



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, November 12, 2025 at 7:00 PM

Notice is hereby given that the Board of Adjustment (BOA) of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 12th day of November 2025 at 7:00 p.m., in the Council Chamber, Municipal Complex, 4010 Bee Cave Road, West Lake Hills, Texas, at which time the following items will be discussed, to-wit:

REMOTE ACCESS - Join Zoom Meeting at <https://us02web.zoom.us/j/3499549035> Or via telephone: Dial (346) 248-7799 - Meeting ID: 349 954 9035

If you wish to speak during the meeting or provide written comments, please email your name, phone number, comments, and the item number you wish to speak on to citysec@westlakehills.gov by 1:00 P.M. on November 12, 2025.

1. Call to Order
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.
3. Consent Agenda Discuss and consider action to approve the October 8, 2025 Regular Meeting Minutes.
4. Administration **5424 Bee Cave Road** - Discuss and consider action on a Special Use Permit for a private school in O - Office Zoning District.
5. Adjournment

Approved by: James Vaughan, Chair

Certificate

I certify that the above Notice of the November 12, 2025 Board of Adjustment Regular Meeting was posted on the bulletin board at the Municipal Complex, 4010 Bee Cave Road, West Lake Hills, Texas on Wednesday, November 5, 2025 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Terry Blanchard, City Secretary

The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. Reasonable accommodation and equal access to communications will be provided upon request.

All items on the agenda are for discussion and/or action. The Board reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, October 8, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Chair Vaughan called the meeting to order at 7:02 p.m.

BOARD MEMBERS PRESENT:

Chair James Vaughan
Gordon Bowman
Dana Harmon
Brian Plunkett
Beth South

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

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 September 10, 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 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)

Applicant: Nathan Quiring, Clayton Korte.

Director Bills gave a summary. Clay Korte (owner) gave a recap from the previous meeting. Owners are trying to get cars parked behind the home.

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

5. Land Use 207 Yaupon Valley Road - Discuss and consider action on a recommendation from ZAPCO on variances:
1. To allow for grading on a slope of 35% or greater (Drainage and Erosion Control Design Manual Section 7.4.1); and
 2. To allow for closed fill greater than 6 feet on slopes with a grade between 0% and 35% (Drainage and Erosion Control Design Manual Section 7.4.1).

Applicant: Davin Fillpot, Architect LLC.

Director Bills gave a summary. Ernesto Cragolino (architect) reviewed the plans and provided additional information on the topography and slope. Also reviewed the area for pool and rainwater tanks as well as site sections as requested by ZAPCO. Glenn Stotts (102 Yaupon Valley) mentioned the shared dry creek that runs through the properties. He stated his concerns regarding drainage and erosion.

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 approve the variances as requested. Motion carried.

6. Land Use 1206 Yaupon Valley Road - Discuss and consider action on a recommendation from ZAPCO on variances:
1. For encroachments of up to 20 feet into the 25-foot side setbacks for a primary building (Section 22.03.275 and 22.03.281);
 2. For encroachment of up to 25 feet into the 50-foot front setback for a primary building (Section 22.03.275 and 22.03.281);
 3. For encroachment of up to 25 feet into the 25-foot side setback for a pool and pool enclosure (Section 22.03.276 and Section 22.03.281);
 4. For encroachments of up to 35 feet into the 50-foot front setback for a pool, pool enclosure, and garage (Section 22.03.276 and Section 22.03.281);
 5. To allow redevelopment of a site with impervious cover of 30% where 25% is the maximum allowed by code (Section 22.03.281).

Applicant: John Hussey, Site Specifics.

Director Bills gave a summary. ZAPCO recommends approval. The requests are for modifications to the existing house. Ryan F. (representative from The Planning Agency) reviewed the buildable area. He stated that not much is changing with the driveway — mostly cleanup. Owners are trying to keep a low profile for the property. Spencer Stevens (neighbor) listed his concerns regarding plans changing and allowing for a larger profile during construction. He read the definition of hardship and requested that conditions be placed on the variance, if approved.

MOTION: Upon a motion made by Board Member Plunkett and a second by Board Member Harmon, the Board voted five (5) for and none (0) opposed to approve the variances requested based on plans as submitted. Motion carried.

7. Adjournment

Chair Vaughan adjourned the meeting at 8:34 p.m.

Respectfully submitted,

JAMES VAUGHAN, CHAIR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on November 12, 2025.



City of West Lake Hills
Board of Adjustments

AGENDA REPORT

Meeting Date:	November 12, 2025	Item Number:	4
	Building and Development Services		
Department:			
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

5524 Bee Cave Road, Building M – Discuss and consider action on Special Use Permit 157-2025-D 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: Ramon Aguirre, YPW Elementary School

Recommendation

Staff recommend approval of the Special Use Permit for with the following conditions:

- All parking and stacking take place on the subject property at 5524 Bee Cave Road;
- Available wastewater capacity for the change-in-use of the building from office to school.

Special Use Permits do not go to the Zoning and Planning Commission for recommendation.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Bee Cave Office LLC

Legal Description: Unit 1 Building M Westland Office Park Amended Plus 16.48% Interest in Common Area (Exempted)- Luce Musgrave Senter Prop

Lot Size: 1.1635 acres

Zoning: O – Professional and Business Office

Wastewater: City Wastewater – capacity not available for change in use at this time

The properties surrounding the subject property are zoned B-1 – Business 1, O – Professional and Business Office, GUI - Government, Utility and Institutional, and R-2 – Two Family.

Special Use Permit Request:

The applicant is requesting a Special Use Permit request for a private school that would house approximately 80 students, grades kindergarten through 5th grade, and 10 teachers and other employees. The school would be in session five days a week from 8:00 am to 5:00 pm (Attachment 1).

The applicant has stated that they have 34 parking spaces on site (Attachment 3) and will be using 35 parking spaces on the adjacent property of the Methodist Church at 1460 Redbud Trail (Attachment 4). The church property is already housing 60 students for a YPW school and after-school programs.

Staff Analysis:

Special Use Permits are required for charter or private schools within the Office District. The school must be in a separate structure within an office complex that will not adversely affect other tenants. The building and site are existing (Attachment 2). The applicant is not proposing any exterior changes to the site. They are proposing to use the playground and parking at the adjacent United Methodist Church.

Building M is currently vacant but the previous use was medical office. The building will be required to come into compliance for occupancy as a school, which is a change in use of the site. The change in use will increase the amount of wastewater discharged within the service area. Building permits for the site cannot be approved until the capacity issue is resolved.

SUP Criteria Provided by Applicant:

When requesting a Special Use Permit, the following general criteria are applicable to all requests. Applicants' statements provided for each.

