

**PZHAC WORK SESSION
AGENDA
FEBRUARY 5, 2018**

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD A WORK SESSION, MONDAY, FEBRUARY 5, 2018 AT 5:00 P.M. IN THE BOARD ROOM OF THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA.

Item 1: Submitted by Daniel Fernandez, a request to discuss plans to construct a dwelling at 2985 Estrada Road. (Case 060684) Zoned: Residential/Agricultural (RA).

Item 2: Submitted by Stephan Cadena, a request to discuss plans to construct a dwelling on a property just west of a property at 2230 Calle del Sur. (Case 060685) Zoned: Historical Residential (HR).

Item 3: Submitted by Ouida Touchon, a request to discuss plans to construct an adobe wall at 2615 Calle de Guadalupe. (Case 060686) Zoned: Historical Residential (HR)

**PZHAC REGULAR MEETING
AGENDA
FEBRUARY 5, 2018**

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD ITS REGULARLY SCHEDULED MEETING MONDAY, FEBRUARY 5, 2018 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

III. CHANGES/APPROVAL OF THE AGENDA

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 for discussion.*

A. *PZHAC MINUTES – Meeting minutes of January 18, 2017.

B. *BUILDING PERMITS

- 1. Case 060677** – 2900 Bowman Street, submitted by Cale Robertson; a request for a building permit to chase and repair a clogged sewer line to a dwelling at this address. Zoned: Residential, one acre minimum (R-1).
- 2. Case 060678** – 1799 Avenida de Mesilla, submitted by Dorianne J. Kabo; a request for a building permit to rock driveway apron with a cement apron. Zoned: General Commercial (C).
- 3. Case 060679** – 2920 Avenida de Mesilla, submitted by Dave Hooker; a request for a building permit to repaint a canopy over the gasoline islands at this address. Zoned: General Commercial (C).
- 4. Case 060680** – 2320 Calle de Santa Ana, submitted by Julio Ramirez; a request for a permit to a natural gas line and meter on a dwelling at this address. Zoned: Historical Commercial (HC).
- 5. Case 060681** – 2716 Calle de Guadalupe, submitted by Albert Fountain; a request for a permit to upgrade an electric panel on a dwelling at this address. Zoned: Historical Residential (HR).

V. PZHAC NEW BUSINESS:

A. PUBLIC INPUT ON CASES

B. CASES:

Building Permits

1. **Case 060683** – 2750 Boldt Street, submitted by Solar Smart Living for Jerome Walker, a request for a building permit to allow the installation of solar photo-voltaic panels on the roof of a dwelling at this address. Zoned: Historical Residential (HR).
2. **Case 060684** – 2985 Estrada Road, submitted by Daniel Fernandez; a request for a building permit to construct a dwelling at this address. Zoned: Residential/Agricultural (RA). **(Discussed during Work Session – Item 1)**
3. **Case 060685** – a property just west of 2230 Calle del Sur, submitted by Steven Cadena; a request for a building permit to construct a dwelling at this address. Zoned: Historical Residential (HR). **(Discussed during Work Session – Item 2)**
4. **Case 060686** – 2615 Calle de Guadalupe, submitted by Ouida Touchon; a request to for a building permit to construct an adobe wall on the property line at this address. Zoned: Historical Residential. **(Discussed during Work Session – Item 3)**

Business Registrations:

5. **0711** – 2172 Calle de Santiago, submitted by Meghan M. Avilucea for “Salon de Mesilla”; a request for a business registration to operate as a hairdresser out of an existing salon at this address. Zoned: Historical Commercial (HC)
6. **0712** – 3150 McDowell Road, submitted by Carol Wortner for “Carol Wortner Fine Art”; a request for a business registration to operate an art studio out of a dwelling at this address. Zoned: Residential, one acre minimum (R-1).

VI. PUBLIC COMMENTS

VII. PZHAC/STAFF COMMENTS

VIII. ADJOURNMENT

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 2/1/18 at the following locations: Town Hall - 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 NEW BUSINESS

FEBRUARY 5, 2018

WORK SESSION

**PZHAC WORK SESSION
FEBRUARY 5, 2018
ITEM 1**

Submitted by Daniel Fernandez, a request to discuss plans to construct a dwelling at 2985 Estrada Road. (Case 060684) Zoned: Residential/Agricultural (RA).

The subject property is on the east side of Estrada Road and is accessed by a driveway that runs between two properties that are on Estrada Road (see attached site diagram). The property is currently vacant.

The dwelling will contain about 2300 square feet of heated/cooled area, with a 474 square foot two car garage, and about 244 square feet of porch and patio for a total area of 3018 square feet. The dwelling will be single story and have a pitched roof. The maximum height of the structure will be under 30 feet. This will be under the maximum height in the RA zone. There are no architectural or uniform development requirements or size limitations in the RA zone for new dwellings.

The dwelling will be set in the middle of an odd shaped property and will meet all required setbacks (see attached site plan). Also attached is a site plan of the property, along with a survey and floor plans for the dwelling, as well as a set of elevations for the dwelling. There is adequate room on the property for required parking.

The applicant will be present at the work session to provide further details about the proposed construction, and will be available to answer any questions that may arise.

PHOTO OF THE DRIVEWAY TO THE PROPERTY



VIEW OF SUBJECT PROPERTY FROM THE DRIVEWAY



VIEW OF THE DRIVEWAY FROM THE SUBJECT PROPERTY



Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select Search Type: Account Number

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400466](#)

Parcel Number: 4006138115246

Owner: URANGA VICTORIA B

Mail Address: 5649 W CINDY ST

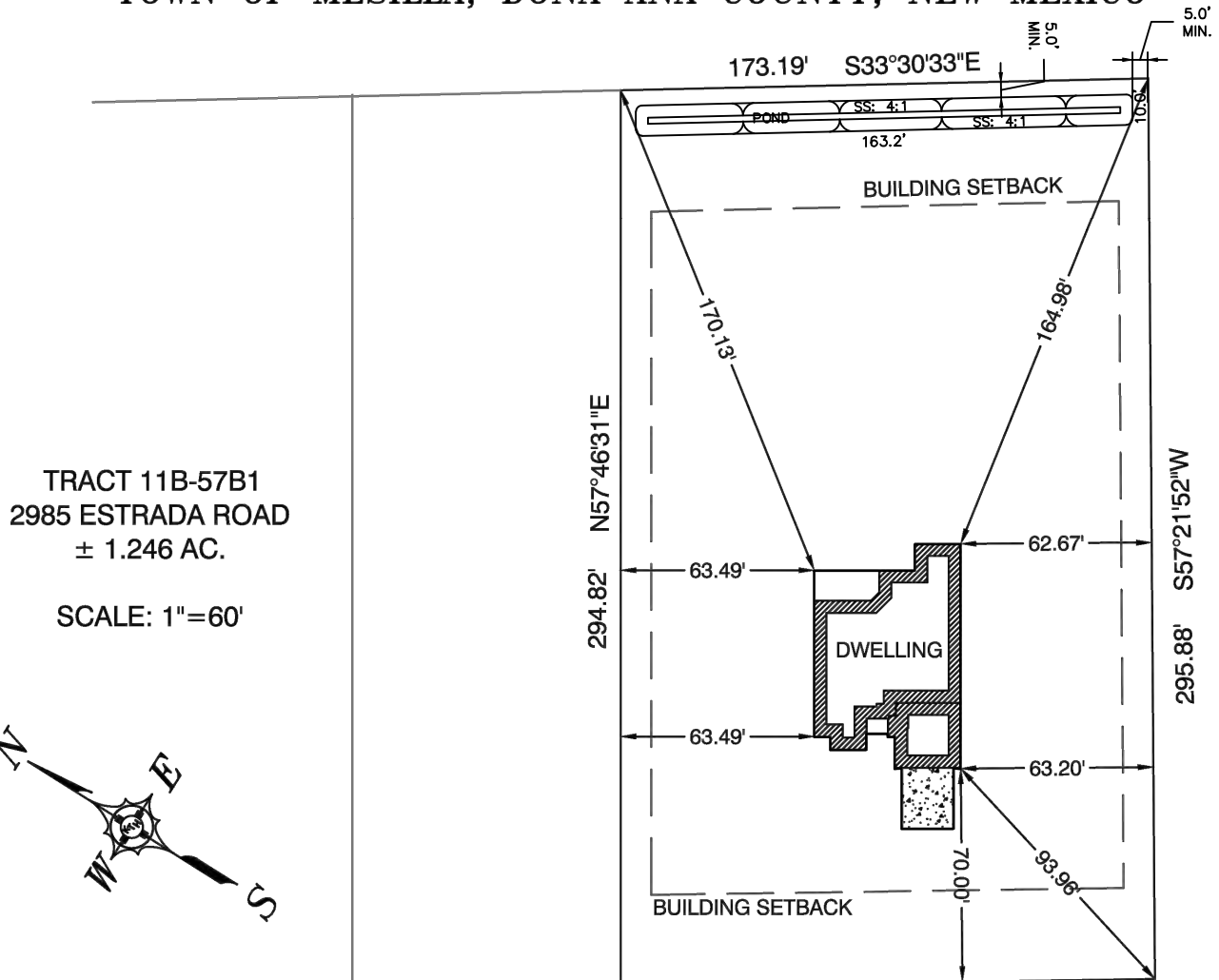
Subdivision:

Property Address:

Acres: 1.28



**A TRACT OF LAND
 LOCATED WITHIN SECTION 36, T.23S., R.1E., N.M.P.M.
 OF THE U.S.R.S. SURVEY
 TOWN OF MESILLA, DONA ANA COUNTY, NEW MEXICO**



TRACT 11B-57B1
 2985 ESTRADA ROAD
 ± 1.246 AC.
 SCALE: 1"=60'



PONDING#1 CALCULATIONS

IMPERVIOUS AREA = 3,360 SF
 PONDING REQ'D (2.0"/12"/FT) X 3,360 = 560 CF
 PONDING REQUIRED [560 X 125%] = 700 CF

$$= \frac{1,632 \text{ SF} + 310 \text{ SF} \times 1.0' \text{ DEEP}}{2} = 971 \text{ CF}$$

 SS: 4:1
 TOTAL PONDING PROVIDED = 971 CF > 700 CF

**SITE PLAN
 DECEMBER 2017**

A-4

DATE: DECEMBER 2017
 SCALE: 1"=60'
 CHECKED BY: DANIEL F.
 DRAWN BY: ISAAC CHAVEZ



BUILDER:
 KT HOMES
 1880 E. LOHMAN AVE.
 LAS CRUCES, NM 88001
 PHONE: (575) 528-1108
 FAX: (575) 382-9226

SITE PLAN

2985 ESTRADA ROAD

THIS EXCLUSIVE DRAWING MAY NOT BE REPRODUCED IN ANY WAY WITHOUT THE WRITTEN PERMISSION OF KT HOMES

2985 ESTRADA ROAD

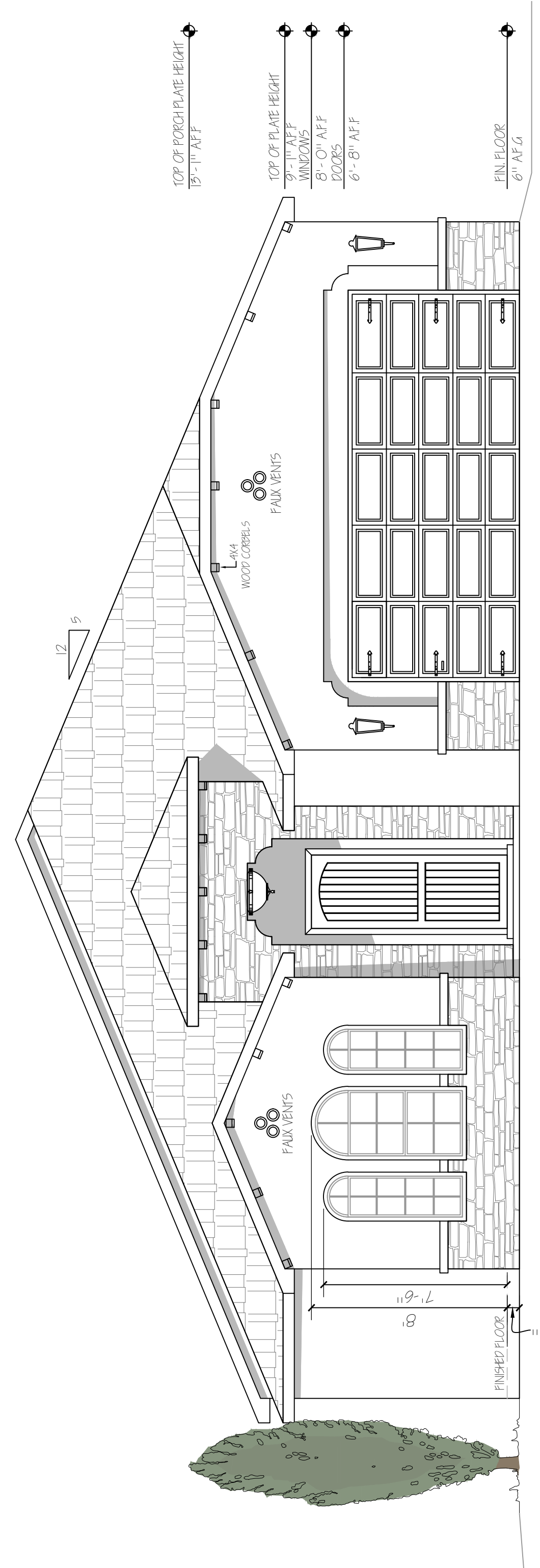
ELEVATION NOTES:

BUILDER:
KT HOMES
 1880 E LOHMAN AVE.
 LAS CRUCES, NM 88001
 PHONE: (575) 528-1108
 FAX: (575) 382-9226

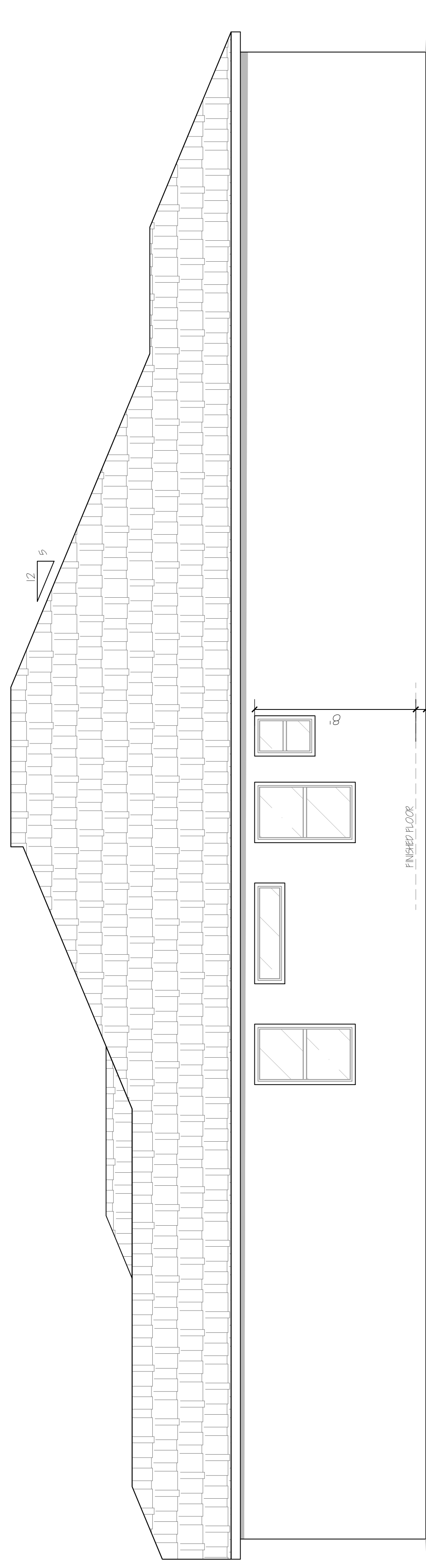


DRAWN BY: ISAAC CHAVEZ
CHECKED BY: DANIEL FERNANDEZ SUPERVISOR
DATE: TBD
DATE: DECEMBER, 2017
SCALE: 1/4" = 1'
PAGE: 1/4" = 10"
A-3

