



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

1. Call to Order

With a quorum present, Chair James Vaughan called the meeting to order at 7:01 p.m.

CITY COUNCIL PRESENT: Chair James Vaughan, Vice Chair Brian Plunkett, Board Member Gordon Bowman, Board Member Beth South, and Board Member Darin Walker. Board Member Dana Harmon joined the meeting at 7:03 p.m.

CITY STAFF PRESENT: City Administrator Trey Fletcher, City Secretary Makayla Rodriguez, Director of Building and Development Service Jennifer Bills, Wastewater and Accounting Manager Theresa Sanchez, Police Chief Scott Gerdes, and City Attorney Charles Zech.

Chair James Vaughan recessed the meeting at 7:01 p.m.

Chair James Vaughan reconvened the meeting at 7:12 p.m.

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.

Chair James Vaughan opened the meeting for public comment. Hearing none, the public comment section was closed.

3. Consent Agenda All Consent Agenda items listed are considered to be routine by the Board and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Board Member.

- a. Approval of the February 11, 2026 Regular Meeting Minutes

MOTION: Upon a motion made by Board Member Dana Harmon and seconded by Board Member Beth South, the Board of Adjustment voted 5-0 to approve the meeting minutes.

4. Public Hearing 101 Westhaven Dr.: Discuss and consider action on a recommendation from ZAPCO on variances to allow for an accessory structure:
 1. To encroach 22 feet into the 30-foot front setback along Bee Cave Road (Section 22.03.276 and 22.03.281)
 2. To encroach 20 feet into the 25-foot rear setback (Section 22.03.276 and 22.03.281)

Applicant: Pramod Patil, Property Owner

Director of Building and Development Services Jennifer Bills briefed the Board members on the variance request, discussing background, support from a neighboring property, and a recommendation from approval from the Zoning and Planning Commission.

City Council and Director of Building and Development Services Jennifer Bills discussed nonconforming use.

Applicant Pramod Patil continued discussion on the background of the variance request and provided an overview of the hardship related to redevelopment on the property.

Vice Chair Brian Plunkett suggested considering a possible ordinance related to timeframes for rebuilding related to nonconforming cases.

MOTION: Upon a motion made by Vice Chair Brian Plunkett and seconded by Board Member Dana Harmon, the Board of Adjustment voted 5-0 to approve the variance as requested.


5. Adjournment

Chair James Vaughan adjourned the meeting at 7:21 p.m.

Respectfully submitted:


James Vaughan, Mayor

ATTEST:



City Secretary, Makayla Rodriguez

The minutes were approved on the 8th day of April, 2026.