

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: September 4, 2013

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Consider Approval of College Addition Final Plat
DEPARTMENT:
SUBMITTED BY: Jesus Marquez
DATE SUBMITTED: August 29, 2013

STAFF SUMMARY:

Mr. Marquez is requesting approval of the final plat for Block 12, Lots 5A and 5B of the College Addition.

This issue was tabled at the last Planning and Zoning Commission Meeting on August 14, 2013.

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

ATTACHMENTS:

Final Plat

RECOMMENDATION:

Motion to recommend approval.

Department Head



City Manager

**REGULAR MEETING OF THE PLANNING & ZONING COMMISSION
WEDNESDAY, AUGUST 14, 2013 @ 4:00 P.M.
HELD IN CITY COMMISSION CHAMBERS, 214 SOUTH LOVE STREET**

PURPOSE OF MEETING:

- Discussion of Planning & Zoning Application & Fees
- Discussion of 17.12.040 – Annexation Amendment
- Discussion of 17.32 – D Industrial District Amendment
- Discussion of Off Street Parking
- Discussion of Harrison Street Improvement
- Consideration of Approval of Setback Variance-College Addition, Block A, Lot 12, Block 15-405 N. Commercial St
- Consideration of Approval of College Addition Final Plat, Block 12-Van Buren & Eddy St
- Consideration of Approval of Simpson Subdivision Final Plat
- Consideration of Approval for a Septic Tank & Water Well-901 E. Gum St
- Consideration of Approval to Vacate Harrison between Love & East St

PRESENT: Members: Betty Price, David Lynch, Randy Pettigrew, Vice Chairman Lynda Kreybig, Abel Cabello, Bobby Kimbro and Chairman Kallie Richards.

NOT PRESENT: City Manager James Williams

ALSO PRESENT: Code Enforcer Johnny Cash, City Attorney Patrick McMahon, Fire Chief Terrance Lizardo, Assistant City Manager Jared Cobb, City Clerk Carol Ann Hogue and Administrative Assistant Imelda Gutierrez.

CALL TO ORDER: The meeting was called to order by Chairman Richards at 4:00 p.m.

APPROVAL OF REGULAR MINUTES JUNE 12 & CALLED MINUTES JUNE 26, 2013: Chairman Richards called for a motion to approve the regular minutes of June 12, & called minutes of June 26, 2013. Vice Chairman Kreybig so moved to approve the minutes. Member Pettigrew seconded. Motion was approved.

OTHER BUSINESS: Chairman Richards introduced the new Member Bobby Kimbro to the committee.

DISCUSSION OF PLANNING & ZONING APPLICATION & FEES: Assistant City Manager Cobb addressed the members to consider adopting a standard application for all planning & zoning requests. The goal is to offer the public general information about when a permit is required and a more user-friendly application process. If the commission adopts the application, a checklist for each permit will ensure all requests are processed in an efficient, accurate and timely manner. Mr. Cobb also would like for the members to adopt a schedule of fees for planning & zoning services. The City currently does not assess any fees. All applications require staff time to review zoning requests, also require publication, printing, and mailing expenses which can exceed \$200 per application. Permit revenues would help offset the cost of processing planning & zoning applications. The schedule fees are: Variance-\$100; Special Use-\$100; Conditional Use-\$100; Zone Change-\$100; Vacation-\$100; Annexation-\$50; Carport-\$50;

RV Park-\$100+\$5 per lot; Mobile Home Park-\$100+\$5 per lot; Plat/Replat-\$100+\$5 per lot; Alternate Summary-\$50; Building-Issued by State; Mobile/Manufactured-\$50; & Flood plan-No Fee. Member Price was concerned if City of Hobbs has the same thing but Mr. Cobb stated that they do not have zoning only covenants. Member Kimbro suggested charging \$200 for the applications instead of individually items.

DISCUSSION OF 17.12.040-ANNEXATION AMENDMENT: Assistant City Manager Cobb addressed the members stating that the amendment of the zoning ordinance currently reads “All territory which may hereafter be annexed to the city shall be subject to all of the regulations of the “A” Single-family dwelling district until otherwise changed by an amendment to this title.”

DISCUSSION OF 17.32-D INDUSTRIAL DISTRICT AMENDMENT: Assistant City Manager Cobb addressed the members stating that the proposed ordinance will amend the Chapter of our zoning ordinance. Changes will include: Limits residential use and mobile trailers except in certain circumstances. Requiring review by the Fire Chief for recommendation for uses not typically allowed in the Industrial District.

DISCUSSION OF OFF STREET PARKING: Assistant City Manager Cobb addressed the members with a draft ordinance that will address off street parking such as semi’s, and other vehicles parking within residential zones. Furthermore, this ordinance will describe acceptable off street parking surfaces and recreational vehicles. Commercial vehicles are defined as vehicles with more than two axles, a vehicle used to transport hazardous materials requiring Department of Transportation placarding, construction vehicles designed for off road usage, and vehicles requiring the driver to have either a Class A or Class B driver’s license or the equivalent. A non-commercial vehicle is defined as one that has a gross weight rating of not more than ten thousand (10,000) pounds and can be legally parked in a standard eight and a half (8.5) foot by twenty (20) foot parking space.

DISCUSSION OF HARRISON STREET IMPROVEMENT: Vicente Balderaz addressed the members requesting the planning & zoning board to conduct an evaluation of Harrison Street, located off of 17th St, for possible improvement. Mr. Balderaz expressed his concerns of the far north row of lots located in the north half of unit three in Colonial Subdivision. They are completely deadlocked by an alley on the south and the north side is the boundary of the subdivision and the city limit. The current situation, will never allow the landowner to place homes in those lots due to the lack of access. Another issue, is the lack of funds for paved street improvements.

CONSIDERATION OF APPROVAL OF SETBACK VARIANCE-COLLEGE ADDITION, BLOCK A, LOT 12, BLOCK 15 - 405 N. COMMERCIAL ST: Chairman Richards called for a motion to approve the setback variance. Mayra Perales addressed the members to request a variance. Member Pettigrew so moved to approve the setback variance. Member Lynch seconded. Motion was approved.

CONSIDERATION OF APPROVAL OF COLLEGE ADDITION FINAL PLAT, BLOCK 12 - VAN BUREN & EDDY ST: Chairman Richards called for a motion to approve the final plat. Member Pettigrew so moved to table due to Mr. Marquez did not show up for the meeting. Member Kreybig seconded. Motion was not approved.

CONSIDERATION OF APPROVAL OF SIMPSON SUBDIVISION FINAL PLAT: Chairman Richards called for a motion to approve the final plat. Elizabeth Bernal in behalf of Fierro & Company addressed the members to request approval of the final plat. Member Kreybig so moved to approve the word corrections on the plat. Member Lynch seconded. Motion was approved.

CONSIDERATION OF APPROVAL OF SEPTIC TANK & WATER WELL - 901 E. GUM ST: Chairman Richards called for a motion to approve of septic tank & water well. Joel Anaya addressed the members to request approval to install a septic tank & water well. Member Kreybig so moved to table until the property has been subdivided and plat submitted to members. Member Price seconded. Motion was not approved.

CONSIDERATION OF APPROVAL TO VACATE HARRISON BETWEEN LOVE & EAST ST: Chairman Richards called for a motion to approve to vacate Harrison St. A road is not constructed in the area at the present time. No utilities are present. Member Price so moved to table due to Mr. Hernandez did not show up for the meeting. Member Kreybig seconded. Motion was approved.

PUBLIC COMMENT: Casey Vasquez who lives on Ave K & 13th St had a concern about annexation of their home to the City. Ms. Vasquez home is in the county and she would like to keep it that way. Their home was built in 1953 by the Yarbros. Chairman Richards did mention to Ms. Vasquez that her home can be annexed in to the City due to her having city utilities (water & sewer).

OTHER COMMENT: Member Pettigrew requested to add the action items first then non action items second on the agenda so the public would not have to wait so long.

ADJOURNMENT:

Member Lynch made the motion for adjournment at 6:06 p.m. Member Kreybig seconded.

