



**CITY PLAN COMMISSION MEETING  
1<sup>ST</sup> FLOOR, CITY COUNCIL CHAMBERS  
SEPTEMBER 8, 2016  
1:30P.M.**

**MINUTES**

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

The meeting was called to order at 1:30 p.m. Commissioner Madrid present and presiding and the following Commissioners answered roll call.

**COMMISSIONERS PRESENT:**

- Commissioner Brannon
- Commissioner Benitez
- Commissioner Perez
- Commissioner Madrid
- Commissioner Ardivino
- Commissioner Bustamante
- Commissioner Livingston

**COMMISSIONERS ABSENT:**

- Commissioner Desai

**AGENDA**

Commissioner Ardivino read the rules into the record. Kimberly Forsyth, Program Manager, read the revisions to the agenda into the record and noted that there are several revised staff reports.

**\*ACTION:** Motion made by Commissioner Perez, seconded by Commissioner Ardivino, and unanimously carried to **APPROVE** the agenda as amended.

**AYES:** Commissioner Brannon, Benitez, Perez, Madrid, Ardivino, Bustamante, and Livingston

**NAYS:** N/A

**ABSTAIN:** N/A

**ABSENT:** Commissioner Desai

**NOT PRESENT FOR THE VOTE:** N/A

Motion passed.

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**I. CALL TO THE PUBLIC – PUBLIC COMMENT**

This time is reserved for members of the public who would like to address the City Plan Commission on any items that are not on the City Plan Commission Agenda and that are within the jurisdiction of the City Plan Commission. No action shall be taken.

**NO ACTION WAS TAKEN.**

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**II. CONSENT AGENDA**

**THERE WERE NO ITEMS UNDER THE CONSENT AGENDA.**

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**II. REGULAR AGENDA - DISCUSSION AND ACTION:**

**Subdivision Applications:**

**SUBDIVISION MAP APPROVAL:**

**NOTICE TO THE PUBLIC AND APPLICANTS:**

The staff report for an agenda item may include conditions, exceptions, or modifications. The Commission's motion to approve an item in accordance with the staff report or with all staff comments means that any modifications, waivers, exceptions requested by the applicant and recommended for approval by staff and any staff recommended conditions, have been approved, without necessitating that the Commission restate the modifications, exceptions, waivers, or conditions as part of the motion to approve and that any findings required to be made by the Commission, have been made. If the Commission does not wish to approve an exception or modification, or require a condition, then the Commission's motion will state which have not been approved, otherwise, the staff report, with all modifications, exceptions and conditions, is approved and the applicant shall comply with all provisions of the staff report.

**Major Combination:**

1. **SUSU16-00058:** Doubletree Subdivision – All of Tract 20-C, J. L. Johannsen Survey 185, City of El Paso El Paso County, Texas
- Location: East of Doniphan and North of Montoya
- Existing Zoning: C-4 (Commercial)
- Property Owner: Averitt Family
- Representative: G-3engineering
- District: 1
- Staff Contact: Joaquin Rodriguez, (915) 212-1608,  
[rodriguezjx3@elpasotexas.gov](mailto:rodriguezjx3@elpasotexas.gov)

Kimberly Forsyth, Program Manager, noted that this item should read: **Doubletree Estates** and not **Doubletree Subdivision**. There's already a Doubletree Subdivision and there can't be a duplicate name.

Joaquin Rodriguez, Planner, offered a floor amendment and noted that the applicant recently changed the name from **Doubletree Subdivision to Doubletree Estates**. He gave a presentation and noted that the applicant proposes to subdivide .5739 acres for one commercial lot on the city's west side. The subdivision will have access via Doniphan Drive. The applicant is requesting a waiver to the required 5 foot dedication of right-of-way along Doniphan and a waiver to the required bike and hike improvements. Doniphan is a TXDOT right-of-way and staff has coordinated this waiver request with TXDOT and they have expressed no objection to granting the waiver. The applicant proposes to install a 5 foot sidewalk in lieu of the required bike and hike path. Staff recommends approval of the waivers and approval of Doubletree Estates on a major combination basis.

Luis Gutierrez with G-3engineering concurred with staff's comments.

**ACTION:** Motion made by Commissioner Brannon, seconded by Commissioner Bustamante, and unanimously carried to **APPROVE SUSU16-00058.**

Motion passed.

