



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.