



City of Roswell Planning & Zoning Commission Agenda
Tuesday, February 3, 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**

A. Call to Order

B. Roll-Call

C. Swearing In

D. Approval of the Agenda: February 3, 2026 Agenda

E. Approval of Minutes:

1. December 9, 2025 Draft P&Z Regular Meeting Minutes

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).
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).

G. Other Business

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 25-28.

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: **January 30, 2026**



P&Z DRAFT REGULAR MEETING MINUTES
Roswell Planning & Zoning Commission
Tuesday, December 9, 2025 at 6:00 PM

Roswell City Hall
425 N Richards 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	Present
Steve Henderson	Present
Richard L. Gutierrez	Absent
Greg Holman	Present
Alicia Gilmore	Absent
Joel Smith	Present

Staff Members Present:

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

Audience Members Present:

Arthur Luna, Arturo Alvarado.

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 December 9, 2025 Agenda as presented.

Commissioner Lessard MOTIONED to approve the Tuesday, December 9, 2025 Planning & Zoning Commission agenda.

SECONDED by Commissioner Holman. A voice vote was as follows: Jana Lessard- yes, Greg Holman- yes, Joel Smith- yes, Steve Henderson- yes, Saul Aguilar- yes, the motion passed 5-0 with Richard Gutierrez and Alicia Gilmore being absent.

E. APPROVAL OF MINUTES:

Chair Aguilar requested a motion to approve the September 2, 2025 Planning & Zoning Commission meeting minutes as presented since there were not enough members present to vote on the September minutes at the November meeting and there was no meeting held in October.

Commissioner Holman MOTIONED to approve the Tuesday, September 2, 2025 Planning & Zoning Commission minutes as presented.

SECONDED by Commissioner Lessard. A voice vote was as follows: Greg Holman- yes, Jana Lessard- yes, Joel Smith- yes, Steve Henderson- yes, the motion passed 4-0 with Saul Aguilar abstaining due to not being present at the September 2 meeting, Richard Gutierrez and Alicia Gilmore being absent.

F. ACTION ITEMS:

1. **CASE SUP-25-0183** Request a Special Use Permit to establish a barbershop in an accessory building on the property owner's R-3 residential property. Subd: JEFF LISTON Block: 1 Lot: 3 AND:- Lot: 4 , Quarter: SE S: 33 T: 10S R: 24E DOC# 202502926 QCD. Location: 712 & 714 N Atkinson (Property Owner: ARTHUR LUNA III).

Chair Aguilar: Introduced **CASE SUP-25-0183** a request for a Special Use Permit to establish a barbershop in an accessory building on the property owner's R-3 residential property.

Commissioner Lessard MOTIONED to waive the reading of the findings of fact and land use and zoning considerations with respect to **CASE SUP-25-0183**. **SECONDED** by Commissioner Henderson. A voice vote was as follows: Jana Lessard- yes, Steve Henderson- yes, Greg Holman- yes, Joel Smith- yes, Saul Aguilar- yes, the motion passed 5-0 with Richard Gutierrez and Alicia Gilmore being absent.

Ms. Hildreth: Presented Case SUP-25-0183, that Mr. Luna is requesting a Special Use Permit to build a new 24'X30' 720 sf building for a small Barbershop on his 15,128 sf R-3 residential property that he has owned since 2017 and where he resides in an existing house at 712 and 714 N Atkinson. The building will go through review and permitting for a commercial structure. A 6' tall screen fence will be required along property lines abutting residential districts. Atkinson Avenue is a Minor Arterial. A paved parking pad by the building will be required. There is already paved drive entrance access to Atkinson Avenue.

Chair Aguilar: Anyone wishing to speak in favor of CASE SUP-25-0183?

Arthur Luna: Resides at 712 N Atkinson Avenue in Roswell and requested the Special Use Permit to build and operate a small barbershop on his residential property where he resides. Mr. Luna stated he has been a licensed barber for four years.

Chair Aguilar: Anyone wishing to speak in opposition of Case SUP-25-0183 or who have questions or concerns?

None

MOTION – CASE SUP-25-0183

Commissioner Holman MOTIONED to approve CASE SUP-25-0183. SECONDED by Commissioner Lessard. A voice vote was as follows: Jana Lessard- yes, Steve Henderson- yes, Greg Holman- yes, Joel Smith- yes, Saul Aguilar- yes, the motion passed 5-0 with Richard Gutierrez and Alicia Gilmore being absent.

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2. **CASE MPLAT-25-0180** Request Minor Plat approval for Black Diamond Maywood Subdivision to replat 5 lots into eight residential lots in R-3 Zoning District on north side of W College Blvd 800 Block, 1500 Block east side of N Kansas Ave & west side of N Michigan Ave. Legal Summaries (properties on Kansas Ave & west of alley) Subd: MAYWOOD Block: 3 Lot: 15 W2 AND:- Lot: 16 W2 , Lot: 15 E2 AND:- Lot: 16 E2 (807 W College Blvd) , Lot: 17 (1505 N Kansas Ave), Lot: 18 AND:- Lot: 19 , Quarter: SW S: 29 T: 10S R: 24E DOC# 202506739 WD; (property on Michigan Ave & east of alley) Subd: APOSTOLIC BIBLE CHURCH SUMMARY PLAT Tract: A S: 29 T: 10S R: 24E DOC# 202506739 WD. (Property Owner: BLACK DIAMOND CONSTRUCTION LLC). City Council will consider this item at the December 11, 2025, City Council meeting.

Chair Aguilar: Introduced **CASE MPLAT-25-0180** for Black Diamond Maywood Subdivision to replat 5 lots into eight residential lots in R-3 Zoning District on north side of W College Blvd 800 Block, 1500 Block east side of N Kansas Ave & west side of N Michigan Ave.

Commissioner Lessard MOTIONED to waive the reading of the findings of fact and land use and zoning considerations with respect to CASE MPLAT-25-0180. SECONDED by Commissioner Holman. A voice vote was as follows: Jana Lessard- yes, Steve Henderson- yes, Greg Holman- yes, Joel Smith- yes, Saul Aguilar- yes, the motion passed 5-0 with Richard Gutierrez and Alicia Gilmore being absent.

Ms. Hildreth: Presented Case SUP-25-0147. The home builder is requesting a minor replat of five lots on 1.72 acres into eight lots for the infill development of eight new housing units in the R-3 Zoning District in the 800 Block of West College Boulevard on the north side of the Minor Arterial Street. The Proposed Black Diamond Maywood Subdivision six interior lots are proposed to be 60' wide by 150' feet deep and approximately 8,997 square feet for each lot. The two corner lots are proposed to 70' wide by 150' deep with approximately 10,502 square feet for each lot. There are eight proposed lots in total with four lots on both sides of the alley. Four of the lots will have street access from the 1500 Block of N Kansas Avenue. Four of the lots will have street access from the 1500 Block of N Michigan Avenue. Each of the lots exceed the minimum 4,500 square feet required for a single-family home in the R-3 Zoning District. Water, sanitary sewer, and utilities are available to serve the proposed development. The proposed development meets housing goals in the 2016 Comprehensive Master Plan for a variety of housing types and quality infill. Planning & Zoning Commission will vote on a recommendation to the City Council that will hear the Case on December 11, 2025.

Chair Aguilar: Anyone else wishing to speak in favor of Case MPLAT-25-0180?

Arturo Alvarado: The owner of Black Diamond Construction at 210 E McGaffey Street in Roswell requested the final plat for the minor subdivision to build one housing unit on each of the eight lots as infill development.

Chair Aguilar: Anyone wishing to speak in opposition of Case MPLAT-25-0180 or who have questions or concerns?
None

MOTION – MPLAT-25-0180

Commissioner Holman MOTIONED to recommend approval of CASE MPLAT-25-0180 to City Council. SECONDED by Commissioner Lessard. A voice vote was as follows: Jana Lessard- yes, Steve Henderson- yes, Greg Holman- yes, Joel Smith- yes, Saul Aguilar- yes, the motion passed 5-0 with Richard Gutierrez and Alicia Gilmore being absent.

Chair Aguilar: Let the Record show that Alicia Gilmore joined the meeting at 10:19.

3. **CASE VAR-25-0181** Request a Variance to Street Side Yard Setback in proposed Black Diamond Maywood Subdivision Lot 15A in R-3 Zoning District to build a residential dwelling. Legal Summaries Subd: MAYWOOD Block: 3 Lot: 15 W2 AND:- Lot: 16 W2 , & Lot: 15 E2 AND:- Lot: 16 E2 Quarter: SW S: 29 T: 10S R: 24E DOC# 202506739 WD. Location: 807 W College Blvd & adjacent property to the west; Future lot address: 1501 N Kansas Ave. (Property Owner: BLACK DIAMOND CONSTRUCTION LLC).
4. **CASE VAR-25-0182** Request a Variance to Street Side Yard Setback in Proposed Black Diamond Maywood Subdivision Lot 14A in R-3 Zoning District to build a residential dwelling. Subd: APOSTOLIC BIBLE CHURCH SUMMARY PLAT Tract: A S: 29 T: 10S R: 24E DOC# 202506739 WD. Location: North side of W College Blvd 800 Block east of the alley; Future lot address: 1500 N Michigan Ave. (Property Owner: BLACK DIAMOND CONSTRUCTION LLC).

Chair Aguilar: Introduced **CASE VAR-25-0181** and **CASE VAR-25-0182** requests for variances to the street side yard setback on the two corner lots of the 800 Block of W College Boulevard and the 1500 Block east side of N Kansas Ave & west side of N Michigan Ave.

Commissioner Holman MOTIONED to waive the reading of the findings of fact and land use and zoning considerations with respect to **CASE VAR-25-0181**. **SECONDED** by Commissioner Henderson. A voice vote was as follows: Jana Lessard- yes, Steve Henderson- yes, Greg Holman- yes, Joel Smith- yes, Saul Aguilar- yes, Alicia Gilmore-yes, the motion passed 6-0 with Richard Gutierrez being absent.

Commissioner Lessard MOTIONED to waive the reading of the findings of fact and land use and zoning considerations with respect to **CASE VAR-25-0182**. **SECONDED** by Commissioner Henderson. A voice vote was as follows: Jana Lessard- yes, Steve Henderson- yes, Greg Holman- yes, Joel Smith- yes, Saul Aguilar- yes, Alicia Gilmore-yes, the motion passed 6-0 with Richard Gutierrez being absent.

Ms. Hildreth: Presented Case VAR-25-0181 and VAR-25-0182. The home builder is requesting a variance to the street side yard setback to build homes on the two corner lots that are 70' wide by 150' deep with approximately 10,502 square feet for each lot. These lots will have street access to N Kansas Avenue and N Michigan Avenue respectively. In Article 50 of the Zoning Ordinance, the R-3 Zoning District specifies a 25' setback from the wall of the house to the property line parallel with the side street. The applicant is requesting a variance to allow the house to be built 16' from the property line in order to develop uniformly. The historic development pattern in the area along both side of College Boulevard shows shorter front yard and street side yard setbacks. Article 52.5.E of the Roswell Zoning Ordinance provides an exception to the required setback on a corner lot that "may be that as

established by the existing or adjacent principal building setback providing that clear sight triangles are met.”

Chair Aguilar: Anyone wishing to speak in favor of CASE VAR-25-0181 and CASE VAR-25-0182?

Arturo Alvarado: The owner of Black Diamond Construction at 210 E McGaffey Street in Roswell requested the 16’ street side yard variances to keep the pattern of development consistent and keep the market value the same with the same size of homes for eight new houses in Black Diamond Maywood Subdivision. Adhering to a street side yard setback of 25’ from the south property line to the house and a 5’ setback from the north interior lot line to the house restricts the floorplan size of 40’ wide. The floor plan for all eight homes in the subdivision are wider than 40’. The right-of-way between back of curb along College Boulevard and the lots’ south property lines is approximately 16’ plus a 16’ setback would place the house 32’ behind back of curb.

Chair Aguilar: Anyone wishing to speak in opposition of CASE VAR-25-0181 or CASE VAR-25-0182 or who have questions or concerns?

None

Commissioner Holman suggested the Planning & Zoning Commission grant a 15’ street side yard variance for uniformity. Discussion among the Commissioners where they agreed to the 15’ setback.

MOTION – VAR-25-0181

Based on the land use and zoning considerations, findings of fact, conclusions of law, surrounding land uses, regulations established in the Zoning Ordinance, Testimony received, Commissioner Holman MOTIONED to approve CASE VAR-25-0181 with a 15’ setback variance. SECONDED by Commissioner Gilmore. A voice vote was as follows: Jana Lessard- yes, Steve Henderson- yes, Greg Holman- yes, Joel Smith- yes, Saul Aguilar- yes, Alicia Gilmore-yes, the motion passed 6-0 with Richard Gutierrez being absent.

MOTION – VAR-25-0182

Based on the land use and zoning considerations, findings of fact, conclusions of law, surrounding land uses, regulations established in the Zoning Ordinance, Testimony received, and the following reasons:

- Based on the historic development pattern setbacks

Commissioner Lessard MOTIONED to approve CASE VAR-25-0182 with a 15’ setback variance. SECONDED by Commissioner Henderson. A voice vote was as follows: Jana Lessard- yes, Steve Henderson- yes, Greg Holman- yes, Joel Smith- yes, Saul Aguilar- yes, Alicia Gilmore-yes, the motion passed 6-0 with Richard Gutierrez being absent.

Chair Aguilar introduced Other Business.

G. OTHER BUSINESS

1. Approval of P&Z Commission Meeting Minutes from July 1, 2025 and November 4, 2025. Commissioners were absent at previous meetings, therefore there was not a quorum to approve the minutes. Today, there was a quorum present of members who were present at the previous meetings and approved the minutes as noted below.

Commissioner Gilmore MOTIONED to approve the Tuesday, July 1, 2025 Planning & Zoning Commission minutes as presented.

SECONDED by Commissioner Holman. A voice vote was as follows: Greg Holman- yes, Steve Henderson- yes, Alicia Gilmore- yes, Saul Aguilar- yes, the motion passed 4-0 with Jana Lessard abstaining due to not being present at the July 1 meeting and Richard Gutierrez being absent.

Commissioner Holman MOTIONED to approve the Tuesday, November 4, 2025 Planning & Zoning Commission minutes as presented.

SECONDED by Commissioner Gilmore. A voice vote was as follows: Greg Holman- yes, Steve Henderson- yes, Alicia Gilmore- yes, Saul Aguilar- yes, the motion passed 4-0 with Joel Smith and Jana Lessard abstaining due to not being present at the November 4 meeting and Richard Gutierrez being absent.

H. PUBLIC COMMENTS

I. ANNOUNCEMENTS

1. P&Z Commission meetings will meet on the first Tuesdays at 10:00 a.m., in City Hall in the Large Conference Room until such time IT has the Community Development Meeting Room set up.

J. ADJOURN

Chair Aguilar adjourned the meeting at 10:58 a.m.

