



**PZHAC WORK SESSION  
AGENDA  
MAY 21, 2018**

**THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD A WORK SESSION, **MONDAY, MAY 21, 2018** AT 5:30 P.M. IN THE BOARD ROOM OF THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA.**

**Item 1:** Submitted by Luis H. Vigil; a request to discuss plans to construct an addition of a living room and a garage to a dwelling at 1365 Snow Road (Case 060728). Zoned: Rural Farm (RF)

**Item 2:** Submitted by Justin Sevey for “Triple Blown”; a request to discuss plans for a glass blowing operation to be located at a dwelling located at 3331 Gandy Lane as a Home Occupation (Business Permit 0725). Zoned: Residential, one acre (R-1)

**PZHAC REGULAR MEETING  
AGENDA  
MAY 21, 2018**

**THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD ITS REGULARLY SCHEDULED MEETING **MONDAY, MAY 21, 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 May 9, 2018.**

**B. \*ADMINISTRATIVE APPROVAL**

**Building Permits**

1. **Case 060727** – 2523 Calle del Norte, submitted by Michele Rasch; a request for a building permit to allow the repair and repainting of stucco on a dwelling at this address. Zoned: Historic Residential (HR).

**V. PZHAC NEW BUSINESS:**

**A. PUBLIC INPUT ON CASES**

**B. CASES:**

**Building Permits**

1. **Case 060728** – 1365 Snow Road, submitted by Luis H. Vigil; a request to for a building permit to allow the addition of a living room and a garage to a dwelling at this address. Zoned: Rural Farm (RF). **(Discussed during Work Session – Item 1)**

**Business Permits**

2. **Permit 0725** – 3331 Gandy Lane, submitted by Justin Sevey for “Triple Blown”; a request for a business license to allow the applicant to operate a glass blowing operation as a Home Occupation at a dwelling at this address. Zoned: Residential, one acre (R-1). **(Discussed during Work Session – Item 2)**

3. **Permit 0706** – No address (Itinerant Vendor), submitted by Rodney Eaton (President) for “Zuni Electric Inc.”; a request for a business license to allow the applicant to install photo-electric panels on dwellings in the Town as a contractor (each dwelling will require a separate building license).

**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 5/17/18 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; Ristramnn Chile Co. - 2531 Avenida de Mesilla and the U.S. Post Office - 2253 Calle de Parian.

PZHAC NEW BUSINESS

MAY 21, 2018

WORK SESSION

**PZHAC WORK SESSION  
MAY 21, 2018  
ITEM 1**

Submitted by Luis H. Vigil; a request to discuss plans to construct an addition of a living room and a garage to a dwelling at 1365 Snow Road (Case 060728). Zoned: Rural Farm (RF)

The subject property is at the northwest corner of the Town in the RF zone. The dwelling currently sits on parcel that has been separated from the rest of a 5 acre parcel by an EBID drain that was constructed in the 1980's (see attached property diagram). The dwelling does not have an enclosed garage. The applicant would like to construct a 22 foot by 29.5 foot living room in place of an existing covered patio at the west side of the structure, with a 22 foot by 26 foot garage to the south of this. The applicant would also like to add a 10 foot by 24 foot concrete patio to the east of the garage on the north side of the dwelling (see attached drawings and photos). In addition to exterior doors, there will be access to both new parts of the dwelling from the interior of the dwelling itself. The construction would be the same as the existing dwelling, and would be finished to match the dwelling. (A permit for the construction and any electrical and plumbing work will be required by CID.) There are no architectural standards in the RF zone.

The subject dwelling is currently occupied by a family member. A small dwelling, occupied by the applicant, is currently located at the opposite (northwest) corner of the 5 acre parcel at the southeast corner of Glass Road and Snow Road.

The subject property is bordered to the north by a string of small properties along the south side of Glass Road, between Glass Road and the subject property. These are zoned RF and contain site built single family dwellings. To the north of Glass Road is Dona Ana County. To the east is property zoned RF that consists of farmland with site built single family residences. To the south is a mix of residential and farm properties zoned RF. The west is Snow Road and farms containing site built single family residences, zoned RF.

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

**PHOTO OF THE DWELLING FROM THE DRIVEWAY THE NORTH OF THE DWELLING**



**OTHER PHOTOS OF THE DWELLING**



# Doña Ana County, NM

General Reference Maps

Map Help

Doña Ana County

2014 Aerial

Addresses

County Address Points

Select Search Type:

Account Number

Enter Value:

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: [R0400016](#)

Parcel Number: 4005137006178

Owner: VIGIL ENEDINA H & LUIS H VIGIL

Mail Address: 1365 SNOW RD

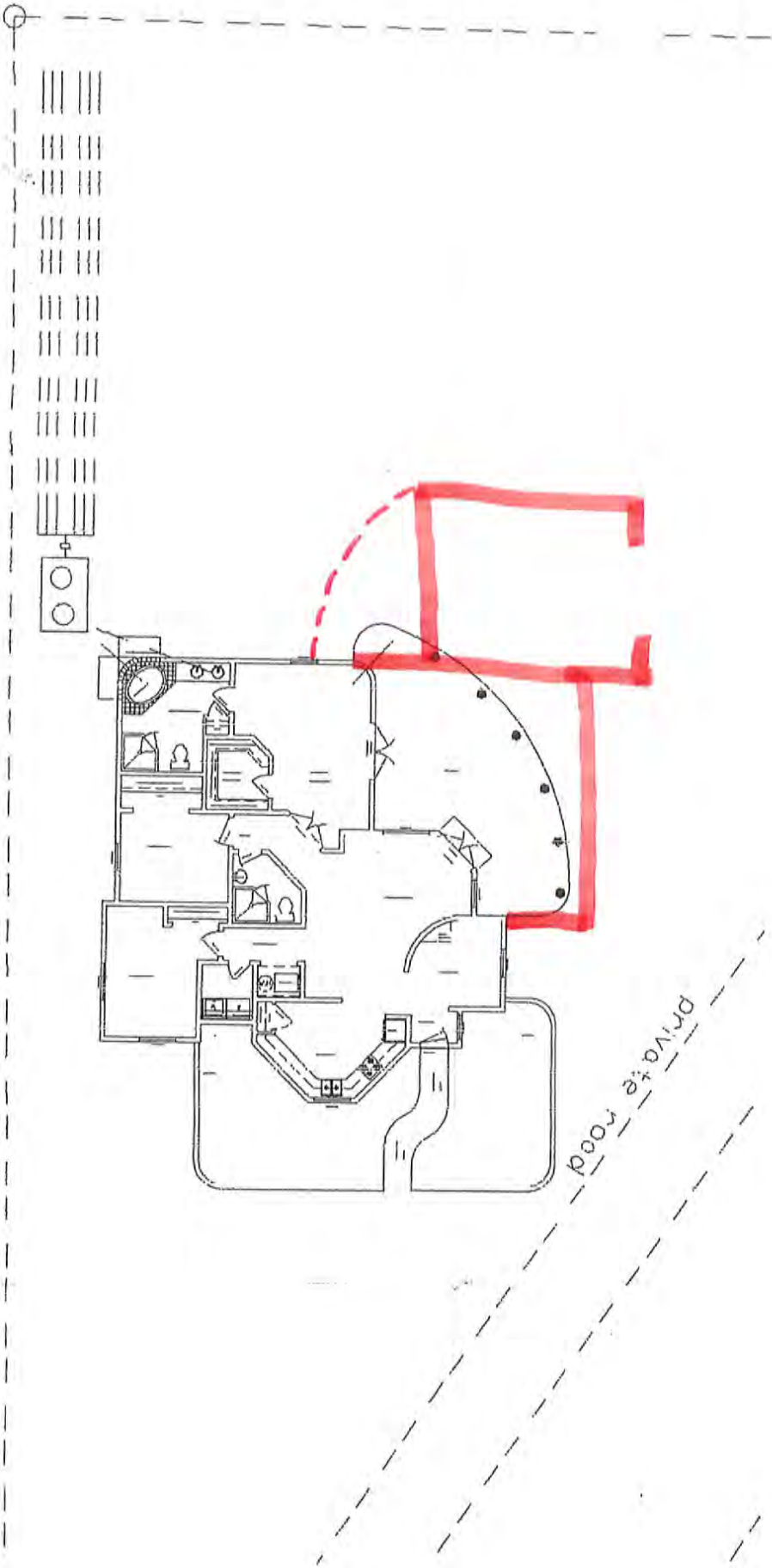
Subdivision:

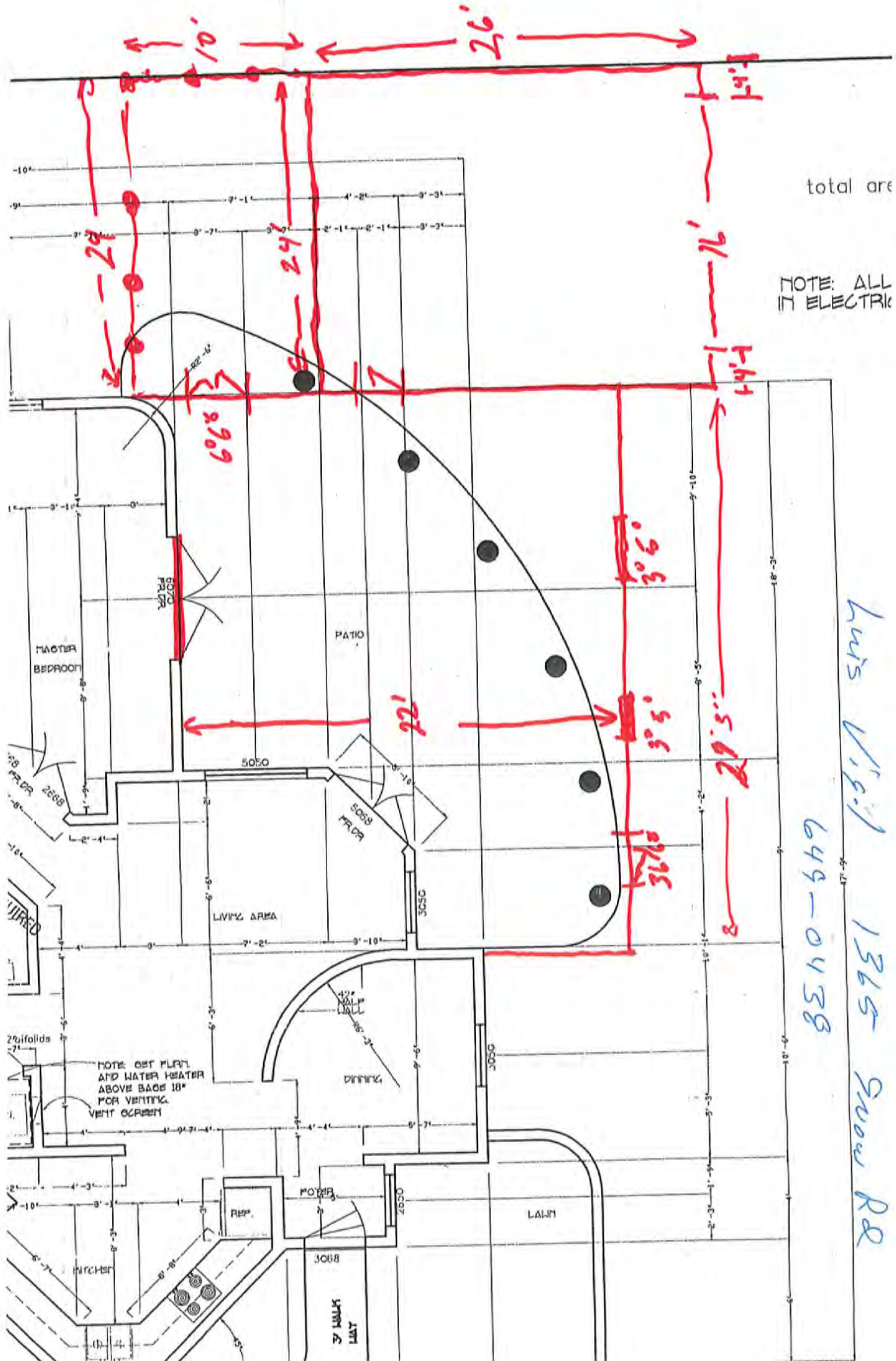
Property Address: 1365 SNOW RD

Acres: 1



NEW CHAIN LINK FENCE



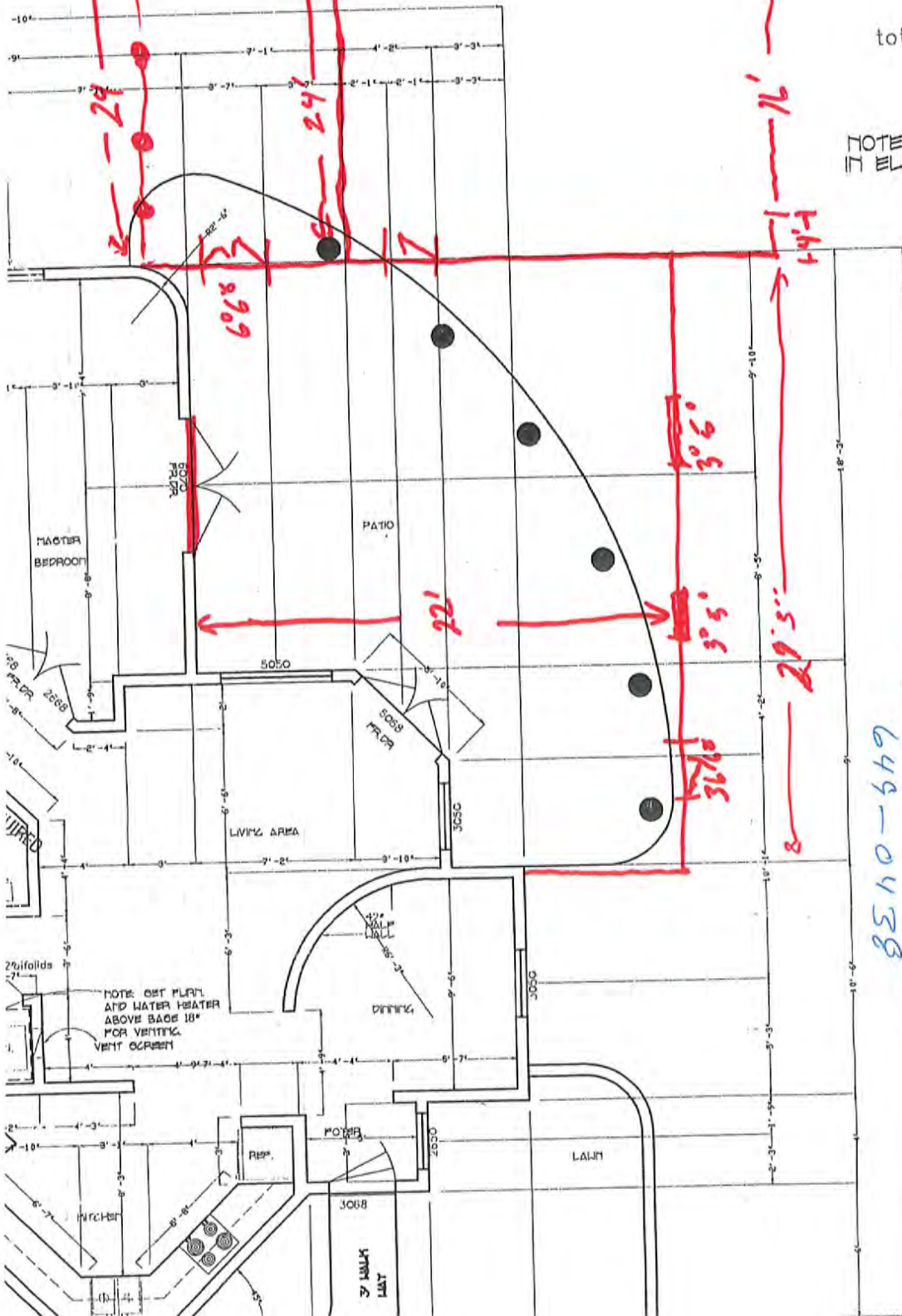


total area

NOTE: ALL IN ELECTRIC

Luis V. G. J. 1365 Snow Rd  
649-0438

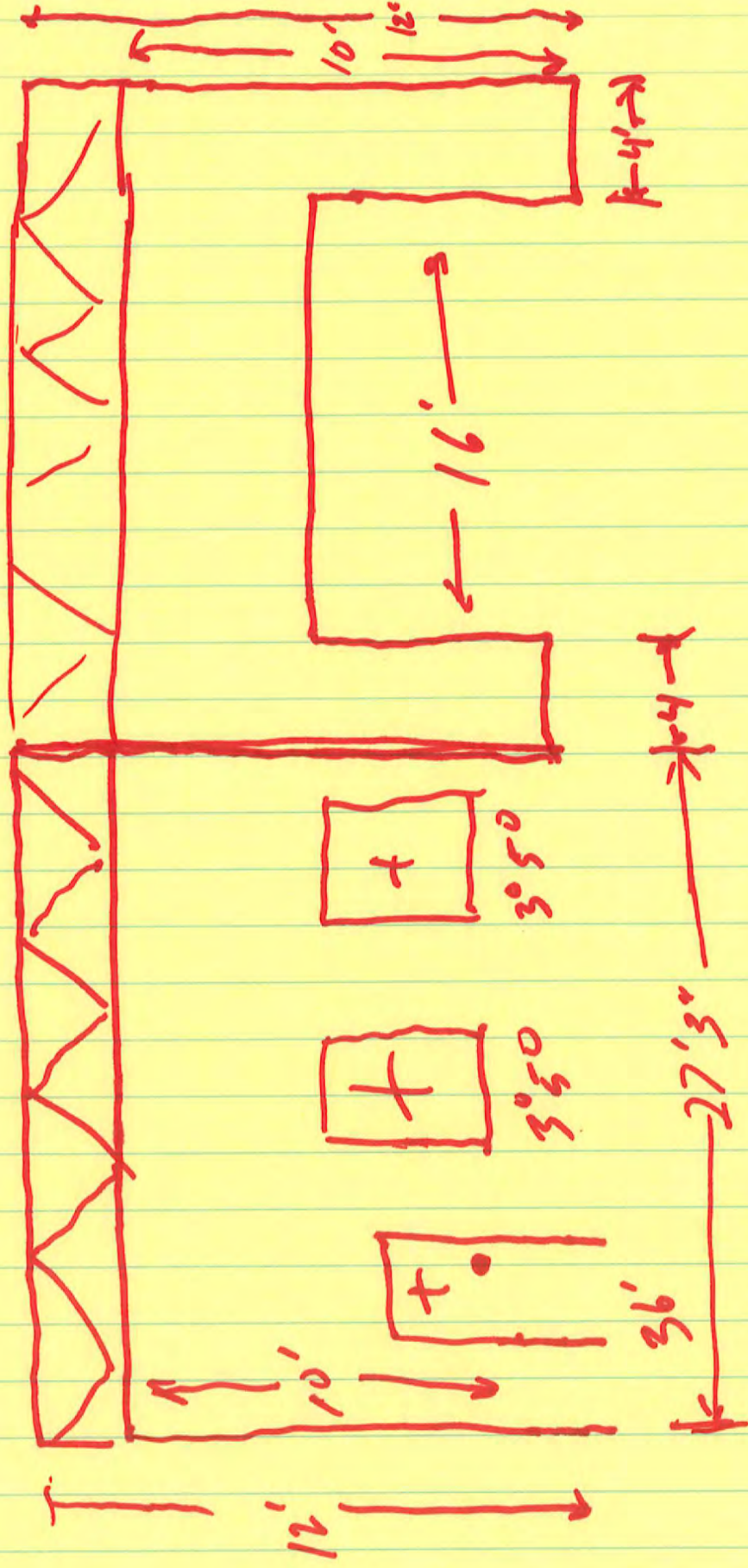
NOTE: SET PLUMB AND WATER HEATER ABOVE BASE 18" FOR VENTING FOR VENT SCREEN



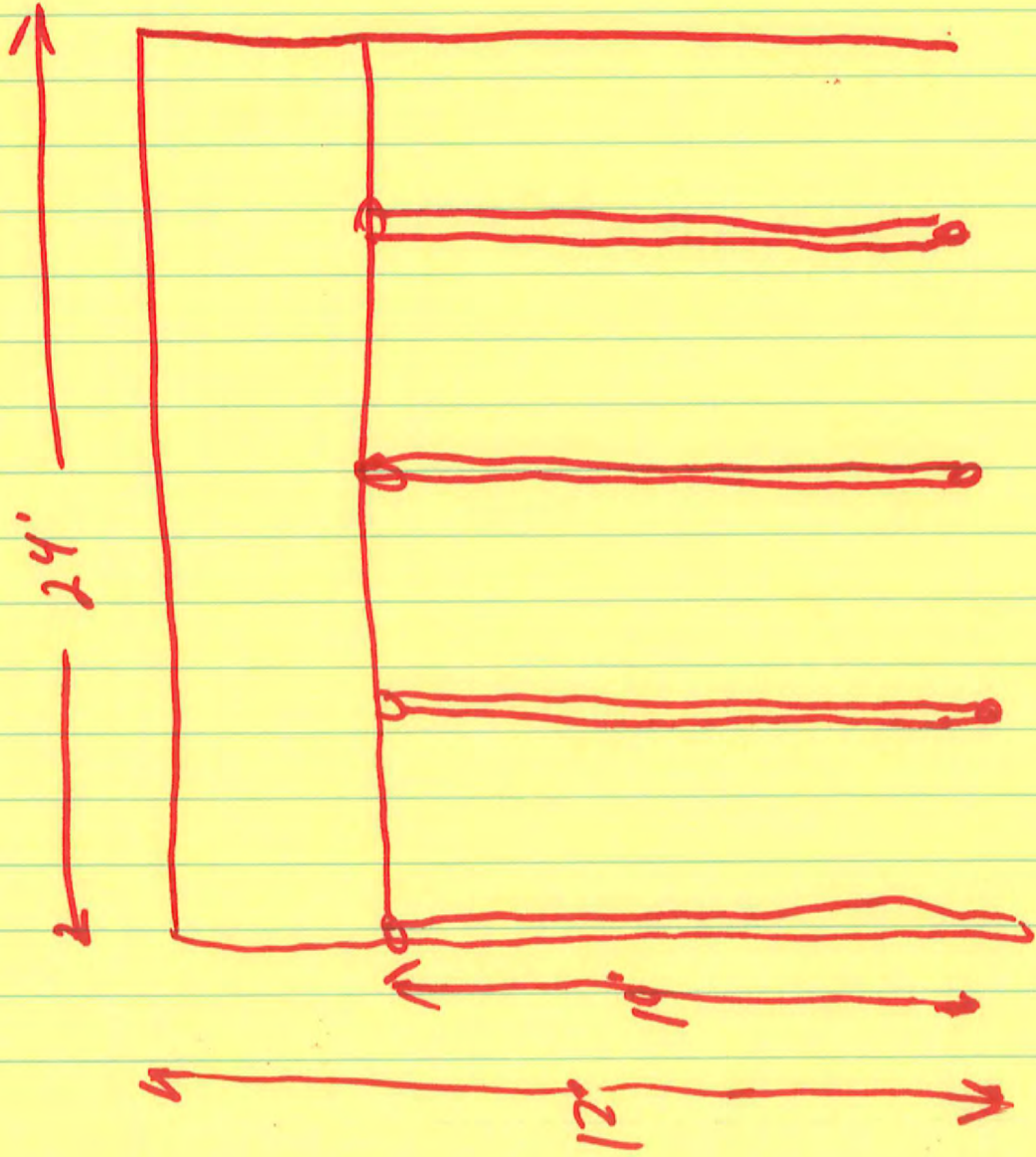


LW's Vigil 1365 Sawdell

575 649-0438

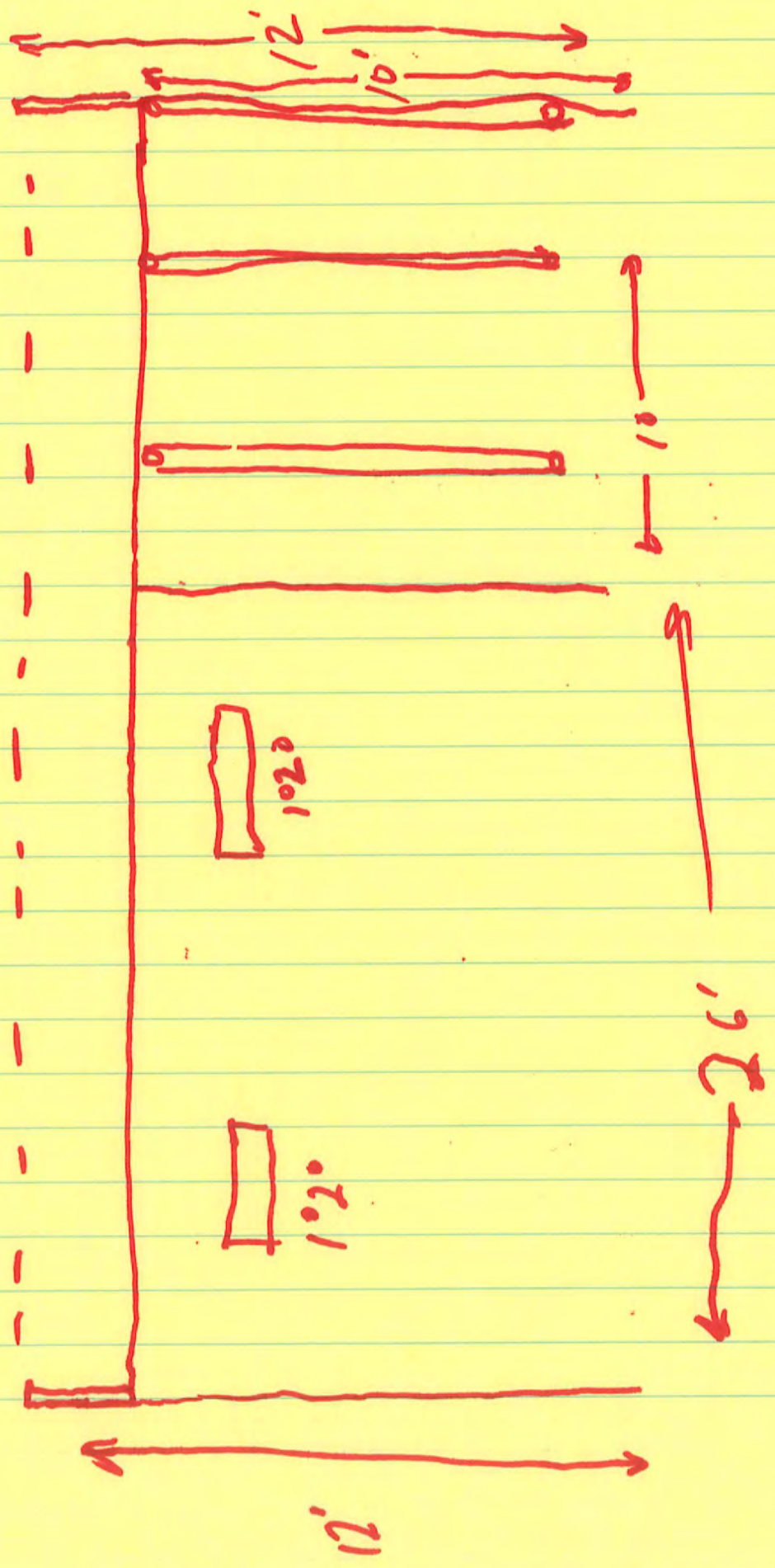


1365 Snow Rd



1365 Snow Rd

Luis Vign /  
649-0438



TOWN OF MESILLA  
PERMISSION TO CONDUCT WORK  
OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060728

Fee \$ 25.50

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

CASE NO. 060728 ZONE: RF CODE: ADM APPLICATION DATE: 5/9/18

Name of Applicant/Owner: Luis H. Vigil Applicant's Telephone Number: (575) 649-0438

Applicant's/Owner's Mailing Address: 1365 Snow Rd City: LC State: NM Zip Code: 88005

Applicant's/Owner's E-mail Address: \_\_\_\_\_

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: 1365 Snow Rd

