



**CITY PLAN COMMISSION MEETING**  
**2<sup>nd</sup> Floor, Main Conference Room**  
**October 9, 2025**  
**1:30 P.M.**

**MINUTES**

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

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

**COMMISSIONERS PRESENT:**

Alfredo Borrego (Chair)  
Lauren Hanson (1st Chair)  
Sal Masoud (2<sup>nd</sup> Chair)  
Albert Apodaca  
Lisa Badillo  
Jose L. Reyes  
Rodolfo Rodriguez  
Juan Uribe

**COMMISSIONERS ABSENT:**

Jim W. Dobrowolski (*pending*)

**AGENDA**

Commissioner Apodaca read the rules into the record.

Luis Zamora, Chief Planner, noted that Items 5 and 7 to be heard together and there is one revised staff report.

**ACTION:** Motion made by Commissioner Reyes, seconded by Commissioner Hanson and unanimously carried to **APPROVE THE CHANGES TO AGENDA.**

AYES: Commissioners Borrego, Hanson, Apodaca, Badillo, Masoud, Reyes, Rodriguez and Uribe

NAYS: N/A

ABSTAIN: N/A

ABSENT: N/A

NOT PRESENT FOR THE VOTE: N/A

Motion Passed.

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

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

A sign-up form is available outside the City Hall – Main Conference Room for those who wish to sign up on the day of the meeting. Requests to speak must be received by 1:30 p.m. on the date of the meeting. A total time of three minutes may be allowed for each speaker. The Public Comment portion shall not exceed thirty (30) minutes, unless otherwise approved by the City Plan Commission.

### **PUBLIC:**

-Brenda Herrera – Item 6 on agenda (she will wait until presented to speak)

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## **II. CONSENT AGENDA**

### **NOTICE TO THE PUBLIC:**

All matters listed under the CONSENT AGENDA, including those on the Addition to the Agenda, will be considered by City Plan Commission to be routine, or have met all standards for development under state law (plats only not requiring a public hearing), and will be enacted by one motion unless separate discussion is requested by City Plan Commission or staff and the item is removed from the Consent Agenda. Members of the audience who wish to ask questions or speak regarding items on the Consent Agenda must sign up on the day of the meeting, and such requests to speak must be received by 1:30 p.m. on the date of the meeting. When the vote has been taken, if an item has not been called out for separate discussion, the item has been approved. The City Plan Commission may, however, reconsider any item at any time during the meeting.

### **Approval of Minutes:**

1. Discussion and action on the City Plan Commission minutes for September 25, 2025.

### **Resubdivision Combination:**

2. **SUSU25-00078:** Enchanted Hills Unit Five Replat B – A replat of portion of Hunter Foster Dr., Enchanted Hills Unit Five, and portion of Tract 9B, Laura E. Mundy Survey 238, City of El Paso, El Paso County, Texas.  
  
Location: North of Woodrow Bean Transmountain Road and East of Interstate 10  
Existing Zoning: C-3/c (Commercial/conditions)  
Property Owner(s): EP Transmountain Residential, LLC  
Representative: Conde, Inc.  
District: 1  
Staff Contact: Myrna Aguilar, (915) 212-1584, [AguilarMP@elpasotexas.gov](mailto:AguilarMP@elpasotexas.gov)

**ACTION:** Motion made by Commissioner Hanson, seconded by Commissioner Badillo to **APPROVE** all matters listed under the **CONSENT AGENDA** and carried unanimously.

Motion Passed.

**REGULAR AGENDA - DISCUSSION AND ACTION:**

**Subdivision Applications:**

**SUBDIVISION MAP APPROVAL:**

**NOTICE TO THE PUBLIC AND APPLICANTS:**

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

**Major Combination:**

3. **SUSU25-00085:** Canutillo Middle School Subdivision – All of Tract 7 and a portion of Tract 6, Block 11, Upper Valley Surveys, City of El Paso, El Paso County, Texas
- Location: East of Westside Dr. and South of Artcraft Rd.
- Existing Zoning: R-F (Ranch Farm)
- Property Owner(s): Canutillo Independent School District
- Representative: SLI Engineering, Inc.
- District: 1
- Staff Contact: Myrna Aguilar, (915) 212-1584, [AguilarMP@elpasotexas.gov](mailto:AguilarMP@elpasotexas.gov)

Myrna Aguilar, Planner, made a presentation to the Commission. Staff recommends **approval** of Canutillo Middle School Subdivision on a Major Combination basis as it complies with Title 19 requirements and **denial** of requested exception requests:

Denial of the requested exceptions is based on the following:

- This is a corner property that can create the opportunity for initiating sidewalk connectivity in the area.
- Property located at the northeast corner of Artcraft Drive and Strahan Road has already improved proportionate cross-section's sidewalk.
- Sidewalks will provide a safe route for pedestrian and enhance ADA access along Strahan Road and proactively work on the Safe Routes to School Action Plan adopted by City Council September 2024.

- To waive the construction of a five-foot (5') sidewalk along Strahan Road.
- To waive the construction of a one-foot (1') of roadway along Strahan Road.

