

**Town of Westlake**  
1500 Solana Blvd  
Building 7, Suite 7100  
Westlake, TX 76262



**Town Council/Board of Trustees**  
**Meeting Minutes - Final**

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**Monday, January 6, 2025**

**4:00 PM**

**Council Chamber**

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**A. CALL REGULAR MEETING TO ORDER AND ANNOUNCE A QUORUM PRESENT**

Mayor Greaves called the meeting to order at 4:00 pm and announced a quorum present.

**PRESENT:**

Mayor Kim Greaves  
Mayor Pro Tem Tammy Reeves  
Council Member Todd Gautier  
Council Member Michael Yackira  
Council Member Anna White

**ABSENT:**

Council Member Mike Asselta

**STAFF PRESENT:**

Deputy Town Manager Jason Alexander  
Town Secretary Dianna Buchanan  
Communications Director Jon Sasser  
IT Director Jason Power  
Finance Director Cayce Lay Lamas  
Human Resources Director Sandy Garza  
Academic Finance Manager Marlene Rutledge  
Keller Police Chief Brad Fortune

Head of School Dr. Kelly Ritchie  
Dir. Innovation & Dev. Michelle Briggs  
Town Attorney Stan Lowry  
School Attorney Janet Bubert  
Fire Chief John Ard  
Public Works Director Cheryl Taylor  
Academic Accountant Stacie Wrehe

**B. INVOCATION AND PLEDGES OF ALLEGIANCE**

Pastor Franklin, New Day Church at Southlake, provided the invocation. Mayor Greaves and Westlake Academy Head of School Dr. Kelly Ritchie introduced Westlake Academy students Caroline Justak (8th grade) and Connor Justak (6th grade), to assist with leading the pledges to the U.S. Flag and the Texas Flag. Pledges recited.

**C. CITIZEN/PARENT COMMENTS**

Mr. Stephen Thornton addressed Town Council regarding a 501(c)3 organization he is part of called Inspirare Productions that holds various events at Mr. Thornton's property located in Westlake. He wants to partner with the Town of Westlake for an historical marker, future community events and also requested funds from the Town for road base for the drive to his property.

**D. ITEMS OF COMMUNITY INTEREST**

- D.1. 25-04** Items of Community Interest (Communications Director Jon Sasser)
- Communications Director Jon Sasser reported upcoming items of community interest including the first day to file to be a candidate for Town Council for the May 3, 2025 Election is January 15, 2025.

**E. CONSENT AGENDA**

- E.1. 25-10** Discuss, consider and act to approve the Town Council/Board of Trustees Minutes for the December 9, 2024 Regular Meeting (Dianna Buchanan, Town Secretary)
- Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve the Consent Agenda. Mayor Greaves called for the vote.  
MOTION TO APPROVE THE CONSENT AGENDA APPROVED UNANIMOUSLY. COUNCIL MEMBER ASSELTA WAS ABSENT.

**F. PUBLIC HEARINGS AND CORRESPONDING ACTION ITEMS**

- F.1. WA 24-52** Hold a public hearing, receive and discuss the 2024 Charter FIRST rating for Westlake Academy based on School Year 2022-2023 data, and the Annual Financial Management Report (Marlene Rutledge, Academic Finance Manager)

Finance Director Cayce Lay Lamas presented the Westlake Academy 2024 Charter FIRST rating report which is presented to the Board of Trustees to comply with reporting requirements. The report is to be received by the Board (Council), but no action is required except to hold a public hearing. Mayor Greaves opened the public hearing and asked if anyone wanted to speak regarding this matter. There was no one to speak. Mayor Greaves closed the public hearing. REPORT RECEIVED AND PUBLIC HEARING HELD.

- F.2. ORD-1015** Hold a public hearing, discuss, consider and act to adopt Ordinance 1015 approving text amendments to PD, Planned Development District No. 3-8 generally located at the southeast corner of U.S. Highway 377 and State Highway 170; providing a penalty; providing a cumulative clause; providing a severability clause; providing a savings clause; and establishing an effective date.

