



PLANNING AND ZONING MEETING AGENDA

Tuesday, DECEMBER 9, 2025 AT 10:00 A.M.
Roswell City Hall Large Conference Room
425 N Richardson Avenue
Roswell, New Mexico 88201

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

CALL TO ORDER

ROLL CALL

SWEARING IN

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Approval of P&Z Commission Meeting Minutes November 4, 2025
2. Approval of P&Z Commission Meeting Minutes September 2, 2025
3. Approval of P&Z Commission Meeting Minutes July 1, 2025

ACTION ITEMS

4. Consider approval of Zoning Case SUP-25-0183 to approve a Barbershop at 712 & 714 N Atkinson Ave in R-3.
5. Consider Recommendation to City Council of Black Diamond Maywood Subdivision Final Plat MPLAT-25-0180 in the 800 Block of W College.
6. Consider approval of Zoning Case VAR-25-0181 to approve a Variance to the Street Side Yard Setback for 1501 N Kansas Ave in R-3.
7. Consider approval of Zoning Case VAR-25-0182 to approve a Variance to the Street Side Yard Setback for 1500 N Michigan Ave in R-3.

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.

Planning & Zoning Commission

1.

Meeting Date: 12/09/2025

CONTACT: Merideth Hildreth

CHAIR: Saul Aguilar

ACTION REQUESTED

Approval of P&Z Commission Meeting Minutes November 4, 2025

Attachments

Draft Minutes for Nov 4 2025



P&Z DRAFT REGULAR MEETING MINUTES
Roswell Planning & Zoning Commission
Tuesday, November 4, 2025 at 6:00 PM

Roswell Community Development Office
400 W 2nd Street
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

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 – 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		Absent
Steve Henderson	Present	
Richard L. Gutierrez	Present	
Greg Holman	Present	
Alicia Gilmore	Present	
Joel Smith		Absent

Staff Members Present:

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

Audience Members Present:

Jennifer Tenorio and Emiliano Tenorio

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

D. APPROVAL OF AGENDA

Chair Aguilar: Requested a motion to approve the November 4, 2025 Agenda as presented.

Commissioner Holman MOTIONED to approve the Tuesday, November 4, 2025 Planning & Zoning Commission agenda.

SECONDED by Commissioner Henderson. A voice vote was as follows:

Steve Henderson- yes, Alicia Gilmore- yes, Greg Holman- yes, Richard Gutierrez- yes, Saul Aguilar- yes, the motion passed with Jana Lessard and Joel Smith being absent.

E. APPROVAL OF MINUTES:

Chair Aguilar requested a motion to approve the September 2, 2025 Planning & Zoning Commission meeting minutes as presented.

There were not enough members present at the meeting who were also present at the September 2, 2025 meeting to vote on the minutes, and the September minutes were missing from the November meeting packet. September minutes will be presented at the December 9, 2025 meeting.

F. ACTION ITEMS:

- 1. CASE SUP-25-0147** Request for approval of a Special Use permit for a professional office in the R-3 Zoning District at 905 W 19th Street. Legal Summary Subd: ALDERSGATE METHODIST CHURCH SUMMARY PLAT Tract: B Quarter: NW S: 29 T: 10S R: 24E DOC# 202104475 WD (Property Owner: JENNIFER HOMES LLC).

Chair Aguilar: Introduced CASE SUP-25-0147 Request for approval of a Special Use permit for a professional office in the R-3 Zoning District at 905 W 19th St.

Commissioner Holman MOTIONED to waive the reading of the findings of fact and land use and zoning considerations with respect to case SUP-25-0147. SECONDED by Commissioner Gilmore.

Steve Henderson- yes, Alicia Gilmore- yes, Greg Holman- yes, Richard Gutierrez- yes, Saul Aguilar- yes, the motion passed with Jana Lessard and Joel Smith being absent.

Ms. Hildreth: Presented Case SUP-25-0147

This Special Use Permit request is for a counseling practice. There is ample existing parking at this property that was previously a place of worship. This property is zoned R-3. The Zoning Ordinance allows professional offices up to 10,000 square feet in the R-3 Zoning District with a Special Use Permit. The

existing building is 5,144 square feet. There was one inquiry by the Roswell School District on the type of counseling because there is an adjacent elementary school.

Chair Aguilar: Those wishing to speak in favor of Case SUP-25-0147, please state your name and address for the record.

Jennifer Tenorio: 1709 Penasco Road, Roswell, New Mexico. Ms. Tenorio stated that they purchased the property three years ago and made improvements to the property and rented it out. A nurse practitioner, whose counseling practice offers medical services, counseling, and weight loss management, made an offer on the property and the realtor approached Ms. Tenorio. The sale of the property to the counseling practice is pending approval of the request for a Special Use Permit.

Chair Aguilar: Anyone else wishing to speak in favor of Case SUP-25-0147?
None

Chair Aguilar: Anyone wishing to speak in opposition of Case SUP-25-0147 or who have questions or concerns?
None

MOTION – SUP-25-0147

Based on the land use and zoning considerations, findings of fact, conclusions of law, surrounding land uses, regulations established in the Zoning Ordinance, Testimony received this evening, and the following reasons:

- The property is in a mixed-use area,
- there is a need in the city for more commercial property, and
- there were zero protests

Commissioner Gilmore MOTIONED to approve SUP-25-0147.

SECONDED by Commissioner Holman.

Steve Henderson- yes, Alicia Gilmore- yes, Greg Holman- yes, Richard Gutierrez- yes, Saul Aguilar- yes, the motion passed with Jana Lessard and Joel Smith being absent.

Chair Aguilar introduced Other Business.

G. OTHER BUSINESS

1. Discuss December 2025 Meeting Date, Time, and Location (December 2 or December 9, 2025)

Ms. Vickers: IT has not yet set up the media equipment since Community Development Department relocated to 400 W 2nd Street a couple of weeks ago. The City Attorney recommended holding the P&Z Commission meetings at City Hall in the Large Conference Room until such time IT has the Community Development Meeting Room set up.

H. PUBLIC COMMENTS

I. ANNOUNCEMENTS

Ms. Vickers and Ms. Hildreth:

1. Welcome to the new Community Development Office at 400 W 2nd Street.
2. American Planning Association New Mexico Chapter Conference in Taos, NM November 12-15.
3. The Next Roswell Planning & Zoning Commission Meeting will be held on December 9, 2025 at 10:00 a.m., at Roswell City Hall Large Conference Room at 425 N Richardson Avenue.

J. ADJOURN

Chair Aguilar adjourned the meeting at 6:19 p.m.

DRAFT

Planning & Zoning Commission

2.

Meeting Date: 12/09/2025

CONTACT: Merideth Hildreth

CHAIR: Saul Aguilar

ACTION REQUESTED

Approval of P&Z Commission Meeting Minutes September 2, 2025

Attachments

Sept 2 P&Z DRAFT MINUTES



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

3.

Meeting Date: 12/09/2025

CONTACT: Merideth Hildreth

CHAIR: Saul Aguilar

ACTION REQUESTED

Approval of P&Z Commission Meeting Minutes July 1, 2025

Attachments

July 1 2025 P&Z DRAFT MINUTES



P&Z DRAFT REGULAR MEETING MINUTES
Roswell Planning & Zoning Commission
Tuesday, July 1, 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 – Chair Saul Aguilar

Chair Aguilar called to order the regular meeting of the Planning & Zoning Commission at approximately **6:15 p.m.**

B. ROLL-CALL

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

Staff Members Present:

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

Audience Members Present:

Jeremy Bonham, Dwayne Baird, Lesa Dodd, Scott Hicks, Toby Gross,
Terri Harbor with Roswell Daily Record

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

D. **APPROVAL OF THE AGENDA**

Chair Aguilar: Requested a motion to approve the July 1, 2025 Agenda as presented.

Commissioner Holman MOTIONED to approve the Tuesday, July 1, 2025 Planning & Zoning Commission agenda. SECONDED by Commissioner Henderson. A voice vote was as follows: Richard Gutierrez- yes, Greg Holman- yes, Steve Henderson- yes, Alicia Gilmore- yes, Saul Aguilar- yes the motion passed 5-0 with Jana Lessard being absent.

E. **APPROVAL OF MINUTES:**

Chair Aguilar requested a motion to approve the June 10, 2025 Planning & Zoning Commission meeting minutes as presented.

Commissioner Gutierrez MOTIONED to approve the June 10, 2025 Planning & Zoning Commission meeting minutes as presented. SECONDED by Commissioner Holman.

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

F. **PUBLIC HEARING ITEMS:**

1. **CASE CANN-25-0063** Request for approval of a Variance to residential distance requirements, Zone Change to CCAN, and Conditional Use Permit to operate an adult use retail cannabis establishment. Location: 3107 N Main Street Unit B. Legal Summary Subd: BERRENDO IRRIGATED FARMS Block: 21 Lot: 4 N 150' S 351' E 220' W 240' Quarter: NW S: 21 T: 10S R: 24E BK: 384 PG: 1141 WD (Property Owner: KSBL ENTERPRISES LLC) (Agent / Applicant: Animacann Inc dbaThe Greenhouse).

Chair Aguilar: Introduced **CANN-25-0063** Request for approval of a Variance to residential distance requirements, Zone Change to CCAN, and Conditional Use Permit to operate an adult use retail cannabis establishment at 3107 N Main Street Unit B in the C-2 Community Commercial Zoning District.

Ms. Hildreth: Presented Case CANN-25-0063 with slides and read the Findings of Facts and Conclusions of Law in Exhibit B Staff Summary. Applicant Animacann Inc., dba The Green House Roswell requested approval of a Variance to residential distance requirements, Zone Change to CCAN (Commercial Cannabis floating zone), and Conditional Use Permit to operate an adult use retail cannabis establishment at 3107 N Main Street Unit B. The Planning Zoning Commission will make a recommendation to City Council. Planning & Zoning Office received one email letter of opposition from Lesa Dodd provided as Exhibit I in the P&Z Commission meeting packet.

Chair Aguilar: Those wishing to speak in favor of Case CANN-25-0063, please state your name and address for the record.

Jeremy Bonham: 1385 Squirrel Drive, Pagosa Springs, Colorado. Mr. Bonham spoke on behalf of The Green House and requested approval to operate at 3107 N Main Street and requested approval for this location. The Green House had been looking to locate in Roswell for a couple of years. The company felt like this location would not negatively impact the nearby neighborhood due to separation from the subdivision. Blake's is between the location and the alley. This business location is similar in nature to the location where the now closed Bryan's Green Care had been located across Main Street.

Dwayne Baird, Operations Director of The Green House: The Green House has multiple locations in New Mexico and would appreciate approval of this location.

Chair Aguilar: Anyone wishing to speak in opposition of Case CANN-25-0063 or who have questions or concerns?

Lesa Dodd: 102 Calle Del Sol spoke against the location and cited reasons outlined in her email (Exhibit I) including concerns that a cannabis establishment will increase vehicular traffic on Main Street, will increase vehicular and pedestrian traffic in the subdivision alleys, and the number of cannabis shops in Roswell.

MOTION – CANN-25-0063

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, Commissioner Henderson MOTIONED to recommend approval of Case CANN-25-0063 to City Council.

Note: There was no second.

Based on the proximity to residential Commissioner Holman MOTIONED to recommend denial of Case CANN-25-0063 to City Council.

SECONDED by Commissioner Gutierrez.

A roll-call vote was as follows: Richard Gutierrez- yes, Greg Holman- yes, Steve Henderson- no, Alicia Gilmore- yes, Saul Aguilar- yes the motion passed 4-1 with Jana Lessard being absent.

Commissioner Holman: Don't waive 300' from residential requirement. It goes against the distance regulations.

Commissioner Gilmore: After reading the email from the nearby resident, the alleyways have had heavy traffic since Blake's opened and it would increase.

2. CASE VAR-25-0059 Request for approval of a Variance to property line setbacks for new building construction along east side of property in I-1 Zoning District. Location: 900-908 N Virginia Avenue. Legal Summary Subd: NORTH SPRING RIVER Block: 7 Lot: 3 THRU:- Lot: 7 , , , , Quarter: NW S: 33 T: 10S R: 24E BOUNDARY SURVEY (S11-42) BK: 799 PG: 958 SWD, (Property Owner: ROSWELL PROPERTY MANAGEMENT GROUP F2 LLC) (Agent: Smith Engineering Co.)

Chair Aguilar: Introduced **VAR-25-0059** Request for approval of a Variance to property line setbacks for new building construction along east side of property located at 900-908 N Virginia Avenue in I-1 Light Industrial Zoning District.

Ms. Hildreth: Presented Case **VAR-25-0059** with slides and read the Findings of Facts and Conclusions of Law in Exhibit B Staff Summary. Application from Roswell Property Management Group F2 requested approval of a Variance to property line setbacks for new building construction of a Roswell Ford Truck Fleet Service Center at 902, 904, 906, and 908 N Virginia Avenue in the I-1 Light Industrial Zoning District. There were no written or oral oppositions to this case.

Chair Aguilar: Those wishing to speak in favor of Case **VAR-25-0059**, please state your name and address for the record.

Scott Hicks with Smith Engineering: Handed out enlarged site plan to the Planning & Zoning Commission. The Ford Service Center is intended to accommodate large fleet vehicles such as the Ford 550s like you see on the Railroad Tracks. Ford Corporate has specifications for servicing large fleet vehicles, and the operation needs as much room on the site as possible to stage circulation for large vehicles. That's why the project needs a variance to the Virginia Avenue street side yard setback in order to establish the new service

bays as far east on the site as possible. The front yard setback on the 9th Street side will be the same as previously established on the same block when the carwash was built. The new building will have a notch on the southeast corner for clear-site-triangle at the 9th Street and Virginia Avenue intersection. Sixty feet to the south, the warehouse on the south side of 9th Street along the west side of Virginia Avenue is on the street side yard property line. On the east side of Virginia, the buildings are on the property line that runs parallel with Virginia Avenue. This property would be in conformance with building development patterns on properties to the south and east. The new building will not encroach into the 15' Rear Yard Setback as established in the I-1 Zoning District. That will give the project about 160' to work with if a variance is granted. Mr. Hicks stressed the Industrial Zoning and development patterns of businesses in this neighborhood. The variance will allow the Fleet Service Center to meet the criteria set by Ford and allow Ford employees to meet parking and staging needs.

Chair Aguilar: Anyone wishing to speak in opposition of Case VAR-25-0059 or who have questions or concerns?

None.

Commissioner Gilmore: Will it encroach on the sidewalk?

Mr. Hicks: No, that's outside the property line and in the right-of-way.

Commissioner Holman: Will vehicles pull out onto Virginia?

Mr. Hicks: No, vehicles will pull in and out from the parking lot at the alley onto 9th Street.

Toby Gross: Since City Council didn't approve the first proposal for a pull-through service center on 9th Street, the vehicles will have to pull in and back out of the bays. That's why the project needs a variance to provide as much room as possible. We were going to build a new fence there anyway to replace the flood-damaged fence. We are asking to build the building there in place of the fence. We will provide a clear-site-triangle at the intersection. If we set the building back 30' from the Virginia side property line, we lose a car's length and have unusable space. Ford is making a significant investment in Roswell.

Commissioner Holman: This is a significant capital investment in the flood zone. The Ford financed building must be flood insured.

MOTION – VAR-25-0059

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 development of the property benefits the community, creates jobs, and is in keeping with surrounding buildings and enhances the property, Commissioner Henderson MOTIONED to approve VAR-25-0059. SECONDED by Commissioner Holman.

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

Chair Aguilar introduced Other Business.

G. OTHER BUSINESS

H. ANNOUNCEMENTS

Ms. Hildreth:

The Next Roswell Planning & Zoning Commission Meeting is scheduled for August 5, 2025.

I. ADJOURN Chair Aguilar adjourned the meeting at 7:16 p.m.

Planning & Zoning Commission

4.

Meeting Date: 12/09/2025

COMMITTEE: Planning & Zoning

CONTACT: Merideth Hildreth

CHAIR: Saul Aguilar

ACTION REQUESTED:

Consider approval of Zoning Case SUP-25-0183 to approve a Barbershop at 712 & 714 N Atkinson Ave in R-3.

BACKGROUND:

A request for a Special Use Permit to allow a barbershop in a new 720 square foot accessory building (24x30) in the R-3 Residential District at 712 & 714 S Atkinson Avenue.

FINANCIAL CONSIDERATION:

None.

REVIEW:

The Variance application requires Planning & Zoning Commission review and vote.

BOARD AND COMMITTEE ACTION:

Request Planning & Zoning Commission review, discuss, and vote on Zoning Case SUP-25-0183.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

SUP-25-0183

EXHIBIT A SUP-25-0183 APPLICATION



CITY OF ROSWELL SPECIAL USE PERMIT

PO Box 1838 • Roswell, NM 88202-1838

Phone: (575) 637-6280 • ROSWELL-NM.GOV

Property Owner's Name:

Arthur Luna III

Email:

Arthur-Luna@icloud.com

Phone:

575-910-0956

Address:

N Atkinson

Agent's Name:

Email:

Phone:

Address:

Physical Address:

712 & 714 N Atkinson AVE

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

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

To Establish a barbershop on my R-3 Residential property in an Accessory Building (24x30)

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

Agent's Signature

Date

FOR OFFICIAL USE ONLY

P & Z Case #: SUP-25-0183

Date: 12-09-2025

Located in Historic District: ☒ Yes ☐ No

Flood Zone: X

Current Zoning District: R-3 RESIDENTIAL

Structure Size in Square Feet:

24

X

30

=

720

Sq. Ft.

