

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, June 11, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Chair Vaughan called the meeting to order at 7:01 p.m.

BOARD MEMBERS PRESENT:

Chair James Vaughan
Jim O'Connor (Alternate)
Dana Harmon
Brian Plunkett
Beth South
Katherine Loayza (Alternate)

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 Charles E. Zech

Meeting was suspended at 7:02 p.m.

Meeting was reconvened at 7:03 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 the approval of the May 14, 2025 Regular 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 approval the May 14, 2025 Regular Meeting Minutes. Motion carried.

4. Administration Discuss and consider action on the selection of a Vice Chairperson.

MOTION: Upon a motion made by Chair Vaughan and a second by Board Member Harmon, the Board voted six (6) for and none (0) opposed to appoint Brian Plunkett as Vice Chairman. Motion carried.

5. Land Use 9 Rocky River Cove - Discuss and consider action on a recommendation from ZAPCO regarding a variance to allow:

1. An encroachment of 20 feet into the 50-foot front setback for the addition of a 2nd story over the existing nonconforming first floor (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).
2. An encroachment of 20 feet into the 50-foot front setback for the conversion of a portion of the garage.
3. An encroachment of 20 feet into the 50-foot front setback for the addition of 4 feet onto the front of the garage on the 1st and 2nd story.

Applicant: Tisha Ritta, Central Texas Permit Partners.

Director Bills gave a brief summary. Staff and ZAPCO recommend approval. Tisha Ritta was available online to answer any questions.

MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member Harmon, the Board voted six (6) for and none (0) opposed to approve the variances as requested. Motion carried.

6. Land Use 1002 Old Stonehedge - Discuss and consider action on a recommendation from ZAPCO regarding a variance to allow for an encroachment of 15 feet into the 50-foot front setback for the construction of a new house (Section 22.03.275 and 22.03.281 of the West Lake Hills Code). Applicant: Tisha Ritta, Central Texas Permit Partners.

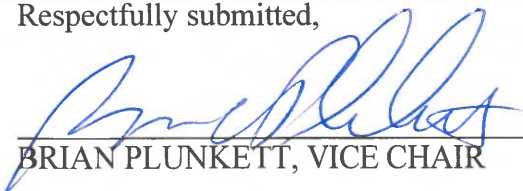
Director Bills gave a brief summary. Staff and ZAPCO recommend denial. Tisha Ritta and the property owner gave a presentation and were available to answer any questions from the Council.

MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member Harmon, the Board voted six (6) for and none (0) opposed to the following: Due to the special conditions peculiar to this land, mainly the two front-yard setbacks and the unnecessary hardship given the lower size of the house relative to the median size of such houses being built on similar lots by our residents, we are proposing to accept the variances as requested so long as they adhere to the area of encroachment as described in Exhibit 3, page 74 of 98, and no impervious cover enters the critical root zones of either the large 33" live oak or the large unidentified live oak in the front right-hand corner. Motion carried.

7. Adjournment

Chair Vaughan adjourned the meeting at 7:50 p.m.

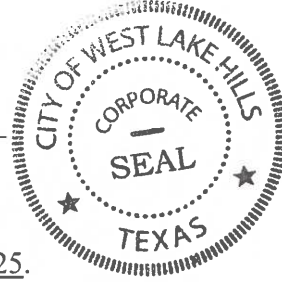
Respectfully submitted,



BRIAN PLUNKETT, VICE CHAIR

ATTEST:

Terry Blanchard
Terry Blanchard, TRMC
City Secretary



These minutes were approved on August 13, 2025.

