



## Town of Westlake

1500 Solana Blvd  
Building 7, Suite 7100  
Westlake, TX 76262



### Town Council/Board of Trustees Meeting Minutes - Draft

---

Monday, October 21, 2024

4:00 PM

Council Chamber

---

**A. CALL REGULAR MEETING TO ORDER AND ANNOUNCE A QUORUM PRESENT**

Mayor Greaves called the meeting to order at 4:00 pm and announced a quorum present.

**PRESENT:**

Mayor Kim Greaves  
Mayor Pro Tem Tammy Reeves  
Council Member Anna White  
Council Member Todd Gautier  
Council Member Mike Asselta  
Council Member Michael Yackira

**STAFF PRESENT:**

Town Manager Wade Carroll  
Fire Chief John Ard  
Innovation & Dev. Director Michelle Briggs  
Town Attorney Stan Lowry  
PYP Principal Beth Hughes  
Town Secretary Dianna Buchanan  
Human Resources Director Sandy Garza  
Academic Finance Manager Marlene Rutledge  
Asst. Public Works Director Kyle Flanagan  
Comm. Specialist Alexa Guadian  
Secondary Librarian Katie Estrada

Head of School Dr. Kelly Ritchie  
High School Principal Dr. James Owen  
Communications Director Jon Sasser  
School Attorney Janet Bubert  
Middle School Principal Maxwell Ituah  
Public Works Director Cheryl Taylor  
IT Director Jason Power  
Finance Director Cayce Lay Lamas  
Muni Finance Manager Katrina Jackson  
Development/GIS Manager Nick Ford  
PYP Librarian Amber Bernard

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

Pastor Clayton Reed, Southlake Baptist Church, provided the invocation. Mayor Greaves and Westlake Academy Head of School Dr. Kelly Ritchie introduced Westlake Academy students Josh Chitando (6th grade), Amelia Dempsey (4th grade) and Adeline Dempsey (6th grade), to assist with leading the pledges to the U.S. Flag and the Texas Flag.

**C. CITIZEN/PARENT COMMENTS**

There was no one to comment at this time.

**D. ITEMS OF COMMUNITY INTEREST**

**D.1. [24-333](#)** Items of Community Interest (Communications Director Jon Sasser)

Communications Director Jon Sasser provided an overview of upcoming events and items of community interest.

**E. PRESENTATIONS WITH ACTION ITEMS**

**E.1. [24-349](#)** Exploring the International Baccalaureate (IB): Inquiry at Westlake Academy (Michelle Briggs, Westlake Academy Director of Innovation and Development)

Due to a technical issue, this video will be emailed to the Town Council/Board of Trustees and presented during a meeting at a later date.

**E.2. [WA RES 24-39](#)** Receive presentation, discuss, consider and act to approve WA Resolution 24-39 adopting the Westlake Academy Library Materials Collection Development Policy (Katie Estrada, Secondary Librarian)

Presentation received from Secondary Librarian Katie Estrada and PYP Librarian Amber Bernard. This policy is to implement House Bill 900 and while there is not a deadline for compliance, all districts are required to “approve and institute a collection development policy that describes the processes and standards by which a school library acquires, maintains, and withdraws materials.” Motion by Council Member White and Motion Second by Council Member Yackira to approve WA Resolution 24-39 adopting the Westlake Academy Library Materials Collection Development Policy as presented. Mayor Greaves called for the vote. **MOTION TO APPROVE WA RESOLUTION 24-39 AS PRESENTED APPROVED UNANIMOUSLY.**

**E.3. [RES 24-71](#)** Receive presentation, discuss, consider and act to approve Resolution 24-71 approving a Professional Services Agreement with Freese and Nichols for a Water, Wastewater, and Roadway Impact Fee Study in an amount not to exceed \$118,000 (Cheryl Taylor, P.E., Director of Public Works)

