



City of Roswell Planning & Zoning Commission Agenda

Tuesday, April 7, 2026 at 10:00 AM

Roswell City Hall Large Conference Room

425 N Richardson Avenue

Roswell, New Mexico

Planning & Zoning Commission Members:

Chair: **Saul Aguilar**; Vice Chair: **Jana Lessard**; Secretary: **Gregory Holman**

Members: **Steve Henderson, Richard L. Gutierrez, Alicia Gilmore, Joel Smith**

City Staff:

Community Development Director: **Jessica Vickers, Esq**

Planning & Zoning Administrator: **Merideth Hildreth, AICP**

Planner II: **Esperanza DeLeon**

Senior Engineer: **Louis Romero**

A. Call to Order

B. Roll-Call

C. Swearing In

D. Approval of the Agenda: April 7, 2026 Agenda

E. Approval of Minutes:

1. February 3, 2026 Draft P&Z Regular Meeting Minutes

F. Action Items

1. **CASE ZOC-26-0039** Request for a Zone Change of 1.022-acre lot at 111 E 23rd Street from R-3 Residential to C-2 Commercial District. Legal Summary Subd: SALEES Lot: 31 THRU:- Lot: 33 Tract: UNNUMBERED TRACT N 160' S 300' W 150' , , , Quarter: NW S: 28 T: 10S R: 24E BK: 306 PG: 871 WD (Property Owner: Roswell Daily Record).
2. **CASE SUP-26-0030** Request for a Special Use Permit for professional office at 108 & 108½ S Kansas Ave in the R-3 Residential Zoning District. Legal Summary Subd: OVARDS Block: 4 Lot: 5 DOC# 202407258 REC (Property Owner: Lore's Cleaning Service LLC).
3. **CASE SUP-26-0040** Request for a Special Use Permit for Professional Office and Barber Shop at 200 W Tilden Street in R-3 Residential Zoning District. Legal Summary Subd: SOUTH ROSWELL Block: 10 Lot: 13 N 50' DOC# 202503009 QCD (Property Owner: Roy Andazola).

G. Other Business

1. Review Application for Planning & Zoning Commissioner Position.

H. Public Comments

I. Announcements

J. 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 26-12.

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.

Printed and posted: **April 3, 2026**



P&Z DRAFT REGULAR MEETING MINUTES
Roswell Planning & Zoning Commission
Tuesday, February 3, 2026 at 10:00 AM

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

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 **10:00 a.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	Present	

Staff Members Present:

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

Audience Members Present:

Scott Hicks, P.E., Smith Engineering Company

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 February 3, 2026 Agenda as presented.

Commissioner Holman MOTIONED to approve the Tuesday, February 3, 2026 Planning & Zoning Commission agenda.

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

Greg Holman- yes, Joel Smith- yes, Steve Henderson- yes, Saul Aguilar- yes, Alicia Gilmore- yes, Richard Gutierrez- yes, the motion passed 6-0 with Jana Lessard being absent.

E. APPROVAL OF MINUTES:

Chair Aguilar requested a motion to approve the December 9, 2025 Planning & Zoning Commission meeting minutes as presented. (A meeting was not held in January, 2026).

Commissioner Henderson MOTIONED to approve the Tuesday, December 9, 2025 Planning & Zoning Commission minutes.

SECONDED by Commissioner Holman. A voice vote was as follows: Greg Holman- yes, Joel Smith- yes, Steve Henderson- yes, Saul Aguilar- yes, the motion passed 4-0 with Jana Lessard being absent and Alicia Gilmore and Richard Gutierrez abstaining.

F. ACTION ITEMS:

- 1. CASE ZOC-26-0008** Request for Zone Change of 9.37 acres from R-1 Residential to MHC Manufactured Home Community (5 acres) & RVP Recreational Park (4.37 acres). Legal Summary Subd: BRASHER REPLAT Tract: B BK:813 PG:683 QCD. Location: 300 Glen Drive. (Property Owner: KS&G CORPORATION).

Chair Aguilar: Introduced **CASE ZOC-26-0008** Request for Zone Change of 9.37 acres from R-1 Residential to MHC Manufactured Home Community (5 acres) & RVP Recreational Park (4.37 acres).

Commissioner Holman MOTIONED to waive the reading of the findings of fact and land use and zoning considerations with respect to CASE ZOC-26-0008. SECONDED by Commissioner Henderson. A voice vote was as follows: Greg Holman- yes, Joel Smith- yes, Steve Henderson- yes, Saul Aguilar- yes, Alicia Gilmore- yes, Richard Gutierrez- yes, the motion passed 6-0 with Jana Lessard being absent.

Ms. Hildreth: Presented Case ZOC-26-008 regarding the request for a Zone Change of 9.37 acres with 5 acres to MHC and 4.37 acres to RVP at 300 Glen Drive. The property is surrounded by properties in Chaves on three sides. The property is currently zoned R-1 with an undeveloped residential subdivision zoned R-1 to the north. To the south is rural residential in Chaves County, to the east is a rural residential mobile home park in Chaves County, and to the west is a concrete plant in Chaves County. The Google Earth Street View shows the road with the property under consideration and the concrete plant in the distance. The second picture is from South Main Street looking at Glen Drive. It's a well-paved road. The Preferred Land Use Scenario Map from the 2016 Comprehensive Master Plan shows the parcel as low density residential with a commercial corridor along Main Street and industrial corridors in the vicinity. Preliminary site plan from Smith Engineering shows a 5-acre mobile home park and a 4.37-acre RV Park with the middle lane as commonly shared access. Mr. Hicks sent these photos of a similar development in Carlsbad that Constructors built for employee housing. As of today's date, the Planning & Zoning Division has received zero written protests and zero inquiries for Case ZOC-26-0008.

Chair Aguilar: Anyone wishing to speak in favor of CASE ZOC-26-0008?

Scott Hicks: The primary reason for the zone change is for Constructors to provide employee housing similar to their development in Carlsbad. The company brings in crews from out of town and rotates the crews. Due to the proximity of the airport and the Air Races, the property is a great location for an RV Park that will be open all year round. They will have a modular restroom with showers to meet the code. The sewer is not close, but close enough to run a gravity line. Water and power are available. Smith will design the infrastructure to meet city specifications.

Chair Aguilar: Anyone wishing to speak in opposition of CASE ZOC-26-0008 or who have questions or concerns?

None

MOTION – CASE ZOC-26-0008

Commissioner Holman MOTIONED to approve CASE ZOC-26-0008.

SECONDED by Commissioner Gilmore. A voice vote was as follows: Greg Holman- yes, Joel Smith- yes, Steve Henderson- yes, Saul Aguilar- yes, Alicia Gilmore- yes, Richard Gutierrez- yes, the motion passed 6-0 with Jana Lessard being absent.

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- 2. CASE VAR-26-0007** Request Variance for access off of Glen Dr (Local Street) & Request Variance to waive requirement of fence between the RVP and MHC districts. Legal Summary Subd: BRASHER REPLAT Tract: B BK:813 PG:683 QCD. Location: 300 Glen Drive. (Property Owner: KS&G CORPORATION).

Chair Aguilar: Introduced **CASE VAR-26-0007** a request Variance for access off of Glen Dr (Local Street) & Request Variance to waive requirement of fence between the RVP and MHC districts at 300 Glen Drive.

Commissioner Gilmore MOTIONED to waive the reading of the findings of fact and land use and zoning considerations with respect to CASE VAR-26-0007. SECONDED by Commissioner Holman. A voice vote was as follows: Greg Holman- yes, Joel Smith- yes, Steve Henderson- yes, Saul Aguilar- yes, Alicia Gilmore- yes, Richard Gutierrez- yes, the motion passed 6-0 with Jana Lessard being absent.

Ms. Hildreth: Presented Case VAR-26-0007. This case is also regarding 300 Glen Drive that has now been rezoned RVP and MHC. The property located on Glen Drive is approximately 700 feet from Main Street which is a Principal Arterial. Ms. Hildreth read Zoning Ordinance Article 22 Section 5(D) and Article 46 Section 2(D) that specify access for both Mobile Home Parks and RV Parks, "Direct vehicular access to the park shall be provided by means of abutting collector or arterial street." Glen Drive doesn't meet that standard and is connected to a Principal Arterial. The second variance is to waive the requirement for screen fencing between the two zoning districts so the two uses can have a shared access drive. Article 22 Section 5 (C) and Article 46 Section 2 (C) require "A solid screen fence made of brick, masonry, stone, or wood, no less than 6 feet in height; or an irrigated and maintained landscaped fence...at all perimeter lot lines of the park. Landscaping shall be provided in accordance with this Ordinance." The lot will be subdivided into two lots, one lot for the Mobile Home Park and one lot for the RV Park. A perimeter fence is shown on the plans for the rest of the lots. As of today's date, the Planning & Zoning Division has received zero written protests and zero inquiries for Case VAR-26-0007. The Legal Standard for a Zoning Variance is that the applicant must demonstrate an Unnecessary Hardship, a strict application of the requirement would create an extraordinary hardship due to unique circumstances, and a variance is necessary to overcome these difficulties. Zoning Ordinance Article 3 Section 10 A specifies the conditions under which the Planning & Zoning Commission can approve a variance request.

Chair Aguilar: Anyone else wishing to speak in favor of CASE VAR-26-0007?

Scott Hicks: The owner is requesting a variance for main access to the site from Glen Drive not far from Main Street and seeking a variance because of the way the ordinance is written. Glen Drive provides access to the batch plant. The second variance to the fencing on the property line between the two zoning districts and two properties once subdivided will allow a shared drive. Without a shared drive, it will limit the amount of property for development of the RV Park side. With the 6' tall metal panel perimeter fence on the other three sides, the fence will shield the property from the other properties.

Chair Aguilar: Anyone wishing to speak in opposition of CASE VAR-26-0007 or who have questions or concerns?
None

MOTION – CASE VAR-26-0007

Commissioner Holman MOTIONED to approve CASE VAR-26-0007 based on the findings of fact, testimony, the location of the property is only accessible by the side street, and the properties under a single owner who wants to share the central aisle for vehicular traffic and emergency vehicles. SECONDED by Commissioner Gutierrez. A voice vote was as follows: Greg Holman- yes, Joel Smith- yes, Steve Henderson- yes, Saul Aguilar- yes, Alicia Gilmore- yes, Richard Gutierrez- yes, the motion passed 6-0 with Jana Lessard being absent.

Chair Aguilar introduced Other Business.

G. OTHER BUSINESS

H. PUBLIC COMMENTS

I. ANNOUNCEMENTS

No cases filed for March 2026. The next meeting will be on April 7, 2026.

J. ADJOURN

Chair Aguilar adjourned the meeting at 10:29 a.m.

AGENDA ITEM F.1

City of Roswell Planning & Zoning Commission Zoning Case ZOC-26-0039



City of Roswell Planning & Zoning Commission Agenda

Tuesday, April 7, 2026

Roswell City Hall Large Conference Room

425 N Richardson Avenue

Roswell NM 88201

ACTION REQUESTED: Planning and Zoning Commission review Zoning Case ZOC-26-0039, a request for a Zone Change of 1.022-acre lot at 111 E 23rd Street from R-3 Residential District to C-2 Commercial District.

