

**REGULAR MEETING OF THE PLANNING & ZONING COMMISSION  
TUESDAY, JANUARY 13, 2015 @ 4:00 P.M.  
HELD IN CITY COMMISSION CHAMBERS, 214 SOUTH LOVE STREET**

**PURPOSE OF MEETING:**

- Consider Recommendation for Variance Request 211 E. Avenue J – Repositioning of 1981 Manufactured Home on Same Lot
- Recommendations for RV/MH Park Licensing Ordinance

**PRESENT:** Members: Chairman Kallie Windsor, Vice Chairman Randy Pettigrew, Member David Lynch, Bobby Kimbro, and Betty Price.

**NOT PRESENT:** Member Lynda Goff and Abel Cabello

**ALSO PRESENT:** City Manager James Williams, Assistant City Manager Jared Cobb, City Attorney Patrick McMahan, Fire Inspector Skip Moorhead, Fire Chief Terrance Lizardo, City Planner Merideth Hildreth, City Clerk Carol Ann Hogue and Administrative Assistant Anna Juarez

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

**APPROVAL OF AGENDA:** Chairman Windsor called for a motion to approve agenda as submitted. Member Price so moved. Member Pettigrew second. Motion was approved.

**APPROVAL OF REGULAR MINUTES OF DECEMBER 9, 2014 AND WORK SESSION MINUTES DECEMBER 17, 2014:** Chairman Windsor called for a motion to approve the regular minutes of December 9, 2014 and work session minutes December 17, 2014. Member Price so moved. Member Lynch seconded. Motion was approved.

**ACTION ITEMS:**

**CONSIDER RECOMMEDNATION FOR VARIANCE REQUEST 211 E. AVENUE J – REPOSITIONING OF 1981 MANUFACTURED HOME ON SAME LOT:** City Planner Hildreth addressed Board of variance for property on 211 East Avenue J (Lot 1 and 2 Block 88), Llano Addition is requesting to reposition a 1981 Model Year Manufactured Home on Lot 1 of the same property. City Planner Hildreth stated this manufactured home has been occupied by renters on these lots for several years; the owner would like to reposition this manufactured home to Lot 1, so that the owner can place a manufactured home on Lot 2 in order to occupy the property. Members asked Corina Alvarado if a letter of inspection was completed stating Manufactured Home is up to standards; Ms Alvarado stated Betty Blanton Mobile Home Inspector for the State of New Mexico, stated if Manufactured Home is built 1981 HUD Code, no use going to inspect, it would comply with 1985 standards. City Planner Hildreth stated mobile home standards could not be determined by Ms Blanton; she would have to go back to 1981 code, but could not inspect to that code; and if she did inspect it would have apply the 2015 standard to mobile home unit. Member Kimbro recommends updating and inspecting utilities before they are connected. City Planner Hildreth recommends approval since the unit complies with the 1974 HUD Manufactured Home Standards and is being repositioned on the same site to

include separate utilities for each lot. Chairman Windsor called for a motion to consider variance. Member Pettigrew so moved. Member Lynch seconded. With no further discussion, all Aye. Motion was approved.

**RECOMMENDATIONS FOR RV/MH PARK LICENSING ORDINANCE:** City Planner Hildreth addressed Board to make a recommendation on the following three issues for the City Commissioners:

- Type of roadway surface (asphalt pavement and caliche)
- Spacing between RV Pads (10 feet or 15 feet)
- Clarify the restroom requirement

City Planner Hildreth stated City highly recommends asphalt for the nature of moving vehicles in and out of the RV Parks; Mobile Home standard could be caliche. City Planner Hildreth stated City recommends RV/MH spacing to remain at the 15 feet spacing RV pads for safety reasons. City Planner Hildreth stated City recommends if RV Parks allows a RV not equipped with complete restroom facilities, RV Park must provide a toilet, sink and shower facilities to accommodate RV's without proper sanitary facilities. Commissioner Ava Bengé asked if a port-a-potty would fulfill requirement. City Manager Williams stated code is written as to provide "toilet, sink, and shower facility."

Paula Vancleve stated her caliche roads are well maintained and she will continue to maintain caliche roads year round. Mrs. Vancleve stated her opinion in reference to Mr. Clemens and Mr. Chun's RV Park; they came to the City and asked what was required to open an RV Park and fulfilled the requirements. Mrs. Vancleve stated this is wrong for the City to change regulations after RV Park permit was signed off by the City.

Troy Chun stated he understood RV's could be backed up pretty close together as long as there was 15 feet spacing between RV's on the side only. Mr. Chun stated he would prefer caliche roads.

