



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, September 24, 2025 at 7:00 PM

Notice is hereby given that the City Council of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 24th day of September 2025 at 7:00 p.m., in the Council Chambers, Municipal Complex, 4010 Bee Cave Road, West Lake Hills, Texas, at which time the following items will be discussed, to-wit:

REMOTE ACCESS - Join Zoom Meeting at <https://us02web.zoom.us/j/3499549035>
Or via telephone: Dial (346) 248-7799 - Meeting ID: 349 954 9035

If you wish to speak during the meeting or provide written comments, please email your name, phone number, comments, and the item number you wish to speak/comment on to citysec@westlakehills.gov by 1:00 P.M. on September 24, 2025.

1. Call to Order
2. Ceremonial Recognition of Corporal Jeremiah Madrigal for a Lifesaving Award.
3. 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.
4. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
 - a. Approval of the September 10, 2025 Regular Meeting Minutes.
 - b. Approval of the September 16, 2025 Special Meeting Minutes.
 - c. Approval of an ordinance designating the official newspaper for the City of West Lake Hills.

5. Ordinance Discuss and consider action on an ordinance amending Section 16.05.068 "Parking on Certain Streets Prohibited," to add Westhaven Drive to the list of streets where parking is prohibited.
6. Administration **1513 Flintridge Rd.** - Discuss and consider action on a fee-in-lieu request (greater than 10%) for the replacement of trees to provide 75% of replacement as fee-in-lieu per Section 22.03.304 (f) of the Code of Ordinances.

Applicant: Donald Arnold, Property Owner
7. Administration Discuss and consider action on the appointment/reappointment of members of the Zoning and Planning Commission and to confirm the process for 2026.
8. Administration Discuss and consider action on the appointment of a Chairperson for the Zoning and Planning Commission (ZAPCO).
9. Administration Discussion and update on bond items regarding Proposition A (new municipal complex) and Proposition B (street and drainage projects).
10. Administration Receive an update and consider possible action regarding City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow.
11. Adjournment

Approved by: James Vaughan, Mayor

Certificate

I certify that the above Notice of the September 24, 2025 City Council Regular Meeting was posted on the bulletin board at the Municipal Complex, 4010 Bee Cave Road, West Lake Hills, Texas on Thursday, September 18, 2025 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Terry Blanchard, City Secretary

The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. Reasonable accommodation and equal access to communications will be provided upon request.

All items on the agenda are for discussion and/or action. City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, September 10, 2025 at 7:00 PM

1. Call to Order

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

CITY COUNCIL PRESENT:

Mayor James Vaughan
Mayor Pro Tem 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
City Attorney Charles E. Zech

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. Proclamation Mayor to proclaim September as National Preparedness Month in the City of West Lake Hills, Texas.

Mayor Vaughan presented the National Preparedness Month proclamation to Alice London and Barry Aidman with the Firewise Committee.

The City Council meeting was suspended at 7:05 p.m.

The City Council meeting was reconvened at 8:38 p.m.

4. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
- a. Approval of the August 27, 2025 Regular Meeting Minutes.
 - b. Approval of the September 3, 2025 Workshop Minutes.
 - c. Approval of the FY 2025-26 Holiday Schedule for city employees.

- d. Approval of a resolution designating the current mailing address and electronic mail address for receiving written requests for public information and providing a copy of the resolution as notification to the Attorney General's Office by October 1st.
- e. Approval of Interim City Engineering Services Amendment No. 2 with WSB LLC to a total of \$65,000 and authorizing the City Administrator to execute the same.

Mayor Vaughan asked for a revision to the September 3, 2025 Workshop Minutes for clarification on the decibel levels mentioned at the meeting.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Harmon, the Council voted four (4) for and none (0) opposed to approve the revised consent agenda. Motion carried.

- 5. Public Hearing 1206 Yaupon Valley - Discuss and consider action on a recommendation from ZAPCO for the rezoning of Lot 9 of Stonehedge Estate Block X from R-2, Two- Family Residential District to R-1, One-Family Residential District (Section 38.05.092 of the West Lake Hills Code). Applicant: John Hussey, Site Specifics.

Director Bills gave a brief summary.

Mayor Vaughan opened the Public Hearing for comments. Hearing none, the Public Hearing was closed.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed to approve rezoning from R-2 to R-1 as requested. Motion carried.

- 6. Public Hearing Conduct a Public Hearing to receive comments regarding the Proposed Budget and Tax Rate for Fiscal Year 2025-26.

Mayor Vaughan opened the Public Hearing for comments at 8:46 p.m. Hearing none, the Public Hearing was closed at 8:47 p.m.

- 7. Finance Discuss and consider action on the Fiscal Year 2025-26 Proposed Budget.

Mayor Vaughan gave a brief summary. No action was taken.

- 8. Administration Discuss and consider action to postpone the final vote on the Fiscal Year 2025-26 Proposed Budget until the special meeting of the City Council scheduled for Tuesday, September 16, 2025 at 5:30 PM in the West Lake Hills City Hall Council Room.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed to postpone the final vote on the FY 2025-26 Proposed Budget until the special meeting of the City Council scheduled for Tuesday, September 16, 2025 at 5:30 p.m. in the West Lake Hills City Hall Council Room. Motion carried.

9. Administration Receive an update and consider possible action regarding City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow.

Director Bills updated the Council. Comments are due by this Friday, September 12, 2025.

10. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Harmon, the Council voted four (4) for and none (0) opposed to adjourn the meeting at 8:52 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on September 24, 2025.

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL SPECIAL MEETING
Tuesday, September 16, 2025 at 5:30 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 5:47 p.m.

CITY COUNCIL PRESENT:

Mayor James Vaughan
Mayor Pro Tem Gordon Bowman
Dana Harmon
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Finance Director Vonda Ragsdale (Remote)
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes

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. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
- a. Approval of resolutions regarding:
1. General Fund Balance Policy;
2. Investment Policy & Strategy; and
3. Financial Procedures & Controls.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember South, the Council voted four (4) for and none (0) opposed to approve the Consent Agenda as presented. Motion carried.

4. Finance Discuss and consider action on an ordinance enacting the municipal budget for Fiscal Year 2025-26; funding municipal purposes; authorizing expenditures; providing for the following: findings of fact, enactment, filing of budget, repealer, severability, effective date, and proper notice and meeting.