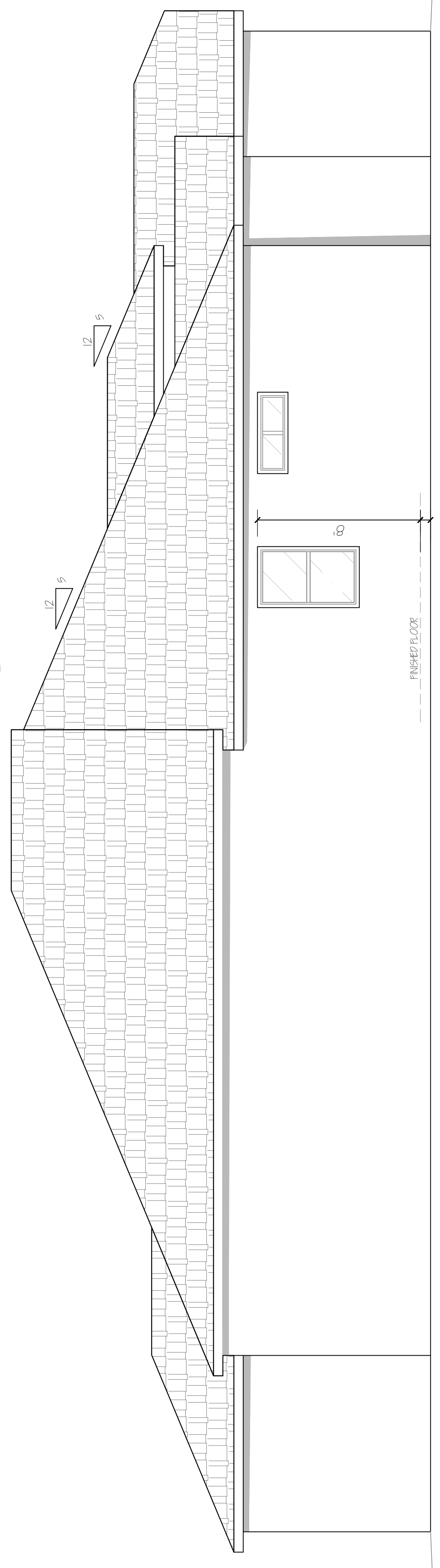
NOTES:
 ELEVATIONS SHOWN ARE FOR REPRESENTATION ONLY. SEE FLOOR PLAN FOR LOCATION AND SIZE OF DOORS AND WINDOWS. OWNER TO COORDINATE WITH CONTRACTOR AND APPROVE OF ACTUAL TYPE OF DOORS AND WINDOWS TO BE USED. OWNER TO COORDINATE WITH CONTRACTOR AND AGREE ON BUILDING TRIM STYLE, COLOR AND TYPE OF ROOF MATERIAL. LANDSCAPING IS FOR VISUAL REPRESENTATION ONLY.



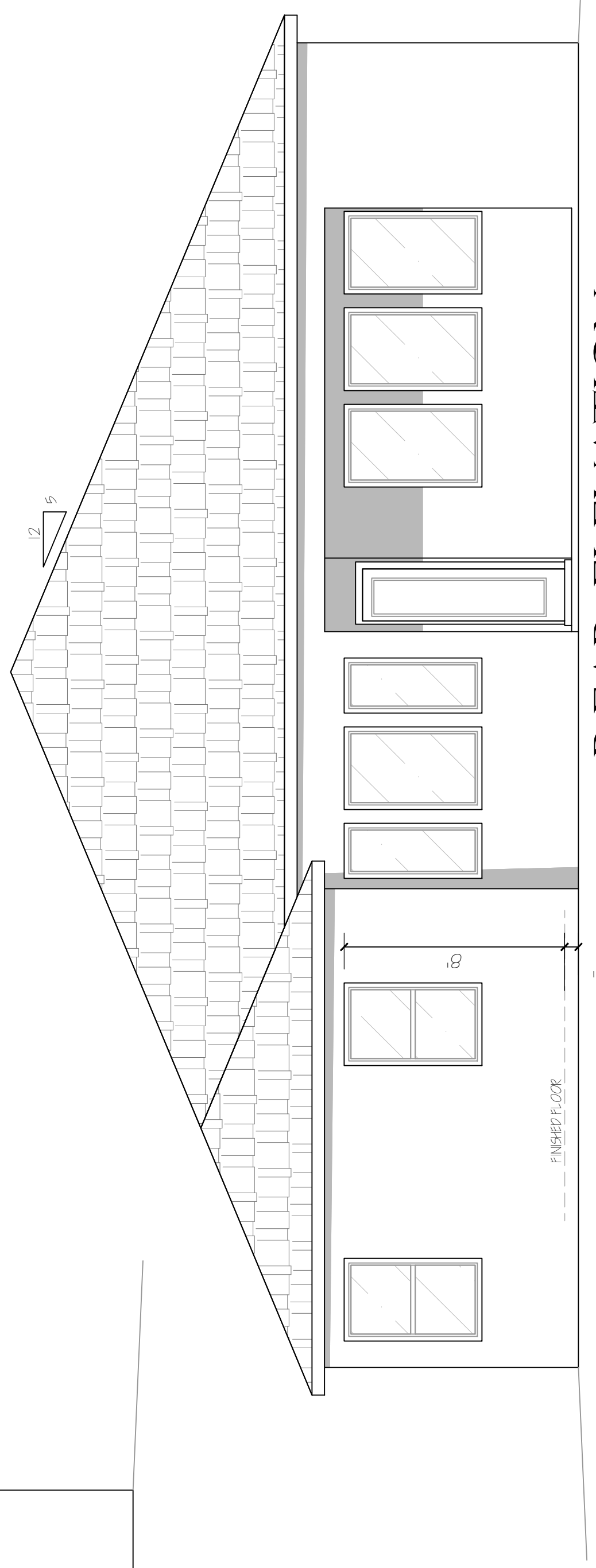
FRONT ELEVATION
 SCALE: 1/4" = 1'



RIGHT ELEVATION
 SCALE: 1/4" = 1'



LEFT ELEVATION
 SCALE: 1/4" = 1'



REAR ELEVATION
 SCALE: 1/4" = 1'

CONTRACTOR SHALL CONFORM TO ALL IRC, STATE AND LOCAL BUILDING CODES AND STANDARDS, ALL MEASUREMENTS, DIMENSIONS, BEARINGS MEMBERS, FOOTINGS SPECIFICATIONS AND STRUCTURAL MECHANICAL ELECTRICAL INTEGRITY OF THIS PROJECT. INCLUDING ALL BUILDING MATERIALS ARE TO BE CHECKED BY OWNER & CONTRACTOR PRIOR TO CONSTRUCTION & ARE THE RESPONSIBILITY OF THE OWNER & CONTRACTOR.

**PZHAC WORK SESSION
FEBRUARY 5, 2018
ITEM 2**

Submitted by Stephan Cadena, a request to discuss plans to construct a dwelling on a property just west of a property at 2230 Calle del Sur. (Case 060685) Zoned: Historical Residential (HR).

The subject property is on the south side of Calle del Sur, and is accessed directly from Calle del Sur. The property is immediately adjacent to and west of the applicant's dwelling. The property is currently vacant.

The dwelling will be square (32 feet on a side and will contain about 1024 square feet of heated/cooled area. The dwelling will be single story and contain two bedroom and two bathrooms. There will be no garage or carport. The dwelling will have a pitched roof covered with gray corrugated metal. The maximum height of the structure will be under 30 feet. This will be under the maximum height in the HR zone..

The dwelling will be set in the southwest corner of a rectangular lot. The applicant has been informed that the minimum setbacks in the HR district are three feet, but that any structure under seven feet from the property line will have to meet higher construction standards for fire resistance. (The attached site plan for the structure appears to show the proposed side setback as about six feet.) Also attached with the site plan of the property is a floor plan of the dwelling, as well as a set of elevations for the dwelling. There is adequate room on the property for required parking.

The applicant will be present at the work session to provide further details about the proposed construction, and will be available to answer any questions that may arise.

VIEW OF SUBJECT PROPERTY FROM CALLE DEL SUR



PHOTOS OF THE OTHER DWELLINGS IN THE AREA TO THE WEST



PHOTOS OF THE OTHER DWELLINGS IN THE AREA TO THE WEST



PHOTOS OF THE APPLICANT'S DWELLING TO THE EAST



PHOTO OF THE APARTMENTS TO THE EAST SHOWING THE PITCHED ROOF



Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select Search Type: Account Number

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400628](#)

Parcel Number: 4006138275105

Owner: CADENA MANUEL & HELEN M

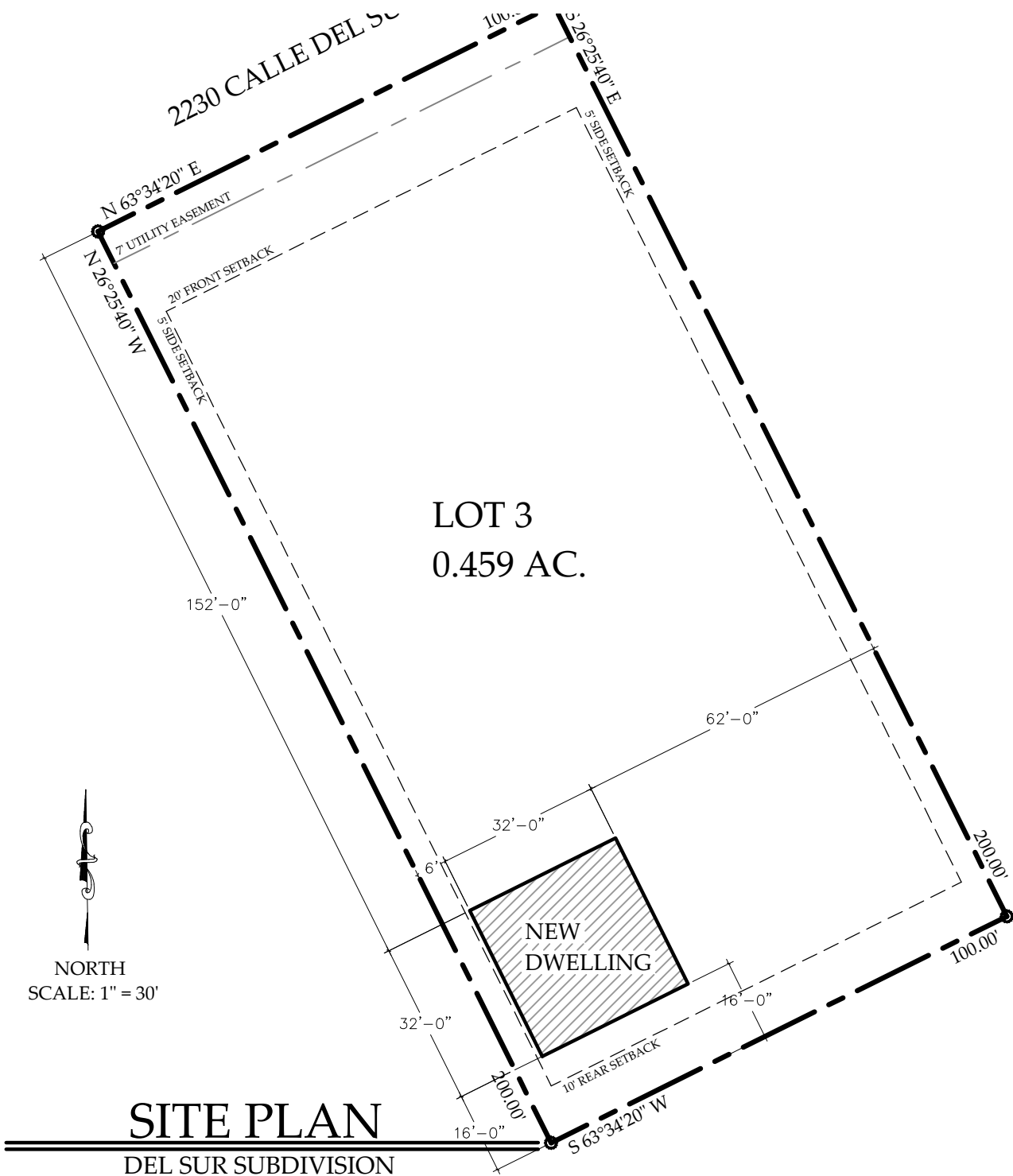
Mail Address: PO BOX 11

Subdivision: DEL SUR SUBDIVISION
1073


Property Address:

