

# City of West Lake Hills

## MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

### Workshop

Monday, May 4, 2026 at 12:00 PM

1. **Call to Order: Chair Robert Meisel**
  - a. Meeting begins at 12:06pm.
  - b. Roll Call
    1. Chair Robert Meisel: Absent
    2. Vice-Chair Jim Pledger: Present
    3. Commissioner Julia Webber: Present
    4. Commissioner Karen Bartoletti: Present
    5. Commissioner Patrick Stewart: Absent
    6. Commissioner Laurie Maccini: Absent
  
2. **Citizen Communications:**
  - a. None
  
3. **Administration:** Discussion regarding amendments to the following Code of Ordinance sections:
  1. General Provisions - Section 1.01.003
  2. Administration and Personnel - Section 2.02.031
  3. Administration - Section 20.02.055
  4. Building Regulations - Article 22.03
  5. Subdivision - Sections 36.01.003-004, 36.01.007, 36.01.009, 36.01.012-013.
  6. Zoning – Sections 38.03.032-038, 38.04.031-032, 38.04.034-035, 38.05.032-037, 38.05.098.
  - a. Director Bills and Mayor Vaughan led a discussion on proposed changes to the Code of Ordinances related to building, development, and the makeup of boards and commissions.
    - a. The commission discussed the appropriate extent of administrative discretion related to deviations from code.
      - i. Several commissioners were concerned that granting too much authority to the City Administrator may not be appropriate
      - ii. Commissioner Webber and Mayor Vaughan expressed that the intent of the contextual standards is to create flexibility based on neighborhood context, but that the determination made by the City Administrator would be based on clearly-defined criteria.
      - iii. Commissioner Pledger expressed concern that contextual standards would create a system where deviation is easier for some people than others. He further expressed appreciation of the existing variance process that includes notification and the

- opportunity for neighboring property owners to comment on the variances.
- iv. Mayor Vaughan explains that one of the intents of the proposed code changes is to allow the BOA to more strictly interpret variance criteria. The contextual standards allow for an administrative process for homeowners to achieve relief for the types of variances historically approved by BOA that do not necessarily meet the criteria of a hardship.
  - b. There was a brief discussion regarding the relationship between hardships, variances, and administrative takings.
    - i. Assistant City Attorney Thamm agreed to follow up with commissioners regarding these questions
  - b. Mayor Vaughan went through a list of proposed changes to receive general feedback on the commission's opposition or support at this phase:
    - a. Allowing for a 5% or 6-inch allowance on numerical standards for deviation from code for field errors:
      - i. Commission expressed support.
    - b. Double curb cut allowance on certain roads:
      - i. Mayor Vaughn indicated the allowance would be withdrawn from proposed code changes due to feedback from commission.
    - c. Allowance for septic tanks to encroach partway into setbacks:
      - i. Commission expressed support.
    - d. Allowance of grading up to 30" up to halfway into building setback:
      - i. Commission expressed support.
    - e. Redefinition of "Front" and "Street" setbacks:
      - i. The commission expressed partial support for changes.
    - f. Fence height changes:
      - i. Commission expressed support
    - g. Driveway grading allowances:
      - i. Commission expressed support

**5. Adjournment –Chair Robert Meisel**

Chair Meisel adjourns the meeting at 2:29pm


APPROVED:



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Robert Meisel, Chair

ATTEST:



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Joel Sherrouse, Development Coordinator

These minutes were approved on May 20, 2026.