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**ADVISORY BOARD MINUTES**

**REVISED**

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**PLANNING & INSPECTIONS DIVISION**

Wednesday, May 11<sup>th</sup>, 2016, 3:00 P.M.  
City 3 Building, 801 Texas Avenue  
Basement, Thorman Conference Room

**Members Present: 5**

Chairwoman Lois Balin; Vice-Chairman Jim Tolbert (left meeting at 4:03 p.m.); Dr. Richard Bonart; Dr. Richard Teschner, Patricia White

**Members Absent: 3**

Joseph Nester, Ann Morgan Lilly

**Vacancies: 1**

**Planning & Inspections Department – Planning Division Staff:**

Alex Hoffman, Lead Planner, Long Range; Kim Forsyth, Program Manager; Jeff Howell, Senior Zoning Planner; Ryan Kirby, Planner

**Other City Staff Present:**

Karla Nieman, Assistant City Attorney, City Attorney's Office; Rudy Valdez, Program Manager, Capital Improvement Department (CID); James Wolff, Planner, EPWU-PSB

**Member(s) of the Public:**

Ms. Marilyn Guida, Judy Ackerman, Dr. ~~Shannon~~ Sharon Bonart, Melissa Kirkham, Joe Molinar, Sheldon Myers, Mrs. Myers, Bob Geyer

**1. Meeting Called to Order**

Chairwoman Balin called the meeting to order at 3:05 p.m.

**CONGRATULATIONS**

Chairwoman Balin congratulated Vice-Chairman Jim Tolbert on his new position as City Council Representative for District 2.

Vice-Chairman Tolbert stated the Open Space Advisory Board will now have someone on Council who will represent the Open Space Advisory Board.

Chairwoman Balin thanked Vice-President Tolbert for his service.

**2. Call to the Public** (items not listed on the agenda)

*Ms. Judy Ackerman suggested rearranging the Board Members seating arrangement to allow members of the public to see the Board Members.*

**3. Discussion and Action:**

a. Changes to the Agenda.

*None.*

b. Approval of Minutes: April 13<sup>th</sup>, 2016.

Chairwoman Balin asked if Board Members had any additions/changes/revisions.

*Dr. Bonart requested the following language be added to the minutes with regard to:*

**Item 6 - Discussion and Action:** Prioritize a list of trailheads to acquire and improve with the Quality of Life Bond open space allocations. Contact: Rudy Valdez, [valdezrx1@elpasotexas.gov](mailto:valdezrx1@elpasotexas.gov)

*Staff will meet with the OSAB in September to add their Bear Ridge; additionally, Staff will ensure the changes also include improvements at Lost Dog.*

Chairwoman Balin asked Staff questions regarding the meeting minutes; what goes in and what does not go in the minutes.

Mr. Hoffman explained the City's policy regarding transcribing meeting minutes.

Vice-Chairman Tolbert hoped Staff would include Dr. Bonart's comments in the minutes.

Ms. Kim Forsyth, Program Manager, explained the City's use of *Action Minutes* for all City of El Paso Boards and Commissions. Staff will include Dr. Bonart's comments within the April 13<sup>th</sup>, 2016 HLC meeting minutes.

Dr. Teschner suggested Dr. Bonart provide one sentence worth of language to be added to the April 13<sup>th</sup> OSAB meeting minutes.

Dr. Bonart provided the following: *The promise was made by Mr. Novak that he agreed to return before September to add Bear Ridge to the list of trailheads and he also noted that they would continue to include the improvements at Lost Dog, in any list.*

Regarding the April 13<sup>th</sup> meeting minutes, Dr. Shannon Bonart, member of the public, requested staff correct her name as shown under the listing of **Member(s) of the Public**. Her name is listed as *Shannon Bonart*; however, it should read **Dr. Shannon Bonart**. Dr. Shannon Bonart then commented on the lack of conversation included within the OSAB minutes.

Ms. Forsyth again explained the City's use of *Action Minutes* for all City of El Paso Boards and Commissions. Additionally, there is not an appointed secretary position to keep the minutes for the OSAB. The minutes are listened to then a brief summary is documented in the meeting minutes.

Ms. Nieman, Assistant City Attorney, explained Staff has followed the policy regarding the *uniform format for minutes of City Boards/Commissions/and Committees, written by the City Clerk of the City of El Paso, since February 17<sup>th</sup>, 2006.*

Ms. White wondered why **Item 6 - Discussion and Action** shows **NO ACTION** even though the item called for **ACTION**.

