

# City of West Lake Hills

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

Wednesday, June 18, 2025 at 6:30 PM

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

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

2. **Citizen Communications:**

- a. Randy Lee – 6 Rocky River Cove
  1. Gave update on Mr. Lee and Mayor Vaughn's experience with the Texas Legislature discussing the city's authority to enforce tree ordinances

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.

1. Approval of the April 16, 2025 Zoning and Planning Commission minutes
2. Report of previous ZAPCO cases acted upon by the BOA/Council

- a. **Action:** Commissioner Pledger moves for approval of the Consent Agenda
  - i. Commissioner Maccini Seconds
  - ii. Motion carries unanimously 5 - 0

4. **Public Hearing:** Discuss and make recommendations on an ordinance for code amendments regarding public notifications for building and development related applications.

a. **Staff Report:**

- i. Director Bills describes the current and proposed timelines for public notification

b. **Public Comments:**

- i. Randy Lee: 6 Rocky River Cove
  - a. Would prefer 21 days mailed notice
- c. **Discussion:**
  - i. The commission asked why subdivision does not follow same notification process
    - 1. Director Bills explained that the state-required timelines make mailed notification difficult, but that residential replats specifically require mailed notification within 15 days following City Council approval.
- d. **Action:**
  - i. Commissioner Webber moves that the proposed code changes be forwarded to City Council with a recommendation of approval.
    - 1. Commissioner Maccini seconds
  - ii. Commissioner Bartoletti requests to amend the motion to include posted sign notices for subdivision
    - 1. Commissioner Pledger seconds
  - iii. Chair Meisel calls for a vote on the amended recommendation
    - 1. Motion carries unanimously (5-0)

**Recommendation will be forwarded to City Council for consideration on June 25, 2025.**

**5. Adjournment - Chair Robert Meisel**

- 1. Chair Meisel adjourns the meeting at 7:00pm

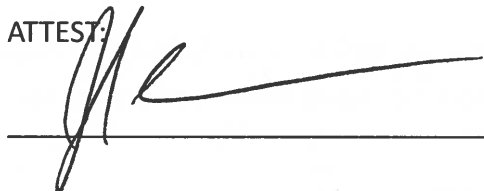
APPROVED:



---

Jim Pledger, Vice-Chair

ATTEST:



---

Joel Sherrouse, Development Coordinator

These minutes were approved on July 16, 2025.