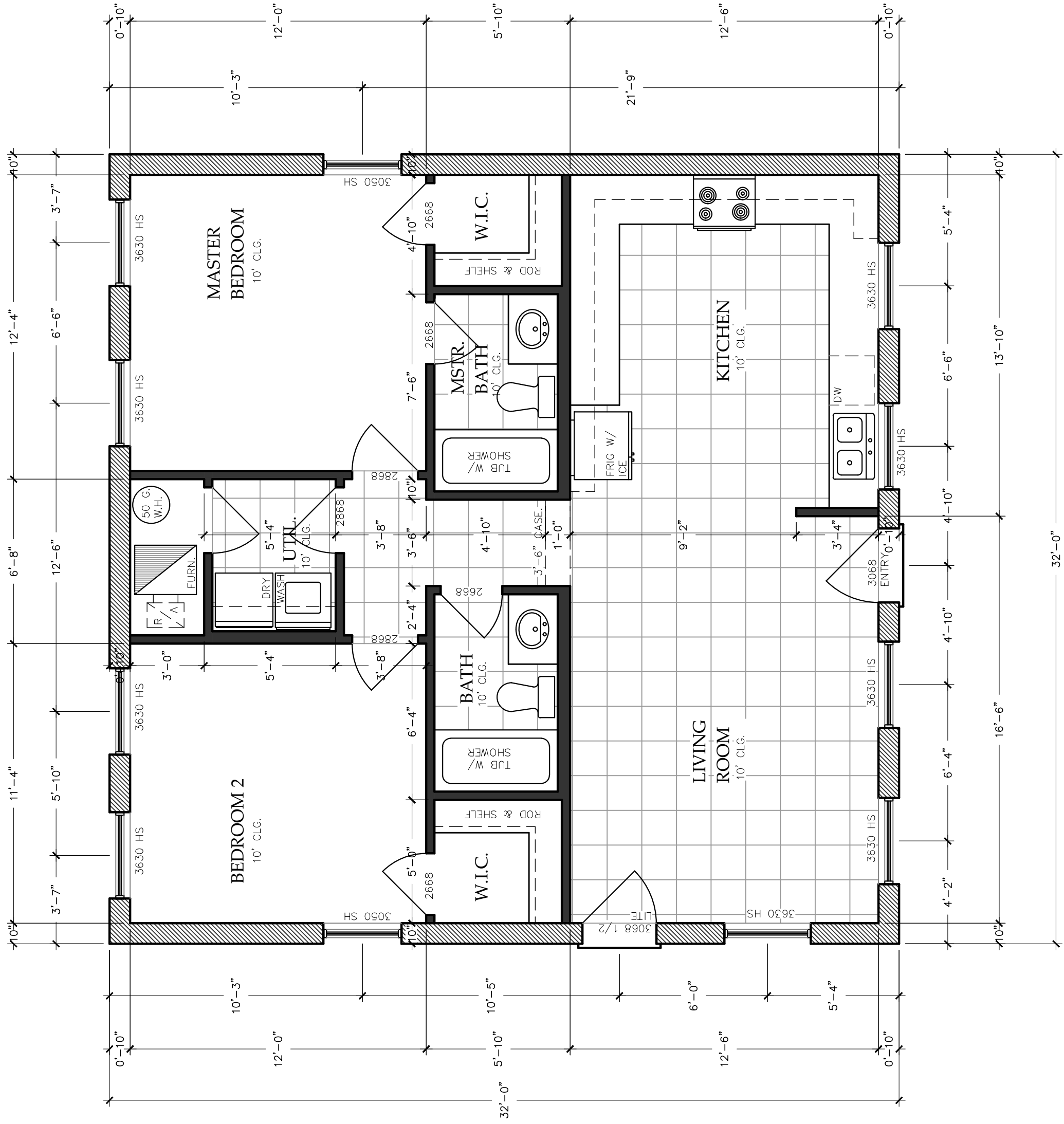
Acres: 0





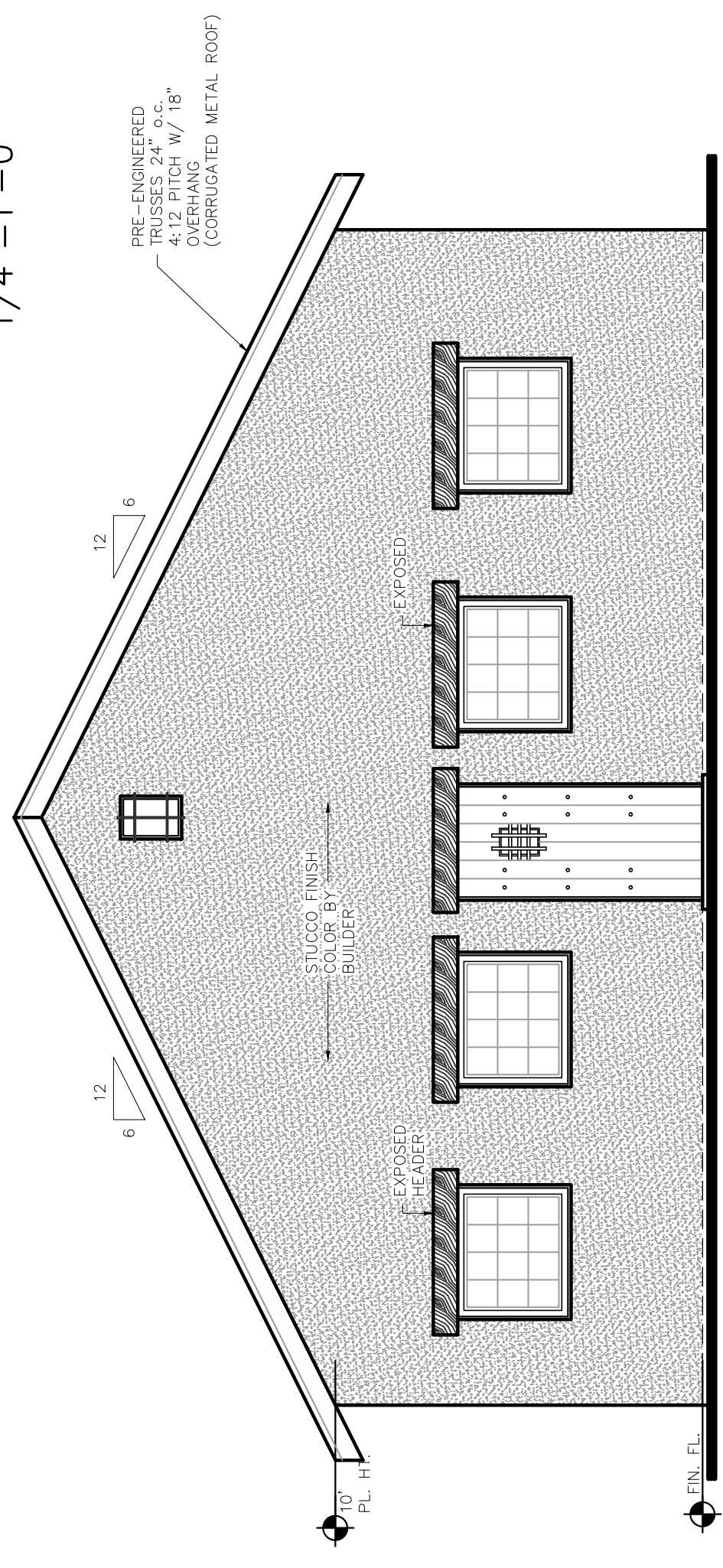
NORTH
SCALE: 1" = 30'

 <p>Cadworks Home Designs & Drafting P.O. BOX 1872 Las Cruces, N.M. 88004 Office: (575) 523-7720</p>	DATE		PROJECT NAME:	SHEET TITLE
	11/1/17		Steve Cadena	SITE PLAN
	DRAWN BY			SHEET NO.
	UMPHRESS			3 OF 3
FILE NAME	SC-828S17	<small>DISCLAIMER ALL MEASUREMENTS, DIMENSIONS, & SPECIFICATIONS, INCLUDING ALL BLDG. MATERIALS ARE TO BE CHECKED BY OWNER & CONTRACTOR & ARE THE RESPONSIBILITY OF THE OWNER & CONTRACTOR. THE STRUCTURAL INTEGRITY OF THIS PROJECT IS THE RESPONSIBILITY OF THE CONTRACTOR AND OWNER. THIS DRAWING IS AN INSTRUMENT OF OWNER, AND CONTRACTOR. THIS DRAWING MAY NOT BE REPRODUCED OR REPRODUCTIONS HEREOF USED WITHOUT THEIR WRITTEN PERMISSION.</small>		



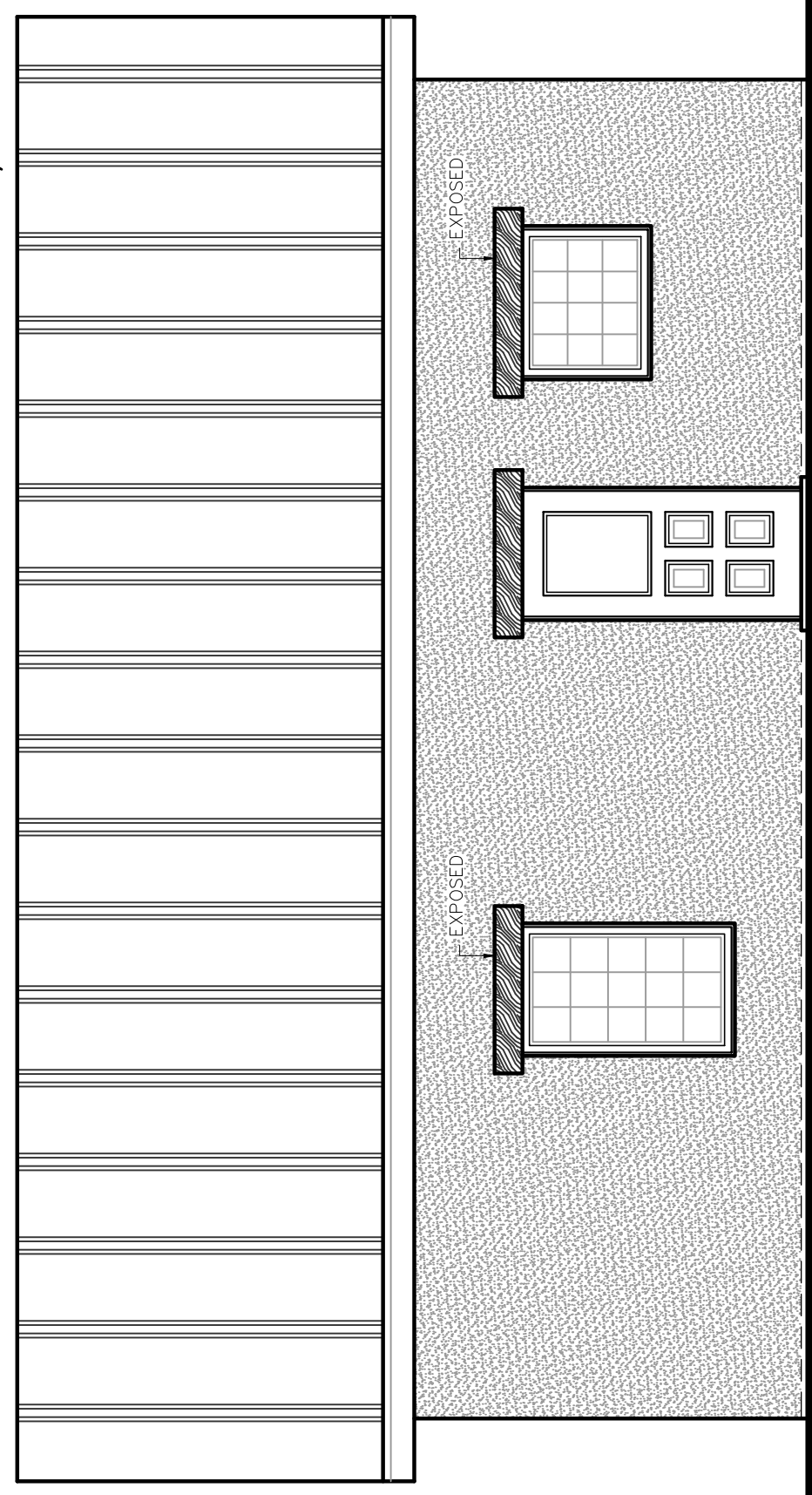
FLOOR PLAN

1/4" = 1'-0"



FRONT ELEVATION

1/4" = 1'-0"

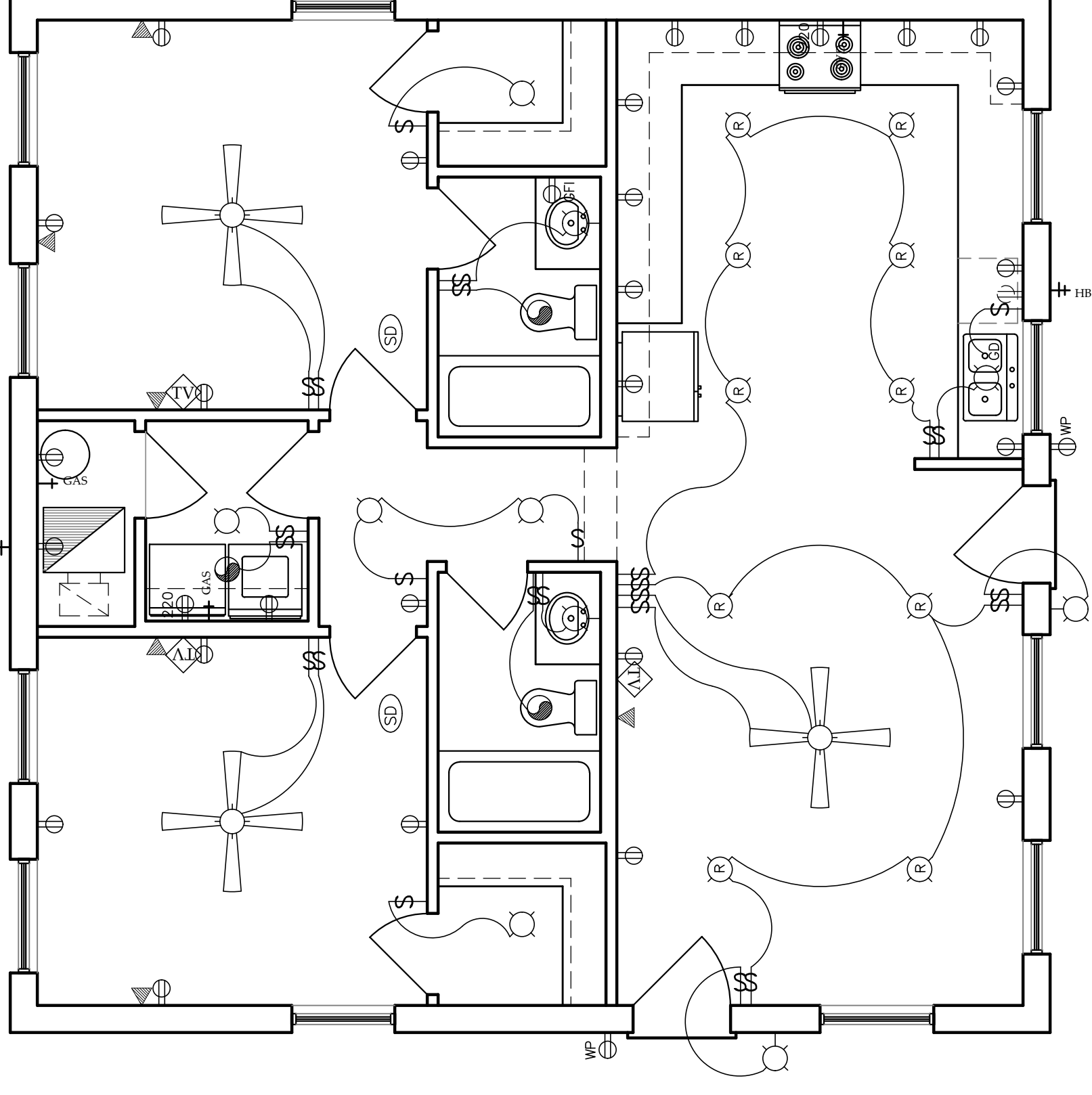


LEFT ELEVATION

1/4" = 1'-0"

GENERAL NOTES:

1. EXTERIOR WALLS TO BE 10" ETHERNA BLOCKS
2. INTERIOR NON-BEARING WALLS TO BE 2X4 STUDS @ 16" O.C.
3. INTERIOR BEARING WALLS TO BE 2X4 STUDS @ 16" O.C.
4. ALL HEADERS SPANNING MORE THAN 3' SHALL BE 2X12
5. ALL FIXTURES & APPLIANCES TO BE CHOSEN BY OWNER
6. USE FIRE STOPS PER U.F.C., I.B.C. OR LOCAL CODE REQUIREMENTS
8. ALL DIMENSIONS ARE TO BE CHECKED AND CONFIRMED BY CONTRACTOR PRIOR TO POURING OF CONCRETE
9. INSULATE WALLS R-28 MIN., CEILINGS R-38, PERIMETER R-4 MIN.
10. INTERIOR TO BE SHEETROCK, TAPED, TEXTURED, AND PAINTED
11. EXTERIOR TO BE STUCCO - COLOR BY OWNER/CONTRACTOR
12. ALL ANGLED WALLS TO BE 45° ANGLES



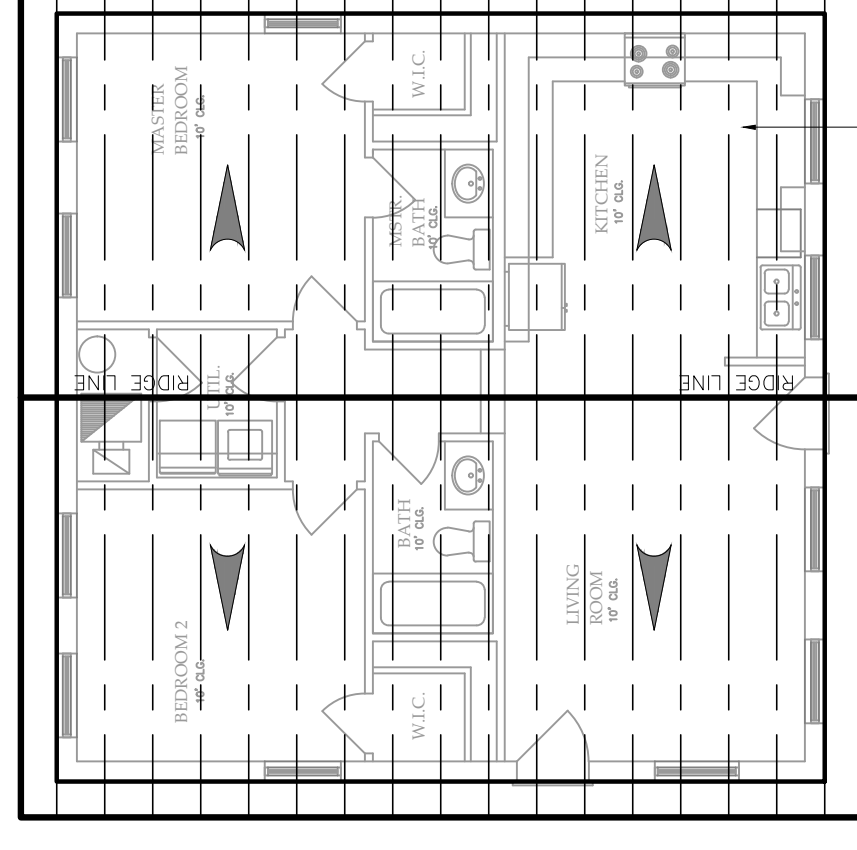
ELECTRICAL PLAN

1/4" = 1'-0"

SYM.	ELECTRIC SYMBOLS
⊖	SWITCH OUTLET
⊖	3-WAY SWITCH OUTLET
⊖	OUTLET OUTLET
⊖	SPLIT OUTLET W/ SWITCH CONTROL
⊖	LIGHT FIXTURE OUTLET
⊖	RECESSED LIGHT FIXTURE
⊖	SWITCH OUTLET
⊖	SMOKE DETECTOR
⊖	HOSE REEL
⊖	EXHAUST FAN
⊖	CEILING FAN
⊖	LAKE OUTLET
⊖	TELEPHONE JACK
⊖	TELEPHONE JACK

ELECTRICAL NOTES:

1. ALL OUTLETS AT VANITIES AND COUNTERS TO BE AT 42"
2. PROVIDE COUNTER OUTLET FOR DISHWASHER AND GARBAGE DISPOSAL
3. PROVIDE OUTLET AT 60" FOR RANGE HOOD
4. ALL EXTERIOR LIGHT FIXTURES AND OUTLETS TO BE WEATHERPROOF
5. ELECTRICIAN TO SIZE AND LOCATE PANEL AND SERVICE
6. ELECTRICIAN TO PROVIDE POWER TO COOLER(S)
7. ALL OUTLETS IN THE KITCHEN AND BATH ROOMS ARE TO BE G.F.I.