RECORD VOTE

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Harmon, the Council voted four (4) for and none (0) opposed to approve the ordinance as presented, adopting the City of West Lake Hills proposed budget for Fiscal Year 2025-26. Motion carried with voting as follows:

RECORD VOTE	Aye	Nay	Absent / Abstain
Councilmember Dana Harmon - Place 1	X		
Councilmember Brian Plunkett - Place 2			Absent
Councilmember Beth South - Place 3	X		
Councilmember Darin Walker - Place 4	X		
Councilmember Gordon Bowman - Place 5	X		
Mayor James Vaughan			(does not vote)

5. Finance Discuss and consider action on an ordinance ratifying the property tax revenue increase reflected in the operating budget for Fiscal Year 2025-26, beginning October 1, 2025, and ending September 30, 2026, in accordance with Texas Local Government Code Chapter 102.

RECORD VOTE

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed to approve the ordinance as presented, ratifying the property tax revenue increase of \$0 reflected in the Fiscal Year 2025-26 budget. Motion carried with voting as follows:

RECORD VOTE	Aye	Nay	Absent / Abstain
Councilmember Dana Harmon - Place 1	X		
Councilmember Brian Plunkett - Place 2			Absent
Councilmember Beth South - Place 3	X		
Councilmember Darin Walker - Place 4	X		
Councilmember Gordon Bowman - Place 5	X		
Mayor James Vaughan			(does not vote)

6. Finance Discuss and consider action on an ordinance adopting the 2025 Ad Valorem tax rate and levy of one hundred seventy-six thousand seven hundred eighty-three millionths cents (\$0.176783) per one hundred dollars (\$100.00) of assessed valuation of all taxable property within the corporate city limits of the City; providing for penalties and interest; and providing for the following: findings of fact, severability, savings clause, publication and effective date.

RECORD VOTE

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Harmon, the Council voted four (4) for and none (0) opposed to approve the ordinance as presented, adopting the City of West Lake Hills 2025-26 ad valorem tax rate of \$0.176783 per \$100 assessed valuation, the debt service portion being \$0.057699 per \$100 assessed valuation and the maintenance and operations portion

being \$0.118402 per \$100 assess valuation. This tax rate will not raise more taxes for maintenance and operations than last year's tax rate. The tax rate will effectively be decreased by 1.017 percent and will decrease the same taxes for maintenance and operations on a \$100,000 home by approximately \$1.82 per year.

Motion carried with voting as follows:

RECORD VOTE	Aye	Nay	Absent / Abstain
Councilmember Dana Harmon - Place 1	X		
Councilmember Brian Plunkett - Place 2			Absent
Councilmember Beth South - Place 3	X		
Councilmember Darin Walker - Place 4	X		
Councilmember Gordon Bowman - Place 5	X		
Mayor James Vaughan			(does not vote)

7. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Bowman, the Council voted four (4) for and none (0) opposed to adjourn the meeting at 5:55 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on September 24, 2025.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>September 24, 2025</u>	Item Number:	<u>4c</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Terry Blanchard</u>	Cost / Budget:	<u></u>
Exhibits:	<u></u>	Source of Funds:	<u></u>

Subject

Consent Agenda
c. Approval of an ordinance designating the official newspaper for the City of West Lake Hills.

Recommendation

Approve the ordinance as presented.

Discussion

Per LGC Section 52.004, at the beginning of each fiscal year, the municipality shall designate an official public newspaper by ordinance for the purpose of publishing each ordinance, notice, or other matter required by law.

According to our records, Ordinance No. 87 designated the Austin American as the official newspaper for the City on July 20, 1971. Since that time, there have been several resolutions designating an alternate official newspaper for specific fiscal years, but typically, an ordinance may only be amended or repealed by another ordinance. The most recent ordinance was adopted in September 2022 designating an official newspaper for FY 2023.

In order to meet State statute requirements, the City must designate an official newspaper. To remove any confusion as to the validity of prior practices, the attached ordinance designating the Austin American-Statesman as the official newspaper for the City of West Lake Hills would reaffirm the original intent of the City Council in their choice of newspaper and fulfill the State statute requirement.

ORDINANCE NO. 2025-019

**AN ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS,
DESIGNATING AN OFFICIAL NEWSPAPER; PROVIDING FOR
FINDINGS OF FACT, SEVERANCE, CONFLICTS, EFFECTIVE DATE,
AND OPEN MEETING CLAUSE**

WHEREAS, the City of West Lake Hills is an incorporated city operating under the general laws of Texas; and

WHEREAS, the City of West Lake Hills is located entirely within Travis County, Texas, and in close proximity to the City of Austin, Texas; and

WHEREAS, there is no daily or weekly newspaper which is published within the City of West Lake Hills; and

WHEREAS, the newspaper known as the Austin American-Stateman is published in Austin, in Travis County, Texas, and is a newspaper of wide, general, regular and public circulation within the City of West Lake Hills and there is no other newspaper which has a circulation within the City of West Lake Hills which is as wide, or as general or as regular or as public as that of the said Austin American-Stateman and, the said Austin American-Statesman is a public newspaper of the City of West Lake Hills;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TEXAS, THAT:

Section 1. Adoption of Findings of Fact. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Designation of Official Newspaper. The Austin American-Statesman is hereby determined, designated and selected to be the official newspaper of the City of West Lake Hills, Texas, effective immediately, and shall continue as such until another is selected. All ordinances, notices and other matters required by law (or ordinance of the City of West Lake Hills) to be published in the official newspaper or in a newspaper of general circulation in the City shall be published in said official newspaper.

Section 3. Definition. “The Austin American-Stateman” as used in this ordinance and as used in any other ordinance or resolution of this City passed this date or on any subsequent date, shall be deemed to include the holiday, Saturday, and Sunday editions thereof carried under the name Austin American-Stateman.

Section 4. Severability. In the event any part of this Ordinance is found to be ineffective as unconstitutional, or unenforceable, the remaining parts shall remain in full force and effect as if the ineffective part no longer existed as part of the Ordinance.

Section 5. Conflicts. All ordinances and resolutions, and parts of ordinances and resolutions, in conflict herewith are hereby repealed to the extent of the conflict only.

Section 6. Effective Date. This Ordinance shall be in force and effect from and after its passage on the date shown below.

Section 7. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

PASSED AND APPROVED on the 24th day of September 2025.

