



AGENDA FOR THE ZONING BOARD OF ADJUSTMENT PUBLIC HEARING

April 20, 2026
THORMAN CONFERENCE ROOM, 801 TEXAS AVE, BASEMENT
1:30 PM

Notice is hereby given that a Public Hearing of the Zoning Board of Adjustment will be conducted on the above date and time.

Members of the public may view the meeting via the following means:

Via the City's website. <http://www.elpasotexas.gov/videos>
Via television on City15,
YouTube: <https://www.youtube.com/user/cityofelpasotx/videos>

In compliance with the requirement that the City provide two-way communication for members of the public, members of the public may communicate with the Zoning Board of Adjustment during public comment, and regarding agenda items by calling the following number:

1-915-213-4096 or Toll Free Number: 1-833-664-9267

At the prompt please enter the corresponding Conference ID: 744 253 998#

If you wish to sign up to speak please contact Berenice Barron at BarronBC@elpasotexas.gov or (915) 212-1583 no later than by the start of the meeting.

A quorum of the Zoning Board of Adjustment members must be present and participate in the meeting.

PUBLIC COMMENT

ROLL CALL

AGENDA

1. **PZBA25-00034:** Lot 22, Block 358, Vista Del Sol Unit 78, City of El

[**BC-1982**](#)

Paso, El Paso County, Texas
ADDRESS: 11767 Stephanie Dr.
APPLICANT: Belinda Rosales
REPRESENTATIVE: Eduardo M. Diaz
REQUEST: Special Exception J (Carport Over a Driveway)
DISTRICT: 6
ZIP CODE: 79936
STAFF CONTACT: Jose Beltran, (915) 212-1607,
BeltranJV@elpasotexas.gov

2. **PZBA25-00049:** Lot 4, Block 393, Vista del Sol Unit Ninety, City of El Paso, El Paso County, Texas [BC-1983](#)
ADDRESS: 11837 Chelita Drive
APPLICANT: Saul Marquez
REPRESENTATIVE: Saul Marquez
REQUEST: Special Exception J (Carport Over a Driveway) and Special Exception K (In Existence Fifteen Years or More)
DISTRICT: 6
ZIP CODE: 79936
STAFF CONTACT: Alejandra Gonzalez, (915) 212-1506,
GonzalezAG@elpasotexas.gov

POSTPONED FROM DECEMBER 8, 2025

3. **PZBA25-00056:** The East 95 feet of Lots 1, 2, 3 and 4, and the East 95 feet of the South 20 feet of Lot 5, Block 94, Supplemental Map No.1 of East El Paso, City of El Paso, County, Texas [BC-1984](#)
ADDRESS: 3127 Tularosa Ave.
APPLICANT: Daniel Fox
REPRESENTATIVE: Daniel Fox
REQUEST: Special Exception K (In Existence Fifteen Years or More)
DISTRICT: 2
ZIP CODE: 79903
STAFF CONTACT: Blanca Perez, (915) 212-1561,
PerezBM@elpasotexas.gov

4. **PZBA25-00057:** Lot #9, Block 1, Emerald Valley Estates Replat A, City of El Paso, El Paso County, Texas [BC-1985](#)
ADDRESS: 713 Woodfield Drive
APPLICANT: Jacob Gonzales & Alyssa Molina
REPRESENTATIVE: Henry Ordonez
REQUEST: Special Exception C (Rear Yard Setback, Single-Family Residence)

DISTRICT: 1
ZIP CODE: 79932
STAFF CONTACT: Alejandra Gonzalez, (915) 212-1506,
GonzalezAG@elpasotexas.gov

5. **PZBA25-00058:** A portion of Lot 1, Block 1, El Paso West, City of El Paso, El Paso County, Texas [BC-1986](#)
ADDRESS: 7850 Paseo Del Norte Blvd.
APPLICANT: Amazon.com Services LLC
REPRESENTATIVE: VTRE Development, LLC.
REQUEST: Variance from City Code Section 20.18.450.A
(Additional on-premises signs)
DISTRICT: 1
ZIP CODE: 79912
STAFF CONTACT: Andrew Salloum, (915) 212-1603,
SalloumAM@elpasotexas.gov
6. **PZBA26-00001:** Lots 1 and 2, Block 1, Power of Dreams No. 1, City of El Paso, El Paso County, Texas [BC-1987](#)
ADDRESS: 1500 Joe Battle Blvd.
APPLICANT: 375 Properties LLC
REPRESENTATIVE: Nova Signs & Graphics Corporation
REQUEST: Variance from City Code Section 20.18.450.B
(Additional on-premises signs)
DISTRICT: 6
ZIP CODE: 79936
STAFF CONTACT: Andrew Salloum, (915) 212-1603,
SalloumAM@elpasotexas.gov
7. **PZBA26-00002:** Lot #19, Block 55, Cielo Vista Park, City of El Paso, El Paso County, Texas [BC-1988](#)
ADDRESS: 8201 Dempsey
APPLICANT: Joshua & Elizabeth Burch
REPRESENTATIVE: Jorge Campos
REQUEST: Special Exception C (Rear Yard Setback, Single-Family Residence)
DISTRICT: 3
ZIP CODE: 79925
STAFF CONTACT: Alejandra Gonzalez, (915) 212-1506,
GonzalezAG@elpasotexas.gov
8. **PZBA26-00004:** Lot 23, Block 14, Scotsdale Unit Two, City of El Paso, El Paso County, Texas [BC-1989](#)

ADDRESS: 3203 Dublin Rd.
APPLICANT: Monique J. Merrell and Marcia Merrell
REPRESENTATIVE: Monique J. Merrell
REQUEST: Special Exception J (Carport Over a Driveway)
DISTRICT: 3
ZIP CODE: 79925
STAFF CONTACT: Blanca Perez, (915) 212-1561,
PerezBM@elpasotexas.gov

9. **PZBA26-00005:** Lot 15, Block 8, Borderland Heights No. 4, City of El Paso, El Paso County, Texas [BC-1990](#)

ADDRESS: 6217 Michel St.
APPLICANT: Roberto Valdez
REPRESENTATIVE: Irma Valdez
REQUEST: Special Exception B (Two or More Nonconforming Lots)
DISTRICT: 1
ZIP CODE: 79932
STAFF CONTACT: Jose Beltran, (915) 212-1607,
BeltranJV@elpasotexas.gov

10. **PZBA26-00008:** The north 51 ½ feet of Lots 30, 31 and 31, Block 28, Supplemental Map of No. 1 of East El Paso, City of El Paso, El Paso County, Texas [BC-1991](#)

ADDRESS: 168 Cebada St.
APPLICANT: Juan Palma Rodriguez
REPRESENTATIVE: Juan Palma Rodriguez
REQUEST: Special Exception B (Two or More Non-Conforming Lots) and K (In Existence Fifteen Years or More)
DISTRICT: 8
ZIP CODE: 79905
STAFF CONTACT: Blanca Perez, (915) 212-1561,
PerezBM@elpasotexas.gov

11. Approval of Minutes: December 8, 2025 [BC-1992](#)

EXECUTIVE SESSION

The Zoning Board of Adjustment of the City of El Paso may retire into EXECUTIVE SESSION pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Chapter 551, Subchapter D, to discuss any of the items on this agenda. The Zoning Board of Adjustment will return to open session to take any final action and may also, at any time during the meeting, bring forward any of the following items for public discussion, as appropriate.

ADJOURN

NOTICE TO THE PUBLIC

Sign language interpreters will be provided for this meeting upon request. Requests must be made to Berenice Barron at BarronBC@elpasotexas.gov a minimum of 72 hours prior to the date and time of this hearing.

If you need Spanish Translation Services, please email BarronBC@elpasotexas.gov at least 72 hours in advance of the meeting.

Posted this the _____ of _____ at _____ AM/PM by _____



Legislation Text

File #: BC-1982, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

This is the language that will be posted to the agenda. Please use ARIAL 11 Font.

Populate the table to maintain proper formatting. Copy and paste the agenda language in the designated area below. You may include more language after the table. Just make sure all posting language is populated between "TITLE" and "END".

PZBA25-00034: Lot 22, Block 358, Vista Del Sol Unit 78, City of El Paso, El Paso County, Texas
ADDRESS: 11767 Stephanie Dr.
APPLICANT: Belinda Rosales
REPRESENTATIVE: Eduardo M. Diaz
REQUEST: Special Exception J (Carport Over a Driveway)
DISTRICT: 6
ZIP CODE: 79936
STAFF CONTACT: Jose Beltran, (915) 212-1607,
BeltranJV@elpasotexas.gov

11767 Stephanie

Zoning Board of Adjustment — April 20, 2026



CASE NUMBER: PZBA25-00034
CASE MANAGER: Jose Beltran, (915) 212-1607, BeltranJV@elpasotexas.gov
PROPERTY OWNER: Belinda Rosales
REPRESENTATIVE: Eduardo M. Diaz
LOCATION: 11767 Stephanie Dr. (District 6)
ZONING: R-3A/sc (Residential/special contract)
REQUEST: Special Exception J (Carport Over a Driveway)
PUBLIC INPUT: None received as of April 14, 2026

SUMMARY OF REQUEST: Applicant requests a Special Exception under Section 2.16.050 J (Carport Over a Driveway) to permit a proposed carport over a driveway in an R-3A/sc (Residential/special contract) zone district.

SUMMARY OF STAFF'S RECOMMENDATION: Staff recommends **APPROVAL WITH A CONDITION** of the special exception request as the requested area of encroachment is less than the maximum permitted for a carport. The condition is as follows:

1. That the storage structure located in the rear yard be removed or relocated from the 5-foot utility easement area.

PZBA25-00034



This map is designed for illustrative purposes only. The features depicted here are approximate and more site-specific studies may be required to draw accurate conclusions. Enlargements of this map to scales greater than its original can induce errors and may lead to misinterpretations of the data. The Planning & Inspections Department Planning Division makes no claim to its accuracy or completeness.



Subject Property

0 5 10 20 30 40 Feet



Figure A. Aerial of Subject Property & Immediate Surroundings

DESCRIPTION OF REQUEST: The applicant is requesting a special exception to permit the construction of a proposed carport of approximately 19 feet 10 inches by 10 feet and an area of 198 square feet, of which 198 square feet will encroach 10 feet into the front yard setback and would be located to within 10 feet of the front property line.

BACKGROUND: The minimum and required front setback for the subject property is 20 feet in the R-3A/sc (Residential/special contract) zone district. The required rear setback for the subject property is 25 feet to meet the cumulative front and rear setback of 45 feet in the R-3A/sc (Residential/special contract) zone district. The existing patio in the rear is encroaching the setback but is less than the maximum square feet allowed to encroach by right per Section 20.12.040 – Yards. Additionally, the storage structure in the rear yard of the property is located within the five-foot (5') utility easement area and shall be relocated or removed.

According to El Paso Central Appraisal District records, the single-family dwelling was built in 1986.

SETBACKS	REQUIRED SETBACK	REQUESTED SETBACK
Front	20 Feet	10 Feet
Rear	25 Feet	No Change
Cumulative Front & Rear	45 Feet	35 Feet
Side (Left)	5 Feet	No Change
Side (Right)	5 Feet	No Change
Cumulative Side	N/A	N/A

CALCULATIONS FOR CARPORT:

	TOTAL	CALCULATION
Maximum Permitted Area of Encroachment	343.2 Square Feet	1/5 of 1,716 Sq. Ft. (House 1 st floor area)
Requested Area of Encroachment	198 Square Feet	19 Feet 10 Inches by 10 Feet (Encroachment only)

COMPLIANCE WITH SPECIAL EXCEPTION 2.16.050.J CRITERIA

The Zoning Board of Adjustment is empowered under Section 2.16.050.J to:
Permit the encroachment into the required front yard setback for a lot in a residential (R) district beyond other allowed modifications for a carport covering a driveway, provided the following criteria is met:

Criteria	Does the Request Comply?
1. The residence has been in existence with a valid certificate of occupancy for one continuous year;	Yes. The residence has a valid certificate of occupancy for one continuous year.
2. The zoning board of adjustment has received the written approval of the structural design from the building official;	Yes. The Building Official has reviewed the request, and has provided written approval.
3. The carport shall resemble the main residential structure in scale and character and shall be open on three sides;	Yes. The proposed carport does resemble the main residential structure and is open on three sides based on submitted elevation drawings.
4. The area of the carport shall not exceed one-fifth of the first-floor area under roof of the dwelling, with the first-floor area of the dwelling defined as the sum of the gross horizontal area, exclusive of garages, atriums, stairwells, and open porches, measured from the exterior faces of the exterior walls; and, shall be measured as the area covered by the carport roof, to include overhangs;	Yes. The proposed carport encroachment of 198 square feet is less than the maximum allowed area of 343.2 square feet.
5. Elevation drawings of the proposed structure shall be submitted;	Yes. Elevation drawings of the proposed structure were submitted.

6. For a duplex, the total of all extensions for either unit of the duplex shall not exceed two-thirds of the average width of that unit;	Not applicable. This is not a duplex.
7. There is no other reasonable alternative to provide a carport in the front yard of the subject property without exceeding the encroachments allowed in Title 20 of this Code;	Yes. It is not possible to provide a carport in the front yard without encroaching into the required front setback.
8. Unless otherwise provided in this chapter, all remaining areas of the required front yard shall be permanent open space.	Yes. With the exception of any existing structures, remaining area shall be permanent open space

PUBLIC COMMENT: Public notice was sent on April 10, 2026 to all property owners within 300 feet of the subject property. The Planning Division has not received any communications in support or opposition to the special exception request.

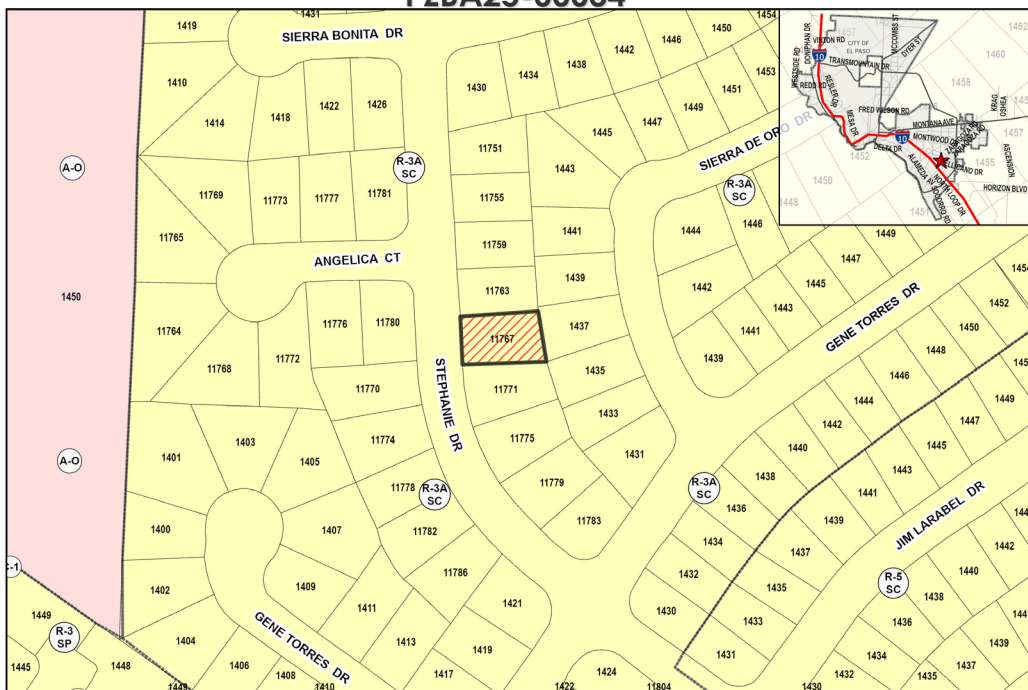
ZONING BOARD OF ADJUSTMENT OPTIONS:

The purpose of the Zoning Ordinance is to promote the health, safety, morals and general welfare of the City. The Zoning Board of Adjustment (ZBA) has the authority to grant a special exception to the zoning code only as provided in El Paso City Code Titles 2 and 20. In evaluating the request, the ZBA may take any of the following actions:

1. **Approval** of the special exception request, finding that the request is in in harmony with the spirit and purposes of Titles 2 and 20, including the preservation of the essential character of the district in which the property is located, that the public convenience and welfare will be substantially served, and that the use of neighboring property will not be substantially injured.
2. **Approval with Modification** of the special exception request to bring the request into conformance as provided in El Paso City Code Titles 2 and 20 as the board deems appropriate. **(Staff Recommendation)**
3. **Denial** of the special exception request, finding that the request does not conform to the review criteria as provided in El Paso City Code Titles 2 and 20.

ZONING MAP

PZBA25-00034



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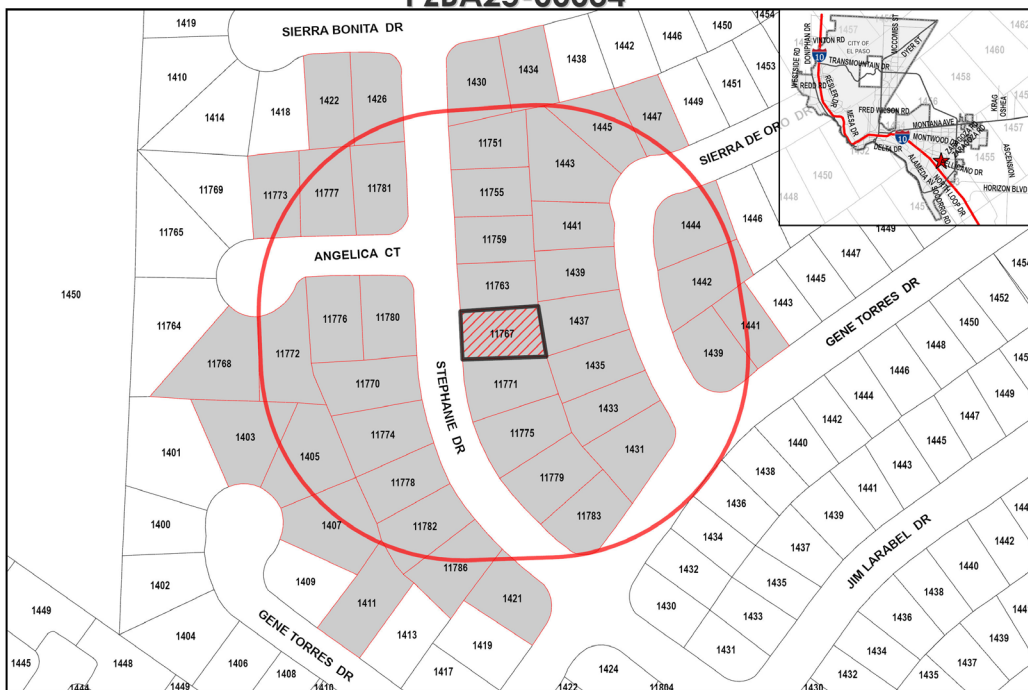
Subject Property

0 30 60 120 180 240 Feet



NEIGHBORHOOD NOTIFICATION MAP

PZBA25-00034



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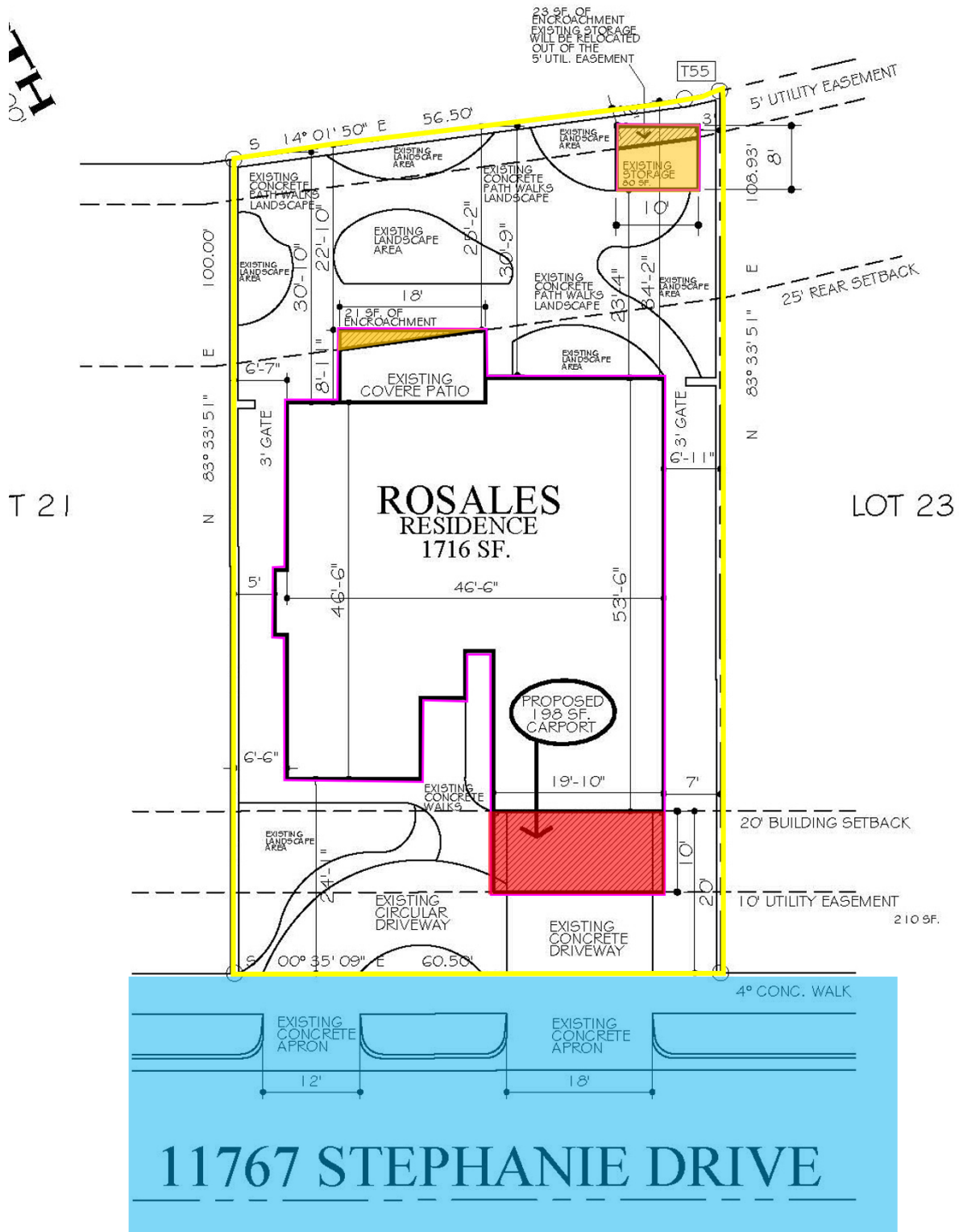


Subject Property
 300 Feet Notice Area
 Notified Properties

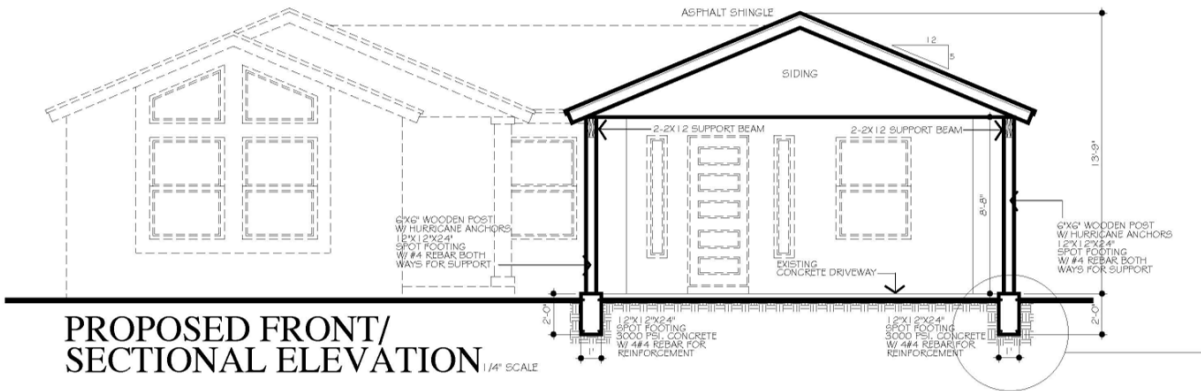
0 30 60 120 180 240 Feet



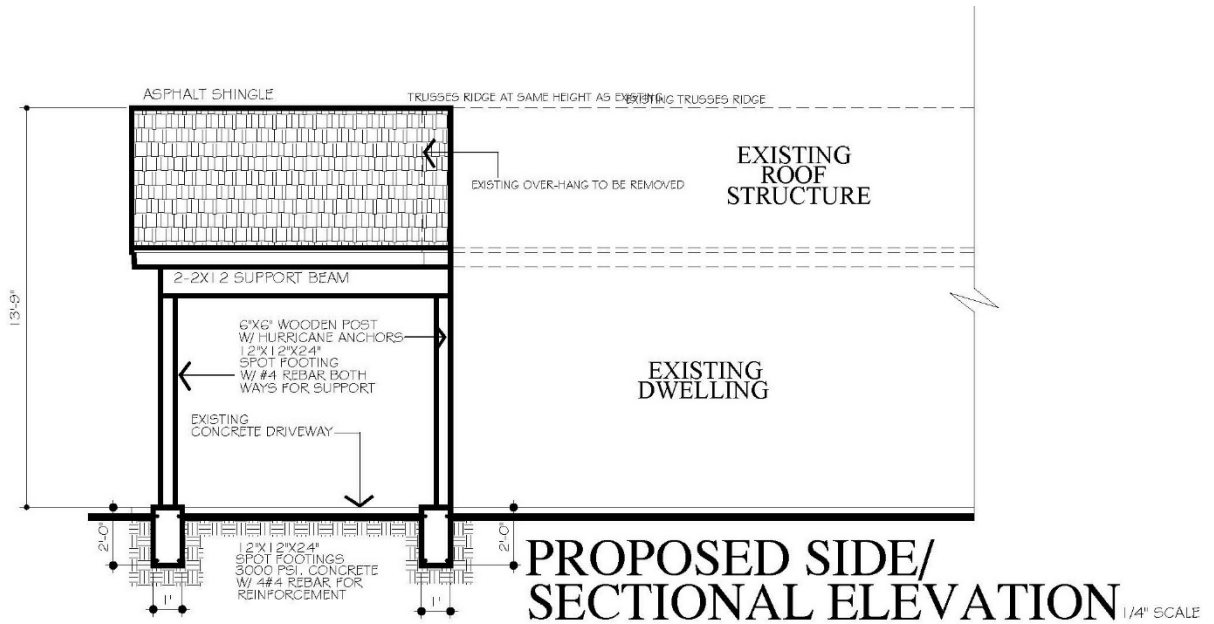
SITE PLAN



ELEVATION 1



ELEVATION 2





Legislation Text

File #: BC-1983, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

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Populate the table to maintain proper formatting. Copy and paste the agenda language in the designated area below. You may include more language after the table. Just make sure all posting language is populated between "TITLE" and "END".*

PZBA25-00049: Lot 4, Block 393, Vista del Sol Unit Ninety, City of
El Paso, El Paso County, Texas
ADDRESS: 11837 Chelita Drive
APPLICANT: Saul Marquez
REPRESENTATIVE: Saul Marquez
REQUEST: Special Exception J (Carport Over a Driveway) and
Special Exception K (In Existence Fifteen Years or
More)
DISTRICT: 6
ZIP CODE: 79936
STAFF CONTACT: Alejandra Gonzalez, (915) 212-1506,
GonzalezAG@elpasotexas.gov

POSTPONED FROM DECEMBER 8, 2025

11837 Chelita

Zoning Board of Adjustment — April 20, 2026



CASE NUMBER: PZBA25-00049
CASE MANAGER: Alejandra González, (915) 212-1506, GonzalezAG@elpasotexas.gov
PROPERTY OWNER: Saul Javier Marquez Romero
REPRESENTATIVE: Saul Javier Marquez Romero
LOCATION: 11837 Chelita Dr. (District 6)
ZONING: R-5 (Residential)
REQUEST: Special Exception J (Carport Over a Driveway) and Special Exception K (Existence Fifteen Years or More)
PUBLIC INPUT: Received an email in support as of April 14, 2026

SUMMARY OF REQUEST: Applicant requests a Special Exception under Section 2.16.050 J (Carport Over a Driveway) to legalize an existing carport over a driveway and Section 2.16.050 K (Existence Fifteen Years or More) to allow to legalize an existing rear porch in an R-5 (Residential) zone district.