Chairman Windsor, in her opinion, feels the City of Lovington should deal with issues which are not being enforced before adding more rules, especially to the businesses which are following the rules.

Vice Chairman Pettigrew stated everyone has to follow rules written from the federal or government, they are written because someone does not follow the rules causing a change for the better; it is not a form of punishment on anybody.

Assistant City Manager Cobb stated the Ordinance was written to help Code Enforcement on enforcing rules; with a penalty increase of \$500.00 per violation.

City Manager Williams stated Code Enforcement issues warning, than followed by a ticket; the Judge works with public to encourage compliance, but with this Ordinance it has a clear guidance for everyone involved and for the safety of the community. City Manager Williams asked Members to make a decision on asphalt or caliche for interior roads. City Manager Williams recommended the 15 feet spacing between RV's for a safety stand point.

Members, public, and staff discussed 15 feet spacing between RV's on either direction.

Members and Staff discussed preferences between asphalt pavements versus caliche, thickness of caliche, caliche designs, caliche standards, and caliche maintenance.

Chairman Windsor stated 15 feet spacing is okay; clarify the restroom language, and road surface 6 inch caliche minimum.

Member Price stated caliche roads works just as well as asphalt.

Member Pettigrew requested for language on definition of pad to be clarified on Ordinance. Members and Staff discussed spacing on RV pad requirements for Ordinance; City Manager stated RV pad must have a delineated edge. Chairman Windsor clarified that RV pads do not have to be concrete pads; pads can be caliche, but must have a delineated edge. Delineated edge requires permanent material and to be clearly visible.

Gary Clemens addressed the board of the option Code Enforcement advised him to do for planning his RV Park to save him money. Mr. Clemens stated Code Enforcement did mention not to park RV's close together on the ends; to set RV's in a staggered affect with 15 feet spacing.

Members and Staff discussed 15 feet spacing requirement; 10 feet spacing is the minimum NFPA requirement.

Member Lynch stated caliche road is sufficient for both RV/MH Park, 15 feet spacing is good, and restroom with changes as written are fine.

Member Pettigrew stated a new RV Park use caliche surface of 8" needs to have proof if it meets design standard. Member Pettigrew stated if RV/MH owners rebuild 8" caliche road or 6" base course, or annual repairs this is just fine; but if RV/MH owners come back to do a major repair RV/MH owners need to meet the new standards. Member Pettigrew stated if RV/MH owners built pad with old standard at 15 feet, there is no reason why 15 feet spacing cannot be met; if they built at 15 feet standard. Member Pettigrew agrees with providing the restrooms; if RV does not have sanitary facilities, RV Park needs to provide one.

Member Kimbro stated caliche road is good enough and owners will need to maintain caliche road.

Member Price stated agrees with restroom requirement, pad needs to be clarified on spacing, RV/MH owners need to maintain caliche roads.

Chairman Windsor called for a motion. Member Price moved to approve Ordinance of 15 feet spacing all around, 8" caliche base course for existing and new RV Park

Member Price moved to approve to clarify the wording on the restroom requirements on facility, 15 feet spacing on each corner, new construction 8" base course caliche road, if it is a current road with either caliche or asphalt they have to be maintained properly. If existing with caliche or asphalt grandfathered that major reconstruction road would have to meet the details. Reference to NMDOT standards for major reconstruction. Member Pettigrew seconded with addition if RV/MH Parks rebuild, road owners need to pull a building permit. Chairman Windsor opened to comment. Board members and Staff clarified to public that padding surface material is up to the owner of property. All Aye. Motion was approved. City Manager Williams stated January 26, 2015 it will go to Commission for approval for advertise. Paula Vancleve thanked the board for their time.

**NON ACTION ITEMS:** None

**PUBLIC COMMENT:** None

**OTHER COMMENT:**

Assistant City Manager addressed the board of the Joint Work Session with Planning & Zoning and City Commission on the February 17, 2015 at 5:30 to review draft of the comprehensive plan, either at Troy Harris or Youth Center; followed by a Planning & Zoning Commission meeting.

City Manager Williams stated 2<sup>nd</sup> Tuesday of the month will work for Planning & Zoning Regular Meeting; next scheduled meeting February 10, 2015.

**ADJOURNMENT:**

There being no further business the meeting adjourned at 5:30 p.m.

**APPROVED:** \_\_\_\_\_  
**CHAIRMAN, KALLIE WINDSOR**

**ATTEST:** \_\_\_\_\_  
**VICE CHAIRMAN, RANDY PETTIGREW**