CITY OF WEST LAKE HILLS

James Vaughan, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	September 24, 2025	Item Number:	5
Department:	Administration		
	Trey Fletcher,		
Prepared By:	City Administrator	Cost / Budget:	n/a
Exhibits:	Proposed Ordinance	Source of Funds:	n/a

Subject

Discuss and consider approval of an ordinance with the caption reading: AN ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS, AMENDING SECTION 16.05.068 ENTITLED "PARKING ON CERTAIN STREETS PROHIBITED" TO ADD WESTHAVEN DRIVE (EAST SIDE OF STREET) TO THE LIST OF STREETS WHERE PARKING IS PROHIBITED, AND TO REORGANIZE THE LETTERING OF EACH SUBSECTION; PROVIDING FOR PENALTY OF A FINE NOT TO EXCEED \$500.00, CONFLICTS, SEVERANCE, SAVINGS, EFFECTIVE DATE AND PUBLICATION AND PROPER MEETING.

Recommendation

Approval.

Discussion

During construction of the city offices at 4010 Bee Cave Road, parking at this location was unavailable to parents picking up or dropping off children for Eanes Elementary. As a result, alternates were sought by some using adjacent residential streets such as Westhaven Drive, and parking restrictions were implemented during pick up and drop-off times to manage the traffic on the narrow streets.

The ordinance that established the parking restrictions on the east side of the street was repealed prior to the start of school as the parking lot is now available for convenience and the signs were subsequently removed.

Residents and staff agreed to monitor the situation and consider if some of the restrictions should be restored which is the intent of the this amendment – restoration of the parking restrictions on the east side of Westhaven for a distance of 140 feet north of Bee Cave Road.

ORDINANCE NO. 2025-018

AN ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS, AMENDING SECTION 16.05.068 ENTITLED “PARKING ON CERTAIN STREETS PROHIBITED” TO ADD WESTHAVEN DRIVE (EAST SIDE OF STREET) TO THE LIST OF STREETS WHERE PARKING IS PROHIBITED, AND TO REORGANIZE THE LETTERING OF EACH SUBSECTION; PROVIDING FOR PENALTY OF A FINE NOT TO EXCEED \$500.00, CONFLICTS, SEVERANCE, SAVINGS, EFFECTIVE DATE AND PUBLICATION AND PROPER MEETING

WHEREAS, the City of West Lake Hills is empowered to enact and amend ordinances for the protection of the health, safety and welfare of its residents and the public through the legitimate use of its police powers; and

WHEREAS, parking on Westhaven Drive has become a problem near the school campus by causing excessive congestion on the narrow roadways; and

WHEREAS, the City of West Lake Hills is authorized under Section 311.002 of the Texas Transportation Code to exercise exclusive control over the streets within its jurisdiction and to regulate the same; and

WHEREAS, it is the desire of the City of West Lake Hills to provide regulations that prohibit parking along the east side of Westhaven Drive during certain school hours and that the prohibition is in the best interests of the City;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TEXAS, THAT:

Section 1. Adoption of Findings of Fact. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Amendment of Section 16.05.068. Section 16.05.068 of Chapter 16 of the City of West Lake Hills Code of Ordinances is hereby amended so that it shall hereafter read in its entirety as follows:

Sec. 16.05.068 Parking on certain streets prohibited

- (a) The parking of any vehicle along the east side of Westhaven Drive within 140 feet of Bee Cave Road on school days from 6:30 a.m. to 8:30 a.m. and from 2:00 p.m. to 4:00 p.m. is prohibited.
- (b) The parking of any vehicle on Beaver Trail, Camp Craft Road, or Konstanty Circle is prohibited.

(c) The parking of any vehicle on Westlake Drive from the 101 Block of Buckeye Trail to #5 Downie Place (both sides of street) and along the east side of Westlake Drive from Hull Circle Drive to Hidden Cove is prohibited.

(d) The parking of any vehicle in the 100 Block of Westwood Terrace (both sides of street) is prohibited.

(e) The parking of any vehicle on Reveille Road is prohibited as follows:

(1) The west side of Reveille Road within 600 feet of the Bee Cave Road intersection; and

(2) The east side of Reveille Road (entire length of street).

(f) Parking on any of the following city streets between the hours of 1:00 a.m. and 6:00 a.m. is prohibited:

Basin Ledge

Bee Cave Road

Buckeye Trail

Caravan Circle

Circle Ridge Road

Double Bend Back Road

Eanes School Road

Harbor View

Las Lomas Court

Las Lomas Drive

Laurel Valley Cove

Laurel Valley Road

Little Bend Road

Live Oak Circle

Live Oak Ridge

Lost Canyon Drive

Madrone Road

Nob Hill Circle

North Peak Road

Redbud Trail

Reveille Road

Ridgewood Road (between Rollingwood and Gentry Drive)

Roadrunner Road

Rocky Ledge Road

Rocky River Cove

Rocky River Road

Skyline Drive

Spiller Lane

Terrace Mountain Drive

Westbank Drive

Westlake Drive

Wildcat Hollow

Yaupon Valley Road.

Section 3. Penalty. A violation of any section of this ordinance shall be punishable as a misdemeanor and fines not to exceed \$500.00 per violation under the provisions stated in Chapter 16, Article 16.05, Section 16.05.003 of the Code of Ordinances.

Section 4. Amendment of Conflicting Ordinances. Any existing ordinance of the City of West Lake Hills that is in conflict with this Ordinance is hereby amended to the extent necessary to eliminate such conflict.

Section 5. Severability. In the event any part of this Ordinance is found to be ineffective as unconstitutional, or unenforceable, the remaining parts shall remain in full force and effect as if the ineffective part no longer existed as part of the Ordinance.

Section 6. Effective Date. This Ordinance shall be in force and effect from and after its passage on the date shown below.

Section 7. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

Section 8. Savings Clause. All rights and remedies of the City are expressly saved as to any and all violations of the provisions of any ordinances which have accrued as of the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

Section 9. This Ordinance shall become effective immediately following its passage and publication as required by law.

PASSED AND APPROVED on the 24th day of September 2025.

CITY OF WEST LAKE HILLS

James Vaughan, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	September 24, 2025	Item Number:	6
Department:	Building and Development Services		
Prepared By:	Jordan Word, Building Official/City Inspector	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

1513 Flintridge Rd. – Discuss and consider action on a fee-in-lieu request (greater than 10%) for the replacement of trees to provide 75% of replacement as fee-in-lieu per Section 22.03.304 (f) of the Code of Ordinances.

Applicant: Donald Arnold, Property Owner

Recommendation

Discuss and consider action on a request for fee-in-lieu of planting greater than 10% of the total required mitigation; 22.03.304 (f) (2) & (4).

