

**PZHAC WORK SESSION
AUGUST 17, 2015**

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD A WORK SESSION ON MONDAY, AUGUST 17, 2015 AT 5:00 P.M. IN THE BOARD ROOM OF THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA TO DISCUSS THE FOLLOWING:

- a. **S15-001** - Submitted by Sam and Beatrice Bernal, a request to or the PZHAC to determine what requirements will be necessary to complete an application for a subdivision of property at and behind 2615 Calle de Sur. Zoned: Historic Residential (HR). **(20 min.)**
- b. Submitted by Scott Bannister, a request to discuss the concept of using an approximately 52 acre parcel at 1113 S Hwy 292 owned by the Bombach Limited Partnership as a baseball and sports complex. Zoned: Rural Farm (RF). **(20 min.)**
- c. Submitted by Davie and Kelly Salas, a request to discuss a revised plan for the development of two parcels having a total of 0.55 acres at 2415 and 2417 Calle de Parian. (Permits for these properties will be voted on in the regular meeting.) Zoned: Historic Residential (HR). **(20 min.)**

**PZHAC MEETING
AUGUST 17, 2015**

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD ITS REGULARLY SCHEDULED MEETING MONDAY, AUGUST 17, 2015 AT 6:00 P.M. IN THE BOARD ROOM OF THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA

- 1. PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL AND DETERMINATION OF A QUORUM**
- 3. CHANGES TO THE AGENDA**
- 4. *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.*

***PZHAC MINUTES:**

Regular Meeting Minutes of August 3, 2015

***ADMINISTRATIVE (CONSENT) APPROVALS:**

Building Permit Requests:

- a. **Case 012405** – 213 Capri Rd., a request by Bob Hamilton for a building permit to paint the trim on an existing dwelling at this address. Zoned: Single Family (SF).

5. PZHAC NEW BUSINESS:

Discussion Item Decisions:

- b. **SUB15-001** - Submitted by Sam and Beatrice Bernal, a request to or the PZHAC to determine what requirements will be necessary to complete an application for a subdivision of property at and behind 2615 Calle de Sur. Zoned: Historic Residential (HR).

- c. A determination as to whether or not Scott Bannister should pursue the concept of a baseball and sports complex for the approximately 52 acre parcel at 1113 S Hwy 292 owned by the Bombach Limited Partnership. Zoned: Rural Farm (RF).

Special Use Permit

**** A PUBLIC HEARING MUST BE HELD PRIOR TO ACTION ON THE FOLLOWING ITEM.**

- d. **S15-001** – Submitted by Roxanna Gate for2 the “Roundtable Children’s Academy Daycare and Preschool”, a request for a Special Use Permit to allow a day care center and preschool to operate at a former restaurant at this location. **The SUP includes a request for approval of a Business Permit and a Sign Permit (Case 012407) for the proposed use. Zoned: General Commercial (C).**

Building Permit Requests:

- e. **Case 012388** – Submitted by G.L. Green and Associates for David and Joan Hirsch, a request for a building permit to allow construction of a pool cabana and an addition to a house located at 2979 Camino Castillo. Zoned: Single Family (R-1).

- f. **Case 012406** – Submitted by Fred Flores for Armando and Judy Alba, a request for a building permit to allow a rear patio on an existing dwelling at 2691 McDowell Rd. to be fully enclosed. Zoned: Single Family R-1).

- g. **Case 012410** – Submitted by Davie and Kelly Salas, a request for a building permit to construct a house and accessory dwelling on a 0.23 acre property located at 2419 Calle de Parian. Zoned: Historic Residential (HR).

6. PUBLICCOMMENTS

7. PZHAC/STAFFCOMMENTS

8. ADJOURNMENT OF THE REGULAR PZHAC MEETING

**SPECIAL BOT/PZHAC WORK SESSION
AUGUST 17, 2015**

THE MESILLA BOARD OF TRUSTEES (BOT) AND THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD A SPECIAL WORK SESSION ON MONDAY, AUGUST 17, 2015 IMMEDIATELY FOLLOWING THE REGULAR MEETNG OF THE PZHAC (@ 7:00 P.M.) IN THE BOARD ROOM OF THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA TO DISCUSS THE CODE AMENDMENT FOR TEMPORARY AND ITINERANT VENDORS

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 8/14/15 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.

PZHAC WORK SESSION
AUGUST 17, 2015

**PZHAC WORK SESSION
AUGUST 17, 2015
ITEM 1**

CASE S15-001

S15-001 - Submitted by Sam and Beatrice Bernal, a request to or the PZHAC to determine what requirements will be necessary to complete an application for a subdivision of property at and behind 2615 Calle de Sur. Zoned: Historic Residential (HR). (20 min.)

The following is the pre-application procedure from the MTC for submitting a preliminary plat to the PZHAC. This process is to allow the PZHAC to determine what will be needed from the subdivider to address any conditions that may arise from the proposed subdivision.

17.10.010 Pre-application procedure.

A. Prior to the filing of an application for approval of a preliminary plat, the subdivider is requested to confer with the planning staff and other town departments so as to become acquainted with these regulations.

This step in the process has been done.

B. The pre-application conference with the planning staff does not require a formal application, fee, or the filing of a plat, and is considered an advisable step in the procedure rather than mandatory. The planning staff does not assume any responsibility for a lack of understanding of these regulations on the part of the subdivider, and any advice or opinion as to the feasibility of the proposed subdivision expressed by the planning staff shall not bind any subsequent actions of the planning and zoning commission or the board of trustees relative to the proposal.

C. The subdivider shall then submit to the planning commission a preliminary plan and supporting data. This step does not require formal application or filing of plat with the planning commission.

This step is the reason for the subdivision request being brought up at this work session. The applicant is requesting to know what needs to be submitted with the preliminary plat in order for the application to be accepted by the PZHAC.

D. Within 35 days the planning commission shall inform the subdivider that the plans and data as submitted or as modified do or do not meet the objectives of these regulations, and it shall express its reasons therefor. [Ord. 89-01; prior code § 11-5-2.A]

The proposed subdivision has been discussed as a concept at previous work sessions. The purpose of this work session is not to discuss the proposed subdivision itself, but to determine what studies and information (i.e.: drainage plans, soil studies, grading plans, etc.) the PZHAC will require the applicant to provide with the plat in order to provided necessary information for review.

Attached are Chapters 17.20 and 17.40 of the BTC outlining possible requirements of the Code for subdivisions. (Areas of interest are highlighted in yellow.)

The applicant has provided a subdivision application and preliminary plat to Staff. (The plat is not being submitted at this time, but will be formally submitted when it is determined by the PZHAC that the application is complete.)

Chapter 17.20

PLATS AND DATA FOR PRELIMINARY APPROVAL

Sections:

- [17.20.010](#) Preliminary plat.
- [17.20.020](#) Storm drainage analysis plan.
- [17.20.030](#) Improvements.

17.20.010 Preliminary plat.

The preliminary plat shall be at a minimum scale of one inch equals 100 feet. In no case shall it be on less than 18-inch by 24-inch sheets of paper. It shall show existing conditions and all proposals, including the following:

- A. Name of proposed subdivision, name and address of subdivider, agent, and principal persons preparing the preliminary plat.
- B. Scale and north arrow.
- C. Proposed benchmark locations, proposed location of and method of tie to permanent survey monuments, and proposed location and type of subdivision control monuments. Descriptions of all monuments found or set.
- D. Plat boundary lines: bearing in degrees, minutes, and seconds; distances in feet and hundredths.
- E. Existing conditions of the site and its environs shall include the following:
 - 1. Present site designation or subdivision name.
 - 2. Easements on site: location, width and purpose.
 - 3. Public right-of-way on and within 150 feet of the site: name, type, and width of paving.
 - 4. Utilities on and adjacent to the site: location and size of water wells, water reservoirs, water line, sanitary and storm sewers; location of gas lines, fire hydrants, electric and telephone poles, and street lights. If water mains and sewers are not on or adjacent to the tract, indicate the direction, distance, and size of nearest lines.
 - 5. Ground elevation on the side based on mean sea level datum as established by the U.S. Coast and Geodetic Survey:
 - a. For land that slopes less than approximately one percent, show contour lines at intervals of not more than one foot and spot elevations at all breaks in grade along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions.
 - b. For land that slopes approximately between two percent to five percent, show contour lines at intervals of not more than two feet.
 - c. For land that slopes more than five percent, show contour lines at intervals of not more than five feet.

6. Existing storm drainage facilities on and adjacent to the site.

7. Conditions on adjacent land significantly affecting design of the subdivision. Approximate direction and gradients of ground slope, character and location of development, and building types.

8. Zoning on and adjacent to the site. If the area proposed to be subdivided is zoned Single-Family Residential, Historical Residential, Commercial or Historical Commercial and is adjacent to active agricultural operations, then the subdivider shall be responsible for the installation of a wall or fencing between the subdivision and the agricultural operation. The planning and zoning commission shall determine if the standards proposed for the wall/fence are adequate during the preliminary plat stage of development. Cross reference: MTC [18.45.040\(N\)](#), Perimeter wall or fencing.

9. A statement of ownership, signed by the subdivider.

10. Total area of the proposed plat to the nearest one-tenth acre.

F. Location map showing location of the site in relation to well-known landmarks and town boundaries.

G. Proposed lot lines and public right-of-way lines; street names; right-of-way and street widths; indicate roadways intended to be private, rights-of-way for public services or utilities, and any limitations thereof.

H. All lots in any subdivision shall meet the requirements of the zoning ordinance and each lot shall be dimensioned in such a manner that setbacks as required by the ordinance shall be met for any structure or building that may be or will be constructed on the lot. No platted lot within a subdivision shall contain less square footage than that required by MTC Title [18](#), Zoning.

I. Number or letter to identify each proposed lot and block.

J. Locations, dimensions, approximate areas, and purpose of lots proposed to be reserved for the public.

K. Sites and approximate area for any multifamily dwellings or nonresidential uses.

L. Every lot shall front on or have access to a public street.

M. All public entity easements and improvements. [Ord. 2001-09 § 2; Ord. 89-01; prior code § 11-5-4.A]

17.20.020 Storm drainage analysis plan.

A storm drainage analysis and plat shall be prepared and signed by a professional engineer registered in New Mexico to include the following:

A. An up-to-date topographic survey or contour map of the area to be subdivided and contributing watershed showing existing structures and pavement and denoting existing elevations above mean sea level of all land features and improvements that would affect drainage.

B. An aerial photograph at the scale of one inch equals 100 feet or one inch equals 200 feet showing the area to be subdivided.

C. A drainage report with a map identifying and locating all rivers, creeks, arroyos, draws, washes or any other channel having definite banks and bed with visible evidence of the occasional flow of water. It shall include computations of the watershed area draining into each watercourse, identification and analysis of permeability of soils in each watershed, and calculations based on the S.C.S. Engineering Field Manual procedures for estimating runoff from a 100-year frequency storm of:

1. The volume and peak discharge of storm surface waters emanating from higher lands and drainage through the area to be subdivided (external drainage).
2. The volumes and peak discharges of internal drainage originating from the land to be subdivided prior to and after completion of the proposed development.