AGENDA ITEM F.1

City of Roswell Planning & Zoning Commission Zoning Case ZOC-26-0008



City of Roswell Planning & Zoning Commission Agenda

Tuesday, February 3, 2025

Roswell City Hall Large Conference Room

425 N Richardson Avenue

Roswell NM 88201

ACTION REQUESTED: Planning and Zoning Commission review Zoning Case ZOC-26-0008, a request for a Zone Change of 10 acres from R-1 Residential to 5 acres of MHC Manufactured/Mobile Home Community and 4.37 acres RVP Recreational Vehicle Park.

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 application for a Change in Zoning requires Planning & Zoning Commission review and vote.

**BOARD OR
COMMITTEE ACTION:** Request Planning & Zoning Commission review, discuss, and vote on Zoning Case ZOC-26-0008.

STAFF RECOMMENDATION: At the February 3, 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-26-0008.



ROIWELL
Community Development

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: KS&G Corporation Email: DShoup@ciconstructors.com
Phone: 575-885-8838 Address: 3003 S. Boyd Dr., Carlsbad, NM 88220

Agent's Name: Smith Engineering Co. Email: scott@smithengineering.pro
Phone: 575-622-8866 Address: 401 N. Pennsylvania Ave., Roswell, NM 8201

Physical Address: 300 Glen Dr., Roswell, NM 88203

Legal Description of Proposed Zone Change Area (LoVBlock/Subdivision, Tract, Section-Township/Range):
Tract B Replat of Brasher Subdivision

Reason for the Request: (Please attach extra sheet if necessary) Housing and RV infill development
5 acre for MHC 4.37 FOR RVP

Proposed Zone Change Area (1 acre = 43,560 sq. ft.): RI to MHC/RVP Acres: 9.37

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 8/11/2025

Scott Hicks
Agent's Signature
Smith Engineering Co.

Date 8/11/2025

FOR OFFICIAL USE ONLY

P & Z Case #: ZOC-26-008 Date: 02/03/2026 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-1 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-26-0008 REQUEST FOR ZONE CHANGE FROM R-1 TO MHC AND RVP



Roswell Planning & Zoning Commission

Tuesday, February 3, 2026

Roswell City Hall Large Conference Room

425 N Richardson Ave

Roswell, NM 88201

APPLICATION: CASE ZOC-26-0008: Request for Zone Change of 9.37 acres from R-1 Residential to MCH Manufactured Home Community (5acres) and RVP Recreational Vehicle Park (4.37) at address 300 Glen Drive.

I. Property Under Consideration:

Property Address: 300 Glen Drive
Legal Description: Subd: BRASHER REPLAT Tract: B BK: 813 PG: 683 QCD
Property Owner: KS&G CORPORATION
Applicant/Agent: Smith Engineering

II. Site Data:

Site Area: 9.37 acres
UPC(s): 4-135-065-457-235-000000
Existing Land Use: Undeveloped

Proposed Land Use: 5 acres for Manufactured Home Community and
4.37 acres for Recreational Vehicle Park (RV Park)

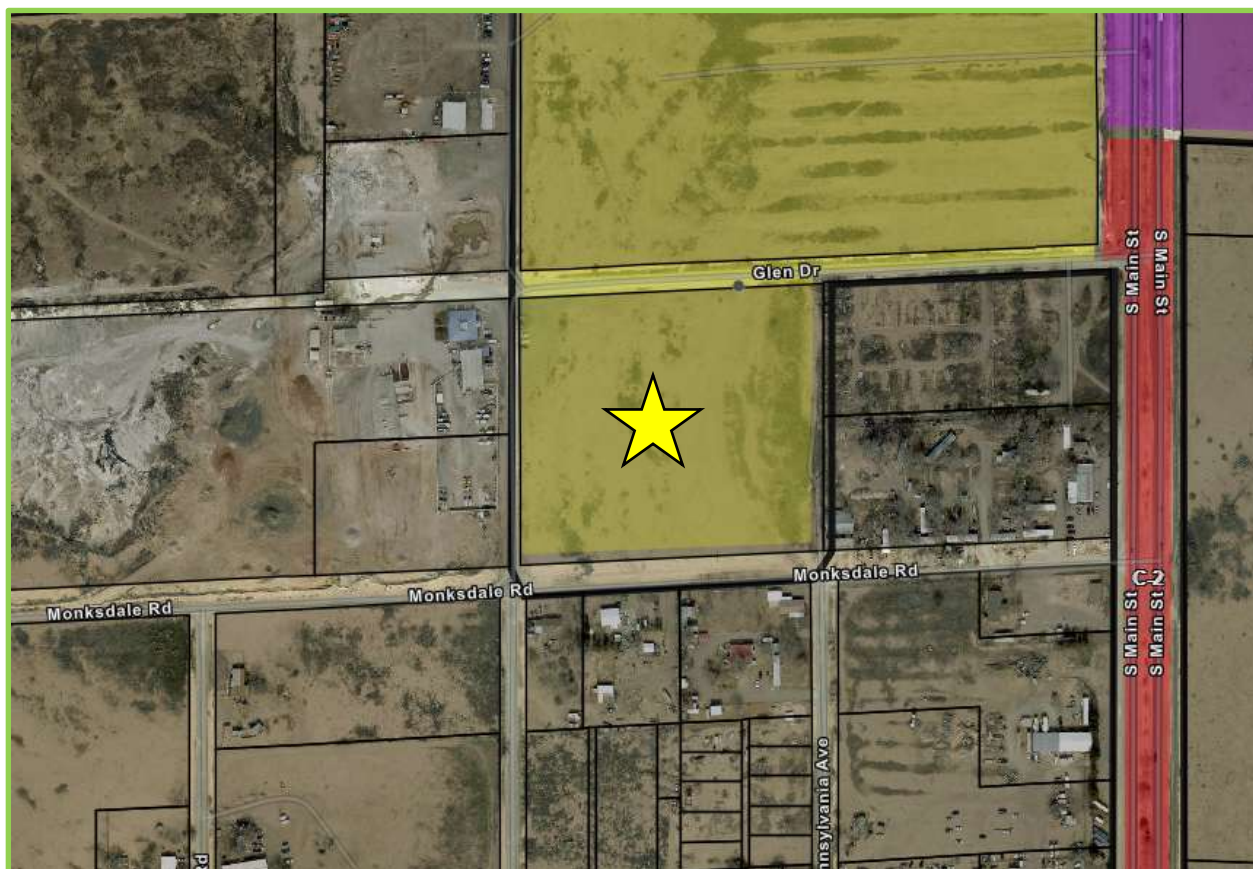
Existing Zoning: R-1 Residential

Table 1: Adjacent Existing Land Use and Zoning to the property under consideration		
Direction:	Land Use:	Zoning:
North	31.30- acre Single-Family Residential Subdivision – BRASHER REPLAT	R-1
South	3 large Rural Residential lots	In Chaves County
West	Property (Industrial) Roswell Ready Mix	In Chaves County
East	Mobile Home Park 4.46 acres Mobile Home Park 4.459 acres	In Chaves County

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-26-0008 REQUEST FOR ZONE CHANGE FROM R-1 TO MHC AND RVP

Map for ZOC-26-0008



City of Roswell Zoning Map on Chaves County Assessor's Map

III. Intent of Petition:

The applicant for Zoning Case ZOC-26-0008 is requesting a Zone Change of 9.73 acres from R-1 Residential to MHC Manufactured Home Community (5 acres) and RVP Recreational Vehicle Park (4.37 acres) at address 300 Glen Drive. The primary reason for this development is to provide housing for Roswell Ready Mix employees and RV sites for employees and possibly for tourists and visitors attending events in the region.

IV. Planning & Zoning Commission Considerations from Staff Review:

1. The property under consideration zoned R-1 Residential and is a 9.37-acre tract of undeveloped land platted as Brasher Replat and filed with Chaves County in 1962.

EXHIBIT B
STAFF SUMMARY FOR CASE: ZOC-26-0008
REQUEST FOR ZONE CHANGE FROM R-1 TO MHC AND RVP

2. The property under consideration is served by Glen Drive, classified as a Local Street. Glen Drive has direct access to South Main Street classified as a Primary Arterial on the 2016 Functional Street Classification Plan.
3. The property under consideration is located just inside the City of Roswell Municipal Boundary with an undeveloped 31.3-acre tract zoned R-1 inside the municipal boundary on the north side of Glen Drive. The contiguous properties on the east, west, and south are in Chaves County.



Google Earth Street View Image Date 12/24: Looking south west toward the property from Glen Drive. Roswell Ready Mix is in the Distance.



Google Earth Street View Image Date 11/24: Looking south and west at the Glen Drive intersection with South Main Street.

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-26-0008 REQUEST FOR ZONE CHANGE FROM R-1 TO MHC AND RVP

4. Google Earth Image Date 9/25/2024 of the undeveloped property under consideration and the surrounding area shows a rural mixed-use corridor with industrial use to the west, and surrounding undeveloped land and residential neighborhoods.



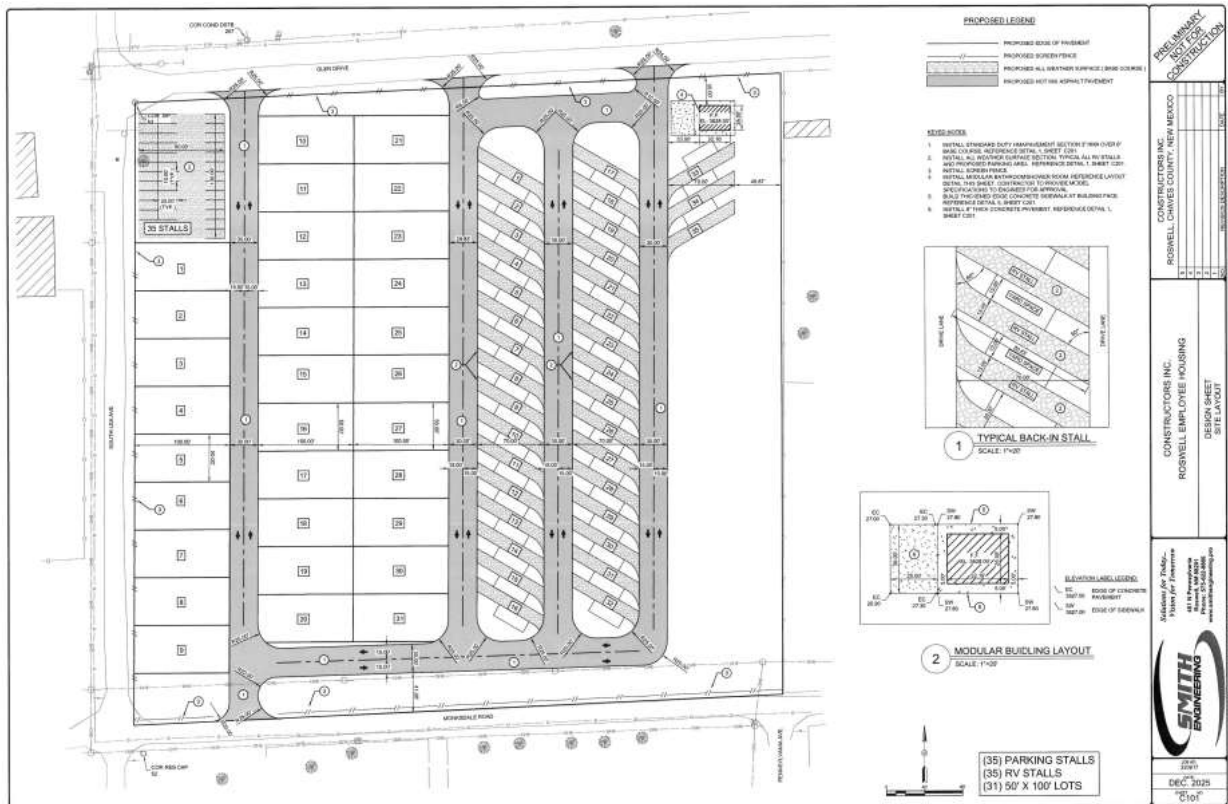
5. The residential nature of the use of the proposed Mobile Home Park for employee housing is compatible with the surrounding rural residential. The RV Park will be a low-impact residential/commercial use in the primarily commercial/residential mix South Main Street Corridor.

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-26-0008

REQUEST FOR ZONE CHANGE FROM R-1 TO MHC AND RVP

6. Below is the proposed site plan by Smith Engineering showing spaces for the 5-acre Mobile Home Park and Spaces for the 4.37-acre RV Park with a shared middle drive entrance and access.



7. The property owner has engaged Smith Engineering that has already prepared a preliminary civil plan set that includes Site Plan, Utilities Plan, Grading/Drainage Plan, and detention areas. Architectural plans are required for the required restrooms / showers and any other buildings. Landscaping and irrigation plans are required per the Zoning Ordinance. Perimeter solid privacy fencing is also required per the Zoning Ordinance and is indicated on the Civil Site Plan.
8. The City's Development Review Committee comprised of several departments rigorously reviews all commercial development plans before permitting to ensure compliance with Development Standards established in the Zoning Ordinance and compliance with International Building and Fire Codes.

EXHIBIT B

STAFF SUMMARY FOR CASE: ZOC-26-0008 REQUEST FOR ZONE CHANGE FROM R-1 TO MHC AND RVP

9. The property under consideration is located outside FEMA designated Flood Hazard Zones.
10. The *2016 Comprehensive Master Plan Preferred Land Use Scenario Map* shows the property (blue star) under consideration in a low-density rural residential area contiguous to the current edge of the Municipal Boundary and near the commercial corridor on South Main Street and in future industrial corridor scenarios in an area targeted for future annexation.



EXHIBIT B
STAFF SUMMARY FOR CASE: ZOC-26-0008
REQUEST FOR ZONE CHANGE FROM R-1 TO MHC AND RVP

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. The property under consideration is currently within the jurisdiction of the City of Roswell, New Mexico.
5. Roswell Planning & Zoning Commission has jurisdiction to review this application and render a final decision.
6. 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.
7. The property under consideration is located within the X Flood Hazard Zone designated by FEMA.
8. 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-26-0008 REQUEST FOR ZONE CHANGE FROM R-1 TO MHC AND RVP

9. Zoning Ordinance ARTICLE 46: RVP Recreational Vehicle provides standards and requirements for RV Park development.
10. Zoning Ordinance ARTICLE 22: MHC Manufactured/Mobile Home Community District provides standards and requirements for RV Park development.
11. Granting of the zone changes to MHC and RVP would be consistent with the surrounding rural residential land use and rural commercial corridor on South Main Street.
12. Granting of a zone change may impact the three rural residential lots on the south side of Monksdale Road. However, Monksdale Road is an approximately 60' right-of-way and the new development of a Mobile Home Park and RV Park will include a solid 6' tall fence along the south property line parallel with Monksdale Road.
13. Granting the Zone Change may be in the public interest to transform 10 acres of vacant land into a productive and tax revenue-generating property while providing much needed housing and RV sites for the city and region's growing events and tourism industry, and possibly stimulate further investment along the South Main Street corridor between the Municipal Boundary and the Roswell Air Center.