BACKGROUND: Prepared by:
Merideth Hildreth, AICP, Senior Planner and
Esperanza DeLeon, Planner II
per application submitted by applicant.

FINANCIAL CONSIDERATION: There are no additional costs associated with this request.

REVIEW: The Zone Change application requires Planning & Zoning Commission review and vote.

**BOARD OR
COMMITTEE ACTION:** Request Planning & Zoning Commission review, discuss, and vote on Zoning Case ZOC-26-0039.

STAFF RECOMMENDATION: At the April 7, 2026 public hearing, based upon the Land Use and Zoning Considerations, Findings of Fact, and materials provided, the Planning & Zoning Commission is requested to review, introduce a motion, and vote on Zoning Case ZOC-26-0039.



EXHIBIT A ZOC-26-0039 APPLICATION
CITY OF ROSWELL
CHANGE OF ZONING DISTRICT APPLICATION

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

Property Owner's Name: ROSWELL DAILY RECORD-BARBARA BECK Email: bbeck@rdrnews.com

Phone: 575-622-7710 Address: 2301 N Main Street, Roswell NM 88201

Agent's Name: SaraLei Fajardo Email: sfajardo@rdrnews.com

Phone: 575-703-5180 Address: 2301 N Main Street, Roswell NM 88201

Physical Address: 111 E 23RD ST ROSWELL NM 88201

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

Subd: SALEES Lot: 31 THRU:- Lot 33 Tract: UNNUMBERED TRACT N 160' S 300' W150',,, Quarter: NW 28 T: 10S R:

24E BK: 306 PG: 871 WD

Reason for the Request: (Please attach extra sheet if necessary) Rezone from R-3 Residential to C-2 Communitiy

Commercial. Property is currently for sale and possible prospective buyer would prefer C2

Proposed Zone Change Area (1 acre = 43,560 sq. ft.): 44700 Sq. Ft. Acres: 1.02617

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.

Barbara Beck

Property Owner Signature

2-25-2026

Date

SaraLei Fajardo

Agent's Signature

02-25-2026

Date

FOR OFFICIAL USE ONLY

P & Z Case #: ZOC-26-0039 Date: 4.7.2026 Located in Historic District: ☐ Yes ☒ No

Flood Zone: X Comprehensive Master Plan General Development Plan: ☐ Residential

☒ Commercial ☐ Industrial ☐ Park & Open Space ☐ RS Overflight

Current Zoning District: R-3 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: ZOC-26-0039

Roswell Planning & Zoning Commission

Tuesday, April 7, 2026

City Hall Large Conference Room

425 N Richardson Avenue

Roswell, NM 88201

APPLICATION: CASE ZOC-26-0039: Request for a Change in Zoning from R-3 Residential to C-2 Community Commercial for a 1.022-acre Tract located at 111 E 23rd Street.

I. Property Under Consideration:

Property Address: 111 E 23rd Street

Legal Summary: Subd: SALEES Lot: 31 THRU:- Lot: 33 Tract:
UNNUMBERED TRACT N 160' S 300' W 150' , , , Quarter:
NW S: 28 T: 10S R: 24E BK: 306 PG: 871 WD

Property Owner: ROSWELL DAILY RECORD

Applicant: SaraLei Fajardo

II. Site Data:

Site Area: Approximately 300'X149' = 44,700 SF Lot (1.022 acres)

UPC(s): 4-136-060-041-116-000000

Existing Land Use: Vacant / Undeveloped Tract

Proposed Land Use: Commercially zoned lot

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	Vacant lot in Subdivision platted for Professional Office	R-3
South	Multi-Family Apartment Complex	R-3 south side of 23 rd St
West	Kass Plaza & Roswell Daily Record	C-2
East	Professional Medical Offices	R-3 with Special Use Permits

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-26-0039

Zoning Map showing property in R-3 Zoning District for ZOC-26-0039

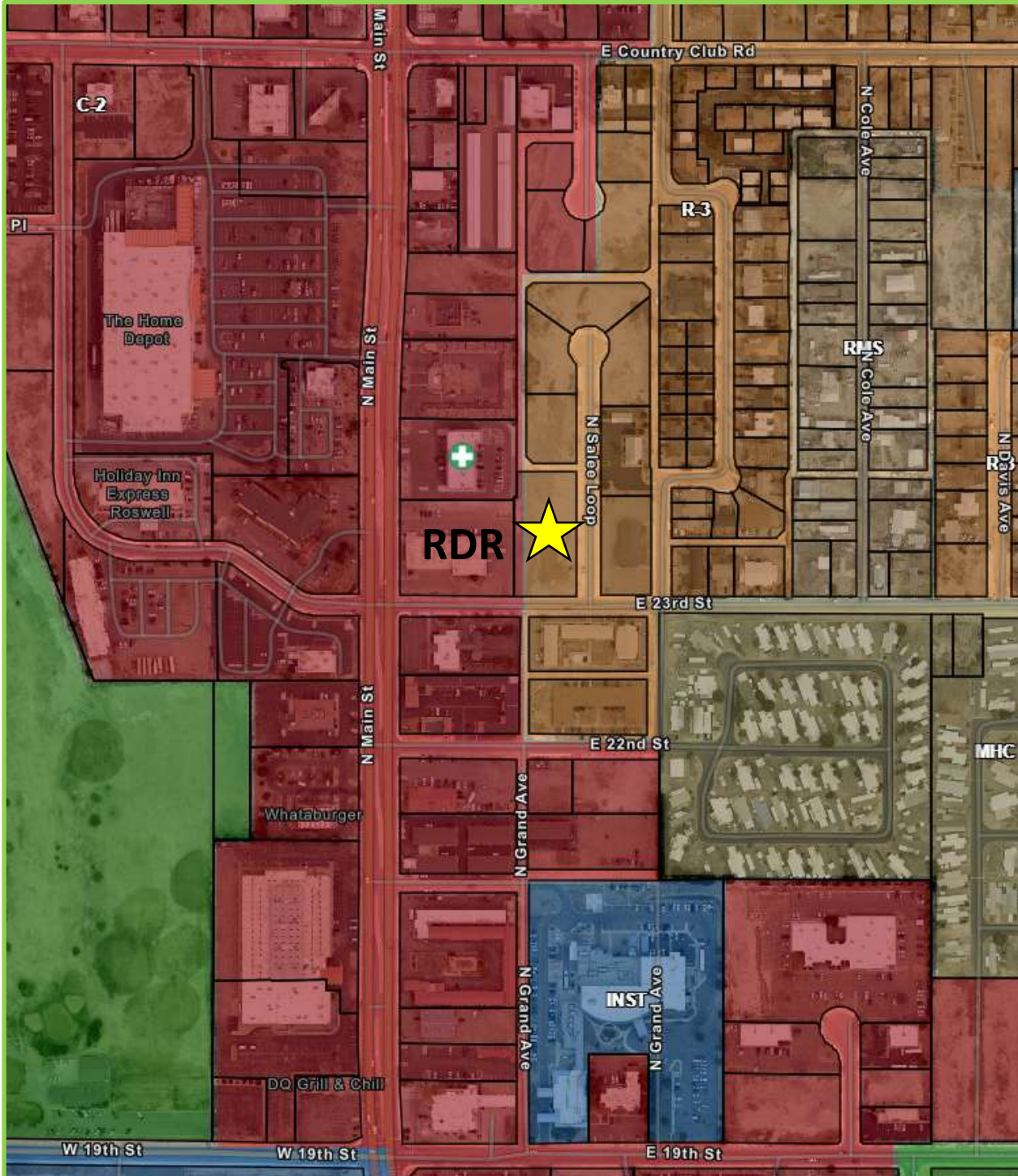


EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-26-0039

III. Intent of Petition:

The applicant and property owner for Zoning Case ZOC-26-0039 requests a Change of Zoning from R-3 Residential District to C-2 Community Commercial.

IV. Planning & Zoning Commission Considerations from Staff Review:

1. The property under consideration is a vacant undeveloped lot contiguous to the Roswell Daily Record with a shared lot line to the west, Salee Loop on the east, an alley easement on the north (and vacant land north of the alley easement, and 23rd Street on the south.
2. The Google Earth Street Images below show the vacant / undeveloped property under consideration and the surrounding land uses.



EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-26-0039



EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-26-0039

3. There are a variety of land uses in the vicinity of the property under consideration as indicated from the photos and captions above and the Zoning Map on page 2 that shows R-3 Residential for both professional offices and apartment complexes, C-2 Community Commercial along Main Street, High density residential to the east, and Roadrunner Mobile Home Park zoned MHC to the southeast.
4. The 2016 *Comprehensive Master Plan Preferred Land Use Scenario Map* shows the property under consideration in a high-density residential area adjacent to a commercial corridor along Union Avenue and a Commercial Corridor north of 1st Street three lots and approximately 220 feet to the north on the northern edge of an Infill/Redevelopment Opportunities designated area.

Excerpt from 2016 *Comprehensive Master Plan Preferred Land Use Scenario Map* showing property in high density residential area and adjacent to Main Street Commercial Corridor.

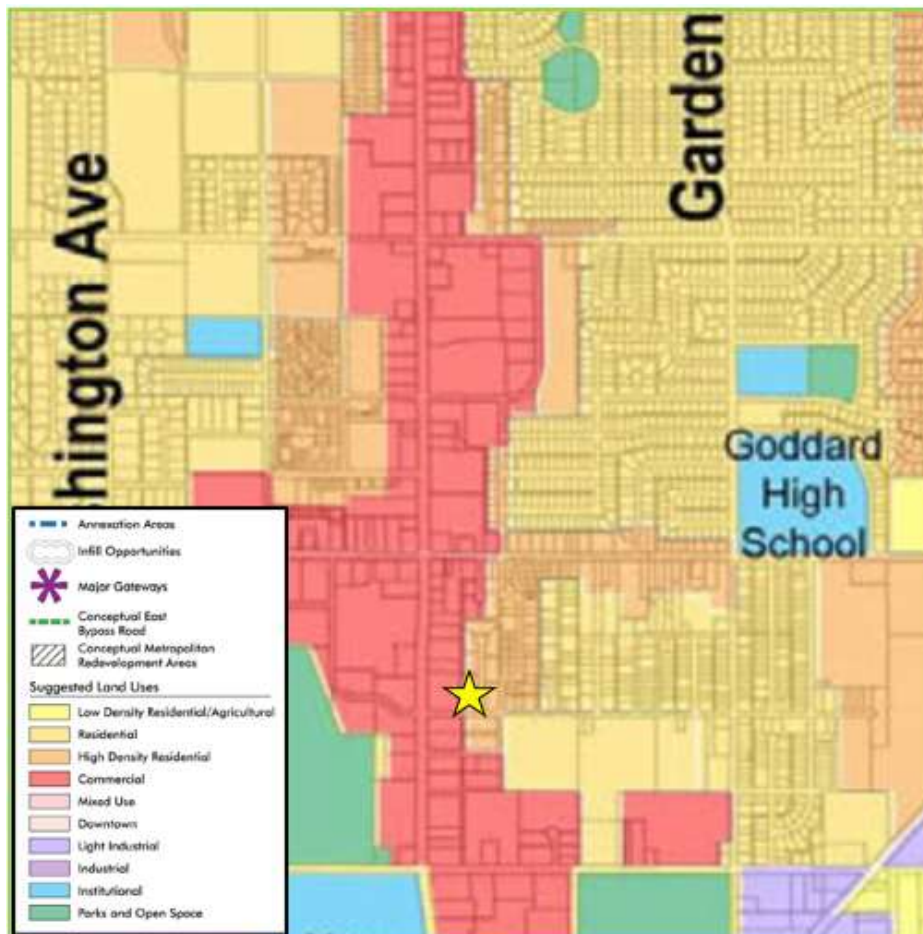


EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-26-0039

5. The property under consideration is served by East 23rd Street and Salee Loop, both classified as Local Street on the 2016 Functional Street Classification Plan. Nearby Main Street is classified as a Principal Arterial.