(1) The appearance, size, density and operating characteristics of the proposed special use are compatible with the surrounding neighborhood and uses;

- The building across provides Pediatric Therapy and we believe our use is compatible with this neighboring operation as we both serve children.

(2) The proposed use will not have an adverse effect on the value of surrounding properties or impede their proper development.

- Building M sits at the end of the hill of the Westland Office Park, as such is isolated from the rest of the buildings, except the neighboring building L. Also, we will be able to use the adjacent United Westlake Methodist Church parking lot for drop off/pick up operations.

(3) The proposed use will not create a nuisance factor or otherwise interfere with a neighbor's enjoyment of the neighbor's property or operation of the neighbor's business.

- All of our outdoor activities will be performed at the adjacent United Methodist Church playground, so no outdoor noise from this building.

(4) The traffic that the proposed use can reasonably be expected to generate on existing streets will not create or add significantly to congestion, a safety hazard, or a parking problem in the area, nor will it disturb the peace and quiet of the neighborhood; and

- We recognize that this may be an issue but we are carrying the drop off and pickup operations at the Westlake United Methodist Church. We will have access to 35 parking spaces assigned exclusively for

parents to park and walk the children to a receiving area by the gym. This area connects to building M via a walkway. All of our staff will park at the 5524 Bee Cave Rd parking lot.

(5) The proposed use shall comply with all other applicable ordinances and regulations.

- Yes, we will work with the city to obtain a commercial permit for renovation and will coordinate with the Fire Department to make sure this operation meets their safety requirements.

Additional requirements for Charter or Private Schools in O district:

(I) A proposed charter school or private school shall comply with the following specific criteria and conditions, as well as the general criteria in section 38.04.033:

- (1) The charter school or private school presents to the city proper credentials, licenses or certifications to operate as provided by the Texas Education Code.
- (2) Outdoor recreational activities are permissible so long as the noise from the activity does not interfere with the other tenants or neighbors.
- (3) A fence must be constructed surrounding any outdoor recreational activity area at a height of at least four (4) feet but no higher than six (6) feet.
- (4) The hours of operations are limited to 8:00 a.m. to 5:00 p.m.
- (5) Employee parking spaces shall be allocated on a one-to-one ratio. Additional parking must be provided for transportation of students, unless documentation is provided that the available parking is adequate due to shared parking between other tenants.
- (6) The anticipated traffic load from the school, including loading and unloading, shall not interfere with other traffic within a multi-tenant complex.
- (7) As part of the operation of a private or charter school, food and drink may be provided for on-premises consumption by the students and staff without having to obtain a food establishment permit under Chapter 10 provided that: (A) the provision of food or drink, and disposal of refuse, does not create a nuisance for other tenants or neighbors; (B) the food or drink is provided as a part of the educational services being provided, and not primarily for retail sale; and (C) the food is pre-packaged, nonperishable, and does not require cooking or other preparation. The terms in this subsection have the meaning assigned to them by chapter 10 of this code.
- (8) The private or charter school must meet the minimum ratio of classroom size per student as required by the Texas Education Agency and the number of persons occupying the space may not violate the occupancy limits set by the fire code.

Public Comments:

Three written comments in support and one in opposition have been received as of this report (Attachment 5).

Outdoor Lighting

Any outdoor lighting will comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

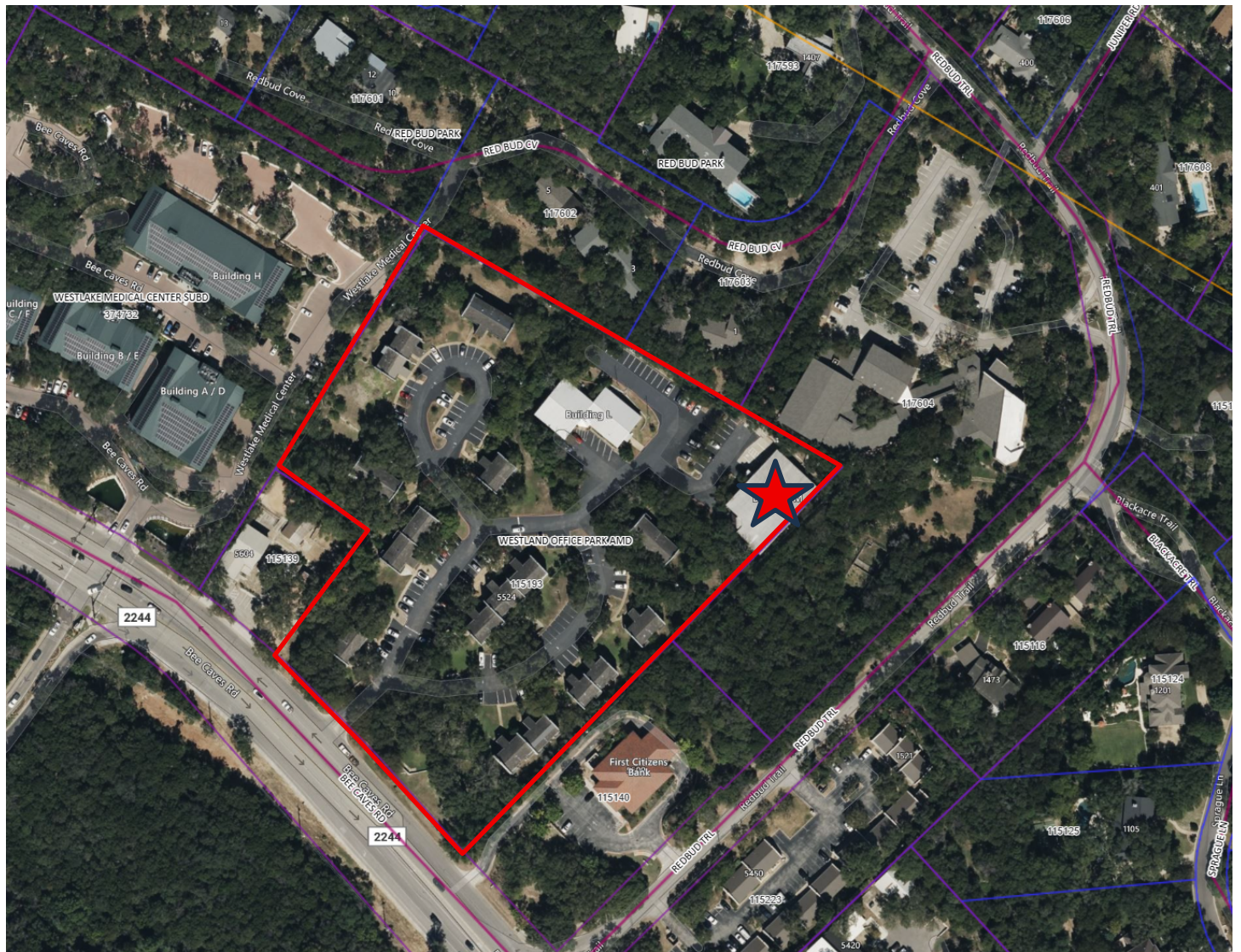
Subdivision

No subdivision of property is being proposed.