VI. Action by the Planning & Zoning Commission:

Unless evidence to the contrary is introduced in the public hearing, based on the Land Use and Zoning Considerations, Findings of Fact, materials provided, and testimony, it is recommended that the **Planning and Zoning Commission introduce a motion and vote to approve or deny Zoning Case ZOC-26-0008.**

EXHIBIT C.1: ZOC-26-0008 AND VAR-26-0007
LETTER NOTIFYING SURROUNDING PROPERTY OWNERS
(Page 1 of 2)

LETTER SENT VIA CERTIFIED MAIL ON January 16, 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 CASES
ZOC-26-0008 AND VAR-26-0007

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 Cases ZOC-26-0008 and VAR-26-0007**. 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 REQUESTS:

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).

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.

PROPERTY OWNER: KS&G CORPORATION

PROPERTY LOCATION: 300 GLEN DRIVE

LEGAL SUMMARY: BRASHER REPLAT Tract: B BK:813 PG:683 QCD

The City of Roswell Planning and Zoning Commission will hear public comments on the above zoning cases on Date: **TUESDAY, FEBRUARY 3, 2026 at 10:00 a.m. in the City of Roswell 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 in person or online at the hearing.

EXHIBIT C.1: ZOC-26-0008 AND VAR-26-0007 LETTER
NOTIFYING SURROUNDING PROPERTY OWNERS
(Page 2 of 2)

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.

The **information packet** for these zoning cases will be available no later than 5:00 p.m., on **Friday, January 30, 2026**, 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
Senior Planner

Esperanza DeLeon

Esperanza DeLeon
Planner II

(Area of Notification Map attached)

ANEXO C.2: ZOC-26-0008 Y VAR-26-0007
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 16 DE ENERO DE 2026 A LOS PROPIETARIOS DE LAS PROPIEDADES CIRCUNDANTES



DEPARTAMENTO DE DESARROLLO COMUNITARIO
400 W 2nd Street
Roswell, NM 88201
Teléfono: (575) 637.6280

RE: AVISO DE AUDIENCIA PÚBLICA para el CASO DE ZONIFICACIÓN
ZOC-26-0008 AND VAR-26-0007

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 ZOC-26-0008 y VAR-26-0007**. 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:
CASE ZOC-26-0008

Solicitud de cambio de zonificación de 9,37 acres de R-1 Residencial a MHC Comunidad de viviendas prefabricadas (5 acres) y RVP Parque recreativo (4,37 acres).
300 Glen Dr

CASE VAR-26-0007

Solicitud de variación para el acceso desde Glen Dr (calle local) y solicitud de variación para eximir del requisito de vallado entre los distritos RVP y MHC.
300 Glen Dr

PROPIETARIO: KS&G CORPORATION

UBICACIÓN DE LA PROPIEDAD: 300 GLEN DR

RESUMEN LEGAL: BRASHER REPLAT Parcela: B BK:813 PG:683 QCD

La Comisión de Planificación y Zonificación de la Ciudad de Roswell escuchará los comentarios públicos sobre los casos de zonificación anteriores del la Fecha: **MARTES 3 DE FEBRERO DE 2026 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.

ANEXO C.2: ZOC-26-0008 y VAR-26-0007
CARTA DEL VAR EN LA QUE SE NOTIFICA A LOS PROPIETARIOS
DE LAS PROPIEDADES CIRCUNDANTES
(Página 2 de 2)

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.

El **paquete** de información para estos casos de zonificación estará disponible a más tardar a las 5:00 p.m., el **viernes 30 de enero 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, 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
Planificador Senior

(Mapa del Área de Notificación adjunto)

Esperanza DeLeon

Esperanza DeLeon
Planificador II

EXHIBIT D: CASE ZOC-26-0008

EXHIBIT D: CASE VAR-26-0007

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

300 GLEN DRIVE IN ROSWELL NM

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).

CASE VAR-26-0007

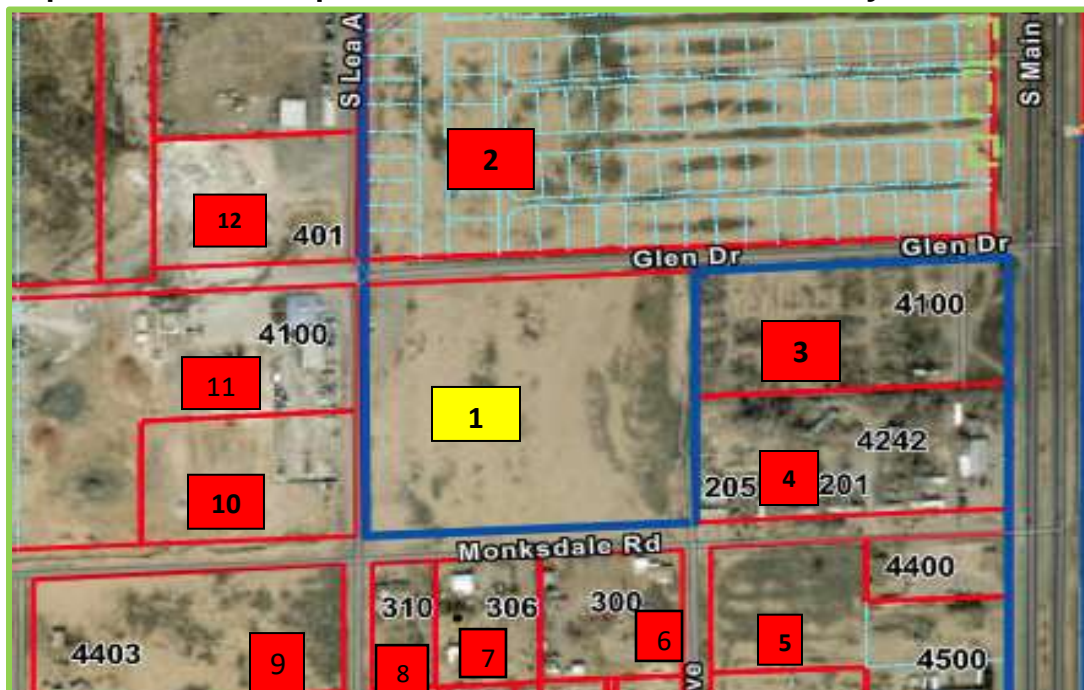
Request Variance for access off of Glen Dr (Local Street) & Request Variance to waive requirement of fence between the RVP and MHC districts.

CASO ZOC-26-0008

Solicitud de cambio de zona de 9,37 acres de R-1 Residencial a MHC Comunidad de viviendas prefabricadas (5 acres) y RVP Parque recreativo (4,37 acres).

CASO VAR-26-0007

Solicitud de variación para el acceso desde Glen Drive (calle local) y solicitud de variación para eximir del requisito de valla entre los distritos RVP y MHC.



PROPERTY UNDER CONSIDERATION / PROPIEDAD BAJO CONSIDERACIÓN



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

EXHIBIT E: ZOC-26-0008 AND VAR-26-0007 – NOTIFICATION AREA ADDRESSES

1 (Vacant Lot)

KS&G CORPORATION
300 Glen Dr
Roswell, NM 88203

KS&G Corporation
1532 La Vina Ct
Carlsbad, NM 88220

Smith Engineering Company
Att: Scott Hicks PE VP
401 N Pennsylvania Ave
Roswell NM 88201

2 (Vacant Lot)

Lopez, Erica
9425 W San Miguel Ave
Glendale, AZ 85305

3

Monk, Linda Mae; ETAL
1303 Regents CT
Roswell, NM 88201

4

Nunez, Tirso N; Nunez Laura A
OR CURRENT OWNER
4242 S Main St
Roswell, NM 88203

Nunez, Tirso N; Nunez Laura A
1906 S Main St
Roswell, NM 88203

5

Dickman, Ronald D; Dickman Ronald A
4500 S Main St
Roswell, NM 88203

6

Johnson, Dusty & Sharon; Beeman,
Johnson, Johns, ETAL
OR CURRENT PROPERTY OWNER
300 Monksdale Rd
Roswell, NM 88203

Johnson, Dusty & Sharon; Beeman,
Johnson, Johns, ETAL
PO BOX 6119
Roswell, NM 88202-6119

7

Johnson, Travis
OR CURRENT PROPERTY OWNER
306 Monksdale Rd
Roswell, NM 88203

Johnson, Travis
300 Monksdale Rd
Roswell, NM 88203

8

Garcia, Rafael
310 Monksdale Rd
Roswell, NM 88203

9

Stewart, Danny Ray; Stewart, Jerry Lee;
Stewart, Jacklynn Marie
OR CURRENT PROPERTY OWNER
4403 Christian Ave
Roswell, NM 88203

Stewart, Danny Ray; Stewart, Jerry Lee;
Stewart, Jacklynn Marie
PO BOX 674
Roswell, NM 88202

10, 11, 12,
Roswell Ready Mix, INC
OR CURRENT PROPERTY OWNER
4100 S Lea Ave
Roswell, NM 88203

Roswell Ready Mix, INC
3003 S Boyd Dr
Carlsbad, NM 88220

EXHIBIT F ZOC 26-008 MAPS AND PRELIMINARY SITE PLAN (PAGE 1 OF 14)



CONSTRUCTORS INC.
ROSWELL EMPLOYEE HOUSING

INFORMATIONAL
VICINITY MAP

CONSTRUCTORS INC.
ROSWELL, CHAVES COUNTY, NEW MEXICO

NO.	REVISION DESCRIPTION	DATE	BY
5			
4			
3			
2			
1			

PRELIMINARY
NOT FOR
CONSTRUCTION

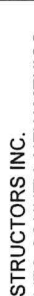


Solutions for Today...
Vision for Tomorrow

401 N Pennsylvania
Roswell, NM 88201
Phone: 575-622-8866
www.smithengineering.pro

JOB NO.
320617
DATE
DEC. 2025
SHEET NO.

An aerial photograph of a rural area. A vertical dashed line runs through the center. To the left of the line is a large, irregularly shaped field labeled 'MHC'. To the right of the line is a large, irregularly shaped field labeled 'RVP'. A road labeled 'LEA AVENUE' runs vertically along the left edge of the 'MHC' field. A road labeled 'GLEN DRIVE' runs horizontally across the top of the image. A road labeled 'MONKSDALE ROAD' runs horizontally across the bottom of the image. The 'MHC' field contains some small structures and a few trees. The 'RVP' field is mostly empty with some scattered trees and a few small structures. The area to the right of 'MONKSDALE ROAD' shows a residential area with several houses and trees.

		<i>Solutions for Today... Vision for Tomorrow</i> 401 N Pennsylvania Roswell, NM 85201 Phone: 575-622-8866 www.smithengineering.pro		CONSTRUCTORS INC. ROSWELL EMPLOYEE HOUSING		CONSTRUCTORS INC. ROSWELL, CHAVES COUNTY, NEW MEXICO		PRELIMINARY NOT FOR CONSTRUCTION	
GENERAL SHEET TITLE SHEET		5		4		3		2	
NO.		REVISION DESCRIPTION		DATE		BY			

\$2800 7010

EXHIBIT F ZOC 26-008 MAPS AND PRELIMINARY SITE PLAN (PAGE 3 OF 14)



