

**CITY OF LOVINGTON
REGULAR MEETING OF PLANNING AND ZONING COMMISSION**

Tuesday, November 12, 2024 4:00 PM
TO BE HELD AT 214 SOUTH LOVE STREET

AGENDA

Notice of this meeting has been given to the public in compliance with Section 10-15-4 NMSA 1978

OPEN MEETING

Call To Order

Roll Call

Pledge of Allegiance and Zia

Approval of Agenda

Consideration of Minutes

COMMISSIONERS AND STAFF REPORT

PUBLIC COMMENT

ACTION ITEMS

- Street Light Request 622 W Cottonwood
- Variance for Mobile Home 806 W Madison

ADJOURNMENT

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 575-396-2884 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk at 575-396-2884 if a summary or other type of accessible format is needed 72 HOURS PRIOR TO THE MEETING.

CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: 11/12/2024



Item Type: Other Action

SUBJECT: Street Light Request 622 W Cottonwood
DEPARTMENT: Planning and Zoning
SUBMITTED BY: Crystal R Ball, CFM, CZO
DATE SUBMITTED: 7/30/2024

COMPREHENSIVE PLAN IMPLEMENTATION:

LU 2.0 Support neighborhood initiatives to address concerns and improvements

STAFF SUMMARY:

We have received a request by Nichole and Ralph Madrid for the placement of a street light in front of 622 W Cottonwood. Within the cul-de-sac area there are two existing street lights and on the intersection where the request is being made to place a light one exist on the opposite corner.

FISCAL IMPACT:

9.27 monthly bill for new light

RECOMMENDATION:

Recommend denial, city already has a street light adjacent to the site, owner can purchase a security light.

ATTACHMENTS:

Description	Type
P&Z App and Letter of Request	Cover Memo
aerial	Cover Memo

PLANNING AND ZONING APPLICATION

- Type(s):
- | | | |
|---|---|--|
| <input type="checkbox"/> ADDITION | <input type="checkbox"/> PARK – RV or MH | <input type="checkbox"/> ANNEXATION |
| <input type="checkbox"/> BUILDING (Residential) | <input type="checkbox"/> PORCH | <input type="checkbox"/> ALTERNATE SUMMARY RE-PLAT |
| <input type="checkbox"/> BUILDING (Commercial) | <input type="checkbox"/> ROOF / RE-ROOF | <input type="checkbox"/> RE-PLAT (Major) |
| <input type="checkbox"/> CAR PORT | <input type="checkbox"/> SIGNAGE | <input type="checkbox"/> SUBDIVISION (Preliminary) |
| <input type="checkbox"/> CURB CUT | <input type="checkbox"/> STORAGE UNIT | <input type="checkbox"/> SUBDIVISION (Final) |
| <input type="checkbox"/> FENCE | <input type="checkbox"/> SEWER CONNECTION | <input type="checkbox"/> CONDITIONAL/SPECIAL USE |
| <input type="checkbox"/> MANUFACTURED HOME | <input type="checkbox"/> TOWER | <input type="checkbox"/> VACATION |
| <input type="checkbox"/> MODULAR HOME | <input type="checkbox"/> WATER CONNECTION | <input type="checkbox"/> VARIANCE |
| <input type="checkbox"/> NEW HOME (Site built) | <input checked="" type="checkbox"/> OTHER <u>Street light</u> | <input type="checkbox"/> ZONE CHANGE |

Applicant Name: Nichole Madrid
 Mailing Address: 622 W. Cottonwood Ave
Lowington, NM 88260
 Phone Number: 575 704-9038
 Property Address (Site Location): Corner of 7th Street and Cottonwood Ave.
 Property Owner(s): _____

Brief Description of Request: There is eighteen kids living in this cul-de-sac under the age of 15 who play on the block and we are requesting a light on the post that is already here

Subdivision: Sunrise Addition Zone: A B C D
 Block: _____ Lot: 1
 Owner Number: 208750 Parcel Number: 4830604131012
 Book: 2125 Page: 575

Present Use of ^{Site}Property: Public space

Applicant Signature: N. Madrid Date: 7/26/24

To ensure placement on the agenda, submit all materials three weeks in advance of your scheduled meeting.

