



**CITY PLAN COMMISSION ANNUAL BUSINESS MEETING
MAIN LIBRARY, 501 N. OREGON, MAUD SULLIVAN CONFERENCE ROOM
JANUARY 23, 2014
1:30 P.M.**

MINUTES

The City Plan Commission met at the above place and date.

The meeting was called to order at 1:32 p.m. Commissioner Wright present and presiding and the following Commissioners answered roll call.

COMMISSIONERS PRESENT:

Commissioner Loweree
Commissioner Brannon
Commissioner Grambling (early departure)
Commissioner Erickson
Commissioner Wright
Commissioner Amoriello
Commissioner Ardivino (early departure)
Commissioner Madrid

COMMISSIONERS ABSENT:

Commissioner Schauer

AGENDA

DISCUSSION AND ACTION:

1. Call to Order

Commissioner Wright called the meeting to order at 1:32 pm.

2. CPC Business Items:
 - a. Election of Officers (Chair, First Chair, Second Chair)

ACTION: Motion made by Commissioner Ardivino, seconded by Commissioner Brannon, and unanimously carried to **APPOINT COMMISSIONER WRIGHT AS CHAIR FOR THE CITY PLAN COMMISSION.**

Motion passed.

ACTION: Motion made by Commissioner Amoriello, seconded by Commissioner Brannon, and unanimously carried to **APPOINT COMMISSIONER ARDIVINO AS 1ST CHAIR FOR THE CITY PLAN COMMISSION.**

Motion passed.

ACTION: Motion made by Commissioner Ardivino, seconded by Commissioner Madrid, and unanimously carried to **APPOINT COMMISSIONER AMORIELLO AS 2ND CHAIR FOR THE CITY PLAN COMMISSION.**

Motion passed.

b. Changes to Bylaws

Carlos Gallinar, Deputy Director for City Development, noted that the CPC Bylaws are usually presented to the commission during the City Plan Commission Annual meeting to give them the opportunity to review them and make any suggestions to any changes they feel are necessary. One change that legal suggested was to delete the words **ex-officio members**.

The commission requested that this item be deleted and brought back at a later date for further discussion.

ACTION: Motion made by Commissioner Brannon, seconded by Commissioner Amoriello, and unanimously carried to **DELETE THE REVIEW OF THE BYLAWS.**

Motion passed.

This item will be brought back at the regular City Plan Commission meeting on February 13, 2014.

3. Planning Division Sections Basics
a. Zoning Section, Alex Hoffman, Lead Planner

Alex Hoffman, Lead Planner for Zoning briefed the commission on the purpose of zoning and rezoning and how the different zoning cases are processed. He outlined some of the types of applications processed by the zoning planners.

He noted that zoning establishes the types of land uses permitted on a specific piece of property and also sets development standards such as lot area, setbacks, density, building height, parking and loading requirements, sign regulations and screening requirements.

The purpose of zoning is to protect the public's health, safety and general welfare.

He described the necessary steps to zoning a piece of property and noted that the process takes approximately 90 days. He answered questions from the commission.

Commissioner Wright welcomed new commissioner James Erickson.

b. Subdivisions Section, Kimberly Forsyth, Lead Planner

Kimberly Forsyth, Lead Planner for Subdivisions briefed the commission on the process for subdivision cases. She gave a brief description of how a property is platted.

The purpose of a subdivision is to ensure that adequate infrastructure is provided to serve the proposed development. She described some of the components of a subdivision application, and noted that since there are multiple components; subdivisions are reviewed by different departments. She gave a quick summary of the different types of subdivision applications.

She gave a comparison of Subdivision Code requirements prior to June 2008 to current requirements and answered questions from the commission.

c. Long Range Section, Elizabeth Gibson, Lead Planner

Elizabeth Gibson, Lead Planner for Long Range, briefed the commission on the application process for Long Range cases.

She noted that Long Range is responsible for Comprehensive Plan Amendments and presented a couple of special projects they have been working on.

She noted that Long Range is in charge of different Boards and Committees such as the Open Space Advisory Board, City Review Committee (NCO), and Consolidated Review Committee.

She answered questions from the commission.

Commissioner Wright requested a five minute break before discussion began on item 3-d.

ACTION: Motion made by Commissioner Amoriello, seconded by Commissioner Ardivino, and unanimously carried to **RECONVENE THE CITY PLAN COMMISSION MEETING.**

d. Land Development, Kareem Dallo, Engineering Division Manager

Kareem Dallo, Engineering Division Manager, briefed the commission on the Land Development Drainage & Floodplain. He noted that Land Development consists of reviewing improvements plans, approving subdivision grading plans, reviewing and issuing Storm Water Pollution Prevention Plans permits, enforcement of floodplain program in compliance with FEMA, review and acknowledge CLOMR, review Traffic and transportation plans.

He gave a breakdown of all the different permits issued and gave the status on current projects which include the Community Rating System, Seclusion by FEMA, Northeast Channel II, and Interior Drainage Design Study. He answered questions from the commission.

Mr. Tracy Novak, Director for Parks and Recreation Department, requested that item 5 be heard before item 4 because he had another meeting to attend.

ACTION: Motion made by Commissioner Brannon, seconded by Commissioner Ardivino, and unanimously carried to **MOVE ITEM 5 BEFORE ITEM 4.**

Motion passed.

