



**PZHAC REGULAR MEETING  
AGENDA  
APRIL 2, 2018**

**THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD ITS REGULARLY SCHEDULED MEETING **MONDAY**, APRIL 2, 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 March 19, 2018.**

**B. \*BUILDING PERMITS**

1. **Case 060703** – 2426 Calle de Guadalupe, submitted by Arthur H. Fountain; a request for a building permit to do minor plaster repair and touch up painting on the east side of a courtyard wall at this address. Zoned: Historical Commercial (HC).
2. **Case 060705** – 2860 Calle Quinta, submitted by Lionel C. Fietze; a request for a building permit to patch a small crack over a window on a dwelling at this address. Zoned: Historical Residential (HR)

**V. PZHAC NEW BUSINESS:**

**A. PUBLIC INPUT ON CASES**

**B. CASES:**

**Building Permits**

3. **Case 060704** - 2551 Calle de Colon, submitted by Edna Bustamante; a request for a building permit to allow the installation of a wrought iron security door over the door to the dwelling at this address. Zoned: Historical Residential (HR)
4. **Case 060706** – 320 west University Avenue, submitted by Leila Gomez, a request for a building permit to construct a doorway on a metal on a residential property at this address. Zoned: Rural Farm (RF).

**Business Permits**

5. **Permit 0719** – 2290 Calle de Parian, submitted by Adrianna C. Merrick; a request for a business license to allow the applicant to operate a restaurant (“Café Don Felix”) at this address. Zoned: Historical Commercial (HC)
6. **Permit 0720** – submitted by Pedro Mendoza for “AnP Automotive”; a request for a business license to operate a mobile automobile repair operation as an itinerant vender, perming repairs on vehicules at various locations throughout Town.
7. **Permit 0722** – 2226 B Calle de Guadalupe, submitted by Norma Verduzco and Laura Le Blanc; a request for a business license to transfer the ownership of the retail business (“My Rich Sister’s Closet”) at this location. Zoned: Historical Commercial (HC).
8. **Permit 0723** – 1680 B Calle de Mercado, Ste A3, submitted by Vanessa Chavez; a request to operate a consulting operation (“Sweet Keys Management Services”) out of an office at this address. Zoned: General Commercial (C).
9. **Permit 0724** – 308 Capri Road, submitted by Bonnie Poloner; a request to operate a mail order retail operation (“Merlin’s Pantry”) out of a dwelling at this address. Zoned: Residential, one acre minimum (R-1)

**Special Use Permit**

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

10. **SUP18-001** – Submitted by Leila Gomez, a request for a Special Use Permit to operate a small church in a 3600 square foot metal building adjacent to a dwelling at 320 W. University Ave. Zoned: Rural Farm (RF).

**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 3/29/18 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 MEETING

MINUTES

MARCH 19, 2018

(PART OF CONSENT AGENDA)



**PZHAC WORK SESSION  
MINUTES  
MARCH 19, 2018**

**THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD A WORK SESSION, **MONDAY, MARCH 19, 2018 AT 5:00 P.M. IN THE BOARD ROOM OF THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA.****

**Item 1:** Submitted by Jack and Lisa Kirby, a request to discuss plans to construct a dwelling on a vacant residential property at 2840 Calle Tercera. (Case 060699) Zoned: Historical Residential (HR)

*The designer for the applicants was present to discuss the request and answer any questions that might arise. Staff provided a brief introduction of the case, explaining that the applicants would like to construct a dwelling on a property at this address that is currently vacant. Staff explained that the subject property was originally two narrow properties that had been combined by the applicant about a year ago in order to create one property that could be built on.*

*Among the issues discussed were the proposed style of the dwelling (Pueblo), setbacks (at least 11 feet), off street parking (there will be at least three spaces, not counting the enclosed garage), color (light earth tone that is allowed by the Town), drainage (would be retained on the property) and clear-sight-triangle near the driveway (there will be no wall near the driveway). There were no other issues or discussion.*

**Item 2:** Submitted by Rocky Burke, a request to discuss a proposal to build up to four additional one and two bedroom dwelling units on a 0.59527 acre (25,930 square feet) parcel containing a single one bedroom dwelling at 1988 Calle del Norte. Zoned: Historic Residential (HR)

*Neither the applicant nor a representative were present to discuss the proposal. There was no discussion.*

**Item 3:** Submitted by Natalia Bustamante; a request to discuss demolition of a dwelling at 2729 Calle de San Albino. 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 staff had finally been given all the information necessary to make a decision, including photos of the inside of the dwelling, in time to thoroughly review the case and provide better information in the PZHAC packet. Issues discussed were the fact that the photos of the interior did in fact show that the structure was actually collapsing in places, and that the Engineering study of the dwelling did recommend that the structure be demolished because it was unsafe and would be very difficult and expensive to repair. Tom Maese, CID inspector, mentioned that it was important that any soil disturbed in the demolition process be properly prepared for any future construction on the property. No discussion took place at this time about a replacement dwelling. There was no further discussion.*



**PZHAC REGULAR MEETING  
MINUTES  
MARCH 19, 2018**

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD ITS REGULARLY SCHEDULED MEETING **MONDAY, MARCH 19, 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**

*Commissioners Houston and Prieto were absent. All other Commissioners were present. There was a quorum.*

**III. CHANGES/APPROVAL OF THE AGENDA**

*Staff stated that Case 060702 was to be removed from the agenda at the request of the applicant, and that there should be no decision made on Work Session Item 2 (Rocky Burke) since there was no discussion of the Item. Commissioner Lucero made a motion to amend and approve the Agenda accordingly. This was seconded by Commissioner Nevarez, and approved by a vote of 3 – 0.*

**IV. \*ACCEPTANCE OF THE CONSENT AGENDA**

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

*There were no changes to the Consent Agenda. Commissioner Nevarez made a motion to approve the Consent Agenda, seconded by Commissioner Lucero, and approved by a vote of 3 – 0.*

**A. \*PZHAC MINUTES – Meeting minutes of March 5, 2017.**

*Approved as part of the Consent Agenda.*

**V. PZHAC NEW BUSINESS:**

**A. PUBLIC INPUT ON CASES**

*Jack McCatherin, neighbor of Natalia Bustamante to the north*

*Supported the request for demolition, stating that from his property you could see the damage to the dwelling caused by the collapsing wall.*

**B. CASES:**

**Building/Demolition Permits**

1. **Case 060694** - 1985 Calle de Colon, submitted by David and Sylvia Fierro; a request for a building permit to allow the replacement of windows on a dwelling at this address, along with the provision for a water heater to be added to the exterior the dwelling. Zoned: Historical Residential (HR)  
*Staff provided a brief description of the request and stated that this case had been postponed from the March 5 PZHAC meeting to enable the applicant to change his choice of replacement windows from vinyl to wood. This was done and there were no further issues. A motion was made by Commissioner Nevarez to approve the request, seconded by Commissioner Lucero, and approved by a vote of 3 – 0.*

2. **Case 060699** – 2840 Calle Tercera, submitted by Jack and Lisa Kirby; a request for a building permit to allow construction of a single family dwelling at this address. Zoned: Historical Residential (HR). **(Discussed during Work Session – Item 1)**  
*Staff stated that this request had been discussed during the Work Session and provided a brief description of the request. There were no issues. A motion was made by Commissioner Nevarez to approve the request, seconded by Commissioner Lucero, and approved by a vote of 3 – 0.*

3. **Case 060660** - 2729 Calle de San Albino, submitted by Natalia Bustamante; a request for a demolition permit to demolish a dwelling on this property. Zoned: Historical Residential (HR). **(Discussed during Work Session – Item 3)**  
*Staff stated that this request had been discussed during the Work Session and provided a brief description of the request. The applicant was reminded that if asbestos were discovered during the demolition, it would need to be remediated properly. There were no further issues. A motion was made by Commissioner Nevarez to approve the request, seconded by Commissioner Lucero, and approved by a vote of 3 – 0.*