Setback Requests for New Construction: Front Ft: 60' Side Ft: 20' Rear Ft: 30' Side Ft: N/A

Comprehensive Master Plan General Development Plan: ☒ Residential ☐ Commercial ☐ Industrial☐ Park & Open Space ☐ RS OverflightQuadrant 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: SUP-25-0183

Roswell Planning & Zoning Commission

Tuesday, December 9, 2025

City Hall Large Conference Room

425 N Richardson Avenue

Roswell, NM 88201

APPLICATION: CASE SUP-25-0183: Request for a Special Use Permit to allow for a 720 square foot barbershop in a 24x30 new accessory structure in the R-3 residential zoning district.

I. Property Under Consideration:

Property Address: 712 & 714 N Atkinson Avenue

Legal Summary: Subd: JEFF LISTON Block: 1 Lot: 3 AND:- Lot: 4 , Quarter: SE S: 33
T: 10S R: 24E DOC# 202502926 QCD

Property Owner: Arthur Luna, III

Applicant: Arthur Luna, III

II. Site Data:

Site Area: 122' width X 124' depth = 15,128 sq ft

UPC(s): 4-136-061-529-287-000000

Existing Land Use: Residential

Proposed Land Use: Residential with 720 sf barbershop in a new 24x30 accessory structure.

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-3
South	Residential	R-2
West	Residential	R-3
East	Cultivated Agricultural Field in Chaves County on east side of Atkinson	In County ETZ

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-25-0183

Zoning Map showing property in R-3 Zoning District for SUP-25-0183



III. Intent of Petition:

The applicant/property owner for Zoning Case SUP-25-0183 requests a Special Use Permit to establish a barbershop in a new 720 square foot accessory building (24x30) on the property owner's residential lot next to the home in the R-3 Residential District.

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-25-0183

IV. Planning & Zoning Commission Considerations from Staff Review:

1. The property under consideration is a 15,128 square foot lot in the R-3 Zoning District that has an existing house inhabited by the property owner/applicant.



Google Earth Street View Image Date 11/24 showing lot with Applicant's residential dwelling.

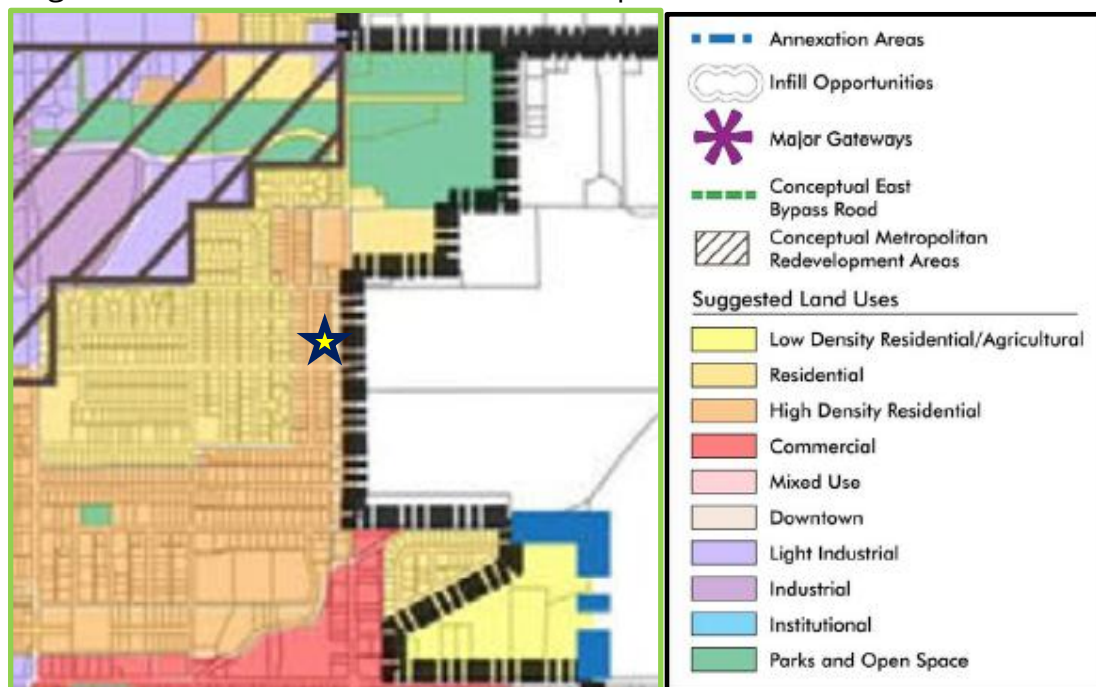
2. The Roswell Zoning Ordinance Article 16: R-3 Residential District B. 13. allows Barbershops and beauty shops with a Special Use Permit.
3. A 6' tall screen fence is required along all property lines abutting single-family residential dwellings for uses that require a Special Use Permit. The applicant owns the adjacent property to the north that has a 1,680 square foot garage and no residential dwelling. Residential dwellings are in a neighborhood west of the alley.
4. Atkinson Avenue is classified as a Minor Arterial on the *2016 Comprehensive Master Plan Functional Street Classification Plan*.
5. The *2016 Comprehensive Master Plan Preferred Land Use Scenario Map* shows the property under consideration in a high-density residential corridor along Atkinson Avenue with development inside the city limits to the west and agricultural land outside the Municipal Boundary east of North Atkinson Avenue.
6. Development of a new accessory structure for a barbershop will be required provide a plan set and go through the Community Development Staff's Development Review, Permitting, and Inspection Process for a commercial project.

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-25-0183

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. 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.
5. The 2016 *Comprehensive Master Plan Preferred Land Use Scenario Map* shows the property under consideration is located along Atkinson Avenue which is a mixed-use and mixed density corridor with residential, commercial, agricultural, recreational, mobile home park, and RV Park uses.



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

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-25-0183

6. The property under consideration is located outside a Flood Hazard Zone designated by FEMA.
7. The property under consideration is currently within the jurisdiction of the City of Roswell, New Mexico.
8. Roswell Zoning Ordinance Article 4 provides the following definition: "Barbershop. A place of business of a barber, licensed by the state of New Mexico, who cuts, trims and/or shaves hair."
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 barbershop on the residential R-3 property under consideration is not contrary to the public interest in the mixed-use corridor on a Minor Arterial.

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-25-0183.**

EXHIBIT C.1: SUP-25-0183 LETTER NOTIFYING SURROUNDING PROPERTY OWNERS
(Page 1 of 2)

LETTER SENT VIA CERTIFIED MAIL ON November 24, 2025 TO SURROUNDING PROPERTY OWNERS



COMMUNITY DEVELOPMENT DEPARTMENT
400 W Second Street
Roswell, NM 88201
Telephone: (575) 637.6294

RE: PUBLIC HEARING NOTICE for ZONING CASE SUP-25-0183

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-25-0183**. 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-25-0183: Request for Special Use Permit to allow a barbershop in an accessory building (24x30) at a single-family residence in the R-3 Residential Zoning District.

PROPERTY OWNER: Arthur Luna III

PROPERTY LOCATION: 712 N Atkinson

LEGAL DESCRIPTION: Subd: JEFF LISTON Block: 1 Lot: 3 AND:- Lot: 4 , Quarter: SE S: 33 T: 10S R: 24E DOC# 202502926 QCD

The City of Roswell Planning and Zoning Commission will hear public comments on the above zoning cases on Date: **TUESDAY, DECEMBER 9, 2025 at 10:00 a.m. in the Large Conference Room in City Hall, located at 425 N Richardson 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 Community Development Department in the Roswell Development Services Office at 400 W Second 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-235-0183 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, December 5, 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 Second 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-25-0183 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 24 DE NOVIEMBRE DE 2025 A LOS PROPIETARIOS DE
LAS PROPIEDADES CIRCUNDANTES**



**DEPARTAMENTO DE DESARROLLO COMUNITARIO
400 W Second Street
Roswell, NM 88201
Teléfono: (575) 637.6294**

RE: AVISO DE AUDIENCIA PÚBLICA para el CASO DE ZONIFICACIÓN SUP-25-0183

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-25-0183**. 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-25-0183: Solicitud de Permiso de Uso Especial para permitir una barbería en un edificio accesorio (24 x 30) en una residencia unifamiliar en el Distrito de Zonificación Residencial R-3.

PROPIETARIO: Arthur Luna III

UBICACIÓN DE LA PROPIEDAD: 712 N Atkinson

DESCRIPCIÓN LEGAL: Subd: JEFF LISTON Block: 1 Lot: 3 AND:- Lot: 4 , Quarter: SE S: 33 T: 10S R: 24E DOC# 202502926 QCD

La Comisión de Planificación y Zonificación de la Ciudad de Roswell escuchará los comentarios públicos sobre los casos de zonificación anteriores el Fecha: **MARTES 9 DE DICIEMBRE DE 2025 a las 10:00 a.m. en la sala de conferencias grande del ayuntamiento, situado en 425 N Richardson.** 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 Second 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-25-0183 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 5 de diciembre 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 Second 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)

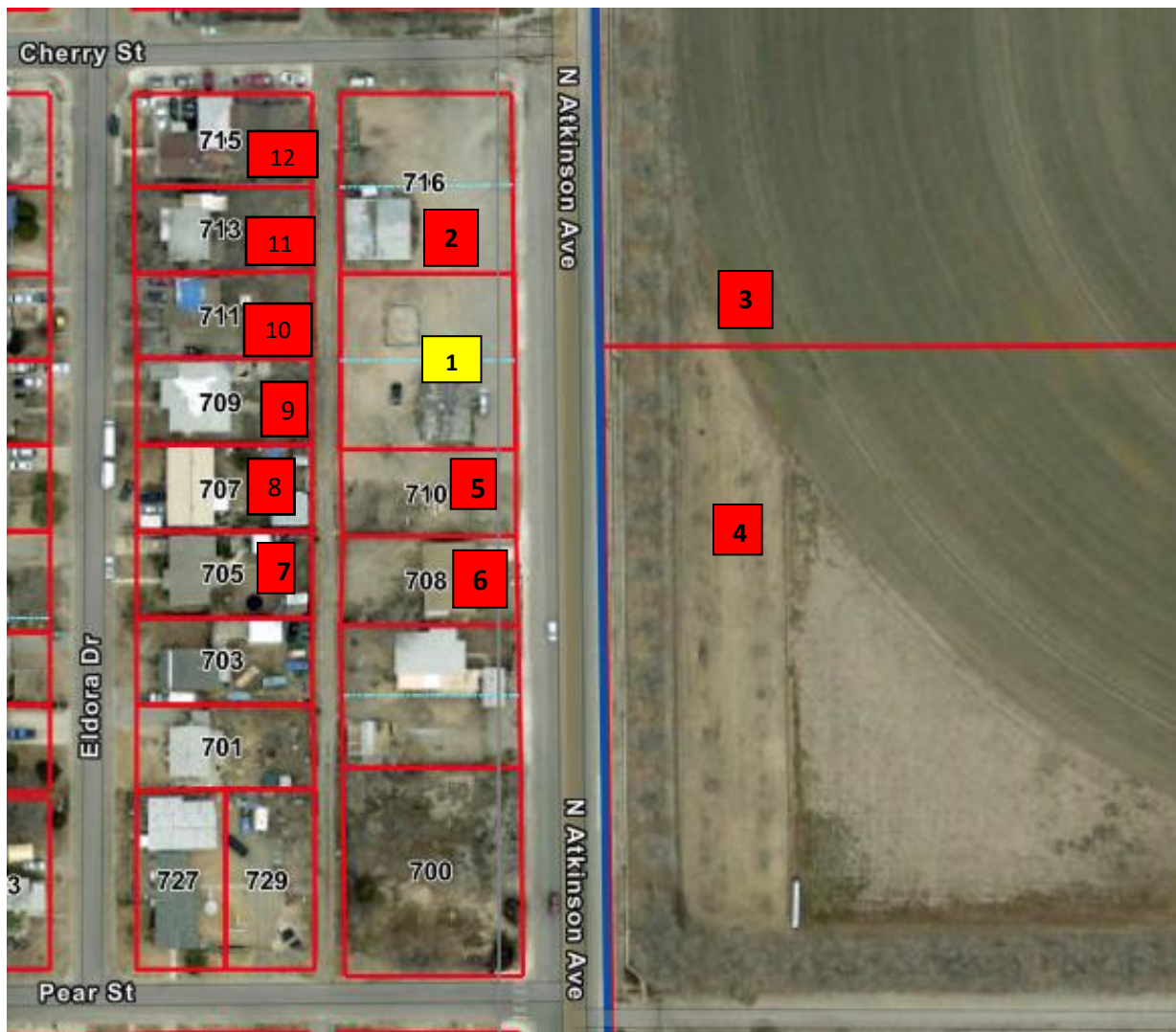
EXHIBIT D: SUP-25-0183

Request for approval of a Special Use Permit to allow a barbershop in an accessory building in the R-3 Zoning District.

Solicitud de aprobación de una Permiso de Uso Especial para permitir una barbería en un edificio accesorio en el Distrito de Zonificación 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 / PROPIEDAD BAJO CONSIDERACIÓN
712 N Atkinson

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

EXHIBIT E: SUP-25-0183 – NOTIFICATION AREA ADDRESSES

1, 2,5 (Vacant Lot)

III Luna, Arthur

710 N Atkinson

Roswell NM 88201

712 N Atkinson

Roswell NM 88201

716 N Atkinson

Roswell NM 88201

3,4

DJS TRUST; NIBERT, GREGORY J & NIBERT,

CAROLYN S CO TTES

PO BOX 1453

Roswell NM 88202-1453

6

Green, Jasmine Jade

708 N Atkinson

Roswell NM 88201

7

Juarez, Leonardo D; Juarez, Nicolas A

OR CURRENT OWNER

705 Eldora Dr

Roswell NM 88201

Juarez, Leonardo D; Juarez, Nicolas A

506 Swinging Spear Rd

Roswell NM 88201

8

Talamantes, MartinG; Talamantes,

Anastacia Macias

707 Eldora Dr

Roswell NM 88201

9

CARRASCO, BONNIE L

709 Eldora Dr

Roswell NM 88201

10

Palafox, Marco A

OR CURRENT PROPERTY OWNER

711 Eldora Dr

Roswell NM 88201

Palafox, Marcos A

801 E Alameda St

Roswell NM 88203

11

Salayandia, Salvador

OR CURRENT PROPERTY OWNER

713 Eldora Dr

Roswell NM 88201

Salayandia, Salvador

1620 S Cahoon Ave

Roswell NM 88203

12

Batres, Jonathan

715 Eldora Dr

Roswell NM 88201

EXHIBIT F SUP-25-0183 PLOT PLAN FOR ACCESSORY BARBERSHOP BUILDING

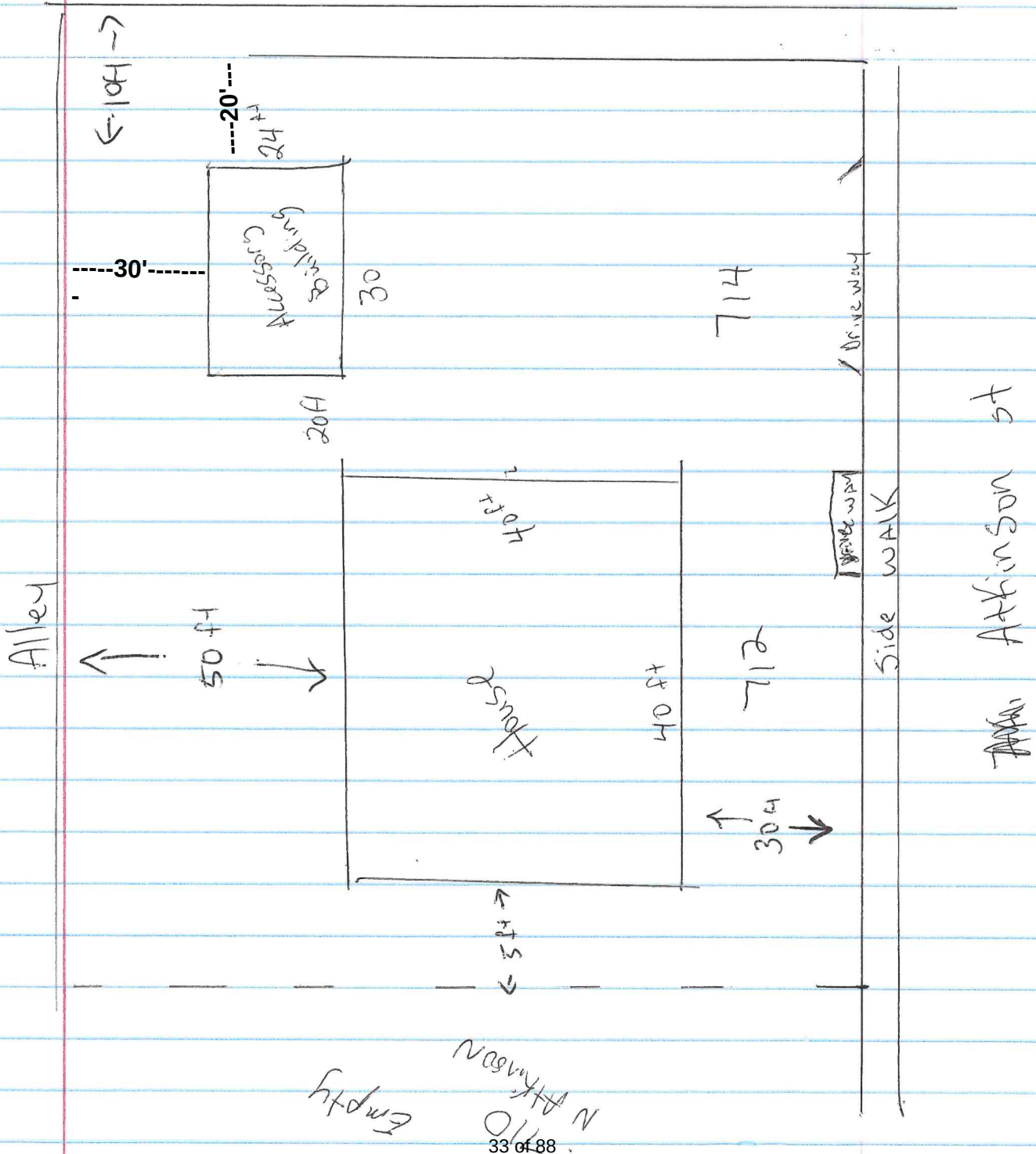
Plot PLAN for Accessory Building
24x30

712 N Atkinson + 714 N Atkinson

Property Descriptions - Subd. JEFF Liston Block: 1

Lot 3 & Lot: 4 Quarter SE S:33 T: 10S R: 24E

DOL # 202 502 924 QCD



Planning & Zoning Commission

5.

