



CITY OF WEST LAKE HILLS, TEXAS  
NOTICE OF CITY COUNCIL REGULAR MEETING  
Wednesday, March 11, 2026 at 7:00 PM

Notice is hereby given that the City Council of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 11th day of March 2026 at 7:00 p.m., in the Council Chambers, Municipal Building, 4010 Bee Cave Road, West Lake Hills, Texas, at which time the following items will be discussed, to-wit:

**REMOTE ACCESS** - Join Zoom Meeting at <https://us02web.zoom.us/j/3499549035>  
Or via telephone: Dial (346) 248-7799 - Meeting ID: 349 954 9035

If you wish to speak during the meeting or provide written comments, please email your name, phone number, comments, and the item number you wish to speak/comment on to [citysec@westlakehills.gov](mailto:citysec@westlakehills.gov) by 1:00 P.M. on March 11, 2026.

1. Call to Order
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.
3. Administration Presentation regarding US and State retired flag donation box Eagle Scout project.
4. 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 February 25, 2026 Regular Meeting Minutes.
  - b. Approval of the March 4, 2026 Workshop Minutes.
5. Administration Discuss and consider wastewater capacity report and related land use

assumptions.

6. Executive Session Executive Session pursuant to Texas Government Code Section 551.072 regarding real estate negotiations for 911 Westlake Drive.

7. Adjournment

Approved by: James Vaughan, Mayor

Certificate

I certify that the above Notice of the March 11, 2026 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 4010 Bee Cave Road, West Lake Hills, Texas on Thursday, March 5, 2026 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Makayla Rodriguez, City Secretary

*The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. Reasonable accommodation and equal access to communications will be provided upon request.*

*All items on the agenda are for discussion and/or action. City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).*



City of West Lake Hills  
City Council

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# AGENDA REPORT

<b>Meeting Date:</b>	<u>March 11, 2026</u>	<b>Item Number:</b>	<u>3</u>
<b>Department:</b>	<u>Administration</u>		
	<u>Trey Fletcher, City</u>		
<b>Prepared By:</b>	<u>Administrator</u>	<b>Cost / Budget:</b>	<u>n/a</u>
<b>Exhibits:</b>	<u></u>	<b>Source of Funds:</b>	<u>n/a</u>

### Subject

Presentation regarding US and State retired flag donation box Eagle Scout project.

### Recommendation

Receive the presentation.

### Discussion

City administration was approached by a local boy scout from Troop 310 in the Bee Cave District interested in furnishing a retired flag donation box at city hall for the benefit of the community. A location suitable for the box was identified near the flagpole in front of the building. Installation and maintenance of the box and collection of the flags will be the responsibility of local scout troops.



# **U.S. AND STATE FLAG RETIREMENT BIN**

**West Lake Hills City Hall**  
**4010 Bee Caves Rd, West**  
**Lake Hills, TX 78746**



*Torn and weathered flags will be respectfully retired  
by local Scouting America troops.*



CITY OF WEST LAKE HILLS, TEXAS  
NOTICE OF CITY COUNCIL REGULAR MEETING  
Wednesday, February 25, 2026 at 7:00 PM

1. Call to Order

**With a quorum present, Mayor James Vaughan called the meeting to order at 7:05 p.m.**

**CITY COUNCIL PRESENT:** Mayor James Vaughan, Mayor Pro Tem Gordon Bowman, Councilmember Dana Harmon, and Councilmember Beth South. Councilmembers Brian Plunkett and Darin Walker were not in attendance.

**CITY STAFF PRESENT:** City Administrator Trey Fletcher, City Secretary Makayla Rodriguez, Director of Building and Development Services Jennifer Bills, Wastewater and Accounting Manager Theresa Sanchez, Police Chief Scott Gerdes, and City Attorney Charles Zech.

2. Administration Confirmation and Oath of Office for the appointment of Makayla Rodriguez as City Secretary.

City Administrator Trey Fletcher introduced Makayla Rodriguez. Mayor James Vaughan administered the oath of office, and Ms. Rodriguez joined the dais.

*Mayor James Vaughan moved to item 3.*

City Administrator Trey Fletcher indicated the need for a motion to confirm Makayla Rodriguez as City Secretary.

**MOTION: Upon a motion made by Councilmember Dana Harmon and seconded by Councilmember Beth South, the City Council voted 3-0 to confirm Makayla Rodriguez as City Secretary.**

3. 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 James Vaughan opened the meeting for Public Comment. Hearing none, the public comment section was closed.**

4. 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. Approve minutes from the February 11, 2025 City Council meeting.

Mayor James Vaughan pointed out a typo with date of minutes from the February 11<sup>th</sup> meeting and that City Council should assume and approve the minutes with the corrected year of 2026.

**MOTION: Upon a motion made by Councilmember Dana Harmon and seconded by Councilmember Beth South, the City Council voted 3-0 to approve the Consent Agenda.**

5. Wastewater Discuss and consider action on the Wastewater Capacity Study.

City Administrator Trey Fletcher briefed City Council on efforts by Wastewater Engineer Leigh Thomas of HRGreen to better understand the City's wastewater system.

Leigh Thomas and colleagues from HRGreen presented an analysis and overview of the City's wastewater system and outlined possible solutions. Discussion centered on the peak flow analysis, the City's wholesale agreement, and recommendations for the wastewater system.

