



City of Roswell Planning & Zoning Commission Agenda

Tuesday, March 4, 2025 at 6:00 PM

Roswell Development Services Conference Room

500 N Main Street, Suite 100 (Sunwest Centre)

Roswell, New Mexico

Planning & Zoning Commission Members:

Chair: **Saul Aguilar**; Vice Chair: **Jana Lessard**; Secretary: **Gregory Holman**

Members: **Steve Henderson, Richard L. Gutierrez, Alicia Gilmore**

City Staff:

Community Development Director: **Jessica Vickers, Esq**

Planning & Zoning Administrator: **Merideth Hildreth, AICP**

City Engineer: **Louis Najar, P.E.**

Senior Engineer: **James MacCornack, P.E.**

A. Call to Order

B. Roll-Call

C. Swearing In

D. Approval of the Agenda: March 4, 2025 Agenda

E. Approval of Minutes: December 17, 2024 Draft P&Z Regular Meeting Minutes

F. Action Items

1. **CASE ZOC-25-0003** Request for Zone Change from R-2 Residential to RVP Recreational Vehicle Park for 3.3-acres at address to be assigned as 1507 S Sunset Ave. Legal Description: Subd: SUNSET VILLA A Block: 0 Lot: 1 THRU 9 AND:- Lot: 12 THRU 18 , S: 8 T: 11S R: 24E DOC# 202403751 QCD (Owner / Applicant: Jason E Garcia).
2. **CASE SUP-25-0005** Request for Special Use Permit for Professional Office at 905 W Alameda Street (Same Property and legal description as 901 W Alameda & 903 W Alameda). Legal Description: Subd: OVARDS Block: 9 Lot: 6 DOC# 202406870 REC (Property Owner: Alameda LLC) (Applicant: Bruce Burleson).
3. **CASE VAR-25-0008** Request for a Variance to minimum lot size to add an accessory dwelling unit in R-3 Residential at 102 S Lea Ave. Legal Description: Subd: WEST SIDE Block: 17 Lot: 2 S2 AND:- Lot: 3 N 6' , DOC# 202207730 WD (Property Owner / Applicant: Christy Murphy).

G. Other Business

1. Update on Proposed Text Amendments to City of Roswell Zoning Ordinance Article 12 and Article 14
2. Update on Zoning Case 24-017 CCAN - 3606 N Main St
3. Update on City of Roswell Comprehensive Master Plan

H. Public Comments

I. Announcements

J. Adjourn

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 24-23.

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council, and no action will be taken.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats; please contact the City Clerk at 575-624-6700.

Printed and posted: **February 28, 2025**

TO ATTEND THE PLANNING & ZONING COMMISSION MEETING BY GO TO MEETING

Tuesday, March 4, 2025 at 6:00 PM – 7:00 PM (MDT)

Please join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/518430445>

You can also dial in using your phone.

United States: +1 (786) 535-3211

Access Code: 518-430-445

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

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P&Z DRAFT MEETING MINUTES
Roswell Planning & Zoning Commission
Tuesday, December 17, 2024 - 6:00 PM
Roswell Development Services Conference Room
500 N Main Street, Suite 100 (Sunwest Centre)
Roswell, New Mexico

Chair: Saul Aguilar; Vice Chair: Jana Lessard; Secretary: Greg Holman
Members: Steve Henderson, Richard L. Gutierrez, Alicia Gilmore

Jessica Vickers, Esq
Merideth Hildreth, AICP
Miguel Martinez, CZO
Louis Najar, P.E.
James MacCornack, P.E.

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 24-23.

A. CALL TO ORDER AND WELCOME – Chair Saul Aguilar

Chair Aguilar called to order the regular meeting of the Planning & Zoning Commission at approximately **6:00 p.m.**

B. ROLL-CALL

Saul Aguilar	Present	
Jana Lessard	Present by Phone	
Steve Henderson	Present	
Richard L. Gutierrez		Absent
Greg Holman	Present	
Alicia Gilmore	Present by Phone	

Staff Members Present:

Jessica Vickers, Esq, Community Development Director
Merideth Hildreth, AICP, Planning and Zoning Administrator
Miguel Martinez, CZO, Associate Planner
Louis Najar, P.E., City Engineer
James MacCornack, P.E., Senior Engineer

Audience Members Present:

Caleb Cortez with Gnomad Canna Co., Terry Harber with Roswell Daily Record.

C. SWEARING IN: Commissioner Henderson swore in staff and members of the audience.

D. APPROVAL OF THE AGENDA

Chair Aguilar requested a motion to approve the December 17, 2024 Agenda.

Commissioner Holman MOTIONED to approve the Tuesday, December 17, 2024 Planning & Zoning Commission agenda as presented.

SECONDED by Commissioner Henderson.

A voice vote was as follows: Jana Lessard- yes, Alicia Gilmore- yes, Steve Henderson- yes, Greg Holman- yes, Saul Aguilar- yes, the motion passed 5 - 0 with Richard Gutierrez being absent.

E. APPROVAL OF MINUTES:

Consider approval of the October 22, 2024 Planning & Zoning Commission meeting minutes.

Commissioner Henderson MOTIONED to approve the October 22, 2024 Planning & Zoning Commission meeting minutes.

SECONDED by Commissioner Gilmore.

A voice vote was as follows: Jana Lessard- yes, Alicia Gilmore- yes, Steve Henderson- yes, Greg Holman- abstained, Saul Aguilar- yes, the motion passed 4 - 0 with Richard Gutierrez being absent.

F. PUBLIC HEARING ITEMS:

F.1 Chair Aguilar introduced CASE 24-017 CANN: Request for approval of a Variance to the adjacent R-S Rural Suburban Residential Zoning District distance requirements, Zone Change to CCAN (Commercial Cannabis Floating Zone), and Conditional Use Permit in the C-2 Community Commercial Zoning District to operate an adult use retail cannabis establishment located at 3606 N Main Street, Suite 500.

Ms. Hildreth: Chair Aguilar, Commissioners, the case before you this evening is Case 24-017 CANN, a request to approve an adult-use retail cannabis establishment at 3606 N Main Street, Suite 500. This zoning case includes a variance to the distance requirements to the contiguous vacant tract to the west zoned Rural Suburban. This case also includes a Zone Change to the Commercial Cannabis Floating Zone as well as a Conditional Use Permit with conditions specified in Exhibit F of the meeting packet. This slide shows a staff photo of the property under consideration. Suite 500 is a tenant space in the newly constructed Starlight Plaza. The Zoning Map shows this property is zoned C-2 Community Commercial. The 2016 Comprehensive Master Plan designates North Main Street as a Commercial Corridor, and the current surrounding land uses are commercial in nature including a law office under construction to the south, a hotel to the north, and restaurants and a hotel on the east side of Main Street. As of today's date, the Planning & Zoning Office has received zero inquiries and zero written protests for Case 24-017 CANN. The Planning & Zoning Commission is requested to hold a public hearing for this case, make a motion and vote a recommendation to be forwarded to City Council for final review.

Caleb Cortez is in the audience to speak on behalf of the applicant Gnomad Canna Co.

I stand for questions.

Chair Aguilar: disclosed to the public and for the record he was in the notification area at 3601 N Main.

Is there anyone in the audience wishing to speak in favor of 24—017 CANN?

Caleb Cortez: Caleb Cortez 2809 N Gregory in Hobbs, New Mexico. I'm the Operations Manager for GNOMAD CANNA CO. I've been with them since before we opened our first dispensary in 2022. Since then, we've grown our operation at three dispensary locations, one grow, and one manufacturing facility. We have one location in Hobbs, one in Tatum, and one in Ruidoso right now. Within each city, we have an employee on the Chamber of Commerce or City Council. We participate in every toy drive that we can, sponsor the community, and we plan to do the same thing here in Roswell. Kassis is the owner of the building we are going into and he also owns the building in Hobbs. So we're real familiar with him and have done quite a bit of business with him and he with us. He also owns the plaza, I believe south of us, that DREAMZ is located at. He does have other locations that have cannabis occupants. To close out, I want to say thank you guys for taking the time to review this case and hopefully allow us to be a part of your community.

Chair Aguilar: Anyone in the audience wishing to speak against Case 24-017 CANN?

Commissioner Henderson: Didn't see any reason this applicant would be disqualified and asked Staff if there was any reason the business should not receive approval of this request.

Mr. Martinez: Mr. Chair, Commissioners, the only thing I would say is the history we've had with the cannabis code in general and how touchy it's been, this has been more of a unique scenario, an ideal scenario for what the code has specified. There has been a lot less working against them than some of the others. If I dare put my own professional opinion out there, I think this one fits better with what our code has required. I have absolutely no arguments whatsoever on building this entire thing. I had no feedback from any of the public against it. I think he did everything we asked to the best of his ability. And I look forward to working with them.

Motion – 24-017 CANN

Based on the land use and zoning considerations, findings of fact, conclusions of law, surrounding land uses, regulations established in the Zoning Ordinance, Article 27 of the Municipal Code, materials presented, and testimony received, Commissioner Henderson MOTIONED to recommend approval of Zoning Case 24-017 CANN to City Council. SECONDED by Commissioner Lessard.

A roll call vote was as follows: Jana Lessard-yes, Alicia Gilmore- yes, Steve Henderson- yes, Greg Holman- yes, Saul Aguilar- yes, the motion passed 5 - 0 with Richard Gutierrez being absent.

G. OTHER BUSINESS

G1. Planning & Zoning Commission 2025 Meeting Schedule Discussion

Ms. Hildreth requested the Commissioner make a motion and vote on the 2025 Planning & Zoning Commission Meeting Schedule as presented moving Planning & Zoning Commission meetings from the 4th Tuesday to the first Tuesday of each month.

Commissioner Holman MOTIONED to approve the 2025 Planning & Zoning Commission Meeting Schedule as presented. SECONDED by Commissioner Henderson.

A voice vote was as follows: Jana Lessard- yes, Alicia Gilmore- yes, Steve Henderson- yes, Greg Holman- yes, Saul Aguilar- yes, the motion passed 5 - 0 with Richard Gutierrez being absent.

H. PUBLIC COMMENTS

I. ANNOUNCEMENTS

Ms. Hildreth: There will be no Planning & Zoning Commission Meeting in January. There will be a meeting on February 4.

J. ADJOURN Chair Aguilar adjourned the meeting at 6:18 p.m.



CITY OF ROSWELL CHANGE OF ZONING DISTRICT APPLICATION

PO Box 1838 • Roswell, NM 88202-1838
Phone: (575) 637-6280 • ROSWELL-NM.GOV

Property Owner's Name: Jason Garcia

Email: jgarcia@nmml.edu

Phone: 5759101662

Address: 4900 Thunderbird Road, Roswell, NM 88201

Agent's Name:

Email:

Phone:

Address:

Physical Address: 1507 South Sunset Avenue, Roswell, NM

Legal Description of Proposed Zone Change Area (Lot/Block/Subdivision, Tract, Section-Township/Range):

Lots One, Two, Three, Four, Five, Six, Seven, Eight, Nine, Twelve, Thirteen, Fourteen, Fifteen, Sixteen, Seventeen, and Eighteen (1, 2, 3, 4, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 17, 18) of Sunset Villa "A" in the City of Roswell, County of Chaves

S: 8, T: 11 S, R: 24 E DOC #202403751
Reason for the Request: (Please attach extra sheet if necessary) Request zoning change from R-2 to RVP to develop an RV Park at this location in support of the City of Roswell - Infill Initiative.

Proposed Zone Change Area (1 acre = 43,560 sq. ft.): ~145, 200

Acres: 3.3 acres

By signing this document, I acknowledge that I have been informed of the dates, times, and locations of the meetings for the Planning and Zoning Commission and City Council and that I and/or my agent shall attend the meetings in order to fulfill the requirements of this application.

Property Owner Signature

Date

26 Feb 2025

Agent's Signature

Date

FOR OFFICIAL USE ONLY

P & Z Case #: *ZOC-25-0003* Date: _____ Located in Historic District: ☐ Yes ☒ No

Flood Zone: *AE* Comprehensive Master Plan General Development Plan: ☒ Residential

☐ Commercial ☐ Industrial ☐ Park & Open Space ☐ RS Overflight *In Infill/Redevelopment Opportunities*

Current Zoning District: *R-2* Quadrant of the city: ☐ NW ☐ NE ☒ SW ☐ SE

All documentation and fees shall be required at the time this application is submitted, unless otherwise noted by Planning and Zoning staff. Application fees are NON-REFUNDABLE.

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-25-0003 REQUEST FOR ZONE CHANGE FROM R-2 TO RVP



Roswell Planning & Zoning Commission

Tuesday, March 4, 2025

Roswell Development Services Conference Room
500 North Main Street, Suite 100 (SunWest Centre)
Roswell, NM 88201

APPLICATION: CASE ZOC-25-0003: Request for Zone Change from R-2 Residential to RVP Recreational Vehicle Park for 3.3 acres at address to be assigned as 1507 S Sunset Avenue.

