



**AGENDA
PLANNING & ZONING COMMISSION
BERT CABINESS GOVERNMENT CENTER ASSEMBLY ROOM
3:00 PM APRIL 11, 2018**

I. ROUTINE MATTERS

1. Declare a Quorum
2. Approval of Agenda
3. Approval of Minutes of November 8, 2017 (Pages 1-4)

II. OLD BUSINESS

III. NEW BUSINESS

- A. PRELIMINARY PLAT APPROVAL OF SHRADER SUBDIVISION, A TRACT OF LAND IN THE NORTHWEST QUARTER OF SECTION 5 T2N R36E, N.M.P.M. CITY OF CLOVIS, CURRY COUNTY, NEW MEXICO. SAID TRACT CONTAINS 6 LOTS IN 13.89 ACRES OF LAND.

Name of Owner/Applicant: Jon & Amanda Shrader of 1301 Llano Estacado Boulevard, Clovis, New Mexico 88101.

Consulting Engineer: Chad Lydick - P.O. Box 728, Clovis, New Mexico (Pages 5-12)

IV. REPORTS OF COMMITTEES, OFFICERS AND COMMISSION

- A. Update on Uniform Development Code

V. FUTURE AGENDA ITEM

VI. DISCUSSION ITEM

VII. ADJOURNMENT

VI. STUDY SESSION

DATE AND TIME OF NEXT SCHEDULED MEETING OF THE PLANNING AND ZONING COMMISSION – May 9, 2018 at 3:00 P.M. ASSEMBLY ROOM, MUNICIPAL BUILDING.

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 the City Clerk at 321 Connelly 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 321 Connelly if a summary or other type of accessible format is needed.

STATE OF NEW MEXICO)
COUNTY OF CURRY) SS
CITY OF CLOVIS)

The Clovis Planning and Zoning Commission met in Regular Session on Wednesday, April 11, 2018 at 3:00 PM in the Assembly Room of the Bert Cabiness City Government Building in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of the City with the following members present:

Present: Chairman Candace Morrison
 Vice Chairman Marcus Smith
 Commissioner Belcher
 Commissioner Juan Garza
 Commissioner Vincent Soule
 Commissioner Don David
 Commissioner Carolyn Spence

Also present: Justin Howalt, City Manager
 Terry Martin, Building Safety Inspector
 Claire Burroughes, Assistant City Manager
 Dave Richards, City Attorney

Absent: Clint Bunch, Public Works Director
 Doug Ford, Clovis Police Chief
 Allan Silvers, Clovis Fire Department
 Pete Wilt, Building Safety Director
 Louis Gordon, Planning & Zoning Administrator
 Donna Muscato, Admin. Assistant Building Safety Department

Visitors: Dr. & Mrs. David Hudson

AGENDA ITEM I– ROUTINE MATTERS

- A. To begin the meeting, roll was called and a quorum of 7-0 was declared.
- B. **Commissioner Juan Garza** moved to approve the agenda and **Commissioner Marcus Smith** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 7-0.
- C. **Commissioner Connie Belcher** moved to approve the November 8, 2017 minutes and **Commissioner Juan Garza** seconded the motion. With all commissioners voting in the

affirmative, and **Commissioners Vincent Soule and Commissioner Don David** abstaining, the motion passed with a vote of 5-0.

AGENDA ITEM II – OLD BUSINESS

None

AGENDA ITEM III – NEW BUSINESS

A. PRELIMINARY PLAT APPROVAL OF SHRADER SUBDIVISION, A TRACT OF LAND IN THE NORTHWEST QUARTER OF SECTION 5 T2N R36E, N.M.P.M. CITY OF CLOVIS, CURRY COUNTY, NEW MEXICO. SAID TRACT CONTAINS 6 LOTS IN 13.89 ACRES OF LAND.

Name of Owner/Applicant: Jon & Amanda Shrader of 1301 Llano Estacado Boulevard, Clovis, New Mexico 88101

Consulting Engineer: Chad Lydick, P.O. Box 728, Clovis, New Mexico 88101

Chad Lydick, the consulting engineer for the applicant came forward to present the application for the Shrader Preliminary Subdivision consisting of 6 lots in 13.9 acres of land. The land belongs to Dr. Shrader. Commissioner Spence asked if she needed to declare conflict of interest in relation to the Dr. Shrader request. Mr. Richards advised knowing him, or being a patient, does not disqualify you. If you have a business relationship, you need to advise regarding the business relationship, and whether it will impact your ability to make a decision regarding the matter. Commissioner Belcher said she sees Dr. Shrader's patients through his position with the Retirement Ranch but did not consider it a conflict.

Mr. Chad Lydick was sworn in. He advised everyone had been provided a write up regarding the subdivision, and the plat itself. He did not think there was anyone here, except Commissioner Garza, who had been there when the subdivision originally came before them. It was previously proposed by the owners in 2009, then Christi Hartley. A lot of the neighbors were there at the time, and some compromises were made, as outlined in the plat. It was approved by the commission and the City Commission. The new owners, Dr. Shrader and his wife, are bringing it forward in the same format as what was originally granted. All public utilities are adjacent to the subdivision. The southwest corner sanitary sewer line is 372 feet south of the proposed development, but there is an easement in place to run the line to the southwest corner of the subdivision, to provide sewer line to each tract. There is a water line that can be looped for domestic, commercial and fire usage.

Shrader Drive will be constructed to city standards, and will be dedicated to the city for maintenance once city construction standards are met. The lots adjacent to Llano will not have separate entrances. The only access onto Llano will be at Shrader Drive and there will be a frontage drive and an exit only on the east side. The commercial lots will have to be permitted for usage, and each tract will be responsible for storm water management.

