



**AGENDA**  
**PLANNING & ZONING COMMISSION**  
**BERT CABINESS GOVERNMENT CENTER ASSEMBLY ROOM**  
**1:00 PM Special Session**  
**Discussion on UDO**  
**3:00 PM FEBRUARY 13, 2019**

**I. ROUTINE MATTERS**

1. Declare Quorum
2. Approval of Agenda
3. Approval of Minutes of November 14, 2018 (Pages 1-3)

**II. OLD BUSINESS**

**III. NEW BUSINESS**

- A. APPROVAL OF ZONE CHANGE FROM [RS] – RESIDENTIAL SINGLE-FAMILY DISTRICT TO [NC-C1] – NEIGHBORHOOD CONSERVATION PREFABRICATED CARPORT DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 4-10, BLOCK 2 & LOTS 11-17, BLOCK 1 OF TRACT 7 ABO HIGHWAY ADDITION. (Address of Zone Change 1004 Cypress Street)

Name of Applicant/Owner: Catalina Reyes de Molina of 1004 Cypress Street, Clovis, NM 88101.

Percentage of Protest: 0% (Pgs 4-13)

- B. APPROVAL OF ZONE CHANGE FROM [RS] – RESIDENTIAL SINGLE-FAMILY DISTRICT TO [NC-C] – NEIGHBORHOOD CONSERVATION CARPORT DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 2-6, BLOCK 5 & LOTS 33-37, BLOCK 4 OF BELLMONT ADDITION. (Address of Zone Change 504 W 20<sup>th</sup> Street)

Name of Applicant: Mr. Greg Duffield of 901 W Yucca Avenue, Clovis, NM 88101.

Name of Owner: Mr. Ubaldo Vicuna of 504 W 20<sup>th</sup> Street, Clovis, NM 88101.

Percentage of Protest: 0% (Pgs 14-23)

**IV. REPORTS OF COMMITTEES, OFFICERS AND COMMISSION**

**A. UNIFIED DEVELOPMENT CODE UPDATE**

**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 – March 13, 2019 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, February 13, 2019 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 John King  
                              Commissioner Juan Garza  
                              Commissioner Vincent Soule

Also present:           Justin Howalt, City Manager  
                              Louis Gordon, Planning & Zoning Administrator  
                              Dave Richards, City Attorney  
                              Vicki Reyes, Administration Executive Assistant

Absent:                   Claire Burroughes, Assistant City Manager  
                              Clint Bunch, Public Works Director  
                              Commissioner Carolyn Spence  
                              Commissioner Candace Morrison  
                              Pete Wilt, Director of Bldg safety  
                              Donna Muscato, Bldg Safety Admin. Assistant  
                              Allan Silver, Fire Marshall  
                              Doug Ford, Chief of Police

Visitors:                Catalina Reyes-De Molina, 1004 Cypress Street

#### **AGENDA ITEM I– ROUTINE MATTERS**

- A. To begin the meeting, roll was called and a quorum of 5-0 was declared.
- B. **Commissioner Juan Garza** moved to approve the agenda and **Commissioner Thom Moore** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 5-0.
- C. **Commissioner Thom Moore** moved to approve the November 14, 2018 minutes and **Commissioner Vincent Soule** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 5-0.

## **AGENDA ITEM II – OLD BUSINESS**

None

## **AGENDA ITEM III – NEW BUSINESS**

- A. ZONE CHANGE APPROVAL FROM [RS] - RESIDENTIAL SINGLE-FAMILY DISTRICT TO [NC-C1] - NEIGHBORHOOD CONSERVATION PREFABRICATED CARPORT DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 4-10, BLOCK 2 & LOTS 11-17, BLOCK 1 OF TRACT 7 ABO HIGHWAY ADDITION. (Address of Zone Change 1004 Cypress Street)**

Mrs. Catalina Reyes de Molina, 1004 Cypress Street, advised the carport is already installed and they didn't know they had to have prior approval to install the carport. Commissioner Garza asked if they need to do anything or if it was in compliance. Mr. Gordon advised that it appears to be non-compliant because it's required to setback 5 feet off the side property line. He hasn't measured the setback; however he has made her aware that if it was not compliant that it would need to be moved to meet the setback requirements. Mrs. Reyes de Molina advised she was informed of all of this and they plan to comply with whatever is decided. Commissioner Garza moved for approval based on staff's recommendations. Commissioner Soule asked how long the carport had been there. Mrs. Reyes de Molina advised she was unsure of the exact date but thought it has been almost a year. Mr. Soule seconded the motion. With all commissioners voting in the affirmative, the motion passed 5-0. Commissioner Garza advised this would have to go before the City Commission on February 21<sup>st</sup> at 5:15 p.m. at the Library North Annex for final approval.

- B. ZONE CHANGE APPROVAL FROM [RS] - RESIDENTIAL SINGLE-FAMILY DISTRICT TO [NC-C] - NEIGHBORHOOD CONSERVATION CARPORT DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 2-6, BLOCK 5 & LOTS 33-37, BLOCK 4 OF BELLMONT ADDITION. (Address of Zone Change 504 W 20<sup>th</sup> Street)**

Since neither the applicant nor the owner was present, Mr. Gordon advised that this carport is going to be built consistent to the primary structure. Chairman Smith read staff's recommendation on page 19 of the binder. Mr. Howalt advised based on the survey included in the binder, the proposed carport construction shows it going all the way to the side property line but it will have to be constructed at least five feet from the side property line. Chairman Smith asked if they get a motion and second will that be fixed. Mr. Gordon advised the property owner was made aware and he will have to still get a permit before installation.

Mayor Pro Tem Garza advised there is only one name on the signature petition list from neighbors with no last name and no address. Mr. Richards mentioned that it was insignificant since his name was on the petition to approve the carport and there was no opposition received. Commissioner Garza made a

motion to approve the rezoning based on staff's recommendation. Commissioner King seconded the motion. With all commissioners voting in the affirmative, the motion passed 5-0.

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

Mr. Gordon advised that a work session on the Unified Development Ordinance was conducted just prior to this meeting at 1:00 pm with the consultant, City Commission, City staff and the Planning and Zoning Commission. This report was for the benefit of Chairman Smith who was absent from the work session. He suggested this commission and the city commission get any comments regarding the draft UDO to him and he will send them on to the consultant. They would like to have this completed by the end of the month so that the adoption process can begin.

