



PLANNING AND ZONING MEETING AGENDA

Tuesday, NOVEMBER 4, 2025, at 6:00 P.M.

Roswell Development Services
400 West 2nd Street
Roswell, New Mexico 88201

Chair: Saul Aguilar
Vice Chair: Jana Lessard
Members: Steve Henderson
Richard L. Gutierrez
Alicia Gilmore
Joel Smith
Secretary: Gregory Holman

CALL TO ORDER

ROLL CALL

SWEARING IN

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Approval of the Minutes from September 2, 2025

ACTION ITEMS

2. Planning and Zoning Commission review Zoning Case SUP-25-0147, a request for a Special Use Permit for Professional Office in existing building in the R-1 Residential District at 905 W 19th Street.

OTHER BUSINESS

PUBLIC COMMENTS

ANNOUNCEMENTS

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 25-28.

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: **Friday, October 31, 2025**

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

Tuesday, NOVEMBER 4, 2025 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:

<https://global.gotomeeting.com/join/518430445> Help Desk – 575.500.0587

Meeting Date: 11/04/2025

CONTACT: Merideth Hildreth

CHAIR: Saul Aguilar

ACTION REQUESTED

Approval of the Minutes from September 2, 2025

Attachments

DRAFT Minutes September 2, 2025



P&Z DRAFT REGULAR MEETING MINUTES
Roswell Planning & Zoning Commission
Tuesday, September 2, 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, Joel Smith

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 25-28.

A. CALL TO ORDER AND WELCOME – Vice Chair Jana Lessard

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

B. ROLL-CALL

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

Staff Members Present:

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

Audience Members Present:

Guillermo Ruiz, Jr.

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

D. APPROVAL OF THE AGENDA

Vice Chair Lessard: Requested a motion to approve the September 2, 2025 Agenda as presented.

Commissioner Holman MOTIONED to approve the Tuesday, September 2, 2025 Planning & Zoning Commission agenda. SECONDED by Commissioner Henderson. A voice vote was as follows: Steve Henderson- yes, Jana Lessard yes, Greg Holman- yes, Joel Smith- yes, the motion passed 4 - 0 with Saul Aguilar, Alicia Gilmore, and Richard Gutierrez being absent.

E. APPROVAL OF MINUTES:

Vice Chair Lessard: There was no P&Z Commission meeting in August 2025. A motion to approve the July 1, 2025 Planning & Zoning Commission meeting minutes is on hold until the next meeting since a quorum of members who were present at the July 1, 2025 meeting are not present this evening on September 2, 2025.

F. ACTION ITEMS:

1. CASE VAR-25-0117 Request for approval of a Variance to front yard setback to build a carport at 1309 W Bonita Drive in the R-1 Zoning District. Legal Summary Subd: WESTERN MEADOWS 1 Block: 3 Lot: 31 AND:- Lot: 32 W 5' , BK: 600 PG: 1585 WD (Property Owner: GUILLERMO RUIZ, JR.)

Vice Chair Lessard: Introduced CASE VAR-25-0117

Ms. Hildreth: Presented Case VAR-25-0117 with slides and read the Findings of the Facts and Conclusions of Law in Exhibit B: Staff Summary in the meeting packet. The lot is an irregular shaped lot with a longer distance from the house to the front yard property line on the east side of the lot, however the driveway and garage are on the shorter side of the lot.

Vice Chair Lessard: Those wishing to speak in favor of Case VAR-25-0117, please state your name and address for the record.

Guillermo Ruiz, Jr.: Residing at 1309 W Bonito Drive, explained there is a laundry room in the garage that reduces the room for to shelter vehicles. Mr. Ruiz requested a variance to add a carport in the existing driveway to protect their vehicle investments from rain, snow, hail, airborne particles, and sun damage. They have a classic car and a Harley motorcycle in the garage. The 2023 SuperDuty and 2024 Dodge Durango are too big to fit into the garage. They are proposing a 20' wide x 25' long metal carport. Mr. Ruiz showed slides that included invoices to repair vehicles damaged by hail and discussed hail damage to five vehicles at this house over the course of several years. Mr. Ruiz commutes to Artesia each day and would like to protect his vehicular investment with a 25' long carport. One vehicle is 20'9" long and the other is 16'10" long. A 14' carport that is allowed without a variance would not cover an entire vehicle. The truck height is up to the handle on the open garage door; the truck will not fit inside the garage. He showed a slide with a red cone a few feet behind back of sidewalk to represent the front edge of the proposed carport and it would not restrict view of pedestrian traffic on the sidewalk. Mr. Ruiz said he talked with his neighbors. Mr. Ruiz said he would appreciate a variance to cover his vehicles and protect his investment.

