



CITY OF WEST LAKE HILLS, TEXAS
CITY COUNCIL REGULAR MEETING MINUTES
Wednesday, April 8, 2026 at 7:00 PM

1. Call to Order

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

CITY COUNCIL PRESENT: Mayor James Vaughan, Mayor Pro Tem Gordon Bowman, Councilmember Beth South, Councilmember Brian Plunkett, and Councilmember Darin Walker. Councilmember Dana Harmon 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 Charles Zech.

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.

Mark Mangum, 510 Rocky River, discussed enforcement received for rocks installed the property right of way, noting the permit and licensing requirement was previously unknown, acknowledged complaints, and is looking to rectify the issue.

Mayor James Vaughan closed the public comment section.

Mayor James Vaughan suspended the meeting at 7:06 p.m.

Mayor James Vaughan reconvened the meeting at 8:15 p.m.

Mayor James Vaughan moved to item 5.

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

- a. Approval of the March 25, 2026 Regular Meeting Minutes.
- b. Approval of the April 1, 2026 Workshop Minutes.

MOTION: Upon a motion made by Councilmember Brian Plunkett and seconded by Councilmember Darin Walker, the City Council voted 4-0 to approve the Consent Agenda.

Mayor James Vaughan recessed the meeting at 8:44 p.m.

Mayor James Vaughan reconvened the meeting at 8:49 p.m.

4. Administration Discuss and consider action to approve the budget calendar for Fiscal Year 2026-27

City Administrator Trey Fletcher gave an overview of the budget calendar. Mayor James Vaughan noted that majority of the budget discussions were held on regular City Council meeting days except for a special meeting on September 16, 2026.

MOTION: Upon a motion made by Councilmember Brian Plunkett and seconded by Councilmember Darin Walker, the City Council voted 4-0 to approve the budget calendar.

Mayor James Vaughan moved to item 7.

5. Public Hearing 300 Block of Laurel Valley Rd: Discuss and consider action on a recommendation from ZAPCO on a proposed variance to allow replacement trees for unpermitted removals to be planted at the end of the project, more than 601 days since final order (Section 22.03.304(c)(5) of the West Lake Hills Code).

Applicant: Matt Garcia, Matt Garcia Design

Director of Building and Development Services Jennifer Bills briefed City Council on the property's construction project and delay in tree replacement.

Applicant Matt Garcia discussed discrepancies between footprint and tree plan as well as their proposed tree mitigation plan.

Mayor James Vaughan suspended the meeting at 8:21 p.m.

Mayor James Vaughan reconvened the meeting at 8:24 p.m.

City Council and City Attorney Charles Zech discussed variance application and agreed that the variance would be conditioned to the property.

MOTION: Upon a motion made by Mayor Pro Tem Gordon Bowman and seconded by Councilmember Brian Plunkett, the City Council voted 4-0 to delay the enforcement of the order for 365 days and if a building permit is issued it will be carried on till the end of the building permit time, and such variance runs with the land.

6. Public Hearing 419 Ridgewood Rd: Discuss and take action on a recommendation from ZAPCO regarding proposed variances for the removal of one tree (14.25 inch elm) with trunk diameters of 14

inches or greater, (Section 22.03.304 of the West Lake Hills Code).

Applicant: Nina Falgout Sterrett, Arterberry Cooke Architecture

Director of Building and Development Services Jennifer Bills briefed City Council on the tree removal variance request.

Douglas Dear of Certified Arbor Care provided an overview of the tree and requested its removal, stating it meets the criteria for dead, diseased, and an imminent hazard.

MOTION: Upon a motion made by Mayor Pro Tem Gordon Bowman and seconded by Councilmember Brian Punkett, the City Council voted 4-0 to approve the variance because of what appears to be eminent danger of the tree hanging over part of the house in question.

Mayor James Vaughan moved to item 3.

7. Public Hearing Discuss and consider action to adopt Ordinance 2026-003 to amend the Drainage and Erosion Control Design Manual.

Director of Building and Development Services Jennifer Bills briefed City Council on Zoning and Planning Commission comments as well as reviewed amendments to the Erosion and Erosion Control Design Manual. Chris Otto of Colliers Engineering & Design further discussed flood plains and impervious cover.

Zoning and Planning Commission member Julia Webber asked questions regarding impervious cover amendments and brought attention to potential impacts to smaller lots.

MOTION: Upon a motion made by Councilmember Darin Walker and seconded by Councilmember Beth South, the City Council voted 4-0 to adopt ordinance 2026-003 to amend the Drainage and Erosion Control Design Manual including a handout provided by staff edited to clarify the language around parking and its impervious cover characteristics taking effect on May 18.

8. Administration Discuss code amendments related to Chapters 1, 20, 22, 32, 36, and 38 of the City Code.

City Council, Mayor James Vaughan, and Director of Building and Development Services Jennifer Bills discussed the code amendments related to building setbacks, fence setbacks, grading, and better defining remodeling and additions. They continued to discuss next steps.

9. Adjournment

Mayor James Vaughan adjourned the meeting at 9:24 p.m.

Respectfully submitted:


James Vaughan, Mayor

ATTEST:


City Secretary, Makayla Rodriguez

The minutes were approved on the 22nd of April, 2026.