APPROVED: _____
CHAIRMAN RICHARDS

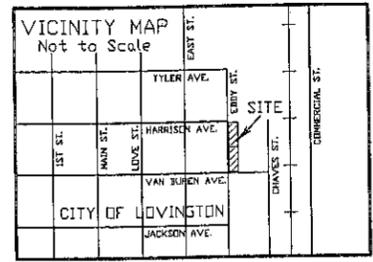
ATTEST: _____
VICE CHAIRMAN KREYBIG

REPLAT OF WEST 85' OF W/2 OF BLOCK 12 (AKA LOT 5, BLOCK 11)
 OF THE ASSESSORS PLAT OF THE COLLEGE ADDITION TO
 THE CITY OF LOVINGTON, LEA COUNTY, NEW MEXICO

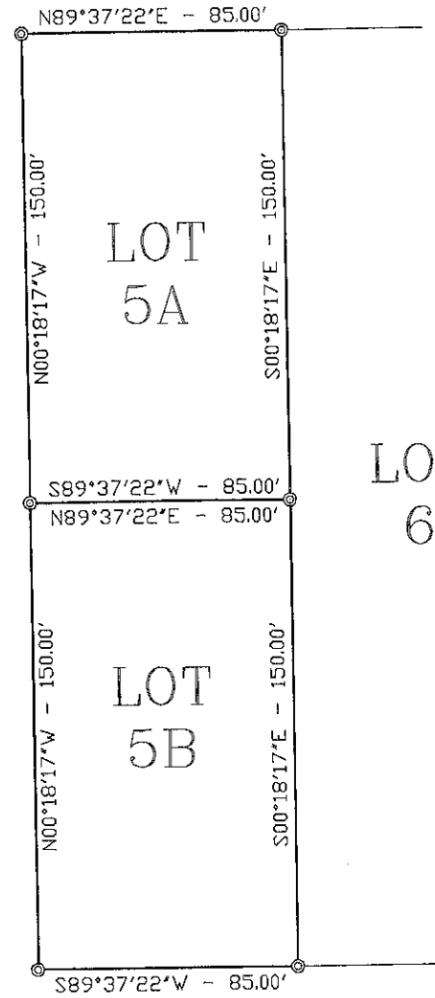
HARRISON AVENUE (40')



2" PIPE POST



EDDY STREET (80')



LOT 6

VAN BUREN AVENUE (80')

LOT 5B

LOT 5A

CERTIFICATE OF MUNICIPAL APPROVAL:

I, JAMES WILLIAMS, CITY MANAGER FOR THE CITY OF LOVINGTON, LEA COUNTY, NEW MEXICO, DO HEREBY CERTIFY THAT THE FOREGOING PLAT IN THE CITY OF LOVINGTON, LEA COUNTY, NEW MEXICO WAS REVIEWED AND DEEMED COMPLIANT WITH THE MUNICIPAL REGULATIONS ON THIS _____ DAY OF _____, 2013.

 JAMES WILLIAMS, CITY MANAGER

ACKNOWLEDGEMENT:

STATE OF NEW MEXICO)
 COUNTY OF LEA)SS

ON THIS _____ DAY OF _____, 2013, BEFORE ME PERSONALLY APPEARED _____ KNOWN TO ME TO BE THE PERSON(S) DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT THEY EXECUTED THE SAME AS THEIR FREE ACT AND DEED.

WITNESS MY HAND AND OFFICIAL SEAL THE DAY AND YEAR LAST ABOVE WRITTEN.

MY COMMISSION EXPIRES: _____

 NOTARY PUBLIC

NOTES:

THESE TRACTS ARE BEING DIVIDED FROM A TRACT OF LAND CONVEYED TO JESUS MARQUEZ AND SANTOS SOTO AS DESCRIBED IN DEED BOOK 1831, PAGE 838 OF THE LEA COUNTY RECORDS.

BEARINGS SHOWN HEREON ARE FROM GPS MEASUREMENTS AND CONFORM TO THE NEW MEXICO COORDINATE SYSTEM "NEW MEXICO EAST ZONE" NORTH AMERICAN DATUM OF 1983. DISTANCES ARE U.S. FEET SURFACE VALUES.

LEGAL DESCRIPTION

LOT 5A:
 BEGINNING AT A 1/2" REBAR W/PVC CAP MARKED "NM 15079 TX 5204" SET AS THE NORTHWEST CORNER OF THIS LOT AND BEING THE NORTHWEST CORNER OF BLOCK 11 OF THE ASSESSORS PLAT OF COLLEGE ADDITION; THENCE N89°37'22"E - 85.00 FEET TO A 1/2" REBAR W/PVC CAP MARKED "NM 15079 TX 5204" SET AS THE NORTHEAST CORNER OF THIS LOT; THENCE S00°18'17"E - 150.00 FEET TO A 1/2" REBAR W/PVC CAP MARKED "NM 15079 TX 5204" SET AS THE SOUTHWEST CORNER OF THIS LOT; THENCE S89°37'22"W - 85.00 FEET TO A 1/2" REBAR W/PVC CAP MARKED "NM 15079 TX 5204" SET AS THE SOUTHWEST CORNER OF THIS LOT; THENCE N00°18'17"W - 150.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.29 ACRES OF LAND MORE OR LESS.

LOT 5B:
 BEGINNING AT A 1/2" REBAR W/PVC CAP MARKED "NM 15079 TX 5204" SET AS THE NORTHWEST CORNER OF THIS LOT WHICH LIES S00°18'17"E - 150.00 FEET FROM THE NORTHWEST CORNER OF BLOCK 11 OF THE ASSESSORS PLAT OF COLLEGE ADDITION; THENCE N89°37'22"E - 85.00 FEET TO A 1/2" REBAR W/PVC CAP MARKED "NM 15079 TX 5204" SET AS THE NORTHEAST CORNER OF THIS LOT; THENCE S00°18'17"E - 150.00 FEET TO A 1/2" REBAR W/PVC CAP MARKED "NM 15079 TX 5204" SET AS THE SOUTHWEST CORNER OF THIS LOT; THENCE S89°37'22"W - 85.00 FEET TO A 1/2" REBAR W/PVC CAP MARKED "NM 15079 TX 5204" SET AS THE SOUTHWEST CORNER OF THIS LOT; THENCE N00°18'17"W - 150.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.29 ACRES OF LAND MORE OR LESS.

DEDICATION:

SAID TRACTS ARE BEING SUBDIVIDED AND REPLATTED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER(S) THEREOF, AND IS SURVEYED AND SUBDIVIDED AS THEY APPEAR ON THE PLAT AFFIXED HERON. ALL AREAS OF LAND SHOWN FOR PUBLIC USE, INCLUDING STREETS AND ALLEYS, ARE HEREBY DEDICATED TO THE PUBLIC USE.

 JESUS MARQUEZ

 SANTOS SOTO

ACKNOWLEDGEMENT:

STATE OF NEW MEXICO)
 COUNTY OF LEA)SS

ON THIS _____ DAY OF _____, 2013, BEFORE ME PERSONALLY APPEARED _____ KNOWN TO ME TO BE THE PERSON(S) DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT THEY EXECUTED THE SAME AS THEIR FREE ACT AND DEED.

WITNESS MY HAND AND OFFICIAL SEAL THE DAY AND YEAR LAST ABOVE WRITTEN.

MY COMMISSION EXPIRES: _____

 NOTARY PUBLIC

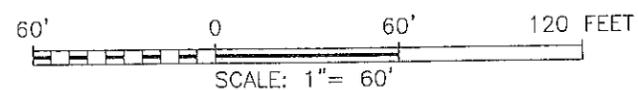


BLOCK 7

SURVEYORS CERTIFICATE
 I, TERRY J. ASEL, NEW MEXICO PROFESSIONAL SURVEYOR NO. 15079, DO HEREBY CERTIFY THAT I CONDUCTED AND AM RESPONSIBLE FOR THIS SURVEY, THAT THIS SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND MEETS THE "MINIMUM STANDARDS FOR SURVEYING IN NEW MEXICO" AS ADOPTED BY THE NEW MEXICO STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND SURVEYORS.

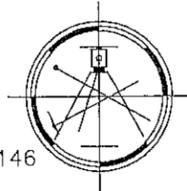
IN WITNESS WHEREOF I HERETOFORE SET MY HAND AND AFFIX MY OFFICIAL SEAL THIS _____ DAY OF _____, 2013.
 Terry J. Asel N.M.P.L.S. No. 15079

- LEGEND**
- ⊙ - DENOTES: FOUND MONUMENT AS NOTED
 - ⊙ - DENOTES: SET 1/2" REBAR W/PVC CAP MARKED "NM 15079 TX 5204"
 - - DENOTES: SET 1/2" REBAR W/PVC CAP MARKED "NM 15079 TX 5204" ON PREVIOUS SURVEY



Asel Surveying

P.O. BOX 393 - 310 W. TAYLOR
 HOBBS, NEW MEXICO - 575-393-9146



KALLIE WINDSOR	Work Order #130515PS-a
Date Surveyed: 05/15/2013	Surveyed by: Terry Asel
DWG #130515PS-a.dwg	Drafted By: KA
Scale: 1" = 60'	Sheet 1 of 1

STATE OF NEW MEXICO
 COUNTY OF LEA
 FILED

_____, 2013,
 AT _____, O'clock _____ M
 and Recorded in Book _____
 Page _____
 Pat Chappelle, Lea County Clerk
 By _____ Deputy

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: September 4, 2013

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Carport Setback Variance
DEPARTMENT:
SUBMITTED BY: Jose Valencia
DATE SUBMITTED: August 29, 2013

STAFF SUMMARY:

Mr. Valencia has started construction on a carport at a residence located at 1105 W. Tyler. The carport, as being built, does not comply with 17.20.040, section 7, which requires a front yard depth of at least 5 feet immediately below the carport. Mr. Valencia is requesting a variance for this carport.