4. 2013 Activity Report, Planning Division
Carlos Gallinar, Deputy Director for Planning, City Development Department, (915) 541-4662, GallinarRC@elpasotexas.gov

Carlos Gallinar, Deputy Director for City Development, noted that the intent of placing this item on the agenda is because there are new commissioners so that they can have some basic level of understanding so when they have the cases come before them at least they have some knowledge of the staff report and what's in front of them. He told the commission that if at any time they have any questions to feel free to contact him, David Coronado, or the staff person assigned to that case. Each staff report has a staff person assigned to it with their email and phone number so he asked the commissioners to feel free to contact them directly if the commission needs to so that they can have all the necessary information before the CPC meeting.

David Coronado, City Development Program Manager, gave a brief power point presentation that showed activity levels for all sections in the City Development – Planning Department for calendar year 2013.

He noted that most of the numbers with the exception of two or three charts are covered within the metrics report. He will make it available to the commission. The Metrics Report includes the One Stop Shop, Plan Reviews, and information from different divisions within the City Development Department not just Zoning, Subdivisions, and Long Range. He will make this report available to the commission every month.

Motion passed.

5. Park Fees Special Fund Report, Parks and Recreation Department
Tracy Novak, Asst. Director for Parks and Recreation Department, (915) 541-4259,
novakta@elpasotexas.gov

Mr. Tracy Novak, Director for Parks and Recreation Director, noted that the agenda shows him as Assistant Director for Parks and Recreation Department. He served as Interim Director for six months but was recently appointed as Director and requested that his title be corrected on the agenda.

The requirement under Parkland Dedication Ordinance, Title 19, is that they report to the City Plan Commission on an annual basis, the use of Parkland Dedication Fees and Park Fees that are assessed.

He briefed the commission on the Parks Fees Special Annual Report and gave a summary of projects completed in FY 2013 and planned expenditures. He noted that projects for Parkland Dedications Funds in FY 2014 are detailed in attachment "A" in the report.

6. Transportation Planning Division Report
Fred Lopez, Transportation Planning Administrator, City Development Department, (915) 541-4322, Lopezar@elpasotexas.gov

Fred Lopez, Transportation Planning Administrator, briefed the commission on Transportation Planning and noted that their goal is to guide public policy, development practice, engineering, planning, and urban design toward the creation of a sustainable street network.

The Transportation Planning goals are to:

- Create a street network that provides for more travel choices, pedestrian, bicyclist, mass transit and automobile
- Create a street network that attracts and sustains economic activity
- Design streets that support neighborhoods and places
- Respect the existing natural and built environment
- Address existing conditions and forecast future needs, and
- Find solutions that are cost effective and made sense

He gave a presentation on design elements in other cities and spoke about the importance of bicycle facilities and that the Transportation Department is trying to enhance the network.

He noted that there are upcoming design workshops for Riverbend Drive, Robinson Drive, and bike planning. He presented the 2014 work plan which will be brought forward to the commission. Three of the major projects that they will be working on and will be coming forward to the commission are the new bike plan, new bicycle infrastructure (Street, CIP, MPO Funds, Red Light Camera Funds), and the Design Standards for Construction Update.

They are working on a bike plan and creating a focus group and if there is enough interest from the City Plan Commission they can form a subcommittee or keep it as a committee as a whole.

Commissioner Amoriello noted that one road that needs striping is Kenworthy and Transmountain. Mr. Lopez agreed to take a look at it and get back with the commission on the status of it.

7. Annual Report by City Plan Commissioners to City Council

Carlos Gallinar, Deputy Director for Planning, noted that item 2 of the Municipal Code requires that this body formally provide to City Council an annual report. In the past, this board has provided council a memo from the chair outlining the activity reports. The commission has also highlighted any initiative or Special Projects that this board wants City Council to consider. The code requires that it is provided on or before August 15th. This can be done sometime in April before the budget cycle begins, so that City Council can have some indication from the board in terms of projects that they would like to see funded through the city.

Mr. Gallinar will draft a memo and bring it back to the commission for their review during the first City Plan Commission meeting in April.

8. Legal Report, City Attorney's Office

Karla Nieman, Assistant City Attorney, updated the commission on the Open Records Meetings Act and the Open Meetings Act. She reminded them that all members of the commission are subject to the Open Meetings Act.

She noted that the Open Records Meetings Act and the Open Meetings Act are two one hour videos that can be taken online. After the videos they need to obtain a certificate that should be submitted to the City Plan Commission Secretary. The secretary shall keep a copy of the certificates on file.

She briefed the commission on the Ethics Training and reminded them that they must take the Ethics Training within 90 days of being appointed. She noted that these trainings have to be taken once and then there is a refresher course that has to be completed every third year after the initial course. There will be a city wide refresher course in 2015. The city attorney's office will be posting these training in the next couple of months and they will be sent out city wide.

She gave a quick summary of the Open Meetings Act and the Local Government Code.

9. Public Comment

There were no public comments.

10. Adjournment of the Annual City Plan Commission Business Meeting

Motion made by Commissioner Brannon, seconded by Commissioner Amoriello, and unanimously carried to adjourn the meeting at 4:31 p.m.

Approved as to form:

Carlos Gallinar, Executive Secretary, City Plan Commission