APPLICATION RECEIVED BY PLANNING AND ZONING

Planning, Zoning, Code Staff Name: Cobrie Astorga
 Signature: [Signature] Date: 7-29-24

July 16, 2024

To Whom It May Concern

Re: Street Light in front of 622 W. Cottonwood

We had a new home built on W. Cottonwood in 2017. There are only 2 street lights on our street and it is in the middle of the cul-de-sac and at the end of the street in the cul-de-sac. To the left side of our house is 7th street and many people speed by from Birch to Dogwood and it is very dark there making it hard to see. There is a pole already in our yard that just needs a light affixed to it.

We have 4 children and there are several children that reside on the block who also come to play near our home, and also with recent burglaries we are requesting a light be put on our pole so as to not make our street so dark.

Thank you for your consideration.

Nichole and Ralph Madrid
622 W. Cottonwood
Lovington, NM 88260



CITY OF LOVINGTON
COMMISSION STAFF SUMMARY FORM

MEETING DATE: 11/12/2024



Item Type: Other Action

SUBJECT: Variance for Mobile Home 806 W Madison
DEPARTMENT: Planning and Zoning
SUBMITTED BY: Crystal R Ball, CFM, CZO
DATE SUBMITTED: 10/30/2024

COMPREHENSIVE PLAN IMPLEMENTATION:

LU 2.0 Support neighborhood initiatives to address concerns and improvements

STAFF SUMMARY:

A variance request for a side yard setback of 7' for a new manufactured home placement has been made to the Planning and Zoning department. Request is to set a mobile home on a lot where the lot size requirements are met as well as the zoning.

The issue is the manufactured home does not meet the proper set backs depending on how its placed. There are 2 options and neither create a disturbance or danger, however ultimately its not meeting code.

FISCAL IMPACT:

RECOMMENDATION:

Recommendation would be to allow the variance only after a detailed plan of any other additional modifications would be done in the future such as fencing and carports to have a good idea of what we are giving permission to.

ATTACHMENTS:

Description
application
supporting letter

Type
Cover Memo
Cover Memo

PLANNING AND ZONING APPLICATION

- Type(s):
- | | | |
|---|---|--|
| <input type="checkbox"/> ADDITION | <input type="checkbox"/> PARK – RV or MH | <input type="checkbox"/> ANNEXATION |
| <input type="checkbox"/> BUILDING (Residential) | <input type="checkbox"/> PORCH | <input type="checkbox"/> ALTERNATE SUMMARY RE-PLAT |
| <input type="checkbox"/> BUILDING (Commercial) | <input type="checkbox"/> ROOF / RE-ROOF | <input type="checkbox"/> RE-PLAT (Major) |
| <input type="checkbox"/> CAR PORT | <input type="checkbox"/> SIGNAGE | <input type="checkbox"/> SUBDIVISION(Preliminary) |
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| <input type="checkbox"/> MANUFACTURED HOME | <input type="checkbox"/> TOWER | <input type="checkbox"/> VACATION |
| <input type="checkbox"/> MODULAR HOME | <input type="checkbox"/> WATER CONNECTION | <input checked="" type="checkbox"/> VARIANCE |
| <input type="checkbox"/> NEW HOME (Site built) | <input type="checkbox"/> OTHER _____ | <input type="checkbox"/> ZONE CHANGE |

Applicant Name: Veronica Aguirre
Mailing Address: ~~806 W Madison Ave~~ 1006 W Aspen Ave.
Countryside NM 88260
Phone Number: 575-602-3422
Property Address (Site Location): 806 W Madison Ave.
Property Owner(s): Veronica Aguirre / Ricardo Aceves

Brief Description of Request: Requesting to place a single wide MH (14x16) on a lot that will not allow her to meet setbacks

Subdivision: Howard Green Add Zone: A B C D
Block: C Lot: 20
Owner Number: 235 34 Parcel Number: 4000235340001
Book: 1885 Page: 651

Present Use of Property: Residential Lot

Applicant Signature: Veronica Aguirre Date: 9-05-24
To ensure placement on the agenda, submit all materials three weeks in advance of your scheduled meeting.