Vice Chair Lessard: Anyone wishing to speak in opposition of Case VAR-25-0117 or who have questions or concerns?

None.

Commissioner Discussion:

Vice Chair Lessard: the shape of the lot affects the ability to install a carport and meet setbacks and protect vehicles.

MOTION - VAR-25-0117

Based on the land use and zoning considerations, findings of fact, conclusions of law, and the fact there's a hardship posed by the property, vehicles not being sheltered by a carport, and no neighbor objections, Commissioner Henderson MOTIONED to approve VAR-25-0117. SECONDED by Commissioner Holman.

A ROLL CALL vote was as follows: Steve Henderson- yes, Greg Holman- no, Joel Smith- no, Jana Lessard yes, the motion failed 2- 2 with Saul Aguilar, Alicia Gilmore, and Richard Gutierrez being absent.

Vice Chair Lessard: Asked Staff to explain Appeal Procedures.

Ms. Hildreth: Written request for appeals are due to the City Clerk before noon on Thursday, September 4, 2025, with a \$100.00 filing fee.

Vice Chair Lessard: Introduced Other Business.

G. OTHER BUSINESS

Ms. Vickers: Briefly explained that ex parte communication is not allowed between members of the public and members of quasi-judicial boards and commissions including the Planning & Zoning Commission.

H. PUBLIC COMMENTS

Ms. Hildreth:

Zero zoning cases have been submitted for October 2025.

I. ANNOUNCEMENTS

J. ADJOURN Vice Chair Lessard adjourned the meeting at 6:47 p.m.

DRAFT

Planning & Zoning Commission

2.

Meeting Date: 11/04/2025

COMMITTEE: Planning & Zoning

CONTACT: Merideth Hildreth

CHAIR: Saul Aguilar

ACTION REQUESTED:

Planning and Zoning Commission review Zoning Case SUP-25-0147, a request for a Special Use Permit for Professional Office in existing building in the R-1 Residential District at 905 W 19th Street.

BACKGROUND:

Prepared by: Merideth Hildreth, AICP Planning & Zoning Administrator and Esperanza DeLeon, Planner per application submitted by applicant.

FINANCIAL CONSIDERATION:

There are no additional costs associated with this request.

REVIEW:

The Special Use Permit application requires Planning & Zoning Commission review and vote.

BOARD AND COMMITTEE ACTION:

Request Planning & Zoning Commission review, discuss, and vote on Zoning Case SUP-25-0147

STAFF RECOMMENDATION:

At the November 4, 2025, public hearing, based upon the Land Use and Zoning Considerations, Findings of Fact, and materials provided, the Planning & Zoning Commission is requested to hold a public hearing, review, introduce a motion, and vote on Zoning Case SUP-25-0147.

Attachments

Exhibits SUP-25-0147

EXHIBIT B SUP-25-0147 905 W NINETEENTH- STAFF SUMMARY

CITY OF ROSWELL
SPECIAL USE PERMIT
 PO Box 1838 - Roswell, NM 88202-1838
 Phone: (575) 637-6280 - ROSWELL-NM.GOV

905 W 19TH STREET

Property Owner's Name: Jennifer Homer Email: tenorio-jenne@
 Phone: 575-840-8396 Address: PO Box 26 Dexter N.M. 88202

Agent's Name: Jennifer Tenorio Email: tenorio-jenne@
 Phone: 575-840-8396 Address: PO Box 26 Dexter N.M. 88202

