



CITY OF WEST LAKE HILLS, TEXAS
BOARD OF ADJUSTMENT (BOA) REGULAR MINUTES
Wednesday, April 8, 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 was not in attendance.

CITY STAFF PRESENT: City Administrator Trey Fletcher, City Secretary Makayla Rodriguez, Director of Building and Development Service Jennifer Bills, Public Works Director Evan Groeschel, Police Chief Scott Gerdes, and City Attorney Charles Zech.

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

Chair James Vaughan reconvened the meeting at 7:06 p.m.

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 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 March 11, 2026 Regular Meeting Minutes.

MOTION: Upon a motion made by Board Member Gordon Bowman and seconded by Board Member Darin Walker, the Board of Adjustment voted 5-0 to approve the Consent Agenda.

4. Public Hearing 3736 Bee Cave Rd, Suite 2: Discuss and consider action to approve Ordinance 157-2026-B for a Special Use Permit request to sell alcohol for on-premise consumption on a property zoned B-2 Business 2 (Section 38.03.037 of the West Lake Hills Code).

Applicant: Hughes Holland, Holland Architectural

Applicant Hughes Holland gave an overview of his Special Use Permit request for the restaurant Taqueria De Diez.

MOTION: Upon a motion made by Board Member Darin Walker and seconded by Vice Chair Brian Plunkett, the Board of Adjustment voted 5-0 to approve the Special Use Permit request.

5. Public Hearing 701 S Capital of Texas Highway, Building J: Discuss and consider action to approve Ordinance 157-2026-C for a Special Use Permit request to sell mixed beverages for on-premise consumption on a property zoned B-3 Business 3 (Section 38.03.037 of the West Lake Hills Code).

Applicant: Chris Watts, 1301 South Lamar, LLC

Director of Building and Development Service Jennifer Bills briefed City Council on the Special Use Permit requesting, noting that staff recommended approval.

MOTION: Upon a motion made by Vice Chair Brian Plunkett and seconded by Board Member Beth South, the Board of Adjustment voted 5-0 to approve the request.

6. Public Hearing 200 Wildcat Hollow: Discuss and consider action to approve Ordinance 157-2026-D for a Special Use Permit request to allow a commercial coach.

Applicant: John Gioffre, Revent Builds

Director of Building and Development Service Jennifer Bills briefed City Council on the Special Use Permit to allow a commercial coach on the property.

Matthew Sharon of Revent Builds provided additional information regarding the commercial coach as it relates to the building project. City Council asked questions regarding the commercial coach and the overall project.

MOTION: Upon a motion made by Board Member Darin Walker and seconded by Vice Chair Brian Plunkett, the Board of Adjustment voted 5-0 to approve.

7. Public Hearing 98 and 102 Swiftcurrent Trl: Discuss and consider action on a recommendation from ZAPCO on a variance to allow a second driveway when a maximum of one is allowed (Section 22.03.175(e)(2) of the West Lake Hills Code).

Applicant: Catherine Wilkes, Property Owner of 98 Swiftcurrent and Francisco Rios, Property Owner of 102 Swiftcurrent

Director of Building and Development Service Jennifer Bills gave a historical overview of the properties involved and the variance request for an additional driveway to allow property access for 100 Swiftcurrent Trail.

Applicant Catherine Wilkes presented additional information regarding the variance request and that 98 and 102 Swiftcurrent Trail are in support of the request.

Joseph Lucas of 100 Swiftcurrent Trail spoke in support of the variance and requested conditions related to personal matters with neighboring properties. Chair James Vaughan clarified that the requested conditions were outside the scope of City authority and could not be included as part of the variance.

MOTION: Upon a motion made by Board Member James Vaughan and seconded by Board Member Brian Plunkett, the Board of Adjustment voted 5-0 to approve the variance as requested for 98 and 102 Swiftcurrent Trail.

8. Public Hearing 300 Block of Laurel Valley Rd: Discuss and consider action on recommendations from ZAPCO on proposed variances:
 - a. Allow for a driveway height of 15 feet 10 inches above natural grade, where 6 feet above natural grade is the maximum (Section 22.03.175(e)(1) of the West Lake Hills Code).
 - b. Encroach 10 feet into both 20-foot side setbacks (Section 22.03.281 of the West Lake Hills Code).
 - c. Allow grading up to 18 inches on an area greater than 35% slope where none is allowed (Section 22.03.170(b) Drainage and Erosion Control Manual Section 7.4.1 – Cut/Fill Limits)

Applicant: Matt Garcia, Matt Garcia Design

Director of Building and Development Services Jennifer Bills briefed City Council on construction activity at the property and provided background on the variance requests. She also noted public comments in opposition and that the Zoning and Planning Commission voted to deny the requests.

There was discussion regarding the property, side setbacks, and possible placement of the driveway. City Council deliberated and shared their feedback regarding the variance requests.

Chair James Vaughan recessed the meeting at 8:15 p.m.

Chair James Vaughan reconvened the meeting at 8:21 p.m.

MOTION: Upon a motion made by Chair James Vaughan and seconded by Board Member Gordon Bowman, the Board of Adjustment voted 5-0 to deny variance item a.

MOTION: Upon a motion made by Chair James Vaughan and seconded by Board Member Gordon Bowman, the Board of Adjustment voted 5-0 to approve variance item b.

MOTION: Upon a motion made by Chair James Vaughan and seconded by Board Member Gordon Bowman, the Board of Adjustment voted 5-0 to deny variance item c.

9. Adjournment

Chair James Vaughan adjourned the meeting at 8:24 p.m.

Respectfully submitted:


James Vaughan, Chair

ATTEST:



City Secretary, Makayla Rodriguez

The minutes were approved on the 13th day of May, 2026.