Meeting Date: 12/09/2025

COMMITTEE: Planning & Zoning

CONTACT: Merideth Hildreth

CHAIR: Saul Aguilar

ACTION REQUESTED:

Consider Recommendation to City Council of Black Diamond Maywood Subdivision Final Plat MPLAT-25-0180 in the 800 Block of W College.

BACKGROUND:

Black Diamond Maywood Subdivision replat 5 lots into 8 lots for 8 single-family residential lots in the 800 Block of West College Blvd and the 1500 Block of North Michigan Avenue and North Kansas Avenue.

FINANCIAL CONSIDERATION:

None,

REVIEW:

Planning & Zoning Commission review the case, discuss, and vote a recommendation to City Council which will hear the case on December 11, 2025.

BOARD AND COMMITTEE ACTION:

P&Z Commission hold a public hearing and vote a recommendation to City Council.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

MPLAT-25-0180

EXHIBIT A MPLAT-25-0180 BLACK DIAMOND MAYWOOD SUBDIVISION



CITY OF ROSWELL FINAL PLAT APPLICATION

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

Property Owner's Name: Black Diamond Construction LLC **Email:** bdiamondconstruction20@gmail.com
Phone: 575.637.8141 **Address:** 210 E McGaffey St, Roswell NM 88203

Agent's Name: Arturo Alvarado **Email:** bdiamondconstruction20@gmail.com
Phone: 575.637.8141 **Address:** 210 E McGaffey St, Roswell NM 88203

Legal Description of Proposed Zone Change Area (Lot/Block/Subdivision, Tract, Section-Township/Range):
Subd: APOSTOLIC BIBLE CHURCH SUMMARY PLAT Tract: A DOC# 202506739 WD 4-135-060-206-517-000000
Subd: MAYWOOD Block: 3 Lot: 15 E2 AND:- Lot: 16 E2 , Lot: 15 W2 AND:- Lot: 16 W2, Lot 17, Lot: 18 AND:- Lot: 19

Reason for the Request: (Please attach extra sheet if necessary) 5 Lots 800 Block W College Blvd east & west sides of alley. Replat 5 lots into 8 lots for 8 single-family residential lots

Original Subdivision Name: MAYWOOD

of Lots: 5 **Blocks:** 3 **Subdivision filed date:** _____

Proposed Subdivision Name: BLACK DIAMOND MAYWOOD SUBDIVISION

of Lots: 8 **Blocks:** N/A **Area of Proposed Subdivision:** _____ **Acres:** 1.72 **Sq. Ft:** 75,000

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

11/7/25
Date


Agent's Signature

11/7/25
Date

MPLAT-25-0180

FOR OFFICIAL USE ONLY

P & Z Case #: ~~XXXXXX~~ **Date:** 12.9.2025 **Located in Historic District:** ☐ Yes ☒ No

Flood Zone: X **Current Zoning District:** R-3 **Current Use:** VACANT LAND

Required Yard Setbacks: Front Ft: 20' Side Ft: 5' 1 FLO: Rear Ft: 20' Side Ft: 25' STRE

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.**

EXHIBIT B

STAFF SUMMARY FOR CASE: MPLAT-25-0180 REQUEST FOR FINAL PLAT OF BLACK DIAMOND MAYWOOD SUBDIVISION IN THE R-3 RESIDENTIAL DISTRICT



Roswell Planning & Zoning Commission

Tuesday, December 9, 2025

Roswell City Hall Large Conference Room

425 N Richardson Avenue

Roswell, NM 88201

APPLICATION: CASE MPLAT-25-0180: Request for a Final Minor Plat in the R-3 Residential Zoning District to develop eight (8) lots for single family homes on the 800 Block W College Blvd

I. Property Under Consideration:

Property Address: 800 Block W College Blvd on North side of College Blvd and 1500 Blocks on North Kansas Ave and North Michigan Ave.

Legal Description: W College Blvd 800 Block, 1500 Block east side of N Kansas Ave & west side of N Michigan Ave. Legal Summaries (properties on Kansas Ave & west of alley) Subd: MAYWOOD Block: 3 Lot: 15 W2 AND:- Lot: 16 W2 , Lot: 15 E2 AND:- Lot: 16 E2 (807 W College Blvd) , Lot: 17 (1505 N Kansas Ave), Lot: 18 AND:- Lot: 19 , Quarter: SW S: 29 T: 10S R: 24E DOC# 202506739 WD; (property on Michigan Ave & east of alley) Subd: APOSTOLIC BIBLE CHURCH SUMMARY PLAT Tract: A S: 29 T: 10S R: 24E DOC# 202506739 WD.

Property Owner: Black Diamond Construction LLC

II. Site Data:

Site Area: 74,985 sq feet 1.72 acres

UPC(s): 4-135-060-206-517-000000, 4-135-060-190-509-000000, 4-135-060-189-517-000000, 4-135-060-193-524-000000, 4-135-060-186-524-000000,

Existing Land Use: Vacant

Proposed Land Use: Develop eight new single-family homes

Existing Zoning: R-3 Residential District

EXHIBIT B

STAFF SUMMARY FOR CASE: MPLAT-25-0180
REQUEST FOR FINAL PLAT OF BLACK DIAMOND MAYWOOD SUBDIVISION
IN THE R-3 RESIDENTIAL DISTRICT

Table 1: Adjacent Existing Land Use and Zoning to the property under consideration		
Direction:	Land Use:	Zoning:
North	Residential	R-2
South	Residential	R-3
West	Residential	R-3
East	Residential	R-3

Maps for MPLAT-25-0180

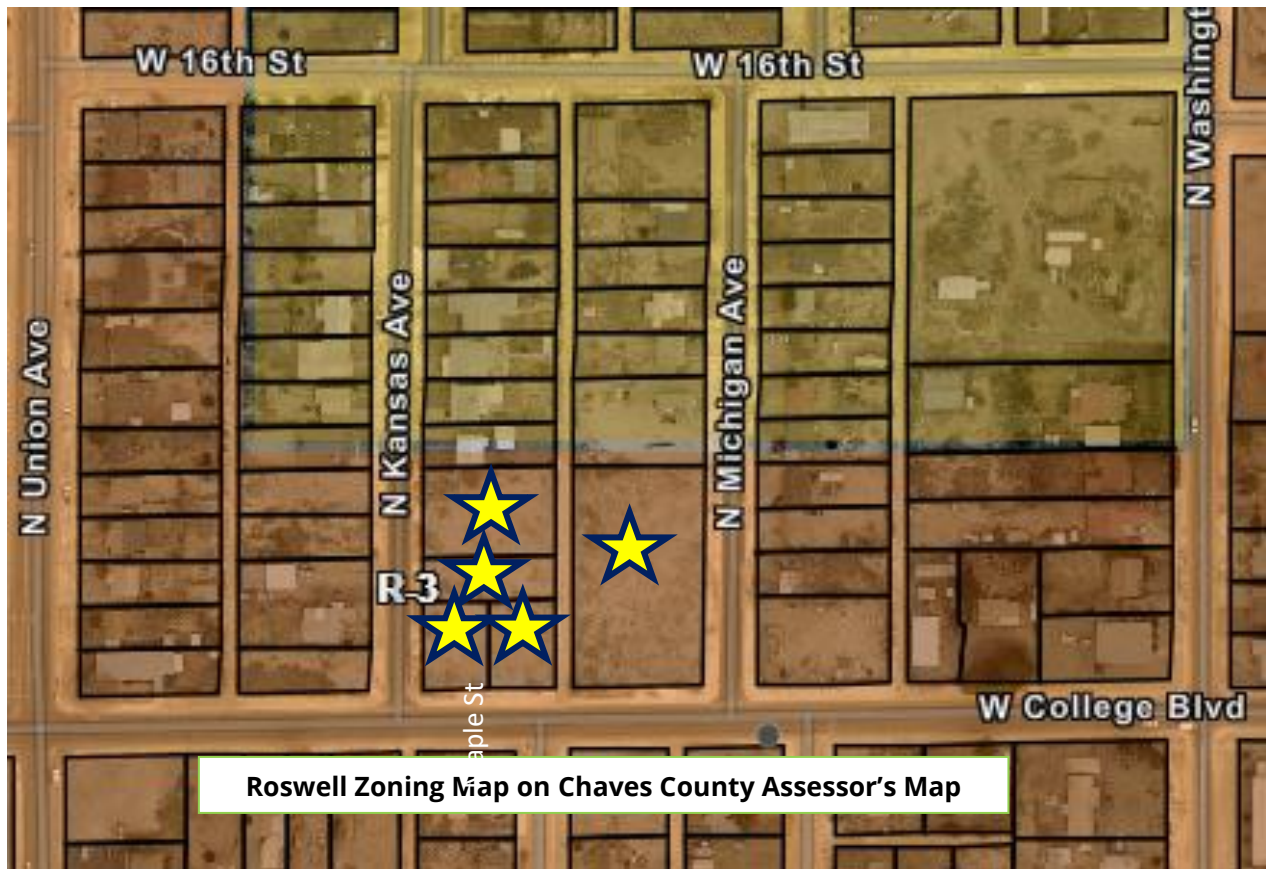
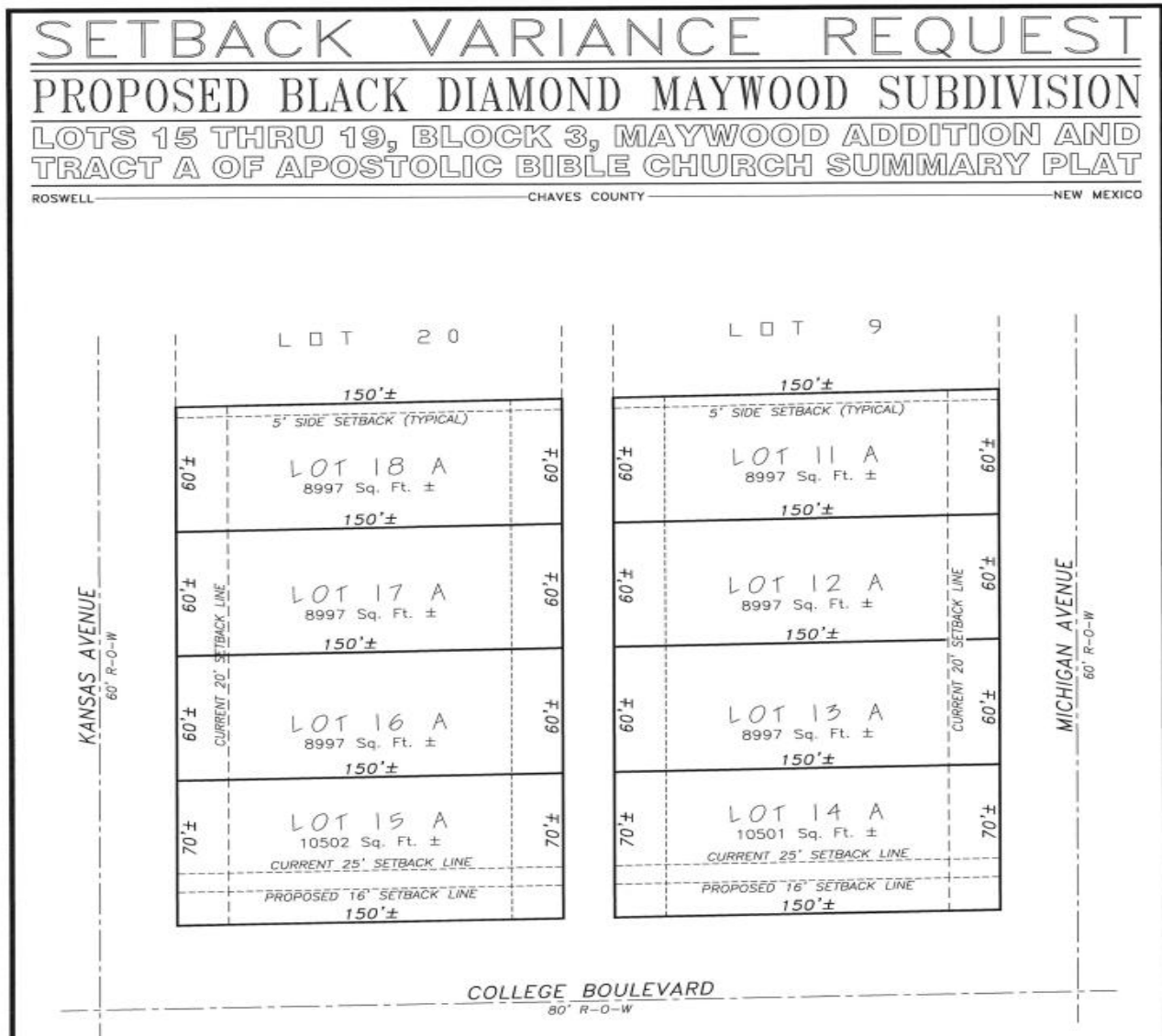


EXHIBIT B

STAFF SUMMARY FOR CASE: MPLAT-25-0180 REQUEST FOR FINAL PLAT OF BLACK DIAMOND MAYWOOD SUBDIVISION IN THE R-3 RESIDENTIAL DISTRICT

III. Intent of Petition:

The applicant for Zoning Case MPLAT-25-0180 is requesting a Final Plat of the Black Diamond Maywood Subdivision to create eight (8) lots for single-family homes.



Excerpt from Proposed Black Diamond Maywood Subdivision plat by Rains Surveying.

EXHIBIT B

STAFF SUMMARY FOR CASE: MPLAT-25-0180

REQUEST FOR FINAL PLAT OF BLACK DIAMOND MAYWOOD SUBDIVISION IN THE R-3 RESIDENTIAL DISTRICT

IV. Planning & Zoning Commission Considerations from Staff Review:

1. The property under consideration is in the R-3 Residential Zoning District.
2. The property is served by Kansas Avenue and Michigan Avenue, both classified as Local Streets. The two corner lots will have street side yards on College Boulevard classified as a Minor Arterial on the *2016 Comprehensive Master Plan Functional Street Classification Plan*.
3. The lot has approximately 300' frontage parallel with W College Blvd and approximately 250' frontage parallel with N Michigan Avenue and N Kansas Ave.



Google Earth Street View of Property looking west from W College

4. Minimum lot size requirement for single-family home in the R-3 Zoning District is 4,500 sq ft. The plat shows 8,997 square feet for each of the six interior lots, and 10,502 square feet for the two corner lots. Refer to Exhibit F for proposed lot dimensions and layout.
5. Water, sanitary sewer, and utilities area available to serve this proposed development project.

EXHIBIT B

STAFF SUMMARY FOR CASE: MPLAT-25-0180 REQUEST FOR FINAL PLAT OF BLACK DIAMOND MAYWOOD SUBDIVISION IN THE R-3 RESIDENTIAL DISTRICT

6. The Final Plat to create the 8 residential lot subdivision meets the *2016 Comprehensive Master Plan* Goal 8.9 Neighborhoods and Housing Goals, Objectives, and Implementation Strategies and specifically “Neighborhoods and Housing Goal 1: Promote a variety of housing types, sizes, and price ranges to accommodate housing needs of existing and future residents.” This infill housing development also meets the master plan Chapter 4 Section 4.9 “Land Use Goal 1: Promote quality infill development and redevelopment within existing neighborhoods or areas that are already served by City Infrastructure.”
7. The Planning & Zoning Commission’s recommendation on Zoning Case MPLAT-25-0180 will be forwarded to City Council to render a final decision.
8. This residential infill development is compatible with the surrounding residential land uses.