4. **Case 060702** - 2943 Estrada Road, submitted by Brenda Brown; a request for a building permit to construct a three foot high concrete block landscape wall along the southwest edge of her property. Zoned Rural Farm (RF)  
*This case was removed from the agenda earlier.*

**Work Session Decision Items:**

5. **Work Session Item 2:** 1988 Calle del Norte, submitted by Rocky Burke; a request for a determination by the PZHAC on how to proceed with plans for additional dwelling units in a 0.59527 acre property at this address. Zoned: Historical Residential (HR).  
*This item was removed from the agenda earlier.*

**Sign Permits**

6. **Case 060700** - 2410 Calle de Parian, Suite C, submitted by Samuel Garcia for Four of a Kind Ventures, LLC DBA “Adobe Modern”; a request for a sign for a shop to be located at this address. Zoned: Historical Commercial (HC).  
*Staff provided a brief description of the request. There were no issues. A motion was made by Commissioner Nevarez to approve the request, seconded by Commissioner Lucero, and approved by a vote of 3 – 0.*

**Business Permits**

7. **Permit 0719** – 603 Conway Avenue, submitted by John J. Ellington; a request for a business license to allow the applicant to operate an internet consulting business (“Flash Analysis”) as a home occupation at this address. Zoned: Residential, one acre minimum (R1).  
*Staff provided a brief description of the request. There were no issues. A motion was made by Commissioner Nevarez to approve the request, seconded by Commissioner Lucero, and approved by a vote of 3 – 0.*

**VI. PUBLIC COMMENTS**

*Susan Krueger – Town resident*

*Stated that she had several thoughts:*

- 1. The current Master Plan is based on the 1974 Yguado Plan, and that the 2014 Plan contains a substantial amount of the Yguado Plan. She stated that the Plan addresses periods of historical significance as well as address specific areas, and that the PZHAC needs to be “proactive on demolition”.*
- 2. Referenced the property owned by Joni Gutierrez on Calle de Arroyo. She mentioned that Joni, and other property owners like her, need to be cited into court for allowing their properties to fall into disrepair. The PZHAC needs to report properties in need of repair.*
- 3. Stated that garages and walls are not part of the Town’s history. She stated that cases are turned over so fast that cases are not being addressed properly. She suggested that the PZHAC tell staff what is necessary for preservation, and that photographs of historic elements should be done.*

**VII. PZHAC/STAFF COMMENTS**

*Commissioner Lucero*

*With respect to the zone change approved by the PZHAC during the last PZHAC meeting, she agreed with the fact that it was important to save the structures currently on the property.*

**VIII. ADJOURNMENT**

*The meeting as adjourned at 6:30 pm.*

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PZHAC NEW BUSINESS

APRIL 2, 2018

ADMINISTRATIVE APPROVALS

(PART OF CONSENT AGENDA)

**ADMINISTRATIVE APPROVAL  
BUILDING PERMIT REQUEST CASE 060703  
[PZHAC CONSENT AGENDA –4/2/2018]**

**Item:**

**Case 060703** – 2426 Calle de Guadalupe, submitted by Arthur H. Fountain; a request for a building permit to do minor plaster repair and touch up painting on the east side of a courtyard wall at this address. Zoned: Historical Commercial (HC).

**Description of Work Done:**

The purpose of this request is to allow the applicant to repair wear and tear that has occurred on the subject wall due to weathering and deferred repair in the past. The repairs will be to damaged sections of the wall and will not result in changing the overall appearance of the wall other than to restore the damaged portions of the wall to their original appearance. The repairs will not change the character of the property.

**Consistency with the Code:**

Since this is a repair that will not affect or change the appearance of the structure, according to the applicant; and since the work will not consist of any additions or changes to heated/cooled areas of the building 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 SUBJECT STRUCTURE FROM CALLE DE ALBINO**





# Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select S

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: [R0401209](#)

Parcel Number: 4006137253477

Owner: ARTIEFOUNT LLC

Mail Address: PO BOX 259

Subdivision: FOUNTAIN ACRES SUB

(BK 24 PG 283 - 1730368)

Property Address: 1660 W Boutz RD

Acres: 0.22878788



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

OFFICIAL USE ONLY:

Case # 060703

Fee \$ 0.00

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

CASE NO. 060703 ZONE: HC CODE: M1 APPLICATION DATE: 3/14/18

Name of Applicant/Owner: Arthur H Fountain Applicant's Telephone Number: 575 528 8143  
 Applicant's/Owner's Mailing Address: Box 259 Mesilla NM 88046  
 Applicant's/Owner's E-mail Address: artiefount@gmail.com  
 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: 2426 Calle de Guadalupe, Mesilla

Description of Proposed Work: minor plaster repair and touch up painting, east side of courtyard wall

Estimated Cost: \$ 200.00 Signature of Applicant: [Signature] Date: 3-12-2018

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: PLASTER & PAINT TO MATCH EXTERIOR EXTERIOR COLOR

PERMISSION **ISSUED** DENIED BY: [Signature] ISSUE DATE: 3/14/18

- 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 060705  
[PZHAC CONSENT AGENDA –4/2/2018]**

**Item:**

**Case 060705** – 2860 Calle Quinta, submitted by Lionel C. Fietze; a request for a building permit to patch a small crack over a window on a dwelling at this address. Zoned: Historical Residential (HR)

**Description of Work Done:**

The purpose of this request is to allow the applicant to repair a crack that is leaking in an adobe wall of a dwelling at this location. The repairs will be to small section of the wall and will not result in changing the appearance of the wall other than to restore the appearance damaged by the crack. The repairs will not change the character of the property. The applicant will paint the repairs to match the existing color of the dwelling. There will be no structural or visual changes to the dwelling.

**Consistency with the Code:**

Since this is a repair that will not affect or change the appearance of the structure, according to the applicant; and since the work will not consist of any additions or changes to heated/cooled areas of the structure, 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 AREA TO BE REPAIRED, FROM CALLE QUINTA**





# Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select S

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: [R0401591](#)

Parcel Number: 4006138156142

Owner: FRIETZE LIONEL C &  
CATHERINE

Mail Address: PO BOX 795

Subdivision:

Property Address: 2860 CALLE  
QUINTA

Acres: 0.21992654



**TOWN OF MESILLA**  
 PERMISSION TO CONDUCT WORK  
 OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060705

Fee \$ 0.00

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

CASE NO. 060705 ZONE: HR CODE: 060805 APPLICATION DATE: 3/26/18

Lionel C. Fritze 647-1470  
 Name of Applicant/Owner Applicant's Telephone Number  
P.O. Box 795 Mesilla N.M. 88046  
 Applicant's/Owner's Mailing Address City State Zip Code

Applicant's/Owner's E-mail Address

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

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

Address of Proposed Work: 2860 Calle Quince Mesilla

Description of Proposed Work: Patch small crack over a window

\$ 130.00 Lionel C. Fritze 3-26-18  
 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 (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 APPEARANCE OF DWELLING

PERMISSION ISSUED DENIED BY: L. Fritze ISSUE DATE: 3/26/18

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

APRIL 2, 2018

PZHAC DECISIONS

BUILDING PERMITS



**PZHAC ACTION FORM**  
**BUILDING PERMIT REQUEST CASE 060704**  
**[PZHAC REVIEW – 4/2/18]**  
**STAFF ANALYSIS**

**Item:**

**Case 060704** - 2551 Calle de Colon, submitted by Edna Bustamante; a request for a building permit to allow the installation of a wrought iron security door over the door to the dwelling at this address. Zoned: Historical Residential (HR).