Public Works Director Cheryl Taylor detailed the importance of conducting an Impact Fee Study that will provide an analysis to develop Water, Wastewater and Roadway Impact Fees. Ms. Taylor introduced Mr. Andrew Franko, Freese and Nichols, who provided an overview of the proposed study and scope of work that will analyze land use assumptions, update the capital improvement plan, conduct impact fee calculations and advise on establishing a Capital Improvements Advisory Committee that will meet a minimum of twice a year. The final proposed impact fees will require Town Council to hold two public hearings for approval of the ordinance to adopt them. The cost for Freese & Nichols to conduct the study is not to exceed \$118,000. The project kickoff will be at the first of the year with a completion time of 9 months. Mr. Franko also provided information about options for using reclaimed water as a follow up to questions he received at a previously held meeting. Motion by Council Member White and Motion Second by Council Member Yackira to approve Resolution 24-71 approving a Professional Services Agreement with Freese and Nichols for a Water, Wastewater, and Roadway Impact Fee Study in an amount not to exceed \$118,000. Mayor Greaves called for the vote.

**MOTION TO APPROVE RESOLUTION 24-71 AS PRESENTED APPROVED UNANIMOUSLY.**

---

**F. CONSENT AGENDA**

**Item F.7. was removed from the consent agenda for individual discussion and consideration at the request of Mayor Greaves.**

- F.1. [24-334](#) Discuss, consider and act to approve the Town Council/Board of Trustees Minutes for the October 7, 2024 Regular Meeting (Dianna Buchanan, Town Secretary)
- F.2. [RES 24-70](#) Discuss, consider and act to approve Resolution 24-70 authorizing participation in the North Central Texas Council Governments' (NCTCOG) North Texas Share Program (Kyle Flanagan, Deputy Director of Public Works)
- F.3. [RES 24-72](#) Discuss, consider and act to approve Resolution 24-72 authorizing the purchase of a hydro excavation trailer from the Witch Equipment Company, Inc. in the amount of \$118,440.49 (Cheryl Taylor, P.E., Director of Public Works)
- F.4. [WA RES 24-38](#) Discuss, consider and act to approve WA Resolution 24-38 amending the Westlake Academy Annual Operating Budget for fiscal year ending June 30, 2025, and take appropriate action (Cayce Lay Lamas, Director of Finance)
- F.5. [RES 24-75](#) Discuss, consider and act to approve Resolution 24-75 authorizing the Town Manager to utilize approved FY25 budgeted funds to lease network security equipment, licensing, software, services, maintenance, and support in an amount not to exceed \$65,000 per year for 5 years; purchase one-time installation and professional services in an amount not to exceed \$39,000; and take appropriate action. (Jason Power, Director of Information Technology)
- F.6. [ORD-1013](#) Discuss, consider and act to adopt Ordinance 1013 amending the Town of Westlake Municipal Budget for fiscal year 2024; and take appropriate action (Cayce Lay Lamas, Director of Finance).

Motion by Council Member Yackira and Motion Second by Council Member White to approve the Consent Agenda except Item F.7. which was pulled for individual consideration. Mayor Greaves called for the vote.

**MOTION TO APPROVE CONSENT AGENDA APPROVED UNANIMOUSLY.**

**ITEM REMOVED FROM CONSENT AGENDA**

- F.7. [RES 24-76](#) Discuss, consider and act to approve Resolution 24-76 authorizing the expenditure of funds for providing pavement markings and other necessary traffic control devices from Stripe A Zone in an amount not to exceed \$85,000. (Cheryl Taylor, P.E., Director of Public Works).

This item was removed from the Consent Agenda for discussion at the request of Mayor Greaves. Discussion held. Mayor Greaves has received several requests from residents to install a crosswalk at Solana and Granada for people leaving Entrada and joining the trail system. Council Member White would also like to add a pedestrian crosswalk at Roanoke Road for Stagecoach residents. Town Manager Carroll said staff would have the vendor prepare estimates and provide the information to Council at a later date. Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve Resolution 24-76 to contract with

Stripe A Zone to provide pavement markings and other necessary traffic control devices as presented. Mayor Greaves called for the vote.

