# AGENDA City of Hobbs Planning Board – Regular Meeting July 16<sup>th</sup>, 2024 at 10:00 AM

W.M. "Tres" Hicks, Chairman Bill Ramirez Brett Drennan Larchinee Turner Guy Kesner, Vice Chairman Ben Donahue Brett Clay

Tentative Agenda for the Planning Board Regular Session Meeting to be held on Tuesday, July 16<sup>th</sup>, 2024 at 10:00 AM, at the City of Hobbs Annex Building, First Floor Commission Chambers located at 200 E. Broadway, Hobbs, NM 88240.

#### **AGENDA**

#### Call To Order and Roll Call.

- 1) Review and Consider Approval of Agenda.
- 2) Review and Consider Approval of Minutes.

July 2<sup>nd</sup>, 2024 – Special Meeting

Communications from Citizens. (3-minute limit per citizen)

#### **ACTION ITEMS**

- 3) Review and Consider RV Park Map Amendment Nuevo Amanecer RV Park located off of US highway 62, just South of Willow Bend Villas.
- 4) Review and Consider RV Park Map Amendment for a proposed RV Park located off East Main Street.
- 5) Review and Consider RV Park Map Amendment and Annexation for expansion of existing Zia RVillas Park on Lovington Hwy and World Drive.
- 6) Review and Consider Proposed Annexation of land in Section 16, Township 18 South, Range 38 East, N.M.P to the City of Hobbs owned by Del Norte Heights Inc. Land is located at the corner of Millen Drive and Grimes Street.

#### **DISCUSSION ITEMS**

#### Adjournment.

The City will make every effort to provide reasonable accommodations for people with disabilities who wish to attend a public meeting. Please notify the City at least 24 hours before the meeting. Telephone 575-397-9232.

"Notice is hereby given that a quorum of the Hobbs City Commission may be in attendance at this meeting."

SPECIAL PLANNIG BOARD MEETING MINUTES 7/2/2024

#### PLANNING BOARD SPECIAL MEETING MINUTES JULY 2, 2024

The Hobbs Planning Board met on July 2, 2024, at 10:00 a.m. at the City of Hobbs Annex Building, First Floor Commission Chambers, located at 200 E. Broadway, Hobbs, NM 88240 with Mr. W.M. "Tres" Hicks, Chairman, presiding.

**Members Present:** 

**Members Absent** 

W.M. "Tres" Hicks, Chairman Guy Kesner, Vice Chairman Larchinee Turner (arrived at 10:03) Ben Donahue Brett Drennan Bill Ramirez **Brett Clay** 

Also present were members of the public and City staff as follows:

Todd Randall, Assistant City Manager Anthony Henry, Acting City Engineer Bruce Reid, Lea County Planner Kristalyn Seepersad, Project Manager April Hargrove, Engineering Assistant

Medjine Desrosiers-Douyon, Deputy City Attorney
1 Citizen(s)

#### **Call to Order and Roll Call**

Ms. April Hargrove, Engineering Assistant, did a roll call for members as follows:

Mr. Ramirez-yes, Ms. Turner-arrived at 10:03, Mr. Kesner-yes, Mr. Drennan-yes, Mr. Clayabsent, Mr. Donahue-yes, and Mr. Hicks-yes. There were six members present at the meeting.

Mr. Hicks called the meeting to order at 10:00 a.m.

#### 1.) Review and Consider Approval of Agenda

The first item of business was to review and approve the agenda for the July 2, 2024 special meeting. Mr. Hicks asked if there were any additions or changes to the agenda. Mr. Randall stated there were no changes to the agenda. Mr. Kesner made a motion, seconded by Mr. Drennan to approve the agenda as presented. The vote on the motion was 5-0 and the motion carried.

#### 2.) Review and Consider Approval of Minutes

Mr. Hicks asked if everyone had a chance to read the Regular Meeting Minutes from May 21, 2024. Mr. Ramirez made a motion, seconded by Mr. Donahue to approve the Regular

Meeting Minutes as presented. The vote was recorded as follows: Ramirez yes, Kesner yes, Clay absent, Donahue yes, Turner absent, Drennan yes, Hicks yes. The vote on the motion was 5-0 and the motion carried.

#### **Communications from Citizens**

There was no communication from citizens.

#### **Action Items**

3) Review and Consider Proposed Subdivision for Northland Estates West with a Letter of Credit.

Mr. Randall stated this is a proposed subdivision for Northland Estates West with a Letter of Credit within the ETJ. He stated that the letter of credit is to ensure all improvements are completed and allow for the filing of the final plat.

In response to Mr. Hicks' questions, Ms. Brenda Gomez, the developer, stated the waterline is going to be extended to Fowler.

Mr. Randall stated the proposed subdivision is 5.6 acres. He stated in order to file a subdivision with a letter of credit, the developer had to provide a final subdivision plat and an Engineer's Estimate of the remaining improvements along with the Letter of Credit. Mr. Randall stated there are no objections from staff to the documentation. Mr. Randall stated staff recommends the Board to approve the attached documents with the condition to add the required easements for future waterline installation. Mr. Randall explained the Developer desires to have the final plat filed in order to start building houses.

Mr. Kesner made a motion to approve the proposed subdivision for Northland Estates West with a Letter of Credit with the condition of adding the required easements, seconded by Mr. Ramirez. The vote on the motion was 6-0 and the motion carried.