**Description of Work to be Done:**

The applicant would like to install a wrought iron security door (see attached diagram) in front of the front door to a dwelling at this location. The reason for this addition is to add security to the front door. The door will not be out of character with other doors that have been added to other dwellings in the area. The requested door and associated grillwork will fit across the outside entrance to the dwelling.

**Estimated Cost: @ \$ 275.00**

**Consistency with the Code:**

The requested door is similar to storm doors allowed by Section 18.33.080 of the MTC that states:

**18.33.080 Historical appropriateness permit.**

**D. Exemptions. Work in any of the following categories shall be exempt from obtaining a certificate of historical appropriateness permit:**

**3. Installation of storm windows or storm doors, with or without screens, painted or unpainted; provided, however, that no such windows or doors shall have any ornamental feature such as grilles, monograms, etc. This provision shall not be construed to prohibit the installation of plain bars on the inside of such windows or doors for protection of the screens or glass. If a study indicates that storm windows are necessary, the use of interior storm windows is preferred, and interior storm windows are also exempt from obtaining a certificate.**

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

**Findings:**

- The PZHAC has jurisdiction to review and approve this request.
- The proposed work consists of installing a wrought iron security door at the front entrance to the dwelling on this property.
- The proposed installation will have little or no negative historical or architectural impact on the overall appearance of the structure.
- The proposed work meets all applicable Code requirements.

**PZHAC ACTION:**

# Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select S

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: [R0400493](#)

Parcel Number: 4006138146081

Owner: BUSTAMANTE ALCARIO L &  
EDNA S

Mail Address: PO BOX 494

Subdivision:

Property Address: 2551 CALLE DE  
COLON

Acres: 0.15



**PHOTO OF FRONT OF DWELLING SHOWING ENTRYWAY**

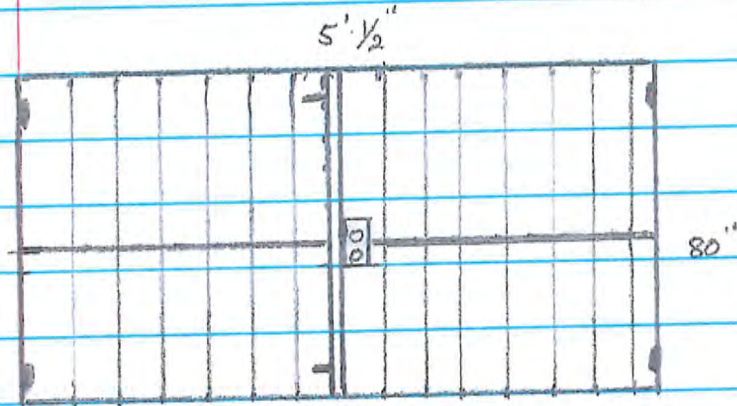




Edna Bustamante

3-16-18

575- 423- 4611



60'  $1\frac{1}{2}''$  tubing

20'  $1\frac{1}{2}''$   $\times$  Angl

20'  $1\frac{1}{2}''$  tubing

#2 screens  $8 \times 8'$

#4 hinge  $2''$

#1 Lamb Box

#2 Lumber -?

1 Gal paint ? is  $20''$



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

OFFICIAL USE ONLY:

Case # 060704

Fee \$ 45.00

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

CASE NO. 060704 ZONE: HR CODE: M1 APPLICATION DATE: 3/20/18

Edna Bustamante 575-523-4611  
 Name of Applicant/Owner Applicant's Telephone Number

Applicant's/Owner's Mailing Address City State Zip Code  
P.O. Box 494 Mesilla NM 88046

Applicant's/Owner's E-mail Address  
NONE

Contractor's Name & Address (If none, indicate Self)  
640-5725 Welders Pride 619-15678 A (Bonded)  
 Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

Address of Proposed Work: 2551 Calle de Colon

Description of Proposed Work: Wrought Iron doors

\$400.00 Edna Bustamante 3-20-18  
 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 (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.**

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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 FINAL APPROVAL REQUIRED.

PERMISSION ISSUED/DENIED BY: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

- 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:

**PZHAC ACTION FORM**  
**BUILDING PERMIT 060706**  
**PZHAC REVIEW – 4/2/18**

**STAFF ANALYSIS**

**Item:**

**Case 060706** – 320 west University Avenue, submitted by Leila Gomez, a request for a building permit to construct a doorway on a metal on a residential property at this address. Zoned: Rural Farm (RF).

**Staff Analysis:**

The applicant would like rebuild a doorway on a metal building at this address. The building is to be used as a small church providing that a Special Use Permit for the church is approved by the PZHAC and the BOT. (If the SUP is not approved, the applicant will still use the doorway on the building for other uses that do not require a Special Use Permit.) the cover over an entrance to the dwelling at this address in order to turn the area into a covered porch that would protect the entrance from the elements. The roof would extend between to existing parts of the dwelling that surround two sides of the entrance, and would be finished in the same style as the dwelling.

**Estimated Cost: \$5,000**

**Consistency with the Code:**

Since the Code does not have architectural requirements for structures in the RF zone, the proposed construction will not be incompatible with the Code.

The applicant has been informed that the new door will need to meet applicable building codes for use as an exit for the church if the Special Use Permit is approved.

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:**

- The PZHAC has jurisdiction to review and recommend approval of this request to the BOT.
- The proposed work consists of construction of a doorway on a metal building at this address. .
- The PZHAC has determined that the proposed addition meets all applicable Code requirements.

**PZHAC OPTIONS:**

1. Approve the application as requested.
2. Approve the application with conditions.
3. Reject the proposed addition.

**PZHAC ACTION:**



# Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select S

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: [R0401303](#)

Parcel Number: 4007137319248

Owner: COURSON MICHAEL SETH

Mail Address: 39506 N 3RD AVE

Subdivision:

Property Address: 320 W

UNIVERSITY AVE

Acres: 1



**PHOTO OF METAL BUILDING SHOWING DOOR BEING REPLACED**



PZHAC NEW BUSINESS

APRIL 2, 2018

PZHAC DECISIONS

BUSINESS REGISTRATIONS

**PZHAC ACTION FORM**  
**BUSINESS REGISTRATION REQUEST**  
**PERMIT 0719**  
**[PZHAC REVIEW – 4/2/18]**

**STAFF ANALYSIS**

**Item:**

**Permit 0719** – 2290 Calle de Parian, submitted by Adrianna C. Merrick; a request for a business license to allow the applicant to operate a restaurant (“Café Don Felix”) at this address. Zoned: Historical Commercial (HC)

**Description of Business:**

The purpose of the application is to allow the applicant to open a full service restaurant in a commercial space that was previously used since December 2016 by another restaurant operation of the same name. Before that operation, the space was occupied by another similar restaurant (“Emelia’s on the Plaza”). The proposed business will be similar to the previous restaurants at this location, and will be one of several commercial operations in this suite. This is a use that is allowed in the Historic 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 a restaurant operation in the Historic Commercial district, and is consistent with all applicable sections of the MTC. Additionally, the structure was originally designed and built for use as a commercial facility, and the occupied portion of the structure has been used for a restaurant for a number of years.