Commissioner Garza asked when the commission would start looking at signage. Mr. Howalt advised in 2015 the town of Gilbert, AZ was sued for contents of a sign and it went to the Supreme Court. The community in which the City of Clovis was using their sign ordinance as a template is in the process of rewriting their sign ordinance as a result of the Supreme Court ruling. They are trying to figure out how to address the sign ordinance and make it content neutral. They have to regulate it without reference to what it says. Mr. Howalt advised they were going to look at electronic signs as well.

#### **AGENDA ITEM V – FUTURE AGENDA ITEM**

#### **AGENDA ITEM VI – DISCUSSION ITEM**

#### **AGENDA ITEM VII – STUDY SESSION**

#### **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 3:20 PM.

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

Regular Session – **March 13, 2019 at 3:00 PM**  
**ASSEMBLY ROOM, BERT CABINESS CITY GOVERNMENT CENTER**

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Chair

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Secretary



**AGENDA**  
**PLANNING & ZONING COMMISSION**  
**BERT CABINESS GOVERNMENT CENTER ASSEMBLY ROOM**  
**3:00 PM APRIL 10, 2019**

**I. ROUTINE MATTERS**

1. Declare Quorum
2. Approval of Agenda
3. Approval of Minutes of February 13, 2019 (Pages 1-3)

**II. OLD BUSINESS**

**III. NEW BUSINESS**

- A. APPROVAL OF ZONE CHANGE FROM [RS] – RESIDENTIAL SINGLE-FAMILY DISTRICT TO [NC-C] – NEIGHBORHOOD CONSERVATION CARPORT DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 9-13, BLOCK 1 OF FAIRMONT PARK ADDITION. (Address of Zone Change 920 Fairmont Court)

Name of Applicant/Owner: Mark Harper of 3009 N Prince Street, Clovis, NM 88101.

Percentage of Protest: 0% (Pgs 4-16)

- B. APPROVAL OF ZONE CHANGE FROM [RS] – RESIDENTIAL SINGLE-FAMILY DISTRICT TO [NC-C] – NEIGHBORHOOD CONSERVATION CARPORT DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 22-27, BLOCK 3 AND LOTS 1&2, BLOCK 4 AND LOTS 1&6, BLOCK 5 OF FOREST PARK ADDITION. (Address of Zone Change 100 Lynn Avenue)

Name of Applicant/Owner: Mr. Clifford Martin Jr. of 100 Lynn Avenue, Clovis, NM 88101.

Percentage of Protest: 0% (Pgs 17-27)

**IV. REPORTS OF COMMITTEES, OFFICERS AND COMMISSION**  
**A. UNIFIED DEVELOPMENT CODE UPDATE**

**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 8, 2019 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 10, 2019 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 John King  
                              Commissioner Juan Garza  
                              Commissioner Vincent Soule  
                              Commissioner Candace Morrison

Also present:           Justin Howalt, City Manager  
                              Pete Wilt, Director of Bldg Safety  
                              Louis Gordon, Planning & Zoning Administrator  
                              Dave Richards, City Attorney

Absent:                   Claire Burroughes, Assistant City Manager  
                              Commissioner Carolyn Spence  
                              Clint Bunch, Public Works Director  
                              Allan Silver, Fire Marshall  
                              Doug Ford, Chief of Police  
                              Donna Muscato, Bldg Safety Admin. Assistant

Visitors:               Clifford Martin Jr., 100 Lynn Avenue  
                              Al Pearce, 104 Lynn Avenue  
                              Mark Harper, 918 Fairmont Court  
                              Kevin Wilson, the Eastern NM News, 921 Pile Street

#### **AGENDA ITEM I- ROUTINE MATTERS**

- A. To begin the meeting, roll was called and a quorum of 6-0 was declared. **Mr. Wilt** announced that the City has received via email the resignation from Commissioner Spence, due to health challenges she can no longer serve and has submitted her resignation effective immediately, which explains her absence. The City will advertise the position which has to be filled within thirty days.



- B. **Commissioner Juan Garza** moved to approve the agenda and **Commissioner Candace Morrison** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 6-0.
- C. **Commissioner Thom Moore** moved to approve the February 13, 2019 minutes and **Commissioner John King** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 6-0.

## **AGENDA ITEM II – OLD BUSINESS**

None

## **AGENDA ITEM III – NEW BUSINESS**

- A. ZONE CHANGE APPROVAL FROM [RS] – RESIDENTIAL SINGLE-FAMILY DISTRICT TO [NC-C] – NEIGHBORHOOD CONSERVATION CARPORT DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 9-13, BLOCK 1 OF FAIRMONT PARK ADDITION. (Address of Zone Change 920 Fairmont Court)

**Chairman Marcus Smith** swore in everyone that was going to speak concerning any matters on the agenda. **Mr. Louis Gordon** referred the commission to page 4 for City Staff's recommendations. He stated that the proposed request is consistent with the City's Comprehensive Plan. The rezoning meets the requirements of Section 17.100.211 of the City's Comprehensive Zoning Regulation. 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. All adjoining property owners within one hundred feet of the proposed rezoning were notified and there is zero percent protests filed. The applicant, **Mr. Mark Harper** came forward and stated that he wanted to put the carport in to protect his investment and to make the property more aesthetically pleasing. **Commissioner Juan Garza** moved for approval based on staff's recommendations. **Commissioner Candace Morrison** seconded the motion. With all commissioners voting in the affirmative, the motion passed 6-0. Commissioner Garza advised this would have to go before the City Commission on April 17<sup>th</sup> at 5:15 p.m. at the Library North Annex for final approval.

- B. ZONE CHANGE APPROVAL FROM [RS] – RESIDENTIAL SINGLE-FAMILY DISTRICT TO [NC-C] – NEIGHBORHOOD CONSERVATION CARPORT DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 22-27, BLOCK 3 & LOTS 1 & 2, BLOCK 4 AND LOTS 1 & 6, BLOCK 5 OF FOREST PARK ADDITION. (Address of Zone Change 100 Lynn Avenue).

