CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, November 12, 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:	**CITY STAFF PRESENT:**
Mayor James Vaughan	City Administrator Trey Fletcher
Mayor Pro Tem Gordon Bowman	City Secretary Terry Blanchard
Dana Harmon	Finance Director Vonda Ragsdale
Brian Plunkett	Director of BDS Jennifer Bills
Darin Walker	Chief of Police Scott Gerdes
	City Attorney Charles E. Zech

   Meeting was suspended at 7:02 p.m.

   Meeting was reconvened at 8:14 p.m.

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 the October 22, 2025 Regular Meeting Minutes.
   b. Approval of the November 5, 2025 Workshop Minutes.
   c. **706 Laurel Valley Road** - Approval of a recommendation from ZAPCO on the release of a 10-foot wide public utility and drainage easement on a recorded plat (Section 36.01.017 of the West Lake Hills Code).
   d. Approval to cancel the November 25, 2025 Regular City Council Meeting.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Plunkett, the Council voted four (4) for and none (0) opposed to

approve the Consent Agenda as presented. Motion carried.

4. Land Use **701 South Capital of Texas Highway, Building J** - Discuss and consider action on a recommendation from ZAPCO on the following variances from the Uniform Sign Agreement and Chapter 32 of the Code of Ordinance for Building J in the Village at Westlake shopping center:

    1. For the installation of 2 signs not spaced within 2 inches of a masonry face (Village at Westlake Uniform Sign Criteria section I.E)
    2. For the installation of 2 signs not matching the approved colors for the site (Village at Westlake Uniform Sign Agreement section I.K)
    3. For the installation of a sign on the roof of a building (Code of Ordinances Section 32.01.016(15) - Prohibited Signs)
    4. For the installation of a canopy sign that does not match any of the allowed sign types (Code of Ordinances Section 32.03 - Sign Categories)

    Applicant: Vince Buxton - First and Main Signs.

    Director Bills gave a summary. ZAPCO recommends approval. No hardship criteria in State law for signs. The City has guidelines for signs and the shopping center has rules.

    Vince (First and Main Signs) stated the steel canopy is supported by columns. Yellow is the brand color for the company.

    MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Harmon, the Council voted three (3) for and one (1) opposed to approve the variances as requested. Councilmember Bowman voted against. Motion carried.

5. Finance Discuss and consider action on an ordinance amending the budget for fiscal year 2024-25.

    Director Ragsdale provided a summary to the Council regarding the amendments.

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

6. Administration Discuss and consider action on a resolution casting votes for the appointment(s) to the Travis Central Appraisal District Board of Directors

    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 approve the resolution casting one vote for Bruce Elfant and one vote for Deborah Cartwright. Motion carried.

7. Administration Discuss and consider action on a resolution to deny the Texas Gas Service (TGS) Company's, a Division of One Gas, Inc., Statement of Intent to Increase Rates filed on or about June 30, 2025.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Bowman, the Council voted four (4) for and none (0) opposed to approve the resolution denying Texas Gas Service Company's intent to increase rates. Motion carried.

8. Administration Discuss residential construction parking regulations.

Administrator Fletcher gave a summary and reviewed samples from Highland Park, Bellaire, Universal City, and Olmos Park. The Council indicated that the concept was worth investigating.

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

Director Bills had no update. Staff continues to meet with owner and contractor. Still need the construction schedule and an easement. Contractor should provide the schedule within the next week.

10. 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 9:06 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard

Terry Blanchard, TRMC
City Secretary

These minutes were approved on December 10, 2025.

CITY OF WEST LAKE HILLS
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