Area = 10.3 acres +/-, R-1 zoning

EXHIBIT F ZOC 26-008 MAPS AND PRELIMINARY SITE PLAN (PAGE 4 OF 14

4135065457235000000

Assessor Property Information

Treasurer Property Information

4135065457235000000

R002114

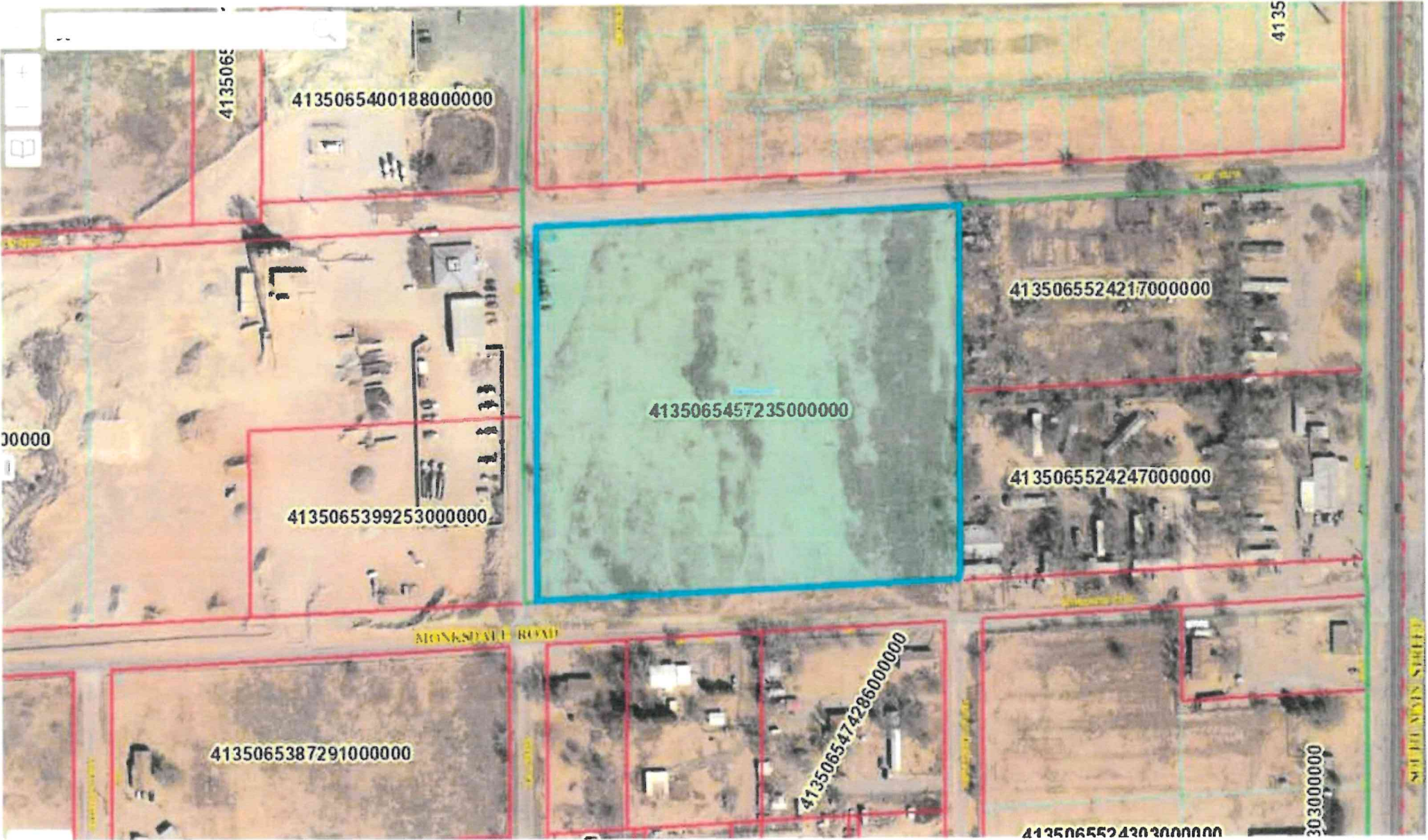
KS&G CORPORATION

1532 LA VINA CT CARLSBAD NM 88220

N/A

Leg: Description

Subd: BRASHER REPLAT Block: 0 Lot: TRACT B
BK:813 PG:683 QCD



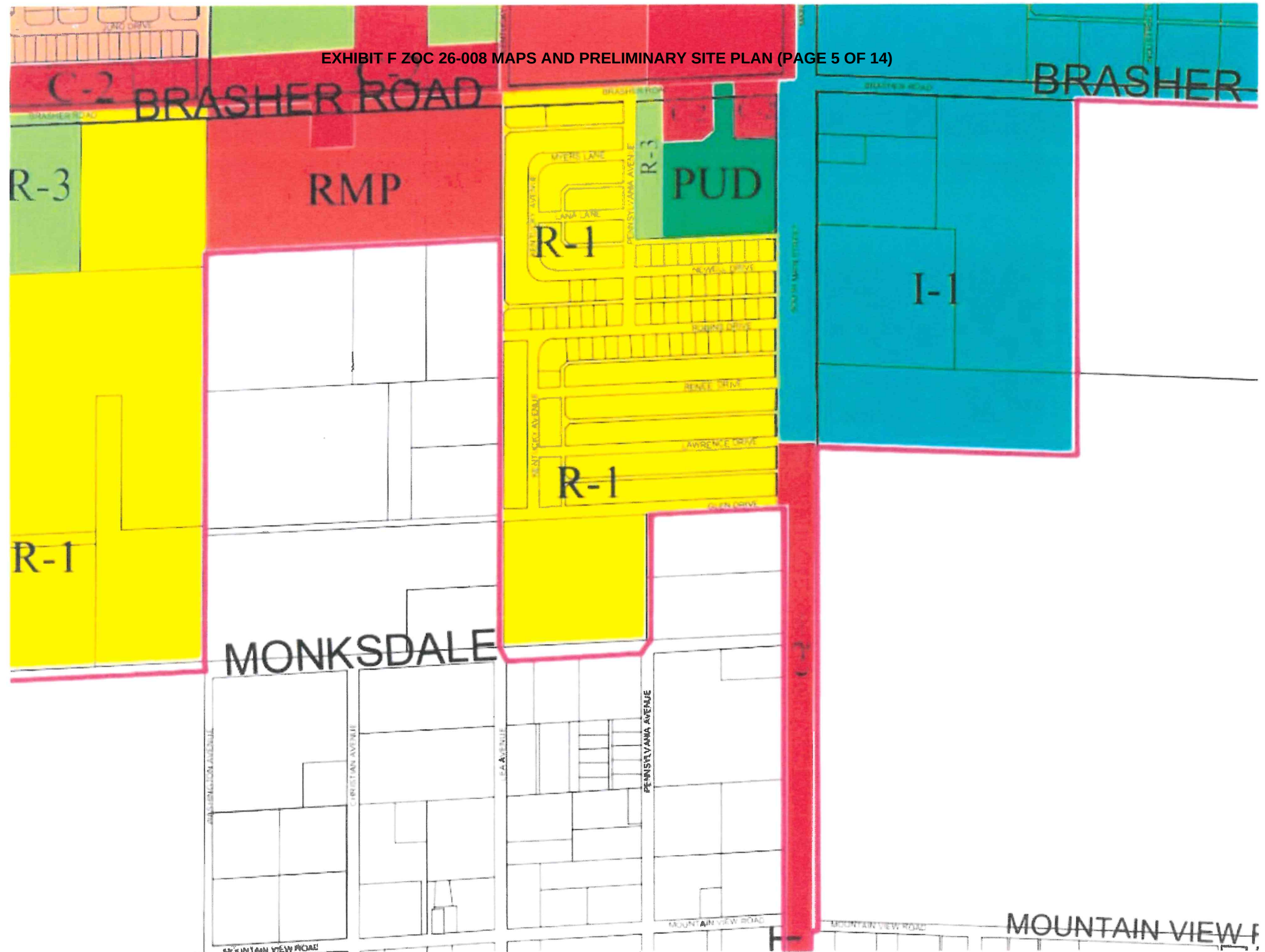


EXHIBIT F ZOC 26-008 MAPS AND PRELIMINARY SITE PLAN (PAGE 6 OF 14)

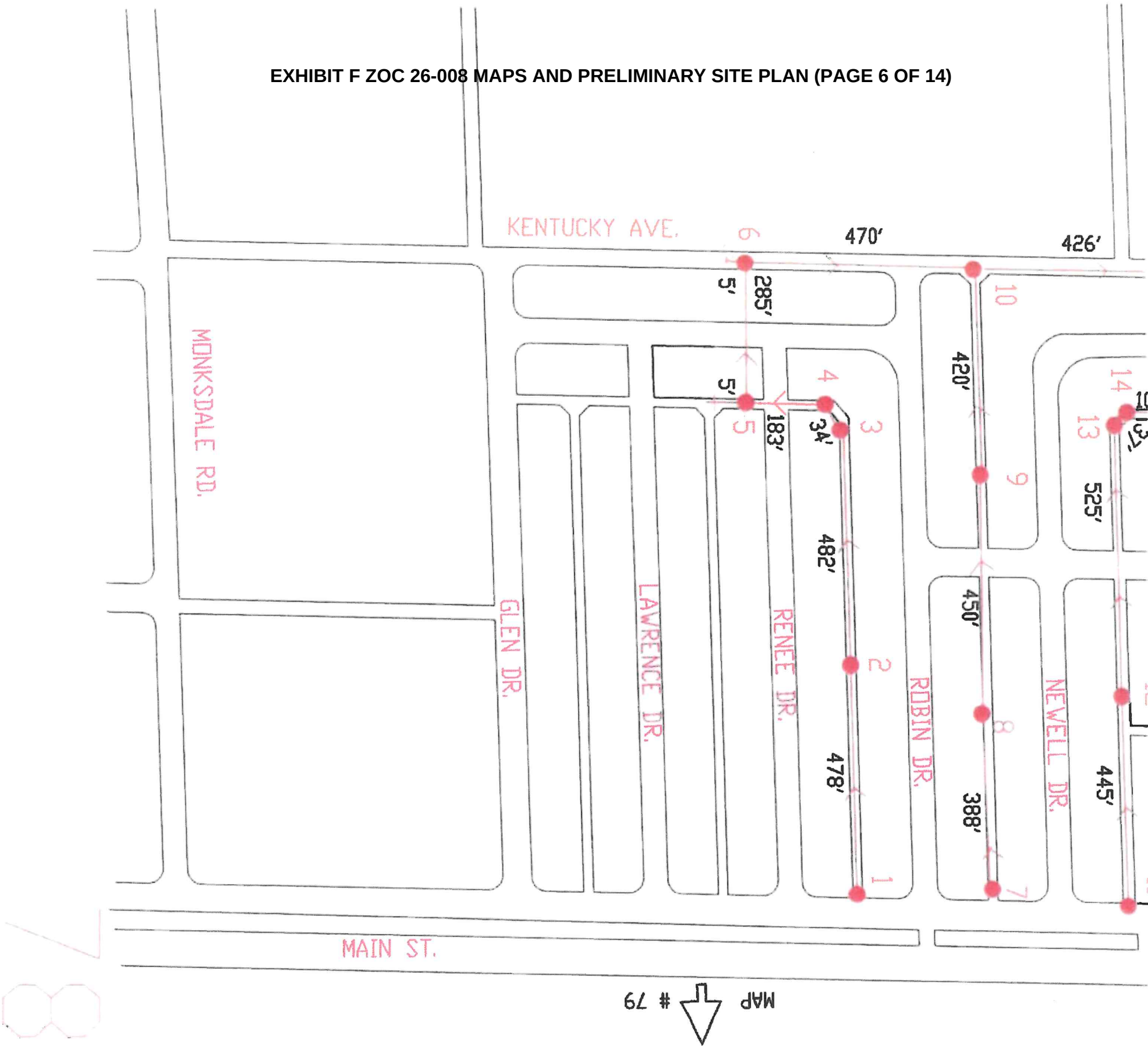
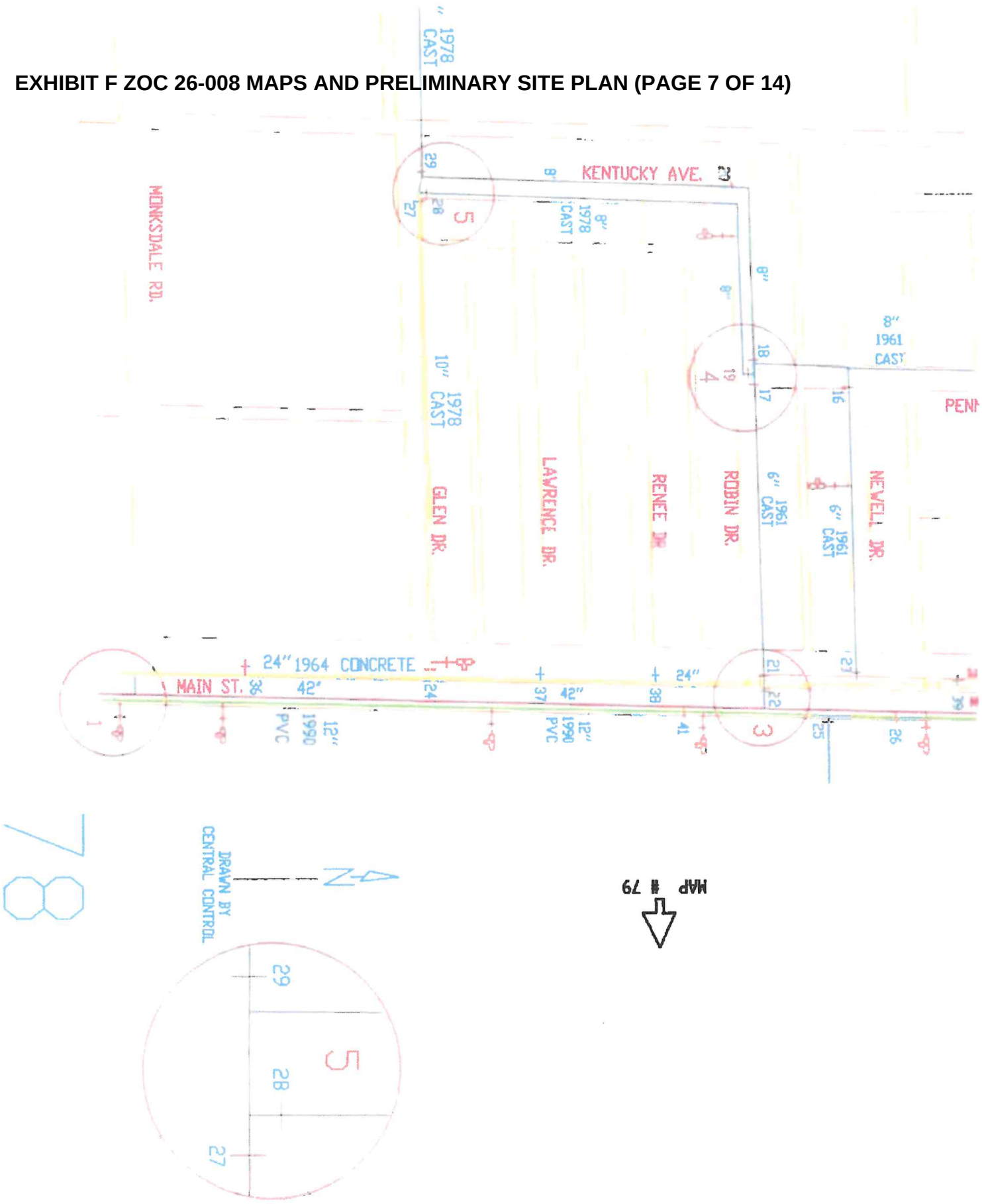
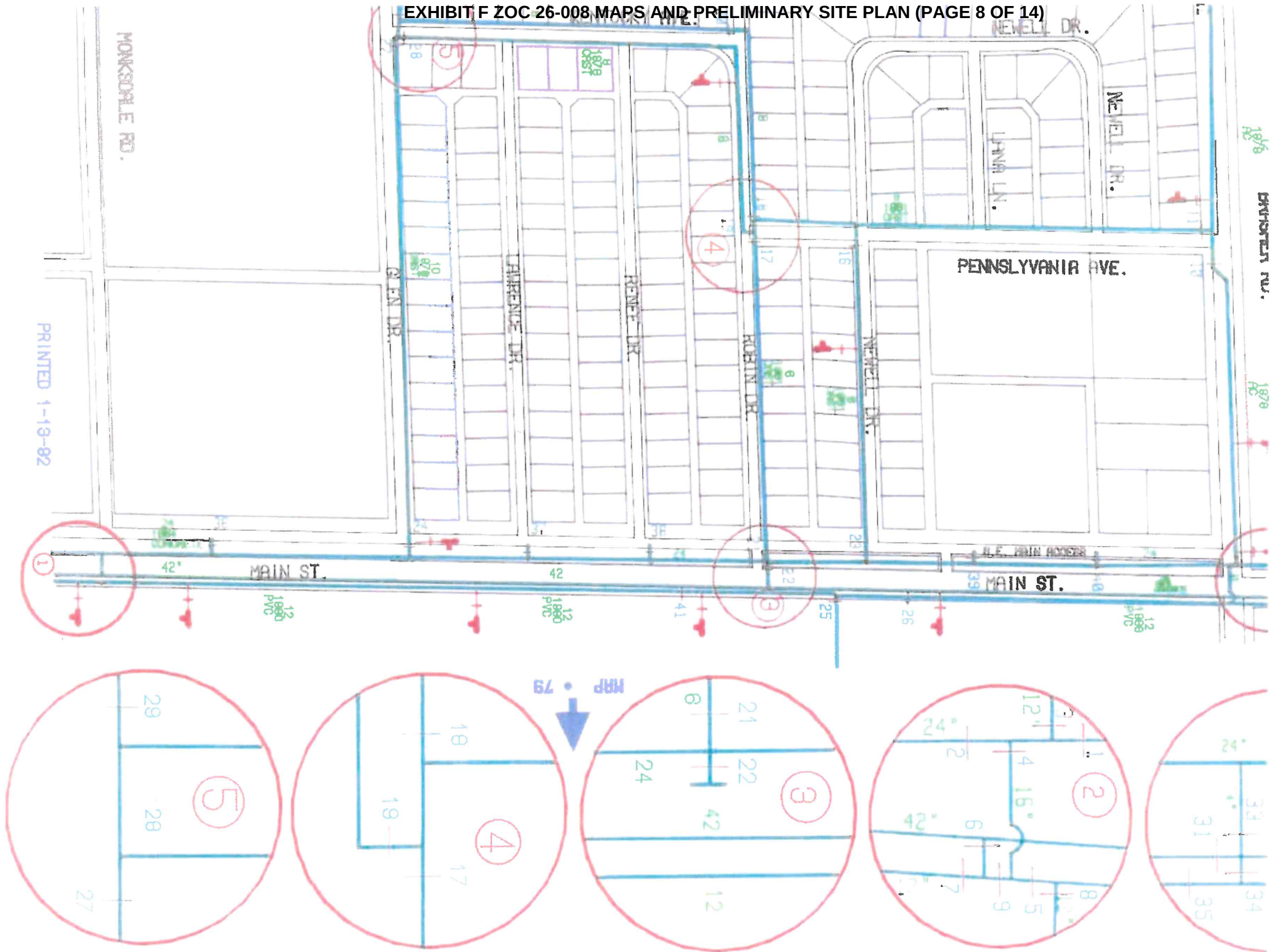


EXHIBIT F ZOC 26-008 MAPS AND PRELIMINARY SITE PLAN (PAGE 7 OF 14)





NOTES TO USERS

This is for use in conjunction with the National Flood Insurance Program. It does not constitute a warranty of any kind. The user is responsible for obtaining the most current information from the National Flood Insurance Program.

