



CITY PLAN COMMISSION HEARING MINUTES

January 29, 2004

MEMBERS PRESENT:

Dick Vorba
John Neal
Elma Carreto
Oscar Venegas
Ruben Ponce
Chad North
Ray Mancera

OTHERS PRESENT:

George Sarmiento, PRDD
Rudy Valdez, PRDD
Kimberly Forsyth, PRDD
James Shelton, PRDD
Matt Watson, City Attorney's Office
Sandra Hernandez, Recording Secretary

The City Plan Commission meeting was called to order by Elma Carreto at 1:30 p.m. Council Chambers, 2nd Floor. A quorum of its members was present and Dick Vorba made the introductory statements. Kimberly Forsyth presented changes to the agenda. Motion made by Dick Vorba to accept changes to the agenda, seconded by John Neal, and unanimously carried (5-0).

DISCUSSION AND ACTION:

SUBDIVISION MAP APPROVAL

Subdivision Application:

1. **SD03033:** River Park West Unit 3 – Revised Final; Being Tract 1B and Tract 2B, Block 10, Upper Valley Surveys, El Paso County, City of El Paso, Texas. (District 1)

RECOMMENDATION: DCC approval as presented and subject to staff comments.

SUMMARY: James Shelton, Planning Department, stated that the developer is proposing a development containing 116 single-family residential lots. Primary access to the subdivision will be from Upper Valley Road. The average size lot in the subdivision is 4,750 square feet. The developer will be receiving park credits of .58 acres for a proposed 3.318 acres park site that is part of this development. Mr. Shelton noted that the City Plan Commission approved this subdivision on a combination basis on July 10, 2003. The revised change to this plat is a 20' foot easement accessing the public ponding. The developer is requesting a modification to allow for two street names to exceed the standard maximum of 13 letters as outlined in the Subdivision Ordinance. The Planning Department recommends that the City Plan Commission find that these modifications meet criteria #3 of the Subdivision Ordinance.

Jorge Azcarate, Representative, agreed with staff recommendations.

ACTION: Motion made by John Neal to approve, subject to staff comments, seconded by Dick Vorba, and unanimously carried (5-0).

2. **SD03038:** Resler Canyon Subdivision – Revised Preliminary; All of Tract 16A1, all of Tract 15P2, all of Tract 15S1 and all of Tract 15V, A.F. MILLER SURVEY No. 213, within the City of El Paso, El Paso County, Texas. (District 8)

RECOMMENDATION: DCC approval as presented and subject to staff comments.

SUMMARY: Agenda Items #2, #10 and #12 were heard simultaneously. James Shelton, Planning Department, noted that the developer is proposing a development containing 186 single-family lots. Primary access to this subdivision is from El Cajon Drive and Pizarro Road. The smallest size lot is 5,511 square feet. The developer will be required to pay a total of \$56,100 to satisfy the parkland requirements. The developer is requesting a modification to allow a single eyebrow and double eyebrow cul-de-sacs. The Planning Department is requesting that the City Plan Commission approve for a modification under criteria #3 of the Subdivision Ordinance. The Engineering Department recommends approval subject to comments that are dealing with drainage and flood issues. The Development Coordinating Committee recommends approval with one dissenting vote from the Planning Department.

Robert Moreno, Representative, agreed with staff recommendations.

ACTION: Motion made by John Neal to approve, subject to staff comments, seconded by Oscar Venegas, and unanimously carried (6-0).

3. **SUB03-00030:** Hill Points Estates Unit 4 – Preliminary; Being a portion of Tracts 17C39 and 17C156 Section 8, Block 79, Township 3 Texas and Pacific Railway Company Surveys, City of El Paso, El Paso County, Texas. (District 7)

RECOMMENDATION: DCC approval as presented and subject to staff comments.

SUMMARY: Agenda items #3 and #15 were heard simultaneously. James Shelton, Planning Department, stated that the developer is proposing a preliminary subdivision containing 33 single-family residential lots. Primary access to the subdivision will be from Saint Dominic Drive. The smallest size lot in the subdivision is 4,329 square feet. The developer will be paying \$9,900 in park fees. The developer is requesting a modification to allow for a change in the cross-section of the proposed divided residential street. The developer is also requesting a modification to not have to provide a turn-around at the midpoint of street "A". Instead of the turn around, the developer has agreed to provide two fire hydrants. The Planning Department recommends that the City Plan Commission find that the modification meets criteria #3 of Subdivision Ordinance.