APPLICATION RECEIVED BY PLANNING AND ZONING

Planning, Zoning, Code Staff Name: Cecilia Astorga
Signature: [Signature] Date: 9-5-24



Project Property Address: 806 W Madison
City Planning & Zoning Coordinator: Crystal R. Ball, CFM
Email- cball@lovington.org
Phone: (575) 396-9301

City Variance Request

The following check list provides additional requirements for your specific application. Please attach all of the requested documentation, sign, and date.

Variance Request Requirements

- 1) Submit a completed Planning and Zoning Application. All fields must be completed and legible in order to process the application. This document provides the basic information required for all permitting applications.
- 2) Provide proof of ownership or interest in the property. A deed with a legal description or property lease will meet this requirement. If the applicant is not the owner, an Affidavit by Property Owner(s) is required.
- 3) A site plan, submitted on paper or in an electronic format, showing
 - North arrow
 - Location of site with respect to streets and adjacent properties
 - Property lines and dimensions
 - Location and dimensions of buildings
 - Building setback distances from property lines
 - Any proposed features of the site which are applicable to the requested variance
- 4) A written statement documenting the reason for the variance, including evidence that the request complies with the criteria identified on page 2 ("Criteria for Variance Approval")
- 5) Submit the completed Variance Support Petition.
- 6) Pay the City Variance processing fee. \$ 150⁰⁰ Date paid 09-05-24

What is a Variance?

A variance is a limited exception to the usual requirements of local zoning. If approval for a variance is obtained, the property owner may make minor deviations to the property that are not in conformance with zoning ordinances. Examples of variances that may be granted can include:

- Use
- Physical requirements such as dimensions or setbacks
- Yard and space requirements
- Requirements applied to all districts
- City--wide design standards

17777

JOINT TENANT
WARRANTY DEED

Jaime Gonzalez and Olga Gonzalez

_____, for consideration paid grant ___ to

Ricardo Aceves and Veronica Aguirre

AS JOINT TENANTS WITH RIGHT OF SURVIVORSHIP,

whose address is 109 E ELM, Lovington NM 88260

the following described real estate in lea County, New Mexico:

Lot 20 in block C, of the HOWARD-GREENE ADDITION
to the Town, and now city, of Lovington, lea County,
New Mexico

with warranty covenants.

WITNESS _____ hand _____ and seal _____ this 7 day of April, 2014.

Jaime Gonzalez
Olga Gonzalez

Signature(s) of person(s) selling property



OFFICIAL SEAL
MARY E. LAMB
NOTARY PUBLIC - STATE OF NEW MEXICO

My commission expires: 10/16/2016

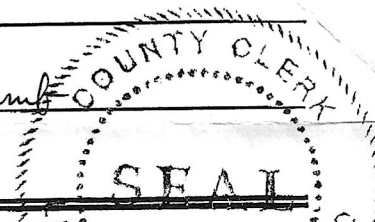
STATE OF NEW MEXICO)
County of lea)

This instrument was acknowledged before me this 7th day of April, 2014.

by Jaime Gonzalez and Olga Gonzalez
(Name(s) of Person(s) signing document)

My Commission Expires October 16, 2016.