D. A detailed storm drainage plan showing how the runoff from a 100-year frequency storm will be maintained on the property being subdivided. Means of detention basins, retention basins, swales on lots or any other method approved by the commission so as to insure that new development will not increase the peak discharge load on the existing drainage system or cause damage to properties at lower elevations. A map submitted with the plan shall indicate all points of entry and discharge of storm runoff prior to and after development, as well as proposed easements and structures provided for containment or controlled discharge of storm drainage. Points of discharge of natural watercourses shall not be altered by the development.

E. A grading plan showing any proposed alteration, including finished elevations of areas to be graded, paved areas, building sites, retention or detention areas retaining walls and other structures. It shall be accompanied by a signed agreement by the owner of the lands being platted binding on his heirs or subsequent owners, that no grading, land filling, excavating or other alteration will be done except pursuant to the approved or amended grading plan.

F. The plan shall show that all property within the subdivision is developed in such a manner the flood damage will be minimized and that construction and substantial improvements are elevated to the 100-year flood level, if the property lies in an area which has been designated a floodplain under the National Flood Insurance Program. New water and sewer systems (including on-site systems) shall be located to avoid impairment or contamination during flooding.

G. Areas which will be inundated by runoff from a 100-year or greater frequency storm shall not be divided into lots for sale in any proposed subdivision.

H. A copy of the subdivision plat and drainage plan will be provided to any public entity with holdings in the area for their review in order to avoid urban conflicts with the operation and maintenance of utility systems. Their review shall be advisory only. [Ord. 89-01; prior code § 11-5-4.B]

17.20.030 Improvements.

A report on the proposed method of installing utilities, street paving, curb and gutter, sidewalks, and sewer service shall be prepared and submitted to include the approximate time for accomplishing such improvements. Such improvements shall be based on the maximum population density allowed in the zoning district in which the subdivision is located. [Ord. 89-01; prior code § 11-5-4.C]

Chapter 17.40

VARIANCES AND EXCEPTIONS

Sections:

- [17.40.010](#) Allowed when.
- [17.40.020](#) Application.
- [17.40.030](#) State law mandatory.
- [17.40.040](#) Final approval.
- [17.40.050](#) Waivers.

17.40.010 Allowed when.

Where, in the case of a particular proposed subdivision, it can be shown that strict compliance with the requirements of this regulation would result in inhibiting the achievement of the objectives of these regulations, the planning commission may vary, modify, or waive the requirements. No variance shall be allowed when such variance is requested because of inadequate drainage. [Ord. 89-01; prior code § 11-5-8.A]

17.40.020 Application.

Application for any variation shall be submitted in writing by the subdivider at the time the preliminary plat is filed, and shall state fully the grounds for the application and the facts relied upon by the subdivider. [Ord. 89-01; prior code § 11-5-8.B]

17.40.030 State law mandatory.

In no case shall any variation or modification be contrary to the mandatory requirements of state law. The variation shall not be in conflict with any zoning ordinance and map. [Ord. 89-01; prior code § 11-5-8.C]

17.40.040 Final approval.

Final approval of variances granted by the planning commission rests with the Board of Trustees. [Ord. 89-01; prior code § 11-5-8.D]

TOWN OF MESILLA
**SUBDIVISION
 APPLICATION**
 NEW MEXICO

OFFICIAL USE ONLY:
 Case # _____
 Fee \$ _____

CASE NO. _____ ZONE: _____ CODE: _____ APPLICATION DATE: _____
 Preliminary Plat Summary Subdivision Final Plat Vacation of Lot Line

Name of Applicant: Sam + Beatrice Bernal Applicant's Telephone/Cell Number: _____
 Mailing Address: P.O. Box 56 City: Mesilla State: NM Zip Code: 88046
 Owner of Record: Address: _____ City: _____ State: _____ Zip Code: _____

Name of Engineer License # of Engineer Address Telephone/Cell Number

Name of Architect License # of Architect Address Telephone/Cell Number

Day Lounges Subdivision Replat #4 2615 Calle de Sur
 Subdivision Name Subdivision Location

Total Acreage: 1.401 Number of Lots: 4 Lots
 Acreage of Largest Lot: .65 Acreage of Smallest Lot: .25
 Legal Description: _____

Tax Map Property Code (s) 04-~~0051~~⁰⁰⁵³¹ Jacob's Map # 4-006-138-173-177
 A ZONE CHANGE, VARIANCE, EXEMPTION, OR SPECIAL PERMIT IS ALSO BEING REQUESTED WITH THIS PROPERTY.
 EXPLAIN: _____

By signing this application, you hereby acknowledge that ALL the information submitted on and with this application is true and correct to the best of your knowledge and that all provisions of the Town of Mesilla shall be met. No application will be accepted without the original signature of the owner(s) of record of the described property. If more than one owner, ALL owners must sign the application. (Attached an additional sheet if necessary).

Owner(s): [Signature] Date: 8-5-15
 Applicant(s) (if different than owner): _____ Date: _____

FOR OFFICIAL USE ONLY

PZHAC Administrative Approval BOT Approved Date: _____
 Approved Date: _____ Disapproved Date: _____
 Disapproved Date: _____ Approved with Conditions
 Approved with conditions

CONDITIONS: _____

Town of Mesilla Subdivision Checklist

- | Yes | No | |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Application, completed and signed |
| <input type="checkbox"/> | <input type="checkbox"/> | Fee is paid \$ _____ |

FOR ENGINEER/ARCHITECT

SUBDIVISION PLAT (8 COPIES) 18" X 24" INCLUDING:

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Subdivision Name |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Location map (inscribed on plat) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Statement of ownership and dedication w/location for signature and notary |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Subdivider's name |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Subdivider's address |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Certification block for Mayor and Town Clerk |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Certification block for Planning & Zoning Commission Chairman & Secretary |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Certification block of each utility, as applicable (electric, cable, telephone, etc...) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Certification block and recording block for Dona Ana County Clerk |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Certification block for Professional Land Surveyor, seal and date of survey |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Scale and North arrow |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Benchmark location and description of all monuments found of set |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Plat boundary lines (bearings in degrees, minutes and seconds with distances in feet and hundredths) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Lot Lines (bearings in degrees, minutes and seconds with distances in feet and hundredths) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Acreage of each lot |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Address of each lot |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Lot of block numbers |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Adjacent land conditions (within 150 feet) note subdivision names and filing date |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Easements on site (location, dimension and purpose) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Easements adjacent (location, dimension and purpose) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Public rights-of-way on site (approved name, width and curve data) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Public sire delineated (location, dimension and purpose) |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan and profile of proposed utilities prepared by P.E. and sealed (1 copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan and Profile of proposed streets prepared by P.E. and sealed (1 copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm drainage analysis plan prepared by P.E. and sealed to include: |
| <input type="checkbox"/> | <input type="checkbox"/> | Topographic map (1 copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Aerial Photograph, with subdivision delineated |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm Drainage Analysis Report (1 copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading Plan (1 copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Deed restrictions (signed and notarized) |
| <input type="checkbox"/> | <input type="checkbox"/> | Improvement Completion Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Disclosure statement (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Request for Variances (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | NMED Approval (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | NMDOT Permit (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

**PZHAC WORK SESSION
AUGUST 17, 2015
ITEM 2**

Submitted by Scott Bannister, a request to discuss the concept of using an approximately 52 acre parcel at 1113 S Hwy 292 owned by the Bombach Limited Partnership as a baseball and sports complex. Zoned: Rural Farm (RF)

Attached is an example of a Baseball Complex that Mr. Bannister had proposed for the Field of Dreams area. Mr. Bannister will provide further information and plans at the work session.

The PZHAC has heard discussions about the potential use of this property at work sessions over the past year. Most of these uses revolved around the property being used for higher density residential, but the PZHAC was concerned with preserving the “greenspace” around the Town. However, the concept of a possible use of the property in a way where much of the openness would be preserved seemed to be a possibility. Mr. Bannister has expressed a desire to meet with the PZHAC and explore that possibility.

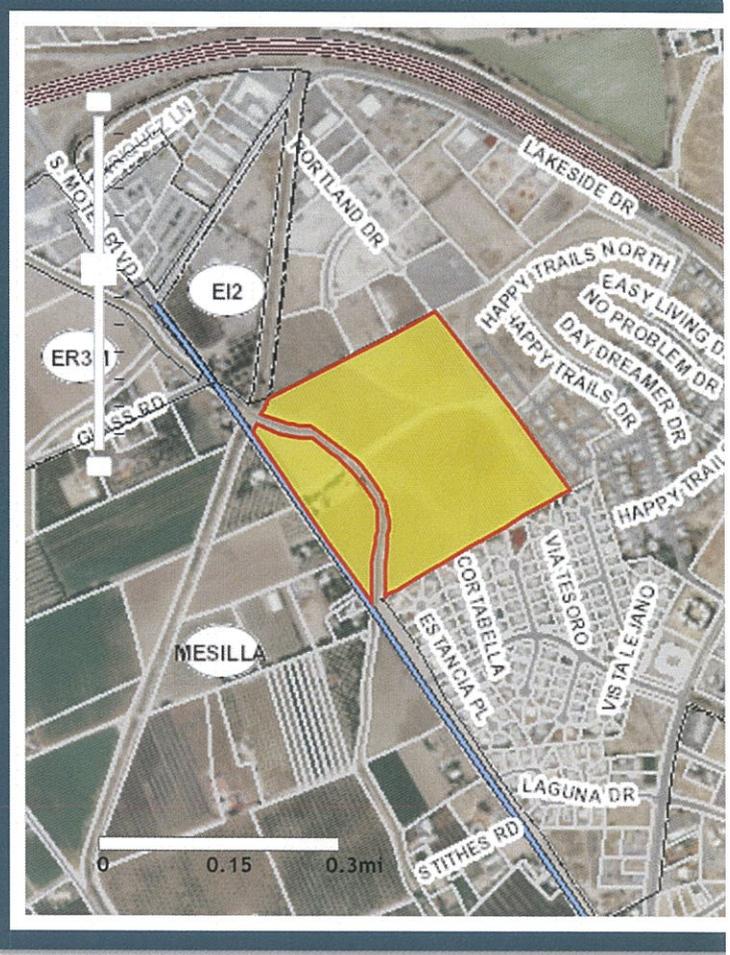
Doña Ana County Zoning Map

Search Parcels Distance Area

Layer Visibility:

- Roads
- Buildings
- City Limits

Parcel ID: [04-00154](#)
 Map Code: [4-006-136-048-506](#)
NAME: BOMBACH FAMILY LIMITED PARTNERSHIP
NAME2:
Mail Address: 749 N FAIRACRES
CITY: LAS CRUCES
STATE: NM
ZIP: 88005
LOT:
BLOCK:
Subdivision:
Condo Name:
Condo Unit:
Mobile Homes: 0
Clerk Record: 0015619
RTS: 1E 23S 24
Property Address: 1113 S HWY 292
Acres: 51.91



	Parcel ID	Map Code	Owner 1	Owner 2	Address	City	Sta
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**PZHAC WORK SESSION
AUGUST 17, 2015
ITEM 3**

Submitted by Davie and Kelly Salas, a request to discuss a revised plan for the development of two parcels having a total of 0.55 acres at 2415 and 2417 Calle de Parian. Zoned: Historic Residential (HR).

