



CITY OF WEST LAKE HILLS, TEXAS
BOARD OF ADJUSTMENT (BOA) REGULAR MINUTES
Wednesday, May 13, 2026 at 7:00 PM

1. Call to Order

Chair James Vaughan called the meeting to order at 7:01 p.m.

MEMBERS PRESENT: Chair James Vaughan, Vice Chair Brian Plunkett, Board Member Gordon Bowman, Board Member Dana Harmon, Board Member Beth South, and Board Member Darin Walker.

CITY STAFF PRESENT: Interim City Administrator Jennifer Bills, City Secretary Makayla Rodriguez, Public Works Director Evan Groeschel, Police Chief Scott Gerdes, and City Attorney Charles Zech.

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 April 8, 2026 Regular Meeting Minutes.

MOTION: Upon a motion made by Vice Chair Brian Plunkett and seconded by Board Member Dana Harmon, the Board of Adjustment voted 6-0 to approve the Consent Agenda.

4. Public Hearing

507 Konstanty Circle: Discuss and consider action on Special Use Permit 157-2026-E for a guest quarters (Section 38.03.032 of the West Lake Hills Code).

Applicant: Mark Lakins, Dahlin Group

Interim City Administrator Jennifer Bills briefed City Council on the request for a Special Use Permit for a guest house and that staff recommended approval.

Michael Padavic shared details regarding the property plans and special use permit request.

There was discussion regarding the permitting process and guest house requirements.

MOTION: Upon a motion made by Vice Chair Brian Plunkett and seconded by Board Member Darin Walker, the Board of Adjustment voted 6-0 to approve the Special Use Permit for the guest house.

5. Public Hearing 1906 Yaupon Valley Rd.: Discuss and consider action on a recommendation from ZAPCO on the following variances:

- a. Allow grading greater than 18 inches in the building setbacks (Section 22.03.170 (f))
- b. Allow construction of retaining walls greater than 6 feet in height above natural grade (Section 22.03.170(g))
- c. Allow construction of retaining walls greater than 3 feet in height without vegetative screening (Section 22.03.170(i))
- d. 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

Interim City Administrator Jennifer Bills briefed City Council on the variance requests and that the Zoning and Planning Commission recommended approval. She continued to share inconsistencies within drainage, architectural plans, and survey.

Board Member Gordon Bowman shared frustrations regarding following the Code of Ordinances and the building process.

Linda Sullivan explained that the homeowners inherited the architect and engineer through the purchase of the property and want to work with staff to complete the project.

City Council deliberated the variance requests and discussed discrepancies.

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

AMENDMENT: Chair James Vaughan moved to amend the motion to approve the variances contingent on remediation of the over grading and septic being woven through

the trees instead of cutting trees down. Vice Chair Brian Plunkett seconded the motion to amend, and the Board of Adjustment voted 6-0 to approve the amendment.

AMENDED MOTION: The Board of Adjustment voted 6-0-1 (Bowman) to approve the motion as amended.

6. Adjournment

Chair James Vaughan adjourned the meeting at 7:44 p.m.

Respectfully submitted:


James Vaughan, Chair

ATTEST:



City Secretary, Makayla Rodriguez

The minutes were approved on the 10th day of June, 2026.