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. 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.
5. The property under consideration is currently within the jurisdiction of the City of Roswell, New Mexico.

EXHIBIT B

STAFF SUMMARY FOR CASE: MPLAT-25-0180 REQUEST FOR FINAL PLAT OF BLACK DIAMOND MAYWOOD SUBDIVISION IN THE R-3 RESIDENTIAL DISTRICT

6. City of Roswell Subdivision Code Article 4: Subdivision Application Procedure and Approval Process Section 2: Application and Review Procedures regulates final plats.
7. The 2016 *Comprehensive Master Plan* Preferred Land Use Scenario Map (excerpt below) indicates the lots under consideration as high density residential. High density in Roswell is considered approximately 15 dwelling units per net acre.
8. Based upon review of the 2016 Comprehensive Master Plan and 2016 Affordable Housing Plan and need for all types of housing, staff has determined that approval of Zoning MPLAT-25-0180 is in the interest of the community, will have a positive impact as residential infill development on currently undeveloped land, and will provide housing options by adding new housing to the aging housing stock (85.8% built prior to 1990).



Excerpt from 2016 *Comprehensive Master Plan* Preferred Land Use Scenario Map

EXHIBIT B
STAFF SUMMARY FOR CASE: MPLAT-25-0180
REQUEST FOR FINAL PLAT OF BLACK DIAMOND MAYWOOD SUBDIVISION
IN THE R-3 RESIDENTIAL DISTRICT

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, and materials provided, it is recommended that the **Planning and Zoning Commission introduce a motion and vote a recommendation to City Council regarding Zoning Case MPLAT-25-0180.**

**EXHIBIT C.1: MPLAT-25-0180, VAR-25-0181, VAR-25-0182
LETTER NOTIFYING SURROUNDING PROPERTY OWNERS
(Page 1 of 2)**

LETTER SENT VIA CERTIFIED MAIL ON November 25, 2025 TO SURROUNDING PROPERTY OWNERS



**COMMUNITY DEVELOPMENT DEPARTMENT
400 W Second Street
Roswell, NM 88201
Telephone: (575) 637.6294**

**RE: PUBLIC HEARING NOTICE for ZONING CASES
MPLAT-25-0180, VAR-25-0181, VAR-25-0182**

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 Cases MPLAT-25-0180, VAR-25-0181, VAR-25-0182**. 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 REQUESTS:

CASE MPLAT-25-0180

Request a Final Minor Plat to replat 5 lots into 8 lots on the north side of West College Blvd in the 800 Block to build 8 single-family homes in the R-3 Residential Zoning District.

CASE VAR-25-0181

(Proposed BLACK DIAMOND MAYWOOD SUBDIVISION LOT: 15A)

Request a 16' setback Variance from south property line to house on future lot to be addressed as 1501 N Kansas Ave.

EXHIBIT D: CASE VAR-25-0182

(Proposed BLACK DIAMOND MAYWOOD SUBDIVISION LOT: 14A)

Request a 16' setback Variance from south property line to house on future lot to be addressed as 1500 N Michigan.

PROPERTY OWNER: Black Diamond Construction LLC

PROPERTY LOCATION: 5 Lots on the North Side of College Blvd in the 800 Block on both sides of the Alley in the 1500 Blocks of N Michigan Avenue and N Kansas Avenue.

LEGAL SUMMARIES: Properties on Kansas Ave & west of alley - Subd: MAYWOOD Block: 3 Lot: 15 W2 AND:- Lot: 16 W2 , Lot: 15 E2 AND:- Lot: 16 E2 (807 W College Blvd) , Lot: 17 (1505 N Kansas Ave), Lot: 18 AND:- Lot: 19 , Quarter: SW S: 29 T: 10S R: 24E DOC# 202506739 WD. Property on Michigan Ave & east of alley - Subd: APOSTOLIC BIBLE CHURCH SUMMARY PLAT Tract: A S: 29 T: 10S R: 24E DOC# 202506739 WD.

**EXHIBIT C.1: MPLAT-25-0180, VAR-25-0181, VAR-25-0182 LETTER
NOTIFYING SURROUNDING PROPERTY OWNERS
(Page 2 of 2)**

The City of Roswell Planning and Zoning Commission will hear public comments on the above zoning cases on Date: **TUESDAY, DECEMBER 9, 2025 at 10:00 a.m. in the City of Roswell City Hall Large Conference Room located at 425 N Richardson.**

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 Community Development Department in the Roswell Development Services Office at 400 W Second 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.

The **information packet** for these zoning cases will be available no later than 5:00 p.m., on **Friday, December 5, 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 Second 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: MPLAT-25-0180, VAR-25-0181, VAR-25-0182
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 25 DE NOVIEMBRE DE 2025 A LOS PROPIETARIOS DE
LAS PROPIEDADES CIRCUNDANTES



DEPARTAMENTO DE DESARROLLO COMUNITARIO
400 W 2nd Street
Roswell, NM 88201
Teléfono: (575) 637.6280

RE: AVISO DE AUDIENCIA PÚBLICA para el CASO DE ZONIFICACIÓN
MPLAT-25-0180, VAR-25-0181, VAR-25-0182

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 MPLAT-25-0180, VAR-25-0181, VAR-25-0182**. 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:

CASE MPLAT-25-0180

Solicito un plano final de parcela menor para reparcelar 5 parcelas en 8 parcelas en el lado norte de West College Blvd, en el bloque 800, para construir 8 viviendas unifamiliares en el distrito residencial R-3.

CASE VAR-25-0181

(Proposed BLACK DIAMOND MAYWOOD SUBDIVISION LOT: 15A)

Solicito una variación de retroceso de 16 pies desde la línea sur de la propiedad hasta la casa en el futuro solar que se dirigirá como 1501 N Kansas Ave.

EXHIBIT D: CASE VAR-25-0182

(Proposed BLACK DIAMOND MAYWOOD SUBDIVISION LOT: 14A)

Solicito una variación de 16' de retraso desde la línea sur de la propiedad hasta la casa en el futuro lote, que se tratará como 1500 N Michigan.

PROPIETARIO: Black Diamond Construction LLC

UBICACIÓN DE LA PROPIEDAD: 5 parcelas en el lado norte de College Blvd, en la cuadra 800, a ambos lados del callejón, en las cuadras 1500 de N Michigan Avenue y N Kansas Avenue.

ANEXO C.2: MPLAT-25-0180, VAR-25-0181, VAR-25-0182
CARTA DEL VAR EN LA QUE SE NOTIFICA A LOS PROPIETARIOS
DE LAS PROPIEDADES CIRCUNDANTES
(Página 2 de 2)

RESÚMENES LEGAL: Propiedades en Kansas Ave y al oeste de Alley - Subd: MAYWOOD Block: 3 Lot: 15 W2 AND:- Lot: 16 W2 , Lot: 15 E2 AND:- Lot: 16 E2 (807 W College Blvd) , Lot: 17 (1505 N Kansas Ave), Lot: 18 AND:- Lot: 19 , Quarter: SW S: 29 T: 10S R: 24E DOC# 202506739 WD. Propiedad en Michigan Ave y al este de Alley - Subd: APOSTOLIC BIBLE CHURCH SUMMARY PLAT Tract: A S: 29 T: 10S R: 24E DOC# 202506739 WD.

La Comisión de Planificación y Zonificación de la Ciudad de Roswell escuchará los comentarios públicos sobre los casos de zonificación anteriores del la Fecha: **MARTES 9 DE DICIEMBRE DE 2025 a las 10:00 a.m. en la sala de conferencias grande del ayuntamiento, situado en 425 N Richardson.** 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 Second 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.

El **paquete** de información para estos casos de zonificación estará disponible a más tardar a las 5:00 p.m., el **viernes 5 de diciembre 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 Second 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
(Mapa del Área de Notificación adjunto)

Esperanza DeLeon

Esperanza DeLeon
Planificador II

EXHIBIT D: CASE MPLAT-25-0180

EXHIBIT D: CASE VAR-25-0181

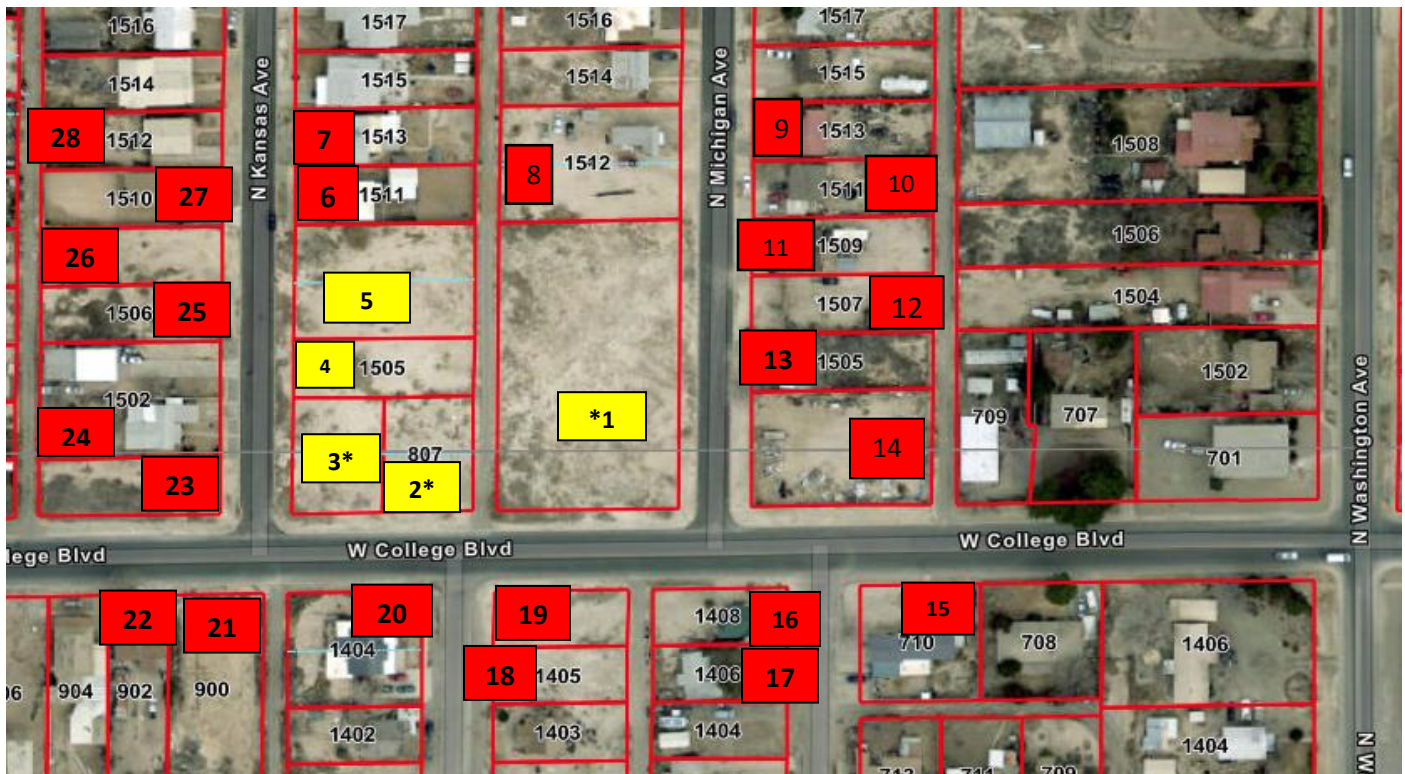
EXHIBIT D: CASE VAR-25-0182

Request a Final Minor Plat to replat 5 lots into 8 lots on the north side of West College Blvd in the 800 Block; a setback Variance to future 1501 N Kansas Ave, a setback Variance to future 1500 N Michigan Avenue in the R-3 Residential Zoning District to build 8 single-family homes.

Solicitar un plano final de menor para reparcelar 5 lotes en 8 lotes en el lado norte de West College Blvd en el bloque 800; una variación de retroceso para la futura 1501 N Kansas Ave, una variación para la futura 1500 N Michigan Avenue en el Distrito de Zonificación Residencial R-3 para construir 8 viviendas unifamiliares.

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



- PROPERTIES UNDER CONSIDERATION / PROPIEDAD BAJO CONSIDERACIÓN
- NOTIFICATION LETTERS SENT TO PROPERTY OWNERS IN NOTIFICATION
CARTAS DE NOTIFICACIÓN ENVIADAS A LOS PROPIETARIOS EN EL ÁREA DE NOTIFICACIÓN AREA

**EXHIBIT E: MPLAT-25-0180, VAR-25-0181, VAR-25-0182 – NOTIFICATION AREA
ADDRESSES**

1,2,3,4,5 (Vacant Lots)
Black Diamond Construction LLC
210 E McGaffey St
Roswell, NM 88203

6,
Rodriguez, Evelyn
OR CURRENT PROPERTY OWNER
1511 N KANSAS AVE
ROSWELL, NM 88201

Rodriguez, Evelyn
1571 E Thiesen
Holtville, CA 92250

7
Morales, Maria
1513 N Kansas Ave
Roswell, NM 88201

8
Campos, Phillip
OR CURRENT OWNER
1512 N Michigan Ave
Roswell, NM 88201

Campos, Phillip
417 Saucedo Ave
Roswell, NM 88203

9
Saenz, Juana M; (AKA Juana M Torres)
OR CURRENT PROPERTY OWNER
1513 N Michigan Ave
Roswell, NM 88201

Saenz, Juana M; (AKA Juana M Torres)
8 W Orchard Park Rd
Dexter, NM 88230

10
Luevano, Angie E
OR CURRENT PROPERTY OWNER
1511 N Michigan Ave
Roswell, NM 88201

Luevano, Angie E
1962 Garfield Ave
Kansas City, KS 66104

11
Lujan, Jessica; Lujan, Eucevio R
OR CURRENT PROPERTY OWNER
1509 N Michigan Ave
Roswell, NM 88201

Lujan, Jessica; Lujan, Eucevio R
1608 N Michigan Ave
Roswell, NM 88201

12
Lujan, Jessica; Lujan, Eucevio R
OR CURRENT PROPERTY OWNER
1507 N Michigan Ave
Roswell, NM 88201

Lujan, Jessica; Lujan, Eucevio R
1608 N Michigan Ave
Roswell, NM 88201

13
Jaffe, Victoria
1505 N Michigan Ave
Roswell, NM 88201

14 (Vacant Lot)
Orozco, Luis; Orozco, Viridiana
711 W College Blvd
Roswell, NM 88201

Orozco, Luis; Orozco, Viridiana
2008 N Mississippi Ave
Roswell, NM 88201

**EXHIBIT E: MPLAT-25-0180, VAR-25-0181, VAR-25-0182 – NOTIFICATION AREA
ADDRESSES**

15 Oaxaca, Víctor; Oaxaca, Martha OR CURRENT PROPERTY OWNER 710 W College Blvd Roswell, NM 88201	20 Johnson, Matthew A; Johnson, Rachel D 1404 N Maple Ave Roswell, NM 88201
Oaxaca, Víctor; Oaxaca, Martha 701 S Kansas Ave Roswell, NM 88203	21 (Vacant Lot) Kauslick, Albert A 900 W College Blvd Roswell, NM 88201
16 Lujan, Dora Jeanie OR CURRENT PROPERTY OWNER 1408 N Michigan Ave Roswell, NM 88201	Kauslick, Albert A PO BOX 1148 Roswell, NM 88202
Lujan, Dora Jeanie 8204 Bret PL NE Albuquerque, NM 87109	22 Osuna, Jose; Osuna, Viridiana OR CURRENT PROPERTY OWNER 902 W College Blvd Roswell, NM 88201
17 Rodríguez, Jesse; Rodríguez Marlene 1406 N Michigan Ave Roswell, NM 88201	Osuna, Jose; Osuna Viridiana 1511 S Pennsylvania Roswell, NM 88203
18 (Vacant Lot) Arnold Estate, Clara L 1405 N Maple Ave Roswell, NM 88201	23 (Vacant Lot) Monafo, John 1500 N Kansas Roswell, NM 88203
Arnold Estate, Clara L 205 W Mountain View Rd Roswell, NM 88203	Monafo, John 605 S Missouri Ave Roswell, NM 88203
19 (Vacant Lot) Madrid, Jose Lupe 806 W College Blvd Roswell, NM 88201	24 Garcia, Estela; Castillo, Victor 1502 N Kansas Ave Roswell, NM 88201
Madrid, Jose Lupe 403 S Kansas Ave Roswell, NM 88203	25, 26 (Vacant Lot) Lozano, Jose; Villegas, Anna 1506 N Kansas Ave Roswell, NM 88201