There is a retention basin that will be constructed for the runoff on Shrader Drive. The property owner on the south had some concerns that storm water may enter his property, which is why the retention basin was put in place.

Runoff flows from northwest to southeast. Shrader Drive will reflect more runoff as it is improved paving. The only runoff will be lots 5 and 6, which are quite large and single family residential tracts.

Commissioner Smith asked why the entrance to the commercial areas was going to be on the front of each tract, instead of the back. Mr. Lydick asked how you would get to the road on the back from Llano. Mr. Lydick said they were there for business appeal, and then onto the parking lots. Mayor Pro Tem Garza exampled the west side of Main Street on Llano. Mr. Lydick said NMDOT likes to limit the number of entrances onto their roads.

Commissioner Belcher noted the properties would face north and asked if the property owner gets to name the street. Mr. Lydick said they do provide a suggestion to the City. If there is no conflict, the city grants the request.

Commissioner Spence said Goodwin Trails is at the back of the area. She asked who owns the Land & Cattle property in the area. Mr. Lydick said that area was not tied to the Hartleys, and their property entrance is from Sunset Drive to the west. She asked if anything could affect Goodwin Trails. Mr. Lydick said this is built for a 25 year, 1 hour storm. There is a chance you could have two 100 year storms back to back, but they do not design to that.

Dr. Hudson at 1505 E. Llano Estacado advised they were neighbors to the Shraders. They received the letter regarding the public hearing. They are in support of it, and do not have any concerns. Commissioner Belcher said Dr. Shrader's house faces to the north, and he will look to the back. She felt the traffic flow for people trying to pull off from Llano and then onto the little road, would be problematic. Mr. Richards advised tract number 4 will be a business and 1-4 are all commercial.

Commissioner Spence said the notices sent out for people in 100 feet, doesn't include the roadway, the people across the street did get notice. Mr. Richards said that was correct and no one had complained regarding the subdivision. Commissioner Spence wondered what they would do with living behind the commercial. Mr. Lydick said they were going to build houses, single family residential.

Mayor Pro Tem Garza moved for approval based on staff's recommendation; Commissioner David seconded the motion. Upon a roll call vote, with all voting in the affirmative, the motion carried unanimously.

Chairman Morrison advised this would go to the next commission meeting.

AGENDA ITEM 1V – REPORTS OF COMMITTEES, OFFICERS AND COMMISSION

A UPDATE ON UNIFORM DEVELOPMENT CODE (Pgs 72-159)

Mr. Richards advised regarding the matter. Mr. Gordon has reviewed the other sections. The legislature passed legislation regarding small cells, so staff will revisit that and make sure what is proposed will coordinate with the new legislation. The cellular lobby prevailed to take away from the cities franchise rights for small cells. This comes into effect in September, and they will pay an annual fee of \$50.00 and not a franchise fee. The NMML opposed this. The revenue stream from cellular fees will be impacted in the future.

Mr. Wilt and Mr. Gordon are absent today. Mr. Richards asked the commission to review the document before the next meeting.

Commissioner Spence said the large towers have caused dead zones in some areas. It did not look like that would impact a neighborhood or community. Mr. Richards said part of it is technology advancing faster than regulation. When the towers were erected, the state of

the industry was to build high and cover as much area as possible. The tower by Mental Health is a 180 foot tower. Now it is small cells that can be put on light posts. You can hang them on an electrical cable and on Norris they have poles with electrical service and you can put a small cell on it and it looks like a junction box. Cell towers are not going to be a problem in the future because they are not going to exist.

AGENDA ITEM V – FUTURE AGENDA ITEM

None

AGENDA ITEM VI – DISCUSSION ITEM

None

AGENDA ITEM VII – STUDY SESSION

None

AGENDA ITEM VIII – ADJOURNMENT

There being no further business to come before the committee, the Regular Session meeting was adjourned with the consensus of the committee at 3:24 PM.

**DATE, TIME AND PLACE OF NEXT SCHEDULED MEETING OF THE
PLANNING AND ZONING COMMISSION:**

Regular Session – **May 9, 2018 at 3:00 PM**
ASSEMBLY ROOM, BERT CABINESS CITY GOVERNMENT CENTER

Chair

Secretary



**AGENDA
PLANNING & ZONING COMMISSION
BERT CABINESS GOVERNMENT CENTER ASSEMBLY ROOM
3:00 PM JUNE 13, 2018**

I. ROUTINE MATTERS

1. Declare a Quorum
2. Approval of Agenda
3. Approval of Minutes of April 11, 2018 (Pages 1-5)

II. OLD BUSINESS

III. NEW BUSINESS

- A. RE PLAT APPROVAL OF PROPOSED PLAT OF A PART OF LOT 1 AMENDED PLAT NORTH PLAINS MALL SUBDIVISION, A TRACT OF LAND IN THE SOUTHWEST QUARTER OF SECTION 5 T2N R36E, N.M.P.M. CITY OF CLOVIS, CURRY COUNTY, NEW MEXICO. SAID TRACT CONTAINING 31,567 SQUARE FEET OR 0.7247 ACRES OF LAND.

Name of Applicant: Red Plains Surveying Company for Taco Bell, 1917 S Harvard Avenue, Oklahoma City, OK 73102

Consulting Engineer: Farley & Farley; Mr. Leroy Farley, 6478 Park Circle, Joplin MO 64801 (Pages 6-17)

IV. REPORTS OF COMMITTEES, OFFICERS AND COMMISSION

- A. Update on Uniform Development Code

V. FUTURE AGENDA ITEM

VI. DISCUSSION ITEM

VII. ADJOURNMENT

VI. STUDY SESSION

DATE AND TIME OF NEXT SCHEDULED MEETING OF THE PLANNING AND ZONING COMMISSION – July 11, 2018 at 3:00 P.M. ASSEMBLY ROOM, MUNICIPAL BUILDING.