Physical Address: 905 W 19th St

Legal Description of Proposed Zone Change Area (Lot/Block/Subdivision, Tract, Section-Township/Range):
Albion Methodist Church Cemetery P.A.T. - Tract B
Quarter: NW 1/4 S. 29 T. 10S R. 24E D.C.# 20104475 WD

Reason for the Request: (Please attach extra sheet if necessary) Special use permit for funeral home - pending the sale of the property

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: [Signature] Date: 9/20/2025

Agent's Signature: [Signature] Date: 9/20/2025

FOR OFFICIAL USE ONLY

P & Z Case: SUP-25-0147 Date: 11/04/2025 Located in Historic District: ☐ Yes ☒ No

Flood Zone: X Current Zoning District: R-3

Structure Size in Square Feet: X = 5,144 Sq. Ft.

Setback Requests for New Construction: Front Ft: N/A Side Ft: N/A Rear Ft: N/A Side Ft: N/A

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

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.

Revised 11/4/24

EXHIBIT C.1: SUP-25-0147 LETTER NOTIFYING SURROUNDING PROPERTY OWNERS

(Page 1 of 2)

LETTER SENT VIA CERTIFIED MAIL ON OCTOBER 17, 2025 TO SURROUNDING PROPERTY OWNERS



**COMMUNITY DEVELOPMENT DEPARTMENT
400 W 2ND STREET
Roswell, NM 88203
Telephone: (575) 637.6280**

RE: PUBLIC HEARING NOTICE for ZONING CASE SUP-25-0147

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-25-0147**. 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-25-0147: Request for approval of a Special Use Permit for a professional office in the R-3 Residential Zoning District.

PROPERTY OWNER: Jennifer Homes LLC

PROPERTY LOCATION: 905 W 19th Street

LEGAL DESCRIPTION: ALDERSGATE METHODIST CHURCH SUMMARY PLAT Tract: B
Quarter: NW S: 29 T: 10S R: 24E DOC# 202104475 WD

The City of Roswell Planning and Zoning Commission will hear public comments on the above zoning case on

Date: **TUESDAY, NOVEMBER 4, 2025 at 6:00 p.m.**

Location: **In the Roswell Community Development Office at 400 W 2nd Street.**

You are entitled, although not obligated, to comment either in writing to our office, or in person or online 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 Community Development Department at **400 W 2nd Street**, 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-25-0147 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, October 31, 2025**, and may be viewed 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 **400 W 2nd Street**. You may obtain copies of the information packet at a cost of 35 cents per sheet. The City's Zoning Ordinance is available 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

Esperanza DeLeon

Esperanza DeLeon
Planner II

(Area of Notification Map attached)

**ANEXO C.2: SUP-25-0147 CARTA DEL VAR EN LA QUE SE NOTIFICA A LOS
PROPIETARIOS DE LAS PROPIEDADES CIRCUNDANTES**

(Página 1 de 2)

**CARTA ENVIADA POR CORREO CERTIFICADO EL 17 DE OCTUBRE DE 2025 A LOS PROPIETARIOS DE LAS
PROPIEDADES CIRCUNDANTES**



**DEPARTAMENTO DE DESARROLLO COMUNITARIO
400 W 2ND STREET
Roswell, NM 88203
Telephone: (575) 637.6280**

RE: AVISO DE AUDIENCIA PÚBLICA para el CASO DE ZONIFICACIÓN SUP-25-0147

Estimado propietario:

Usted ha recibido este aviso por correo certificado porque la información del Tasador del Condado de Chaves indica que usted es un propietario registrado dentro de los 100 pies del **Caso de Planificación y Zonificación de la Ciudad de Roswell SUP-25-0147**. Este aviso le informa de una próxima 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-25-1147: Solicitud de Permiso de Uso Especial para Oficina Profesional en el Distrito de Zonificación Residencial R-3.

PROPIETARIO: Jennifer Homes LLC

UBICACIÓN DE LA PROPIEDAD: 905 W 19th Street

DESCRIPCIÓN LEGAL: ALDERSGATE METHODIST CHURCH SUMMARY PLAT Tract: B
Quarter: NW S: 29 T: 10S R: 24E DOC# 202104475 WD

La Comisión de Planificación y Zonificación de la Ciudad de Roswell escuchará los comentarios públicos sobre los casos de zonificación anteriores el Fecha: MARTES 4 DE NOVIEMBRE DE 2025 a las 6:00 p.m. en la Oficina de Roswell Community Development ubicado en 400 W 2nd Street. Usted tiene derecho, aunque no está obligado, a comentar ya sea por escrito a nuestra oficina, o en persona o en línea en la audiencia.

