

CITY OF WEST LAKE HILLS, TEXAS  
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING  
Wednesday, May 14, 2025 at 7:00 PM

1. Call to Order

**With a quorum present, Chair Vaughan called the meeting to order at 7:03 p.m.**

**BOARD MEMBERS PRESENT:**

Chair James Vaughan  
Gordon Bowman  
Brian Plunkett  
Beth South  
Darin Walker

**CITY STAFF PRESENT:**

City Administrator Trey Fletcher  
City Secretary Terry Blanchard  
Director of BDS Jennifer Bills  
Chief of Police Scott Gerdes

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 Vaughan opened the meeting for public comments. Hearing none, the public comment section was closed.**

3. Administration Discuss and consider action on approval of the April 9, 2025 Regular Meeting Minutes.

**MOTION: Upon a motion made by Board Member Walker and a second by Board Member South, the Board voted five (5) for and none (0) opposed to approve the minutes as presented. Motion carried.**

4. Ordinance 5100 Bee Cave Road - Discuss and consider action on Special Use Permit 157-2025-B request to allow for a private school on a property zoned O – Professional and Business Office District. (West Lake Hills Code, Section 38.03.035 (c)(7)).

Applicant: Will Gunnell, Husch Blackwell

Director Bills gave a brief summary. Staff recommend denial. Nikelle Meade (partner, Husch Blackwell, LLP) gave a presentation. She asked the Council to consider postponing action until the next meeting since the lead time to reapply would not allow for the school's projected start date of August 1st.

Mayor Vaughan opened the meeting for public comments. The following individuals spoke to Council:

- Stephen Patak & Desiree Avalos (110 Bluff Park Circle) - opposed
- Bob & Kim Borron (103 Bluff Park Circle) - opposed
- Jeff Tse (108 Bluff Park Circle) - opposed
- Steve Wiener (109 Bluff Park Circle) - opposed
- Judy Osborn (105 Bluff Park Circle) - opposed
- Mark & Sheri Brice (107 Bluff Park Circle) - opposed
- Vicky Kitsa (101 Sundown Parkway) - opposed
- Ann Kern (116 Bluff Park Circle) - opposed
- Emily Franke (118 Bluff Park Circle) - opposed
- Nancy Dickelman (114 Bluff Park Circle) – opposed

Hearing no further comments, the public comment section for this item was closed by Mayor Vaughan.

**MOTION: Upon a motion made by Board Member Walker and a second by Board Member Plunkett, the Board voted five (5) for and none (0) opposed to deny the request for a Special Use Permit. Motion carried.**

5. Ordinance 3421 Bee Cave Road – Discuss and consider action to approve Ordinance 157-2025-C for a Special Use Permit request to allow for individual and group tutoring, and after school classes for no more than 30 clients at a time, on a property Zoned O - Professional and Business Office (West Lake Hills Code, Section 38.04.031).

Applicant: Ramon Aguirre, Director of Operation for Clear Terra Group

Director Bills gave a summary. Staff recommends approval. Ramon Aguirre (Director of Operations for Clear Terra Group) gave a presentation.

**MOTION: Upon a motion made by Board Member South and a second by Board Member Walker, the Board voted five (5) for and none (0) opposed to approve the Special Use Permit request as presented. Motion carried.**

6. Land Use 4 North Peak Road - Discuss and consider action on a recommendation from ZAPCO for a variance to allow for an encroachment of 10 feet into the 50-foot front setback for the construction of a new house (Section 22.03.275 and 22.03.281 of the West Lake Hills Code). Applicant: Kent Stromberg, Eppright Homes, LLC.

Director Bills gave a summary. ZAPCO recommended denial and staff recommended approval.

Wesley Parks (architect) gave a presentation to the Council. James Jennings (owner) spoke to the Council regarding the request. Mayor Vaughan read findings of fact into the record.

**MOTION: Upon a motion made by Board Member Walker and a second by Board**

**Member Bowman, the Board voted five (5) for and none (0) opposed to approve the variance request as presented. Motion carried.**

7. Land Use 1001 Madrone Road - Discuss and consider action on a recommendation from ZAPCO regarding the following variance requests for the construction of a new residential home:
1. To allow for an encroachment of approximately 5.2 feet into the 25-foot side setback for the construction of a new deck (Section 22.03.281 and 22.03.275)
  2. Elimination of the maneuvering area for exiting without backing into a public street (Section 22.03.175 (d))
  3. To allow three driveways, where only one per primary dwelling unit is allowed (Section 22.03.175 (e)(2))
  4. To allow the driveway width exceeding the maximum 20 feet by 12.5 feet (Section 22.03.175 (e)(2)).

Applicant: Edgar Prats, Property Owner.

Director Bills gave a brief summary. Staff recommended approval of the reduction of the maneuver area setback and denial of the remaining three requests. ZAPCO recommended approval of the deck setback and reduction of the maneuver area setback; and recommended denial of the allowance of three driveways and the driveway widths exceeding 20 feet.

Edgar and Laurel Prats (owners) gave a presentation to the Council.

**MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member Walker, the Board voted five (5) for and none (0) opposed to approve the request (item 1.) to allow for an encroachment of approximately 5.2 feet into the 25- foot side setback for the construction of a new deck. Motion carried.**

**MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member South, the Board voted five (5) for and none (0) opposed to deny the requests for (item 2.) the elimination of the maneuvering area for exiting without backing into a public street and (item 4.) to allow the driveway width to exceed the maximum 20 feet by 12.5 feet. Motion carried.**

**MOTION: Upon a motion made by Chair Vaughan and a second by Board Member Walker, the Board voted five (5) for and none (0) opposed to approve the request to reduce to two driveways (item 3. revised). Motion carried.**

8. Adjournment

**Chair Vaughan adjourned the meeting at 9:20 p.m.**

Respectfully submitted,

  
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JAMES VAUGHAN, CHAIR

ATTEST:

  
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Terry Blanchard, TRMC  
City Secretary

These minutes were approved on June 11, 2025.

