



CITY OF WEST LAKE HILLS, TEXAS  
CITY COUNCIL WORKSHOP MINUTES  
Wednesday, April 1, 2026 at 12:00 PM

1. Call to Order

**With a quorum present, Mayor James Vaughan called the meeting to order at 12:07 p.m.**

**CITY COUNCIL PRESENT:** Mayor James Vaughan, Mayor Pro Tem Gordon Bowman, Councilmember Dana Harmon, Councilmember Beth South, Councilmember Brian Plunkett. 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, Public Works Director Evan Groeschel, Police Chief Scott Gerdes, and City Attorney Esther Peña.

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) and updates to Strategic Focus Area 6: Strengthen Regional Partnerships and Collaboration.

Mayor James Vaughan briefed City Council on updates to the MoPac South Expansion Project. He reported that the Central Texas Regional Mobility Authority (CTRMA) has proposed changes to improve access to the northbound express lane. There was discussion regarding access to the City, impacts on traffic, and changes in travel time.

4. Staff Briefing Discuss code amendments related to the city's drainage and erosion control manual.

Director of Building and Development Services Jennifer Bills briefed City Council on amendments to the drainage and erosion control manual. City Council and staff discussed current processes, drainage criteria, lot impacts, applicability, and materials.

5. Staff Briefing Discuss code amendments related to Chapters 1, 22, and 38 of the City Code.

*Mayor James Vaughan moved to item 7.*

Mayor James Vaughan discussed need for amendments to reduce discrepancies within the Code of Ordinances, noting that frequent variance requests indicate a need to update and refine the code. Director of Building and Development Services Jennifer Bills briefed City Council on clarifying amendments, building setbacks, pools, and impacts to lots.

6. Staff Briefing Discuss budget amendments to support code restructuring, AI enabled traffic signals, North Peak street and drainage improvements, and tree ordinances provisions.

This item was not discussed.

7. Staff Briefing Discuss construction parking fees at 911 Westlake Drive.

Mayor James Vaughan informed City Council that construction was underway at East Basin Ledge and that he allowed excess vehicles to park at 911 Westlake Drive during the project by purchasing temporary parking permits from the City to accommodate overflow parking.

**MOTION: Upon a motion made by Councilmember Dana Harmon and seconded by Mayor Pro Tem Gordon Bowman, the City Council voted 4-0 to allow passenger vehicles to park in front of the old City Hall for \$15 per day or \$200 per month.**

*Mayor James Vaughan moved to item 5.*

8. Adjournment

**Mayor James Vaughan adjourned the meeting at 2:07 p.m.**

Respectfully submitted:



James Vaughan Mayor

ATTEST:

  
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City Secretary, Makayla Rodriguez

The minutes were approved on the 8<sup>th</sup> day of April, 2026.