

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, October 8, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Chair Vaughan called the meeting to order at 7:02 p.m.

BOARD MEMBERS PRESENT:

Chair James Vaughan
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

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 approval of the September 10, 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. Land Use 217 Reveille Road - Discuss and consider action on recommendations from ZAPCO on proposed variances:

1. To allow for a driveway to encroach approximately 2 feet into the 10-foot driveway setback (Section 22.03.175(A)(2): Minimum side parking setback)
2. To allow for a driveway with a width of 7 feet where 12 feet is the minimum (Section 22.03.175(F): Minimum driveway width)

Applicant: Nathan Quiring, Clayton Korte.

Director Bills gave a summary. Clay Korte (owner) gave a recap from the previous meeting. Owners are trying to get cars parked behind the home.

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

5. Land Use 207 Yaupon Valley Road - Discuss and consider action on a recommendation from ZAPCO on variances:

1. To allow for grading on a slope of 35% or greater (Drainage and Erosion Control Design Manual Section 7.4.1); and
2. To allow for closed fill greater than 6 feet on slopes with a grade between 0% and 35% (Drainage and Erosion Control Design Manual Section 7.4.1).

Applicant: Davin Fillpot, Architect LLC.

Director Bills gave a summary. Ernesto Cragnolino (architect) reviewed the plans and provided additional information on the topography and slope. Also reviewed the area for pool and rainwater tanks as well as site sections as requested by ZAPCO. Glenn Stotts (102 Yaupon Valley) mentioned the shared dry creek that runs through the properties. He stated his concerns regarding drainage and erosion.

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

6. Land Use 1206 Yaupon Valley Road - Discuss and consider action on a recommendation from ZAPCO on variances:

1. For encroachments of up to 20 feet into the 25-foot side setbacks for a primary building (Section 22.03.275 and 22.03.281);
2. For encroachment of up to 25 feet into the 50-foot front setback for a primary building (Section 22.03.275 and 22.03.281);
3. For encroachment of up to 25 feet into the 25-foot side setback for a pool and pool enclosure (Section 22.03.276 and Section 22.03.281);
4. For encroachments of up to 35 feet into the 50-foot front setback for a pool, pool enclosure, and garage (Section 22.03.276 and Section 22.03.281);
5. To allow redevelopment of a site with impervious cover of 30% where 25% is the maximum allowed by code (Section 22.03.281).

Applicant: John Hussey, Site Specifics.

Director Bills gave a summary. ZAPCO recommends approval. The requests are for modifications to the existing house. Ryan F. (representative from The Planning Agency) reviewed the buildable area. He stated that not much is changing with the driveway — mostly cleanup. Owners are trying to keep a low profile for the property. Spencer Stevens (neighbor) listed his concerns regarding plans changing and allowing for a larger profile during construction. He read the definition of hardship and requested that conditions be placed on the variance, if approved.

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 variances requested based on plans as submitted. Motion carried.

7. Adjournment

Chair Vaughan adjourned the meeting at 8:34 p.m.

Respectfully submitted,



JAMES VAUGHAN, CHAIR

ATTEST:



Terry Blanchard, TRMC
City Secretary



These minutes were approved on November 12, 2025.