**EXHIBIT E: MPLAT-25-0180, VAR-25-0181, VAR-25-0182 – NOTIFICATION AREA
ADDRESSES**

25, 26 Continued
Lozano, Jose; Villegas, Anna
4302 Calumet Rd
Roswell, NM 88201

27
Pena, Oralia S
OR CURRENT PROPERTY OWNER
1510 N Kansas Ave
Roswell, NM 88201

Pena, Oralia S
1104 W 11th St
Roswell, NM 88201

28
Velos, Fred; Velos, Olivia
OR CURRENT PROPERTY OWNER
1512 N Kansas Ave,
Roswell, NM 88201

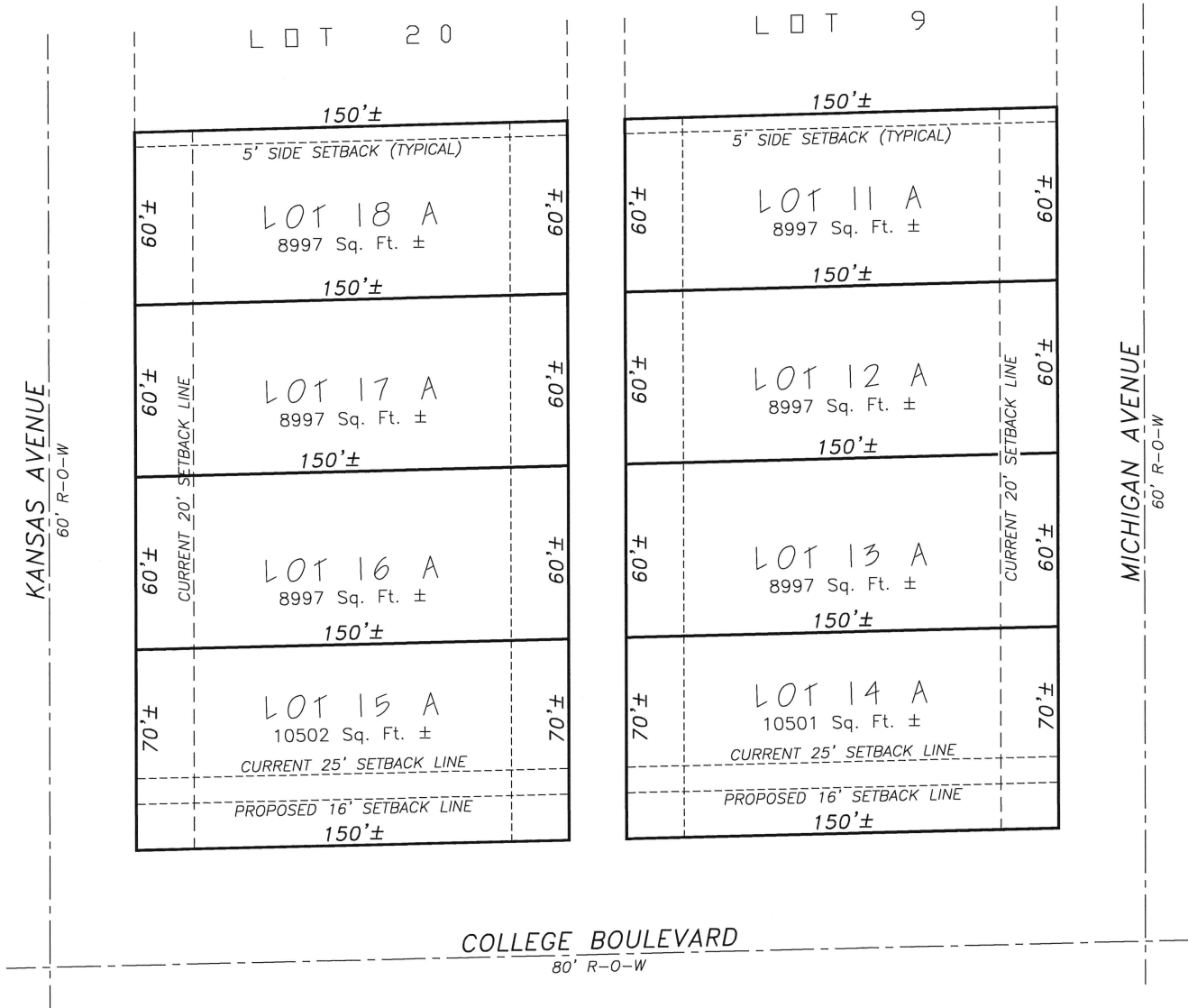
Velos, Fred; Velos, Olivia
405 Swinging Spear Rd
Roswell, NM 88201

SETBACK VARIANCE REQUEST

PROPOSED BLACK DIAMOND MAYWOOD SUBDIVISION

LOTS 15 THRU 19, BLOCK 3, MAYWOOD ADDITION AND TRACT A OF APOSTOLIC BIBLE CHURCH SUMMARY PLAT

ROSWELL ————— CHAVES COUNTY ————— NEW MEXICO



NOTES:

THE PURPOSE OF THIS VARIANCE REQUEST IS TO REDUCE THE MINIMUM STREET SIDE YARD SETBACK ALONG COLLEGE BOULEVARD FROM 25 FEET TO 10 FEET IN ORDER TO ACCOMMODATE ADEQUATELY SIZED DWELLINGS ON LOTS 14A AND 15A.

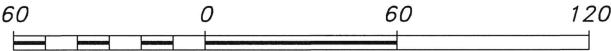
THE SUBJECT PROPERTIES ARE ZONED R-3 (RESIDENTIAL DISTRICT) PER THE CITY OF ROSWELL, NEW MEXICO PARCEL MAP REVISED MARCH 29, 2022.

THE LAYOUT OF THE PROPOSED BLACK DIAMOND MAYWOOD SUBDIVISION IS CONTINGENT ON THE APPROVAL OF THIS VARIANCE.

THE OWNER OF RECORD FOR THE SUBJECT PROPERTIES IS:
BLACK DIAMOND CONSTRUCTION, LLC.
210 EAST McGAFFEY STREET
ROSWELL, NM 88203
(575) 840-5327



SCALE: 1" = 60'



10/31/2025

RAINS
SURVEYING

PROFESSIONAL LAND SURVEYING SERVICES • EST. 1996
P.O. BOX 1474 • ROSWELL • NEW MEXICO • (575)622-8411

Planning & Zoning Commission

6.

Meeting Date: 12/09/2025

COMMITTEE: Planning & Zoning

CONTACT: Merideth Hildreth

CHAIR: Saul Aguilar

ACTION REQUESTED:

Consider approval of Zoning Case VAR-25-0181 to approve a Variance to the Street Side Yard Setback for 1501 N Kansas Ave in R-3.

BACKGROUND:

Zoning Case VAR-25-0181 is a request for a variance to allow a 16' street side yard setback for construction of a single-family home on the proposed corner lot 15A of Black Diamond Maywood Subdivision in the R-3 Residential District on the northeast corner of the 800 Block of West College Blvd and North Kansas Avenue intersection (proposed future address 1501 N Kansas Avenue).

FINANCIAL CONSIDERATION:

None.

REVIEW:

The Variance application requires Planning & Zoning Commission review and vote.

BOARD AND COMMITTEE ACTION:

Planning & Zoning Commission hold a public hearing to review, discuss, and vote on Zoning Case VAR-25-0181.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

VAR-25-0181

EXHIBIT A VAR-25-0181 APPLICATION



CITY OF ROSWELL
VARIANCE APPLICATION

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

Property Owner's Name: BLACK DIAMOND CONSTRUCTION LLC Email: bdiamondconstruction20@gmail.com

Phone: 575.637.8141 Address: 210 E McGaffey St, Roswell NM 88203

Agent's Name: ARTURO ALVARADO Email: bdiamondconstruction20@gmail.com

Phone: 575.637.8141 Address: 210 E McGaffey St, Roswell NM 88203

Physical Address: NE CORNER COLLEGE BLVD & KANSAS AVE

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

Subd: MAYWOOD Block: 3 Lot: 15 E2 AND:- Lot: 16 E2 , Lot: 15 W2 AND:- Lot: 16 W2

PROPOSED BLACK DIAMOND MAYWOOD SUBDIVISION LOT 15A

Reason for the Request: (Please attach extra sheet if necessary) REQUEST 16' STREET SIDE YARD SETBACK

ON THE CORNER LOT 15A OF BLACK DIAMOND MAYWOOD SUBDIVISION

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

11/7/25
Date

Agent's Signature

11/7/25
Date

FOR OFFICIAL USE ONLY

P & Z Case #: VAR-25- 0181 Date: 12-09-2025 Located in Historic District: ☐ Yes ☒ No

Flood Zone: X Current Zoning District: R-3

Structure Size in Square Feet: 49 X 62 = 3,038 Sq. Ft.

Setback Requests for New Construction: Front Ft: 20 Side Ft: 5 Rear Ft: 20 Side Ft: 16 ST SIDE

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.



EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0181

Roswell Planning & Zoning Commission

Tuesday, December 9, 2025

Roswell Development Services Conference Room

400 W Second Street

Roswell, NM 88201

APPLICATION: CASE VAR-25-0181: Request for a variance to allow for a 16' street side yard setback on the corner lot 15A of Black Diamond Maywood Subdivision in an R-3 residential zoning district.

I. Property Under Consideration:

Property Address: 1501 N Kansas Ave (future address)

Legal Summary: W College Blvd 800 Block, 1500 Block east side of N Kansas Ave. Legal Summaries (properties on Kansas Ave & west of alley)
Subd: MAYWOOD Block: 3 Lot: 15 W2 AND:- Lot: 16 W2 , Lot: 15 E2 AND:- Lot: 16 E2 (807 W College Blvd) , Lot: 17 (1505 N Kansas Ave)

Property Owner: Black Diamond Construction LLC

Applicant: Arturo Alvarado

II. Site Data:

Site Area: 70' X 150' 10,502 sf corner lot in proposed Black Diamond Maywood Subdivision

UPC(s): 4-135-060-186-524-000000,
4-135-060-193-524-000000 (currently addressed 807 W College Blvd)

Existing Land Use: Vacant undeveloped lot

Proposed Land Use: Single-family home

Existing Zoning: R-3 Residential Zoning District

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0181

Table 1: Adjacent Existing Land Use and Zoning to the property under consideration		
Direction:	Land Use:	Zoning:
North	Residential	R-2
South	Residential (south side of College Blvd)	R-3
West	Residential	R-3
East	Residential	R-3

Zoning Map showing property in R-3 Zoning District for VAR-25-0181



EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0181

III. Intent of Petition:

The applicant for Zoning Case 25-0181 VAR requests a variance to allow a 16' street side yard setback for construction of a single-family home on the proposed corner lot 15A of Black Diamond Maywood Subdivision in the R-3 Residential District on the northeast corner of the 800 Block of West College Blvd and North Kansas Avenue intersection (proposed future address 1501 N Kansas Avenue).

IV. Planning & Zoning Commission Considerations from Staff Review:

1. The property under consideration is two undeveloped lots that are undergoing a replat to create a corner lot for single-family housing construction in the R-3 Zoning District.



Google Earth Street View Image Date 12/24 from Maple Street looking north toward the property under consideration between Kansas Avenue and the alley along College Blvd

2. The property is served by North Kansas Avenue, classified as a Local Street. This corner lot's street side yard is parallel with College Boulevard which classified as a Minor Arterial on the *2016 Comprehensive Master Plan Functional Street Classification Plan*.
3. Per Article 50 of the Roswell Zoning Ordinance, 25' is the minimum street side yard setback along an Arterial Street from the property line to the wall of a house in the R-3 Residential Zoning District.
4. Article 52.5.E of the Roswell Zoning Ordinance provides an exception to the required setbacks for corner lots and states, "...the required side yard setback on a corner lot may be that as established by the existing or adjacent principal building setback providing that clear sight triangles are met." While adjacent properties are vacant or undeveloped at this time, the historic development pattern shows shorter front yard and street side yard setbacks from the property lines paralleling College Boulevard to the building facades along this R-3 residential corridor.

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0181



Chaves County Assessor Map showing development pattern in the College Blvd residential corridor



Google Earth Aerial View Image Date 3/19/2021 showing a house at 807 W College Blvd

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0181

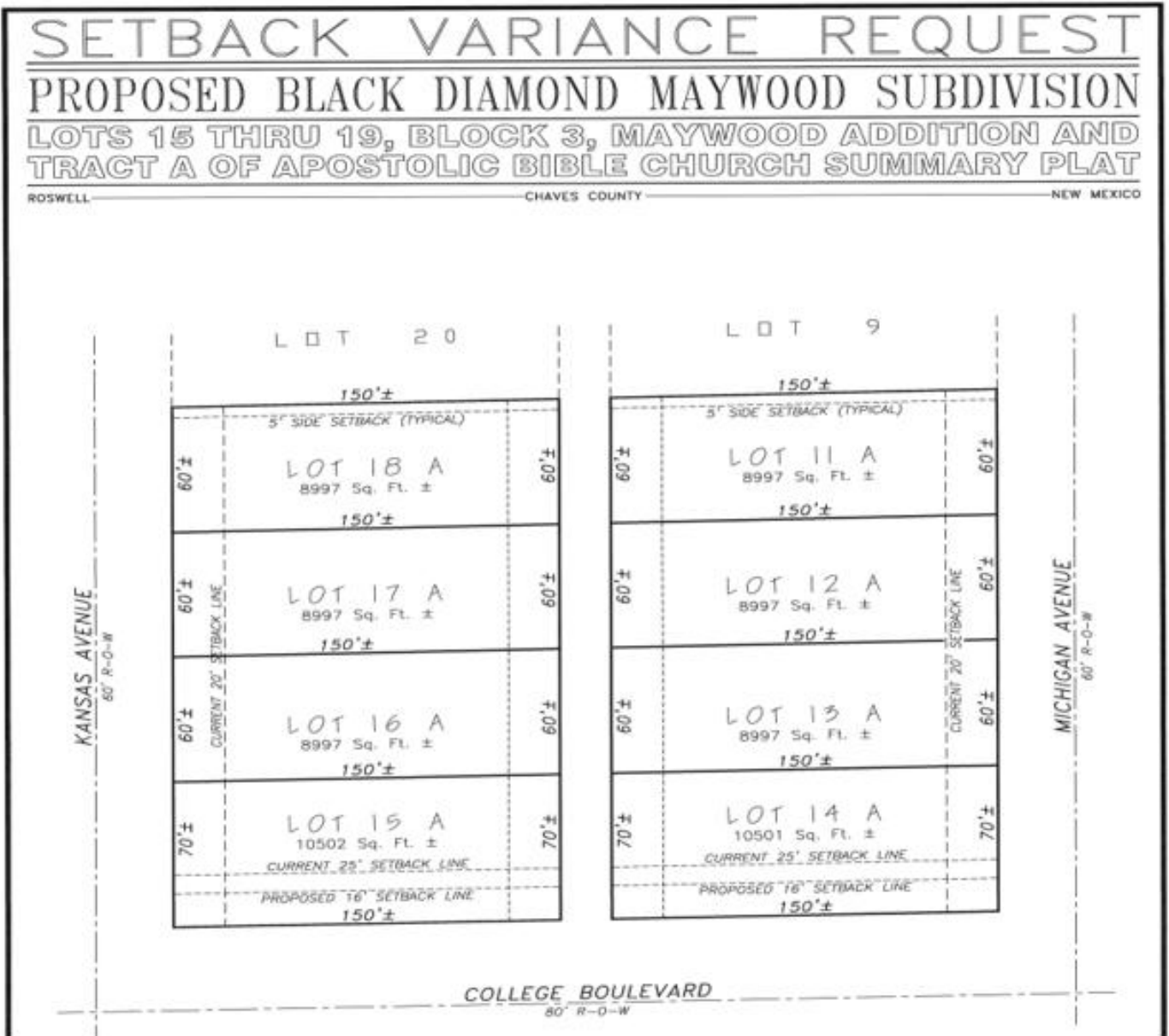


Google Earth Street View Image Date 12/2007 showing a house at 807 W College Blvd that has since been demolished

5. The Applicant, who is a home builder, is going through a replat process to create eight residential lots from 5 lots in the 800 Block of West College Boulevard and the 1500 Block of North Kansas Avenue and North Michigan Avenue. The proposed plat shows the six interior lots as 60' wide X 150' deep and the two corner lots as 70' wide by 150' deep.
6. The replat lot dimension configuration and the choice of dwelling unit floor plan and design is the cause of the non-conformity with the street side yard setback requirement established in the current Zoning Ordinance and the request for a variance.

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0181



Excerpt from Proposed Black Diamond Maywood Subdivision plat by Rains Surveying.

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0181

V. Legal Standards:

1. The legal standard in New Mexico for granting a variance to side yard setbacks is primarily governed by zoning ordinances and case law interpreting those ordinances. Variances are extraordinary exceptions to zoning regulations and are granted only under peculiar and exceptional circumstances. **The applicant must demonstrate that strict enforcement of the zoning ordinance would result in unnecessary hardship due to special conditions unique to the property.** Additionally, the requested variance must not undermine the general zoning scheme or create adverse effects on the community.
2. An "area variance," which includes exceptions to setback requirements, allows deviations from zoning restrictions related to physical limitations, such as lot size, height, or density requirements, without changing the permitted use of the land. *Gould v. Santa Fe County*, 131 N.M. 405 (2001). Variances are not intended to alleviate personal problems or inconveniences of property owners but must address issues affecting the property itself. *Id.* **The ultimate question in determining whether to grant a variance is whether the applicant has shown "unnecessary hardship," which requires demonstrating that the parcel is distinguishable from other properties subject to the same zoning restrictions and that the requested variance is appropriate.** *Downtown Neighborhoods Ass'n v. City of Albuquerque*, 109 N.M. 186 (1989).