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 property under consideration is currently within the jurisdiction of the City of Roswell, New Mexico.
6. The property under consideration is located in Zone X designated by FEMA (map accessed 04/02/2026.)
7. City of Roswell Zoning Ordinance ARTICLE 3: Procedures, Amendments, and Changes Section 9 contains the provisions for Zone Changes. Section 9A. "The Planning and Zoning Commission may approve changes to zoning district classification on parcels of land within the City Limits by way of a public hearing. A change in zoning district shall be for the purpose of meeting the land use needs of the residents of the City and in conformance with the City's Land Use Plan." Section 9 D. "The Planning and Zoning Commission shall decide whether or not to approve a request for a zone change. In its deliberations, the Planning and Zoning Commission shall not approve a zone change 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.

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-26-0039

8. Zoning Ordinance ARTICLE 16: R-3 Residential provides uses allowed in the R-3 Zoning District.
9. Zoning Ordinance ARTICLE 30: C-2 Community Commercial provides uses allowed in the C-2 Zoning District.
10. Granting of the zone change to C-2 Community Commercial would be consistent with the contiguous C-2 Commercial Corridor to the west and compatible with the professional office to the east, apartment complexes to the south, mobile home park to the southeast, and mix of high-density residential east of the medical offices on the Salee Loop cul-de-sac.
11. Granting the Zone Change may be in the public interest to transform 1.022 acres of vacant land into a productive and tax revenue-generating property and possibly stimulate further investment on the east side of the Commercial Corridor.

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 ZOC-26-0039.**

EXHIBIT C.1: ZOC 26-0039

LETTER NOTIFYING SURROUNDING PROPERTY OWNERS

(Page 1 of 2)

**LETTER SENT VIA CERTIFIED MAIL ON MARCH 19, 2026
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 ZOC 26-0039

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 ZOC 26-0039. 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 ZOC 26-0039 Request zone change from R-3 Residential District to C-2 Commercial District 1.022 acres.
PROPERTY OWNER: Roswell Daily Record
APPLICANT: SaraLei Farjardo
PROPERTY LOCATION: 111 E 23rd Street
LEGAL DESCRIPTION: Subd: SALEES Lot: 31 THRU:- Lot: 33 Tract: UNNUMBERED TRACT N 160' S 300' W 150' , , , Quarter: NW S: 28 T: 10S R: 24E BK: 306 PG: 871 WD

The City of Roswell Planning and Zoning Commission will hear public comments on the above zoning case on Date: **TUESDAY, April 7, 2026 at 10:00 a.m. in the 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 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 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: ZOC 26-0039
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, April 3, 2026**, and may be viewed on the City of Roswell website 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 on the City of Roswell website 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
Senior Planner
m.hildreth@roswell-nm.gov
575.637.6294

Esperanza DeLeon

Esperanza DeLeon
Planner II
e.deleon@roswell-nm.gov
575-637-6218

(Area of Notification Map attached)

ANEXO C.2: ZOC 26-0039

**CARTA DE NOTIFICANDO A LOS PROPIETARIOS DE LOS ALREDEDORES
CARTA ENVIADA POR CORREO CERTIFICADO EL MARCH 19, 2026
A LOS PROPIETARIOS DE LOS ALREDEDORES**



**COMMUNITY DEVELOPMENT
DEPARTMENT
400 W SECOND STREET
Roswell, NM 88201
Teléfono: (575) 637.6294**

RE: AVISO DE AUDIENCIA PÚBLICA para el CASO DE ZONIFICACIÓN ZOC-26-0039

Estimado propietario:

Usted ha recibido este aviso por correo certificado porque el condado de Chaves Asesor la información indica que usted es un propietario registrado dentro **de los 100** pies del **Caso de Planificación y Zonificación de la Ciudad de Roswell ZOC-26-0039**. Este aviso le informa del próximo 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 ZOC-26-XXXX Solicitud de cambio de zona de Distrito Residencial R-3
a Distrito Comercial C-2. 1,022 acers.

PROPIETARIO: Roswell Daily Record

SOLICITANTE: SaraLei Farjardo

UBICACIÓN DE LA PROPIEDAD: 111 E 23rd Street

DESCRIPCIÓN LEGAL: Subd: SALEES Lot: 31 THRU:- Lot: 33 Tract:
UNNUMBERED TRACT N 160' S 300' W 150' , , , Quarter:
NW S: 28 T: 10S R: 24E BK: 306 PG: 871 WD

La Comisión de Planificación y Zonificación de la Ciudad de Roswell escuchará los comentarios del público sobre el caso de zonificación. Fecha: MARTES 7 de abril de 2026 a las 10:00 a.m. en la sala de conferencias grande del ayuntamiento, situada en 425 N Richardson Ave. Usted tiene derecho, aunque no este obligado(a), a comentar por escrito a nuestra oficina o en persona en la audiencia.

Para ser considerado, las protestas por escrito deben ser presentadas y recibidas por la División de Planificación y Zonificación a más tardar del mediodía del día anterior de la reunión de la Comisión de Planificación y Zonificación. Los comentarios por escrito pueden enviarse a la División de Planificación y Zonificación en la Oficina de

ANEXO C.2: ZOC 26-0039
CARTA DE NOTIFICANDO A LOS PROPIETARIOS DE LOS ALREDEDORES

Servicios de Desarrollo de Roswell en 400 W Second Street, o enviarse a: *Ciudad de Roswell, Administrador de Planificación y Zonificación, 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 3 de abril de 2026**, 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, incluyendo el orden del día y las actas, pueden proporcionarse en varios formatos accesibles. Comuníquese con el Secretario Municipal al 575-624-6700 si necesita un resumen u otro tipo de formato accesible.

Respetuosamente

Merideth Hildreth

Merideth Hildreth, AICP
Senior Planner
m.hildreth@roswell-nm.gov
575.637.6294

Esperanza DeLeon

Esperanza DeLeon
Planner II
e.deleon@roswell-nm.gov
575-637-6218

(Área de Mapa de Notificación adjunta)

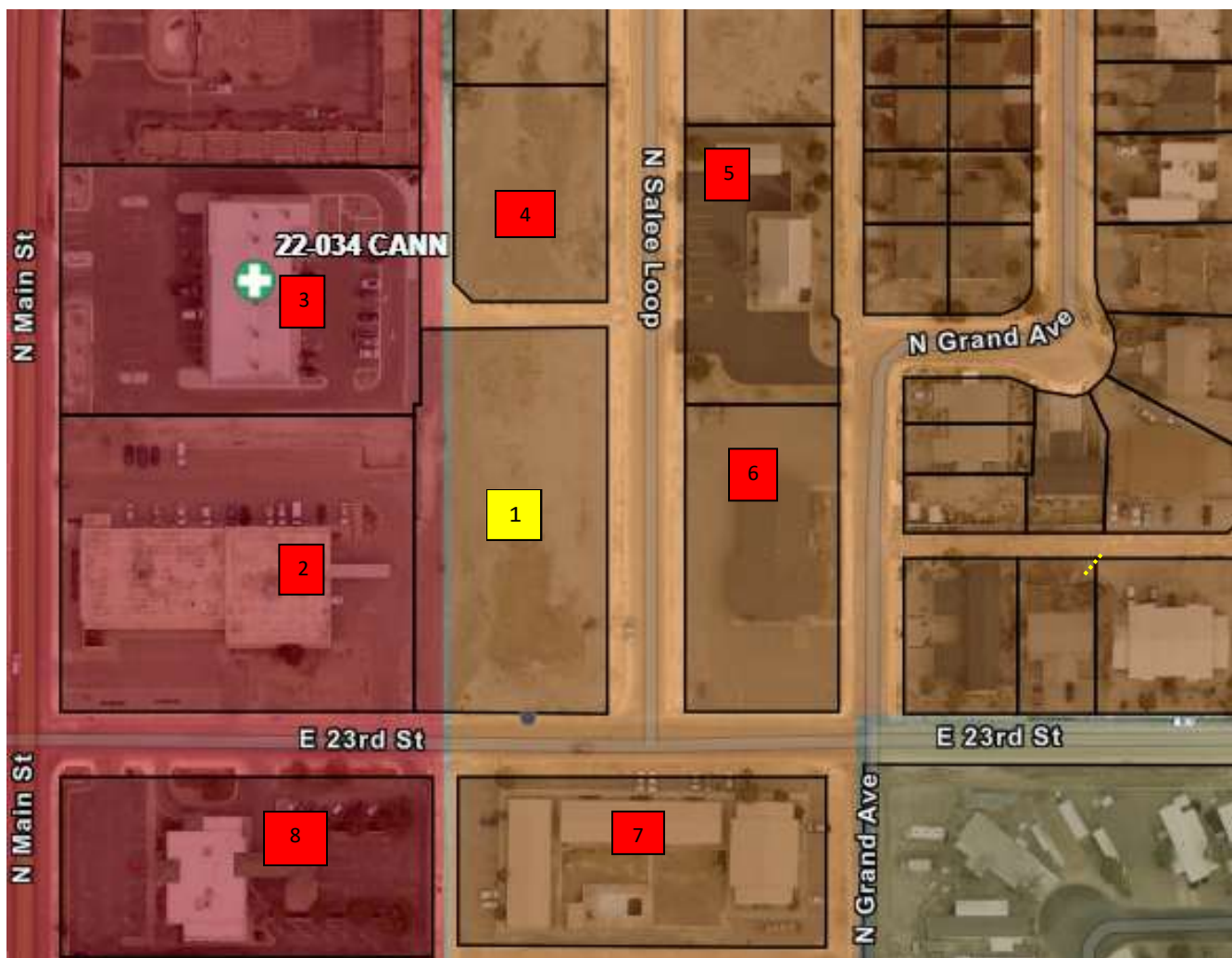
EXHIBIT D: CASE ZOC 26-0039

Request a Zone Change from R-3 Residential to C-2 Commercial District for
1.022 acres.

Solicitar un cambio de zona de R-3 Residencial a C-2 Distrito Comercial para
1,022 acres.