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

**Findings:**

- 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:**



# Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select S

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: [R0400315](#)

Parcel Number: 4006137229477

Owner: ARMIJO FELIX M &  
GUADALUPE R

Mail Address: 2004 W UNION

Subdivision:

Property Address: 2410 CALLE DE  
PARIAN

Acres: 0.56999541





**PHOTO OF THE FRONT OF THE LOCATION FROM CALL DE PARIAN**



# Town of Mesilla Business Registration Application



Submit by Email

Print Form

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

Phone: (575) 524-3262 Fax: (575) 541-6327

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 Cafe Don Felix

Name of Applicant Adrianna C. Merrick

MAILING Address 2004 W. Union Ave Apt. 4

City Las Cruces

State NM

Zip 88005

PHYSICAL Address of Business 2290 call de parran

Business Phone (575) 640 4541

Alternate Phone (575) 640 4703

E-mail Address DonfelixCafemesilla@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](http://www.mesillanm.gov) and fill out the Business Information Update Request Form, or contact the special events coordinator at [mesillaevents@comcast.net](mailto:mesillaevents@comcast.net)

Property Owner Name Felix Armijo

Property Owner Address 2004 W. Union Ave

City Las Cruces

State NM

Zip 88005

Property Owner Phone 575 640 6713

Square Footage of Business 900

Number of Employees 3

Number of Parking Spaces 38

Zoning Code MC

#### Business Applicant Is:

- Sole Proprietorship
- Partnership
- Corporation

Current NM CRS Tax ID 03-396601-00-0

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

Cafe, beer and wine



### Emergency Contact Information

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

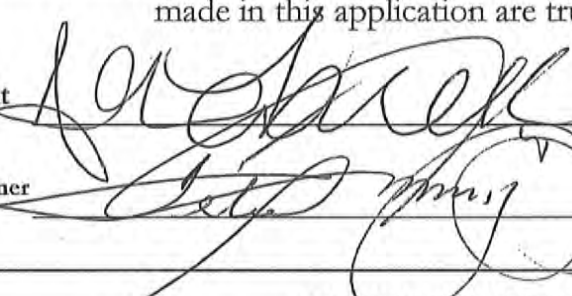
Contact 1	<u>Steven Merrick</u>	Phone Number	<u>575 640 4703</u>
Address	<u>2004 W Union Av Apt 4</u>		
Contact 2	<u>Felix Armijo</u>	Phone Number	<u>575 640 6718</u>
Address	<u>2004 W Union Ave</u>		
Contact 3		Phone Number	
Address			

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.

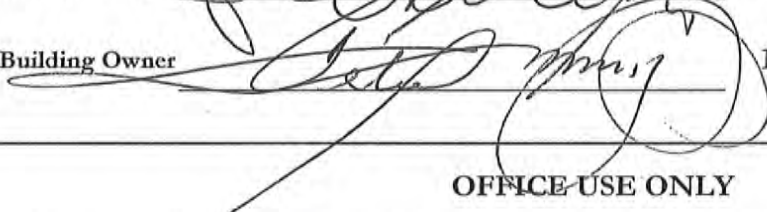
Signature of Applicant



Date

January 19 2018

Signature of Building Owner



Date

1-19-18

#### OFFICE-USE ONLY

Receipt Number

Date of Payment

Case Number

PZHAC Approval Date

Sign Permit Case #

BOT Approval Date

Zone

Renewal Date

Utility service verified with utility department

#### Fire Department Inspection Verification

Fire Department Signature

\_\_\_\_\_

Inspection Date

\_\_\_\_\_

Approved  Yes  No

**PZHAC ACTION FORM**  
**BUSINESS REGISTRATION REQUEST**  
**[PZHAC REVIEW – 4/2/18]**  
**PERMIT 0720**

**STAFF ANALYSIS**

**Item:**

**Permit 0720** – submitted by Pedro Mendoza for “AnP Automotive”; a request for a business license to operate a mobile automobile repair operation as an itinerant vender, perming repairs on vehciles at various locations throughout Town.

**Description of Business:**

The purpose of the application is to allow the applicant to perform repairs on automobiles throughout Town at clients’ locations. All work is done out of a trailer brought to the location by the applicant. The trailer is not left at the location. There will not be a fixed location, nor will work be performed that will create a condition that is out of character with the underlying zoning of the location where the work is being performed. Repairs will be simple operations that do not require special equipment or require the immobilization of the vehicle being worked on for any more than several hours at most. The proposed use will not result in any changes to the character of the area in which the work is being done.

**Consistency with the Code:**

Since the proposed use does not rely on a fixed location for the work, and since the type of work done is itinerant and temporary in nature, there will be no negative impacts to the zoning of the Town. The request is for a commercial retail operation in the Historic Commercial district, and is consistent with all applicable Town ordinances.

**Findings:**

- The PZHAC has jurisdiction to review and approve this request.
- The proposed business will not result in any changes to the property on which the work is being done.
- 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:**



Date: 03-12-18

2231 Avenida de Mesilla

No.: 0720

P.O. Box 10

Mesilla, NM 88046

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

### Business Registration Application

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

**PLEASE PRINT**

Business Registration Application Is: New  Renewal

Name of Business: A n P AUTOMOTIVE

Name of Applicant: PEDRO MENDOZA

Business Location: MOBILE

Mailing Address (Street # or P.O. Box): PO BOX 635 MESILLA N.M. 88046

E-Mail Address: \_\_\_\_\_

City: MESILLA State: NM Zip Code: 88046

Phone # of Business: (575) 650-8219 / (575) 449-1384

Location of Business: Street MOBILE

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Owner Name: PEDRO MENDOZA

Location: \_\_\_\_\_

Phone # of Property Owner: (575) 650-8219

Property Owner's Address: Street 1716 ANITA DR

City: LAS CRUCES State: NM Zip Code: 88001

**Additional Information**

Square Footage of Business: n/a

Number of Employees: n/a

Number of Parking Spaces: n/a

Zoning Code: ITINERANT

Parking Assessment: n/a *Please fill in other side>>>>*



Type of Business -please describe product(s) and/or service(s): MOBILE AUTOMOTIVE REPAIR.

Business Applicant Is: Sole Proprietorship  Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

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

**EMERGENCY CONTACT INFORMATION**

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

24 HOUR EMERGENCY PHONE #: (575) 449-1384

Name	Address	Telephone #
1. <u>ARIAN QUINONES</u>	<u>4801 S. MAIN</u>	<u>(575) 449-1384</u>
2. _____	_____	_____
3. _____	_____	_____

Do you have an alarm system? Yes \_\_\_\_\_ No

What Type? \_\_\_\_\_

Which Company, if any, Responds to Alarms? \_\_\_\_\_

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

PEORO MENDOZA  
Signature of Applicant/Title

03-12-18  
Date

\_\_\_\_\_  
Signature of Building Owner

\_\_\_\_\_  
Date

**Office Use**

Receipt Number: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
PZHAC Approval Date: 3/12/18  
Sign Permit Case #: N/A

Date of Payment: \_\_\_\_\_  
Zone: N/A  
Bus. Type: ITINERENT  
Renewal Date: 3/15/19

**Fire Department Inspection Verification**

Fire Department Representative Signature: N/A

Fire Inspection Date: N/A

Approved: Yes \_\_\_\_\_ No N/A

**PZHAC ACTION FORM**  
**BUSINESS REGISTRATION REQUEST**  
**PERMIT 0722**  
**[PZHAC REVIEW – 4/2/18]**

**STAFF ANALYSIS**

**Item:**

**Permit 0722** – 2226 B Calle de Guadalupe. Submitted by Norrma Verduzco and Laura Le Blanc; a request for a business license to transfer the ownership of the retail business (“My Rich Sister’s Closet”) at this location. Zoned: Historical Commercial (HC).

**Description of Business:**

The purpose of the application is to allow the applicants to officially take over ownership of “My Rich Sister’s Closet” and to continue the operation without any changes to the operation at this time. The operation will continue as a retail clothing and gift shop, as it has been. This is a use that is allowed in the HC district, and has been allowed at this location for several years. The change in ownership will not result in any changes to the occupancy of the structure, or change the character of the area.

**Consistency with the Code:**

The request is to continue the operation an approved retail operation in the Historic Commercial district, but under a new owner. The use is consistent with all applicable sections of the MTC. There will be no changes to the use. The structure was originally designed for as a residence, but has historically been used for commercial retail operations for years.