ROOF TRUSS PLAN

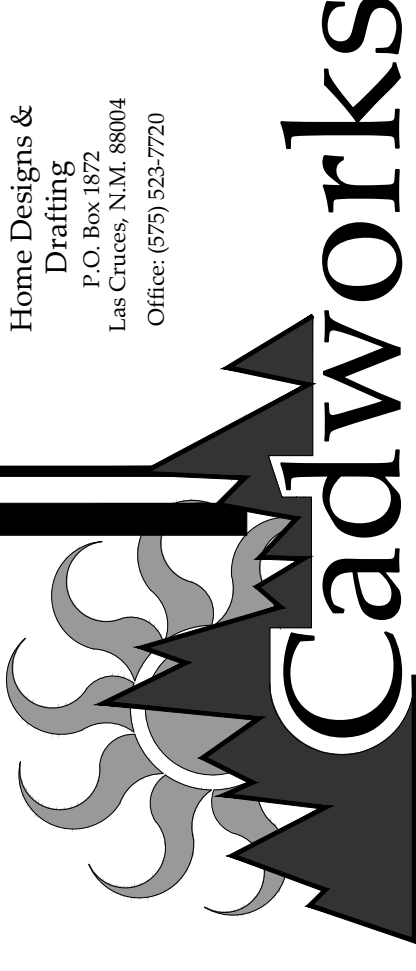
1/8" = 1'-0"

DATE	10/31/17
DRAWN BY	
UMPHRESS	
FILE NAME	SC-828F17

PROJECT NAME: 2230 CALLE DEL SUR, MESILLA, NM 88046	
AREA: TOTAL	HEATED 1,024 SQ. FT.
TOTAL	1,024 SQ. FT.
PROFESSIONAL SEAL	

STEVE CADENA

Cadworks
Home Designs &
Drafting
P.O. Box 1872
Las Cruces, N.M. 88004
Office: (575) 533-7720



SHEET TITLE	FLOOR PLAN / ELECT. ELEVATIONS / ROOF TRUSS LAYOUT
SHEET NO.	1 OF 3

**PZHAC WORK SESSION
NOVEMBER 20, 2017
ITEM 4**

Submitted by Ouida Touchon, a request to discuss plans to construct an adobe wall at 2615 Calle de Guadalupe. (Case 060686) Zoned: Historical Residential (HR)

The applicant would like to construct an adobe wall along the north and east property lines of her property. (The dwelling is on the west end of the property.) The wall will be built along the property line and will vary in height from three to six feet. (There will be a wooden gate in the north side of the wall that will be flanked by two portions of the wall that rise to eight feet to accommodate the gate.) The wall will be six feet high at the dwelling, and will drop to three feet in height at the corner of Calle de Guadalupe and Calle de Colon in order to accommodate the clear-sight-triangle for the corner and the driveway to the property (see attached diagram). The wall will be painted to match the dwelling.

The PZHAC will need to determine that the proposed wall will be compatible with the surrounding properties, and that the proposed wall will be consistent with the following section of the Code:

Chapter 18.35 HR – Historical Residential Zone

The wall could be compatible with the HR zoning of the property if it is painted to match or coordinate with the dwelling it is attached to.

The PZHAC will also need to determine that the request, as submitted, is consistent with the all other sections of the **Building and Zoning Codes** that may be applied to this project.

The applicant will be present at the work session to provide further details about the proposed shed, and will be available to answer any questions that may arise.

VIEW OF THE SUBJECT PROPERTY FROM CALLE DE COLON



VIEW OF THE SUBJECT PROPERTY FROM THE CORNER OF CALLE DE COLON AND CALLE DE GUADALUPE



Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select Search Type: Account Number

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400371](#)

Parcel Number: 4006137289488

Owner: TOUCHON OUIDA

Mail Address: PO BOX 1358

Subdivision:

Property Address: 2615 CALLE DE
GUADALUPE

Acres: 0



TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060686

Fee \$ 90.00

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

CASE NO. 060686 ZONE: HR CODE: M1 APPLICATION DATE: 1/26/18

Name of Applicant/Owner: Ouida Touchon Applicant's Telephone Number: 575 635 7899

Applicant's/Owner's Mailing Address: PO Box 1358 Mesilla NM 88046 City: Mesilla State: NM Zip Code: 88046

Applicant's/Owner's E-mail Address: ouidatouchon@gmail.com

Contractor's Name & Address (If none, indicate Self): Build-X LLC PO Box 2333 Las Cruces NM 88004

Contractor's Telephone Number: (888) 928-4539 Contractor's Tax ID Number: 389669 Contractor's License Number: _____

Address of Proposed Work: 2615 Calle de Guadalupe, Mesilla

Description of Proposed Work: Adobe wall

Estimated Cost: \$ _____ Signature of Applicant: Ouida Touchon Date: Jan 26, 2018

Signature of property owner if applicant is not the property owner: _____

With the exception of administrative approvals, all permit requests 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 Approved Date: _____ **BOT** Approved Date: _____
 Approved Date: _____ Disapproved Date: _____
 Disapproved Date: _____ Approved with Conditions
 Approved with conditions

FIRE INSPECTION/APPROVAL REQUIRED: ___ YES NO ___ SEE CONDITIONS

CID PERMIT/INSPECTION REQUIRED: ___ YES NO ___ SEE CONDITIONS

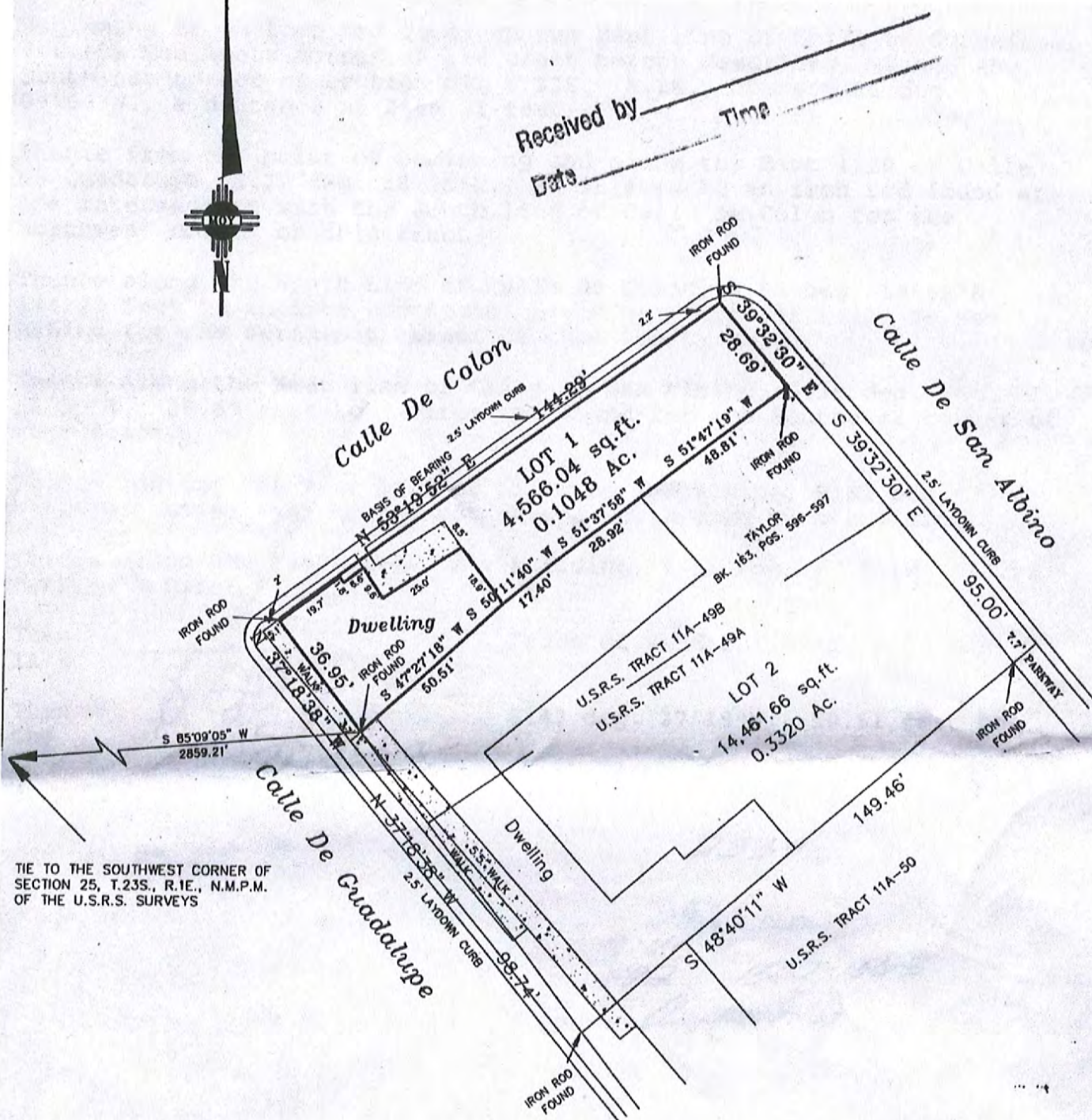
CONDITIONS: PZHAC REVIEW & BOT APPROVAL REQUIRED

PERMISSION ISSUED/DENIED BY: _____ ISSUE DATE: _____

This Application will include the following, if checked:

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. ___ Site Plan with dimensions and details.
3. ___ Proof of legal access to the property.
4. ___ Drainage plan.
5. ___ Architectural style and color scheme – diagrams or elevations (Historical and commercial zones only).
6. ___ 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).
7. ___ Other information as necessary or required by the City Code or Community Development:

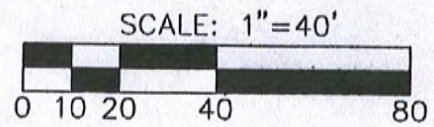
Received by _____
 Date _____ Time _____

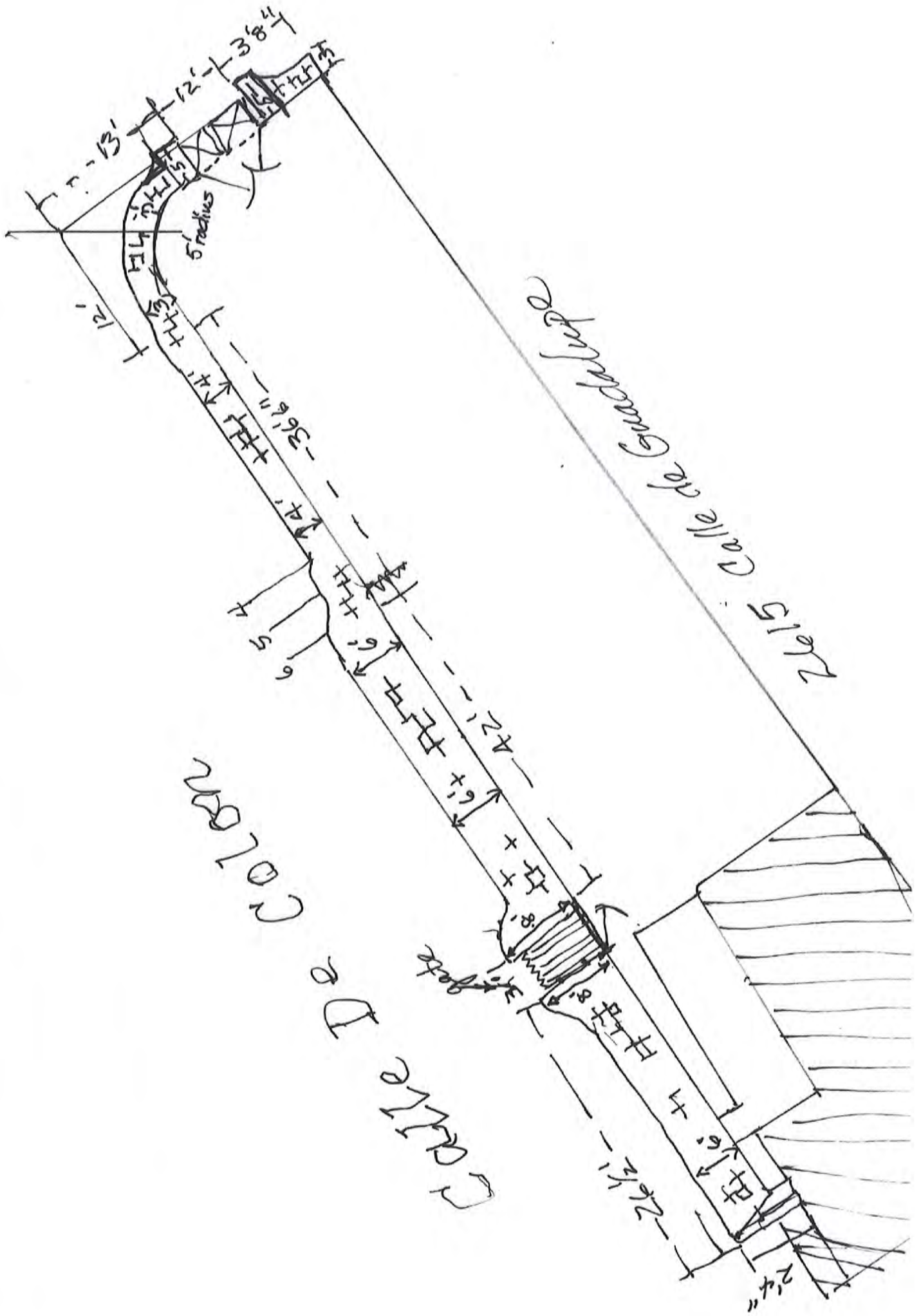


TIE TO THE SOUTHWEST CORNER OF SECTION 25, T.23S., R.1E., N.M.P.M. OF THE U.S.R.S. SURVEYS

NOTES:

INFORMATION IN THE PREPARATION OF THIS PLAT DERIVES FROM DEED FILED DECEMBER 13, 1999, IN BOOK 204, PAGE 851, DONA ANA COUNTY RECORDS.