Para ser consideradas, las protestas por escrito deben ser presentadas y recibidas por la División de Planificación y Zonificación a más tardar al mediodía del día hábil anterior a la reunión de la Comisión de Planificación y Zonificación. Los comentarios por escrito pueden entregarse al Departamento de Desarrollo Comunitario de la División de Planificación y Zonificación en la Oficina de Servicios de Desarrollo de Roswell en **400 W 2nd Street**, o enviarse a: *City of Roswell, Planning & Zoning Administrator, PO BOX 1838, Roswell, NM 88202-1838* o por correo electrónico a m.hildreth@roswell-nm.gov.

**ANEXO C.2: SUP-25-0147 CARTA DEL VAR EN LA QUE SE NOTIFICA A LOS
PROPIETARIOS DE LAS PROPIEDADES CIRCUNDANTES
(Página 2 de 2)**

El **paquete** de información para estos casos de zonificación estará disponible a más tardar a las 5:00 p.m., el **viernes 31 de octubre 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 400 W 2nd Street**. 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, incluidos el orden del día y las actas, pueden proporcionarse en varios formatos accesibles. Comuníquese con el Secretario de la Ciudad al 575-624-6700 si necesita un resumen u otro tipo de formato accesible.

Respetuosamente

Merideth Hildreth

Merideth Hildreth, AICP
Administrador de Planificación y Zonificación

Esperanza DeLeon

Esperanza DeLeon
Planificador II

(Mapa del Área de Notificación adjunto)

EXHIBIT E: SUP-25-0147 – NOTIFICATION AREA ADDRESSES 2 pages

1 JENNIFER HOMES LLC PO BOX 76 ROSWELL NM 88230	8 ROSWELL INDEPENDENT SCHOOL DISTRICT ATTN: ADMINISTRATION PO BOX 1437 ROSWELL NM 88202-1437
2 SUZANNE ROBERTS REVOCABLE TRUST 3 BRAZOS CT ROSWELL NM 88201	MILITARY HEIGHTS ELEMENTARY SCHOOL ATTN: ADMINISTRATION 1900 N MICHIGAN AVE ROSWELL NM 88201
3 MICHAEL E GOMEZ & DENISE L GOMEZ PO BOX 3171 ROSWELL NM 88202 MICHAEL E GOMEZ & DENISE L GOMEZ OR CURRENT PROPERTY OWNER 2 BRAZOS CT ROSWELL NM 88201	9 DAVID SCHIESEL 21 E SPEEDWAY BLVD TUCSON AZ 85705 DAVID SCHIESEL OR CURRENT PROPERTY OWNER 1823 N KANSAS AVE ROSWELL NM 88201
4 BRUCE A STUBBS & JUDITH H STUBBS 1 BRAZOS CT ROSWELL NM 88201	10 (DUPLEX) MARION & HAZEL WOLGAMOTT TRUST C/O HAZEL A WOLGAMOTT 203 CALLE DEL SOL ROSWELL NM 88201
5 SCOTT K PATTERSON 2009 LIVING TRUST SCOTT K PATTERSON - TRUSTEE 902 BRAZOS ST ROSWELL NM 88201	MARION & HAZEL WOLGAMOTT TRUST OR CURRENT PROPERTY OWNER OR TENANT 1819 N KANSAS AVE ROSWELL NM 88201
6 JOSEPHINE RUFFINO & JAMIE RUFFINO 900 BRAZOS ST ROSWELL NM 88201	MARION & HAZEL WOLGAMOTT TRUST OR CURRENT PROPERTY OWNER OR TENANT 1821 N KANSAS AVE ROSWELL NM 88201
7 CHANDRA SEKHAR YANGALASETTY ANURADHA KODALI 808 BRAZOS ST ROSWELL NM 88201	11 MARTHA ANN LOPEZ LUCERO ROBERT DAVID LOPEZ 1824 N KANSAS AVE ROSWELL NM 88201