Mr. Salas has revised his plans for the two properties on Calle de Parian. Originally, Mr. Salas had met with the PZHAC in several work sessions in the past year to discuss the concept of combining the properties and placing five dwelling on the resulting property. Mr. Salas is now considering keeping the properties separate, and placing a primary and secondary dwelling on each property for a total of four dwellings. This will consist of restoring the dwelling that currently exists on 2415 Calle de Parian, and demolishing an old concrete and adobe structure that exists on the property at 2417 Calle de Parian.

(The structure to be demolished at 2417 Calle de Parian does not appear in the Historic Register for Mesilla.)

The concept of an accessory dwelling on a property in the Historic Residential district has been allowed in the past, provided that the Code requirement of 4000 square feet of lot size per dwelling is met for each lot. (The lots meet this requirement.) Mr. Sala will provide further details at the work session.

Do a Ana County Zoning Map

Search Parcels

Distance

Area

Layer Visibility:

- Roads
- Buildings
- City Limits

Parcel ID: [04-00508](#)
Map Code: [4-006-138-161-029](#)
NAME: SALAS DAVIE & KELLY
NAME2:
Mail Address: 5378 REDMAN RD
CITY: LAS CRUCES
STATE: NM
ZIP: 88011
LOT:
BLOCK:
Subdivision:
Condo Name:
Condo Unit:
Mobile Homes: 0
Clerk Record: 1507231
RTS: 1E 23S 36
Property Address:
Acres: 0.23



Parcel ID

Map Code

Owner 1

Owner 2

Address

City

Sta

Do Ana County Zoning Map

Search Parcels

Distance

Area

Layer Visibility:

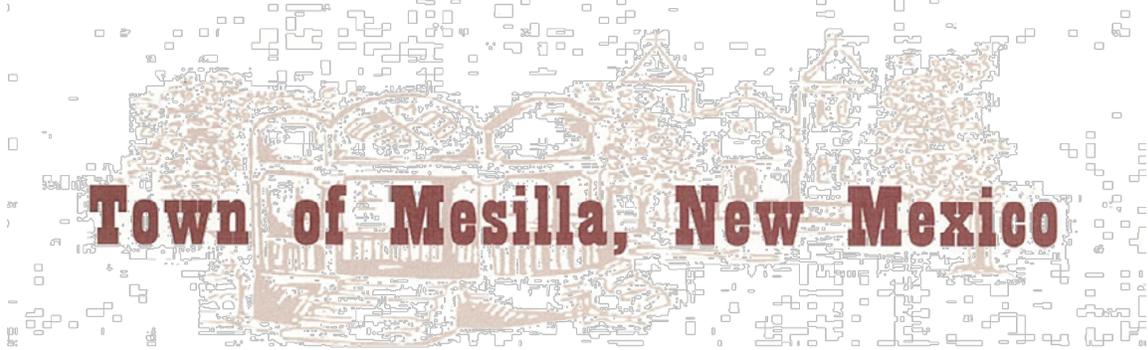
- Roads
- Buildings
- City Limits

Parcel ID: [04-00502](#)
 Map Code: [4-006-138-157-034](#)
 NAME: SALAS DAVIE & KELLY
 NAME2:
 Mail Address: 5378 REDMAN RD
 CITY: LAS CRUCES
 STATE: NM
 ZIP: 88011
 LOT:
 BLOCK:
 Subdivision:
 Condo Name:
 Condo Unit:
 Mobile Homes: 0
 Clerk Record: 1507231
 RTS: 1E 23S 36
 Property Address:
 Acres: 0.32



	Parcel ID	Map Code	Owner 1	Owner 2	Address	City	Sta
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PZHAC MEETING
MINUTES
AUGUST 3, 2015



**PZHAC MEETING
MINUTES
AUGUST 3, 2015**

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD ITS REGULARLY SCHEDULED MEETING MONDAY, AUGUST 3, 2015 AT 6:00 P.M. IN THE BOARD ROOM OF THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA *(The meeting was convened at 6:00 pm.)*

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL AND DETERMINATION OF A QUORUM

Commissioner McLeod was absent. All other Commissioners were present. A quorum was present.

3. CHANGES TO THE AGENDA

There were no changes to the agenda. A motion was made by Commissioner Prieto to accept the agenda, seconded by Commissioner Lucero, and accepted by acclim.

4. *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.*

A motion to accept the Consent Agenda was made by Commissioner Lucero, seconded by Commissioner Prieto, and approved by acclim.

***PZHAC MINUTES:**

Regular Meeting Minutes of July 20, 2015

Approved as part of the consent agenda.

***ADMINISTRATIVE (CONSENT) APPROVALS:**

Building Permit Requests:

- a. **Case 012395** – 2909 La Mesilla Circle, submitted by Cindy and Tim Altamirano; a request for a building permit to repaint two exterior doors on a dwelling at this address. Zoned Single Family (R-1).
Approved as part of the consent agenda.
- b. **Case 012396** – 3010 Mesilla Verde Terrace, submitted by Dolphin Pools, LLC for Edmund and Jaqueline Beachum; a request for a permit to construct a built-in pool behind an existing dwelling at this address. Zoned Residential Agricultural (RA).
Approved as part of the consent agenda.
- c. **Case 012397** – 2171 Calle de Guadalupe, submitted by Positive Energy Solar for Kenneth Dickson; a request for a permit to allow a photovoltaic array to be constructed on a roof of an existing dwelling at this address. Zoned: Historic Residential (HR).
Approved as part of the consent agenda.
- d. **Case 012398** – 2109 Calle de Parian, submitted by Arte Fountain for Robert Fountain; a request for a permit to repair and repaint stucco on the south wall of a business (Nambe LLC) located at this location. Zoned: Historical Commercial (HC).
Approved as part of the consent agenda.

5. PZHAC NEW BUSINESS:

Building Permit Review:

- e. **Case 012394** - Submitted by Lori Gorton; a diagram for final approval of a proposed gate across the front of a driveway of a dwelling located at 2030 Calle del Norte. Zoned: Historic Residential (HR).

A brief presentation was given by staff. The PZHAC determined that the proposed gate was consistent with the Codes for the area. The only issue brought up was the potential for the gate to sag at the end over time. Commissioner Apodaca made a motion to approve the building permit with the condition that the gate be kept from sagging, seconded by Commissioner Prieto, and approved by acclaim.

Building Permit Requests:

- f. **Case 012399** – Submitted by Heriberto Lopez; a request for a building permit to allow a wooden fence to be constructed at 2001 Calle del Norte (Southwest corner of Calle Del Norte and Calle de Guadalupe. along a property line with another neighbor to the south. Zoned: Historic Commercial (HC).
A brief presentation was given by staff. There were no issues. Commissioner Prieto made a motion to approve the building permit, seconded by Commissioner Apodaca, and approved by acclaim.

- g. **Case 012400** – Submitted by Meg Sanchez-Lammers, a request for a building permit to allow wooden panels to be installed on an existing fence along Calle de Arroyo on a property at Calle de Arroyo fence to be constructed at 2001 Calle del Norte (Southwest corner of Calle Del Norte and Calle de Guadalupe. along a property line with another neighbor to the south. Zoned: Historic Commercial (HC).
A brief presentation was given by staff. There was some discussion about the spacing of the wooden slats. The PZHAC determined that a small amount of spacing actually created a more attractive look to the fence. Commissioner Prieto made a motion to approve the building permit with the condition that the slats be spaced no more than two inches apart, seconded by Commissioner Apodaca, and approved by acclaim.

Sign Permit Requests:

- h. **Case 012401** – 2355 Calle de Guadalupe, submitted by Gerry Harrell for Double Eagle Restaurant, a request for a sign permit to replace an existing sign with a new sign for Pepper's Café and Bar, a part of the original restaurant. Zoned: Historical Commercial (HC).
A brief presentation was given by staff. There were no issues. Commissioner Prieto made a motion to approve the sign with the condition that the portion of the sign advertising "Margaritas" be no larger than allowed by the sign code for such signs, seconded by Commissioner Lucero, and approved by acclaim.

Special Use Permit

- i. **Set a date for a Special Use Permit Public Hearing and Meeting**
The PZHAC voted unanimously to set a date of August 17, 2015 for the Special Use Permit.

Code Amendments:

Amendment for Temporary and Itinerant Vendors

- a. The date for a joint work session between the Messila Board of Trustees and the PZHAC will be discussed and finalized.
Staff informed the PZHAC that a Special Work Session would be held at 5:30 (just before the regularly scheduled BOT meeting) on August 10, 2015.

- b. An extension of the Town Moratorium on Food Trucks will be discussed and voted on.
It was determined by Staff and the PZHAC that a vote on an extension, if necessary, would take place after the Special Work Session.

6. PUBLIC COMMENTS

None

7. PZHAC/STAFF COMMENT

None

8. ADJOURNMENT

The meeting was adjourned at 6:30 pm.

PZHAC
ADMINISTRATIVE (CONSENT)
APPROVALS
AUGUST 17, 2015

OFFICIAL USE ONLY:

TOWN OF MESILLA
APPLICATION FOR RESIDENTIAL BUILDING PERMIT

Case # _____

Fee \$ _____

2231 Avenida de Mesilla, P.O. Box 10, Mesilla, NM 88046 (575) 524-3262 ext. 104

CASE NO. _____ ZONE: _____ CODE: _____ APPLICATION DATE: _____

Fred Flores 575-496-1640
Name of Applicant Applicant's Telephone Number

1701 Aspen Ave L.C. N.M. 88005
Mailing Address City State Zip Code

Mesilla Valley Construction and Remodeling
Contractor's Name & Address (If none, indicate Self)

575-496-1640 45-0593545 356835
Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

Address of Proposed Work: 2691 McDowell
Description of Proposed Work: Re Frame Rotted wall in stall 2 - 60" X 60" windows and in stall 1 - 6' French door on existing covered patio. Stucco wall to match house. Replace 2 interior custom doors.