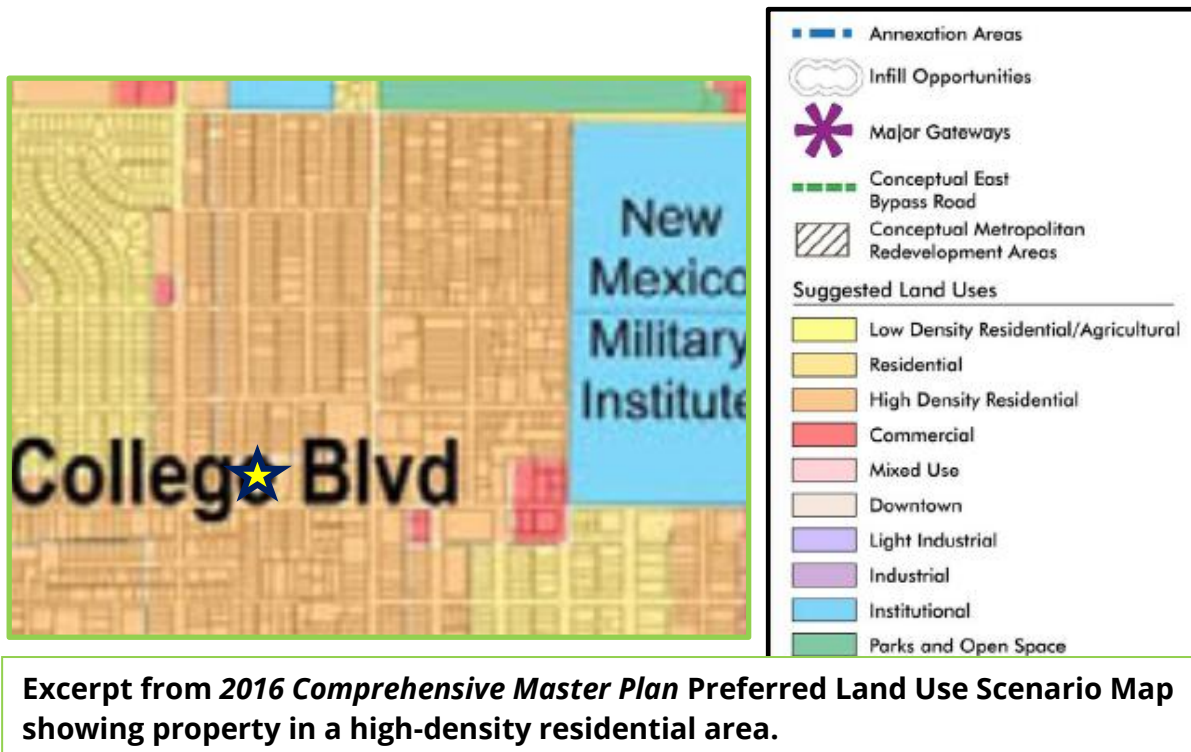
VI. Findings of Fact (Conclusions of Law):

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.

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0181

4. 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.
5. The property under consideration is currently within the jurisdiction of the City of Roswell, New Mexico.
6. The 2016 *Comprehensive Master Plan Preferred Land Use Scenario Map* shows the property under consideration is located in the College Blvd residential corridor.



7. Zoning Ordinance Article 3 Section 10 A. states, "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-25-0181

8. 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."
9. 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."

VII. 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 VAR-25-0181.**

**EXHIBIT C.1: MPLAT-25-0180, VAR-25-0181, VAR-25-0182
LETTER NOTIFYING SURROUNDING PROPERTY OWNERS
(Page 1 of 2)**

LETTER SENT VIA CERTIFIED MAIL ON November 25, 2025 TO SURROUNDING PROPERTY OWNERS



**COMMUNITY DEVELOPMENT DEPARTMENT
400 W Second Street
Roswell, NM 88201
Telephone: (575) 637.6294**

**RE: PUBLIC HEARING NOTICE for ZONING CASES
MPLAT-25-0180, VAR-25-0181, VAR-25-0182**

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 Cases MPLAT-25-0180, VAR-25-0181, VAR-25-0182**. 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 REQUESTS:

CASE MPLAT-25-0180

Request a Final Minor Plat to replat 5 lots into 8 lots on the north side of West College Blvd in the 800 Block to build 8 single-family homes in the R-3 Residential Zoning District.

CASE VAR-25-0181

(Proposed BLACK DIAMOND MAYWOOD SUBDIVISION LOT: 15A)

Request a 16' setback Variance from south property line to house on future lot to be addressed as 1501 N Kansas Ave.

EXHIBIT D: CASE VAR-25-0182

(Proposed BLACK DIAMOND MAYWOOD SUBDIVISION LOT: 14A)

Request a 16' setback Variance from south property line to house on future lot to be addressed as 1500 N Michigan.

PROPERTY OWNER: Black Diamond Construction LLC

PROPERTY LOCATION: 5 Lots on the North Side of College Blvd in the 800 Block on both sides of the Alley in the 1500 Blocks of N Michigan Avenue and N Kansas Avenue.

LEGAL SUMMARIES: Properties on Kansas Ave & west of alley - Subd: MAYWOOD Block: 3 Lot: 15 W2 AND:- Lot: 16 W2 , Lot: 15 E2 AND:- Lot: 16 E2 (807 W College Blvd) , Lot: 17 (1505 N Kansas Ave), Lot: 18 AND:- Lot: 19 , Quarter: SW S: 29 T: 10S R: 24E DOC# 202506739 WD. Property on Michigan Ave & east of alley - Subd: APOSTOLIC BIBLE CHURCH SUMMARY PLAT Tract: A S: 29 T: 10S R: 24E DOC# 202506739 WD.

**EXHIBIT C.1: MPLAT-25-0180, VAR-25-0181, VAR-25-0182 LETTER
NOTIFYING SURROUNDING PROPERTY OWNERS
(Page 2 of 2)**

The City of Roswell Planning and Zoning Commission will hear public comments on the above zoning cases on Date: **TUESDAY, DECEMBER 9, 2025 at 10:00 a.m. in the City of Roswell City Hall Large Conference Room located at 425 N Richardson.**

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 Community Development Department in the Roswell Development Services Office at 400 W Second 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.

The **information packet** for these zoning cases will be available no later than 5:00 p.m., on **Friday, December 5, 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 Second 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: MPLAT-25-0180, VAR-25-0181, VAR-25-0182
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 25 DE NOVIEMBRE DE 2025 A LOS PROPIETARIOS DE
LAS PROPIEDADES CIRCUNDANTES



DEPARTAMENTO DE DESARROLLO COMUNITARIO
400 W 2nd Street
Roswell, NM 88201
Teléfono: (575) 637.6280

RE: AVISO DE AUDIENCIA PÚBLICA para el CASO DE ZONIFICACIÓN
MPLAT-25-0180, VAR-25-0181, VAR-25-0182

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 MPLAT-25-0180, VAR-25-0181, VAR-25-0182**. 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:

CASE MPLAT-25-0180

Solicito un plano final de parcela menor para reparcelar 5 parcelas en 8 parcelas en el lado norte de West College Blvd, en el bloque 800, para construir 8 viviendas unifamiliares en el distrito residencial R-3.

CASE VAR-25-0181

(Proposed BLACK DIAMOND MAYWOOD SUBDIVISION LOT: 15A)

Solicito una variación de retroceso de 16 pies desde la línea sur de la propiedad hasta la casa en el futuro solar que se dirigirá como 1501 N Kansas Ave.

EXHIBIT D: CASE VAR-25-0182

(Proposed BLACK DIAMOND MAYWOOD SUBDIVISION LOT: 14A)

Solicito una variación de 16' de retraso desde la línea sur de la propiedad hasta la casa en el futuro lote, que se tratará como 1500 N Michigan.

PROPIETARIO: Black Diamond Construction LLC

UBICACIÓN DE LA PROPIEDAD: 5 parcelas en el lado norte de College Blvd, en la cuadra 800, a ambos lados del callejón, en las cuadras 1500 de N Michigan Avenue y N Kansas Avenue.

ANEXO C.2: MPLAT-25-0180, VAR-25-0181, VAR-25-0182
CARTA DEL VAR EN LA QUE SE NOTIFICA A LOS PROPIETARIOS
DE LAS PROPIEDADES CIRCUNDANTES
(Página 2 de 2)

RESÚMENES LEGAL: Propiedades en Kansas Ave y al oeste de Alley - Subd: MAYWOOD Block: 3 Lot: 15 W2 AND:- Lot: 16 W2 , Lot: 15 E2 AND:- Lot: 16 E2 (807 W College Blvd) , Lot: 17 (1505 N Kansas Ave), Lot: 18 AND:- Lot: 19 , Quarter: SW S: 29 T: 10S R: 24E DOC# 202506739 WD. Propiedad en Michigan Ave y al este de Alley - Subd: APOSTOLIC BIBLE CHURCH SUMMARY PLAT Tract: A S: 29 T: 10S R: 24E DOC# 202506739 WD.

La Comisión de Planificación y Zonificación de la Ciudad de Roswell escuchará los comentarios públicos sobre los casos de zonificación anteriores del la Fecha: **MARTES 9 DE DICIEMBRE DE 2025 a las 10:00 a.m. en la sala de conferencias grande del ayuntamiento, situado en 425 N Richardson.** 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 Second 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.*

El **paquete** de información para estos casos de zonificación estará disponible a más tardar a las 5:00 p.m., el **viernes 5 de diciembre 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 Second 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
(Mapa del Área de Notificación adjunto)

Esperanza DeLeon

Esperanza DeLeon
Planificador II

EXHIBIT D: CASE MPLAT-25-0180

EXHIBIT D: CASE VAR-25-0181

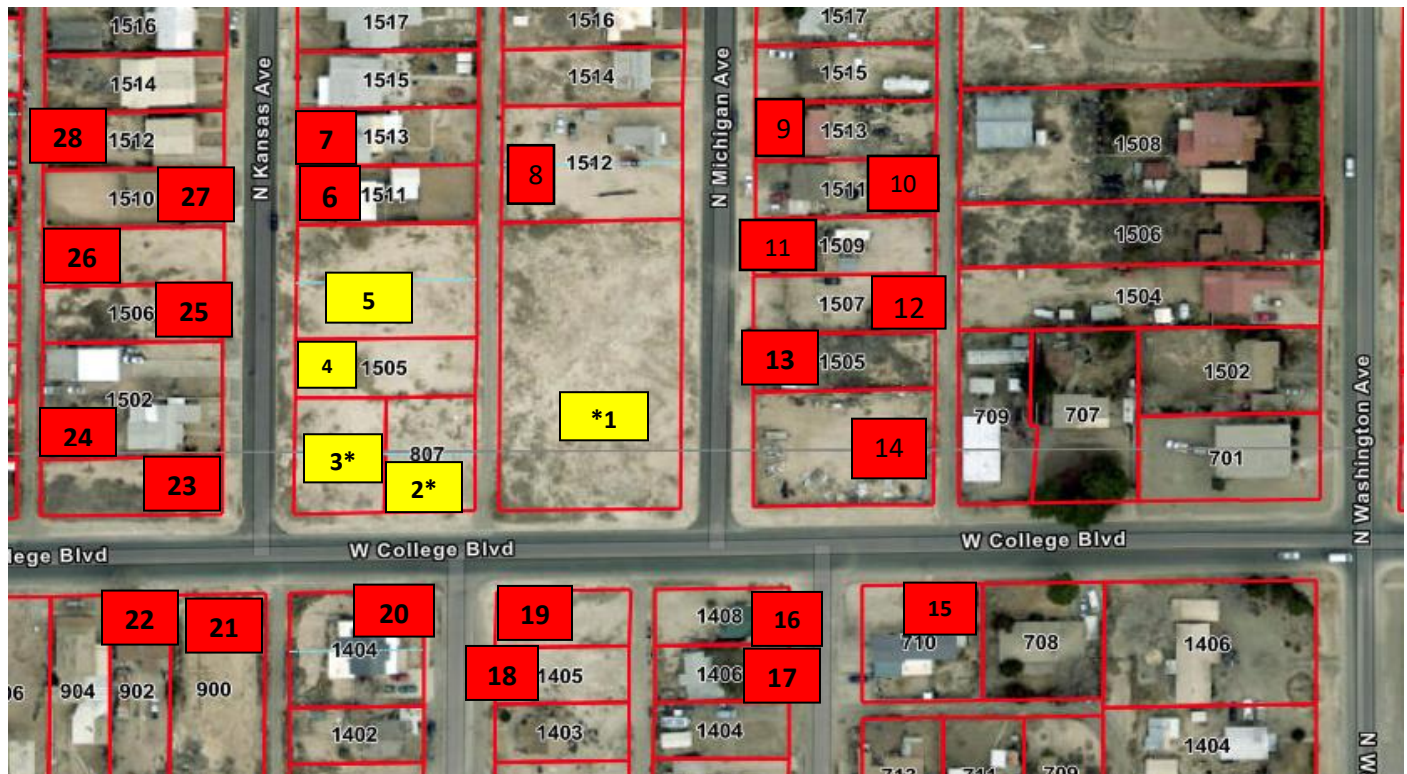
EXHIBIT D: CASE VAR-25-0182

Request a Final Minor Plat to replat 5 lots into 8 lots on the north side of West College Blvd in the 800 Block; a setback Variance to future 1501 N Kansas Ave, a setback Variance to future 1500 N Michigan Avenue in the R-3 Residential Zoning District to build 8 single-family homes.

Solicitar un plano final de menor para reparcelar 5 lotes en 8 lotes en el lado norte de West College Blvd en el bloque 800; una variación de retroceso para la futura 1501 N Kansas Ave, una variación para la futura 1500 N Michigan Avenue en el Distrito de Zonificación Residencial R-3 para construir 8 viviendas unifamiliares.

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



 PROPERTIES UNDER CONSIDERATION / PROPIEDAD BAJO CONSIDERACIÓN

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

**EXHIBIT E: MPLAT-25-0180, VAR-25-0181, VAR-25-0182 – NOTIFICATION AREA
ADDRESSES**

1,2,3,4,5 (Vacant Lots)
Black Diamond Construction LLC
210 E McGaffey St
Roswell, NM 88203

6,
Rodriguez, Evelyn
OR CURRENT PROPERTY OWNER
1511 N KANSAS AVE
ROSWELL, NM 88201

Rodriguez, Evelyn
1571 E Thiesen
Holtville, CA 92250

7
Morales, Maria
1513 N Kansas Ave
Roswell, NM 88201

8
Campos, Phillip
OR CURRENT OWNER
1512 N Michigan Ave
Roswell, NM 88201

Campos, Phillip
417 Saucedo Ave
Roswell, NM 88203

9
Saenz, Juana M; (AKA Juana M Torres)
OR CURRENT PROPERTY OWNER
1513 N Michigan Ave
Roswell, NM 88201

Saenz, Juana M; (AKA Juana M Torres)
8 W Orchard Park Rd
Dexter, NM 88230

10
Luevano, Angie E
OR CURRENT PROPERTY OWNER
1511 N Michigan Ave
Roswell, NM 88201

Luevano, Angie E
1962 Garfield Ave
Kansas City, KS 66104

11
Lujan, Jessica; Lujan, Eucevio R
OR CURRENT PROPERTY OWNER
1509 N Michigan Ave
Roswell, NM 88201

Lujan, Jessica; Lujan, Eucevio R
1608 N Michigan Ave
Roswell, NM 88201

12
Lujan, Jessica; Lujan, Eucevio R
OR CURRENT PROPERTY OWNER
1507 N Michigan Ave
Roswell, NM 88201

Lujan, Jessica; Lujan, Eucevio R
1608 N Michigan Ave
Roswell, NM 88201

13
Jaffe, Victoria
1505 N Michigan Ave
Roswell, NM 88201

14 (Vacant Lot)
Orozco, Luis; Orozco, Viridiana
711 W College Blvd
Roswell, NM 88201

Orozco, Luis; Orozco, Viridiana
2008 N Mississippi Ave
Roswell, NM 88201

**EXHIBIT E: MPLAT-25-0180, VAR-25-0181, VAR-25-0182 – NOTIFICATION AREA
ADDRESSES**

15 Oaxaca, Víctor; Oaxaca, Martha OR CURRENT PROPERTY OWNER 710 W College Blvd Roswell, NM 88201	20 Johnson, Matthew A; Johnson, Rachel D 1404 N Maple Ave Roswell, NM 88201
Oaxaca, Víctor; Oaxaca, Martha 701 S Kansas Ave Roswell, NM 88203	21 (Vacant Lot) Kauslick, Albert A 900 W College Blvd Roswell, NM 88201
16 Lujan, Dora Jeanie OR CURRENT PROPERTY OWNER 1408 N Michigan Ave Roswell, NM 88201	Kauslick, Albert A PO BOX 1148 Roswell, NM 88202
Lujan, Dora Jeanie 8204 Bret PL NE Albuquerque, NM 87109	22 Osuna, Jose; Osuna, Viridiana OR CURRENT PROPERTY OWNER 902 W College Blvd Roswell, NM 88201
17 Rodríguez, Jesse; Rodríguez Marlene 1406 N Michigan Ave Roswell, NM 88201	Osuna, Jose; Osuna Viridiana 1511 S Pennsylvania Roswell, NM 88203
18 (Vacant Lot) Arnold Estate, Clara L 1405 N Maple Ave Roswell, NM 88201	23 (Vacant Lot) Monafo, John 1500 N Kansas Roswell, NM 88203
Arnold Estate, Clara L 205 W Mountain View Rd Roswell, NM 88203	Monafo, John 605 S Missouri Ave Roswell, NM 88203
19 (Vacant Lot) Madrid, Jose Lupe 806 W College Blvd Roswell, NM 88201	24 Garcia, Estela; Castillo, Victor 1502 N Kansas Ave Roswell, NM 88201
Madrid, Jose Lupe 403 S Kansas Ave Roswell, NM 88203	25, 26 (Vacant Lot) Lozano, Jose; Villegas, Anna 1506 N Kansas Ave Roswell, NM 88201

**EXHIBIT E: MPLAT-25-0180, VAR-25-0181, VAR-25-0182 – NOTIFICATION AREA
ADDRESSES**

25, 26 Continued
Lozano, Jose; Villegas, Anna
4302 Calumet Rd
Roswell, NM 88201

27
Pena, Oralia S
OR CURRENT PROPERTY OWNER
1510 N Kansas Ave
Roswell, NM 88201

Pena, Oralia S
1104 W 11th St
Roswell, NM 88201

28
Velos, Fred; Velos, Olivia
OR CURRENT PROPERTY OWNER
1512 N Kansas Ave,
Roswell, NM 88201

Velos, Fred; Velos, Olivia
405 Swinging Spear Rd
Roswell, NM 88201

Planning & Zoning Commission

7.

