



**P&Z DRAFT REGULAR MEETING MINUTES**  
**Roswell Planning & Zoning Commission**  
**Tuesday, June 10, 2025 at 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  
Esperanza DeLeon  
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 – Commissioner Greg Holman**

Commissioner Greg Holman called to order the regular meeting of the Planning & Zoning Commission at approximately **6:07 p.m.**

**B. ROLL-CALL**

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|----------------------|----------------|
| Saul Aguilar         | Absent         |
| Jana Lessard         | Present Online |
| Steve Henderson      | Present        |
| Richard L. Gutierrez | Absent         |
| Greg Holman          | Present        |
| Alicia Gilmore       | Present Online |

**Staff Members Present:**

Jessica Vickers, Esq, Community Development Director  
Merideth Hildreth, AICP, Planning and Zoning Administrator  
Esperanza DeLeon, Planner II

**Audience Members Present:**

Daisy Serrato, Martin G. Serrato, Tracy Diver, Scott Hicks, Mark “MJ” Lewis, Mark Lewis, Joel Smith

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

**D. APPROVAL OF THE AGENDA**

**Commissioner Holman:** Pointed out removal of Case #2 from the Agenda. Requested a motion to approve the June 10, 2025 Agenda as amended.

**CASE CUP-25-0046** Applicant requests a 36-month Time Extension of a Conditional Use Permit per conditions listed in Exhibit F of previously approved Zoning Case 22-021 CUP that allows installation of a 2.70 MW Community Solar Array pursuant to selection by the New Mexico Community Solar Program. 1612 E 2<sup>nd</sup> St & 1607 E Alameda St in I-1 Light Industrial Zoning District.

**Commissioner Henderson MOTIONED to approve the Tuesday, June 10, 2025 Planning & Zoning Commission agenda as amended to remove Item F.2. CASE CUP-25-0046. SECONDED by Commissioner Lessard.**  
**Note: Commissioner Holman did not call for a vote**

**E. APPROVAL OF MINUTES:**

**Commissioner Holman:** Requested a motion to approve the May 6, 2025 Planning & Zoning Commission meeting minutes as presented.

**Commissioner Henderson MOTIONED to approve the May 6, 2025 Planning & Zoning Commission meeting minutes as presented. SECONDED by Commissioner Gilmore.**

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

**F. PUBLIC HEARING ITEMS:**

- 1. CASE CUP-25-0043** Request for a Conditional Use Permit for Major Home Occupation In-Home Childcare for up to twelve (12) children at 1000 Bel Aire Drive in the R-1 Residential Zoning District. Legal Summary: Subd: BEL-AIRE ESTATES 1 Block: 9 Lot: 1 AND:- Lot: 2 W 35' , Quarter: NE S: 21 T: 10S R: 24E BK 764 PG 689 WDJT. (Property Owner: Daisy Serrato & Martin G. Serrato).

**Commissioner Holman:** Introduced **CASE CUP-25-0043** Request for approval of a Major Home Occupation In-Home Childcare for up to twelve (12) children at 1000 Bel Aire Drive in the R-1 District.

**Commissioner Henderson MOTIONED to waive the reading of the findings of fact and land use and zoning considerations with respect to case CUP-25-0043. SECONDED by Commissioner Lessard.**

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

**Ms. Hildreth:** Presented Case CUP-25-0043. The 9200 square foot lot is located in Zoning District R-1 and surrounded by R-1. The applicant has a home-occupation license for an in-home childcare for up to six children as allowed in the Zoning Ordinance Article 62: Home Occupations. See Exhibit F: Zoning Verification Letter issued for the in-home childcare on August 31, 2024. The applicant Daisy Serrato is present to request increasing the in-home childcare from six up to 12 children. An excerpt from the 2016 Comprehensive Master Plan Preferred Land Use Scenario Map shows the property on Bel Aire Drive is in the low-density residential area. As of this evening, the Planning & Zoning Office has received one written protest letter; the envelope was postmarked on June 5, 2025 and received by the Planning & Zoning Office on June 9, 2025 and is on your dais and was also posted in your Calendar Invite. There were zero verbal protests and zero inquiries.

**Commissioner Lessard:** Received and read the letter and it appears there is a misunderstanding that this is zone change. This is not a zone change. Commissioner Lessard asked Ms. Hildreth if she had addressed that with the person who sent the letter.

**Ms. Hildreth:** I did speak with Ms. Diver this afternoon and clarified that this case is not a change in zoning.

**Commissioner Holman:** Those wishing to speak in favor of Case CUP-25-0043, please state your name and address for the record.