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Donald Arnold

Legal Description: LOT B1 FLINTRIDGE OAKS RESUB OF LOT B

Lot Size: 2.14 acres

Zoning: R-1 One Family

The site is surrounded by R-1 – One Family lots with B-1-Business and O-Office to the rear.

Request:

The applicant previously removed trees (see Background/Status Update below) and is now requesting to plant 25% (44 inches) of the replacement inches onsite (Attachment 4). They are requesting a fee-in-lieu for the remaining 75% (132 inches)(Attachment 2). As the trees were removed without permission, the fee is \$500 per caliper inch. If they were removed by the code, the fee-in-lieu would be \$200 per caliper inch for trees 10 -14 inches and \$300 per caliper inch for trees 14 inches and greater. The Board of Adjustment previously reduced the amount of replacement to trees 12 inches or greater, which reduced the caliper inches from 318 to 176.. Prior to this adjustment the fee for all of the trees removed) was \$166,750.

The table below shows the amount of fee-in-lieu mitigation that would be required for 1) \$500/inch, 2) \$200/\$300 per inch, and the applicant's proposal of \$75 per inch.

#	Tree Type	Caliper Inch Removed	Unpermitted Removal \$500/inch	Permitted Removal - 10-14 in -\$200/in, 14 or greater - \$300/in	Applicant Proposal - \$75/in
1	Oak	14.5	\$ 7,250	\$ 4,350	\$ 1,088
2	Oak	17	\$ 8,500	\$ 5,100	\$ 1,275
5	Ash Juniper (multi)	18	\$ 9,000	\$ 5,400	\$ 1,350
7	Ash Juniper	20	\$ 10,000	\$ 6,000	\$ 1,500
9	Ash Juniper	18	\$ 9,000	\$ 5,400	\$ 1,350
10	Ash Juniper	19.5	\$ 9,750	\$ 5,850	\$ 1,463
13	Ash Juniper	15	\$ 7,500	\$ 4,500	\$ 1,125
16	Ash Juniper	12	\$ 6,000	\$ 2,400	\$ 900
19	Ash Juniper	16	\$ 8,000	\$ 4,800	\$ 1,200
23	Ash Juniper	12	\$ 6,000	\$ 2,400	\$ 900
25	Ash Juniper (multi)	14	\$ 7,000	\$ 4,200	\$ 1,050
		Total	\$ 88,000	\$ 50,400	\$ 13,200
		75% of total	\$ 66,000	\$ 37,800	\$ 9,900

Background/Status Update:

- On August 13th, 2025, the Board of Adjustment made a determination to reduce the total amount of required mitigation for unauthorized tree removal from 318" to 176". (Attachment 1)
- Since that meeting the applicant has submitted mitigation plans to cover a portion of the mitigation and is now requesting fee-in-lieu over the maximum 10% that can be approved by staff. (Attachments 2-5)
- The applicant is requesting 75% fee-in-lieu of planting (132" out of 176"). (Attachment 2-5)

Code Enforcement History

- On May 29th, staff received a call about trees being removed at the subject property. City Staff dispatched to the property, stopped the active cutting and issued a verbal Stop Work Order. (Attachment 1)
- On May 30th, Staff performed a follow-up inspection to measure the trees that had been removed. In addition, staff verified interior demo on the structure had begun without permit.

Based on surveys and site pictures, staff have determined the following administrative fee and replacement requirements.

- On June 2nd, a Notice of Violation was sent to the property owner for the unauthorized tree removal. The notice required tree mitigation of 318 caliper inches (29 trees total) AND administrative fees of \$166,750, see breakdown below. (Attachment 1)
 - <10" – 12 trees - **77 caliper inches**@ \$500/in.
 - 10-13.99" - 8 trees; **89 caliper inches**@ \$500/in.
 - >14" – 9 trees; **152 caliper inches** @ \$500/in.

- Invasives (Ligustrum) – **31 total @ \$250/removal**
- After conversations with the property owner the administrative fee portion was issued as a formal criminal citation with the court on June 6th. Per our prosecutor, the applicant was made aware that criminal court cannot impose tree mitigation and that portion of the violation would have to be reconciled with the City.

Attachments:

- Attachment 1 – Updated Tree Mitigation Breakdown
- Attachment 2 – Applicant Tree Mitigation Letter
- Attachment 3 – Applicant Certified Arborist Letter
- Attachment 4 – Applicant Proposed Mitigation Plan
- Attachment 5 - Applicant Mitigation Invoice/Estimate

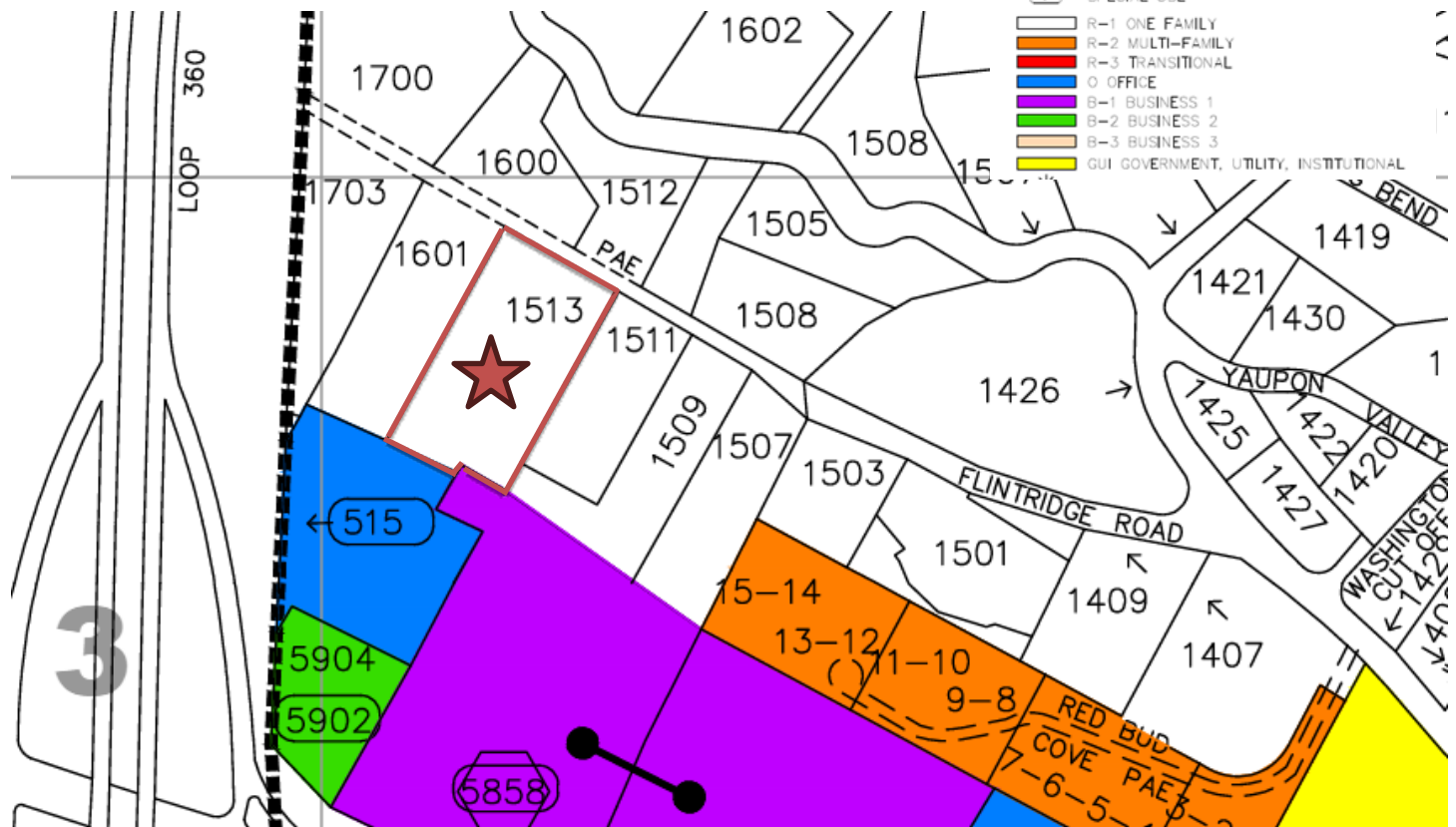
Code Requirement:

