

CITY OF WEST LAKE HILLS, TEXAS  
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING  
Wednesday, April 9, 2025 at 7:00 PM

1. Call to Order

**With a quorum present, Chair Vaughan called the meeting to order at 7:04 p.m.**

**BOARD MEMBERS PRESENT:**

Chair James Vaughan  
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  
Director of BDS Jennifer Bills  
Chief of Police Scott Gerdes  
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.

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

3. Administration Discuss and consider action on approval of the March 26, 2025 Special Meeting Minutes.

**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 minutes as presented. Motion carried.**

**Council convened into Executive Session at 7:06 p.m.**

**Council reconvened in Open Session at 7:21 p.m.**

4. Administration 704 Rocky River Road - Discuss and consider action on an appeal of a decision made by the Building Official/City Inspector per Section 38.02.008(3), Procedure for appeals to the board, regarding a citation for the unauthorized removal of trees. Applicant: Nina Falgout Sterrett

Building Official Word gave a brief summary. Stated that the owner has proposed to replace 103 caliper inches. Staff recommends upholding the Building Official's determination of 77.5 caliper inches of mitigation and \$38,750 administrative fee. The following individuals provided comments:

- Jeff Townsend (owner) - Mentioned a conflict in the notice that was provided. Stated they are trying to clean up the property. According to a recent tree survey from approximately three weeks ago, there are still 270 trees remaining on site. Four (4) healthy trees, which had grown into a fence, were inadvertently removed when the fencing was torn down. These trees totaled 11 caliper inches.
- Douglas Dear (arborist) - This is a difficult site to work due to years of neglect. The property is a fire hazard. Additional issues were found once the permitted seventeen trees were removed. As the arborist, corrective cuts were made while managing on-site.
- Randy Lee (6 Rocky River Cove) - Distributed article to Council. Stated that residents shouldn't be able to ignore the Code without penalties. This encourages repeated behavior. From the provided article, he quoted former Mayor Dave Claunch as saying, "A lot of people think our tree code is something that was adopted by the West Lake Hills City Council. Whenever someone complains about our code being restrictive, I remind them that our code is the product of decades of democracy where residents consistently insisted that we protect our wooded environment. We have a strict code because the residents demand it."
- Laurie Maccini (202 Reveille Road) - Original tree survey was highly flawed. Asked Council for true replacement of inches lost.
- Mindy Vescovo (604 Rocky River Road) - The issue isn't the trees, the issue is enforcement of Code. Urged consideration of fee and mitigation.
- Alice Aterberry (architect/agent) - Asked a procedural question as they would like to plant replacements as soon as possible. *Ms. Aterberry was directed to work with staff on a timeline.*
- Laurie Maccini - Suggested use of Yaupon Holly as great screening plants.

**MOTION: Upon a motion made by Board Member Bowman and a second by Board Member Plunkett, the Board voted six (6) for and none (0) opposed to accept the mitigation plan for tree replacement of 103 caliper inches with an administrative fee of \$5,500 (reflecting the 11 caliper inches of live trees that were removed). Motion carried.**

5. Administration 716 Laurel Valley - Discuss and consider action on an appeal of a decision made by the Building Official/City Inspector per Section 38.02.008(3), Procedure for appeals to the board. Applicant: Barry Schwartz.


Building Official Word gave a brief summary. Staff recommends approval of the proposed tree mitigation (440 caliper inches) and a reduction of administrative fees to \$10,000 due to applicant's compliance and previous storm damage to the lot.

**MOTION: Upon a motion made by Board Member Harmon and a second by Board Member Bowman, the Board voted six (6) for and none (0) opposed to approve the staff recommendation as presented. Motion carried.**

6. 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 8:35 p.m. Motion carried.

Respectfully submitted,



\_\_\_\_\_

JAMES VAUGHAN, CHAIR

ATTEST:

  
\_\_\_\_\_  
Terry Blanchard, TRMC  
City Secretary

These minutes were approved on May 14, 2025.