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STATE OF NEW MEXICO)
COUNTY OF CURRY) SS
CITY OF CLOVIS)

The Clovis Planning and Zoning Commission met in Regular Session on Wednesday, June 13, 2018 at 3:00 PM in the Assembly Room of the Bert Cabiness City Government Building in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of the City with the following members present:

Present: Vice Chairman Marcus Smith
 Commissioner Belcher
 Commissioner Juan Garza
 Commissioner Vincent Soule

Also present: Justin Howalt, City Manager
 Pete Wilt, Building Safety Director
 Claire Burroughes, Assistant City Manager
 Dave Richards, City Attorney
 Louis Gordon, Planning & Zoning Administrator
 Donna Muscato, Building Safety Administrative Assistant
 Roger Dial, Deputy Police Chief

Absent: Chairman Candace Morrison
 Commissioner Carolyn Spence
 Commissioner Don David
 Clint Bunch, Public Works Director
 Doug Ford, Clovis Police Chief
 Allan Silvers, Clovis Fire Department

Visitors: None

AGENDA ITEM I– ROUTINE MATTERS

- A. To begin the meeting, roll was called and a quorum of 4-0 was declared.
- B. **Commissioner Connie Belcher** moved to approve the agenda and **Commissioner Vincent Soule** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 4-0.

- C. **Commissioner Connie Belcher** moved to approve the April 11, 2018 minutes and **Commissioner Vincent Soule** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 4-0.

AGENDA ITEM II – OLD BUSINESS

None

AGENDA ITEM III – NEW BUSINESS

A. RE PLAT APPROVAL OF PROPOSED PLAT OF A PART OF LOT 1 AMENDED PLAT NORTH PLAINS MALL SUBDIVISION, A TRACT OF LAND IN THE SOUTHWEST QUARTER OF SECTION 5 T2N R36E, N.M.P.M. CITY OF CLOVIS, CURRY COUNTY, NEW MEXICO. SAID TRACT CONTAINING 31,567 SQUARE FEET OR 0.7247 ACRES OF LAND.

Name of Applicant: Red Plains Surveying Company for Taco Bell, 1917 S Harvard Avenue, Oklahoma City, OK 73102

Consulting Engineer: Farley & Farley/Mr. Leroy Farley, 6478 Park Circle, Joplin, MO 64801

The applicant was not present, so Louis Gordon, the city's Planning & Zoning Administrator presented this item. He reported staff's recommendations accordingly: The request meets the standards of Section 18.50.1200 of the City's Subdivision Regulation for Replats and Lot Line Adjustments. All adjoining property owners within 100 feet of replat area were notified and no opposition received. There is no compelling evidence that there would be a threat to the public health, safety and welfare, which is unique to the proposed request. The proposed replat is consistent with the city's Comprehensive Plan. Commissioner Belcher asked the question as to why they were doing this replat. Mr. Gordon stated that he was not informed as to why, but would contact the applicant and then respond to all commissioners via email. After some discussion, Mr. Richards asked Mr. Gordon if he knew why this Tract was not identified as Lot 3 of the North Plains Mall subdivision and Mr. Gordon said that he would contact the Civil Engineer concerning this matter because he was not sure if the applicant intended for the Tract to remain a part of the North Plains Mall Subdivision or a replatted subdivision of its own. Commissioner Garza asked Mr. Richards if this issue would require the request to be reheard once resolved. Mr. Richards stated that was not necessary as long as the corrected Replat goes to the City Commission for final action. The motion was made by Commissioner Garza to approve the replat base on staff's recommendation. It was seconded by Commissioner Belcher. With all Commissioners voting in the affirmative, the motion passed with a vote of 4-0.

AGENDA ITEM 1V – REPORTS OF COMMITTEES, OFFICERS AND COMMISSION

A UPDATE ON UNIFORM DEVELOPMENT CODE

Mr. Gordon gave an update on the progress of the Codes stating that he spoke with the project manager, who indicated that a revised draft, to include staff and Planning and Zoning Commission comments would be here on Friday, June 15th for further review and public input. The timeframe for the final adoption of the ordinance is scheduled for October 2018.

AGENDA ITEM V – FUTURE AGENDA ITEM

None

AGENDA ITEM VI – DISCUSSION ITEM

None

AGENDA ITEM VII – ADJOURNMENT

There being no further business to come before the committee, the Regular Session meeting was adjourned with the consensus of the committee at 3:20 PM.

DATE, TIME AND PLACE OF NEXT SCHEDULED MEETING OF THE PLANNING AND ZONING COMMISSION:

Regular Session – **July 11, 2018 at 3:00 PM**
ASSEMBLY ROOM, BERT CABINESS CITY GOVERNMENT CENTER

Chair

Secretary



**AGENDA
PLANNING & ZONING COMMISSION
BERT CABINESS GOVERNMENT CENTER ASSEMBLY ROOM
3:00 PM JULY 11, 2018**

I. ROUTINE MATTERS

1. Declare a Quorum
2. Approval of Agenda
3. Approval of Minutes of June 13, 2018 (Pages 1-3)

II. OLD BUSINESS

III. NEW BUSINESS

- A. RE PLAT APPROVAL OF PROPOSED PLAT OF A PART OF LOT 1 OF THE NORTH PLAINS MALL SUBDIVISION, A TRACT OF LAND IN THE SOUTHWEST QUARTER OF SECTION 5 T2N R36E, N.M.P.M. CITY OF CLOVIS, CURRY COUNTY, NEW MEXICO. SAID TRACT CONTAINNING 48,038 SQUARE FEET OR 1.1028 ACRES OF LAND.