Mr. Gordon advised that this carport is similar to the one before. It will be built consistent to the primary structure and is not a prefabricated carport. He stated that City Staff's recommendation on page 17 of their binders. The request is consistent with the City's Comprehensive Plan. It meets the

requirements of Section 17.100.211 of the City's Comprehensive Zoning Regulation. 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. All adjoining property owners within one hundred feet of the proposed rezoning were notified and there is zero percent protest filed. The applicant, Mr. Clifford Martin Jr., came forward and stated that essentially, he wished to build a carport over his driveway to protect his vehicles and the carport would be similar to his home and it would be Twenty by Twenty-Five feet and he handed out a drawing of the proposed structure.

Commissioner Garza made a motion to approve the rezoning based on staff's recommendation. Commissioner King seconded the motion. With all commissioners voting in the affirmative, the motion passed 6-0.

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

Mr. Gordon advised that he has been working with Duncan & Associates in regards to the Unified Development Ordinance (UDO). A Town Hall to present the proposed plan and accept public comment has been scheduled for 6:00 p.m., Wednesday, May 15, 2019 in the Assembly Room of the Bert Cabiness Government Center. Afterward on May 16, 2019 at the City Commission meeting the ordinance will be introduced which will allow further comment prior to adoption. All Planning and Zoning Commissioners are encouraged to attend as well as the rest of the audience.

Mr. Gordon mentioned also that the New Mexico Municipal League will be conducting a training workshop for the Planning and Zoning Commissioners and other Land Use Officials. It will be held in Albuquerque from May 1-3, 2019. Thursday, May 2, 2019 is the day that has been set aside specifically to train the P & Z Commissioners. Commissioner John King and Vice Chairman Thom Moore will be attending the one day training. Mr. Gordon mentioned that all the other Commissioners have attended the training and he thought it was very valuable as they serve our community. The training will be conducted by the General Counsel for the Municipal League.

#### **AGENDA ITEM V – FUTURE AGENDA ITEM**

#### **AGENDA ITEM VI – DISCUSSION ITEM**

#### **AGENDA ITEM VII – STUDY SESSION**

#### **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 3:20 PM.

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

Regular Session – **May 8, 2019 at 3:00 PM**  
**ASSEMBLY ROOM, BERT CABINESS CITY GOVERNMENT CENTER**

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Chair

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Secretary



**AGENDA  
PLANNING & ZONING COMMISSION  
BERT CABINESS GOVERNMENT CENTER ASSEMBLY ROOM  
3:00 PM MAY 8, 2019**

**I. ROUTINE MATTERS**

1. Declare Quorum
2. Approval of Agenda
3. Approval of Minutes of April 10, 2019 (Pages 1-4)

**II. OLD BUSINESS**

**III. NEW BUSINESS**

- A. APPROVAL OF ORDINANCE INTRODUCTION TO REPEAL TITLE 17, TITLE 18, AND CHAPTER 2.44 OF THE CITY CODE, AND INTRODUCTION OF THE CLOVIS UNIFIED DEVELOPMENT ORDINANCE. (Pgs 5-21)

**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 – June 12, 2019 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, May 8, 2019 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 John King  
                              Commissioner Vincent Soule  
                              Commissioner Candace Morrison

Also present:           Justin Howalt, City Manager  
                              Pete Wilt, Director of Bldg Safety  
                              Donna Muscato, Admin Assistant, Bldg Safety  
                              Louis Gordon, Planning & Zoning Administrator  
                              Dave Richards, City Attorney

Absent:                   Commissioner Juan Garza  
                              Claire Burroughes, Assistant City Manager  
                              Clint Bunch, Public Works Director  
                              Allan Silver, Fire Marshall  
                              Doug Ford, Chief of Police

Visitors:               None

#### **AGENDA ITEM I– ROUTINE MATTERS**

- A. To begin the meeting, roll was called and a quorum of 5-0 was declared.
- B. **Commissioner John King** moved to approve the agenda and **Commissioner Candace Morrison** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 5-0.
- C. **Commissioner Candace Morrison** moved to approve the April 10, 2019 minutes and **Commissioner John King** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 5-0.

## **AGENDA ITEM II – OLD BUSINESS**

None

## **AGENDA ITEM III – NEW BUSINESS**

A. APPROVAL OF ORDINANCE INTRODUCTION TO REPEAL TITLE 17, TITLE 18 AND CHAPTER 2.44 OF THE CITY CODE, AND INTRODUCTION OF THE CLOVIS UNIFIED DEVELOPMENT ORDINANCE.

**Commissioner King** asked once the Ordinance is approved, what is the timing or effective date of the ordinance. **Mr. Richards** stated that the Planning and Zoning Commission is making a recommendation and that the City Commission is the approving authority. Once the Ordinance is approved it will go into effect five days after publication, just as any other ordinances. If the Planning and Zoning Commission or the City Commission wanted, they can set an effective date.

**Chairman Smith** asked **Mr. Gordon** what was the schedule for the public hearing and what comes after that. **Mr. Gordon** stated that a town hall meeting is scheduled for next week, Wednesday, May 15, 2019 at 6 pm here in the Assembly Room to solicit further input from the public and following the Town Hall meeting, the ordinance will be introduced at the City Commission meeting on Thursday, May 16, 2019 at their regular scheduled meeting at the North Annex of the Library at 5:15 p.m. The introduction would allow further input from all interested parties, then after publication, it would come back before the City Commission for adoption in approximately 30 days.

**Commissioner Thom Moore** made a motion to approve the ordinance introduction to repeal Title 17, Title 18 and Chapter 2.44 of the City Code and introduction of the Clovis unified Development Ordinance. **Commissioner Vincent Soule** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 5-0.

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

None

## **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 3:10 PM.

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

Regular Session – **June 12, 2019 at 3:00 PM**  
**ASSEMBLY ROOM, BERT CABINESS CITY GOVERNMENT CENTER**

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Chair

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Secretary





**AGENDA**  
**PLANNING & ZONING COMMISSION**  
**BERT CABINESS GOVERNMENT CENTER ASSEMBLY ROOM**  
**3:00 PM June 12, 2019**

**I. ROUTINE MATTERS**

1. Declare Quorum
2. Oath of Office, Planning and Zoning Commissioner Steve North – Judge Vicki Kelley
3. Approval of Agenda
4. Approval of Minutes of May 8, 2019 (Pages 1-4)

**II. OLD BUSINESS**

**III. NEW BUSINESS**

- A. APPROVAL OF ZONE CHANGE FROM “NC-MP” NEIGHBORHOOD CONSERVATION MOBILE HOME PARK TO “NC-C” NEIGHBORHOOD CONSERVATION CARPORT DISTRICT, TO INCLUDE LOTS 7-12, BLOCK 2 OF THE SIERRA WEST ADDITION, UNIT NO. 2. Address of Zone Change: 3709 Cesar Chavez Drive.