Jorge Azcarate, Representative, agreed with staff recommendations.

ACTION: Motion made by Oscar Venegas to approve, subject to staff comments, seconded by John Neal, and unanimously carried (5-0). (Commissioner Ray Mancera left.)

4. **SUB03-00032:** Park Hills Unit 6 – Final; Being a poriton of H.G. Foster Survey No. 262, City of El Paso, El Paso County, Texas. (District 1)

RECOMMENDATION: DCC approval as presented and subject to staff comments.

ACTION: Motion made by John Neal to approve, subject to staff comments, seconded by Oscar Venegas, and unanimously carried (5-0). (Commissioner Ray Mancera left.)

5. **SUB03-00034:** Capistrano Parks #5 – Preliminary; Tract 7B, Block 35 Ysleta Grant, and Tract 2A, U.S. Parcel No. 10, City of El Paso, El Paso County, Texas. (District 6)

ACTION: Motion made by Dick Vorba to postpone for two weeks (02/12/04); upon applicant's request, seconded by John Neal and unanimously carried (5-0).

6. **SUB03-00049:** Tierra Del Este Unit Twenty Seven – Preliminary; Being a portion of Tract 1B, Section 39 and Portion of Section 40, Block 79, Township 2, Texas and Pacific Railroad Company Surveys. (District 5)

RECOMMENDATION: DCC approval as presented and subject to staff comments.

SUMMARY: James Shelton, Planning Department, stated the developer is proposing 239 single-family lots and 16 duplex lots. Primary access to the subdivision will be from Pebble Hills Boulevard. The developer will be paying a total \$81,300 in park fees. The developer is requesting the following modifications of the Subdivision Ordinance as applicable to that portion of Pebble Hills Boulevard:

- o Reduction in the right-of-way required for a major arterial; from a width of 110 feet to a width of 105 feet.
- o Modification to sidewalk and parkway design required for arterial streets.
- o Modification to the median design required on arterial streets.
- o Modification to arterial street cross section standard.
- o Median opening spacing design standard.
- o Acceleration and deceleration lanes design standard.

The City Plan Commission approved Tierra Del Este Units 15 and 3 on a final basis with requirements for raised medians vs. striped medians for Pebble Hills Boulevard and also required the developer to landscape the entire length and width of the parkways on the double frontage lots for Pebble Hills. The Planning Department recommends that the City Plan Commission find that the modification meets criteria #3 of the Subdivision Ordinance.

ACTION: Motion made by John Neal to approve, subject to staff comments, seconded by Ruben Ponce, and unanimously carried (5-0). (Commissioner Ray Mancera left.)

7. **SUB04-00000:** Franklin Village – Preliminary; Being a portion of Tract 3J, Section 43, Block 80, Township 1, Texas and Pacific Railway Company Surveys. (District 4)

ACTION: Motion made by Dick Vorba to postpone for two weeks (02/12/04); upon applicant's request, seconded by John Neal and unanimously carried (5-0).

Extension Request to Submit the Recording Map:

8. **SD03034:** DC Commercial Subdivision – Extension request to submit the recording map; Being Tract 1B1, Section 35, Township 2, Texas and Pacific Railroad Co. Surveys El Paso County, Texas. (East ETJ)

RECOMMENDATION: DCC approval as presented and subject to staff comments.

ACTION: Motion made by John Neal to approve, subject to staff comments, seconded by Oscar Venegas, and unanimously carried (5-0). (Commissioner Ray Mancera left.)

PUBLIC HEARING

Street Vacation:

9. **SV03004:** Street Vacation – Portion of Hawthorne Street, out of Alexander Addition, an unrecorded map in the City of El Paso. (District 1)

ACTION: Motion made by Dick Vorba to postpone for two weeks (02/12/04); upon applicant's request, seconded by John Neal and unanimously carried (5-0).