Comprehensive Planning Analysis

The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Aerial:



SPECIAL USE PERMIT 157-2025-D

A PERMIT SETTING THE CONDITIONS UNDER WHICH A SPECIAL USE SHALL BE PERMITTED AND AUTHORIZING THE CITY ADMINISTRATOR TO NOTE THE CHANGE ON THE OFFICIAL ZONING MAP OF THE CITY.

WHEREAS, YPW Elementary School has requested a Special Use Permit for the herein described parcel of land at 5524 Bee Cave Road, Building M, to allow for private school use as a special use in this district, as allowed by Section 38.03.035(c); and

WHEREAS, the notice as required by Section 38.04.032 of the West Lake Hills Code has been given to adjacent property owners; and

WHEREAS, a Public Hearing has been held by the Board of Adjustment as required by the West Lake Hills Code of Ordinances; and

WHEREAS, a valid objection in the Public Hearing or a written protest has not been submitted against the proposed Special Use Permit; and

WHEREAS, the Board of Adjustment finds that the application for a Special Use Permit meets the criteria applicable to all special uses in Section 38.04.033 of the West Lake Hills Code; and

WHEREAS, the Board of Adjustment finds that the application for a Special Use Permit meets the criteria applicable specifically to charter or private school uses in Section 38.04.034(l) of the West Lake Hills Code

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ADJUSTMENT OF THE CITY OF WEST LAKE HILLS, TEXAS:

Article 1. The legal description of said parcel of land is as follows:

Unit 1 Building M Westland Office Park Amended Plus 16.48% Interest in Common Area

Article 2. The permit is granted under the following terms and conditions.

1. All parking and stacking take place on the subject property at 5524 Bee Cave Road;
2. Available wastewater capacity for the change-in-use of the building from office to school;

3. The appearance, size, density and operating characteristics of the Special Use must be compatible with the surrounding neighborhood and uses;
4. The Special Use shall not have an adverse effect on the property value of surrounding properties or impede their proper development.
5. The Special Use shall not create a nuisance factor or otherwise interfere with any neighbors' enjoyment of their property or operation of their businesses.
6. The traffic that the proposed use can reasonably be expected to generate on existing streets will not create or add significantly to congestion, a safety hazard, or a parking problem in the area, nor will it disturb the peace and quiet of the neighborhood; and
7. The charter school or private school presents to the city proper credentials, licenses or certifications to operate as provided by the Texas Education Code.
8. Outdoor recreational activities are permissible so long as the noise from the activity does not interfere with the other tenants or neighbors.
9. A fence must be constructed surrounding any outdoor recreational activity area at a height of at least four (4) feet but no higher than six (6) feet.
10. The hours of operations are limited to 8:00 a.m. to 5:00 p.m.
11. Employee parking spaces shall be allocated on a one-to-one ratio. Additional parking must be provided for transportation of students, unless documentation is provided that the available parking is adequate due to shared parking between other tenants.
12. The anticipated traffic load from the school, including loading and unloading, shall not interfere with other traffic within a multi-tenant complex.
13. As part of the operation of a private or charter school, food and drink may be provided for on-premises consumption by the students and staff without having to obtain a food establishment permit under Chapter 10 provided that: (A) the provision of food or drink, and disposal of refuse, does not create a nuisance for other tenants or neighbors; (B) the food or drink is provided as a part of the educational services being provided, and not primarily for retail sale; and (C) the food is pre-packaged, nonperishable, and does not require cooking or other preparation. The terms in this subsection have the meaning assigned to them by chapter 10 of this code.

14. The private or charter school must meet the minimum ratio of classroom size per student as required by the Texas Education Agency and the number of persons occupying the space may not violate the occupancy limits set by the fire code.
15. All representations, whether oral or written, made by the applicant, or his agent, in support of a Special Use Permit are conditions upon which this permit is granted.
16. Applicant agrees to comply with all applicable federal, state, and local statutes, rules, regulations, and ordinances.

Article 3. This Special Use Permit is granted to YPW Elementary School, a private school, as a special use in this district at 5524 Bee Cave Road, Building M.

Article 4. This Special Use Permit is not transferable to another person/entity or another parcel of land and shall cease upon change of ownership of property or business.

Article 5. The Board of Adjustment, after notice and Public Hearing, may revoke this Special Use Permit for one or more of the following reasons:

1. A violation of any of the representations, plans, terms, general or special conditions; and limitations applicable to the Special Use as approved by the BOA.
2. A violation of any applicable ordinance or regulation.
3. A change in the nature of the use without prior approval of the City.
4. Operation or maintenance of the Special Use in a manner that is detrimental to the public's health or safety, or to constitute a nuisance.

Article 6. The Special Use Permit shall lapse if the use has not commenced, or, in the case of construction, if construction has not been commenced, within one year of the date the permit was issued.

Article 7. If this Special Use is discontinued for more than six (6) consecutive months, it shall be deemed abandoned.

Article 8. This Special Use Permit is issued under the following special conditions:

1. The duration of this Special Use Permit shall be for two (2) years from the effective date hereon.
2. This Special Use Permit may be renewed for two-year periods at the discretion of the City Administrator provided no written complaints have been received

during the use period. When complaints have been registered, the applicant will obtain renewal approval from the Board of Adjustment.

Article 9. The staff report exhibits, along with any supporting correspondence and documents and marked as Exhibit "A" attached hereto are incorporated herein by reference for all pertinent purposes.

Article 10. This Special Use Permit shall become effective on the 12th day of November, 2025.

PASSED AND APPROVED this 12th day of November, 2025.

James Vaughan, BOA Chair

ATTEST:

Terry Blanchard, City Secretary

I/We acknowledge receipt of this SUP and agree to abide by its terms and conditions.

Agent
Ramon Aguirre, YPW Elementary School



1640 Redbud Trail· Westlake Hills, TX 78746 www.YPWkids.com

October 3, 2025

Mayor James Vaughan
 Board of Adjustments Chair
 City of West Lake Hills, TX 78746

RE: Special Use Permit for YPW Elementary School - at 5524 Bee Caves Rd Building M, zoned Office.