I. Property Under Consideration:

Property Address: 1507 S Sunset Avenue (Address to be assigned)

Legal Description: Subd: SUNSET VILLA A Block: 0 Lot: 1 THRU 9 AND:- Lot: 12 THRU 18 , S: 8 T: 11S R: 24E DOC# 202403751 QCD

Property Owner: Jason E Garcia

Applicant/Agent: Jason E Garcia

II. Site Data:

Site Area: 3.3 acres

UPC(s): 4-135-063-050-149-000000

Existing Land Use: Undeveloped

Proposed Land Use: Recreational Vehicle Park

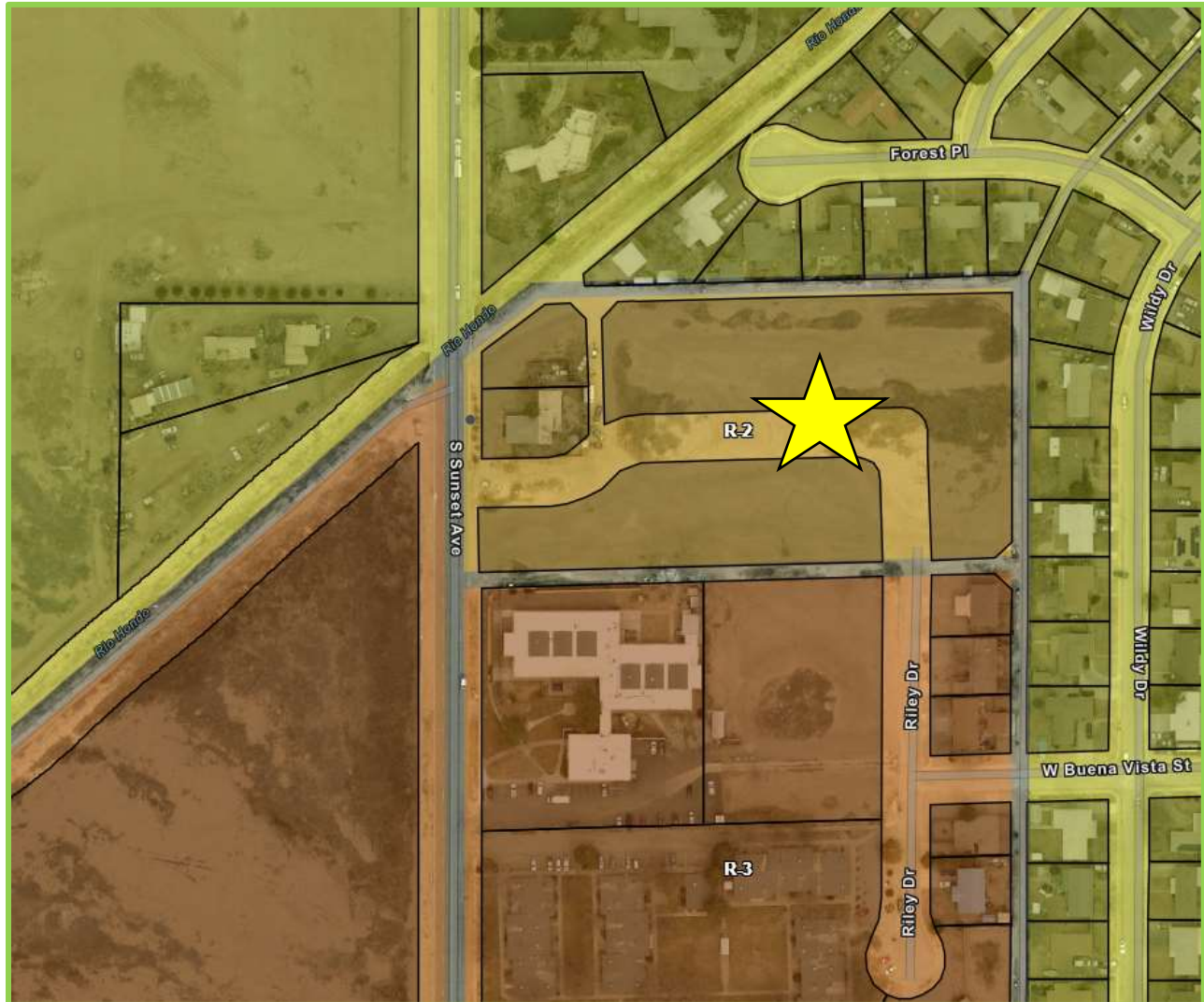
Existing Zoning: R-2 Residential

Table 1: Adjacent Existing Land Use and Zoning to the property under consideration		
Direction:	Land Use:	Zoning:
North	Single-Family Residential Subdivision – NORTH PLAINS PARK 3	R-1
South	1.89-acre Sunset Villa Care Center 1.551-acre undeveloped tract owned by Sunset Villa Care Center Sunset Villa Residential Subdivision	R-3
West	17-acres of mostly undeveloped land in AE Flood Zone	R-4
East	Single-Family Residential Subdivision – NORTH PLAINS PARK 3	R-1

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-25-0003 REQUEST FOR ZONE CHANGE FROM R-2 TO RVP

Map for ZOC-25-0003



City of Roswell Zoning Map on Chaves County Assessor's Map

III. Intent of Petition:

The applicant for Zoning Case ZOC-25-0003 is requesting a Zone Change from R-2 Residential to RVP Recreational Vehicle Park for 3.3 acres at address to be assigned as 1507 S Sunset Avenue.

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-25-0003

REQUEST FOR ZONE CHANGE FROM R-2 TO RVP

IV. Planning & Zoning Commission Considerations from Staff Review:

1. The property under consideration is 3.3 acres of undeveloped land platted as Sunset Villa 'A' and filed with Chaves County on June 10, 1964.
2. The west side of the property under consideration has direct access to South Sunset Avenue classified as a Minor Arterial on the 2016 Functional Street Classification Plan. Minton Road on the Sunset Villa 'A' plat is not developed.
3. The property under consideration is contiguous to alleys on all sides (north, south, east, west) that provide a physical 20' right-of-way separation from the property's boundary to all other surrounding properties.
4. Riley Drive is a local street that dead ends into an alley on the Property's south boundary; Riley Drive's south end is a cul-de-sac next to Sunset Apartments. Paved access to the care facility is via Sunset Avenue. Development of an RV Park will not change the local traffic circulation pattern to existing residential units on Riley Drive nor to the neighborhood served by W Buena Vista Street. RVs will not have access to Riley Drive.

Google Earth Street
View Image Date
12/24: From south-
end of Riley Drive
cul-de-sac looking
north toward
property under



consideration in the distance with Sunset Apartments on the west side of Riley Drive. (On the east side of Riley Drive there are 3 single-family homes, intersection with W Buena Vista Street, and 3 duplexes. Sunset Villa Care Center has 1.55 acres of mostly undeveloped land on the west side of Riley Drive across from the Duplexes.

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-25-0003 REQUEST FOR ZONE CHANGE FROM R-2 TO RVP

5. Google Earth Image Date 9/24/2024 of the undeveloped property under consideration and the surrounding area shows a mixed-use corridor and surrounding residential neighborhoods.



6. Sunset Avenue mixed-use corridor includes:
- East side of Sunset Avenue between Hobbs Street and the Rio Hondo the Sunset Villa Care Center (medical) and Sunset Apartments -Sunset 1600, and Sunrise Mobile Estates - mobile home park (high-density residential), 3.3-acre undeveloped property under consideration, and one single-family home.

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-25-0003 REQUEST FOR ZONE CHANGE FROM R-2 TO RVP

- East side of Sunset Avenue north of the Rio Hondo are 3 large residential estates ranging from .8 acres to 2.5+/- acres.
- West side of Sunset Avenue between Hobbs Street and the Rio Hondo is a 17 to 18-acre tract zoned R-4 in the AE Flood Hazard Zone designated by FEMA with 2 residential units and approximately 1,150 feet of frontage on Sunset Avenue.
- West side of Sunset Avenue north of the Rio Hondo, a property owner with 2 residential units owns 1.7 acres with approximately 50' of frontage. A separate undeveloped 12.5-acre tract has approximately 655' of undeveloped frontage along Sunset Avenue.

7. Photos of the Property Under Consideration.



Looking Southeast at Property from Sunset & Rio Hondo



Looking from Sunset northeast at Rio Hondo and Alley northwest of the property under consideration; this alley and Rio Hondo do not abut the property under consideration. This feature is a 60' buffer between the large estates north of the Rio Honda and the northwest corner of the proposed RV Park.

EXHIBIT B
STAFF SUMMARY FOR CASE: ZOC-25-0003
REQUEST FOR ZONE CHANGE FROM R-2 TO RVP



Staff Photo of Duplex on Riley Drive and Property looking toward adjacent south and east alleys and single-family homes in North Plains Park 3 Subdivision.



Staff Photo of Property looking toward adjacent south and east alleys and single-family homes in North Plains Park 3 Subdivision.



Staff Photo at end of Riley Drive's pavement ending at a 20' wide east/west alley right-of-way contiguous to Property's south boundary; looking toward houses in North Plains Park 3 Subdivision separated from Property's north boundary by alley right-of-way.

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-25-0003 REQUEST FOR ZONE CHANGE FROM R-2 TO RVP



Staff Photo of alley right-of-way separating Property's easternmost boundary from houses in North Plains Park 3 Subdivision. Development will preclude future dumping on the currently vacant land.

8. If the Zone Change is granted to RVP, the property owner will engage a civil engineering firm to render a set of plans including Civil Site Plan (which will include a solid perimeter fence along boundaries contiguous to alleys), Utilities, Grading/Drainage, and Landscaping. Architectural plans will entail required restrooms / showers and any other buildings.
9. The City's Development Review Committee comprised of several departments rigorously reviews all commercial development plans before permitting to ensure compliance with Development Standards established in the Zoning Ordinance and compliance with International Building and Fire Codes.
10. The property under consideration is located in the AE Flood Hazard Area designated by FEMA (see Flood Map on the next page). Development will require both pre-development flood certificate and a post-development flood certificate. A hydrology report by a Civil Engineering firm licensed in the State of New Mexico will be required as well as engineered detention facilities to ensure post-development flows from rain events do not exceed pre-development flows.

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-25-0003 REQUEST FOR ZONE CHANGE FROM R-2 TO RVP



City of Roswell GIS Map on Chaves County Assessor Map showing FEMA AE Flood Hazard Zone

11. 2016 *Comprehensive Master Plan Preferred Land Use Scenario Map* shows the property under consideration in a high-density residential within an Infill/Redevelopment Opportunities area (see map below).

