



THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA WILL HOLD A REGULAR MEETING ON **TUESDAY, OCTOBER 9, 2018 AT 6:00 P.M. IN THE BOARD ROOM OF THE MESILLA TOWNHALL, 2231 AVENIDA DE MESILLA.**

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL & DETERMINATION OF A QUORUM
3. CHANGES TO THE AGENDA & APPROVAL
4. PROCLAMATIONS:
 - A. A proclamation declaring October 10, 2018 as International Walk to School Day in the Town of Mesilla. – **Ashleigh Curry, Safe Routes to School Coordinator & kids.**
5. **CLOSED SESSION** – pursuant to NMSA 1978 Chapter 10-15-1(H)(2): discussion limited to personnel matters in the Public Works Department. – **Nora L. Barraza, Mayor.**
6. **PUBLIC INPUT** – The public is invited to address the Board for up to 3 minutes.
7. ***APPROVAL OF CONSENT AGENDA** – **The Board will be asked to approve by one motion the following items of recurring or routine business. The Consent Agenda is marked with an asterisk *:**
 - A. ***BOT Minutes** – Minutes of a Regular meeting of September 24, 2018.
 - B. ***PZHAC Case 060797 w/CONDITION** – 2600 Avenida de Mesilla, submitted by Velia Chavez for Palacio’s Bar; a request for a building permit to enable a mural to be painted on the side of a commercial structure at this address. Zoned: Historic Residential (HR).
8. **NEW BUSINESS:**
 - A. **For Approval:** The hiring of a Maintenance/Water Operator. – **Nora L. Barraza, Mayor.**
9. ***STAFF REPORTS:**

Community Development	Community Programs
Finance Department	Fire Department
Marshal’s Department	Public Works Department
10. **BOARD OF TRUSTEE COMMITTEE REPORTS**
11. **BOARD OF TRUSTEE/STAFF COMMENTS**
12. **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. The Mayor and Trustees request that all cell phones be turned off or set to vibrate. Members of the audience are requested to step outside the Board Room to respond to or to conduct a phone conversation. A copy of the agenda packet can be found online at www.mesillanm.gov.

Posted 10/5/18 at the following locations: Town Clerk’s Office 2231 Avenida de Mesilla, Public Safety Building 2670 Calle de Parian, Mesilla Community Center 2251 Calle de Santiago, Shorty’s Food Mart 2290 Avenida de Mesilla, Ristramn Chile Co., 2531 Avenida de Mesilla and the U.S. Post Office 2253 Calle de Parian.



Official International Walk to School Day Proclamation

October 9th, 2018

Contact: Ashleigh Curry, Safe Routes to School Coordinator 575-202-1317

Whereas, the lives of hundreds of children could be saved each year if communities take steps to make pedestrian safety a priority.

Whereas, a lack of physical activity plays a leading role in rising rates of obesity, diabetes and other health problems among children and being able to walk or bicycle to school offers an opportunity to build activity into daily routine.

Whereas, driving students to school by private vehicle contributes to traffic congestion and air pollution.

Whereas, an important role for parents and caregivers is to teach children about pedestrian safety and become aware of the difficulties and dangers that children face on their trip to school each day and the health and environmental risks related to physical inactivity and air pollution.

Whereas, community leaders and parents can determine the "walkability" of their community by using a walkability checklist.

Whereas, community members and leaders should make a plan to make immediate changes to enable children to safely walk and bicycle in our communities and develop a list of suggestions for improvements that can be done over time.

Whereas, children, parents and community leaders around the world are joining together to walk to school and evaluate walking and bicycling conditions in their communities.

Now Therefore, Be It Resolved that I, Nora L. Barraza, proclaim the 10th of October as "International Walk to School Day" in Mesilla, New Mexico and encourage everyone to consider the safety and health of children today and every day.



**BOARD OF TRUSTEES
TOWN OF MESILLA
REGULAR MEETING
MONDAY, SEPTEMBER 24, 2018
6:00 P.M.**

TRUSTEES: Nora L. Barraza, Mayor
Jesus Caro, Mayor Pro Tem
Carlos Arzabal, Trustee
Veronica Garcia, Trustee
Stephanie Johnson-Burick, Trustee

STAFF: Cynthia Stoechner-Hernandez, Town Clerk/Treasurer
Kevin Hoban, Fire Chief
Enrique Salas, Lieutenant
Gloria Maya, Recorder

PUBLIC: Nicolas Navarro Dylan Thunhorst
P.A. Sandoval Mickey Clute
Anna Biad Susan Krueger

1. PLEDGE OF ALLEGIANCE

Mayor Barraza led the Pledge of Allegiance.

2. ROLL CALL & DETERMINATION OF A QUORUM

Roll Call.

Present: Mayor Barraza, Mayor Pro Tem Caro, Trustee Arzabal, Trustee Garcia, Trustee Johnson-Burick.

3. CHANGES TO THE AGENDA & APPROVAL

Motion: To approve agenda, Moved by Trustee Arzabal, Seconded by Trustee Johnson-Burick.

Roll Call Vote: Motion passed (summary: Yes = 4).

Mayor Pro Tem Caro Yes

Trustee Arzabal Yes

Trustee Garcia Yes

Trustee Johnson-Burick Yes

Mayor Barraza held a Moment of Silence for Mr. Raymond Cano.