Dear Mayor Vaughan:

We respectfully request a special use permit to operate a Private School at 5524 Bee Caves Rd Building M, zoned **“O”**. Our understanding is that this building currently has an approved special use for **“Church Education and Ministries” (including “Educational Classes for children, youth and adults”)**, approved in 2008.

We will make improvements to the building such as consolidating some rooms, new floors, and new paint. We will apply for a commercial permit for these upgrades. We will also comply with the Fire Department requirements for our operations.

Building M at 5524 Bee Cave Rd has 34 parking spaces allocated, including one handicap space.

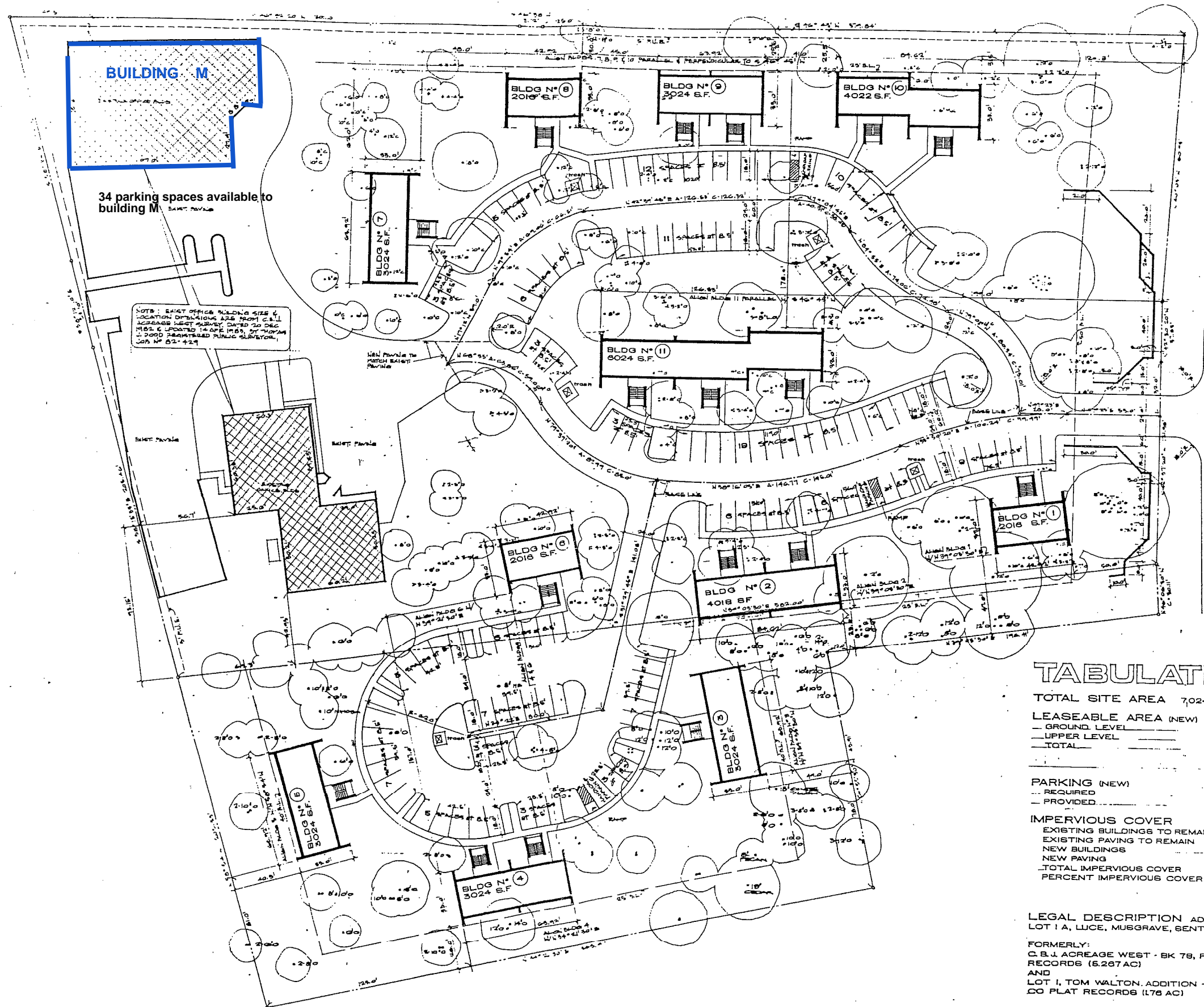
YPW will enter into an agreement with the Westlake United Methodist Church to use up to 35 additional parking spaces at 1640 Redbud Trail for drop-off/pickup activities. We will also be able to use their playground at that same location. Please note that up until last year there was a preschool operating at the church location, with an active enrollment of more than 100 children. The volume of our drop-off and pickup operations at this location will be less than the church’s preschool had. We will bring the after-schoolers on our mini-buses and vans.

5524 Bee Cave Rd Bldg. M Operation Details:

Services	Elementary School Grades K to 5 th and after school programs
Square Footage	7,800 SF
Maximum number of students at one time	80
Number of staff personnel	10
Hours of Operation	Monday to Friday 8:00 am to 5:00 pm
Ages	Serving ages 5 years and older
Number of Parking Spaces Available	69 (34 at 5524 Bee Cave Rd <i>PLUS</i> 35 at 1640 Redbud Trail)
Number of handicap Spaces Available	3 (1 at 5524 Bee Cave Rd and 2 at 1640 Redbud Trail)

Please do not hesitate to contact me should you require additional information. I can be reached raguirre@ypwkids.com or at 512-417-3494.

Sincerely,
Ramon Aguirre
 Ramon Aguirre
 Director, YPW Spanish Elementary School



BUILDING M

34 parking spaces available to building M

NOTE: EXIST OFFICE BUILDING SIZE & LOCATION DIMENSIONS ARE FROM C.A.L. LICENSED SURVEY DATED 10 DEC 1982 & LOCATED 14.07E 1983, BY MERVIN J. DODD REGISTERED PUBLIC SURVEYOR, JOB NO. 82-429

BEE CAVES RD FM 2244

TABULATION

TOTAL SITE AREA	7,024 ACRES - 305,866 S.F.
LEASEABLE AREA (NEW)	
GROUND LEVEL	17,818
UPPER LEVEL	17,818
TOTAL	35,232
PARKING (NEW)	
REQUIRED	143
PROVIDED	143
IMPERVIOUS COVER	
EXISTING BUILDINGS TO REMAIN	14,000
EXISTING PAVING TO REMAIN	24,500
NEW BUILDINGS	22,436
NEW PAVING	52,200
TOTAL IMPERVIOUS COVER	113,136
PERCENT IMPERVIOUS COVER	37%