Calle D
 Calle de Colon

Calle de Guachupipe

49B

BK. 163. TAYLOR FOUND

TAYLOR FOUND
IRON ROD
48.81'

Swachhappa

S 51.47'19" W
48.81'

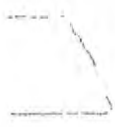
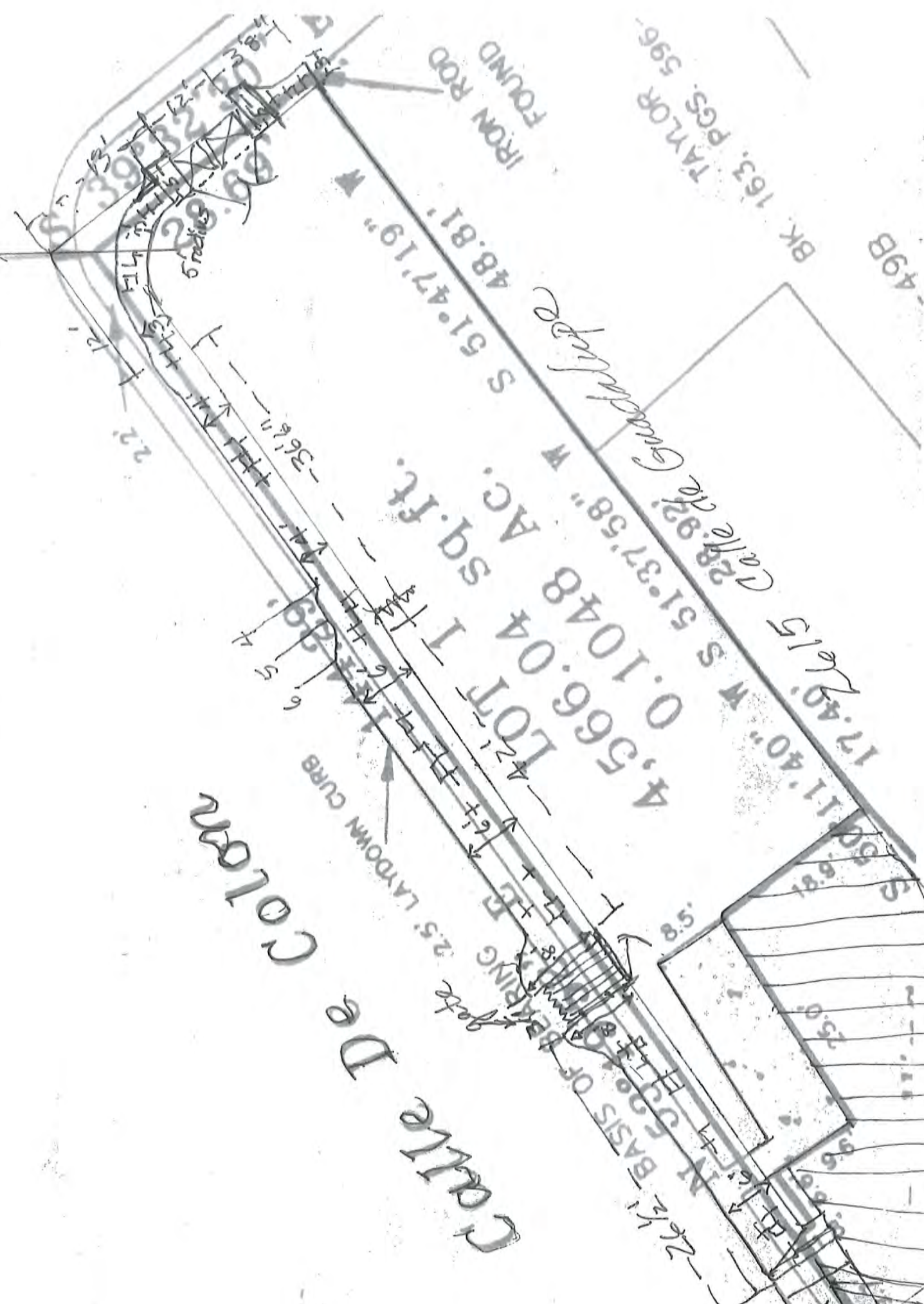
228.92' Calle De Swachhappa
S 51.37'58" W
0.1048 AC.
4,566.04 SQ. FT.

17.40' 26/15
S 50.11.40" W
17.40'

Calle De Colom

26 1/2'
IN BASIS OF BEARING
gate

2.5' LAYDOWN CURB



Google Maps

2102 Calle De Colon

side view



Image capture: Aug 2015 © 2018 Google

Google Maps

2064 Calle De Colon

side view towards East



Image capture: Aug 2015 © 2018 Google

Google Maps

2653 Calle De San Albino

back gate

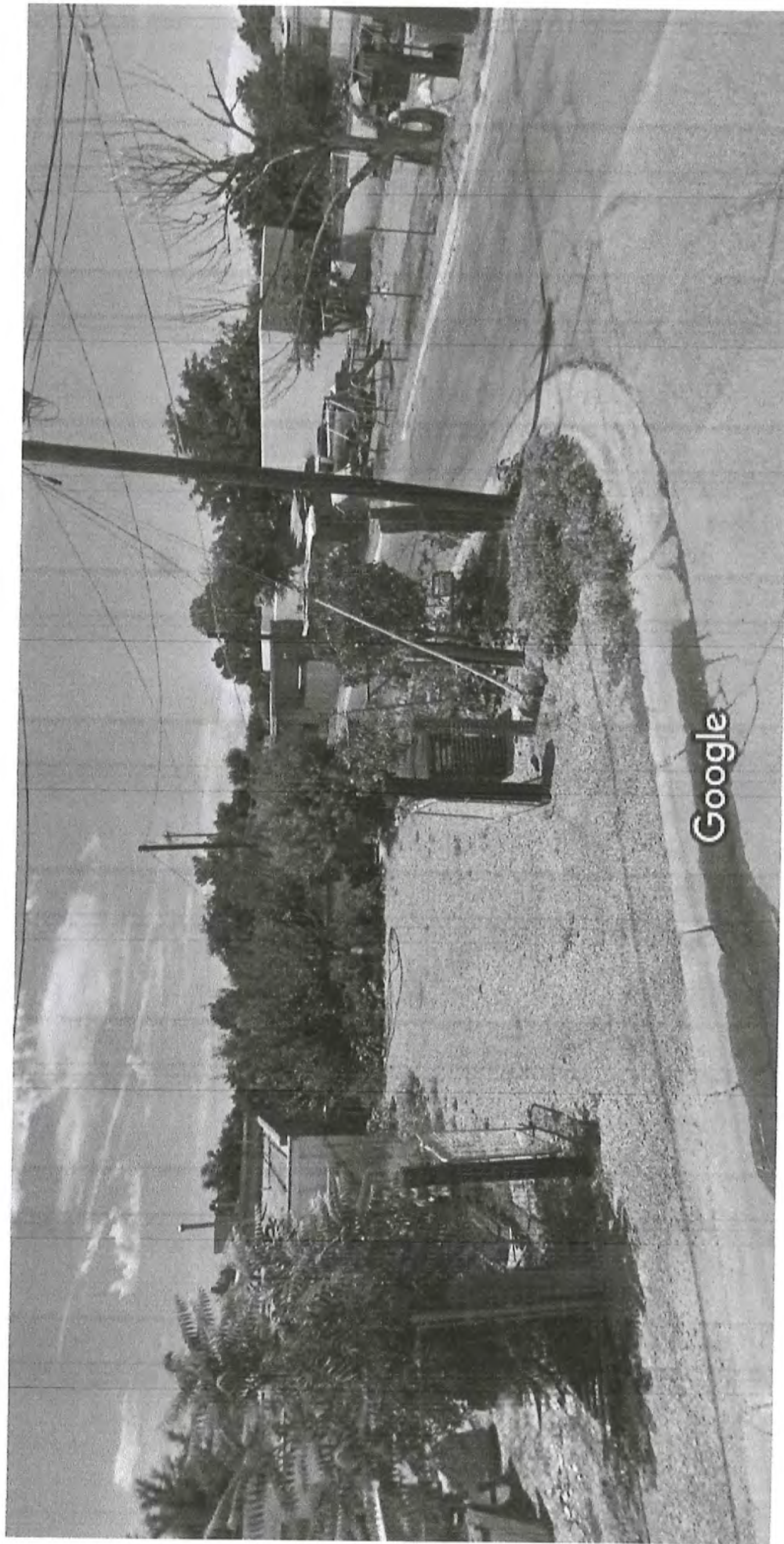


Image capture: Aug 2015 © 2018 Google



PZHAC MEETING

MINUTES

JANUARY 18, 2018

(PART OF CONSENT AGENDA)

**PZHAC WORK SESSION
AGENDA
JANUARY 16, 2018**

**THIS MEETING WAS POSTPONED TO THURSDAY, JANUARY 18, 2018
AT 5:00 PM**

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD A WORK SESSION, TUESDAY, JANUARY 16, 2018 AT 5:00 P.M. IN THE BOARD ROOM OF THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA.

Item 1: Submitted by Stefan C. Schafer, a request for a building permit to modify part of a medical/office building to house a craft distillery at 1680 Calle de Alvarez, Suite C1 (Case 060672). Zoned: General Commercial (C)
The applicant was present to discuss the request and answer any questions that might arise. Staff provided a brief introduction of the case, explaining that the proposed use was originally discussed in a PZHAC Work Session held on 2016, and that a building permit was originally approved for the use by the PZHAC on February 6, 2017. Staff also explained that the reason the case is being brought before the PZHAC at this time is that it has been almost a year since a permit was initially approved, and that it was necessary to determine that nothing had changed in that year that would negatively affect approval of the permit. Staff also explained that the applicant has been working closely with the Town Fire Department over the past year to ensure that the new operation would comply with applicable fire codes. Tom Maese, CID Inspector, also questioned whether the new use would require additional parking for the structure. There were no other issues.

Item 2: Submitted by Rocky Burke; a request to discuss plans to renovate a dwelling at 1988 Calle del Norte, behind Andele's Restaurant. (Case 060674). Zoned: Historical Residential (HR)
The applicant was present to discuss the request and answer any questions that might arise. Staff provided a brief introduction of the case, explaining that the existing structure is currently vacant and does not meet the requirements for a habitable dwelling because it does not have plumbing or a bathroom. Staff also stated that the existing structure appears in the Historic Register for the Town, and appears to have been built around 1920. Although the simple style of the structure is not specifically addressed in the Yguado Plan, the structure is similar to other structures in the area and is considered in the Historic Register to be architecturally contributing to the area. The applicant stated that the addition would be finished in the same style as the original structure, and that it would appear to be a continuation of the structure.

Another concern was off-street parking for the structure. The applicant stated that the parking requirements of two spaces would be met by allowing for parking along the west side of the dwelling, with access from Calle del Norte. This would meet the requirements of the Code. There was no further discussion.

Item 3: Submitted by Gilbert Madrid of Sun Vista Construction, Inc. for Eric Sanchez; a request to discuss plans to replace six windows on a commercial structure at 2337 Calle de Guadalupe (Case 060675). Zoned: Historical Commercial (HC).
The applicant was present to discuss the request and answer any questions that might arise. Staff provided a brief introduction of the case, explaining that the existing structure is in the Historic Register and dates back to the 1800's. Due to the historical nature of the structure, and the possibility that the replacement of the windows could substantially change the historic character of the structure, the PZHAC was concerned with the style and appearance of the replacement windows. The PZHAC was concerned that the replacement windows would give the structure a more "modern" look, and would be out of character with the windows being replaced. (In addition to being more modern looking, the replacement windows appeared to have 12 panes of glass each whereas the original windows have only 4 panes each.)

Item 4: Submitted by Artie Fountain; a request to discuss requirements for various uses that might be allowed on the commercial property bordered by Calle Principal, Calle de Guadalupe, and Calle de Parian. Zoned: Historical Commercial (HR).

The applicant was present to discuss the request and answer any questions that might arise. Staff provided a brief introduction of the case, explaining that the applicant's proposal was to allow the tenants of the structure to set up outdoor mercado type operations on occasion, as well as to allow other vendors to set up Mercado operations on the property occasionally. The applicant explained that there would be no changes or alterations to the structure on the property. Issues discussed were parking and impacts to the surrounding area. The applicant explained that any impacts created would be similar to impacts created by the "mercados" and fiestas held by the Town, but on a much smaller scale

**PZHAC REGULAR MEETING
AGENDA
JANUARY 16, 2018**

**THIS MEETING WAS POSTPONED TO THURSDAY, JANUARY 18, 2018
AT 6:00 PM**

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD ITS REGULARLY SCHEDULED MEETING **TUESDAY**, JANUARY 16, 2018 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 Prieto were absent. All others were present. A quorum was present. Commissioner Lucero acted as chairperson for the meeting.

III. CHANGES/APPROVAL OF THE AGENDA

There were no changes to the agenda. Commissioner Nevarez made a motion to approve the Agenda, seconded by Commissioner Houston, 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 for discussion.*

There were no changes to the Consent Agenda. Commissioner Houston 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 December 18, 2017.

Approved as part of the Consent Agenda

B. *BUILDING PERMITS

1. Case 060663 – 2171 Calle de Parian, submitted by Albert Fountain; a request for a building permit to patch a roof on a commercial structure at this address. Zoned: Historical Commercial (HC).

Approved as part of the Consent Agenda

2. Case 060664 – 2112 Calle de Los Huertos, submitted by Robert. P Salais; a request for a building permit to repair the woodwork around the doors and windows of a dwelling at this address. Zoned: Historical Residential (HR).

Approved as part of the Consent Agenda

3. Case 060673 – 2716 Calle de Guadalupe, submitted by Albert Fountain; a request for a building permit to repair and replace damaged vigas on a patio at this address. Zoned: Historical Residential (HR).

Approved as part of the Consent Agenda

4. **Case 060667**– 2270/2280 Calle de Principal, submitted by Rubicon LLC for the San Albino Church; a request for a permit to reroof a church gift shop at this address. Zoned: Historical Commercial (HC).
Approved as part of the Consent Agenda
5. **Case 060668** – 2290 Calle de Principal, submitted by Rubicon LLC for the San Albino Church; a request for a permit to reroof a church rectory at this address. Zoned: Historical Commercial (HC).
Approved as part of the Consent Agenda
6. **Case 060669** – 2290 Calle de Guadalupe, submitted by Rubicon LLC for the San Albino Church; a request for a permit to reroof a church hall at this address. Zoned: Historical Commercial (HC).
Approved as part of the Consent Agenda
7. **Case 060670**– 2070 Calle de Santiago, submitted by Rubicon LLC for the San Albino Church; a request for a permit to reroof a church at this address. Zoned: Historical Commercial (HC).
Approved as part of the Consent Agenda
8. **Case 060671** – 2550/2558 Calle de San Albino, requested by Richard Perez; a request for a building permit to run electricity to a storage shed at this address. Zoned: Historical Residential (HR).
Approved as part of the Consent Agenda

V. PZHAC NEW BUSINESS:

A. PUBLIC INPUT ON CASES

B. CASES:

Building

1. **Case 060653** – 2169 Calle de Medanos, submitted by Martin Serna for Little Fawn Boland, a request for a building permit to construct an addition to a dwelling at this address. Zoned: Historical Residential (HR).
Staff presented a brief description of the request, explaining that the Case was discussed during the PZHAC Work Session held December 18, 2017. It was determined at that time that although the proposed addition was historically and architecturally appropriate for the Town, the property would not meet the parking requirements of the Code. The plans were redrawn to allow off-street parking, and the PZHAC determined that the new plans now meet the Code. There were no further issues. Commissioner Nevarez made a motion to recommend approval of the request to the BOT, seconded by Commissioner Houston, and approved by a vote of 3 – 0.
2. **Case 060672** – 1680 Calle de Alvarez, Suite C1, submitted by Stefan C. Schafer, a request for a building permit to modify part of a medical/office building to house a craft distillery at this address. Zoned: General Commercial (C). **(Discussed during Work Session – Item 1)**
*Staff presented a brief description of the case, explaining that the Case was discussed during the Work Session. Further discussion centered around whether the parking shown on the site diagram would be adequate for the entire structure once this use was opened. The PZHAC determined that the current plans meet the Code, and that the proposed use, which was originally approved by the PZHAC on February 6, 2017 is still an allowable use in the General Commercial (C) zone. Commissioner Houston made a motion to approve the case, seconded by Commissioner Nevarez, and the PZHAC voted 3-0 to recommend APPROVAL of the application to the BOT with the following CONDITION:
*The parking available for the entire structure meet the requirements of the Town and CID, including ADA requirements for handicapped parking for the entire structure, including the proposed use.**
3. **Case 060674** – 1988 Calle del Norte, submitted by Rocky Burke; a request to for a building permit to renovate a dwelling on the property line at this address. Zoned: Historical Residential. **(Discussed during Work Session – Item 2)**
Staff presented a brief description of the request, explaining that the Case was discussed during the Work Session. There were no issues. Commissioner Nevarez made a motion to recommend approval of the request to the BOT, seconded by Commissioner Houston, and approved by a vote of 3 – 0.
4. **Case 060675** – 2337 Calle de Guadalupe, submitted by Gilbert Madrid of Sun Vista Construction, Inc. for Eric Sanchez; a request to for a building permit to replace six windows on a commercial structure at this address. Zoned: Historical Commercial (HC). **(Discussed during Work Session – Item 3)**

Staff presented a brief description of the case, explaining that the Case was discussed during the Work Session. Further discussion centered around whether the proposed windows would negatively change the historical character of the structure. The PZHAC determined that replacement of the windows would be allowable if the replacement windows were more similar to the windows being replaced. Commissioner Nevarez made a motion to approve the case, seconded by Commissioner Houston, and the PZHAC voted 3-0 to recommend APPROVAL of the application to the BOT with the following CONDITION:

The applicant is to provide plans showing replacement windows that are more similar to the windows being replaced, and that the replacement utilize as much of the existing features of the existing windows as possible.

