

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL AND ZAPCO JOINT WORKSHOP
Monday, January 23, 2023 at 12:00 PM

1. Call to Order

With a quorum present, Councilmember Walker called the meeting to order at 12:20 p.m.

CITY COUNCIL PRESENT:

Darin Walker
Beth South
James Vaughan
Brian Plunkett

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Director of BDS Ashby Grundman
City Attorney Patty Akers

ZAPCO MEMBERS PRESENT:

Robert Meisel
Julia Webber (arrived late @ 1:15 p.m.)
Laurie Maccini
James Pledger (arrived late @ 12:55 p.m.)
Karen Bartoletti
Patrick Stewart

2. Administration Discussion on roles, responsibilities, governing laws, procedures and policies for the City Council, Board of Adjustment and the Zoning and Planning Commission related to the administration of building and development.

Trey Fletcher gave a brief summary of the upcoming Comprehensive Plan update. Patty Akers presented an overview of zoning laws and zoning. The following was discussed:

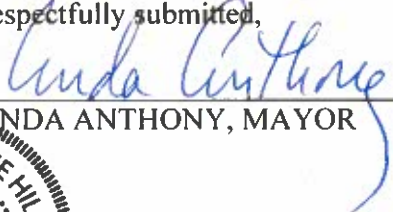
- Comprehensive plan and zoning plan are valuable tools to help manage growth and development.
- The comprehensive plan should be the base for the zoning plan.
- Land use evolves over time and the city should be prepared to review their comprehensive plan every 5-10 years (depending on the needs and growth of the community).
- To remain fair and just, zoning should be used for management instead of prohibitions.
- The city does not enforce restrictive covenants. They may enforce ordinances that address restrictions.
- Plat notes should give enough information to be complete without overreaching (if it is in the Code, it may not need to be on the plat). It is extremely difficult to get plat notes changed once they have been filed.
- Incentives could be used to encourage the use of preferred performance standards.

- Consider the USE - not the USER.
- Reviewed Chapter 245 of the Local Government Code regarding legal, non-conforming use (also known as "grandfathered use"). The city may want to consider allowing for certain improvements in order for property to be maintained at an acceptable level.
- Discussed differences between special use permits, conditional use permits, variances, and special exceptions.
- Members presented several hypothetical scenarios to the city attorney for discussion.
- Communication between ZAPCO and the Council is crucial, and members discussed ways to improve communication in the future.
- Attendees were reminded about the February 1st Joint Meeting.

3. Adjournment

The meeting was adjourned at 2:13 p.m.

Respectfully submitted,


LINDA ANTHONY, MAYOR

ATTEST:


Terry Blanchard, TRMC
City Secretary



These minutes were approved on February 8, 2023.