The requested change in ownership will not result in any changes to the external physical elements or style of the structure. There may be some cosmetic changes to the interior of the structure

**Findings of Fact:**

- The PZHAC has jurisdiction to review and approve this request.
- The proposed change in ownership of the 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:**



# Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select S

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: [R0400289](#)

Parcel Number: 4006137209420

Owner: SMITH NATHAN A

Mail Address: 11 MAPLE ST APT E10

Subdivision:

Property Address: 2226 CALLE DE  
GUADALUPE

Acres: 0.12998163





2231 Avenida de Mesilla

P.O. Box 10

Mesilla, NM 88046

Phone: (505) 524-3262

Fax: (505) 541-6327

No.: 0722

3/15/18

### **Business Registration Application**

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

**PLEASE PRINT**

Business Registration Application Is: New  Renewal

Name of Business:	<u>My Rich Sister's Closet LLC</u>
Name of Applicant:	<u>Norma Verduzco &amp; Laura Le Blanc</u>
Business Location:	<u>Mesilla</u>
Mailing Address (Street # or P.O. Box):	<u>3406 Vista Primera</u>
E-Mail Address:	<u>myrichsisterscloset@yahoo.com</u>
City:	<u>Las Cruces</u> State: <u>NM</u> Zip Code: _____
Phone # of Business:	<u>(575) 805-0274</u>
Location of Business: Street	<u>2226 B Calle de Guadalupe</u>
City:	<u>Mesilla</u> State: <u>NM</u> Zip Code: <u>88046</u>

Property Owner Name:	<u>Nathan Smith</u>
Location:	_____
Phone # of Property Owner:	<u>(646) 508-1252</u>
Property Owner's Address: Street	<u>11 Maple Street, Apt. E10</u>
City:	<u>Brooklyn</u> State: <u>NY</u> Zip Code: <u>11225</u>

Additional Information	
Square Footage of Business:	<u>900 retail space</u>
Number of Employees:	<u>0</u>
Number of Parking Spaces:	<u>0</u>
Zoning Code:	<u>HC</u>
Parking Assessment:	<u>150.00</u> <i>Please fill in other side&gt;&gt;&gt;&gt;</i>



Type of Business -please describe product(s) and/or service(s): High end consignment store, Clothing, Bags, Shoes and accessories.

Business Applicant Is: Sole Proprietorship \_\_\_\_\_ Partnership  Corporation \_\_\_\_\_

Current New Mexico Revenue Division ID #: 03-398017-00-9  
(The location code for reporting earnings received in the Town of Mesilla is 07-303.)

EMERGENCY CONTACT INFORMATION		
Responsible party to be called in case of emergency. Enter name in order of contact (please print):		
24 HOUR EMERGENCY PHONE #: <u>(505) 990-74-21</u> <i>Laura Le Blanc</i>		
Name	Address	Telephone #
1. <u>Norma Verdugo</u>		<u>(575) 805-8274</u>
2. <u>Stuart Ranney</u>		<u>(317) 847-3194</u>
3. <u>Laura Le Blanc</u>		<u>(505) 990-7421</u>
Do you have an alarm system? Yes _____ No <input checked="" type="checkbox"/>		
What Type? _____		
Which Company, if any, Responds to Alarms? _____		

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

  
Signature of Applicant/Title

03/14/2018  
Date

\_\_\_\_\_  
Signature of Building Owner

\_\_\_\_\_  
Date

Office Use	
Receipt Number: _____	Date of Payment: _____
Case Number: <u>0722</u>	Zone: <u>HC</u>
PZHAC Approval Date: _____	Bus. Type: <u>RETAIL</u>
Sign Permit Case #: <u>N/A</u>	Renewal Date: <u>3/15/19</u>

**Fire Department Inspection Verification**

Fire Department Representative Signature: \_\_\_\_\_  
Fire Inspection Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**PZHAC ACTION FORM**  
**BUSINESS REGISTRATION REQUEST**  
**PERMIT 0723**  
**[PZHAC REVIEW – 4/2/18]**

**STAFF ANALYSIS**

**Item:**

**Permit 0723** – 1680 B Calle de Mercado, Ste A3, submitted by Vanessa Chavez; a request to operate a consulting operation (“Sweet Keys Management Services”) out of an office at this address. Zoned: General Commercial (C).

**Description of Business:**

The purpose of the application is to allow the applicant to move into a vacant portion of a commercial structure at this address. This will be one of two commercial operations in this suite. The operation will consist of a counseling service. This type of use is allowed in the Historical 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. Dr. Stefan Schafer, owner of the building, operates a medical practice in the eastern half of the structure.

**Consistency with the Code:**

The request is for a consulting operation in the General Commercial district, and is consistent with all applicable sections of the MTC. Additionally, the structure was originally designed and built for use as an office, and the occupied portion of the structure has been used for this type of operation since its construction.

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

**Findings:**

- 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:**



# Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select S

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: [R0401622](#)

Parcel Number: 4006137268014

Owner: UNIT OWNERS OF MESILLA

MERCADO PROFESSIONAL PLAZA

CONDOMINIUM ASSN

Mail Address: 1680 CALLE DE

ALVAREZ STE B

Subdivision: MERCADO DE LA

MESILLA PHASE 3A REPLAT #1 (BK 23

PG 145 - 1035564)

Property Address:

Acres: 1.16499082



**PHOTO OF LOCATION**





Mesilla

# Registration Application

Business registration application  
completed for each business location.



OFFICIAL USE ONLY:

Business License #: 0723  
3/16/18

## PLEASE TYPE OR PRINT

Business Registration Application is:  New  Renewal

Name of Business Sweet Keys Management Services

Name of Applicant Vanessa Chavez

MAILING Address PO Box 3208

City Mesilla Park

State NM

Zip 8 8 0 4 7

PHYSICAL Address of Business 1680 Calle De Mercado Ste A3

Business Phone 5756422127

Alternate Phone

E-mail Address skms.vanessa@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](http://www.mesillanm.gov) and fill out the Business Information Update Request Form, or contact the special events coordinator at [irenep@mesillanm.gov](mailto:irenep@mesillanm.gov).

Property Owner Name Stefan Schaefer

Property Owner Address 1680 Calle De Alvarez B

City Las Cruces

State NM

Zip 8 8 0 0 5

Property Owner Phone 5755243346

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

Square Footage of Business 100

Number of Employees 0

Number of Parking Spaces Unknown

Zoning Code Unknown

### Business Applicant Is:

- Sole Proprietorship
- Partnership
- Corporation

Current NM CRS Tax ID

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

Guardianship services for lowincome individuals



### Emergency Contact Information


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

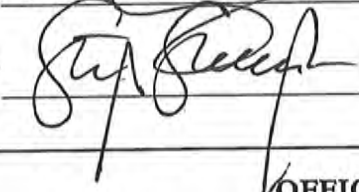
Contact 1	Stefan Schaefer	Phone Number	5755243346
Address	1680 Calle De alvarez B		
Contact 2	Vanessa Chavez	Phone Number	5756422127
Address	1680 Calle De Alvarez A3		
Contact 3		Phone Number	
Address			

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  Date 3/14/18

Signature of Building Owner  Date 3/14/18

#### 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	<u>0723</u>	PZHAC Approval Date	<u>3/19/18</u>	
Sign Permit Case #	<u>N/A</u>	BOT Approval Date	<u>N/A</u>	
Zone	<u>C</u>	Renewal Date	<u>3/15/19</u>	
				<input type="button" value="Submit by E-mail"/>

#### Fire Department Inspection Verification

Fire Department Signature \_\_\_\_\_

Inspection Date \_\_\_\_\_ Approved  Yes  No

CRS Verification of Location Code

**PZHAC ACTION FORM**  
**BUSINESS REGISTRATION REQUEST**  
**PERMIT 0724**  
**[PZHAC REVIEW – 4/2/18]**

**STAFF ANALYSIS**

**Item:**

**Permit 0724** – 308 Capri Road, submitted by Bonnie Poloner; a request to operate a mail order retail operation (“Merlin’s Pantry”) as a home occupation out of a dwelling at this address. Zoned: Residential, one acre minimum (R-1)

**Description of Business:**

The applicant intends to operate a mail order operation from a dwelling at this address. The dwelling is a residence leased and occupied by the applicant. The product consists primarily of “aromatherapy” and fantasy type gift products. There will be no retail sales at the premises, signs, or other indications of a commercial operation on the premises. No customers will come to the dwelling. All products will be stored indoors.

