

MINUTES OF THE REGULAR MEETING OF THE

**City of Carlsbad
Planning & Zoning Commission**

Monday, March 5, 2018, at 5:00 p.m.

**Meeting Held in the Annex Planning Room
114 S. Halagueno**



CITY OF CARLSBAD
CARLSBAD, NEW MEXICO

PLANNING AND ZONING COMMISSION

Monday, March 5, 2018 at 5:00 PM
Municipal Annex 114 S. Halagueno Street
Planning Room

1. Roll call of voting members and determination of quorum.
2. Approval of Agenda.
3. Approval of Minutes from the Meeting held February 5, 2018.
4. Consider approval of a Preliminary Plat Farmview Phase 6.
5. Consider approval of a Final Plat for Petroleum Park Unit Four.
6. Consider a final plat for Ocotillo Elementary School Subdivision 4, containing 4 lots.
7. Consider an Appeal (Variance) for a sign height of 50' at 2301 W. Lea Street.
8. Consider an Appeal (Variance) for side setback at 1018 N. Howard Street zoned R-1 Residential.
9. Consider recommendation for a Zone Change from "C-2" Commercial to "R-1" Residential at 2602 San Jose Blvd.
10. Report regarding Summary Review Subdivisions.
11. Adjourn.

If you require hearing interpreter, language interpreters or auxiliary aids in order to attend and participate in the above meeting, please contact the City Administrator's office at (575) 887-1191 at least 48 hours prior to the scheduled meeting time.

MINUTES OF A REGULAR MEETING OF THE CITY OF CARLSBAD PLANNING & ZONING COMMISSION HELD IN THE MUNICIPAL ANNEX PLANNING ROOM, 114 S. HALAGUENO STREET, MARCH 5, 2018, AT 5:00 P.M.

VOTING MEMBERS PRESENT:

**JAMES KNOTT
JAMES MCCORMICK
BRIGIDO GARCIA
BRAD NESSER**

**CHAIRPERSON
COMMISSION SECRETARY
COMMISSIONER
COMMISSIONER**

VOTING MEMBERS ABSENT:

LASON BARNEY

COMMISSIONER

EX-OFFICIO MEMBERS PRESENT:

**JEFF PATTERSON
GEORGIA GOAD
PAT CASS
RON MYERS**

**PLANNING DIRECTOR
PLANNING DEPUTY DIRECTOR
DIRECTOR OF STREETS
DIRECTOR OF UTILITIES**

SECRETARY PRESENT:

PATTIE PISTOLE

**PLANNING AND REGULATION
DEPARTMENT SECRETARY**

OTHERS PRESENT:

**GEORGE DUNAGAN
VALERIE MURRILL
CLAYTON T. HUBER
BILL MURRILL
TRES HICKS
JONATHAN CAREY
MARCUS HILL
SCOTT HICKS
KENT THURSTON
KENNETH THURSTON
VALERIE HERNANDEZ
SHAUN BOX
DON OWEN
KEVIN KUENZLER
OFFICER C. GARCIA**

**212 W. STEVENS
PO BOX 3142
PO BOX 3142
1211 E. WOOD
HOBBS, NM
HOBBS, NM
CLOVIS, NM
ROSWELL, NM
LAS CRUCES, NM
LAS CRUCES, NM
407 W. PRESIDIO
1018 N. HOWARD
408 N. CANYON
1017 W. HOWARD
101 N. HALAGUENO**

Time Stamps and headings below correspond to recording of meeting and the recording is hereby made a part of the official record.

0:00:00 Start Recording [4:59:11 PM]

0:00:01 **1. Roll call of Voting Members and Determination of Quorum.**

Roll was called, confirming the presence of a quorum of commission members. The following members were present—Mr. McCormick, Mr. Knott, Mr. Garcia; Absent— Mr. Nesser, Mr. Barney. (Mr. Nesser arrived at 5:02 p.m., just after the vote to approve the Agenda.)

0:00:26 **2. Approval of Agenda.**

It was noted that the address on Item 9 is actually 2602 San Jose, and there were corrections to the packet—on p. 29 Mesa Properties is C-2, not C-1, and wording regarding water and sewer and drainage was to be deleted. **Mr. Knott** made a motion to approve the corrected Agenda; **Mr. Garcia** seconded the motion. The vote was as follows: **Yes—Mr. McCormick, Mr. Knott, Mr. Garcia**; **No—None**; **Abstained—None**; **Absent—Mr. Barney, Mr. Nesser**. The motion carried. (Mr. Nesser arrived at 5:02 p.m., just after the vote to approve the Agenda.)

0:02:56 **3. Approval of Minutes from Meeting held February 5, 2018.**

Mr. McCormick made a motion to approve the Minutes; **Mr. Garcia** seconded the motion. The vote was as follows: **Yes—Mr. Nesser, Mr. McCormick, Mr. Knott, Mr. Garcia**; **No—None**; **Abstained—None**; **Absent—Mr. Barney**. The motion carried.

