

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, February 11, 2026 at 7:00 PM

1. Call to Order

With a quorum present, Chair Vaughan called the meeting to order at 7:02pm

BOARD MEMBERS PRESENT:

James Vaughan - Chair
Brian Plunkett - Vice Chair
Gordon Bowman
Dana Harmon
Beth South
Darin Walker

CITY STAFF PRESENT

City Administrator Trey Fletcher
Acting City Secretary Joel Sherrouse
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes
Assistant City Planner Elizabeth Macnamara
City Attorney Charles Zech

2. Citizen Communications The Board 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 Board later in the meeting. The Board cannot respond to or discuss matters not listed on the agenda. The Board 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.

Chair Vaughan opened the meeting for public comments. Hearing no comments, the public comment section was closed.

3. Administration Discuss and consider action on the approval of the January 14, 2026 Regular Meeting Minutes.

MOTION: Upon a motion made by Board Member Bowman and a second by Board Member Harmon, the Board voted five (5) for and none (0) opposed to approve the minutes as presented. Motion carried.

4. Land Use 603 Spurlock Valley Road - Discuss and consider action on a recommendation from ZAPCO on a variance to install a new septic tank encroaching on the 30-foot front building setback (Section 22.03.276 and Section 22.03.281).
Applicant: James Kuykendall. Sunset Construction & Excavation.

Director Bills summarized the variance request related to the installation of a septic system in the

front setback for a home under construction.

Chair Vaughan opened the Public Hearing

1. Applicant James Kuykendall spoke in support of the variance request, explaining issues related to wastewater the stub-out locations on the house in relation to the terrain
2. Bruce Bigelow of 500 Terrace Mountain spoke in opposition to the variance request
3. Phil Scahni of 607 Spurlock Valley spoke in opposition to the variance request
4. David McCormick of 605 Spurlock Valley spoke in opposition to the variance request
5. Karen Bartoletti of 504 Terrace Mountain spoke in opposition to the variance request

Hearing no further comments, Chair Vaughn closed the public hearing.

MOTION: Upon a motion made by Board Member Walker and a second by Board Member Harmon, the Board voted five (5) for and none (0) opposed to deny the variance request as presented. Motion carried.

5. Adjournment

MOTION: Upon a motion made by Board Member Walker and a second by Board Member Bowman, the Board voted five (5) for and none (0) opposed to adjourn the meeting at 7:36 p.m. Motion carried.

Respectfully submitted,



James Vaughan, Chair

ATTEST:



Makayla Rodriguez
City Secretary

These minutes were approved on March 11, 2026.