Name of Owner: North Plains Mall, LLC, 2809 North Prince Street, Clovis, NM 88101

Consulting Engineer: Mr. Leroy W. Farley, 6478 Park Circle, Joplin MO 64801 (Pages 4-17)

IV. REPORTS OF COMMITTEES, OFFICERS AND COMMISSION

- A. Update on Uniform Development Code

V. FUTURE AGENDA ITEM

VI. DISCUSSION ITEM

VII. ADJOURNMENT

VI. STUDY SESSION

DATE AND TIME OF NEXT SCHEDULED MEETING OF THE PLANNING AND ZONING COMMISSION – August 8, 2018 at 3:00 P.M. ASSEMBLY ROOM, MUNICIPAL BUILDING.

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STATE OF NEW MEXICO)
COUNTY OF CURRY) SS
CITY OF CLOVIS)

The Clovis Planning and Zoning Commission met in Regular Session on Wednesday, July 11, 2018 at 3:00 PM in the Assembly Room of the Bert Cabiness City Government Building in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of the City with the following members present:

Present: Chairman Candace Morrison
 Commissioner Connie Belcher
 Commissioner Juan Garza
 Commissioner Vincent Soule
 Commissioner Don David
 Commissioner Carolyn Spence

Also present: Pete Wilt, Building Safety Director
 Dave Richards, City Attorney
 Louis Gordon, Planning & Zoning Administrator
 Donna Muscato, Building Safety Administrative Assistant
 Allan Silvers, Fire Department

Absent: Vice Chairman Marcus Smith
 Justin Howalt, City Manager
 Claire Burroughes, Assistant City Manager
 Clint Bunch, Public Works Director
 Doug Ford, Clovis Police Chief

Visitors: Raymond Mondragon, Development Planner, EPCOG

AGENDA ITEM I- ROUTINE MATTERS

- A. To begin the meeting, roll was called and a quorum of 6-1 was declared.
- B. **Commissioner Don David** moved to approve the agenda and **Commissioner Juan Garza** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 6-0.

- C. **Commissioner Juan Garza** moved to approve the June 13, 2018 minutes and **Commissioner Carolyn Spence** seconded the motion. The motion passed with a vote of 3-3, with **Chairman Morrison, Commissioner David and Commissioner Spence** abstaining.

AGENDA ITEM II – OLD BUSINESS

None

AGENDA ITEM III – NEW BUSINESS

- A. RE PLAT APPROVAL OF PROPOSED PLAT OF A PART OF LOT 1 OF THE NORTH PLAINS MALL SUBDIVISION, A TRACT OF LAND IN THE SOUTHWEST QUARTER OF SECTION 5 T2N R36E, N.M.P.M. CITY OF CLOVIS, CURRY COUNTY, NEW MEXICO. SAID TRACT CONTAINING 48,038 SQUARE FEET OR 1.1028 ACRES OF LAND.**

Name of Applicant: North Plains Mall, LLC, 2809 North Prince, Clovis, NM 88101

Consulting Engineer: Mr. Leroy W. Farley, 6478 Park Circle, Joplin, MO 64801

The applicant was not present, Louis Gordon, the city's Planning & Zoning Administrator stated that he spoke with the consulting engineer who indicated that he would not be in attendance however, he would contact his client to see if they would be sending someone. Since neither was in attendance Chairman Morrison asked Louis if staff has a recommendation. He reported staff's recommendations accordingly: The request meets the standards of Section 18.50.1200 of the City's Subdivision Regulation for Replats and Lot Line Adjustments. All adjoining property owners within 100 feet of the replat area were notified. There is no compelling evidence that there would be a threat to the public health, safety and welfare, which is unique to the proposed request. The proposed replat is consistent with the city's Comprehensive Plan. Commissioner Spence asked if the replat will affect the AT&T parking. This business is just north of the proposed replat and she believes their parking is shared with the Red Lobster property. Mr. Dave Richards said that is something that the North Plains Mall owner(s) would need to work out since they own both properties. He is not familiar with any parking agreements that they may or may not have. The motion was made by Commissioner Garza to approve the replat base on staff's recommendation. It was seconded by Commissioner Belcher. With five Commissioners voting in the affirmative, and Commissioner Spence casting the negative vote, the motion passed with a vote of 5-1.

AGENDA ITEM 1V – REPORTS OF COMMITTEES, OFFICERS AND COMMISSION

A UPDATE ON UNIFORM DEVELOPMENT CODE

Mr. Gordon gave an update on the progress of the Codes. He spoke with the project manager, Mr. Kirk Bishop who indicated that they envisioned that the public review draft of the new ordinance that the city received and Louis had subsequently forwarded to all P & Z Commissioners would be the subject of a broad-based, informal public review. Once the Public Review Draft is found ready for roll-out to the public, the consultants would:

1. Announce the beginning of a 30-60 day review/comment period
2. Post the draft on the web with a link from the city's website
3. Advertise and host meetings to present the draft and solicit comments and recommendations for further changes and refinements. (Up to two days of such meeting are budgeted; they can take the form of workshops, open houses, focused/small groups review sessions or other activities.

At the end of the public review period, they will seek direction from staff and P&Z about which suggested changes should be incorporated into the public hearing draft of the Unified Development Ordinance, Once the public hearing draft is prepared (estimated 30 to 45 day turn-around from end of public review/comment period), the formal hearing and adoption process will begin. That process, of course, will need to follow the state and local requirements for amendments to zoning and development regulations.

AGENDA ITEM V – FUTURE AGENDA ITEM

None

AGENDA ITEM VI – DISCUSSION ITEM

None

AGENDA ITEM VII – ADJOURNMENT

There being no further business to come before the committee, the Regular Session meeting was adjourned with the consensus of the committee at 3:30 PM.