Work Session Decision Item:

5. A property south of El Patio Bar; bordered by Calle Principal, Calle de Guadalupe, and Calle de Parian; submitted by Artie Fountain; a request for a decision as to what uses would be allowed on the property and what would be required. Zoned: Historical Commercial (HR). **(Discussed during Work Session – Item 4)**

Staff presented a brief description of the case, explaining that the Case was discussed during the Work Session. The PZHAC determined that the proposed outdoor Mercado type operations would be similar to the Mercado operations that the Town allows on the Plaza, and that the proposed uses would not change the historical or architectural character of the property. There were no issues. Commissioner Nevarez made a motion to approve the concept, seconded by Commissioner Houston, with the following CONDITIONS:

- a. *Any venders who are not tenants of the structure, or wh do not have business registrations with the Town, will be required to obtain a business registration prior to operation.*
- b. *Any such operation would need to meet Town Fire code and any other applicable regulations.*

Business Registrations:

6. 2645 Calle del Sur, submitted by Ralph S. Lucero for RJR Enterprises, LLC; DBA “Lucero & Sons Plumbing, Heating and Cooling”; a request for a business registration to operate an office out of a dwelling at this location as a home occupation. Zoned: Historical Residential (HR).

Staff presented a brief description of the request, explaining that the new business was would consist of a plumbing operation in which all plumbing would be done at the client’s premises, and that no customers would come to the applicant’s address. There were no issues. Commissioner Nevarez made a motion to approve the case, seconded by Commissioner Houston, and approved by a vote of 3 – 0.

VI. PUBLIC COMMENTS - None

VII. PZHAC/STAFF COMMENTS - None

VIII. ADJOURNMENT - The meeting was adjourned at 6:25 pm.

PZHAC NEW BUSINESS
FEBRUARY 5, 2018

ADMINISTRATIVE APPROVALS
(PART OF CONSENT AGENDA)

**ADMINISTRATIVE APPROVAL
BUILDING PERMIT REQUEST CASE 060677
[PZHAC CONSENT AGENDA – 2/5/2018]**

Item:

Case 060677 – 2900 Bowman Street, submitted by Cale Robertson; a request for a building permit to chase and repair a clogged sewer line to a dwelling at this address. Zoned: Residential, one acre minimum (R-1).

Description of Work Done:

The applicant is requesting this permit in order to repair a sewer line at the front of the dwelling. According to the applicant, the work being done will be to a line that will be underground and will not have any visual impacts to the dwelling when the work is completed. The applicant is aware that CID may require a permit for the work.

Consistency with the Code:

Since the applicant intends to keep the sewer line underground, there will be no visual changes to the property when the work is complete. Also, since the work will not consist of any changes to the appearance of the property, the permit may be approved administratively. [(15.15.030(B) - **Application for building permit, Administrative Approval**). **Administrative Approval Permit –“Applications that are minor repairs or maintenance and do not alter or create additions to structures (buildings), walls or any other permanent fixtures on site may be approved administratively by staff.... Once all required information is provided, the community development staff may approve and issue the permit.”**]

PHOTO OF THE PROPERTY FROM BOWMAN STREET



Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select Search Type: Account Number

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400849](#)

Parcel Number: 4007137326310

Owner: ROBERTSON CALE

Mail Address: 2900 BOWMAN ST

Subdivision:

Property Address: 2900 BOWMAN ST

Acres: 1



TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060677

Fee \$ 10.50

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

CASE NO. 060677 ZONE: R7 CODE: M1 APPLICATION DATE: 1/12/18

Name of Applicant/Owner: Cale Robertson Applicant's Telephone Number: 575-644-9595

Applicant's/Owner's Mailing Address: 2900 Bowman St., NM City: State: Zip Code: 88005

Applicant's/Owner's E-mail Address: cale@rei fire.net

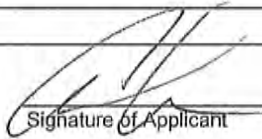
Contractor's Name & Address (if none, indicate Self): Self

Contractor's Telephone Number: _____ Contractor's Tax ID Number: _____ Contractor's License Number: _____

Address of Proposed Work: Same

Description of Proposed Work: Chase & Repair Clogged Sewer line

Estimated Cost: \$ 1000.⁰⁰

Signature of Applicant: 

Date: 1/17/18

Signature of property owner if applicant is not the property owner: _____

With the exception of administrative approvals, all permit requests 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 Approved Date: _____
 Approved Date: _____ Disapproved Date: _____
 Disapproved Date: _____ Approved with Conditions
 Approved with conditions

FIRE INSPECTION/APPROVAL REQUIRED: ___ YES NO ___ SEE CONDITIONS

CID PERMIT/INSPECTION REQUIRED: ___ YES ___ NO SEE CONDITIONS

CONDITIONS: CID PERMIT MAY BE REQUIRED

PERMISSION ISSUED/DENIED BY:  ISSUE DATE: 1/12/18

This Application will include the following, if checked:

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. ___ Site Plan with dimensions and details.
3. ___ Proof of legal access to the property.
4. ___ Drainage plan.
5. ___ Architectural style and color scheme – diagrams or elevations (Historical and commercial zones only).
6. ___ 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).
7. ___ Other information as necessary or required by the City Code or Community Development:

**ADMINISTRATIVE APPROVAL
BUILDING PERMIT REQUEST CASE 060678
[PZHAC CONSENT AGENDA – 2/5/2018]**

Item:

Case 060678 – 1799 Avenida de Mesilla, submitted by Dorianne J. Kabo; a request for a building permit to rock driveway apron with a cement apron. Zoned: General Commercial (C).

Description of Work Done:

The work will consist of removing the existing gravel that is currently used in the entryway to the property with a more durable concrete apron. Other than this, there will be no changes to the appearance of the property or any of the structures on the property. These are changes to the driving surface of the entryway and will not affect the appearance of the property.

Consistency with the Code:

Since these are repairs that will not affect or change the appearance of the property, according to the applicant; and since the work will not consist of any changes or modifications to any of the structures on the property, the permit may be approved administratively. [(15.15.030(B) - **Application for building permit, Administrative Approval**). **Administrative Approval Permit –“Applications that are minor repairs or maintenance and do not alter or create additions to structures (buildings), walls or any other permanent fixtures on site may be approved administratively by staff.... Once all required information is provided, the community development staff may approve and issue the permit.”**]

PHOTO OF THE APRON FROM AVENIDA DE MESILLA



Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select Search Type: Account Number

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400314](#)

Parcel Number: 4006137229231

Owner: KABO DORIANNE J &
STEPHEN L CAMP

Mail Address: PO BOX 2065

Subdivision:

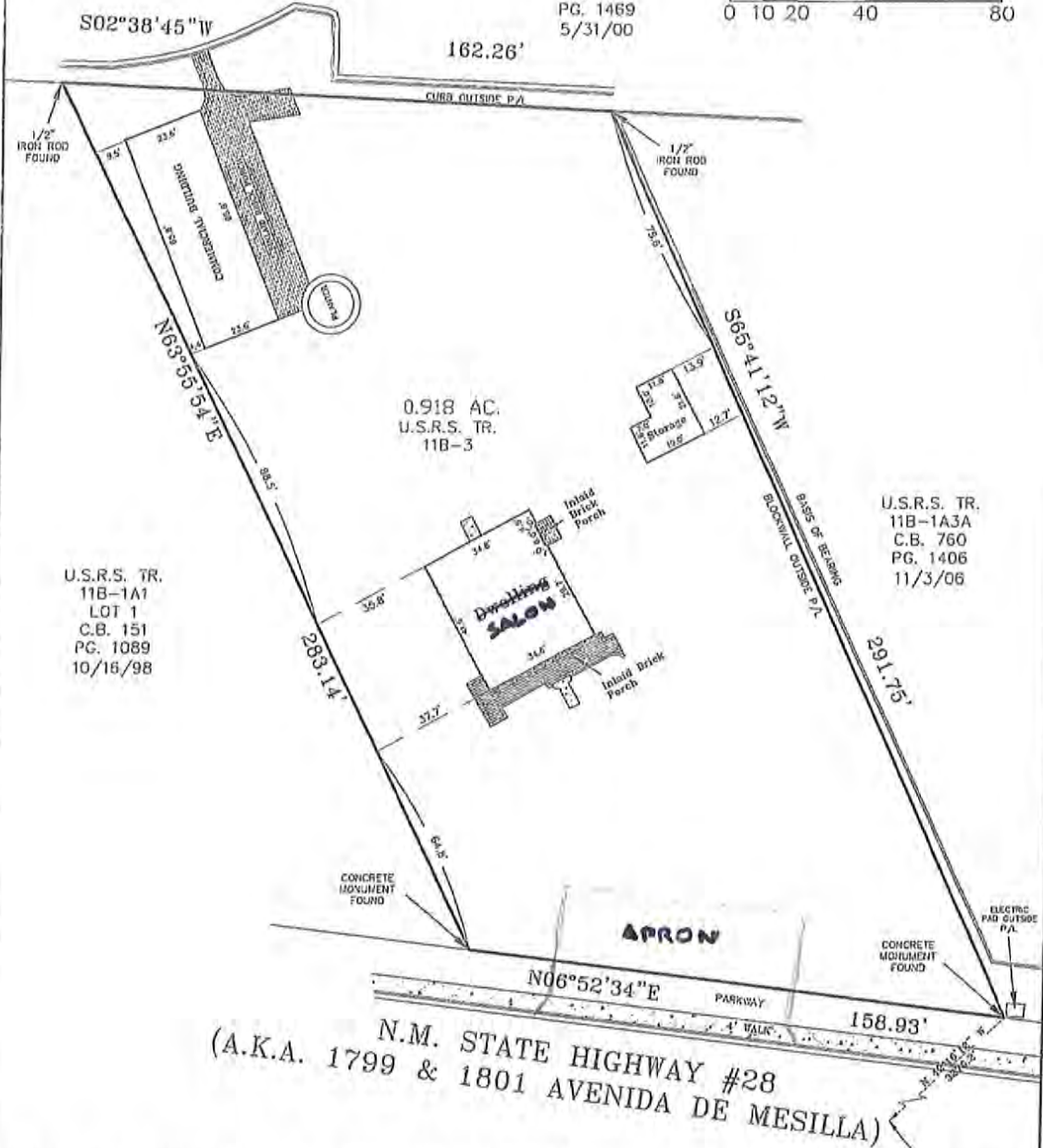
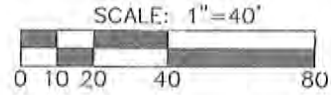
Property Address: 1801 S HWY 28

Acres: 0





U.S.R.S. TR.
11B-1A1
LOT 2
C.B. 223
PG. 1469
5/31/00



NOTES: INFORMATION IN THE PREPARATION OF THIS PLAT DERIVES FROM WARRANTY DEED FILED APRIL 1, 2005, IN CLERKS BOOK 598, PAGES 520-521, DONA ANA COUNTY RECORDS.

FLOOD ZONE "X": AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOOD PLAIN, IN MAP NO. 35013C0633 E, EFFECTIVE SEPTEMBER 27, 1991.

THIS PLAT MAKES NO GUARANTEES AS TO THE ACCURACY OF THE ABOVE INFORMATION. THE LOCAL F.E.M.A. AGENT SHOULD BE CONTACTED FOR VERIFICATION.

BE TO THE N.W. CORNER OF SECTION 25, T.23S., R.1E., N.M.P.M. OF THE U.S.R.S. SURVEYS

"INDEXING INFORMATION FOR COUNTY CLERK"
PROPERTY OWNER:
CAMP
PROPERTY LOCATION:
TOWN OF MESILLA



PLAT OF SURVEY
SHOWING THE LOCATION OF IMPROVEMENTS
ON A 0.918 ACRE TRACT IN
SECTION 25, T.23S., R.1E., N.M.P.M.
OF THE U.S.R.S. SURVEYS
BEING U.S.R.S. TRACT 11B-3
TOWN OF MESILLA
DONA ANA COUNTY
NEW MEXICO

I, JORGE MOY, A NEW MEXICO PROFESSIONAL SURVEYOR CERTIFY THAT I CONDUCTED THIS SURVEY, THAT THIS SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT THIS SURVEY AND PLAT MEETS THE MINIMUM STANDARDS FOR SURVEYING IN NEW MEXICO.

Jorge Moy
JORGE MOY N.M.P.S. 5939



MOY SURVEYING INC.
414 N. DOWNTOWN MALL
LAS CRUCES, NEW MEXICO
88001

PHONE: (575) 525-9683
FAX: (575) 524-3238

JOB NO. 09-0471b
DRAWN BY ROBERT E. LAWS
FIELD BY PETE & ANTON
DATE 6-11-09 SCALE: 1"=40'

TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:
 Case # 060678
 Fee \$ 80.00

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

CASE NO. 060678 ZONE: C CODE: M1 APPLICATION DATE: 1/18/18

DORIANNE J KABO (575) 640-6361
 Name of Applicant/Owner Applicant's Telephone Number

P.O. Box 2065, RUIDOSO, NM 88355
 Applicant's/Owner's Mailing Address City State Zip Code

ROCKHAVENROCKS @ hotmail.com
 Applicant's/Owner's E-mail Address

Contractor's Name & Address (If none, indicate Self)

Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

Address of Proposed Work: 1799 - 1801 AVE. de MESILLA

Description of Proposed Work: REPLACE rock drive way w/ 20x15 CEMENT APRON

\$ 3,000.00 Estimated Cost Signature of Applicant Date 1/18/18

Signature of property owner if applicant is not the property owner: Doranne J Kabo

With the exception of administrative approvals, all permit requests 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

FIRE INSPECTION/APPROVAL REQUIRED: ___ YES NO ___ SEE CONDITIONS

CID PERMIT/INSPECTION REQUIRED: ___ YES ___ NO SEE CONDITIONS

CONDITIONS: CHECK TO SEE IF A CID PERMIT IS REQUIRED
ll

PERMISSION ISSUED DENIED BY: T. Sh ISSUE DATE: 1/18/18

This Application will include the following, if checked:

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. ___ Site Plan with dimensions and details.
3. ___ Proof of legal access to the property.
4. ___ Drainage plan.
5. ___ Architectural style and color scheme – diagrams or elevations (Historical and commercial zones only).
6. ___ 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).
7. ___ Other information as necessary or required by the City Code or Community Development:

**ADMINISTRATIVE APPROVAL
BUILDING PERMIT REQUEST CASE 060679
[PZHAC CONSENT AGENDA – 2/5/2018]**

Item:

Case 060679 – 2920 Avenida de Mesilla, submitted by Dave Hooker; a request for a building permit to repaint a canopy over the gasoline islands at this address. Zoned: General Commercial (C).

Description of Work Done:

The work will consist of repainting the canopy over the gas islands at a gas station at this address. According to the applicant, the canopy will be repainted the same color as it has been painted so that there will be no changes to the color or appearance of the canopy. There will be no changes to any of the other structures on the property.

Consistency with the Code:

Since these are repairs that will not affect or change the appearance of the property, according to the applicant; and since the work will not consist of any changes or modifications to any of the structures on the property, the permit may be approved administratively. [(15.15.030(B) - **Application for building permit, Administrative Approval**). **Administrative Approval Permit –“Applications that are minor repairs or maintenance and do not alter or create additions to structures (buildings), walls or any other permanent fixtures on site may be approved administratively by staff.... Once all required information is provided, the community development staff may approve and issue the permit.”**]

PHOTO OF THE CANOPY FROM AVENIDA DE MESILLA



Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select Search Type: Account Number

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400679](#)

Parcel Number: 4006138362059

Owner: AUSTY LLC

Mail Address: 2001 E LOHMAN AVE
STE 110 BOX 347

Subdivision:

Property Address: 2920 AVENIDA DE
MESILLA

Acres: 0



TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR
 OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060679

Fee \$ 68.00

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

CASE NO. 060679 ZONE: E CODE: M1 APPLICATION DATE: 1-19-18

Dave Hooker 575-649-6739
 Name of Applicant/Owner Applicant's Telephone Number
2001 East Johnan suite 110 Las Cruces NM 89001
 Applicant's/Owner's Mailing Address City State Zip Code

Applicant's/Owner's E-mail Address
Joseph Caruthers

Contractor's Name & Address (If none, indicate Self)
575-676-8579
 Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

Address of Proposed Work: 2920 Avenida de Mesilla

Description of Proposed Work: Repaint gas canopy (same color)

\$ 1475 Dave Hooker 1-19-18
 Estimated Cost Signature of Applicant Date

Signature of property owner if applicant is not the property owner: _____

With the exception of administrative approvals, all permit requests 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 (dead 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

FIRE INSPECTION/APPROVAL REQUIRED: ___ YES NO ___ SEE CONDITIONS

CID PERMIT/INSPECTION REQUIRED: ___ YES NO ___ SEE CONDITIONS

CONDITIONS: NO CHANGES TO ORIGINAL COLOR
JH

PERMISSION ISSUED DENIED BY: J. J. [Signature] ISSUE DATE: 1/19/18

- This Application will include the following, if checked:
- 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.
 - Site Plan with dimensions and details.
 - Proof of legal access to the property.
 - Drainage plan.
 - Architectural style and color scheme – diagrams or elevations (Historical and commercial zones only).
 - 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).
 - Other information as necessary or required by the City Code or Community Development:

**ADMINISTRATIVE APPROVAL
BUILDING PERMIT REQUEST CASE 060680
[PZHAC CONSENT AGENDA – 2/5/2018]**

Item:

Case 060680 – 2320 Calle de Santa Ana, submitted by Julio Ramirez; a request for a permit to install a natural gas line and meter on a dwelling at this address. Zoned: Historical Commercial (HC).