FISCAL IMPACT:

REVIEWED BY: _____

(Finance Director)

ATTACHMENTS:

Legal description, photos, diagram of home.

RECOMMENDATION:

Recommend approval.

Department Head



City Manager



Lea County

GIS INTERNET REPORT

Page 1 of 2



Assessment Information

OWNER NUMBER: 20523

UPC CODE: 4000205230001

PARCEL NUMBER: 4000205230001

Owner Information	
Owner:	VALENCIA, JOSE P
Mailing Address:	2125 ALLEN DR LOVINGTON NM 88260
Property Address:	TYLER AVE 1105

Subdivision Information	
Name:	HIGH SCHOOL ADD ()
Unit:	
Block	3
Lot:	2

Legal Information	
LOT 2 1989-CAMPBELL, JERRY* 12/96-SAVISKY, AL* 04/01-SANDOVAL, MARIO M* 06/28/02-MUNGIA, LUCILLE* 4/24/09-SANDOVAL, MARIO 9/13/12-COOPER, BRYAN LEE & JESSICA ROSE PHOTO 12/27/12	

District Information			
Taxable Value:	3002	Deed Book:	1795
Exempt Value:	0	Deed Page:	589
Net Value	3002	District:	011
Livestock Value:	0	Section:	
Manufactured Home Value:	0	Township:	
Personal Property:	0	Range:	
Land Value:	2499	Date Filed:	20120913
Improvement Value:	6507	Most Current Tax:	\$30.54
Full Value:	9006	Year Recorded:	2012

Lea County, New Mexico Disclaimer

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Lea County

GIS INTERNET REPORT



Page 2 of 2

Building Information			
Year Built:	1955	Number of Stories:	1.
Basement SQFT:	0	First Floor SQFT:	945
Second Floor SQFT:	0		

Lea County, New Mexico Disclaimer

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23034	20912	21761	21188 ¹¹¹⁸	22189	21797	21756	22706 ¹¹⁰⁰	N 11TH ST	21193 ⁰	20961 ¹⁰⁰⁶
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W POLK AVE

20931	22800 1201	22174 1113	23144 1109	22065 1105	21656 110	
22171	20289 1202	22981 1118	22769 1114	23140 1110	21828 1106	23554 1102

20330			
21875 1018	22172 1014	22458 1010	21351 1006

N 11TH ST

RD

W TYLER AVE

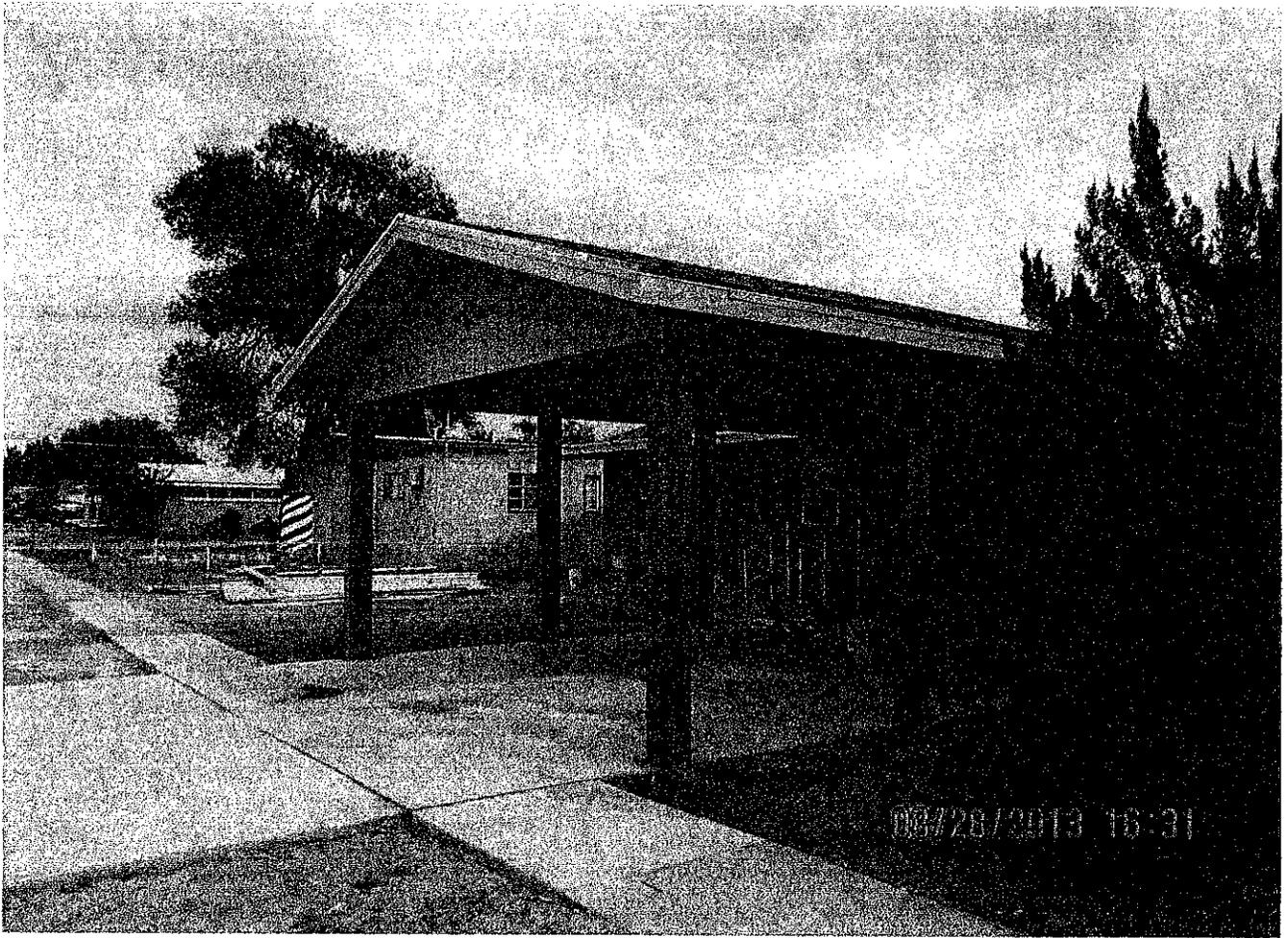
21874	20815 1201	21733 1117	20806 1113	22513 1109	20523 1105	22652 1101
21109 1206	20436 1202	23410 1118	20283 1114	22561 1110	23273 1106	23413 1102

1019 1388	1013 2216	22773	1005 21897
20193 1018	20094 1014	22709 1010	20462 1006

W GORE AVE

22457 1205	1201 23548	117 22476	1113 21995	1109 21725 1109	1105 22583	20098 1101
22234 1206	22412 1202	22019 1118	21869 1114	23607 1110	23351 1106	21879 1102

21065	1007 23510	21128	21659
22452 1018	20952 1014	22862 1010	22780 1006



1465 W TAYLOR ST

1405 WEST TYLER

EXISTING HOUSE
BEING REMODELED

LOAD
BEARING
COLUMNS

CARPORT
AREA

2'

27'

19'

