



P&Z 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.