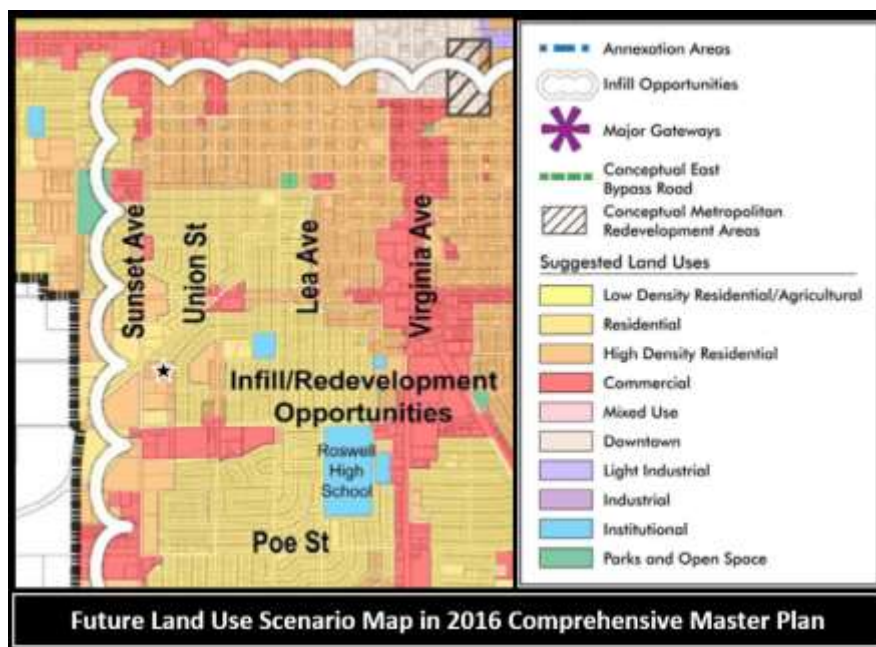
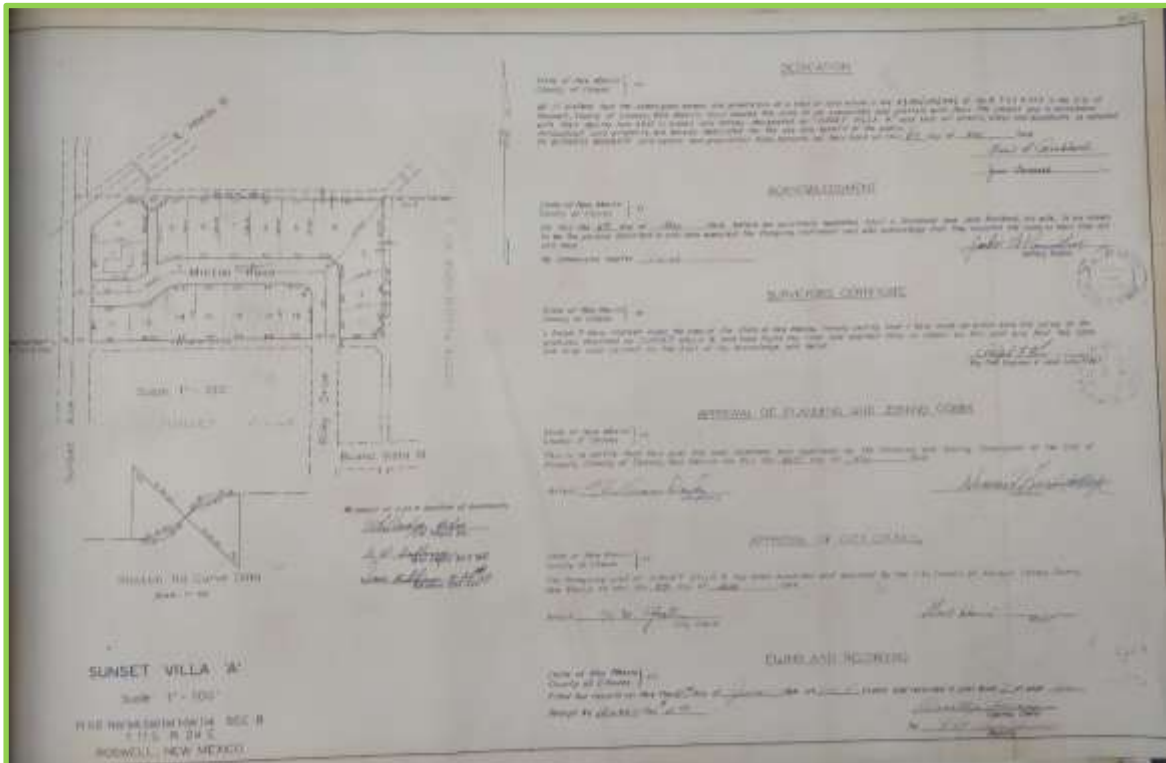


EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-25-0003 REQUEST FOR ZONE CHANGE FROM R-2 TO RVP

12. Sunset Villa 'A' Plat Filed June 10, 1964. Reconfiguration of the property will require additional surveying and replatting.



V. Findings of Fact (Conclusions of Law):

1. A notice of the time and place of the public hearing for this case was published in the Roswell Daily Record at least fifteen (15) days prior to the date of this hearing.
2. Notifications of the public hearing were mailed via certified mail with return receipt requested to property owners of record, as shown by the Chaves County Assessor Map, with lots or land within one-hundred (100) feet of the area under consideration, excluding public rights-of-way.
3. This agenda, which includes this case, has been posted at City Hall and on the City of Roswell's website for over seventy-two (72) hours as required by State of New Mexico law for a public hearing.
4. The property under consideration is currently within the jurisdiction of the City of Roswell, New Mexico.

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-25-0003 REQUEST FOR ZONE CHANGE FROM R-2 TO RVP

5. Roswell Planning & Zoning Commission has jurisdiction to review this application and render a final decision.
6. As of the time of this writing, the Planning & Zoning Office has received one (1) written protest, two (2) verbal protests, and zero (0) inquiries.
7. The property under consideration is located within the AE Flood Hazard Zone designated by FEMA.
8. City of Roswell Zoning Ordinance ARTICLE 3: Procedures, Amendments, and Changes Section 9 contains the provisions for Zone Changes. Section 9A. "The Planning and Zoning Commission may approve changes to zoning district classification on parcels of land within the City Limits by way of a public hearing. A change in zoning district shall be for the purpose of meeting the land use needs of the residents of the City and in conformance with the City's Land Use Plan." Section 9 D. "The Planning and Zoning Commission shall decide whether or not to approve a request for a zone change. In its deliberations, the Planning and Zoning Commission shall not approve a zone change unless it finds it conforms to the City's Land Use Plan, is in the public interest, and is not solely in the interest of the applicant.
9. Zoning Ordinance ARTICLE 46: RVP Recreational Vehicle provides standards and requirements for RV Park development. (See Exhibit F.)
10. Granting of a zone change would be consistent with the high-density and mixed-use land use pattern established along the east side of the Sunset Avenue corridor between Hobbs Street and the Rio Hondo and would not impact the mostly vacant and undeveloped land on the west side of Sunset Avenue.
11. Granting of a zone change may impact the residential neighborhood on the north and east sides of the property; existing 20' alley rights-of-way separating the property from neighboring properties and solid screen perimeter fencing, landscaping and trees will be mitigating features to reduce impacts.
12. Granting the Zone Change may be in the public interest to transform over 3 acres of vacant land into a productive and tax revenue-generating property, provide RV sites for the city and region's growing events and tourism industry, and possibly stimulate further investment along the Sunset Avenue corridor.

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-25-0003 REQUEST FOR ZONE CHANGE FROM R-2 TO RVP

VI. Action by the Planning & Zoning Commission:

Unless evidence to the contrary is introduced in the public hearing, based on the Land Use and Zoning Considerations, Findings of Fact, materials provided, and testimony, it is recommended that the **Planning and Zoning Commission introduce a motion and vote to approve or deny Zoning Case ZOC-25-0003.**

EXHIBIT C.1: ZOC 25-0003

LETTER NOTIFYING SURROUNDING PROPERTY OWNERS

(Page 1 of 2)

**LETTER SENT VIA CERTIFIED MAIL ON FEBRUARY 18, 2025
TO SURROUNDING PROPERTY OWNERS**



**COMMUNITY DEVELOPMENT DEPARTMENT
500 N Main Street, Suite 100
Roswell, NM 88201
Telephone: (575) 637.6294**

RE: PUBLIC HEARING NOTICE for ZONING CASE ZOC 25-0003

Dear Property Owner:

You have received this notice via certified mail because Chaves County Assessor information indicates you are a property owner of record within 100 feet of City of Roswell Planning & Zoning Case ZOC 25-0003. This notice informs you of an upcoming public hearing before the City of Roswell Planning and Zoning Commission regarding a Zoning Case for the following property.

DESCRIPTION OF ZONING APPLICATION REQUEST:

CASE ZOC 25-0003 Request zone change from R-2 Residential to RVP
Recreational Vehicle Park for a 3.3-acre area.

PROPERTY OWNER: Jason E. Garcia

APPLICANT: Jason E. Garcia

PROPERTY LOCATION: Property to be assigned the address 1507 S Sunset Avenue

LEGAL DESCRIPTION: Subd: SUNSET VILLA A Block: 0 Lot: 1 THRU 9 AND:- Lot: 12
THRU 18 , S: 8 T: 11S R: 24E DOC# 202403751 QCD

The City of Roswell Planning and Zoning Commission will hear public comments on the above zoning case on Date: **TUESDAY, March 4, 2025 at 6:00 p.m. in the Roswell Development Services Conference Room located at 500 North Main Street, Suite 100 in the Sun West Centre Office Complex.** You are entitled, although not obligated, to comment either in writing to our office or at the hearing.

To be considered, written protests must be submitted to and received by the Planning and Zoning Division no later than noon on the working day prior to the Planning and Zoning Commission meeting. Written comments may be delivered to the Planning & Zoning Division in the Roswell Development Services Office at 500 N Main Street Suite 100, or sent to: *City of Roswell, Planning & Zoning Administrator, PO BOX 1838, Roswell, NM 88202-1838* or via email to m.hildreth@roswell-nm.gov .

EXHIBIT C.1: ZOC 25-0003
LETTER NOTIFYING SURROUNDING PROPERTY OWNERS
(Page 2 of 2)

The **information packet** for these zoning cases will be available no later than 5:00 p.m., on **Friday, February 28, 2025**, and may be viewed on the City of Roswell website at <https://www.roswell-nm.gov/489/Planning-Zoning-Commission>.

You may inspect the information packet in detail by calling 575.637.6294 for an appointment at the Planning & Zoning Division in the Roswell Development Services Office at 500 N Main Street Suite 100. You may obtain copies of the information packet at a cost of 35 cents per sheet.

The City's Zoning Ordinance is available on the City of Roswell website online at: https://library.municode.com/nm/roswell/codes/code_of_ordinances?nodeId=COOR_APXAZO

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Respectfully,

Merideth Hildreth

Merideth Hildreth, AICP
Planning & Zoning Administrator
m.hildreth@roswell-nm.gov
575.637.6294

(Area of Notification Map attached)

ANEXO C.2: ZOC 25-0003

**CARTA DE NOTIFICANDO A LOS PROPIETARIOS DE LOS ALREDEDORES
CARTA ENVIADA POR CORREO CERTIFICADO EL 18 DE FEBRERO DE 2025
A LOS PROPIETARIOS DE LOS ALREDEDORES**



**COMMUNITY DEVELOPMENT
DEPARTMENT
500 N Main Street, Suite 100
Roswell, NM 88201
Teléfono: (575) 637.6294**

RE: AVISO DE AUDIENCIA PÚBLICA para el CASO DE ZONIFICACIÓN ZOC-25-0003

Estimado propietario:

Usted ha recibido este aviso por correo certificado porque el condado de Chaves Asesor la información indica que usted es un propietario registrado dentro **de los 100** pies del **Caso de Planificación y Zonificación de la Ciudad de Roswell ZOC-25-0003**. Este aviso le informa del próximo audiencia pública ante la Comisión de Planificación y Zonificación de la Ciudad de Roswell con respecto a un caso de zonificación para la siguiente propiedad.

DESCRIPCIÓN DE LA SOLICITUD DE ZONIFICACIÓN:

CASO ZOC-25-0003 Solicitar el cambio de R-2 Residencial a RVP Recreational Vehicle Park para un área de 3.3 acres.

PROPIETARIO: Jason E. Garcia

SOLICITANTE: Jason E. Garcia

UBICACIÓN DE LA PROPIEDAD: Propiedad a la que se le asignará la dirección:
1507 S Sunset Avenue

DESCRIPCIÓN LEGAL: Subd: SUNSET VILLA A Block: 0 Lot: 1 THRU 9 AND:- Lot:
12 THRU 18 , S: 8 T: 11S R: 24E DOC# 202403751 QCD

La Comisión de Planificación y Zonificación de la Ciudad de Roswell escuchará los comentarios del público sobre el caso de zonificación. Fecha: MARTES 4 de marzo de 2025 a las 6:00 p.m. en la Sala de Conferencias de Roswell Development Services ubicada en 500 N Main Street, Suite 100 en el Complejo de las Oficinas de Sun West Centre. Usted tiene derecho, aunque no este obligado(a), a comentar por escrito a nuestra oficina o en persona en la audiencia.

Para ser considerado, las protestas por escrito deben ser presentadas y recibidas por la División de Planificación y Zonificación a más tardar del mediodía del día anterior de la reunión de la Comisión de Planificación y Zonificación. Los comentarios por escrito pueden enviarse a la División de Planificación y Zonificación en la Oficina de

ANEXO C.2: ZOC 25-0003
CARTA DE NOTIFICANDO A LOS PROPIETARIOS DE LOS ALREDEDORES

Servicios de Desarrollo de Roswell en 500 N Main Street Suite 100, o enviarse a:
*Ciudad de Roswell, Administrador de Planificación y Zonificación, PO BOX 1838, Roswell,
NM 88202-1838 o por correo electrónico a m.hildreth@roswell-nm.gov .*

El **paquete** de información para estos casos de zonificación estará disponible a más tardar a las 5:00 p.m., el **viernes 28 de febrero de 2025**, y se puede ver en <https://www.roswell-nm.gov/489/Planning-Zoning-Commission>. Puede inspeccionar el paquete de información en detalle llamando al 575.637.6294 para una cita en la División de Planificación y Zonificación en la Oficina de Servicios de Desarrollo de Roswell en 500 N Main Street, Suite 100. Puede obtener copias del paquete de información a un costo de 35 centavos por hoja.