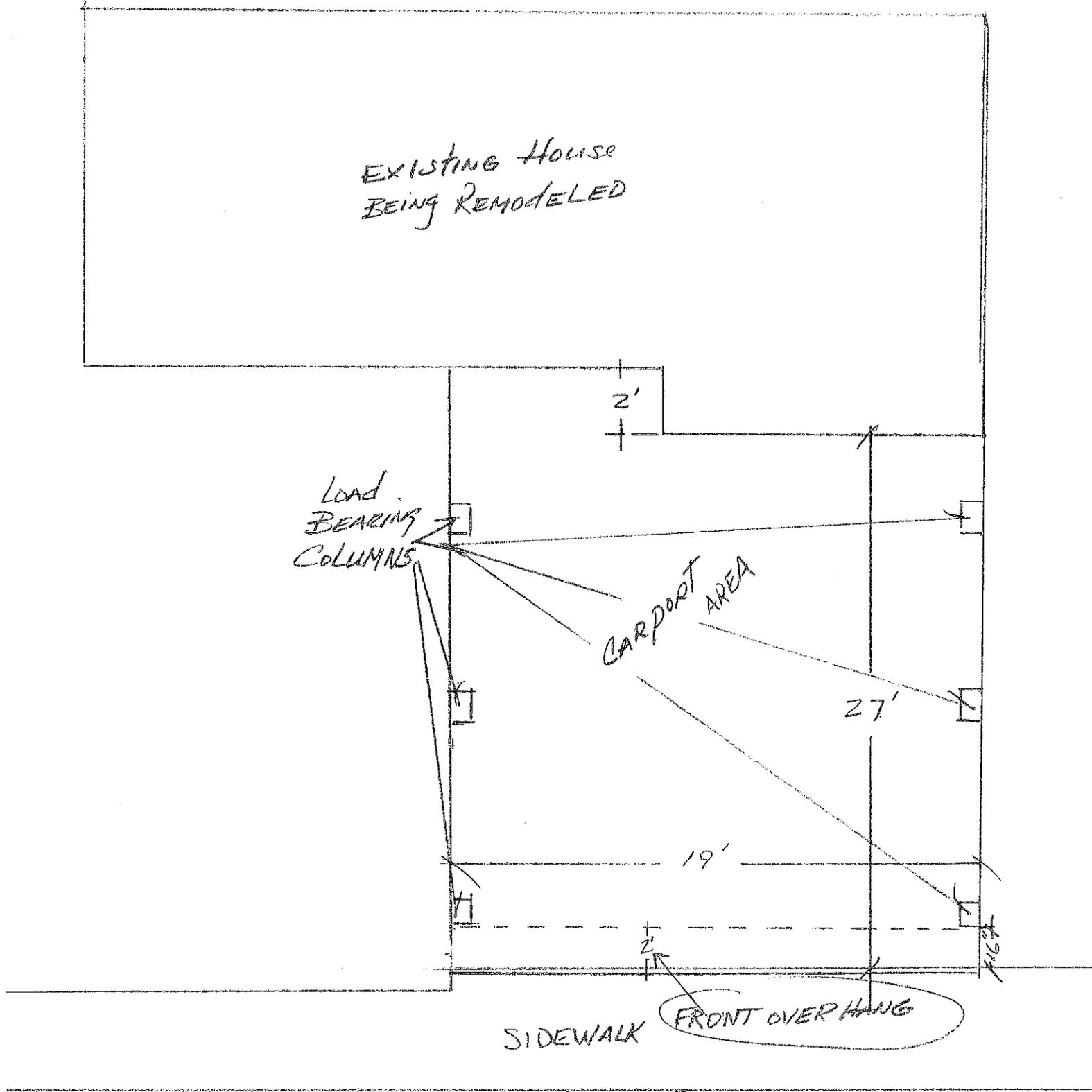
2'

SIDEWALK

FRONT OVERHANG

TYLOR STREET

FIG 2



CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: September 4, 2013

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Summary Plat Approval - Shields Robinson Subdivision
DEPARTMENT:
SUBMITTED BY: Basin LLC
DATE SUBMITTED: August 29, 2013

STAFF SUMMARY:

The owner of the property located at Avenue K and Commercial is wishing to subdivide their 9.1 acre tract of land into two tracts.

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

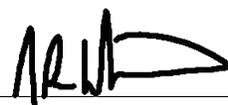
ATTACHMENTS:

Quitclaim Deed
Plat

RECOMMENDATION:

Motion to recommend approval.

Department Head



City Manager

QUITCLAIM DEED

TRID 503 of 573

ROSA PAYNE

BOX 849, LOVINGTON, NM

for consideration paid, quit claim to

BARBARA SHIELDS, BOX 846, LOVINGTON, NM AND

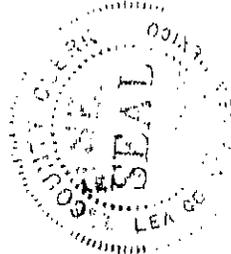
whose address is

JUNE ROBINSON, BOX 1334, EUNICE, NM 88231

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

A TRACT OF LAND SITUATE IN THE NORTHWEST QUARTER SOUTHEAST QUARTER (NW/4 SE/4), SECTION 10, TOWNSHIP 16 SOUTH, RANGE 36 EAST, N.M.P.M., LEA COUNTY, NEW MEXICO, DESCRIBED AS BEGINNING AT A POINT BEING NORTH 89 DEG. 52' EAST, 315.53 FEET DISTANT FROM THE NORTHWEST CORNER OF SOUTHEAST QUARTER (SE/4) OF SAID SECTION 10; THENCE NORTH 89 DEG. 52' EAST, 974.1 FEET; THENCE SOUTH 080°07' WEST, 389.0 FEET; THENCE SOUTH 89 DEG. 52' WEST, 1129.1 FEET; THENCE NORTH 2 DEG.44'10" EAST, 108.2 FEET; THENCE NORTH 89 DEG. 52' EAST, 138.1 FEET; THENCE NORTH 2 DEG. 33' EAST, 281.25 FEET TO THE POINT AND PLACE OF BEGINNING, DESCRIBING 9.115 ACRES, MORE OR LESS,

TOGETHER WITH ALL IMPROVEMENTS AND FIXTURES LOCATED THEREON, WITH WARRANTY COVENANTS.



WITNESS hand and seal this 1st day of September, 1993

Rosa Payne (SEAL) _____ (SEAL)
_____ (SEAL) _____ (SEAL)

ACKNOWLEDGMENT

STATE OF NEW MEXICO, } ss.
County of Lea

The foregoing instrument was acknowledged before me this 1st day of September, 1993

by Rosa Payne

My Commission Expires 11-23, 1994 Jean Burch
Notary Public

STATE OF NEW MEXICO, } ss.
County of Lea

Records of Deeds of said County.
Pat Chappelle
County Clerk

I hereby certify that this instrument was filed for record on the 29th day of July, A. D., 1994

By Wanda White, Deputy
Rec. No. _____ Fees, \$ _____

at 10:20 o'clock A M., and duly recorded in Book _____ Page _____ of _____

59161

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: September 4, 2013

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Annexation Petition - 17th and Brian Urlacher
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: August 29, 2013

STAFF SUMMARY:

The Roberts Family Trust has petitioned the City of Lovington for the annexation of their property (approximately 26.4 acres). Upon your recommendation for approval, an ordinance will be prepared for adoption by the City of Lovington Commission. Under current ordinance, this property would be designated Zone A - Single Family Dwelling if it is annexed.

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

ATTACHMENTS:

Petition
GIS Report
Annexation Exhibit

RECOMMENDATION:

Motion to approve.

Department Head



City Manager

PETITION FOR ANNEXATION

COMES NOW ROBERTS FAMILY TRUST, and petitions the City Commission of the City of Lovington, New Mexico for its consent by resolution for the annexation of that portion of property it owns lying outside the City limits and to those properties immediately adjacent to it to the City of Lovington more properly described by aforementioned attachments to this petition

(SEE ATTACHMENTS)

And Petitioner states in support of such Petition, pursuant to Section 3-7-17.1 of the New Mexico State Statutes Annotated (1978) that:

1. The property petitioner wishes to be annexed and the real property is contiguous to the present municipal boundaries of the City of Lovington.
2. An Annexation Plat is attached hereto showing the boundaries of the real property proposed for annexation and the relationship of such property to the present boundaries of the City of Lovington.