Detailed Site Development Plan Application:

10. **ZON03-00010:** Tract 16A1, Tract 16A1A and Tract 15S1, A. F. Miller Survey 213
LOCATION: East of Resler Drive and South of Mesa Street
REQUEST: contract condition
ZONE: A-2/sc (Apartment/special contract)
PROPOSED USE: single-family residential development
OWNER/APPLICANT: Resler Interstate 10 Development Inc. / Same
REPRESENTATIVE: Moreno Cardenas, Inc.
DISTRICT: # 8

RECOMMENDATION: DCC approval as presented and subject to staff comments.

SUMMARY: Agenda items #2, #10 and #12 were heard simultaneously. Kimberly Forsyth, Planning Department, noted that the site plan was submitted in order to permit a single-family residential development on the property. Access is proposed via El Cajon Drive and Pizarro Road. The Planning Department has received 42 letters in opposition of this request. The applicant is also requesting a release of condition #4, a condition that was placed on the property that required an extension of Alto Mesa to Resler Drive.

Rudy Valdez, Planning Department, informed the commission that Representative Cobos requested that this item be postponed in order to do some research on a possible land swap.

Robert Moreno, Representative, stated that he had not had conversations with Representative Cobos, however his client had spoken to Representative Cobos. Mr. Moreno requested that this item not be postponed.

Charles Wakeem, representative of the Coronado Neighborhood Association, gave a presentation on the reasons why the association is opposed to this development. Some of the major issues discussed were:

- A. Socioeconomic impacts
 - 1. The effect on surrounding properties
 - 2. Traffic through existing neighborhoods
 - 3. The impact on area schools

- B. Development in an "Ecologically Sensitive Area"
 - 1. Riparian & Wildlife Corridor
 - 2. Percolation to the Keystone Wetlands
 - 3. Natural Sedimentation & Erosion
 - 4. Drainage and flooding
 - 5. Archaeology – High probability of prehistoric travel and settlement
 - 6. A major arroyo – one of the city's largest, deepest, steepest and narrowest as it base

Mr. Wakeem also presented a petition with 1138 signatures.

Motion made by Oscar Venegas to go into executive session at 2:40 p.m., seconded by Dick Vorba and unanimously carried (6-0).

Motion made by Oscar Venegas to re-adjourn at 2:50 p.m., seconded by John Neal and unanimously carried (6-0).

Shannon Jordan, member of the Coronado Neighborhood Association, stated that she is also opposed to this development. Ms. Jordan read a letter from Lois Balin, Urban Biologist from the Texas Parks and Wildlife. Some of the highlights from that letter include "Development in arroyos and near arroyos may result in a substantial local ecological impact. Losses to wildlife populations in relation to changes in wildlife habitat quality and quantity are likely to occur. Depending upon the final condition of the disturbed areas, it is likely that the hydrology the site

will be disrupted. Water quality may be of poorer quality due to Urban runoff and the migrating and resident wildlife may be displaced or partially or completely lost. These impacts should be researched, quantified and addressed.”

Douglas Eckland, member of the Coronado Neighborhood Association, also stated that he is opposed to this request. Mr. Eckland read a letter from John Sproul, Program Coordinator with the Rio Bosque Wetlands Park.

ACTION: Motion made by Oscar Venegas to postpone four weeks, seconded by John Neal and motion failed (2-3). (Commissioner Chad North abstained.)

ACTION: Motion made by John Neal to postpone three months (04/22/04), seconded by Ray Mancera, and carried (3-2). (Commissioner Chad North abstained.)

11. **ZON03-00087:** Tract 1, Section 4, Block 79, Township 3, Texas and Pacific Railway Company Surveys
LOCATION: Zaragoza Road
REQUEST: Zoning condition
ZONE: C-3/sc (Commercial/ special contract)
PROPOSED USE: New residential subdivision
OWNER/APPLICANT: Laguna Meadows Inc. / Rachael Kangur
REPRESENTATIVE: Eddie Urquidi
DISTRICT: # 5

ACTION: Motion made by Dick Vorba to postpone for two weeks (02/12/04); upon applicant's request, seconded by John Neal and unanimously carried (5-0).