Deputy Town Manager Jason Alexander presented the item. The proposed text amendments are intended to introduce more contemporary rules and regulations to facilitate appropriate development and growth along US Highway 377 by defining lot coverage, relaxing some aesthetic standards for specific uses, and updating some building height and landscaping standards. Mayor Greaves opened the public hearing and asked if there was anyone present to speak regarding the item. There was no one to speak. Mayor Greaves closed the public hearing. Motion by Council Member White and Motion Second by Council Member Yackira to approve adopting Ordinance 1015 as presented. Mayor Greaves called for the vote.

MOTION TO ADOPT ORDINANCE 1015 APPROVING TEXT AMENDMENTS TO PD, PLANNED DEVELOPMENT DISTRICT NO. 3-8 GENERALLY LOCATED AT THE SOUTHEAST CORNER OF U.S. HIGHWAY 377 AND STATE HIGHWAY 170 APPROVED UNANIMOUSLY. COUNCIL MEMBER ASSELTA WAS ABSENT.

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**G. REGULAR AGENDA ITEMS**

- G.1. ORD-1016** Discuss, consider and act on a request from Pearson 35 Opportunities, LLC to deviate from the required first floor square footage in Westlake Ranch by removing that provision and allowing the building setbacks to govern.

Item presented by Deputy Town Manager Jason Alexander. The current regulations for Westlake Ranch limit the square footage of the first floor to a maximum of 7,800 square feet which hinders the ability of developers and builders to respond to market demand. The proposed ordinance removes this limitation. The Planning & Zoning Commission recommended Town Council approval of the proposed ordinance. Representatives of Pearson 35 Opportunities, the requestor, were present to answer questions. Motion by Council Member White and Motion Second by Mayor Pro Tem Reeves to approve Ordinance 1016 as presented. Mayor Greaves called for the vote. MOTION TO ADOPT ORDINANCE 1016 REMOVING THE REQUIREMENT FOR A MAXIMUM FIRST FLOOR SQUARE FOOTAGE OF 7,800 SQUARE FEET FOR WESTLAKE RANCH APPROVED UNANIMOUSLY. COUNCIL MEMBER ASSELTA WAS ABSENT.

- G.2. 25-13** Discuss, consider and act on a request from Fox Brothers Holdings, LLC to deviate from permitted roofing materials in Entrada for a site known as Entrada Block M1, also known as La Cima de Entrada, which contains 18 townhomes generally located on the southeast corner of Girona Drive and Arta Drive.

Deputy Town Manager Jason Alexander presented the request to permit a deviation from the required roofing material as outlined in the Entrada Design Guidelines. The Planning and Zoning Commission recommended approval of the deviation request. Representatives of the requestor, including Mr. Greg Fox, addressed Town Council regarding the benefits of allowing the alternative roofing material. Motion by Council Member White and Motion Second by Council Member Yackira to grant the request as presented. Mayor Greaves called for the vote.

MOTION TO GRANT THE REQUEST BY FOX BROTHERS HOLDINGS, LLC TO DEVIATE FROM PERMITTED ROOFING MATERIALS FOR A SITE KNOWN AS ENTRADA BLOCK M1 IN ENTRADA, ALSO KNOWN AS LA CIMA DE ENTRADA APPROVED UNANIMOUSLY. COUNCIL MEMBER ASSELTA WAS ABSENT.

- G.3. RES 25-03** Discuss, consider and act regarding a Resolution to take appropriate action to amend Resolution 24-52 increasing the Westlake Academy's contribution towards the Westlake Academy Field Renovation project from five hundred thousand dollars (\$500,000) to one million dollars (\$1,000,000) and instruct the Town Manager to provide a Letter of Intent and a Purchase Order to Geo Surfaces to begin the project (Mayor Greaves)

Mayor Greaves led the discussion regarding the proposed improvements and funding of same for the Westlake Academy athletic fields. Motion by Council Member White and Motion Second by Council Member Yackira to approve Resolution 25-03 amending Resolution 24-52 to transfer \$1,000,000 from the fund for athletic facilities to this project, and take no further action on the project until the additional funds required to complete it are raised. Mayor Greaves called for the vote.