Petitioner: Roberts Family Trust

By: Howard D. Robert

Its: Trustee

Date: 8-30-2013

Acknowledged: City of Lovington

By: [Signature]

Date: 8/30/13

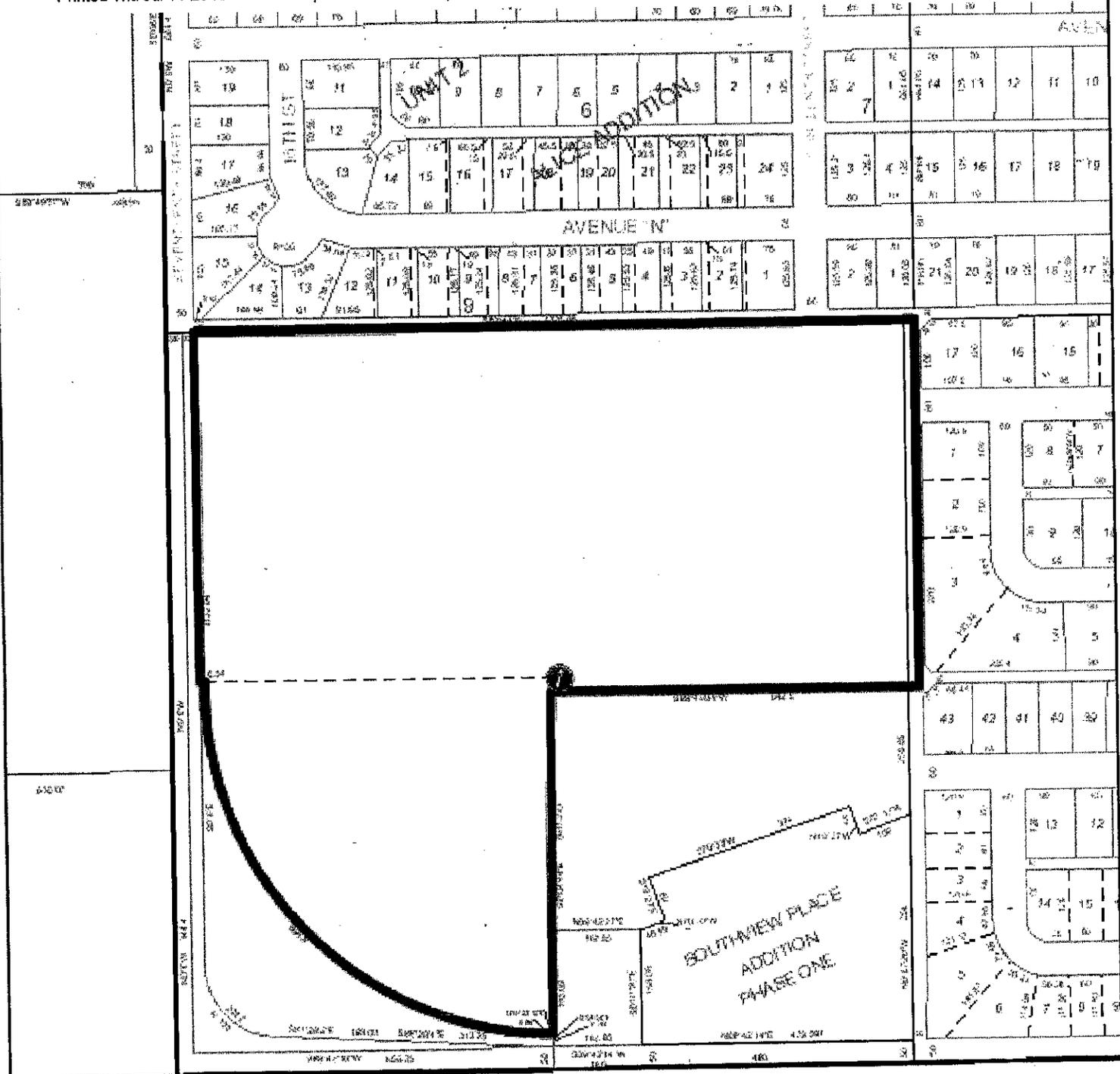
Lea County New Mexico

26.43 Ac \$260000.00

Printed Thu Jul 11 2013

Maps are for Tax Purposes Only, Not to be Used for Conveyance.

Powered by EMapsPlus.com





Lea County

GIS INTERNET REPORT



Page 1 of 2

Assessment Information

OWNER NUMBER: 34879

UPC CODE: 4000348790001

PARCEL NUMBER: 4000348790001

Owner:	ROBERTS FAMILY TRUST
Mailing Address:	PO BOX 39 LOVINGTON NM 88260
Property Address:	

Name:	
Unit:	
Block	
Lot:	

26.43 AC BEING N2SW4SW4 & SW4SW4SW4 *LESS TR BEG N0D06'W 400' & N89D54'E 30' FROM SW COR SEC 9, TH N00D06'W 922.98', N89D44'E 20', S00D06'E 1123.04' TO POINT ON CURVE TO LEFT, TH ALONG CURVE 204.20' (RA 130'; CA 90D) S87D28'02"E 189.99', S88D28'04"E 313.25', S89D42'10"W 652.92', N00D06'W 349.90' TO BEG * & LESS TR BEG N0D04'44"W 50' & N89D42'10"E 682.90' FROM SW COR SEC 9, TH N88D28'04"W 313.25', N87D28'02"W 189.99', TH ALONG CURVE TO RIGHT (CA 90D; RA 130'), FOR 204.20', N0D06'W 494.06', N89D52'05"E 6.34', TH ALONG CURVE TO LEFT (CA 90D12'26"; RA 614.07') FOR 966.80', N89D42'10"E 9.96', S0D04'44"E 28.03' TO BEG *1988-REDESCRIBED B-446 P-216 2/22/05-ROBERTS, SAM B-1357 P-674 5/23/05-ROBERTS, CHRISTIE ET AL

Taxable Value:	17180	Deed Book:	1375
Exempt Value:	0	Deed Page:	512
Net Value	17180	District:	010
Livestock Value:	0	Section:	9
Manufactured Home Value:	0	Township:	16
Personal Property:	0	Range:	36
Land Value:	51540	Date Filed:	20050523
Improvement Value:	0	Most Current Tax:	\$474.51

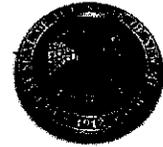
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Lea County

GIS INTERNET REPORT



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Full Value:	51540	Year Recorded: -	2005
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CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: September 4, 2013

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Ordinance 512 - Off Street Parking
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams
DATE SUBMITTED: August 29, 2013

STAFF SUMMARY:

Staff have prepared the attached draft ordinance that will address off street parking. This will address the issue of semi's, and other vehicles parking within residential zones. Furthermore, this ordinance will describe acceptable off street parking surfaces and recreational vehicles.

Changes discussed at the August 14, 2013 meeting have been made.

FISCAL IMPACT:

REVIEWED BY: _____

(Finance Director)

ATTACHMENTS:

Ordinance 512 - Off Street Parking

RECOMMENDATION:

Motion to recommend approval of ordinance.

Department Head



City Manager

ORDINANCE NO. 512

An ordinance of the City of Lovington, New Mexico, amending Title 17, Chapter 17.16 – General Use Regulation, of the Lovington Municipal Code.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LOVINGTON THAT TITLE 17, CHAPTER 17.16 BE AND HEREBY IS AMENDED AS FOLLOWS:

17.16.080 Off Street Parking

- A. No truck tractor, semitrailer, the truck tractor individually, or the semitrailer individual is permitted to park anywhere within any residential zone of the City.
- B. No commercial vehicles are to be parked and/or stored in the front yard, side yard, or rear yard setbacks within any residential zone of the City. Commercial vehicles are defined as vehicles with more than two axles, a vehicle used to transport hazardous materials requiring Department of Transportation placarding, construction vehicles designed for off road usage, and vehicles requiring the driver to have either a Class A or Class B drivers license or the equivalent. A non-commercial vehicle is defined as one that has a gross weight rating of not more than ten thousand (10,000) pounds and can be legally parked in a standard eight and a half (8.5) foot by twenty (20) foot parking space.
- C. Parking generated by residential occupation shall not be permitted in the front, side, or rear yard setbacks except that the existing driveway, improved driveway, or parking pad may be used.
- D. No more than forty (40) percent of the front, side, or rear yard setback can be dedicated to off-street parking.
- E. All open off-street parking surfacing and access drives shall be designed and constructed utilizing the following types of acceptable coverage:
 - a. Four (4) inches of base coarse covered with a two (2) inch layer of asphalt; or
 - b. Minimum depth of six (6) inches of concrete; or
 - c. Compacted gravel; or
 - d. Cinder; or
 - e. Crushed stone

Parking surfaces constructed of compacted gravel, cinder, or crushed stone must have a delineated edge.

Grass and bare earth parking areas are prohibited.