Name of Applicant/Owner: Dawn M. Jaehnke of 3709 Cesar Chavez Drive, Clovis, NM 88101

Percentage of Protest: 0% - (Pgs 5-21)

**IV. REPORTS OF COMMITTEES, OFFICERS AND COMMISSION**

- A. Uniform Development Ordinance (UDO)

**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 10, 2019 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, June 12, 2019 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 Thom Moore  
                              Commissioner John King  
                              Commissioner Vincent Soule  
                              Commissioner Steve North

Also present:           Pete Wilt, Director of Bldg Safety  
                              Donna Muscato, Admin Assistant, Bldg Safety  
                              Louis Gordon, Planning & Zoning Administrator  
                              Dave Richards, City Attorney  
                              Claire Burroughes, Assistant City Manager

Absent:                   Commissioner Juan Garza  
                              Chairman Marcus Smith  
                              Commissioner Candace Morrison  
                              Justin Howalt, City Manager  
                              Clint Bunch, Public Works Director  
                              Allan Silver, Fire Marshall  
                              Doug Ford, Chief of Police

Visitors:                Dawn Jaehnke  
                              Gloria Daniel

#### **AGENDA ITEM I– ROUTINE MATTERS**

- A. Before the meeting began, while the group present were waiting for additional Board Members to arrive, the Oath of Office was given to newly elected Commissioner Steve North by Judge Vicki Kelly.
- B. To begin the meeting, roll was called and a quorum was declared.

- C. **Commissioner Vincent Soule** moved to approve the agenda and **Commissioner John King** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 4-0.
- D. **Commissioner John King** moved to approve the May 8, 2019 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. APPROVAL OF ZONE CHANGE FROM [NC-MP] – NEIGHBORHOOD CONSERVATION MANUFACTURED HOME PARK DISTRICT TO [NCC-NCMP] – NEIGHBORHOOD CONSERVATION CARPORT-MOBILE HOME DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 7-12, BLOCK 2 OF SIERRA WEST ADDITION, UNIT NO. 2. (Address of Zone Change 3709 Cesar Chavez Drive)

**Vice Chairman Moore** swore in Dawn Jaehnke of 3709 Cesar Chavez Drive and asked staff if they have a recommendation regarding the request. **Louis Gordon** stated that staff's recommendation is on page 4 of their binders. He stated that the rezoning is consistent with the City's Comprehensive Plan. The proposed rezoning meets the requirements of Section 17.100.211 of the City's Comprehensive Zoning Regulation. 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. All adjoining property owners within one hundred feet of the proposed rezoning were notified and there is zero percent protest filed. **Vice Chairman Moore** asked Dawn Jaehnke to approach the podium and tell us why she is here today. She stated that she would like to install a carport over the driveway to protect her vehicles. **Vice Chairman Moore** called for a motion and **Commissioner King** said based on staff's recommendation, he makes a motion to approve the request. It was seconded by Commissioner Soule with all members voting in the affirmative the motion passes. **Vice Chairman Moore** indicated that this item will go before the City Commission for final action on June 20, 2019.

## **AGENDA ITEM IV – REPORTS OF COMMITTEES, OFFICERS AND COMMISSION**

- A. Uniform Development Ordinance

**Louis Gordon** indicated that he had placed a copy of the minutes in the binders from the City Commission meeting on May 16, 2019 requesting the approval of the introduction of an ordinance repealing title 17, title 18 and Chapter 2.44 of the City Code and adopting the Clovis Unified Development Ordinance. This introduction allows further input from the public and the request will be coming back before the City Commission on June 20, 2019 for

adoption. He has not received any feedback from the public since the introduction and deferred to the Assistant City Manager for comment. **Claire Burroughs** stated that the City Manager's Office has not received any comments regarding the UDO and the item will be coming before the commission as Mr. Gordon stated for adoption and final action on June 20<sup>th</sup>. After the adoption it will be published in the News Journal and become effective June 28, 2019.

**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 – **July 10, 2019 at 3:00 PM**  
**ASSEMBLY ROOM, BERT CABINESS CITY GOVERNMENT CENTER**

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Chair

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Secretary



**AGENDA**  
**PLANNING & ZONING COMMISSION**  
**BERT CABINESS GOVERNMENT CENTER ASSEMBLY ROOM**  
**3:00 PM JULY 10, 2019**

**I. ROUTINE MATTERS**

1. Declare Quorum
2. Approval of Agenda
3. Approval of Minutes of June 12, 2019 (Pages 1-3)

**II. OLD BUSINESS**

**III. NEW BUSINESS**

- A. APPROVAL OF REPLAT OF LOT 20, BLOCK 29 OF ECHOLS ACRES, UNIT NO. 2, A TRACT OF LAND IN THE SW/4, SECTION 1, T2N R35E, N.M.P.M., CITY OF CLOVIS, CURRY COUNTY, NEW MEXICO CONTAINING 5 LOTS IN 1.037 ACRES OF LAND.

Name of Applicant/Consulting Engineer: Robert C. Lydick, Lydick Engineers & Surveyors 205 E Second Street, Clovis, NM 88101

Name of Owner: Legacy Capital, Mr. Brent Aucutt, 220 Sheffield Drive, Clovis, NM 88101 (Pgs 4-19)

- B. APPROVAL OF ZONE CHANGE FROM [R] – RESIDENTIAL MULTI-FAMILY DISTRICT TO [NC-C1] – NEIGHBORHOOD CONSERVATION PREFABRICATED CARPORT DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 7-12, BLOCK 3 AND LOTS 1-6, BLOCK 4 OF LIEBELT ADDITION. (Address of Zone Change: 1304 Rencher Street)

Name of Applicant/Owner: Veronica and Manuel Chavez of 1304 Rencher Street, Clovis, NM 88101

Percentage of Protest: 0% (Pgs 20-30)

**IV. REPORTS OF COMMITTEES, OFFICERS AND COMMISSION**

- A. Uniform Development Ordinance (UDO)