LEGAL DESCRIPTION ADDRESS: 5524 BEE CAVES RD LOT 1 A, LUCE, MUSGRAVE, GENTER SUBDIVISION
 FORMERLY:
 C.B.J. ACREAGE WEST - BK 78, PG 187, TRAVIS CO PLAT RECORDS (5.287 AC)
 AND
 LOT 1, TOM WALTON ADDITION - BK 41, PG 46, TRAVIS CO PLAT RECORDS (1.76 AC)

DIMENSIONAL SITE PLAN

SCALE - 1" = 30'-0"

NOTE: CENTER ALL PARKING / DRIVEWAYS ON ALLEYS



ROBERT W. KLASSEN ARCHITECT AIA

WESTLAND OFFICE PARK



1640 Redbud Trl

5525 Bee Cave Rd
Building M

1 handicap
space

34 parking spaces
allocated to
building M - 1 handicap

Total number of students: 140 - Total number of teachers and staff: 17
Total number of parking spaces provided: 94 (60 at 1460 Redbud Trail plus 34 at 5524 Bee Cave Rd) -
Total number of accessible spaces: 3 (2 at 1460 Redbud Trail and 1 at 5524 Bee Cave Rd)

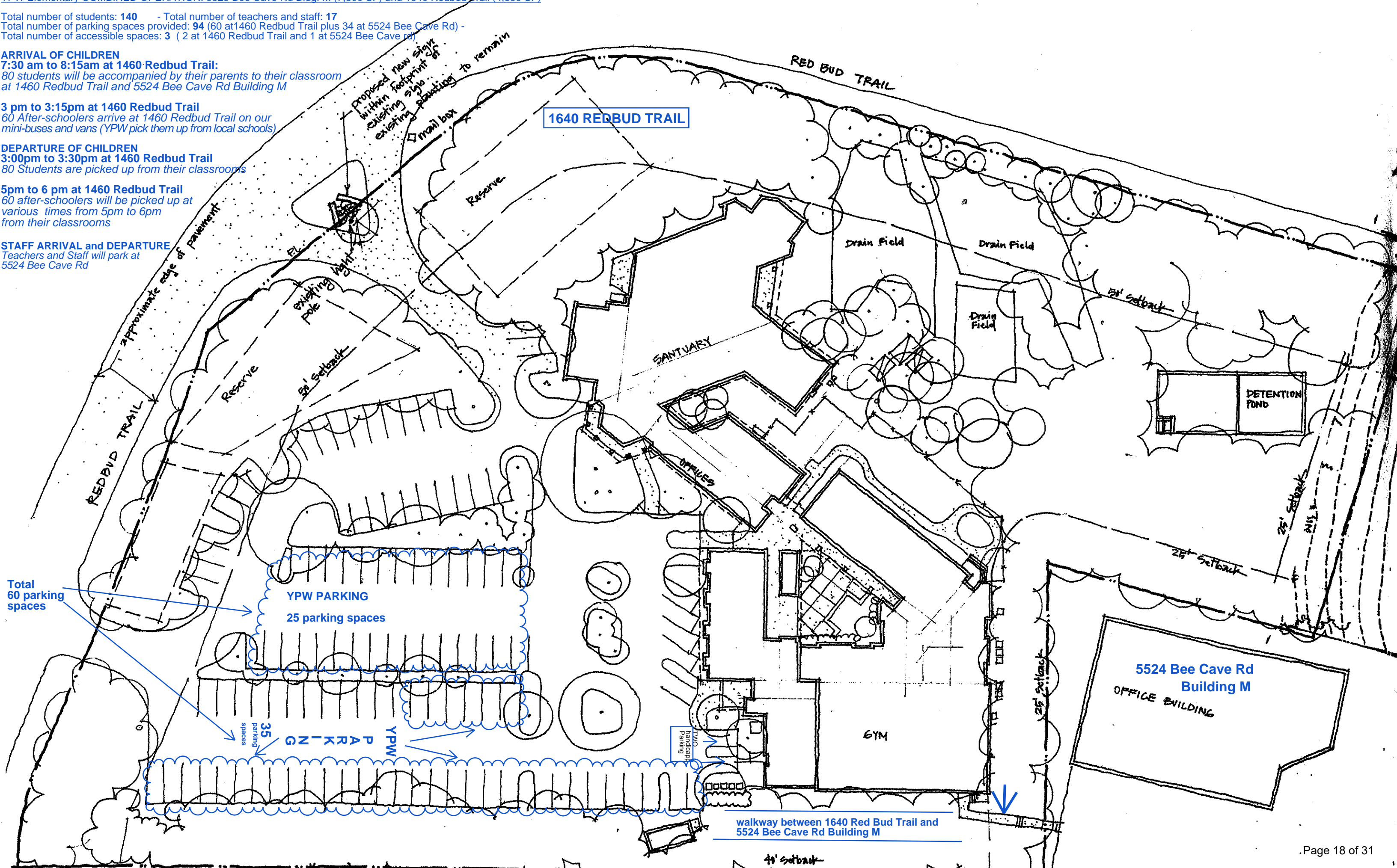
ARRIVAL OF CHILDREN
7:30 am to 8:15am at 1460 Redbud Trail:
80 students will be accompanied by their parents to their classroom at 1460 Redbud Trail and 5524 Bee Cave Rd Building M

3 pm to 3:15pm at 1460 Redbud Trail
60 After-schoolers arrive at 1460 Redbud Trail on our mini-buses and vans (YPW pick them up from local schools)

DEPARTURE OF CHILDREN
3:00pm to 3:30pm at 1460 Redbud Trail
80 Students are picked up from their classrooms

5pm to 6 pm at 1460 Redbud Trail
60 after-schoolers will be picked up at various times from 5pm to 6pm from their classrooms

STAFF ARRIVAL and DEPARTURE
Teachers and Staff will park at 5524 Bee Cave Rd



From: [Darci Meachin](#)
To: [James Vaughan](#); [Dana Harmon](#); [Brian Plunkett](#); [Beth South](#); [Darin Walker](#); [Gordon Bowman](#); [Jennifer Bills](#); [Joel Sherrouse](#)
Subject: Letter of Support for Special Use Permit Application – YPW Spanish Elementary School, 5524 Bee Cave Rd, Building M
Date: Tuesday, November 4, 2025 5:48:39 PM

You don't often get email from [REDACTED] [Learn why this is important](#)

To the Members of the Westlake Hills Board of Adjustment:

Date: November

4, 2025

Dear Board of Adjustment Members,

I am writing to you today as a committed resident of Westlake Hills, a parent to a YPW student, and a concerned member of our community to express my **strong and unequivocal support** for the Special Use Permit (SUP) application for **YPW Spanish Elementary School** at [5524 Bee Cave Rd, Building M](#).