For more detailed information in areas where Base Flood Elevations (BFEs) are shown, users are encouraged to consult the Flood Insurance Study (FIS) report that accompanies this FIRM. It should be noted that BFEs shown on the FIRM represent rounded whole-foot values. These BFEs are intended for flood insurance rating purposes only and not for use as the sole source of flood elevation information. Accordingly, elevation data presented in the FIS report should be obtained in conjunction with the FIS report for purposes of construction and/or floodplain management.

Base Flood Elevations (BFEs) shown on this map apply only to landward of the American Vertical Datum of 1988 (AVD 88). Users of this FIRM should note that coastal flood elevations are also provided in the Summary of Water Levels table in the Flood Insurance Study report for this jurisdiction. Elevations in the Summary of Water Levels table should be used for construction and floodplain management purposes when they are higher than the elevations on this FIRM.

Distances of the floodways were computed at cross sections and interpolated at cross sections. The floodways were based on hydraulic considerations with the requirements of the National Flood Insurance Program. Floodway widths that permit floodway data are provided in the Flood Insurance Study report for this jurisdiction.

In areas not in Special Flood Hazard Areas may be protected by flood control levees. Refer to Section 2.4 "Flood Protection Measures" of the Flood Insurance Study report for information on flood control structures for this jurisdiction.

Projection used in the preparation of this map was New Mexico State Plane North of Gadsden System, Lambert Conformal Conic. The horizontal datum was U.S. GRS1980 spheroid. Differences in datum, spheroid, projection or UTM used in the preparation of FIRMs for adjacent jurisdictions may result in slight differences in map features across jurisdiction boundaries. These issues do not affect the accuracy of this FIRM.

Elevations on this map are referenced to the North American Vertical Datum of 1988. These elevations must be compared to structure and ground elevations noted to the same vertical datum. For information regarding conversion from the National Geodetic Vertical Datum of 1929 and the North American Datum of 1983, visit the National Geodetic Survey website at www.ngs.noaa.gov or contact the National Geodetic Survey at the following:

Information Services
1, 800, 555, 1234
1st Geodetic Survey
201, 800, 555, 1234
East-West Highway
Spring, Maryland 20710-3282
703-3242

For current elevation, description, and/or location information for beach markers on this map, please contact the Information Services Branch of the National Geodetic Survey at (202) 713-3242 or visit its website at <http://www.ngs.noaa.gov>.

Map information shown on this FIRM was provided in digital format by the County Planning and Zoning Department.

Map reflects more detailed and up-to-date stream channel configurations than shown on the previous FIRM for this jurisdiction. The floodplains and water that were transferred from the previous FIRM may have been adjusted to fit the new stream channel configurations. As a result, the Flood Profiles (Floodway Data tables in the Flood Insurance Study report) which contain relative hydraulic data may reflect stream channel distances that differ from those shown on this map.

Users should note that this map is based on the best data available at the time of publication. Because changes due to annexations or de-annexations may occur after this map was published, map users should contact appropriate authority officials to verify current corporate limit facilities.

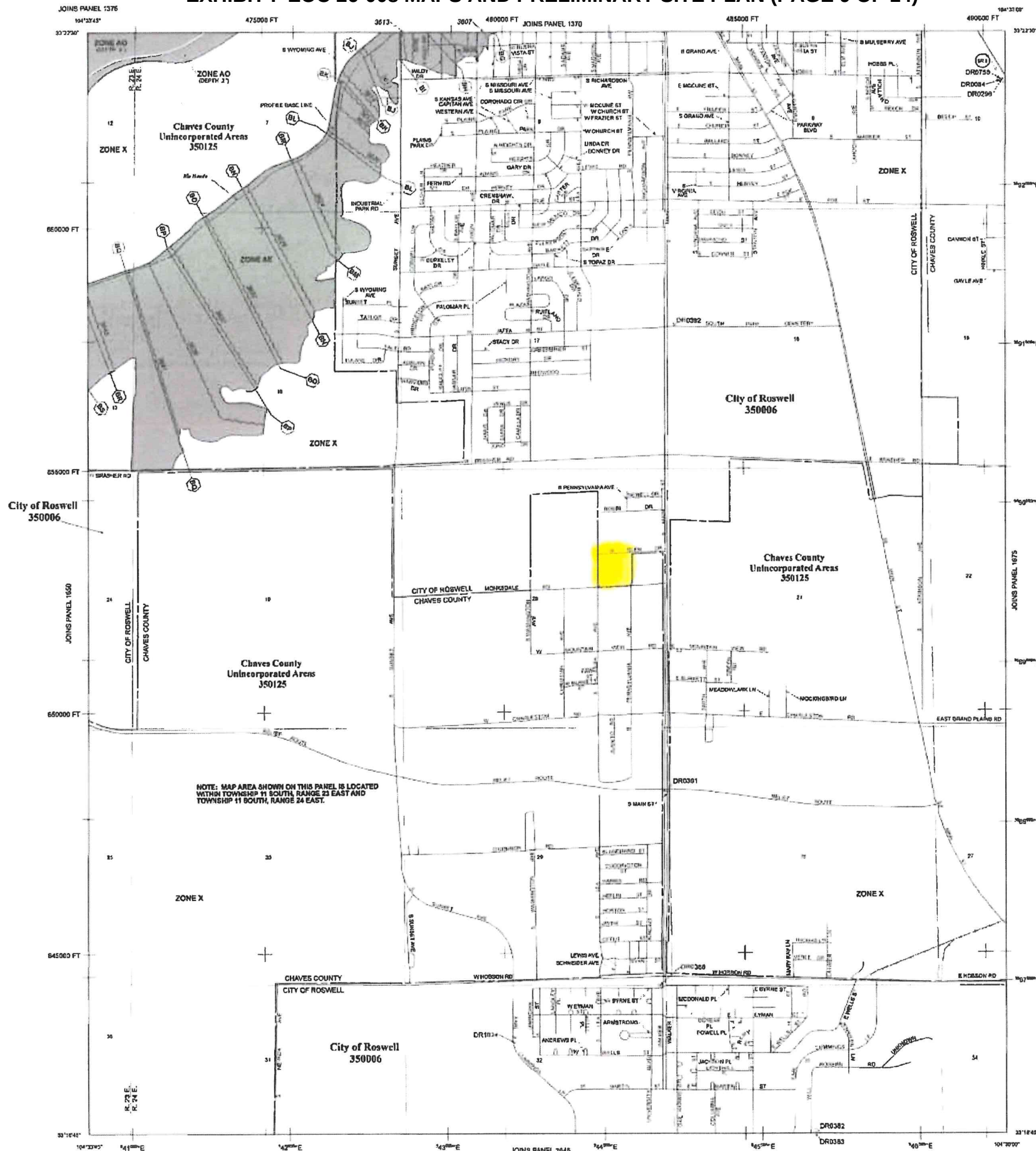
For a more detailed map of the county, refer to the separately printed Map Index for an overview map of the county showing the layout of map panels, community map repository addresses, and a list of communities with National Flood Insurance Program data for community as well as a listing of the panels in which each community is located.

For the FEMA Map Service Center at 1-800-358-9910 for information on the products associated with the FIRM. Available products may include just issued Letters of Map Change, a Flood Insurance Study report, and/or 1 versions of this map. The FEMA Map Service Center may also be reached by 1-800-358-9910 and its website at <http://www.fema.gov>.

Have questions about this map or questions concerning the National Flood Insurance Program in general, please call 1-877-FEMA-MAP (1-877-336-2527) or the FEMA website at www.fema.gov.

"Profile base lines" depicted on this map represent the hydraulic modeling lines that match the flood profiles in the FIS report. As a result, if improved topographic data, the "profile base line", in some cases, may deviate significantly from the channel centerline or appear outside the SFHA.

EXHIBIT F ZOC 26-008 MAPS AND PRELIMINARY SITE PLAN (PAGE 9 OF 14)



NOTE: MAP AREA SHOWN ON THIS PANEL IS LOCATED WITHIN TOWNSHIP 11 SOUTH, RANGE 24 EAST AND TOWNSHIP 11 SOUTH, RANGE 24 EAST.

LEGEND

SPECIAL FLOOD HAZARD AREAS SUBJECT TO INUNDATION
1% ANNUAL CHANCE FLOOD

- ZONE A: No Base Flood Elevation Determined
- ZONE AE: Base Flood Elevation Determined
- ZONE AH: Flood depths of 1 to 3 feet (usually areas of standing water, Base Flood Elevation Determined)
- ZONE AO: Flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); Base Flood Elevation Determined
- ZONE AR: Special Flood Hazard Areas formerly protected from the 1% annual chance flood by a levee system that was subsequently removed. Zone as the former flood control system is being restored to provide protection from the 1% annual chance flood.
- ZONE AS: Areas to be protected from 1% annual chance flood event by a protection system under construction; no Base Flood Elevation Determined
- ZONE V: Coastal flood zone with velocity hazard (wave action); no Base Flood Elevation Determined
- ZONE VE: Coastal flood zone with velocity hazard (wave action); Base Flood Elevation Determined

FLOODWAY AREAS IN ZONE AE

The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept open to the 1% annual chance flood so that the 1% annual chance flood can be carried without substantial flood heights.

OTHER FLOOD AREAS

ZONE B: Areas of 0.2% annual chance flood areas of 1% annual chance flood depths of less than 1 foot or with average areas less than 1 square mile protected by levees from 1% annual chance flood.

OTHER AREAS

ZONE C: Areas determined to be outside the 0.2% annual chance floodplains. Areas in which flood hazards are undetermined, but possible.

COASTAL BARRIER RESOURCES SYSTEM (CBRS) AREAS

OTHERWISE PROTECTED AREAS (OPAs)

CBRS areas and OPAs are normally located within or adjacent to Special Flood Hazard Areas.

- Floodplain boundary
- Floodway boundary
- Zone boundary
- CBRS and OPA boundary
- Boundary defining Special Flood Hazard Areas
- Boundary defining Special Flood Hazard Areas of Flood Elevation, Flood Depth, or Flood Velocity
- Base Flood Elevation line and velocity elevation in 1% Base Flood Elevation value where uniform within 1 foot
- Vertical Datum of 1988
- Cross section line
- Traverse line
- Geographic coordinates referenced to the 1983 datum of 1983 (NAD 83), Western Hemisphere
- 1000-meter Universal Transverse Mercator grid or 3000-foot grid values; New Mexico State Plane system, East Zone (NAD 83/1983), Transverse Mercator projection in feet to Users (FIRM panel)
- Water line
- MAP REPOSITORIES
- Refer to Map Repository list on this index

- Effective Date of Countywide Flood Insurance Rate Map
- SEPTEMBER 23, 2005
- Effective Dates of Revisions to this Panel

For community map revision history prior to nationwide mapping, refer to the Community Map History table located in the Flood Insurance Study report for this jurisdiction.

To determine if flood insurance is available in this community, contact your insurance agent or the National Flood Insurance Program at 1-800-438-5510.

MAP SCALE 1" = 1000'

NFIP

PANEL 1638D

FIRM
FLOOD INSURANCE RATE
CHAVES COUNTY,
NEW MEXICO
AND INCORPORATED

PANEL 1635 OF 3150
(SEE MAP INDEX FOR FIRM PANEL)

CONTAINS:
COMMUNITY NUMBER
CHAVES COUNTY 350125
UNINCORPORATED AREAS
ROSWELL CITY OF 350006

MAP 35006
EFFECTIVE
SEPTEMBER



Federal Emergency Management Agency

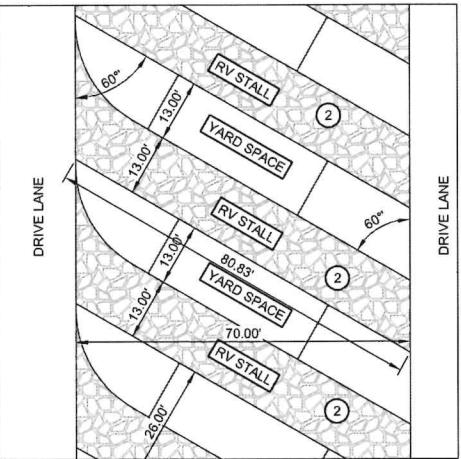
EXHIBIT F ZOC 26-008 MAPS AND PRELIMINARY SITE PLAN (PAGE 10 OF 14)

PROPOSED LEGEND

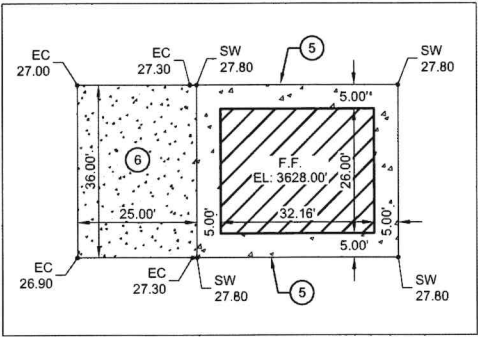
- PROPOSED EDGE OF PAVEMENT
PROPOSED SCREEN FENCE
PROPOSED ALL WEATHER SURFACE (BASE COURSE)
PROPOSED HOT MIX ASPHALT PAVEMENT

KEYED NOTES:

1. INSTALL STANDARD DUTY HMA PAVEMENT SECTION 3" HMA OVER 6" BASE COURSE. REFERENCE DETAIL 1, SHEET C201.
2. INSTALL ALL WEATHER SURFACE SECTION. TYPICAL ALL RV STALLS AND PROPOSED PARKING AREA. REFERENCE DETAIL 1, SHEET C201.
3. INSTALL SCREEN FENCE.
4. INSTALL MODULAR BATHROOM/SHOWER ROOM. REFERENCE LAYOUT DETAIL THIS SHEET. CONTRACTOR TO PROVIDE MODEL SPECIFICATIONS TO ENGINEER FOR APPROVAL.
5. BUILD THICKENED EDGE CONCRETE SIDEWALK AT BUILDING FACE. REFERENCE DETAIL 5, SHEET C201.
6. INSTALL 8" THICK CONCRETE PAVEMENT. REFERENCE DETAIL 1, SHEET C201.

