

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, September 10, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Chair Vaughan called the meeting to order at 7:01 p.m.

BOARD MEMBERS PRESENT:

Chair James Vaughan
Gordon Bowman
Dana Harmon
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Finance Director Vonda Ragsdale
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes
City Attorney Charles E. Zech

Meeting was suspended at 7:01 p.m.

Meeting was reconvened at 7:05 p.m.

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. Consent Agenda Discuss and consider action to approve the August 13, 2025 Regular Meeting Minutes.

MOTION: Upon a motion made by Board Member Harmon 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. Land Use 1801 Basin Ledge - Discuss and consider action on a recommendation from ZAPCO on proposed variances
- a. To allow for a septic tank to encroach 15 feet into the 25-foot side setback (Section 22.03.276 and 22.03.281 of the West Lake Hills Code of Ordinances), and
 - b. For excavation and grading, greater than 18" in the building setback (Section 22.03.170 – Site Disturbance (Excavation, Grading, or Filling). Applicant: James

Gatlin, JAG Permits.

Director Bills gave a summary. No public comments have been received. After review, the engineers recommended denial of the request based on information provided. ZAPCO recommended denial.

MOTION: Upon a motion made by Board Member Walker and a second by Board Member Harmon, the Board voted five (5) for and none (0) opposed to deny the variances as requested. Motion carried.

5. Land Use 912 Calithea Road - Discuss and consider action on recommendations from ZAPCO on proposed variances:
1. To allow for a second driveway on a residential lot where one is the maximum (Section 22.03.175(E)(2): Driveway Standards)
 2. To install a new septic tank encroaching on the 25-foot side building setback (Section 22.03.276: Setbacks for accessory structures)
 3. To install a new septic tank encroaching on the 25-foot side building setback (Section 22.03.281: Dimensional Regulations)

Applicant: Ross Smith, South Town Dream Homes.

Director Bills gave a summary. Two citizens spoke in opposition at the ZAPCO hearing. Three citizens did not wish to speak but recorded their opposition to the variances. ZAPCO recommended denial.

The following individuals spoke on these requests:

- Ross Smith (builder/contractor) - Mentioned safety risk due to steep slope.
- Dr. Charlotte Howard (owner) - Read a prepared statement. Stated that the septic variance is needed due to the deterioration of the existing system. She stated that the driveway variance to create a circular drive would be an asset and beneficial to the neighborhood. Feels that the neighbors don't want the variances because they think the short-term rental would reopen. Dr. Howard said that the property will no longer be used as an STR, and would agree to sign a legal document to that effect, if necessary. If approved, the build would begin in October and last approximately four months. The goal is to bring functionality and safety to the property.
- Patrick Johnson (917 Calithea) - Three of the five neighbors on this street are opposed to the driveway. Applicant does not live on this street; she is the landlord. Two parking spots on the street have been designated for this property. The previous nine-month project extended for almost two years. The neighbors would like to preserve the quiet, natural street as much as possible. There is no opposition to the septic variance.
- Brian Knowlton (finacé/spouse) - The STR didn't work. Met with neighbors and city administrators to try and correct the issues. The street has the same problem as the driveway - narrow and steep. This variance is meant to improve the situation. The pool project will begin soon and the projects could run concurrently.
- Cortney Johnson (917 Calithea) - Asking the Council to deny the request. She supports the septic replacement, but not the driveway. This issue is not about the STR as that

issue was resolved. There doesn't seem to be a hardship to justify the request. The Council should care about setting precedents.

- Frank Phillips (919 Terrace Mountain) - Did not wish to speak but recorded his opposition to the variances.

MOTION: Upon a motion made by Chair Vaughan and a second by Board Member South, the Board voted five (5) for and none (0) opposed to deny variance request #1. Motion carried.

MOTION: Upon a motion made by Chair Vaughan and a second by Board Member Harmon, the Board voted five (5) for and none (0) opposed to approve variance requests #2 and #3 conditional upon staff concurrence that the septic system is failing. Motion carried.

6. Land Use 217 Reveille Road - Discuss and consider action on recommendations from ZAPCO on proposed variances:

1. To allow for a driveway to encroach approximately 2 feet into the 10-foot driveway setback (Section 22.03.175(A)(2): Minimum side parking setback)
2. To allow for a driveway with a width of 7 feet where 12 feet is the minimum (Section 22.03.175(F): Minimum driveway width)
3. To keep an existing non-conforming second driveway where only one is allowed by code (Section 22.03.175(E)(2): Driveway standards)
4. To keep existing non-conforming parking spaces not located behind the dwelling unit (Section 22.03.175(H)(1): Parking locations in the R-2 district)
5. To keep existing non-conforming parking spaces underneath a portion of a dwelling unit (Section 22.03.175(H)(4): Parking prohibited under any portion of dwelling unit)

Applicant: Nathan Quiring, Clayton Korte.

Director Bills gave a brief summary. No public comments were received. ZAPCO recommended approval of variances #1, #2, #4, and #5 with denial of variance #3.

Clay Korte (owner) stated that he purchased the duplex in 2008 and uses both sides for himself. He doesn't want to get rid of the circular drive or the carport. He would like more storage area and a driveway in the back to allow more parking (and to keep cars off of the street).

Laurie Maccini (202 Reveille) has lived in her home for thirty years. She has no issue with the circular drive, but does have issues with the back driveway. After review of the plans, it appears that a large garage is being proposed.

Council convened into Executive Session at 8:23 p.m. pursuant to Texas Local Government Code 551.071 for consultation with attorney.

Council reconvened in Open Session at 8:32 p.m. The item has been postponed until the October BOA meeting to allow the city attorney additional time to review the requests.

7. Adjournment


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 adjourn the meeting at 8:38 p.m. Motion carried.

Respectfully submitted,



JAMES VAUGHAN, CHAIR

ATTEST:



Terry Blanchard, TRMC
City Secretary



These minutes were approved on October 8, 2025.