



**PZHAC WORK SESSION
MINUTES
NOVEMBER 21, 2016**

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD A WORK SESSION, MONDAY, NOVEMBER 21, 2016 AT 5:00 P.M. IN THE BOARD ROOM OF THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA.

Item 1. Submitted by Beth Johnson for “Sunflower Promotional Products”; a request to discuss a business sign to be installed on an office at 1701 Calle de Mercado. (Case 060442). Zoned: General Commercial (C). **(30 min.)**
Staff provided a brief description of the request, including the fact that the sign was installed prior to a permit being issued. Ms. Johnson provided a brief description of the requested sign, including the fact that the application is in error, the actual size of the sign is 4 feet by 8 feet (32 square feet and not 40 square feet as indicated in the application). She stated that the requested size was based on the size of the sign for her other business, which was approved in 2012. (Staff was asked to research the original sign permit.) Staff brought up the fact that signs of this sort in the General Commercial (C) zoning district are limited to 25 square feet in size. There was no further discussion.

Item 2. Submitted by Judd Singer of Villa Custom Homes for Margarita Rodriguez,; a request to discuss a proposed pool house to be constructed at 3062 Los Arenales St. Zoned: RF (Rural Farm)
This was removed from the agenda since two commissioners were absent, and only two of the commissioners present had experience with PZHAC cases.(This was the first meeting for Commissioner Nevarez.).

**PZHAC REGULAR MEETING
MINUTES
NOVEMBER 21, 2016**

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD ITS REGULARLY SCHEDULED MEETING MONDAY, NOVEMBER 21, 2016 AT 6:00 P.M. IN THE BOARD ROOM OF THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL AND DETERMINATION OF A QUORUM

Commission Chair Hernandez and Commissioner Lucero were absent. Commissioners McLeod (acting chair), Prieto, and Nevarez (new) were present – a quorum was present.

III. CHANGES/APPROVAL OF THE AGENDA

Staff suggested that Case 060456 be removed from the agenda since it was not heard during the Work Session. A motion was made by Commissioner Prieto to remove Case 060456 and approve the agenda, seconded by Commissioner Nevarez, and approved by a vote of 3-0.

IV. *ACCEPTANCE OF THE CONSENT AGENDA

Note: Items on the agenda indicated by an asterisk () are on the consent agenda and will be voted on with one motion unless a Commissioner requests that a specific item be removed.*

Commissioner Nevarez made a motion to remove Case 012530 from the Consent agenda to allow Staff to present information about the height of the structure, seconded by Commissioner Prieto and approved by a vote of 3-0. After Staff’s presentation on Case 012530, Commissioner Prieto made a motion to approve the Consent Agenda, seconded by Commissioner Nevarez, and approved by a vote of 3-0.

A. *PZHAC MINUTES – Meeting Minutes of November 7, 2016.

Approved as part of the Consent Agenda.

B. *ADMINISTRATIVE APPROVALS:

1. **Case 012530** – 2600 Camino Bodegas, submitted by Kelly Pope; a request for a building permit to construct a 65 ft. x 100 ft. pipe and metal livestock barn at this address. Zoned: Rural Farm (RF).
This case had been removed from the agenda to allow Staff to present the plans for the structure showing the height was to be less than 21 feet. Once this information had been presented, Commissioner Nevarez made a motion to return this case to the Consent Agenda to be voted on as part of the Consent Agenda, seconded by Commissioner Prieto, and approved by a vote of 3-0.
2. **Case 060453** – 2144 Calle de Principal, submitted by Alan Arvin; a request for a building permit to repair or rebuild an existing fence along the north side of the property. Zoned: Historical Residential (HR).
Approved as part of the Consent Agenda.

V. PZHAC NEW BUSINESS:

A. PUBLIC INPUT ON CASES - None

B. CASES:

Building Permits

1. **Case 060455** – 2782 Calle de San Albino, submitted by John Wright; a request for a building permit to allow the addition of a casita and a garage to an existing dwelling at this address. Zoned: Historic Residential (HR).
Staff provided a brief description of the case. There were no issues. Commissioner Prieto made a motion to recommend approval of the case to the BOT, seconded by Commissioner Nevarez, and approved by a vote of 3-0.
2. **Case 060456** – 3062 Los Arenales St., submitted by Judd Singer of Villa Custom Homes for Margarita Rodriguez; a request for a building permit to build a house at this address. Zoned: RF (Rural Farm)
This case was removed from the agenda.

Sign Permits:

3. **Case 060446** – 1701 Calle de Mercado-Unit 1, submitted by Beth Johnson for “Sunflower Promotional Products”; a request for a sign permit to install a sign on the office at this address. Zoned: General Commercial (C).
Staff provided a brief description of the case, including the fact that information about the request was provided during the Work Session. With respect of the fact that both signs were over the size allowed by the Code, Staff stated that since the original sign was not part of this application, the PZHAC did not have jurisdiction over its size at this time, it was actually a Code Enforcement problem. Staff also stated that the PZHAC could ask the applicant to bring the sign into compliance, and that if she did not, Staff would issue a citation for the sign. The applicant stated that she would bring both signs into compliance with the Code, and requested that she be allowed to remove and replace the signs with legal signs by this January. The PZHAC agreed with this request. Commissioner Prieto made a motion to recommend approval of this permit application to the BOT with the condition that the proposed sign be limited to 25 square feet. Commissioner Nevarez seconded the motion, and the motion was approved by a vote of 3-0.

Summary Subdivision:

4. **SD16-002** - Submitted by Arthur H. Fountain, a request to replat a lot line through the summary subdivision process to adjust a platted lot line between two properties located on Calle de Principal, identified by DAC parcel numbers 04-01208 and 04-01209. Zoned: Historical Commercial (HC).
Staff provided a brief description of the case. Commissioner McLeod requested that Staff remove the reference to the subject properties being located to the rear of the El Patio Bar since there was actually another property between the subject properties and the rear of the El Patio Bar. There were no other issues. Commissioner Nevarez made a motion to recommend approval of this case to the BOT, seconded by Commissioner Prieto, and approved by a vote of 3-0.

VI. PUBLIC COMMENTS

Susan Krueger (resident)

Stated that, with regard to Case 012530 on the Consent Agenda, she was not questioning the height of the structure, her concern was a matter of being informed as to the dimensions of the structure and if the structure met the height and other limits set by the zoning of the property. She was concerned that the permit application lacks particulars such as color, size, water and electric availability, etc. She stated that just because something is shown on the plans doesn't mean that is the way it is being constructed. She would like Staff to keep plans for review by the public.

VII. PZHAC/STAFF COMMENTS - None

VIII. ADJOURNMENT – *The meeting was adjourned at 6:31 pm.*

NOTICE

If you need an accommodation for a disability to enable you to fully participate in the hearing or meeting, please contact us at 524-3262 at least 48 hours prior to the meeting.

Posted on 12/1/16 at the following locations: Town Clerk's Office-2231 Avenida de Mesilla, Public Safety Building-2670 Calle de Parian, Mesilla Community Center-2251 Calle de Santiago, Shorty's Food Mart-2290 Avenida de Mesilla, Ristramn Chile Co.-2531 Avenida de Mesilla and the U.S. Post Office-2253 Calle de Parian.