**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 14, 2019 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, July 10, 2019 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 Thom Moore  
                              Commissioner Candace Morrison  
                              Commissioner Juan Garza  
                              Commissioner John King

Also present:           Pete Wilt, Director of Bldg Safety  
                              Donna Muscato, Admin Assistant, Bldg Safety  
                              Louis Gordon, Planning & Zoning Administrator  
                              Justin Howalt, City Manager

Absent:                   Chairman Marcus Smith  
                              Commissioner Vincent Soule  
                              Commissioner Steve North  
                              Clint Bunch, Public Works Director  
                              Allan Silver, Fire Marshall  
                              Doug Ford, Chief of Police  
                              Dave Richards, City Attorney  
                              Claire Burroughes, Assistant City Manager

Visitors:                Chad Lydick, Lydick Engineers  
                              Ruth Ann Kelly  
                              Eugene Kelly  
                              Veronica Chavez  
                              Manuel Chavez

#### **AGENDA ITEM I- ROUTINE MATTERS**

- A. To begin the meeting, roll was called by Donna Muscato, Administrative Assistant for Building Safety and a quorum was declared.



- B. **Commissioner Juan Garza** moved to approve the agenda and **Commissioner Candace Morrison** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 4-0.
- C. **Commissioner John King** moved to approve the June 12, 2019 minutes and **Commissioner Candace Morrison** 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. APPROVAL OF REPLAT OF LOT 20, BLOCK 29 OF ECHOLS ACRES, UNIT NO. 2, A TRACT OF LAND IN THE SW/4, SECTION 1, T2N R35E, N.M.P.M., CITY OF CLOVIS, CURRY COUNTY, NEW MEXICO CONTAINING 5 LOTS IN 1.037 ACRES OF LAND.**

Name of Applicant/Consulting Engineer: Robert C. Lydick, Lydick Engineers & Surveyors 205 E Second Street, Clovis, NM 88101

Name of Owner: Legacy Capital, Mr. Brent Aucutt, 220 Sheffield Drive, Clovis, NM 88101 (Pgs 4-19)

**Vice Chairman, Thom Moore**, asked for the visitors for this topic to come forward and be sworn in for any possible concerns. Those present were Chad Lydick, Ruth Ann Kelly and Eugene Kelly and all were sworn in. **Louis Gordon** stated that all neighbors in the surrounding area were mailed a letter about the upcoming development and were given the opportunity to come to the meeting with any concerns they may have had. **Commissioner Juan Garza** talked about a comment from one of the neighbors in regards to a traffic light at the intersection of Echols and 21<sup>st</sup> Streets. **City Manager Justin Howalt** commented that the City will perform a traffic count study for the possibility of a future light in that area. Ruth Ann Kelly described an experience that she had with an accident in that area. She had no objection to the new development and only concerned about the traffic. Eugene Kelly spoke about how the traffic could possibly become a factor in the future and did not have any objection to the new development. **Vice Chairman Thom Moore** called for a Motion and **Commissioner Juan Garza** made a Motion to Approve and **Commissioner John King** seconded the Motion with all members voting in the affirmative, the Motion passed.

### **B. APPROVAL OF ZONE CHANGE FROM [R] – RESIDENTIAL MULTI-FAMILY DISTRICT TO [NC-C1] – NEIGHBORHOOD CONSERVATION PREFABRICATED**

**CARPORT DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 7-12, BLOCK 3 AND LOTS 1-6, BLOCK 4 OF LIEBELT ADDITION. (Address of Zone Change: 1304 Rencher Street)**

Name of Applicant/Owner: Veronica and Manuel Chavez of 1304 Rencher Street, Clovis, NM 88101

Percentage of Protest: 0% (Pgs 20-30)

**Commissioner Juan Garza** asked for Manuel Chavez to step up to the podium and be sworn in. Mr. Chavez only speaks Spanish, therefore **Commissioner Juan Garza** sworn him in in Spanish. **Louis Gordon** discussed the information about the area in which Manuel and Veronica Chavez were applying for a pre-fab carport. Mr. Chavez proceeded to inform the Board of Commissioners where he plans on placing the pre-fab carport.

**Vice Chairman Thom Moore** called for a Motion and **Commissioner Candace Morrison** made the Motion for Approval. It was seconded by **Commissioner John King** with all member voting in the affirmative, the Motion passed.

#### **AGENDA ITEM IV – REPORTS OF COMMITTEES, OFFICERS AND COMMISSION**

A. Uniform Development Ordinance

#### **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 3:34 PM.

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

**Regular Session – August 14, 2019 at 3:00 PM  
ASSEMBLY ROOM, BERT CABINESS CITY GOVERNMENT CENTER**

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Chair

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Secretary



**AGENDA**  
**SPECIAL SESSION PLANNING & ZONING COMMISSION**  
**BERT CABINESS GOVERNMENT CENTER ASSEMBY ROOM**  
**3:00 PM SEPTEMBER 26, 2019**

**I. ROUTINE MATTERS**

1. Declare Quorum
2. Approval of Agenda
3. Approval of Minutes of July 10, 2019 (Pages 1-3)

**II. OLD BUSINESS**

**III. NEW BUSINESS**

- A. APPROVAL OF PRELIMINARY PLAT OF CURTIS SUBDIVISION. A TRACT OF LAND IN THE NORTHEAST QUARTER (NE/4), SECTION THIRTY-ONE (31), TOWNSHIP THREE NORTH (T3N), RANGE THIRTY-SIX EAST (R36E), N.M.P.M., CITY OF CLOVIS, CURRY COUNTY, NEW MEXICO. SAID TRACT CONTAINS 14.874 ACRES OF LAND.

