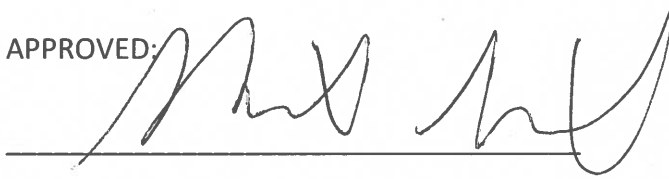
- i. Commissioners asked how they could see what applications and permits are being processed and issued in a given area.
  - 1. Development Coordinator Joel Sherrouse showed how specific addresses can be searched in the online portal for basic information regarding permit type, status, and application acceptance date
  - 2. For more detailed information regarding specific projects, or for reports regarding permitting in general, Public Information Requests are generally submitted to the City Secretary and fulfilled by development staff.

**e. Action:** None required

6. **Adjournment** - Chair Robert Meisel

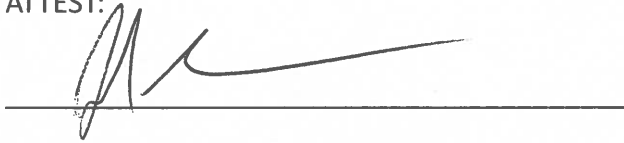
1. Chair Mesel adjourns the meeting at 7:25pm

APPROVED:

A handwritten signature in black ink, appearing to be 'R. Meisel', written over a horizontal line.

Robert Meisel, Chair

ATTEST:

A handwritten signature in black ink, appearing to be 'Joel Sherrouse', written over a horizontal line.

Joel Sherrouse, Development Coordinator

These minutes were approved on April 16, 2025.