SUMMARY OF STAFF'S RECOMMENDATION: Staff recommends **APPROVAL WITH CONDITIONS** of the special exception request as the requested area of encroachment is less than the maximum permitted for a carport and the requested encroachment has been in existence for more than fifteen (15) years. The conditions are as follows:

1. That the materials on the carport shall be in keeping with the main home and the slope of the canopy shall be in alignment with the roof structure of the main home.
2. That the accessory structure shall be relocated from the 5-foot easement area.

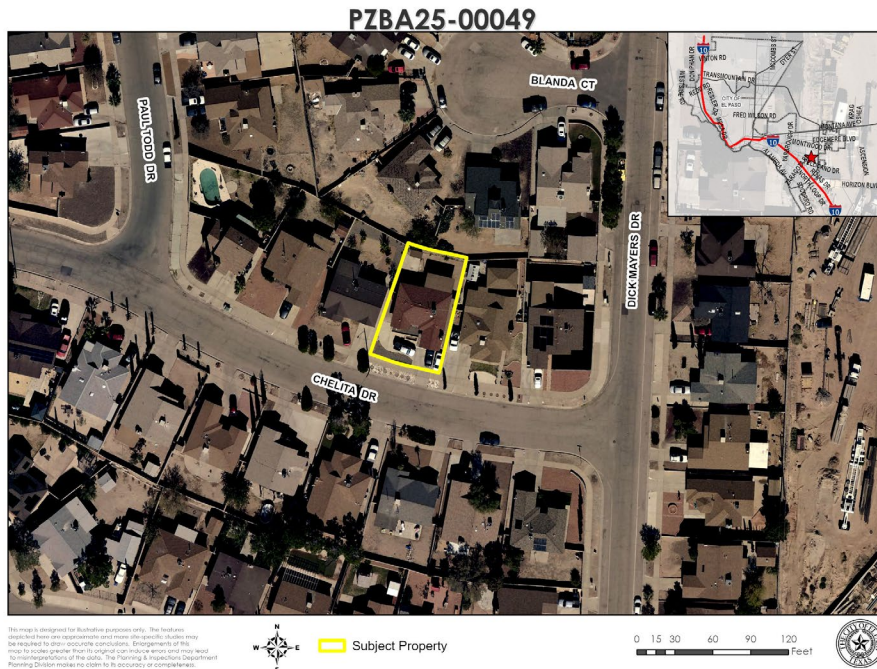


Figure A. Aerial of Subject Property & Immediate Surroundings

DESCRIPTION OF REQUEST: The applicant is requesting a special exception to legalize the construction of an existing carport of approximately 19 feet 6 inches by 16 feet 1.5 inches and an area of 315 square feet, of which 238.07 square feet encroaches 12.08 feet into the front yard setback and is located within 1.67 feet of the front property line. The applicant is also requesting a special exception to allow to legalize an existing open porch of approximately 23 feet by 13 feet 9 inches and an area of 311.22 square feet which is encroaching 13 feet 9 inches into the required rear yard setback.

BACKGROUND: The minimum front setback is 10 feet in the R-5 (Residential) zone district. The required front setback for the subject property is 15 feet to meet the cumulative front and rear setback of 45 feet in the R-5 (Residential) zone district.

The current owner has owned the property since 2023 and the main building was constructed in 1985 based on El Paso Central Appraisal District records; however, the exact date of construction for the rear porch is unknown. Aerial imagery from 2009 confirms that the rear porch existed in its current location and condition at that time, indicating the encroachment has been presented for over 15 years.

SETBACKS	REQUIRED SETBACK	REQUESTED SETBACK
Front	15 Feet	1 Feet 8 inches
Rear	30 Feet	16 Feet 3 inches
Cumulative Front & Rear	45 Feet	17 Feet 11 inches
Side (Right)	5 Feet	No Change
Side (Left)	5 Feet	No Change
Cumulative Side	N/A	N/A

CALCULATIONS FOR CARPORT:

	TOTAL	CALCULATION
Maximum Permitted Area of Encroachment	261.28 Square Feet	1/5 of 1306.4 Sq. Ft. (House 1 st floor area)
Requested Area of Encroachment	238.07 Square Feet	12.08 Feet by 19 feet 6 inches Feet (Encroachment only)

COMPLIANCE WITH SPECIAL EXCEPTION 2.16.050.J CRITERIA	
The Zoning Board of Adjustment is empowered under Section 2.16.050.J to: <i>Permit the encroachment into the required front yard setback for a lot in a residential (R) district beyond other allowed modifications for a carport covering a driveway, provided the following criteria is met:</i>	
Criteria	Does the Request Comply?
1. The residence has been in existence with a valid certificate of occupancy for one continuous year;	Yes. The residence has a valid certificate of occupancy for one continuous year.
2. The zoning board of adjustment has received the written approval of the structural design from the building official;	Yes. The Building Official has reviewed the request, and has provided written approval.
3. The carport shall resemble the main residential structure in scale and character and shall be open on three sides;	Yes. The existing carport shall resemble the main residential structure and is open on three sides.
4. The area of the carport shall not exceed one-fifth of the first-floor area under roof of the dwelling, with the first-floor area of the dwelling defined as the sum of the gross horizontal area, exclusive of garages, atriums, stairwells, and open porches, measured from the exterior faces of the exterior walls; and, shall be measured as the area covered by the carport roof, to include overhangs;	Yes. The existing carport encroachment of 138.12 square feet is less than the maximum allowed area of 261.28 square feet.

5. Elevation drawings of the proposed structure shall be submitted;	Yes. Elevation drawings of the existing structure were submitted.
6. For a duplex, the total of all extensions for either unit of the duplex shall not exceed two-thirds of the average width of that unit;	Not applicable. This is not a duplex.
7. There is no other reasonable alternative to provide a carport in the front yard of the subject property without exceeding the encroachments allowed in Title 20 of this Code;	Yes. It is not possible to provide a carport in the front yard without encroaching into the required front setback.
8. Unless otherwise provided in this chapter, all remaining areas of the required front yard shall be permanent open space.	Yes. With the exception of any existing structures, remaining area shall be permanent open space

COMPLIANCE WITH SPECIAL EXCEPTION 2.16.050.K CRITERIA

The Zoning Board of Adjustment is empowered under Section 2.16.050.K to:

Permit the encroachment into the required yard setbacks for structures; provided, however, that the applicant can prove the following conditions:

Criteria	Does the Request Comply?
1. The encroachment into the required yard setback has been in existence for more than fifteen years;	Yes. The encroachment has been in existence for more than fifteen years.
2. Neither the applicant nor current property owner is responsible for the construction of the encroachment;	Yes. The owner is not responsible for the construction of the encroachment.
3. Neither the applicant nor the current property owner owned the property at the time the encroaching structure was constructed or built;	Yes. The owner did not own the property at the time.
4. The encroachment, if into the required front yard setback, does not exceed fifty percent of the required front yard setback;	Not applicable. Encroachment is not into the front yard setback.
5. The encroachment does not violate any other provision of the El Paso City Code.	Yes. The encroachment does not violate any other provision of the El Paso City Code.

PUBLIC COMMENT: Public notice was sent on November 24, 2025, January 30, February 13, and April 10, 2026 to all property owners within 300 feet of subject property. The Planning Division has received one email in support to the special exception request.

ZONING BOARD OF ADJUSTMENT OPTIONS:

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1. **Approval** of the special exception request, finding that the request is in in harmony with the spirit and purposes of Titles 2 and 20, including the preservation of the essential character of the district in which the property is located, that the public convenience and welfare will be substantially served, and that the use of neighboring property will not be substantially injured.
2. **Approval with Modifications** of the special exception request to bring the request into conformance as provided in El Paso City Code Titles 2 and 20 as the board deems appropriate. **(Staff Recommendation)**
3. **Denial** of the special exception request, finding that the request does not conform to the review criteria as provided in El Paso City Code Titles 2 and 20.

ZONING MAP

PZBA25-00049



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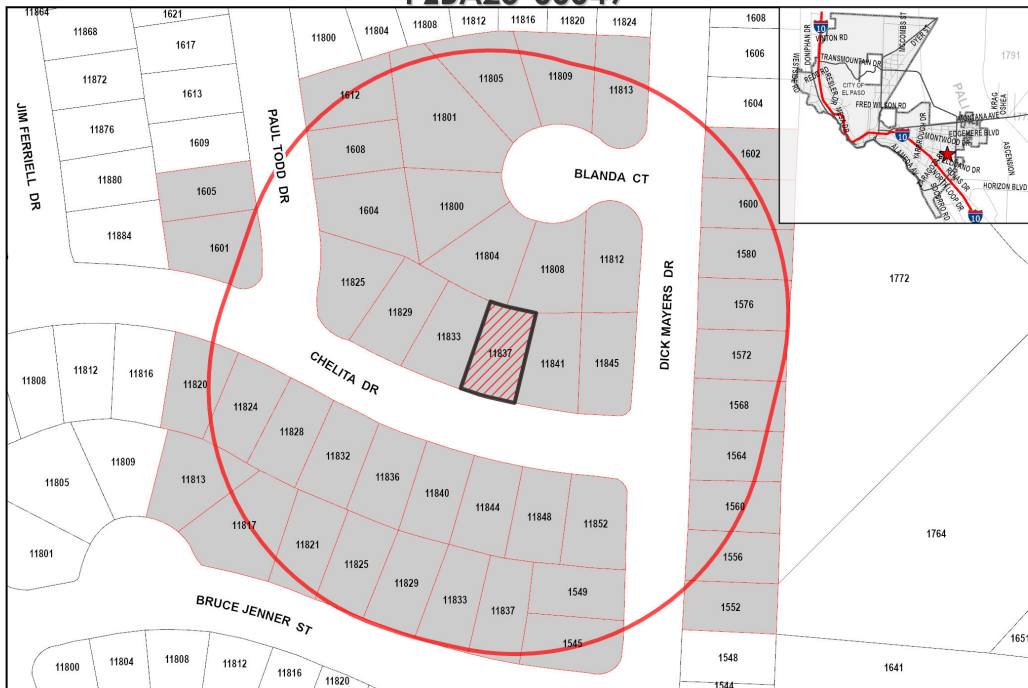
Subject Property

0 20 40 80 120 160 Feet



NEIGHBORHOOD NOTIFICATION MAP

PZBA25-00049



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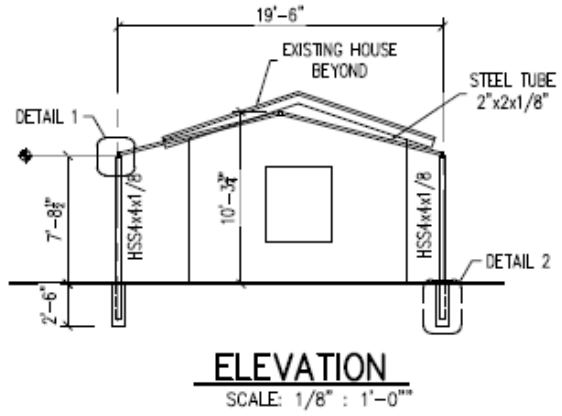
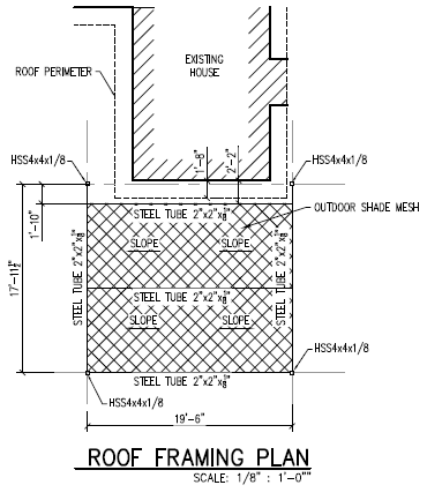


Subject Property
 300 Feet Notice Area
 Notified Properties

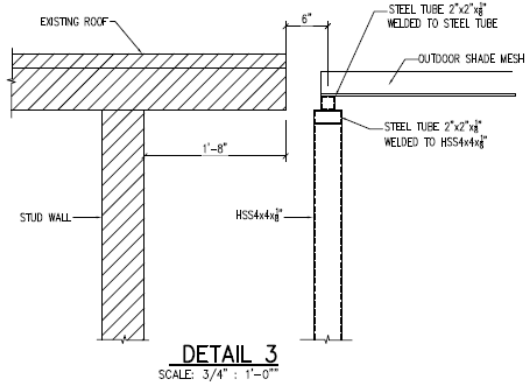
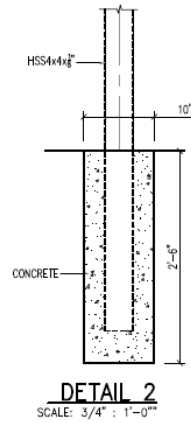
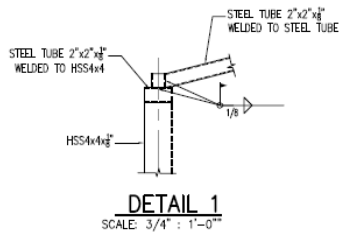
0 25 50 100 150 200 Feet



ELEVATION



DETAILS



2009 AERIAL

PZBA25-00049 | 2009 Aerial



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 Subject Property

0 5 10 20 30 40
Feet



Gonzalez, Alejandra G.

From: Phil Hatch <phatch34@gmail.com>
Sent: Tuesday, February 3, 2026 8:50 PM
To: Gonzalez, Alejandra G.; Phil Hatch
Subject: [External] - Case Number PZBA25-00049

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CAUTION: This email originated from outside of the City of El Paso. Do not click links or open attachments unless you recognize the sender and know the content is safe. If suspicious, use **Phish Alert** or forward to SpamReport@elpasotexas.gov.

I am responding to a letter that I received from Planning and Inspections regarding Case Number PZBA25-00049 on behalf of Saul Marquez at 11837 Chelita Drive Special Exception J and Special Exception K.

The conference ID: 775 076 00#

I am voicing my wife and my support for the request to the City of El Paso Zoning Board of Adjustments. We have reviewed both exceptions as follows:

Special Exception K (Existing for > 15 Years): which is frequently applied to structures that have existed for more than 15 years, allowing them to remain despite not meeting current zoning codes.

Special Exception J: (Carports/Structures): This often pertains to the legalization of carports or similar additions, which may require alterations to satisfy setback or safety regulations.

Respectfully
Mr. & Mrs. Phil Hatch



Legislation Text

File #: BC-1984, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

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Populate the table to maintain proper formatting. Copy and paste the agenda language in the designated area below. You may include more language after the table. Just make sure all posting language is populated between "TITLE" and "END".

PZBA25-00056: The East 95 feet of Lots 1, 2, 3 and 4, and the East 95 feet of the South 20 feet of Lot 5, Block 94, Supplemental Map No.1 of East El Paso, City of El Paso, County, Texas

ADDRESS: 3127 Tularosa Ave.

APPLICANT: Daniel Fox

REPRESENTATIVE: Daniel Fox

REQUEST: Special Exception K (In Existence Fifteen Years or More)

DISTRICT: 2

ZIP CODE: 79903

STAFF CONTACT: Blanca Perez, (915) 212-1561,
PerezBM@elpasotexas.gov

3127 Tularosa

Zoning Board of Adjustment — April 20, 2026



CASE NUMBER: PZBA25-00056
CASE MANAGER: Blanca Perez, (915) 212-1561, PerezBM@elpasotexas.gov
PROPERTY OWNER: Daniel Fox
REPRESENTATIVE: Daniel Fox
LOCATION: 3127 Tularosa Ave. (District 2)
ZONING: A-2 (Apartment)
REQUEST: Special Exception K (In Existence Fifteen Years or More)
PUBLIC INPUT: None received as of April 14, 2026

SUMMARY OF REQUEST: Applicant requests a Special Exception under Section 2.16.050 K (In Existence Fifteen Years or More) to allow to legalize an existing attached accessory structure in an A-2 (Apartment) zone district.

SUMMARY OF STAFF'S RECOMMENDATION: Staff recommends **APPROVAL** of the special exception request as the requested encroachment has been in existence for more than fifteen (15) years.

PZBA25-00056



This map is designed for illustrative purposes only. The features depicted here are approximate and more site-specific studies may be required to draw accurate conclusions. Enlargements of this map to scales greater than its original can induce errors and may lead to misinterpretations of the data. The Planning & Inspections Department Planning Division makes no claim to its accuracy or completeness.



Subject Property



Figure A. Aerial of Subject Property & Immediate Surroundings

DESCRIPTION OF REQUEST: The applicant is requesting a special exception to legalize an existing attached accessory structure that encroaches into both the rear and side yard setbacks. The structure extends 25 feet into the required rear yard setback, resulting in an encroachment area of 962.5 square feet. In addition, the structure extends approximately 5 feet into the required side yard setback, resulting in an encroachment area of 140.5 square feet. The total encroachment area is 1,103 square feet.

BACKGROUND: The minimum rear setback is 15 feet in the A-2 (Apartment) zone district. The required rear setback for the subject property is 25 feet to meet the cumulative front and rear setback of 45 feet in the A-2 (Apartment) zone district.

The current owner has owned the property since 2022, and the main dwelling was constructed in 1916, according to El Paso Central Appraisal District records. The date of construction for the attached accessory structure is unknown; however, the existing encroachment is estimated to have been in existence for more than 28 years. Based on 2009 aerial imagery, the property appears substantially the same as it exists today, with the attached accessory structure located in its current position.

There is an existing Legal Nonconforming registration on the property for the construction of the carport, based on a building permit approved in 1988, at a time when the property consisted of additional lots and was classified as a duplex. The property was subsequently subdivided. The carport has since been converted into a garage in 2025; however, the area and extent of the encroachment have not been altered. Any enclosure or modification of the former carport remains subject to the issuance of the appropriate building permits.

SETBACKS	REQUIRED SETBACK	REQUESTED SETBACK
Front	20 Feet	No Change
Rear	25 Feet	0 Feet
Cumulative Front & Rear	45 Feet	20 Feet
Side (Left)	5 Feet	0 Feet
Side Street (Right)	10 Feet	No Change
Cumulative Side	N/A	N/A

COMPLIANCE WITH SPECIAL EXCEPTION 2.16.050.K CRITERIA	
The Zoning Board of Adjustment is empowered under Section 2.16.050.K to: <i>Permit the encroachment into the required yard setbacks for structures; provided, however, that the applicant can prove the following conditions:</i>	
Criteria	Does the Request Comply?
1. The encroachment into the required yard setback has been in existence for more than fifteen years;	Yes. The encroachment has been in existence for more than fifteen years.
2. Neither the applicant nor current property owner is responsible for the construction of the encroachment;	Yes. Neither the applicant nor owner were responsible for the construction of the encroachment.
3. Neither the applicant nor the current property owner owned the property at the time the encroaching structure was constructed or built;	Yes. Neither the applicant nor owner owned the property at the time.
4. The encroachment, if into the required front yard setback, does not exceed fifty percent of the required front yard setback;	Not applicable. Encroachment is not into the front yard setback.
5. The encroachment does not violate any other provision of the El Paso City Code.	Yes. The encroachment does not violate any other provision of the El Paso City Code.

PUBLIC COMMENT: Public notice was sent on April 10, 2026 to all property owners within 300 feet of subject property. The Planning Division has not received any communications in support or opposition to the special exception request.

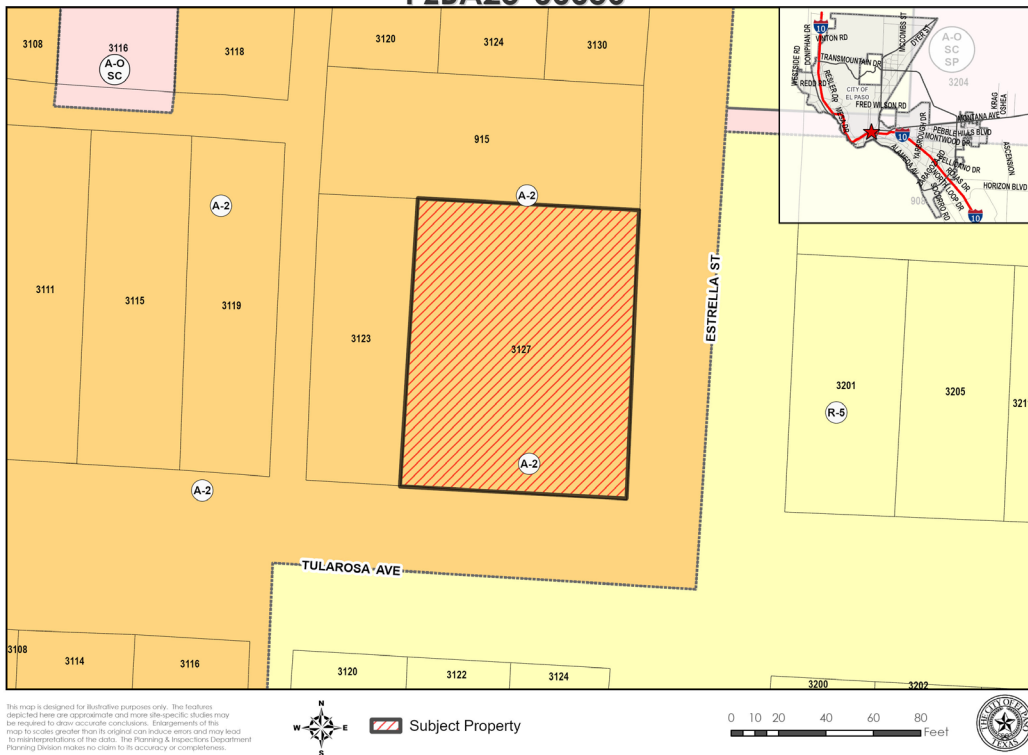
ZONING BOARD OF ADJUSTMENT OPTIONS:

The purpose of the Zoning Ordinance is to promote the health, safety, morals and general welfare of the City. The Zoning Board of Adjustment (ZBA) has the authority to grant a special exception to the zoning code only as provided in El Paso City Code Titles 2 and 20. In evaluating the request, the ZBA may take any of the following actions:

1. **Approval** of the special exception request, finding that the request is in in harmony with the spirit and purposes of Titles 2 and 20, including the preservation of the essential character of the district in which the property is located, that the public convenience and welfare will be substantially served, and that the use of neighboring property will not be substantially injured. **(Staff Recommendation)**
2. **Approval with Modifications** of the special exception request to bring the request into conformance as provided in El Paso City Code Titles 2 and 20 as the board deems appropriate.
3. **Denial** of the special exception request, finding that the request does not conform to the review criteria as provided in El Paso City Code Titles 2 and 20.