Description of Work Done:

The work will consist of replacing propane service at this dwelling with natural gas. According to the applicant, the dwelling is currently being served by a propane tank that is filled as needed. He applicant will install a gas line that will connect with the Zia gas line and receive Zia natural gas service. The service pipe will be underground and will not affect the appearance of the dwelling. There will be no changes to the dwelling.

Consistency with the Code:

Since the proposed work will not affect or change the appearance of the property, according to the applicant; and since the work will not consist of any changes or modifications to the dwelling or the property, the permit may be approved administratively. [(15.15.030(B) - **Application for building permit, Administrative Approval**). **Administrative Approval Permit – “Applications that are minor repairs or maintenance and do not alter or create additions to structures (buildings), walls or any other permanent fixtures on site may be approved administratively by staff.... Once all required information is provided, the community development staff may approve and issue the permit.”**]

PHOTO OF THE DWELLING FROM CALLE DE SANTA ANA



TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR
 OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:
 Case # 060680
 Fee \$ 13.50

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

CASE NO. 060680 ZONE: HR CODE: M1 APPLICATION DATE: 1/29/18

Julio Ramirez (575) 526-4709
 Name of Applicant/Owner Applicant's Telephone Number
P.O. Box 2 Mesilla N.M. 88046
 Applicant's/Owner's Mailing Address City State Zip Code
N/A
 Applicant's/Owner's E-mail Address

Contractor's Name & Address (If none, indicate Self)

Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

Address of Proposed Work: 2320 Calle Santa Ana

Description of Proposed Work: Install all natural gas lines, also gas meter by Zia Natural Gas

\$ 2000.00
 Estimated Cost

Julio Ramirez
 Signature of Applicant

1-29-18
 Date

Signature of property owner if applicant is not the property owner: _____

With the exception of administrative approvals, all permit requests 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

FIRE INSPECTION/APPROVAL REQUIRED: ___ YES NO ___ SEE CONDITIONS

CID PERMIT/INSPECTION REQUIRED: YES ___ NO ___ SEE CONDITIONS

CONDITIONS: NO CHANGES STRUCTURE, CID PERMIT REQUIRED.
ll

PERMISSION ISSUED DENIED BY: [Signature] ISSUE DATE: 1/29/18

This Application will include the following, if checked:

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. ___ Site Plan with dimensions and details.
3. ___ Proof of legal access to the property.
4. ___ Drainage plan.
5. ___ Architectural style and color scheme – diagrams or elevations (Historical and commercial zones only).
6. ___ 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).
7. ___ Other information as necessary or required by the City Code or Community Development:

**ADMINISTRATIVE APPROVAL
BUILDING PERMIT REQUEST CASE 060681
[PZHAC CONSENT AGENDA – 2/5/2018]**

Item:

Case 060681 – 2716 Calle de Guadalupe, submitted by Albert Fountain; a request for a permit to upgrade an electric panel on a dwelling at this address. Zoned: Historical Residential (HR).

Description of Work Done:

The work will consist of replacing an existing electrical panel with a larger electric panel in order to upgrade the electrical system in the dwelling. This is part of an ongoing renovation of the dwelling. (There have been permits issued for other work on the property.) According to the applicant, the proposed panel will be similar to the one being replaced and will be located at the same location as the original. The new panel will not change the appearance of the structure. There will be no other changes to the exterior of the dwelling.

Consistency with the Code:

Since the proposed work will not affect or change the appearance of the property, according to the applicant; and since the work will not consist of any changes or modifications to the dwelling or the property, the permit may be approved administratively. [(15.15.030(B) - **Application for building permit, Administrative Approval**). **Administrative Approval Permit – “Applications that are minor repairs or maintenance and do not alter or create additions to structures (buildings), walls or any other permanent fixtures on site may be approved administratively by staff.... Once all required information is provided, the community development staff may approve and issue the permit.”**]

PHOTO OF THE DWELLING FROM CALLE DE GUADALUPE



TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR
 OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060681

Fee \$ 15.00

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

CASE NO. 060681 ZONE: NR CODE: M1 APPLICATION DATE: 1/30/18

Name of Applicant/Owner Albert Fountain
 Applicant's Telephone Number _____
 Applicant's/Owner's Mailing Address P.O. Box 8 Mesilla NM 88046
 City State Zip Code

Applicant's/Owner's E-mail Address _____
 Contractor's Name & Address (If none, indicate Self) Marlin Electric P.O. Box 486 Mesquite N.M. - 88048

Contractor's Telephone Number 585-66-1758 Contractor's Tax ID Number _____ Contractor's License Number 028071

Address of Proposed Work: 2716 Calle de Guadalupe

Description of Proposed Work: touch about 40 feet 30" deep 1 foot wide
 from new Electric junction box provided by el meso Electric
 to Existing Electric meter to be upgraded

Estimated Cost \$3000 Signature of Applicant _____ Date 1-30-18

Signature of property owner if applicant is not the property owner: _____

With the exception of administrative approvals, all permit requests 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

FIRE INSPECTION/APPROVAL REQUIRED: ___ YES NO ___ SEE CONDITIONS

CID PERMIT/INSPECTION REQUIRED: YES ___ NO ___ SEE CONDITIONS

CONDITIONS: NO CHANGES TO STRUCTURE

PERMISSION ISSUED/DENIED BY: [Signature] ISSUE DATE: 1/30/18

This Application will include the following, if checked:

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. ___ Site Plan with dimensions and details.
3. ___ Proof of legal access to the property.
4. ___ Drainage plan.
5. ___ Architectural style and color scheme – diagrams or elevations (Historical and commercial zones only).
6. ___ 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).
7. ___ Other information as necessary or required by the City Code or Community Development:

PZHAC NEW BUSINESS

FEBRUARY 5, 2018

PZHAC DECISIONS

BUILDING PERMITS

BOT ACTION FORM
BUILDING PERMIT REQUEST CASE 060683
[PZHAC REVIEW – 2/5/18]

STAFF ANALYSIS

Item:

Case 060683 – 2750 Boldt Street, submitted by Solar Smart Living for Jerome Walker, a request for a building permit to allow the installation of solar photo-voltaic panels on the roof of a dwelling at this address. Zoned: Historical Residential (HR).

Description:

The applicant intends to install photovoltaic solar panels on the dwelling, which is currently under construction. The panels will be installed at the rear of the structure on a flat roof surrounded by parapet walls. There will be two panels that will not be visible from the street (see attached overhead plan.) According to the applicant, there will be no changes to the exterior of the structure, and the style and use of the dwelling will not be changed. There will be no visible impacts to the surrounding properties. There are several other dwellings in the Mesilla Farms subdivision that have solar panels on the roof.

Consistency with the Code:

The PZHAC will need to determine that this request is consistent with all applicable sections of the MTC, provided that the PZHAC has interpreted that the proposed use is an allowed use on the property.

The subject property is in the Historic Residential (HR) zoning district, therefore the architectural standards required by Section 18.33.090 (Design components or development criteria and compliance checklists) of the Code apply to this dwelling or project if the panels can be seen from the ground, or if it is determined by the PZHAC that the use will have a detrimental effect on the Historic District.

The PZHAC will need to determine that the project, as proposed, now meets the following Findings.

Findings:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed project is regulated by Chapter 18.33 of the Code.
- This PZHSC has determined that the proposed use meets the Code and is allowed this zoning district as requested.
- The proposed use will not create any negative impacts to the area.

PZHAC ACTION:

PHOTO OF DWELLING FROM TERESITA STREET



Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select Search Type: Account Number

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0401026](#)

Parcel Number: 4006137376446

Owner: WALKER JEROME

Mail Address: PO BOX 8268

Subdivision: MESILLA FARMS SUBD

(BK 15 PG 389-390 - 8822094)

Property Address: 2750 BOLDT ST

Acres: 0



TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060683

Fee \$ 22.50

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

CASE NO. 060683 ZONE: HR CODE: 91 APPLICATION DATE: 1/18/18

Paulina Olivas / Jerome Walker (owner) (915) 400-2995

Name of Applicant/Owner Applicant's Telephone Number

P.O. Box 1377, Santa Teresa, NM 88008 / 2750 Boldt St, Mesilla, NM 88005

Applicant's/Owner's Mailing Address City State Zip Code

info@solarsmartliving.com / jeromemwalker@gmail.com

Applicant's/Owner's E-mail Address

Solar Smart Living, LLC 108 Ray Ward Pl. Santa Teresa NM 88008

Contractor's Name & Address (If none, indicate Self)

(915) 400-2995 03-090713-00-6 361818

Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

Address of Proposed Work: 2750 Boldt St, Mesilla, NM 88005

Description of Proposed Work: Installation of rooftop solar panels. 9 solar panels with microinverters on the back of each panel. Each panel is 340W for a total size of 3.06 kW DC and 2.61 kW AC.

\$ 9,000.00 Estimated Cost

[Signature]
 Signature of Applicant

1/18/18 Date

Signature of property owner if applicant is not the property owner: *Jerome Walker*

With the exception of administrative approvals, all permit requests 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 Approved Date: _____
 Approved Date: _____ Disapproved Date: _____
 Disapproved Date: _____ Approved with Conditions
 Approved with conditions

FIRE INSPECTION/APPROVAL REQUIRED: ___ YES NO ___ SEE CONDITIONS

CID PERMIT/INSPECTION REQUIRED: YES ___ NO ___ SEE CONDITIONS

CONDITIONS: PZHAC REVIEW & BOT APPROVAL REQUIRED
CID PERMIT REQUIRED
21

PERMISSION ISSUED/DENIED BY: _____ ISSUE DATE: _____

- This Application will include the following, if checked:
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. Site Plan with dimensions and details.
 3. Proof of legal access to the property.
 4. Drainage plan.
 5. Architectural style and color scheme – diagrams or elevations (Historical and commercial zones only).
 6. 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).
 7. Other information as necessary or required by the City Code or Community Development:

PZHAC ACTION FORM
BUILDING PERMIT 060684
[PZHAC REVIEW – 2/5/18]
STAFF ANALYSIS

(Decision to be based on information presented during the Work Session – Item 2)

Item:

Case 060684 – 2985 Estrada Road, submitted by Daniel Fernandez; a request for a building permit to construct a dwelling at this address. Zoned: Residential/Agricultural (RA).

Staff Analysis:

The proposed work was discussed in the PZHAC Work Session held prior to this meeting. (Please refer to the information provided in the write-up for this item in the Work Session.)

If it is determined that the construction and/or style of the proposed dwelling is architecturally appropriate or acceptable for the zoning of the area as proposed, or if an alternate solution is arrived at, then the request can proceed on the assumption that all requirements of the Code will be satisfied. The PZHAC should continue on to approve the request based on the Findings of Fact stated below.

If, on the other hand, it is determined that the proposed dwelling would not be architecturally appropriate or acceptable to the zoning of the area, and no other solution can be reached, then the PZHAC should either postpone the request further until the applicant can return with a proposal that meets the standards set forth by the PZHAC; or the PZHAC should deny the request based on the request not meeting any or all of the Findings of Fact as listed.

Estimated Cost: @ \$250,000.00

Consistency with the Code:

The PZHAC will need to determine that the proposed structure, when finished, will be consistent with the development of land in the RA district. (The Code has no architectural standards for the RA zone.) Additionally, the request appears to meet all other development and application requirements of the Code.

The PZHAC will also need to determine that the request, as submitted, 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 constructing a dwelling on the property.
- The PZHAC has determined that the proposed dwelling meets all applicable Code requirements.

PZHAC OPTIONS:

1. Approve the building permit.
2. Approve the permit with conditions.
3. Reject the permit.

PZHAC ACTION:

Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select Search Type: Account Number

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400466](#)

Parcel Number: 4006138115246

Owner: URANGA VICTORIA B

Mail Address: 5649 W CINDY ST

Subdivision:

Property Address:

Acres: 1.28



TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR
 OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:
 Case # _____
 Fee \$ _____

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

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

Name of Applicant/Owner: Daniel Fernandez Applicant's Telephone Number: 575-993-0322

Applicant's/Owner's Mailing Address: 1880 East Lohman Ave Las Cruces NM 88001
 City: _____ State: _____ Zip Code: _____

Applicant's/Owner's E-mail Address: DJ.Fernandez@TDS.net

Contractor's Name & Address (If none, Indicate Self): KT Homes 1880 East Lohman Ave Las Cruces NM 88001

Contractor's Telephone Number: 575-993-0322 Contractor's Tax ID Number: _____ Contractor's License Number: 372697

Address of Proposed Work: 2985 Estrada Road

Description of Proposed Work: new single family dwelling

Estimated Cost: \$250,000 Signature of Applicant: [Signature] Date: 11/19/18

Signature of property owner if applicant is not the property owner: [Signature]

With the exception of administrative approvals, all permit requests 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 Approved Date: _____ BOT Approved Date: _____

Disapproved Date: _____ Disapproved Date: _____

Approved with conditions Approved with Conditions

FIRE INSPECTION/APPROVAL REQUIRED: ___ YES ___ NO ___ SEE CONDITIONS

CID PERMIT/INSPECTION REQUIRED: ___ YES ___ NO ___ SEE CONDITIONS

CONDITIONS: _____

PERMISSION ISSUED/DENIED BY: _____ ISSUE DATE: _____

- This Application will include the following, if checked:
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. Site Plan with dimensions and details.
 3. Proof of legal access to the property.
 4. Drainage plan.
 5. Architectural style and color scheme - diagrams or elevations (Historical and commercial zones only).
 6. 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).
 7. Other information as necessary or required by the City Code or Community Development.

PZHAC ACTION FORM
BUILDING PERMIT 060685
[PZHAC REVIEW – 2/5/18]
STAFF ANALYSIS

(Decision to be based on information presented during the Work Session – Item 2)

Item:

Case 060685 – a property just west of 2230 Calle del Sur, submitted by Steven Cadena; a request for a building permit to construct a dwelling at this address. Zoned: Historical Residential (HR).

Staff Analysis:

The proposed work was discussed in the PZHAC Work Session held prior to this meeting. (Please refer to the information provided in the write-up for this item in the Work Session.)

If it is determined that the construction and/or style of the proposed dwelling is architecturally appropriate or acceptable for the zoning of the area as proposed, or if an alternate solution is arrived at, then the request can proceed on the assumption that all requirements of the Code will be satisfied. The PZHAC should continue on to approve the request based on the Findings of Fact stated below.

If, on the other hand, it is determined that the proposed dwelling would not be architecturally appropriate or acceptable to the zoning of the area, and no other solution can be reached, then the PZHAC should either postpone the request further until the applicant can return with a proposal that meets the standards set forth by the PZHAC; or the PZHAC should deny the request based on the request not meeting any or all of the Findings of Fact as listed.

Estimated Cost: @ \$54,000.00

Consistency with the Code:

The PZHAC will need to determine that the proposed structure, when finished, will be consistent with the development of land in the HR zoning district. Additionally, the request appears to meet all other development and application requirements of the Code.

The PZHAC will also need to determine that the request, as submitted, 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 constructing a dwelling on the property.
- The PZHAC has determined that the proposed dwelling meets all applicable Code requirements.