This school represents the **culmination of 20 years of dedicated service** to the Westlake community as a trusted Spanish Immersion program, and its expansion to the elementary level is a **vital educational resource** that is filling a critical void.

For **20 years**, YPW has been a stable and trusted Spanish Immersion program in the Westlake area. The need to **expand to the elementary school level** which became critical this school year following the discontinuation of the bilingual program by our local school district. This expansion is essential to provide high-quality, Spanish-language immersion education for our growing community.

- **YPW is a local solution to a local problem.** By supporting this school, we ensure that Westlake families who value bilingual fluency for their children can find it here, without having to leave the community.
- The school provides an essential academic service that enhances the **educational diversity and future readiness** of our youth.

With **20 years of proven service** to the Westlake area, YPW Spanish Elementary School has demonstrated its long-term commitment and stability. They are providing an invaluable service, and they have developed a responsible, low-impact operational plan based on a solid partnership with the Westlake United Methodist Church.

I urge the Board of Adjustment to recognize the significant benefit this school brings to our children and families. Please **approve the Special Use Permit** for YPW Spanish Elementary School.

Thank you for your time and consideration of this important community matter.

Sincerely,

Darci Meachin

1409 Redbud Trail, West Lake Hills, TX 78746
[REDACTED]

From: [Jon Hibler](#)
To: [James Vaughan](#); [Dana Harmon](#); [Brian Plunkett](#); [Beth South](#); [Darin Walker](#); [Gordon Bowman](#); [Jennifer Bills](#); [Joel Sherrouse](#)
Subject: Letter of Support for Special Use Permit Application – YPW Spanish Elementary School, 5524 Bee Cave Rd, Building M
Date: Wednesday, November 5, 2025 7:55:17 AM

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Sincerely,

Jon Hibler



From: [James Burkett](#)
To: [James Vaughan](#); [Dana Harmon](#); [Brian Plunkett](#); [Beth South](#); [Darin Walker](#); [Gordon Bowman](#); [Jennifer Bills](#); [Joel Sherrouse](#)
Subject: Letter of Support for Special Use Permit Application – YPW Spanish Elementary School, 5524 Bee Cave Rd, Building M
Date: Wednesday, November 5, 2025 9:18:04 AM

You don't often get email from [REDACTED]. [Learn why this is important](#)

Dear Board of Adjustment Members,

I am writing to you today as a committed resident of Westlake Hills and a concerned member of our community to express my strong and unequivocal support for the Special Use Permit (SUP) application for YPW Spanish Elementary School at 5524 Bee Cave Rd, Building M.

We are new to the area but as we understand it, YPW has been a stable and trusted Spanish immersion program in the Westlake area. The need to expand to the early elementary school level became critical this school year following the discontinuation of the bilingual program by the local school district. This expansion is essential to provide high-quality, Spanish-language immersion education for our growing community of your people and new residents.

I urge the Board of Adjustment to recognize the significant benefit this school brings to our children and families specifically and the community as a whole generally. Please approve the Special Use Permit for YPW Spanish Elementary School.

Thank you for your time and consideration,
James Burkett
99 Double Fork Road, Westlake Hills, 78746

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James F. Burkett
[REDACTED]

From: [Krista Moy](#)
To: [Planner](#); [James Vaughan](#); [Dana Harmon](#); [Brian Plunkett](#); [Beth South](#); [Darin Walker](#); [Gordon Bowman](#)
Cc: [Terry Blanchard](#)
Subject: RE: 5524 BCR Bldg M Special Use Request
Date: Wednesday, November 5, 2025 9:59:49 AM

You don't often get email from [REDACTED]. [Learn why this is important](#)

Dear Board of Adjustment of the Building and Development Department of West Lake Hills, TX,

I reside at 1429 Red Bud Trail, 78746. I apologize for not being able to attend the meeting scheduled for November 12, 2025.

As I am not proficient at extemporaneous speaking, it may be best to address my opposition to the proposed Special Use Request by YPW Spanish Immersion School at 5524 Bee Cave Road, 78746 via this email.

I am not opposed to the concept of a Spanish immersion school, as my own children attended Escuelita del Alma, enjoying the experience quite a bit. **However, I am OPPOSED to the granting of a Special Use Permit AND Rezoning for this location and purpose.**

My reasoning is the added congestion caused by the increased school traffic will further complicate a difficult location. My specific reasons are as follows:

- There are already many large trucks (construction-related, mostly) and pass-through cars that unmitigatedly utilize Red Bud Trail at an excessive velocity frequently during the day
- There is the new addition of children transporting themselves to/from school via electric dirt bikes at a high speed on Red Bud Trail
- There is a crosswalk going across Red Bud Trail at Blackacre Rd. that is in an awkward location (at the crest of Red Bud Trail from Bee Cave Road and on the bend of Red Bud Trail...who's idea was this?)
- There is already increased usage of the United Methodist Church parking lot as of a couple months ago. It is presumed that there will be even further increased traffic going in/out of the parking lot if this request is granted. Thus, more traffic Monday-Friday, and normal church use (weekends). Along with the increased traffic is neighborhood noise.
- There are no sidewalks on either side of Red Bud Trail
- There is no shoulder on Red Bud Trail on either side of the 2-lane, 2-way street. This narrow street currently creates a dangerous, blind on-coming traffic situation in both directions at the crest of the street near 1463 Red Bud Trail

It is my suggestion that until the flow of traffic is mitigated and there are sidewalks to accommodate increased pedestrian traffic, no development that requires increased vehicles or pedestrians be made. I would rather oppose further development than mourn a preventable fatality.

Furthermore, a more suitable location for the school would be in a facility developed for education purposes with its own ample parking (i.e. former Valley View Elementary or any forthcoming Eanes ISD school closure).