1 **4. PROCLAMATIONS:**

2 **A.** A proclamation declaring October 7th – October 13th, 2018 as Fire Prevention Week in the
3 Town of Mesilla. – **Kevin Hoban, Fire Chief.**

4 Fire Chief Hoban read proclamation declaring October 7th – October 13th, 2018 as Fire Prevention Week
5 in the Town of Mesilla. There will be education programs held at Mesilla Elementary School.
6 Literature will be distributed to local businesses. Smoke alarms are available to residents who cannot
7 afford one; they will install them as well.

8
9 Mayor Barraza stated it is an honor and a pleasure to proclaim the week October 7th thru October 13th as
10 Fire Prevention Week in the Town of Mesilla. She thanked them for all they do.

11
12 **5. CLOSED SESSION** – pursuant to NMSA 1978 Chapter 10-15-1(H)(2): discussion limited to
13 personnel matters in the Public Works Department. – **Nora L. Barraza, Mayor.**

14 **Motion:** To enter Closed Session pursuant to NMSA 1978 Chapter 10-15-1(H)(2): discussion limited to
15 personnel matters in the Public Works Department, **Moved by Mayor Pro Tem Caro, Seconded by**
16 **Trustee Arzabal.**

17
18 **Roll Call Vote: Motion passed (summary: Yes = 4).**

19 **Mayor Pro Tem Caro Yes**

20 **Trustee Arzabal Yes**

21 **Trustee Garcia Yes**

22 **Trustee Johnson-Burick Yes**

23
24 **Entered Closed Session at 6:09 p.m.**

25
26 **Motion:** To enter Regular Meeting after limited discussion pursuant to NMSA 1978 Chapter 10-15-
27 1(H)(2) regarding personnel matters in the Public Works Department; no decisions were made, **Moved by**
28 **Trustee Arzabal, Seconded by Trustee Garcia.**

29
30 **Roll Call Vote: Motion passed (summary: Yes = 4).**

31 **Mayor Pro Tem Caro Yes**

32 **Trustee Arzabal Yes**

33 **Trustee Garcia Yes**

34 **Trustee Johnson-Burick Yes**

35
36 **Entered Regular Meeting at 7:03 p.m.**

37
38 **6. PUBLIC INPUT** – The public is invited to address the Board for up to 3 minutes.

39 Ms. Sandoval stated they she and Mrs. Moreno have come before the board to complain about the smoker
40 at Chala's. She had not heard anything from Mr. Shannon so the first week in September she came back
41 and Mr. Shannon told her what else she wanted him to do. They cannot be outside as they cannot breathe.
42 She went to the State Department of Environmental Division who came the next day and cited Mr. Torres
43 giving him 75 days to comply; increase the height of the stack and get scrubbers. She is asking for
44 something to be done and she is not moving.

45
46 Ms. Krueger reviewed her comments and questions from the prior meeting.

47 -definition of routine and recurring businesses

48 -definition on how new business items are placed on the consent agenda

49 -asked why Mr. Rivera was wearing a Community Service Officer patch before he was approved

50 -qualification of whom ever is appointed CSO to counsel students involved in criminal activity

1 She had questions and comments and would appreciate if some fill in.
2

3 **7. *APPROVAL OF CONSENT AGENDA – The Board will be asked to approve by one**
4 **motion the following items of recurring or routine business. The Consent Agenda is**
5 **marked with an asterisk *:**

6 **Motion:** To approve consent agenda, **Moved by Trustee Arzabal, Seconded by Trustee Johnson-**
7 **Burick.**

8
9 Trustee Johnson-Burick stated maybe there could be an amendment to address Ms. Kruger’s comments.
10 She indicated the map from the Assessor’s office has a different address for Mr. Clute’s property.

11
12 Mr. Clute responded he will follow up on that.

13
14 Mayor Barraza stated the condition for Mr. Clute’s project is that the window frame trim must be a color
15 acceptable by the Town of Mesilla.

16
17 **Roll Call Vote: Motion passed (summary: Yes = 4).**

18 **Mayor Pro Tem Caro Yes**

19 **Trustee Arzabal Yes**

20 **Trustee Garcia Yes**

21 **Trustee Johnson-Burick Yes**
22

23 **A. *BOT Minutes – Minutes of a Regular meeting of September 10, 2018. *Approved by***
24 ***consent agenda***

25 **B. *PZHAC Case 060783 – 1750 Calle de Mercado, submitted by Anna Emerick-Biad; a**
26 **request for a building permit to allow the renovation of a commercial property at this**
27 **address to accommodate an extension of an adjacent private school, a banquet hall, a café,**
28 **commercial offices, and a children’s health care center. Zoned: General Commercial (C).**
29 ***Approved by consent agenda***

30 **C. *PZHAC Case 060784 – 1750 Calle de Mercado, submitted by Anna Emerick-Biad for**
31 **Hacienda Investments, LLC; a request for a sign permit to erect a directory sign on a**
32 **commercial property at this address. Zoned: General Commercial (C). *Approved by***
33 ***consent agenda***

34 **D. *PZHAC Case 060790 w/CONDITION– 2186 Calle de Guadalupe, submitted by Michael**
35 **Clute; a request for a building permit to replace the windows on a dwelling at this address.**
36 **Zoned: Historic Residential (HR). *Approved by consent agenda***
37

