

City of West Lake Hills

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

Wednesday, June 17, 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 Karen Bartoletti: Present
 - 4. Commissioner Patrick Stewart: Absent
 - 5. Commissioner Laurie Maccini: Present
 - 6. Commissioner: Vacant Seat

2. **Citizen Communications:**

- a. No comments

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 May 20, 2026 Zoning and Planning Commission meeting 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 Maccini Seconds
- ii. Motion carries unanimously (3–0)

4. **Public Hearing 300 Block of Laurel Valley.** Discuss and make a recommendation to the Board of Adjustment on proposed variances

- 1. For the construction of a driveway 12 feet, 6 inches above natural grade where 6 feet is the maximum allowed by code (Section 22.03.175(e)(1)).
- 2. To use the 30-foot zoning front setback along Yaupon Valley Road instead of the 50-foot platted front setback (Section 22.03.271)

3. For grading of up to 5 feet. 6 inches on a grade greater than 35% where no grading is allowed by code (Drainage and Erosion Control Design Manual Section 9.4.1)

Applicant: Matt Garcia, Matt Garcia Design

b. Staff Report: Director Bills discusses the previous variance requests at the site

1. Director Bills describes the changes to the proposed site from the previous site taken to ZAPCO and BOA in April
2. Commissioner Bartoletti asks if the 50 foot setback is the code required setback
 1. Director Bills explains that the zoning setback is 30 feet, but the platted setback is 50 feet, and in case of a conflict in the zoning and platted setbacks, the more restrictive setback applies.
3. Chair Meisel indicates the city cannot grant a variance to a platted setback
 1. Assistant City Attorney Natalie Thamm confirms that plat would have to be adjusted

c. Public Comment:

1. **Graham Schmergel** – homeowner
 1. Speaks in support of variance request
2. **Matt Garcia**—Applicant
 1. Speaks in support of the variance request

d. Discussion:

1. Commissioner Pledger shares his concerns about the raised driveway and states the property should stay with the platted 50' setback
2. Commissioner Bartoletti asks why the code restriction on elevated driveways exist
 1. Director Bills explains that raised driveways on steep slopes can get very high, and with driveway setbacks allowing driveways 10 feet from property lines, the restriction prevents driveways that effectively act as tall walls inside the building setbacks.
3. Commissioner Maccini asks if the driveway will need a barrier or wall
 1. Director Bills indicates railing would be required.
4. Chair Meisel asks the applicant if the driveway would large enough to fit emergency vehicles
 1. The applicant indicates it would be.
5. Commissioner Bartoletti: the septic letter expresses preferences for OSSF location, but does not seem to indicate absolute requirement that the septic be located below the house.
 1. The applicant indicates that the house has gone through previous designs but the proposed design was the best solution to build on the lot

6. Assistant City Attorney Natalie Thamm confirms that the BOA does not have the authority to waive the restrictions of the platted setback.
- e. **Action:** Commissioner Pledger moves to recommend that the variances for grading and driveway height be forwarded to the Board of Adjustment with a recommendation of **denial**. The commission makes no recommendation regarding the setback variance due to the information presented by counsel regarding the city's authority to grant variances on platted setbacks.
 1. Commissioner Bartoletti seconds
 2. Motion carries 3-0

The recommendation will be forwarded to the July 8th Board of Adjustment meeting

5. **Public Hearing: 911 Westlake Drive.** Discuss and consider a recommendation to City Council for the rezoning of Lot 1 Village Green Sec 1 Resub from GUI, Governmental, Utility, and Institutional to B-2, Business 2 District with a Conditional Overlay District

Applicant: Jennifer C. Bills, Interim City Administrator

- a. **Staff Report:** Director Bills shares the staff report for the zoning change and the height restrictions and prohibiting select uses of the conditional overlay district
 1. Director Bills shares there is a request for proposal for a tenant to lease the property, but the City will still own the property
 2. Chair Meisel asks if the property has been offered to utility providers to keep its GUI land use
 1. Chair Meisel asks Director Bills if GUI uses could still be used on the site if the zoning is changed to B-2
 - a. Director Bills the only GUI use allowed is for a facility owned and operated by the federal government, the state or a political subdivision thereof, which would allow the city to continue use of the site
 2. Commissioner Maccini asks if the surrounding neighborhood will be protected from overflow parking
 - a. Director Bills indicates the site would need to meet the same parking standards as any site in the B2 district
 3. Commissioner Maccini asks if hours of operation would be limited
 - a. Director Bills states that there are no changes proposed to regulations related to hours of operation
 4. Commissioner Bartoletti shares concerns with the traffic