Name of Applicant/Consulting Engineer: Robert C. Lydick, Lydick Engineers & Surveyors 205 E Second Street, Clovis, NM 88101

Name of Owner(s): Blake Curtis and Tye Curtis of 961 State Road 77, Clovis, NM 88101 (Pgs 4-15)

- B. APPROVAL OF ZONE CHANGE FROM RS-7 – RESIDENTIAL SINGLE-FAMILY DISTRICT TO RS-7(C1) – RESIDENTIALSINGLE-FAMILY CARPORT OVERLAY DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 1-6, BLOCK 3 AND LOTS 33-38, BLOCK 2 OF BELMONT ADDITION. (Address of Zone Change: 516 W 18th Street)

Name of Applicant/Owner: Esperanza C. Herrera of 516 W 18th Street, Clovis, NM 88101

Percentage of Protest: 0% (Pgs 16-24)

**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 9, 2019 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 Special Session on Wednesday, September 26, 2019 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 John King  
                              Commissioner Vincent Soule  
                              Commissioner Candace Morrison  
                              Commissioner Juan Garza  
                              Commissioner Steve North

Also present:             Justin Howalt, City Manager  
                              Pete Wilt, Director of Bldg Safety  
                              Donna Muscato, Admin Assistant, Bldg Safety  
                              Louis Gordon, Planning & Zoning Administrator  
                              Jared Morris, City Attorney  
                              Claire Burroughes, Assistant City Manager  
                              Allan Silvers, Fire Marshall  
                              Roger Dial, Clovis Police Dept.

Absent:                   Clint Bunch, Public Works Director  
                              Doug Ford, Chief of Police

Visitors:                 Chad Lydick  
                              Mei Fu Zheng  
                              Esperanza Hernandez  
                              Allen R Olanden  
                              Shelly Brown  
                              Matthew Baca

## **AGENDA ITEM I– ROUTINE MATTERS**

- A. To begin the meeting, roll was called by Donna Muscato, Administrative Assistant for Building Safety, and a quorum of 7-0 was declared.
- B. **Vice Chairman, Thom Moore** moved to approve the agenda and **Commissioner Candace Morrison** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 7-0.
- C. **Commissioner Juan Garza** moved to approve the July 10, 2019 minutes and **Vice Chairman Thom Moore** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 7-0.

## **AGENDA ITEM II – OLD BUSINESS**

None

## **AGENDA ITEM III – NEW BUSINESS**

- A. **APPROVAL OF PRELIMINARY PLAT OF CURTIS SUBDIVISION. A TRACT OF LAND IN THE NORTHEAST QUARTER (NE/4), SECTION THIRTY-ONE (31), TOWNSHIP THREE NORTH (T3N), RANGE THIRTY-SIX EAST (R36E), N.M.P.M., CITY OF CLOVIS, CURRY COUNTY, NEW MEXICO. SAID TRACT CONTAINS 14.874 ACRES OF LAND.**

Name of Applicant/Consulting Engineer: Robert C. Lydick, of Lydick Engineers & Surveyors, 205 E Second Street, Clovis, NM 88101

Name of Owner(s): Blake and Tye Curtis of 961 Curry Road 77, Clovis, NM 88101

**Chairman Smith** asked all who were in attendance and wishing to speak concerning any agenda item to please stand and be sworn in. Afterward he asked for Staff's recommendation regarding this item. **Mr. Louis Gordon** responded, saying that staff's recommendation was on page 6 of their binders. Staff recommends approval of the Preliminary Plat of the Curtis subdivision. The Plat meets the requirements of Chapter 17.65, Section 17.65.070 and Appendix A of the City's Unified Development Ordinance for the submittal of Preliminary Plats. It is consistent with the City's Comprehensive Plan. 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. Due to the predominately commercial usage anticipated for this subdivision, the Preliminary Plat's accompanying Disclosure Statement describes certain development criteria that is being proposed for the development, such as: Impact and Compatibility, Municipal Utility Services

Extension, Stormwater Runoff Management, Traffic Flows, Parking and Impact and Prince Street Frontage Development. All adjoining property owners within 100 feet of the proposed subdivision have been notified.

**Mr. Chad Lydick** came forward and addressed the commission saying that this Tract of land consists of 14.8 acres and he began to describe the boundaries of the subdivision. The property was annexed into the city several years ago with the Lazy Lane being the westerly boundary. The property has several owners who have joined together in the subdivision. All of this area is zoned "CG" Commercial General based on the recent adoption of the UDO and development will be compatible with current zoning. He mentioned that utilities and services are adequate currently for development in this area. He said the city can probably anticipate development occurring in this area from east to west, primarily along Prince Street then to the west. He mentioned that all utility services currently exist in the Prince Street right-of-way. He talked briefly about stormwater management and how the stormwater would be retained on site underground and the water would percolate into the soil. It would be covered on top with a parking lot and serve a dual usage – stormwater retention and parking. **Commissioner Garza** stated that during the last storm event there was a lot of water coming off this area, will the development alleviate this. **City Manager Howalt** said that the water that currently comes off this property goes out onto Prince Street and into the storm drain. As Mr. Lydick mentioned the stormwater that is being generated as a result of this development will be retained on-site underground so it will not add to the runoff but help that situation. **Commissioner Moore** said since Farmer's Electric will be servicing this area is that going to be a conflict of interest since he works for Farmer's. He was informed that since he was not going to benefit financially or personally that he did not need to recuse himself from voting as long as he made the commission aware.

**Commissioner King** asked if Captain Silvers or Captain Dial had any issues with the proposed subdivision plat as first responders. **Captain Dial** said there was none that he is aware of since the city has access from the east, west and north to this area and it also helps that a new traffic signal was installed at Wilhite and Prince. **Captain Silvers** said that as development occurs there will be a need for fire hydrants, but the placement will be determined based on development. There being no further questions, **Chairman Smith** called for a Motion and **Commissioner Garza** made the Motion to approve Preliminary Plat of the Curtis Subdivision base on city staff's recommendation. **Commissioner North** seconded the Motion with all members voting in the affirmative, the Motion passed 7-0.