DATE, TIME AND PLACE OF NEXT SCHEDULED MEETING OF THE

PLANNING AND ZONING COMMISSION:

Regular Session – August 8, 2018 at 3:00 PM
ASSEMBLY ROOM, BERT CABINESS CITY GOVERNMENT CENTER

Chair

Secretary



**AGENDA
PLANNING & ZONING COMMISSION
BERT CABINESS GOVERNMENT CENTER ASSEMBLY ROOM
3:00 PM AUGUST 8, 2018**

I. ROUTINE MATTERS

1. Declare a Quorum
2. Approval of Agenda
3. Approval of Minutes of July 11, 2018 (Pages 1-4)

II. OLD BUSINESS

III. NEW BUSINESS

IV. REPORTS OF COMMITTEES, OFFICERS AND COMMISSION
A. City of Clovis Comprehensive Plan Report – Consensus Planning

V. FUTURE AGENDA ITEM

VI. DISCUSSION ITEM

VII. ADJOURNMENT

VI. STUDY SESSION

DATE AND TIME OF NEXT SCHEDULED MEETING OF THE PLANNING AND ZONING COMMISSION – September 12, 2018 at 3:00 P.M. ASSEMBLY ROOM, MUNICIPAL BUILDING.

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 the City Clerk at 321 Connelly 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 321 Connelly if a summary or other type of accessible format is needed.

STATE OF NEW MEXICO)
COUNTY OF CURRY) SS
CITY OF CLOVIS)

The Clovis Planning and Zoning Commission met in Regular Session on Wednesday, August 8, 2018 at 3:00 PM in the Assembly Room of the Bert Cabiness City Government Building in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of the City with the following members present:

Present: Chairman Candace Morrison
 Commissioner Connie Belcher
 Commissioner Vincent Soule
 Commissioner Don David
 Commissioner Carolyn Spence

Also present: Dave Richards, City Attorney
 Louis Gordon, Planning & Zoning Administrator
 Donna Muscato, Building Safety Administrative Assistant
 Justin Howalt, City Manager
 Claire Burroughes, Assistant City Manager

Absent: Vice Chairman Marcus Smith
 Commissioner Juan Garza

Visitors: Charlene Johnson, Consensus Planning, Albuquerque, NM
 Jackie Fishman, Consensus Planning, Albuquerque, NM

AGENDA ITEM I– ROUTINE MATTERS

- A. To begin the meeting, roll was called and a quorum of 5-2 was declared.
- B. **Commissioner Connie Belcher** moved to approve the agenda and **Commissioner Carolyn Spence** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 5-0.
- C. **Commissioner Carolyn Spence** moved to approve the July 11, 2018 minutes and **Commissioner Vincent Soule** seconded the motion. The motion passed with a vote of 5-0.

AGENDA ITEM II – OLD BUSINESS

None

AGENDA ITEM III – NEW BUSINESS

None

AGENDA ITEM 1V – REPORTS OF COMMITTEES, OFFICERS AND COMMISSION

A CITY OF CLOVIS COMPREHENSIVE PLAN REPORT—CONSENSUS PLANNING

Jackie Fishman, Consensus Planning, introduced herself to the Planning and Zoning Commission and City Personnel. She explained about what her job duties were with the company.

Jackie passed out flyers and flow charts to each person present and explained each flyer and flow chart.

Justin Howalt discussed the areas of the City Limits and the annexation. Justin Howalt also stated that as a reminder, this is only a plan, it is not set in stone. Dave Richards discussed the City utilities for the annexation proposals. Chairman Candace Morrison mentioned to the group about the possibility of the home owners in the Wilhite area may object to the annexation.

Jackie continued to discuss the flyers and mentioned of the Comprehensive Planning meeting to be held at the Clovis Civic Center for the general public to come out and participate in the meeting. Meeting is open to the public.

AGENDA ITEM V – FUTURE AGENDA ITEM

None

AGENDA ITEM VI – DISCUSSION ITEM

None

AGENDA ITEM VII – ADJOURNMENT

There being no further business to come before the committee, the Regular Session meeting was adjourned with the consensus of the committee at 4:00 PM.

**DATE, TIME AND PLACE OF NEXT SCHEDULED MEETING OF THE
PLANNING AND ZONING COMMISSION:**

**Regular Session – September 12, 2018 at 3:00 PM
ASSEMBLY ROOM, BERT CABINESS CITY GOVERNMENT CENTER**

Chair

Secretary



AGENDA
PLANNING & ZONING COMMISSION
BERT CABINESS GOVERNMENT CENTER ASSEMBLY ROOM
3:00 PM SEPTEMBER 12, 2018

I. ROUTINE MATTERS

1. Oath of Office – Commissioner Thom Moore by Judge Garrett
2. Declare a Quorum
3. Approval of Agenda
4. Approval of Minutes of August 8, 2018 (Pages 1-4)

II. OLD BUSINESS

III. NEW BUSINESS

- A. ZONE CHANGE APPROVAL FROM [RS] – RESIDENTIAL SINGLE-FAMILY TO [NC-C1] – NEIGHBORHOOD CONSERVATION PREFABRICATED CARPORT DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 1-6, BLOCK 6 & LOTS 10-18, BLOCK 3 OF THE WESTBROOK ADDITION. (Address of Zone Change: 1513 Brentwood Drive).

Name of Owner/Applicant: Mr. Reynaldo Gonzalez of 1513 Brentwood Drive, Clovis, NM 88101
Percentage of Protest: 0%

- B. PRELIMINARY PLAT APPROVAL OF CLOVIS DNMP SUBDIVISION; A TRACT OF LAND IN THE NORTHWEST QUARTER, SECTION TWENTY, TOWNSHIP TWO NORTH, RANGE THIRTY-SIX EAST, N.M.P.M. CONTAINING 2 LOTS IN 6.263 ACRES OF LAND. (Address of Subdivision: 805 S Prince Street, Clovis, NM 88101).