**MOTION TO APPROVE RESOLUTION 24-76 AS PRESENTED APPROVED UNANIMOUSLY.**

**G. REGULAR AGENDA BUSINESS ITEMS**

**G.1. WA RES 24-35**

Discuss, consider and act to approve WA Resolution 24-35 to rescind WA Resolution 24-33 regarding the contract with NWN Carousel and Single Wire for a Mass Notification System at Westlake Academy (Jason Power, IT Director)

Mayor Greaves called Items G.1. and G.2. together. IT Director Jason Power presented the items. G.1. will rescind the previously approved resolution for a contract to purchase and install a mass notification system for Westlake Academy that was not ever executed. G.2. will approve contracting for a mass notification system with panic buttons for Westlake Academy that provides a better solution and a reduced expense. Mayor Greaves asked for a motion for Item G.1. Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve WA Resolution 24-35 as presented. Mayor Greaves called for the vote. **MOTION TO APPROVE WA RESOLUTION 24-35 TO RESCIND WA RESOLUTION 24-33 APPROVED UNANIMOUSLY.**

**G.2. WA RES 24-36**

Discuss, consider and act to approve WA Resolution 24-36 approving the purchase and installation of a security and mass notification system for Westlake Academy utilizing Security System Grant funds from the State of Texas and Westlake Academy general funds in an amount not to exceed \$100,000 (IT Director Jason Power)

This item was called for discussion with Item G.1 IT Director Jason Power presented an overview of the item that will approve the purchase and installation of a security and mass notification system for Westlake Academy utilizing Security System Grant funds from the State of Texas and Westlake Academy general funds. Motion by Council Member White and Motion Second by Council Member Yackira to approve WA Resolution 24-36 as presented. Mayor Greaves called for the vote. **MOTION TO APPROVE WA RESOLUTION 24-36 AS PRESENTED APPROVED UNANIMOUSLY.**

**G.3. RES 24-73**

Discuss, consider and act to approve Resolution 24-73 authorizing the expenditure of funds for the purchase of water meters and utility parts from Atlas Utility Supply Company in an amount not to exceed \$100,000. (Cheryl Taylor, P.E., Director of Public Works).

Director of Public Works Cheryl Taylor, P.E., provided an overview of the item. Motion by Council Member White and Motion Second by Council Member Asselta to approve the purchase of water meters and utility parts from Atlas Utility Supply as presented. Mayor Greaves called for the vote. **MOTION TO APPROVE RESOLUTION 24-73 AS PRESENTED APPROVED UNANIMOUSLY.**

**Mayor Greaves recessed the Regular Meeting at 5:33 p.m. to conduct Executive Session as allowed by Section 551.071 of the Local Government Code to seek legal advice from the Town Attorney for any agenda item listed herein.**

**Mayor Greaves reconvened the Regular Meeting from Executive Session at 5:58 p.m. Head of School Dr. Kelly Ritchie did not return to the meeting after Executive Session. Mayor Greaves called Item G.4. for consideration.**

**G.4. [24-351](#)**

Discuss, consider, and act to regarding a request from Bernal Homes, Inc. to deviate from certain building aesthetic, design, and material standards contained within the Entrada Design Guidelines (Deputy Town Manager Jason Alexander, AICP, CEcD)

Planning Consultant Helen-Eve Beadle provided the item presentation. Bernal Homes, Inc., is the Developer and builder of a five-story mixed-use building on Lot 1, Block N, within Entrada and has requested a deviation from the material requirements for exterior walls as contained in the guidelines for Entrada because the stone used above the second story of this building is not capable of structurally supporting cast stone, stone or other material with similar characteristics and properties. The requestor, Israel Bernal, and his representative, Michael White, addressed Council and answered questions. The Planning and Zoning Commission recommended granting the requested deviation from Bernal Homes, Inc. by a vote of 6 in favor and 1 nay. Staff recommends approval of the requested deviation. Motion by Council Member White and Motion Second by Council Member Asselta to approve granting the deviation request for the five-story mixed-use building on Lot 1, Block N, within Entrada to Bernal Homes. Mayor Greaves called for the vote. **MOTION TO APPROVE THE DEVIATION REQUEST FROM BERNAL HOMES, INC. APPROVED UNANIMOUSLY.**

**G.5. [24-352](#)**

Consider and act to excuse Mayor and Council absence(s), if any.

