

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL WORKSHOP
Wednesday, October 1, 2025 at 12:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 12:09 p.m.

CITY COUNCIL PRESENT:

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

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Director of BDS Jennifer Bills
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. Administration Discussion regarding the City's Drainage Manual and related provisions related to drainage, stormwater management, and the prevention of floods.

Engineer Chris Otto with Colliers Engineering & Design gave a presentation to the Council. Reviewed recommendations for Sections 2.1, 2.4, 6.1, 6.4, and 7.4.1. Items discussed include:

- Modification categories
- Flow charts
- Impervious cover table
- Stormwater mitigation
 - Expanded Mitigation Measures,
 - Alternate Mitigation Options, and
 - Low Impact Development (LID) Features
- Guidelines for Adverse Impact Analysis and No-Adverse Impact Verification
- Fee in Lieu Of and Drainage Easement
- Requirements for Natural Water Courses

- Requirements for Street and Point Discharge
- Water Quality Controls
- Rainwater Harvesting System
- Cut/Fill Limits
- Measuring Average Slope

4. Administration Discussion related to Title II Building and Development Regulations.

Director Bills gave a brief summary. The Architecture Committee has recommendations in four topic areas. Items discussed include:

- Interior Remodel/Permits
 - Category 1 - No permit required
 - Category 2 - Permit required, fast pass (limited inspection)
 - Category 3 - Design/build permit (most regular inspections required)
 - Category 4 - Full permits (same as existing process)
- Administrative Approval/Exception/Waiver - Expansion
 - Deviations from Code
 - Neighborhood compatibility
 - Small additions with grandfathered building lines
 - Change by-right allowances
- Process - Code Amendment
 - Revise variance process
 - BOA as separate body from City Council
 - One body for most decisions

5. Adjournment

Mayor Vaughan adjourned the meeting at 2:17 p.m.

Respectfully submitted,


 JAMES VAUGHAN, MAYOR

ATTEST:


 Terry Blanchard, TRMC
 City Secretary

These minutes were approved on October 8, 2025.

