



Town Council/Board of Trustees
Town of Westlake
Council Chamber, 1500 Solana Blvd
Building 7, Suite 7100 Westlake, TX 76262



Monday, August 25, 2025, 4:00 PM
MEETING MINUTES - FINAL

The Town Council of the Town of Westlake also serves as the governing Board of Trustees for Westlake Academy. This agenda may contain both municipal and Westlake Academy items, which will be clearly identified. Town Council/Board of Trustees meetings are available for viewing online via live-stream or on-demand at <https://www.westlake-tx.org/787/Watch-Meetings-Live>. In an effort of meeting efficiency, any residents wishing to speak must submit a speaker request form to the Town Secretary prior to the start of the meeting.

Pursuant to Texas Government Code Section 551.127, one or more members of the Town Council may participate in this meeting by videoconference call. A quorum of the Town Council and the presiding officer will be present at the physical location of the meeting.

NOTE: As authorized by Section 551.071 of the Texas Government Code, Town Council may enter into closed Executive Session for the purpose of seeking confidential legal advice from the Town/School Attorney on any agenda item listed herein.

A. CALL SPECIAL MEETING TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Greaves called the Special Meeting to order at 4:00 p.m. and announced a quorum present.

COUNCIL PRESENT:

Mayor Kim Greaves
Council Member Todd Gautier
Council Member T.J. Duane

Mayor Pro Tem Tammy Reeves
Council Member Michael Yackira
Council Member Kevin Smith

STAFF PRESENT:

Town Manager Wade Carroll
Director of Public Works Cheryl Taylor
Town Secretary Dianna Buchanan
Town Attorney Alex Crowley

Deputy Town Manager Jason Alexander
Assistant Director PW Kyle Flanagan
I.T. Network Admin. Duston McCready
Communications Director Jon Sasser

B. PRESENTATION AND PUBLIC HEARING

- B.1. Receive the Roadway, Water and Wastewater Impact Fee Study Report prepared by consultant Freese and Nichols and Conduct a Public Hearing to receive comments from citizens and other interested parties concerning the potential adoption and imposition of roadway, water and wastewater impact fees.

Director of Public Works Cheryl Taylor provided introductory comments for the item. Town Council will receive the Roadway, Water and Wastewater Impact Fee Study Report prepared by consulting

firm Freese and Nichols. Then the second required public hearing will be held to receive public input. Ms. Taylor introduced Andrew Franko, Freese and Nichols, to provide an overview of the impact fee study report, including impact fee calculations and benchmarking. Freese and Nichols representative Eddie Haas also reported to Council. The report was received.

Mayor Greaves opened the public hearing and asked if there was anyone that desired to speak regarding the item? There was no one to speak, and Mayor Greaves closed the public hearing.

C. ACTION ITEM

- C.1. Discuss, consider and act to approve and adopt Ordinance No.1028 amending the Town of Westlake Code of Ordinances by amending Chapter 82 titled "Subdivisions", to establish Article XV. entitled "Impact Fees"; establishing water, wastewater and roadway capital impact fees; establishing a maximum allowable impact fee per service unit; establishing procedures for the assessment, computation, collection, deposit, refund, expenditure and general administration of said impact fees; establishing an appeal procedure; establishing an effective date of August 25, 2025; providing for penalties; providing a severability clause; and finding and determining that the meeting at which this Ordinance is adopted is open to the Public as required by law.

This action item is to consider adoption of Ordinance No. 1028 that will establish the impact fee program to impose and collect water, wastewater and roadway impact fees in the Town of Westlake. The Capital Improvements Advisory Committee (CIAC) was formed by Town Council and directed to study and develop a Water, Wastewater, and Roadway Impact Fee Program. The CIAC met with Town staff and consultant Freese and Nichols to develop the program. CIAC approved the Land Use Assumption and the Capital Improvements Plan at their June 11, 2025 meeting and the Impact Fee Calculations at their August 11, 2025 meeting. The CIAC recommends the Town Council approve the Water, Wastewater, and Roadway Impact Fee Program and the supporting policy/collection considerations as follows:

*Approval of the calculated credited maximum (50%) cost rate per service unit, as defined below:

- Water Service Area: \$5,359 (base meter size)
- Wastewater Service Area: \$2,801 (base meter size)
- Roadway Service Area: \$1,034 per vehicle-mile; and

*Implementation of the Impact Fee Program, and the Town Council consider collecting up to the maximum allowable cost per service unit.

Staff also recommends approval of Ordinance 1028 as presented to be effective August 25, 2025.

Motion by Council Member Duane and Motion Second by Council Member Yackira to approve Ordinance 1028 as recommended by the Capital Improvements Advisory Committee and as presented. Mayor Greaves called for the vote.

Votes in the affirmative from Tammy Reeves, Todd Gautier, Michael Yackira, T.J. Duane and Kevin Smith.

Motion approved unanimously.

D. ADJOURNMENT

Mayor Greaves adjourned the Special Meeting at 4:39 p.m.



ATTEST:

Dianna Buchanan
Town Secretary Dianna Buchanan


Kim Greaves, Mayor