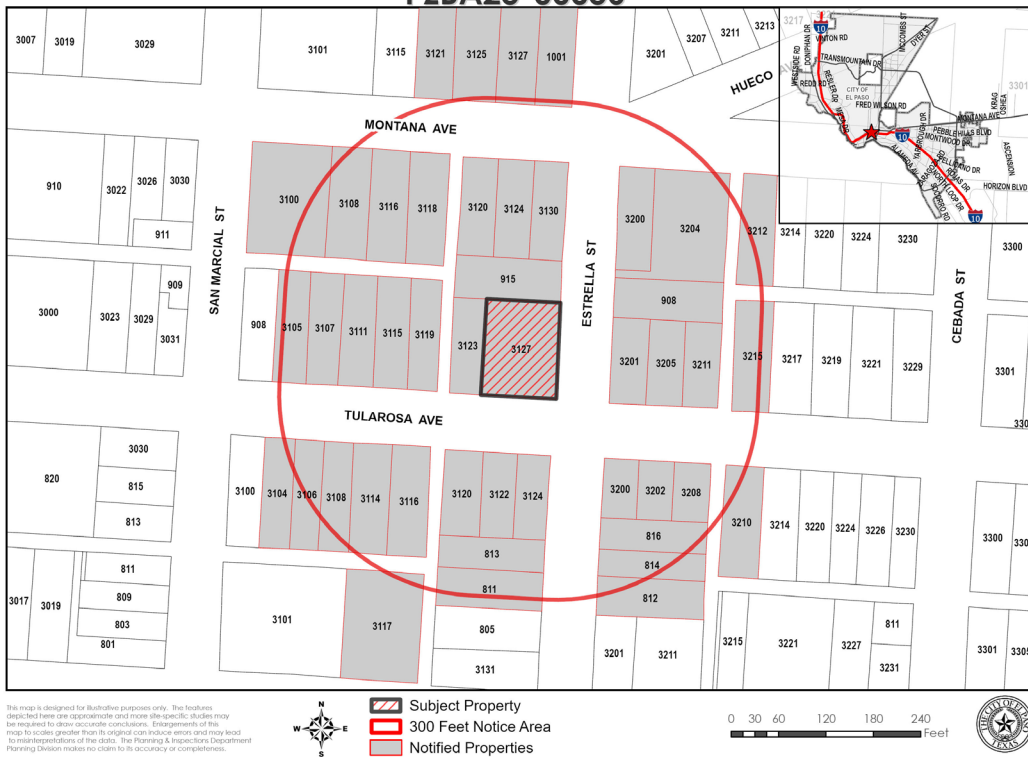
ZONING MAP

PZBA25-00056

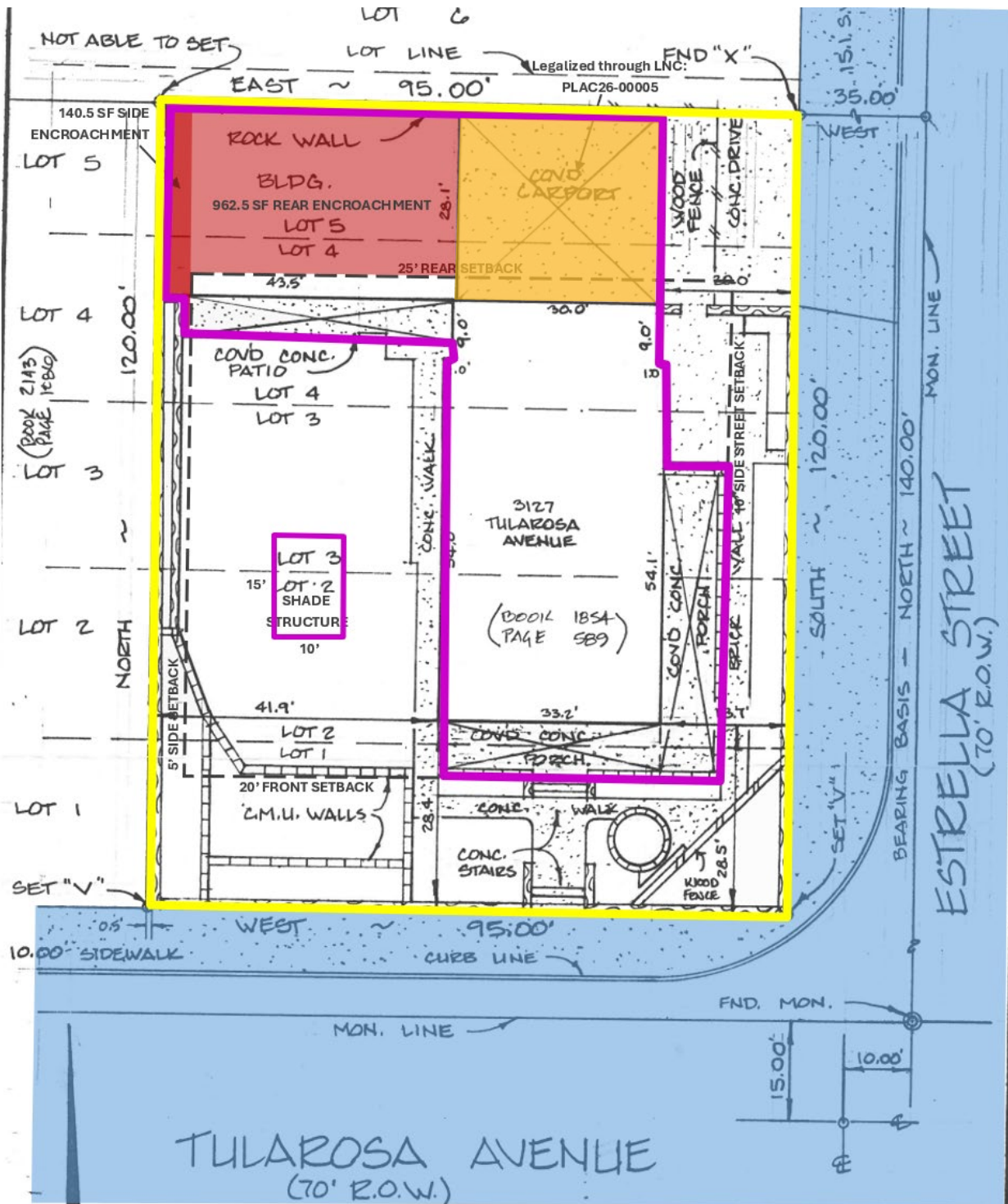


NEIGHBORHOOD NOTIFICATION MAP

PZBA25-00056



SITE PLAN



2009 AERIAL

PZBA25-00056



This map is designed for illustrative purposes only. The features depicted here are approximate and more site-specific studies may be required to draw accurate conclusions. Enlargements of this map to scales greater than its original can induce errors and may lead to misinterpretations of the data. The Planning & Inspection Department Planning Division makes no claim to its accuracy or completeness.



 Subject Property

0 10 20 40 60 80 Feet





File #: BC-1985, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

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Populate the table to maintain proper formatting. Copy and paste the agenda language in the designated area below. You may include more language after the table. Just make sure all posting language is populated between "TITLE" and "END".

PZBA25-00057: Lot #9, Block 1, Emerald Valley Estates Replat A,
City of El Paso, El Paso County, Texas
ADDRESS: 713 Woodfield Drive
APPLICANT: Jacob Gonzales & Alyssa Molina
REPRESENTATIVE: Henry Ordonez
REQUEST: Special Exception C (Rear Yard Setback, Single-Family Residence)
DISTRICT: 1
ZIP CODE: 79932
STAFF CONTACT: Alejandra Gonzalez, (915) 212-1506,
GonzalezAG@elpasotexas.gov

713 Woodfield

Zoning Board of Adjustment — April 20, 2026



CASE NUMBER: PZBA25-00057
CASE MANAGER: Alejandra González, (915) 212-1506, GonzalezAG@elpasotexas.gov
PROPERTY OWNER: Jacob Gonzales & Alyssa Molina
REPRESENTATIVE: Henry Ordonez
LOCATION: 713 Woodfield Dr. (District 1)
ZONING: R-1 (Residential)
REQUEST: Special Exception C (Rear Yard Setback, Single-Family Residence)
PUBLIC INPUT: None received as of April 14, 2026

SUMMARY OF REQUEST: Applicant requests a Special Exception under Section 2.16.050 C (Rear Yard Setback, Single-Family Residence) to permit the construction of a proposed covered patio in an R-1 (Residential) zone district.

SUMMARY OF STAFF'S RECOMMENDATION: Staff recommends **APPROVAL** of the special exception request as the requested area of encroachment is less than the maximum permitted.

PZBA25-00057

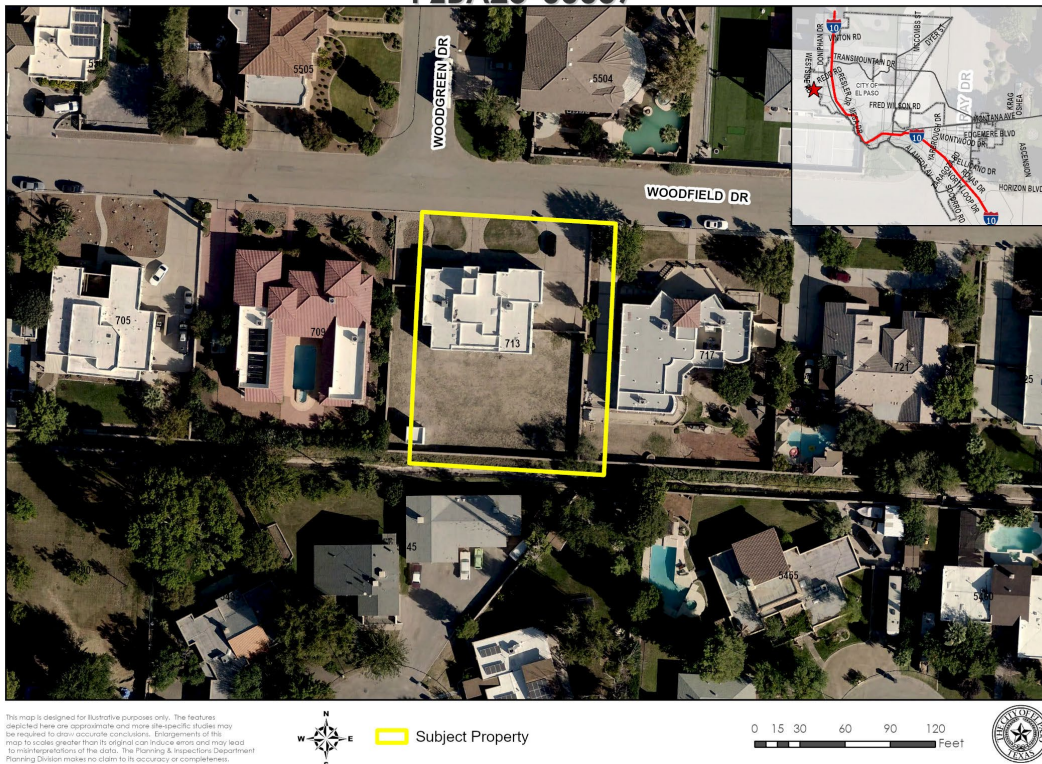


Figure A. Aerial of Subject Property & Immediate Surroundings

DESCRIPTION OF REQUEST: The applicant is requesting a special exception to permit the construction of a proposed covered patio, 20 feet of which would extend into the rear yard setback for a 640 square foot area of total encroachment.

BACKGROUND: The minimum rear setback is 30 feet in the R-1 (Residential) zone district. The required rear setback for the subject property is 70 feet to meet the cumulative front and rear setback of 100 feet in the R-1 (Residential) zone district. The current owner has owned the property since 2013 and the building was constructed in 2012 based on El Paso Central Appraisal District records.

SETBACKS	REQUIRED SETBACK	REQUESTED SETBACK
Front	30.4 feet	No Change
Rear	69.6 feet	49.3 feet
Cumulative Front & Rear	100 feet	80.73 feet
Side (Left)	29.9 feet	No Change
Side (Right)	21.7 feet	No Change
Cumulative Side	40 feet	No Change

CALCULATIONS:

	TOTAL	CALCULATION
Maximum Permitted Area of Encroachment	1802.36 square feet	43.16' (129.50' average lot width ÷ 3) X 41.76' (3/5 of 69.6' required rear yard setback)
Requested Area of Encroachment	640 square feet	

COMPLIANCE WITH SPECIAL EXCEPTION 2.16.050.C CRITERIA	
The Zoning Board of Adjustment is empowered under Section 2.16.050.C to: <i>Permit an extension of a single-family residential structure into the required rear yard setback, which shall be measured to the rear property line, provided the following criteria is met:</i>	
Criteria	Does the Request Comply?
1. The residence has been in existence with a valid certificate of occupancy for one continuous year;	Yes. The residence has a valid certificate of occupancy for one continuous year.
2. The maximum square footage allowed shall not exceed the result of multiplying one-third of the average width of the lot by three-fifths of the required rear yard setback;	Yes. The maximum permitted area of encroachment is 1802.36 square feet, which is more than the requested area of encroachment of 640 square feet.
3. A minimum ten-foot rear yard setback shall be required;	Yes. The subject property will have a 10-foot rear yard setback.
4. The minimum side and side street yard setbacks shall not be reduced;	Yes. The minimum side yard setbacks are not reduced.
5. Unless otherwise provided in this section, all remaining areas of the required rear yard shall be permanent open space.	Yes. With the exception of any existing structures, remaining areas shall be permanent open space

PUBLIC COMMENT: Public notice was sent on January 30, February 13, and April 10 2026 to all property owners within 300 feet of subject property. The Planning Division has not received any communications in support or opposition to the special exception request.

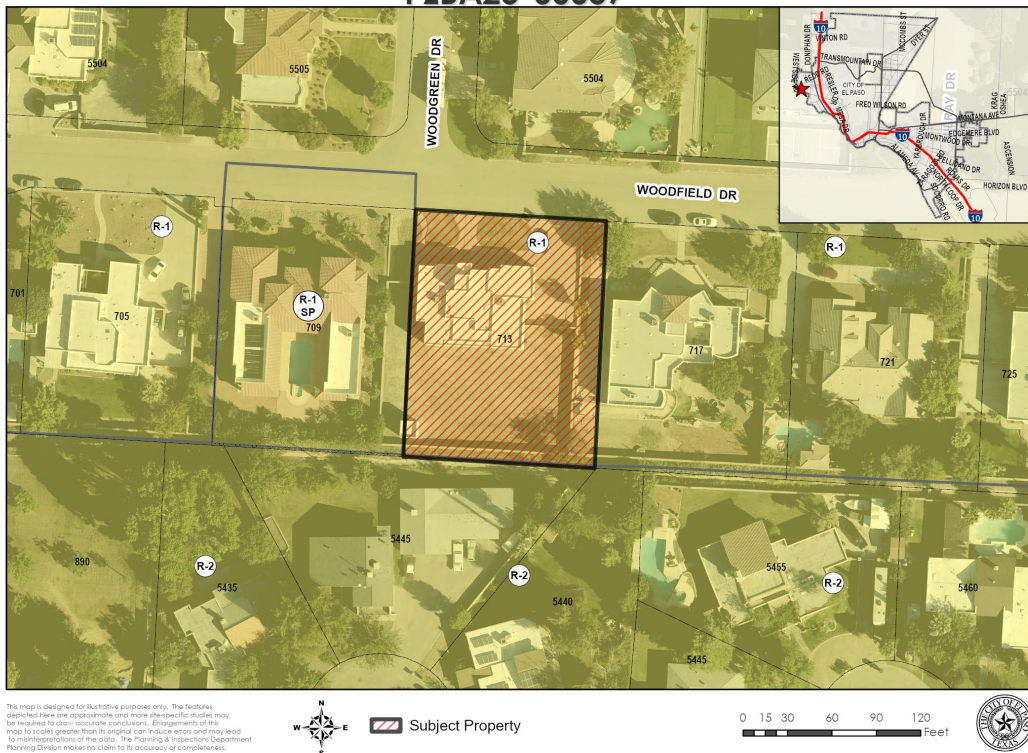
ZONING BOARD OF ADJUSTMENT OPTIONS:

The purpose of the Zoning Ordinance is to promote the health, safety, morals and general welfare of the City. The Zoning Board of Adjustment (ZBA) has the authority to grant a special exception to the zoning code only as provided in El Paso City Code Titles 2 and 20. In evaluating the request, the ZBA may take any of the following actions:

1. **Approval** of the special exception request, finding that the request is in in harmony with the spirit and purposes of Titles 2 and 20, including the preservation of the essential character of the district in which the property is located, that the public convenience and welfare will be substantially served, and that the use of neighboring property will not be substantially injured. **(Staff Recommendation)**
2. **Approval with Modifications** of the special exception request to bring the request into conformance as provided in El Paso City Code Titles 2 and 20 as the board deems appropriate.
3. **Denial** of the special exception request, finding that the request does not conform to the review criteria as provided in El Paso City Code Titles 2 and 20.

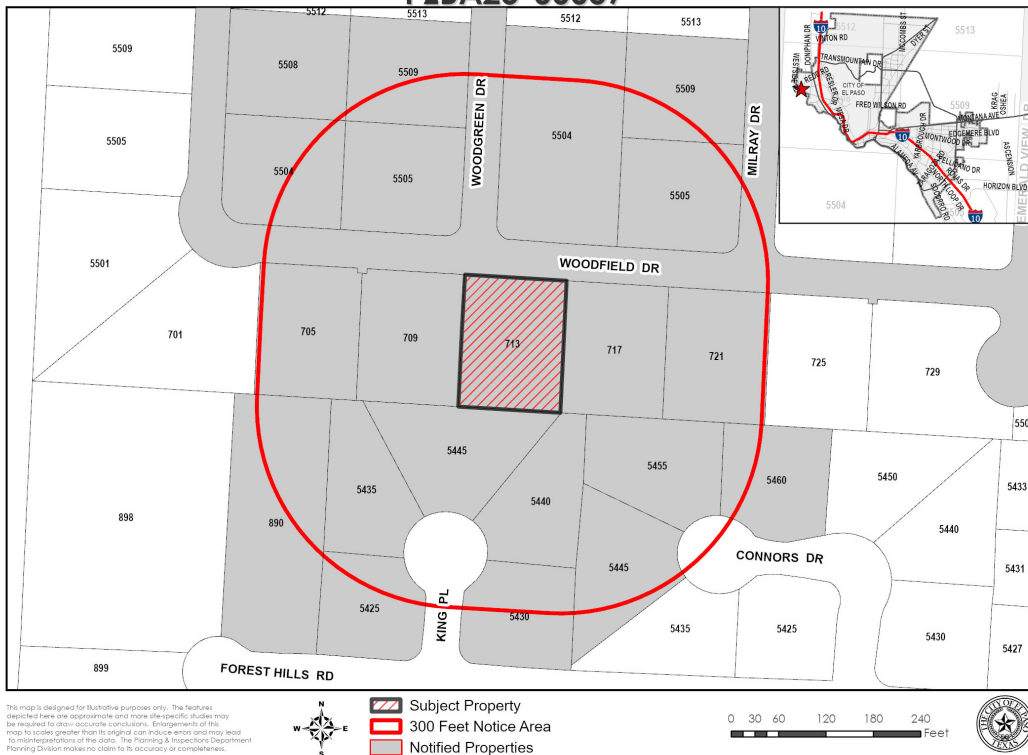
ZONING MAP

PZBA25-00057

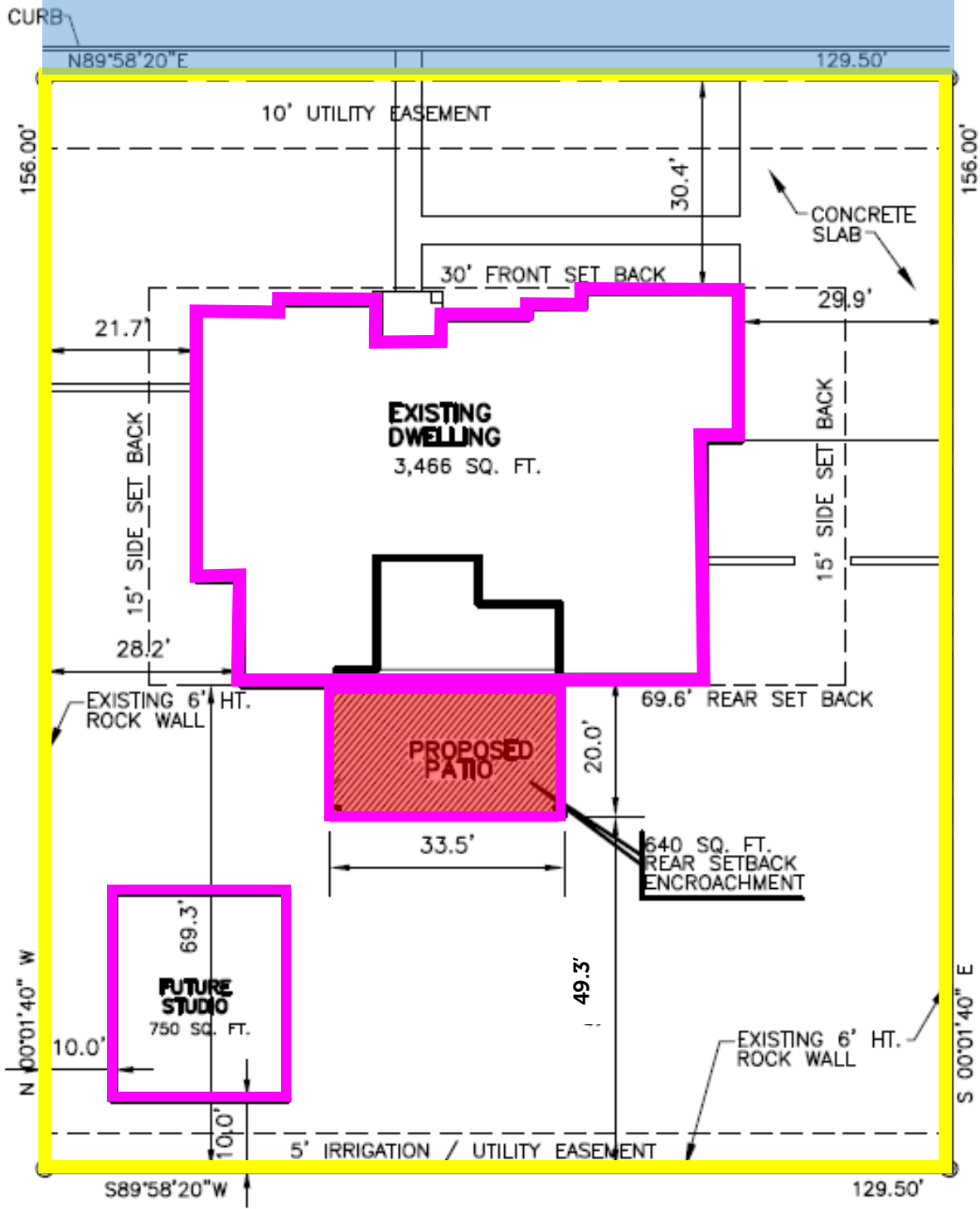


NEIGHBORHOOD NOTIFICATION MAP

PZBA25-00057



SITE PLAN
713 WOODFIELD DR.



SITE PLAN

SCALE: 1" = 30'



Legislation Text

File #: BC-1986, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

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Populate the table to maintain proper formatting. Copy and paste the agenda language in the designated area below. You may include more language after the table. Just make sure all posting language is populated between "TITLE" and "END".

PZBA25-00058: A portion of Lot 1, Block 1, El Paso West, City of
El Paso, El Paso County, Texas
ADDRESS: 7850 Paseo Del Norte Blvd.
APPLICANT: Amazon.com Services LLC
REPRESENTATIVE: VTRE Development, LLC.
REQUEST: Variance from City Code Section 20.18.450.A
(Additional on-premises signs)
DISTRICT: 1
ZIP CODE: 79912
STAFF CONTACT: Andrew Salloum, (915) 212-1603,
SalloumAM@elpasotexas.gov

7850 Paseo Del Norte

Zoning Board of Adjustment — April 20, 2026



CASE NUMBER: PZBA25-00058
CASE MANAGER: Andrew Salloum, (915) 212-1603, SalloumAM@elpasotexas.gov
PROPERTY OWNER: Amazon.com Services LLC
REPRESENTATIVE: VTRE Development, LLC
LOCATION: 7850 Paseo Del Norte Blvd.
ZONING: M-1 (Light Manufacturing)
REQUEST: Variance from City Code Section 20.18.450.A
PUBLIC INPUT: One (1) phone call of inquiry received as of April 14, 2026

SUMMARY OF REQUEST: The applicant requests two (2) Variances under Section 2.16.030 of the City Code from El Paso City Code Section 20.18.450.A – Monument Signs for a proposed large-scale warehouse facility in an M-1 (Light Manufacturing) zone district. The request is as follows:

1. To permit a total of six (6) monument signs per premise
2. To permit three (3) monument signs along Northwestern Drive

SUMMARY OF STAFF'S RECOMMENDATION: Staff recommends **APPROVAL WITH A CONDITION** of the Variance request to permit a total of six (6) monument signs per premise. The condition is as follows:

- That no more than two (2) monument signs per frontage permitted.

However, staff recommends **DENIAL** of the Variance request to permit a total of three (3) monument signs along Northwestern Drive.

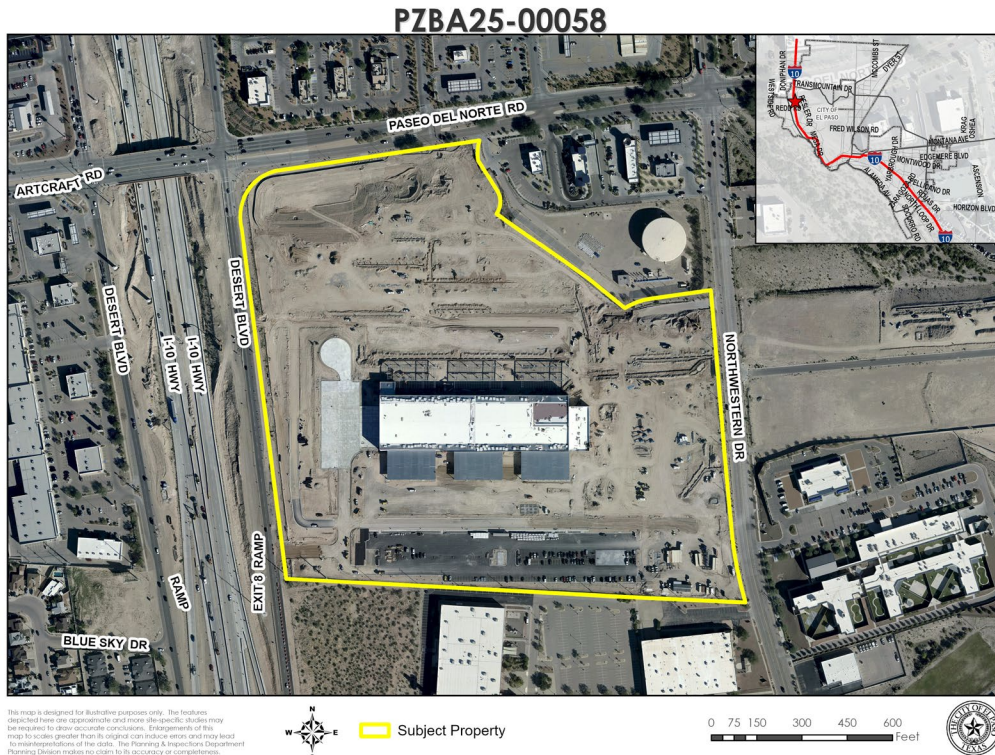


Figure A. Aerial of Subject Property & Immediate Surroundings

DESCRIPTION OF REQUEST: The applicant requests two (2) Variances under Section 2.16.030 of the City Code from El Paso City Code Section 20.18.450.A – Monument Signs for a proposed large-scale warehouse facility in an M-1 (Light Manufacturing) zone district. The request is as follows:

1. To permit a total of six (6) monument signs per premise
2. To permit three (3) monument signs along Northwestern Drive

As per El Paso City Code Section 20.18.450.A – Monument Signs, a maximum total of four (4) monument signs permitted by premise for properties over 6 acres in size and a total of two (2) monument signs are permitted along any frontage road. The subject property is 28.4 acres in size and is surrounded by three (3) frontage roads (North Desert Boulevard, Paseo Del Norte Boulevard, and Northwestern Drive). The applicant states the signage may not be sufficient to direct traffic to the proposed business.

BACKGROUND: The subject property will be occupied by Amazon distribution center, which is currently under construction.

The purpose of the El Paso City Code Section 20.18 – Sign Regulations is to provide adequate opportunity of free speech, protect the health, safety, and general welfare of the City and its residents, enhance the aesthetic value of the City’s landscape by reducing visual clutter, protect adjacent and nearby properties from excessive or inappropriate signage, protect the safety and efficiency of the City’s transportation network by reducing confusion and distractions, and to preserve, protect, and enhance areas of designated historical, architectural and scenic value. A request may be considered by the Zoning Board of Adjustment if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship.