Special Contract Application:

12. **ZON03-00011:** Tract 16A1 and Tract 16A1A, A. F. Miller Survey 213
LOCATION: East of Resler Drive and South of Mesa Street
ZONING: A-2/sc (Apartment/special contract)
REQUEST: Release of condition #4 imposed by Ordinance No. 9193 dated October 27, 1987, and amended on October 29, 1996
PROPOSED USE: single-family residential development
OWNER/APPLICANT: Resler Interstate 10 Development Inc. / Same
REPRESENTATIVE: Moreno Cardenas, Inc.
DISTRICT: # 8

RECOMMENDATION: DCC approval as presented and subject to staff comments.

SUMMARY: Agenda items #2, #10 and #12 were heard simultaneously. Kimberly Forsyth, Planning Department, noted that the site plan was submitted in order to permit a single-family residential development on the property. Access is proposed via El Cajon Drive and Pizarro Road. The Planning Department has received 42 letters in opposition of this request. The applicant is also requesting a release of condition #4, a condition that was placed on the property that required an extension of Alto Mesa to Resler Drive.

Rudy Valdez, Planning Department, informed the commission that Representative Cobos requested that this item be postponed in order to do some research on a possible land swap.

Robert Moreno, Representative, stated that he had not had conversations with Representative Cobos, however his client had spoken to Representative Cobos. Mr. Moreno requested that this item not be postponed.

Charles Wakeem, representative of the Coronado Neighborhood Association, gave a presentation on the reasons why the association is opposed to this development. Some of the major issues discussed were:

- A. Socioeconomic impacts
 - 4. The effect on surrounding properties
 - 5. Traffic through existing neighborhoods
 - 6. The impact on area schools
- B. Development in an "Ecologically Sensitive Area"
 - 7. Riparian & Wildlife Corridor
 - 8. Percolation to the Keystone Wetlands
 - 9. Natural Sedimentation & Erosion
 - 10. Drainage and flooding
 - 11. Archaeology – High probability of prehistoric travel and settlement
 - 12. A major arroyo – one of the city's largest, deepest, steepest and narrowest as it base

Mr. Wakeem also presented a petition with 1138 signatures.

Motion made by Oscar Venegas to go into executive session at 2:40 p.m., seconded by Dick Vorba and unanimously carried (6-0).

Motion made by Oscar Venegas to re-adjourn at 2:50 p.m., seconded by John Neal and unanimously carried (6-0).

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Douglas Eckland, member of the Coronado Neighborhood Association, also stated that he is opposed to this request. Mr. Eckland read a letter from John Sproul, Program Coordinator with the Rio Bosque Wetlands Park.

ACTION: Motion made by Ray Mancera to approve, subject to staff comments, seconded by John Neal, and unanimously carried (6-0).

13. **ZON04-00010:** Lots 11, 12, and the North 8' of Lot 13, and the North 60' of the vacated alley, Block 31 (Parcel 1), Lots 17, 18, 19 and 20, Block 49 (Parcel 2), West 60' of Lot 11, and all of Lot 12, Block 49 (Parcel 3), Campbell Addition
- LOCATION: Kansas Street South of Eight Avenue
- ZONING: C-1/c (Commercial/conditions)
- REQUEST: Release of all conditions imposed by Ordinance No. 9860 dated November 7, 1989
- PROPOSED USE: school
- OWNER/APPLICANT: Silva Diversified, Inc. and Silva Investment Partnership / City of El Paso
- REPRESENTATIVE: City of El Paso
- DISTRICT: # 8

RECOMMENDATION: DCC approval as presented and subject to staff comments.

SUMMARY: Kimberly Forsyth, Planning Department, stated this is a request to release contract conditions. The property is proposed as the site for a new school. The Planning Department received two calls in opposition to this request.

James Korse, resident of the area, stated that he opposed to the location of the proposed school due to safety concerns, such as the border highway, the railroad track and the river.

ACTION: Motion made by Oscar Venegas to approve, subject to staff comments, seconded by John Neal, and unanimously carried (5-0). (Commissioner Ray Mancera left.)

