

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, August 13, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Board Member Bowman called the meeting to order at 7:07 p.m.

BOARD MEMBERS PRESENT:

Vice Chair Brian Plunkett
Gordon Bowman
Dana Harmon
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
Asst. City Attorney Esther Pena

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.

Opening remarks by Board Member Bowman regarding the City Hall building at 911 Westlake Drive.

No further comments were received.

3. Administration Discuss and consider approval of the June 11, 2025 Regular Meeting Minutes.

MOTION: Upon a motion made by Board Member Harmon and a second by Board Member South, the Board voted five (5) for and none (0) opposed to approve the minutes as presented. Motion carried.

4. Public Hearing 3736 Bee Cave Road, Suite 8 - Discuss and consider action to approve Ordinance 157-2025-D for a Special Use Permit request to allow the sale of wine and malt beverages in a restaurant for on-premise consumption on a property zoned B-2 Business 2 District (West Lake Hills Code, Section 38.04.031). Applicant: Zeds Holdings LLC.

Director Bills gave a brief summary. Staff recommends approval.

MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member Harmon, the Board voted five (5) for and none (0) opposed to approve the Special Use Permit as presented. Motion carried.

5. Administration 1513 Flintridge 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.

Applicant: Donald Arnold, Property Owner

Building Official Jordan Word gave a brief summary. The appeal is specific to tree mitigation. Property owner Don Arnold addressed the Board with concerns that the lot is so overgrown, there would not be space to replant trees. The other option would be fee-in-lieu- of replanting. Trees removed that were above the twelve-inch mark were 176 caliper inches.

MOTION: Upon a motion made by Board Member Bowman and a second by Board Member Plunkett, the Board voted five (5) for and none (0) opposed to require 176 caliper inches of tree mitigation for the unpermitted removal of trees on property at 1513 Flintridge Road. Motion carried.

6. Land Use 105 Wood Trail - Discuss and consider action on a recommendation from ZAPCO on a proposed variance to Section 22.03.278 and 22.03.281 to allow:

- a. The removal and replacement of impervious cover up to the existing non-conforming amount of 28.5% where 25% is the maximum.

Applicant: Tanya Clement, Property Owner.

Director Bills gave a brief summary. Property owners John Barton and Tanya Clement spoke with the Board.

MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member Walker, the Board voted five (5) for and none (0) opposed to approve the request to retain 28.5% impervious cover. Motion carried.

7. Adjournment

MOTION: Upon a motion made by Board Member Walker and a second by Board Member Plunkett, the Board voted five (5) for and none (0) opposed to adjourn the meeting at 8:42 p.m. Motion carried.

Respectfully submitted,



JAMES VAUGHAN, CHAIR

ATTEST:



Terry Blanchard, TRMC
City Secretary

These minutes were approved on September 10, 2025.

MINUTES OF A BOA
REGULAR MEETING

