



CITY OF WEST LAKE HILLS, TEXAS
CITY COUNCIL REGULAR MEETING MINUTES
Wednesday, June 24, 2026 at 7:00 PM

1. Call to Order

Mayor James Vaughan called the meeting to order at 7:05 p.m.

CITY COUNCIL PRESENT: Mayor James Vaughan, Mayor Pro Tem Gordon Bowman, Councilmember Dana Harmon, Councilmember Margaret Moore, Councilmember Beth South, and Councilmember Julia Webber.

CITY STAFF PRESENT: Interim City Administrator Jennifer Bills, City Secretary Makayla Rodriguez, Police Chief Scott Gerdes, Public Works Director Evan Groeschel, Wastewater Accounting Manager Theresa Sanchez, Public Information Officer Tristin Castillo, 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. Hearing none, the public comment section was closed.

3. Announcements

a. Mayor's Report

Mayor James Vaughan stated that he has no announcements.

b. Council Members' Reports

Councilmember Beth South and Councilmember Julia Webber discussed the upcoming art exhibit open house at City Hall on July 15, 2026.

City Attorney Charles Zech gave an overview of the purpose of announcements and what is allowed under Local Government Code.

4. 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 June 10, 2026 Regular Meeting Minutes.

b) Approval of resolution 2026-06-02 establishing the City of West Lake Hills as a Bird City.

c) Approval of resolution 2026-06-03 directing the Bird City Team to implement program initiatives.

MOTION: Upon a motion made by Councilmember Julia Webber and seconded by Councilmember Dana Harmon, the City Council voted 5-0 to approve the Consent Agenda.

5. Police Discuss and provide direction to the Police Department regarding traffic control, road closures, and public safety support for Halloween festivities on Brady Lane and Ridgewood Road.

Eliza Schindler and Ellie Wheeler discussed passed Halloween events that take place throughout West Lake Hills as well as the City of Rollingwood. They requested street closures and public safety support from the Police Department.

Chief Scott Gerdes discussed the Police Department's road closure and public safety efforts during Halloween last year.

6. Public Works Discuss and consider action on awarding a construction contract to Alpha Paving Industries, LLC for the FY26 Street Maintenance projects and have the Interim City Administrator execute documents.

Public Works Director Evan Groeschel briefed City Council of the Street Maintenance Project and that staff recommends awarding the project bid to Alpha Paving Industries LLC.

Chris Otto of Colliers Engineering provided an overview of the crack sealing and mill and overlay process.

There was discussion the project timeline, notice to residents, funding, the bidding process, and road striping. They continued to discuss no parking requirements zones,

MOTION: Upon a motion made by Councilmember Margaret Moore and seconded by Councilmember Dana Harmon, the City Council voted 5-0 to approve the contract with Alpha Paving industries, LLC for the 2026 Street Maintenance Project.

7. Administration Discuss and consider action on an amendment to the wastewater engineering contract with HR Green.

Wastewater and Accounting Manager Theresa Sanchez explained the amendments to the contract with HR Green, noting the amendment will cover services through the end of the fiscal year.

There was discussions regarding grinder pumps, service capacity, and coordination with the City of Austin.

MOTION: Upon a motion made by Mayor Pro Tem Gordon Bowan and seconded by Councilmember Margaret Moore, the City Council voted 5-0 to approve the amendment to the wastewater engineering contract with HR Green.

8. Administration Discuss and consider action on a resolution to adopt an Artificial Intelligence (AI) policy.

Mayor James Vaughan stated that the item will be postponed and will be brought back in the next meeting.

9. Ordinance Discuss and consider action to approve Ordinance 2026-010 amending Code of Ordinances, Chapter 22, Article 22.03 Division 3 Technical and Construction Codes and Standards to adopt the 2021 International Code Council Building Codes and the 2023 National Electrical Code, with specified amendments.

Interim City Administrator Jennifer Bills presented and led discussion on the proposed amendments to Chapter 22 of the Code of Ordinances, including Building code updates, electric code updates, state law requirements, potential impacts on Insurance Services Office (ISO) ratings, and next steps.

Members of City Council discussed notice of updates, possible impacts to contractors, and changes in the development application process if approved.

MOTION: Upon a motion made by Councilmember Dana Harmon and seconded by Councilmember Margaret Moore, the City Council voted 6-0 to adopt Ordinance 2026-010 updating the 2021 International Code Council Building Codes and 2023 National Electric Codes with specified amendments.

10. Ordinance

Discuss and consider action on the following ordinances to amend the Code of Ordinances related to development standards, ZAPCO duties, Board of Adjustment composition and zoning variance/special use permit processing:

- a. Ordinance 2026-006 - Chapter 1 General Provisions, Article 1.01 Code of Ordinances, § 1.01.003 Definitions and Rules of Construction

- b. Ordinance 2026-007 - Chapter 22 Building Regulations, Article 22.03 Construction Code
- c. Ordinance 2026-008 - Chapter 36 Subdivisions, Article 36.01 General Provisions
- d. Ordinance 2026-009 - Zoning Administration procedures including: Chapter 2 administration and personnel, Chapter 20 Administration, Chapter 38 Zoning.

Interim City Administrator Jennifer Bills gave an overview of recommendations for amendments, including streamlining the building process, revising the duties of the Zoning and Planning Commission, and establishing the Board of Adjustment as a separate body.

Mayor James Vaughan explained that the goal of the proposed amendments was to streamline the building process and reduce staff workload. There was additional discussion regarding the proposed amendment, potential impacts on the review and permitting process.

Interim City Administrator Jennifer Bills discussed the proposed separation of the City Council and Board of Adjustment including structure, process for future variances, as well as the potential impacts on variance applicants. Mayor James Vaughan stated that the changes would be in effect at the end of September if approved.

City Attorney Charles Zech explained the difference between a special exception and a variance.

City Council reviewed the amendments for the proposed ordinances.

Mayor James Vaughan opened the public hearing at 9:22 p.m.

Mayor James Vaughan closed the public hearing at 9:23 p.m.

MOTION: Upon a motion made by Mayor Pro Tem Gordon Bowman and seconded by Councilmember Dana Harmon, the City Council voted 6-0 to approve Ordinance 2026-006.

MOTION: Upon a motion made by Mayor Pro Tem Gordon Bowman and seconded by Councilmember Beth South, the City Council voted 6-0 to approve Ordinance 2026-008.

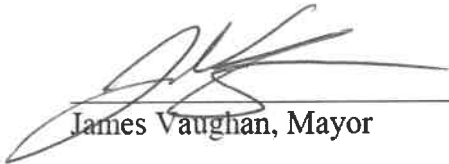
MOTION: Upon a motion made by Mayor Pro Tem Gordon Bowman and seconded by Councilmember Dana Harmon, the City Council voted 6-0 to approve Ordinance 2026-009.

MOTION: Upon a motion made by Mayor Pro Tem Gordon Bowman and seconded by Councilmember Julia Webber, the City Council voted 6-0 to amend subsection F of 22.03.173 to amend definition of “buildable area” to be consistent with the rest of the ordinances, amend 22.03.121 to change the years to 2021 for IBD, IRC, and 2023 for NEC, and 2021 for fire flow and to approve ordinance 2026-007 with the caveats and amendments as stated by Mayor James Vaughan.

11. Adjournment

Mayor James Vaughan adjourned the meeting at 9:25 p.m.

Respectfully submitted:



James Vaughan, Mayor

ATTEST:



City Secretary, Makayla Rodriguez

The minutes were approved on the 8th day of July, 2026.