Definition of Unnecessary Hardship, Section 20.02.1128:

“Unnecessary hardship” means a hardship by reason of exceptional shape of a lot, exceptional topographic conditions, or other exceptional physical conditions of a parcel of land. Unnecessary hardship shall not include personal or financial hardship or any other hardship that is self-imposed.

Per Section 20.18.450.A of the El Paso City Code, monument signs shall comply with the following requirements:

Districts	Permit Required	Maximum Number	Maximum Height	Maximum Sign Area
Primary signs in C-2, C-3, C-4, Q, M-1, M-2 and M-3 with major or super arterial frontage (See A.1-7 after Table for additional information).	Yes	One per street frontage for premises less than six acres, but not to exceed three signs per premise; Two per street frontage for premises of six acres or more, but not to exceed four signs per premise.	25 feet	150 square feet

1. Location: No portion of the sign shall be closer than fifteen feet from the back of the curblines; if the property line is located more than fifteen feet from the curblines, signs shall be erected within the property line, and no portion of a sign shall extend beyond the property line.
2. For the purposes of this section, interstate or freeway frontage is defined as Interstate Highway 10, US Highway 54, Joe Battle Boulevard, Americas Avenue, Zaragoza Road from Joe Battle Boulevard to Sun Fire Boulevard and Montana east of Geronimo. In no case shall a freeway primary monument sign exceed fifty feet in height or a shopping center primary monument sign exceed sixty feet in height.
3. For minor and collector arterials, a primary monument sign shall not exceed eighty square feet in sign area and eight feet in height.
4. For minor and collector arterials, a shopping center monument sign shall not exceed eighty square feet in sign area and twelve feet in height.
5. For detached buildings in shopping center signs, the height shall not exceed fifteen feet along major arterials and eight feet along a minor or collector arterial.
6. Illumination: Internal or indirect; may not be flashing or intermittent.
7. Additional standards: Shall comply with Section 20.18.400 of the El Paso City Code.

The applicant has referenced the following information regarding the nature of the variance request:

- Anchor Sign, on behalf of Amazon.com Services LLC ("Applicant"), respectfully submits this request for variances from the applicable provisions of the City of El Paso Zoning Code pertaining to exterior signage for the new Amazon Delivery Warehouse to be constructed on an approximately 28.41-acre parcel. The requested relief is necessary to accommodate safe and efficient vehicular circulation to, from, and within the facility.
- Pursuant to Zoning Code 2.18.450 - lots exceeding four acres are permitted two monument signs per street frontage, each limited to 100 square feet in area and 10 feet in height. For a facility of this scale-served by significant volumes of large commercial vehicles, including semi-trailers and delivery vans auxiliary vehicles. We are seeking a variance to relocate one of the two (2) signs allowed on Paseo Del Norte Boulevard to Northwestern Drive, and then a separate variance for a 3rd monument sign at Northwestern Drive.

With the amount of vehicular traffic at this location, a monument sign with wayfinding included in the structure as shown in the renderings, will allow for a safer flow of all traffic both on and off the site.

- Hardship and Necessity for Variance - due to the substantial acreage of the site and the number of required ingress and egress points, strict compliance with the monument sign standards would result in signage that is not reasonably visible or legible to approaching drivers, particularly operators of larger vehicles whose sightlines and stopping distances differ materially from those of passenger vehicles. Inadequate wayfinding signage would foreseeably lead to driver confusion, unsafe maneuvers, missed entrances, and increased truck and van circulation through adjacent residential neighborhoods as drivers attempt to reorient themselves. To mitigate these concerns, the Applicant proposes the installation of non-illuminated post-and-panel directional signs of approximately 30 square feet in area and 7 feet in overall height, strategically located at multiple entrances to ensure safe and efficient traffic flow for employees, delivery personnel, contractors, and the surrounding public. To ensure that approaching motorists have sufficient time and distance to perceive, interpret, and respond to the information necessary to execute safe turning and lane-change movements.
- Impact on the Public Interest and Intent of the Ordinance - the variances requested represent the minimum deviation necessary to permit reasonable and safe use of the property as a high-traffic logistics facility. The proposed signage program is consistent with established wayfinding standards used at other Amazon facilities nationwide and is designed to enhance traffic predictability and reduce conflicts between commercial and residential traffic.

Granting the requested relief will not confer any special privilege upon the Applicant beyond what is necessary to accommodate the unique operational and safety needs associated with a facility of this scale. The proposed signage will not adversely affect public welfare, surrounding property values, or neighborhood character; to the contrary, it will materially improve roadway safety and reduce the likelihood of heavy-vehicle circulation through nearby communities.

- Conclusion - for the foregoing reasons, the Applicant respectfully submits that strict enforcement of the monument signage limitations would create a practical difficulty and safety hardship inconsistent with the intent and purpose of the City of El Paso Zoning Code. The requested variances are reasonable, aligned with best-practice traffic-management standards, and clearly in the public interest. Accordingly, Anchor Sign, on behalf of Amazon.com Services LLC, respectfully requests that the City of El Paso Zoning Board of Appeals grant the variances described herein and approve the proposed signage plan.

ANALYSIS: Staff recommends approval of the Variance request to permit a total of six (6) monument signs as it has been found that there is an unnecessary hardship inherent to the subject property due to the significantly larger size of the subject property and multiple road frontages (North Desert Boulevard, Paseo Del Norte Boulevard, and Northwestern Drive). The number of monument signs permitted by the City Code (maximum of 4) is insufficient to provide reasonable on-site wayfinding for vehicles and pedestrians on the subject property.

Staff recommends denial of the Variance request to permit three (3) monument signs along Northwestern Drive. Staff does not find that a third sign along Northwestern Drive would constitute a hardship and be in the interest of the public. All other properties over 6 acres in size are limited to only two (2) monument signs per frontage road.

COMPLIANCE WITH EL PASO CITY CODE SECTION 2.16.030	
The Zoning Board of Adjustment is empowered under Section 2.16.030 to: <i>Authorize in specific cases a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done.</i>	
The following questions should be carefully considered in order to grant a variance:	
Questions	Does the Request Comply?
1. Is the need for the variance due to special conditions?	Yes. The need for the variance to allow six (6) monument signs is due to the large size of the subject property and being surrounded by three (3) frontage roads. No. The request for three (3) monument signs along Northwestern Drive is self-imposed.
2. Would a literal enforcement of the ordinance create an unnecessary hardship?	Yes. The ordinance would create an unnecessary hardship, as the property is surrounded by three (3) frontage roads and restricting signage up to four (4). No. There is no unnecessary hardship to allow three (3) monument signs along Northwestern Drive.
3. Is the variance consistent with public interest?	Yes. The public interest will not be negatively impacted by allowing up to six (6) monument signs on the property. Other properties are allowed to have up to two (2) signs per frontage. No. Allowing three (3) monument signs along Northwestern Drive is against the public interest and can create unintended precedents to increase signage.
4. Would the spirit of the ordinance be observed and substantial justice done if the variance is approved?	Yes. Permitting six (6) monument signs on the property is in the spirit of Section 20.18.030 (Purpose), as it allows an adequate opportunity for the exercise of free speech by the display of a message or an image on a sign, while balancing that opportunity against the community and public interests affected by signs. No. Permitting up to three (3) monument signs along Northwestern Drive goes against Section 20.18.030 (Purpose), as it would increase visual clutter and impact adjacent and nearby properties from the impact of excessive or inappropriate signage.

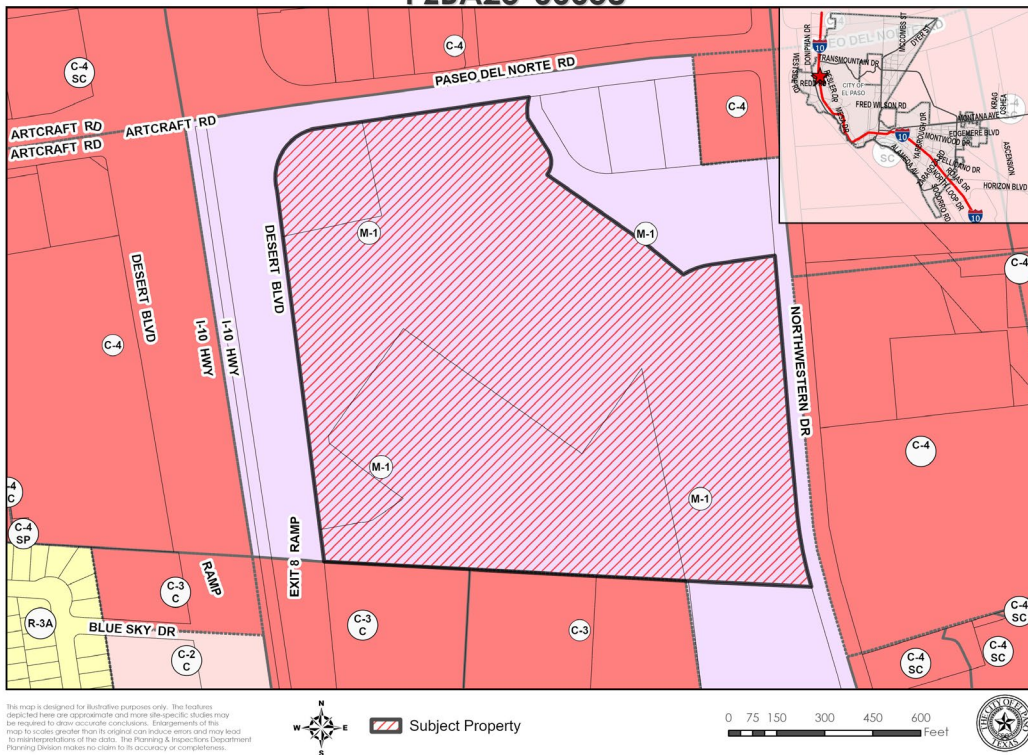
PUBLIC COMMENT: Public notice was sent on January 15, 2026, January 30, 2026, February 13, 2026, and April 9, 2026 to all property owners within 300 feet of subject property. The Planning Division has received a phone call of inquiry but no communications in support or opposition to the special exception request.

ZONING BOARD OF ADJUSTMENT OPTIONS: The purpose of the Zoning Ordinance is to promote the health, safety, morals and general welfare of the City. The Zoning Board of Adjustment (ZBA) may authorize in specific cases a variance from the terms of the zoning ordinance (Title 20) or as specified in (Title 21) SmartCode if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done. In evaluating the request, the ZBA may take any of the following actions:

1. **Approval** of the variance request, finding that the request is in in harmony with the spirit and purposes of Titles 2 and 20, including the preservation of the essential character of the district in which the property is located, that the public convenience and welfare will be substantially served, and that the use of neighboring property will not be substantially injured.
2. **Approval with Modifications** of the variance request to bring the request into conformance as provided in El Paso City Code Titles 2 and 20 as the board deems appropriate.
3. **Denial** of the variance request, finding that the request does not conform to the review criteria as provided in El Paso City Code Titles 2 and 20.

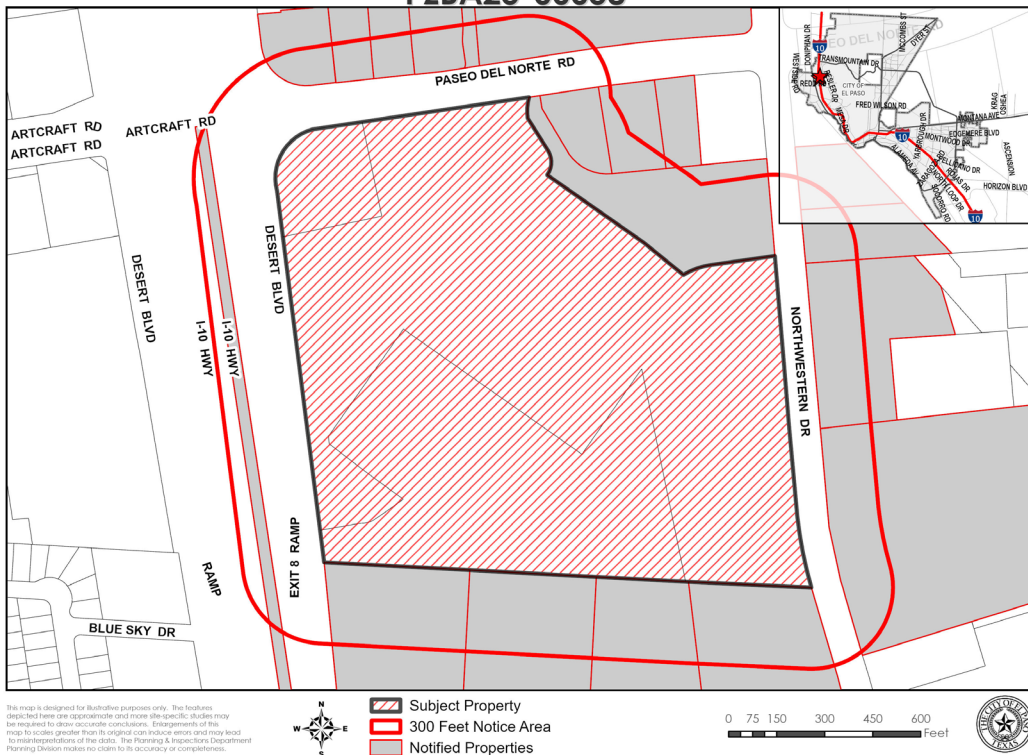
ZONING MAP

PZBA25-00058

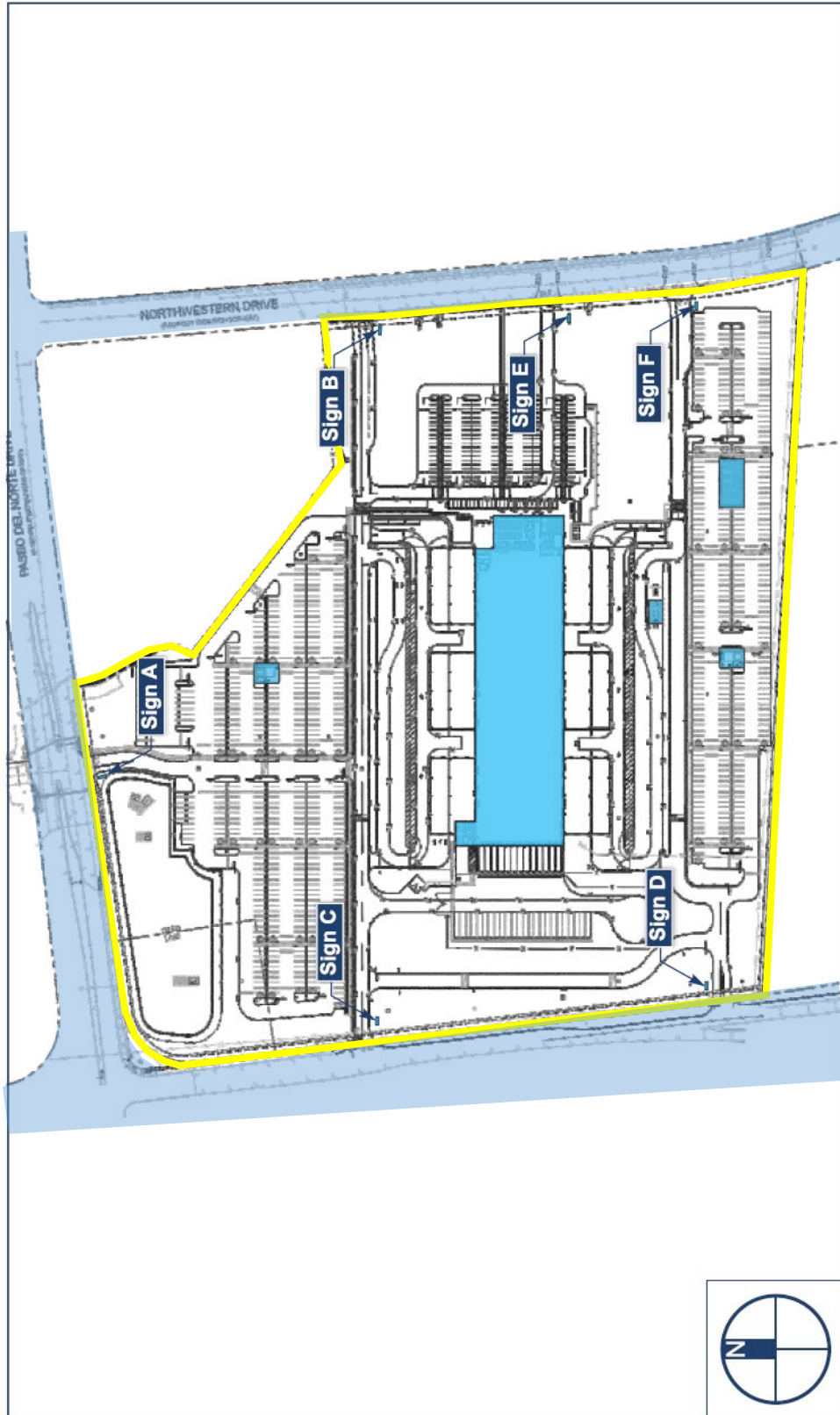


NEIGHBORHOOD NOTIFICATION MAP

PZBA25-00058

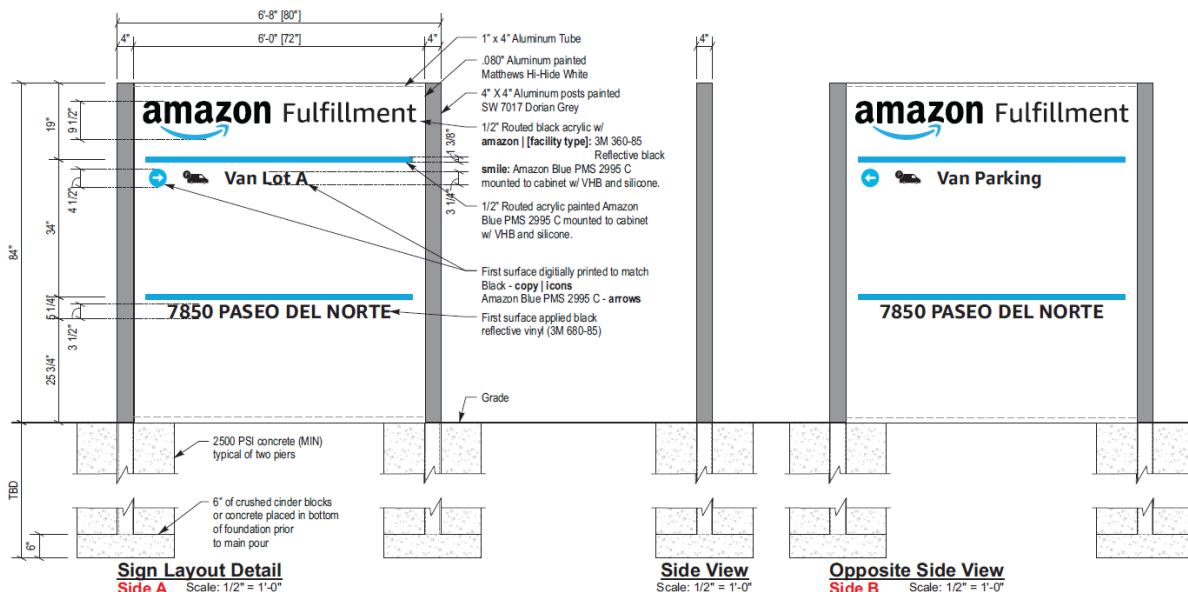


SITE PLAN

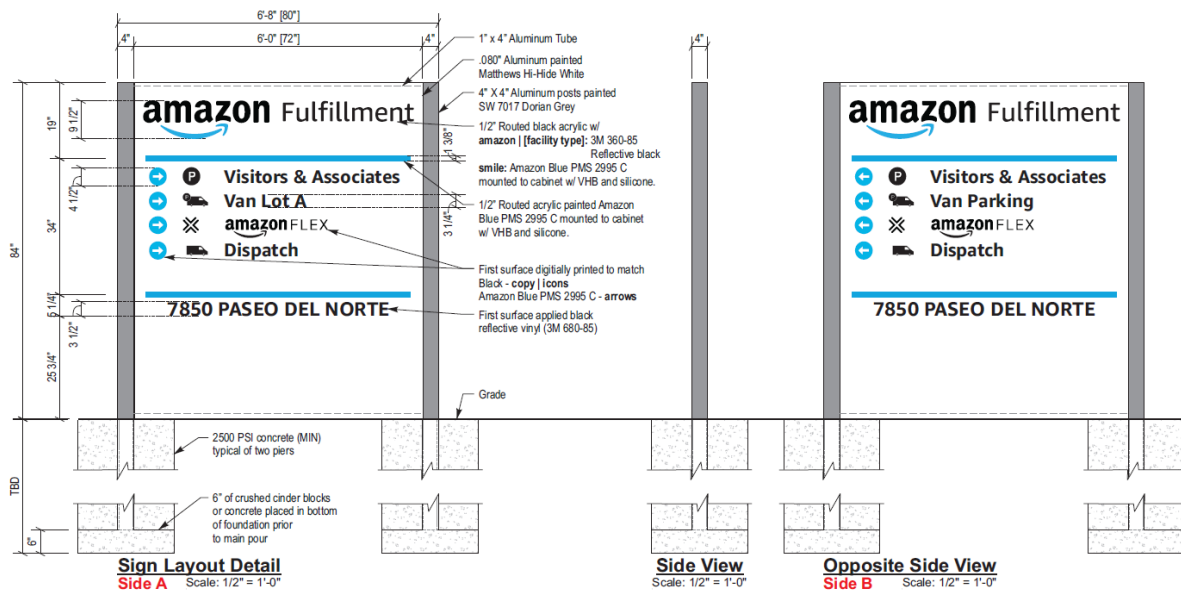


SIGN DESIGN

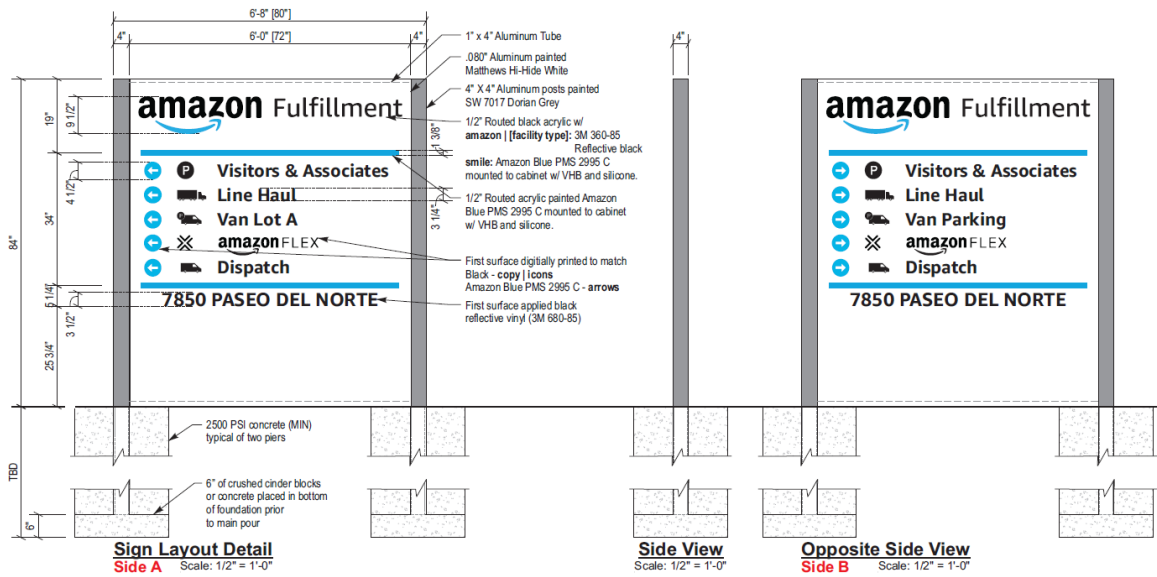
SIGN A	Amazon	OPTION 2
Type:	D/F Directional	
Illumination:	Non-Illuminated	
Square Footage:	42.00	



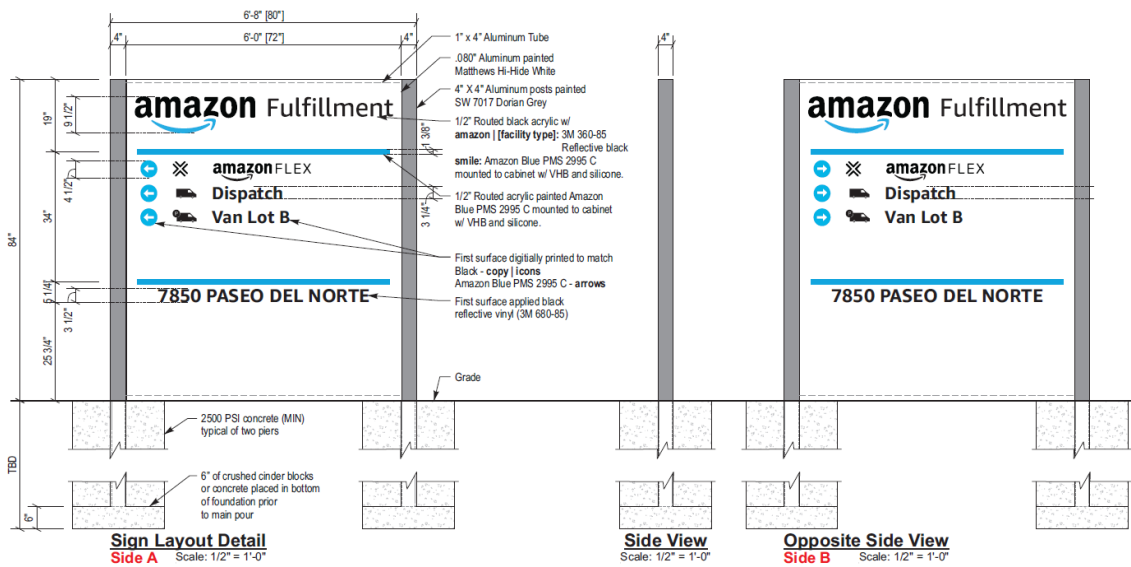
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Illumination:	Non-Illuminated	
Square Footage:	42.00	