38 **8. NEW BUSINESS:**

39 **A. For Approval: The hiring of a Public Works Foreman. – **Nora L. Barraza, Mayor.****

40 Mayor Barraza stated the interim Foreman position is to be reevaluated in 3 months pending reference
41 checks. Mr. Sean Lucero is the committee’s recommendation.
42

43 **Motion:** To approve the hiring of a Public Works Foreman, **Moved by Trustee Arzabal, Seconded by**
44 **Trustee Johnson-Burick**

45
46 **Roll Call Vote: Motion passed (summary: Yes = 3; No=2).**

47 **Mayor Pro Tem Caro No**

48 **Trustee Arzabal Yes**

49 **Trustee Garcia No**

50 **Trustee Johnson-Burick Yes**

1 **Mayor Barraza Yes**
2

3 **B. For Approval:** The hiring of a Grounds/Facilities Maintenance Worker. – **Nora L. Barraza, Mayor.**
4

5 Mayor Barraza stated Mr. Gaspar Ramos is recommended for the position of Grounds/Facilities
6 Maintenance Worker pending reference checks.
7

8 **Motion:** To approve the hiring of a Grounds/Facilities Maintenance Worker, **Moved by Trustee**
9 **Arzabal, Seconded by Mayor Pro Tem Caro.**

10
11 **Roll Call Vote: Motion passed (summary: Yes = 4).**

12 **Mayor Pro Tem Caro Yes**

13 **Trustee Arzabal Yes**

14 **Trustee Garcia Yes**

15 **Trustee Johnson-Burick Yes**
16

17 **C. For Approval:** The hiring of a Maintenance/Water Operator. – **Nora L. Barraza, Mayor.**

18 Mayor Barraza stated Mr. Christopher Lopez is recommended for the position of Maintenance/Water
19 Operator pending reference checks.
20

21 **Motion:** To approve the hiring of a Maintenance/Water Operator, **Moved by Trustee Arzabal,**
22 **Seconded by Trustee Garcia.**
23

24 **Roll Call Vote: Motion passed (summary: Yes = 4).**

25 **Mayor Pro Tem Caro Yes**

26 **Trustee Arzabal Yes**

27 **Trustee Garcia Yes**

28 **Trustee Johnson-Burick Yes**
29

30 **9. BOARD OF TRUSTEE COMMITTEE REPORTS**

31 Trustee Garcia attended MOLI training in Santa Fe.
32

33 Mayor Barraza attended Border Mayor Summit in San Antonio, Texas. Attendees were from Texas,
34 Arizona, New Mexico, Mexico and California. Economic Development was the item of discussion and
35 what we can do as border mayors. At the national level they perceive the border cities to have high crime
36 rates. El Paso Mayor Margo along with other mayors from border cities expressed that the crime rate is at
37 a low. They did have a concern on how to make it easier for the trucks transporting goods to cross the
38 border. NAFTA agreement was on the table for discussion as well. Mesilla relies on the weekends with
39 the tourists visiting our town.
40

41 **10. BOARD OF TRUSTEE/STAFF COMMENTS**

42 Mayor Barraza stated the fiesta successful and well attended. Firefighters did an excellent job; very
43 professional in responding to situations. She will be attending a training to thank them in person. She will
44 be addressing a situation involving a motorcycle group. She reminded the trustees to call her regarding
45 issues as she is probably aware of the issue; do not go to the staff or department heads. It is not up to the
46 Board of Trustees to give direction to the staff or tell them what to do.
47

48 Trustee Johnson-Burick commended staff for their hard work with the fiesta.
49

50 Mayor Pro Caro stated there are potholes on Calle de Norte that need attention. He thanked Mr. Cordero

1 for all he is doing for the town. He also recommended making the smoker stack higher at Chala's. There
2 has been sufficient time to correct the issue. Also he admires Ms. Sandoval for moving forward and
3 trying to help her neighbor; people care. He could not in good faith go with the selection of the foreman
4 due to his personal knowledge. He feels Mr. Cordero can remedy any potential problems.

5
6 Trustee Garcia stated she attended the Dog Cruces Conference which one of our employees failed to
7 attend when he was on the agenda. She apologized to the gentleman in charge but would appreciate it if
8 someone from the office would do as well. She followed the chain of command regarding the tagging.
9 She said what the officers do on their time is their business. She is concerned with the officers having a
10 second job who is taking care of the town, are they doing it on their days off and when are they resting.

11
12 Mayor Barraza stated she will call Mr. Villalobos. Marshal Alberg has been on vacation; she knows that
13 when he was scheduled to present, he was here working the fiesta. The tagging occurred either Thursday
14 night or Friday morning. Staff will be painting the wall by tomorrow. She spoke to Lieutenant Salas
15 making him aware of the tagging and he will be speaking to the officers. There is one officer per shift
16 making it difficult to catch them in the act. Moonlighting is allowed and must not be in conflict with their
17 job with the town. The officers do moonlight with NMSU which reimburses the town. Officers are
18 working at the Tent City in Tornillo, Texas. This is on their own time which they use their own vehicles
19 and are not in uniform. Mr. Cordero is taking care of the potholes.