Thank you for your attention,

Krista Moy

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Krista Lyn Moy

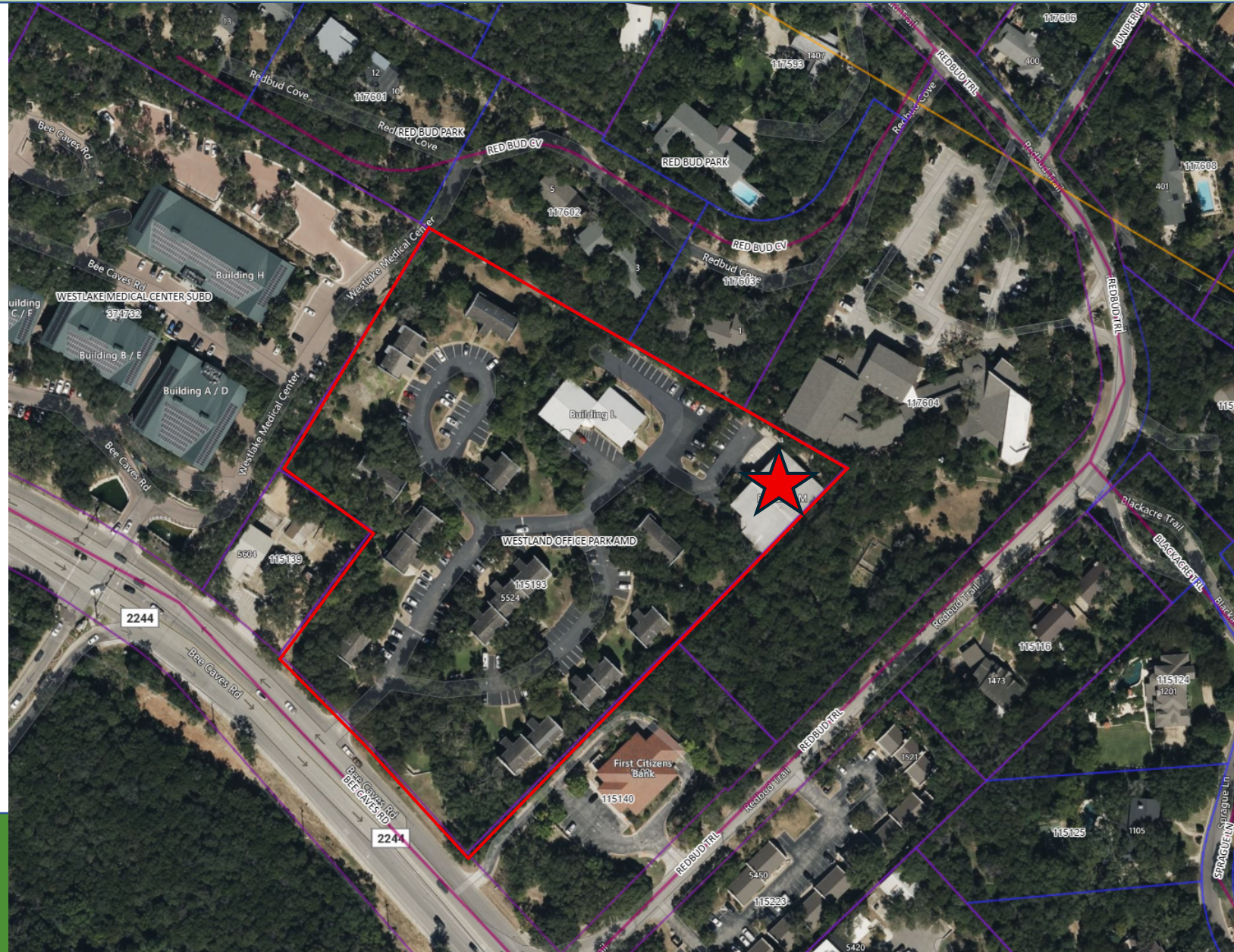


5524 Bee Cave Rd, Building M

5. Discuss and consider action on Special Use Permit 157-2025-D 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: Ramon Aguirre, YPW Elementary School

