

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.

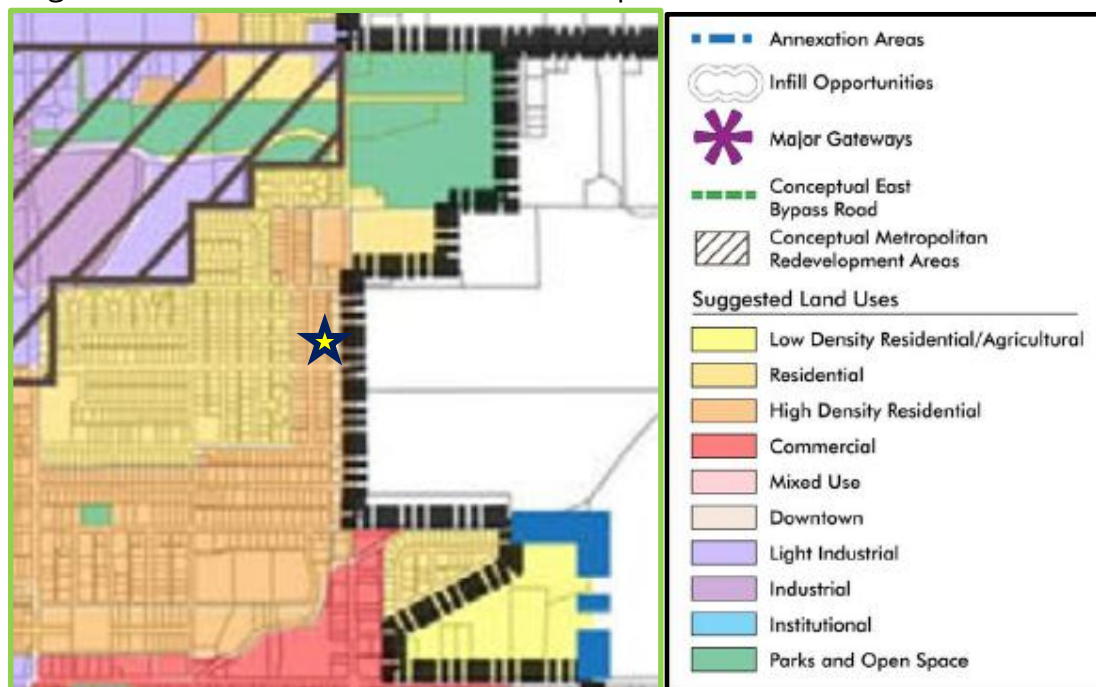
2. The Roswell Zoning Ordinance Article 16: R-3 Residential District B. 13. allows Barbershops and beauty shops with a Special Use Permit.
3. A 6' tall screen fence is required along all property lines abutting single-family residential dwellings for uses that require a Special Use Permit. The applicant 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.

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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)

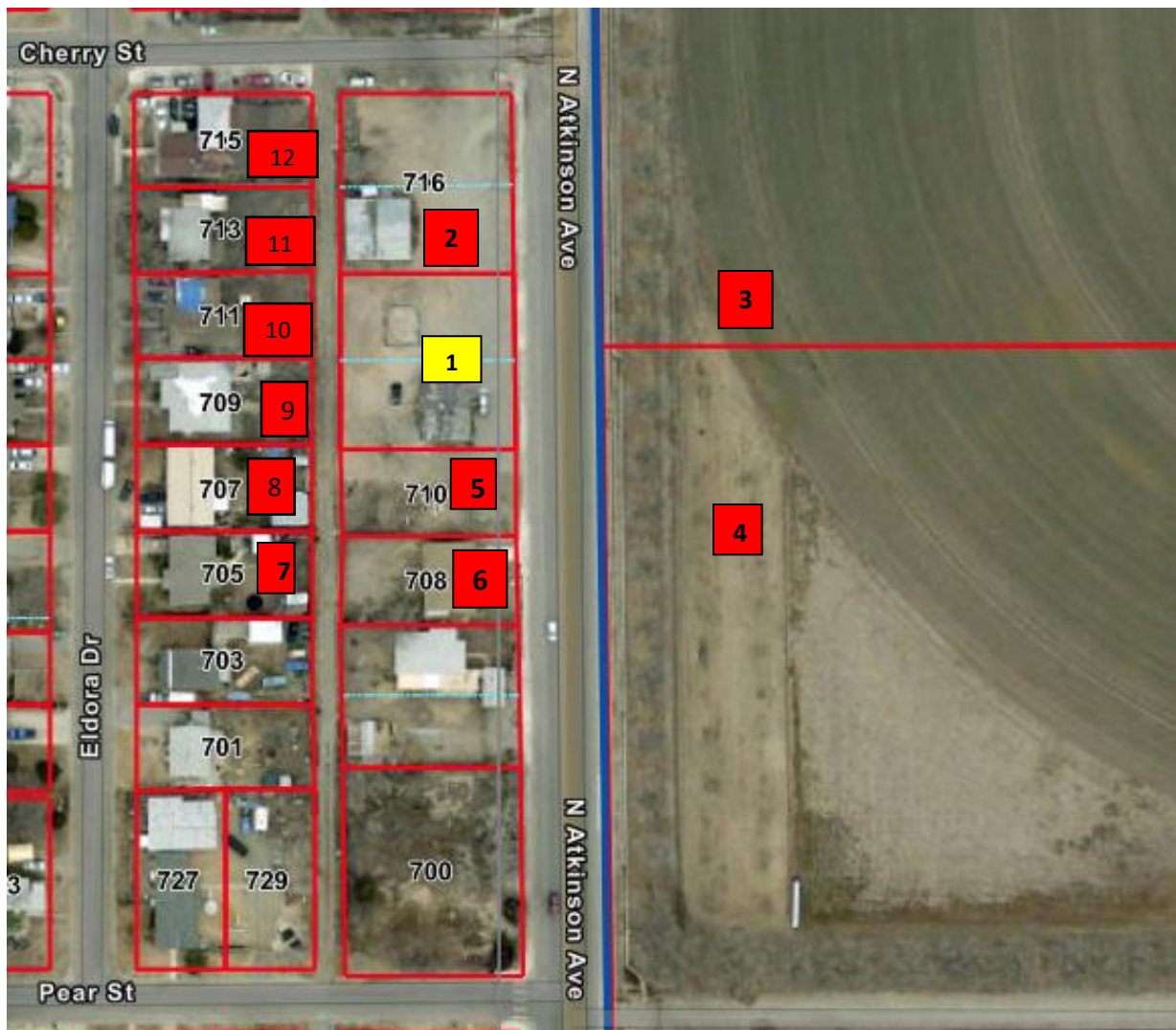
EXHIBIT D: SUP-25-0183

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

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
Doc # 202 502 924 QCD