**ACTION:** Motion made by Commissioner Hanson, seconded by Commissioner Rodriguez **TO APPROVE ITEM #SUSU25-00085 AND DENIAL OF EXCEPTIONS REQUEST** and unanimously carried.

**PUBLIC HEARING Right-of-Way (ROW) Vacation:**

4. **SURW25-00012:** Holstein R.O.W Vacation — Being a 60 Foot County Road Out of O.A. Danielson Survey No. 310, City of El Paso, El Paso County, Texas
- Location: West of Zaragoza Rd. and North of Interstate 10
- Existing Zoning: A-O (Apartment/Office)
- Property Owner: City of El Paso
- Representative: Conde, Inc.
- District: 6
- Staff Contact: Saul Fontes, (915) 212-1606, [FontesSA@elpasotexas.gov](mailto:FontesSA@elpasotexas.gov)

Conrad Conde, Conde, Inc., concurs with all staff comments.

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

- Deborah Torres - opposed

**ACTION:** Motion made by Commissioner Uribe, seconded by Commissioner Apodaca **TO APPROVE ITEM #SURW25-00012.**

Ayes = 7 (Badillo, Masoud, Borrego, Hanson, Apodaca, Reyes, Uribe)  
Naves = 1 (Rodriguez)

October 9, 2025

**PUBLIC HEARING Rezoning Application:**

5. **PZRZ24-00016:** A portion of Tract 228, Sunrise Acres, City of El Paso, El Paso County, Texas
- Location: 8701 Gateway South Blvd.
- Zoning: R-4 (Residential)
- Request: To rezone from R-4 (Residential) to C-2 (Commercial)
- Existing Use: Contractor's yard (small)
- Proposed Use: Contractor's yard (small) with a watchman dwelling and professional office
- Property Owner: De La Riva Properties, Inc.
- Representative: John Cook
- District: 2
- Staff Contact: Jose Beltran, (915) 212-1607, [BeltranJV@elpasotexas.gov](mailto:BeltranJV@elpasotexas.gov)

**ITEMS 5 AND 7 TO BE HEARD TOGETHER**

Jose Beltran, Planner, made a presentation to the Commission. Public notices were mailed to property owners within 300 feet on September 26, 2025. The Planning Division has received one (1) letter in support of the request. Staff recommends **approval with conditions** of the rezoning request.

1. That a ten-foot (10') landscaped buffer with high-profile native or naturalized trees of at least two-inch (2") caliper and ten feet (10') in height shall be placed at twenty feet (20') on center along property lines adjacent to residential zone districts or uses. The landscaped buffer shall be irrigated and maintained by the property owner at all times and shall be installed prior to the issuance of any certificates of occupancy or certificates of completion. Existing structures or pavement located within such buffer, shall not be required to be removed to comply with this requirement until such structure or pavement is removed.
2. That a minimum 500-foot distance between property lines be required between any establishments meeting both of the following criteria:
  - a. Establishment deriving 51% or more of their income from the sale of alcoholic beverages for on-premise consumption; and
  - b. Providing outdoor amplified sound.

Staff recommends **approval** of the Special Permit and Detailed Site Development Plan requests for contractors' yard with a zero rear and side street setbacks.

John Cook was available for questions.

Commissioner Borrego asked if there was anyone in the public who wished to speak in favor of or against this request. No response.

**ACTION:** Motion made by Commissioner Reyes, seconded by Commissioner Rodriguez **TO APPROVE ITEM #PZRZ24-00016** and unanimously carried.

Motion Passed.

6. **PZRZ25-00021:** A portion of Lot 35, Block 54, Vista Hills Subdivision Unit Eleven, City of El Paso, El Paso County, Texas

Location: 1991 Saul Kleinfeld Dr.  
 Zoning: A-2/sc/sp (Apartment/special contract/special permit)  
 Request: To rezone from A-2/sc/sp (Apartment/special contract/special permit) to C-1/sc/sp (Commercial/special contract/special permit)  
 Existing Use: Assisted living facility  
 Proposed Use: Assisted living facility and commercial day care center  
 Property Owner: Simpatico East Property LLC  
 Representative: Michael Furth  
 District: 6  
 Staff Contact: Alejandra González, (915) 212-1506,  
[GonzalezAG@elpasotexas.gov](mailto:GonzalezAG@elpasotexas.gov)

Alejandra González, Planner, made a presentation to the Commission. Public notices were mailed to property owners within 300 feet on September 24, 2025. The Planning Division has not received any communication in support or opposition to the request. Staff recommends **approval with conditions** of the rezoning request.

1. That a detailed site development plan be reviewed and approved per City Code prior to the issuance of certificates of occupancy or certificates of completion.
2. That a ten-foot (10') landscaped buffer with high-profile native or naturalized trees of at least two-inch (2") caliper and ten feet (10') in height shall be placed at twenty feet (20') on center along the property line abutting residential districts or uses. The landscaped buffer shall be irrigated and maintained by the property owner at all times and shall be installed prior to the issuance of any certificates of occupancy.
3. That no outdoor amplified sound be permitted within the property.
4. That a minimum 500-foot distance be required between any establishments deriving 51% or more of their income from the sale of alcoholic beverages for on premise consumption.