La Ordenanza de Zonificación de la Ciudad está disponible en línea en:
https://library.municode.com/nm/roswell/codes/code_of_ordinances?nodeId=COOR_APXAZO

Si usted es una persona con una discapacidad que necesita un lector, amplificador, intérprete calificado de lenguaje de señas o cualquier otra forma de ayuda o servicio auxiliar para asistir o participar en la audiencia o reunión, comuníquese con Recursos Humanos al 575-624-6700 al menos una semana antes de la reunión o lo antes posible. Los documentos públicos, incluyendo el orden del día y las actas, pueden proporcionarse en varios formatos accesibles. Comuníquese con el Secretario Municipal al 575-624-6700 si necesita un resumen u otro tipo de formato accesible.

Respetuosamente

Merideth Hildreth

Merideth Hildreth, AICP
Planning & Zoning Administrator
m.hildreth@roswell-nm.gov
575.637.6294

(Área de Mapa de Notificación adjunta)

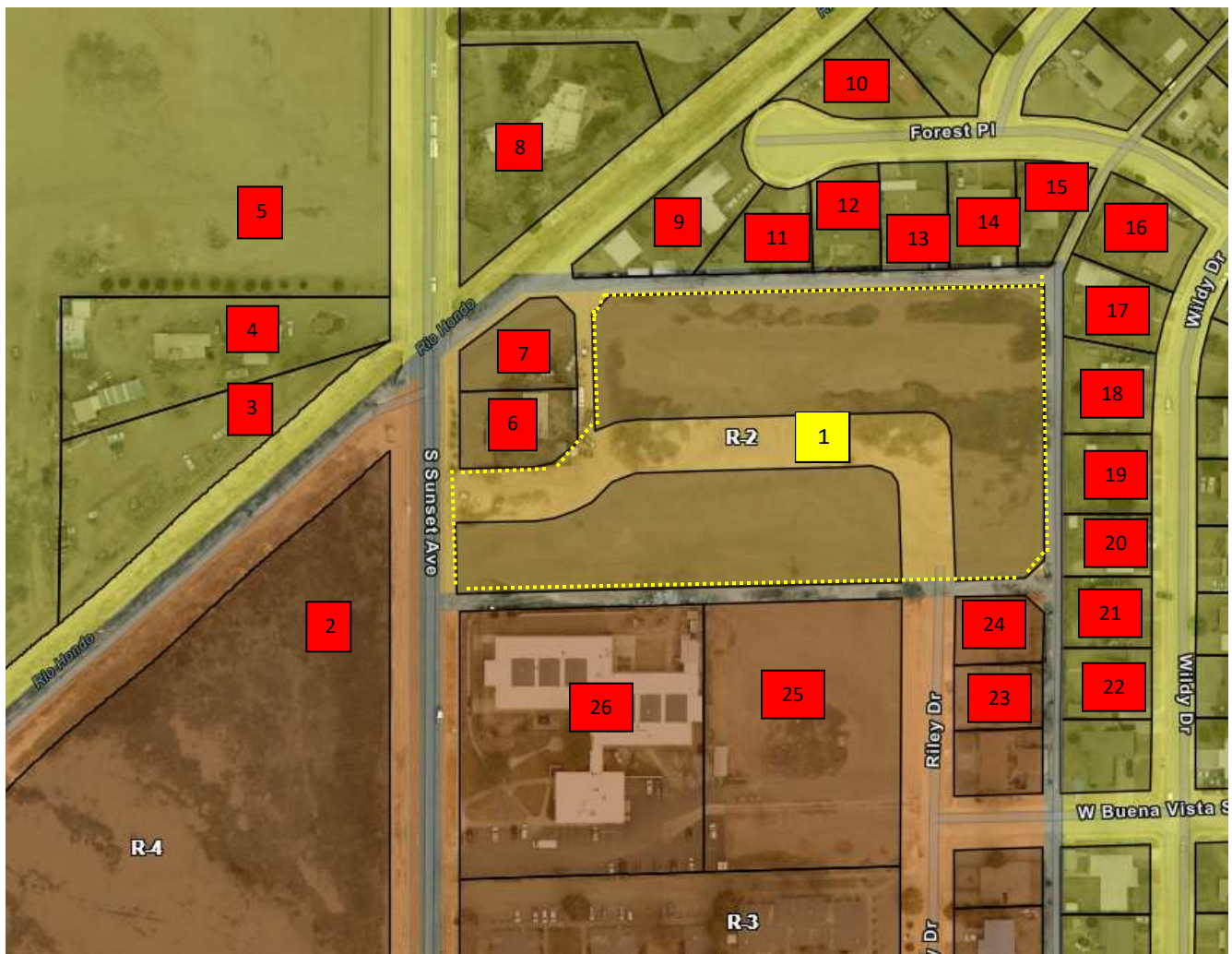
EXHIBIT D: CASE ZOC 25-0003

Request a Zone Change from R-2 Residential to RVP Recreational Vehicle Park
for 3.3 acres

Solicitar el cambio de R-2 Residencial a RVP Recreational Vehicle Park
para un área de 3.3 acres

CHAVES COUNTY ASSESSOR'S MAP IDENTIFYING PROPERTY UNDER CONSIDERATION
AND PROPERTIES WITHIN ZONING CASE NOTIFICATION AREA

EL MAPA DEL TASADOR DEL CONDADO DE CHAVES QUE IDENTIFICA LA PROPIEDAD
BAJO CONSIDERACIÓN Y LAS PROPIEDADES DENTRO DEL ÁREA DE NOTIFICACIÓN DE
CASOS DE ZONIFICACIÓN



PROPERTY UNDER CONSIDERATION – 1507 S Sunset Avenue
PROPIEDAD BAJO CONSIDERACIÓN - 1507 S Sunset Avenue



NOTIFICATION LETTERS SENT TO PROPERTY OWNERS IN NOTIFICATION AREA
CARTAS DE NOTIFICACIÓN ENVIADAS A LOS PROPIETARIOS EN EL ÁREA DE NOTIFICACIÓN

EXHIBIT E: ZOC-25-0003 – NOTIFICATION AREA ADDRESSES

1 (UNDEVELOPED)

JASON E GARCIA
4803 THUNDERBIRD RD
Roswell NM 88201

2

A GILES SURVIVORS TRUST
STEVE & CAROL HENDERSON REVOCABLE TRUST
PO BOX 1613
Roswell NM 88202

3 (UNDEVELOPED), 4

DAVID GARCIA
1500 S SUNET AVE
Roswell NM 88203

5 (UNDEVELOPED), 6, 7 (UNDEVELOPED)

MORRIS E & HOLLY K SCHERTZ
PO BOX 2588
Roswell NM 88202-2588

6

MORRIS E & HOLLY K SCHERTZ
OR CURRENT PROPERTY OWNER
1503 S SUNSET AVE
Roswell NM 88203

8

TURLEY FAMILY TRUST
VERNON C & ALICE V TURLEY TTES
1409 S SUNSET AVE
Roswell NM 88203

9

GINA SIMMONS
12 FOREST PL
Roswell NM 88203

10

DAVID AGUILAR & SUZANNE L AGUILAR
1 FOREST PL
Roswell NM 88203

11

JOHN ARNOLD & DIANA D ARNOLD
3011 PURDUE DR
ROSWELL NM 88203-2212

JOHN ARNOLD & DIANA D ARNOLD
OR CURRENT PROPERTY OWNER
10 FOREST PL
ROSWELL NM 88203

12

RICHARD CHAVEZ & SHEILA CHAVEZ
8 FOREST PL
ROSWELL NM 88203

13

HARRY E CURTIS II & KIMBERLY B CURTIS
6 FOREST PL
ROSWELL NM 88203

14

RODNEY MEREDITH
GEORGETTA MEREDITH
4 FOREST PL
Roswell NM 88203

15

ANDREA E TAVAREZ
ADRIENANNA A TAVAREZ
2 FOREST PL
Roswell NM 88203

16

JARED C CASTANEDA
KARINA GUADALUPE ACOSTA
26 WILDY DR
Roswell NM 88203

EXHIBIT E: ZOC-25-0003 – NOTIFICATION AREA ADDRESSES

17
PHILIP M LONGO & RITAN LANGO
28 WILDY DR
Roswell NM 88203

18
JENNIFER SUZANNE WILLIAMS
30 WILDY DR
Roswell NM 88203

19
MARGARET B KAKY AUBREY
32 WILDY DR
Roswell NM 88203

20
ERNESTO VAZQUEZ
34 WILDY DR
Roswell NM 88203

21
ROBERT T HAIRSTON
36 WILDY DR
Roswell NM 88203

22
BILLY BLAIR & TAMMY BLAIR
101 SEMINOLE RD
Roswell NM 88203

BILLY BLAIR & TAMMY BLAIR
OR CURRENT PROPERTY OWNER
38 WILDY DR
Roswell NM 88203

23
CARLTON BLEWETT & DAVID BLEWETT
1612 W 8TH ST
ROSWELL NM 88201

CARLTON BLEWETT & DAVID BLEWETT
OR CURRENT PROPERTY OWNER
1407 S RILEY DR
Roswell NM 88203

24
MARIA JADWIGA KNITTEL TRUST
775 OVERLOOK RIDGE PT
COLORADO SPRINGS CO 80906

MARIA JADWIGA KNITTEL TRUST
OR CURRENT OWNER
1405 S RILEY DR
Roswell NM 88203

25 (UNDEVELOPED), 26
1515 S SUNSET AVE NM LLC
4525 WILSHIRE BLVD STE 210
LOS ANGELES CA 90010

SUNSET VILLA
ATT: MANAGER
1515 S SUNSET AVE
ROSWELL NM 88203

ARTICLE 46. - RVP RECREATIONAL VEHICLE PARK

EXHIBIT F ZOC-25-0003: ROSWELL ZONING ORDINANCE ARTICLE 46 - RVP RECREATIONAL VEHICLE PARK 4 PAGES

Sec. 1. - Area, setback, and height requirements.

Minimum Space per unit 25' Width	Front setback from all property lines to Local/collector streets.	Front setback from all property lines to Arterial streets	Rear setback from property lines.	Minimum Spacing between structures: Side to Side And End to End	Maximum Height
1,250 S.F.	20'	35'	20'	10' 20'	35'

(Ord. No. 20-08, § 3, 8-13-2020)

Sec. 2. - General standards and requirements.

A development plan shall be submitted to the planning and zoning office in accordance with the procedures established in this ordinance and meeting the following standards and requirements before the issuance of a building permit. An RV park shall not be less than 2.5 acres in size and shall be so dimensioned as to facilitate efficient design and management. Occupancy shall not be permitted until all infrastructures, facilities, and improvements are installed.

- A. *Development Plan.* Plans shall be drawn to scale on a minimum size of 11 inches by 17 inches sheet, or as needed for clarity. The following additional information shall also be shown:
1. A detailed ALTA/ACSM land title survey of the proposed RVP area provided by a registered licensed surveyor.
 2. Name of the proposed RVP and name and address of the property owner and/or developer.
 3. The location and width of all proposed rights-of-way, easements, and required building setback lines.
 4. The locations, dimensions, and area of all proposed or existing lots, home spaces.
 - 5.

Identification of the use of any lot or space (single or multi-section units) with consecutive numbering.

6. The location of any proposed accessory structures such as decks, open or enclosed carports, garages, storage sheds, or items of a similar nature, which are subordinate and serve a principal structure or use, located on the home space.
 7. The applicant shall provide the city four sets of the development plan at the time of application. Upon final approval the applicant shall furnish the city with two sets of the development plan for recording purposes.
 8. If construction has not begun within one year from the date of approval of the development plan, the approval shall be considered null and void.
- B. *Street surfacing and maintenance.* As specified in the latest adopted City of Roswell Public Works Specification Ordinance.
- C. *Fencing, screening and landscaping.* A solid screen fence or wall made of brick, masonry, stone, or wood, no less than six feet in height; or an irrigated and maintained landscaped fence planted with a density equaling the opacity and height of a solid fence or wall; or any combination thereof at all perimeter lot lines of the park. Landscaping shall be provided in accordance with this Ordinance.
- D. *Access to the park.* Direct vehicular access to the park shall be provided by means of an abutting collector or arterial street. Direct vehicular access shall not be provided through an alley or easement.
- E. *Design of driveway entrances and exits.* Entrances and exits shall be designed for safe and convenient movement of traffic into and out of the park and to minimize marginal friction with movement of traffic on adjacent streets. A minimum of two access points shall be provided, and all traffic into and out of the park shall be through such entrances and exits. No entrance or exit shall require a turn at an acute angle for vehicles moving in the direction intended, and radii of curbs and pavement at intersections shall be a minimum of 25 feet to facilitate easy turning movements for vehicles with trailers attached. No object shall obscure the view of an approaching driver in the right lane of the street. No entrance or exit shall be located closer than 40 feet from any street intersection or ten feet from the radius point, whichever is more.
- F. *Internal streets.* Streets shall be privately owned and maintained and provided in the park where necessary to allow safe, convenient access to all spaces and facilities used by occupants.
- G. *Street alignment and gradient.* Street alignment and gradient shall be properly adapted to topography for safe movement of traffic anticipated and to control surface and ground water.
- H. *Street widths.* Streets shall be of adequate width to accommodate the anticipated parking and traffic load per city fire department and city engineer.