4) Review and Consider Final Plat for Trinity Estates Unit 2 Subdivision with a Letter of Credit.

Mr. Randall stated Stuard Homes has requested to file the Trinity Estates Unit 2 Subdivision with a Letter of Credit. He stated the developer proposed to produce 58 single-family units. Mr. Randall stated the developer has provided the Final Subdivision plat and an Engineer's Estimate of the remaining improvement along with the Letter of Credit. He further stated staff has no objections to these documents.

In response to Mr. Kesner's question regarding the infrastructure, Mr. Randall stated all City utilities are in place. He further stated the dry utilities are typically completed all at the same time and letter of credit only represents public infrastructure, which is a portion of the roadway improvements.

Mr. Drennan made a motion to approve the final plat for Trinity Estates Unit 2 Subdivision with a Letter of Credit, seconded by Ramirez. The vote on the motion was 6-0 and the motion carried.

#### 5) Review and Consider Preliminary Plans for a Subdivision for Zia Crossing Unit 10.

Mr. Randall stated this is a Master Plan / Sketch Plan for the remaining and undeveloped property for the Zia Crossing Subdivision. Staff's understanding is this property may be under contract and the property owner requested approval on the Master Plan based on staff comments, which include the requirement for The Count Road to be extended as part of the development. The property owner has agreed to the roadway, although does not want to build it. This is only a Sketch Plan and not binding the Property Owner or the City of Hobbs.

Mr. Kesner asked what has changed from the original Master Plan. In response to Mr. Kesner's question, Mr. Randall presented the original master plan and showed the half-section line roadway was not represented in the original layout. In the previous subdivision (Unit 7 of Zia Subdivision), the City required the half-section roadway and requested the extension of The Count Road with future development.

Mr. Randall stated staff has no objection to the proposed plan as presented. The differing of The Count Road, would be considered with the future subdivision and construction plans.

Mr. Donahue made a motion to approve the Master / Sketch Master Plan for Zia Subdivision, seconded by Ms. Turner. The vote on the motion was 6-0 and the motion carried.

#### **Adjournment**

With nothing further to discuss Mr. Donahue made a motion, seconded by Mr. Kesner to adjourn. The meeting adjourned at 10:45 a.m. The vote on the motion was 6-0 and the motion carried.

W.M. "Tres" Hicks, Chairman

ACTION ITEM: NUEVO AMANECER RV PARK MAP AMENDMENT

#### **CITY OF HOBBS**



#### PLANNING BOARD STAFF SUMMARY FORM

MEETING DATE: JULY 16<sup>TH</sup>, 2024

SUBJECT: REVIEW AND CONSIDER AN RV PARK MAP AMENDMENT FOR A PROPOSED RV PARK LOCATED OFF OF US HIGHWAY 62, JUST SOUTH OF WILLOW BEND VILLAS.

DEPT. OF ORIGIN: Planning Department

DATE SUBMITTED: July 11th, 2024

SUBMITTED BY: Kristalyn Seepersad, Planning Project Manager

#### Summary:

Property owner has requested to build an RV park off of Marland Blvd. The RV Park will have one commercial building and 59 RV Spaces.

As per the Municipal Codes of Ordinances:

- 18.04.050 Special Use Permit Approval Procedures for Planning District Map Amendment:
  - Public Notice of Proposed Actions. Public notice of hearings held before the Planning Board, unless otherwise required by law, shall be given as provided in this section.1. Published General Notice. On or before the fifteenth day before the date of any public hearing involving the establishment or amendment of any district boundary, consideration of a special use permit, or a proposed variance from any planning regulation, the Planning Division shall publish in the local newspaper of general circulation in the City of Hobbs a public notice stating the date, time and place of the public hearing at which all parties in interest and citizens shall have an opportunity to be heard. The notice shall include a short description of the proposed action, the subject property and how additional information can be obtained.
  - Mailed Notices. Whenever a planning district map amendment special use permit is proposed for an area, the Planning Division shall mail notice of the public hearing by certified mail, return receipt requested, to the owners, as shown by the records of the county treasurer, of lots of land within the area proposed to be changed by a map amendment special use permit and to all other owners within the greater of two hundred (200) feet of the subject area, or one hundred (100) feet, excluding public right-of-way, of the subject area. The mailing shall be posted on or before the fifteenth day before the date of the public hearing.
  - Notice of Proposed Variances. Whenever a variance from the regulations herein are proposed on a property, the Planning Division shall follow the same legal notice and mail notice procedures as noted above for a map amendment public hearing.
  - Posting of Notice Signs. Public notice of required public hearings on property owner applications for a planning district map amendment special use permit application shall also be provided by way of a sign posted at least ten (10) days before the date of the public hearing on the property that is the subject of the application. One (1) sign shall be posted by the Planning Division for each five hundred (500) feet of frontage along a public street, with a maximum of three (3) signs required per frontage. Signs shall be located so that each sign is clearly visible from the street, or visible from the nearest public street.
- There have been complaints from tenants living at Willow Bend Villas regarding the dust in their living area from the proposed RV Park location next door.
- Tenants have also voiced their disapproval of having an RV Park next door to where they live.