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2. **SUSC16-00001:** Montecillo Unit Five B – A portion of Tracts 4A and 6A, A.F. Miller Survey No. 216, and a portion of Tract 21, John Barker Survey No. 10, City Of El Paso, El Paso County, Texas
- Location: East of Mesa and North of Argonaut  
Existing Zoning: SCZ-T40 (Smart Code)  
Property Owner: EPT Montecillo Development East, LP  
Representative: Brock & Bustillos, Inc.  
District: 8  
Staff Contact: Alfredo Austin, (915) 212-1604, [austinaj@elpasotexas.gov](mailto:austinaj@elpasotexas.gov)
- POSTPONED FROM AUGUST 25, 2016**

Nelson Ortiz, Lead Planner, gave a presentation and noted that there is a floor amendment on Page 3 of the staff report. The second condition under Section 19.15.050.D.7 should read: Section **19.15.15.D.7**. The applicant proposes to subdivide 8.5064 acres of land for a smart code development which includes mixed use lots and a plaza. The applicant is proposing private streets to serve the development. Primary access to the subdivision is proposed from Mesa Street. The applicant proposes to dedicate additional ROW along Mesa Street. The application is being reviewed under Title 21 (SmartCode) and is required to comply with the approved Montecillo Regulating Plan. Staff's recommendation is approval of the request to waive the right-of-way improvements, approval of the request to allow for private streets, and approval of Montecillo Unit Five B on a major combination basis subject to the following:

- Covenants, conditions, and restrictions being approved by the city attorney prior to recordation of the plat, and,
- That a regulating plan adjustment shall be approved by the CRC incorporating the proposed thoroughfare cross-sections to match the approved plat prior to recording of this plat.

David Bogas with Brock & Bustillos, concurred with staff's comments.

**ACTION:** Motion made by Commissioner Livingston, seconded by Commissioner Bustamante, and unanimously carried to **APPROVE SUSC16-00001.**

Motion passed.

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**PUBLIC HEARING Resubdivision Combination:**

3. **SUSC16-00003:** Montecillo Unit 9 West – A replat of a portion of Lot 6, Block 2, Montecillo Unit Three, Replat "B" and a portion of Tract 1, John Barker Survey No. 10, City of El Paso, El Paso County, Texas
- Location: North of Castellano & West of Mesa  
Existing Zoning: SCZ-T40 (Smart Code)  
Property Owner: EPT Mesa Development, LP  
Representative: Brock & Bustillos Inc.  
District: 8  
Staff Contact: Alfredo Austin, (915) 212-1604, [austinaj@elpasotexas.gov](mailto:austinaj@elpasotexas.gov)

**\*ACTION:** Motion made by Commissioner Perez, seconded by Commissioner Ardivino, and unanimously carried to **POSTPONE SUSC16-00003 FOR TWO (2) WEEKS, TO THE CITY PLAN COMMISSION MEETING OF SEPTEMBER 22, 2016.**

Motion passed.

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4. **SUSC16-00004:** Montecillo Unit 9 East – A replat of a portion of Lot 6, Block 2, Montecillo Unit Three, Replat “B” and a portion of Tract 1, John Barker Survey No. 10, City of El Paso, El Paso County, Texas
- Location: West of Mesa and North of Montecillo Drive  
Existing Zoning: SCZ-T40 (Smart Code)  
Property Owner: EPT Mesa Development, LP  
Representative: Brock & Bustillos Inc.  
District: 8  
Staff Contact: Joaquin Rodriguez, (915) 212-1608,  
[rodriguezjx3@elpasotexas.gov](mailto:rodriguezjx3@elpasotexas.gov)

**\*ACTION:** Motion made by Commissioner Perez, seconded by Commissioner Ardivino, and unanimously carried to **POSTPONE SUSC16-00004 FOR TWO (2) WEEKS, TO THE CITY PLAN COMMISSION MEETING OF SEPTEMBER 22, 2016.**

Motion passed.

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**PUBLIC HEARING Resubdivision Combination (Reconsideration):**

5. **SUSU16-00044:** Sherman Subdivision Replat A – Lots 1 through 27, Block 1; Lots 1 through 57, Block 4, and Lots 1 through 29, Block 7, French Farm Addition, According to an “unofficial map” of property of William French in the F. Neve Survey No. 8 attached and filed in connection with an instrument recorded in Volume 776, Page 356, Real Property Records, and Tracts F01 and F-2, Map of Pasadena, an addition to the City of El Paso, El Paso County, Texas according to the plat thereof on file in Volume 3, Page 36, Real Property Records, El Paso County, Texas
- Location: South of Paisano and East of Gateway North  
Existing Zoning: A-2 (Apartment)  
Property Owner: Housing Authority of El Paso  
Representative: CEA Group  
District: 8  
Staff Contact: Alfredo Austin, (915) 212-1604, [austinaj@elpasotexas.gov](mailto:austinaj@elpasotexas.gov)

Vanessa Munoz, Planner, gave a presentation and noted that this application is being reconsidered to include revised park comments and assess new park fees. The applicant proposes to resubdivide 9.666 acres or one apartment lot. The existing apartment complex will be demolished and a new complex will be constructed. Additionally, the applicant proposes to vacate the public’s interest in the existing streets through a related right-of-way vacation application. Utility, drainage and access easements will be dedicated through this replat, over the existing streets. Primary access to the subdivision is proposed from Paisano Drive and Blanco Avenue. This development is being reviewed under the current subdivision ordinance. Staff recommends approval of the exceptions requested and approval of Sherman Subdivision Replat A on a resubdivision combination basis. City recommends that the applicant file Sherman Subdivision Replat A at the time of city council approval in order to ensure the utility and access easements are maintained.