- I. *Reserved.*
- J. *Parking spaces.* One hard-pack, on-site parking stall per RV space plus an adequate number of on-site paved overflow parking stalls for RV park employees and visitors.
- K. *RV spaces.* A minimum of 33 percent of RV spaces shall be designed as drive-through spaces to accommodate very large vehicles and overnight guests. No loading or maneuvering shall be permitted on any public street, sidewalk, right-of-way, or public grounds. RV spaces shall be designed on hard packed or paved surfaces that provide drainage away from the unit. Course gravel is acceptable for the RV space.
- L. *Management offices and common facilities.* Buildings(s) containing the management office, recreational facilities, toilets, showers, and other common facilities shall be conveniently located for the uses intended. Consolidation of all facilities into a single building and location is acceptable, and must meet the requirements of the current uniform building code. A city building permit must be obtained prior to construction.
- M. *Disposal of wastewater, sewage, and trash.* No unit shall dispose of wastewater, sewage or trash except in approved facilities provided by management for that purpose. All disposal areas shall be clearly marked and kept clean by management.
- N. *Sanitary stations.*
1. Sufficient facilities shall be provided at sanitary stations for the sole purpose of removing and disposing of waste from all holding tanks, in a clean, efficient, and convenient manner.
 2. Each sanitary station shall consist of a drainage basin constructed of impervious material, and containing a disposal hatch and self-closing cover and related working facilities.
 3. Sanitary stations shall be located no less than 50 feet from any space or other residential area. Such facilities shall be screened from other activities by visual barriers such as a fence, wall, or natural growth.
 4. The disposal hatch of sanitary station units shall be connected to the park sewage disposal system. Related facilities required to wash holding tanks and the general area of the sanitary station shall be connected to the park water supply system.
- O. *Minimum required toilet facilities.* Two toilets, two sinks, and two bathing facilities shall be required in each facility, men and women, whether dependent or independent units. The following schedule is for dependent units. Urinals shall be acceptable for no more than one-third of the toilets required in the men's facilities.

No. of Dependent Trailer Spaces	Toilets	Sinks	Bathing Stalls

6—10	4	2	2
11—20	6	2	2
21—30	8	4	4
31—55	10	4	4
56—80	12	4	4
81—105	14	4	4

- P. *Cooking shelters, barbecue pits, and fireplaces.* Shall be so located, constructed, maintained, and used to minimize fire hazards and smoke nuisance both on and off the property. No open fire shall be permitted except in approved facilities. No open fire shall be left unattended, and all open fires shall be extinguished before occupants of spaces retire or leave the area. No fuel or material which emits dense smoke or objectionable odors shall be used or burned.
- Q. *Spaces for occupancy.* RVP spaces in travel trailer parks may only be used by travel trailers, equivalent facilities on or towed by vehicles, tents, or other short-term housing. The wheels of a travel trailer shall not be removed except temporarily for repairs. Jacks or stabilizers may be placed under travel trailer to prevent movement while the trailer is parked and occupied.

(Ord. No. 20-08, § 3, 8-13-2020)



These diagrams are showing more than 50 slots but shows ingress and egress plans.



1507 South Sunset – Design concept Stillwater, Oklahoma
(approximately 50 slots)



1507 South Sunset – Design concepts (approximately 50 slots)

EXHIBIT G ZOC-25-0003: EXAMPLES OF COMPARABLE SIZED RV PARKS PROVIDED BY APPLICANT PAGE 4 OF 4





CITY OF ROSWELL SPECIAL USE PERMIT

PO Box 1838 • Roswell, NM 88202-1838
Phone: (575) 637-6280 • ROSWELL-NM.GOV

Property Owner's Name: Alameda LLC Email: vanelly.lozoya@yahoo.com

Phone: _____ Address: _____

Agent's Name: Bruce Burleson Email: bruceburleson@comcast.net

Phone: 617-455-9039 Address: 333 W Brasher Rd Trlr 1, Roswell NM 88203

Physical Address: 905 W Alameda St, Roswell, NM 88203

Legal Description of Proposed Zone Change Area (Lot/Block/Subdivision, Tract, Section-Township/Range):
905 W Alameda St

Sub: OVARDS Block: 9 Lot: 6 DOC # 202406870 REC

Reason for the Request: (Please attach extra sheet if necessary) Applicant would like to operate a counseling/
psychotherapy business at the location.

By signing this document, I acknowledge that I have been informed of the dates, times, and locations of the meetings for the Planning and Zoning Commission and City Council and that I and/or my agent shall attend the meetings in order to fulfill the requirements of this application.

Vanelly Lozoya

02/26/2025

Property Owner Signature

Date

Bruce Burleson

02/26/2025

Agent's Signature

Date

FOR OFFICIAL USE ONLY

P & Z Case #: SUP-25-0005 Date: 3-4-2025 Located in Historic District: Yes No

Flood Zone: X Current Zoning District: R-3

Structure Size in Square Feet: 32 X 26 = 1,056 Sq. Ft.

Setback Requests for New Construction: Front Ft: _____ Side Ft: _____ Rear Ft: _____ Side Ft: _____

Comprehensive Master Plan General Development Plan: Residential Commercial Industrial
Park & Open Space RS Overflight

Quadrant of the city: NW NE SW SE Adjacent to Union Avenue Commercial Corridor
and within Infill/Redevelopment Opportunities

All documentation and fees shall be required at the time this application is submitted, unless otherwise noted by Planning and Zoning staff. Application fees are NON-REFUNDABLE.

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-25-0005 REQUEST FOR SPECIAL USE PERMIT FOR PROFESSIONAL OFFICE



Roswell Planning & Zoning Commission

Tuesday, March 4, 2025

Roswell Development Services Conference Room
500 North Main Street, Suite 100 (SunWest Centre)
Roswell, NM 88201

APPLICATION: CASE SUP-25-0005: Request for Special Use Permit for Professional Office at 905 W Alameda Street in R-3 Residential Zoning District.

I. Property Under Consideration:

Property Address: 905 W Alameda Avenue
(On the same property as 901 and 903 W Alameda Street with the same legal description).

Legal Description: Subd: OVARDS Block: 9 Lot: 6 DOC# 202406870 REC

Property Owner: Alameda LLC

Applicant/Agent: Bruce Burleson

II. Site Data:

Site Area: 8400 square feet

UPC(s): 4-135-062-187-110-000000

Existing Land Use: 2 residential units plus one unit converted to an office

Proposed Land Use: Professional Office for Counseling / Psychotherapy

Existing Zoning: R-3 Residential

Table 1: Adjacent Existing Land Use and Zoning to the property under consideration		
Direction:	Land Use:	Zoning:
North	Single-Family Residential	R-3
South	Residential directly on South Side of Alameda Street, Commercial on west side of alley	R-3 C-2
West	Commercial Buildings between alley to the west and Union Ave	C-2
East	Single-Family & Office Building Shell (according to Assessor)	R-3

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-25-0005 REQUEST FOR SPECIAL USE PERMIT FOR PROFESSIONAL OFFICE

Map for SUP-25-0005



City of Roswell Zoning Map on Chaves County Assessor's Map

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-25-0005 REQUEST FOR SPECIAL USE PERMIT FOR PROFESSIONAL OFFICE

III. Intent of Petition:

The applicant for Zoning Case SUP-25-005 is requesting a Special Use Permit for a Professional Office at 905 W Alameda Street. (On the same property as 901 and 903 W Alameda Street with the same legal description).

IV. Planning & Zoning Commission Considerations from Staff Review:

1. The professional office interior space is 572 square feet; the total building size with porch and carport equals 1,056 square feet.
2. Staff photos below show mature landscaping.
3. The property under consideration has the office building that was previously used as an office and two detached apartment units on an 8,400 square foot lot.
4. The property under consideration has direct access to Alameda Street classified as a Major Collector on the 2016 Functional Street Classification Plan.
5. The 2016 *Comprehensive Master Plan Preferred Land Use Scenario Map* shows the property under consideration in a preferred high-density residential adjacent to a commercial corridor along Union Avenue and within an Infill/Redevelopment Opportunities area (see map below).

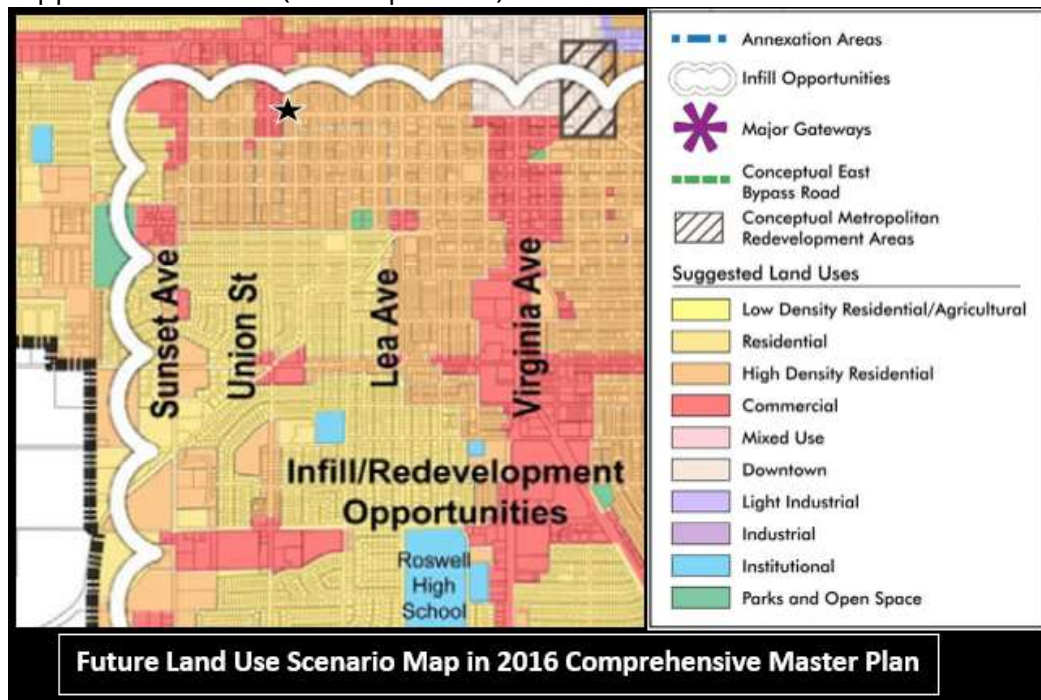


EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-25-0005 REQUEST FOR SPECIAL USE PERMIT FOR PROFESSIONAL OFFICE

6. Photos of property under consideration.



Staff Photo from C-2 Property on south side of Alameda Street.

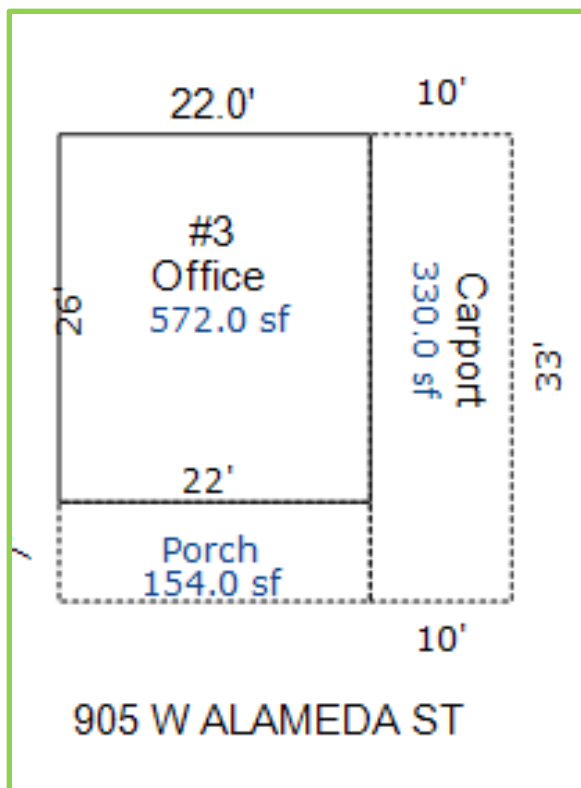


Staff Photo from of property under consideration showing ample paved parking.