Description of Proposed Work: Enclose patio in car attached garage  
move patio to east side; repair stucco windows

Estimated Cost: \$ 10,000 Signature of Applicant: Luis H. Vigil Date: 5-9-18

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

BOT  Approved Date: \_\_\_\_\_  
 Disapproved Date: \_\_\_\_\_  
 Approved with Conditions

FIRE INSPECTION/APPROVAL REQUIRED:  YES  NO  SEE CONDITIONS

CID PERMIT/INSPECTION REQUIRED:  YES  NO  SEE CONDITIONS

CONDITIONS: PZHAC APPROVAL & CID PERMIT 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 WORK SESSION**  
**MAY 21, 2018**  
**ITEM 2**

Submitted by Justin Sevey for “Triple Blown”; a request to discuss plans for a glass blowing operation to be located at a dwelling located at 3331 Gandy Lane as a Home Occupation (Business Permit 0725). Zoned: Residential, one acre (R-1)

This case was originally heard and postponed by the PZHAC on May 5, 2018 in order to allow the applicant to provide further information about the proposed use. The main issue is the source of heat to be used for the glass blowing process, and whether this would constitute a fire hazard to the subject property, or to surrounding properties.

According to the applicant, the process he uses does not use an oven or any other large heating appliance. Rather, a gas torch is used to heat and bend the glass he uses. The product created is not large.

The purpose of the application is to allow the applicant to use part of his residence at this address as a workshop where he can produce small glass objects and artifacts that he can then sell at Farmer’s Markets and craft fairs throughout the area. All sales will be at markets, fairs, and similar venues. There will be no direct sales to customers at the residence. The applicant will continue to use the dwelling as his primary residence.

The applicant has been put in touch with Greg Whithed of the Mesilla Fire Department. The applicant will also be present to further discuss the use, and to answer any questions that might arise.