*The meeting was recessed at 9:05 p.m.*

*The meeting was reconvened at 9:16 p.m.*

6. Administration Discuss and consider direction regarding city wide brush collection.

City Administrator Trey Fletcher briefed City Council on initiatives to increase fire mitigation throughout the community and current procedures. He also discussed existing resources to manage brush year-round and possible ideas for future implementation. City Council asked procedural questions regarding brush collection.

Councilmember Dana Harmon shared concern from the Firewise Committee related to dead brush and the need for stronger enforcement and maintenance. City Administrator Trey Fletcher and City Council discussed possible incentives and resources for the community to address dead brush.

Mayor James Vaughan mentioned possible enforcement for dead brush. City Administrator Trey Fletcher and City Council discussed enforcement implications.

City Council discussed strategies to raise awareness of existing services.

City Administrator Trey Fletcher stated that he will review annual zone pricing, propose two Firewise zones on a three-year rotation, and explore year-round or seasonal on-demand service with a chipping crew.

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

Director of Building and Development Services Jennifer Bills stated a pre-construction meeting is scheduled for tomorrow, with construction to begin following a complete inspection.

*Mayor James Vaughan moved to item 2.*

8. Adjournment

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

Respectfully submitted:

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James Vaughan, Mayor

ATTEST:

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City Secretary, Makayla Rodriguez

The minutes were approved on the 11<sup>th</sup> day of March, 2026.



CITY OF WEST LAKE HILLS, TEXAS  
CITY COUNCIL WORKSHOP MINUTES  
Wednesday, March 4, 2026 at 12:00 PM

1. Call to Order

**With a quorum present, Mayor James Vaughan called the meeting to order at 12:08 p.m.**

**CITY COUNCIL PRESENT:** Mayor James Vaughan, Mayor Pro Tem Gordon Bowman, Councilmember Dana Harmon, Councilmember Brian Plunkett, and Councilmember Beth South. Councilmember Darin Walker was not in attendance.

**CITY STAFF PRESENT:** City Administrator Trey Fletcher, City Secretary Makayla Rodriguez, Director of Building and Development Services Jennifer Bills, Police Chief Scott Gerdes, and City Attorney Charles 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 James Vaughan opened the meeting for Public Comment. Hearing none, the public comment section was closed.**

3. Administration Discuss the City of West Lake Hills Strategic Plan, 2025-2027.

Mayor James Vaughan led discussion regarding review of the Strategic Plan and progress on the City's efforts to achieve established initiatives.

4. Public Works Discuss AI traffic signal status.

Mayor James Vaughan provided an overview of an economic benefit analysis report showing examples of reductions in intersection delays in cities optimizing artificial intelligence traffic signal systems by the company NoTraffic.

5. Staff Briefing Discuss proposed code amendments to Chapter 22 Building and Chapter 38 Zoning.

City Administrator Trey Fletcher discussed that staff are working with a code writer to amend the Code of Ordinances to address procedural and contextual site issues and improve the residential development and remodeling process per direction from Mayor James Vaughan. He indicated that he plans to present the proposed amendments at a future Zoning and Planning Commission meeting once finalized.

6. Staff Briefing Discuss proposed revisions to the Drainage and Erosion Control Design Manual and related city code provisions.

City Administrator Trey Fletcher briefed City Council that drainage engineers made proposed revisions to the Drainage and Erosion Control Design Manual as well as related city code provisions that are currently under review.

7. Adjournment

**Mayor James Vaughan adjourned the meeting at 1:59 p.m.**

Respectfully submitted:

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James Vaughan, Mayor

ATTEST:

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City Secretary, Makayla Rodriguez

The minutes were approved on the 11<sup>th</sup> day of March, 2026.



City of West Lake Hills  
City Council

**AGENDA REPORT**

<b>Meeting Date:</b>	<u>March 11, 2026</u>	<b>Item Number:</b>	<u>5</u>
<b>Department:</b>	<u>Administration</u> <u>Trey Fletcher, City</u>		
<b>Prepared By:</b>	<u>Administrator</u>	<b>Cost / Budget:</b>	<u>n/a</u>
<b>Exhibits:</b>	<u></u>	<b>Source of Funds:</b>	<u>n/a</u>

**Subject**

Discuss and consider wastewater capacity report and related land use assumptions.

**Recommendation**

Discuss and take appropriate action.

**Discussion**

For the last several months, the HRGreen team has been evaluating and modeling the city of West Lake Hills wastewater collection system and points of discharge into the Austin system. The results of these efforts were presented to City Council on February 25. In order to be responsive to the city of Austin’s request for wastewater projections from West Lake Hills, future needs rely on forecasting future demand based on land use assumptions to be further refined in the future.

While the focus of these efforts has been to develop the means and capacity to assure the economic viability of the Bee Cave Road corridor, staff receive inquiries for transitioning from septic to municipal wastewater service frequently, sometimes from beyond the currently defined service areas. The land use assumption consider this among the scenarios.

At this meeting, land use assumption scenarios (low, medium, high) will be presented for Council’s consideration in preparation for finalizing wastewater projections for the next 30-plus years in 5-year intervals to present the results to the city of Austin by the end of March. Based on the results, a capital improvement program will be recommended to support any additional capacity that is gained and may include cost participation options to relieve bottlenecks downstream if specific benefit can be derived by the West Lake Hills system.

Prior to finalizing the wastewater capacity request for the city of Austin, a item will presented at the March 25 City Council meeting authorizing the next steps.