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



1

PROPERTY UNDER CONSIDERATION – 111 E 23RD Street
PROPIEDAD BAJO CONSIDERACIÓN – 111 E 23RD Street



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

EXHIBIT E: ZOC-26-0039 – NOTIFICATION AREA ADDRESSES

1,2

ROSWELL DAILY RECORD
P.O. BOX 1897
ROSWELL NM 88202-1897

3

PROPERTY MANAGEMENT PLUS LLC
OR CURRENT PROPERTY OWNER
2303 N MAIN STREET
ROSWELL NM 88201

PROPERTY MANAGEMENT PLUS LLC
3820 N GRIMES ST STE 75
HOBBS NM 88240

4 (VACANT LOT)

TUCKER, ALAN E; TUCKER, MARIE I
P.O. BOX 1478
ROSWELL NM 88202

5

ROCK DOCS LLC
2303 SALEE LP
ROSWELL NM 88201

6

ROSWELL CLINIC CORP
OR CURRENT PROPERTY OWNER
115 E 23RD STREET
ROSWELL NM 88201

ROSWELL CLINIC CORP
14400 METCALF AVE
OVERLAND PARK, KS 66223

7

LE MASTERS, WILLIAM A
OR CURRENT PROPERTY OWNER
112 E 23RD STREET
ROSWELL NM 88201

LE MASTERS, WILLIAM A
1204 MECHEM STE 11
RUIDOSO NM 88345

8

OTERO FEDERAL CREDIT UNION
OR CURRENT PROPERTY OWNER
2211 N MAIN STREET
ROSWELL NM 88201

OTERO FEDERAL CREDIT UNION
P.O. BOX 2800
ALMAGORDO NM 88311-2800

AGENDA ITEM F.2

City of Roswell Planning & Zoning Commission Zoning Case SUP-26-0030



City of Roswell Planning & Zoning Commission Agenda

Tuesday, April 7, 2026

Roswell City Hall Large Conference Room

425 N Richardson Avenue

Roswell NM 88201

ACTION REQUESTED: Planning and Zoning Commission review Zoning Case SUP-26-0030, a request for a Special Use Permit for a Professional Office at 108 S Kansas Avenue & 108½ S Kansas Avenue in the R-3 Residential Zoning District.

BACKGROUND: Prepared by:
Merideth Hildreth, AICP, Senior Planner and
Esperanza DeLeon, Planner II
per application submitted by applicant.

FINANCIAL CONSIDERATION: There are no additional costs associated with this request.

REVIEW: The Special Use Permit application requires Planning & Zoning Commission review and vote.

BOARD OR COMMITTEE ACTION: Request Planning & Zoning Commission review, discuss, and vote on Zoning Case SUP-26-0030.

STAFF RECOMMENDATION: At the April 7, 2026 public hearing, based upon the Land Use and Zoning Considerations, Findings of Fact, and materials provided, the Planning & Zoning Commission is requested to review, introduce a motion, and vote on Zoning Case SUP-26-0030.



EXHIBIT A SUP-26-0030 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: Nora Adams Email: lorescleaningservice11@gmail.com
Phone: (575) 937-5295 Address: 108 S. Kansas

Agent's Name: _____ Email: _____
Phone: _____ Address: _____

Physical Address: 108 S Kansas

Legal Description of Proposed Zone Change Area (Lot/Block/Subdivision, Tract, Section-Township/Range):
Lot 5 Block 4 Subdivision Owards
Subd: Owards Block: 4 lot: 5 DOC# 202407258 REC

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

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.

Nora L. Adams
Property Owner Signature

2/12/26
Date

Agent's Signature

Date

FOR OFFICIAL USE ONLY

P & Z Case #: SUP-26-0030 Date: 4.7.2026 Located in Historic District: ☐ Yes ☒ No

Flood Zone: X Current Zoning District: R-3

Structure Size in Square Feet: _____ X _____ = 1432 Sq. Ft.

Setback Requests for New Construction: Front Ft: N/A Side Ft: N/A Rear Ft: N/A Side Ft: N/A

Comprehensive Master Plan General Development Plan: ☒ Residential ☐ Commercial ☐ Industrial
☐ Park & Open Space ☐ RS Overflight

Quadrant of the city: ☐ NW ☐ NE ☒ SW ☐ SE

Adjacent to
Commercial
Corridor

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-26-0030

Roswell Planning & Zoning Commission

Tuesday, April 7, 2026

City Hall Large Conference Room

425 N Richardson Avenue

Roswell, NM 88201

APPLICATION: CASE SUP-26-0030: Request for a Special Use Permit for a Professional Office in existing 1432 square foot commercial building at 108 S Kansas Avenue in the R-3 residential zoning district.

I. Property Under Consideration:

Property Address: 108 S Kansas Avenue; 108½ S Kansas Avenue

Legal Summary: Subd: OVARDS Block: 4 Lot: 5 DOC# 202407258 REC

Property Owner: Lore's Cleaning Service LLC

Applicant: Nora L Adams

II. Site Data:

Site Area: 50'X168' = 8,400 SF Lot

UPC(s): 4-135-062-187-064-000000

Existing Land Use: Chaves County Assessor Map Information indicates the Property has a 1432 square foot Non-Residential Improvement built in 1970. This building was designed and constructed as a place of worship and historically used for this purpose until recently.

Proposed Land Use: Professional Office in an existing 1432 square foot building.

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-3
West	On West Side of Alley	C-2
East	On East Side of Kansas Avenue	R-3

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-26-0030

Zoning Map showing property in R-3 Zoning District for SUP-26-0030

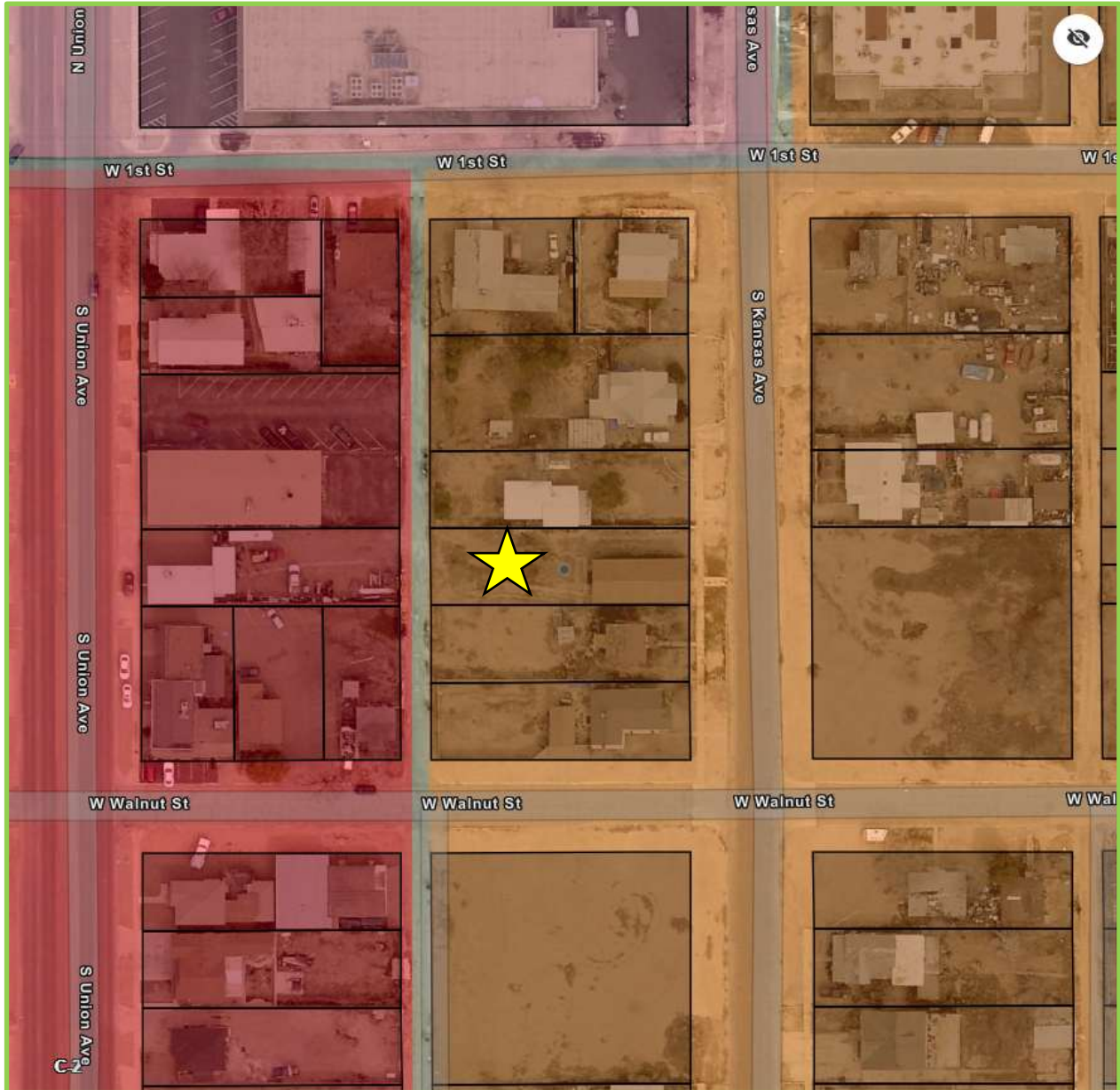


EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-26-0030

III. Intent of Petition:

The applicant/property owner for Zoning Case SUP-26-0030 requests a Special Use Permit to establish a professional office for Lore's Cleaning Service LLC in an existing 1432 square foot principal structure on the applicant's property in the R-3 Residential District.

IV. Planning & Zoning Commission Considerations from Staff Review:

1. The property under consideration is an 8,400 square foot lot in the R-3 Zoning District with an existing primary non-residential structure built in 1970 and is described as a "church" in the Chaves County Assessor information.