## **Staff Recommendations:**

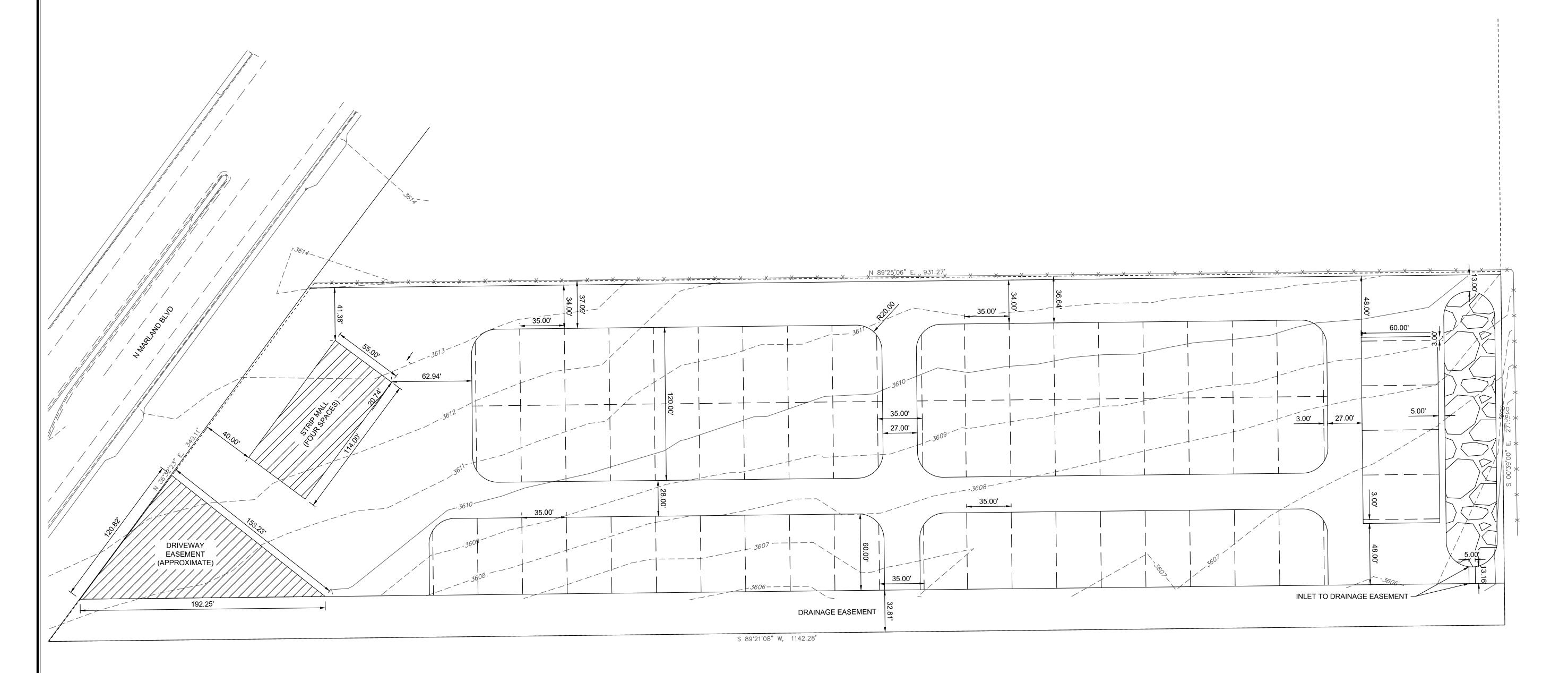
Planning Department:

Staff has no objections to these documents. Staff recommends the Board considers approval/denial for the attached documents.

#### Attachments:

- RV Park Proposed Layout
- Earth Overlay of RV Park Layout
- Copies of certified mail sent to surrounding owners.

# NUEVO AMANECER RV PARK 1 - COMMERICAL BUILDING 59 - RV SPACES





7921 N World Dr. Hobbs, NM 88242-9032 Squarerootservices.net 575-231-7347

TYPE OF SURVEY:

RV PARK

PROJECT NAME:

NUEVO AMANECER

CLIENT:

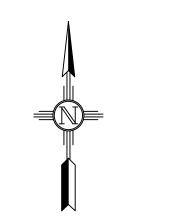
PROJECT NUMBER:

24050

PROJECT ENGINEER:

JEREMY BAKER, PE

DRAWN BY: Brayden Sealy



GRAPHIC SCALE

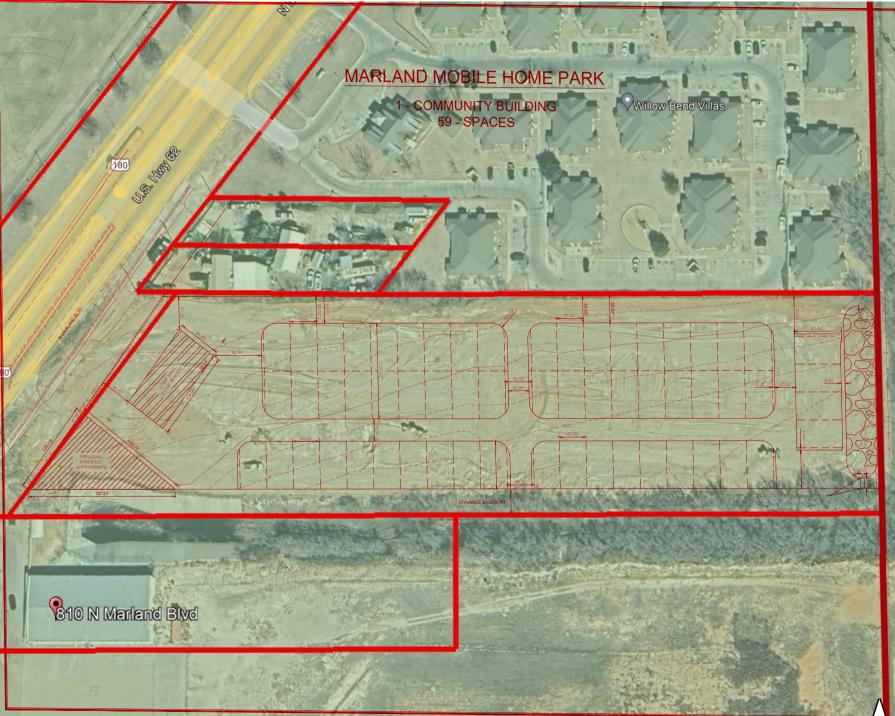
SCALE: 1" = 40' (IN FEET)