PZHAC OPTIONS:

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

PZHAC ACTION:

Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select Search Type: Account Number

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400628](#)

Parcel Number: 4006138275105

Owner: CADENA MANUEL & HELEN M

Mail Address: PO BOX 11

Subdivision: DEL SUR SUBDIVISION
1073

Property Address:

Acres: 0



TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060685

Fee \$ 91.50

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

CASE NO. 060685 ZONE: HR CODE: NR APPLICATION DATE: 1/21/18

Name of Applicant/Owner: Steven Cadena Applicant's Telephone Number: (575) 312-5666
 Applicant's/Owner's Mailing Address: P.O. Box 489 Mesilla NM 88046
 Applicant's/Owner's E-mail Address: SAPOSC@MSN.COM
SELF

Contractor's Name & Address (If none, indicate Self): NA
 Contractor's Telephone Number: NA Contractor's Tax ID Number: NA Contractor's License Number: NA

Address of Proposed Work: 2230 Calle Del Sur
 Description of Proposed Work: Build a House

Estimated Cost: \$54,000.00 Signature of Applicant: Steven R Cadena Date: 1/21/18

Signature of property owner if applicant is not the property owner: _____

With the exception of administrative approvals, all permit requests 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

FIRE INSPECTION/APPROVAL REQUIRED: YES NO SEE CONDITIONS

CID PERMIT/INSPECTION REQUIRED: YES NO SEE CONDITIONS

CONDITIONS: PZHAC REVIEW ! BOT APPROVAL REQUIRED
CID PERMIT REQUIRED

PERMISSION ISSUED/DENIED BY: _____ ISSUE DATE: _____

- This Application will include the following, if checked:
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. _____ Site Plan with dimensions and details.
 3. _____ Proof of legal access to the property.
 4. _____ Drainage plan.
 5. _____ Architectural style and color scheme – diagrams or elevations (Historical and commercial zones only).
 6. _____ 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).
 7. _____ Other information as necessary or required by the City Code or Community Development:

PZHAC ACTION FORM
BUILDING PERMIT 060686
[PZHAC REVIEW – 2/5/18]
STAFF ANALYSIS

(Decision to be based on information presented during the Work Session – Item `)

Item:

Case 060686 – 2615 Calle de Guadalupe, submitted by Ouida Touchon; a request to for a building permit to construct an adobe wall on the property line at this address. Zoned: Historical Residential.

Staff Analysis:

The proposed work was discussed in the PZHAC Work Session held prior to this meeting. (Please refer to the information provided in the write-up for this item in the Work Session.)

If it is determined that the proposed wall is architecturally appropriate or acceptable for the zoning of the area as proposed, or if an alternate solution is arrived at, then the request can proceed on the assumption that all requirements of the Code will be satisfied. The PZHAC should continue on to approve the request based on the Findings of Fact stated below.

If, on the other hand, it is determined that the proposed wall would not be architecturally appropriate or acceptable to the zoning of the area, and no other solution can be reached, then the PZHAC should either postpone the request further until the applicant can return with a proposal that meets the standards set forth by the PZHAC; or the PZHAC should deny the request based on the request not meeting any or all of the Findings of Fact as listed.

Estimated Cost: @ \$4,000.00

Consistency with the Code:

The PZHAC will need to determine that the proposed wall, when installed, will be consistent with the development of land in the surrounding HR district. Additionally, the request appears to meet all other development and application requirements of the Code.

The PZHAC will also need to determine that the request, as submitted, 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 recommend approval of this request to the BOT.
- The proposed work installing an adobe wall on a property line..
- The PZHAC has determined that the proposed dwelling meets all applicable Code requirements.

PZHAC OPTIONS:

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

TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060686

Fee \$ 90.00

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

CASE NO. 060686 ZONE: HR CODE: M1 APPLICATION DATE: 1/26/18

Name of Applicant/Owner: Ouida Touchon Applicant's Telephone Number: 575 635 7899

Applicant's/Owner's Mailing Address: PO Box 1358 Mesilla NM 88046 City: Mesilla State: NM Zip Code: 88046

Applicant's/Owner's E-mail Address: ouidatouchon@gmail.com

Contractor's Name & Address (If none, indicate Self): Build-X LLC PO Box 2333 Las Cruces NM 88004

Contractor's Telephone Number: (888) 928-4539 Contractor's Tax ID Number: 389669 Contractor's License Number: _____

Address of Proposed Work: 2615 Calle de Guadalupe, Mesilla

Description of Proposed Work: Adobe wall

Estimated Cost: \$ _____ Signature of Applicant: Ouida Touchon Date: Jan 26, 2018

Signature of property owner if applicant is not the property owner: _____

With the exception of administrative approvals, all permit requests 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 Approved Date: _____ **BOT** Approved Date: _____
 Approved Date: _____ Disapproved Date: _____
 Disapproved Date: _____ Approved with Conditions
 Approved with conditions

FIRE INSPECTION/APPROVAL REQUIRED: ___ YES NO ___ SEE CONDITIONS

CID PERMIT/INSPECTION REQUIRED: ___ YES NO ___ SEE CONDITIONS

CONDITIONS: PZHAC REVIEW & BOT APPROVAL REQUIRED

PERMISSION ISSUED/DENIED BY: _____ ISSUE DATE: _____

- This Application will include the following, if checked:
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. ___ Site Plan with dimensions and details.
 3. ___ Proof of legal access to the property.
 4. ___ Drainage plan.
 5. ___ Architectural style and color scheme – diagrams or elevations (Historical and commercial zones only).
 6. ___ 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).
 7. ___ Other information as necessary or required by the City Code or Community Development:

PZHAC NEW BUSINESS

FEBRUARY 5, 2018

PZHAC DECISIONS

BUSINESS REGISTRATIONS

PZHAC ACTION FORM
BUSINESS REGISTRATION REQUEST
[PZHAC REVIEW – 2/5/18]

STAFF ANALYSIS

Item:

0711 – 2172 Calle de Santiago, submitted by Meghan M. Avilucea for “Salon de Mesilla”; a request for a business registration to operate as a hairdresser out of an existing salon at this address. Zoned: Historical Commercial (HC)

Description of Business:

The purpose of the application is to allow the applicant to move into an existing salon operation as a hair dresser. The applicant will provide a service to the existing business. This is a use that is allowed in the Commercial district, and will not result in any changes to the appearance of the property or any of the other surrounding uses in the area.

Consistency with the Code:

The request is for an office operation in the Historical Commercial district, and is consistent with all applicable sections of the MTC. Additionally, the structure is currently being used as a beauty salon, and the proposed business will be a part of that operation.

The requested license will not result in any changes to the external physical elements or style of the structure. Existing parking facilities for the structure are adequate for the existing and proposed uses.

Findings of Fact:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed business will not result in any changes to the commercial character of the structure.
- This is a use that is allowed by the MTC in this zoning district.
- The proposed use will not create any negative impacts to the area.

PZHAC OPTIONS:

- Approve the application.
- Approve the application with conditions.
- Reject the application.

PZHAC ACTION:

PHOTO OF EXISTING STRUCTURE



Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select Search Type: Account Number

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400272](#)

Parcel Number: 4006137198446

Owner: HACIENDA INVESTMENTS LTD

Mail Address: 4008 FIESTA DR

Subdivision:

Property Address: 2172 CALLE DE SANTIAGO

Acres: 0



Town of Mesilla
Business Registration Application



OFFICIAL USE ONLY:

Business License #: 0711

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

PLEASE TYPE OR PRINT

Business Registration Application is: New Renewal

Name of Business Salon de Mesilla

Name of Applicant Avilucea, Meghan M.

MAILING Address 1435 Carol Ann

City Lan Cues

State NM

Zip 88007

PHYSICAL Address of Business 2172 Calle Santiago

Business Phone (575) 520-6262

Alternate Phone

E-mail Address raspbury-meg7@yahoo.com

Please include a valid E-mail address, which will be used for information and updates about special events, street closures, and other important town information. If you would like your business included on the Town's tourism website, please visit www.mesillanm.gov and fill out the Business Information Update Request Form, or contact the special events coordinator at irenep@mesillanm.gov.

Property Owner Name Anna Emerick Biah

Property Owner Address 2172 Calle Santiago

City Mesilla

State NM

Zip 88046

Property Owner Phone 575-520-6262

The Location code for reporting earnings received in the Town of Mesilla is 07-303

Square Footage of Business 2600

Number of Employees 0

Number of Parking Spaces 14+

Zoning Code

Business Applicant Is:

Sole Proprietorship

Partnership

Corporation

Current NM CRS Tax ID 03-221407-00-3

Type of Business - Please describe the product(s) and/or service(s)

Hair Salon

Emergency Contact Information

Responsible party to be called in case of emergency. Enter information in order of requested contact.

Contact 1 Sadie ANN AvileceA Phone Number 575-636-7706

Address 1435 CAROL ANN CAS CRUCES, NM 88007

Contact 2 Anie Ingram Phone Number 575-649-8286

Address 3361 Highridge Las Cruces, NM 88012

Contact 3 _____ Phone Number _____

Address _____

Do you have an alarm system? Yes No

If yes, what kind? People Home What company responds? Eagle Security

Applicant hereby states under oath that all statements and representations made in this application are true and valid.

Signature of Applicant _____ Date _____

Signature of Building Owner Anne Emily Beard Date 1/1/18

OFFICE USE ONLY

Receipt Number	_____	Date of Payment	_____	<input type="checkbox"/> Utility service verified with utility department
Case Number	<u>0711</u>	PZHAC Approval Date	_____	
Sign Permit Case #	<u>N/A</u>	BOT Approval Date	<u>N/A</u>	
Zone	<u>HC</u>	Renewal Date	<u>3/15/18</u>	

Submit by E-mail

Fire Department Inspection Verification

Fire Department Signature N/A

Inspection Date N/A Approved Yes No

CRS Verification of Location Code

PZHAC ACTION FORM
BUSINESS REGISTRATION REQUEST
[PZHAC REVIEW – 2/5/18]

STAFF ANALYSIS

Item:

0712 – 3150 McDowell Road, submitted by Carol Wortner for “Carol Wortner Fine Art”; a request for a business registration to operate an art studio out of a dwelling at this address. Zoned: Residential, one acre minimum (R-1).

Description of Business:

The purpose of the application is to allow the applicant to use a portion of a dwelling at this address as an art studio. According to the applicant, the studio will not be open to customers as a retail operation, although occasionally she will have an occasional show at which certain people may be invited to view her work. She may also have people over occasionally for art lessons or instruction. This is a use that is allowed in the R-1 district, and will not result in any changes to the appearance of the property or any of the other surrounding uses in the area.

Consistency with the Code:

The request is for an art studio in the R-1 district, and is consistent with all applicable sections of the MTC. Additionally, the structure is currently being used as a beauty salon, and the proposed business will be a part of that operation.

The requested license will not result in any changes to the external physical elements or style of the dwelling. Existing parking, when needed, is adequate for the proposed use.

Findings of Fact:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed business will not result in any changes to the residential character of the dwelling.
- This is a use that is allowed by the MTC in this zoning district.
- The proposed use will not create any negative impacts to the area.

PZHAC OPTIONS:

Approve the application.

Approve the application with conditions.

Reject the application.

PZHAC ACTION:

PHOTO OF EXISTING DWELLING



Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select Search Type: Account Number

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400895](#)

Parcel Number: 4007138175076

Owner: WORTNER CAROL J & JAMES
R HANSEN

Mail Address: 3150 MCDOWELL

Subdivision: NIMS SUBDIVISION #1

Property Address: 3150 MCDOWELL
RD

Acres: 1.22



Checklist for Compliance with MTC 18.52.030, Home Occupation General Conditions

As a part of your application, first time and renewal, for a home occupation we ask that you acknowledge compliance with the following rules and regulations for home occupations in the town of Mesilla by initialing each requirement and signing the checklist below.

CW Only immediate family members occupying the dwelling shall be engaged in the home occupation.

CW The primary use of the dwelling shall be for residential purposes.

CW Items shall not be displayed on the outside of the dwelling or on the premises of the home occupation, unless specifically allowed by special use permit.

CW There shall be no change in the outside appearance of the dwelling or the premises.

CW Only products of the home occupation shall be sold from the premises.

CW Only two occupations shall be permitted at a time.

CW All activities shall be conducted indoors. There shall be no direct sale of products off display shelves or racks. Retail sales shall only be conducted if product orders are placed earlier by telephone or fax or electronically.

CW Sales to customers shall be arranged by appointment and scheduled so that not more than one customer vehicle is at the dwelling at any one time except for instructional services.

CW For instructional service home occupations no more than five students shall be at the dwelling at any one time.

CW Only one unlighted sign having a maximum area of one and one-half square feet and identifying the occupant(s) and the home occupation(s) shall be permitted.

CW There shall be no external evidence of the conduct of a home occupation on the premises such as commercial vehicles or outside storage of products, materials or supplies.

CW Company owned vehicles which are three-quarter-ton truck or smaller which are also used for personal transportation purposes shall be exempt from the above condition. No more than one such commercial vehicle shall be parked overnight on the premises of a home occupation.

CW No equipment or process shall be used in a home occupation which creates noise, odor, dust, fumes, vibration, glare, electrical interference or other nuisance detectable on adjacent properties.

CW There shall be no toxic, explosive, highly flammable, combustible, corrosive, radioactive or other restricted materials used or stored on the premises of a home occupation beyond the amount kept at a normal residential dwelling or on hand to operate or maintain equipment permitted by the Uniform Fire Code as adopted by the town of Mesilla.

CW All customer parking shall be off-street parking including parking for those home occupations involving teaching where the maximum number of clients shall be five at any one time.

I hereby state under oath that by initialing each requirement above and signing this checklist below I acknowledge that my proposed home occupation is in compliance with the rules and regulations for home occupations in the town of Mesilla and further I state under oath that my responses are true and valid:

Carol Wortner

Applicant's name printed

Carol Wort

Applicant's signature

1-16-18

Date

Town of Mesilla
Business Registration Application



OFFICIAL USE ONLY:

Business License #: 0712

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

PLEASE TYPE OR PRINT

Business Registration Application is: New Renewal

Name of Business Carol Wortner Fine Art

Name of Applicant Carol Wortner

MAILING Address 3150 McDowell Rd

City Las Cruces

State NM

Zip 88005

PHYSICAL Address of Business 3150 McDowell Rd, Mesilla

Business Phone 575-640-0155

Alternate Phone

E-mail Address artist56@gmail.com

Please include a valid E-mail address, which will be used for information and updates about special events, street closures, and other important town information. If you would like your business included on the Town's tourism website, please visit www.mesillanm.gov and fill out the Business Information Update Request Form, or contact the special events coordinator at irenep@mesillanm.gov.

Property Owner Name Carol Wortner & James Hansen

Property Owner Address same

City

State

Zip

Property Owner Phone 575-640-0155

The Location code for reporting earnings received in the Town of Mesilla is 07-303

Square Footage of Business

Number of Employees 0

Number of Parking Spaces

Zoning Code

Business Applicant Is:

Sole Proprietorship

Partnership

Corporation

Current NM CRS Tax ID 03-396037-00-2

Type of Business - Please describe the product(s) and/or service(s)

Art - Paintings, Mixed Media, small Sculpture

Emergency Contact Information

Responsible party to be called in case of emergency. Enter information in order of requested contact.

Contact 1	<input type="text" value="Carol Wortner"/>	Phone Number	<input type="text" value="640-0155"/>
Address	<input type="text" value="3150 McDowell"/>		
Contact 2	<input type="text" value="Jim Hansen"/>	Phone Number	<input type="text" value="649-8450"/>
Address	<input type="text" value="3150 McDowell"/>		
Contact 3	<input type="text"/>	Phone Number	<input type="text"/>
Address	<input type="text"/>		

Do you have an alarm system? Yes No

If yes, what kind? What company responds?

Applicant hereby states under oath that all statements and representations made in this application are true and valid.

Signature of Applicant Carol Wort Date Jan. 11, 2017
Signature of Building Owner Carol Wort Date Jan. 11, 2017

OFFICE USE ONLY

Receipt Number	<input type="text"/>	Date of Payment	<input type="text"/>	<input type="checkbox"/> Utility service verified with utility department
Case Number	<input type="text" value="0712"/>	PZHAC Approval Date	<input type="text" value="2/5/18"/>	
Sign Permit Case #	<input type="text" value="N/A"/>	BOT Approval Date	<input type="text"/>	
Zone	<input type="text" value="R1"/>	Renewal Date	<input type="text" value="3/15/18"/>	
				<input type="button" value="Submit by E-mail"/>

Fire Department Inspection Verification

Fire Department Signature N/A
Inspection Date N/A Approved Yes No

CRS Verification of Location Code