

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO) REGULAR MEETING

Wednesday, April 15, 2026 at 6:30 PM

1. **Call to Order: Chair Robert Meisel**

- a. Meeting begins at 6:30pm
- b. Roll Call
 1. Chair Robert Meisel: Present
 2. Vice-Chair Jim Pledger: Present
 3. Commissioner Julia Webber: Present
 4. Commissioner Karen Bartoletti: Present
 5. Commissioner Patrick Stewart: Present
 6. Commissioner Laurie Maccini: Present

2. **Citizen Communications:**

- a. Stephanie Collinson-Cooper
 1. Spoke about overgrown brush notification and enforcement
 1. Chair Meisel advised public member to contact city staff

3. **Consent Agenda:** The following items are considered to be self-explanatory by the Commission and will be enacted with one motion. There will be no separate discussion of these item/s unless a Commission Member or citizen so requests.

- a. Approval of the March 18, 2026 Zoning and Planning Commission Minutes.
- b. Report of previous cases ZAPCO acted on by BOA/City Council.

Action: Commissioner Pledger moves for approval of the Consent Agenda

- i. Commissioner Webber Seconds
- ii. Motion carries unanimously (5-0)

4. **Public Hearing 1111 Redbud Trail.** Discuss and consider a recommendation to City Council on proposed variances for the removal of the following trees with a trunk diameter of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code)

1. Tree #729 (15" Cedar)
2. Tree #698 (15" Live Oak)

Applicant: James Mustillo, Miro Riveria Architects

- a. **Staff Report:** Director Bills briefed the commission on variance requests for the removal of 2 protected trees for the construction of a new home.
- b. **Public Comment:**
 1. Miguel Rivera– Applicant
 1. Spoke in favor of variance request
 2. Stephanie Collins-Cooper – neighbor
 1. Spoke in favor of variance request
- c. **Discussion:**
 1. Commissioners Maccini and Stewart expressed reservations regarding approval of variances at the conceptual phase
 2. Chair Meisel expresses concerns about transferability of variances
- d. **Action:** Commissioner Bartoletti moves to recommend that the variance be forwarded to the City Council with a recommendation of **approval**
 1. Commissioner Webber seconds
 2. Motion **carries** 3-2
 1. Commissioners Pledger and Maccini opposed

The recommendation will be forwarded to the May 13 City Council meeting

5. **Public Hearing: 507 Konstanty Circle.** Discuss and consider a recommendation to City Council on proposed variances for the removal of the following trees with a trunk diameter of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code)
 1. Tree #503 (16.1" Elm)
 2. Tree #652 (14.1" Oak)

Applicant: Mark Lakins, Dahlin Group

- a. **Staff Report:**
 1. Director Bills briefed the commission on variance requests for the removal of 2 protected trees for the construction of a new home.
- b. **Public Comment:**
 1. Daniel Cooley – homeowner
 1. Spoke in favor of the variance request
 2. Michael Padavic – Architect
 1. Spoke in favor of the variance request
- c. **Discussion:**
 1. Chair Meisel comments that finished floor elevation is higher than existing drive and inquires if site will violate cut/fill requirements.
 1. Michael Padavic indicates no other variances will be requested.

2. Commissioner Webber asks if pickleball court will remain on site?.
 1. Daniel Cooley: Yes
 3. Commissioner Maccini indicates the commission does not have all the details required to show hardship.
 4. Commissioner Webber expresses this is different from previous case since the site is more constrained and they are approaching the end of schematic design.
 5. Commissioner Webber indicates they are leaning towards opposition of removing the oak, but that the Elm, while it appears healthy, is located in a location that will make keeping the house 1-story difficult.
- d. **Action:** Commissioner Webber moves to forward the variance request to City Council with a recommendation of approval for the removal of tree 503 to allow for the construction of a single-story home, but denial of tree 652 for lack of hardship.
1. Commissioner Stewart seconds
 2. The motion **carries** (4-1)
 1. Maccini opposed

The recommendation will be forwarded to the May 13th City Council meeting

6. **Public Hearing: 1906 Yaupon Valley Road.** Discuss and consider a recommendation to The Board of Adjustment the following variances