5524 Bee Cave Rd, Building M



5524 Bee Cave Rd, Building M

Request for the entire building M

Parking: 34 Space at 5524 Bee Cave

35 spaces at 1460 Redbud Trail

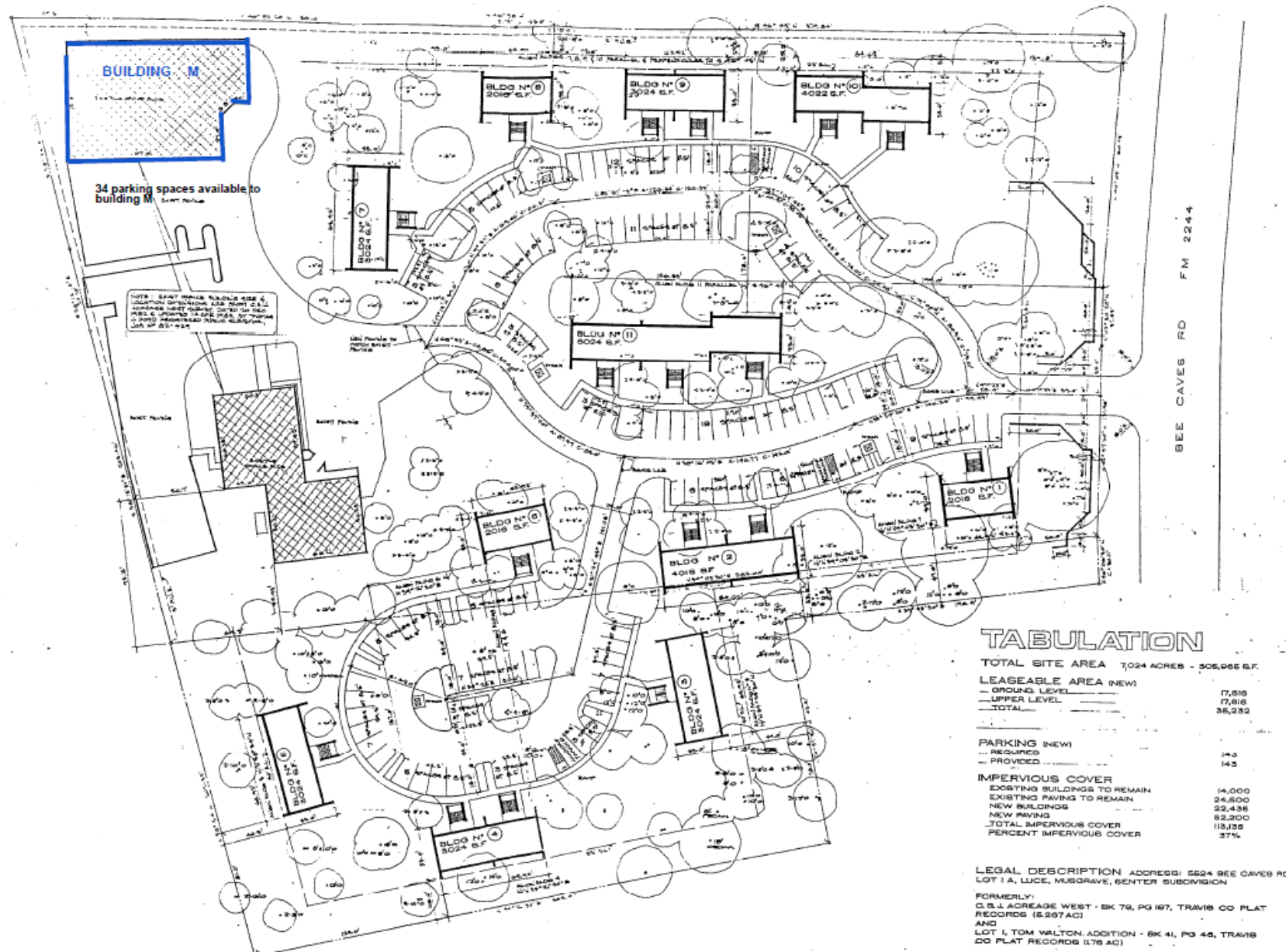
Students: 80 – Kindergarten through 5th

Staff: 10 teachers and other employees

Schedule: M-F 8:00 am to 5:00 pm



5524 Bee Cave Rd, Building M



5524 Bee Cave Rd, Building M



5524 Bee Cave Rd, Building M

YPW Elementary COMBINED OPERATION: 5525 Bee Cave Rd Bldg. M (7,800 SF) and 1640 Redbud Trail (4,359 SF)

Total number of students: 140 - Total number of teachers and staff: 17
 Total number of parking spaces provided: 94 (60 at 1460 Redbud Trail plus 34 at 5524 Bee Cave Rd) -
 Total number of accessible spaces: 3 (2 at 1460 Redbud Trail and 1 at 5524 Bee Cave Rd)

ARRIVAL OF CHILDREN

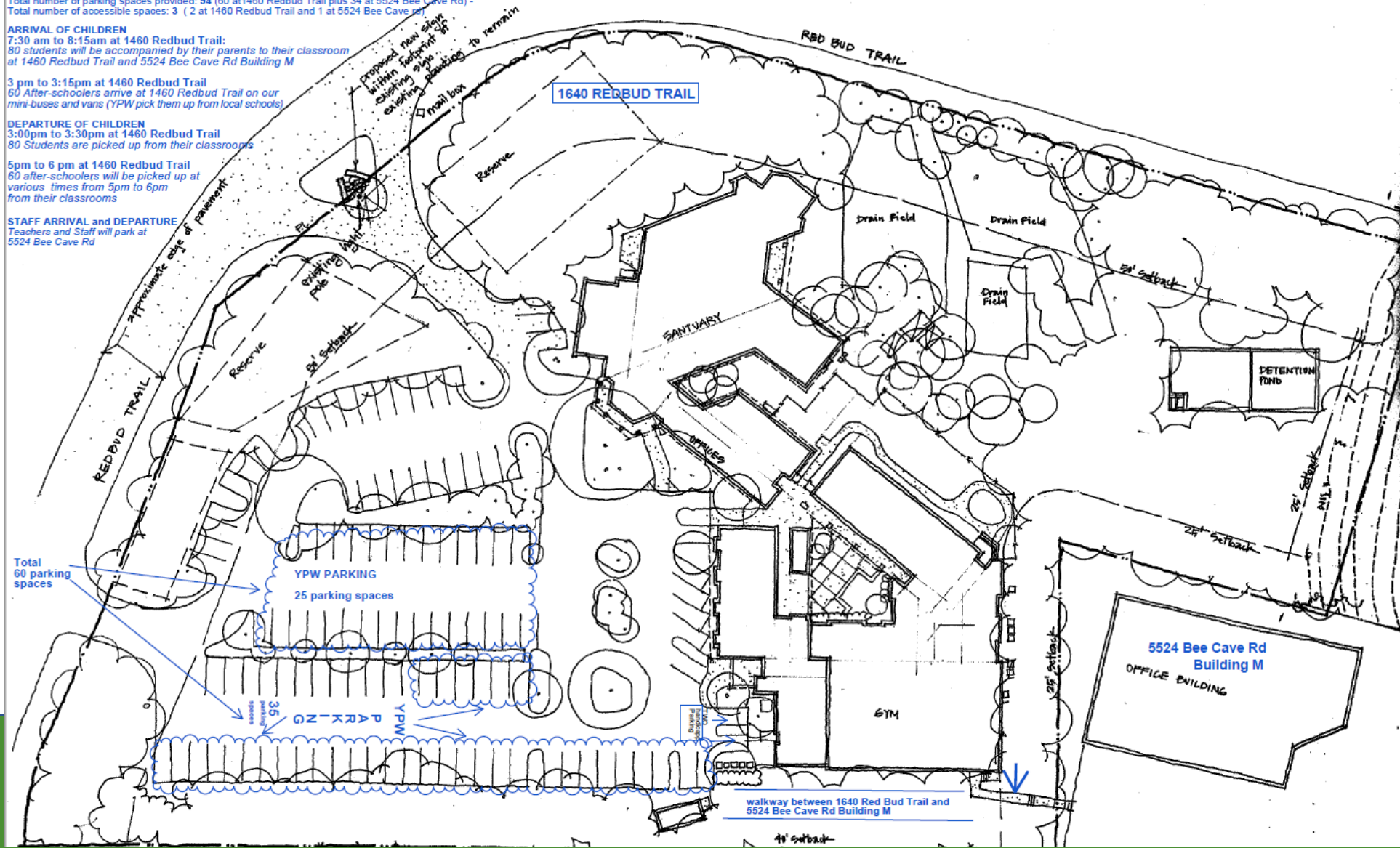
7:30 am to 8:15am at 1460 Redbud Trail:
 80 students will be accompanied by their parents to their classroom at 1460 Redbud Trail and 5524 Bee Cave Rd Building M

3 pm to 3:15pm at 1460 Redbud Trail
 60 After-schoolers arrive at 1460 Redbud Trail on our mini-buses and vans (YPW pick them up from local schools)

DEPARTURE OF CHILDREN
 3:00pm to 3:30pm at 1460 Redbud Trail
 80 Students are picked up from their classrooms

5pm to 6 pm at 1460 Redbud Trail
 60 after-schoolers will be picked up at various times from 5pm to 6pm from their classrooms

STAFF ARRIVAL and DEPARTURE
 Teachers and Staff will park at 5524 Bee Cave Rd



5524 Bee Cave Rd, Building M

Staff recommend approval of the Special Use Permit for with the following conditions:

- All parking and stacking take place on the subject property at 5524 Bee Cave Road;
- Available wastewater capacity for the change in use of the building from office to school.

Public Comment: At the time of the staff report, three written comments were received in favor and one opposed to the request.

Special Use Permits do not go to the Zoning and Planning Commission for recommendation.