Meeting Date: 12/09/2025

COMMITTEE: Planning & Zoning

CONTACT: Merideth Hildreth

CHAIR: Saul Aguilar

ACTION REQUESTED:

Consider approval of Zoning Case VAR-25-0182 to approve a Variance to the Street Side Yard Setback for 1500 N Michigan Ave in R-3.

BACKGROUND:

A request for a variance to allow a 16' street side yard setback for construction of a single-family home on the proposed corner lot 14A of Black Diamond Maywood Subdivision in the R-3 Residential District on the northwest corner of the 800 Block of West College Blvd and North Michigan Avenue intersection (proposed future address 1500 N Michigan Avenue).

FINANCIAL CONSIDERATION:

None.

REVIEW:

The Variance application requires Planning & Zoning Commission review and vote.

BOARD AND COMMITTEE ACTION:

Request Planning & Zoning Commission hold a public hearing to review, discuss, and vote on Zoning Case VAR-25-0182.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

VAR-25-0182

EXHIBIT A VAR-25-0182 APPLICATION



CITY OF ROSWELL VARIANCE APPLICATION

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

Property Owner's Name: BLACK DIAMOND CONSTRUCTION LLC **Email:** bdiamondconstruction20@gmail.com
Phone: 575.637.8141 **Address:** 210 E McGaffey St, Roswell NM 88203

Agent's Name: ARTURO ALVARADO **Email:** bdiamondconstruction20@gmail.com
Phone: 575.637.8141 **Address:** 210 E McGaffey St, Roswell NM 88203

Physical Address: NW CORNER COLLEGE BLVD & MICHIGAN AVE

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

Subd: APOSTOLIC BIBLE CHURCH SUMMARY PLAT Tract: A DOC# 202506739 WD 4-135-060-206-517-000000

PROPOSED BLACK DIAMOND MAYWOOD SUBDIVISION LOT 14A

Reason for the Request: (Please attach extra sheet if necessary) REQUEST 16' STREET SIDE YARD SETBACK
ON THE CORNER LOT 14A OF BLACK DIAMOND MAYWOOD SUBDIVISION

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.

[Signature]
Property Owner Signature

11/7/25
Date

[Signature]
Agent's Signature

11/7/25
Date

FOR OFFICIAL USE ONLY

P & Z Case #: VAR-25- 0182 **Date:** 12-09-2025 **Located in Historic District:** ☐ Yes ☒ No

Flood Zone: X **Current Zoning District:** R-3

Structure Size in Square Feet: 49 X 62 = 3,038 Sq. Ft.

Setback Requests for New Construction: Front Ft: 20 Side Ft: 5 Rear Ft: 20 Side Ft: 16 ST SIDE

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.**



EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0182

Roswell Planning & Zoning Commission

Tuesday, December 9, 2025

Roswell Development Services Conference Room

400 W Second Street

Roswell, NM 88201

APPLICATION: CASE VAR-25-0182: Request for a variance to allow for a 16' street side yard setback on the corner lot 14A of Black Diamond Maywood Subdivision in an R-3 residential zoning district.

I. Property Under Consideration:

Property Address: 1500 N Michigan Ave (future address)

Legal Summary: Subd: APOSTOLIC BIBLE CHURCH SUMMARY PLAT Tract: A
S: 29 T: 10S R: 24E DOC# 202506739 WD

Property Owner: Black Diamond Construction LLC

Applicant: Arturo Alvarado

II. Site Data:

Site Area: 70' X 150' 10,501 sf corner lot in proposed Black Diamond Maywood Subdivision

UPC(s): 4-135-060-206-517-000000

Existing Land Use: Vacant undeveloped lot

Proposed Land Use: Single-family home

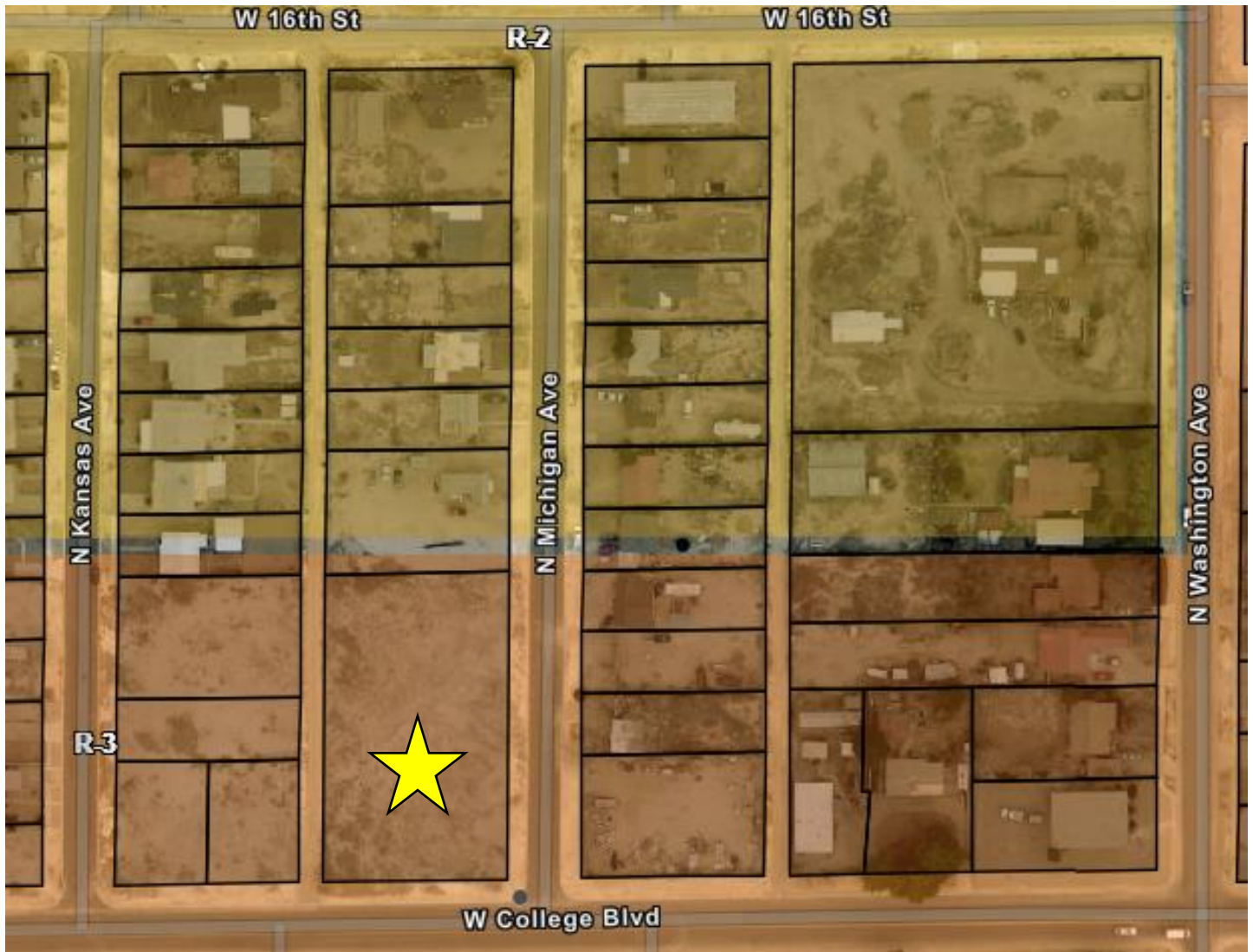
Existing Zoning: R-3 Residential Zoning District

Table 1: Adjacent Existing Land Use and Zoning to the property under consideration		
Direction:	Land Use:	Zoning:
North	Residential	R-2
South	Residential (south side of College Blvd)	R-3
West	Residential	R-3
East	Residential	R-3

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0182

Zoning Map showing property in R-3 Zoning District for VAR-25-0182



III. Intent of Petition:

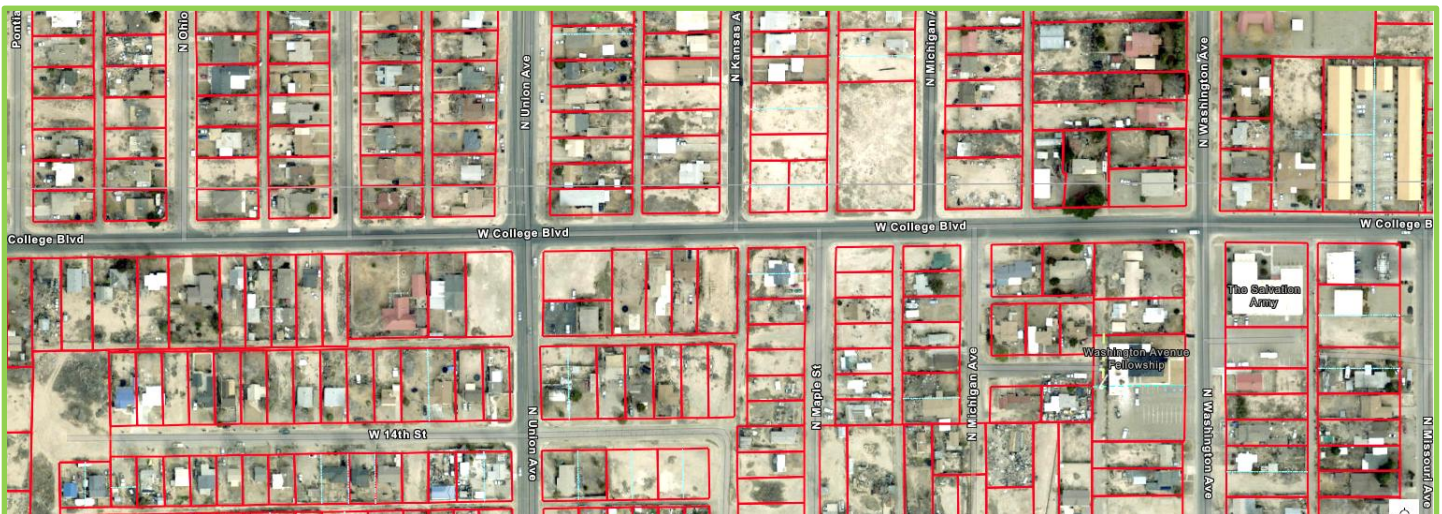
The applicant for Zoning Case VAR-25-0182 requests a variance to allow a 16' street side yard setback for construction of a single-family home on the corner lot 14A of the proposed Black Diamond Maywood Subdivision in the R-3 Residential District on the northwest corner of the 800 Block of West College Blvd and North Michigan Avenue intersection (proposed future address 1500 N Michigan Avenue).

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0182

IV. Planning & Zoning Commission Considerations from Staff Review:

1. The property under consideration is an undeveloped lot that is undergoing a replat to create four lots for single-family housing construction in the R-3 Zoning District.
2. The property is served by Michigan Avenue, classified as a Local Street. This corner lot's street side yard is parallel with College Boulevard which classified as a Minor Arterial on the *2016 Comprehensive Master Plan Functional Street Classification Plan*.
3. Per Article 50 of the Roswell Zoning Ordinance, 25' is the minimum street side yard setback along an Arterial Street from the property line to the wall of a house in the R-3 Residential Zoning District.
4. Article 52.5.E of the Roswell Zoning Ordinance provides an exception to the required setbacks for corner lots and states, "...the required side yard setback on a corner lot may be that as established by the existing or adjacent principal building setback providing that clear sight triangles are met." While adjacent properties are vacant or undeveloped at this time, the historic development pattern shows shorter front yard and street side yard setbacks from the property lines paralleling College Boulevard to the building facades along this R-3 residential corridor.



Chaves County Assessor Map showing development pattern in the College Blvd residential corridor

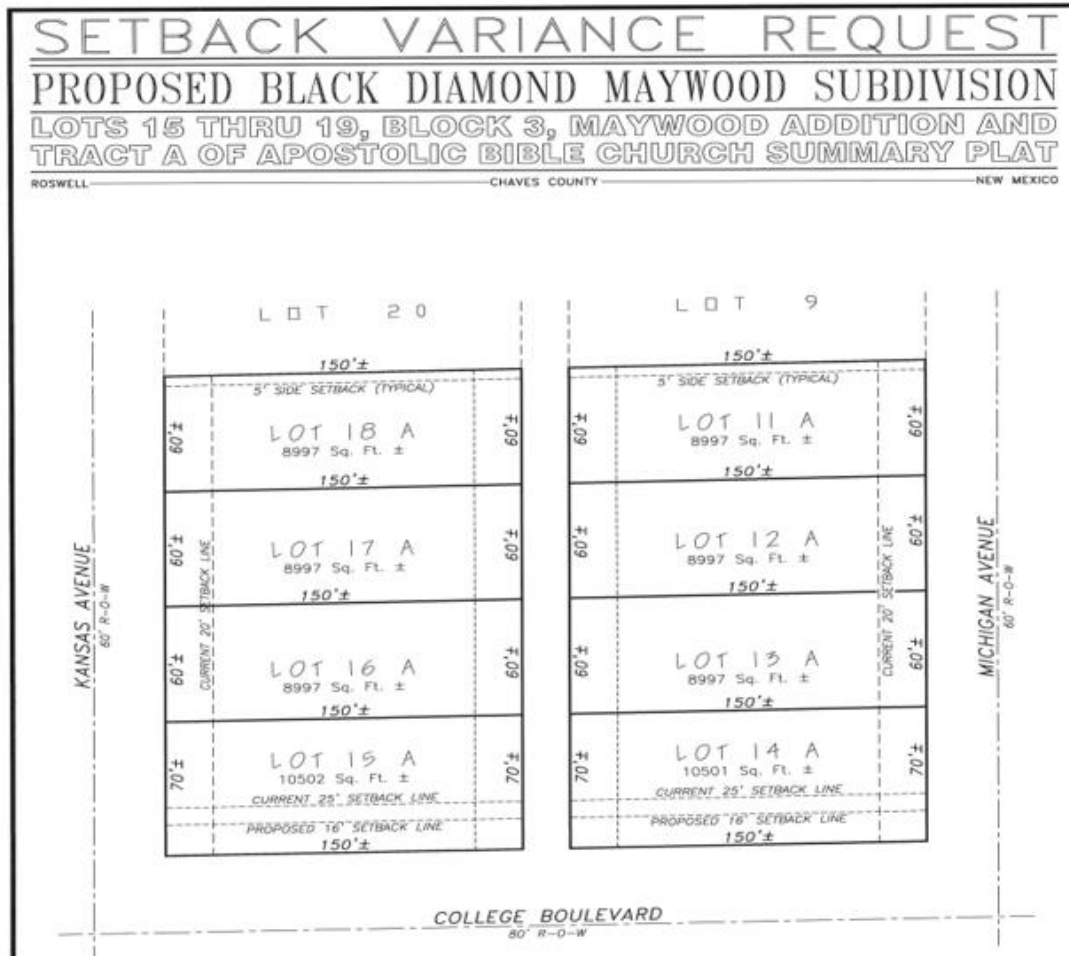
EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0182

5. The Applicant, who is a home builder, is going through a replat process to create eight residential lots from 5 lots in the 800 Block of West College Boulevard and the 1500 Block of North Kansas Avenue and North Michigan Avenue. The proposed plat shows the six interior lots as 60' wide X 150' deep and the two corner lots as 70' wide by 150' deep.
6. The replat lot dimension configuration and the choice of dwelling unit floor plan and design is the cause of the non-conformity with the street side yard setback requirement established in the current Zoning Ordinance and the request for a variance.



Google Earth Street View of Property looking at the property along Michigan Avenue from College Blvd

STAFF SUMMARY FOR CASE: VAR-25-0182

Excerpt from Proposed Black Diamond Maywood Subdivision plat by Rains Surveying.