- F. No recreational vehicle shall be parked within the front or side yard setbacks of any property in any residential zone for more than a seventy-two (72) hour period. A recreational vehicle means each of the following:
- a. Bus;
 - b. Camp trailer;
 - c. Camper;
 - d. Fifth-wheel travel trailer;
 - e. Trailer;
 - f. Motor-coach
 - g. Motor home
 - h. Boat;
 - i. Jet ski or other watercraft
 - j. All terrain vehicle
- G. The follow exceptions and restrictions apply to off-street parking of recreational vehicles:
- a. A single recreational vehicle may be parked adjacent to the driveway on a permitted paved area or pad provided that the recreational vehicle is parked a minimum of five (5) feet behind the back of the sidewalk, or eight and one-half (8 ½) feet behind the property line in cases where there is no sidewalk.
 - b. In addition to parking on parking pads, a single recreational vehicle may be parked on the driveway of a two-car garage of a residence, provided that the vehicle meets the setback requirements prescribed above for parking pad use.
 - c. Recreational vehicles may be parked within a street-side side yard setback provided such vehicles are behind a six (6) feet tall solid fence.
 - d. Recreational vehicles may be parked on an approved off-street parking surface or parking pad within the side and rear yard setbacks.
- H. No recreational vehicle may be occupied for living, sleeping, or any other purposes while parked per the limitations listed above other than a visitor's recreational vehicle, which may be used for the guest's accommodations for not more than seven (7) days.

APPROVED, PASSED, AND ADOPTED this _____ day of _____, 2013.

CITY OF LOVINGTON

DIXIE DRUMMOND, MAYOR

ATTEST:

CAROL ANN HOGUE, CITY CLERK

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: September 4, 2013

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Recommend Approval of Ordinance 512
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: August 26, 2013

STAFF SUMMARY:

Staff have prepared an amendment to the zoning ordinance in regards to annexation. 17.12.040 currently reads "All territory which may hereafter be annexed to the city shall be subject to all of the regulations of the "A" Single-family dwelling district until otherwise changed by an amendment to this title."

Proposed revision is attached.

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

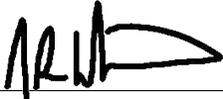
ATTACHMENTS:

Ordinance 513

RECOMMENDATION:

Motion to recommend approval to City Commission.

Department Head



City Manager

ORDINANCE NO. 513

An ordinance of the City of Lovington, New Mexico, amending Title 17, Chapter 17.12.040 – Annexation, of the Lovington Municipal Code.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LOVINGTON THAT TITLE 17, CHAPTER 17.12.040 BE AND HEREBY IS AMENDED AS FOLLOWS:

17.12.040 Annexation

All territory proposed for annexation shall be studied by the Planning and Zoning Commission. If the Planning and Zoning Commission recommends approval of the annexation request, a second recommendation shall be prepared to assign the proposed territory a zoning district in conformance with the comprehensive plan. The City Commission shall consider both the annexation request and zoning recommendation concurrently at the next regularly scheduled meeting.

APPROVED, PASSED, AND ADOPTED this ____ day of _____, 2013.

CITY OF LOVINGTON

DIXIE DRUMMOND, MAYOR

ATTEST:

CAROL ANN HOGUE, CITY CLERK

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: September 4, 2013

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Ordinance 514 - Industrial Zone Change
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: August 29, 2013

STAFF SUMMARY:

The proposed ordinance will amend this Chapter of our zoning ordinance. Changes will include:
- Limits residential use and mobile trailers except in certain circumstances.
- Requiring review by the Fire Chief for recommendation for uses not typically allowed in the Industrial District.

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

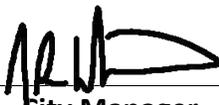
ATTACHMENTS:

Ordinance 514

RECOMMENDATION:

Motion to recommend approval of ordinance.

Department Head



City Manager

ORDINANCE NO. 514

An ordinance of the City of Lovington, New Mexico, amending Title 17, Chapter 17.32 – D Industrial District, of the Lovington Municipal Code.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LOVINGTON THAT TITLE 17, CHAPTER 17.32 BE AND HEREBY IS AMENDED AS FOLLOWS:

17.32.010 Regulations – In general

In the Industrial district, there may be any use; except, that there may be no building for residential use and no mobile trailers; provided, however, that this shall not preclude housing for supervisory, maintenance, or custodial personnel where industrial processes require them to live on the premises.

17.32.020 Prohibited Uses

Any building or premises may be used for any purpose not in conflict with any ordinance of the City regulating nuisances; provided, however, that no building or occupancy permit shall be issued for any of the following uses until, and unless the location of such use has been reviewed and recommended by the Fire Chief. Upon positive recommendation of the following uses by the Fire Chief, the City Commission may grant approval.

1. Acid manufacture;
2. Cement, lime, gypsum, or plaster of paris manufacture;
3. Distillation of bones;
4. Explosives manufacture or storage;
5. Fat rendering;
6. Fertilizer manufacture;
7. Gas manufacture;
8. Garbage, offal, or dead animals, reduction, or dumping;
9. Glue manufacture;
10. Milling plants;
11. Cotton gins;
12. Smelting of tin, copper, zinc, or iron ores;
13. Stockyards or slaughter of animals;
14. Any other uses which might be objectionable to, or adversely affect nearby residential districts because of odor, dust, smoke, gas, or noise.

APPROVED, PASSED, AND ADOPTED this _____ day of _____, 2013.

CITY OF LOVINGTON

DIXIE DRUMMOND, MAYOR

ATTEST:

CAROL ANN HOGUE, CITY CLERK

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: September 4, 2013

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Planning and Zoning Application and Fees
DEPARTMENT: Executive
SUBMITTED BY: Jared Cobb, Assistant City Manager
DATE SUBMITTED: August 28, 2013

STAFF SUMMARY:

At the previous meeting the Planning and Zoning Commission reviewed the attached Planning and Zoning Application and Schedule of Fees. The Commission requested the following additions which are included for your review:

- Establishment of a Development Review Committee
- Addition of water and sewer tap permits

Permits for curb cuts and signs have also been included, along with a revised Schedule of Fees. All changes are highlighted.

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

Permit revenues would help offset the cost of processing planning and zoning applications.

ATTACHMENTS:

Draft Planning and Zoning Application

RECOMMENDATION:

Review the attachment and provide comments, where necessary.

Department Head

City Manager



Lovington Planning and Zoning Application

Thank you for your interest in the City of Lovington. In order to ensure a high quality of life, the community has established standards for the development of property. The following guide is intended to offer the public general information about city planning and zoning requirements before they invest in property or extensive development plans. It should not be construed as comprehensive, however, as additional regulations apply to subdivisions and each zone. Prospective applicants are encouraged to setup a pre-application meeting by contacting Code Enforcement at 575-396-2884.

Zoning Ordinance

The first step in developing property is to identify the zoning, which determines the allowable use of the property. Lovington has four zones: single-family residential, multi-family residential, commercial, and industrial. The following is a list of allowable uses in each zone. For your reference, a zoning map is also attached as the last page of this packet.

*Single-Family Residential
Zone A*

Single-family homes of at least 800 square feet; city-owned or operated parks and playgrounds; churches; public schools; golf courses; nurseries and truck gardening; home occupations; accessory buildings not involving the conduct of a business; temporary buildings; and certain types of signage.

*Multi-Family Residential
Zone B*

Any use permitted in the single-family residential zone; two-family homes containing at least 600 square feet per family; multi-family homes containing at least 300 square feet per family; professional offices or studios; boardinghouses and lodginghouses; certain nonprofit organizations; hospitals and clinics; certain private clubs and lodges; and accessory buildings.

*Commercial
Zone C*

Any use permitted in the single-family or multi-family residential zones; advertising signs and billboards; amusement places or theaters; trailer and tourist camps or courts.

*Industrial
Zone D*

Any building or premises may be used for any purpose not in conflict with any ordinance of the city regulating nuisances.

With the exception of mobile home parks, it is important to note that manufactured and mobile homes are not permitted by right in any zone. To site one of these homes the owner must receive approval from the Planning and Zoning Commission and the City Commission. This may be accomplished by following the procedures herein and completing the attached Planning and Zoning Request Application.

If the current zoning does not allow for the intended use the landowner may request a variance, special use permit, conditional use permit, or zone change. Street or alley vacations and annexations are also permitted under the zoning ordinance.

<i>Variance</i>	Minor deviations from the zoning ordinance may be resolved through the issuance of a variance. These exceptions are generally limited to building setbacks and lot size requirements.
<i>Special Use Permit</i>	Some uses cannot be properly classified into a zone without consideration of the impact of the use upon adjacent properties and the public. Examples include commercial greenhouses, hospitals, and public buildings.
<i>Conditional Use Permit</i>	There are also special uses which are only allowed if certain conditions are met. For example, a conditional use permit may be granted for a commercial greenhouse in a residential zone, provided the facility limits operating hours.
<i>Zone Change</i>	The City Commission may change the zoning classification on parcels of land within the City. These changes in zoning are only granted to meet the current land use needs of the community.
<i>Vacation</i>	City staff also reviews requests for the vacation of streets and alleys. Vacating a street or alley right-of-way eliminates the City’s interest and returns ownership of the area to the abutting property owners.
<i>Annexation</i>	Landowners may annex property into the City. This generally provides access to additional city services, such as street maintenance.

