

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, October 8, 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
Brian Plunkett
Beth South

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 8:34 p.m. Mayor Vaughan moved to Item #5 on the agenda.

5. Land Use 1206 Yaupon Valley Road - Discuss and consider action on a recommendation from ZAPCO on a variance to allow for a front-yard fence with 0% visibility, where 80% is the minimum allowed by code (Section 22.03.173).
Applicant: John Hussey, Site Specifics.

Director Bills gave a summary. ZAPCO recommends denial. Applicant representative (from the Planning Agency) stated the request is based on constructability. The owner wants privacy for the pool area and would like to use a lightweight material for the walls. Spencer Stevens (1230 Yaupon Valley Road) stated that he is opposed to this fence. He hasn't heard of any hardship and feels that vegetative screening could be used for privacy. Sonia M. (resident) stated that vegetation is what makes West Lake Hills unique. This type of fence takes away from the uniqueness of the area.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember South, the Council voted four (4) for and none (0) opposed to deny the variance. Motion carried.

Mayor Vaughan moved to Item #2.

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. Sonia M. asked about fence requirements. Director Bills responded that six-foot is the highest allowed. **Hearing no further comments, the public comment section was closed.**

Mayor Vaughan moved to Item #10.

10. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess into Executive Session (closed meeting) to discuss the following:
 - a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. the following:
 - i. Jaffe - 1405 Wildcat Hollow.

Council convened into Executive Session at 8:49 p.m.

11. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney.

Council reconvened in Open Session at 9:17 p.m. No action was taken.

Mayor Vaughan moved to Item #3.

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 the September 24, 2025 Regular Meeting Minutes.
 - b. Approval of the October 1, 2025 Workshop Minutes.
 - c. Approval of the Art Exhibit agreement, policies and procedures.
 - d. Approval of an amendment to Ordinance 2025-016 for updated M&O portion of tax rate.
 - e. Approval to change the following regular City Council Meetings:
 - i. Reschedule the November 26, 2025 meeting to Tuesday, November 25, 2025; and
 - ii. Cancel the December 24, 2025 meeting.
 - f. Approval of a Resolution amending the 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. Motion carried.

4. Land Use 1511 Wildcat Hollow - Discuss and consider action on a recommendation from ZAPCO on a variance for the removal of two trees with trunk diameters of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code):
 1. Tree #133 – 15.5” Hackberry

2. Tree #192 – 15.5” Spanish Oak
Applicant: Matt Sener, Michael Hsu Office of Architecture.

Director Bills gave a summary. Chris Lewis (remote) was available to answer the Council's questions.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Bowman, the Council voted four (4) for and none (0) opposed to approve variance for 4.1 (Hackberry) and to deny variance for 4.2 (Spanish Oak) due to lack of hardship. Motion carried.

6. Land Use **1405 Wildcat Hollow** - Discuss and consider action on a License to Encroach into the Wildcat Hollow right-of-way for private improvements.
Applicant: Matt Boelsche, Dick Clark & Associates

Director Bills gave a summary. The License to Encroach does not go beyond the settlement agreement. Matt Boelsche stated that his client will remove the non-compliant fence and revegetate the area.

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 License to Encroach as presented. Motion carried.

7. Administration Discuss and consider action on an ordinance designating the official newspaper for the City of West Lake Hills.

City Administrator Fletcher gave a brief summary.

MOTION: Upon a motion made by Councilmember South and a second by Councilmember Harmon, the Council voted four (4) for and none (0) opposed to designate the Austin American-Statesman as the official newspaper for Fiscal Year 2025-26. Motion carried.

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

Director Bills stated that the current ZAPCO members had been contacted and all three would like to be considered for reappointment. The Council was provided with a draft process for future Boards/Commission members. The policy will not be voted on at tonight's meeting, but will be on the next meeting agenda.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Plunkett, the Council voted three (3) for and none (0) opposed with one (1) abstention to reappoint Julia Webber, Laurie Maccini, and James Pledger to ZAPCO. Councilmember Bowman abstained. Motion carried.

9. Administration Discuss and consider action on an Interlocal Agreement with the Capital Area Metropolitan Planning Organization for the Eanes Creek Trail Study.

City Administrator Fletcher gave a summary.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember South, the Council voted four (4) for and none (0) opposed to approve the Interlocal Agreement with CAMPO for the Eanes Creek Trail Study. Motion carried.

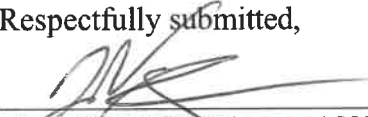
Item #3c — City Administrator Fletcher stated that the Art Exhibit agreement, policies and procedures as listed on the Consent Agenda had been revised prior to tonight's meeting. He asked that the Council approve the revised version which authorizes the Art Committee to select the artists for exhibits and reduces the role of the Council to the appeals process.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Bowman, the Council voted four (4) for and none (0) opposed to approve Item #3c (revised Art Exhibit agreement, policies and procedures) as discussed. Motion carried.

12. Adjournment

Mayor Vaughan adjourned the meeting at 9:57 p.m.

Respectfully submitted,



JAMES VAUGHAN, MAYOR

ATTEST:



Terry Blanchard, TRMC
City Secretary



These minutes were approved on October 22, 2025.