



P&Z REGULAR MEETING MINUTES
Roswell Planning & Zoning Commission
Tuesday, June 23, 2020 - 6:00 PM
Roswell Convention Center
912 North Main Street

Members: David Storey, Jesse McDaniel, Saul Aguilar,
James MacCornack, Jana Lessard, Steve Henderson, Daniel Lopez

Community Development Staff: William Morris, AICP, CZO;
Merideth Hildreth, AICP; Miguel Martinez, CZO
Engineering Staff: Louis Najar, PE

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 20-26.

A. CALL TO ORDER AND WELCOME – Vice Chair David Storey

The regular meeting of the Planning & Zoning Commission was called to order at approximately 6:00 p.m. by Vice Chair Storey.

B. ROLL-CALL

David Storey	PRESENT
Jesse McDaniel	ABSENT
Saul Aguilar	PRESENT
Jana Lessard	ABSENT
James MacCornack	PRESENT
Steve Henderson	PRESENT
Daniel Lopez	PRESENT

Staff Members Present:

William Morris, AICP, CZO, Director of Community Development
Merideth Hildreth, AICP, Planning & Zoning Administrator
Miguel Martinez, CZO, Planning & Zoning Technician
Louis Najar, P.E., City Engineer

Audience Members Present:

Michael Douglas, Smith Engineering
Via Telephone: Stephanie Lopez, Ami Moody

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

D. APPROVAL OF THE AGENDA

Commissioner Aguilar **MOTIONED** to move item number 4 Planning & Zoning Commissioners Election of Officers from number 4 to number 1 and approve the agenda for the Tuesday, June 23, 2020 Planning and Zoning Commission as amended. **Seconded by Commissioner MacCornack. The motion passed by a voice vote of five to zero with Commissioners Lessard and McDaniel being absent.**

E. MINUTES: Consider approval of the May 26, 2020 Planning & Zoning Commission Regular Meeting Minutes
Commissioner MacCornack MOTIONED to accept the minutes from the May 26, 2020 Planning & Zoning Commission regular meeting as presented. Seconded by Commissioner Henderson. The motion passed by a voice vote of three to zero with Commissioners Henderson and Lopez abstaining and Commissioners Lessard and McDaniel being absent. (Note: Riley Armstrong and Jana Lessard were present at the May 26, 2020 meeting, but not present at the June 23, 2020 meeting).

F. PUBLIC HEARING ITEMS:

1. PLANNING & ZONING COMMISSION MEMBERS

Election of officers to serve from June 2020 through March 2021: Chair, Vice Chair, and Secretary.

MOTION TO ELECT P&Z COMMISSION OFFICERS

BEGINNING ON JUNE 23, 2020 AND ENDING MARCH 31, 2021

Commissioner Henderson MOTIONED to nominate David Storey to the position of Chair. Seconded by Commissioner MacCornack. The motion passed by a voice vote of five to zero with Commissioners Lessard and McDaniel being absent.

Commissioner Henderson MOTIONED to nominate Commissioner MacCornack to the position of Vice Chair. Seconded by Commissioner Aguilar. The motion passed by a voice vote of five to zero with Commissioners Lessard and McDaniel being absent.

Commissioner Aguilar MOTIONED to nominate Commissioner McDaniel to the position of Secretary. Seconded by Commissioner MacCornack. The motion passed by a voice vote of five to zero with Commissioners Lessard and McDaniel being absent.

2. CASE 20-009 ZOC: A request for a Change in Zoning from R-3 Residential Zoning District to C-4 Commercial Business District. Subd: WEST SIDE Block: 19 Lot: 12 Quarter: SE S: 32 T: 10S R: 24E BK:829 PG:1134 QCD. ADDRESS: 209 N Missouri Avenue. (OWNER: HISTORICAL SOCIETY OF SOUTHEAST NEW MEXICO.)

Chair Storey introduced Case 20-009, a request for a change of zoning from R-3 to C-4 at 209 N Missouri Avenue.

Commissioner Aguilar MOTIONED to waive the Reading of the Finding of Facts with respect to Case 20-009. Seconded by Commissioner MacCornack. The motion passed by a voice vote of five to zero with Commissioners Lessard and McDaniel being absent.

Chair Storey: Is there anyone wishing to speak in favor of Case: 20-009?

Mike Douglas with Smith Engineering, Agent for the Historical Society for Southeast New Mexico: Requested rezoning of the north lot to C-4 of a vacant piece of property on the other side of the alley from the Historical Society's buildings. The prospective buyer would like to build an office building. There are three vacant lots; the south two lots are already zoned C-4 and the north lot is R-3. In order to build the office building, they need the north lot rezoned to C-4. Parking will be on the north lot under consideration for the rezoning. Architect Alan Tucker submitted a conceptual site plan to City Staff who approved the conceptual plan with the building on the south part and parking on the north. Entrance will be on Missouri and exit through the paved alley.

Chair Storey: Is there anyone wishing to speak against Case: 20-009?

Against: None

Staff Comments:

Mr. Morris: This request is compatible with the area and provides a nice transitional use from straight commercial located on Second Street and a buffer to the residential to the north. The daytime 8 a.m. to 5 p.m. nature of office uses are compatible with residential with the exchange of impacts. Staff supports this request for rezoning.

MOTION – 20-009 ZOC

Commissioner Henderson MOTIONED to approve Case Number 20-009 along with the land use and zoning considerations, finding of facts, staff recommendations, and testimony we have received. Seconded by Commissioner Aguilar. The motion passed by a voice vote of five to zero with Commissioners Lessard and McDaniel being absent.