EXHIBIT E: SUP-25-0147 – NOTIFICATION AREA ADDRESSES 2 pages

12

SECRETARY OF HOUSING & URBAN DEVELOPMENT
C/O INFORMATION SYSTEMS & NETWORKS CORP
2000 N CLASSEN BLVD #E110
OKLAHOMA CITY OK 73106-6016

19 Continued

MAUPIN AND BROWN DENTISTRY
2000 N UNION AVE
ROSWELL NM 88201

13 & 14 (UNDEVELOPED LOTS)

13 - 1823 N UNION AVE

14 - 1821 N UNION AVE

WILLIAM FREDICK JR

MADISON REVOCABLE LIVING TRUST

696 NM HWY 3

RIBERA NM 87560-9009

15

GEORGE E FINLEY & MYRTLE C FINLEY

C/O LISA FINLEY

10544 CALLE MERIDA NW

ALBUQUERQUE NM 87114

C/O LISA FINLEY

OR CURRENT PROPERTY OWNER

1001 KINGS DR

ROSWELL NM 88201

16

NYRA I VALLEE

1003 KINGS DR

ROSWELL NM 88201

17 & 18 (UNDEVELOPED LOTS)

EAGLE CREEK VILLAS LLC

PO BOX 1635

ROSWELL, NM 88202-1635

19

RN TIC PROPERTIES; CHERYL HILL-TAGLIERI,

2004 PRICE FAMILY TRUST

GARCIA FAMILY TRUST, LIENG KIM,

2797 NEWCASTLE DR

SANDY UT 84093

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-25-0147



Roswell Planning & Zoning Commission

Tuesday, November 4, 2025

Roswell Community Development Conference Room

400 W 2nd Street

Roswell, NM 88203

DESCRIPTION OF ZONING APPLICATION REQUEST:

CASE SUP-25-0147: Request for approval of a Special Use Permit for a professional office in the R-3 Residential Zoning District.

APPLICATION: CASE SUP-25-0147: Request for approval of a Special Use Permit for a professional office in the R-3 residential zoning district.

I. Property Under Consideration:

Property Address: 905 W 19th Street

Legal Summary: ALDERSGATE METHODIST CHURCH SUMMARY PLAT
Tract: B Quarter: NW S: 29 T: 10S R: 24E DOC# 202104475 WD

Property Owner: Jennifer Homes LLC

Applicant: Jennifer Homes LLC

II. Site Data:

Site Area: 3.01900 Acres

UPC(s): 4-135-060-157-239-000000

Existing Land Use: Former Place of Worship – building and grounds
Building is 5,144 square feet

Proposed Land Use: Professional Office for counseling

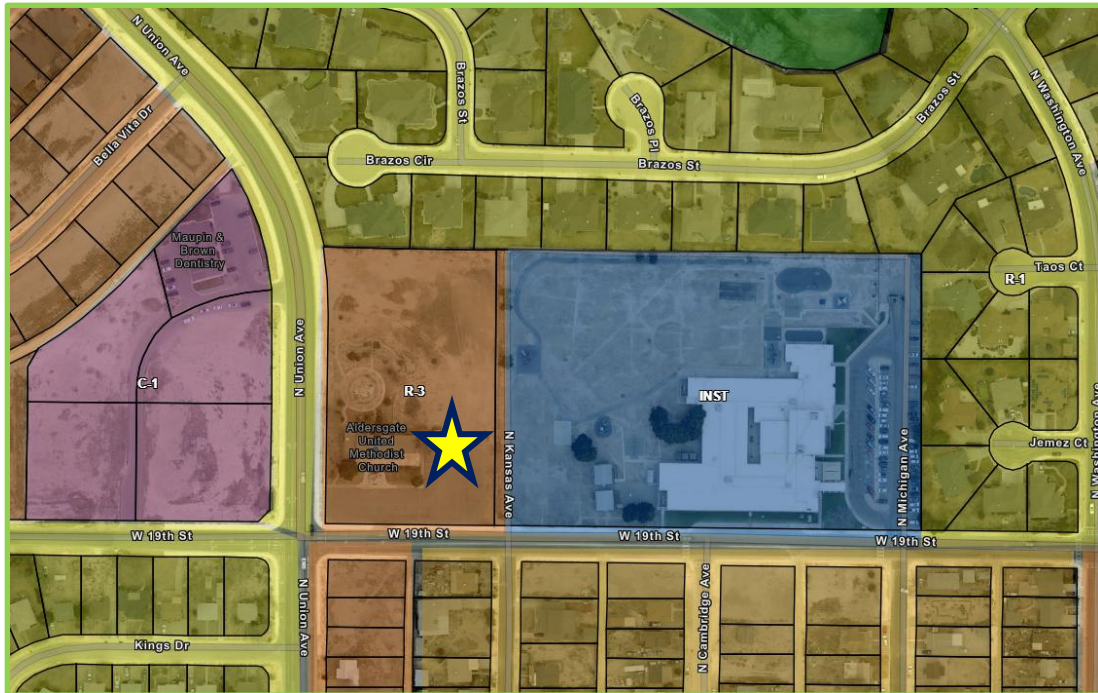
Existing Zoning: R-3 Residential Zoning District