- a. Director Bills states that a Traffic Impact Analysis would be needed if the new use triggers the requirements in the code of ordinances
- b. **Public Comment:**
 - 1. Deborah Stewart—Neighbor to the property
 - 1. Spoke in favor of the zoning change
 - 2. James Vaughan—Mayor of West Lake Hills
 - 1. Spoke in favor of the zoning change
- c. **Discussion:**
 - 1. Commissioner Pledger indicates he would not want a higher-impact use if he lived there, and would be more comfortable with office use, and shared concerns over increased traffic.
 - 2. Commissioner Maccini indicates concerns about businesses with later hours of operations.
 - 1. Mayor Vaughan explains the RFP for the project includes a preference for applicants who get letters of support from neighboring property owners.
 - 3. Commissioner Bartoletti expresses contentment with the City remaining the owner and landlord of the lot.
 - 4. Commissioner Pledger asks Mayor Vaughan how big of scope the notification was for the RFP.
 - 1. Mayor Vaughan shares the RFP was shared to all surrounding properties.
- d. **Action:** Commissioner Bartoletti moves to recommend the zoning change with a conditional overlay district request be forwarded to City Council with a recommendation of **approval**.
 - 1. Commissioner Maccini seconds
 - 2. The motion **carries** (3-0)

The recommendation will be forwarded to the July 8th City Council meeting

- 6. 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

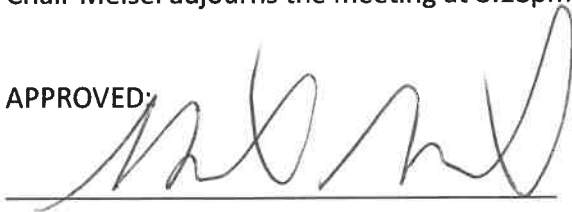
- e. Subdivision – Sections 36.01.003-004, 36.01.007, 36.01.009, 36.01.012-013
- f. Zoning – Sections 38.03.032-038, 38.04.031-032, 38.04.034-035, 38.05.032-037, 38.05.098
- a. **Staff Report:**
 - a. Director Bills presents a briefing on the proposed code changes and adjustments made since the May ZAPCO meeting.
- b. **Public Comment**
 - a. Mayor James Vaughan
 - i. Speaks in support of the code changes.
- c. **Discussion**
 - a. Commissioner Pledger indicates support for all code changes with exception of the contextual standards
 - i. Mayor Vaughan describes the changes made to the contextual standards throughout the code revision process.
 - ii. Chair Meisel indicates his support of the City of Austin’s contextual standards and believes West Lake Hills can achieve the same effect.
 - b. Commissioner Bartoletti shares concerns with the contextual standards
 - c. Commissioner Bartoletti indicates she is only comfortable with ZAPCO making code recommendations to zoning-related standards.
 - i. Director Bills explains that while many of the changes are located in chapter 22 (Construction Code), state law defines most of the proposed changes as being zoning-related, even though they are not in Chapter 38 (Zoning) within the West Lake Hills Code of Ordinances.
- d. **Action**
 - a. Commissioner Pledger moves forwarding a recommendation of approval of the proposed zoning changes, with appropriate scrivener’s corrections, with the exception of contextual standards for front yard fence setbacks(22.03.173(d)(10)) and street building setbacks (22.03.275(C)(1)).
 - b. Commissioner Bartoletti seconds
 - c. The motion carries 3-0

This action will be forwarded to the June 24 City Council Meeting

7. Adjournment

Chair Meisel adjourns the meeting at 8:18pm

APPROVED:

A handwritten signature in dark ink, appearing to be 'M. Meisel', is written over a horizontal line.

ATTEST:



Joel Sherrouse, Development Coordinator

These minutes were approved on 7/15/26, 2026.