14. **ZON04-00011:** East 54 feet of Lot 10, the East 54 feet of the North 11 feet of Lot 9, and the South 9 feet of the North 20 feet of Lot 9, Block 31, Campbell Addition
- LOCATION: Southwest corner of Campbell Street and Ninth Avenue
- ZONING: C-2/c (Commercial/conditions)
- REQUEST: release of all conditions imposed by Ordinance No. 9755 dated July 5, 1989
- PROPOSED USE: school
- OWNER/APPLICANT: Silva Diversified, Inc. and Silva Investment Partnership / City of El Paso
- REPRESENTATIVE: City of El Paso
- DISTRICT: # 8

RECOMMENDATION: DCC approval as presented and subject to staff comments.

SUMMARY: Kimberly Forsyth, Planning Department, stated this is a request to release contract conditions. The condition on this property was that no driveway openings shall be allowed on Campbell Street or the Border Highway. The Border Highway is a restricted access road and there would still be restricted access on Border Highway even if the condition is released.

Jorge Azcarate, Representative, agreed with staff recommendations.

No opposition was presented.

ACTION: Motion made by John Neal to approve, subject to staff comments, seconded by Dick Vorba, and unanimously carried (5-0). (Commissioner Ray Mancera left.)

Special Permit Application:

15. **ZON03-00067:** (Reconsideration) A portion of Tracts 17C39 and 17C156, Block 79, Section 8, Township 3, Texas and Pacific Railway Company Surveys
- REQUEST: reduced lot sizes and reduced front yard and rear yard setbacks
- LOCATION: East of Zaragoza Road
- ZONE: R-3A (Residential)
- PROPOSED USE: planned residential development
- OWNER/APPLICANT: Tropicana Homes, Inc. / Same
- REPRESENTATIVE: CEA Engineering Group
- DISTRICT: # 6

RECOMMENDATION: DCC approval as presented and subject to staff comments.

SUMMARY: Agenda items #3 and #15 were heard simultaneously. Kimberly Forsyth, Planning Department, stated the applicant is requesting a special permit to allow for a planned residential development with reduced lot sizes and reduced rear setbacks. The special permit would comply with the density of the R-3, which allows 8.7 units per acre and with the special permit as proposed this development would be 6.8 units per acre

Jorge Azcarate, Representative, agreed with staff recommendations.

No opposition was presented.

ACTION: Motion made by Oscar Venegas to approve, subject to staff comments, seconded by John Neal, and unanimously carried (5-0). (Commissioner Ray Mancera left.)

16. **ZON04-00001:** A portion of Tracts 2B, 1G, and 3A, Block 10, Upper Valley Surveys
REQUEST: planned residential development
LOCATION: West of Upper Valley Road and South of Borderland Road
ZONE: R-F (Ranch and Farm)
PROPOSED USE: single-family residential development
OWNER/APPLICANT: RPW Development, Ltd. / Same
REPRESENTATIVE: CEA Engineering Group
DISTRICT: # 1

ACTION: Motion made by Dick Vorba to postpone for two weeks (02/12/04); upon applicant's request, seconded by John Neal and unanimously carried (5-0).

Rezoning Application:

17. **ZON03-00082:** A portion of Tract 2D, Block 9, Ysleta Grant
LOCATION: Pendale Road North of Roseway Drive
REQUEST: From: R-F (Ranch and Farm); To: R-3 (Residential)
PROPOSED USE: single-family residential development
OWNER/APPLICANT: Javier Quevedo / Same
REPRESENTATIVE: Carlos Jimenez
DISTRICT: # 7

ACTION: Motion made by Dick Vorba to postpone for two weeks (02/12/04); upon applicant's request, seconded by John Neal and unanimously carried (5-0).

18. **ZON03-00083:** Tract 2A, Block 37, Ysleta Grant
LOCATION: Zaragoza Road South of Pence Road
REQUEST: From: R-4 (Residential); To: C-1 (Commercial)
PROPOSED USE: Retail commercial
OWNER/APPLICANT: Everardo and Martha Yoshida / Same
REPRESENTATIVE: Javier Ortiz
DISTRICT: # 7

RECOMMENDATION: DCC approval as presented and subject to staff comments.