**B. APPROVAL OF ZONE CHANGE FROM RS-7 – RESIDENTIAL SINGLE-FAMILY DISTRICT TO RS-7(C1) – RESIDENTIALSINGLE-FAMILY CARPORT OVERLAY DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 1-6, BLOCK 3 AND LOTS 33-38, BLOCK 2 OF BELMONT ADDITION. (Address of Zone Change: 516 W 18th Street)**

**Name of Applicant/Owner: Esperanza C. Herrera of 516 W 18th Street, Clovis, NM 88101**

**Percentage of Protest: 3%**

**Chairman Smith** asked anyone wishing to speak on this item to please come to the podium. The applicant/owner, **Mrs. Esperanza Herrera** of 516 W 18<sup>th</sup> Street said she would like to build a carport over her driveway to protect her vehicle. **Chairman Smith** asked staff for their recommendation. **Mr. Louis Gordon** stated that staff's recommendation is on page 23 of their binders. He stated that the request for approval of the rezoning is consistent with the City's Comprehensive plan. It meets the requirements of Chapter 17.65, Section 17.65.030 and Chapter 17.20, Section 17.20.020 of the City's Unified Development Ordinance. There are existing Residential Single-family Carport Overlay Districts directly north and south of proposed rezoning. 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. All adjoining property owners within one hundred feet of the proposed rezoning were notified and there is Three (3) percent protest filed. **Commissioner Garza** asked about the existing prefabricated carport that is installed on this same block that if the City Commission approves this application will it be required to be removed. **Mr. Gordon** said he spoke with a city employee that lives on this same block and was informed that he moved into his home in the mid 80's and the carport was already there. Mr. Gordon stated that particular carport is grandfathered in since it was there before the city adopted the 1996 Comprehensive Zoning Code. He mentioned that based on the recent adoption of the City's Unified Development Ordinance, prefabricated carports are no longer allowed in front yards but are restricted to the back yard and side yard if the property owner has the space to meet the required setbacks. **Chairman Smith** said if there is no further questions/discussion he calls for a Motion and **Commissioner Garza** made the Motion to approve the rezoning based on city staff's recommendation and **Commissioner King** seconded the Motion with all members voting in the affirmative, the Motion passed 7-0.

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

None

**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 3:10 PM.

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

**Regular Session – October 9, 2019 at 3:00 PM  
ASSEMBLY ROOM, BERT CABINESS CITY GOVERNMENT CENTER**

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Chair

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Secretary



**AGENDA  
PLANNING & ZONING COMMISSION  
BERT CABINESS GOVERNMENT CENTER ASSEMBY ROOM  
3:00 PM NOVEMBER 13, 2019**

**I. ROUTINE MATTERS**

1. Declare Quorum
2. Approval of Agenda
3. Approval of Minutes of September 11, 2019 (Pages 1-3)

**II. OLD BUSINESS**

**III. NEW BUSINESS**

- A. APPROVAL OF ZONE CHANGE FROM [RS-7] – RESIDENTIAL SINGLE-FAMILY DISTRICT TO [RS-7(C1)] – RESIDENTIAL SINGLE-FAMILY CARPORT OVERLAY DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 1-10, BLOCK 4 AND LOTS 19-28, BLOCK 3 OF PONDEROSA ADDITION, UNIT NO. 2. (Address of Zone Change 1633 Hull Street).

Name of Applicant/Owner: Richard Dickson of 1633 Hull Street, Clovis, NM 88101

Percentage of Protest: 0% (Pages 4-15)

**IV. REPORTS OF COMMITTEES, OFFICERS AND COMMISSION**

**V. FUTURE AGENDA ITEM**

- A. Accessible Parking for People with Disabilities Text Amendment to Section 17.40.100 to include reference to American Disabilities Act Citation 42 USC Section 12101.

B. Screening Text Amendment – Add a new 17.50.070.B.4 as follows:

**4. Outdoor Storage Areas**

All exterior storage areas in commercial and industrial districts must be screened from view of abutting lots and right-of-way with an opaque fence, wall or vegetative landscape screen at least 6 feet in height.

**VI. DISCUSSION ITEM**

**VII. ADJOURNMENT**

**VI. STUDY SESSION**

DATE AND TIME OF NEXT SCHEDULED MEETING OF THE PLANNING AND ZONING COMMISSION – December 11, 2019 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 Special Session on Wednesday, November 13, 2019 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 John King  
                                      Commissioner Vincent Soule  
                                      Commissioner Candace Morrison  
                                      Commissioner Juan Garza  
                                      Commissioner Steve North
- Also present:                   Justin Howalt, City Manager  
                                      Pete Wilt, Director of Bldg Safety  
                                      Louis Gordon, Planning & Zoning Administrator  
                                      Jared Morris, City Attorney  
                                      Claire Burroughes, Assistant City Manager
- Absent:                           Clint Bunch, Public Works Director  
                                      Doug Ford, Chief of Police  
                                      Allan Silvers, Fire Department  
                                      Donna Muscato, Adm. Assist. Building Safety
- Visitors:                        Engracia Dickson  
                                      Anette Rodriquez

**AGENDA ITEM I– ROUTINE MATTERS**

- A. To begin the meeting, roll was called by Pete Wilt, Director, Building Safety, and a quorum of 7-0 was declared.
- B. **Municipal Court Judge, Vickie Kelly** swore in Chairman Marcus Smith, Vice Chairman Thom Moore, and Commissioner Candace Morrison to serve their term for another year.
- C. **Commissioner John King** 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 7-0.
- D. **Commissioner John King** moved to approve the September 26, 2019 minutes and **Commissioner Steve North** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 7-0.

**AGENDA ITEM II – OLD BUSINESS**

None

**AGENDA ITEM III – NEW BUSINESS**

- A. APPROVAL OF ZONE CHANGE FROM [RS-7] – RESIDENTIAL SINGLE-FAMILY DISTRICT TO [RS-7(C1)] – RESIDENTIAL SINGLE-FAMILY CARPORT OVERLAY DISTRICT. SAID ZONE CHANGE TO INCLUDE LOTS 1-10, BLOCK 4 AND LOTS 19-28, BLOCK 3 OF PONDEROSA ADDITION, UNIT NO. 2. (Address of Zone Change 1633 Hull Street).**

Name of Applicant/Owner: Richard Dickson of 1633 Hull Street, Clovis, NM 88101

Percentage of Protest: 0% (Pages 4-15)

**Mr. Louis Gordon** stated that the Staff recommendation is in the packet that each Commissioner received and that there are no other recommendations at this time. He also stated that the applicant/property owner was in the audience and directed any questions from the Commission to the property owner. The property owner spoke to the Commission as to the reasoning behind applying for a carport at this time. The Commission nor the public had any questions for the property owner at this time. A Motion to Approve the Zone Change was made by **Commissioner John King** and seconded by **Commissioner Steve North**. With all Commissioners voting in the affirmative, Motion passed with a vote of 7-0.