MOTION TO APPROVE RESOLUTION 25-03 AMENDING RESOLUTION 24-52 TO TRANSFER \$1,000,000 FROM THE FUND FOR ATHLETIC FACILITIES TO THIS PROJECT, AND TAKE NO FURTHER ACTION ON THE PROJECT UNTIL THE ADDITIONAL FUNDS REQUIRED TO COMPLETE THE PROJECT ARE RAISED APPROVED UNANIMOUSLY. COUNCIL MEMBER ASSELTA WAS ABSENT.

- G.4. ORD 1017** Discuss, consider and act to adopt Ordinance 1017 Calling and Ordering the General Election for May 3, 2025, for the purpose of electing a Council Member Place 1, Council Member Place 3, and Council Member Place 5 for the two-year term of May 2025 through May 2027; and in conjunction Calling and Ordering a Special Election for May 3, 2025, for the purpose of electing Council Member Place 2 for the unexpired term ending May 2026; prescribing time, designating the locations and manner of conducting the election to be in accordance with the Joint Election Agreements for Election Services with Tarrant and Denton Counties; and Authorizing the Town Manager to Execute the Agreements (Dianna Buchanan, Town Secretary)

MOTION BY MAYOR PRO TEM REEVES AND MOTION SECOND BY COUNCIL MEMBER GAUTIER TO ADOPT ORDINANCE 1017 CALLING AND ORDERING THE GENERAL ELECTION FOR MAY 3, 2025, FOR THE PURPOSE OF ELECTION COUNCIL MEMBER PLACE 1, COUNCIL MEMBER PLACE 3, AND COUNCIL MEMBER PLACE 5 FOR THE TWO-YEAR TERM OF MAY 2025 THROUGH MAY 2027; AND IN CONJUNCTION CALLING AND ORDERING A SPECIAL ELECTION FOR MAY 3, 2025, FOR THE PURPOSE OF ELECTING TOWN OF WESTLAKE COUNCIL MEMBER PLACE 2 FOR THE UNEXPIRED TERM ENDING MAY 2026, AS PRESENTED. Mayor Greaves called for the vote.

MOTION TO ADOPT ORDINANCE 1017 AS PRESENTED APPROVED UNANIMOUSLY. COUNCIL MEMBER ASSELTA WAS ABSENT.

- G.5. 25-16** Consider and act to excuse Mayor and Council absence(s), if any.

There was no action on this item.

#### **H. EXECUTIVE SESSION**

Mayor Greaves announced the items for executive session and recessed the Regular Meeting

- H.1. 25-05** Section 551.087: Deliberation regarding Economic Development Negotiations to deliberate the offer of a financial or other incentive to a business prospect.
- H.2. 25-11** Section 551.074(1): Deliberation regarding Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee: Planning and Zoning Commission
- H.3. 25-15** Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake

Mayor Greaves reconvened the Regular Meeting from Executive Session at 5:19 p.m.

#### **I. TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS**

There was no action as a result of Executive Session.

**J. FUTURE AGENDA ITEMS**

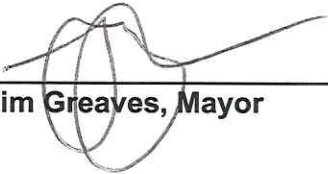
No future agenda items were mentioned.

**K. STAFF RECAP OF COUNCIL DIRECTION**

Deputy Town Manager Jason Alexander noted Town Council directed that on Item G.3. to transfer \$1,000,000 from the fund for athletic facilities to this project, and take no further action on the project until the additional funds required to complete it are raised.

**L. ADJOURNMENT**

Mayor Greaves adjourned the meeting at 5:20 p.m.

  
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Kim Greaves, Mayor

ATTEST:

  
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Town Secretary Dianna Buchanan