Name of Applicant/Agent: Souder Miller & Associates of 5454 Venice Avenue, Suite D., Albuquerque, NM 87113

- C. ZONE CHANGE APPROVAL FROM [RS] – RESIDENTIAL SINGLE-FAMILY TO [NC-C1] – NEIGHBORHOOD CONSERVATION PREFABRICATED CARPORT DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 1-7, BLOCK 1 & LOT 1, BLOCK 2 OF ALTAVISTA

ADDITION, UNIT NO. 2. (Address of Zone Change: 1024 Sandia Drive, Clovis, NM 88101).

Name of Owner/Applicant: Mr. James S. Smith of 1024 Sandia Drive, Clovis, NM 88101

Percentage of Protest: 2%

IV. REPORTS OF COMMITTEES, OFFICERS AND COMMISSION

V. FUTURE AGENDA ITEM

VI. DISCUSSION ITEM

VII. ADJOURNMENT

VI. STUDY SESSION

DATE AND TIME OF NEXT SCHEDULED MEETING OF THE PLANNING AND ZONING COMMISSION – October 10, 2018 at 3:00 P.M. ASSEMBLY ROOM, MUNICIPAL BUILDING.

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 the City Clerk at 321 Connelly 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 321 Connelly if a summary or other type of accessible format is needed.

STATE OF NEW MEXICO)
COUNTY OF CURRY) SS
CITY OF CLOVIS)

The Clovis Planning and Zoning Commission met in Regular Session on Wednesday, September 12, 2018 at 3:00 PM in the Assembly Room of the Bert Cabiness City Government Building in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of the City with the following members present:

Present: Chairman Candace Morrison
 Vice Chairman Marcus Smith
 Commissioner Connie Belcher
 Commissioner Vincent Soule
 Commissioner Thom Moore
 Commissioner Carolyn Spence

Also present: Dave Richards, City Attorney
 Pete Wilt, Building Safety Director
 Justin Howalt, City Manager
 Claire Burroughes, Assistant City Manager

Absent: Commissioner Juan Garza
 Louis Gordon, Planning & Zoning Administrator
 Donna Muscato, Bldg Safety Administrative Asst.
 Clint Bunch, Public Works Director
 Allan Silvers, Fire Marshall
 Doug Ford, Chief, CPD

Visitors: Judge Jan Garrett, Municipal Court Judge

AGENDA ITEM I– ROUTINE MATTERS

- A. Judge Jan Garrett administered the Oath of Office for Commissioner Thom Moore.
- B. **Commissioner Marcus Smith** moved to approve the agenda and **Commissioner Connie Belcher** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 6-0.
- C. **Commissioner Connie Belcher** moved to approve the August 11, 2018 minutes and **Commissioner Carolyn Spence** seconded the motion. The motion passed with a vote of 4-0, with Commissioners Smith and Moore abstaining from vote.

AGENDA ITEM II – OLD BUSINESS

None

AGENDA ITEM III – NEW BUSINESS

- A. ZONE CHANGE APPROVAL FROM [RS] – RESIDENTIAL SINGLE-FAMILY TO [NC-C1] – NEIGHBORHOOD CONSERVATION PREFABRCATED CARPORT DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 1-6, BLOCK

6 & LOTS 10-18, BLOCK 3 OF THE WESTBROOK ADDITION. (Address of Zone Change: 1513 Brentwood Drive).

Name of Owner/Applicant: Mr. Reynaldo Gonzalez of 1513 Brentwood Drive, Clovis, NM 88101
Percentage of Protest: 6%

Mr. Wilt stated the request for the rezoning of the lots meets the requirements and is consistent with the city's comprehensive plan. All adjoining property owners were notified and there is 6% protest. Mr. Gonzalez stated his front door expands with the rain and he is trying to have some type of protection. He has lived there since 2000. Commissioner Spence asked if the red door that is under the porch is his house. Mr. Gonzalez stated it was. He stated it was a 29x21 for two cars. Commissioner Spence asked if the house faced east or west. Mr. Wilt stated it faced west. Commissioner Spence asked if he looked into doing anything else instead of a carport. Mr. Gonzalez stated it was also to protect his vehicles. The concrete in front of his house is also damaged due to the rain. Commissioner Spence asked if neighbors ever complained about the car parked in the front yard. Mr. Gonzalez stated they had not. Commissioner Spence asked if there was an ordinance regarding parking in yards. Mr. Wilt stated there was not.

Patricia Lang, 1425 Brentwood asked what the zoning change would mean. Mr. Wilt stated anyone within the designated area could put up a prefab carport. It would have to be put in according to manufacturer's recommendations. He stated Building Safety would inspect it.

Commissioner Spence asked which section it was. Mr. Wilt stated on page 13 it would be the orange area, which is both sides of the street. Commissioner Spence stated she would have to recuse herself because she owns property across the street. Mr. Richards stated only if being an owner would cause her to be unbiased. Commissioner Spence stated that could impact them as owners.

Commissioner Belcher asked if this affected Westchester. Mr. Wilt stated there are property owners in that area that were notified, the properties to the rear on the east side. Commissioner Belcher asked if there were other prefabricated carports in the area. Mr. Wilt stated everything in the brown shaded area was already a carport district. It is an "NCC."

Commissioner Belcher made a motion to approve the zone change for lots 1-6 and lots 10-18, block 3 of the Westbrook Addition, based on staff's recommendation; Chairman Smith seconded the motion. All commissioners voted in the affirmative to approve proposed zone change.