SUMMARY: Kimberly Forsyth, Planning Department, stated the applicant is requesting to rezone property from R-4 to C-1 in order to permit light retail uses. The proposed concept plan shows a small commercial building to be located on the site. Access is proposed via Zaragoza Road. The Planning Department has received no calls or letters in support or opposition to this request.

Javier Ortiz, Representative, agreed with staff recommendations.

No opposition was presented.

ACTION: Motion made by John Neal to approve, subject to staff comments, seconded by Dick Vorba, and unanimously carried (5-0). (Commissioner Ray Mancera left.)

19. **ZON03-00084:** Tracts 3C1, 3D1 & 3G, Block 6, Upper Valley Surveys
LOCATION: 132 West Redd Road
REQUEST: From: C-1/sc (Commercial/special condition); To: S-D (Special Development)
PROPOSED USE: Offices
OWNER/APPLICANT: Ramon H. & Georgina Garcia / Ramon Garcia
REPRESENTATIVE: Javier Carrera
DISTRICT: # 1

RECOMMENDATION: DCC approval as presented and subject to staff comments.

SUMMARY: Kimberly Forsyth, Planning Department, stated the applicant is requesting to rezone property from C-1 to S-D in order to permit expansion of existing offices. The reason for the rezoning is that the current building on the site does not conform to the setbacks of the C-1. The Planning Department has received no calls or letters in support or opposition to this request.

Javier Carrera, Representative, agreed with staff recommendations.

No opposition was presented.

ACTION: Motion made by John Neal to approve, subject to staff comments, seconded by Dick Vorba, and unanimously carried (5-0). (Commissioner Ray Mancera left.)

20. **ZON03-00086:** Tract 1, Section 4, Block 79, Township 3, Texas and Pacific Railway
LOCATION: Zaragoza Road
REQUEST: From: C-3/sc (Commercial/special contract); To: PR-II (Planned Residential)
PROPOSED USE: New residential subdivision
OWNER/APPLICANT: Laguna Meadows Inc. / Rachael Kangur
REPRESENTATIVE: Eddie Urquidi
DISTRICT: #5

RECOMMENDATION: DCC approval as presented and subject to staff comments.

SUMMARY: Kimberly Forsyth, Planning Department, stated this is a request to rezone property from C-3/SC to PR-2 in order to permit detached patio homes. Access is proposed via gated entry from Zaragoza Road and a driveway from the adjacent commercial site. 194 parking spaces are provided. The Planning Department has received no calls or letters in support or opposition to this request.

Eddie Urquidi, Representative, agreed with staff recommendations.

No opposition was presented.

ACTION: Motion made by Ruben Ponce to approve, subject to staff comments, seconded by Dick Vorba, and unanimously carried (5-0). (Commissioner Ray Mancera left.)

21. **ZON03-00088:** Tract 3A, S.A. & M.G. Railroad Survey No. 266 and Tract 4, W.H. Lenox Survey No. 432
LOCATION: Northeast corner of Desert Boulevard North and Helen of Troy Drive
REQUEST: From: R-3 (Residential); To: C-4 (Commercial)
PROPOSED USE: Hotel and Restaurant
OWNER/APPLICANT: The Downing Revocable Living Trust / Walter Downing
REPRESENTATIVE: McCormick Architecture, L.L.C.
DISTRICT: # 1

RECOMMENDATION: DCC approval as presented and subject to staff comments.

SUMMARY: Kimberly Forsyth, Planning Department, stated the applicant is requesting to rezone property from R-3 to C-4 in order to permit a hotel with restaurants and retail uses. Access is proposed via driveways from North Desert Boulevard. The Planning Department has received no calls or letters in support or opposition to this request. Ms. Forsyth explained that the Development Coordinating Committee recommended denial of the C-4 request but instead recommended approval of C-3.

Pablo Aguirre, Representative, agreed with staff recommendations.

No opposition was presented.

ACTION: Motion made by John Neal to approve, subject to staff comments, seconded by Oscar Venegas, and unanimously carried (5-0). (Commissioner Ray Mancera left.)