- 1) Allow grading greater than 18" in the building setbacks (Section 22.03.170(f));
- 2) Allow construction Allow construction of retaining walls greater than 6 feet in height above natural grade (Section 22.03.170(g));
- 3) Allow construction of retaining walls greater than 3 feet in height without vegetative screening (Section 22.03.170(i)); and
- 4) Allow for fill of over 6 feet on a slope of less than 35% (Drainage and Erosion Control Design Manual Section 7.4.1)

Applicant: Linda Sullivan, CleanTag Permits

a. **Staff Report:**

- a. Director Bills briefs ZAPCO on variances for the property related to discrepancies between architectural and site plans resulting in a home being built several feet lower than indicated in site grading plans, resulting in a driveway slope that exceeds multiple variances related to cut/fill, wall height, and vegetative screening. Additionally, during construction several

other portions of site were graded outside the scope of approved drainage and grading plans.

b. Public Comment:

- a. Mark Haddad – Owner
 - i. Spoke in favor of variance request
- b. Linda Sullivan – Applicant
 - i. Requests temporary certificate of occupancy for property.
 - 1. Applicant is informed that the request is not on the agenda and cannot be discussed.
- c. Michael Grosele – Engineer
 - i. Spoke in favor of variance request

c. Discussion:

- a. Commissioner Maccini indicates that they are in favor of the variance request.

d. Action: Commissioner Stewart moves to forward the variance request to Board of Adjustment with a recommendation of **approval**.

- 3. Commissioner Maccini seconds
- 4. The motion **carries** unanimously (5-0)

The recommendation will be forwarded to the May 13^h Board of Adjustments meeting

7. Public Hearing: Discuss and consider action to make a recommendation to City Council on amendments to the following Code of Ordinances Sections:

- a. General Provisions – Section 1.01.003
- b. Administration and Personnel – Section 2.02.031
- c. Administration – Section 20.02.055
- d. Building Regulations – Article 22.03
- e. Subdivision – Sections 36.01.003-004, 36.01.007, 36.01.009, 36.01.012-013
- f. Zoning – Sections 38.03.032-038, 38.04.031-032, 38.04.034-035, 38.05.032-037, 38.05.098

a. Staff Report:

- a. Director Bills briefed ZAPCO on code changes related to building and development

b. Public Comment:

- a. **None**

c. Discussion:

- a. Commissioner Bartoletti: Why is ZAPCO being consulted. Is it a courtesy, or is it required?

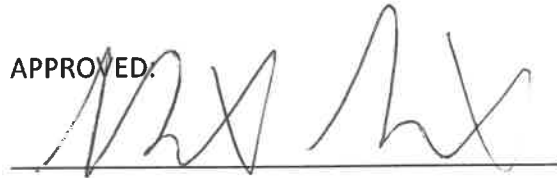
- i. Since many of these items are Zoning related, state code requires Zoning and Planning to be involved in process.
- b. Commissioner Meisel: Would staff be able to approve a 5% height regulation?
 - i. Yes – any numerical standard
 - ii. Commissioner Meisel: this moves a lot of responsibility to staff, who should have the benefit of clear rules.
- c. Commissioner Bartoletti asks about how the contextual standard will look in the code when codified.
 - i. Director Bills clarifies that it is up to the builder to make a case on whether they should follow the contextual standard, and the city administrator will approve or deny.
- d. Chair Meisel: Asks about the Drainage and Erosion Control Design Manual in definitions.
 - i. Director Bills clarifies that the reference to the Drainage Manual is to prevent multiple definitions from being in the code that may conflict as portions of code are changed over time. References to the Drainage Manual keeps definitions in a single location.
- e. Commissioner Maccini asked for clarifications on temporary storage unit rule changes.
- f. Commissioner Webber asks if the 2015 Building Codes are the most current building codes we allow
 - i. Director Bills clarifies that the 2015 Building Code is what the city currently has adopted, but that the City is planning to adopt newer codes this year.
- g. Commissioner Meisel:
 - i. Would these changes have benefited the applicants for 1906 Yaupon?
 - 1. No – their deviations were larger than the proposed changes would allow.
- h. Chair Meisel asks about the grammar and syntax of the code updates and asks if he can fix the errors.
 - i. Director Bills states that the code changes still have to go to City Council and the code updates must be legally notified to the public on the following day (4/16/2026).
- i. Commissioner Bartoletti
 - i. States that the previous weekend was the first time ZAPCO had seen the changes, and shares that ZAPCO has not had time for discussion. Expresses discomfort recommending adoption given the time ZAPCO has had to review these changes.
 - ii. Commissioner Webber spoke about the architecture committee who reviewed and recommended changes in the presented code changes, in which the changes have been seen by local developers and architects