PHOTO OF PROPERTY FROM GANDY LANE



# Doña Ana County, NM

General Reference Maps

Map Help

Doña Ana County

2014 Aerial

Addresses

County Address Points

Select Search Type:

Account Number

Enter Value:

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: [R0400892](#)

Parcel Number: 4007138169133

Owner: SEVEY JUSTIN D

Mail Address: 3331 GANDY LN

Subdivision:

Property Address: 3331 GANDY LN

Acres: 1.04



## 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.

- SS Only immediate family members occupying the dwelling shall be engaged in the home occupation.
- SS The primary use of the dwelling shall be for residential purposes.
- SS 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.
- SS There shall be no change in the outside appearance of the dwelling or the premises.
- SS Only products of the home occupation shall be sold from the premises.
- SS Only two occupations shall be permitted at a time.
- SS 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.
- SS 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.
- SS For instructional service home occupations no more than five students shall be at the dwelling at any one time.
- SS 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.
- SS 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.
- SS 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.
- SS 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.
- SS 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.
- SS 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:

Justin Sevey  
Applicant's name printed

[Signature]  
Applicant's signature

4-18-18  
Date



Date: 4-18-18

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

No.: 0725

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:	<u>Triple Blown</u>				
Name of Applicant:	<u>Justin Sevey</u>				
Business Location:	<u>3331 Grandy lane</u>				
Mailing Address (Street # or P.O. Box):	<u>3331 Grandy lane</u>				
E-Mail Address:	<u>Justthyme247@gmail.com</u>				
City:	<u>Mes.lla</u>	State:	<u>NM</u>	Zip Code:	<u>88005</u>
Phone # of Business:	<u>575-202-7736</u>				
Location of Business: Street	<u>3331 Grandy ln</u>				
City:	<u>Mesilla</u>	State:	<u>NM</u>	Zip Code:	<u>88005</u>

Property Owner Name:	<u>Justin Sevey</u>				
Location:					
Phone # of Property Owner:	<u>575-202-7736</u>				
Property Owner's Address: Street	<u>3331 Grandy ln</u>				
City:	<u>Mes.lla</u>	State:	<u>NM</u>	Zip Code:	<u>88005</u>

<b>Additional Information</b>	
Square Footage of Business:	<u>600</u>
Number of Employees:	<u>1</u>
Number of Parking Spaces:	<u>4</u>
Zoning Code:	<u>R-1</u>
Parking Assessment:	<u>N/A</u> <i>Please fill in other side&gt;&gt;&gt;&gt;</i>



Type of Business -please describe product(s) and/or service(s): Glass Blowing

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

Current New Mexico Revenue Division ID #: 03-216363-00-0  
(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>Justin Sweeney 575-202-7736</u>		
Name	Address	Telephone #
1. <u>Harold Sweeney</u>	<u>3331 Grandy Ln</u>	<u>575-524-6751</u>
2. _____	_____	_____
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.

Justin Sweeney  
Signature of Applicant/Title

4-18-18  
Date

Justin Sweeney  
Signature of Building Owner

4-18-18  
Date

Office Use

Receipt Number: _____	Date of Payment: _____
Case Number: <u>0725</u>	Zone: <u>R-1</u>
PZHAC Approval Date: _____	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: \_\_\_\_\_

Fire Inspection Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

PZHAC MEETING

MINUTES

MAY 7, 2018

(PART OF CONSENT AGENDA)

# Town of Mesilla, New Mexico

## PZHAC WORK SESSION

AGENDA  
MAY 9, 2018

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD A WORK SESSION, **WEDNESDAY, MAY 9, 2018 AT 5:00 P.M. IN THE BOARD ROOM OF THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA.**

**This meeting was originally scheduled to be heard on the regularly scheduled date of May 7, 2018, but was postponed until May 9, 2018 due to the lack of a quorum on May 7. Staff was present at the original Work Session and Regular meeting times to ensure that any interested parties that showed up for the meetings were informed of the new meeting times.**

**Item 1:** Submitted by R Builders Inc. for the Descalced Nuns; a request to discuss plans to construct a 600 square foot casita and classroom to be used to house a visiting instructor on a property located at 2015 Glass Road (Case **060720**). Zoned: Rural Farm (RF).

*The contractor for 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 would like to construct a small casita on the property for an instructor that is hired by the Diocese to provide courses and instructional teachings to the nuns living on location in order to fulfill their vocations. The instructor will stay in a 400 square foot section of the casita when she is there. The remaining 200 square feet of the casita will be used as a workshop and teaching area. This will have separate access from the outside.*

*The main dwelling is surrounded by a size foot high latia fence that also encloses a garage and an old horse stable, as well as of the property. The casita will be located in the northwestern corner of this enclosure. It will be finished to match the main dwelling. Access to this portion of the property is limited to the nuns that live on the property. There will be no access to the property by anyone else.*

*There were no issues with the proposal.*

**Item 2:** Submitted by R. Builders Inc. for the Las Cruces Diocese; a request to discuss plans to replace a window with a door on a religious store located at 2270 Calle Principal, across from the church (Case **060721**). Zoned: Historical Commercial (HC).

*The contractor for 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 subject structure was owned and used by the Diocese of Las Cruces as a church store, and gave a brief description of the current access to the structure as well as outlining the applicant's proposal to replace an existing window at the front of the structure with a door to improve access to the structure. Staff also referred to the Historical Register for the Town to highlight the historical nature of the window to be replaced, and the fact that there was an application by the Diocese in 2009 to renovate the interior of the structure and to replace an exterior window at the north side of the structure with a door. (Although the 2009 building permit was approved by the BOT, the window was never replaced with a door.) Discussion ensued about the historical nature of the structure and the importance to maintain the exterior historical elements and character of the structure.*

**Item 3:** Submitted by Rafael Morones, Jr.; a request to discuss plans to convert an existing carport into a garage on a dwelling at 2909A La Mesilla Circle. Zoned: Historical Residential (HR). (Case **060722**)

*The applicant was present to discuss the request and answer any questions that might arise. Staff provided a brief introduction of the case, referring to photos of the dwelling in the packet and explaining that the existing carport, which is large enough for two vehicles, was built as part of the dwelling and is open on three sides. The applicant would like to close two of the open sides with continuations of the walls at these sides. The third side, which faces Calle del Sur, will have garage doors. The enclosures will be finished to match the style, texture, and color of the existing walls. The dwelling is not in the Historical Register for the Town.*

*There were no issues with the proposal.*

**Item 4:** Submitted by Artie Fountain; a request to discuss plans to install an awning over an exterior door on the east side of a commercial building at 2490 Calle de Guadalupe (**Case 060724**). 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, referring to photos of the dwelling in the packet and explaining the applicant's proposal to install a small canopy over an existing door on the structure. Staff referred to copies of the entries for the structure in the Historical Register for the Town and explained that even though the portion of the structure affected was built in the 1940's, it was an extension of a historical structure that was built in the 1800's and is a part of what was known as the "Transportation District".*

*The applicant stated that the principal reason for the awning was to keep rain and run-off from damaging the door and leaking into the structure. There will be no changes to the structure itself. The wood frame supporting the awning will be made of 4" by 4" sections of rough hewn stained wood. The awning will be covered with a corrugated onduras covering in brick red.*

*There were no issues.*

**Item 5:** Submitted by Thomas Feldt; a request to discuss plans to install a small open patio area at the rear of a restaurant ("Thai Delight") at 2184 Avenida de Mesilla (**Case 060726**). 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, explained that the applicant would like to surround a 22 foot by 17 foot section of a back parking area with a bamboo fence to create an outdoor eating area. According to the applicant, the purpose of this area would be to allow patrons to have a smoking area where they can eat, since smoking inside the restaurant is not legal. The proposed seating area would have direct access to a rear dining area of the restaurant through a set of double doors, and would have a 10-12 foot wide opening to the outside to allow emergency egress. The area would not be enclosed by walls or a roof, and shade would be provided by individual table mounted umbrellas.*