**Daisy Serrato:** 1000 Bel Aire Drive stated she has been operating an in-home childcare at her home for almost a year. The reason for the request for a Conditional Use Permit is because of a lack of daycare and she herself was on a waitlist for months. There is a lack of daycare in the community. Mrs. Serrato stated she receives calls from parents daily to see if she has availability in her home daycare.

**Commissioner Holman:** Anyone wishing to speak in opposition of Case CUP-25-0043 or who have questions or concerns?

**Tracy Diver:** 1005 E Mescalero Road. Ms. Diver stated she is the one who sent the letter and thank you for the clarification. Thank you for your time and the opportunity to express concerns about the increased impact of doubling the childcare and the impact that will have on our city services and disturbances on the residential community: city designed with a shared physical waste disposal system and their trash system is already burdened with trash overflowing into the alley, street, and community. Homes are peace and respite for residents. Recently been experiencing disruptive behavior by children in the evening.

**Daisy Serrato:** Daycare hours are from 7:30 a.m., to 5:15 p.m., and the oldest child is three years old. Mrs. Serrato stated she has two boys, one who will soon turn 15 and the other is 12 who both play baseball and play with a lot of other neighborhood kids. There are a lot of children in the neighborhood who ride their

bikes in the alleys and streets. We live right by Del Norte Elementary and can hear the children playing during recess and Goddard Band practicing early in the morning. Running a business for nearly a year, there has never been an issue with sharing the trash can in the alley. Yes, there are more diapers. Playtime is only about an hour before lunch time and never received complaints from closer neighbors.

**Commissioner Gilmore:** Expressed appreciation for more options for daycare in town as she has a couple of young children, it is hard to find childcare at this time.

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#### **MOTION – CUP-25-0043**

**Based on the land use and zoning considerations, findings of fact, conclusions of law, surrounding land uses, regulations established in the Zoning Ordinance and the following reasons that it doesn't substantially change the activity of the operation moving from six to 12, Commissioner Henderson MOTIONED to approve CUP-25-0043. SECONDED by Commissioner Lessard based on the reasons and the community is in desperate need of childcare services.**

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

**Commissioner Lessard:** Let Ms. Diver know this decision can be appealed to City Council.

**Commissioner Holman:** Ms. Diver, if you would like to appeal, you can contact Merideth's office and file appeal in two business days.

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- 2. CASE SUP-25-0024** Request a Special Use Permit for Professional Office at 2311 N Salee Loop in R-3 Residential Zoning District with a variance to allow 15,000 to 20,000 square feet of office space for a health and wellness center with professional office spaces intended for, but not limited to, chiropractic care, rehabilitation, therapy, training, and overall fitness and physical wellbeing. Legal Summary Subd: SALEES SUBDIVISION #4 Lot: 1; Lot: 2; & Lot: 5 Quarter: NW S: 28 T: 10S R: 24E DOC# 202404945 REC (Property Owner: Rock Docs LLC) (Applicant: Scott Hicks, Smith Engineering).

**Commissioner Holman:** Introduced **CASE SUP-25-0024** Request for approval of a Special Use Permit for Professional Office and a Variance to the maximum building square footage at 2311 N Salee Loop in R-3 Residential Zoning District.

**Commissioner Lessard MOTIONED to waive the reading of the findings of fact and land use and zoning considerations with respect to case SUP-25-0024. SECONDED by Commissioner Henderson. A voice vote was as follows: Steve Henderson- yes, Jana Lessard- yes, Alicia Gilmore- yes, Greg Holman-yes, the motion passed 4-0 with Richard Gutierrez and Saul Aguilar being absent.**