REVISIONS

No. DATE DESCRIPTION

PRELIMINARY

SHEET:
1 of 2



# Affidavit of Publication

STATE OF NEW MEXICO COUNTY OF LEA

I. Daniel Russell. Publisher of the Hobbs News-Sun, a newspaper published at Hobbs, New Mexico, solemnly swear that the clipping attached hereto was published in the regular and entire issue of said newspaper, and not a supplement thereof for a period of 1 issue(s).

> Beginning with the issue dated June 30, 2024 and ending with the issue dated June 30, 2024.

Publisher

Sworn and subscribed to before me this 30th day of June 2024.

**Business Manager** 

My commission expires

January 29,72027OF NEW MEXICO NOTARY PUBLIC (Seal)

GUSSIE RUTH BLACK **COMMISSION # 1087526** 

COMMISSION EXPIRES 01/29/2027

This newspaper is duly qualified to publish legal notices or advertisements within the meaning of Section 3, Chapter 167, Laws of 1937 and payment of fees for said publication has been made.

LEGAL

LEGAL

LEGAL NOTICE June 30, 2024

NOTICE:

The City of Hobbs has received requests to amend the Planning District Map and issue special use permits to allow the following proposed RV Parks:

- 11.69 +/- acre parcel located at 1702 E Main
- 6.08 +/- acre parcel located south of Willow Bend Villas, off of Highway 62.
   Zia RVillas Park Extension, 120 new spaces,
- located off Lovington Highway

This is a notice to the general public of the developer's intent to construct an RV Park on the aforementioned parcels.

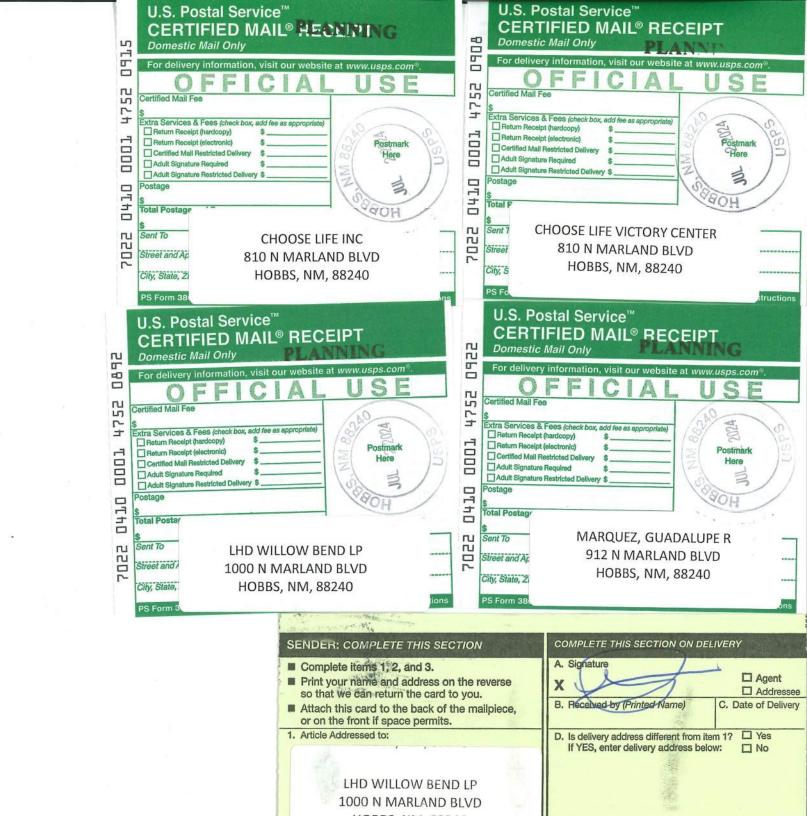
This item will be addressed and decided on at the July Planning Board meeting on July 16th, 2024, on the first floor of the City Annex Building at 200 E. Broadway, at 10:00 a.m., in the City of Hobbs Commission Chambers.

This notice is being advertised to the general public within the notification boundaries per Municipal Code 18.04, requiring notification of district map amendments and special use permits.