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-25-0005 REQUEST FOR SPECIAL USE PERMIT FOR PROFESSIONAL OFFICE

7. Dimensions from Chaves County Assessor information showing a 1,056 square foot office building.



V. Findings of Fact (Conclusions of Law):

1. A notice of the time and place of the public hearing for this case was published in the Roswell Daily Record at least fifteen (15) days prior to the date of this hearing.
2. Notifications of the public hearing were mailed via certified mail with return receipt requested to property owners of record, as shown by the Chaves County Assessor Map, with lots or land within one-hundred (100) feet of the area under consideration, excluding public rights-of-way.
3. This agenda, which includes this case, has been posted at City Hall and on the City of Roswell's website for over seventy-two (72) hours as required by State of New Mexico law for a public hearing.
4. The property under consideration is currently within the jurisdiction of the City of Roswell, New Mexico.

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-25-0005 REQUEST FOR SPECIAL USE PERMIT FOR PROFESSIONAL OFFICE

5. Roswell Planning & Zoning Commission has jurisdiction to review this application and render a final decision.
6. As of the time of this writing, the Planning & Zoning Office has received zero (0) written protests, zero (0) verbal protests, and one (1) in-person inquiry.
7. The property under consideration is **not** located within a Flood Hazard Zone designated by FEMA.
8. City of Roswell Zoning Ordinance "Article 16: R-3 Residential District B. Special Uses are as follows 15: Professional offices not to exceed 10,000 square feet in gross floor area, where an additional 5% landscaping shall be provided and side yard setbacks on interior lot lines shall be no less than 10 feet."
9. City of Roswell Zoning Ordinance Article 3 Section 8. Special Uses Paragraph D allows the Planning and Zoning Commission to "decide whether or not to approve a request for a special use. In its deliberations, the Planning and Zoning Commission shall consider the impact of a special use upon the public health, safety, and welfare of the community; the existing and anticipated vehicular/pedestrian traffic flows; parking conditions, setbacks, and height; landscaping and screening; open spaces; signage; lighting; and other items. The Planning and Zoning Commission shall not approve a special use unless it finds it conforms to the City's Land Use Plan, is in the public interest and is not solely in the interest of the applicant."
10. Granting a Special Use Permit for a professional office would be consistent and compatible with the land use pattern established in the R-3 Residential Zoning District and adjacent C-2 Community Commercial Zoning District located on a Major Collector.
11. Granting a Special Use Permit for a professional office for the property under consideration is not contrary to the public interest.

VI. Action by the Planning & Zoning Commission:

Unless evidence to the contrary is introduced in the public hearing, based on the Land Use and Zoning Considerations, Findings of Fact, materials provided, and testimony, it is recommended that the **Planning and Zoning Commission introduce a motion and vote to approve or deny Zoning Case SUP-25-0005.**

EXHIBIT C.1: SUP-25-0005

LETTER NOTIFYING SURROUNDING PROPERTY OWNERS

(Page 1 of 2)

**LETTER SENT VIA CERTIFIED MAIL ON FEBRUARY 18, 2025
TO SURROUNDING PROPERTY OWNERS**



**COMMUNITY DEVELOPMENT DEPARTMENT
500 N Main Street, Suite 100
Roswell, NM 88201
Telephone: (575) 637-6280**

RE: PUBLIC HEARING NOTICE FOR ZONING CASE SUP-25-0005

Dear Property Owner:

You have received this notice via certified mail because Chaves County Assessor information indicates you are a property owner of record within 100 feet of City of Roswell Planning & Zoning Case SUP-25-0005. This notice informs you of an upcoming public hearing before the City of Roswell Planning and Zoning Commission regarding a Zoning Case for the following property.

DESCRIPTION OF ZONING APPLICATION REQUEST:

CASE SUP-25-0005 Request for a Special Use Permit for Professional Office at 901 W Alameda Street in R-3 Residential Zoning District.
PROPERTY OWNER: Alameda LLC
APPLICANT: Bruce Burleson
PROPERTY LOCATION: 901 W Alameda Street
LEGAL DESCRIPTION: Subd: OVARDS Block: 9 Lot: 6 DOC# 202406870 REC

The City of Roswell Planning and Zoning Commission will hear public comments on the above zoning case on Date: **TUESDAY, March 4, 2025 at 6:00 p.m. in the Roswell Development Services Conference Room located at 500 North Main Street, Suite 100 in the Sun West Centre Office Complex.** You are entitled, although not obligated, to comment either in writing to our office or at the hearing.

To be considered, written protests must be submitted to and received by the Planning and Zoning Division no later than noon on the working day prior to the Planning and Zoning Commission meeting. Written comments may be delivered to the Planning & Zoning Division in the Roswell Development Services Office at 500 N Main Street Suite 100, or sent to: *City of Roswell, Planning & Zoning Administrator, PO BOX 1838, Roswell, NM 88202-1838* or via email to m.hildreth@roswell-nm.gov.

EXHIBIT C.1: SUP-25-0005
LETTER NOTIFYING SURROUNDING PROPERTY OWNERS
(Page 2 of 2)

The **information packet** for these zoning cases will be available no later than 5:00 p.m., on **Friday, February 28, 2025**, and may be viewed on the City of Roswell website at <https://www.roswell-nm.gov/489/Planning-Zoning-Commission>.

You may inspect the information packet in detail by calling 575.637.6294 for an appointment at the Planning & Zoning Division in the Roswell Development Services Office at 500 N Main Street Suite 100. You may obtain copies of the information packet at a cost of 35 cents per sheet.

The City's Zoning Ordinance is available on the City of Roswell website online at: https://library.municode.com/nm/roswell/codes/code_of_ordinances?nodeId=COOR_APXAZO

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Respectfully,

Merideth Hildreth

Merideth Hildreth, AICP
Planning & Zoning Administrator
m.hildreth@roswell-nm.gov
575.637.6294

(Area of Notification Map attached)

ANEXO C.2: SUP-25-0005

**CARTA DE NOTIFICANDO A LOS PROPIETARIOS DE LOS ALREDEDORES
CARTA ENVIADA POR CORREO CERTIFICADO EL 18 DE FEBRERO DE 2025
A LOS PROPIETARIOS DE LOS ALREDEDORES**



**COMMUNITY DEVELOPMENT DEPARTMENT
500 N Main Street, Suite 100
Roswell, NM 88201
Teléfono: (575) 637-6280**

RE: AVISO DE AUDIENCIA PÚBLICA PARA EL CASO DE ZONIFICACIÓN SUP-25-0005

Estimado propietario:

Usted ha recibido este aviso por correo certificado porque el condado de Chaves Asesor la información indica que usted es un propietario registrado dentro **de los 100** pies del **Caso de Planificación y Zonificación de la Ciudad de Roswell SUP-25-0005**. Este aviso le informa del próximo audiencia pública ante la Comisión de Planificación y Zonificación de la Ciudad de Roswell con respecto a un caso de zonificación para la siguiente propiedad.

DESCRIPCIÓN DE LA SOLICITUD DE ZONIFICACIÓN:

CASO SUP-25-0005 Solicitud de Permiso de Uso Especial para Oficina Profesional en 901 W Alameda Street en el Distrito de Zonificación Residencial R-3.

PROPIETARIO: Alameda LLC

SOLICITANTE: Bruce Burleson

UBICACIÓN DE LA PROPIEDAD: 901 W Alameda Street

DESCRIPCIÓN LEGAL: Subd: OVARDS Block: 9 Lot: 6 DOC# 202406870 REC

La Comisión de Planificación y Zonificación de la Ciudad de Roswell escuchará los comentarios del público sobre el caso de zonificación. Fecha: MARTES 4 de marzo de 2025 a las 6:00 p.m. en la Sala de Conferencias de Roswell Development Services ubicada en 500 N Main Street, Suite 100 en el Complejo de las Oficinas de Sun West Centre. Usted tiene derecho, aunque no este obligado(a), a comentar por escrito a nuestra oficina o en persona en la audiencia.

Para ser considerado, las protestas por escrito deben ser presentadas y recibidas por la División de Planificación y Zonificación a más tardar del mediodía del día anterior de la reunión de la Comisión de Planificación y Zonificación. Los comentarios por escrito pueden enviarse a la División de Planificación y Zonificación en la Oficina de Servicios de Desarrollo de Roswell en 500 N Main Street Suite 100, o enviarse a: Ciudad de Roswell, Administrador de Planificación y Zonificación, PO BOX 1838, Roswell, NM 88202-1838 o por correo electrónico a m.hildreth@roswell-nm.gov.

ANEXO C.2: SUP-25-0005
CARTA DE NOTIFICANDO A LOS PROPIETARIOS DE LOS ALREDEDORES

El **paquete** de información para estos casos de zonificación estará disponible a más tardar a las 5:00 p.m., el **viernes 28 de febrero de 2025**, y se puede ver en <https://www.roswell-nm.gov/489/Planning-Zoning-Commission>. Puede inspeccionar el paquete de información en detalle llamando al 575.637.6294 para una cita en la División de Planificación y Zonificación en la Oficina de Servicios de Desarrollo de Roswell en 500 N Main Street, Suite 100. Puede obtener copias del paquete de información a un costo de 35 centavos por hoja.

La Ordenanza de Zonificación de la Ciudad está disponible en línea en:
https://library.municode.com/nm/roswell/codes/code_of_ordinances?nodeId=COOR_APXAZO

Si usted es una persona con una discapacidad que necesita un lector, amplificador, intérprete calificado de lenguaje de señas o cualquier otra forma de ayuda o servicio auxiliar para asistir o participar en la audiencia o reunión, comuníquese con Recursos Humanos al 575-624-6700 al menos una semana antes de la reunión o lo antes posible. Los documentos públicos, incluyendo el orden del día y las actas, pueden proporcionarse en varios formatos accesibles. Comuníquese con el Secretario Municipal al 575-624-6700 si necesita un resumen u otro tipo de formato accesible.

Respetuosamente

Merideth Hildreth

Merideth Hildreth, AICP
Planning & Zoning Administrator
m.hildreth@roswell-nm.gov
575.637.6294

(Área de Mapa de Notificación adjunta)

EXHIBIT D: CASE SUP-25-0005

Request for a Special Use Permit for Professional Office at 901 W Alameda Street in R-3 Residential Zoning District.

Solicitud de Permiso de Uso Especial para Oficina Profesional en 901 W Alameda Street en el Distrito de Zonificación Residencial R-3.

CHAVES COUNTY ASSESSOR'S MAP IDENTIFYING PROPERTY UNDER CONSIDERATION AND PROPERTIES WITHIN ZONING CASE NOTIFICATION AREA

EL MAPA DEL TASADOR DEL CONDADO DE CHAVES QUE IDENTIFICA LA PROPIEDAD BAJO CONSIDERACIÓN Y LAS PROPIEDADES DENTRO DEL ÁREA DE NOTIFICACIÓN DE CASOS DE ZONIFICACIÓN



**PROPERTY UNDER CONSIDERATION – 901 W Alameda Street
PROPIEDAD BAJO CONSIDERACIÓN - 901 W Alameda Street**



**NOTIFICATION LETTERS SENT TO PROPERTY OWNERS IN NOTIFICATION AREA
CARTAS DE NOTIFICACIÓN ENVIADAS A LOS PROPIETARIOS EN EL ÁREA DE NOTIFICACIÓN**

EXHIBIT E: SUP-25-0005 – NOTIFICATION AREA ADDRESSES

1

BRUCE BURLESON
333 W BRASHER RD TRLR 1
ROSWELL NM 88203

VANELLY LOZOYA
ALAMEDA LLC
1104 N MISSOURI AVE
ROSWELL NM 88201

2, 4 (UNDEVELOPED)
ROBERTA A ST LOUIS
ESTHER G ST LOUIS
PO BOX 6
DEMING NM 88031

ROBERTA A ST LOUIS & ESTHER G ST LOUIS
OR CURRENT PROPERTY OWNER
907 W ALAMEDA ST
ROSWELL NM 88203

3

JAGUBHAI B PATEL
BHARTI J PATEL
211 S UNION AVE
ROSWELL NM 88203

5

JACK D BOUCHIER & SHAUN BOUCHIER
208 S KANSAS AVE
ROSWELL NM 88203

6

ROSETTA PADILLA
206 S KANSAS AVE
ROSWELL NM 88203

7

RAUL DE LA ROSA
OR CURRENT PROPERTY OWNER
207 S KANSAS AVE
ROSWELL NM 88203

RAUL DE LA ROSA
PO BOX 743
ROSWELL NM 88202-0743

8

JUANITA HERNANDEZ
PO BOX 2951
ROSWELL NM 88202-2951

JUANITA HERNANDEZ
OR CURRENT PROPERTY OWNER
209 S KANSAS AVE
ROSWELL NM 88203

9

SAMUEL MCCORD
ANGELINA M MCCORD
704 E GREENWOOD ST
ABBEVILLE SC 29620

SAMUEL MCCORD & ANGELINA M MCCORD
OR CURRENT PROPERTY OWNER
809 W ALAMEDA ST
ROSWELL NM 88203

10

LARRY RUFFIN
80853 FOX GLOVE LN
INDIO CA 92201

LARRY RUFFIN
OR CURRENT PROPERTY OWNER
806 W ALAMEDA ST
ROSWELL NM 88203

EXHIBIT E: SUP-25-0005 – NOTIFICATION AREA ADDRESSES

11

JOSE RICARDO CHAVIRA
MARGARITA ANGELICA CHAVIRA
JESUS ALFREDO CHAVIRA
303 S KANSAS AVE
ROSWELL NM 88203

12,

13 (300 S KANSAS AVE – UNDEVELOPED)
KIM LY-VASQUEZ; EMILY E VASQUEZ
ALYSSA M VASQUEZ
302 S KANSAS AVE
ROSWELL NM 88203

14

KMDJ PROPERTIES LLC
406 N KENTUCKY AVE
ROSWELL NM 88203

KMDJ PROPERTIES LLC
OR CURRENT PROPERTY OWNER
906 W ALAMEDA ST
ROSWELL NM 88203

**CITY OF ROSWELL
VARIANCE APPLICATION**PO Box 1838 • Roswell, NM 88202-1838
Phone: (575) 637-6280 • ROSWELL-NM.GOV

Property Owner's Name:

Christy Murphy

Email:

chrismmurphy1@yahoo

Phone:

413-607-1052

Address:

1025 Lea Ave

Agent's Name:

Email:

Phone:

Address:

Physical Address:

1025 Lea Ave Roswell, NM 88203

Legal Description of Proposed Zone Change Area (Lot/Block/Subdivision, Tract, Section-Township/Range):

Subd: WEST SIDE Block: 17 Lot: 2 S2 AND:- Lot: 3 N 6' , DOC# 202207730 WD

Reason for the Request: (Please attach extra sheet if necessary)

TINY HOME FOR
UNCLE

By signing this document, I acknowledge that I have been informed of the dates, times, and locations of the meetings for the Planning and Zoning Commission and City Council and that I and/or my agent shall attend the meetings in order to fulfill the requirements of this application.

Property Owner Signature

Feb 7th 2025

Date

Agent's Signature

Date

FOR OFFICIAL USE ONLY

P & Z Case #: VAR-25-0008

Date:

3-4-2025

Located in Historic District: ☒ Yes ☐ No

Flood Zone: x

Current Zoning District:

R-3

Structure Size in Square Feet:

18

X

10

=

180

Sq. Ft.

Setback Requests for New Construction: Front Ft:

Side Ft:

5'

Rear Ft:

Side Ft:

Comprehensive Master Plan General Development Plan: ☒ Residential ☐ Commercial ☐ Industrial☐ Park & Open Space ☐ RS Overflight

INFILL/REDEVELOPMENT OPPORTUNITIES

Quadrant of the city: ☐ NW ☐ NE ☒ SW ☐ SE

All documentation and fees shall be required at the time this application is submitted, unless otherwise noted by Planning and Zoning staff. Application fees are NON-REFUNDABLE.

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0008 REQUEST FOR VARIANCE TO MINIMUM LOT SIZE FOR ADU



Roswell Planning & Zoning Commission

Tuesday, March 4, 2025

Roswell Development Services Conference Room
500 North Main Street, Suite 100 (SunWest Centre)
Roswell, NM 88201

APPLICATION: CASE VAR-25-0008: Request for a Variance to minimum lot size to add an accessory dwelling unit in R-3 Residential Zoning District at 102 S Lea Ave.

I. Property Under Consideration:

Property Address: 102 S Lea Ave

Legal Description: Subd: WEST SIDE Block: 17 Lot: 2 S2 AND:- Lot: 3 N 6' , DOC# 202207730 WD

Property Owner: Christy Murphy

Applicant/Agent: Christy Murphy

II. Site Data:

Site Area: 4960 square feet (31' wide by 160' deep lot)

UPC(s): 4135062361050000000

Existing Land Use: 1 residential unit - built c. 1930

Proposed Land Use: Add 180 Square Foot Accessory Dwelling Unit

Existing Zoning: R-3 Residential

Table 1: Adjacent Existing Land Use and Zoning to the property under consideration		
Direction:	Land Use:	Zoning:
North	Single-Family & Multi-Family Residential	R-3
South	Single-Family & Multi-Family Residential	R-3
West	Single-Family & Multi-Family Residential	R-3
East	Single-Family & Multi-Family Residential & Place of Worship	R-3

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0008
REQUEST FOR VARIANCE TO MINIMUM LOT SIZE FOR ADU

Map for VAR-25-0008



City of Roswell Zoning Map on Chaves County Assessor's Map

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0008 REQUEST FOR VARIANCE TO MINIMUM LOT SIZE FOR ADU

III. Intent of Petition:

The applicant for Zoning Case VAR-25-0008 is requesting a Variance to the required minimum lot size to add an accessory dwelling unit in R-3 Residential Zoning District at 102 S Lea Avenue. Applicant is requesting this variance to install an 18'x10' = 180 square foot tiny accessory dwelling unit for a family member.

IV. Planning & Zoning Commission Considerations from Staff Review:

1. Per the Roswell Zoning Ordinance, Article 50 Section 2. Residential Districts, the minimum lot size for Multi-Family in the R-3 Zoning District is 3,000 square feet per unit, or a total minimum lot size of 6,000 square feet. The property under consideration is a 31' wide by 160' deep 4,960 square foot lot and is under the 6,000 square foot minimum.
2. Due to the exceptional condition of the narrow lot width, the applicant's request for a variance is valid per the Zoning Ordinance Article 3 Section 10 A. "The Planning & Zoning Commission may approve a variance to the zoning requirements for a property if the reason for the requested variance is due to the property being of exceptional narrowness, shallowness, shape..."
3. The Chaves County Assessor information indicates the house was built in 1930 before the City of Roswell adopted the first Zoning Ordinance in 1947.
4. There is approximately 28' from the back of the house to the rear (west) property line, therefore enough room to install a 10' X 18' ADU and meet setbacks and minimum 10' distance from primary dwelling unit requirements.
5. There are various sizes of lots on both the east and west sides of the alley between 1st Street and Walnut Street ranging from 3,750 square feet to 8,000 square feet (and double lots with up to 16,000 square feet).

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0008 REQUEST FOR VARIANCE TO MINIMUM LOT SIZE FOR ADU

6. Chaves County Assessor information indicates both adjacent lots north of the property under consideration are developed with a primary residence and an accessory dwelling unit/apartment; 504 W 1st is 3,975 square feet in total lot area; and 100 S Lea is 8,025 square feet in total lot area.
7. The property under consideration has direct access to South Lea Avenue classified as a Major Collector on the 2016 Functional Street Classification Plan.
8. The 2016 *Comprehensive Master Plan Preferred Land Use Scenario Map* shows the property under consideration in a preferred high-density residential within an Infill/Redevelopment Opportunities area (see map below).

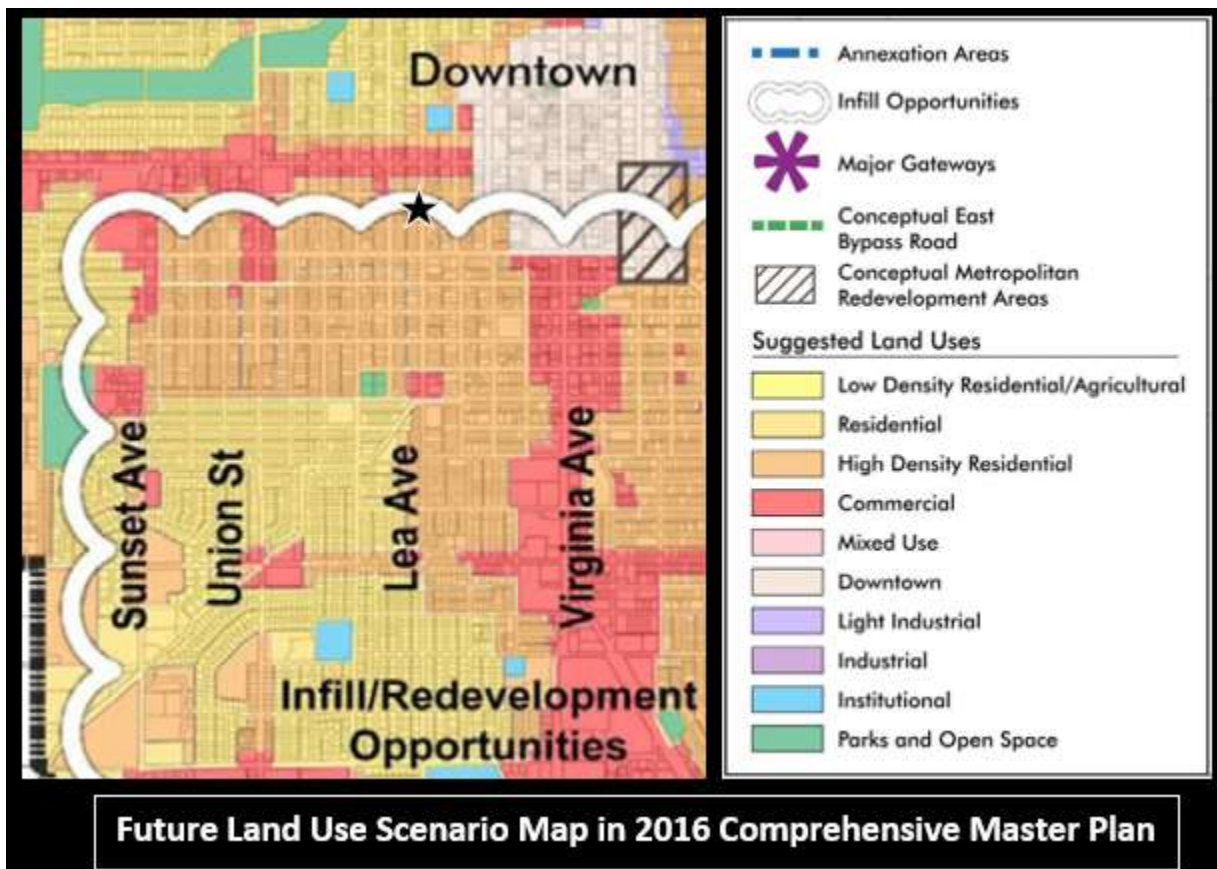


EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0008 REQUEST FOR VARIANCE TO MINIMUM LOT SIZE FOR ADU



Staff Photos of Property Under Consideration from Lea Avenue

EXHIBIT B
STAFF SUMMARY FOR CASE: VAR-25-0008
REQUEST FOR VARIANCE TO MINIMUM LOT SIZE FOR ADU

V. Findings of Fact (Conclusions of Law):

1. A notice of the time and place of the public hearing for this case was published in the Roswell Daily Record at least fifteen (15) days prior to the date of this hearing.
2. Notifications of the public hearing were mailed via certified mail with return receipt requested to property owners of record, as shown by the Chaves County Assessor Map, with lots or land within one-hundred (100) feet of the area under consideration, excluding public rights-of-way.
3. This agenda, which includes this case, has been posted at City Hall and on the City of Roswell's website for over seventy-two (72) hours as required by State of New Mexico law for a public hearing.
4. The property under consideration is currently within the jurisdiction of the City of Roswell, New Mexico.
5. Roswell Planning & Zoning Commission has jurisdiction to review this application and render a final decision.
6. As of the time of this writing, the Planning & Zoning Office has received zero (0) written protests, zero (0) verbal protests, and zero (0) inquiries for this case.
7. The property under consideration is **not** located within a Flood Hazard Zone designated by FEMA.
8. Zoning Ordinance Article 3 Section 10 A. "The Planning & Zoning Commission may approve a variance to the zoning requirements for a property if the reason for the requested variance is due to the property being of exceptional narrowness, shallowness, shape, or having topographical or other extraordinary conditions which prevent the property owner from being able to comply with the zoning requirements and, if the strict application of this Ordinance would result in a peculiar, exceptional, or undue hardship, as opposed to a mere inconvenience upon the property owner." A public hearing held by the Planning and Zoning Commission is required per Section 10 C.

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0008 REQUEST FOR VARIANCE TO MINIMUM LOT SIZE FOR ADU

9. Section 10 D. states “The Planning and Zoning Commission shall decide whether or not to approve a variance request based on all oral and written statements from the applicant, the public, the City Staff, and its own members. The Planning and Zoning Commission shall also consider the effect of the proposed variance upon, neighborhood traffic, the public health, safety, and welfare of the community. The Planning and Zoning Commission shall not approve a variance unless it is satisfied that the request will alleviate some unusual hardship, is consistent with the general intent of this Ordinance, that it conforms to the Comprehensive Master Plan – City’s Land Use Plan, and that it is in the public interest and in not solely in the interest of the applicant.”
10. Section 10 E. states “Limitations, Amendments, and Revisions. The Planning and Zoning Commission may approve, deny, or table a variance request for not more than one regularly scheduled Commission meeting or for a period of time specified at the public hearing. The Planning and Zoning Commission may stipulate conditions and restrictions upon the property benefited by the variance as may be necessary to comply with the standards set forth in this Ordinance, to reduce or minimize the adverse effect the variance may have upon adjacent properties, and to ensure consistency with the general intent of this Ordinance.”
11. Granting of a variance would be consistent and compatible with the land use pattern established in the R-3 Residential block that has various lot sizes and Accessory Dwelling Units in rear yards.
12. Granting a variance to the required minimum lot size to install an Accessory Dwelling Unit on the property under consideration is not contrary to the public interest.