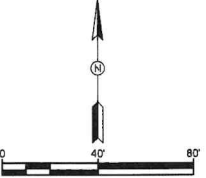


1 TYPICAL BACK-IN STALL
SCALE: 1"=20'



- ELEVATION LABEL LEGEND:
- EC 3627.00 EDGE OF CONCRETE PAVEMENT
 - SW 3627.00 EDGE OF SIDEWALK

2 MODULAR BUILDING LAYOUT
SCALE: 1"=20'



(35) PARKING STALLS
(35) RV STALLS
(31) 50' X 100' LOTS

PRELIMINARY
NOT FOR
CONSTRUCTION

NO.	REVISION DESCRIPTION	DATE	BY
5			
4			
3			
2			
1			

CONSTRUCTORS INC.
ROSWELL, CHAVES COUNTY, NEW MEXICO

CONSTRUCTORS INC.
ROSWELL EMPLOYEE HOUSING

DESIGN SHEET
SITE LAYOUT

Solutions for Today...
Vision for Tomorrow
401 N Pennsylvania
Roswell, NM 88201
Phone: 575-622-8666
www.smithengineering.pro



JOB NO:
320617
DATE:
DEC. 2025
SHEET
C101

EXHIBIT F ZOC 26-008 MAPS AND PRELIMINARY SITE PLAN (PAGE 11 OF 14)

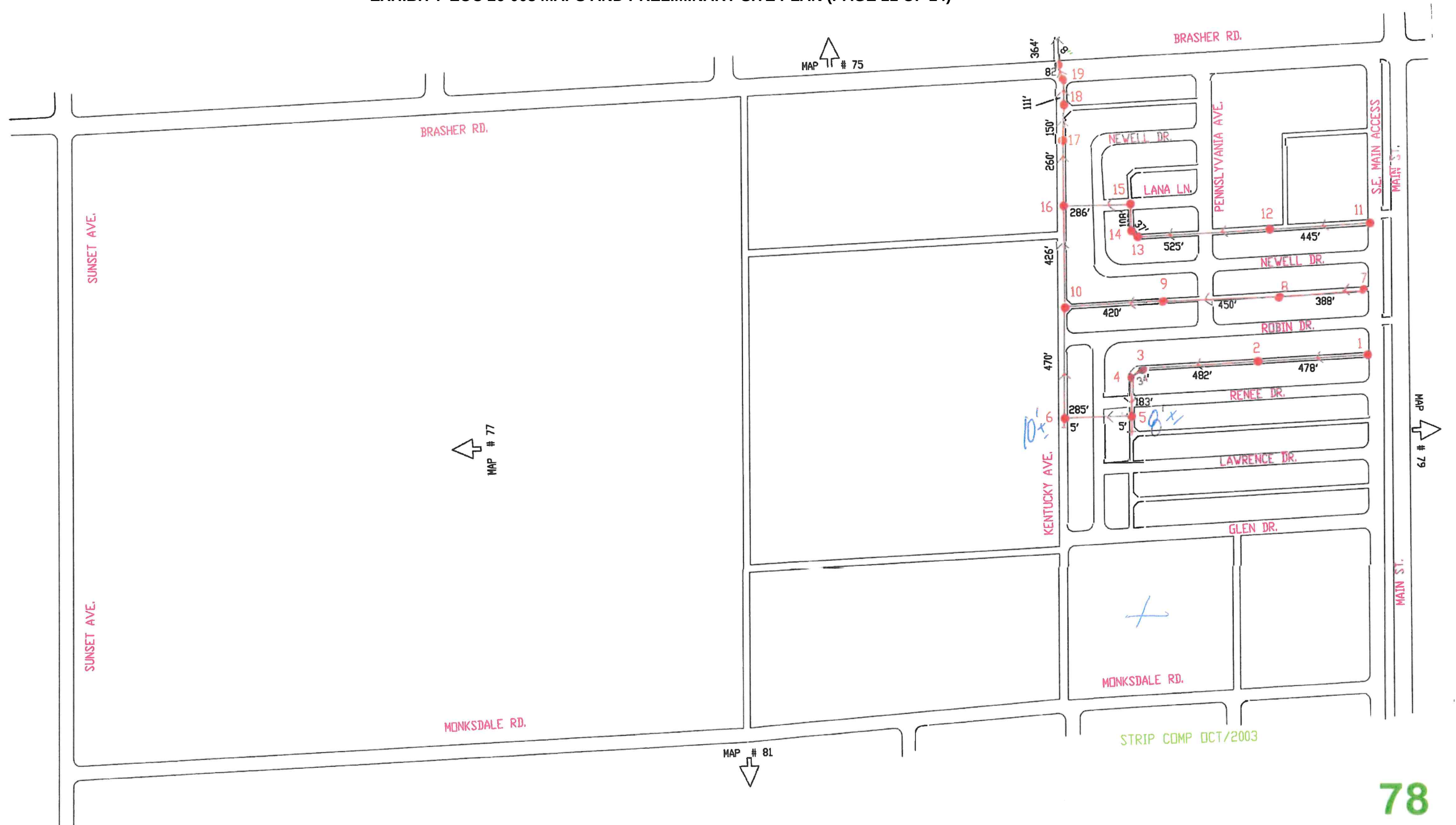
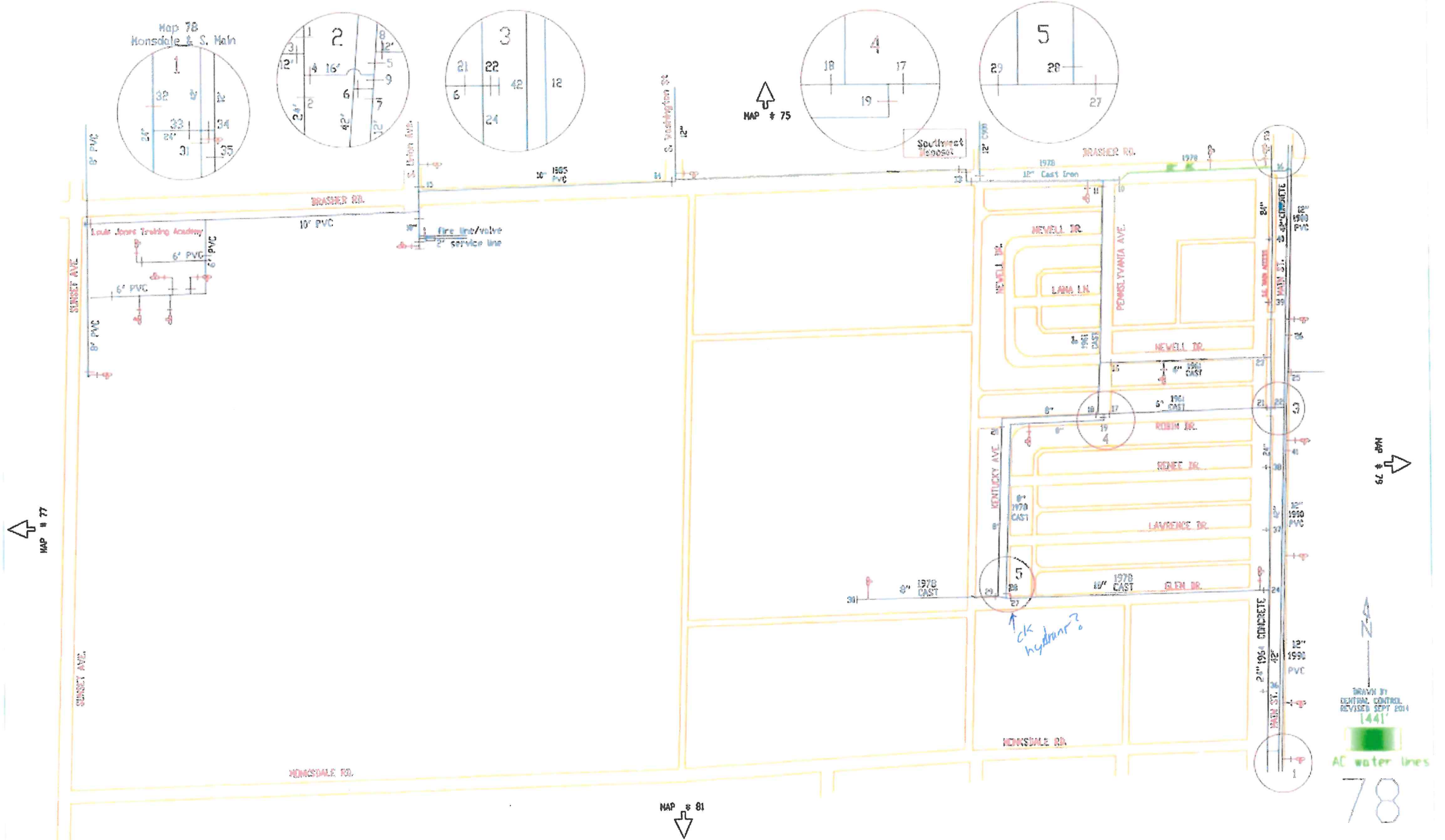
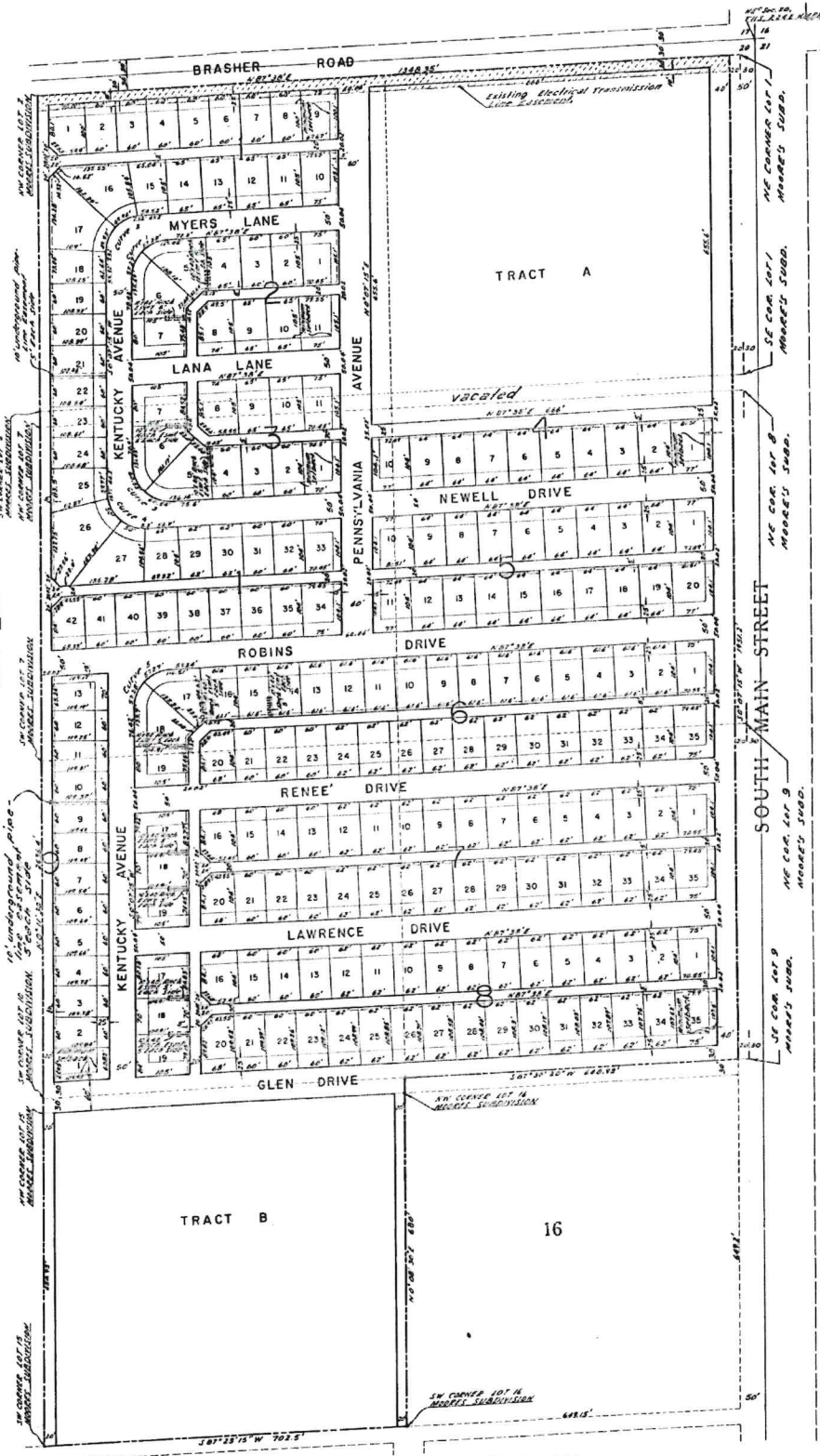


EXHIBIT F ZOC 26-008 MAPS AND PRELIMINARY SITE PLAN (PAGE 12 OF 14)







DEDICATION

Be it Known that the undersigned owners and proprietors of Lots 1, 2, 7, 8, 9, 10 and 15 of Moore's Subdivision, together with the street as vacated lying adjacent to the South line of said lots 1 and 2 of Moore's Subdivision, being situated in the NE 1/4 of Section 20, Township 11 South, Range 24 East, N.M.P.M. and being more particularly described as follows: for a lie Commence at the NE corner of said Section 20, thence Westerly along the North line of said Section 20 a distance of 30 feet; thence Southerly parallel to and 30 feet West of the East line of said Section 20 a distance of 30 feet to the point of beginning; thence Southerly parallel to and 30 feet West of the East line of said Section 20 a distance of 1951.2 feet; thence S 87° 50' 30" W 668.93 feet; thence S 0° 08' 30" W 680 feet; thence S 87° 23' 15" W 702.5 feet; thence N 0° 11' 30" E 2636.4 feet; thence Easterly parallel to and 30 feet South of the North line of said Section 20 a distance of 1368.35 feet to the point of beginning, have caused the same to be redivided and platted with their free consent and in accordance with their desire into what is known and hereby designated as "Replat of Brasher Subdivision" an addition to Roswell, Chaves County, New Mexico, and all streets and alleys throughout said property are hereby dedicated to the use and benefit of the public. Containing 71.413 acres, more or less.

In Witness Whereof said owners and proprietors have hereunto set their hands and seal on this the 7th day of June, 1962.

Southgate Development Co. Inc.

Max Littell
Max Littell, President

James R. Ward
James R. Ward, Secretary and Treasurer

CORPORATE ACKNOWLEDGEMENT

State of New Mexico } s.s.
County of Chaves }

The foregoing instrument was acknowledged before me this 7th day of June, 1962 by Max Littell, President of Southgate Development Company Inc. a New Mexico Corporation on behalf of said Corporation.

My Commission Expires: 2 - 19-66

Margaret J. Rademacher
Notary Public

APPROVAL OF PLANNING AND ZONING COMMISSION

State of New Mexico } s.s.
County of Chaves }

This is to certify that the accompanying plat has been examined and approved by the Planning and Zoning Commission of the City of Roswell, Chaves County, New Mexico, on this the 19th day of April, 1962.

Attest: Alan A. Norwood
Secretary

Herbert J. Burdette
Chairman

APPROVAL OF CITY COUNCIL

State of New Mexico } s.s.
County of Chaves }

The foregoing plat of "Replat of Brasher Subdivision" has been examined and approved by the City Council of Roswell, Chaves County, New Mexico, on this the 10th day of May, 1962.