B. PRELIMINARY PLAT APPROVAL OF CLOVIS DNMP SUBDIVISION; A TRACT OF LAND IN THE NORTHWEST QUARTER, SECTION TWENTY, TOWNSHIP TWO NORTH, RANGE THIRTY-SIX EAST, N.M.P.M. CONTAINING 2 LOTS IN 6.263 ACRES OF LAND. (Address of Subdivision: 805 S Prince Street, Clovis, NM 88101).

Name of Applicant/Agent: Souder Miller & Associates of 5454 Venice Avenue, Suite D., Albuquerque, NM 87113

Mr. Wilt stated the preliminary plat meets the requirements. An easement is required for both sewer and gas. Mr. Howalt stated they are also requesting on the north half of lot 2 an alleyway easement and at the southeast corner an additional 10 feet so they can have a full width alley. The gas lines and existing sewer lines will also require easements. Chairman Morrison asked if there was an alley behind this property. Mr. Howalt stated there is nothing located in that 20 feet currently. Mr. Richards stated Mr. Gordon consulted with Chad Lydick who had a survey that showed it was a 20 foot road.

Commissioner Spence asked if the picture provided was part of this. Mr. Wilt stated that building was scheduled for demolition and it is on lot 1. It will be two lots. They will build on lot 1 and lot 2 will be developed later. Commissioner Spence asked what kind of responses they

received. Mr. Wilt stated they did not receive any. Mr. Howalt stated it was zoned as a mixed development.

Commissioner Spence asked if they needed to be notified since it wasn't a zone change. Mr. Wilt responded by saying "yes" and that there were 27 properties notified about the subdivision.

Commissioner Belcher made a motion to approve the preliminary plat based on staff's recommendation, to include the City Manager's requests; Commissioner Moore seconded the motion. All Commissioners voted in the affirmative to recommend approval of proposed preliminary plat.

C. ZONE CHANGE APPROVAL FROM [RS] – RESIDENTIAL SINGLE-FAMILY TO [NC-C1] – NEIGHBORHOOD CONSERVATION PREBABRICATED CARPORT DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 1-7, BLOCK 1 & LOT 1, BLOCK 2 OF ALTA VISTA ADDITION, UNIT NO. 2. (Address of Zone Change: 1024 Sandia Drive, Clovis, NM 88101).

Name of Owner/Applicant: Mr. James S. Smith of 1024 Sandia Drive, Clovis, NM 88101

Percentage of Protest: 5%

Mr. Wilt stated staff's recommendations were on page 33 and there is no compelling evidence that there would be a threat to the public health, safety, welfare which is unique to the proposed request. Chairman Morrison asked if they were still at 5% protest. Commissioner Spence asked if there were other carports in the neighborhood. Mr. Wilt stated he did not know. Commissioner Spence stated it becomes a cookie cutter cheaper way to get things done without having to adhere to the structure of the neighborhood. Mayor Pro Tem Garza always has an issue with prefabricated carports. She asked if set backs on the street were still the same. Mr. Wilt stated they were.

Mr. Smith, 1024 Sandia, stated the garage was already enclosed. He has been looking to cover his driveway and the people he talked to on Sandia were for this. Commissioner Spence asked if he knew that he didn't have to get this type of carport. Mr. Smith stated he did, but has done the research on these carports.

CL Wilson, 724 Seaton Drive, stated he lived across the street and one house over there is a prefabricated carport. Having a carport makes sense due to sun damage. He stated he had no complaint about the carport.

Ms. Lang agreed with Mr. Wilson, but would like for it to look like it is part of the house. Mr. Gonzalez, 1513 Brentwood, stated that he would add brick to the steel pipes to make it look more appealing. Commissioner Spence stated the idea of brick pillars would change the character. This zoning is for prefabricated carports. She asked if they could be made out of steel metal at home. Mr. Wilt stated they had to be engineered. Commissioner Spence asked if there was a restriction on putting a metal storage in a front yard. Mr. Wilt stated they were not allowed.

Commissioner Soule made a motion to approve the zone change of Lots 1-7, block 1 and lot 1 block 2 of Alta Vista Addition Unit 2 based on staff's recommendation; Commissioner Belcher seconded the motion. All commissioners voted in the affirmative to recommend approval of zone change.

AGENDA ITEM 1V – REPORTS OF COMMITTEES, OFFICERS AND COMMISSION

AGENDA ITEM V – FUTURE AGENDA ITEM

None

AGENDA ITEM VI – DISCUSSION ITEM

None

AGENDA ITEM VII – ADJOURNMENT

There being no further business to come before the committee, the Regular Session meeting was adjourned with the consensus of the committee at 3:36 PM.

**DATE, TIME AND PLACE OF NEXT SCHEDULED MEETING OF THE
PLANNING AND ZONING COMMISSION:**

**Regular Session – October 10, 2018 at 3:00 PM
ASSEMBLY ROOM, BERT CABINESS CITY GOVERNMENT CENTER**

Planning and Zoning Chair

Secretary



**AGENDA
PLANNING & ZONING COMMISSION
BERT CABINESS GOVERNMENT CENTER ASSEMBY ROOM
3:00 PM NOVEMBER 14, 2018**

I. ROUTINE MATTERS

1. Declare Quorum
2. Administer Oath of Office to Commissioners John King, Vincent Soule, and Carolyn Spence by Judge Jan Garrett
3. Election of Planning and Zoning Chairman and Vice-Chairman
4. Approval of Agenda
5. Approval of Minutes of September 12, 2018 (Pages 1-5)