3. **CASE 20-010 PPLAET:** A request for approval of a Preliminary Plat to subdivide a 10.5 acre lot into a Subdivision to be known as Aspen Estates from a Portion of Lot 1 in Block 3 of Willow Acres Redivision in the ETZ Rural Suburban Zoning District. Legal Description: Subd: WILLOW ACRES REDIV Block: 3 Lot: 1 S2N2 / N2S2 S: 19 T: 10S R: 24E BK:834 PG:694 WD. ADDRESS: 1 McKay Place (at Aspen Avenue and W 27th Street). (OWNER: JMCG, LLC / AGENT: Smith Engineering Company).
4. **CASE 20-011 FPLAT:** A request for approval of a Final Plat to subdivide a 10.5 acre lot into a Subdivision to be known as Aspen Estates from a Portion of Lot 1 in Block 3 of Willow Acres Redivision in the ETZ Rural Suburban Zoning District. Legal Description: Subd: WILLOW ACRES REDIV Block: 3 Lot: 1 S2N2 / N2S2 S: 19 T: 10S R: 24E BK:834 PG:694 WD. ADDRESS: 1 McKay Place (at Aspen Avenue and W 27th Street). (OWNER: JMCG, LLC / AGENT: Smith Engineering Company).

Chair Storey introduced both Cases 20-010 PPLAT and 20-011 FPLAT, a request for approval of a Preliminary Plat and a Final Plat to subdivide a 10.5 acre lot into a six-lot Subdivision to be known as Aspen Estates from a Portion of Lot 1 in Block 3 of Willow Acres Redivision in the ETZ Rural Suburban Zoning District

Commissioner Aguilar MOTIONED to waive the Reading of the Finding of Facts and Land Use and Zoning Considerations with respect to Cases 20-010 and 20-011. Seconded by Commissioner Henderson. The motion passed by a voice vote of five to zero with Commissioners Lessard and McDaniel being absent.

Chair Storey: Is there anyone wishing to speak in favor of Cases: 20-010 PPLAT AND 20-011 FPLAT?

Mike Douglas with Smith Engineering, Agent for the Owners of 1 McKay Place: This replat is for the 10.5 acre parcel at 1 McKay Place on Aspen Avenue between Country Club Road and Mescalero Road. This area was subdivided in 1960 and again in 1983 except this parcel. The parcels around it were subdivided into one-acre parcels. The residential dwelling on this parcel had fallen into disrepair and has been demolished. The owners hope to subdivide the 10.5 acre parcel into 1.5 to 1.9 acre parcels. The parcel under consideration is outside the city limits in the ETZ and still in the City of Roswell's planning and platting jurisdiction. Last Tuesday (June 16, 2020) the Extraterritorial Commission (ETZ) approved a variance from the 5 acre minimum lot size in size. If approved tonight, it still needs approval from City Council and the County Commission.

Mr. Morris: This subdivision is consistent with land use patterns in the area. Provision of utilities has been taken into consideration as was the compatibility with the surrounding land uses. Planning Staff recommends approval.

Mr. Najar: City of Roswell 8" water line dead-ends at the southeast corner of the property. The developer will install the transmission line at the developer's cost north from the end of the existing 8" water line and west into the cul-de-sac where the line will dead-end. Smith Engineering's analysis of the line that will dead-end into the cul-de-sac found there will be sufficient pressure for fire protection to properties in the cul-de-sac. Smith Engineering will oversee construction of the transmission line that will meet City of Roswell Specifications. Once installed and approved to specifications, City of Roswell will take over maintenance of the 8" water line and the line into the cul-de-sac and the smart water meters to be installed when the lots are developed. Other developers will be able to extend the transmission line further north. The cost of water meters in Chaves County and the monthly service fee will be double the rate per City of Roswell ordinances. This project has been to the Infrastructure Committee twice. The lots will have to contract with private solid waste. Since the nearest sewer main is down around Cielo Grande there will be no sewer available; each lot owner will be responsible for obtaining a permit from the New Mexico Environmental Department and installation of a septic system. The cul-de-sac will be a dedicated street.

Mr. Douglas: The street will remain as a private road for now. The County might accept the road for maintenance purposes in the future if the property owners complete the chip sealing and the road meets the County's standards.

Chair Storey: Is there anyone wishing to speak against Cases: 20-010 PPLAT AND 20-011 FPLAT?

Against: None

MOTION – 20-010 PPLAT

Commissioner Henderson MOTIONED to approve Case Number 20-010, a Preliminary Plat for Aspen Estates in the ETZ. Seconded by Commissioner Aguilar. The motion passed by a voice vote of five to zero with Commissioners Lessard and McDaniel being absent.

MOTION – 20-011 FPLAT

Commissioner Aguilar MOTIONED to approve Case Number 20-011, a Final Plat for Aspen Estates in the ETZ along with the land use and zoning considerations, finding of facts, staff recommendations, and testimony we have received this evening. Seconded by Commissioner MacCornack. The motion passed by a voice vote of five to zero with Commissioners Lessard and McDaniel being absent.

G. NON-ACTION ITEMS

H. OTHER BUSINESS

I. PUBLIC COMMENTS

Chair Storey welcome Miguel back.

Mr. Morris extended his thanks to the Commissioners and welcomed the new Commissioners.

Chair Storey welcomed Steve Henderson and Daniel Lopez to the Commission.

Mr. Najjar let the Commission know that Mr. Morris will be retiring in about three months.

Chair Storey thanked Steve Henderson and Daniel Lopez for serving on the Commission.

J. REPORTS/ANNOUNCEMENTS

K. ADJOURN

Chair Storey adjourned the meeting at 6:31 p.m.