\$ 9700.00 [Signature] 12 Aug 2015
Estimated Cost Signature of Applicant Date

With the exception of administrative approvals, all permit applications must undergo a review process from staff, PZHAC and BOT before issuance of a building permit. Recorded proof of ownership with legal description of property (deed or current tax bill) along with verification of legally subdivided status of the property are required. **Plan sheets are to be no larger than 11 x 17 inches.**

FOR OFFICIAL USE ONLY

PZHAC Administrative Approval BOT Approved Date: _____
 Approved Date: _____ Disapproved Date: _____
 Disapproved Date: _____ Approved with Conditions
 Approved with conditions

CONDITIONS: _____

REVIEW ISSUED BY: _____ ISSUE DATE: _____
PERMIT ISSUED BY: _____ ISSUE DATE: _____

- This application includes:
1. Plot plan with legal description to show existing structures, adjoining streets, driveway(s), improvements & setbacks. Verification shall show that the lot was **legally** subdivided through the Town of Mesilla or that the lot has been in existence prior to February 1972.
 2. Foundation Plan with details.
 3. Floor Plans showing rooms, their uses and dimensions.
 4. Cross Sections of walls.
 5. Roof and floor framing plan. (If manufactured trusses, submit layout of trusses and stamped engineer design plan.)
 6. Drainage plan.
 7. Architectural style and color scheme (Historical and commercial zones only).
 8. Proof of sewer service or a copy of septic tank permit; proof of water service (well permit or statement from the Public Utility providing water services).

Location & Description of Proposed Work:

Paint Wood Trim of House

NEW COLOR IS ACCEPTABLE

Estimated Cost: _____

Material: 300

Labor: -

Bob Hamilton

Signature of Applicant

Required Setbacks: Front - Rear - Side -

PZHAC Administrative Approval BOT Approved
 Approved Disapproved
 Approved with Conditions Date Approved w/ Cond.

FEE: 0 RECEIPT #: n/a ISSUE DATE: 8/12/15

THERE IS A TEN (10) DAY MINIMUM REVIEW PERIOD ON ALL APPLICATIONS (with the exception of administrative approvals)

CASE NO. 02405 Date Received: 8/12/15

J. Shuman

PZHAC NEW BUSINESS
AUGUST 17, 2015

SPECIAL USE PERMIT REQUEST

CASE S15 - 001

[PZHAC REVIEW – 8/13/15]

S15-001 – Submitted by Roxanna Gate for the “Roundtable Children’s Academy Daycare and Preschool”, a request for a Special Use Permit to allow a day care center and preschool to operate at a former restaurant at this location. **The SUP includes a request for approval of a Business Permit and a Sign Permit (Case 012407) for the proposed use. Zoned: General Commercial (C).**

BACKGROUND:

The subject property was previously used as a restaurant. The restaurant is no longer in business, and the applicant would like to use at least two of the existing buildings for a day care and eventually a preschool operation (See attached diagram.) The open area between the two daycare rooms will be used as a play area.

According to a statement provided by the applicants, the application is for a daycare for children and preschool that will operate from 6:00am to 7:00 pm on week days (with the exception of major holidays). The applicants propose to serve about twenty children with about five employees. Parking for staff will be in the adjacent paved parking lot at the rear of the building. Parents will use the same parking lot when dropping off or picking up children. There should be no disruption to local traffic.

The applicants are also applying for a business license and a sign permit along with the special the permit. A copy of the proposed sign is attached. The applicant will provide further information at the meeting concerning the installation of the sign.

STAFF REVIEW:

An issue brought up in discussion of the use with the Town Fire Chief is that the new use of the structure is a considered a different occupancy for building and fire code purposes than was originally approved when the restaurant began business at this location. As a result, certifications that the structure meets the requirements of the new use will be required before a business license is issued. (Fallon Vincell, one of the applicants, has been informed by staff that both CYFD (Children, Youth and Family Department) and CID (Construction Industries Division) of the State will both have to approve the proposed use before the permit can be issued for a daycare or preschool.)

As required by the Code, certified letters were sent to the fifteen property owners who own the seventeen properties within three hundred feet of the subject property. Staff received two letters from notified property owners, and a personal visit from another owner that was notified. All three were concerned that the proposed school would affect future uses of the surrounding properties by limiting changes to existing uses, or preventing the issuance of liquor licenses to new uses due to their being within three hundred feet of the school.

Concern was also stated by the owner of the bed-and-breakfast located near the school that noise from the school would affect the ambiance of the hotel, whose pool is located near the property line with the proposed school.

The proposed use is an allowed use in the General Commercial (C) zoning district with a special use permit.

There is another school in the immediate area (Las Cruces Academy). In researching that case, it was found that the Las Cruces Academy was approved by the Board of Trustees on July 23, 2012 with the condition that the permit be good for three years. Those three years have run out as of July of this year. The Las Cruces Academy has been notified of this condition, and will be working with staff to renew their permit. There have been no issues on record with this school in the past three years.

The PZHAC will need to determine if the proposed use will be a benefit to the Town, or if it will create a more negative impact to potential future uses in the area that will outweigh the benefits.

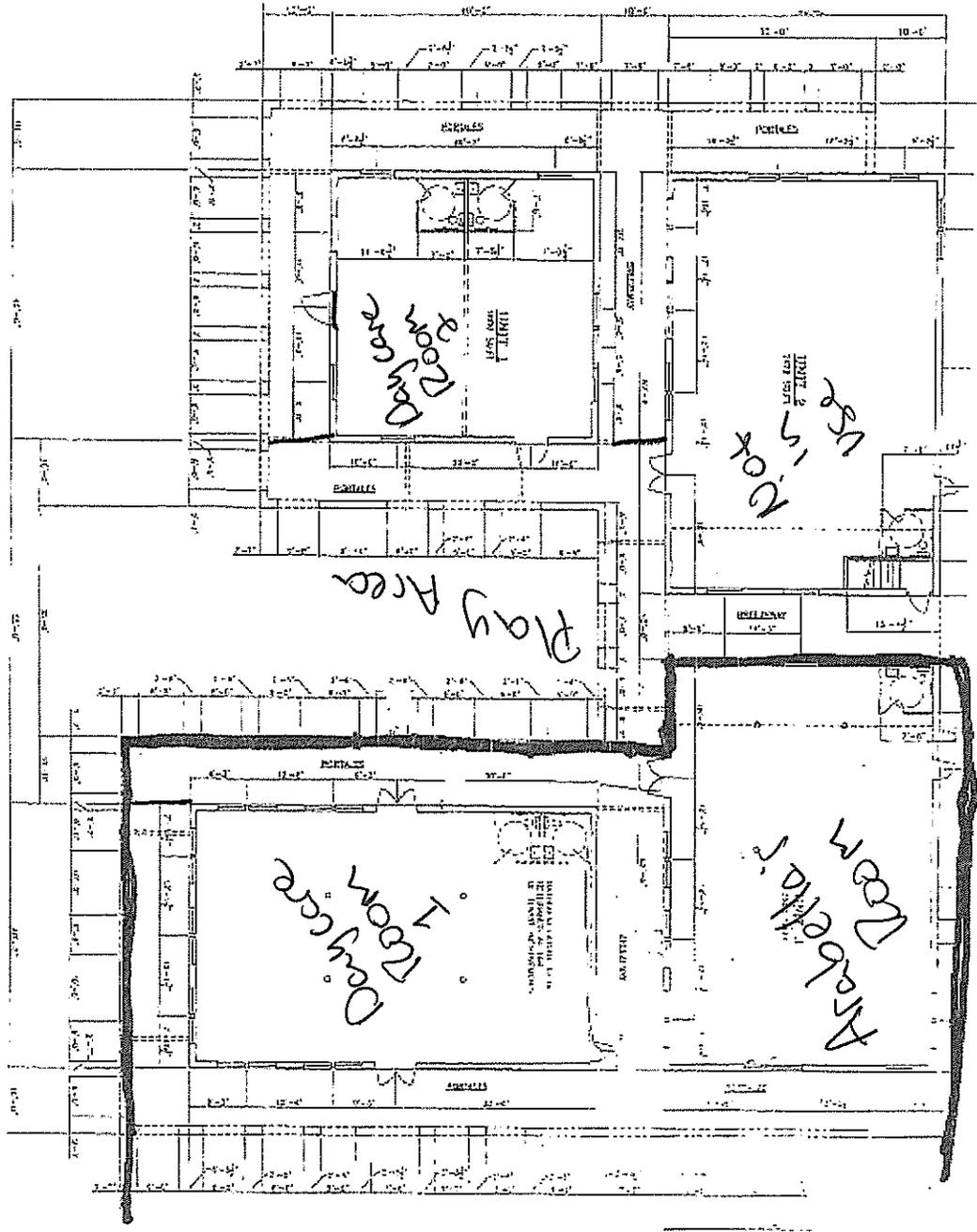
If the PZHAC finds that the new school will be an overall benefit to the community and decides to approve the school, the following condition (in addition to any other conditions applied as a result of this meeting) should be applied: all governing agencies involved with the use; especially CYFD, CID, and the Town Fire Chief, shall provide approval of the new use in writing prior to a business permit being released by staff.

PZHAC OPTIONS:

1. Recommend approval of application.
2. Recommend approval of application with conditions.
3. Reject the application.

PZHAC ACTION:

Front of building



Parent Parking for drop off



Roundtable Children's Academy

To whom it may concern,

We are writing this letter to apply for a special use permit for a children's daycare and preschool. We will be a year round facility open from 6 AM to 7PM Monday thru Friday, with the exception of major holidays. We will be opening serving approximately 20 children, as well as staffing approximately five employees. The attached layout will show that we expect and designated parking area in the back of the building for parents to park and drop children off. Parents will be expected to walk their children into the designated classroom to drop their children off and sign them in. Due to the location being in the present parking lot for parents who will be dropping off their children, we will not be a disruption to surrounding businesses and traffic will not be affected. We will also have a designated parking area for teachers and staff to use in the back area of the current parking lot. We have been in collaboration with the State of New Mexico via CYFD to ensure the building and area is suitable for a daycare environment and meets the standards outline in the New Mexico regulations for a childcare facility.

If there are any further questions or concerns please feel free to contact myself Fallon Vincell at 575-621-3645 or Brittany Salaiz at 575-640-8747.

We appreciate your time in reading this and your consideration.

August 6, 2015

The Commission

Town of Mesilla

Community Development Department

P O Box 10

Mesilla, New Mexico 88046

Dear commissioners,

My comments are in reference to the PZHAC notice we received for granting a Special Use Permit for the property at 1750 Avenida de Mesilla to be used as a day care center and preschool.

If granting the special use permit restricts the use of adjacent properties because they would become subject to the distance restrictions associated with schools, churches etc. for certain businesses, we would object to granting of the permit. The permit would render our property unavailable to all businesses that are restricted by distance from a school.

If the distance restrictions are waved on a permanent basis for all adjacent properties as a condition for granting the permit we would support the permit.

Sincerely,

J B Pruett, owner of property 12 on the area of notification plat.

783 Warm Sands Court

Las Cruces, N.M. 88011



August 7, 2015

Mr. Larry Shannon
TOWN OF MESILLA
Community Development Department
P.O. Box 10
Mesilla, NM 88046

Larry,

I have received the notification on the public hearing for a Special Use permit for a private day care center and pre-school to be located at 1750 Avenida de Mercado.

It is my understanding that Roxanna Gates has several houses in the Las Cruces area that are being used for Adult Day Care.

I have also been told that the building that used to house Arabella's Restaurant would be use for a child's day care and that Ms. Gates has plans to build an outdoor playground at that location. If this is true and the Special Use Permit allows her to do so, I am very much against it.