67108146

00291688

CITY OF HOBBS FINANCE DEPT 200 E. BROADWAY ST HOBBS, NM 88240





ACTION ITEM: EAST MAIN STREET RV PARK MAP AMENDMENT

# CITY OF HOBBS PLANNING BOARD STAFF SUMMARY FORM

MEETING DATE: JULY 16<sup>TH</sup>, 2024

SUBJECT: REVIEW AND CONSIDER AN RV PARK MAP AMENDMENT FOR A PROPOSED RV PARK

**LOCATED OFF EAST MAIN STREET** 

DEPT. OF ORIGIN: Planning Department

DATE SUBMITTED: July 11<sup>th</sup>, 2024

SUBMITTED BY: Kristalyn Seepersad, Planning Project Manager

#### Summary:

Property owner has requested to build an RV Park off of East main Street. The proposed lot is approximately 5 acres.

As per the Municipal Codes of Ordinances:

- 18.04.050 Special Use Permit Approval Procedures for Planning District Map Amendment:
  - Public Notice of Proposed Actions. Public notice of hearings held before the Planning Board, unless otherwise required by law, shall be given as provided in this section.1. Published General Notice. On or before the fifteenth day before the date of any public hearing involving the establishment or amendment of any district boundary, consideration of a special use permit, or a proposed variance from any planning regulation, the Planning Division shall publish in the local newspaper of general circulation in the City of Hobbs a public notice stating the date, time and place of the public hearing at which all parties in interest and citizens shall have an opportunity to be heard. The notice shall include a short description of the proposed action, the subject property and how additional information can be obtained.
  - Mailed Notices. Whenever a planning district map amendment special use permit is proposed for an area, the Planning Division shall mail notice of the public hearing by certified mail, return receipt requested, to the owners, as shown by the records of the county treasurer, of lots of land within the area proposed to be changed by a map amendment special use permit and to all other owners within the greater of two hundred (200) feet of the subject area, or one hundred (100) feet, excluding public right-of-way, of the subject area. The mailing shall be posted on or before the fifteenth day before the date of the public hearing.
  - Notice of Proposed Variances. Whenever a variance from the regulations herein are proposed on a property, the Planning Division shall follow the same legal notice and mail notice procedures as noted above for a map amendment public hearing.
  - O **Posting of Notice Signs.** Public notice of required public hearings on property owner applications for a planning district map amendment special use permit application shall also be provided by way of a sign posted at least ten (10) days before the date of the public hearing on the property that is the subject of the application. One (1) sign shall be posted by the Planning Division for each five hundred (500) feet of frontage along a public street, with a maximum of three (3) signs required per frontage. Signs shall be located so that each sign is clearly visible from the street, or visible from the nearest public street.
- Neighbors have also voiced their disapproval of having an RV Park next door to where they live.

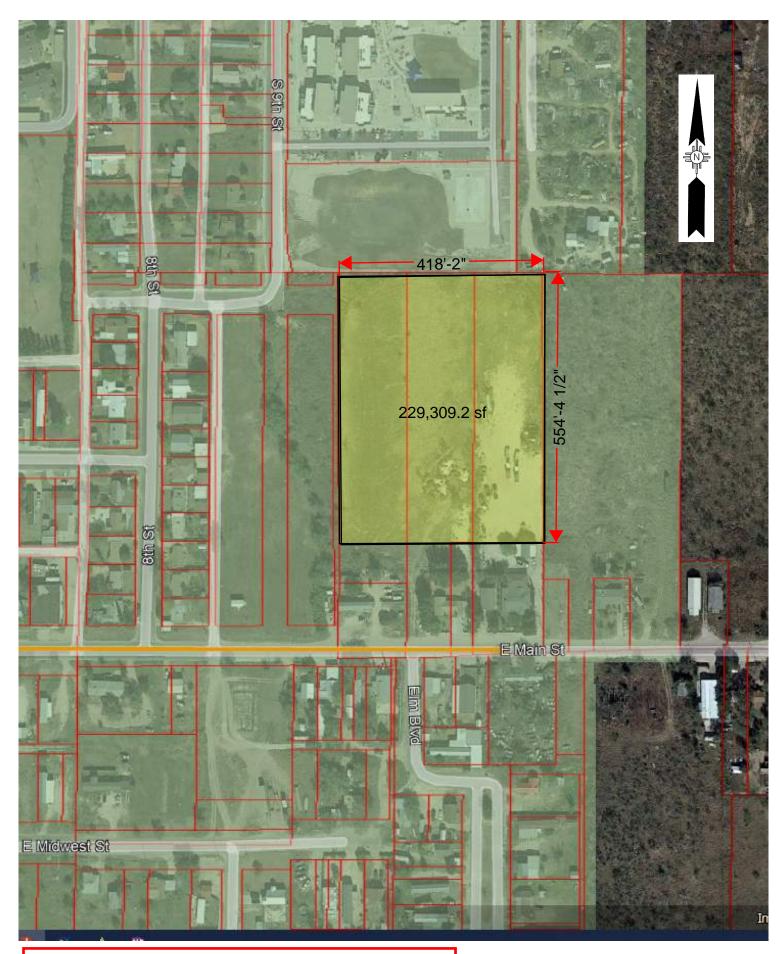
## **Staff Recommendations:**

Planning Department:

Staff has no objections to these documents. Staff recommends the Board considers approval/denial for the attached documents.

#### Attachments:

- Earth Overlay of RV Park Layout
- Copies of certified mail sent to surrounding owners.