**Consistency with the Code:**

The request is consistent with all applicable sections of the MTC

**Findings of Fact:**

- The PZHAC has jurisdiction to review and approve this request.
- The proposed business will be in a residence at this address.
- The proposed use will not result in any shank=ges to the residential character of the dwelling or the area.
- 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:**

- Recommend approval of application.
- Recommend approval of application with conditions.
- Reject the application.

**PZHAC ACTION:**

**PHOTO OF LOCATION**





# Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select S

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: [R0400864](#)

Parcel Number: 4007137360350

Owner: MAYFAIR MANAGEMENT LTD  
CO

Mail Address: PO BOX 1278

Subdivision: BASON MANOR 807

Property Address: 308 CAPRI RD

Acres: 0.23911846







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

No.: 0724

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

### Business Registration Application

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

**PLEASE PRINT**

Business Registration Application Is: New \_\_\_\_\_ Renewal

Name of Business: Mertins Pantry  
 Name of Applicant: Martha Turner  
 Business Location: 308 Capri Road Las Cruces 88005  
 Mailing Address (Street # or P.O. Box): 1212 Mesilla, NM 88046  
 E-Mail Address: heartofthedove3@comcast.net  
 City: Mesilla State: NM Zip Code: 88046  
 Phone # of Business: 575-644-2321  
 Location of Business: Street 308 Capri Rd LC NM 88005  
 City: Mesilla State: NM Zip Code: 88046

Property Owner Name: Bonnie Poloner  
 Location: Mesilla NM 88046  
 Phone # of Property Owner: 575-496-8298  
 Property Owner's Address: Street \_\_\_\_\_  
 City: Mesilla State: NM Zip Code: 88046

**Additional Information**

Square Footage of Business: \_\_\_\_\_  
 Number of Employees: Martha Turner (me)  
 Number of Parking Spaces: 6-8  
 Zoning Code: \_\_\_\_\_  
 Parking Assessment: \_\_\_\_\_ *Please fill in other side>>>>*

Type of Business -please describe product(s) and/or service(s): home - ESsential oils , Creating Fairy gardens

Business Applicant Is: Sole Proprietorship  Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

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

EMERGENCY CONTACT INFORMATION		
Responsible party to be called in case of emergency. Enter name in order of contact (please print):		
24 HOUR EMERGENCY PHONE #: <u>575-496-8298</u>		
Name	Address	Telephone #
1. <u>Gerald Martin</u>	<u>308 Capri Rd LC</u>	<u>915-355-2208 (cell)</u>
2. <u>Bonnie Poloner</u>	<u>Dawn Road</u>	<u>575-496-8298 (cell)</u>
3. _____	_____	_____
Do you have an alarm system? Yes _____ No <input checked="" type="checkbox"/>		
What Type? _____		
Which Company, if any, Responds to Alarms? _____		

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

Miniska/Mayha Turner  
Signature of Applicant/Title

3/15/18  
Date

\_\_\_\_\_  
Signature of Building Owner

\_\_\_\_\_  
Date

Office Use

Receipt Number: _____	Date of Payment: _____
Case Number: <u>0724</u>	Zone: <u>R-1</u>
PZHAC Approval Date: <u>4/2/18</u>	Bus. Type: <u>HO</u>
Sign Permit Case #: <u>N/A</u>	Renewal Date: <u>3/15/19</u>

**Fire Department Inspection Verification**

Fire Department Representative Signature: N/A  
Fire Inspection Date: N/A  
Approved: Yes \_\_\_\_\_ No N/A

PZHAC OLD BUSINESS

APRIL 2, 2018

PZHAC DECISIONS

SPECIAL USE PERMIT



**PZHAC ACTION FORM**  
**SPECIAL USE PERMIT 18-001**  
**[PZHAC REVIEW – 4/2/18]**  
**STAFF ANALYSIS**

**Item:**

**SUP18-001** – Submitted by Leila Gomez, a request for a Special Use Permit to operate a small church in a 3600 square foot metal building adjacent to a dwelling at 320 W. University Ave. Zoned: Rural Farm (RF).

**Background:**

The applicant is requesting this Special Use Permit in order to operate a small (50 – 65 members) non-profit church in a 3600 square foot metal building located on this property. The property also contains a dwelling occupied by the applicant. (The metal building has been used to house a food packaging operation in the past, and a Special Use Permit (SUP15-003) was obtained, but never used, to allow this building to be used for a carpet cleaning operation. The property, which is 6.29 acres in size, contains a two story dwelling, the 3600 square foot metal building that is the subject of this request, and a pecan grove. The applicant intends to live in the dwelling with his family while maintaining and operating the church. According to the applicant, there will be no church activities held in the dwelling. The property is owned by Craig Stockton, who has given the applicant permission for this application. The applicant has stated an intention to eventually purchase this property.

In a statement provided with the application, as well as in meetings with staff, the applicant has stated the following:

The church, known as the “Power of Praise Fellowship”, was established in January 2005 as a 501(c) non-profit organization that met at other locations. The congregation consists of 50 – 65 members that meet on a regular basis.

The congregation would like to use the metal building on the property for religious gatherings such as: bible study, worship, and community events. Typically, the structure would be used twice a week for Sunday service (10:00 am) and Wednesday Bible Study (7:00 – 8:00 pm). Sunday services would meet in a 2400 square foot area of the building. This area is one story in height. The remainder of the structure, which contains a kitchen and is two stories high inside the building, will be used for bible study, religious education (Sunday school), and other church activities and community events. It is anticipated by the applicant that any future expansion can be accomplished within the existing structure and will not require or entail any additions to the exterior of the structure or any other changes to the property other than the possible addition of a driveway and added parking spaces if needed. The applicant was informed that any substantial changes to the size of the church, or any changes to the property could require amendments to the SUP.

The proposed church appears to meet the requirements for parking. **Section 18.60.170-Parking requirements and fees of the Code requires:**

Churches and accessory uses	One parking space for each six seats, or if there are no fixed seats, then one parking space for each 100 square feet of floor space used for assembly purposes.
-----------------------------	--

Since the portion of the metal building used for church services will be 2400 square feet in area, the required number of spaces is 24. According to the applicant, there will be at least 24 parking spaces available.

The proposed use appears to meet the requirements of all other elements of the Code that might be applicable, including Chapter 18.50 – Outdoor Lighting. (The only lighting to be added will be by the front door of the church, and will be required to comply with the Outdoor lighting Code.)

**Consistency with the Code:**

The use is allowed in the RF district as a Cottage Industry, as per Section **18.20.030 (Uses requiring special use permits)** of the Code. Additionally, the applicant has been informed that she will need to meet any applicable conditions listed in this section. The PZHAC will need to determine if traffic impacts resulting from the use will have substantial negative impacts on the Town.

The PZHAC has jurisdiction to recommend approval of this Special Use Permit to the Board of Trustees under Section 18.20.030.

Showings of hardship by the applicant are not required, according to Section **18.85.100 (Showing for special use permit not required)** of the Code.

Also, according to Section **18.85.100**, the PZHAC may recommend conditions and limitations to be applied to the Special Use Permit as might be appropriate to mitigate any impacts that the proposed use might create.