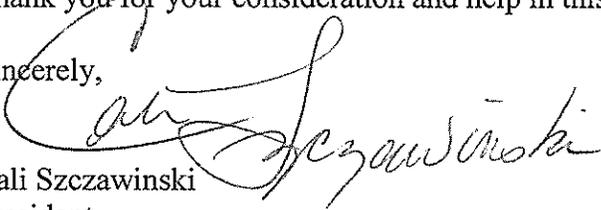
I have guests that pay to come to our hotel to get away and relax, many that are in town during the week for medical treatments and recuperation. Our guests spend a lot of time outside in our private courtyards, verandas, and pool areas. My main fear is that a children's playground/daycare located as close to the hotel as Arabella's Restaurant was, would take away from the ambience of our hotel due to the noise level that is involved with children playing, and it could very well effect the number of days that I can rent hotel rooms.

I am also concerned that we have a full liquor license here at Meson and I do not want the location of any "new" school in the area, to affect my future application for license renewal or any future owner of Meson new application for a liquor license.

It is very difficult to build business under the current economic conditions and I would very much prefer that it not get any harder for me to do so.

Thank you for your consideration and help in this matter.

Sincerely,


Cali Szczawinski
President
HM Meson de Mesilla

1891 Avenida de Mesilla P.O. Box 1537 Mesilla, NM 88046 (575) 652-4953 www.mesondemesilla.com

**PLANNING ZONING HISTORICAL APPROPRIATENESS COMMISSION
(PZHAC)**

RESOLUTION 2015-_____

WHEREAS, the PZHAC convened on August 17, 2015 at a regular PZHAC meeting and heard the case regarding a special use permit request for a school, requested by Roxanna Gates for Roundtable Childrens Academy; and

WHEREAS, all current members of the PZHAC were present; and

WHEREAS, the application for a special use permit was filed on July 9, 2015; and

WHEREAS, neighboring property owners within 100 feet of the subject property were notified of the proposed special use permit by certified mail as per MTC 18.85.160 and the property was posted giving notice of proposed hearing; and

WHEREAS, there were three notified property owners that responded (two by letter, one in the office) with concerns about noise and impacts to the ability to modify existing or obtain future liquor licenses; and

WHEREAS, a public hearing was held by the Planning, Zoning, and Historical Appropriateness Commission on August 17, 2015, according to the requirements of MTC 18.85.150, during their regular meeting; and

WHEREAS, the Public Hearing of August 17, 2015 was closed after taking public comments; and

WHEREAS, the case was considered at the regular meeting following the Public Hearing at which meeting the PZHAC determined that the benefits to the Town outweighed the potential negative impacts to the local community; and

WHEREAS, the PZHAC voted to recommend the case for approval; and

NOW, THEREFORE, BE IT RESOLVED THAT:

The Planning, Zoning and Historical Appropriateness Commission of the Town of Mesilla recommends the request for a special use permit, with findings of fact for said approval as stated in "Attachment A" attached to this resolution.

RESOLVED on this 17th day of August, 2015.

Russell Hernandez, Chairman

Do a Ana County Zoning Map

Layer Visibility:

- Roads
- Buildings
- City Limits

Parcel ID: [04-01181](#)
 Map Code: [4-006-137-253-232](#)
 NAME: MERCADO VENTURES LLC
 NAME2:
 Mail Address: PO BOX 935
 CITY: MESILLA PARK
 STATE: NM
 ZIP: 88047
 LOT: LT 2
 BLOCK: B
 Subdivision: MERCADO DE LA MESILLA PHASE 1
 Condo Name:
 Condo Unit:
 Mobile Homes: 0
 Clerk Record: 0011842
 RTS: 1E 23S 25
 Property Address: 1750 CALLE DE MERCADO
 Acres: 2.21



Parcel ID

Map Code

Owner 1

Owner 2

Address



Town of Mesilla, New Mexico

DATE: July 27, 2012

Dear Property Owner:

In accordance with the Town of Mesilla regulations regarding special use permits, we are notifying you as a neighboring property owner that the Town of Mesilla Planning, Zoning and Historical Appropriateness Commission (PZHAC) will be holding a Work Session, followed by a Public Hearing on:

Monday August 17, 2015 at 5:00 PM
at: Town of Mesilla
2231 Avenida de Mesilla
Mesilla, NM 88046

to gather input for a decision on an Application for a Special Use Permit for a private day care center and pre-school to be located at: 1750 Avenida de Mercado.

The request is to use the building that once housed the Arabella's Restaurant. The proposed school will be a private, non-sectarian school. The property is zoned General Commercial (C).

Anyone who is concerned with this matter may address the PZHAC at the Public Hearing, or write to the Commission at:

TOWN OF MESILLA
Community Development Department
PO Box 10
Mesilla, NM 88046.

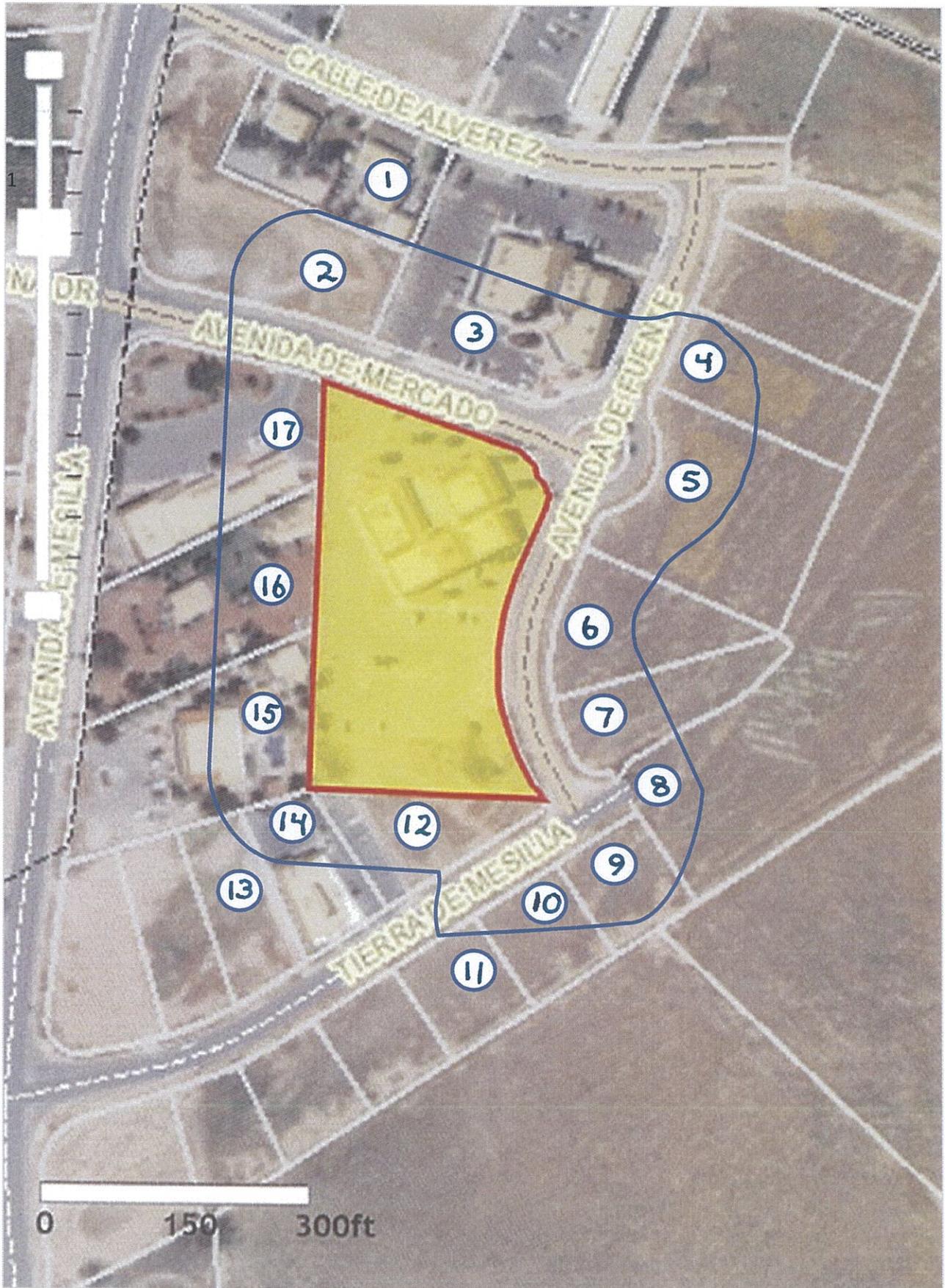
Letters must be received before the Public Hearing. In addition to mailing the letter, a copy may be faxed to Larry Shannon at 575-541-6327 to ensure timely receipt. You may also contact me at larrys@mesillanm.gov.

Sincerely,



Larry Shannon
Community Development Coordinator
Town of Mesilla
Office: (575) 524-3262 ext. 104

SUP15-001 – AREA OF NOTIFICATION



SUP15-001
NOTIFIED PROPERTY OWNERS

Dorianne Kabo
PO Box 2065
Ruidoso, NM 88035
7015 0640 0007 9682 0557

Paul D.G. Miller
PO Box 121
Hoosick, NY 12089-0121
7015 0640 0007 9682 0564

Binns LTD #2
1501 Don Roser Dr.
Las Cruces, NM 88001
7015 0640 0007 9682 0571

Henry C. and/or Carolyn J. Bunch
PO Box 1478
Mesilla, NM 88046
7015 0640 0007 9682 0588

Preston Wisconsin LP
C/O Preston Industries Inc.
6600 W. Touhy Ave.
Niles, IL 60714
7015 0640 0007 9682 0595

Marcus Miner
6612 Vista Hermosa
Las Cruces, NM 88007
7015 0640 0007 9682 0601

James Hansen and/or Carol Wortner
3150 McDowell Rd.
Las Cruces, NM 88005
7015 0640 0007 9682 0618

Miguel de Mesilla LLC
3705 Selene Ct.
Las Cruces, NM 88005
7015 0640 0007 9682 0632

Lowell B. Catlett, Trustee
Lowell Catlett Defined Benefit Plan
PO Box 842
Mesilla, NM 88046
7015 0640 0007 9682 0625

Celia and/or Michael Carrillo
2039 Cortabella Lp
Las Cruces, NM 88005
7015 0640 0007 9682 0649

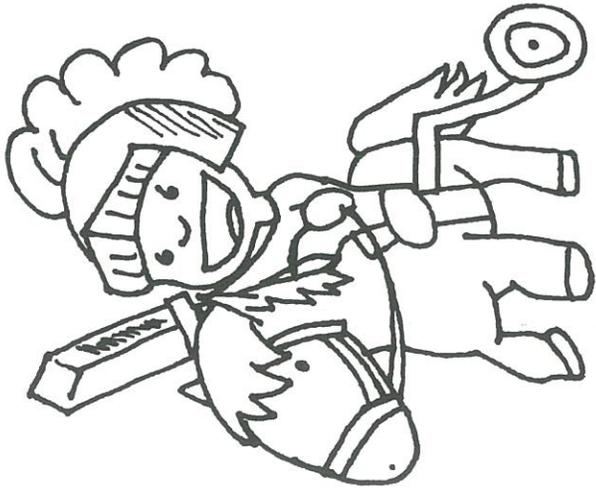
Jack and/or Sarah Pruett Rev. Tr.
783 Warm Sands Ct.
Las Cruces, NM 88011
7015 0640 0007 9682 0656

Hacienda Investments LLC
4008 Fiesta Dr.
Las Cruces, NM 88005
7015 0640 0007 9682 0663

David Sudimack/Phillip Born/John Storz
225 S. Solano Dr.
La Cruces, NM 88001
7015 0640 0007 9682 0687

Harrison McCord LLC
PO Box 1537
Mesilla, NM 88046
7015 0640 0007 9682 0694

Mercado Venture LLC
PO Box 935
Mesilla Park, NM 88047
7015 0640 0007 9682 0670



ROUNDTABLE

CHILDREN'S

ACADEMY

(All Red lettering)

Coming Soon!