0:03:21 **4. Consider approval of a Preliminary Plat Farmview Phase 6.**

Mr. Thurston was on hand to answer any questions about the plat. **Mr. Patterson** explained that the plat is for 114 new single-family residential lots on 45 acres. The plat includes five new streets with curbs, gutters, and sidewalks. All the lots meet the lot-size requirement, but several have less than 75 feet for the front setback. It was discussed that in the past minor issues such as this were not required to get a separate variance, but were just included on the approved plat. **Mr. Patterson** added that they are waiting for the Master Grading & Utility plans from the engineers. The plat will not be signed until everything has been received and meets all requirements. **Mr. Thurston** stated that they had had several meetings with staff and utilities to work out things for final approval prior to applying for a building permit. He said none of the lots have less than 68' for the front setback, which is normally 75'.

There was no public comment. **Mr. McCormick** motioned to approve the Preliminary Plat. **Mr. Garcia** seconded the motion. The vote was as follows: **Yes—Mr. Nesser, Mr. McCormick, Mr. Knott, Mr. Garcia**; **No—None**; **Abstained—None**; **Absent—Mr. Barney**. The motion carried.

0:16:14 **5. Consider approval of a Final Plat for Petroleum Park Unit Four.**

Ms. Murrill, Mr. Dunagan, Mr. Murrill, Mr. Hicks, and Mr. Carey came forward to present the plat for approval. **Mr. Patterson** said that they met last week to discuss issues and how to fix them going forward. An upgraded Drainage and Grading Report needs to be submitted to show how the drainage will be rerouted. The plat will not be signed without the updated report from Pettigrew. A letter of credit has already been submitted. He said staff recommends approval, provided the conditions are met.

There was no public comment. **Mr. Knott** made a motion to approve the Final Plat with conditions, and **Mr. Nesser** seconded. The vote was as follows: **Yes—Mr. Nesser, Mr. McCormick, Mr. Knott, Mr. Garcia**; **No—None**; **Abstained—None**; **Absent—Mr. Barney**. The motion carried.

0:30:05 **6. Consider a Final Plat for Ocotillo Elementary School Subdivision 4, containing 4 lots.**

Mr. Owen and **Mr. Hicks** were present to submit the plat. **Ms. Goad** explained this had been BLM land, and though it had already been built on, it still needed to be sub-divided. There is no intention to sell any of the lots, and it had to be approved all the way to Washington, D.C. **Mr. Hicks** said that there is a right of way in the back. They are dedicating the road on the north and east to the City. Rights of way are shown for the roads already there. Drainage passes under the road, and there is a buffer zone on the bottom. **Ms. Goad** explained that the City administration wrote a letter intending to take over Captain Williams Lane and Jed Howard Loop. It is all very straight-forward and is called a preliminary final because everything is already built. Lot 4 is owned by the school district, intended for drainage and never to be built on. The 'no-build zone' is noted on the plat.

There was no public comment. **Mr. Garcia** made a motion to approve the Final Plat; **Mr. McCormick** seconded the motion. The vote was as follows: **Yes—Mr. Nesser, Mr. McCormick, Mr. Knott, Mr. Garcia**; No—None; Abstained—None; Absent— **Mr. Barney**. The motion carried.

0:41:48 **7. Consider an Appeal (Variance) for a sign height of 50' at 2301 W. Lea Street.**

Mr. Hill, from Clovis Signs, attended the meeting to answer any questions. The variance is for two 50' signs (rather than 35' signs) on the northwest and southeast corners of the Allsups parking lot, so the truck drivers can see them better. Building permits must be obtained before construction.

There was no public comment. **Mr. Nesser** made a motion to approve the Variance, and **Mr. Garcia** seconded the motion. The vote was as follows: **Yes—Mr. Nesser, Mr. McCormick, Mr. Knott, Mr. Garcia**; No—None; Abstained—None; Absent— **Mr. Barney**. The motion carried.

0:52:34 **8. Consider an Appeal (Variance) for side setback at 1018 N. Howard Street zoned R-1 Residential.**

Mr. Box wants to put a two-story addition on his home, which normally requires a setback of 7.5 feet (due to the increased height). He wants to have a six-foot setback, which is a variance of 1.5 feet, so that the sides of the addition and his home will be even.

There was no public comment. **Mr. Garcia** made a motion to approve the Variance; **Mr. McCormick** seconded the motion. The vote was as follows: **Yes—Mr. Nesser, Mr. McCormick, Mr. Knott, Mr. Garcia**; No—None; Abstained—None; Absent— **Mr. Barney**. The motion carried.

0:58:25 **9. Consider recommendation for a Zone Change from "C-2" Commercial to "R-1" Residential at 2602 San Jose Blvd.**

Ms. Hernandez wants to build a residence on the property, but cannot secure funding without the zone change. After her great-grandmother passed, the property was rezoned and the house was torn down. She didn't realize there was a problem until she tried to get funding to rebuild.

There was no public comment. **Mr. Garcia** motioned to recommend approval of the Zone Change to the City Council. **Mr. Nesser** seconded the motion. The vote was as follows: **Yes—Mr. Nesser, Mr. McCormick, Mr. Knott, Mr. Garcia**; No—None; Abstained—None; Absent— **Mr. Barney**. The motion carried.

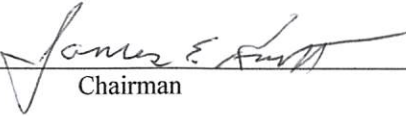
1:03:27 **10. Report regarding Summary Review Subdivisions.**

There were no questions regarding plats in the report.

1:06:32 **11. Adjourn.**

There being no further business, the meeting was adjourned.

1:06:48 Stop Recording [6:06:07 PM]



Chairman

4-2-18
Date