Reporting Areas 1		Chaves County Assessor Information for 200 W Tilden	
Property Code	NON-RESIDENTIAL IMPROVEMENT		
Acres		SQFT	1432
Tax Area		Actual Year Built	1970
Condition		Building Type	
		Construction Quality	
		Foundation	

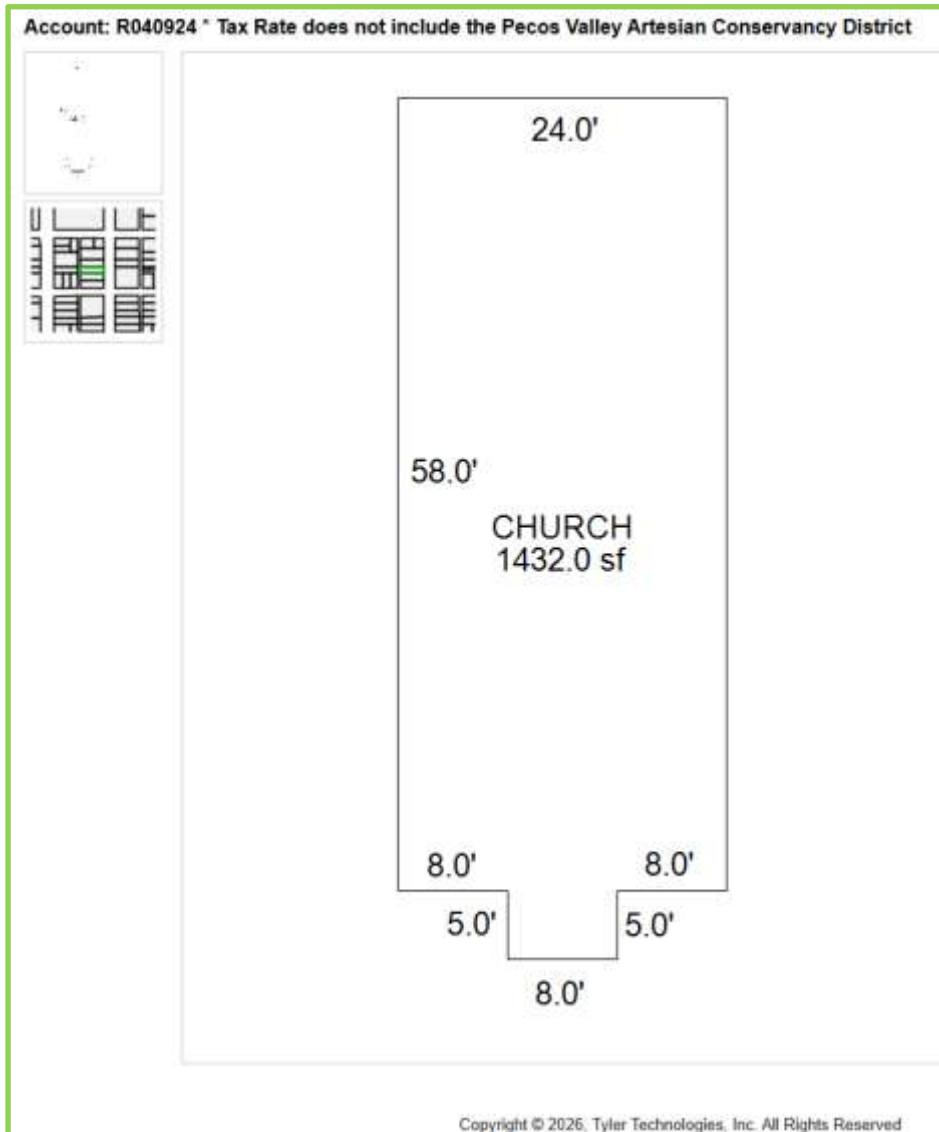
2. The Staff Photo below shows an existing off-street parking area beside the building that appears to have been architecturally designed as a place of worship.



EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-26-0030

- Below is the Attachment from the Chaves County Assessor information showing the building dimensions.

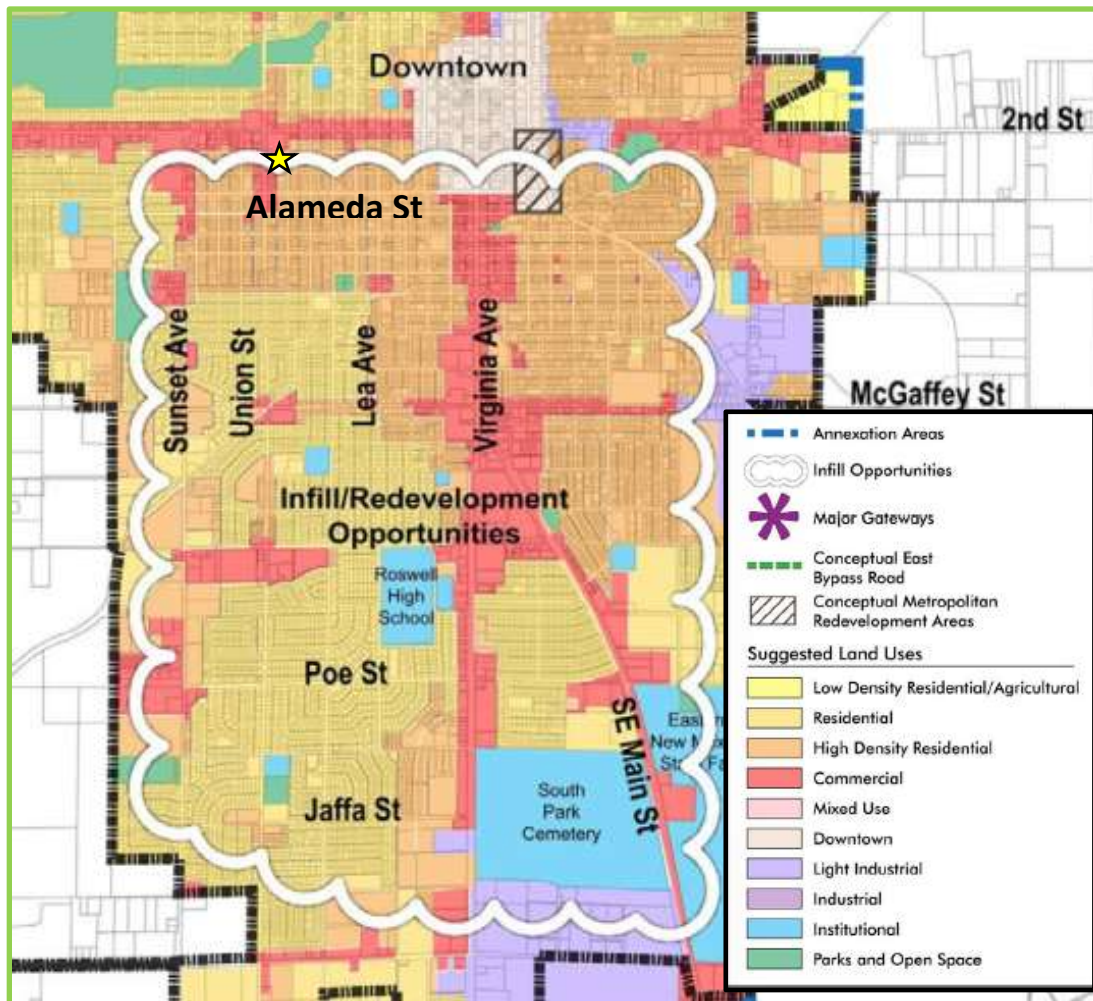


- The Roswell Zoning Ordinance Article 16: R-3 Residential District B. 13. allows Professional Office with a Special Use Permit.
- The Zoning Ordinance Article 16. – R-3 Residential District Sec. 1. – Purpose requires “a six-foot tall screen fence...along all property lines abutting single-family residential dwellings” for uses that require a Special Use Permit. The lot is 168’ deep and the building is 58’ long with a short front yard setback. Residential properties abut the property under consideration on the north and south, and Commercially C-2 properties are located west of the alley.

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-26-0030

6. South Kansas Avenue is classified as a Local Street on the *2016 Comprehensive Master Plan Functional Street Classification Plan*.
7. The *2016 Comprehensive Master Plan Preferred Land Use Scenario Map* shows the property under consideration in a high-density residential area adjacent to a commercial corridor along Union Avenue and a Commercial Corridor north of 1st Street three lots and approximately 220 feet to the north on the northern edge of an Infill/Redevelopment Opportunities designated area.



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

8. An existing older sidewalk is between the front property line and back of curb.

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-26-0030

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 property under consideration is currently within the jurisdiction of the City of Roswell, New Mexico.
6. 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."
7. The property under consideration is located in Zone X designated by FEMA (Reference LOMR 11-06-0142P effective date 3/23/2012, map accessed 04/02/2026.)
8. Article 4 of the Zoning Ordinance defines *Professional office* as "The place of business for a professional or group of various professionals."

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-26-0030

9. Zoning Ordinance Article 16. – R-3 Residential District Sec. 2. – Use Regulations B. Special uses allows “Professional offices not to exceed 10,000 square feet in gross floor area, where an additional five % landscaping shall be provided and side yard setbacks on interior lot lines shall be no less than ten feet.”
10. Granting a Special Use Permit for a professional office in the existing non-residential property historically used as a place of worship in the R-3 Zoned property under consideration is not contrary to the public interest in this mixed-use corridor area.

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-26-0030.**

EXHIBIT C.1: SUP-26-0030

LETTER NOTIFYING SURROUNDING PROPERTY OWNERS

(Page 1 of 2)

**LETTER SENT VIA CERTIFIED MAIL ON MARCH 19, 2026
TO SURROUNDING PROPERTY OWNERS**



**COMMUNITY DEVELOPMENT DEPARTMENT
400 W 2ND Street,
Roswell, NM 88201
Telephone: (575) 637-6280**

RE: PUBLIC HEARING NOTICE FOR ZONING CASE SUP-26-0030

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-26-0030. 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-26-0030 Request for a Special Use Permit for professional office space at 108 S Kansas in the R-3 Residential Zoning District.

PROPERTY OWNERS: Lore's Cleaning Service LLC

APPLICANT: Nora L Adams

PROPERTY LOCATION: 108 S Kansas

LEGAL SUMMARY: Subd: OVARDS Block: 4 Lot: 5 DOC# 202407258 REC

The City of Roswell Planning and Zoning Commission will hear public comments on the above zoning case on Date: **TUESDAY, APRIL 7, 2026 at 10:00 a.m. in the Roswell Development Services Conference Room located at 400 West 2ND Street, in City Hall located at 425 N Richardson.** You are entitled, although not obligated, to comment either in writing to our office or 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 in the Roswell Development Services Office at 400 W 2nd 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-26-0030
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, April 3, 2026**, and may be viewed on the City of Roswell website 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 2nd Street. You may obtain copies of the information packet at a cost of 35 cents per sheet.

The City's Zoning Ordinance is available on the City of Roswell website 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
Senior Planner
m.hildreth@roswell-nm.gov
575.637.6294

Esperanza DeLeon

Esperanza DeLeon
Planner II
e.deleon@roswell-nm.gov
575-637-6218

(Area of Notification Map attached)

ANEXO C.2: SUP-26-0030

**CARTA DE NOTIFICANDO A LOS PROPIETARIOS DE LOS ALREDEDORES
CARTA ENVIADA POR CORREO CERTIFICADO EL MARCH 19, 2026
A LOS PROPIETARIOS DE LOS ALREDEDORES**



**COMMUNITY DEVELOPMENT DEPARTMENT
400 W 2nd Street
Roswell, NM 88201**

RE: AVISO DE AUDIENCIA PÚBLICA PARA EL CASO DE ZONIFICACIÓN SUP-26-0030

Estimado propietario:

Usted ha recibido este aviso por correo certificado porque el condado de Chaves Asesor la información indica que usted es un propietario registrado dentro **de los 100** pies del **Caso de Planificación y Zonificación de la Ciudad de Roswell SUP-26-0030**. Este aviso le informa del próximo 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-26-0030 Solicitud de Permiso de Uso Especial para espacio de oficinas profesionales en 108 S Kansas, en el Distrito de Zonificación Residencial R-3.