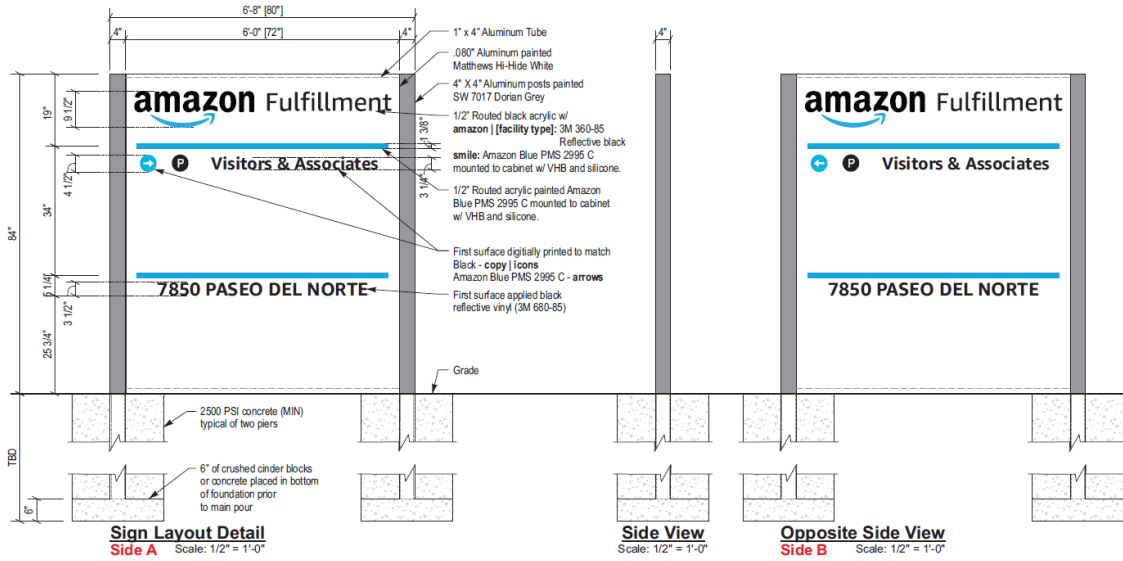
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Type:	D/F Directional	
Illumination:	Non-Illuminated	
Square Footage:	42.00	



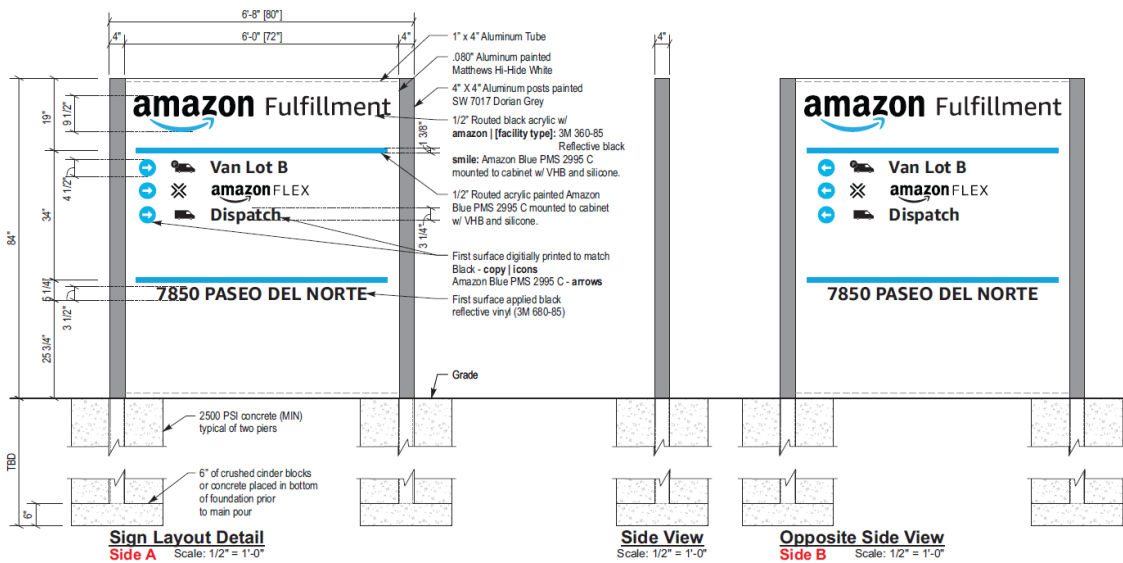
SIGN D	Amazon	OPTION 2
Type:	D/F Directional	
Illumination:	Non-Illuminated	
Square Footage:	42.00	



SIGN E	Amazon	OPTION 2
Type:	D/F Directional	
Illumination:	Non-Illuminated	
Square Footage:	42.00	



SIGN F	Amazon	OPTION 2
Type:	D/F Directional	
Illumination:	Non-Illuminated	
Square Footage:	42.00	





Legislation Text

File #: BC-1987, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

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Populate the table to maintain proper formatting. Copy and paste the agenda language in the designated area below. You may include more language after the table. Just make sure all posting language is populated between "TITLE" and "END".

PZBA26-00001: Lots 1 and 2, Block 1, Power of Dreams No. 1,
City of El Paso, El Paso County, Texas
ADDRESS: 1500 Joe Battle Blvd.
APPLICANT: 375 Properties LLC
REPRESENTATIVE: Nova Signs & Graphics Corporation
REQUEST: Variance from City Code Section 20.18.450.B
(Additional on-premises signs)
DISTRICT: 6
ZIP CODE: 79936
STAFF CONTACT: Andrew Salloum, (915) 212-1603,
SalloumAM@elpasotexas.gov

1500 Joe Battle

Zoning Board of Adjustment — April 20, 2026

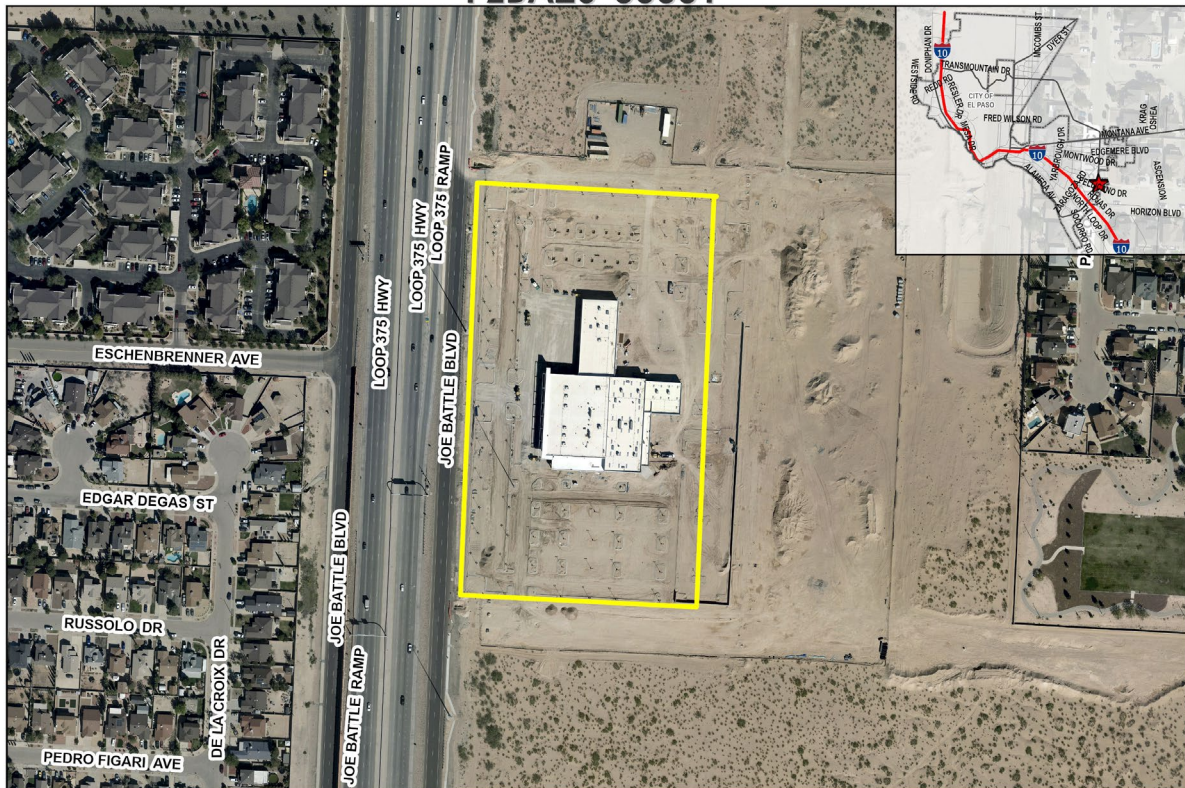


CASE NUMBER: PZBA26-00001
CASE MANAGER: Andrew Salloum, (915) 212-1603, SalloumAM@elpasotexas.gov
PROPERTY OWNER: 375 Properties LLC
REPRESENTATIVE: Nova Signs & Graphics Corporation
LOCATION: 1500 Joe Battle Blvd.
ZONING: C-3 (Commercial)
REQUEST: Variance from City Code Section 20.18.450.B
PUBLIC INPUT: None received as of April 9, 2026

SUMMARY OF REQUEST: Applicant requests a Variance under Section 2.16.030 to permit a proposed pole sign to exceed the maximum height as required per El Paso Code Section 20.18.450.B for a proposed automotive dealership in the C-3 (Commercial) district.

SUMMARY OF STAFF'S RECOMMENDATION: Staff recommends **DENIAL** of the Variance request to permit a pole sign to exceed the maximum height as requested. It has been determined that there are no special conditions inherent to the subject property that would entitle a Variance to allow the relief sought.

PZBA26-00001



This map is designed for illustrative purposes only. The features depicted here are approximate and more site-specific studies may be required to draw accurate conclusions. Enlargements of this map to scales greater than its original can induce error and may lead to misinterpretations of the data. The Planning & Inspection Department Planning Division makes no claim to its accuracy or completeness.



Subject Property

0 60 120 240 360 480 Feet



Figure A. Aerial of Subject Property & Immediate Surroundings

DESCRIPTION OF REQUEST: The applicant is requesting a Variance under Section 2.16.030 to permit a proposed pole sign to exceed the maximum height on a lot with a freeway frontage in the C-3 (Commercial) district. Per El Paso City Code Section 20.18.450.B – Pole Sign, the maximum height permitted is thirty-five feet (35’). The request is for a pole sign with a height of forty-five feet (45’). The subject property is 15.04 acres in size.

BACKGROUND: The subject property will be occupied by El Paso Honda Dealership, which is currently under construction.

The purpose of the El Paso City Code Section 20.18 – Sign Regulations is to provide adequate opportunity of free speech, protect the health, safety, and general welfare of the City and its residents, enhance the aesthetic value of the City’s landscape by reducing visual clutter, protect adjacent and nearby properties from excessive or inappropriate signage, protect the safety and efficiency of the City’s transportation network by reducing confusion and distractions, and to preserve, protect, and enhance areas of designated historical, architectural and scenic value. A request may be considered by the Zoning Board of Adjustment if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship.

Definition of Unnecessary Hardship, Section 20.02.1128:

“Unnecessary hardship” means a hardship by reason of exceptional shape of a lot, exceptional topographic conditions, or other exceptional physical conditions of a parcel of land. Unnecessary hardship shall not include personal or financial hardship or any other hardship that is self-imposed.

Per Section 20.18.450.B of the El Paso City Code, pole signs shall comply with the following requirements:

Districts	Permit Required	Maximum Number	Maximum Height	Maximum Sign Area
<i>Primary signs in C-2, C-3, C-4, Q, M-1, M-2 and M-3 with interstate or freeway frontage</i>	Yes	<i>Premises up to one acre, not more than one per premise; premises greater than one acre up to six acres, not more than one per street frontage not to exceed two per premise; premises greater than six acres, not more than two per street frontage not to exceed four per premise</i>	<i>35 feet above ground at the sign or the pavement grade of the freeway, whichever is greater</i>	<i>200 square feet</i>

1. *Location: No portion of the sign shall be closer than fifteen feet from the back of the curblines; if the property line is located more than fifteen feet from the curblines, signs shall be erected within the property line, and no portion of a sign shall extend beyond the property line.*
2. *For the purposes of this section, interstate or freeway frontage is defined as Interstate Highway 10, US Highway 54, Joe Battle Boulevard, and Americas Avenue only. In no case shall a freeway primary pole sign exceed fifty feet or the height.*
3. *For minor and collector arterials, a primary pole sign is not permitted. Only a primary monument sign is permitted and shall not exceed eighty square feet in sign area and eight feet in height.*
4. *For minor and collector arterials, a shopping center pole sign is not permitted. Only a shopping center monument sign is permitted and shall not exceed eighty square feet in sign area and twelve feet in height.*
5. *For detached buildings in shopping center signs, the sign height shall not exceed fifteen feet along major arterial. For detached buildings in shopping center signs along minor or collector arterials, a pole sign is not permitted. Only a monument sign is permitted and shall not exceed eighty square feet in sign area and eight feet in height.*
6. *Illumination: Internal or indirect; may not be flashing or intermittent;*
7. *Additional standards: Shall comply with Section 20.18.400 of the El Paso City Code.*

The applicant has referenced the following information regarding the nature of the variance request:

- Currently we're only allowed 35 feet of overall height for the pylon sign. We're asking Zoning to give us an extra 10 feet to make the pylon sign match the size of your dealership and to match the ordinance that you already have for shopping centers. Dealerships are technically shopping center for vehicles. But we're not going to distinguish the dealership as a shopping center. We're not asking for a bigger pylon head or any extra square footage for the sign itself. We're just asking to extend it up an extra 10 feet. It's going to make a world of difference with how the sign is perceived by the public and how it will look with the rest of the property. Plus, it will be better suited at 45 feet compared to 35 feet with relationship to your 164 feet flagpole. We also have Vista Del Sol within 4,000 feet of where the sign will be placed on the corner of the property.
- In doing a flag test with a crane at 35 feet and 45 feet. This is where you put a basket up in the air and hang a tarp from it that is roughly the size of what the sign will be. We have driven up and down Joe Battle and Loop 375. You may not think it, but the sign is easily lost and kind of blends in at 35 feet OAH. At 45 feet, the sign stands out and is easily seen. The extra 10 feet in height cuts out all of the traffic sign and everything that's in the way, with bridges, and walls and things around the property.
- This will be the biggest Honda dealership in the entire United States. Honda of America has already confirmed that they will be flying in other dealers from around the United States to show them this Flagship dealership. This will put El Paso on the map for the entire United States car industry and bring massive attention to El Paso.

CALCULATIONS:

	REQUIRED	REQUESTED
Max Height	35 Feet	45 Feet

ANALYSIS: Staff recommends denial of the Variance request. There are no special conditions inherent to the subject property that would entitle it to a Variance to allow for the relief sought. It is further found that the hardship is not inherent to the lot such as unusual shape, size, or topography, that create a hardship to prevent compliance with the maximum permitted sign height. Variances are intended to address unique physical or site-specific hardships, the request is primarily based on visibility, branding, and economic or promotional considerations, which do not constitute a qualifying hardship under variance standards. Visibility challenges related to traffic signage, bridges, and surrounding development are common along major corridors and are not unique to this property. Automobile dealerships are regulated separately from shopping centers under the zoning ordinance and are not entitled to shopping center sign standards.

While staff acknowledges the applicant's flag test results and concerns regarding visibility along Joe Battle Boulevard and Loop 375, reduced visibility and sign relationship to lot size is not sufficient justification for exceeding the maximum height. Many properties along major corridors experience similar visual competition from infrastructure, traffic signage, and surrounding development, while complying with established height limits. The property can accommodate compliant signage within the 35-foot height limit. Based on the above findings, staff recommends denial of the variance request to exceed the maximum pole sign height. The request does not demonstrate a hardship and is inconsistent with the intent and uniform application of the zoning ordinance.

COMPLIANCE WITH EL PASO CITY CODE SECTION 2.16.030

The Zoning Board of Adjustment is empowered under Section 2.16.030 to: *Authorize in specific cases a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done.*

The following questions should be carefully considered in order to grant a variance:

Questions	Does the Request Comply?
1. Is the need for the variance due to special conditions?	No. It is not inherent to the lot such as unusual shape, size, or topography, that prevent compliance with the maximum permitted sign height.
2. Would a literal enforcement of the ordinance create an unnecessary hardship?	No. The property can be reasonably used and developed with a pole sign that complies with the 35-foot maximum height.
3. Is the variance consistent with public interest?	No. The requested variance is not consistent with the public interest.
4. Would the spirit of the ordinance be observed and substantial justice done if the variance is approved?	<p>No. According to 20.18.030 (Purpose), the purpose of the sign ordinance, in part, is to:</p> <ul style="list-style-type: none"> • Allow adequate opportunity for the exercise of free speech by the display of a message or an image on a sign, while balancing that opportunity against the community and public interests affected by signs; • Enhance the aesthetic value of the city's landscape by reducing visual clutter that is potentially harmful to property values and economic development; • Protect adjacent and nearby properties from the impact of excessive or inappropriate signage.

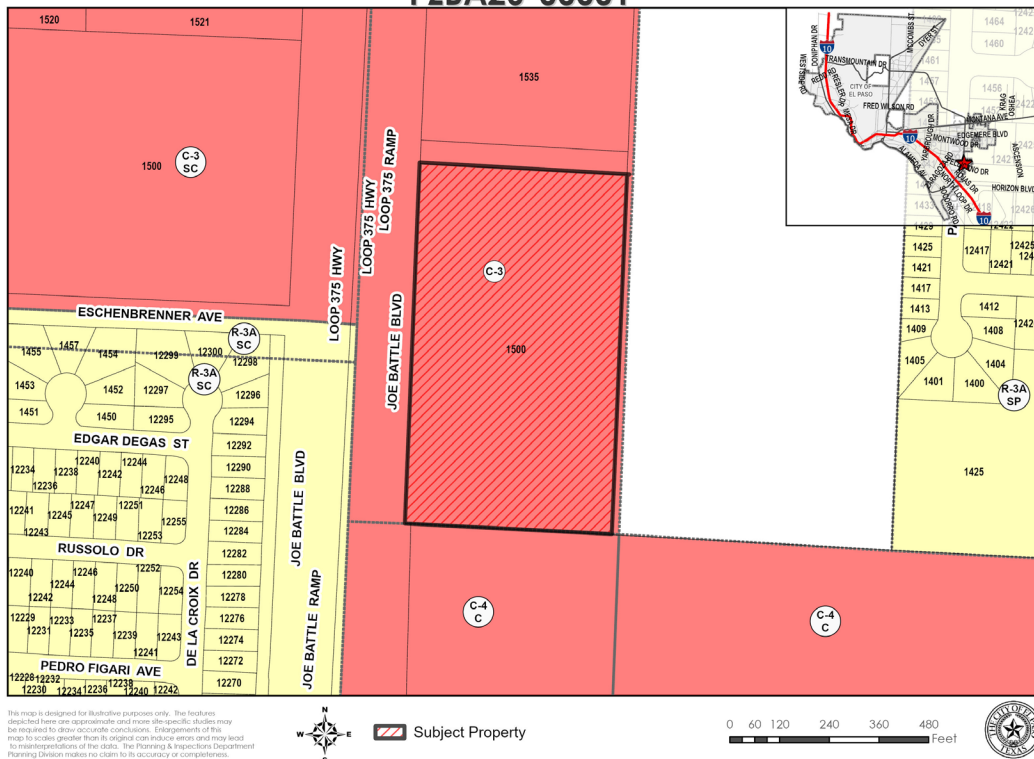
PUBLIC COMMENT: Public notice was sent on January 15, January 30, February 13, and April 9, 2026 to all property owners within 300 feet of subject property. The Planning Division has not received any communications in support or opposition to the special exception request.

ZONING BOARD OF ADJUSTMENT OPTIONS: The purpose of the Zoning Ordinance is to promote the health, safety, morals and general welfare of the City. The Zoning Board of Adjustment (ZBA) may authorize in specific cases a variance from the terms of the zoning ordinance (Title 20) or as specified in (Title 21) SmartCode if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done. In evaluating the request, the ZBA may take any of the following actions:

1. **Approval** of the variance request, finding that the request is in in harmony with the spirit and purposes of Titles 2 and 20, including the preservation of the essential character of the district in which the property is located, that the public convenience and welfare will be substantially served, and that the use of neighboring property will not be substantially injured.
2. **Approval with Modifications** of the variance request to bring the request into conformance as provided in El Paso City Code Titles 2 and 20 as the board deems appropriate.
3. **Denial** of the variance request, finding that the request does not conform to the review criteria as provided in El Paso City Code Titles 2 and 20. **(Staff Recommendation)**