Application Process:

1. Complete the attached Planning and Zoning Request Application
2. Pay the associated processing fees as determined by the Schedule of Fees
3. Submit a legal description of the property
4. Submit proof of ownership of the property (a copy of the deed or other conveyance)
5. If the applicant is not the owner, submit an Affidavit by Property Owner(s)
6. Annexations require a petition signed by the owners of a majority of the number of acres in the contiguous territory
7. Submit a site plan showing the property, surrounding properties, setbacks, lot sizes, proposed buildings/structures, access, utilities, easements, and drainage
8. Submit a proposal letter that details the following:
 - a. Proposed use
 - b. Reason(s) why the request is being made

- c. Potential Impacts (positive and negative) that may result from proposed use, including those related to noise, odors, traffic, health, quality of life, and property values
 - d. For Proposed Commercial Uses and Home Occupation Requests the letter should specify the type of business (retail, manufacturing, etc.), days and hours of operation, proposed number of employees, and the anticipated traffic/clientele
9. Representation at two scheduled public hearings to present the request and answer questions, one before the Planning and Zoning Commission and a second with the City Commission

Subdivision Regulations

Property may be subdivided for development through the approval of a plat/replat or the alternate summary process. This process offers city staff an opportunity to review larger issues that may arise from development, such as stormwater drainage or the extension of utilities. The tract must be zoned for the intended use prior to the submission of a subdivision application.

Plat/Replat Landowners may subdivide property for the purpose of development. This process requires the property to be platted. The replatting process is used on subdivisions to change lot sizes, streets, or configurations.

Alternate Summary Subdivisions with not more than three lots, or replats where the total number of lots does not increase, may use this procedure. This administrative procedure eliminates several steps in replatting a tract.

Variance Minor deviations from the subdivision regulations may be resolved through the issuance of a variance.

Mobile Home Park Mobile home parks are permitted in the Commercial and Industrial zones; however, any tract proposed for a park must be subdivided in accordance with the multi-family residential zone. Additionally, each home will require a manufactured or mobile home placement permit.

Recreational Vehicle Park Recreational vehicle parks are permitted in the Commercial and Industrial zones; however, any tract proposed for a park must be subdivided in accordance with the multi-family residential zone.

Application Process:

1. Complete the attached Planning and Zoning Request Application
2. Pay the associated processing fees as determined by the Schedule of Fees
3. Submit a legal description of the property
4. Submit proof of ownership of the property (a copy of the deed or other conveyance)
5. If the applicant is not the owner, submit an Affidavit by Property Owner(s)
6. Submit a sketch plan and schedule an appointment with the Development Review Committee. The Committee is comprised of the Water Superintendent, Wastewater

Superintendent, Fire Chief, Code Enforcement Officer and the City Manager or Assistant City Manager. Each member will review the sketch plan and provide recommendations to ensure the preliminary plat conforms to the City's zoning and subdivision regulations.

7. Submit two copies of the preliminary plat and supplemental information in conformance with Chapter 16.03 of the Lovington Code of Ordinances and applicable New Mexico Surveying Law. This includes, but is not limited to the following:
 - General subdivision information to supplement the drawings
 - Location map, showing the relationship to existing community facilities
 - Topographic data showing all existing conditions
 - Plat drawing on a scale of one hundred feet to one inch or larger, which includes:
 - Streets, right-of-ways, and easements
 - Location of utilities
 - Lot lines, lot numbers, and block numbers
 - Sites to be reserved or dedicated for public space
 - Any sites designated for uses other than single-family housing
 - Minimum building setback lines
 - Site data, including number of residential lots, lot sizes, park acreage, etc.
 - Title, scale, north arrow and date
 - Names of record owners of adjoining platted and unplatted land
 - Existing and proposed covenants
8. Representation at two scheduled public hearings to present the preliminary plat and answer questions, one before the Planning and Zoning Commission and a second with the City Commission
9. Develop the property in accordance with the preliminary plat
10. Submit two copies of the final plat in conformance with Chapter 16.03 of the Lovington Municipal Code and applicable New Mexico Surveying Law. This includes, but is not limited to, all items listed in step #7 and the following:
 - a. Certification by surveyor or engineer
 - b. Certificates for approval by the Planning and Zoning Commission
 - c. Certificate concerning improvements
11. Representation at two scheduled public hearings to present the final plat and answer questions, one before the Planning and Zoning Commission and a second with the City Commission

Alternate summary applications only require the completion of steps 1-7 and a certification of approval on the plat. The city manager or his/her designee may approve the summary plat or, if difficulties or unusual circumstances exist, submit it using the standard platting procedures (steps 8-11).

Development Permits

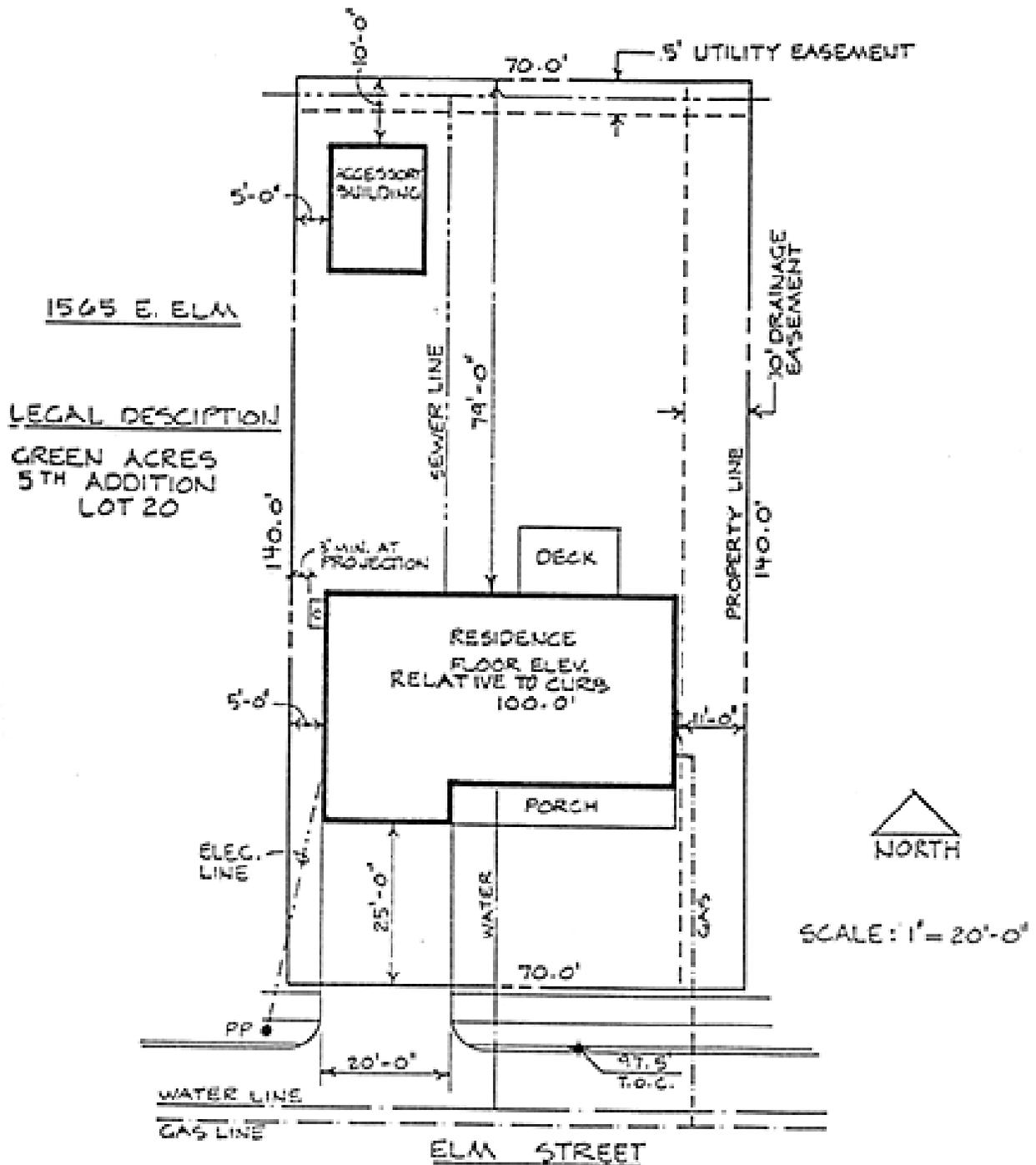
City zoning and subdivision approval is required prior to the submission of any development permits. Generally, permits are required to construct, alter, repair, remove, demolish, or move any building or structure within the City. These include the following:

<i>Building</i>	State building permits are required for the construction, repair or demolition of site-built or modular homes. These include permits for plumbing, electrical, and structural work. This application is processed through the State and is available from Code Enforcement.
<i>Mobile/Manufactured</i>	The home must be located in an approved mobile home park, or zoning approval must be provided. The State also receives a copy of the permit and will follow-up with an inspection to ensure the home meets or exceeds applicable HUD regulations.
<i>Floodplain Development</i>	All site plans submitted to the City are reviewed to determine if they are within the designated floodplain. Properties within the floodplain may be developed with proper mitigation, as determined by the floodplain administrator.
<i>Carport</i>	Carports are permissible in any zoning district, provided they meet the standards as specified in Chapter 17.20 of the Lovington Municipal Code.
Water/Sewer Tap	Water taps are performed by the water department. Sewer taps must be performed by a licensed contractor and are inspected by the City after the project is completed.
Curb Cut	Property owners may request a curb cut permit for the construction of a new driveway. All cuts must be made in conformance with Chapter 12.04 of the Lovington Municipal Code.
Sign	A permit is required prior to the erection of temporary or permanent signage. All signage must conform to Chapter 12.20 of the Lovington Municipal Code.

Application Process:

1. Complete the attached Planning and Zoning Request Application
2. Pay the associated processing fees as determined by the Schedule of Fees
3. A legal description of the property
4. Proof of ownership of the property (a copy of the deed or other conveyance)
5. If the applicant is not the owner, submit an Affidavit by Property Owner(s)
6. Manufactured/mobile home permits require the make, year, size, setup (skirted, blocked, and anchored), and proof of ANSI insignia for the manufactured/mobile home.
7. Sign permits require two copies of the plans and specifications, a copy of the stress sheets, copy of electrical permit (if applicable), contact information for the contractor, and proof of insurance or bond as required by Chapter 12.20 of the Lovington Municipal Code.
8. Submit a site plan showing the property, surrounding properties, setbacks, lot sizes, proposed buildings/structures, access, utilities, easements, and drainage

Site Plan Example



PLANNING AND ZONING APPLICATION

- Type(s):
- | | | |
|--|--|--|
| <input type="checkbox"/> VARIANCE | <input type="checkbox"/> SPECIAL USE | <input type="checkbox"/> CONDITIONAL USE |
| <input type="checkbox"/> ZONE CHANGE | <input type="checkbox"/> VACATION | <input type="checkbox"/> ANNEXATION |
| <input type="checkbox"/> CARPORT | <input type="checkbox"/> RV PARK | <input type="checkbox"/> MOBILE HOME PARK |
| <input type="checkbox"/> PLAT | <input type="checkbox"/> REPLAT | <input type="checkbox"/> ALTERNATE SUMMARY |
| <input type="checkbox"/> BUILDING | <input type="checkbox"/> MOBILE/MANUFACTURED | <input type="checkbox"/> FLOODPLAIN |
| <input type="checkbox"/> WATER/SEWER TAP | <input type="checkbox"/> CURB CUT | <input type="checkbox"/> SIGN |

Applicant Name: _____
Mailing Address: _____

Phone Number: _____
Property Address (Site Location): _____

Property Owner(s): _____

Brief Description of Request:

Subdivision: _____ **Zone:** A B C D
Block: _____
Lot: _____
Owner Number: _____ **Parcel Number:** _____
Book: _____ **Page:** _____

Present Use of Property:

Applicant Signature: _____ **Date:** _____

Date Received by Code Enforcement: _____
Code Enforcement Officer Name: _____
Code Enforcement Officer Signature: _____

CODE ENFORCEMENT SUPPLEMENT

Does request require adjacent property owner and public notification?

Yes

No

If yes, date notification to adjacent property owners sent notification: _____

Was notification sent by:

Certified Mail¹

1st Class Mail²

Please attach list of property owners, address, and copy of letter, and copy of return receipt (if applicable) to this supplement.

If public notification made, list date of newspaper publication³: _____

Code Enforcement Recommendation:

DRAFT

Reviewing Officer Name

Reviewing Officer Signature

Date

¹ If zoning change is for an area of one block or less, notice shall be mailed by certified mail to owners of property within 100 feet, excluding public right-of-way, of the area proposed to be changed. (NMSA 1978 3-21-6)

² If zoning change is for an area of more than one block (NMSA 1978 3-2-6) or a variance is requested, notice of public hearing shall be mailed by 1st Class mail to property owners within 100 feet, excluding public right-of-way, of the area proposed to be changed.

³ Notice of the time and place of hearing shall be published at least 15 days prior to the date of the hearing.

AFFIDAVIT BY PROPERTY OWNER(S)

- Type(s):
- | | | |
|--|--|--|
| <input type="checkbox"/> VARIANCE | <input type="checkbox"/> SPECIAL USE | <input type="checkbox"/> CONDITIONAL USE |
| <input type="checkbox"/> ZONE CHANGE | <input type="checkbox"/> VACATION | <input type="checkbox"/> ANNEXATION |
| <input type="checkbox"/> CARPORT | <input type="checkbox"/> RV PARK | <input type="checkbox"/> MOBILE HOME PARK |
| <input type="checkbox"/> PLAT | <input type="checkbox"/> REPLAT | <input type="checkbox"/> ALTERNATE SUMMARY |
| <input type="checkbox"/> BUILDING | <input type="checkbox"/> MOBILE/MANUFACTURED | <input type="checkbox"/> FLOODPLAIN |
| <input type="checkbox"/> WATER/SEWER TAP | <input type="checkbox"/> CURB CUT | <input type="checkbox"/> SIGN |

I (WE) HEREBY CERTIFY that I am (we are) the owners of record of the property described as follows:

Property Address: _____

Legal Description: _____

I (WE) HAVE AUTHORIZED the following individual(s) to act as my (our) agent with regard to this application:

Agent: _____ Phone: _____

Address: _____

I (WE) UNDERSTAND, CONCUR AND AFFIRM that this application may be approved, approved with conditions or denied, and that as the property owner it is my responsibility to ensure that any conditions are complied with and to ensure that the property is maintained in a condition so as not to jeopardize the health, safety, or welfare of others and that compliance with all applicable City ordinances is required; and

I (WE) HEREBY EXECUTE THIS AFFIDAVIT in support of the proposed application as presented:

Owner 1:

By: _____
PRINTED NAME

By: _____
SIGNATURE

Date: _____

Notary Seal

Owner 2:

By: _____
PRINTED NAME

By: _____
SIGNATURE

Date: _____

Notary Seal

SCHEDULE OF FEES

Application	Fee
Variance	\$100.00
Special Use	\$100.00
Conditional Use	\$100.00
Zone Change	\$100.00
Vacation	\$100.00
Annexation	\$50.00
Carport	\$50.00
RV Park	\$100.00 + \$5.00 per lot
Mobile Home Park	\$100.00 + \$5.00 per lot
Plat/Replat	\$100.00 + \$5.00 per lot
Alternate Summary	\$50.00
Building	Issued by the State
Mobile/Manufactured	\$50.00
Floodplain	No fee
Water Tap	1 inch - \$1,000 2 inch - \$2,050 3 inch - \$8,200 4 inch - \$9,975 6 inch - \$13,300
Sewer Tap	No fee
Curb Cut	\$15.00
Sign	\$25.00

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: September 4, 2013

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Discussion of 13th and Avenue M Traffic Control
DEPARTMENT: Executive
SUBMITTED BY: James R. Williams, City Manager
DATE SUBMITTED: August 27, 2013

STAFF SUMMARY:

Staff received a request for the placement of a stop sign at the intersection of 13th and Avenue M. The Lovington Police Department did evaluate the area and recommend the installation of this traffic control measure. The request was considered at the August 26 Commission Meeting and was denied based on concerns that traffic would be diverted to other areas creating another problem. They have requested that staff evaluate the area for a broader plan and recommendations.

FISCAL IMPACT:

REVIEWED BY: _____
(Finance Director)

ATTACHMENTS:

Map of area

RECOMMENDATION:

Discussion only at this time.

Department Head

City Manager



1996

Imagery Date: 3/2/2012 32°56'06.15" N 103°21'52.88" W elev 3926 ft eye alt 6260 ft