(Red) (Yellow) (Blue)

(Green) (Orange)

(Red)

(Yellow)

(Green)

(Blue)

(Red)

TOWN OF MESILLA
SPECIAL USE PERMIT
APPLICATION



OFFICIAL USE ONLY:

Case # 012393

Fee \$ 310.00

7015 0640 0007 9682 0700

CASE NO. 012393 ZONE: C SUP SUBMITTED DATE: 7/9/2015

Roxanna Gates

575-621-3645

Name of Applicant

Applicant's Telephone/Cell Number

P.O. Box 1680 Fairacres, NM 88033

Physical: 1750 Calle De Mercado Mesilla, NM 88046

Mailing & Physical Address

City

State

Zip Code

Gary Coppedge

Property Owner(s) Name (if different than above)

1155 S. Telshore Ste. B Las Cruces, NM 88011

Mailing & Physical Address

City

State

Zip Code

Description of Special Use Permit Requested: Childrens Daycare & Preschool
(Roundtable Childrens Academy)

Justification for Request: Would like to create a safe & healthy
learning environment for the children of the town
of Mesilla & The City of Las Cruces.

NOTICE: NO APPLICATION WILL BE ACCEPTED WITHOUT THE SIGNATURE OF THE OWNER(S) OF RECORD OF THE ABOVE DESCRIBED PROPERTY. IF MORE THAN ONE, ALL OWNERS OF OR THEIR AGENTS MUST SIGN.

Gary Coppedge
Property Owner Signature (if different than Applicant)

Roxanna Gates
Applicant Signature

FOR OFFICIAL USE ONLY

PZHAC

Administrative Approval (N/A)

BOT

Approved Date: _____

Approved Date: _____

Disapproved Date: _____

Disapproved Date: _____

Approved with Conditions

Approved with conditions

CONDITIONS: PUBLIC HEARING & MTC BY PZHAC

FINAL APPROVAL BY BOT

ISSUED BY: _____

ISSUE DATE: _____



2231 Avenida de Mesilla
 P.O. Box 10
 Mesilla, NM 88046

Phone: (505) 524-3262 Fax: (505) 541-6327

Business Registration Application

Note: A separate business registration application form should be completed for each business location.

PLEASE PRINT

Business Registration Application Is: New Renewal

Name of Business: Roundtable Childrens Academy Daycare & Preschool
 Name of Applicant: Roxanna Gates
 Mailing Address (Street # or P.O. Box): P.O. Box 1680
 E-Mail Address: rgates@cnrsgusa.com
 City: Fairacres State: NM Zip Code: 88033
 Phone # of Business: 575-621-3645
 Location of Business: Street 1750 Calle De Mercedo Unit 12, 3
 City: ~~Las Cruces~~ State: NM Zip Code: ~~88001~~
Mesilla 88046

Property Owner Name: Mercedo Ventures LLC
 Location: 1155 S. Telshor Ste. B LN NM 88011
 Phone # of Property Owner: 575-649-4804
 Property Owner's Address: Street 1155 S. Telshor Ste. B
 City: Las Cruces State: NM Zip Code: 88011

Additional Information

Square Footage of Business: ~~10000~~ 7278
 Number of Employees: 3
 Number of Parking Spaces: 50
 Zoning Code: C *Please fill in other side>>>>*

Type of Business -please describe product(s) and/or service(s): Child Care, Day Care, After-school Program, & Associated Services

Business Applicant Is: Sole Proprietorship _____ Partnership _____ Corporation

Current New Mexico Revenue Division ID #: _____
(The location code for reporting earnings received in the Town of Mesilla is 07-303.)

EMERGENCY CONTACT INFORMATION

Responsible party to be called in case of emergency. Enter name in order of contact (please print):

Name	Address	Telephone #
1. <u>Brittany Solait</u>	<u>225 E. Idaho #27</u>	<u>LLNM 88005 575-640-8747</u>
2. <u>Tallon Vincent</u>	<u>225 E. Idaho #27</u>	<u>LLNM 88005 575-621-3645</u>
3. <u>Charles Gates</u>	<u>1292 Beville Pl Las Cruces, NM 88007</u>	<u>575-571-1016</u>

Do you have an alarm system? Yes No will be installed 6/15
 What Type? Camera/Motion sense
 Which Company, if any, Responds to Alarms? _____

APPLICANT HEREBY STATES UNDER OATH THAT ALL STATEMENTS AND REPRESENTATIONS MADE IN THIS APPLICATION ARE TRUE AND VALID.

[Signature]
Signature of Applicant/Title
[Signature]
Signature of Building Owner

6/2/15
Date
6/12/15
Date

Receipt Number: _____	Office Use	Date of Payment: _____
Case Number: _____		Zone: _____
PZHAC Approval Date: _____		BOT Approval Date: _____
Sign Permit Case #: _____		Renewal Date: _____

Fire Department Inspection Verification

Fire Department Representative Signature: _____
Fire Inspection Date: _____
Approved: Yes No

BUILDING PERMIT REQUEST CASE 012388
[PZHAC REVIEW – 8/13 /15]
STAFF ANALYSIS

Item:

Case 012388– 2979 Camino Castillo; submitted by G.L. Green and Associates for David and Joan Hirsch, a request for a residential building permit to construct an 1100 square foot guest house/casita near a pool at the rear of an existing dwelling at this address. Zoned: Single Family (R-1)

Staff Analysis and Recommendation:

The size of the guest house was the subject of a variance case heard by the Mesilla Board of Adjustments at a meeting heard on July 6, 2015. The case was denied. As a result, the applicants attended a work session with the PZHAC on July 20 to determine what would be allowed under the Code. One of the topics discussed was the fact that if the structure did not meet the accepted requirements to be defined as a living quarter, or “guest house”, it would not be considered a “guest house”. If the structure were designed and used as an accessory to the pool, and was not used to provide guests a place to stay, it would not need a variance. This is especially true if the structure is going to be used primarily as a pool cabana.

The applicants have since made changes to their plans, and intend to use the structure as a pool house and outdoor entertainment area for the pool and their existing house. Construction is to take place as part of a plan for the entire property, and includes an addition to the main house. This construction is also part of the building permit presented here.

Estimated Cost: @ \$330,000.00

Consistency with the Code:

As proposed, both the addition to the main dwelling and the pool house are consistent with Section 18.30.020 (E) (Uses permitted) of the Code, which allows “Accessory uses customarily incidental to a single-family dwelling”. The proposed structures are also consistent with the **Building Codes**. (Chapter 15 of the MTC).

Findings of Fact:

- The PZHAC has jurisdiction to review and recommend approval of this request to the BOT.
- The plans for the structures have been changed to meet the requirement of the Code for the Single Family (R-1) zone.
- The PZHAC has determined that the proposed structures will not be detrimental to the Town.
- The applicants will use the pool house for personal use only.
- The PZHAC has determined that the proposed structure meets all applicable Code requirements.

PZHAC OPTIONS:

1. Recommend approval of application to the BOT.
2. Recommend approval of application with conditions to the BOT.
3. Reject the application.

PZHAC ACTION:

Prepared by: Larry Shannon

Date prepared: 6/10/15

Date Modified: 8/13/15

AREAS

- NEW HEATED 1099 SF
- NEW GARAGE 998 SF
- NEW MECHANICAL 33 SF
- NEW COVERED PATIO 64 SF
- NEW OPEN PATIO 310 SF

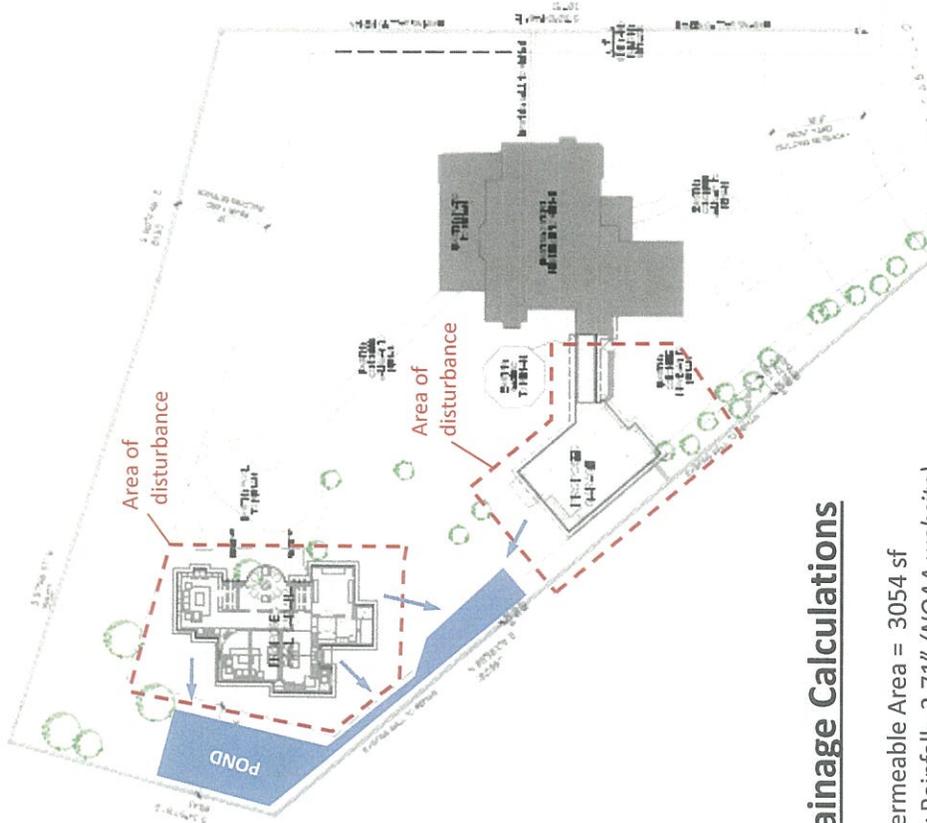
Site Plan Notes:

The Rio Grande River lies approximately 2.25 miles southwest of the site and is an unimpaired waterway that is not identified as a tier 2, Tier 2.5 or Tier 3 water.