PROPIETARIO:	Lore's Cleaning Service LLC
SOLICITANTE:	Nora L Adams
UBICACIÓN DE LA PROPIEDAD:	108 S Kansas
RESUMEN LEGAL:	Subd: OVARDS Block: 4 Lot: 5 DOC# 202407258 REC

La Comisión de Planificación y Zonificación de la Ciudad de Roswell escuchará los comentarios del público sobre el caso de zonificación. Fecha: MARTES 7 de abril de 2026 a las 10:00 a.m. en la sala de conferencias de Servicios de Desarrollo de Roswell ubicada en 400 West 2nd Street, en el Ayuntamiento ubicado en 425 N Richardson. Usted tiene derecho, aunque no este obligado(a), a comentar por escrito a nuestra oficina o en persona en la audiencia.

Para ser considerado, las protestas por escrito deben ser presentadas y recibidas por la División de Planificación y Zonificación a más tardar del mediodía del día anterior de la reunión de la Comisión de Planificación y Zonificación. Los comentarios por escrito pueden enviarse a la División de Planificación y Zonificación en la Oficina de Servicios de Desarrollo de Roswell en 400 W 2nd Street, o enviarse a: *Ciudad de*

Roswell, Administrador de Planificación y Zonificación, PO BOX 1838, Roswell, NM 88202-1838 o por correo electrónico a m.hildreth@roswell-nm.gov.

ANEXO C.2: SUP-26-0030
CARTA DE NOTIFICANDO A LOS PROPIETARIOS DE LOS ALREDEDORES

El **paquete** de información para estos casos de zonificación estará disponible a más tardar a las 5:00 p.m., el **viernes 3 de abril de 2026**, 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 2nd 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

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Respetuosamente

Merideth Hildreth

Merideth Hildreth, AICP
Senior Planner
m.hildreth@roswell-nm.gov
575.637.6294

Esperanza DeLeon

Esperanza DeLeon
Planner II
e.deleon@roswell-nm.gov
575-637-6218

(Área de Mapa de Notificación adjunta)

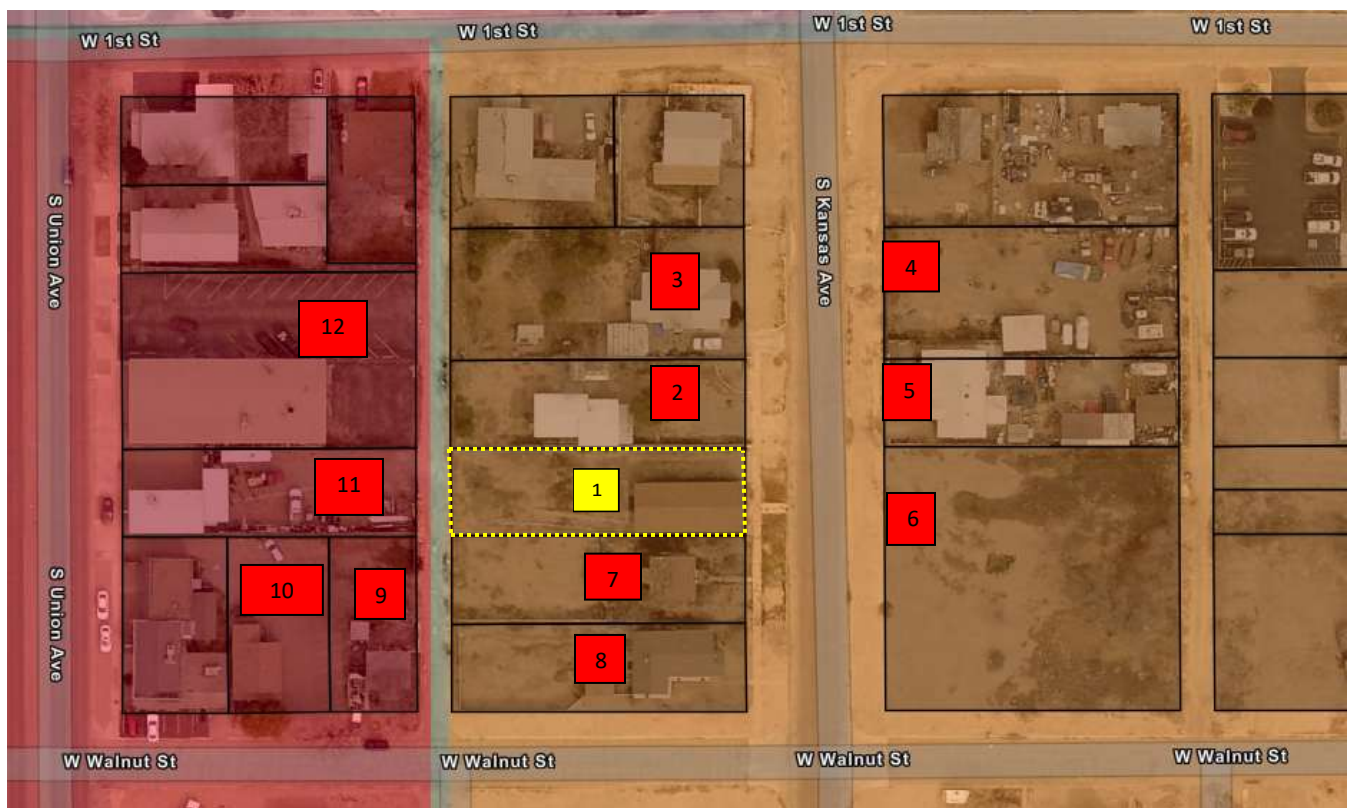
EXHIBIT D: CASE SUP-26-0030

**Request for a Special Use Permit for Professional Office Space at
108 S Kansas Avenue in R-3 Residential Zoning District.**

**Solicitud de un Permiso de Uso Especial para Espacio de Oficina Profesional en
108 S Kansas Avenue en el Distrito de Zonificación Residencial 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 – 108 S Kansas Avenue
PROPIEDAD BAJO CONSIDERACIÓN – 108 S Kansas Avenue**



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

EXHIBIT E: SUP-26-0030 – NOTIFICATION AREA ADDRESSES

1, 6 (vacant lot)
LORE'S CLEANING SERVICE LLC
108 S KANSAS AVE; 108 – ½ S KANSAS AVE
ROSWELL, NM 88203

LORE'S CLEANING SERVICE LLC
P.O. BOX 4336
ROSWELL, NM 88202

2
GUEVARA, DANNY RAY; GUEVARA,
MARIAH LEANNE
OR CURRENT PROPERTY OWNER
106 S KANSAS
ROSWELL, NM 88203

GUEVARA, DANNY RAY; GUEVARA,
MARIAH LEANNE
406 S CEDAR AVE
ROSWELL, NM 88203

3
HARDCASTLE, WILDA ALLENE
104 S KANSAS
ROSWELL NM 88203

4, 5,
MARTIN, REFUGIO; MARTIN, HERMINIA
103 S KANSAS
ROSWELL NM 88203

MARTIN, REFUGIO; MARTIN, HERMINIA
105 S KANSAS
ROSWELL NM 88203

MARTIN, REFUGIO; MARTIN, HERMINIA
PO BOX 966
ROSWELL, NM 88203

7
GUTIERREZ, MARIANA QUINTANA
OR CURRENT PROPERTY OWNER
110 S KANSAS AVE
ROSWELL NM 88203

GUTIERREZ, MARIANA QUINTANA
707 E TILDEN ST
ROSWELL NM 88203

8
ROMERO, FELIX A; ROMERO, THERESA A;
LEDESMA, CARLOS WALTER
OR CURRENT PROPERTY OWNER
112 S KANSAS AVE
ROSWELL, NM 88203

ROMERO, FELIX A; ROMERO, THERESA A;
LEDESMA, CARLOS WALTER
606 LARGO DR
ROSWELL, NM 88203

9
EDGETT, YOLANDA M; EDGETT, STEPHEN
R; WINCHESTER, LISA M. EDGETT
OR CURRENT PROPERTY OWNER
907 W WALNUT ST
ROSWELL NM 88203

EDGETT, YOLANDA M; EDGETT, STEPHEN
R; WINCHESTER, LISA M. EDGETT
800 CAMINISITO ST
ROSWELL NM 88203

10
EDGETT, YOLANDA M
OR CURRENT PROPERTY OWNER
909 W WALNUT ST
ROSWELL NM 88203

EDGETT, YOLANDA M
800 CAMINISTO ST
ROSWELL NM 88203

EXHIBIT E: SUP-26-0030 – NOTIFICATION AREA ADDRESSES

11

FERGUSON, JACK; FERGUSON, JULIE
109 S UNION AVE
ROSWELL, NM 88203

12

SBC&W, LLC
OR CURRENT OWNER
105 S UNION AVE; 107 S UNION AVE
ROSWELL, NM 88203

SBC&W, LLC
400 N PENNSYLVANIA SUITE 850
ROSWELL, NM 88201

AGENDA ITEM F.3

City of Roswell Planning & Zoning Commission Zoning Case SUP-26-0040



City of Roswell Planning & Zoning Commission Agenda

Tuesday, April 7, 2026

Roswell City Hall Large Conference Room

425 N Richardson Avenue

Roswell NM 88201

ACTION REQUESTED: Planning and Zoning Commission review Zoning Case SUP-26-0040, a request for a Special Use Permit for a Barber Shop and Professional Office at 200 W Tilden Street in the R-3 Residential Zoning District.

BACKGROUND: Prepared by:
Merideth Hildreth, AICP, Senior Planner and
Esperanza DeLeon, Planner II
per application submitted by applicant.

FINANCIAL CONSIDERATION: There are no additional costs associated with this request.

REVIEW: The Special Use Permit application requires Planning & Zoning Commission review and vote.

BOARD OR COMMITTEE ACTION: Request Planning & Zoning Commission review, discuss, and vote on Zoning Case SUP-26-040.

STAFF RECOMMENDATION: At the April 7, 2026 public hearing, based upon the Land Use and Zoning Considerations, Findings of Fact, and materials provided, the Planning & Zoning Commission is requested to review, introduce a motion, and vote on Zoning Case SUP-26-0040.



EXHIBIT A SUP-26-0040 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: Roy Andazola Email: randazola@Leprino.com
Phone: 575-626-1680 Address: 308 S. Richardson

Agent's Name: _____ Email: _____
Phone: _____ Address: _____

Physical Address: 200 W Tilden

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

Subd: South Roswell Block: 10 Lot: 13 N 50'

Reason for the Request: (Please attach extra sheet if necessary) Professional office space
and Barber Shop

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.

Roy Andazola
Property Owner Signature

2/25/26
Date

Agent's Signature

Date

FOR OFFICIAL USE ONLY

P & Z Case #: SUP-26-0040 Date: 4.7.2026 Located in Historic District: ☐ Yes ☒ No

Flood Zone: A0 + X Current Zoning District: R-3

Structure Size in Square Feet: _____ X _____ = 728 Sq. Ft.