- iii. Mayor Vaughan Asks for ZAPCO's opinions on what they feel good about and what they feel needs more time.
- iv. Commissioner Pledger expresses agreement with Commissioner Bartoletti regarding discomfort recommending such large changes in the requested timeframe.
- v. Commissioner Meisel: Once zoning code is changed, there are consequences that impact other codes. By approving zoning changes, construction code is changed
- vi. Director Bills explains that a lot of Chapter 22 (Construction Code) should be in Chapter 38 (Zoning). The next step in this process will include re-codification of many of these items to place them in the correct code sections.
- j. Commissioner Webber asks Commissioner Bartoletti what she believes is a better process in the code change amendments and discussion
 - i. Commissioner Pledger indicates a workshop on code changes before a vote would help ease discomfort regarding recommendations of the changes.
- k. Commissioner Pledger expresses discomfort with contextual standards.
- l. Mayor Vaughan recommends that ZAPCO postpone and hold a workshop about the code changes
- m. Mayor Vaughan states that the double curb cut on arterial roads should be discarded from the proposed code changes.
- n. Commissioner Bartoletti shares that there are problems in defining ambiguity in the code and suggests that the code should be reviewed by a legal team.
- o. Commissioner Maccini asks about the double curb cut on arterial roads and wants to give more thought on the standard before adding or excluding it from the code.
- p. Chair Meisel expresses that a more complicated, rigid process encourages applicants to try to meet standards, whereas additional allowances encourage developers to push the rules.
- q. Commissioner Bartoletti asks the other commissioners what needs to be done before a workshop is held.
- r. Commissioner Maccini asks what the deadline is for a recommendation from ZAPCO
 - i. Mayor Vaughan states that he wanted the code changes to be presented to City Council before the new Council cycle begins.
 - ii. Commissioner Webber asked if ZAPCO and Council can have a combined workshop.
 - iii. Commissioner Maccini asks when the new members of City Council are sworn in.
 - 1. May 13th, 2026

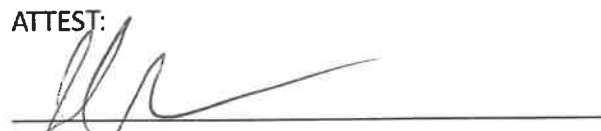
- iv. Commissioner Webber states that the workshop would be helpful if each proposed change could include an example of implementation
 - v. Commissioner Bartoletti shares that she feels like a lot of the proposed changes, such as the contextual standards, rely more on the city administrator as the ultimate decider.
 - vi. Mayor Vaughan suggests postponement of the code changes.
 - s. Commissioner Bartoletti expresses that contextual standards place too much of a burden on the City Administrator.
 - i. Commissioner Webber expresses that her understanding of the contextual standards is that they are clear, defined standards that are analyzed by staff.
 - ii. Commissioner Bartoletti believes that the contextual standards work better in the more suburban areas of the city.
 - t. Staff and ZAPCO discuss potential dates for a special workshop dedicated to proposed code changes.
 - i. A tentative date of May 4, 2026 at 12:00pm is set for a special workshop.
- d. **Action:** None taken

8. Adjournment

Chair Meisel adjourns the meeting at 8:51pm

APPROVED: 

Robert Meisel, Chair

ATTEST: 
 Joel Sherrouse, Development Coordinator

These minutes were approved on May 20, 2026.