*Tom Maese, inspector for CID, stated that the applicant will need to check into state requirements for public smoking areas, as the area to be provided may be too close to the entrance to the structure for state requirements. Additionally, there may be portions of the Fire Code that would need to be met. The applicant would also have to provide CID with a set of drawings from an architect for the area to be enclosed showing proper entrance and exit requirements.*

*The applicant decided to withdraw his application at this time.*

**Item 6:** Submitted by Davie & Kelly Salas, a request to discuss a change in plans for an adobe and latia wall across the front of two properties at 2417 and 2419 Calle de Parian. (**Case 060682**). 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 applicant originally obtained permission from PZHAC on March 5, with final approval by the BOT on March 12, 2018, to build an adobe and latia fence at the proposed locations. The applicant would now like to alter some of the plans that were approved. The request is the result of Staff stopping the applicant when it was recognized that the fence being built did not entirely match what was approved. The applicant was informed that the PZHAC and BOT would need to approve any substantial changes to plans that were already approved.*

*The applicant stated that the adobe and latia fence across the front of the property at 2419 Calle de Parian would be latia only without adobe. This fence will be moved back an additional 4-5 feet, and will be six feet in height, which is allowed by Section 18.60.340(A)(I of the Code). According to the applicant, this fence will look like other latia fences allowed by the Town in the area, and referred to attached photos of other similar fences.*

*Additionally, the applicant stated that the fence across the front of 2417 Calle de Parian will still be a mix of a low adobe wall covered with stucco to match the dwelling, with latia on top; but will now generally follow the line formed by the existing wall and brick patio. He referred to the attached Plat of Survey showing the proposed fence locations. This fence will vary in height from 4- 6 feet. Both fences will meet the Code requirements for exits from driveways (Section 18.60.340(G) and Section 18.60.340 Appendix C).he applicant also stated that he would like to change the location of the adobe and latia fence originally approved for the front of 2417 Calle de Parian.*

*There were no further issues.*

**PZHAC REGULAR MEETING  
AGENDA  
MAY 9, 2018**

**THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD ITS REGULARLY SCHEDULED MEETING **WEDNESDAY, MAY 9, 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 Houston were absent. All other commissioners were present. There was a quorum.*

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

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

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

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

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

**A. \*PZHAC MINUTES – Meeting minutes of April 16, 2018.**

*Approved as part of the Consent Agenda.*

**B. \*ADMINISTRATIVE APPROVAL**

**Building Permits**

1. **Case 060718** – 1360 Paisano Road, submitted by Suniga’s Roofing for Neri Freitze; a request for a building permit to allow the reroofing of a residence at this address. Zoned: Rural Farm (RF).

*Approved as part of the Consent Agenda.*

2. **Case 060719** – 2929 Camino Castillo, submitted by Tesla Inc. for Zuni Electric, Inc. for Rue and Toby Sanchez; a request for a building permit to allow the installation of a solar photo-voltaic system on a dwelling at this address. Zoned: Residential, one acre (R-1).

*Approved as part of the Consent Agenda.*

3. **Case 060723** – 2900 Avenida de Mesilla, submitted by Jerry and Susan Grandle; a request for a building permit to allow minor repairs to the drainage on the north side of the structure at this address. Zoned: General Commercial (C).

*Approved as part of the Consent Agenda.*

4. **Case 060725** – 2991 Estrada Road, submitted by Abel Sanchez; a request for a building permit to allow the installation of a concrete pad/sidewalk around a dwelling at this address. Zoned: Rural Agricultural (RA).

*Approved as part of the Consent Agenda.*

**V. PZHAC NEW BUSINESS:**

**A. PUBLIC INPUT ON CASES**

*Susan Krueger – Town Resident*

*Provided input on the following cases:*

*060721 – She stated that the description of the building in the Historic Register says that the structure has national significance and that the window to be replaced is an example of classic pueblo style. She stated that access to the structure should be made through the interior to another, existing door rather than replacing a historic window.*

*Business Permit 0725 – This should be denied because it will create a fire hazard to the area due to the existence of a high temperature furnace to be used for the glass blowing operation. She also stated that*

*Mercado discussion item: She thought this was a “good idea”, and that Gandy Lane is not wide enough for fire equipment should the operation cause a fire.*

## B. CASES:

### Building Permits

1. **Case 060720** – 2015 Glass Road, submitted by R Builders Inc. for the Descalced Nuns; a request to for a building permit to allow a 600 square foot casita to be constructed on the property. Zoned: Rural Farm (RF). **(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 discussion. There were no issues. A motion was made by Commissioner Prieto to approve the request, seconded by Commissioner Nevarez, and approved by a vote of 3 – 0.*
2. **Case 060721** – 2270 Calle Principal, submitted by R. Builders Inc. for the Las Cruces Diocese; a request for a building permit to allow the replacement of a window with a door on the religious store at this address, across from the church. Zoned: Historical Commercial (HC). **(Discussed during Work Session – Item 2)**  
*Staff stated that this request had been discussed during the Work Session and provided a brief description of the discussion. There was further discussion as to the historical significance of the structure, especially with respect to the window to be replaced. Commissioner Lucero expressed extreme concern with altering the exterior of the structure, which was determined to be one of the more significant structures on the Plaza. A motion was made by Commissioner Nevarez to approve the request, seconded by Commissioner Prieto, and denied by a vote of 0 - 3. The building permit was not approved.*
3. **Case 060722** – 2909A La Mesilla Circle, submitted by Rafael Morones, Jr.; a request for a building permit to allow an existing carport to be converted into a garage on a dwelling at this address. 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 discussion. There were no issues. A motion was made by Commissioner Prieto to approval of the request to the BOT, seconded by Commissioner Nevarez, and approved by a vote of 3 – 0.*
4. **Case 060724** – 2490 Calle de Guadalupe, submitted by Artie Fountain; a request for a building permit to construct an awning over an exterior door on the east side of a commercial building at this address. Zoned: Historical Commercial (HC). **(Discussed during Work Session – Item 4)**  
*Staff stated that this request had been discussed during the Work Session and provided a brief description of the discussion. There were no issues. A motion was made by Commissioner Nevarez to approval of the request to the BOT, seconded by Commissioner Prieto, and approved by a vote of 3 – 0 with the following CONDITION:  
*The wood frame supporting the awning will be made of 4” by 4” sections of rough hewn stained wood.**
5. **Case 060726** – 2184 Avenida de Mesilla, submitted by Thomas Feldt; a request for a building permit to install a small open patio area at the rear of a restaurant (“Thai Delight”) at this address. Zoned: Historical Commercial (HC). **(Discussed during Work Session – Item 5).**  
*This case was removed from the agenda by the applicant.*
6. **Case 060682** – 2417 and 2419 Calle de Parian, submitted by Davie and Kelly Salas; a request for a modification to a building permit to allow changes to plans for an adobe and latia wall across the front of two properties at these addresses. Zoned: Historical Residential (HR). **(Discussed during Work Session – Item 6).**  
*Staff stated that this request had been discussed during the Work Session and provided a brief description of the discussion. The PZHAC determined that the proposed changes would be compatible with original request and would not be incompatible with the property. A motion was made by Commissioner Nevarez to recommend approval the request to the BOT, seconded by Commissioner Prieto, and approved by a vote of 3 – 0.*

### Business Permits

7. **Permit 0725** – 3331 Gandy Lane, submitted by Justin Sevey for “Triple Blown”; a request for a business license to allow the applicant to operate a glass blowing operation as a Home Occupation at a dwelling at this address. Zoned: Residential, one acre (R-1)  
*Staff provided a brief description of the request. The only issue was whether the proposed use would pose a fire issue to itself or the neighboring properties. Staff stated that the Fire Department had been made aware of the proposed use, and that potential fire risks were being followed up on with the Fire Department.*

