

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL WORKSHOP
Wednesday, May 7, 2025 at 12:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 12:07 p.m.

CITY COUNCIL PRESENT:

Mayor James Vaughan
Mayor Pro Tem Gordon Bowman
(** arrived @ 12:20 p.m.)
Dana Harmon (remote)
Brian Plunkett
Beth South
Darin Walker ❖

CITY STAFF PRESENT:

City Administrator Trey Fletcher (remote)
City Secretary Terry Blanchard

Director of BDS Jennifer Bills
Development Coordinator Joel Sherrouse

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

3. Administration Discussion and presentation on "Development 101 / Customer Experience Scenarios."

Jennifer Bills and Joel Sherrouse gave a presentation and demonstration to the Council. Items discussed included:

- Differences between team members job functions
- Permit review process
 - Weekly development review meetings
 - 3-week review timeline

❖ Councilmember Bowman arrived at 12:20 p.m.

- WLH specific requirements
 - May want to consider Fire Safety Buffer Zone at the site plan level

- Reviewed diagram of standard building application review cycle
 - MGO
 - Implementation
 - Connect History
 - Demo of MGO Connect
4. Administration Discuss recommended changes regarding public notifications for building and development related applications.

Jennifer Bills gave a brief summary. Discussed future goals and notification timelines. Staff recommendation would be to standardize notification timelines to 15 days.

❖ Councilmember Walker left at 1:58 p.m.

An ordinance will be presented at the May 28th Council meeting for review.

5. Adjournment

Mayor Vaughan adjourned the meeting at 2:02 p.m.

Respectfully submitted,


JAMES VAUGHAN, MAYOR

ATTEST:


Terry Blanchard, TRMC
City Secretary

These minutes were approved on May 14, 2025.