20
21 Mr. Cordero gave update on what he has been working on and issues being addressed:

- 22 -working on water and wastewater system
- 23 -sewer lines have been cleaned from the lateral to Highway 28 and Calle de Sur to Calle de Norte
- 24 -broken line between Calle Medanos and the plaza
- 25 -lift station needs to be cleaned twice a year
- 26 -starter on Well #2 had to be replaced.
- 27 -Booster Bump motor needs to be replaced
- 28 -roof needed to be replaced on the well at Raasaf Hills
- 29 -replacing 600 meters with metrons
- 30 -contractor started addressing potholes
- 31 -tree trimming scheduled
- 32 -installing new fence at the shop
- 33 -obtaining quotes for walking path – ready for construction by May, 2019

34
35 Mayor Pro Tem Caro stated there are loose bricks on the plaza on the sidewalk on the north side.

36
37 Mr. Cordero stated there was a sink hole near the bookstore.

38
39 Fire Chief Hoban stated Double Eagle freezer went out and asked for permission to park a refrigerated
40 truck on Calle de San Albino on the fire lane.

41
42 Mayor Barraza stated offices will be closed Monday, October 8th in honor of Columbus Day. There is a
43 MPO meeting on October 10th. She will be attending the NMML Board Meeting in Santa Fe on October
44 6th. The next Board of Trustees meeting will be Tuesday, October 9th.

45
46 **11. ADJOURNMENT**

47 **The Town of Mesilla Trustees unanimously agreed to adjourn the meeting. (Summary: Yes-4)**

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49 **MEETING ADJOURNED AT 7:41 P.M.**

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APPROVED THIS 9th OF OCTOBER, 2018.

Nora L. Barraza
Mayor

ATTEST:

Cynthia Stohner-Hernandez
Town Clerk/Treasurer

DRAFT

BOT ACTION FORM
BUILDING PERMIT 060797
[PZHAC REVIEW – 10/1/2018]
STAFF ANALYSIS

(Decision was based on information presented during the Work Session – Item 3)

Item:

Case 060797 – 2600 Avenida de Mesilla, submitted by Velia Chavez for Palacio’s Bar; a request for a building permit to enable a mural to be painted on the side of a commercial structure at this address. Zoned: Historic Residential (HR)

Staff Analysis:

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

If it is determined that the mural will be acceptable for the property or the Town, 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 stated below.

If, on the other hand, it is determined that the proposed mural will not be acceptable to the property or 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 as listed.

Estimated Cost: @ \$1,000.00

Consistency with the Code:

The PZHAC will need to determine that the proposed mural, when finished, will be consistent with the zoning requirements for this property. Additionally, 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 approve this request.
- The proposed work consists of painting a mural on a commercial structure at this address.
- The PZHAC has determined that the proposed wall meets all applicable Code requirements.

PZHAC ACTION:

The PZHAC voted 4 – 0 to recommend APPROVAL to the BOT of the permit to paint a duplicate of a mural of the Clydesdale horses that is located inside the bar on the southern exterior wall of the bar, with the following CONDITION: The text in the painting showing the name of the bar shall be less than 15 square feet in size.

BOT OPTIONS:

1. Approve the proposed mural as approved by the PZHAC.
2. Approve the proposed mural with conditions.
3. Reject the application.

BOT ACTION:

**PZHAC WORK SESSION
OCTOBER 1, 2018
ITEM 3**

Submitted by Velia Chavez; a request to discuss plans to paint a mural on the side of a commercial structure located at 2799 Avenida de Mesilla (Case **0607AA**). Zoned: Historical Residential (HR)

According to the applicant, the Budweiser Clydesdale horse team and Budweiser wagon have been to the bar three times. Attached is a picture of a photo hanging in the bar showing one of those visits. The photo shows the horse team outside the front of the bar. The applicant has had a copy of this photo painted as a mural on a curved wall inside the bar (see attached photos). The applicant would now like to have this indoor mural copied onto the south exterior wall of the structure (see attached photo). The mural will cover most of the wall. According to the applicant, there will be no commercial messages or advertising in the mural other than the picture of the bar behind the horses, and the name of the bar in the picture as it appeared at the time the photo was taken. Since the bulk of the mural will depict the Budweiser Clydesdales in front of the structure, it is not necessarily an advertisement as much as a historical depiction of a past visit by a cultural icon.

If the sign on the bar in the mural is to be considered an advertisement, the sign in the picture can be limited to 15 square feet on the wall to meet the requirements of 18.65.140 (Wall Signs) of the Code: A. Wall Sign Area.

1. Within the Historical Commercial (H-C) zone, the wall sign area, on any given house or building, shall in no case exceed 10 percent of any wall area including apertures or 15 square feet, whichever is less. Dimensions of painted signs or graphics with no frame shall be determined by measuring the extent of the painted sign or graphic horizontally and vertically and calculating the area.

The Code does not specifically address artistic portrayals of historic or past events. However, the mural should be reviewed with consideration as to how it fits in with the history of the Town and the surrounding properties.

