

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

Workshop

Wednesday, January 7, 2026 at 12:00 PM

1. **Call to Order: Vice-Chair Jim Pledger**

- a. Meeting begins at 12:03pm.
- b. Roll Call
 1. Chair Robert Meisel: Absent
 2. Vice-Chair Jim Pledger: Present
 3. Commissioner Julia Webber: Present
 4. Commissioner Karen Bartoletti: Present
 5. Commissioner Patrick Stewart: Present
 6. Commissioner Laurie Maccini: Absent

2. **Citizen Communications:**

- a. None

3. **Administration:** Discussion regarding the City's Drainage and Erosion Control Design Manual and related provisions related to drainage, stormwater management, and the prevention of floods.

- a. City Administrator Trey Fletcher introduces the Commission to City Engineer Chris Otto and other members of the Colliers Engineering consultants that have been working with the City to update the Drainage and Erosion Control Design Manual.
- b. Administrator Fletcher and Mayor Vaughan briefly explain the overall purpose and goals of having a Drainage Manual, and the reasons for updating the current manual.
- c. City Engineer Otto walks the Commission through key features of the proposed Drainage Manual Update.
 1. Commissioner Webber requests clarification regarding permeable pavement.
 1. The commission and city engineers have an extended discussion on how permeable pavers can become impervious over time, how credit may be granted in the case of novel designs, and the difference between TCEQ permeable credits versus the City's may differ depending on how they are defined.
 - a. The balance between clarity and simplicity of the regulations versus flexibility for developers is discussed.
 2. The commission discusses definition of impervious cover regarding retaining walls. As currently enforced, steel retaining walls are considered virtually 0% impervious, while stone retaining walls can quickly add up.
 1. City Engineer Otto suggests developing standards (e.g. maximum depth, no grout, no compacted base, and maximum linear feet) to allow a certain amount of stone retaining/landscaping wall

- material that can be considered 0% impervious.
3. Commissioner Stewart asks how standards are enforced after permit issuance.
 1. Director Bills explains that projects are inspected throughout construction, and any changes made during construction need to be reflected in as-built plans or revisions, as appropriate.
 4. Commissioner Webber recommends considering metal grate decks as 0% impervious.
 1. City Engineer Otto suggests replacing “metal deck” impervious credit with “other materials as approved by City Engineer” to provide greater flexibility.
 5. City Engineer Otto explains a proposed process for Stormwater Mitigation Permits for public mitigation, in which developers can propose off-site public stormwater improvements to be built by developers.
 1. The commission asks why the developers would do the work instead of the City.
 - a. City Engineer Otto explains a difference between mitigation project built by applicants and “Fee in Lieu of” (FILO) projects funded by property owners and developed by the city is that FILO projects can take a long time to implement because they need all the properties in an area to contribute over time as they build out, and private development on sites can move forward ahead of public improvements designed to mitigate the impact from those developments.
 6. Mayor Vaughan initially recommended removing clarification in code that foundations are considered closed fill.
 1. Following discussion and clarification from staff that this is a clarification on the existing interpretation and not a new restriction, Mayor Vaughan agreed that the clarification should be included in the new manual.
 7. The commission had an extended discussion around the methods by which slope percentage is measured as it related to cut and fill. The proposed change is to measure slope based on a 5ft contour instead of a 1ft contour to “smooth” the contours on sites. The intent is to keep minor isolated bumps and changes in slope on sites from creating small areas where no cut or fill is allowed in the middle of large areas of minimal slope.

5. **Adjournment** – Vice-Chair Jim Pledger

Vice-Chair Pledger adjourns the meeting at 1:45 pm

APPROVED:



Robert Meisel, Chair

ATTEST:



Joel Sherrouse, Development Coordinator

These minutes were approved on January 21, 2026.