- (f) Landscape fund.
- (1) There is hereby created a landscape fund for the city.
 - (2) To qualify for the exceptions enumerated under this subsection (f), an applicant must provide a tree replacement site plan that accommodates at least 90% of the tree replacement inches otherwise required under this section. An applicant who has demonstrated the ability to replace this minimum threshold has qualified as “substantially complete.”
 - (3) When the city administrator determines that tree replacement requirements of this section cannot be reasonably satisfied on site, and the applicant has met the threshold of substantially complete, the remaining required replacement inches for trees greater than ten (10) inches (as measured at a point fifty-four (54) inches above the ground) may be satisfied by the payment in the amount as provided in appendix A to this code to the city and placed in the city’s landscape fund in lieu of planting additional required replacement trees. In making the discretionary determination, the city administrator shall consider the topography, existing and proposed structures, and condition of remaining vegetation.
 - (4) **In the event the applicant’s replacement plan is not substantially complete (i.e., it cannot meet the 90% threshold set forth above), the city council will have the sole authority to determine what, if any, monetary funds may be accepted in lieu of tree replacement. The city council reserves the right to require the applicant to comply with all tree replacement requirements under this section.**
 - (5) Proceeds accumulated in the landscape fund shall be expended solely on tree preservation or landscaping projects on public property throughout the city.

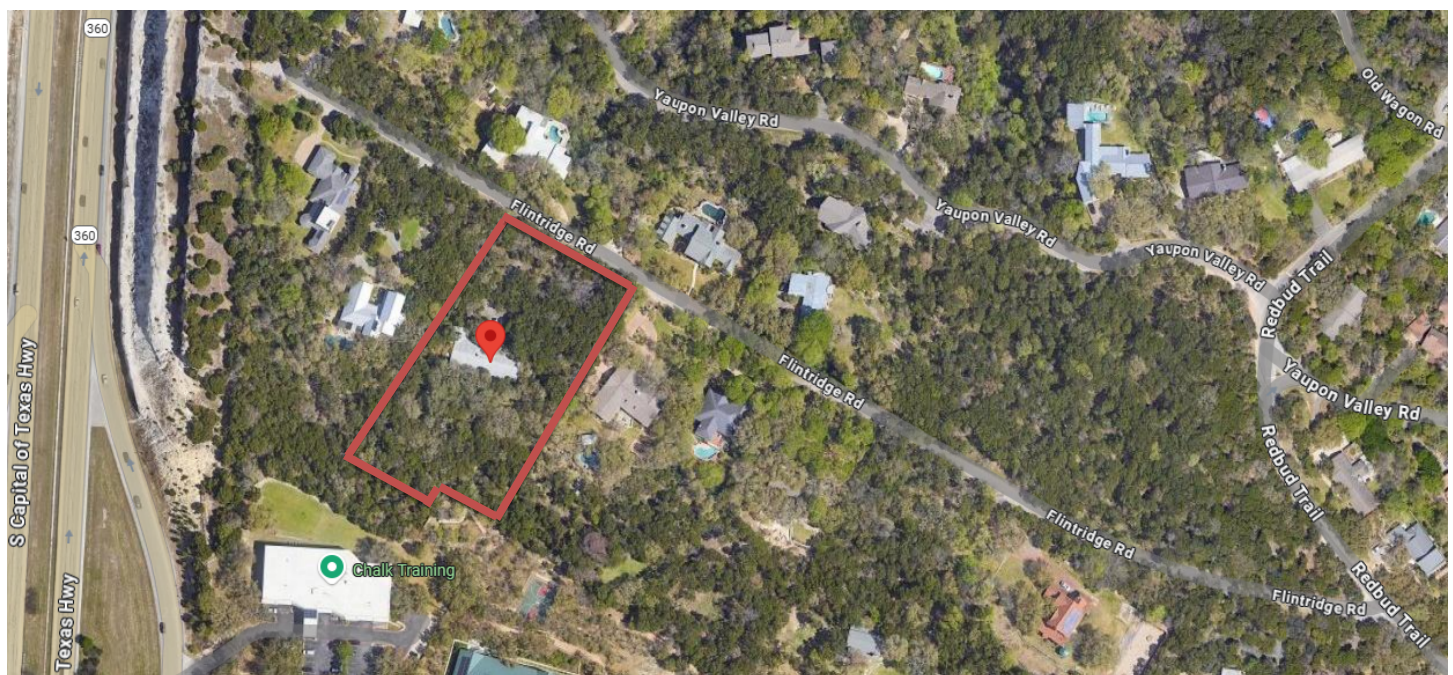
Links to Relevant Code:

- [Section 1.01.003 Definitions and rules of construction](#)
- [Section 22.03.304 Tree and vegetation removal and replacement](#)
- [Section A9.003 Building](#)

Zoning:



Property Location:





1	14.5	Oak
2	17	Oak
3	8	Unknown
4	11	Ash Juniper
5	18	Ash Juniper (multi)
6	11	Ash Juniper
7	20	Ash Juniper
8	11	Oak
9	18	Ash Juniper
10	19.5	Ash Juniper
11	6	Ash Juniper (partial)
12	3	Ash Juniper
13	15	Ash Juniper
14	3	Ash Juniper
15	9	Ash Juniper
16	12	Ash Juniper
17	11	Oak
18	9	Oak (partial)
19	16	Ash Juniper
20	6	Ash Juniper
21	10	Ash Juniper
22	6	Ash Juniper
23	12	Ash Juniper
24	6	Ash Juniper (partial)
25	14	Ash Juniper (multi)
26	11	Ash Juniper
27	8	Oak
28	5	Oak
29	8	Ash Juniper
1	31 (trees)	Ligustrum

Initial Calculation as of 6/2/25	
<10"	77" (12)
10-13.99"	89" (8)
>14"	152" (9)
Total Mitigation	318" (29)

Updated as of 8/13/25 (BOA)	
<10"	0
10-13.99"	24" (2)
>14"	152" (9)
Total Mitigation	176" (11)
Proposed Planting	44" (11)
Remaining Total	132"
@ \$500/ Cal In	\$66,000

To: Mayor James Vaughn & Council Members

I'm writing in regards to the property located at 1513 Flintridge rd and the required tree mitigation that is being required by the city of west lake hills in the amount of 176 caliber inches. Due to the severely overgrown and neglected nature of the lot planting that amount of trees back on the lot has been deemed unfeasible by Arborists. The trees that were removed were removed solely for the purpose of fire safety and accessibility to the home. The lot has been in a neglected state with overgrown vegetation for over 30 years. The Arborist I met with has said he would only recommend 28 caliber inches of tree mitigation on this lot leaving 148" of mitigation still needed. I offered to plant the additional trees on city owned lots however I was informed they do not have the room for these trees therefore I am requesting a reduction in price for the fee in lieu of mitigation. As it currently stands the city requires \$500 per caliber inch which would amount to \$74,000 which simply is not feasible. The cost for us to plant a 4" tree stands at about \$300 per tree which amounts to \$75 per caliber inch. I am requesting a reduction in fees to this amount due to the city being unable to accommodate the mitigation at city owned lots. This would bring the fine down to \$11,100 total. While I understand this may not be a big dollar amount for some west lake residence this is a lot to me on top of the \$6500 fine I have already had to pay the city for the fine simply for making my home safe to live in.

I appreciate your consideration in this matter

Don Arnold

Certified Tree Care LLC

11904 Jollyville Rd. Austin Tx, 78759 ♦ certifiedtreecarellc.com ♦ 512-900-7946

To whom it may concern,

This letter is in regards to tree remediation at 1513 Flintridge Rd. Westlake Hills, Tx 78746. When client took possession of the home, the property had been in an extended state of neglect with dense overgrowth encroaching on the structure. The neighbors stated they had not been able to see this home from the road for 10 years. The site presented a wildfire risk as well as substantial property damage potential. The area that was cleared for fire risk mitigation is unsuitable for tree remediation. The area in the center front of the property is clear of large trees, however upon further investigation I've determined it is a limestone glade with a number of native grass and brush species and is not suitable for planting large trees (there's no topsoil there). Keeping these factors in mind, my recommendation for sufficient tree remediation is to plant ~10 mountain laurels (totaling 20" of tree remediation) along the front property line near the street. Mountain laurels are well adapted to alkaline soil and limestone glades and are on the Texas A&M Forestry list of fire resistant shrubs. Also plant 2 chinquapin oaks (totaling 8" of tree remediation) 30ft away from the home near the driveway. Chinquapin oaks are native to Texas and are particularly tolerant to limestone-rich soil conditions.

Homeowner address: 1513 Flintridge Rd. Westlake Hills, Tx 78746

Best regards,

Dustin Thibodeaux

Dustin Thibodeaux
ISA # TX-4784A

Certified Arborist
Certified Tree Care, LLC

1:20. W
1:63.23

4501
4502

6.5	ASH
1.8	

of 4



Stallion Development Rural Services sent you an estimate

We look forward to working with you.

Customer

Don Arnold
Donarnold2002@gmail.com
1513 Flintridge Dr>
Lake Hills, TX 78063

Estimate #000132

September 2, 2025

Hide full details ^

Mountain Laurel - 30 - Gallon tree (\$250.00 ea.) × 9	\$2,250.00
Chiquilian Oak - 45 Gallon - 3-4 Calber Tree (\$360.00 ea.) × 2	\$720.00
Delivery from the Farm (\$0.00 ea.) × 11	\$0.00
Subtotal	\$2,970.00

Austin, Texas (78753)