Estimated Cost: @ 1000.00

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

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

Doña Ana County, NM

General Reference Maps

2014 Aerial | Addresses | County Address Points

Select Search Type: Account Nu

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: [R0401104](#)

Parcel Number: 4006137313489

Owner: CHAVEZ VELIA S

Mail Address: 1330 S CHAPARRO

Subdivision:

Property Address: 2600 AVENIDA DE
MESILLA

Acres: 0



PHOTO OF CLYDESDALES IN FRONT OF BAR



PHOTO OF MURAL INSIDE BAR



PHOTOS OF INTERIOR MURAL



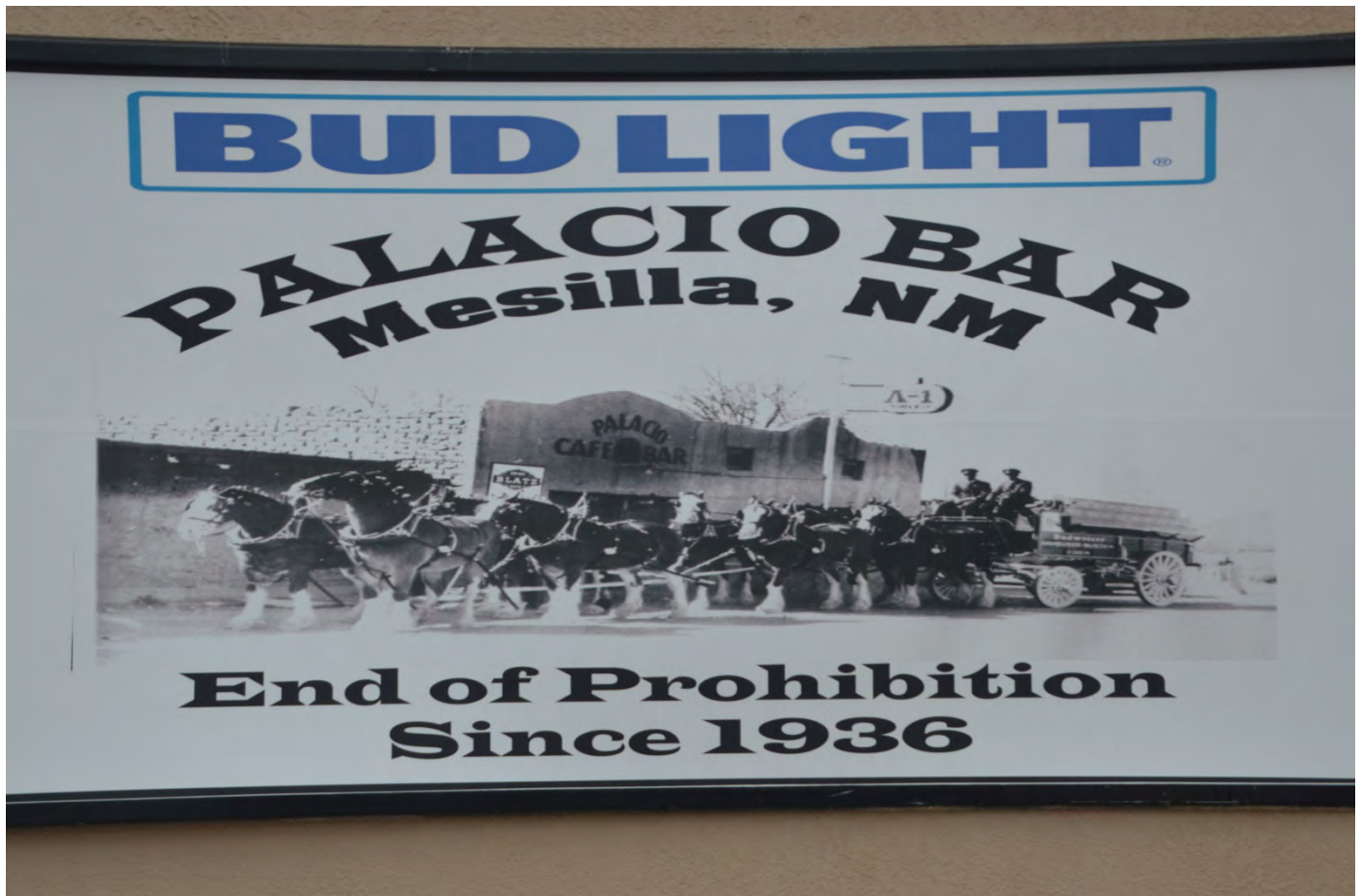
PHOTOS OF INTERIOR MURAL



PHOTO OF EXTERIOR WALL TO BE PAINTED WITH MURAL



PHOTO OF BANNER SHOWING CLYDESDALES



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

OFFICIAL USE ONLY:

Case # 060797

Fee \$ 58.00

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

CASE NO. 060797 ZONE: HR CODE: M1 APPLICATION DATE: 9/21/18

Name of Applicant/Owner: Velia Chavez Applicant's Telephone Number: 575-523-9252

Applicant's/Owner's Mailing Address: P.O. Box 42 City: Mesilla State: NM Zip Code: 88046

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

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

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

Address of Proposed Work: 2600 Avenida de Mesilla

Description of Proposed Work: * ~~new~~ Permission to paint a mural of the budweiser Clydesdale horses & carriage on the south wall of the bar.