VI. Action by the Planning & Zoning Commission:

Unless evidence to the contrary is introduced in the public hearing, based on the Land Use and Zoning Considerations, Findings of Fact, materials provided, and testimony, it is recommended that the **Planning and Zoning Commission introduce a motion and vote to approve or deny Zoning Case VAR-25-0008.**

EXHIBIT C.1: VAR-25-0008

LETTER NOTIFYING SURROUNDING PROPERTY OWNERS

(Page 1 of 2)

**LETTER SENT VIA CERTIFIED MAIL ON FEBRUARY 18, 2025
TO SURROUNDING PROPERTY OWNERS**



**COMMUNITY DEVELOPMENT DEPARTMENT
500 N Main Street, Suite 100
Roswell, NM 88201
Telephone: (575) 637-6280**

RE: PUBLIC HEARING NOTICE FOR ZONING CASE VAR-25-0008

Dear Property Owner:

You have received this notice via certified mail because Chaves County Assessor information indicates you are a property owner of record within 100 feet of City of Roswell Planning & Zoning Case VAR-25-0008. This notice informs you of an upcoming public hearing before the City of Roswell Planning and Zoning Commission regarding a Zoning Case for the following property.

DESCRIPTION OF ZONING APPLICATION REQUEST:

CASE VAR-25-0008 Request for a Variance to minimum lot size to add an accessory dwelling unit in R-3 Residential Zoning District.

PROPERTY OWNER: Christy Murphy

APPLICANT: Christy Murphy

PROPERTY LOCATION: 102 S Lea Avenue

LEGAL DESCRIPTION: Subd: WEST SIDE Block: 17 Lot: 2 S2 AND:- Lot: 3 N 6' , DOC# 202207730 WD

The City of Roswell Planning and Zoning Commission will hear public comments on the above zoning case on Date: **TUESDAY, March 4, 2025 at 6:00 p.m. in the Roswell Development Services Conference Room located at 500 North Main Street, Suite 100 in the Sun West Centre Office Complex.** You are entitled, although not obligated, to comment either in writing to our office or at the hearing.

To be considered, written protests must be submitted to and received by the Planning and Zoning Division no later than noon on the working day prior to the Planning and Zoning Commission meeting. Written comments may be delivered to the Planning & Zoning Division in the Roswell Development Services Office at 500 N Main Street Suite 100, or sent to: *City of Roswell, Planning & Zoning Administrator, PO BOX 1838, Roswell, NM 88202-1838* or via email to m.hildreth@roswell-nm.gov .

EXHIBIT C.1: VAR-25-0008
LETTER NOTIFYING SURROUNDING PROPERTY OWNERS
(Page 2 of 2)

The **information packet** for these zoning cases will be available no later than 5:00 p.m., on **Friday, February 28, 2025**, and may be viewed on the City of Roswell website at <https://www.roswell-nm.gov/489/Planning-Zoning-Commission>.

You may inspect the information packet in detail by calling 575.637.6294 for an appointment at the Planning & Zoning Division in the Roswell Development Services Office at 500 N Main Street Suite 100. You may obtain copies of the information packet at a cost of 35 cents per sheet.

The City's Zoning Ordinance is available on the City of Roswell website online at: https://library.municode.com/nm/roswell/codes/code_of_ordinances?nodeId=COOR_APXAZO

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Respectfully,

Merideth Hildreth

Merideth Hildreth, AICP
Planning & Zoning Administrator
m.hildreth@roswell-nm.gov
575.637.6294

(Area of Notification Map attached)

ANEXO C.2: VAR-25-0008

**CARTA DE NOTIFICANDO A LOS PROPIETARIOS DE LOS ALREDEDORES
CARTA ENVIADA POR CORREO CERTIFICADO EL 18 DE FEBRERO DE 2025
A LOS PROPIETARIOS DE LOS ALREDEDORES**



**COMMUNITY DEVELOPMENT DEPARTMENT
500 N Main Street, Suite 100
Roswell, NM 88201
Teléfono: (575) 637-6280**

RE: AVISO DE AUDIENCIA PÚBLICA PARA EL CASO DE ZONIFICACIÓN VAR-25-0008

Estimado propietario:

Usted ha recibido este aviso por correo certificado porque el condado de Chaves Asesor la información indica que usted es un propietario registrado dentro **de los 100** pies del **Caso de Planificación y Zonificación de la Ciudad de Roswell VAR-25-0008**. Este aviso le informa del próximo audiencia pública ante la Comisión de Planificación y Zonificación de la Ciudad de Roswell con respecto a un caso de zonificación para la siguiente propiedad.

DESCRIPCIÓN DE LA SOLICITUD DE ZONIFICACIÓN:

CASO VAR-25-0008 Solicitud de una variación al tamaño mínimo del lote para agregar una unidad de vivienda accesoria en el Distrito de Zonificación Residencial R-3.

PROPIETARIO: Christy Murphy

SOLICITANTE: Christy Murphy

UBICACIÓN DE LA PROPIEDAD: 102 S Lea Avenue

DESCRIPCIÓN LEGAL: Subd: WEST SIDE Block: 17 Lot: 2 S2 AND:- Lot: 3 N 6' ,
DOC# 202207730 WD

La Comisión de Planificación y Zonificación de la Ciudad de Roswell escuchará los comentarios del público sobre el caso de zonificación. Fecha: MARTES 4 de marzo de 2025 a las 6:00 p.m. en la Sala de Conferencias de Roswell Development Services ubicada en 500 N Main Street, Suite 100 en el Complejo de las Oficinas de Sun West Centre. Usted tiene derecho, aunque no este obligado(a), a comentar por escrito a nuestra oficina o en persona en la audiencia.

Para ser considerado, las protestas por escrito deben ser presentadas y recibidas por la División de Planificación y Zonificación a más tardar del mediodía del día anterior de la reunión de la Comisión de Planificación y Zonificación. Los comentarios por escrito pueden enviarse a la División de Planificación y Zonificación en la Oficina de Servicios de Desarrollo de Roswell en 500 N Main Street Suite 100, o enviarse a: *Ciudad de Roswell, Administrador de Planificación y Zonificación, PO BOX 1838, Roswell, NM 88202-1838* o por correo electrónico a m.hildreth@roswell-nm.gov.

ANEXO C.2: VAR-25-0008
CARTA DE NOTIFICANDO A LOS PROPIETARIOS DE LOS ALREDEDORES

El **paquete** de información para estos casos de zonificación estará disponible a más tardar a las 5:00 p.m., el **viernes 28 de febrero de 2025**, y se puede ver en <https://www.roswell-nm.gov/489/Planning-Zoning-Commission>. Puede inspeccionar el paquete de información en detalle llamando al 575.637.6294 para una cita en la División de Planificación y Zonificación en la Oficina de Servicios de Desarrollo de Roswell en 500 N Main Street, Suite 100. Puede obtener copias del paquete de información a un costo de 35 centavos por hoja.

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https://library.municode.com/nm/roswell/codes/code_of_ordinances?nodeId=COOR_APXAZO

Si usted es una persona con una discapacidad que necesita un lector, amplificador, intérprete calificado de lenguaje de señas o cualquier otra forma de ayuda o servicio auxiliar para asistir o participar en la audiencia o reunión, comuníquese con Recursos Humanos al 575-624-6700 al menos una semana antes de la reunión o lo antes posible. Los documentos públicos, incluyendo el orden del día y las actas, pueden proporcionarse en varios formatos accesibles. Comuníquese con el Secretario Municipal al 575-624-6700 si necesita un resumen u otro tipo de formato accesible.

Respetuosamente

Merideth Hildreth

Merideth Hildreth, AICP
Planning & Zoning Administrator
m.hildreth@roswell-nm.gov
575.637.6294

(Área de Mapa de Notificación adjunta)

EXHIBIT D: CASE VAR-25-0008

Request for a Variance to the minimum lot size to add an accessory dwelling unit in the R-3 Residential Zoning District at 102 S Lea Ave.

Solicitud de una variación al tamaño mínimo del lote para agregar una unidad de vivienda accesoria en el Distrito de Zonificación Residencial R-3.

CHAVES COUNTY ASSESSOR'S MAP IDENTIFYING PROPERTY UNDER CONSIDERATION AND PROPERTIES WITHIN ZONING CASE NOTIFICATION AREA

EL MAPA DEL TASADOR DEL CONDADO DE CHAVES QUE IDENTIFICA LA PROPIEDAD BAJO CONSIDERACIÓN Y LAS PROPIEDADES DENTRO DEL ÁREA DE NOTIFICACIÓN DE CASOS DE ZONIFICACIÓN



PROPERTY UNDER CONSIDERATION – 102 S LEA AVE
PROPIEDAD BAJO CONSIDERACIÓN - 102 S LEA AVE



NOTIFICATION LETTERS SENT TO PROPERTY OWNERS IN NOTIFICATION AREA
CARTAS DE NOTIFICACIÓN ENVIADAS A LOS PROPIETARIOS EN EL ÁREA DE NOTIFICACIÓN

EXHIBIT E: VAR-25-0008 – NOTIFICATION AREA ADDRESSES

1

CHRISTY M MURPHY
102 S LEA AVE
ROSWELL NM 88203

2

NICOLAS SALAYANDIA
VASILISA SALAYANDIA
43 LAKE VAN DR
DEXTER NM 88203

NICOLAS & VASILISA SALAYANDIA
OR CURRENT OWNER
104 S LEA AVE
ROSWELL NM 88203

3

GUADALUPE ONTIVEROS
JORGE ONTIVEROS
106 S LEA AVE
ROSWELL NM 88203

4

ROBERTA A ST LOUIS
ESTHER G ST LOUIS
PO BOX 6
DEMING NM 88031

4

JAMES C TEEL JR
110 S LEA AVE
ROSWELL NM 88203

5

ARTHUR R CASTRILLO JR
BERNADETTE A CASTRILLO
109 S MISSOURI AVE
ROSWELL NM 88203

6

SERGIO M MEDRANO
JUANA M MEDRANO
107 S MISSOURI AVE
ROSWELL NM 88203

7

SANDRA LUZ MUNGUIA ROSALES
105 S MISSOURI AVE
ROSWELL NM 88203

8

AARON TAPKING & JENNIFER TAPKING
PO BOX 2647
CAMARILLO CA 93011

AARON TAPKING & JENNIFER TAPKING
OR CURRENT PROPERTY OWNER
105 S MISSOURI AVE
ROSWELL NM 88203

9

RONALD J & SHEILA ANN CARSON
604 N WYOMING AVE
ROSWELL NM 88201

RONALD J & SHEILA ANN CARSON
508 W 1ST ST
ROSWELL NM 88203

10

A&M RENTALS LLC
PO BOX 4283
ROSWELL NM 88202

A&M RENTALS LLC
OR CURRENT PROPERTY OWNER
101 S MISSOURI AVE
ROSWELL NM 88203

EXHIBIT E: VAR-25-0008 – NOTIFICATION AREA ADDRESSES

11

GARY ALLEN CARTER
101 N MISSOURI AVE
ROSWELL NM 88203

12, 13

RURAL HOUSING INC STE 126
3620 WYOMING BLVD NE
ALBUQUERQUE NM 87111

12

RURAL HOUSING INC
OR CURRENT PROPERTY OWNER
503 W 1ST ST
ROSWELL NM 88203

13

RURAL HOUSING INC
OR CURRENT PROPERTY OWNER
100 N LEA AVE
ROSWELL NM 88203

14

SUSAN K WOOD
101 N LEA AVE
ROSWELL NM 88203

15, 16 (FOR 101 S LEA AVE)

ST STEPHEN'S ANGLICAN CHURCH INC
C/O ADMINISTRATION
PO BOX 2203
ROSWELL NM 88202

17

ASH HOLDINGS LLC
2200 CARVER DR
ROSWELL NM 88203

ASH HOLDINGS LLC

OR CURRENT PROPERTY OWNER
107 S LEA AVE
ROSWELL NM 88203

18

CARLOS CASTRO
2013 BARNETT DR
ROSWELL NM 88203

CARLOS CASTRO

OR CURRENT PROPERTY OWNER
109 S LEA AVE
ROSWELL NM 88203