V. Legal Standards:

1. The legal standard in New Mexico for granting a variance to side yard setbacks is primarily governed by zoning ordinances and case law interpreting those ordinances. Variances are extraordinary exceptions to zoning regulations and are granted only under peculiar and exceptional circumstances. **The applicant must demonstrate that strict enforcement of the zoning ordinance would result in unnecessary hardship due to special conditions unique to the property.** Additionally, the requested variance must not undermine the general zoning scheme or create adverse effects on the community.

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0182

2. An "area variance," which includes exceptions to setback requirements, allows deviations from zoning restrictions related to physical limitations, such as lot size, height, or density requirements, without changing the permitted use of the land. *Gould v. Santa Fe County*, 131 N.M. 405 (2001). Variances are not intended to alleviate personal problems or inconveniences of property owners but must address issues affecting the property itself. *Id.* **The ultimate question in determining whether to grant a variance is whether the applicant has shown "unnecessary hardship," which requires demonstrating that the parcel is distinguishable from other properties subject to the same zoning restrictions and that the requested variance is appropriate.** *Downtown Neighborhoods Ass'n v. City of Albuquerque*, 109 N.M. 186 (1989).

VI. 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. 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.
5. The property under consideration is currently within the jurisdiction of the City of Roswell, New Mexico.

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0182

6. The 2016 *Comprehensive Master Plan Preferred Land Use Scenario Map* shows the property under consideration is located in the College Blvd residential corridor.



Excerpt from 2016 *Comprehensive Master Plan Preferred Land Use Scenario Map* showing property in a high-density residential area.

7. Zoning Ordinance Article 3 Section 10 A. states, "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.
8. 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

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-25-0182

- 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."
9. 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."

VII. 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 VAR-25-0182.**

**EXHIBIT C.1: MPLAT-25-0180, VAR-25-0181, VAR-25-0182
LETTER NOTIFYING SURROUNDING PROPERTY OWNERS
(Page 1 of 2)**

LETTER SENT VIA CERTIFIED MAIL ON November 25, 2025 TO SURROUNDING PROPERTY OWNERS



**COMMUNITY DEVELOPMENT DEPARTMENT
400 W Second Street
Roswell, NM 88201
Telephone: (575) 637.6294**

**RE: PUBLIC HEARING NOTICE for ZONING CASES
MPLAT-25-0180, VAR-25-0181, VAR-25-0182**

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 Cases MPLAT-25-0180, VAR-25-0181, VAR-25-0182**. 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 REQUESTS:

CASE MPLAT-25-0180

Request a Final Minor Plat to replat 5 lots into 8 lots on the north side of West College Blvd in the 800 Block to build 8 single-family homes in the R-3 Residential Zoning District.

CASE VAR-25-0181

(Proposed BLACK DIAMOND MAYWOOD SUBDIVISION LOT: 15A)

Request a 16' setback Variance from south property line to house on future lot to be addressed as 1501 N Kansas Ave.

EXHIBIT D: CASE VAR-25-0182

(Proposed BLACK DIAMOND MAYWOOD SUBDIVISION LOT: 14A)

Request a 16' setback Variance from south property line to house on future lot to be addressed as 1500 N Michigan.

PROPERTY OWNER: Black Diamond Construction LLC

PROPERTY LOCATION: 5 Lots on the North Side of College Blvd in the 800 Block on both sides of the Alley in the 1500 Blocks of N Michigan Avenue and N Kansas Avenue.

LEGAL SUMMARIES: Properties on Kansas Ave & west of alley - Subd: MAYWOOD Block: 3 Lot: 15 W2 AND:- Lot: 16 W2 , Lot: 15 E2 AND:- Lot: 16 E2 (807 W College Blvd) , Lot: 17 (1505 N Kansas Ave), Lot: 18 AND:- Lot: 19 , Quarter: SW S: 29 T: 10S R: 24E DOC# 202506739 WD. Property on Michigan Ave & east of alley - Subd: APOSTOLIC BIBLE CHURCH SUMMARY PLAT Tract: A S: 29 T: 10S R: 24E DOC# 202506739 WD.

**EXHIBIT C.1: MPLAT-25-0180, VAR-25-0181, VAR-25-0182 LETTER
NOTIFYING SURROUNDING PROPERTY OWNERS
(Page 2 of 2)**

The City of Roswell Planning and Zoning Commission will hear public comments on the above zoning cases on Date: **TUESDAY, DECEMBER 9, 2025 at 10:00 a.m. in the City of Roswell City Hall Large Conference Room located at 425 N Richardson.**

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 Community Development Department in the Roswell Development Services Office at 400 W Second 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.

The **information packet** for these zoning cases will be available no later than 5:00 p.m., on **Friday, December 5, 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 Second 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: MPLAT-25-0180, VAR-25-0181, VAR-25-0182
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 25 DE NOVIEMBRE DE 2025 A LOS PROPIETARIOS DE
LAS PROPIEDADES CIRCUNDANTES



DEPARTAMENTO DE DESARROLLO COMUNITARIO
400 W 2nd Street
Roswell, NM 88201
Teléfono: (575) 637.6280

RE: AVISO DE AUDIENCIA PÚBLICA para el CASO DE ZONIFICACIÓN
MPLAT-25-0180, VAR-25-0181, VAR-25-0182

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 MPLAT-25-0180, VAR-25-0181, VAR-25-0182**. 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:

CASE MPLAT-25-0180

Solicito un plano final de parcela menor para reparcelar 5 parcelas en 8 parcelas en el lado norte de West College Blvd, en el bloque 800, para construir 8 viviendas unifamiliares en el distrito residencial R-3.

CASE VAR-25-0181

(Proposed BLACK DIAMOND MAYWOOD SUBDIVISION LOT: 15A)

Solicito una variación de retroceso de 16 pies desde la línea sur de la propiedad hasta la casa en el futuro solar que se dirigirá como 1501 N Kansas Ave.

EXHIBIT D: CASE VAR-25-0182

(Proposed BLACK DIAMOND MAYWOOD SUBDIVISION LOT: 14A)

Solicito una variación de 16' de retraso desde la línea sur de la propiedad hasta la casa en el futuro lote, que se tratará como 1500 N Michigan.

PROPIETARIO: Black Diamond Construction LLC

UBICACIÓN DE LA PROPIEDAD: 5 parcelas en el lado norte de College Blvd, en la cuadra 800, a ambos lados del callejón, en las cuadras 1500 de N Michigan Avenue y N Kansas Avenue.

ANEXO C.2: MPLAT-25-0180, VAR-25-0181, VAR-25-0182
CARTA DEL VAR EN LA QUE SE NOTIFICA A LOS PROPIETARIOS
DE LAS PROPIEDADES CIRCUNDANTES
(Página 2 de 2)

RESÚMENES LEGAL: Propiedades en Kansas Ave y al oeste de Alley - Subd: MAYWOOD Block: 3 Lot: 15 W2 AND:- Lot: 16 W2 , Lot: 15 E2 AND:- Lot: 16 E2 (807 W College Blvd) , Lot: 17 (1505 N Kansas Ave), Lot: 18 AND:- Lot: 19 , Quarter: SW S: 29 T: 10S R: 24E DOC# 202506739 WD. Propiedad en Michigan Ave y al este de Alley - Subd: APOSTOLIC BIBLE CHURCH SUMMARY PLAT Tract: A S: 29 T: 10S R: 24E DOC# 202506739 WD.

La Comisión de Planificación y Zonificación de la Ciudad de Roswell escuchará los comentarios públicos sobre los casos de zonificación anteriores del la Fecha: **MARTES 9 DE DICIEMBRE DE 2025 a las 10:00 a.m. en la sala de conferencias grande del ayuntamiento, situado en 425 N Richardson.** 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 Second 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.

El **paquete** de información para estos casos de zonificación estará disponible a más tardar a las 5:00 p.m., el **viernes 5 de diciembre 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 Second 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
(Mapa del Área de Notificación adjunto)

Esperanza DeLeon

Esperanza DeLeon
Planificador II

EXHIBIT D: CASE MPLAT-25-0180

EXHIBIT D: CASE VAR-25-0181

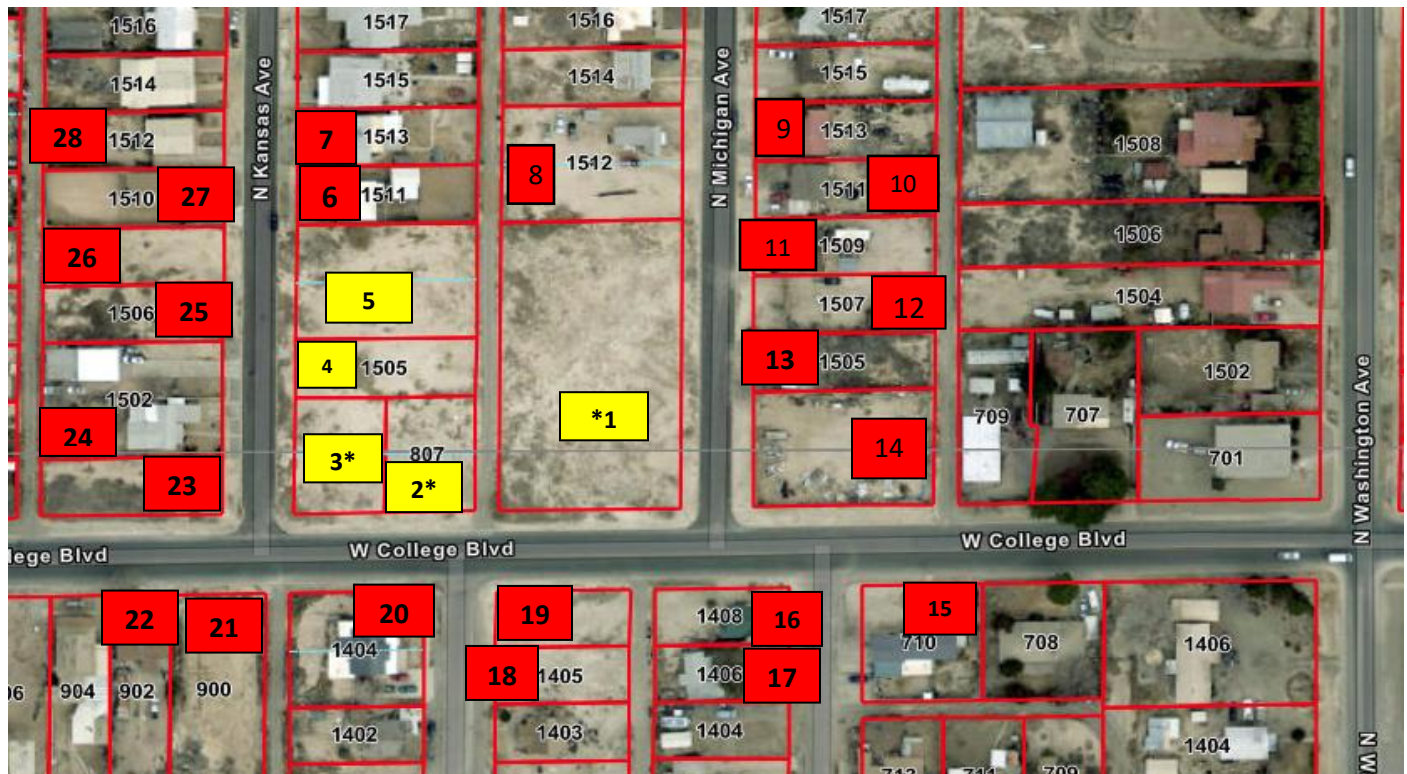
EXHIBIT D: CASE VAR-25-0182

Request a Final Minor Plat to replat 5 lots into 8 lots on the north side of West College Blvd in the 800 Block; a setback Variance to future 1501 N Kansas Ave, a setback Variance to future 1500 N Michigan Avenue in the R-3 Residential Zoning District to build 8 single-family homes.

Solicitar un plano final de menor para reparcelar 5 lotes en 8 lotes en el lado norte de West College Blvd en el bloque 800; una variación de retroceso para la futura 1501 N Kansas Ave, una variación para la futura 1500 N Michigan Avenue en el Distrito de Zonificación Residencial R-3 para construir 8 viviendas unifamiliares.

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



 PROPERTIES UNDER CONSIDERATION / PROPIEDAD BAJO CONSIDERACIÓN

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

**EXHIBIT E: MPLAT-25-0180, VAR-25-0181, VAR-25-0182 – NOTIFICATION AREA
ADDRESSES**

1,2,3,4,5 (Vacant Lots)
Black Diamond Construction LLC
210 E McGaffey St
Roswell, NM 88203

6,
Rodriguez, Evelyn
OR CURRENT PROPERTY OWNER
1511 N KANSAS AVE
ROSWELL, NM 88201

Rodriguez, Evelyn
1571 E Thiesen
Holtville, CA 92250

7
Morales, Maria
1513 N Kansas Ave
Roswell, NM 88201

8
Campos, Phillip
OR CURRENT OWNER
1512 N Michigan Ave
Roswell, NM 88201

Campos, Phillip
417 Saucedo Ave
Roswell, NM 88203

9
Saenz, Juana M; (AKA Juana M Torres)
OR CURRENT PROPERTY OWNER
1513 N Michigan Ave
Roswell, NM 88201

Saenz, Juana M; (AKA Juana M Torres)
8 W Orchard Park Rd
Dexter, NM 88230

10
Luevano, Angie E
OR CURRENT PROPERTY OWNER
1511 N Michigan Ave
Roswell, NM 88201

Luevano, Angie E
1962 Garfield Ave
Kansas City, KS 66104

11
Lujan, Jessica; Lujan, Eucevio R
OR CURRENT PROPERTY OWNER
1509 N Michigan Ave
Roswell, NM 88201

Lujan, Jessica; Lujan, Eucevio R
1608 N Michigan Ave
Roswell, NM 88201

12
Lujan, Jessica; Lujan, Eucevio R
OR CURRENT PROPERTY OWNER
1507 N Michigan Ave
Roswell, NM 88201

Lujan, Jessica; Lujan, Eucevio R
1608 N Michigan Ave
Roswell, NM 88201

13
Jaffe, Victoria
1505 N Michigan Ave
Roswell, NM 88201

14 (Vacant Lot)
Orozco, Luis; Orozco, Viridiana
711 W College Blvd
Roswell, NM 88201

Orozco, Luis; Orozco, Viridiana
2008 N Mississippi Ave
Roswell, NM 88201

**EXHIBIT E: MPLAT-25-0180, VAR-25-0181, VAR-25-0182 – NOTIFICATION AREA
ADDRESSES**

15 Oaxaca, Víctor; Oaxaca, Martha OR CURRENT PROPERTY OWNER 710 W College Blvd Roswell, NM 88201	20 Johnson, Matthew A; Johnson, Rachel D 1404 N Maple Ave Roswell, NM 88201
Oaxaca, Víctor; Oaxaca, Martha 701 S Kansas Ave Roswell, NM 88203	21 (Vacant Lot) Kauslick, Albert A 900 W College Blvd Roswell, NM 88201
16 Lujan, Dora Jeanie OR CURRENT PROPERTY OWNER 1408 N Michigan Ave Roswell, NM 88201	Kauslick, Albert A PO BOX 1148 Roswell, NM 88202
Lujan, Dora Jeanie 8204 Bret PL NE Albuquerque, NM 87109	22 Osuna, Jose; Osuna, Viridiana OR CURRENT PROPERTY OWNER 902 W College Blvd Roswell, NM 88201
17 Rodríguez, Jesse; Rodríguez Marlene 1406 N Michigan Ave Roswell, NM 88201	Osuna, Jose; Osuna Viridiana 1511 S Pennsylvania Roswell, NM 88203
18 (Vacant Lot) Arnold Estate, Clara L 1405 N Maple Ave Roswell, NM 88201	23 (Vacant Lot) Monafo, John 1500 N Kansas Roswell, NM 88203
Arnold Estate, Clara L 205 W Mountain View Rd Roswell, NM 88203	Monafo, John 605 S Missouri Ave Roswell, NM 88203
19 (Vacant Lot) Madrid, Jose Lupe 806 W College Blvd Roswell, NM 88201	24 Garcia, Estela; Castillo, Victor 1502 N Kansas Ave Roswell, NM 88201
Madrid, Jose Lupe 403 S Kansas Ave Roswell, NM 88203	25, 26 (Vacant Lot) Lozano, Jose; Villegas, Anna 1506 N Kansas Ave Roswell, NM 88201

**EXHIBIT E: MPLAT-25-0180, VAR-25-0181, VAR-25-0182 – NOTIFICATION AREA
ADDRESSES**

25, 26 Continued
Lozano, Jose; Villegas, Anna
4302 Calumet Rd
Roswell, NM 88201

27
Pena, Oralia S
OR CURRENT PROPERTY OWNER
1510 N Kansas Ave
Roswell, NM 88201

Pena, Oralia S
1104 W 11th St
Roswell, NM 88201

28
Velos, Fred; Velos, Olivia
OR CURRENT PROPERTY OWNER
1512 N Kansas Ave,
Roswell, NM 88201

Velos, Fred; Velos, Olivia
405 Swinging Spear Rd
Roswell, NM 88201