Estimated Cost: \$ 1000.00 Signature of Applicant: Velia Chavez 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 Approved Date: _____ BOT Approved Date: _____
 Approved Date: _____ Disapproved Date: _____
 Disapproved Date: _____ Approved with Conditions
 Approved with conditions

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

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

CONDITIONS: PZHAC REVIEW & BOT FINAL APPROVAL REQUIRED

PERMISSION ISSUED/DENIED BY: _____ ISSUE DATE: _____

- This Application will include the following, if checked:
1. ___ Plot plan with legal description to show existing structures, adjoining streets, driveway(s), improvements & setbacks. Verification shall show that the lot was **legally** subdivided through the Town of Mesilla or that the lot has been in existence prior to February 1972.
 2. ___ Site Plan with dimensions and details.
 3. ___ Proof of legal access to the property.
 4. ___ Drainage plan.
 5. ___ Architectural style and color scheme – diagrams or elevations (Historical and commercial zones only).
 6. ___ Proof of sewer service or a copy of septic tank permit; proof of water service (well permit or statement from the Public Utility providing water services).
 7. ___ Other information as necessary or required by the City Code or Community Development:

MEMORANDUM

TO: MAYOR NORA L. BARRAZA AND BOARD OF TRUSTEES
FROM: LARRY SHANNON, COMMUNITY DEVELOPMENT COORDINATOR
SUBJECT: ACTIVITY REPORT – SEPTEMBER 2018
DATE: OCTOBER 4, 2018

PZHAC BUSINESS
SEPTEMBER 2018
[Items presented to the PZHAC]

PZHAC WORK SESSION ITEMS:

1. Submitted by Gerard Nevarez; a request to discuss a modification to his plans to construct a rock wall and a wooden fence along the property lines of a residential property at 2305 Calle de Colon (**Case 060776**). Zoned: Historical Residential (HR)
2. Submitted by John Wright; a request to discuss plans to remodel a dwelling at 2782 Calle de San Albino (**Case 060779**). Zoned: Historical Residential (HR)
3. Submitted by Diane Moore, a request to discuss plans to renovate the exterior of a dwelling at 1986 Calle de Cura, including replacing doors and windows, and repainting the trim and stucco (**Cases 060780, 060781, and 060782**). Zoned: Historical Residential (HR)
4. Submitted by Anna Emerick Biad for Hacienda Investments, LLC; a request to discuss plans to renovate a commercial structure at 1750 Calle de Mercado in order to accommodate an extension of an adjacent private school, a banquet hall, a café, and a children’s health care center (**Case 060783**), and to construct a directory sign on the property (**Case 060784**). Zoned: General Commercial (C).
5. Submitted by Martin Serna; a request to discuss plans to construct a fence at the southeast corner of a property used as a pecan orchard at 2799 Calle del Sur (**Case 060771**). Zoned: Residential/Agricultural (RA)
6. Submitted by John Wright; a request to discuss plans to remodel a dwelling at 2782 Calle de San Albino (**Case 060779**). Zoned: Historical Residential (HR)
7. Submitted by Michael Clute, a request to discuss plans to replace the windows on a dwelling at 2186 Calle de Guadalupe (**Cases 060790**). Zoned: Historical Residential (HR)

PZHAC ADMINISTRATIVE APPROVALS:

Building Permits

1. **Case 060760** – 1986 Calle de Cura, submitted by Diane Moore; a request for a building permit to remodel the interior of a dwelling at this address. Zoned: Historical Residential (HR)
2. **Case 060770** – 2731 Calle Cuarta, submitted by Arthur Villa; a request for a building permit to reroof a dwelling at this address. Zoned: Historical Residential (HR)
3. **Case 060772** – 2523 Calle del Norte, submitted by Michelle Rasch; a request for a building permit to remodel a bathroom in a dwelling at this address. Zoned: Historical Residential (HR)
4. **Case 060778** - 1986 Calle de Cura, submitted by Diane Moore; a request for a building permit to reroof a dwelling at this address. Zoned: Historical Residential (HR)
5. **Case 060786** – 2186 Calle de Guadalupe, submitted by Michael Clute; a request for a building permit to replace the evaporative cooler with refrigerated air conditioning on a dwelling at this address. Zoned: Historical Residential (HR)
6. **Case 060787** – 2186 Calle de Guadalupe, submitted by Michael Clute; a request for a building permit to repaint the inside of a dwelling at this address. Zoned: Historical Residential (HR)
7. **Case 060788**– 2186 Calle de Guadalupe, submitted by Michael Clute; a request for a building permit to install a new clean out for the sewer system on a dwelling at this address. Zoned: Historical Residential (HR)
8. **Case 060789** – 2685 Calle de Parian, submitted by Stephan McIlvaine; a request for a building permit to allow the repair of a pump house and existing sprinkler lines including the burying of the lines on a residential property at this address. Zoned: Historical Residential (HR)
9. **Case 060791** – 1922 Calle de Cura, submitted by Nia Rucker; a request for a building permit renovate an existing bathroom, and repair plumbing and electrical systems on a dwelling at this address. Zoned: Historical Residential (HR)

PZHAC DECISION ITEMS:

Building Permits

1. **Case 060762** – 2547 Calle del Norte, submitted by Rosalina Contreras; a request for a building permit to replace windows, doors, and screens on a dwelling at this address. Zoned: Historic Residential (HR)
2. **Case 060771** – 2799 Calle del Sur, submitted by Martin Serna; a request for a building permit to construct a fence at the southeast corner of a property used as a pecan orchard at this address. Zoned: Rural/Agricultural (RA) **(Discussed during Work Session)**
3. **Case 060776** – 2305 Calle de Colon, submitted by Gerard Nevarez; a request for a building permit to allow the construction of a rock wall and a wood fence along the property lines of a residential property at this address. Zoned: Historical Residential (HR) **(Discussed during Work Session)**
4. **Case 060779** – 2782 Calle de San Albino, submitted by John Wright; a request for a building permit to remodel a dwelling at this address. Zoned: Historic Residential (HR) **(Discussed during Work Session)**
5. **Case 060780** – 1986 Calle de Cura, submitted by Diane Moore; a request for a building permit to refinish exterior posts, repair or replace exterior doors, and add and paint security doors on a dwelling at this address. Zoned: Historic Residential (HR) **(Discussed during Work Session)**
6. **Case 060781** – 1986 Calle de Cura, submitted by Diane Moore; a request for a building permit to replace the windows on a dwelling at this address. Zoned: Historic Residential (HR) **(Discussed during Work Session)**
7. **Case 060782** – 1986 Calle de Cura, submitted by Diane Moore; a request for a building permit to repair and repaint the stucco on a dwelling at this address. Zoned: Historic Residential (HR) **(Discussed during Work Session)**
8. **Case 060783** – 1750 Calle de Mercado, submitted by Anna Emerick-Biad; a request for a building permit to allow the renovation of a commercial property at this address in order to accommodate an extension of an adjacent private school, a banquet hall, a café, commercial offices, and a children’s health care center. Zoned: General Commercial (C). **(Discussed during Work Session)**
9. **Case 060790** – 2186 Calle de Guadalupe, submitted by Michael Clute; a request for a building permit to replace the windows on a dwelling at this address. Zoned: Historic Residential (HR) **(Discussed during Work Session)**

Business Permits

1. **Permit 0728** – 1799 Avenida de Mesilla, submitted by Rachel Floyd for “Spaology”; a request for a business license to allow the applicant to relocate a beauty salon from one structure to another at this address. Zoned: General Commercial (C)
2. **Permit 0730** – 2488 Calle de Guadalupe, submitted by Janet Quintanilla for “Desert Mountain Acupuncture”; a request for a business license to operate an acupuncture clinic at this address. Zoned: Historical Commercial (HC)
3. **Permit 0731** – 2488 Calle de Guadalupe, submitted by Judy K. Harmon for “Healing Mother Earth Products”; a request for a business license to operate a small retail operation selling herbs, jewelry and skin care products at this address. Zoned: Historical Commercial (HC)

Special Use Permit

1. **Case 012064** – 1755 Avenida de Mercado, submitted by Lou Ellen Kay for the Las Cruces Academy, a request for an extension of the Special Use Permit for the private school located at this address. Zoned: General Commercial (C).

Sign Permits

1. **Case 060784** – 1750 Calle de Mercado, submitted by Anna Emerick-Biad for Hacienda Investments, LLC; a request for a sign permit to erect a directory sign on a commercial property at this address. Zoned: General Commercial (C) **(Discussed during Work Session)**
2. **Case 060785** – 1799 Avenida de Mesilla, submitted by Rachel Floyd for “Spaology”, a request for a sign permit to allow the relocation of an existing sign from one structure to another at this address. Zoned: General Commercial (C)

If you have any questions, comments or concerns please feel free to call me at 524 -3262 ext. 104; or e-mail me at larrys@mesillanm.gov.

**Town of Mesilla Assessor's Report
SEPTEMBER 2018**

Mesilla CASE #	DAC ACC'T #	APPL. DATE	ISSUEE/CONTRACTOR	VALUATION / COST	FEE	BLDG CODE	ADDRESS	DESCRIPTION OF WORK
060789	04-00441	9/4/18	Stephan McIlvaine/self	3,500.00	90.00	MI	2685 Calle de Parian	Repair pump house and repair and bury existing sprinkler lines
060790	04-00274	9/6/18	Michael Clute/self	3,000.00	15.00	MI	2186 Calle de Guadalupe	Replace existing windows on a dwelling at this address
060791	04-00389	9/6/18	Nia Rucker/Arrowhead Construction LLC	16,000.00	34.50	MI	1922 Calle de Cura	Remodel bathroom and update plumbing and electrical systems
060792	04-00274	9/6/11	Michael Clute/self	750.00	0.00	MI	2186 Calle de Guadalupe	Repaint a dwelling at this address
060793	04-00274	9/6/11	Michael Clute/self	500.00	45.00	MI	2186 Calle de Guadalupe	Relocated a gate at this side of a dwelling at this address
060794	04-00069	9/17/18	Nelson Clayshulte/self	7,000.00	120.00	MI	3573 Calle del Norte	Build a pipe fence on the property line along Calle del Norte
060795	04-00389	9/18/18	Nia Rucker/self	50.00	0.00	MI	1922 Calle de Cura	Remove part of a fence on this property
060796	04-01266	9/18/18	Leonard Gambrell/Pioneer Roofing	33,124.72	46.50	RR	2250 Calle de Picacho	Reroof a dwelling at this address
060797	04-01104	9/21/18	Velia Chavez/Ray Acosta	1,000.00	58.00	MI	2600 Avenia de Mesilla	Paint a mural on the side of a commercial structure at this address