Setback Requests for New Construction: Front Ft: N/A Side Ft: N/A Rear Ft: N/A Side Ft: N/A

Comprehensive Master Plan General Development Plan: ☒ Residential ☐ Commercial ☐ Industrial

☐ Park & Open Space ☐ RS Overflight

Adjacent to Commercial
Corridor

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: SUP-26-0040

Roswell Planning & Zoning Commission

Tuesday, April 7, 2026

City Hall Large Conference Room

425 N Richardson Avenue

Roswell, NM 88201

APPLICATION: CASE SUP-26-0040: Request for a Special Use Permit for a Professional Office and Barbershop in existing 728 square foot commercial building at 200 W Tilden Street in the R-3 residential zoning district.

I. Property Under Consideration:

Property Address: 200 W Tilden Street

Legal Summary: Subd: SOUTH ROSWELL Block: 10 Lot: 13 N 50' DOC# 202503009 QCD

Property Owner: Roy Andazola

Applicant: Roy Andazola

II. Site Data:

Site Area: 50'X50' = 2,500 SF Lot

UPC(s): 4-135-062-505-163-000000

Existing Land Use: Chaves County Assessor Map Information indicates the Property is Commercial with a Non-Residential Improvement and the Attachment shows a 728 square foot "Office" built in 1975 and zoned R-3.

Proposed Land Use: 728 square foot Professional Office and Barbershop in existing building.

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-3
West	Residential	R-3
East	On East Side of Richardson Avenue	C-2

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-26-0040

Zoning Map showing property in R-3 Zoning District for SUP-26-0040



EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-26-0040

III. Intent of Petition:

The applicant/property owner for Zoning Case SUP-26-0040 requests a Special Use Permit to establish a barbershop and professional office in an existing 728 square foot principal commercial structure on the applicant's property in the R-3 Residential District.

IV. Planning & Zoning Commission Considerations from Staff Review:

1. The property under consideration is a 2,500 square foot lot in the R-3 Zoning District that has an existing primary commercial structure built in 1975 and is described as an "office building" in the Chaves County Assessor information.

Reporting Areas 1		Chaves County Assessor Information for 200 W Tilden	
Property Code NON-RESIDENTIAL IMPROVEMENT			
Acres		SQFT	
		728	
Tax Area	Actual Year Built	Construction Quality	
	1975		
Condition	Building Type	Foundation	
Perimeter	Roof Structure	Roof Cover	
Frame	Story Height	Stories	
	10		
Bedrooms	Baths	Fixtures	
Heating Fuel	Heating Type	Air Conditioning	
Interior Wall Height	Depreciation	Description	
		OFFICE BUILDING	

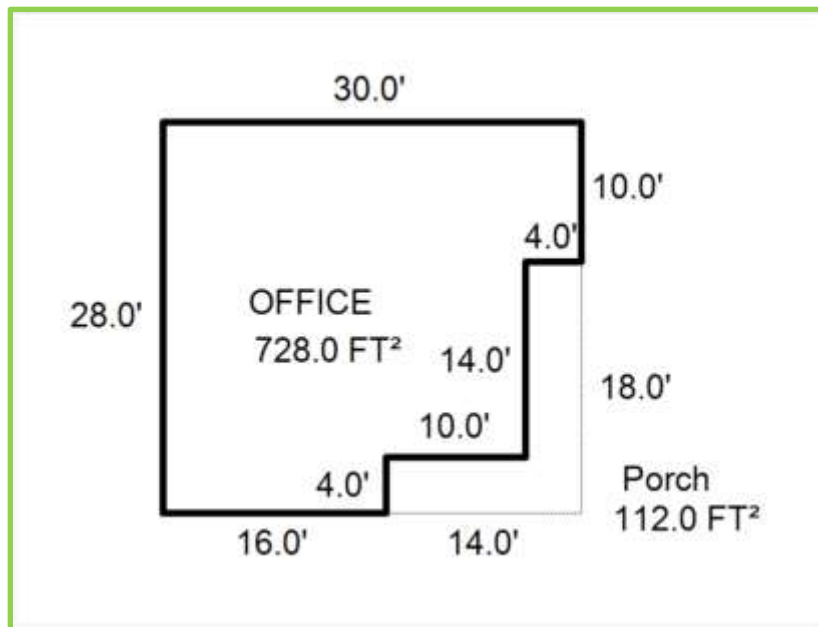
EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-26-0040

- The Staff Photo below shows existing paved off-street parking for this building that appears to have been architecturally designed for a professional office.



- Below is the Attachment from the Chaves County Assessor information showing the Office Building dimensions.

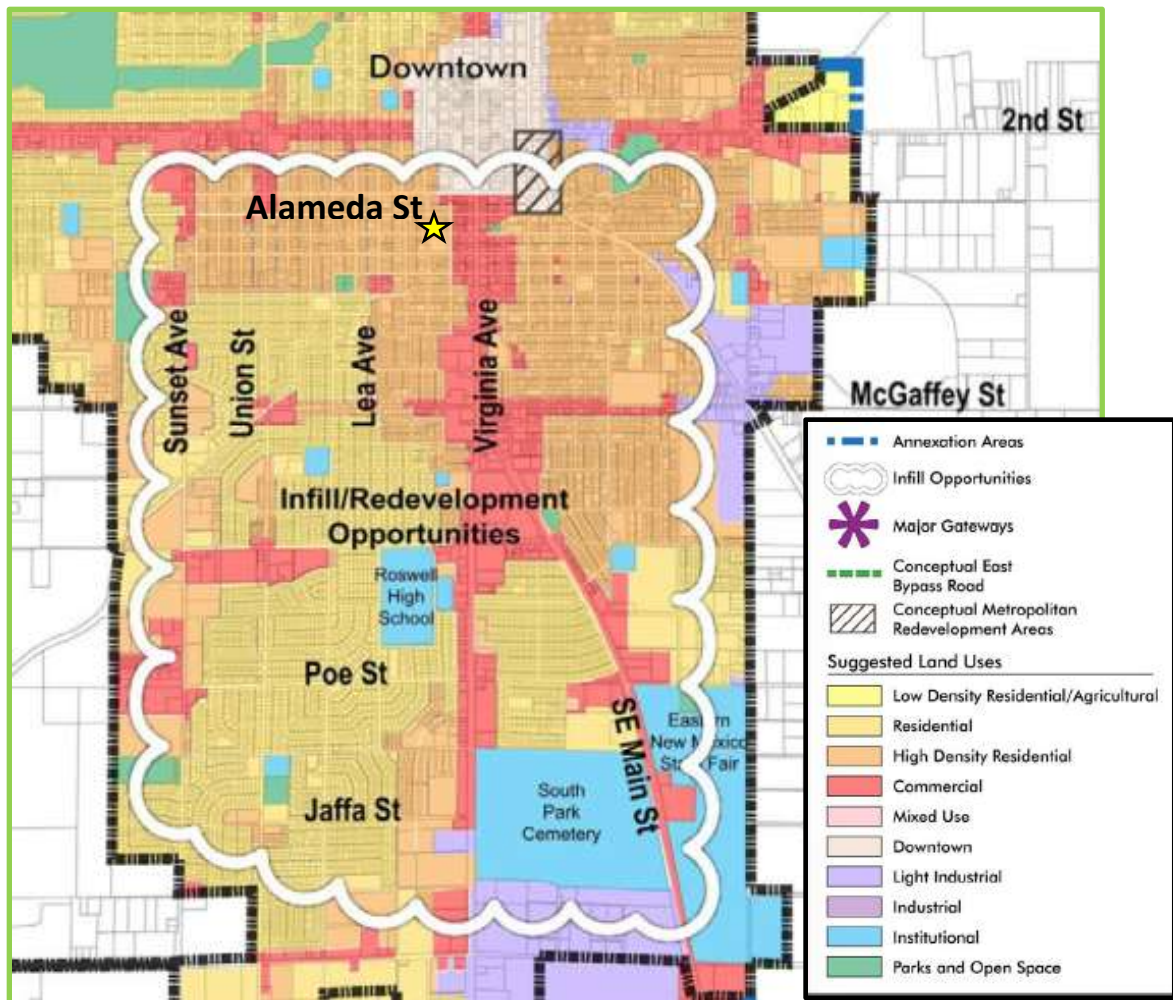


- The Roswell Zoning Ordinance Article 16: R-3 Residential District B. 13. allows Barbershops and beauty shops as well as Professional Office with a Special Use Permit.

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-26-0040

5. The Zoning Ordinance requires a 6' tall screen fence along all property lines abutting single-family residential dwellings for uses that require a Special Use Permit. This property has an existing solid fence on the west property line.
6. West Tilden Street is classified as a Local Street and South Richardson Avenue is classified as a Local Street on the *2016 Comprehensive Master Plan Functional Street Classification Plan*.
7. The *2016 Comprehensive Master Plan Preferred Land Use Scenario Map* shows the property under consideration in a high-density residential area and commercial corridor between S Richardson Avenue and Main Street and in the area between Alameda Street south to Bland Street in an Infill/Redevelopment Opportunities designated area.



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

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-26-0040

8. The property has 50' of existing concrete parking developed in the Right-of-Way on W Tilden Street.
9. Sidewalks already exist adjacent to this property that run parallel with Tilden and S Richardson. The sidewalks appear to have been installed prior to ADA ramp standards.

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 property under consideration is currently within the jurisdiction of the City of Roswell, New Mexico.
6. 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."
7. 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;

EXHIBIT B

STAFF SUMMARY FOR CASE: SUP-26-0040

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."

8. The north yard of the property under consideration is located in the AO Flood Hazard Zone designated by FEMA while the structure and remainder of the property is outside the Flood Zone.



9. Granting a Special Use Permit for a barbershop and a professional office with existing paved parking on the R-3 Zoned property under consideration is not contrary to the public interest in this mixed-use corridor area.

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-26-0040.**

EXHIBIT C.1: SUP-26-0040

LETTER NOTIFYING SURROUNDING PROPERTY OWNERS

(Page 1 of 2)

**LETTER SENT VIA CERTIFIED MAIL ON MARCH 19, 2026
TO SURROUNDING PROPERTY OWNERS**



**COMMUNITY DEVELOPMENT DEPARTMENT
400 W Second Street
Roswell, NM 88201
Telephone: (575) 637-6280**

RE: PUBLIC HEARING NOTICE FOR ZONING CASE SUP-26-0040

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-26-0040. 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-26-0040 Request for a Special Use Permit for Professional Office and Barber Shop at 200 W Tilden in R-3 Residential Zoning District.