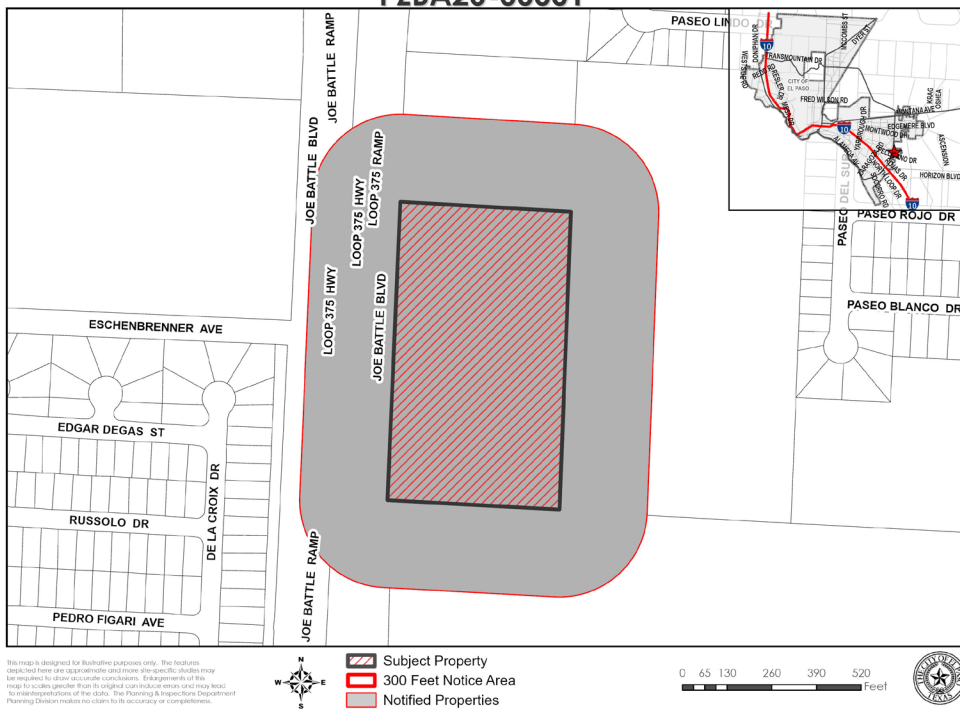
ZONING MAP

PZBA26-00001

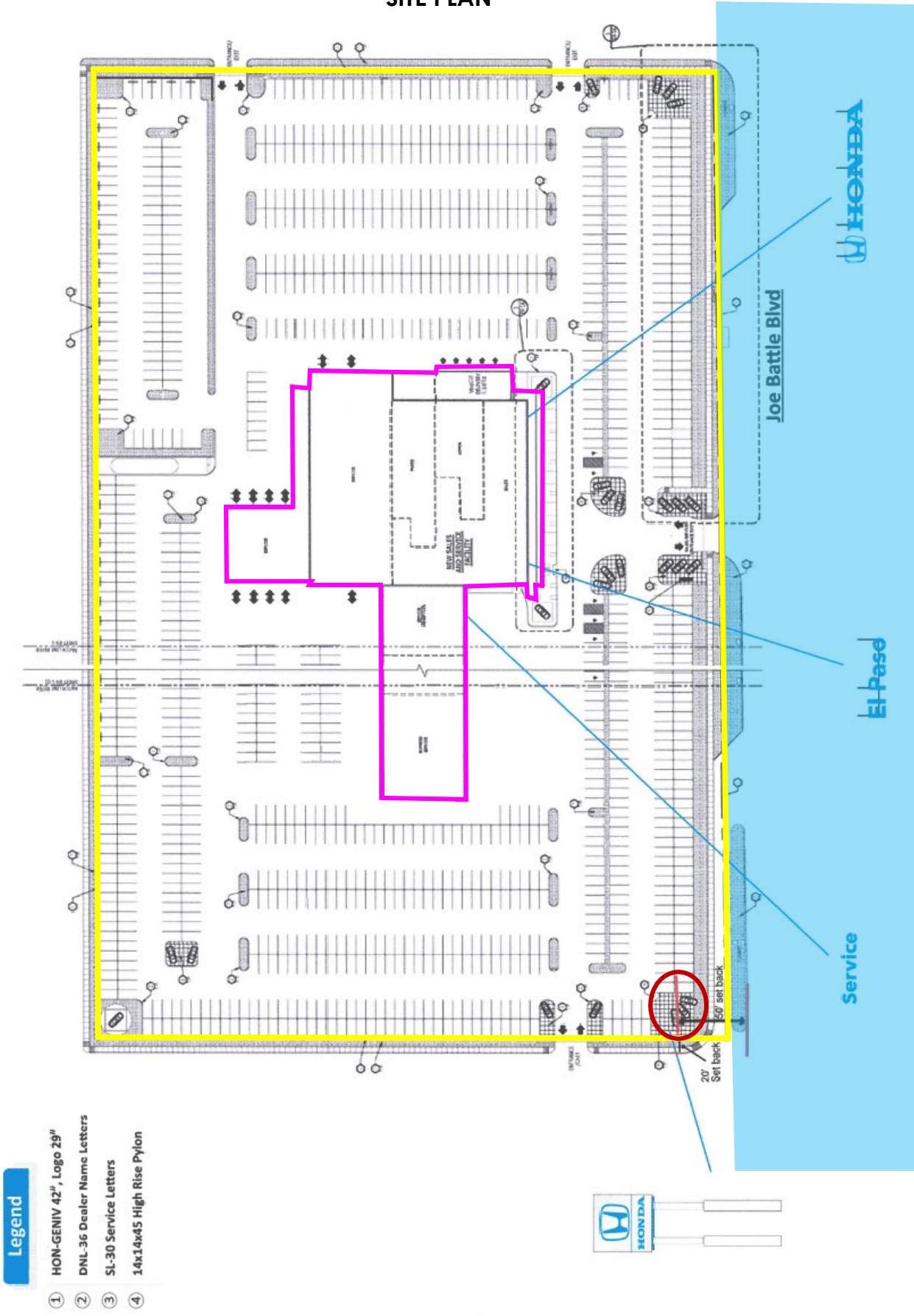


NEIGHBORHOOD NOTIFICATION MAP

PZBA26-00001

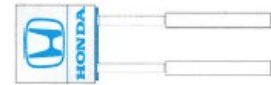


SITE PLAN

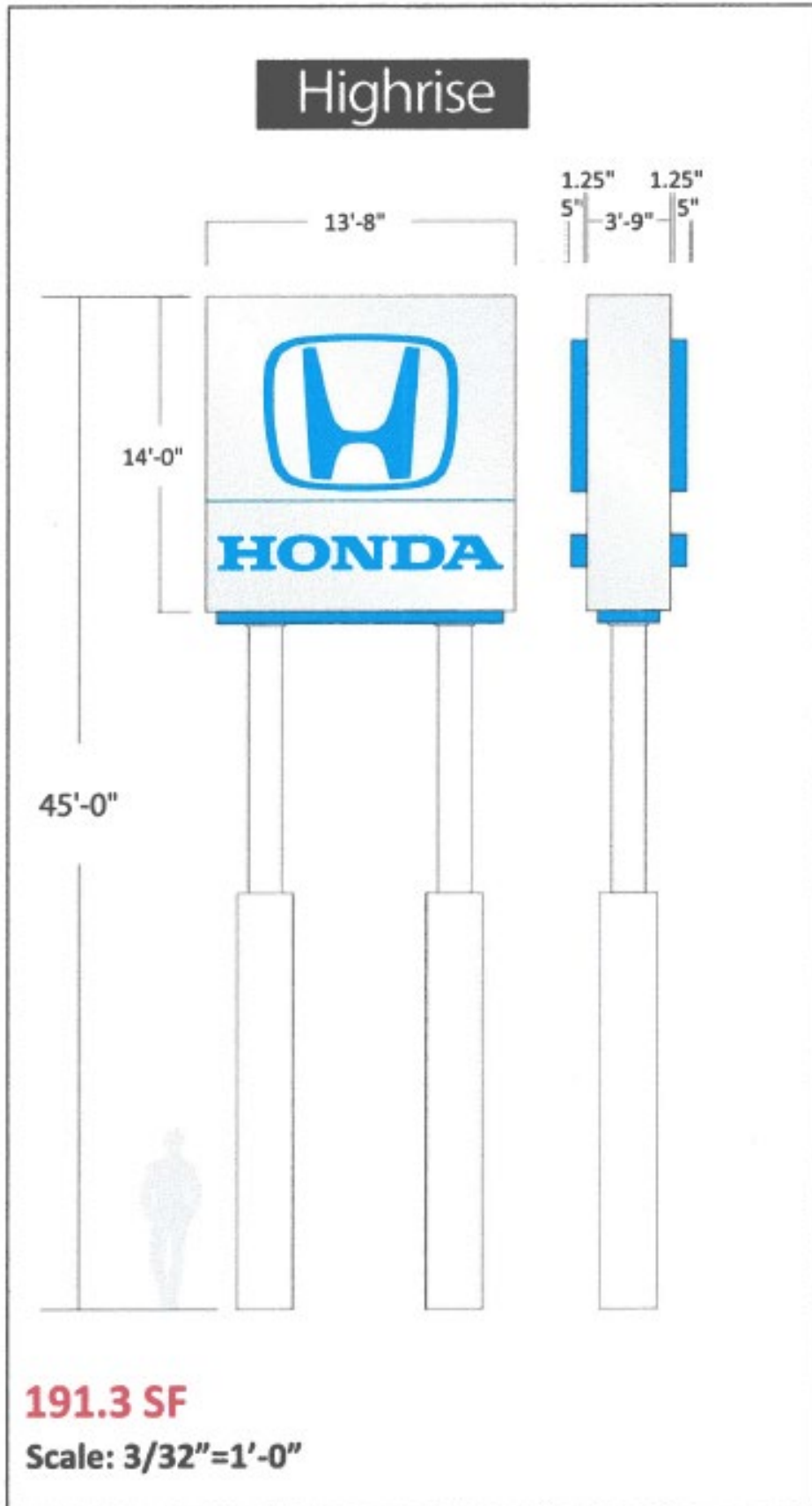


Legend

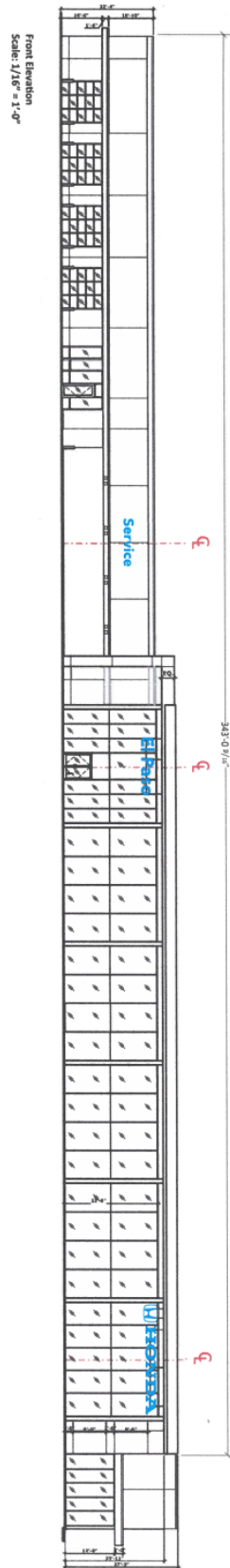
- ① HON-GENIV 42", Logo 29"
- ② DNL-36 Dealer Name Letters
- ③ SL-30 Service Letters
- ④ 14x14x45 High Rise Pylon



SIGN DESIGN



**BUILDING ELEVATION
(27' 3" in height)**





Legislation Text

File #: BC-1988, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

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Populate the table to maintain proper formatting. Copy and paste the agenda language in the designated area below. You may include more language after the table. Just make sure all posting language is populated between "TITLE" and "END".

PZBA26-00002: Lot #19, Block 55, Cielo Vista Park, City of El Paso, El Paso County, Texas
ADDRESS: 8201 Dempsey
APPLICANT: Joshua & Elizabeth Burch
REPRESENTATIVE: Jorge Campos
REQUEST: Special Exception C (Rear Yard Setback, Single-Family Residence)
DISTRICT: 3
ZIP CODE: 79925
STAFF CONTACT: Alejandra Gonzalez, (915) 212-1506, GonzalezAG@elpasotexas.gov

8201 Dempsey

Zoning Board of Adjustment — April 20, 2026



CASE NUMBER: PZBA26-00002
CASE MANAGER: Alejandra González, (915) 212-1506, GonzalezAG@elpasotexas.gov
PROPERTY OWNER: Joshua & Elizabeth Burch
REPRESENTATIVE: Jorge Campos
LOCATION: 8201 Dempsey Avenue (District 3)
ZONING: R-4 (Residential)
REQUEST: Special Exception C (Rear Yard Setback, Single-Family Residence)
PUBLIC INPUT: None received as of April 14, 2026

SUMMARY OF REQUEST: Applicant requests a Special Exception under Section 2.16.050 C (Rear Yard Setback, Single-Family Residence) to permit the construction of a proposed addition to the single-family dwelling in a R-4 (Residential) zone district.

SUMMARY OF STAFF'S RECOMMENDATION: Staff recommends **APPROVAL WITH A CONDITION** of the special exception request as the requested area of encroachment is less than the maximum permitted. The condition is as follows:

1. That the existing accessory structure at the rear be relocated or removed from the 5-foot utility easement area as stated on the site plan.

PZBA26-00002



Figure A. Aerial of Subject Property & Immediate Surroundings

DESCRIPTION OF REQUEST: The applicant is requesting a special exception to permit the construction of a proposed addition which would extend 15 feet into the required rear yard setback for a 352.5 square foot area of total encroachment.

BACKGROUND: The minimum rear setback is 10 feet in the R-4 (Residential) zone district. The required rear setback for the subject property is 25 feet to meet the cumulative front and rear setback of 45 feet in the R-4 (Residential) zone district. The current owner has owned the property since 2022 based on El Paso Central Appraisal District. The single-family dwelling was built in 1956.

SETBACKS	REQUIRED SETBACK	REQUESTED SETBACK
Front	20 feet	No Change
Rear	25 feet	10 feet
Cumulative Front & Rear	45 feet	30 feet
Side (West)	5 feet	No Change
Side (East)	5 feet	No Change

CALCULATIONS:

	TOTAL	CALCULATION
Maximum Permitted Area of Encroachment	361 square feet	25.3' (76' average lot width ÷ 3) X 14.25' (3/5 of 23.75' required rear yard setback)
Requested Area of Encroachment	352.5 square feet	

COMPLIANCE WITH SPECIAL EXCEPTION 2.16.050.C CRITERIA

The Zoning Board of Adjustment is empowered under Section 2.16.050.C to:
Permit an extension of a single-family residential structure into the required rear yard setback, which shall be measured to the rear property line, provided the following criteria is met:

Criteria	Does the Request Comply?
1. The residence has been in existence with a valid certificate of occupancy for one continuous year;	Yes. The residence has a valid certificate of occupancy for one continuous year
2. The maximum square footage allowed shall not exceed the result of multiplying one-third of the average width of the lot by three-fifths of the required rear yard setback;	Yes. The maximum permitted area of encroachment is 361 square feet, which is more than the requested area of encroachment of 352.5 square feet.
3. A minimum ten-foot rear yard setback shall be required;	Yes. The subject property will have a 10-foot rear yard setback.
4. The minimum side and side street yard setbacks shall not be reduced;	Yes. The minimum side yard setbacks are not reduced.
5. Unless otherwise provided in this section, all remaining areas of the required rear yard shall be permanent open space.	Yes. With the exception of any existing structures, remaining areas shall be permanent open space

PUBLIC COMMENT: Public notice was sent on April 10, 2026 to all property owners within 300 feet of subject property. The Planning Division has not received any communications in support or opposition to the special exception request.

ZONING BOARD OF ADJUSTMENT OPTIONS:

The purpose of the Zoning Ordinance is to promote the health, safety, morals and general welfare of the City. The Zoning Board of Adjustment (ZBA) has the authority to grant a special exception to the zoning code only as provided in El Paso City Code Titles 2 and 20. In evaluating the request, the ZBA may take any of the following actions:

1. **Approval** of the special exception request, finding that the request is in in harmony with the spirit and purposes of Titles 2 and 20, including the preservation of the essential character of the district in which the property is located, that the public convenience and welfare will be substantially served, and that the use of neighboring property will not be substantially injured.
2. **Approval with Modifications** of the special exception request to bring the request into conformance as provided in El Paso City Code Titles 2 and 20 as the board deems appropriate. **(Staff Recommendation)**
3. **Denial** of the special exception request, finding that the request does not conform to the review criteria as provided in El Paso City Code Titles 2 and 20.

ZONING MAP

PZBA26-00002



This map is designed for illustrative purposes only. The features depicted here are approximate and more site-specific studies may be required to draw accurate conclusions. Enlargements of this map to scales greater than its original can induce errors and may lead to misinterpretations of the data. The Planning & Inspections Department Planning Division makes no claim to its accuracy or completeness.

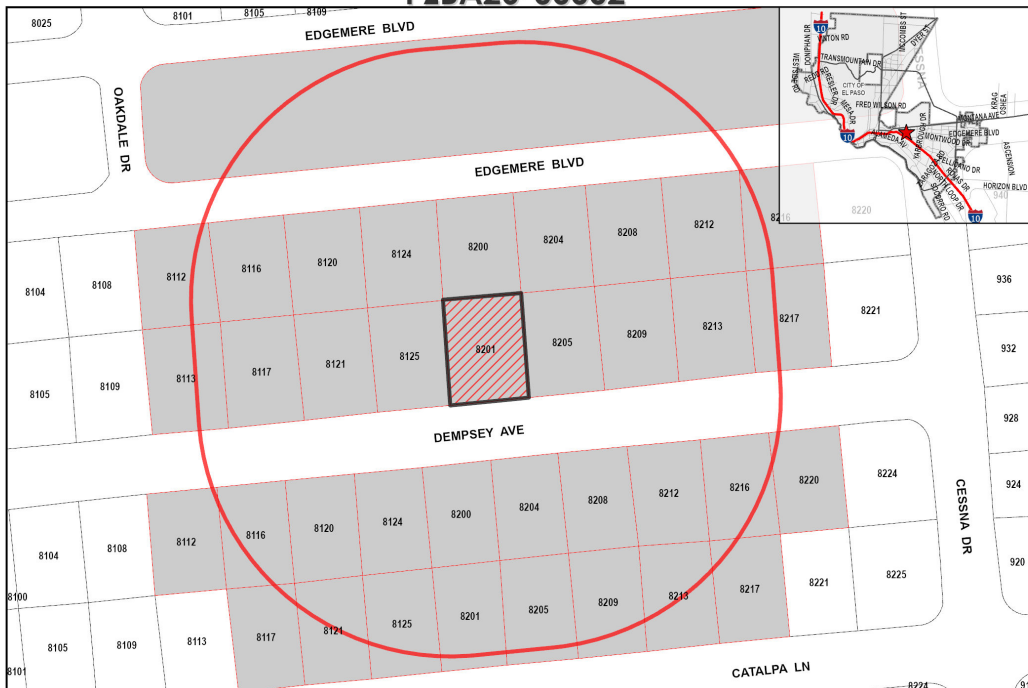


Subject Property



NEIGHBORHOOD NOTIFICATION MAP

PZBA26-00002



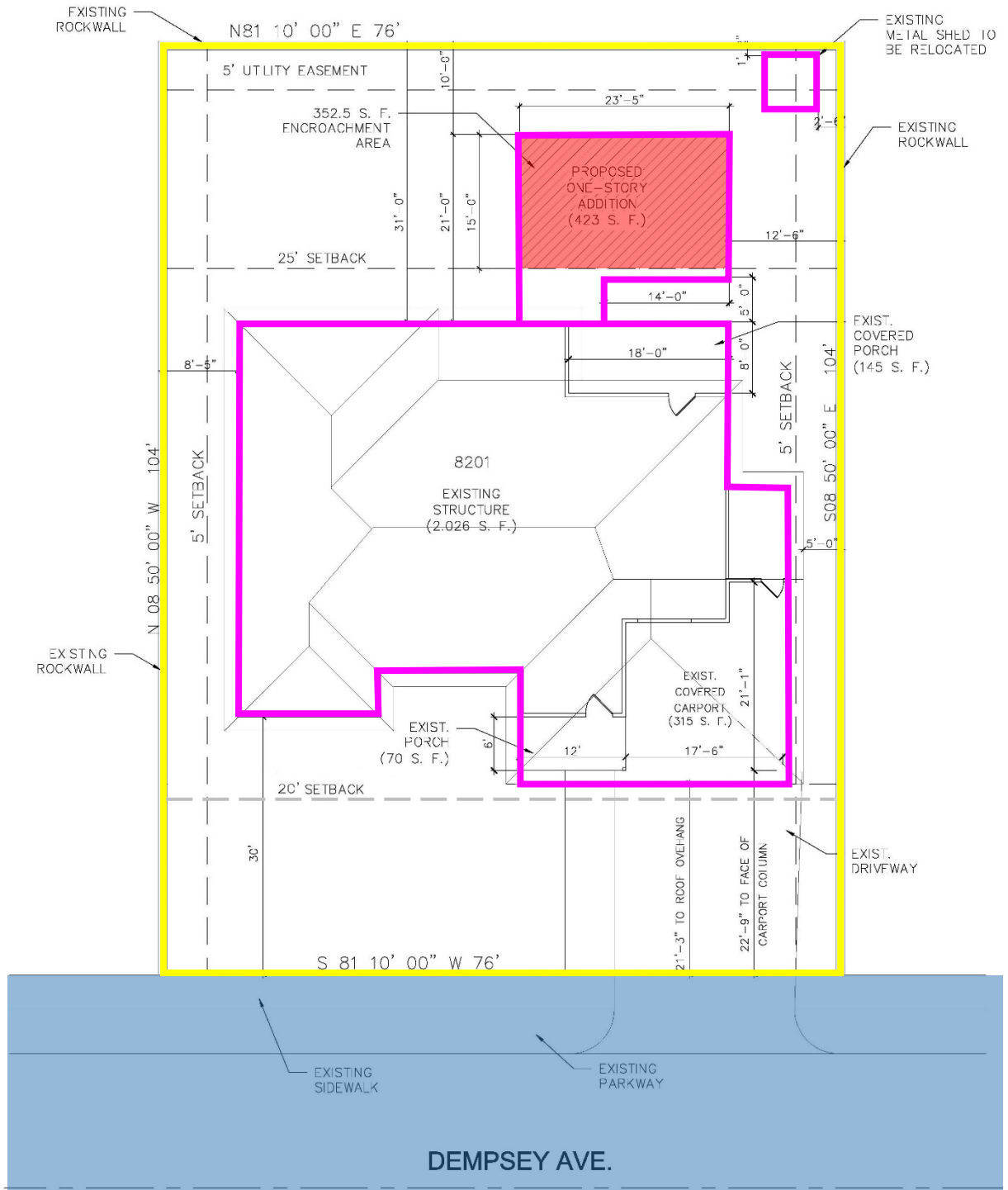
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Subject Property
 300 Feet Notice Area
 Notified Properties



SITE PLAN





Legislation Text

File #: BC-1989, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

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Populate the table to maintain proper formatting. Copy and paste the agenda language in the designated area below. You may include more language after the table. Just make sure all posting language is populated between "TITLE" and "END".

PZBA26-00004: Lot 23, Block 14, Scotsdale Unit Two, City of El Paso,
El Paso County, Texas
ADDRESS: 3203 Dublin Rd.
APPLICANT: Monique J. Merrell and Marcia Merrell
REPRESENTATIVE: Monique J. Merrell
REQUEST: Special Exception J (Carport Over a Driveway)
DISTRICT: 3
ZIP CODE: 79925
STAFF CONTACT: Blanca Perez, (915) 212-1561,
PerezBM@elpasotexas.gov

3203 Dublin

Zoning Board of Adjustment — April 20, 2026



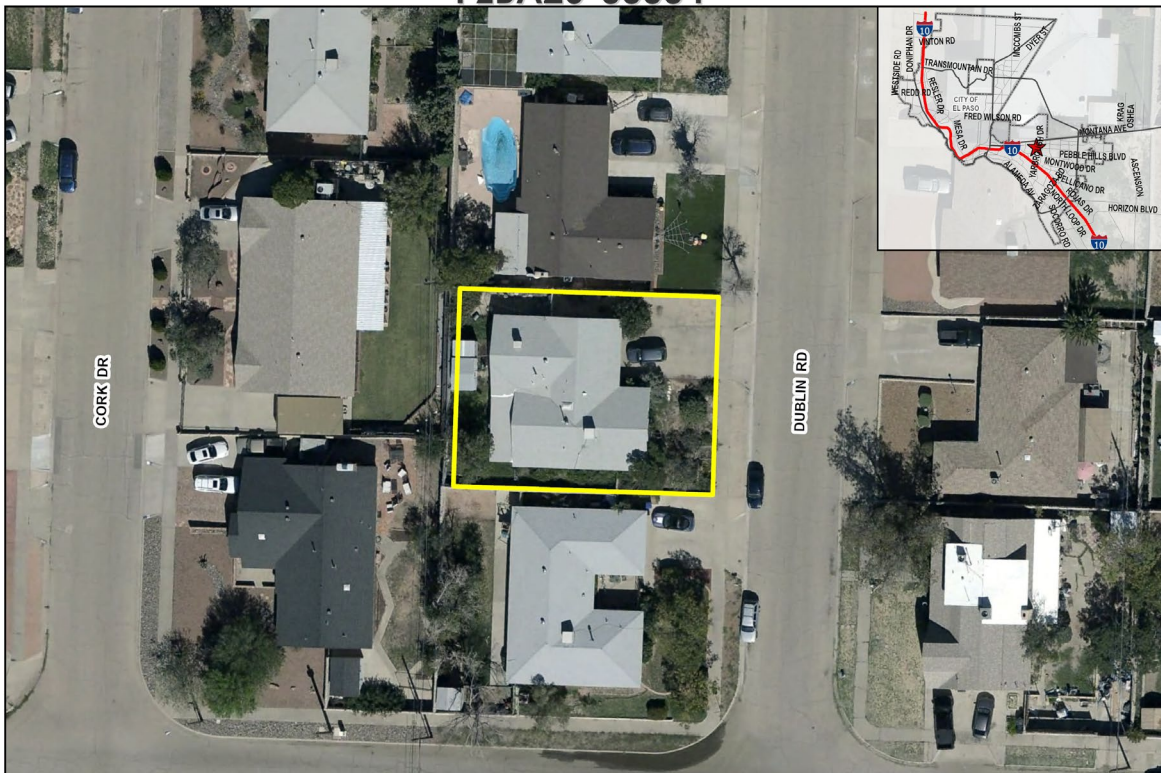
CASE NUMBER: PZBA26-00004
CASE MANAGER: Blanca Perez, (915) 212-1561, PerezBM@elpasotexas.gov
PROPERTY OWNER: Monique J. Merrell and Marcia Merrell
REPRESENTATIVE: Monique J. Merrell
LOCATION: 3203 Dublin Rd. (District 3)
ZONING: R-3 (Residential)
REQUEST: Special Exception J (Carport Over a Driveway)
PUBLIC INPUT: None received as of April 14, 2026

SUMMARY OF REQUEST: Applicant requests a Special Exception under Section 2.16.050 J (Carport Over a Driveway) to permit a proposed carport over a driveway in a R-3 (Residential) zone district.

SUMMARY OF STAFF'S RECOMMENDATION: Staff recommends **APPROVAL WITH A CONDITION** of the special exception request as the requested area of encroachment is less than the maximum permitted for a carport. The condition is as follows:

- *The accessory structures located in the rear shall be relocated or removed from the 5-foot easement area as stated on the site plan.*

PZBA26-00004



This map is designed for illustrative purposes only. The features depicted here are approximate and more site-specific studies may be required to draw accurate conclusions. Enlargements of this map to scales greater than its original can induce errors and may lead to misinterpretations of the data. The Planning & Inspections Department Planning Division makes no claim to its accuracy or completeness.



Subject Property

0 10 20 40 60 80 Feet



Figure A. Aerial of Subject Property & Immediate Surroundings

DESCRIPTION OF REQUEST: The applicant is requesting a special exception to permit the construction of a proposed carport of approximately 20 feet by 20 feet and an area of 400 square feet, of which 210 square feet encroaches 10.5 feet into the front yard setback and is located to within 15 feet of the front property line.

BACKGROUND: The minimum front setback is 20 in the R-3 (Residential) zone district. The required front setback for the subject property is 25 feet 6 inches to meet the cumulative front and rear setback of 50 feet in the R-3 (Residential) zone district.

There is a previous approval from the Zoning Board of Adjustment on August 8, 1973, which permitted the construction of a 26 ft. by 18 ft. residential addition at the rear of the existing residence.

SETBACKS	REQUIRED SETBACK	REQUESTED SETBACK
Front	25 Feet 6 Inches	15 Feet
Rear	*24 Feet 6 Inches	No Change
Cumulative Front & Rear	50 Feet	39 Feet 6 Inches
Side (Right)	5 Feet	No Change
Side (Left)	5 Feet	No Change
Cumulative Side	N/A	N/A

*Current setback is 19.67 feet due to previous ZBA approval.

CALCULATIONS FOR CARPORT:

	TOTAL	CALCULATION
Maximum Permitted Area of Encroachment	274.8 Square Feet	1/5 of 1374 Sq. Ft. (House 1 st floor area)
Requested Area of Encroachment	210 Square Feet	10.5 Feet by 20 Feet (Encroachment only)

COMPLIANCE WITH SPECIAL EXCEPTION 2.16.050.J CRITERIA

The Zoning Board of Adjustment is empowered under Section 2.16.050.J to:
Permit the encroachment into the required front yard setback for a lot in a residential (R) district beyond other allowed modifications for a carport covering a driveway, provided the following criteria is met:

Criteria	Does the Request Comply?
1. The residence has been in existence with a valid certificate of occupancy for one continuous year;	Yes. The residence has a valid certificate of occupancy for one continuous year.
2. The zoning board of adjustment has received the written approval of the structural design from the building official;	Yes. The Building Official has reviewed the request, and has provided written approval.
3. The carport shall resemble the main residential structure in scale and character and shall be open on three sides;	Yes. The proposed carport does resemble the main residential structure and is open on three sides.
4. The area of the carport shall not exceed one-fifth of the first-floor area under roof of the dwelling, with the first-floor area of the dwelling defined as the sum of the gross horizontal area, exclusive of garages, atriums, stairwells, and open porches, measured from the exterior faces of the exterior walls; and, shall be measured as the area covered by the carport roof, to include overhangs;	Yes. The proposed carport encroachment of 210 square feet is less than the maximum allowed area of 274.8 square feet.
5. Elevation drawings of the proposed structure shall be submitted;	Yes. Elevation drawings of the proposed structure were submitted.
6. For a duplex, the total of all extensions for either unit of the duplex shall not exceed two-thirds of the average width of that unit;	Not applicable. This is not a duplex.

7. There is no other reasonable alternative to provide a carport in the front yard of the subject property without exceeding the encroachments allowed in Title 20 of this Code;	Yes. It is not possible to provide a carport in the front yard without encroaching into the required front setback.
8. Unless otherwise provided in this chapter, all remaining areas of the required front yard shall be permanent open space.	Yes. With the exception of any existing structures, remaining area shall be permanent open space

PUBLIC COMMENT: Public notice was sent on April 10, 2026 to all property owners within 300 feet of subject property. The Planning Division has not received any communications in support or opposition to the special exception request.

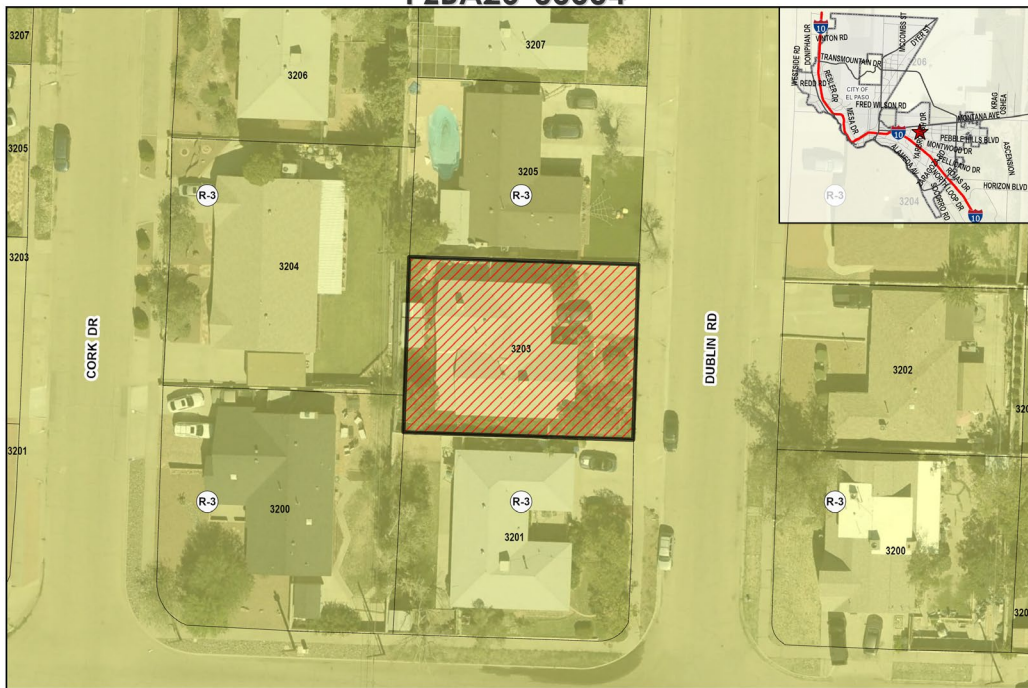
ZONING BOARD OF ADJUSTMENT OPTIONS:

The purpose of the Zoning Ordinance is to promote the health, safety, morals and general welfare of the City. The Zoning Board of Adjustment (ZBA) has the authority to grant a special exception to the zoning code only as provided in El Paso City Code Titles 2 and 20. In evaluating the request, the ZBA may take any of the following actions:

1. **Approval** of the special exception request, finding that the request is in in harmony with the spirit and purposes of Titles 2 and 20, including the preservation of the essential character of the district in which the property is located, that the public convenience and welfare will be substantially served, and that the use of neighboring property will not be substantially injured.
2. **Approval with Modifications** of the special exception request to bring the request into conformance as provided in El Paso City Code Titles 2 and 20 as the board deems appropriate. **(Staff Recommendation)**
3. **Denial** of the special exception request, finding that the request does not conform to the review criteria as provided in El Paso City Code Titles 2 and 20.