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

None

**AGENDA ITEM V – FUTURE AGENDA ITEM**

- A. Accessible Parking for People with Disabilities Text Amendment to Section 17.40.100 to include reference to American Disabilities Act Citation 42 USC Section 12101.
- B. Screening Text Amendment – Add a new 17.50.070.B.4 as follows:
- 4. Outdoor Storage Areas**
- a. All outdoor storage areas established in commercial and industrial districts must be screened from view of abutting lots and rights-of-way with an opaque fence, wall or vegetative landscape screen at least 6 feet in height.
  - b. Any existing, unscreened outdoor storage areas in commercial and industrial districts must be screened from view of abutting lots and rights-of-way with an opaque fence, wall or vegetative landscape screen at least 6 feet in height. Required screening of existing outdoor storage areas must be installed by June 1, 2020.

**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 3:25 PM.

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

Regular Session – **December 11, 2019 at 3:00 PM**  
**ASSEMBLY ROOM, BERT CABINESS CITY GOVERNMENT CENTER**

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Chair

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Secretary



**AGENDA  
PLANNING & ZONING COMMISSION  
BERT CABINESS GOVERNMENT CENTER ASSEMBY ROOM  
3:00 PM December 11, 2019**

**I. ROUTINE MATTERS**

1. Declare Quorum
2. Approval of Agenda
3. Approval of Minutes of November 13, 2019 (Pages 1-5)

**II. OLD BUSINESS**

**III. NEW BUSINESS**

- A. REPLAT OF LOT 1, BLOCK 2 OF TOWNE TALK PARK ESTATES, UNIT NO. 1., A TRACT OF LAND IN THE SW/4 SECTION 9, T2N R36E, N.M.P.M., CITY OF CLOVIS, CURRY COUNTY, NEW MEXICO 88101. CONTAINING 2 LOTS IN 0.634 ACRES OF LAND. (ADDRESS: 1105 N NORRIS STREET)**

Name of Applicant: Chad Lydick of Lydick Engineers & Surveyors, P.O. Box 728, Clovis, NM 88101

Name of Owner: TOWNE TALK INC., Mr. Monty Newman, P.O. Box 278, Clovis, NM 88101 (Pages 6-22)

**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 – January 9, 2020 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 Special Session on Wednesday, December 11, 2019 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 Thom Moore  
                              Commissioner John King  
                              Commissioner Vincent Soule  
                              Commissioner Candace Morrison  
                              Commissioner Juan Garza
- Also present:            Justin Howalt, City Manager  
                              Pete Wilt, Director of Bldg Safety  
                              Donna Muscato, Admin Assistant, Bldg Safety  
                              Louis Gordon, Planning & Zoning Administrator  
                              Jared Morris, City Attorney
- Absent:                   Chairman Marcus Smith  
                              Commissioner Steve North  
                              Clint Bunch, Public Works Director  
                              Doug Ford, Chief of Police  
                              Allan Silvers, Clovis Fire Dept  
                              Claire Burroughes, Assistant City Manager
- Visitors:                Jefferson Powers, Lydick Engineers, 205 E 2<sup>nd</sup> Street  
                              Ruth Olson, 1932 Chapparral Circle

**AGENDA ITEM I– ROUTINE MATTERS**

- A. To begin the meeting, a quorum was determined by Vice Chairman Thom Moore. A quorum of 5 was declared.
- B. **Commissioner Juan Garza moved** to approve the agenda and **Commissioner Candace Morrison** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 5-0.
- C. **Commissioner Candace Morrison** moved to approve the November 13, 2019 minutes and **Commissioner Vincent Soule** seconded the motion. With all commissioners voting in the affirmative, the motion passed with a vote of 5-0.

**AGENDA ITEM II – OLD BUSINESS**

None

**AGENDA ITEM III – NEW BUSINESS**

- A. **REPLAT OF LOT 1, BLOCK 2 OF TOWNE TALK PARK ESTATES, UNIT NO. 1., A TRACT OF LAND IN THE SW/4 SECTION 9, T2N R36E, N.M.P.M., CITY OF CLOVIS, CURRY COUNTY, NEW MEXICO 88101. CONTAINING 2 LOTS IN 0.634 ACRES OF LAND. (ADDRESS: 1105 N NORRIS STREET)**

Name of Applicant: Chad Lydick of Lydick Engineers & Surveyors, P.O. Box 728, Clovis, NM 88101

Name of Owner: TOWNE TALK INC., Mr. Monty Newman, P.O. Box 278, Clovis, NM 88101 (Pages 5-20)

**Vice Chairman Thom Moore** swore in those who wished to speak at today's meeting. **Mr. Louis Gordon** addressed Commissioner Garza's inquiry concerning a member in attendance, Ms. Ruth Olson of 1932 Chapparral Circle. He explained the notification process stating that Ms. Olson owned property within 100 feet of the proposed Re-plat area and according to State Law and the City's Unified Development Ordinance was required to be noticed. That was her reason for being in attendance today. **Vice Chairman Moore** asked Mr. Gordon what Staff's recommendation is. **Mr. Gordon** referenced the page number of staff's recommendation in their binders, saying that the request meets the standards of Chapter 17.65, Section 17.65.060 and Appendix A of the City's UDO. All adjoining property owners within 100 feet were notified and 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. **Mr. Jefferson Powers** of Lydick Engineers, addressed the Commission about the Replat of 1105 N Norris Street stating that the owner is re-platting the one Tract into 2 Lots and that the portion of land in the southwest corner is not a part. It contains the signage for the development. **Mr. Pete Wilt** said the reasoning behind the replat was for resale purposes only. **Commissioner John King** asked the Staff if the buildings met requirements of the setbacks and the answer from the Staff was in the affirmative. **Ruth Olson**, a neighbor, spoke to the Commission and asked why there were flags on her property and the **City Attorney, Jared Morris**, explained to her that the flags were there for property line purposes only and would be removed. **Commissioner Juan Garza** called for a Motion to Approve the REPLAT OF LOT 1, BLOCK 2 OF TOWNE TALK PARK ESTATES, UNIT NO. 1, based on staff's recommendation and **Commissioner John King** seconded the Motion with all members voting in the affirmative, the Motion passed 5-0.

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

**Mr. Gordon** stated that the two "Future Agenda" items that was discussed at the meeting last month did not get placed on our agenda today because it did not meet the public notice requirements and will therefore be coming before our meeting next month.

#### **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 3:10 PM.

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

Regular Session – **January 8, 2020 at 3:00 PM**  
**ASSEMBLY ROOM, BERT CABINESS CITY GOVERNMENT CENTER**

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Chair

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Secretary