PROPERTY OWNER: Roy Andazola

APPLICANT: Roy Andazola

PROPERTY LOCATION: 200 W Tilden

LEGAL DESCRIPTION: Subd: SOUTH ROSWELL Block: 10 Lot: 13 N 50' DOC# 202503009 QCD

The City of Roswell Planning and Zoning Commission will hear public comments on the above zoning case on Date: **TUESDAY, April 7, 2026 at 10:00 a.m. in the 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 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 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-26-0040
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, April 3, 2026**, and may be viewed on the City of Roswell website 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 on the City of Roswell website 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
Senior Planner
m.hildreth@roswell-nm.gov
575.637.6294

Esperanza DeLeon

Esperanza DeLeon
Planner II
e.deleon@roswell-nm.gov
575-637-6218

(Area of Notification Map attached)

ANEXO C.2: SUP-26-0040

**CARTA DE NOTIFICANDO A LOS PROPIETARIOS DE LOS ALREDEDORES
CARTA ENVIADA POR CORREO CERTIFICADO EL MARCH 19, 2026
A LOS PROPIETARIOS DE LOS ALREDEDORES**



**COMMUNITY DEVELOPMENT DEPARTMENT
400 W Second Street
Roswell, NM 88201
Teléfono: (575) 637-6280**

RE: AVISO DE AUDIENCIA PÚBLICA PARA EL CASO DE ZONIFICACIÓN SUP-26-0040

Estimado propietario:

Usted ha recibido este aviso por correo certificado porque el condado de Chaves Asesor la información indica que usted es un propietario registrado dentro **de los 100** pies del **Caso de Planificación y Zonificación de la Ciudad de Roswell SUP-26-0040**. Este aviso le informa del próximo 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-26-0040

Solicitud de permiso de uso especial para oficina profesional y peluquería en 200 W Tilden, en el distrito residencial R-3.

PROPIETARIO: Roy Andazola

SOLICITANTE: Roy Andazola

UBICACIÓN DE LA PROPIEDAD: 200 W Tilden

DESCRIPCIÓN LEGAL: Subd: SOUTH ROSWELL Block: 10 Lot: 13 N 50' DOC# 202503009 QCD

La Comisión de Planificación y Zonificación de la ciudad de Roswell escuchará los comentarios del público sobre el caso de zonificación. Fecha: MARTES, 7 de abril de 2026, a las 10:00 a. m. en la sala de conferencias grande del ayuntamiento, situada en 425 N Richardson Ave. Usted tiene derecho, aunque no este obligado(a), a comentar por escrito a nuestra oficina o en persona en la audiencia.

Para ser considerado, las protestas por escrito deben ser presentadas y recibidas por la División de Planificación y Zonificación a más tardar del mediodía del día anterior de la reunión de la Comisión de Planificación y Zonificación. Los comentarios por escrito pueden enviarse a la División de Planificación y Zonificación en la Oficina de Servicios de Desarrollo de Roswell en 400 W Second Street, o enviarse a: *Ciudad de Roswell, Administrador de Planificación y Zonificación, PO BOX 1838, Roswell, NM 88202-1838* o por correo electrónico a m.hildreth@roswell-nm.gov.

ANEXO C.2: SUP-26-0040
CARTA DE NOTIFICANDO A LOS PROPIETARIOS DE LOS ALREDEDORES

El **paquete** de información para estos casos de zonificación estará disponible a más tardar a las 5:00 p.m., el **viernes 3 de abril de 2026**, 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, incluyendo el orden del día y las actas, pueden proporcionarse en varios formatos accesibles. Comuníquese con el Secretario Municipal al 575-624-6700 si necesita un resumen u otro tipo de formato accesible.

Respetuosamente

Merideth Hildreth

Merideth Hildreth, AICP
Senior Planner
m.hildreth@roswell-nm.gov
575.637.6294

Esperanza DeLeon

Esperanza DeLeon
Planner II
e.deleon@roswell-nm.gov
575-637-6218

(Área de Mapa de Notificación adjunta)

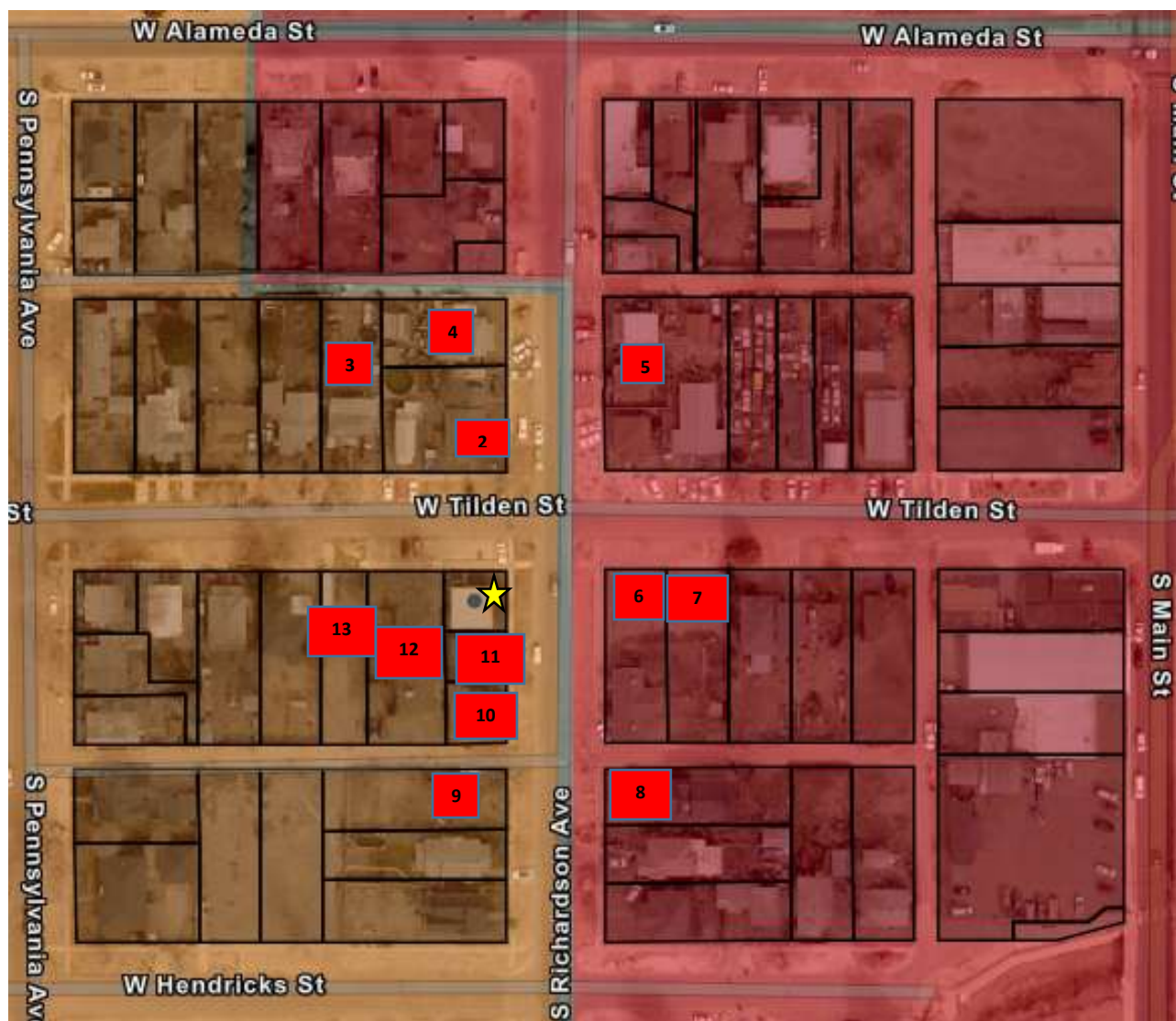
EXHIBIT D: CASE SUP-26-0040

Request for a Special Use Permit for Professional Office Space and Barbershop at 200 W Tilden in R-3 Residential Zoning District.

Solicitud de permiso de uso especial para de oficina profesionales y peluqueria en 200 W Tilden, en el distrito residencial 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



1 PROPERTY UNDER CONSIDERATION – 200 W Tilden
PROPIEDAD BAJO CONSIDERACIÓN – 200 W Tilden

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

EXHIBIT E: SUP-26-0040 – NOTIFICATION AREA ADDRESSES

1,2,4,5 (APARTMENTS) ,13 (vacant lot)

ROY ANDAZOLA
200 W TILDEN
Roswell NM 88201

ROY ANDAZOLA
203 W TILDEN
Roswell NM 88201

ROY ANDAZOLA
308 S RICHARDSON
Roswell NM 88201

ROY ANDAZOLA
111 W TILDEN STREET
113 W TILDEN STREET
307 S RICHARDSON AVE
309 S RICHARDSON AVE
Roswell NM 88201

ROY ANDAZOLA
204 W TILDEN
Roswell NM 88201

6,7
KEENAN, ANTHONY; KEENAN CARMELA
OR CURRENT PROPERTY OWNER
405 S RICHARDSON AVE
405-A S RICHARDSON AVE
Roswell NM 88203

KEENAN, ANTHONY; KEENAN CARMELA
31 WAGON TRAIL
Roswell NM 88201

8

PEREZ, GUADALUPE A; YOLANDA G
OR CURRENT PROPERTY OWNER
407 S RICHARDSON AVE
ROSWELL NM 88203

PEREZ, GUADALUPE A; YOLANDA G
318 S MAIN ST
ROSWELL NM 88203

9

HEWETT, MICHELE LYNN; WILSON,
URSULA JUNE
406 S RICHARDSON AVE
ROSWELL NM 88203

10

DE LA TORRE, MOISES; DE LA TORRE,
CASANDRA
OR CURRENT PROPERTY OWNER
404 S RICHARDSON
Roswell NM 88203

DE LA TORRE, MOISES; DE LA TORRE,
CASANDRA
P.O. BOX 473
CLOVIS NM 88102

11

RODRIGUEZ, JOSE M; RODRIGUEZ,
MELODEE V
OR CURRENT PROPERTY OWNER
402 S RICHARDSON AVE
Roswell NM 88203

RODRIGUEZ, JOSE M; RODRIGUEZ,
MELODEE V
22 E LUPTON RD
DEXTER NM 88230

EXHIBIT E: SUP-26-0040 – NOTIFICATION AREA ADDRESSES

12

HINKLE 2001 FAMILY TRUST; CARLTON L
HINKLE AND KATHERYN H HINKLE - TTES
OR CURRENT PROPERTY OWNER
202 W TILDEN STREET
Roswell NM 88203

HINKLE 2001 FAMILY TRUST; CARLTON L
HINKLE AND KATHERYN H HINKLE - TTES
2981 FAIR LADY LN
LAS CRUCES NM 88005

AGENDA ITEM G.1

City of Roswell Planning & Zoning Commission Review Application for Commissioner Position 2



City of Roswell Planning & Zoning Commission Agenda

Tuesday, April 7, 2026

Roswell City Hall Large Conference Room

425 N Richardson Avenue

Roswell NM 88201

ACTION REQUESTED: Planning and Zoning Commission review Application for Planning & Zoning Commissioner Position 2.

BACKGROUND: Prepared by:
Merideth Hildreth, AICP, Senior Planner
The Mayor is requested to appoint three new Planning & Zoning Commissioners because two Commissioners have completed two full terms and one Commissioner has completed a partial term.

FINANCIAL CONSIDERATION: There are no additional costs associated with this request.

REVIEW: The Planning & Zoning Commission may review the application and vote a recommendation to the Mayor and City Council.

BOARD OR COMMITTEE ACTION: Request Planning & Zoning Commission review, discuss, and vote a recommendation to the Mayor and City Council.

STAFF RECOMMENDATION: At the April 7, 2026 meeting, the Planning & Zoning Commission is requested to review Commissioner application, introduce a motion, and vote on a recommendation to the Mayor and City Council.