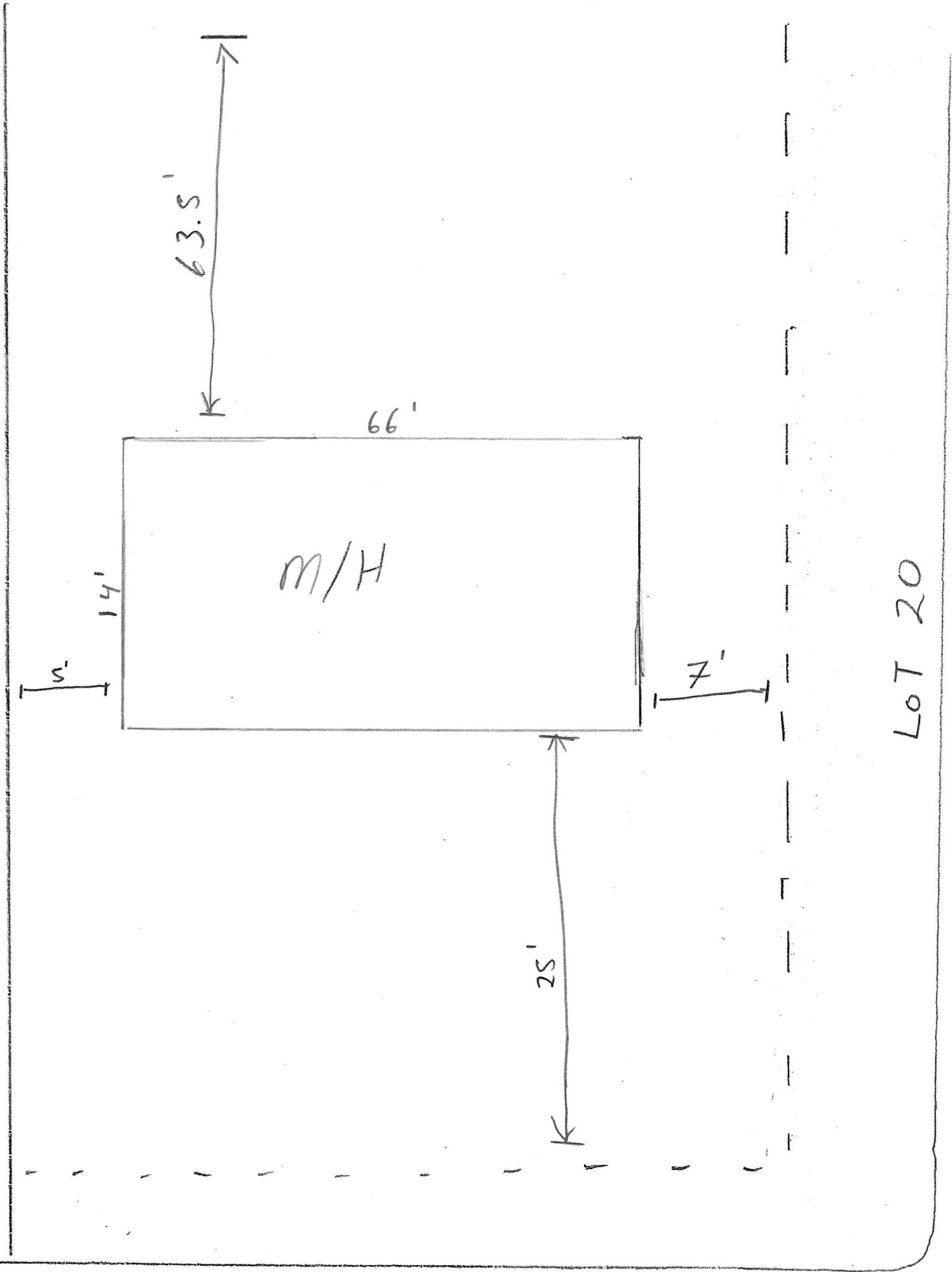
Mary E. Lamb
Notary Public



First / Preferred Option



LOT 19

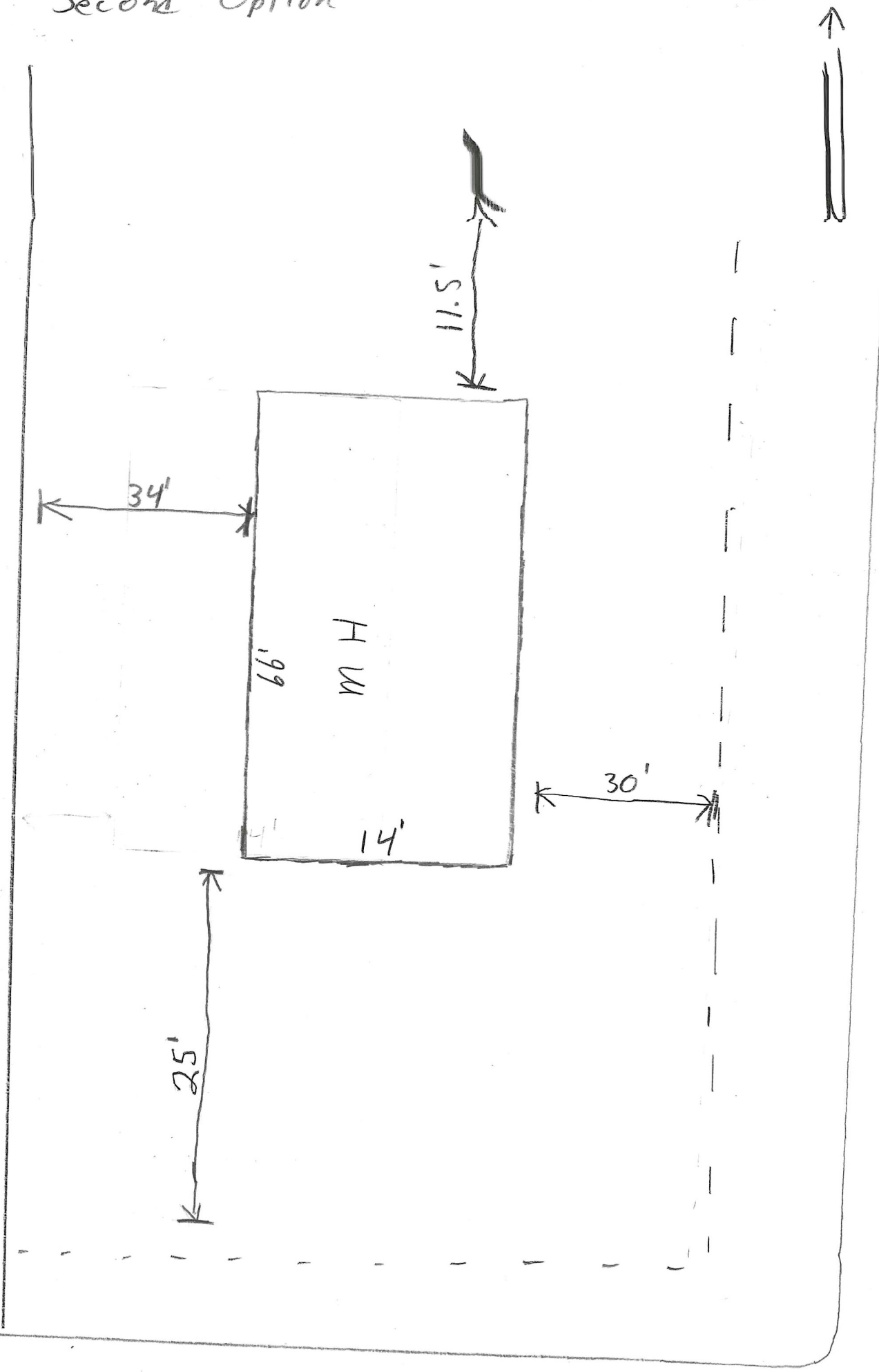


8th Street

Property Line ---

Second Option

Lot 19



8th Street

Yo, Verónica Aguirre, estoy solicitando permiso para poder instalar una traila para poder mudarme con mis hijos. Estoy pasando por una separación y ocupo lugar para vivir y criar mis hijos y este terreno es lo mas ideal para poder habitar y hacer eso. Al momento la traila cumple con el requisito del tamaño de lote, nomas que cae corto de los requisitos del código de la ciudad. Mis intenciones son solo proveer un hogar para mi familia. Lo que pido no causara situaciones que puedan poner a mis vecinos en peligro y pretendo seguir todas reglas necesarias para hacer este proceso correctamente. Pido por favor que consideren mi situación y las 2 formas para sentar la traila que les mencione. Muchas gracias por su tiempo y la oportunidad de presentar mi caso.

I, Veronica Aguirre, am requesting permission to install a mobile home where my kids and I can move into. I am going through a separation, and I need a place to live and raise my children and this property is ideal for me to do just that. Currently the mobile home meets the lot size requirements, but it falls short on meeting the city's code. My intentions are only to provide a home for my family. What I am requesting will not cause any situation that would put my neighbors in danger, and I intend to follow all necessary steps to do this process the proper way. I ask you to please consider my situation and the 2 options of setting the mobile that I provided. Thank you for your time and for the opportunity to present my case.