Chairwoman Balin, Ms. White and Dr. Bonart commented.

**MOTION:**

*Motion made by Dr. Teschner, seconded by Dr. Bonart AND UNANIMOUSLY CARRIED TO APPROVE THE MINUTES AS AMENDED.*

**4. Discussion and Action:** Review and comment on the following Zoning Application:

- |                        |   |
|------------------------|---|
| <b>1. PZRZ15-00013</b> | Lot 13, Block 39, Kern Place, City of El Paso, El Paso County, Texas                              |
| Location:              | 518 Gregory Avenue  |
| Zoning:                | R-3 (Residential)   |
| Request:               | From R-3 (Residential) to R-MU (Residential Mixed-Use)  |
| Existing Use:          | Apartments  |
| Proposed Use:          | Mixed Used Development  |
| Property Owner:        | Karalene R. Eifolla   |
| Representative:        | Memo Barajas  |
| District:              | 1   |
| Staff Contact:         | Jeff Howell, 915-212-1607, <a href="mailto:howelljb@elpasotexas.gov">howelljb@elpasotexas.gov</a> |

Mr. Jeff Howell, Senior Zoning Planner, gave a presentation and responded to comments and questions from Chairwoman Balin and board members Dr. Bonart and Dr. Teschner. The proposed rezoning will allow apartments, an office and an art gallery.

The following staff member commented:

Ms. Karla Nieman, Assistant City Attorney, explained parking issues are not under the purview of the Open Space Board members.

**MOTION:**

*Motion made by Mr. Tolbert, and seconded by Dr. Bonart TO APPROVE THE REZONING.*

**Ayes: Chairwoman Balin, Vice-Chairman Tolbert, Dr. Bonart and Ms. White**

**Nay: Dr. Teschner**

*(Motion passed (4-1))*

5. **Discussion and Action:** Update the prioritized trail head project list.

Contact: Tracy Novak, [novakta@elpasotexas.gov](mailto:novakta@elpasotexas.gov)

Mr. Rudy Valdez, Program Manager, Capital Improvement District (CID), gave a presentation updating board members regarding the CID's portion of the prioritized trail head project list. He responded to comments and questions from Chairwoman Balin and board members Dr. Bonart, Mr. Tolbert and Dr. Teschner. Dr. Bonart responded to comments and questions from Chairwoman Balin and Dr. Teschner.

The following staff members commented:

1. Ms. Nieman, Assistant City Attorney, City Attorney's Office
2. Mr. Alex Hoffman, Lead Planning, Long Range

**MOTION:**

*Motion made by Dr. Teschner, seconded by Mr. Tolbert and CARRIED TO APPROVE THAT THE "OJO DE AGUA" TRAILHEAD BE KEPT ON THE TRAILHEAD PRIORITY LIST IN ABEYANCE.*

**Ayes: Chairwoman Balin, Vice-Chairman Tolbert, Dr. Bonart and Ms. White**

**Nay: Dr. Teschner**

*(Motion passed (4-1))*

Chairman Balin, Vice-Chairman Tolbert, Dr. Bonart, Dr. Tescher and Ms. White all commented and/or responded to comments and questions of each other and staff.

Mr. Valdez commented on staff requests to remove the Ojo de Agua trailhead from the proposed project list due to access issues and answered comments and questions from board members.

Ms. White requested that Ojo De Agua be kept on the list but as a low priority.

Mr. Bonart asked staff when the proposed park will be built.

The following staff members commented:

1. Mr. Alex Hoffman, Lead Planner, Long Range
2. Ms. Karla Nieman, Assistant City Attorney

Ms. Marilyn Guida, member of the public, asked if staff could elaborate on the individual trails, trail heads, service of the trail heads and how it would be created.

***MOTION:***

***MOTION:***

***Motion made by Dr. Bonart, and seconded by Dr. Teschner, AND UNANIMOUSLY CARRIED TO ADD "BEAR RIDGE" AND REMOVE "LOMAS DEL SOL" FROM THE TRAILHEAD PRIORITY LIST.***

**Ayes: Chairwoman Balin, Vice-Chairman Tolbert, Dr. Bonart, Mr. Tolbert and Ms. White**

