



**CITY OF EL PASO, TEXAS  
CITY PLAN COMMISSION ANNUAL BUSINESS MEETING  
MAIN LIBRARY, 510 N. OREGON, MAUD SULLIVAN CONFERENCE ROOM  
JANUARY 10, 2013**

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**MINUTES**

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

The meeting was called to order at 2:10p.m. Commissioner Nance present and presiding and the following Commissioners answered roll call.

**COMMISSIONERS PRESENT:**

Commissioner De La Cruz  
Commissioner Wright  
Commissioner Nance  
Commissioner Borden  
Commissioner Brandrup  
Commissioner Schauer  
Commissioner Reveles

**COMMISSIONERS ABSENT:**

Commissioner Borden

**AGENDA**

**DISCUSSION AND ACTION:**

1. Call to Order

Commissioner Nance called the meeting to order at 2:10 p.m.

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

**ACTION:** Motion made by Commissioner De La Cruz, seconded by Commissioner Wright, and unanimously carried **TO APPOINT COMMISSIONER NANCE AS CHAIR FOR THE CITY PLAN COMMISSION.**

Motion passed.

**ACTION:** Motion made by Commissioner De La Cruz, seconded by Commissioner Ardovino, and unanimously carried **TO APPOINT COMMISSIONER WRIGHT AS FIRST- CHAIR FOR THE CITY PLAN COMMISSION.**

Motion passed.

**ACTION:** Motion made by Commissioner De La Cruz, seconded by Commissioner Nance, and unanimously carried **TO APPOINT COMMISSIONER BRANDRUP AS SECOND-CHAIR FOR THE CITY PLAN COMMISSION.**

Motion passed.

b. Meeting Schedule

Carlos Gallinar, Deputy Director for Planning, noted that this item is for information only. He noted that David Coronado, City Development Program Manager, is diligently working to locate an alternative location for our meetings since City Hall will soon be vacated. Staff will make sure we have a venue for future meetings.

Note: Commissioner Wright left the meeting after discussion on item 2-B.

c. Training Schedule

The Commission requested that Legal provide them with some training on anything that will be beneficial to them in understanding their duties and responsibilities.

Lauren Ferris, Assistant City Attorney, concurred with the Commission's request and it was agreed to have training on a quarterly basis, outside of the regular City planning business. Staff will draft a schedule with potential workshops and let the Commission decide what trainings they want.

d. Changes to Bylaws

It was requested that the words **Director of Development Services** be replaced by **Deputy Director of City Development - Planning** throughout the document.

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 how the different zoning cases are processed.

b. Subdivisions Section, Kimberly Forsyth, Lead Planner

Kimberly Forsyth, Lead Planner for Subdivisions, briefed the Commission on the subdivision process for subdivision cases.

c. Long Range Section, Elizabeth Gibson, Senior Planner

Elizabeth Gibson, Senior Planner, for Long Range, briefed the Commission on the application process for Long Range cases.

d. Historic Preservation, Providencia Velazquez, Historic Preservation Officer

Providencia Velazquez, Historic Preservation Officer, briefed the Commission on the process for historic cases.

e. Land Development, Kareem Dallo, Engineering Division Manager

Kareem Dallo, Engineering Division Manager, and Ana Castillo, Civil Engineering Associate, briefed the Commission on the process for land development applications.

The Commission requested that an item regarding the progress on Park Ponds be placed on a future CPC agenda. Mr. Dallo concurred with the Commissioner's request.

4. 2012 Activity Report, Planning Division

Carlos Gallinar, Deputy Director for Planning, City Development Department, (915) 541-4662,  
[GallinarRC@elpasotexas.gov](mailto:GallinarRC@elpasotexas.gov)

David Coronado, City Development Program Manager, gave a brief power point presentation that showed activity levels for all sections in the Planning Division for calendar year 2012. Staff agreed to send the Commission a hard copy of this report.

5. Park Fees Special Fund Report, Parks and Recreation Department  
Nanette L. Smejkal, Director, Parks and Recreation Department, [SmejkalNL@elpasotexas.gov](mailto:SmejkalNL@elpasotexas.gov)

Robert Cortinas, with Parks and Recreation Department, briefly went over the Park Fees Special Annual Report. An attachment with the expenditures planned for parkland Dedication Funds in FY13 and projects completed in prior years was enclosed in the packet for the Commissioner's information. Ms. Tuck and Mr. Cortinas answered questions from the Commission.

6. 2013 Projects and Priorities – City Development Department, Planning Division

Carlos Gallinar, noted that the next item is a list of things that the Commission will see come through the City Plan Commission in 2013.

He noted that Alex Hoffman, Lead Planner, for zoning will be looking at possible changes to Title 20. Mr. Hoffman is also working with Legal on how to speed up the process for registering billboards. Staff is also looking at ways to implement design guidelines within Title 20.

Kimberly Forsyth, Lead Planner for subdivisions, is working with the City Plan Commission regarding various changes within Title 19 that compliment Plan El Paso and other changes that are being advised from the developers. She is also working in improving coordination with the County to start developing one standard so that the developer will know what that standard is and not have conflicting information from various governmental entities.

Elizabeth Gibson, Senior Planner for Long Range, will be looking at the North West Master Plan which will be rezoned to SmartCode. This is getting processed and will come before the Commission in February, 2013.

Mr. Gallinar noted that different projects that will be coming before the Commission in the near future. Over the past several weeks staff has been working on the Public Use Ordinance. Staff will also try to improve our customer intake in 2013.

Mr. Gallinar thanked the Commission for the outstanding and wonderful job they have done.

7. Annual Report by City Plan Commissioners to City Council

The Commission suggested that they get last year's power point presentation and a copy of last year's annual report and that this item be placed on the next City Plan Commission agenda.

8. Legal Report, City Attorney's Office

Lauren Ferris, Assistant City Attorney reminded the Commission that they have to take the Ethics Training, the Open Records Meetings, and the Open Meetings Act. It was noted that all the Commissioners have complied with these trainings.

9. Public Comment

There was no public comment.

10. Adjournment of the Annual City Plan Commission Business Meeting

**ACTION:** Motion made by Commissioner Amoriello, seconded by Commissioner Schauer, and unanimously carried to **ADJOURN THE ANNUAL CITY PLAN COMMISSION MEETING AT 4:50 P.M.**



Carlos Gallinar, Executive Secretary, City Plan Commission