**Ms. Hildreth:** Presented Case SUP-25-0024.

This case is at 2311 N Salee Loop and is a request for a Special Use Permit for a Health and Wellness Professional Office and a Variance to the Building Square Footage. This is Case SUP-25-0024. Development will include consolidation of three lots into one 1.6-acre lot at the north end of the professional office cul-de-sac. The request for the Special Use Permit is for a Medical Health and Wellness Office and Activities. The Request for a Variance is for up to 20,000 square feet of building in the R-3 Residential Zoning District. The R-3 Residential Zoning District does allow for professional offices up to 10,000 square feet. Ten-thousand square foot buildings could be built separately on each of the three lots and that would be 30,000 square feet. The request is for a variance to build up to 20,000 square feet on the three lots consolidated into one lot. Google Earth photos of the lots under consideration and the surrounding area. The Conceptual Site Plan is in Exhibit B in the meeting packet. There are already two professional offices built on Salee Loop. ROC Chiropractic is MJ and Catie Lewis's business right now. They will continue to utilize their original building. A building on the corner is a medical office not currently being utilized. Dr. Lewis is in the audience as is Scott Hicks with Smith Engineering. An excerpt from the 2016 Comprehensive Master Plan Preferred Land Use Scenario Map shows high density residential on Salee Loop and high density residential to the east. Main Street Commercial Corridor is to the west. As of today's date, the Planning & Zoning Office has received zero written protests, zero verbal protests, and one inquiry for Zoning Case CUP-25-0024. The inquiry was by Mr. Alan Tucker who developed the subdivision and still owns adjacent lot to the south on the west side of the cul-de-sac. Mr. Tucker wanted to see the conceptual site plan.

**Commissioner Gilmore:** Asked if this would be a gym with weight training equipment or strictly rehabilitation, chiropractic, therapy.

**Ms. Hildreth:** Dr. Lewis will address that question.

**Commissioner Holman:** Those wishing to speak in favor of Case SUP-25-0024, please state your name and address for the record.

**Dr. MJ Lewis:** 1513 N Eisenhower Loop. To address the question asked, to correctly be a health and wellness center for longevity, which is what we are looking to bring to Roswell that has an older population and people moving in. We are very muscle-centric, so there will definitely be weights that will be used for longevity and care. Longevity requires that we do this for long periods of time. Memberships to my office will facilitate passive modalities such as red-light tables, vibration therapies, electro-therapies, with physical care like chiropractic care and physical type therapies will utilize a coaching staff for cross-fit methodology or metabolic-fix. The practice provides proper health care and guidance for all ages

**Scott Hicks with Smith Engineering acting as Agent:** 401 N Pennsylvania. This facility will fit in with the other two professional offices similar in nature to this facility on Salee Loop. The variance request for the size is to fit the building and parking lot on 1.6-acres. This will be very beneficial to the community and the area. Mr. Hicks stated he worked on the plans for the subdivision in 2002 with Alan Tucker. There are only two lots developed since then. This project will fit nicely on the cul-de-sac because there is no through street there, so traffic won't be an issue.

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#### **MOTION – SUP-25-0024**

**Based on the land use and zoning considerations, findings of fact, conclusions of law, surrounding land uses, regulations established in the Zoning Ordinance, Commissioner Lessard MOTIONED to approve SUP-25-0024 because it is fantastic, unique facility for longevity in Roswell. SECONDED by Commissioner Gilmore. A voice vote was as follows: Steve Henderson- yes, Jana Lessard- yes, Alicia Gilmore- yes, Greg Holman-yes, the motion passed 4-0 with Richard Gutierrez and Saul Aguilar being absent.**

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**Commissioner Holman introduced Other Business.**

#### **G. OTHER BUSINESS**

1. Planning & Zoning Commissioner application.

**Ms. Hildreth:** Joel Smith submitted an application for a Planning & Zoning Commissioner position. Joel Smith is here to introduce himself to the Commission.

**Ms. Vickers:** Staff wanted to bring this application to the Commission which is welcome to make a recommendation, but a recommendation is not a requirement. The application goes to the Mayor and then to Council for full approval.

**Joel Smith:** Stated he grew up in Roswell, attended Goddard High School, NMMI, and New Mexico State for an Engineering degree, then returned to Roswell in 2003. Mr. Smith stated he has a primarily structural engineering consultancy, and exposure to civil engineering. Submitted an application at the request of a colleague and it's something he can do for the City.

**Commissioner Holman:** Said he asked Mr. Smith to submit an application.

Commissioner Henderson: Thanked Joel for a willingness to serve. The Commission provides guidance to the City.

Commissioner Lessard: Seconded Commissioner Henderson's comments. Having Joel on the Commission would be outstanding with his background.

Commissioner Henderson **MOTIONED** that the Commission recommend Joel Smith to fill the vacant seat on the Planning & Zoning Commission. **SECONDED** by Commissioner Lessard. A voice vote was as follows: Steve Henderson- yes, Jana Lessard- yes, Alicia Gilmore- yes, Greg Holman-yes, the motion passed 4-0 with Richard Gutierrez and Saul Aguilar being absent.

**H. ANNOUNCEMENTS**

**Ms. Hildreth:**

The Next Roswell Planning & Zoning Commission Meeting will be held on July 1, 2025.

**I. ADJOURN**

Commissioner Holman adjourned the meeting at 6:44 p.m.