Jorge Azcarate with CEA Group concurred with staff's comments.

Commissioner Madrid asked if there was anyone in the public who wished to speak in favor or against this request. There was no response.

**ACTION:** Motion made by Commissioner Brannon, seconded by Commissioner Livingston, and unanimously carried to **APPROVE SUSU16-00044.**

Motion passed.

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**PUBLIC HEARING Special Permit Applications:**

6. **PZST16-00014:** Lot 33, Block 21, Mesa Heights Addition, City of El Paso, El Paso County, Texas  
Location: 4518 Memphis Avenue  
Existing Zoning: R-4 (Residential)  
Existing Use: Vacant  
Request: Infill Development (setback reduction and average lot width reduction)  
Proposed Use: Duplex  
Property Owner: Juan F. Casas  
Representative: Lourdes Chavez  
District: 2  
Staff Contact: Joaquin Rodriguez, (915) 212-1608,  
[rodriguezjx3@elpasotexas.gov](mailto:rodriguezjx3@elpasotexas.gov)

Joaquin Rodriguez, Planner, gave a presentation and noted that the applicant is requesting a special permit and detailed site development plan review for an infill development to permit reduced average lot width and reduced cumulative front and rear setbacks. Duplex is a permitted use in the R-4 zoning district provided the lot meets the minimum required area of 7,000 square feet and a minimum average lot width of 70 feet. The subject property meets the minimum area requirement but is only 67.5 feet wide. The proposed development meets the minimum parking requirements of 4 parking spaces (2 spaces per dwelling unit). Access to the property is proposed from Memphis Avenue via 2 independent driveways. Staff received one letter in opposition of the special permit request. Staff recommends approval of the special permit request and acceptance of the detailed site development plan.

Lourdes Chavez concurred with staff's comments.

Commissioner Madrid asked if there was anyone in the public who wished to speak in favor or against this request.

- Ricardo Rivera spoke in opposition to this request expressing his concern with too many cars parked in the street and traffic increase.

Kimberly Forsyth, noted that this request is for an infill special permit. This zoning district allows duplexes. This lot does not meet the minimum width for a duplex by approximately 3 feet but it meets all the other dimensional standards and there is no significant traffic generation for a duplex vs. a single-family according to the traffic division.

**ACTION:** Motion made by Commissioner Bustamante, seconded by Commissioner Perez, and unanimously carried to **APPROVE PZST16-00014.**

Motion passed.

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7. **PZST16-00019:** Lot 31 & 32, Block 7, Morningside Heights Addition, City of El Paso, El Paso County, Texas
- Location: 3300 Jackson Avenue
- Existing Zoning: R-4 (Residential)
- Existing Use: Single-family dwelling
- Request: Infill Development – to allow for a reduction in side street yard setback
- Proposed Use: Single-family dwelling
- Property Owner: Terry Sanchez
- Representative: Terry Sanchez
- District: 2
- Staff Contact: Jeff Howell, (915) 212-1607, [howelljb@elpasotexas.gov](mailto:howelljb@elpasotexas.gov)

Jeff Howell, Senior Planner, gave a presentation and noted that the request is for a special permit and detailed site development plan approval to allow for infill development to permit a reduction in the side street yard setback. The proposed development provides the two parking spaces required of detached single-family dwellings. The detailed site plan shows a proposed 5' sidewalk along Justus Street, provide connection to an existing sidewalk, as well as street trees to be added within an existing 7' landscape parkway. Access is proposed from Jackson Avenue. Staff received one phone call in opposition to the special permit request. Staff recommends approval of the special permit request and acceptance of the detailed site development plan.

Terry Sanchez concurred with staff's comments.

Commissioner Madrid asked if there was anyone in the public who wished to speak in favor or against this request. There was no response.

**ACTION:** Motion made by Commissioner Bustamante, seconded by Commissioner Livingston, and carried to **APPROVE PZST16-00019.**

**AYES:** Commissioner Benitez, Perez, Madrid, Ardovino, Bustamante, and Livingston

**NAYS:** Commissioner Brannon

**ABSTAIN:** N/A

**ABSENT:** Commissioner Desai

**NOT PRESENT FOR THE VOTE:** N/A

Motion passed. (6 to 1 vote.)