ZONING MAP

PZBA26-00004



This map is designed for illustrative purposes only. The features depicted here are approximate and more site-specific studies may be required to draw accurate conclusions. Enlargements of this map to scales greater than its original can induce errors and may lead to misinterpretations of the data. The Planning & Inspections Department Planning Division makes no claim to its accuracy or completeness.



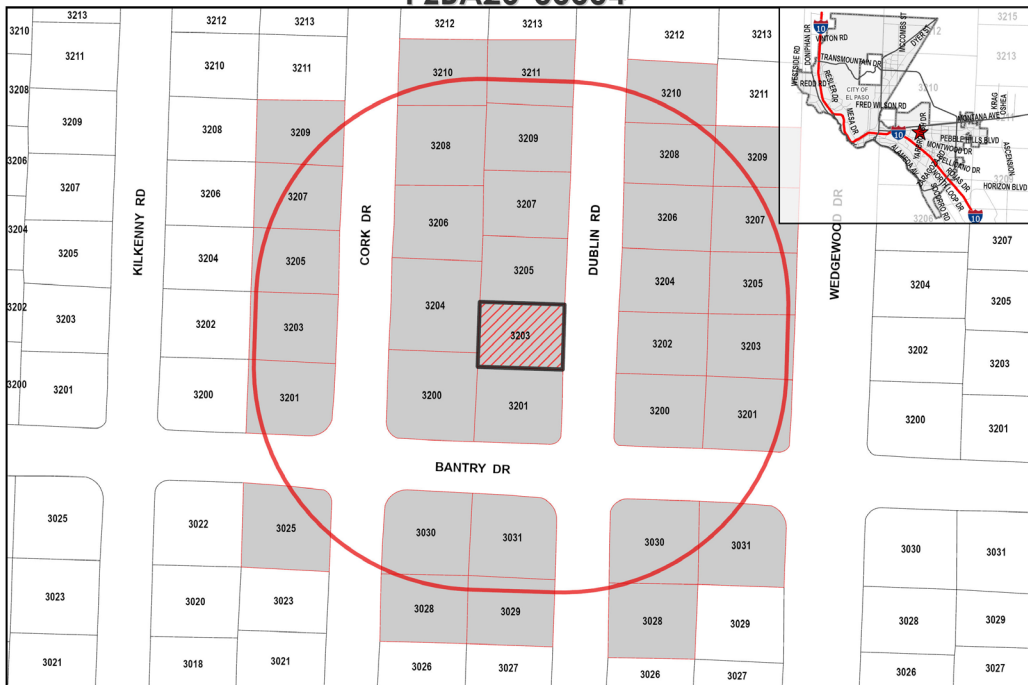
Subject Property

0 10 20 40 60 80 Feet



NEIGHBORHOOD NOTIFICATION MAP

PZBA26-00004



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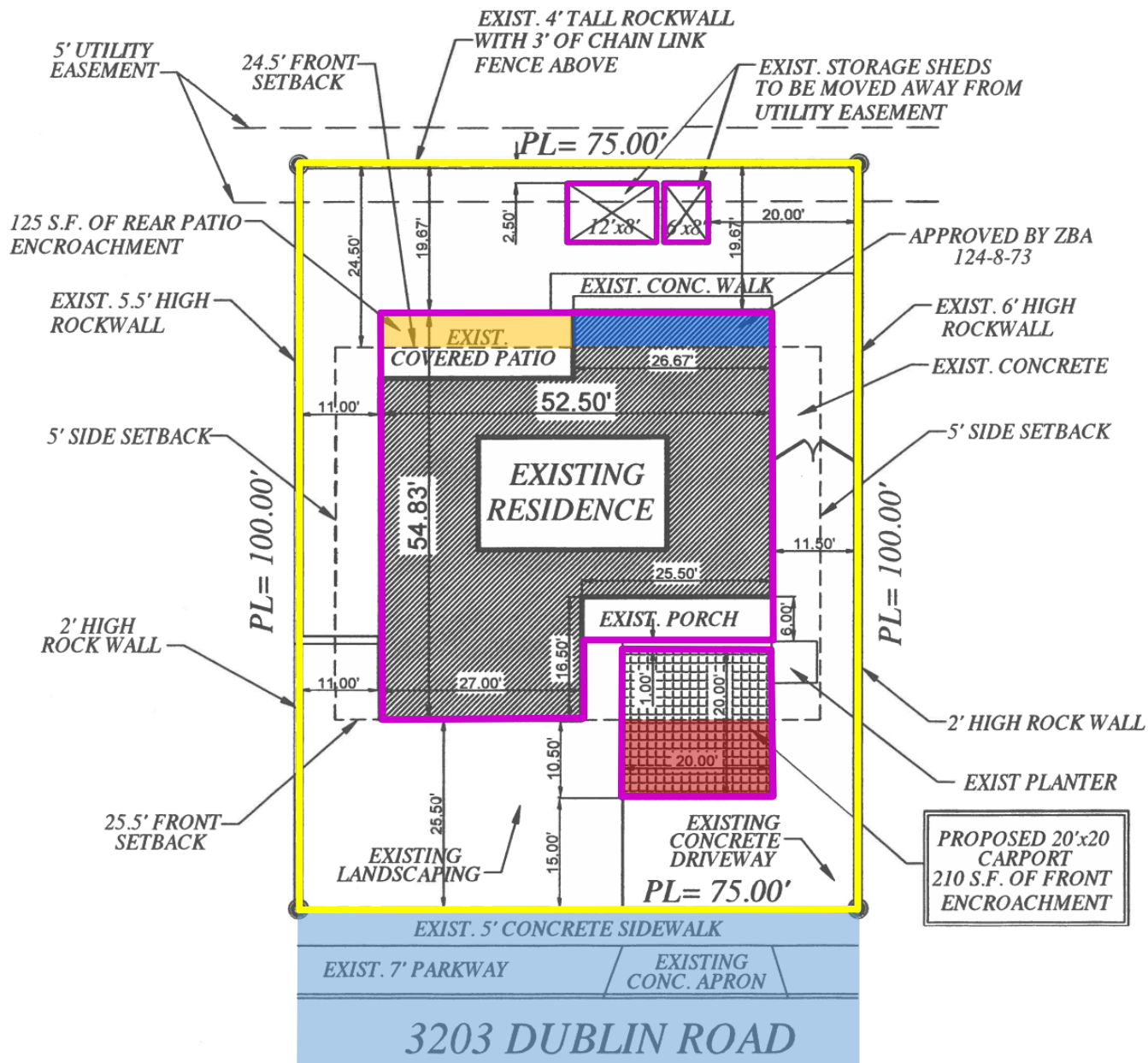


Subject Property
 300 Feet Notice Area
 Notified Properties

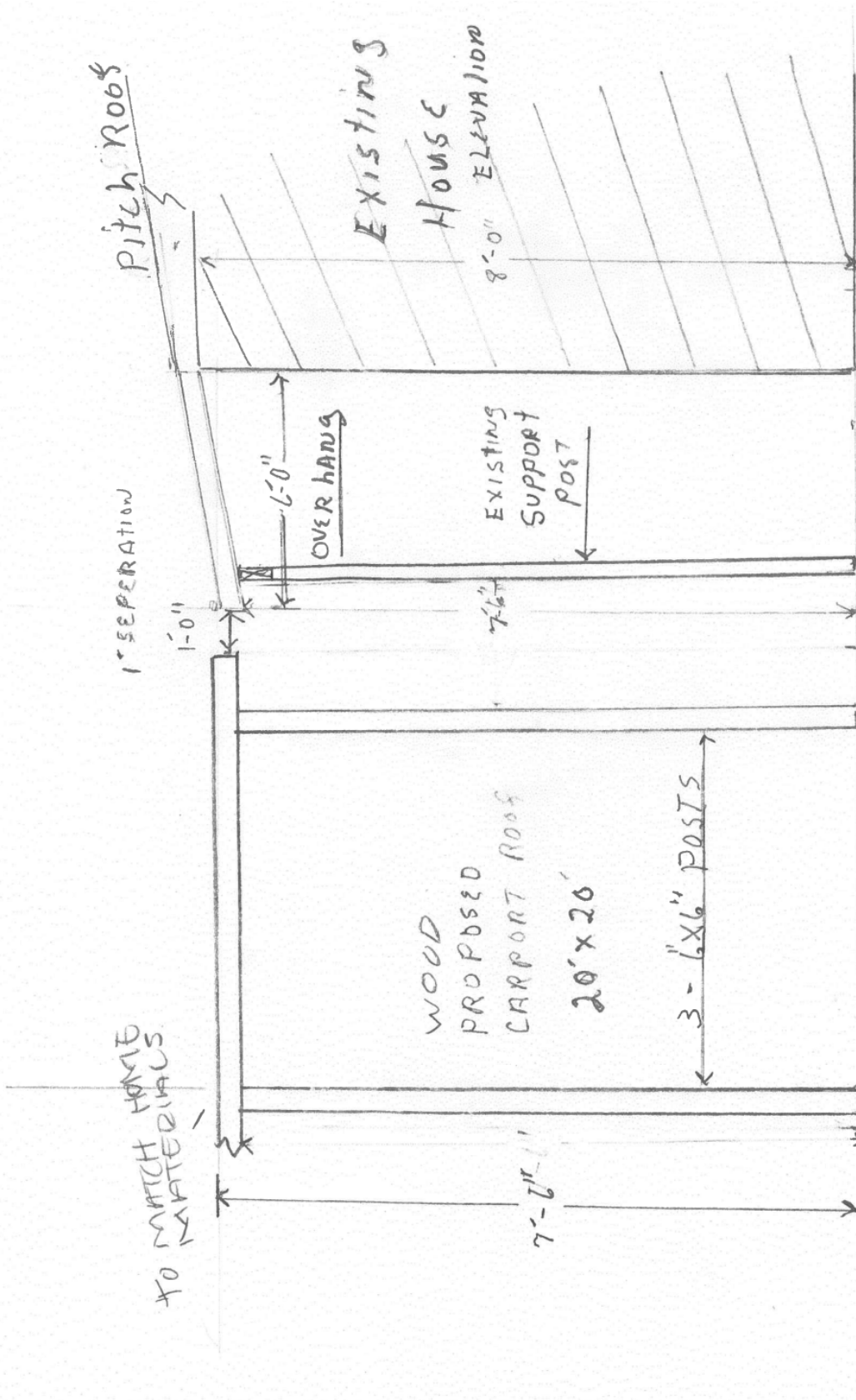
0 25 50 100 150 200 Feet



SITE PLAN



ELEVATION 1



ELEVATION DETAIL PLAN



Legislation Text

File #: BC-1990, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

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Populate the table to maintain proper formatting. Copy and paste the agenda language in the designated area below. You may include more language after the table. Just make sure all posting language is populated between "TITLE" and "END".

PZBA26-00005: Lot 15, Block 8, Borderland Heights No. 4, City of El Paso, El Paso County, Texas
ADDRESS: 6217 Michel St.
APPLICANT: Roberto Valdez
REPRESENTATIVE: Irma Valdez
REQUEST: Special Exception B (Two or More Nonconforming Lots)
DISTRICT: 1
ZIP CODE: 79932
STAFF CONTACT: Jose Beltran, (915) 212-1607,
BeltranJV@elpasotexas.gov

6217 Michel

Zoning Board of Adjustment — April 20, 2026



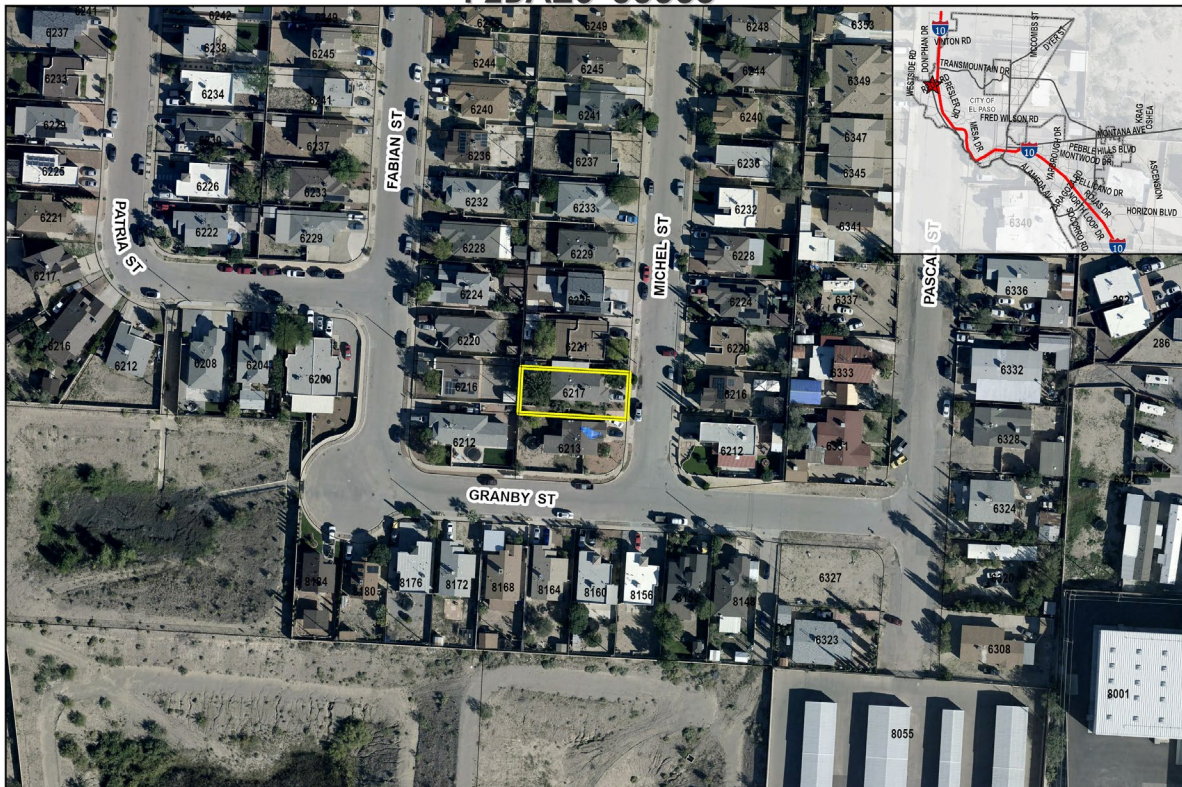
CASE NUMBER: PZBA26-00005
CASE MANAGER: Jose Beltran, (915) 212-1607, BeltranJV@elpasotexas.gov
PROPERTY OWNER: Roberto Valdez
REPRESENTATIVE: Irma Valdez
LOCATION: 6217 Michel St. (District 1)
ZONING: R-5 (Residential)
REQUEST: Special Exception B (Two or More Nonconforming Lots)
PUBLIC INPUT: None received as of April 14, 2026

SUMMARY OF REQUEST: Applicant requests a Special Exception under Section 2.16.050 B (Two or More Nonconforming Lots) to permit a proposed porch in an R-5 (Residential) zone district.

SUMMARY OF STAFF'S RECOMMENDATION: Staff recommends **APPROVAL WITH A CONDITION** of the special exception request as the requested encroachment is less than the encroachments into that setback already present on at least two other neighboring properties. The condition is as follows:

1. That the storage structure located in the rear yard be removed or relocated from the 5-foot utility easement area.

PZBA26-00005



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Subject Property

0 25 50 100 150 200 Feet



Figure A. Aerial of Subject Property & Immediate Surroundings

DESCRIPTION OF REQUEST: The applicant is requesting a special exception to permit the construction of a proposed porch, which would extend 3 feet 6 inches into the required 5-foot side yard setback for 112 square feet of total encroachment.

BACKGROUND: The minimum side setback is 5 feet in the R-5 (Residential) zone district. Aerial photographs indicate that there are three (3) nearby properties located on the same block or within the block directly across and abutting street that contain porch structures that encroach into their respective side yard setbacks, with encroachments larger than the subject property. These properties are located at 6253 Michel Street (180 SF Encroachment), 6224 Michel Street (160 SF Encroachment), and 6260 Michel Street (160 SF Encroachment). The aforementioned properties do not have any issued permits on record.

Based on Central Appraisal District records, the single-family dwelling was built in 2004. Additionally, the storage structure in the rear yard of the property is located within the five-foot (5') utility easement area and shall be removed or relocated.

SETBACKS	REQUIRED SETBACK	REQUESTED SETBACK
Front	20 feet	No Change
Rear	25 feet	No Change
Cumulative Front & Rear	45 feet	No Change
Side (Left)	5 feet	No Change
Side (Right)	5 feet	1 foot 6 inches
Cumulative Side	N/A	N/A

COMPLIANCE WITH SPECIAL EXCEPTION 2.16.050.B CRITERIA	
The Zoning Board of Adjustment is empowered under Section 2.16.050.B to: <i>Permit the modification of setback requirements as the board deems necessary to secure an appropriate development of a lot, provided the following criteria is met:</i>	
Criteria	Does the Request Comply?
1. The lot is in a legally recorded and developed subdivision of at least ten years;	Yes. The lot is within a legally recorded subdivision of at least ten years.
2. There are two or more lots that do not conform to Title 20 located within the same block on the same side of the street or within the block directly across and abutting the street;	Yes. Through aerial photos and site visits, it was established that three (3) properties on the same block contain porch structures that extend 5 feet into their required side setback.
3. The modifications are in the same nature as the existing nonconforming lots and do not permit construction less conforming than the least conforming of the nonconforming lots;	Yes. There are three (3) homes on the same block or abutting street located at 6253 Michel Street, 6224 Michel Street, and 6260 Michel Street that have encroachments in the same nature as the subject property.
4. If the subject lot is located at the intersection of two streets (a corner lot), then nonconforming lots within the same block on the same side of either intersecting street or directly across and abutting either intersecting street, but not lots located diagonally from the subject lot, may be used in determining the nonconforming lot restrictions of this special exception.	Yes. Only applicable lots are being considered.

PUBLIC COMMENT: Public notice was sent on April 10, 2026 to all property owners within 300 feet of subject property. The Planning Division has not received any communications in support or opposition to the special exception request.

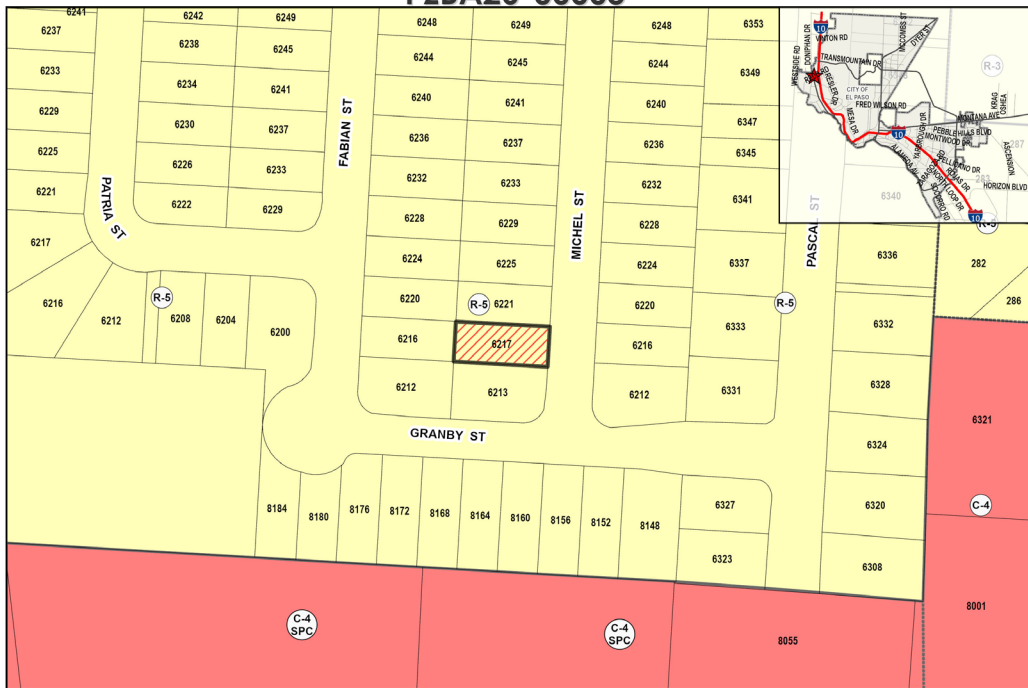
ZONING BOARD OF ADJUSTMENT OPTIONS:

The purpose of the Zoning Ordinance is to promote the health, safety, morals and general welfare of the City. The Zoning Board of Adjustment (ZBA) has the authority to grant a special exception to the zoning code only as provided in El Paso City Code Titles 2 and 20. In evaluating the request, the ZBA may take any of the following actions:

1. **Approval** of the special exception request, finding that the request is in in harmony with the spirit and purposes of Titles 2 and 20, including the preservation of the essential character of the district in which the property is located, that the public convenience and welfare will be substantially served, and that the use of neighboring property will not be substantially injured.
2. **Approval with Modification** of the special exception request to bring the request into conformance as provided in El Paso City Code Titles 2 and 20 as the board deems appropriate. **(Staff Recommendation)**
3. **Denial** of the special exception request, finding that the request does not conform to the review criteria as provided in El Paso City Code Titles 2 and 20.

ZONING MAP

PZBA26-00005



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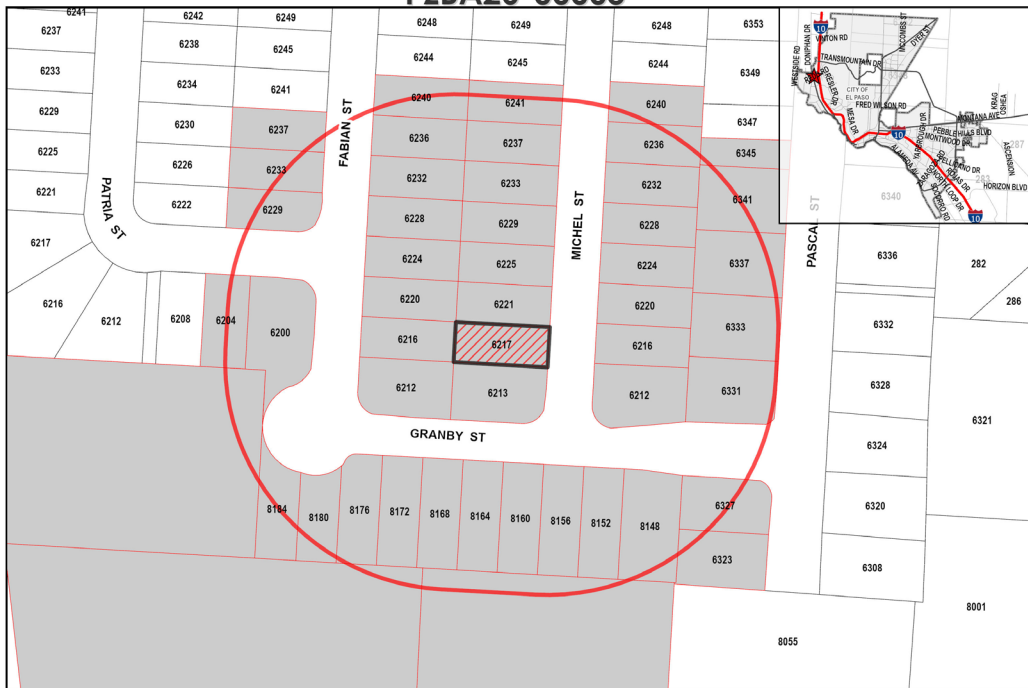
Subject Property

0 25 50 100 150 200 Feet



NEIGHBORHOOD NOTIFICATION MAP

PZBA26-00005



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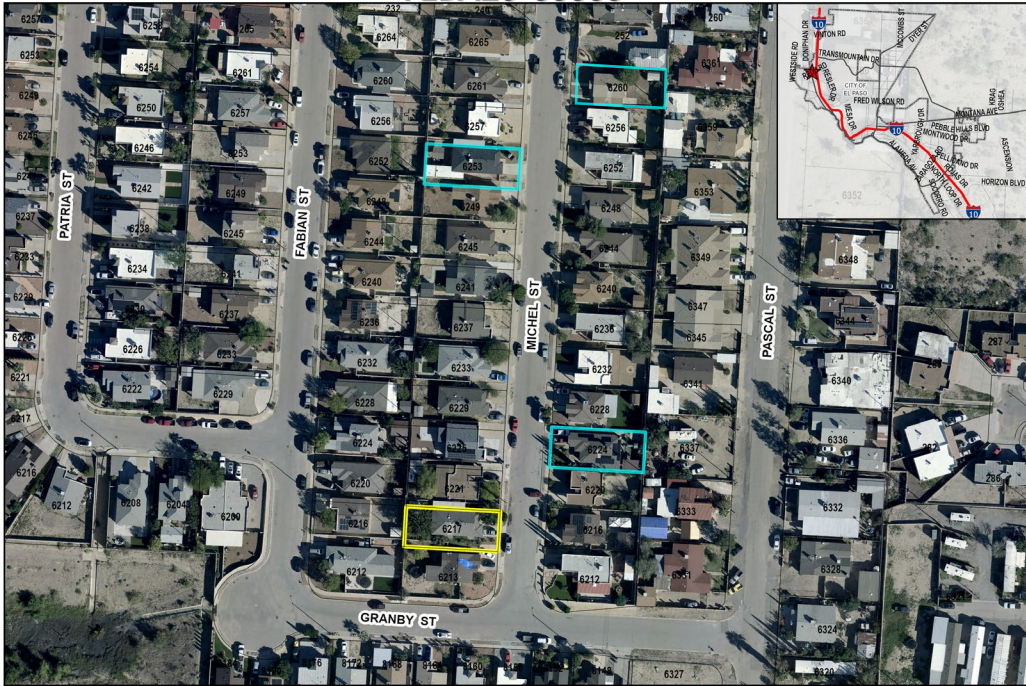
Subject Property
 300 Feet Notice Area
 Notified Properties

0 25 50 100 150 200 Feet



NONCONFORMING LOTS

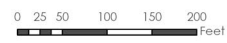
PZBA26-00005



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Subject Property



NONCONFORMING LOT 1

PZBA26-00005



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6253 Michel Street



NONCONFORMING LOT 2

PZBA26-00005





Legislation Text

File #: BC-1991, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

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Populate the table to maintain proper formatting. Copy and paste the agenda language in the designated area below. You may include more language after the table. Just make sure all posting language is populated between "TITLE" and "END".