Approx +/- 5.2 acres 1702 E. Main Street Manufactured Home / RV Park

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LEGAL

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NOTICE:

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- 11.69 +/- acre parcel located at 1702 E Main
- 6.08 +/- acre parcel located south of Willow Bend Villas, off of Highway 62.
   Zia RVillas Park Extension, 120 new spaces,
- located off Lovington Highway

This is a notice to the general public of the developer's intent to construct an RV Park on the aforementioned parcels.

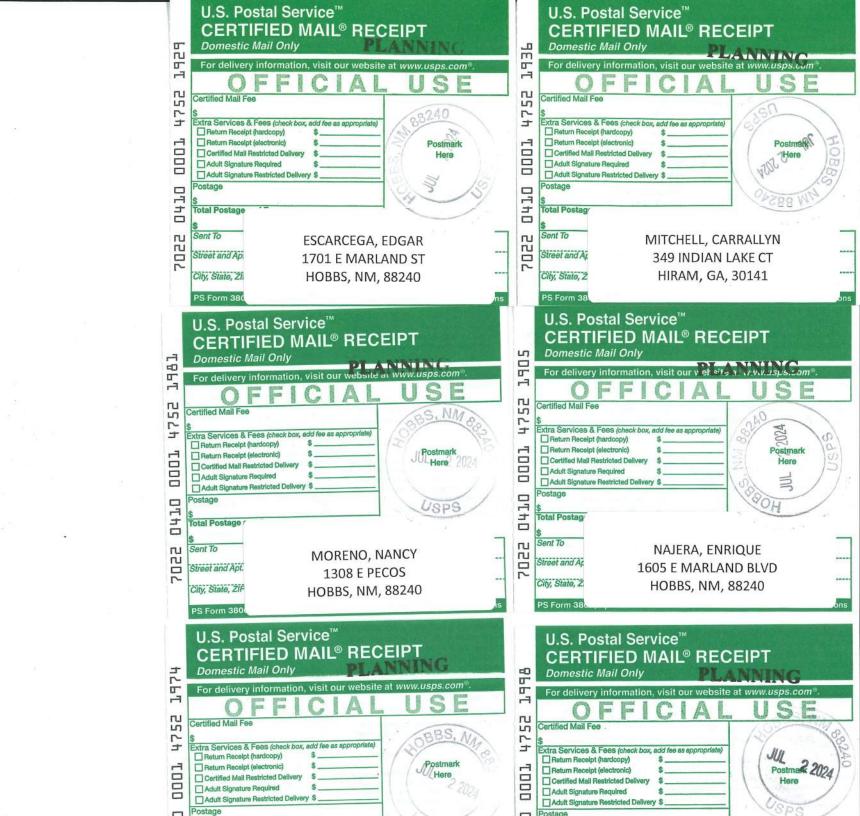
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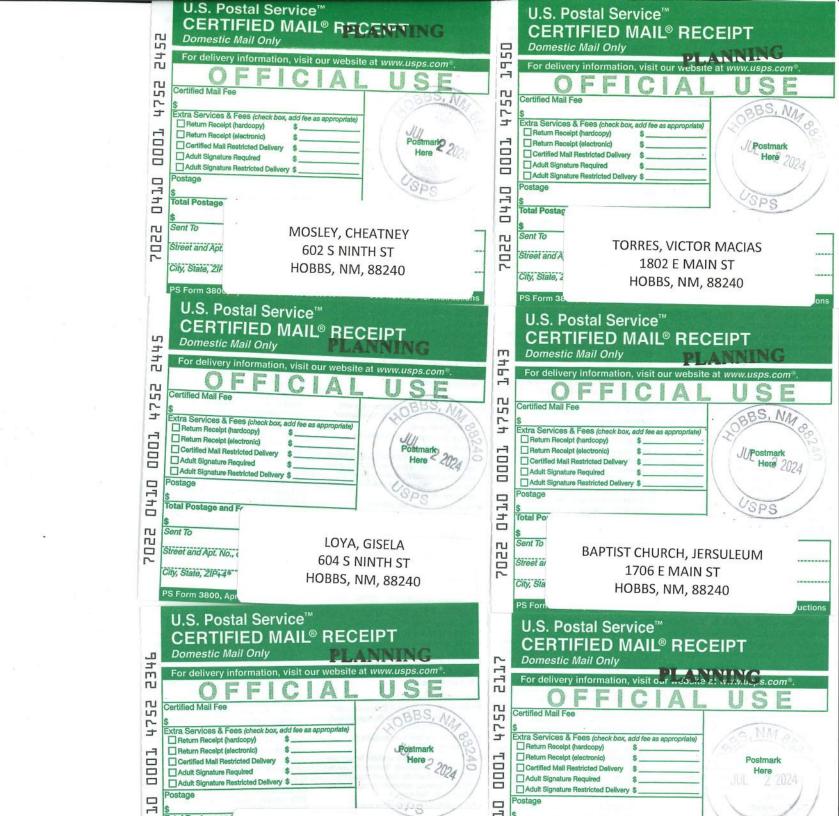
This notice is being advertised to the general public within the notification boundaries per Municipal Code 18.04, requiring notification of district map amendments and special use permits.