\$0.00

Total

\$2,970.00

Stallion Development Rural Services

201 W Covington Dr
Austin, TX 78753-2613
aaron@ctg2k.com
+1 (512) 789-6890

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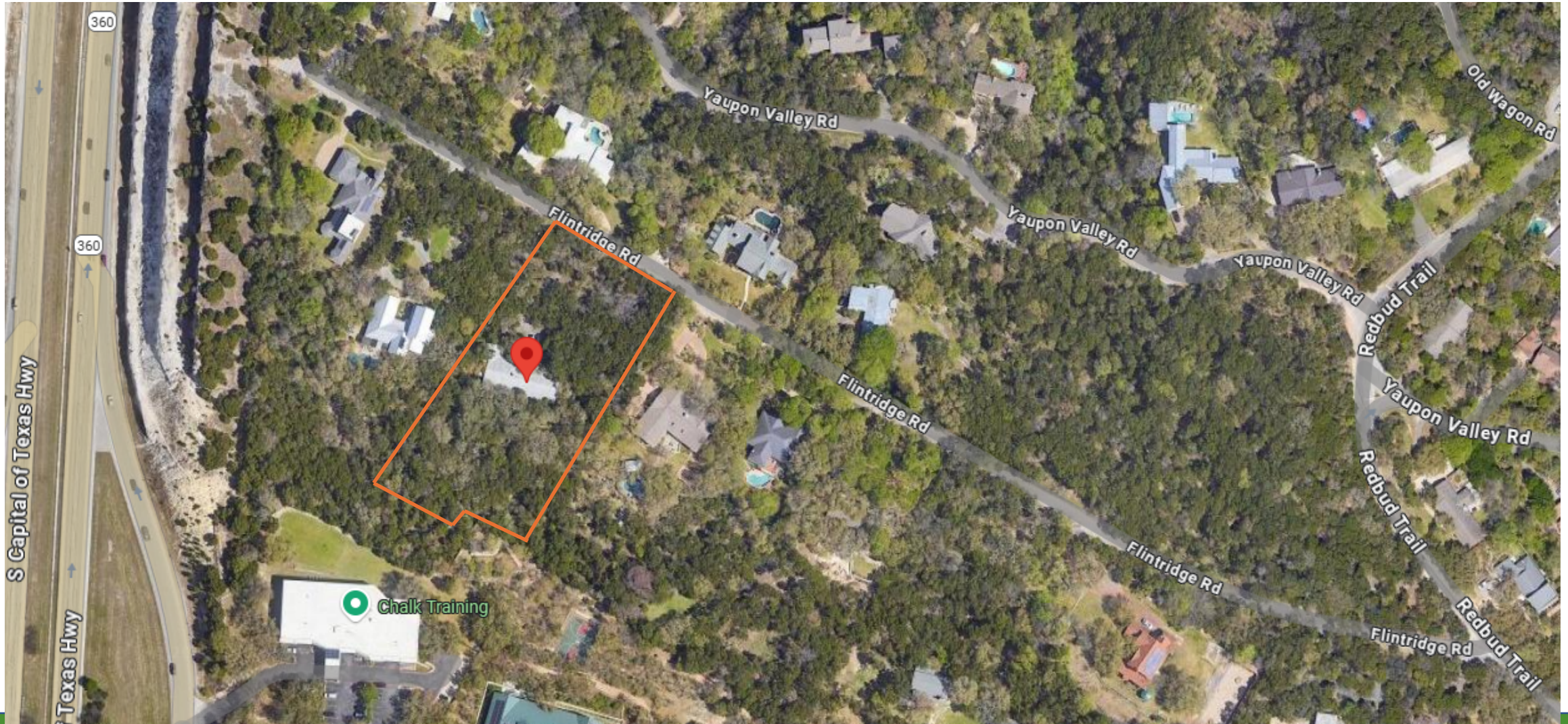
 Text us

1513 Flintridge Rd.

6. Discuss and consider action on a fee-in-lieu request (greater than 10%) for the replacement of trees to provide 75% of replacement as fee-in-lieu per Section 22.03.304 (f) of the Code of Ordinances.

Applicant: Donald Arnold

1513 Flintridge Rd.



1513 Flintridge Rd.

22.03.304 (f) Landscape Fund

(2) To qualify for the exceptions enumerated under this subsection (f), **an applicant must provide a tree replacement site plan that accommodates at least 90% of the tree replacement inches** otherwise required under this section. An applicant who has demonstrated the ability to replace this minimum threshold has qualified as “substantially complete.”

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(5) Proceeds accumulated in the landscape fund shall be expended solely on tree preservation or landscaping projects on public property throughout the city.

1513 Flintridge Rd.

A9.003 Building (w) Landscaping:

(1) Tree application: No fee.

(2) Tree inspection:

(A) Remodel, demo, swimming pool: \$150.00.

(B) New construction: \$250.00.

(3) Tree removal and replacement for non-diseased trees between ten (10) inches and less than fourteen (14) inches (section **22.03.301** et seq.): \$200.00 per caliper inch.

(4) Tree removal and replacement for non-diseased trees fourteen (14) inches and greater (section **22.03.301** et seq.): \$300.00 per caliper inch.

(5) Unauthorized tree removal for non-diseased trees (section **22.03.301** et seq.): \$500.00 per caliper inch.

1513 Flintridge Rd.

- On August 13th, 2025, the BOA made a determination to reduce the total amount of required mitigation for unauthorized removal from 318" to 176".
- Since that meeting the applicant has submitted mitigation plans to cover a portion of the mitigation and is now requesting fee-in-lieu over the maximum 10% that can be approved by staff.
- The applicant is requesting 75% fee-in-lieu and a reduction of the per caliper inch fee from \$500 to \$75.

1513 Flintridge Rd.

#	Caliper Inch	Tree Type
1	14.5	Oak
2	17	Oak
3	8	Unknown
4	11	Ash Juniper
5	18	Ash Juniper (multi)
6	11	Ash Juniper
7	20	Ash Juniper
8	11	Oak
9	18	Ash Juniper
10	19.5	Ash Juniper
11	6	Ash Juniper (partial)
12	3	Ash Juniper
13	15	Ash Juniper
14	3	Ash Juniper
15	9	Ash Juniper
16	12	Ash Juniper
17	11	Oak
18	9	Oak (partial)
19	16	Ash Juniper
20	6	Ash Juniper
21	10	Ash Juniper
22	6	Ash Juniper
23	12	Ash Juniper
24	6	Ash Juniper (partial)
25	14	Ash Juniper (multi)
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>14"	152" (9)
Total Mitigation	176" (11)
Proposed Planting	44" (11)
Remaining Total	132"
@ \$500/ Cal In	\$66,000

1513 Flintridge Rd.

#	Tree Type	Caliper Inch Removed	Unpermitted Removal \$500/inch	Permitted Removal - 10-14 in -\$200/in, 14 or greater - \$300/in	Applicant Proposal - \$75/in
1	Oak	14.5	\$ 7,250	\$ 4,350	\$ 1,088
2	Oak	17	\$ 8,500	\$ 5,100	\$ 1,275
5	Ash Juniper (multi)	18	\$ 9,000	\$ 5,400	\$ 1,350
7	Ash Juniper	20	\$ 10,000	\$ 6,000	\$ 1,500
9	Ash Juniper	18	\$ 9,000	\$ 5,400	\$ 1,350
10	Ash Juniper	19.5	\$ 9,750	\$ 5,850	\$ 1,463
13	Ash Juniper	15	\$ 7,500	\$ 4,500	\$ 1,125
16	Ash Juniper	12	\$ 6,000	\$ 2,400	\$ 900
19	Ash Juniper	16	\$ 8,000	\$ 4,800	\$ 1,200
23	Ash Juniper	12	\$ 6,000	\$ 2,400	\$ 900
25	Ash Juniper (multi)	14	\$ 7,000	\$ 4,200	\$ 1,050
		Total	\$ 88,000	\$ 50,400	\$ 13,200
		75% of total	\$ 66,000	\$ 37,800	\$ 9,900



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>September 24, 2025</u>	Item Number:	<u>7</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Terry Blanchard/Jennifer Bills</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>ZAPCO Appointments</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider action on the appointment/reappointment of members of the Zoning & Planning Commission and to confirm the process for 2026.