PZBA26-00008: The north 51 ½ feet of Lots 30, 31 and 31, Block 28,
Supplemental Map of No. 1 of East El Paso, City of
El Paso, El Paso County, Texas

ADDRESS: 168 Cebada St.

APPLICANT: Juan Palma Rodriguez

REPRESENTATIVE: Juan Palma Rodriguez

REQUEST: Special Exception B (Two or More Non-Conforming
Lots) and K (In Existence Fifteen Years or More)

DISTRICT: 8

ZIP CODE: 79905

STAFF CONTACT: Blanca Perez, (915) 212-1561,
PerezBM@elpasotexas.gov

168 Cebada

Zoning Board of Adjustment — April 20, 2026



CASE NUMBER: PZBA26-00008
CASE MANAGER: Blanca Perez, (915) 212-1561, PerezBM@elpasotexas.gov
PROPERTY OWNER: Juan Palma Rodriguez
REPRESENTATIVE: Juan Palma Rodriguez
LOCATION: 168 Cebada St. (District 8)
ZONING: A-3 (Apartment)
REQUEST: Special Exception B (Two or More Nonconforming Lots) and Special Exception K (In Existence Fifteen Years or More)
PUBLIC INPUT: None received as of April 14, 2026

SUMMARY OF REQUEST: Applicant requests a Special Exception under Section 2.16.050 B (Two or More Nonconforming Lots) and K (In Existence Fifteen Years or More) to allow to legalize an existing home in an A-3 (Apartment) zone district.

SUMMARY OF STAFF'S RECOMMENDATION: Staff recommends **APPROVAL** of the special exception request as the requested encroachment is less than the encroachments into that setback already present on at least two other neighboring properties and has been in existence for more than fifteen (15) years.

PZBA26-00008



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Subject Property

0 10 20 40 60 80 Feet



Figure A. Aerial of Subject Property & Immediate Surroundings

DESCRIPTION OF REQUEST: The applicant is requesting a special exception to legalize the construction of an existing primary residence that encroaches approximately 12 feet into the required front yard setback, resulting in a total encroachment of 294 square feet, and 2 feet into the required side yard setback, totaling 74.5 square feet of encroachment. Additionally, the applicant is requesting a special exception to legalize an existing attached accessory structure that encroaches approximately 11 feet 10 inches into the required rear yard setback, resulting in 130.17 square feet of encroachment, and 2 feet into the required side yard setback, totaling 31.67 square feet of encroachment.

BACKGROUND: The minimum rear setback is 10 feet in the A-3 (Apartment) zone district. The required front setback for the subject property is 20 feet to meet the cumulative front and rear setback of 40 feet in the A-3 (Apartment) zone district. The minimum side setback is 4 feet in the A-3 (Apartment) zone district. Aerial imagery indicates that homes on the same block have similar encroachments. At 217 Luna Street, the existing residence encroaches approximately 120 square feet into the required side setback and 275 square feet into the required rear setback. At 166 Cebada Street, the residence encroaches approximately 189 square feet into the side setback and 245 square feet into the rear setback. No building permits were found on record for either property.

The subject property has been under current ownership since 2024, and the primary structure was originally constructed in 1952, according to El Paso Central Appraisal District records. In 2011, the home was modified with an addition to the rear that connected the main dwelling to an accessory structure, resulting in a single, unified structure that has been in existence for 14 years. The primary residence itself has existed for approximately 70 years. Aerial imagery from 2010 confirms that the single-family home existed in the same configuration as it does today, with the residence located in its current position.

SETBACKS	REQUIRED SETBACK	REQUESTED SETBACK
Front	20 feet	12 feet
Rear	20 feet	11 feet 10 inches
Cumulative Front & Rear	40 feet	23 feet 10 inches
Side	4 feet	2 feet
Side Street	5 feet	No Change
Cumulative Side	N/A	N/A

COMPLIANCE WITH SPECIAL EXCEPTION 2.16.050.B CRITERIA	
The Zoning Board of Adjustment is empowered under Section 2.16.050.B to: <i>Permit the modification of setback requirements as the board deems necessary to secure an appropriate development of a lot, provided the following criteria is met:</i>	
Criteria	Does the Request Comply?
1. The lot is in a legally recorded and developed subdivision of at least ten years;	Yes. The lot is within a legally recorded subdivision of at least ten years.
2. There are two or more lots that do not conform to Title 20 located within the same block on the same side of the street or within the block directly across and abutting the street;	Yes. Through aerial photos and site visits, it was established that one house on the same block extends 3 feet into the side setback and 16 feet into the rear setback, and another house extends 4 feet into the side setback and 20 feet into the rear setback.
3. The modifications are in the same nature as the existing nonconforming lots and do not permit construction less conforming than the least conforming of the nonconforming lots;	Yes. There are other properties with single-family dwellings that encroach into their required rear and side setbacks beyond the existing encroachment of the subject property.
4. If the subject lot is located at the intersection of two streets (a corner lot), then nonconforming lots within the same block on the same side of either intersecting street or directly across and abutting either intersecting street, but not lots located diagonally from the subject lot, may be	Yes. Only applicable lots are being considered.

used in determining the nonconforming lot restrictions of this special exception.	
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COMPLIANCE WITH SPECIAL EXCEPTION 2.16.050.K CRITERIA	
The Zoning Board of Adjustment is empowered under Section 2.16.050.K to: <i>Permit the encroachment into the required yard setbacks for structures; provided, however, that the applicant can prove the following conditions:</i>	
Criteria	Does the Request Comply?
1. The encroachment into the required yard setback has been in existence for more than fifteen years;	Yes. The encroachment has been in existence for more than fifteen years.
2. Neither the applicant nor current property owner is responsible for the construction of the encroachment;	Yes. Neither the applicant nor owner were responsible for the construction of the encroachment.
3. Neither the applicant nor the current property owner owned the property at the time the encroaching structure was constructed or built;	Yes. Neither the applicant nor owner owned the property at the time.
4. The encroachment, if into the required front yard setback, does not exceed fifty percent of the required front yard setback;	Not applicable. Encroachment is not into the front yard setback.
5. The encroachment does not violate any other provision of the El Paso City Code.	Yes. The encroachment does not violate any other provision of the El Paso City Code.

PUBLIC COMMENT: Public notice was sent on April 10, 2026 to all property owners within 300 feet of subject property. The Planning Division has not received any communications in support or opposition to the special exception request.

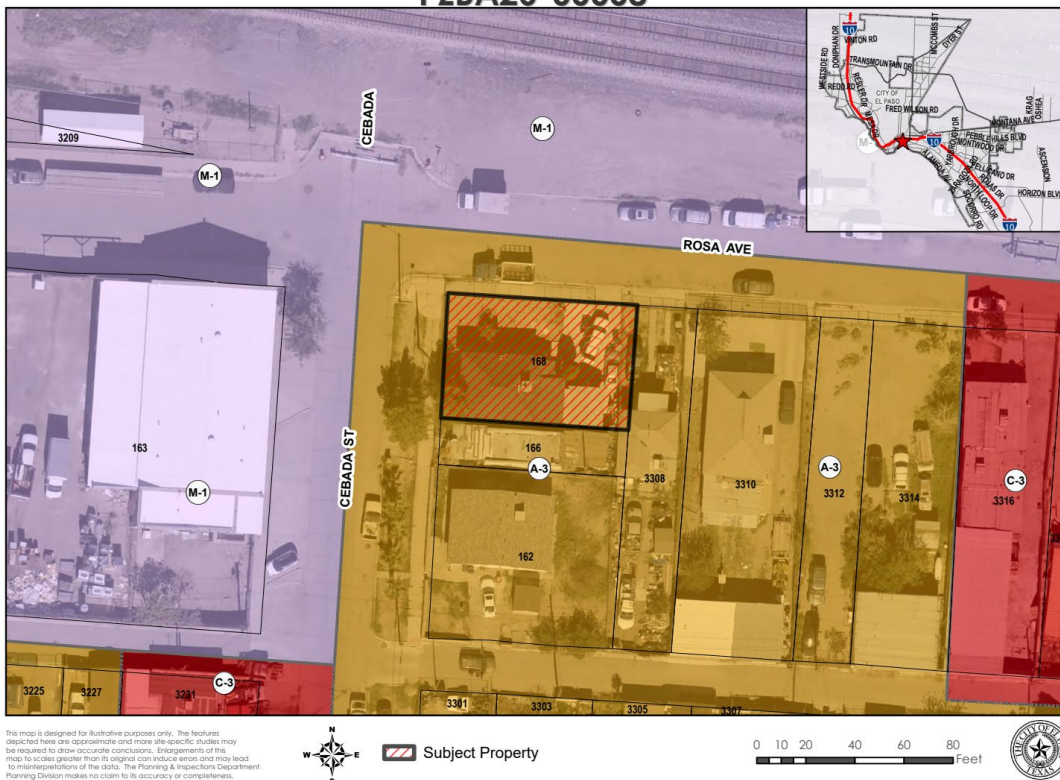
ZONING BOARD OF ADJUSTMENT OPTIONS:

The purpose of the Zoning Ordinance is to promote the health, safety, morals and general welfare of the City. The Zoning Board of Adjustment (ZBA) has the authority to grant a special exception to the zoning code only as provided in El Paso City Code Titles 2 and 20. In evaluating the request, the ZBA may take any of the following actions:

1. **Approval** of the special exception request, finding that the request is in in harmony with the spirit and purposes of Titles 2 and 20, including the preservation of the essential character of the district in which the property is located, that the public convenience and welfare will be substantially served, and that the use of neighboring property will not be substantially injured. **(Staff Recommendation)**
2. **Approval with Modifications** of the special exception request to bring the request into conformance as provided in El Paso City Code Titles 2 and 20 as the board deems appropriate.
3. **Denial** of the special exception request, finding that the request does not conform to the review criteria as provided in El Paso City Code Titles 2 and 20.

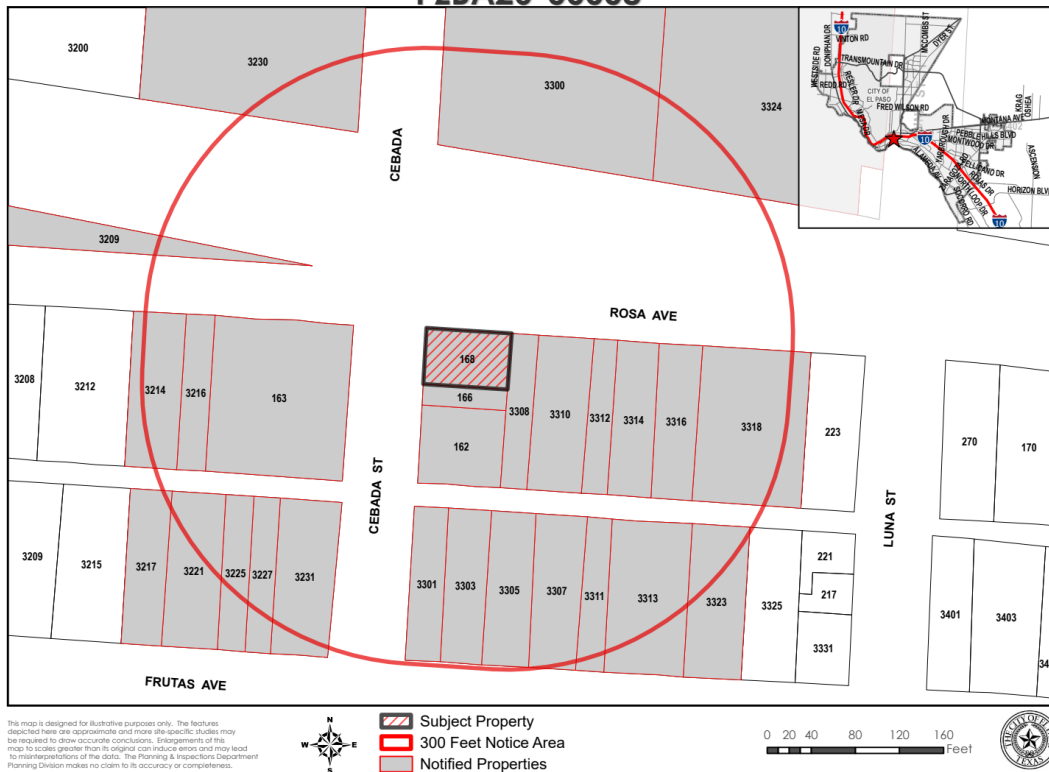
ZONING MAP

PZBA26-00008

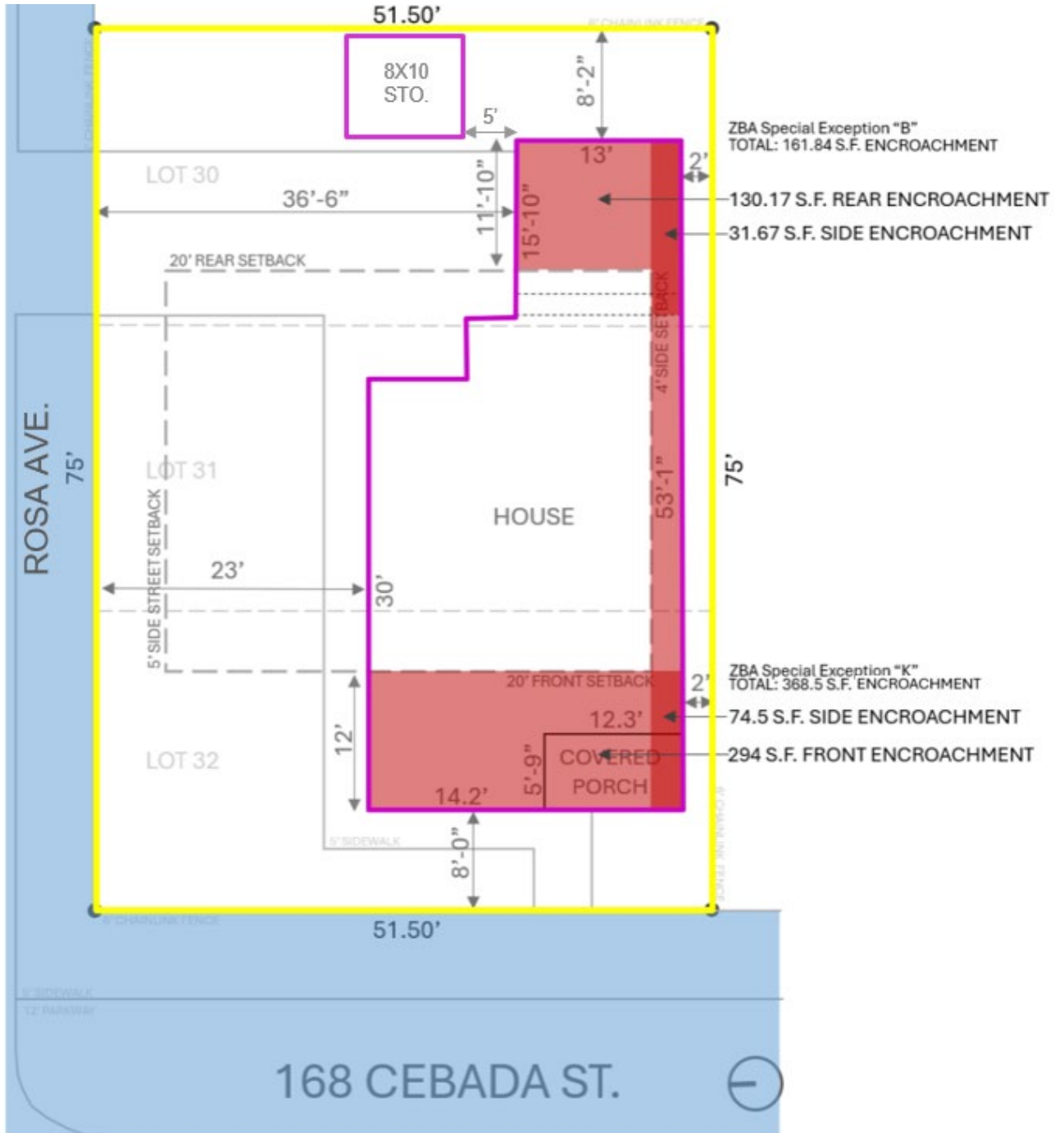


NEIGHBORHOOD NOTIFICATION MAP

PZBA26-00008



SITE PLAN



NONCONFORMING LOTS

PZBA26-00008 | Non-Conforming Lots



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Subject Property

0 15 30 60 90 120 Feet



NONCONFORMING LOT 1

PZBA26-00008 | 217 N. Luna St.



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Non-Conforming Lot

SIDE ENCROACHMENT: 120 S.F.
REAR ENCROACHMENT: 275 S.F.

0 4 8 16 24 32 Feet



NONCONFORMING LOT 2

PZBA26-00008 | 166 Cebada St.



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 Non-Conforming Lot

0 4 8 16 24 32 Feet



2010 AERIAL

PZBA26-00008 | 2010 Aerial



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 Subject Property

0 5 10 20 30 40 Feet





El Paso, TX

300 N. Campbell
El Paso, TX

Legislation Text

File #: BC-1992, **Version:** 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

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Approval of Minutes: December 8, 2025



ZONING BOARD OF ADJUSTMENT MEETING
2nd Floor, Main Conference Room
December 08, 2025
1:30 P.M.

MINUTES

The Zoning Board of Adjustment met at the above place and date.

The meeting was called to order at 1:32 p.m. Chairman Justin Bass present and presiding and the following Board Members and City Staff answered roll call.

BOARD MEMBERS PRESENT:

Justin Bass (Chair)
 Martha Isabel Aguayo (Vice-Chairwoman)
 Heidi Avedician
 Gloria Franco Clark
 Sairy Cohen
 Christine Loveridge
 Elizabeth Thurmond-Bengtson
 Fabian Uribe

BOARD MEMBERS ABSENT:

N/A

CITY STAFF INTRODUCTIONS

Luis Zamora, Chief Planner
 Jesus Quintanilla, Assistant City Attorney, City Attorney's Office
 Andrew Salloum, Senior Planner
 Saul Pina, Senior Planner
 Jose Beltran, Planner
 Blanca Perez, Planner
 Francisco Mejia, Senior Plans Examiner

AGENDA

Blanca Perez, Planner, read the opening statement into the record.

Chairman Bass asked everyone giving testimony today or online, please stand and raise your right hand *"Do you swear to tell the truth and nothing but the truth."*

Andrew Salloum, Senior Planner, noted the following changes:
 Item 2 to be deleted

ACTION: Motion made by Board Member Loveridge **TO APPROVE CHANGES**, seconded by

Board Member Aguayo and unanimously carried.

Motion Passed.

**PUBLIC HEARING
REGULAR AGENDA:**

1. Board Member Elections: Chair and Vice Chair
POSTPONED FROM NOVEMBER 10, 2025

ACTION: Motion made by Board Member Thurmond-Bengtson **TO NOMINATE Justin Bass FOR CHAIR**, seconded by Board Member Avedician and unanimously carried.

Motion Passed.

ACTION: Motion made by Board Member Thurmond-Bengtson **TO NOMINATE Martha Aguayo FOR VICE CHAIR**, seconded by Board Member Avedician and unanimously carried.

Motion Passed.

2. **PZBA25-00037** Lot 218, Block 10, Valley View Heights, City of El Paso, El Paso County, Texas
- ADDRESS: 6530 Mohawk Dr.
 APPLICANT: Jose M. Romo
 REPRESENTATIVE: Jose M. Romo
 REQUEST: Special Exception B (Two or more non-conforming lots)
 DISTRICT: 3
 ZIPCODE: 79925
 STAFF CONTACT: Blanca Perez, (915) 212-1561, PerezBM@elpasotexas.gov

ITEM HAS BEEN DELETED

3. **PZBA25-00040** Lot 21, Block 34, Vista Real Unit Three, Amending Subdivision, City of El Paso, El Paso County Texas
- ADDRESS: 11749 Riverstone Drive
 APPLICANT: Susan Hernandez
 REPRESENTATIVE: Susan Hernandez
 REQUEST: Special Exception B (Two or More Nonconforming Lots)
 DISTRICT: 6
 ZIPCODE: 79936
 STAFF CONTACT: Saul J. G. Pina, (915) 212-1604, PinaSJ@elpasotexas.gov

Saul Pina, Senior Planner, made a presentation to the Board. Public notices were mailed to property owners within 300 feet of subject property on November 24, 2025. Planning Division has received four (4) signatures in support, one (1) call in opposition and one (1) call of inquiry to the special exception request. Staff recommends approval with conditions of the exception request. The conditions are as follows:

- That the shade (A) be modified or removed from the left side yard setback to comply with zoning requirements per El Paso City Code.
- That the shade (E) and storage shed located on the right-side yard setback be removed as indicated on the site plan.
- That the shade (C) located in the rear of the home be removed as indicated on the site plan
- That the rear addition be modified to not exceed 280 square feet and not to exceed a 17-foot rear setback.

Susan Hernandez, property owner attended and agreed with staff recommendation.

PUBLIC = None

ACTION: Motion made by Board Member Avedician **TO APPROVE ITEM PZBA25-040 WITH STAFF RECOMMENDATION**, seconded by Board Member Aguayo and unanimously carried.

Motion Passed.

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4. PZBA25-00049 Lot #4, Block 393, Vista del Sol Unit Ninety, City of El Paso, El Paso County, Texas

ADDRESS: 11837 Chelita Dr.

APPLICANT: Saul Marquez

REPRESENTATIVE: Saul Marquez

REQUEST: Special Exception J (Carport Over a Driveway) Special Exception K (In Existence Fifteen Years or More)

DISTRICT: 6

ZIPCODE: 79936

STAFF CONTACT: Alejandra Gonzalez, (915) 212-1506, GonzalezAG@elpasotexas.gov

Andrew Salloum, Senior Planner, made a presentation on behalf of Planner Alejandra Gonzalez to the Board. Public notices were mailed to property owners within 300 feet of subject property on November 24, 2025. Planning Division has not received any communications in support or opposition to the request. Staff recommends approval with conditions of the exception request. The conditions are as follows:

- That the material on the carport shall be in keeping with the main home and the slope of the canopy shall be in alignment with the roof structure of the main home
- That the accessory structure be relocated from the 5-foot easement area.

Saul Marquez, property owner attended and answered questions from the board.

Silvester Gutierrez, neighbor and representative/interpreter for property owner was also present.

PUBLIC = None

ACTION: Motion made by Board Member Clark **TO POSTPONE ITEM PZBA25-00049 TO THE NEXT MEETING**, seconded by Board Member Aguayo and unanimously carried.

Motion Passed.

.....

5. PZBA25-00053 Lot 25 and 26, Block 126, East El Paso, City of El Paso,
El Paso County, Texas
ADDRESS: 3614 Douglas Ave.
APPLICANT: Justin Churchman
REPRESENTATIVE: Daniel Aburto
REQUEST: Special Exception K (In Existence Fifteen Years or More)
DISTRICT: 2
ZIPCODE: 79903
STAFF CONTACT: Jose Beltran, (915) 212-1607,
BeltranJV@elpasotexas.gov

Jose Beltran, Planner, made a presentation to the Board. Public notices were mailed to property owners within 300 feet of subject property on November 25, 2025. Planning Division has not received any communications in support or opposition to the request. Staff recommends approval of the exception request.

Daniel Aburto, representative attended and agreed with staff recommendation.

PUBLIC = None

ACTION: Motion made by Board Member Clark **TO APPROVE ITEM PZBA25-00053 WITH STAFF RECOMMENDATION**, seconded by Board Member Loveridge and unanimously carried.

Motion Passed.

.....

6. PZBA25-00054 Lot 9, Block 23, Tobin Park Unit 2, City of El Paso,
El Paso County, Texas
ADDRESS: 5716 Decatur Way
APPLICANT: Weise Gunnar
REPRESENTATIVE: Vanessa Duran
REQUEST: Special Exception J (Carport Over a Driveway)
DISTRICT: 4
ZIPCODE: 79924
STAFF CONTACT: Blanca Perez, (915) 212-1561,
PerezBM@elpasotexas.gov

Blanca Perez, Planner, made a presentation to the Board. Public notices were mailed to property owners within 300 feet of subject property on November 20, 2025. Planning Division has not received any communications in support or opposition to the request. Staff recommends approval with condition of the exception request. The condition is as follows:

- The accessory structure over the easement to be removed as reflected on the site plan.

Vanessa Duran, representative attended and agreed with staff recommendation.

PUBLIC = None

ACTION: Motion made by Board Member Clark **TO APPROVE ITEM PZBA25-00054 WITH STAFF RECOMMENDATION**, seconded by Board Member Cohen and unanimously carried.

Motion Passed.

7. Approval of Minutes: November 10, 2025

ACTION: Motion made by Board Member Aguayo, seconded by Board Member Avedician **TO APPROVE MINUTES FOR NOVEMBER 10, 2025** and unanimously carried.

Motion Passed.

8. Adjournment

ACTION: Motion made by Board Member Clark **TO ADJOURN ZONING BOARD OF ADJUSTMENTS MEETING**, seconded by Board Member Aguayo and unanimously carried.

Motion Passed.

Chairman Bass adjourned the meeting at 2:56 p.m.

EXECUTIVE SESSION

The Zoning Board of Adjustment of the City of El Paso may retire into EXECUTIVE SESSION pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Chapter 551, Subchapter D, to discuss any of the items on this agenda, consistent with the terms of the Open Meetings Act. The Zoning Board of Adjustment will return to open session to take any final action.

- Section 551.071 CONSULTATION WITH ATTORNEY
- Section 551.072 DELIBERATION REGARDING REAL PROPERTY
- Section 551.073 DELIBERATION REGARDING PROSPECTIVE GIFTS
- Section 551.074 PERSONNEL MATTERS
- Section 551.076 DELIBERATION REGARDING SECURITY DEVICES
- Section 551.087 DELIBERATION REGARDING ECONOMIC DEVELOPMENT
- NEGOTIATIONS

Approved as to form:



Luis Zamora, Zoning Board of Adjustments Executive Secretary