Table 1: Adjacent Existing Land Use and Zoning to the property under consideration		
Direction:	Land Use:	Zoning:
North	Residential	R-1
South	Residential	R-2 & R-3
West	Dental Office and Vacant Land zoned Neighborhood Commercial	C-1
East	Military Heights Elementary School – Institutional Zoning District	INST

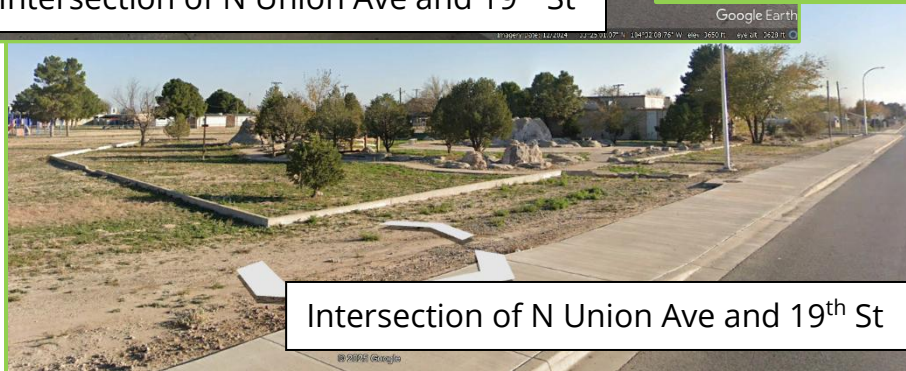
EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-25-0147