Recommendation

Staff recommends the City Council take action to reappoint or appoint Zoning and Planning Commissioners.

Discussion

Previously, the City Council voted unanimously to adopt two-year staggered terms for Zoning and Planning Commission members. Based on the initial format, Commissioners for Positions 2, 3, and 4 would have terms that expire in October 2023 and Commissioners for Positions 1, 5, and 6 would have terms that expire in October 2024. Thereafter, each place serves a two-year staggered term ending on the last day of September. There are no term limits for ZAPCO members.

Terms expiring in September 30, 2025 are as follows:

- Position 2 – Julia Webber
- Position 3 – Laurie Maccini
- Position 4 – James Pledger

Per the policy adopted in 2023, a call for applications new and existing members to apply for the upcoming term is to be published in August. With feedback from City Council during the appointment process for 2024, applications were not published this year. Staff requests direction on the policy to be used in the future re-appointment process.

The current ZAPCO roster and the appointment process are attached as exhibits.



City of West Lake Hills, Texas
ZONING AND PLANNING COMMISSION (ZAPCO)
ROSTER and TERMS
2-year Staggered Terms
ending September 30th

<u>Commissioners</u>	<u>Date Appointed</u>	<u>Term Expires</u>
Position 1		
Meisel, Robert – Chair	2005	2026
Position 2		
Julia Webber	2022	2025
Position 3		
Maccini, Laurie	2017	2025
Position 4		
Pledger, James – Vice-Chair	2019	2025
Position 5		
Bartoletti, Karen	2020	2026
Position 6		
Stewart, Patrick	2022	2026

ZAPCO Appointment Process:

- On October 26, 2022 (and amended in October 2023), the City Council voted unanimously to adopt staggered terms for ZAPCO members with the format as follows:
 - Place 1 – 2 year term to expire in September 2024
 - Place 2 – 1 year term to expire in September 2023
 - Place 3 – 1 year term to expire in September 2023
 - Place 4 – 1 year term to expire in September 2023
 - Place 5 – 2 year term to expire in September 2024
 - Place 6 – 2 year term to expire in September 2024
- Thereafter, each place will serve 2-year staggered terms ending on the last day of September. There are no term limits for ZAPCO members.
- If a vacancy occurs, an appointed member will serve for the remainder of the existing term.
- In August each year, the City will post notice that applications for ZAPCO appointments will be accepted. Serving members who wish to be reappointed shall notify the City by submitting a written request for reappointment consideration.
- City Council shall vote to appoint/reappoint three (3) ZAPCO members each September at their 2nd regular meeting.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>September 24, 2025</u>	Item Number:	<u>9</u>
Department:	<u>Administration</u> <u>Trey Fletcher</u>		
Prepared By:	<u>City Administrator</u>	Cost / Budget:	<u>See below</u>
Exhibits:	<u>Prop B Presentation</u>	Source of Funds:	<u>Debt Issuances</u>

Subject

Discussion and update on bond items regarding Proposition A (new municipal complex) and Proposition B (street and drainage projects).

Recommendation

Receive report.

Discussion

The purpose of this item is to provide the City Council and the West Lake Hills community with an update regarding both bond project initiatives including project scope and development status, schedule and budget and costs.

Prop A authorized \$13.2 million and due to land acquisition and cost escalation considerations City Council authorized an additional \$9.5 million in certificates of obligation. Construction began in May 2024. Substantial completion was issued July 31, 2025. A Temporary Certificate of Occupancy (TCO) for full occupancy was issued on July 25. Generally, since the last update was provided to the City Council on August 27, the following has transpired:

- City Hall Ribbon Cutting was held on September 9.
- A final punch walk with staff was conducted on September 11.

Looking ahead:

- Complete punch list items related to the building and site
- Project close out documentation

Prop B authorized \$11.8 million for the completion of various street and drainage improvements. Since the last update on August 27:

- The pedestrian railing was installed September 17.

- Roadway and driveway rework was completed.
 - Southern tie into existing Camp Craft Road
 - Driveway to 301 Camp Craft Office complex

Looking ahead:

- Power pole modifications at driveway to 402 Camp Craft Road – Austin Energy
- Restriping to completed on rework that was completed.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	September 24, 2025	Item Number:	10
Department:	Building & Development Jennifer C. Bills, BDS		
Prepared By:	Director	Cost / Budget:	None
Exhibits:	N/A	Source of Funds:	N/A

Subject

Receive an update and consider possible action regarding City of West Lake Hills v. Jaffe – 1405 Wildcat Hollow.

Discussion

The demolition of the property at 1508 Westlake Drive was substantially complete on May 14, 2025. Inspectors continue to monitor the erosion controls on both sites. With the recent rains, the city inspector will be requiring repairs/additional erosion control measures at 1405 and 1508. The replat of the property to incorporate part of 1508 Westlake Drive into 1405 Wildcat was approved on May 16, 2025, as all comments were addressed. The plat was recorded at the Travis County Clerk this week.

The third review submittal was received on June 27 and accepted for review June 30, starting the third and last 60-day review cycle. With the resubmittal, the applicant has also submitted a request for a license to encroach for the existing and proposed improvements constructed in the Wildcat Hollow right-of-way. This will come to the City Council for consideration. Comments from the third review were issued on July 21. Staff held an in-person meeting with the design team on August 13 and two online meetings on August 20 and 21 to discuss outstanding issues. The applicant resubmitted the primary house application and the on-site sewage application. Comments for the OSSF were sent out September 5 and on the residential site plan permit September 9. The final plan with all technical documents and contractors was not submitted on September 13, which was the next deadline, nor has the property owner submitted an extension timeline with the construction schedule.

Some outstanding concerns relate to the improvements at the front of the property that encroach into the right-of-way, tree replacement, securing off-site easements, coordination of this project with the existing improvements and submitting related applications (license to encroach, OSSF, potential additional variances).

Staff and the applicant's agent are having regular Thursday meetings (as needed) to discuss outstanding issues.