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8. **PZST16-00020:** Lot 1, Block 1, Scottsdale Unit Two, City of El Paso, El Paso County, Texas
- Location: 9958 Lockerbie Avenue
- Existing Zoning: R-3 (Residential)
- Existing Use: Single-family dwelling
- Request: Infill development – to allow for a reduction in side street yard setback, rear yard setback and cumulative front and rear yard setback
- Proposed Use: Single-family dwelling
- Property Owners: Richard and Ingrid Moreno
- Representative: Adrian Manriquez
- District: 3
- Staff Contact: Jeff Howell, (915) 212-1607, [howelljb@elpasotexas.gov](mailto:howelljb@elpasotexas.gov)

Jeff Howell, Senior Planner, gave a presentation and noted that the request is for a special permit and detailed site development plan approval to allow for infill development to permit a reduction in the side street yard setback, rear yard setback, as well as a reduction in cumulative front and rear yard setbacks. The existing 621 square feet addition on the side street yard was built without permits and the owner needs a special permit in order to comply with the requirements regarding the encroachments into the required setbacks. The applicant is also proposing to enclose an existing porch at the back of the property. Access to the subject property is proposed from Lockerbie Avenue. Staff did not receive any communication in support or opposition to the special permit request. Staff recommends approval of the special permit request and acceptance of the detailed site development plan.

Richard Moreno concurred with staff's comments.

Commissioner Madrid asked if there was anyone in the public who wished to speak in favor or against this request. There was no response.

**ACTION:** Motion made by Commissioner Livingston, seconded by Commissioner Bustamante, and unanimously carried to **APPROVE PZST16-00020.**

Motion passed.

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**Other Business:**

9. Discussion and action on the City Plan Commission minutes for:  
August 25, 2016

**ACTION:** Motion made by Commissioner Livingston, seconded by Commissioner Ardovino and unanimously carried to **APPROVE THE CITY PLAN COMMISSION MINUTES FOR AUGUST 25, 2016.**

Motion passed.

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10. Discussion and action on an ordinance amending Title 20 (ZONING), Chapter 20.18 (SIGN REGULATIONS), Article III (BILLBOARD REGULATIONS), Section 20.18.270 (RELOCATION OF BILLBOARDS) to revise the height requirements for relocated billboards; the penalty being as provided for in Chapter 20.24 of the El Paso City Code.  
Staff Contact: Raul Garcia (915) 212-1643, [garcia1@elpasotexas.gov](mailto:garcia1@elpasotexas.gov)

Raul Garcia, Lead Planner, gave a presentation and noted that this is a code amendment to Title 20.18.270 (E) Relocation of Billboards. This amendment will only affect billboards that are relocated as a result of a TXDOT expansion project. It is specific to the height and the way heights will be calculated for these types of billboards. Currently, in our code, the existing provision provides for a 42 and one-half feet maximum height which is in accordance with the state code. It states, however, that at no time shall the overall sign height exceed forty-two and one-half feet. That part is different from the state code which creates a hardship to the applicants after it's been relocated because of the TXDOT project. We are making the change to be 100% in line with the state provision. Staff is seeking a recommendation from the commission and then this item will be going forward to city council with the commission's recommendation.

Commissioner Madrid asked if there was anyone in the public who wished to speak in favor or against this request. There was no response.

**ACTION:** Motion made by Commissioner Livingston, seconded by Commissioner Ardovino, and unanimously carried to **APPROVE AN ORDINANCE AMENDING TITLE 20 (ZONING), CHAPTER 20.18 (SIGN REGULATIONS), ARTICLE III (BILLBOARD REGULATIONS), SECTION 20.18.270 (RELOCATION OF BILLBOARDS) TO REVISE THE HEIGHT REQUIREMENTS FOR RELOCATED BILLBOARDS. THE PENALTY BEING AS PROVIDED FOR IN CHAPTER 20.24 OF THE EL PASO CITY CODE.**

Motion passed.

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Commissioner Brannon expressed her concern about things that come before the commission in neighborhoods where they don't seem to be compatible or consistent with the neighborhood. She asked if we have design standards in Planning and requested some information on what most other cities do in this regard.

Ms. Forsyth responded that in some neighborhoods there are design standards but in the majority of neighborhoods, they follow the building code which do not have design standards. She agreed for staff to do some research, specific to infill development in traditional neighborhoods. She requested two months to do the research and bring this information back to the commission.

**ADJOURNMENT:**

Motion made by Commissioner Ardovino, seconded by Commissioner Livingston, and unanimously carried to adjourn this meeting at 2:28 p.m.

Approved as to form:

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Larry F. Nichols, Executive Secretary, City Plan Commission