John Figueroa, Simpatico East Property LLC, concurs with all staff comments.

Commissioner Borrego asked if there was anyone in the public who wished to speak in favor of or against this request. No response.

**ACTION:** Motion made by Commissioner Uribe, seconded by Commissioner Hanson **TO APPROVE ITEM #PZRZ25-00021** and unanimously carried.

Motion Passed.

#### **PUBLIC HEARING Special Permit Application:**

7. **PZST25-00006:** A portion of Tract 228, Sunrise Acres, City of El Paso, El Paso County,  
 Texas  
 Location: 8701 Gateway South Blvd.  
 Zoning: R-4 (Residential)  
 Request: Special permit and Detailed Site Development Plan approval for a contractor's yard (small)  
 Existing Use: Contractor's yard (small)

Proposed Use: Contractor's yard (small), with a watchman dwelling and professional office

Property Owner: Dela Riva Properties, Inc.

Representative: John Cook

District: 2

Staff Contact: Jose Beltran, (915) 212-1607, [BeltranJV@elpasotexas.gov](mailto:BeltranJV@elpasotexas.gov)

**ITEMS 5 AND 7 TO BE HEARD TOGETHER**

**ACTION:** Motion made by Commissioner Apodaca, seconded by Commissioner Masoud **TO APPROVE ITEM #PZST25-00006** and unanimously carried.

Motion Passed.

8. **PZST25-00008:** Lots 11, 12, 13 and 14, Block 104, Campbell's Addition, City of El Paso, El Paso County, Texas

Location: 600 S. Stanton Street

Existing Zoning: C-4 (Commercial)

Request: Special Permit and Detailed Site Development Plan approval to allow for an Infill Development with a reduction to the side street setback and a 60% parking reduction in the C-4 (Commercial) zone district

Existing Use: Vacant

Proposed Use: Ballroom

Property Owner: Alicia Coronel and Luis Carlos Coronel

Representative: Enrique Escobedo, AIA

District: 8

Staff Contact: Jose Beltran, (915) 212-1607, [BeltranJV@elpasotexas.gov](mailto:BeltranJV@elpasotexas.gov)

Jose Beltran, Planner, made a presentation to the Commission. Public notices were mailed to property owners within 300 feet on September 26, 2025. The Planning Division has not received any communications in support or opposition to the request. Staff recommends **approval** of the Special Permit and Detailed Site Development Plan requests for the ballroom and reduced side street setbacks parking reduction as it complies with all requirements of El Paso City Code for Special Permit, Detailed Site Development Plan and Infill Development.

Enrique Escobedo was available for questions.

Commissioner Borrego asked if there was anyone in the public who wished to speak in favor of or against this request. No response.

**ACTION:** Motion made by Commissioner Uribe, seconded by Commissioner Reyes **TO APPROVE ITEM #PZST25-00008**.

**VOTE:**

Ayes = 7 (Badillo, Masoud, Borrego, Hanson, Uribe, Apodaca, Reyes)

Nayes = 1 (Rodriguez)

Motion Passed.

**Other Business:**

9. Discussion and action on amendments to Titles 15, 19, 20, and 21 in accordance with Texas Senate Bills 15 and 840.

Contact: Philip Etiwe, Director of Planning and Inspections, (915) 212-1553,  
[EtiwePF@elpasotexas.gov](mailto:EtiwePF@elpasotexas.gov)

Philip Etiwe, Director of Planning and Inspections, made a presentation to the Commission and answered questions from the Commission.

**ACTION:** Motion made by Commission Masoud **TO APPROVE RECOMMENDATION OF AMENDMENTS TO TITLES 15, 19, 20, AND 21 IN ACCORDANCE WITH TEXAS SENATE BILLS 15 AND 840 TO BE PRESENTED TO CITY COUNCIL**, seconded by Commissioner Uribe and unanimously carried.

Motion Passed.

10. Presentation on the Comprehensive Plan update - Envision El Paso.

Contact: Kasi Schnell, Comprehensive Plan Program Manager, [schnellk@elpasotexas.gov](mailto:schnellk@elpasotexas.gov)

Kasi Schnell, Comprehensive Plan Program Manager, made a presentation to the Commission and answered questions from the Commission.

11. Adjournment of the City Plan Commission's Meeting.

**ADJOURNMENT:**

**ACTION:** Motion made by Commissioner Apodaca, seconded by Commissioner Masoud and unanimously carried to **ADJOURN**.

Motion passed.

Meeting adjourned at 3:07 p.m.

**EXECUTIVE SESSION**

The City Plan Commission may retire into Executive Session pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Section 551.071 Consultation with Attorney, Section 551.072 Deliberation Regarding Real Property, and Section 551.073 Deliberation Regarding Prospective Gifts to discuss any item on this agenda.

Approved as to form:



Kevin W. Smith, City Plan Commission Executive Secretary