Motion by Council Member White and Motion Second by Council Member Yackira to excuse Council Member Asselta's absence from the October 7, 2024 Town Council/Board of Trustees meeting. Mayor Greaves called for the vote. **MOTION APPROVED UNANIMOUSLY.**

**H. PUBLIC HEARINGS WITH ACTION ITEMS**

**H.1. [ORD-1010](#)**

Hold public hearing, discuss, consider and act to adopt Ordinance 1010 Amending Chapter 102, "Zoning", Article VII "Planned Development Regulations", Division 2, "Planned Development District Procedures" Section 102-269, "Amendment of Plans", Modifying Provision for Minor Modifications to PD Site Plans (Deputy Town Manager Jason Alexander, AICP, CeCD)

Item presented by Helen-Eve Beadle, Planning Consultant. The requested change would allow the Town Manager to delegate authority to review, consider, and to approve reductions to minimum yards and setbacks for practical reasons or access for fire, utilities or other infrastructure. This will improve efficiency and increase expediency of development review and approval. The Planning and Zoning Commission considered the item at their regular meeting on October 8, 2024 and recommended Town Council approval unanimously. Staff also recommends approval. Mayor Greaves opened the public hearing and asked if there was anyone to speak regarding the item. There was no one to speak. Mayor Greaves closed the public hearing. Motion by Council Member White and Motion Second by Council Member Yackira to adopt Ordinance 1010 Amending Chapter 102, "Zoning",



---

Article VII "Planned Development Regulations", Division 2, "Planned Development District Procedures" Section 102-269, "Amendment of Plans", Modifying Provision for Minor Modifications to PD Site Plans as presented. Mayor Greaves called for the vote. **MOTION TO ADOPT ORDINANCE 1010 AS PRESENTED APPROVED UNANIMOUSLY.**

**H.2. ORD-1011**

Hold public hearing, discuss, consider and act to adopt Ordinance 1011 Amending Chapter 102, "Zoning", Article V, "Parking and Loading", Section 102-153, "General Provisions", Modifying Regulations relating to Paving Materials and Providing New Regulations for Temporary Parking (Deputy Town Manager Jason Alexander, AICP CEcD)

Item presented by Helen-Eve Beadle, Planning Consultant. The proposed text amendments will add specific rules and regulations and performance standards for temporary parking areas. The Planning and Zoning Commission considered the item at their regular meeting on October 8, 2024 and recommended Town Council approval unanimously. Staff also recommends approval. Mayor Greaves opened the public hearing and asked if there was anyone to speak regarding the item. There was no one to speak. Mayor Greaves closed the public hearing. Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Yackira to adopt Ordinance 1011 Amending Chapter 102 "Zoning", Article V, "Parking and Loading", Section 102-153, "General Provisions", Modifying Regulations relating to Paving Materials and Providing New Regulations for Temporary Parking with the stipulation to include additional language as part of the amendment to provide that tree protection will be in place during construction of any temporary parking lot. Mayor Greaves called for the vote. **MOTION TO ADOPT ORDINANCE 1010 WITH ADDITION OF TREE PROTECTION REGULATIONS APPROVED UNANIMOUSLY.**

**I. EXECUTIVE SESSION**

Executive Session was held earlier in the meeting.

**J. TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS**

No action as a result of the Executive Session which was held earlier in the meeting.

**K. FUTURE AGENDA ITEMS**

Town Manager Wade Carroll noted that there is no change to the list and two items remain for completion.

**L. STAFF RECAP OF COUNCIL DIRECTION**

Town Manager Wade Carroll noted that staff will work to resolve the video technical issue from tonight so the Westlake Academy latest I.B. video can be played and the Westlake Academy View Book should also be ready for Council at the next meeting. Council would like to revisit the Westlake Academy Library Materials Collection Development Policy in a year's time to get an update on its effectiveness. Staff will take a look at our tap fees in conjunction with the Impact Fee Study to be sure we are not overlapping there and are assessing those fees accurately and appropriately. Staff will get pricing for two additional intersection crosswalks under our striping contract--one at Solana and Granada and one on Roanoke Road. Staff will be adding the safety fence requirement around mature trees as part of the temporary parking ordinance amendment.

**M. ADJOURNMENT**

Mayor Greaves adjourned the meeting at 6:24 p.m.

---

**Kim Greaves, Mayor**

**ATTEST:**

---

**Town Secretary Dianna Buchanan**