Attest: W. M. Foster
City Clerk

Blair J. Morgan
Mayor

SURVEYORS CERTIFICATE

State of New Mexico } s.s.
County of Chaves }

I, Thomas T. Mann, licensed under the laws of the State of New Mexico, hereby certify that I have made an actual bona fide survey of the premises described as "Replat of Brasher Subdivision" and that I have found the lines and marked them as shown on the accompanying plat, and that the same is true and correct to the best of my knowledge and belief.

Signed and Sealed on this 10 day of May, 1962.

Mann Engineering Company

Thomas T. Mann
Thomas T. Mann
Registered Professional Engineer and Land Surveyor, License No. 277.

CONCURRENCE

We Concur as to size and location of easements.

Wallace Capps 6-1-62
Mountain States Telephone and Telegraph Company
W. Bladys 6/1/62
Southwestern Public Service Company

Sam Hutchinson 6-8-62
Western Gas Service Company
Charles Z. Lusk 6-7-62
Cable TV of New Mexico

FILING AND RECORDING

State of New Mexico } s.s.
County of Chaves }

Filed for Record on this the 2nd day of August, 1962 at 3:30 o'clock P and recorded in plat book D at page 21.
Receipt No. 96937B Fee 0.50.

Juanita Perry
County Clerk

Joyce Walker
Deputy

REPLAT

OF

BRASHER SUBDIVISION

(BEING A PART OF THE NE 1/4 OF SECTION 20, T11S, R24E, N.M.P.M.)

IN

ROSWELL, CHAVES COUNTY, NEW MEXICO

Setback Dimensions
Front 25'
Side 15' Unless Noted.

GRAPHIC SCALE

NUMBER	1	2	3	4	5
FEET	0	10	20	30	40
FEET	0	10	20	30	40
FEET	0	10	20	30	40
FEET	0	10	20	30	40

Note: Dashed lines five (5) feet off rear property lines and five (5) feet off interior property lines indicate easements granted to Mountain States Telephone and Telegraph Company for installation and maintenance of buried telephone lines and cable terminals, the right to place and maintain buried telephone service wires from the rear property line to each residence is granted.

AGENDA ITEM F.2

City of Roswell Planning & Zoning Commission Zoning Case VAR-26-0007



City of Roswell Planning & Zoning Commission Agenda

Tuesday, February 3, 2025

Roswell City Hall Large Conference Room
425 N Richardson Avenue
Roswell NM 88201

- ACTION REQUESTED:** Planning and Zoning Commission review Zoning Case VAR-26-0007, a request for a variance to allow MHC and RVP access from a Local Street and waive the fence requirement between the MHC and RVP Zoning Districts under Common Ownership.
- 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 Variance application requires Planning & Zoning Commission review and vote.
- BOARD OR COMMITTEE ACTION:** Request Planning & Zoning Commission review, discuss, and vote on Zoning Case VAR-26-0007.
- STAFF RECOMMENDATION:** At the February 3, 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 VAR-26-0007.



CITY OF ROSWELL VARIANCE APPLICATION

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

Property Owner's Name: KS&G Corporation **Email:** DShoup@ciconstructors.com

Phone: 575-885-8838 **Address:** 3003 S. Boyd Dr., Carlsbad, NM 88220

Agent's Name: Smith Engineering **Email:** scotth@smithengineering.pro

Phone: 575-622-8866 **Address:** 401 N. Pennsylvania Ave., Roswell, NM 88201

Physical Address: 300 Glen DL Roswell, NM 88203

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

Tract B Replat of Brasher Subdivision

Reason for the Request: (Please attach extra sheet if necessary) Please see attached

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 #: VAR-26-0007 **Date:** 02/03.2026 **Located in Historic District:** ☐ Yes ☐ No

Flood Zone: X **Current Zoning District:** R-1

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

Setback Requests for New Construction: Front Ft: _____ Side Ft: _____ Rear Ft: _____ Side Ft: _____

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

☐ Park & Open Space ☐ RS Overflight

Quadrant of the city: Dnw DNE DSW DSE

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.**

Revised 11/4/24

City of Roswell, New Mexico

Variance Application for Constructor's Housing

1. Article 22: MHC & Article 46: RVP – Required to have direct vehicle access to mobile home communities and recreational vehicle parks from an abutting collector or arterial street.
 - a. Access to the proposed mobile home community will be provided via Glen Dr. and Monksdale Rd, both of which are classified as local roads. Both Glen Dr. and Monksdale Rd. branch directly off S. Main St, classified as a principal arterial. Only Constructors' employees will be using this development.
2. Article 22: MHC & Article 46: RVP – Required to have a solid screen fence made of brick, masonry, stone or wood, no less than 6 ft in height.
 - a. The property in its entirety is to be split into 2 different lots accommodating MHC (Mobile Home Communities) and RVP (Recreational Vehicle Parks). A variance from this requirement will allow both areas to share one fence instead of being fenced separately. One fence will also allow for easier access to both mobile homes and recreational vehicles for their occupants.

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-26-0007 REQUEST FOR VARIANCES FOR ACCESS AND FENCE



Roswell Planning & Zoning Commission

Tuesday, February 3, 2026

Roswell City Hall Large Conference Room

425 N Richardson Ave

Roswell, NM 88201

APPLICATION: CASE VAR-26-0007: Request for a Variance for access off of Glen Drive (Local Street) and Request for a Variance to waive the requirement of a fence between the RVP and MHC districts at address 300 Glen Drive.

I. Property Under Consideration:

Property Address: 300 Glen Drive
Legal Description: Subd: BRASHER REPLAT Tract: B BK: 813 PG: 683 QCD
Property Owner: KS&G CORPORATION
Applicant/Agent: Smith Engineering

II. Site Data:

Site Area: 9.37 acres
UPC(s): 4-135-065-457-235-000000
Existing Land Use: Undeveloped

Proposed Land Use: 5 acres for Manufactured Home Community and
4.37 acres for Recreational Vehicle Park (RV Park)

Existing Zoning: R-1 Residential

Table 1: Adjacent Existing Land Use and Zoning to the property under consideration		
Direction:	Land Use:	Zoning:
North	31.30- acre Single-Family Residential Subdivision – BRASHER REPLAT	R-1
South	3 large Rural Residential lots	In Chaves County
West	Property (Industrial) Roswell Ready Mix	In Chaves County
East	Mobile Home Park 4.46 acres Mobile Home Park 4.459 acres	In Chaves County

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-26-0007 REQUEST FOR VARIANCES FOR ACCESS AND FENCE

Map for VAR-26-0007



City of Roswell Zoning Map on Chaves County Assessor's Map

III. Intent of Petition:

The applicant for Zoning Case VAR-26-0007 is requesting a variance to the requirement for Mobile Home Parks and RV Parks to have direct access from a Collector or Arterial (Glen Drive is classified as a Local Street) and the RV Park (RVP and Mobile Home Community (MHC) requirement for solid screen fence or wall at all perimeter lot lines of the park.

IV. Planning & Zoning Commission Considerations from Staff Review:

1. The property under consideration zoned R-1 Residential and is a 9.37-acre tract of undeveloped land platted as Brasher Replat and filed with Chaves County in 1962.

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-26-0007 REQUEST FOR VARIANCES FOR ACCESS AND FENCE

2. The property under consideration is served by Glen Drive, classified as a Local Street. Glen Drive has direct access to South Main Street classified as a Primary Arterial on the 2016 Functional Street Classification Plan.
3. The property under consideration is located just inside the City of Roswell Municipal Boundary with an undeveloped 31.3-acre tract zoned R-1 inside the municipal boundary on the north side of Glen Drive. The contiguous properties on the east, west, and south are in Chaves County.



Google Earth Street View Image Date 12/24: Looking south west toward the property from Glen Drive. Roswell Ready Mix is in the Distance.



Google Earth Street View Image Date 11/24: Looking south and west at the Glen Drive intersection with South Main Street.

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-26-0007 REQUEST FOR VARIANCES FOR ACCESS AND FENCE

- Google Earth Image Date 9/25/2024 of the undeveloped property under consideration and the surrounding area shows a rural mixed-use corridor with industrial use to the west, and surrounding undeveloped land and residential neighborhoods.



- The residential nature of the use of the proposed Mobile Home Park intended for Roswell Ready Mix employee housing is compatible with the surrounding rural residential. The RV Park will be a low-impact residential/commercial use in the primarily commercial/residential mix South Main Street Corridor.

REQUEST FOR VARIANCES FOR ACCESS AND FENCE

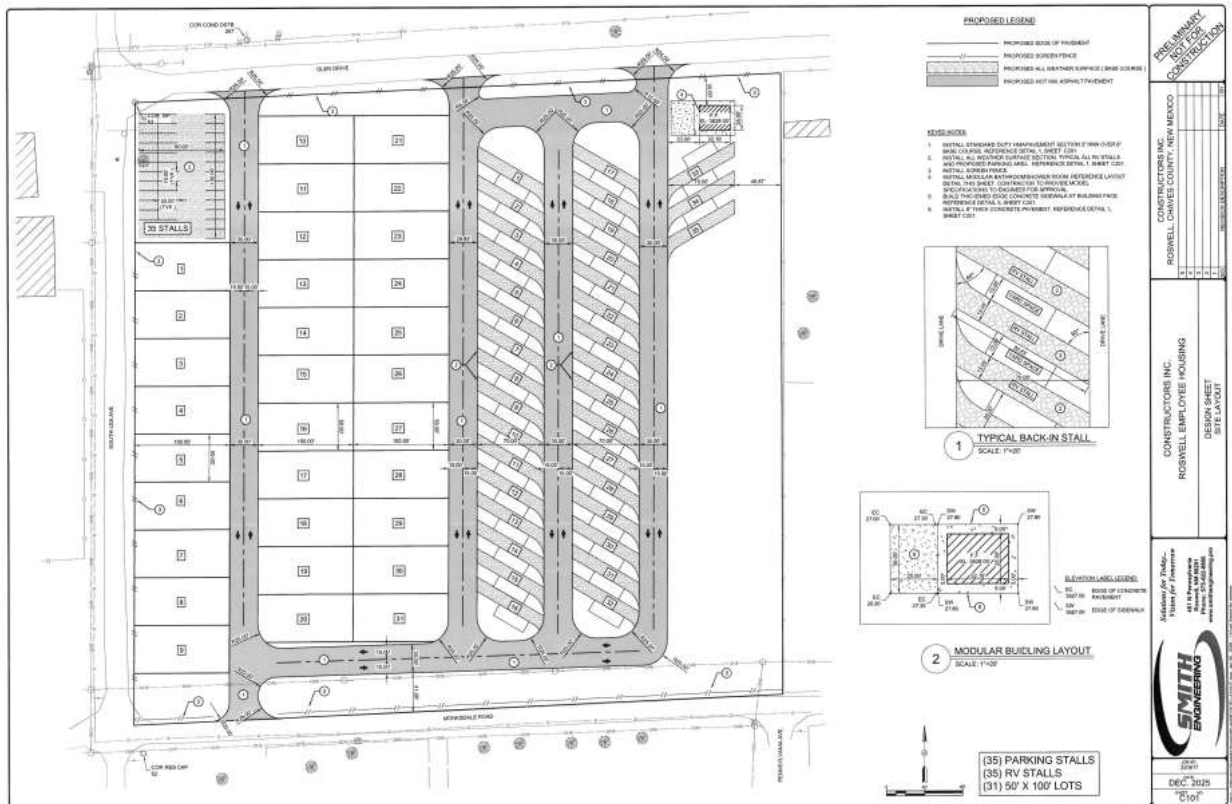


EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-26-0007 REQUEST FOR VARIANCES FOR ACCESS AND FENCE

9. The property under consideration is located outside FEMA designated Flood Hazard Zones.
10. The *2016 Comprehensive Master Plan Preferred Land Use Scenario Map* shows the property (blue star) under consideration in a low-density rural residential area contiguous to the current edge of the Municipal Boundary and near the commercial corridor on South Main Street and in future industrial corridor scenarios in an area targeted for future annexation.

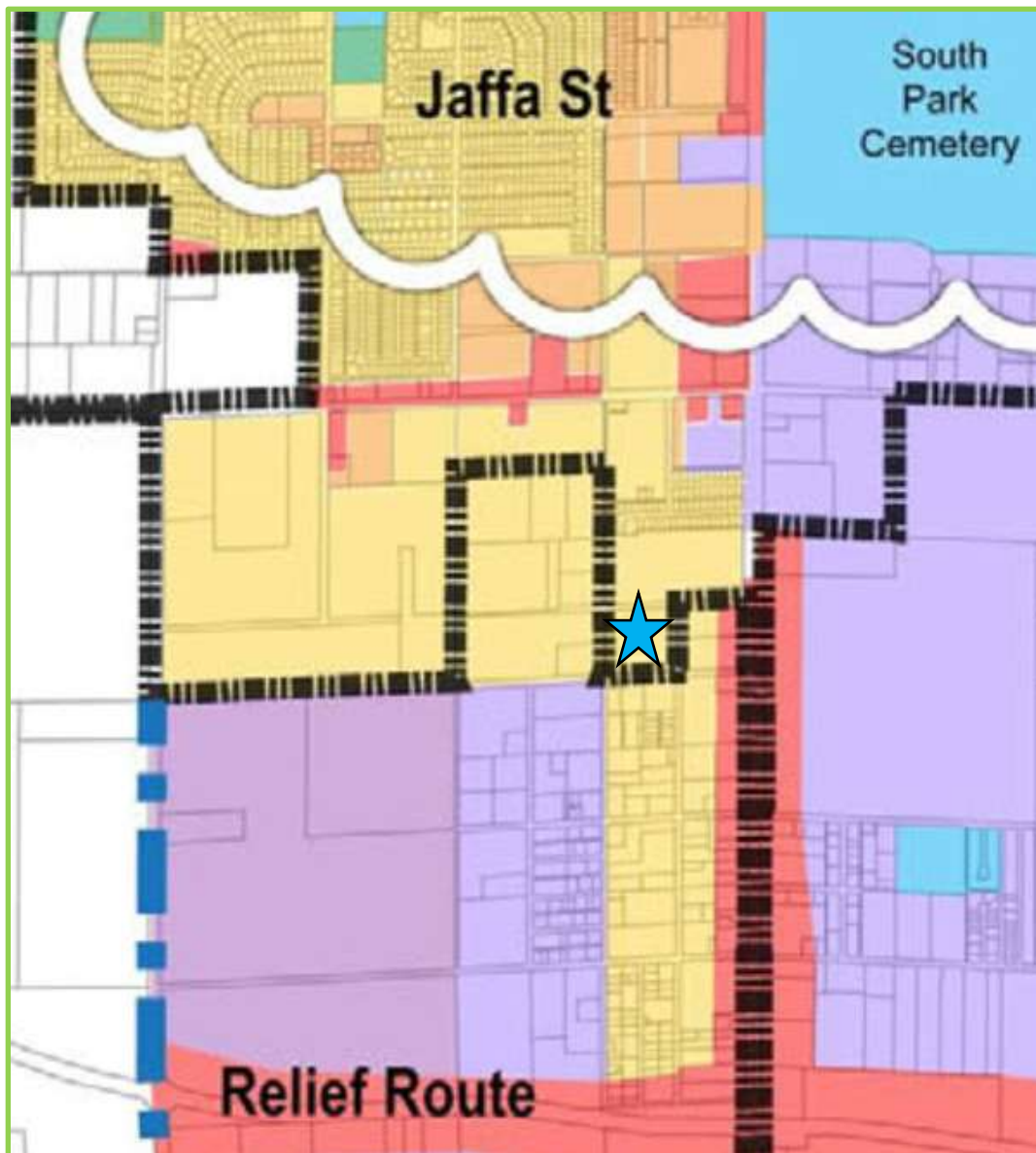


EXHIBIT B
STAFF SUMMARY FOR CASE: VAR-26-0007
REQUEST FOR VARIANCES FOR ACCESS AND FENCE

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. The property under consideration is currently within the jurisdiction of the City of Roswell, New Mexico.
5. Roswell Planning & Zoning Commission has jurisdiction to review this application and render a final decision.
6. 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.
7. The property under consideration is located within the X Flood Hazard Zone designated by FEMA.
8. Zoning Ordinance Article 3 Section 10 A. "The Planning & Zoning Commission may approve a variance to the zoning requirements for a property if the reason for the requested variance is due to the property being of exceptional narrowness, shallowness, shape, or having topographical or other extraordinary conditions which prevent the property owner from being able to comply with the zoning requirements and, if the strict application of this Ordinance would result in a peculiar, exceptional, or undue hardship, as opposed to a mere inconvenience upon the property owner." A public hearing held by the Planning and Zoning Commission is required per Section 10 C.
9. Section 10 D. states "The Planning and Zoning Commission shall decide whether or not to approve a variance request based on all oral and written statements from the applicant, the public, the City Staff, and its own members. The Planning and Zoning Commission shall also consider the effect of the proposed variance

