



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.