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**FINDINGS:**

- The PZHAC has jurisdiction to review and recommend approval this request to the BOT.
- Impacts created by the proposed use at this location will be outweighed by the benefits of the use to the Town.
- The proposed business meets the requirements of the Code for a Cottage Industry.
- Churches are allowed in the RF zone with a Special Use Permit..
- The proposed church meets all other applicable Code requirements.

**PZHAC ACTION:**

Recommend approval to the BOT

Recommend approval with conditions to the BOT

Deny the request

**APPLICABLE CODES:**

**Chapter 18.55  
UNCLASSIFIED AND SPECIAL USES**

**18.55.010 Land uses.**

All of the following uses are of such special form as to make impractical their automatic inclusion in any class of use as set forth in the various zones and shall be subject to the issuance of a special use permit; provided, that special use permits may not be granted in a zone from which it is specifically excluded by the provisions of this chapter. **Before any special use permit shall be granted, facts shall be shown that:**

A. The proposed use is essential or desirable to the public convenience or welfare.

B. The proposed use will not be materially detrimental to the public welfare or injurious to other property or improvement in the same zone or vicinity.

C. The proposed use will not adversely affect the official comprehensive plan.

**18.55.020 Special uses may be permitted in any zone.**

The following uses are special uses and may be authorized in any zone:

**B. Churches.**

**18.55.030 Yard, height, area, off-street parking requirements.**

The provisions for front, rear and side yards, for height and area, and for off-street parking facilities applicable to the particular zone in which any use specified in this chapter is proposed to be located shall prevail unless, in the special use permit authorizing such use specific exemptions are made. [Ord. 94-06 § 1; prior code § 11-2-4.3]

**The use, as proposed, meets the zoning provisions of the RF zone.**

**Chapter 18.85**  
**VARIANCES AND SPECIAL USE PERMITS**  
**Article II. Special Use Permits**

**18.85.080 Town planning commission may recommend approval of special use permits.**

Permits for special uses specifically listed in MTC [18.55.010](#) and [18.55.020](#) (see above), and for other uses which the planning commission finds impractical or impossible to classify specifically, may be granted by the board of trustees under these procedures. [Ord. 94-06 § 1; prior code § 11-2-8.1]

**18.85.090 Granting of some special use permits not permitted.**

The planning, zoning and historical appropriateness commission shall **recommend or disapprove** any special use permits for any use which:

A. Is specifically permitted by this title in a zone which is less restrictive than the zone where the property is located.

B. Is specifically prohibited, by the provisions of this title, in the zone where the property is located.

C. Can be specifically classified as a residential, commercial or industrial use. [Ord. 2004-01 § 4; Ord. 94-06 § 1; prior code § 11-2-8.2]

**18.85.100 Showing for special permit not required.**

The procedure for all applications for special use permits is set forth in Article I of this chapter for variances excepting that such action will be recommended by the planning commission and final action by the board of trustees. **Showings required in MTC [18.85.040](#)(A) and (B) are not needed. For special uses, public benefit resulting from the proposed facility shall exceed any detriment to the public health, safety and general welfare or injury to property or improvements in the area.** Special use permits may be granted with conditions and limitations by the board of trustees as appropriate. [Ord. 94-06 § 1; prior code § 11-2-8.3]

**Article III. General Procedure Provisions – Variances and Permits**

**18.85.110 Applications for variances and special use permits.**

The board of adjustment, for variances, and the board of trustees, for special use permits, shall prescribe the form in which applications shall be made and the type of information to be submitted by the applicant. Applications shall not be accepted unless they comply with requirements. [Ord. 94-06 § 1; prior code § 11-2-9.1]

**18.85.120 Petitioners statement of justification.**

Each application for a variance or special use permit shall have a written statement of facts by the petitioner showing why the granting of the request is needed in order that the provisions of MTC [18.85.040](#) may be met (see attached). When the appropriate board believes the justifications are not within the scope of the variance or special procedure, the applicant shall be so informed. Filing of an application shall not constitute any indication of approval. [Ord. 94-06 § 1; prior code § 11-2-9.2]

**18.85.130 Supplementary information.**

An application for a variance or special use permit shall also include two sets of a description of the property and plans for the proposed use. The plans shall be drawn to scale and shall show the location of structures and other features on the site. [Ord. 94-06 § 1; prior code § 11-2-9.3]

**18.85.140 Filing fee for variance and special use permit.**

A. A filing fee of \$310.00 shall be paid to the town of Mesilla upon filing each application for a variance or special use permit. The fee shall be for the purpose of defraying the expense of postage, posting, advertising and other incidental costs of the proceedings. Payment of the filing fee shall not be construed to be approval of the proposed variance or special use permit. The filing fee is nonrefundable.

B. Where additional review by the town of Mesilla is required above and beyond normal review requirements due to complex, unforeseen, or unique circumstances such as consultant fees for engineering or legal services, then the town may charge an additional review fee to defray the cost of such review. Review fees shall be only for professional services rendered to the town, to assist them in reviewing the application for a variance or special use permit. When an additional fee is deemed necessary, the fee shall be determined between the town clerk-treasurer and applicant. [Ord. 2004-03 § 6; Ord. 94-06 § 1; prior code § 11-2-9.4]



#### **18.85.150 Setting hearings.**

All applications for variances, or special use permits as provided in this title, shall be set for public hearing by the planning commission or board of adjustment. The date of the first hearing shall be not less than 30 days nor more than 45 days from the time of filing the application. [Ord. 94-06 § 1; prior code § 11-2-9.5]

#### **18.85.160 Notices.**

Notice of time and place of public hearings for variance or special use permit may be given by posting one sign in front of the property and posting additional signs at 300-foot intervals for large properties with 600 feet or more frontage. The posted notice shall contain the heading "Notice of Proposed Variance," "Special Permit" or "Notice of Proposed Special Permit," in letters at least one inch in height. The notice shall also contain information about the location of the property, the proposed use and the time and place at which the public hearing will be held. All owners of property located within 100 feet radius of the external boundaries of the property shall be notified by registered mail. [Ord. 94-06 § 1; prior code § 11-2-9.6]

#### **18.85.170 Investigations.**

The board of adjustment or planning commission or board of trustees shall require its own members, or its staff, to investigate the facts about an application set for hearing, including an analysis of precedent cases to provide all necessary information on each case. [Ord. 94-06 § 1; prior code § 11-2-9.7]

#### **18.85.180 Hearings may be continued without public notice.**

If testimony at a hearing cannot be completed on the day set for the hearing, the chair may, before recess, publicly announce the time and place of the continued hearing and no further notice shall be required. [Ord. 94-06 § 1; prior code § 11-2-9.8]

#### **18.85.190 Action on variance or special use permit.**

Not more than 40 days following completion of its hearing on the application for a variance or special use permit, the board of adjustment or planning commission or board of trustees, by adoption of a resolution shall:

- A. Grant or deny the variance or special use permit subject to specified conditions; and
- B. Adopt written findings which specify all facts relied upon by the reviewing body in rendering its decision, stating that these facts fulfill or fail to fulfill the requirements of this title, and stating the reasons for any conditions imposed. Resolutions shall be numbered consecutively in the order of their filing and shall become a part of the permanent records of the reviewing body. Failure of the reviewing body to act on any variance or use permit application within 40 days after the hearing shall be deemed to be approval of the application by the board. [Ord. 94-06 § 1; prior code § 11-2-9.9]

#### **18.85.200 Files shall include testimony.**

A summary of all pertinent testimony offered at public hearings about the filed application and the names and addresses of persons testifying at all public hearings before the reviewing body shall be recorded and made a part of the permanent files of the case. [Ord. 94-06 § 1; prior code § 11-2-9.10]