*A motion was made by Commissioner Prieto to postpone the action on the proposed business registration to allow the applicant to meet with the PZHAC at the next work session to provide further information about the proposed use. This was seconded by Commissioner Nevarez, and approved by a vote of 3 – 0.*

**Zone Change**

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

1. **Z18-001** – 2331 Calle de Parian, submitted by Eric Sanchez; a request for a Zone change from Historical Commercial (HC) to Historical Residential (HR) for a 0.2 acre parcel containing a residence at this address. *Acting Commission Chair Lucero closed the Regular Meeting and opened the Public Hearing. Staff gave a brief presentation of the requested zone change; including a statement that, although the Community Center to the north is zoned HC, it is not considered by the Town to be a commercial structure even though parts of it are rented to certain organizations for various community uses, or as an occasional office. Staff also stated that there were no comments received from any of the property owners notified by certified mail of the zone change request.*  
*Susan Krueger, Town resident, provided the only public comment. She insisted that the Community Center is commercial, and that it can and should be used for commercial activities such as stores and gift shops. She also stated that the zone change would be incompatible with the Town Comprehensive Plan in that the plan supports commercial, not residential growth. She also wanted to know where bank requirements (a reference to residential zoning of the property in order to finance the property) fit in with the criteria in the Code for a zone change.*  
*There were no further comments or discussion.*  
*The Public Hearing was closed and the Regular Meeting reopened. A motion was made to recommend approval of the request for a zone change to the BOT and approved by a vote of 3 – 0.*

**VI. PUBLIC COMMENTS**

*None*

**VII. PZHAC/STAFF COMMENTS**

*Town Fire Chief Kevin Hoban stated that the Community Center was constructed as an Educational Occupancy and not as a commercial structure, and is therefore not suitable or safe for commercial use without substantial and expensive modifications to change its occupancy. Although the current uses are allowed under the current occupancy. Until these modifications are made, the structure cannot be used for commercial operations such as stores or gift shops.*

*Acting Commission Chair suggested removing the Public Comments section from future agendas on the belief that this section is redundant with the Public Input section at the beginning of the meeting. Commissioner Prieto stated that the Public Input section was intended for input on cases in particular, while the Public Comments sections was intended to allow for general comments by the public. No action was taken.*

**VIII. ADJOURNMENT**

*The meeting was adjourned at 7:52 pm.*

**NOTICE**

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

Posted on 5/1/18 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

MAY 21, 2018

ADMINISTRATIVE APPROVALS

(PART OF CONSENT AGENDA)



**ADMINISTRATIVE APPROVAL  
BUILDING PERMIT REQUEST CASE 0607207  
[PZHAC CONSENT AGENDA –5/21/2018]**

**Item:**

**Case 060727** – 2523 Calle del Norte, submitted by Michele Rasch; a request for a building permit to allow the repair and repainting of stucco on a dwelling at this address. Zoned: Historic Residential (HR).

**Description of Work Done:**

The purpose of this request is to allow the applicant to repair minor cracks and worn spots in the stucco on the building and then repaint the structure to match the existing color (see attached photo). This will repair wear and tear that has occurred on the subject wall due to weathering and deferred repair in the past. The repairs and repainting will not change the style or historic 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 DEL NORTE**



# Doña Ana County, NM

General Reference Maps

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Doña Ana County

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Addresses

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## Map Themes

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Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400165](#)

Parcel Number: 4006137015462

Owner: RASCH MICHELE P

Mail Address: 2523 CALLE DEL NORTE

Subdivision: USRS TRACTS 11A - 157A & 11A -157B (BK 20 PG 27 - 017399)

Property Address: 2523 CALLE DEL NORTE

Acres: 0.13999082



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

OFFICIAL USE ONLY:

Case # 060727

Fee \$ 80.00

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

CASE NO. 060727 ZONE: MR CODE: M1 APPLICATION DATE: 5/7/18

Michele Rasch  
 Name of Applicant/Owner

805 4522789  
 Applicant's Telephone Number

PO Box 429 Mesilla NM 88044  
 Applicant's/Owner's Mailing Address City State Zip Code

Rasch@sbcc.edu  
 Applicant's/Owner's E-mail Address

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

575 642 5481  
 Contractor's Telephone Number

Contractor's Tax ID Number \_\_\_\_\_ Contractor's License Number \_\_\_\_\_

Address of Proposed Work: 2523 Calle del Norte, Mesilla

Description of Proposed Work: Repair cracks in exterior stucco and paint in color that is the same as currently on the house

\$ 3000  
 Estimated Cost

Michele Rasch  
 Signature of Applicant

4-16-18  
 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: TO BE REPAINTED ORIGINAL COLOR - NO CHANGES TO APPEARANCE OR STYLE OF STRUCTURE

PERMISSION ISSUED/DENIED BY: Z. Shuman ISSUE DATE: 5/7/2018

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

MAY 21, 2018

PZHAC DECISIONS

BUILDING PERMITS

**BOT ACTION FORM**  
**BUILDING PERMIT 060728**  
**[PZHAC REVIEW – 5/21/18]**  
**STAFF ANALYSIS**

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

**Item:**

**Case 060728** – 1365 Snow Road, submitted by Luis H. Vigil; a request to for a building permit to allow the addition of a living room and a garage to a dwelling at this address. Zoned: Rural Farm (RF).

**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 additions are architecturally appropriate or acceptable for the Town 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 additions would not be architecturally appropriate or acceptable to the Town, 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: @ \$10,000.00**

**Consistency with the Code:**

The PZHAC will need to determine that the proposed additions and wall, when finished, will be consistent with the development of land in the RF 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 additions to a dwelling on the property.
- The PZHAC has determined that the proposed additions to the dwelling meet all applicable Code requirements.

**PZHAC ACTION:**

# Doña Ana County, NM

General Reference Maps

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Doña Ana County

2014 Aerial

Addresses

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## 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: [R0400016](#)

Parcel Number: 4005137006178

Owner: VIGIL ENEDINA H & LUIS H VIGIL

Mail Address: 1365 SNOW RD

Subdivision:

Property Address: 1365 SNOW RD

Acres: 1



TOWN OF MESILLA  
PERMISSION TO CONDUCT WORK  
OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060728

Fee \$ 25.50

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

CASE NO. 060728 ZONE: RF CODE: ADM APPLICATION DATE: 5/9/18

Name of Applicant/Owner: Luis H. Vigil Applicant's Telephone Number: (575) 649-0438

Applicant's/Owner's Mailing Address: 1365 Snow Rd City: LC State: NM Zip Code: 88005

Applicant's/Owner's E-mail Address: \_\_\_\_\_

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: 1365 Snow Rd

Description of Proposed Work: Enclose patio in car attached garage  
move patio to east side; repair stucco windows

Estimated Cost: \$ 10,000 Signature of Applicant: Luis H. Vigil Date: 5-9-18

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

BOT  Approved Date: \_\_\_\_\_  
 Disapproved Date: \_\_\_\_\_  
 Approved with Conditions

FIRE INSPECTION/APPROVAL REQUIRED:  YES  NO  SEE CONDITIONS

CID PERMIT/INSPECTION REQUIRED:  YES  NO  SEE CONDITIONS

CONDITIONS: PZHAC APPROVAL & 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 NEW BUSINESS

MAY 21, 2018

PZHAC DECISIONS

BUSINESS REGISTRATIONS



## **PZHAC ACTION FORM**

### **BUSINESS REGISTRATION REQUEST 0725**

**[PZHAC REVIEW – 5/21/2018]**

**Decision to be based on information presented during the Work Session**

### **STAFF ANALYSIS**

**Item:**

**Permit 0725** – 3331 Gandy Lane, submitted by Justin Sevey for “Triple Blown”; a request for a business license to allow the applicant to operate a glass blowing operation as a Home Occupation at a dwelling at this address. Zoned: Residential, one acre (R-1)

**Description of Business:**

The purpose of the application is to allow the applicant to use part of his residence at this address as an office and area where he can produce small glass objects and artifacts that he can then sell at Farmer’s Markets and craft fairs throughout the area. All sales will be at markets, fairs, and similar venues. There will be no direct sales to customers at the residences. The applicant will continue to use the dwelling as his primary occupancy.