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CITY OF HOBBS FINANCE DEPT 200 E. BROADWAY ST HOBBS, NM 88240

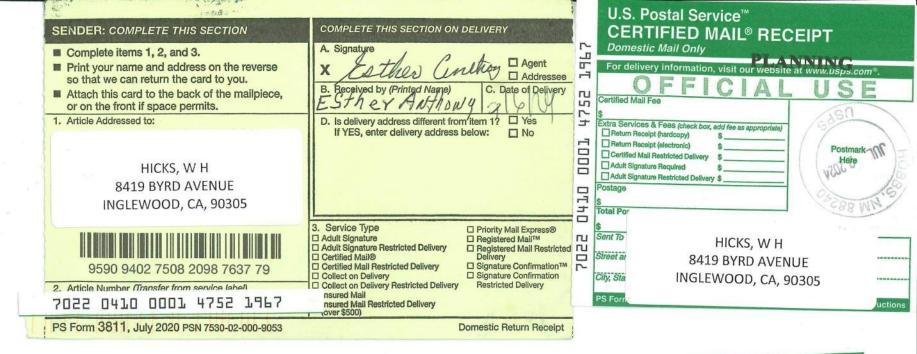
















#### **Kristalyn Seepersad**

From: addie carter <addiecarter28@hotmail.com>

**Sent:** Monday, June 17, 2024 3:39 PM

**To:** Kristalyn Seepersad

**Subject:** EXTERNAL: RV park 1702E main st

#### Inbound Shield has detected spam content in this email

Security Awareness

Learn more

- The email came from an external source.
- The message has been classified as spam.
- The email was sent from a personal email address.

Get Outlook for Android The city planning Board City Annex Building 200 E Broadway st Hobbs NM 88240

We are against the special use permit proposed allowing an RV park to be located at 1702 E Main St.

What is the name of this developers group?

Thank you for your kindness and immediate attention to this matter.

This email has been scanned by Inbound Shield and released by a reviewer.

ACTION ITEM: DEL NORTE HEIGHTS ANNEXATION	

# Hobbs.

#### CITY OF HOBBS

#### PLANNING BOARD STAFF SUMMARY FORM

MEETING DATE: JULY 16<sup>TH</sup>, 2024

SUBJECT: REVIEW AND CONSIDER AN RV PARK MAP AMENDMENT AND ANNEXATION FOR A PROPOSED EXPANSION OF ZIA RVILLAS RV PARK LOCATED OFF OF LOVINGTON HIGHWAY.

DEPT. OF ORIGIN: Planning Department

DATE SUBMITTED: July 11th, 2024

SUBMITTED BY: Kristalyn Seepersad, Planning Project Manager

#### Summary:

Property owner has requested to annex and expand an existing RV Park off Lovington Highway. The expansion would be east of the existing park and would provide an additional 120 new spaces. As per the Municipal Codes of Ordinances:

# • 18.04.050 – Special Use Permit Approval Procedures for Planning District Map Amendment:

- Public Notice of Proposed Actions. Public notice of hearings held before the Planning Board, unless otherwise required by law, shall be given as provided in this section.1. Published General Notice. On or before the fifteenth day before the date of any public hearing involving the establishment or amendment of any district boundary, consideration of a special use permit, or a proposed variance from any planning regulation, the Planning Division shall publish in the local newspaper of general circulation in the City of Hobbs a public notice stating the date, time and place of the public hearing at which all parties in interest and citizens shall have an opportunity to be heard. The notice shall include a short description of the proposed action, the subject property and how additional information can be obtained.
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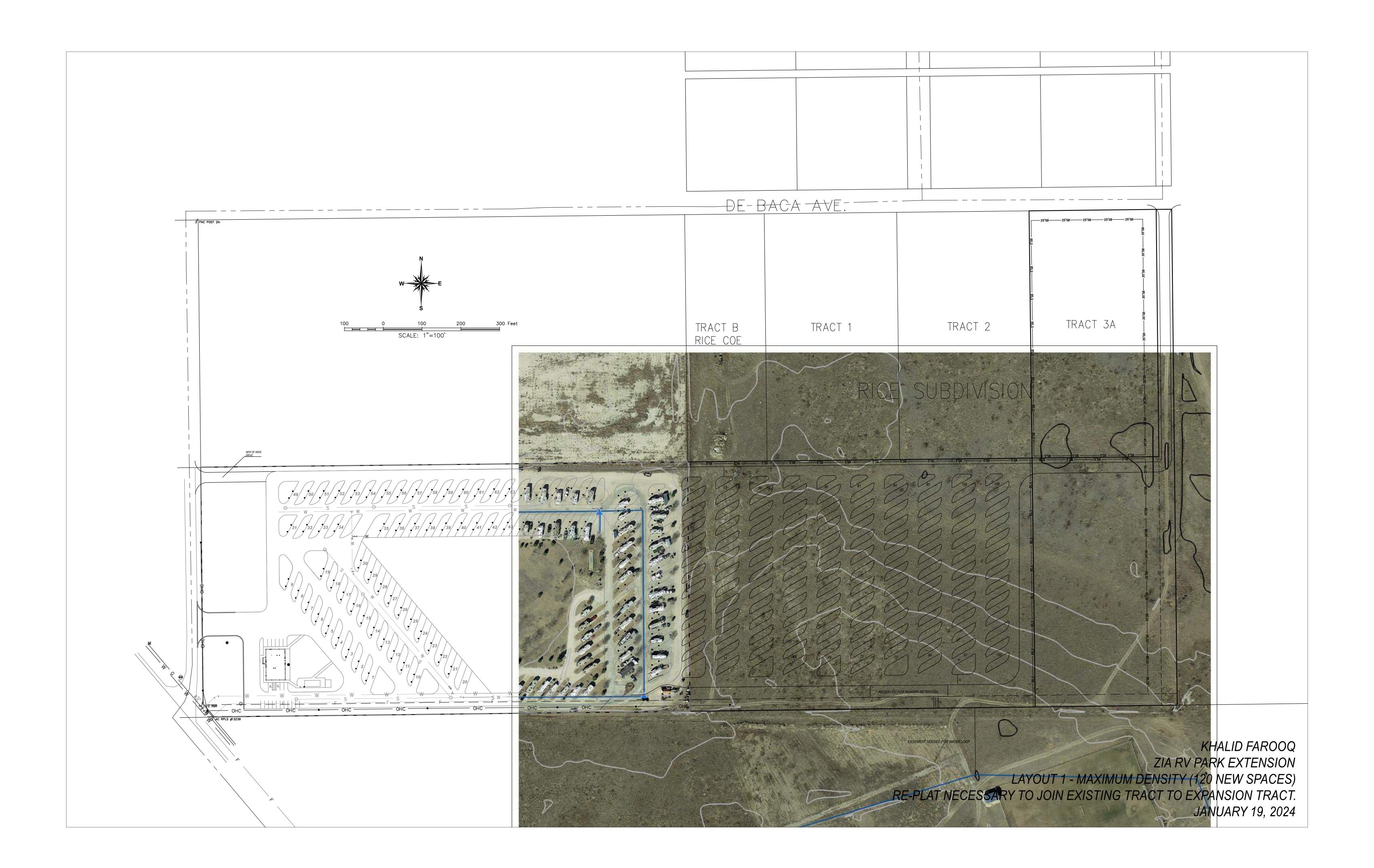
## Staff Recommendations:

Planning Department:

Staff has no objections to these documents. Staff recommends the Board considers approval/denial for the attached documents.

#### Attachments:

- RV Park Proposed Layout
- Earth Overlay of RV Park Layout





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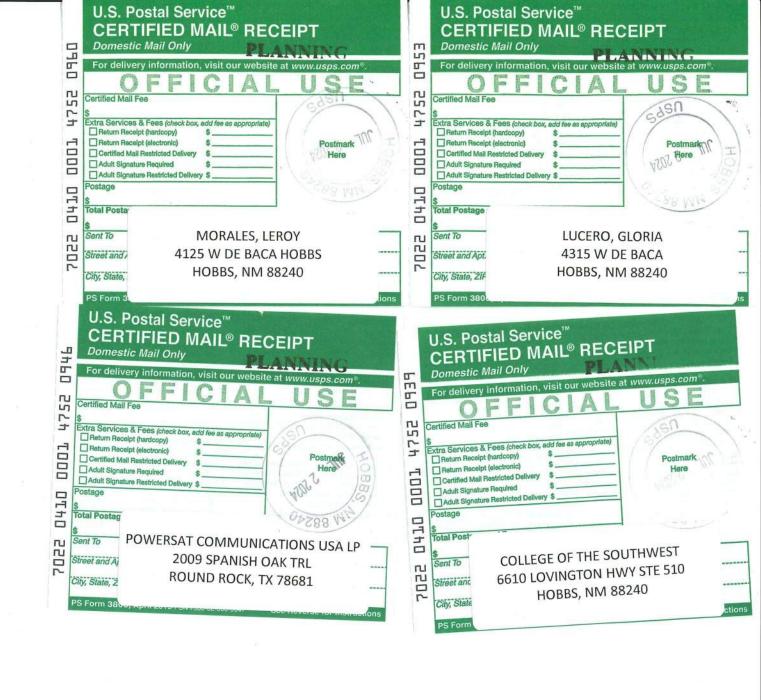
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CITY OF HOBBS FINANCE DEPT 200 E. BROADWAY ST HOBBS, NM 88240









A	ACTION ITEM: ZIA RVIL	LLAS RV PARK ANN	IEXATION AND EXPA	NSION



#### CITY OF HOBBS

#### PLANNING BOARD STAFF SUMMARY FORM

MEETING DATE: JULY 16<sup>TH</sup>, 2024

SUBJECT: REVIEW AND CONSIDER PROPOSED ANNEXATION OF LAND IN SECTION 16, TOWNSHIP 18 SOUTH, RANGE 38 EAST, N.M.P TO THE CITY OF HOBBS OWNED BY DEL NORTE HEIGHTS INC. LAND IS LOCATED AT THE CORNER OF MILLEN DRIVE AND GRIMES STREET.

DEPT. OF ORIGIN: Planning Department

DATE SUBMITTED: July 11th, 2024

SUBMITTED BY: Kristalyn Seepersad, Planning Project Manager

#### Summary:

Del Norte Height, Inc. (property owner) has requested for the land in Section 16, Township 18 South, Range 38 East, N.M.P to be annexed into City Limits. The proposed annexation is located at the corner of Millen Drive and Grimes Street, just North of Trinity Estates.

#### **Staff Recommendations:**

Planning Department:

Staff has no objections to these documents. Staff recommends the Board considers approval/denial for the attached documents.

#### **Attachments:**

• Preliminary layout of Proposed Annexation

NOT TO SCALE

TBPLS# 10021000