#### **18.85.210 Notice of decision.**

Not later than 10 days following the decision that a variance or special use permit be granted or denied, a copy of the resolution shall be mailed to the applicant at the address shown on the application. [Ord. 94-06 § 1; prior code § 11-2-9.11]

#### **18.85.220 Effective date – Time for appeal.**

The decision of the reviewing body other than the board of trustees shall become final and effective 10 days after adopting the resolution granting or denying the variance or special use permit unless within 10 days after mailing the resolutions an appeal in writing is filed with the board of trustees. The filing of an appeal within the time limit shall stay the effective date of the order until the board of trustees has acted on the appeal. [Ord. 94-06 § 1; prior code § 11-2-9.12]

#### **18.85.230 Transmission of records to board of trustees.**

Upon filing of a written appeal to the board of trustees, the town clerk-treasurer shall transmit to the board of trustees certified copies of all pertinent material in the board or planning commission files. [Ord. 94-06 § 1; prior code § 11-2-9.13]

**18.85.240 Board of trustees to hold public hearing.**

Within 30 days following the receipt of the written appeal the board of trustees shall conduct a public hearing, notice of which shall be given as provided in MTC 18.85.160. The hearing before the board of trustees shall be a hearing de novo and all interested persons may appear and present evidence. [Ord. 94-06 § 1; prior code § 11-2-9.14]

**18.85.250 Board of trustees resolution on findings and decision.**

The board of trustees shall announce its findings and decision by resolution not more than 20 days following the hearing, which shall state the facts and reasons which, in the opinion of the board of trustees, make the granting or denial of the variance or special use permit necessary to carry out the general purpose of this title. [Ord. 94-06 § 1; prior code § 11-2-9.15]

**18.85.260 Decision of board of trustees to be final.**

The decision of the board of trustees shall be final on an appeal; provided, that where the board of adjustment's action has been a denial of a variance, the board of trustees shall not grant a variance or eliminate or modify any condition imposed by the board except by two-thirds vote of all members. [Ord. 94-06 § 1; prior code § 11-2-9.16]

**18.85.270 Notice of board of trustees decision.**

Not later than 10 days following the adoption of a resolution ordering that a variance or special use permit be granted or denied, a copy of the resolution shall be mailed to the appellant and to the board of adjustment for a variance and planning commission for a special use permit. [Ord. 94-06 § 1; prior code § 11-2-9.17]

**18.85.280 Re-application.**

No re-application for a variance or special use permit which has been denied shall be filed earlier than one year after a denial unless specific authority to do so has been granted by the board of adjustment or by the board of trustees. Any re-application for a variance or special use permit shall be considered as a new application, including the payment of a new filing fee. [Ord. 94-06 § 1; prior code § 11-2-9.18]

VIEW OF SUP NOTICE SIGNS POSTED ON THE PROPERTY  
(FROM NEIGHBORING LOT ON UNIVERSITY AVENUE)



(FROM STANFORD STREET)





VIEW OF DWELLING AND METAL BUILDING  
(from neighboring lot on University Avenue)



VIEW OF METAL BUILDING  
(from neighboring lot on University Avenue)





VIEW OF PROPERTY FROM UNIVERSITY AVENUE



VIEW OF METAL BUILDING FROM UNIVERSITY AVENUE





VIEW OF DRIVEWAY LEADING FROM UNIVERSITY AVENUE



VIEW OF DRIVEWAY LEADING FROM STANFORD STREET





VIEW OF STANFORD STREET LOOKING SOUTH TO UNIVERSITY AVENUE



VIEW OF UNIVERSITY AVENUE LOOKING EAST ACROSS FRONT OF PROPERTY



Power of Praise Fellowship

PO Box 13427

Las Cruces, NM 88013

(575) 639-3161

Description of Use:

Property located at 320 W. University, sitting borderline of Las Cruces and the Town of Mesilla, is owned by Craig Stockton. We, the congregation of Power of Praise Fellowship, desire to use this location for religious gatherings such as: bible study, worship and free community events. We are currently leasing the property with the intent to buy. As of this date, besides the monthly lease, we have invested over \$20,000 in HVAC and gas lines.

We are a non-profit 501(c), established since January of 2000. We have always been an asset to the community through volunteerism and by providing a moral compass for families, youth and children. We strongly believe that all churches serve as a barrier to neighborhood crime, since the attraction is to people who strive for a higher moral and ethical standard.

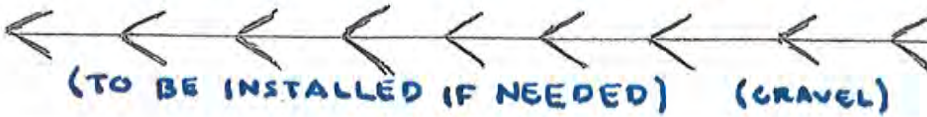
Membership of Power of Praise Fellowship runs approximately 50-65 in attendance. We host Sunday service at 10 am and Wednesday Bible Study from 7-8 pm. Our congregation is diverse in nationality as well as socioeconomic status. Our attendees are blue collar workers, business owners, licensed skilled labor, undergraduates and graduates. We are confident that we will represent the Spirit of the Town of Mesilla as we become a part of your community.



PELAN  
FARM



PROPOSED DRIVEWAY TO STANFORD ST.



(TO BE INSTALLED IF NEEDED) (GRAVEL)

Building  
50' X 70'  
(@ 2400 SQ FT  
TO BE USED FOR  
SERVICES)



GRAVEL

PARKING



House

GRAVEL

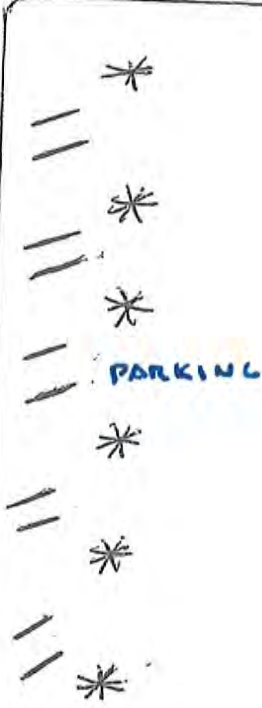


PARKING

24 PARKING SPACES  
IMMEDIATELY AVAILABLE  
(24 SPACES REQUIRED)  
MORE SPACES CAN BE  
INSTALLED AS NEEDED.

PARKING

GRAVEL



PARKING

Stanford St.

University Ave.



TOWN OF MESILLA  
SPECIAL USE PERMIT  
APPLICATION

OFFICIAL USE ONLY:

Case # 060698

Fee \$ 310.<sup>00</sup>

CASE NO. 060698 ZONE: RF SUBMITTED DATE: 2/23/18

Leila Gomez Name of Applicant 575-639-3161 Applicant's Telephone/Cell Number

320 W. University Las Cruces, NM Mailing & Physical Address City State Zip Code 88005

Craig Stockton (214-218-9732) Property Owner(s) Name (if different than above)

320 W. University Las Cruces, NM Mailing & Physical Address City State Zip Code 88005

Description of Special Use Permit Requested:  
Non-profit religious gatherings:  
Sunday 10 am - 12 pm  
Wednesday 7-8 pm

Justification for Request: To be an asset to the Town of Mesilla, providing a place of peace and faith, for its citizens.

**Notice: No application will be accepted without the signature of the owner(s) of record of the above described property. If more than one, all owners of or their agents must sign.**

Property Owner Signature (if different than Applicant) \_\_\_\_\_ Applicant Signature [Signature]

**FOR OFFICIAL USE ONLY**

- PZHAC  Administrative Approval (N/A) BOT  Approved Date: \_\_\_\_\_  
 Approved Date: \_\_\_\_\_  Disapproved Date: \_\_\_\_\_  
 Disapproved Date: \_\_\_\_\_  Approved with Conditions  
 Approved with conditions

CONDITIONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ISSUED BY: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_