II. OLD BUSINESS

III. NEW BUSINESS

- A. APPROVAL TO VACATE COMERCIAL RIGHT-OF-WAY, A TRACT OF LAND IN THE NORTHWEST QUARTER (NW1/4), SECTION TWENTY (20), TOWNSHIP TWO NORTH (T2N), RANGE THIRTY-SIX EAST (R36E), N.M.P.M., CITY OF CLOVIS, CURRY COUNTY, NEW MEXICO. SAID TRACT CONTAINS 0.1386 ACRES OF LAND MORE OR LESS. (Pgs 6-21)

IV. REPORTS OF COMMITTEES, OFFICERS AND COMMISSION

- A. UNIFIED DEVELOPMENT CODE UPDATE

V. FUTURE AGENDA ITEM

- A. SIGN CODE

VI. DISCUSSION ITEM

VII. ADJOURNMENT

VI. STUDY SESSION

DATE AND TIME OF NEXT SCHEDULED MEETING OF THE PLANNING AND ZONING COMMISSION – December 12, 2018 at 3:00 P.M. ASSEMBLY ROOM, MUNICIPAL BUILDING.

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STATE OF NEW MEXICO)
COUNTY OF CURRY) SS
CITY OF CLOVIS)

The Clovis Planning and Zoning Commission met in Regular Session on Wednesday, November 14, 2018 at 3:00 PM in the Assembly Room of the Bert Cabiness City Government Building in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of the City with the following members present:

Present: Chairman Marcus Smith
 Vice Chairman Thom Moore
 Commissioner Candace Morrison
 Commissioner Vincent Soule
 Commissioner Juan Garza
 Commissioner Carolyn Spence
 Commissioner John King

Also present: Dave Richards, City Attorney
 Pete Wilt, Building Safety Director
 Justin Howalt, City Manager
 Claire Burroughes, Assistant City Manager
 Louis Gordon, Planning & Zoning Administrator
 Donna Muscato, Bldg Safety Administrative Asst.

Absent: Clint Bunch, Public Works Director
 Allan Silvers, Fire Marshall
 Doug Ford, Chief, CPD

Visitors: Judge Vicki Kelley, Municipal Court Judge

AGENDA ITEM I– ROUTINE MATTERS

- A. Judge Vicki Kelley administered the Oath of Office for Commissioner Vincent Soule, Commissioner John King, and Commissioner Carolyn Spence. Commissioner Carolyn Spence made a motion to nominate Commissioner Marcus Smith for Chairman. Commissioner Thom Moore seconded the motion. Motion passed with a vote of 7-0.
- B. Commissioner Carolyn Spence made the motion to nominate Commissioner Thom Moore for Vice Chairman. Commissioner Marcus Smith seconded the motion. Motion passed with a vote of 7-0.
- C. Commissioner John King moved to approve the agenda and Commissioner Vincent Soule seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 7-0.
- D. Commissioner Thom Moore moved to approve the September 12, 2018 minutes and Commissioner Vincent Soule seconded the motion. The motion passed with a vote of 5-0, with Commissioners Soule and Spence abstaining from vote.

AGENDA ITEM II – OLD BUSINESS

None

AGENDA ITEM III – NEW BUSINESS

- A. APPROVAL TO VACATE COMMERCIAL RIGHT-OF-WAY, A TRACT OF LAND IN THE NORTHWEST QUARTER (NW ¼), SECTION TWENTY (20), TOWNSHIP TWO NORTH (T2N), RANGE THIRTY-SIX EAST (R36E), N.M.P.M., CITY OF CLOVIS, CURRY COUNTY, NEW MEXICO. SAID TRACT ACONTAINS 0.1386 ACRES OF LAND MORE OR LESS.

Since the applicant was not in attendance, Louis Gordon spoke about the tract of land in question. He stated that the request for vacation of the commercial right-of-way meets the requirements of the City's Subdivision Ordinance for right-of-way vacations. All utilities were contacted and have expressed no opposition to the proposed right-of-way vacation based on the fact that none have utilities located in the right-of way. All surrounding property owners were notified. Commissioner Juan Garza asked about what was the intent usage for this property. Louis Gordon stated that the owners have not expressed what the intended use will be. Dave Richards commented that that if the street in question is vacated, there might be some issues of ownership. Louis stated that the owners did express their interest in acquiring the tract once it is vacated.

AGENDA ITEM 1V – REPORTS OF COMMITTEES, OFFICERS AND COMMISSION

Louis reported that some of city staff to include the city attorney had a telephone conference call on October 29th with the consultants in reference to the Unified Development Code. Several revisions to the draft Unified Development Code were made as a result of their conversation. He placed a copy of it in the Commissioners binders for their review. He mentioned the fact that the Landscape requirements had changed significantly as a result of their conversation with the consultants. Staff is continuing to look at other parts of the Unified Development Ordinance. The next step in the process is the adoption process, which will include more public hearings and afterwards the adoption of the final ordinance.

AGENDA ITEM V – FUTURE AGENDA ITEM

The City Manager mentioned the fact that the city is looking at updating our sign ordinance, possibly adopting the international sign code. Mr. Pete Wilt said along with the international sign code he has also looked at the sign codes for the cities of Las Cruces, Roswell and Hobbs, so this item will be coming back to the commission at a future date.

AGENDA ITEM VI – DISCUSSION ITEM

None

AGENDA ITEM VII – ADJOURNMENT

There being no further business to come before the committee, the Regular Session meeting was adjourned with the consensus of the committee at 3:24 PM.

DATE, TIME AND PLACE OF NEXT SCHEDULED MEETING OF THE PLANNING AND ZONING COMMISSION:

Regular Session – **December 12, 2018 at 3:00 PM**
ASSEMBLY ROOM, BERT CABINESS CITY GOVERNMENT CENTER

Planning and Zoning Chair

Secretary