

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A BOARD OF ADJUSTMENT (BOA) REGULAR MEETING
Wednesday, November 12, 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
Brian Plunkett
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 7:02 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 October 8, 2025 Regular Meeting Minutes.

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

4. Administration 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

Director Bills gave a brief summary. Staff recommends approval with conditions. Ramon Aguirre (applicant) made a presentation to the Board. He stated that Building M would be

used for classroom instruction. The following comments were received:

- Richard Thormann (401 Juniper Road) - Opposed. Concerned about the traffic on Redbud. Also, the fire evacuation route is Redbud. Feels there are too many traffic and safety issues.
- Linda Anthony (1500 Old Wagon Road) - Opposed. Concerned with the location as previously mentioned.
- Scott Marshall (1407 Flintridge Road) - Opposed. Concerned with traffic on Redbud. Blind curves and dangerous areas where traffic enter/exits the facility. Safety issues.
- Edward Wilhelm (5524 Bee Cave Road, Suite B5) - Opposed. Traffic is an issue. You can't turn left onto Bee Cave Road. There are no reserved parking spaces at 5524 and stated that will negatively affect other business owners.
- Harvey Ford (2 Mulberry Lane) - Opposed. Echoes previous comments. The intersections in the area are dangerous at all times of the day and night.
- Jim Sauer (1100 Sprauqua Lane) - Opposed. Safety is an issue with traffic. Cut-through traffic is dangerous. Need to ask yourself if the proposed changes improves the lives of residents in West Lake Hills.
- Ellen Balthazar (Chair of Church Council WUMC) - Supports. The church provided pre-school services for forty years. Had to close due to COVID. Community needs pre-school and after-school programs. WUMC is pleased with the partnership with YPW.
- Spencer Stevens (1230 Yaupon Valley) - Opposed. Familiar with area. There are eight private schools along these roads. Pushing additional traffic through this area doesn't make sense. Requests that BOA deny this application.
- Elaina Whittenhall provided written comments in opposition due to limited capacity for traffic and parking overflow.

MOTION: Upon a motion made by Board Member Bowman and a second by Board Member Walker, the Board voted five (5) for and none (0) opposed to deny the Special Use Permit for a private school in the O - Office Zoning District. Motion carried.

5. Adjournment


Mayor adjourned the meeting at 8:14 p.m.

Respectfully submitted,



JAMES VAUGHAN, CHAIR

ATTEST:



Terry Blanchard, TRMC
City Secretary

These minutes were approved on December 10, 2025.