**Consistency with the Code:**

The PZHAC will need to determine, based on the information provided during the Work Session, if this application for a home occupation meets the requirements of Section 18.52.030 General Conditions of the Code (see attached Home Occupation check list) for an operation of this type at this address. A home occupation is also allowed by the R-1 zoning of the property.

**18.30.020 Uses permitted.**

**Buildings and premises on any lot in the R-1 zone shall be used for the following purposes only:**

**D. Home occupations.**

**Findings:**

- 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 property.
- This is a use that is allowed by the MTC in the R-1 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 DWELLING FROM GANDY LANE**



# Doña Ana County, NM

General Reference Maps

Map Help

Doña Ana County

2014 Aerial

Addresses

County Address Points

Select Search Type:

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Enter Value:

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Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400892](#)

Parcel Number: 4007138169133

Owner: SEVEY JUSTIN D

Mail Address: 3331 GANDY LN

Subdivision:

Property Address: 3331 GANDY LN

Acres: 1.04



Doña Ana County

## 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.

- SS Only immediate family members occupying the dwelling shall be engaged in the home occupation.
- SS The primary use of the dwelling shall be for residential purposes.
- SS 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.
- SS There shall be no change in the outside appearance of the dwelling or the premises.
- SS Only products of the home occupation shall be sold from the premises.
- SS Only two occupations shall be permitted at a time.
- SS 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.
- SS 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.
- SS For instructional service home occupations no more than five students shall be at the dwelling at any one time.
- SS 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.
- SS 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.
- SS 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.
- SS 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.
- SS 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.
- SS 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:

Justin Sevey  
Applicant's name printed

[Signature]  
Applicant's signature

4-18-18  
Date



Date: 4-18-18

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

No.: 0725

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:	<u>Triple Blown</u>				
Name of Applicant:	<u>Justin Sevey</u>				
Business Location:	<u>3331 Gandy Lane</u>				
Mailing Address (Street # or P.O. Box):	<u>3331 Gandy Lane</u>				
E-Mail Address:	<u>Justthyme247@gmail.com</u>				
City:	<u>Mesilla</u>	State:	<u>NM</u>	Zip Code:	<u>88005</u>
Phone # of Business:	<u>575-202-7736</u>				
Location of Business: Street	<u>3331 Gandy Ln</u>				
City:	<u>Mesilla</u>	State:	<u>NM</u>	Zip Code:	<u>88005</u>

Property Owner Name:	<u>Justin Sevey</u>				
Location:					
Phone # of Property Owner:	<u>575-202-7736</u>				
Property Owner's Address: Street	<u>3331 Gandy Ln</u>				
City:	<u>Mesilla</u>	State:	<u>NM</u>	Zip Code:	<u>88005</u>

<b>Additional Information</b>	
Square Footage of Business:	<u>600</u>
Number of Employees:	<u>1</u>
Number of Parking Spaces:	<u>4</u>
Zoning Code:	<u>R-1</u>
Parking Assessment:	<u>N/A</u> <i>Please fill in other side&gt;&gt;&gt;&gt;</i>

Type of Business -please describe product(s) and/or service(s): Glass Blowing

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

Current New Mexico Revenue Division ID #: 03-216363-00-0  
(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>Justin Sweeney 575-202-7736</u>		
Name	Address	Telephone #
1. <u>Harold Sweeney</u>	<u>3331 Grandy Ln</u>	<u>575-524-6751</u>
2. _____	_____	_____
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.

[Signature]  
Signature of Applicant/Title

4-18-18  
Date

[Signature]  
Signature of Building Owner

4-18-18  
Date

Office Use

Receipt Number: _____	Date of Payment: _____
Case Number: <u>0725</u>	Zone: <u>R-1</u>
PZHAC Approval Date: _____	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: \_\_\_\_\_  
Fire Inspection Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**PZHAC ACTION FORM**  
**BUSINESS REGISTRATION REQUEST**  
**[PZHAC REVIEW – 5/21/18]**  
**PERMIT 0706**

**STAFF ANALYSIS**

**Item:**

**Permit 0706** – No address (Itinerant Vendor), submitted by Rodney Eaton (President) for “Zuni Electric Inc.”; a request for a business license to allow the applicant to install photo-electric panels on dwellings in the Town as a contractor (each dwelling will require a separate building license).

**Description of Business:**

The purpose of the application is to allow the applicant to install photo-voltaic panels on dwellings throughout Mesilla. The applicant’s office is located in Alamogordo, NM. All work will be done on dwellings in the Town by contractors provided by the applicant. Any jobs done in the Town will require a Town building permit, as well as a permit from CID. Any work done in the Historic Districts, or any work done that results in changes to the appearance of the subject structure, will require review and approval by the PZHAC, and possible approval by the BOT depending on the zone in which the work is done.

**Consistency with the Code:**

The request is consistent with all applicable Town ordinances.

**Findings:**

- The PZHAC has jurisdiction to review and approve this request.
- The proposed business will install photo-electric panels on various dwellings in the Town.
- The proposed business will require permits for all work done in the Town.
- 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: APRIL 10, 2018

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

No.: 0706

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: ZUNI ELECTRIC, INC.

Name of Applicant: RODNEY EATON, PRESIDENT

Business Location: 1001 ZUNI DRIVE, ALAMOGORDO 88310

Mailing Address (Street # or P.O. Box): PO Box 1909

E-Mail Address: Zuni@zuni.electric.com

City: ALAMOGORDO State: NM Zip Code: 88311

Phone # of Business: (575) 437-6514

Location of Business: Street ZUNI DRIVE

City: ALAMOGORDO State: NM Zip Code: 88310

Property Owner Name: Not Applicable

Phone # of Property Owner: \_\_\_\_\_

Property Owner's Address: Street \_\_\_\_\_

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

**Additional Information**

Square Footage of Business: Not Applicable

Number of Employees: N/A

Number of Parking Spaces: N/A

Zoning Code: N/A

Parking Assessment: N/A *Please fill in other side>>>>*

Type of Business -please describe product(s) and/or service(s): ELECTRICAL CONTRACTOR - WE HAVE BEEN HIRED TO INSTALL A PHOTO-VOLTAGE SYSTEM AT A RESIDENCE IN YOUR JURISDICTION (3041 MESILLA VERDE TERRACE).

Business Applicant Is: Sole Proprietorship  Partnership  Corporation

Current New Mexico Revenue Division ID #: 02-056869-00-0  
(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) 430-7110

Name	Address	Telephone #
1. <u>RODNEY EATON</u>	<u>1001 ZUNI DRIVE ALAMOGORDO</u>	<u>575-430-7110</u>
2. <u>BRUCE EATON</u>	<u>1001 ZUNI DRIVE ALAMOGORDO</u>	<u>575-430-3800</u>
3. _____	_____	_____

Do you have an alarm system? Yes  No

What Type? SECURITY

Which Company, if any, Responds to Alarms? N/A

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

Allen Bell Admin Asst  
Signature of Applicant/Title

April 10, 2018  
Date

NA  
Signature of Building Owner

NA  
Date

**Office Use**

Receipt Number: \_\_\_\_\_  
Case Number: 0706  
PZHAC Approval Date: \_\_\_\_\_  
Sign Permit Case #: N/A

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

**Fire Department Inspection Verification**

Fire Department Representative Signature: N/A

Fire Inspection Date: N/A

Approved: N/A Yes  No