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-26-0007 REQUEST FOR VARIANCES FOR ACCESS AND FENCE

upon, neighborhood traffic, the public health, safety, and welfare of the community. The Planning and Zoning Commission shall not approve a variance unless it is satisfied that the request will alleviate some unusual hardship, is consistent with the general intent of this Ordinance, that it conforms to the Comprehensive Master Plan – City's Land Use Plan, and that it is in the public interest and in not solely in the interest of the applicant."

10. Section 10 E. states "Limitations, Amendments, and Revisions. The Planning and Zoning Commission may approve, deny, or table a variance request for not more than one regularly scheduled Commission meeting or for a period of time specified at the public hearing. The Planning and Zoning Commission may stipulate conditions and restrictions upon the property benefited by the variance as may be necessary to comply with the standards set forth in this Ordinance, to reduce or minimize the adverse effect the variance may have upon adjacent properties, and to ensure consistency with the general intent of this Ordinance."
11. Zoning Ordinance ARTICLE 22: MHC Manufactured/Mobile Home Community District provides standards and requirements for RV Park development. Article 22 Section 5. D. Access to the Site "Direct vehicular access to the park shall be provided by means of abutting collector or arterial street."
12. Zoning Ordinance ARTICLE 46: RVP Recreational Vehicle provides standards and requirements for RV Park development. Article 46 Section 2. D. Access to the Park. "Direct vehicular access to the park shall be provided by means of abutting collector or arterial street."
13. Zoning Ordinance ARTICLE 22: MHC Manufactured/Mobile Home Community District provides standards and requirements for RV Park development. Article 22 Section 5. C. Fencing, screening and landscaping. "The MHC shall place 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 planted with a density equaling the opacity and height of a solid fence or wall; or any combination thereof at all perimeter lot lines of the park. Landscaping shall be provided in accordance with this Ordinance."
14. Zoning Ordinance ARTICLE 46: RVP Recreational Vehicle provides standards and requirements for RV Park development. Article 46 Section 2. C. Fencing, screening and landscaping. "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

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-26-0007 REQUEST FOR VARIANCES FOR ACCESS AND FENCE

planted with a density equaling the opacity and height of a solid fence or wall; or any combination thereof at all perimeter lot lines of the park. Landscaping shall be provided in accordance with this Ordinance."

15. Granting of the variances would not be detrimental to the surrounding rural vacant and residential land use or the rural commercial corridor on South Main Street and would allow reasonable access on a paved local road with direct access to a Principal Arterial.
16. Granting the variance to waive the fence between the MHC and RVP Zoning Districts on land under common ownership will expedite the development and allow for shared access for residents as well as emergency vehicles.
17. Granting the Variances may be in the public interest to transform 10 acres of vacant land into a productive and tax revenue-generating property while providing much needed housing and RV sites for the city and region's growing employment as well as events and tourism industry.

VI. Legal Standards:

1. The legal standard in New Mexico for granting a variance is primarily governed by zoning ordinances and case law interpreting those ordinances. Variances are extraordinary exceptions to zoning regulations and are granted only under peculiar and exceptional circumstances. **The applicant must demonstrate that strict enforcement of the zoning ordinance would result in unnecessary hardship due to special conditions unique to the property.** Additionally, the requested variance must not undermine the general zoning scheme or create adverse effects on the community.
2. Variances are not intended to alleviate personal problems or inconveniences of property owners but must address issues affecting the property itself. *Id.* **The ultimate question in determining whether to grant a variance is whether the applicant has shown "unnecessary hardship," which requires demonstrating that the parcel is distinguishable from other properties subject to the same zoning restrictions and that the requested variance is appropriate.**
Downtown Neighborhoods Ass'n v. City of Albuquerque, 109 N.M. 186 (1989).

EXHIBIT B

STAFF SUMMARY FOR CASE: VAR-26-0007 REQUEST FOR VARIANCES FOR ACCESS AND FENCE

VII. Action by the Planning & Zoning Commission:

Unless evidence to the contrary is introduced in the public hearing, based on the Land Use and Zoning Considerations, Findings of Fact, materials provided, and testimony, it is recommended that the **Planning and Zoning Commission introduce a motion and vote to approve or deny Zoning Case VAR-26-0007.**

EXHIBIT C.1: ZOC-26-0008 AND VAR-26-0007
LETTER NOTIFYING SURROUNDING PROPERTY OWNERS
(Page 1 of 2)

LETTER SENT VIA CERTIFIED MAIL ON January 16, 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 CASES
ZOC-26-0008 AND VAR-26-0007

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 Cases ZOC-26-0008 and VAR-26-0007**. 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 REQUESTS:

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).

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.

PROPERTY OWNER: KS&G CORPORATION

PROPERTY LOCATION: 300 GLEN DRIVE

LEGAL SUMMARY: BRASHER REPLAT Tract: B BK:813 PG:683 QCD

The City of Roswell Planning and Zoning Commission will hear public comments on the above zoning cases on Date: **TUESDAY, FEBRUARY 3, 2026 at 10:00 a.m. in the City of Roswell 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 in person or online at the hearing.

EXHIBIT C.1: ZOC-26-0008 AND VAR-26-0007 LETTER
NOTIFYING SURROUNDING PROPERTY OWNERS
(Page 2 of 2)

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.

The **information packet** for these zoning cases will be available no later than 5:00 p.m., on **Friday, January 30, 2026**, 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
Senior Planner

Esperanza DeLeon

Esperanza DeLeon
Planner II

(Area of Notification Map attached)

ANEXO C.2: ZOC-26-0008 Y VAR-26-0007
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 16 DE ENERO DE 2026 A LOS PROPIETARIOS DE LAS
PROPIEDADES CIRCUNDANTES



DEPARTAMENTO DE DESARROLLO COMUNITARIO
400 W 2nd Street
Roswell, NM 88201
Teléfono: (575) 637.6280

RE: AVISO DE AUDIENCIA PÚBLICA para el CASO DE ZONIFICACIÓN
ZOC-26-0008 AND VAR-26-0007

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 ZOC-26-0008 y VAR-26-0007**. 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:

CASE ZOC-26-0008

Solicitud de cambio de zonificación de 9,37 acres de R-1 Residencial a MHC Comunidad de viviendas prefabricadas (5 acres) y RVP Parque recreativo (4,37 acres).
300 Glen Dr

CASE VAR-26-0007

Solicitud de variación para el acceso desde Glen Dr (calle local) y solicitud de variación para eximir del requisito de vallado entre los distritos RVP y MHC.
300 Glen Dr

PROPIETARIO: KS&G CORPORATION

UBICACIÓN DE LA PROPIEDAD: 300 GLEN DR

RESUMEN LEGAL: BRASHER REPLAT Parcela: B BK:813 PG:683 QCD

La Comisión de Planificación y Zonificación de la Ciudad de Roswell escuchará los comentarios públicos sobre los casos de zonificación anteriores del la Fecha: **MARTES 3 DE FEBRERO DE 2026 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.

ANEXO C.2: ZOC-26-0008 y VAR-26-0007
CARTA DEL VAR EN LA QUE SE NOTIFICA A LOS PROPIETARIOS
DE LAS PROPIEDADES CIRCUNDANTES
(Página 2 de 2)

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.

El **paquete** de información para estos casos de zonificación estará disponible a más tardar a las 5:00 p.m., el **viernes 30 de enero 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, 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
Planificador Senior

(Mapa del Área de Notificación adjunto)

Esperanza DeLeon

Esperanza DeLeon
Planificador II

EXHIBIT D: CASE ZOC-26-0008

EXHIBIT D: CASE VAR-26-0007

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

300 GLEN DRIVE IN ROSWELL NM

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).

CASE VAR-26-0007

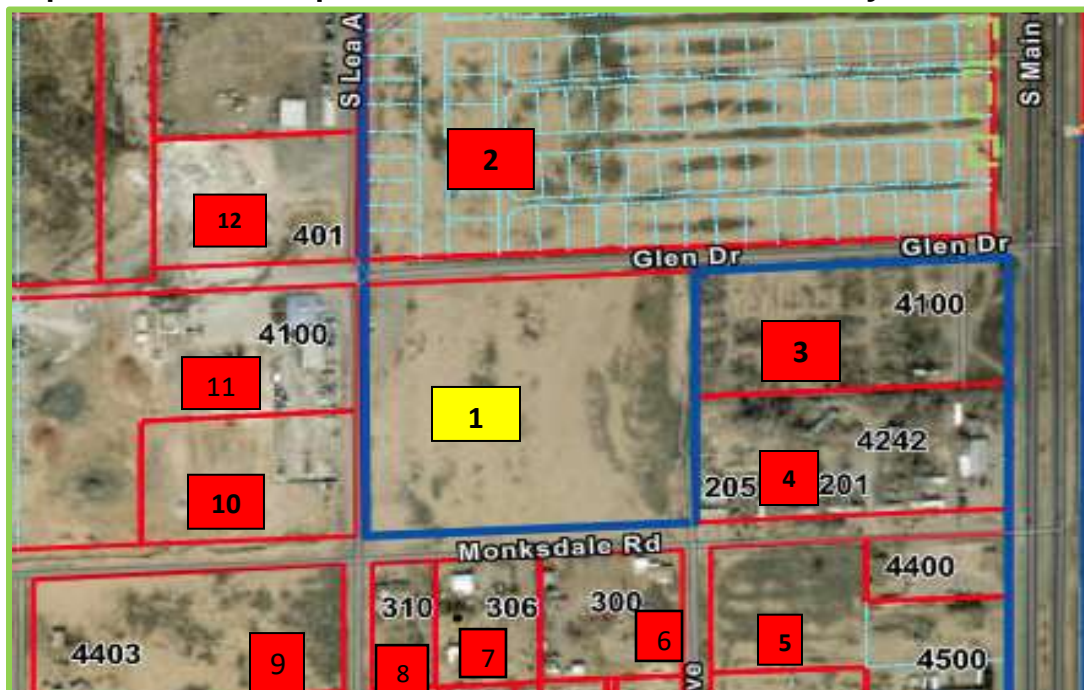
Request Variance for access off of Glen Dr (Local Street) & Request Variance to waive requirement of fence between the RVP and MHC districts.

CASO ZOC-26-0008

Solicitud de cambio de zona de 9,37 acres de R-1 Residencial a MHC Comunidad de viviendas prefabricadas (5 acres) y RVP Parque recreativo (4,37 acres).

CASO VAR-26-0007

Solicitud de variación para el acceso desde Glen Drive (calle local) y solicitud de variación para eximir del requisito de valla entre los distritos RVP y MHC.



PROPERTY UNDER CONSIDERATION / PROPIEDAD BAJO CONSIDERACIÓN



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

EXHIBIT E: ZOC-26-0008 AND VAR-26-0007 – NOTIFICATION AREA ADDRESSES

1 (Vacant Lot)

KS&G CORPORATION
300 Glen Dr
Roswell, NM 88203

KS&G Corporation
1532 La Vina Ct
Carlsbad, NM 88220

Smith Engineering Company
Att: Scott Hicks PE VP
401 N Pennsylvania Ave
Roswell NM 88201

2 (Vacant Lot)

Lopez, Erica
9425 W San Miguel Ave
Glendale, AZ 85305

3

Monk, Linda Mae; ETAL
1303 Regents CT
Roswell, NM 88201

4

Nunez, Tirso N; Nunez Laura A
OR CURRENT OWNER
4242 S Main St
Roswell, NM 88203

Nunez, Tirso N; Nunez Laura A
1906 S Main St
Roswell, NM 88203

5

Dickman, Ronald D; Dickman Ronald A
4500 S Main St
Roswell, NM 88203

6

Johnson, Dusty & Sharon; Beeman,
Johnson, Johns, ETAL
OR CURRENT PROPERTY OWNER
300 Monksdale Rd
Roswell, NM 88203

Johnson, Dusty & Sharon; Beeman,
Johnson, Johns, ETAL
PO BOX 6119
Roswell, NM 88202-6119

7

Johnson, Travis
OR CURRENT PROPERTY OWNER
306 Monksdale Rd
Roswell, NM 88203

Johnson, Travis
300 Monksdale Rd
Roswell, NM 88203

8

Garcia, Rafael
310 Monksdale Rd
Roswell, NM 88203

9

Stewart, Danny Ray; Stewart, Jerry Lee;
Stewart, Jacklynn Marie
OR CURRENT PROPERTY OWNER
4403 Christian Ave
Roswell, NM 88203

Stewart, Danny Ray; Stewart, Jerry Lee;
Stewart, Jacklynn Marie
PO BOX 674
Roswell, NM 88202

10, 11, 12,
Roswell Ready Mix, INC
OR CURRENT PROPERTY OWNER
4100 S Lea Ave
Roswell, NM 88203

Roswell Ready Mix, INC
3003 S Boyd Dr
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ROSSELL, CHAVES COUNTY, NEW MEXICO

CONSTRUCTORS INC.
ROSSELL EMPLOYEE HOUSING

GENERAL SHEET
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DATE	BY
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REVISION DESCRIPTION

No.

PRELIMINARY
NOT FOR
CONSTRUCTION