All additional stormwater discharges will be retained onsite.



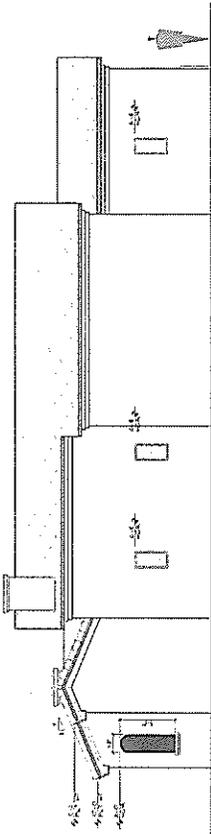
Vicinity Map



Drainage Calculations

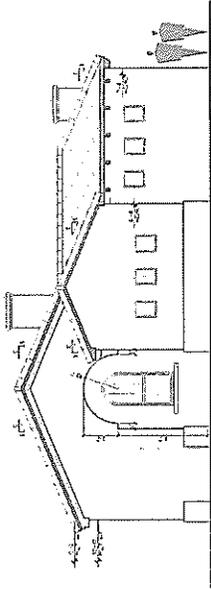
Impermeable Area = 3054 sf
 Peak Rainfall= 3.71" (NOAA website)
 Required Ponding: 3054 sf (3.71/12) 1.25 =1180 cf

Drainage Plan – 2979 Camino Castillo



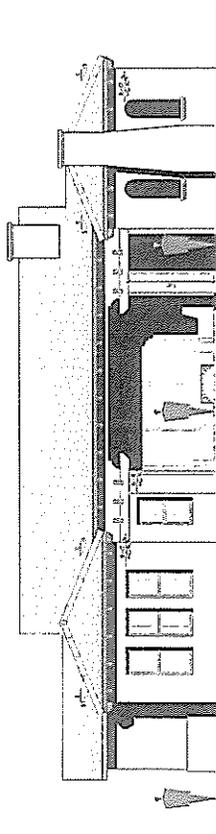
WEST ELEVATION

SCALE 1/8" = 1'-0"



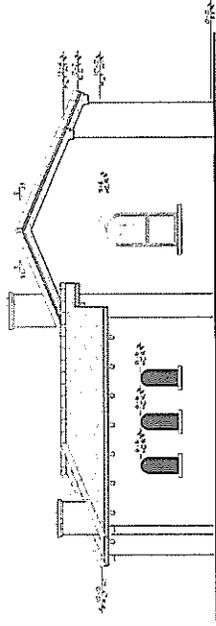
SOUTH ELEVATION

SCALE 1/8" = 1'-0"



EAST ELEVATION

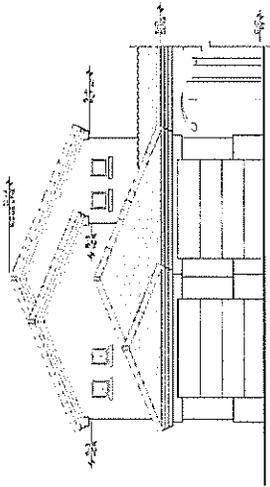
SCALE 1/8" = 1'-0"



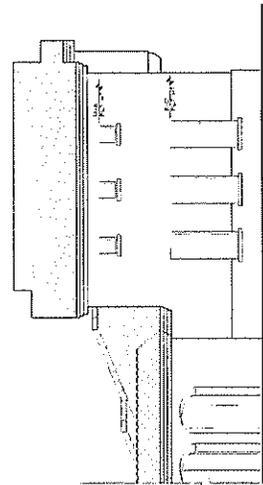
NORTH ELEVATION

SCALE 1/8" = 1'-0"

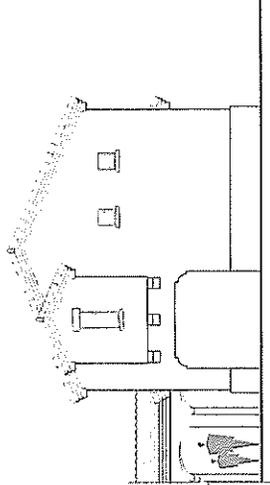
<p>EXTERIOR ELEVATIONS / BUILDING SECTION G.L. GREEN & ASSOCIATES 1007 F STREET, N.W. WASHINGTON, D.C. 20004 PHONE: (202) 331-1100 FAX: (202) 331-1101 WWW: WWW.GLGREEN.COM</p>	<p>A4.1</p>
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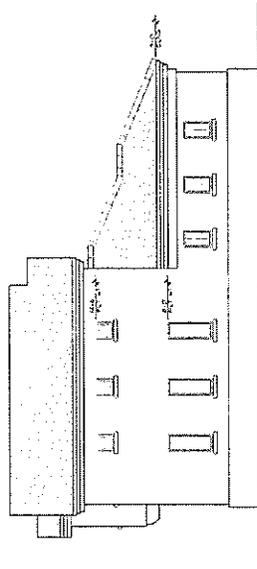
SOUTHEAST ELEVATION
SCALE 1/4" = 1'-0"



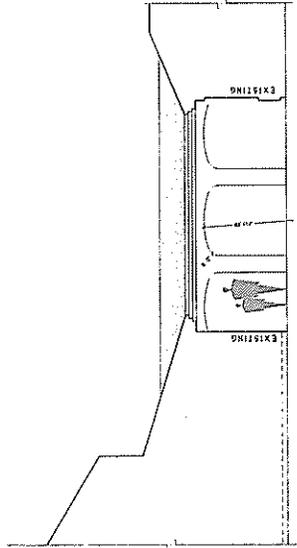
NORTHEAST ELEVATION
SCALE 1/4" = 1'-0"



NORTHWEST ELEVATION
SCALE 1/4" = 1'-0"

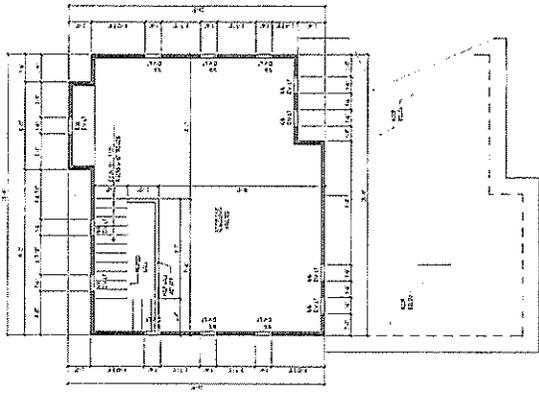


SOUTHWEST ELEVATION
SCALE 1/4" = 1'-0"



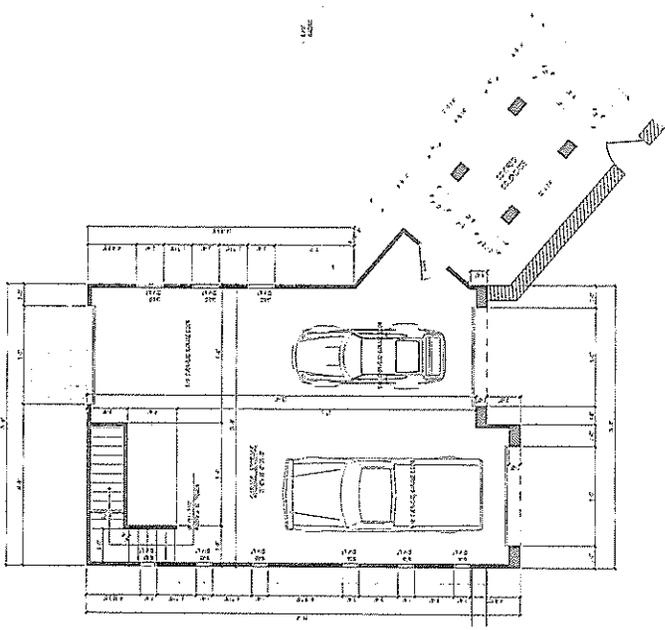
SOUTH ELEVATION of COLONNADE
SCALE 1/4" = 1'-0"

A4.2	GARAGE EXTERIOR ELEVATIONS Q.L. GREEN & ASSOCIATES 2075 KAMON CIRCLE MEMPHIS, TENNESSEE 38117 (901) 521-1100	Q.L. GREEN & ASSOC. 2075 KAMON CIRCLE MEMPHIS, TENNESSEE 38117 (901) 521-1100
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2ND FLOOR PLAN

SCALE 1/8" = 1'-0"



1ST FLOOR PLAN

SCALE 1/8" = 1'-0"

<p>1ST FLOOR PLAN, 2ND FLOOR PLAN 01. GREEN & ASSOCIATES 2000 K STREET, N.W. WASHINGTON, D.C. 20004 PHONE (202) 462-1100 FAX (202) 462-1101</p>	<p>01. GREEN & ASSOC PROFESSIONAL ARCHITECTS</p>
<p>1ST FLOOR PLAN, 2ND FLOOR PLAN 01. GREEN & ASSOCIATES 2000 K STREET, N.W. WASHINGTON, D.C. 20004 PHONE (202) 462-1100 FAX (202) 462-1101</p>	<p>A2.2</p>



SETTING THE STANDARD

In Ideal Living

July 30, 2015.

Mr. Larry Shannon
Community Development Coordinator
Town of Mesilla

Re: Building Permit Application for Accessory Structures at 2979 Camino Castillo.

Dear Mr. Shannon,

As you are aware, back in March we submitted a building permit application for a garage and a guest house, along with a variance request to increase the allowable size for said guest house. We followed the procedure outlined in the Town of Mesilla Code and ultimately received an unfavorable response from the Board of Adjustment, who recommended denial of our variance request.

Based on the advice we received from staff and the Board of Adjustment (BOA) throughout the review process, we have modified our design by replacing the bedroom, bedroom closet, and laundry room with an art studio, storage closet, and pool bathroom/locker respectively. After extensive discussions with staff and the BOA, we feel that these changes more accurately reflect the ultimate purpose of this addition, which will serve as a pool cabana for the use and enjoyment of Mr. and Mrs. Hirsch, who have invested a lot of time and effort into their backyard.

With those changes, the proposed buildings (garage/pool cabana) are being submitted for building permit as accessory structures incidental to a single-family dwelling. The Town of Mesilla Municipal Code, Chapter 18.10.020 defines an accessory use or structure as: "Use or structure incidental to the principal use of a building or land." Furthermore, the Town of Mesilla Code does not specify size restrictions or attachment requirements for accessory uses or structures. Therefore, under this classification, there is no need to request variances to the Town of Mesilla Code.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Griselda Vélez', with a date '8.5.15' written below it.

Griselda Vélez
Pre-construction Manager
G.L. Green & Associates, LLC

Town of Mesilla, New Mexico

P.O. BOX 10
MESILLA, NM 88046
PHONE: (505)524-3262 FAX (505)541-6327

Application for Building Permit Certificate of Occupancy, Use and Historic Appropriateness

Application is hereby for the issuance of a Certificate of Occupancy, Use, and when applicable, a Certificate of Historical Appropriateness.