Zoning Map showing property in R-3 Zoning District for SUP-25-0147



Intersection of N Union Ave and 19th St



Intersection of N Union Ave and 19th St

Google Earth Street Views 12/24 of property under consideration

EXHIBIT B

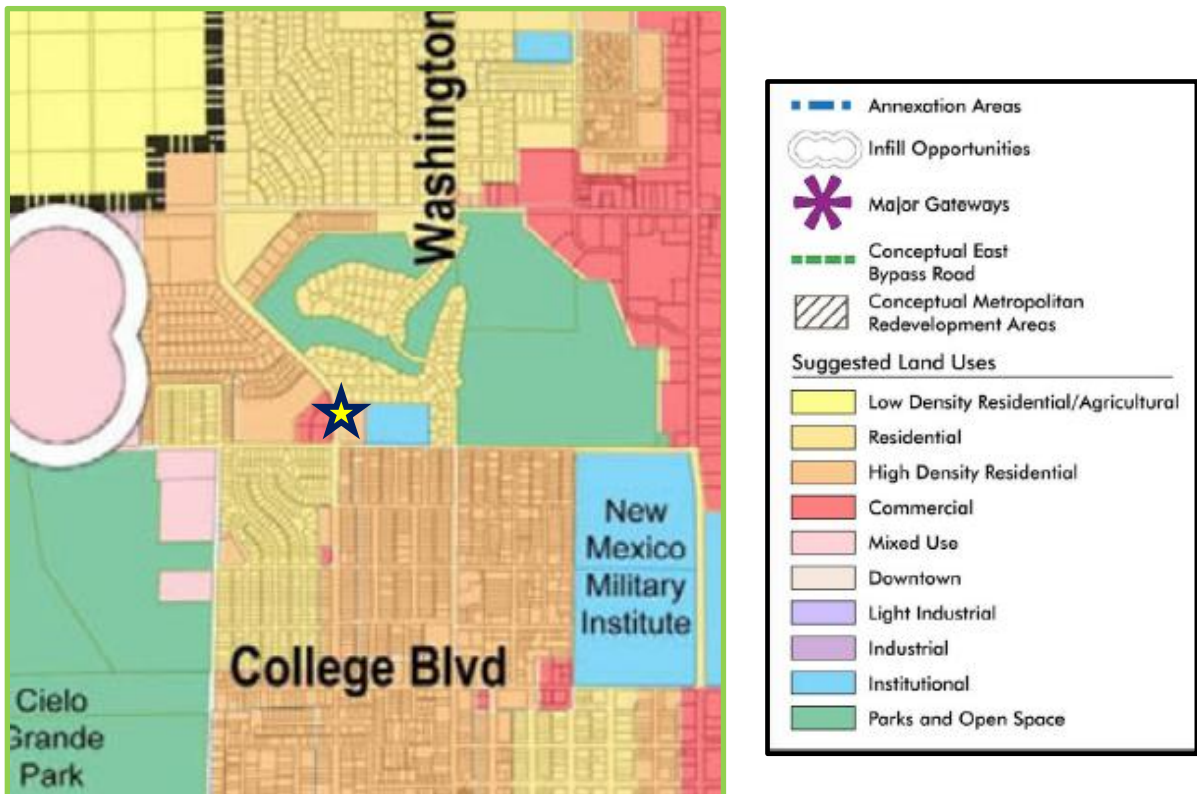
STAFF SUMMARY FOR CASE: SUP-25-0147

III. Intent of Petition:

The applicant for Zoning Case SUP-25-0147 requests approval of a Special Use Permit for a professional office in the R-3 Residential Zoning District. The sale of the property to a counseling practice is pending the approval of this request.

IV. Planning & Zoning Commission Considerations from Staff Review:

1. The property under consideration is a 3-acre lot located in the R-3 Residential District.
2. The property is on the northeast corner of the intersection served by W 19th Street classified as a Major Collector and N Union is classified as a Minor Arterial on the Functional Street Classification Plan.
3. The 2016 Comprehensive Master Plan Preferred Land Use Scenario Map shows the property under consideration in a preferred high-density residential adjacent next to an institutional use (public school in this case) and across N Union Avenue from a commercial node.



Excerpt from 2016 *Comprehensive Master Plan Preferred Land Use Scenario Map* showing property in residential area and mixed-use area.

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-25-0147

4. Roswell Zoning Ordinance Article 16: R-3 Residential District Section 2. Use Regulations B Special Uses allows “8. 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.”
5. Chaves County Assessor Information indicates the existing building is 5,144 square feet in area.
6. There is an existing paved parking area to accommodate this proposed use.

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 one (1) inquiry by from Roswell Independent School District.
7. The property is located in the R-3 Zoning District and professional offices are allowed with a Special Use Permit in the R-3 Zoning District.
8. The property under consideration is located outside a Flood Hazard Zone designated by FEMA.
9. 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.”

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-25-0147

10. 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.”
11. 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 at this mixed-use intersection of W 19th Street and Union Avenue.
12. Granting a Special Use Permit for a professional office for the property under consideration is not contrary to the public interest and would provide much needed behavioral and mental health care.

VI. Action by the Planning & Zoning Commission:

1. Unless evidence to the contrary is introduced in the public hearing, based on the Land Use and Zoning Considerations, Findings of Fact, and materials provided, it is recommended that the **Planning and Zoning Commission introduce a motion and vote on Zoning Case SUP-25-0147.**