22. **ZON03-00089:** A portion of Tracts 2B, 1G, and 3A, Block 10, Upper Valley Surveys
LOCATION: West of Upper Valley Road and South of Borderland Road
REQUEST: From: R-F (Ranch and Farm); To: R-3A (Residential)
PROPOSED USE: single-family residential development
OWNER/APPLICANT: RPW Development, Ltd. / Same
REPRESENTATIVE: CEA Engineering Group
DISTRICT: # 1

ACTION: Motion made by Dick Vorba to postpone for two weeks (02/12/04); upon applicant's request, seconded by John Neal and unanimously carried (5-0).

Ordinance Amendments:

23. An ordinance amending Title 20 (Zoning) of the El Paso Municipal Code by amending Chapter 20.67 (Historic Landmark Preservation). The penalty as provided in 20.68 of the City of El Paso Municipal Code.

Jorge Rousselin, Planning Department, gave a brief presentation of the ordinance amending Historic Landmark Preservation.

Ray Rutledge, Commissioner of Historic Landmark Commission, addressed the commission.

No opposition was presented.

ACTION: Motion made by John Neal to approve, seconded by Dick Vorba and unanimously carried (5-0). (Commissioner Ray Mancera left.)

24. An Ordinance amending Title 2 (Administration And Personnel), by adding a new Chapter 2.36 (Development Board of Appeals), to establish a new Board of Appeals for Subdivision and Development Issues.

ACTION: Motion made by Dick Vorba to delete item; upon applicant's request, seconded by John Neal and unanimously carried (5-0).

25. An Ordinance amending Title 20 (Zoning) of the El Paso Municipal Code, by amending Section 20.04.520 (Administrative Provision; Notice-Method) to change the notice requirements for a zoning change on one acre or more of land. The penalty being as provided in Chapter 20.68 of the City of El Paso Municipal Code.

ACTION: Motion made by Dick Vorba to postpone for two weeks (02/12/04); upon applicant's request, seconded by John Neal and unanimously carried (5-0).

Other Business:

26. Approval of CPC Minutes: January 12, 2004

ACTION: Motion made by John Neal to approve, seconded by Oscar Venegas and unanimously carried (5-0). (Commissioner Ray Mancera left.)

27. Approval of CPC Minutes: January 15, 2004

ACTION: Motion made by John Neal to approve, seconded by Oscar Venegas and unanimously carried (5-0). (Commissioner Ray Mancera left.)

28. Discussion and action on proposed amendments to the City Plan Commission by-laws.

ACTION: Motion made by John Neal to postpone for two weeks (02/12/04); upon applicant's request, seconded by Oscar Venegas and unanimously carried (5-0). (Commissioner Ray Mancera left.)

29. Creation of a special subcommittee to review staff proposed changes to the City Plan Commission by-laws, to suggest additional amendments to the by-laws, and to report back to the City Plan Commission with a recommendation for amendments, if any, within 45 days.

Members appointed to the Special Permit Ad HOC Committee:
Ray Mancera, John Neal, Oscar Venegas and Alan Simpson

30. Appointment of Sub-Committees.

- **Subdivision Sub-Committee:**
Ruben Ponce, Alan Simpson and Elma Carreto
- **Landscape Sub-Committee:**
Dick Vorba, Elma Carreto and Chad North
- **Annexation Sub-Committee:**
Ray Mancera, Oscar Venegas, and Ruben Ponce

ACTION: Motion made by Oscar Venegas to approve, seconded by John Neal and unanimously carried (5-0). (Commissioner Ray Mancera left.)

31. Discussion on Council action regarding amendments to Upper Valley Plan.

Veronica Rosales, Planning Department gave a brief presentation on the amendments.

32. Planning Report.

33. Legal Report.

The City Plan Commission may retire into Executive Session pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Sections 551.071-551.076 to discuss any item on this agenda.

The City Plan Commission Hearing adjourned at 4:45 p.m.

Rudy Valdez, Executive Secretary

OFFICIAL MINUTES AND RECORD OF ACTION

TAKEN BY THE EL PASO CITY PLAN COMMISSION ON JANUARY 29, 2004

_____, **CHAIR**

_____, **DATE**