Application Date: 08-5-15

David and Joan Hirsch 575-642-2892
Name of Applicant Telephone Number

2979 Camino Castillo Las Cruces NM 88005
Address City State Zip Code

Proposed Use or Occupancy: Accesory Structures (pool cabana/garage) Zone: R-1

G.L. Green & Associates, LLC 4322 Capistrano, Ave, Las Cruces, NM
Contractor Name Address

(575) 556-4892 20-1635410 90794
Telephone Number Contractor Tax I.D. # Contractor License #

This application includes:

1. Plot plan with legal description to show existing structures, adjoining, streets, driveway(s), improvements & setbacks.
2. Foundation Plan with details
3. Floor Plans showing rooms, their uses and dimensions
4. Cross Sections of walls
5. Roof and floor framing plan (If manufactured trusses, submit layout of trusses and stamped engineer design plan.)
6. Drainage plan
7. Architectural style and color scheme (Historical zones only)
8. Proof of sewer service or a copy of septic tank permit; proof of water service (well permit or statement from Public Utility providing water service.
9. Recorded proof of ownership with legal description of property (deed or current tax bill)

All applications for electrical, mechanical/plumbing installations are made at the construction industries division

Location & Description of Proposed Work:

The proposed project will be located at 2979 Camino Castillo. The property owners, Mr. and Mrs. Hirsch, would like to build a pool cabana in their backyard. The proposed addition will be located by the existing pool and will consist of 1,099 square feet of heated and cooled area, a 33 sf mechanical room, 614 sf. of covered patio, and 310 sf of open patio. A detached 998 sf garage is also being built as part of the project. Both are accessory structures incidental to a residential use.

Estimated Cost: \$330,000.00

Material: Approximately \$231,000.00 (70% of total cost)

Labor: Approximately \$99,000.00 (30% of total cost)

 8.5.15
Signature of Applicant

Required Setbacks: Front _____ Rear _____ Side _____

PZHAC _____ Administrative Approval BOT _____ Approved
_____ Approved _____ Disapproved
_____ Approved with Conditions _____ Date _____ Approved w/ Cond.

FEE: _____ RECEIPT #: _____ ISSUE DATE: _____

THERE IS A TEN (10) DAY MINIMUM REVIEW PERIOD ON ALL APPLICATIONS (with the exception of administrative approvals)

CASE NO. _____ Date Received: _____

**BUILDING PERMIT
REQUEST CASE 012406
[PZHAC REVIEW – 8/13/15]
STAFF ANALYSIS**

Item:

Case 012406 – Submitted by Fred Flores for Armando and Judy Alba, a request for a building permit to allow a rear patio on an existing dwelling at 2691 McDowell Rd. to be fully enclosed. Zoned: Single Family R-1).

Description of Work to be Done:

The applicant would like to enclose an existing porch at the rear of the dwelling. The porch is inset into the outlines of the dwelling and is surrounded on three side by the dwelling.

Estimated Cost: @ \$ \$9,700.00

Consistency with the Code:

The request is consistent with the following Sections of the MTC that specifically apply to this project:

18.33.090 Design components or development criteria and compliance checklists.

The proposed enclosure will comply with all requirements of this section.

18.30 R-1 Single Family Residential Zone.

The proposed enclosure will comply with all of the requirements of the zone and will match the existing structure.

The request is consistent with the all other sections of the **Building and Zoning Codes** that may be applied to this project.

Findings of Fact:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed work consists of enclosing an existing porch.
- The proposed installation will have little or no impact on the overall appearance of the structure.
- The proposed work meets all applicable Code requirements.

STAFF RECOMMENDATION:

Based on the Findings of Fact above, Staff recommends approval of this application as requested.

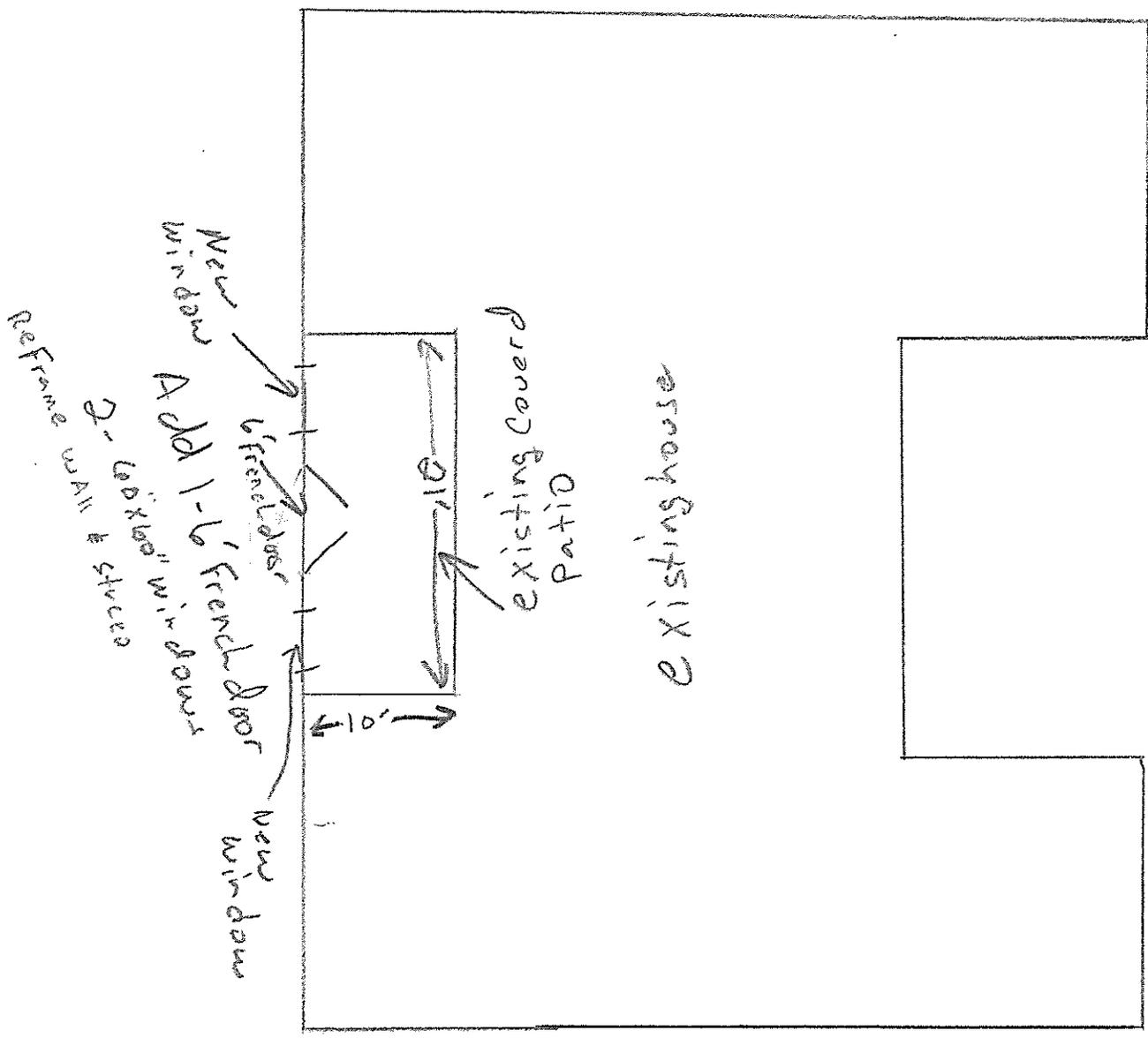
PZHAC OPTIONS:

1. Approve the application.
2. Approve the application with conditions.
3. Reject the application.

PZHAC ACTION:

Prepared by: Larry Shannon

Date prepared: 8/13/15



2691 McDowell

Do Ana County Zoning Map

Search Parcels

Distance

Area

Layer Visibility:

- Roads
- Buildings
- City Limits

Parcel ID: [04-01068](#)
 Map Code: [4-007-137-119-469](#)
 NAME: ALBA ARMANDO & JUDY
 NAME2:
 Mail Address: 2920 CARLISLE NE
 CITY: ALBUQUERQUE
 STATE: NM
 ZIP: 87110
 LOT: LT 1
 BLOCK: A
 Subdivision: MESILLA PARK MANOR PLAT 3
 Condo Name:
 Condo Unit:
 Mobile Homes: 0
 Clerk Record: 0904104
 RTS: 2E 23S 30
 Property Address: 2961 MCDOWELL RD
 Acres: 0.35



	Parcel ID	Map Code	Owner 1	Owner 2	Address	City	Sta

OFFICIAL USE ONLY:

TOWN OF MESILLA
APPLICATION FOR RESIDENTIAL BUILDING PERMIT

Case # _____

Fee \$ _____

2231 Avenida de Mesilla, P.O. Box 10, Mesilla, NM 88046 (575) 524-3262 ext. 104

CASE NO. _____ ZONE: _____ CODE: _____ APPLICATION DATE: _____

Fred Flores Name of Applicant 575-496-1640 Applicant's Telephone Number

1701 Aspen Ave L.C. Mailing Address N.M. City 88005 State Zip Code

Mesilla Valley Construction and Remodeling Contractor's Name & Address (If none, indicate Self)

575-496-1640 Contractor's Telephone Number 45-0593545 Contractor's Tax ID Number 356835 Contractor's License Number

Address of Proposed Work: 2691 McDowell
Description of Proposed Work: Re Frame Rotted wall in stall 2 - 60" X 60" windows and in stall 1 - 6' French door on existing covered patio. Stucco wall to match house. Replace 2 interior custom doors.

\$ 9700.00 Estimated Cost [Signature] Signature of Applicant 12 Aug 2015 Date

With the exception of administrative approvals, all permit applications must undergo a review process from staff, PZHAC and BOT before issuance of a building permit. Recorded proof of ownership with legal description of property (deed or current tax bill) along with verification of legally subdivided status of the property are required. **Plan sheets are to be no larger than 11 x 17 inches.**

FOR OFFICIAL USE ONLY

PZHAC Administrative Approval BOT Approved Date: _____
 Approved Date: _____ Disapproved Date: _____
 Disapproved Date: _____ Approved with Conditions
 Approved with conditions

CONDITIONS: _____

REVIEW ISSUED BY: _____ ISSUE DATE: _____
PERMIT ISSUED BY: _____ ISSUE DATE: _____

- This application includes:
1. Plot plan with legal description to show existing structures, adjoining streets, driveway(s), improvements & setbacks. Verification shall show that the lot was **legally** subdivided through the Town of Mesilla or that the lot has been in existence prior to February 1972.
 2. Foundation Plan with details.
 3. Floor Plans showing rooms, their uses and dimensions.
 4. Cross Sections of walls.
 5. Roof and floor framing plan. (If manufactured trusses, submit layout of trusses and stamped engineer design plan.)
 6. Drainage plan.
 7. Architectural style and color scheme (Historical and commercial zones only).
 8. Proof of sewer service or a copy of septic tank permit; proof of water service (well permit or statement from the Public Utility providing water services).