Community Projects Report

Project	Description
Current Contact information	Irene E. Parra Email: irenep@mesillanm.gov Work: 575-524-3262 Cell:575-571-3890
Jazz Happening	The Annual Mesilla Jazz Happening is scheduled for Sat. Oct. 6 th and Sun. Oct. 7 th . Live performances begin Sat. at 1pm to 5pm and again Sun. 2pm to 6pm, in the plaza.
Los Leones Car show	Los Leones will host their annual car show on Saturday Oct. 13 th from 10 to 3pm. The event will take place at the Town Hall parking lot, as it has out-grown the plaza. There are over 100 cars signed up to participate.
Ngage 5K	The non-profit group Ngage will host a 5K race, Sunday October 14 th in the plaza. The event is scheduled from 6am to 10am.
Food Truck Fiesta	The Food Truck association is hosting a second Food Truck Fiesta, Wednesday October 17 th in the plaza. The event is scheduled from 5pm to 8pm.
Halloween Carnival	The Town of Mesilla will once again host our Community Halloween Carnival on Sat. Oct. 27 th . I will be working with Zia Middle School, Los Leones and Mesilla Fire Department Explorers to assist with decorations, carnival games and clean up.



MEMORANDUM

To: Mayor and Trustees

From: Cynthia Stoechner-Hernandez
Town Clerk-Treasurer *CSH*

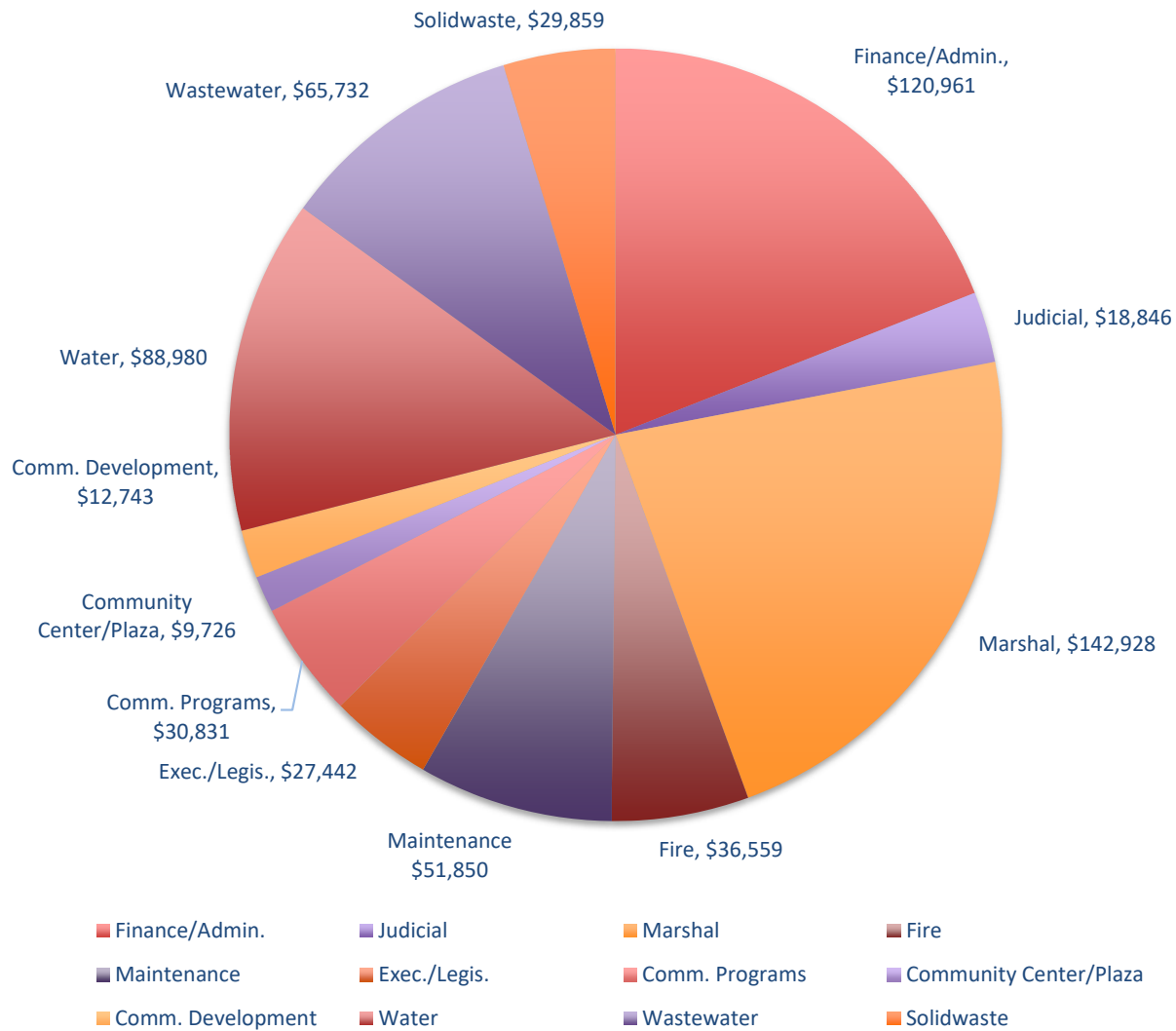
RE: Monthly Finance Report

Listed below is a review of department and fund expenditures for: September
General Fund should be at: 27.27% spending

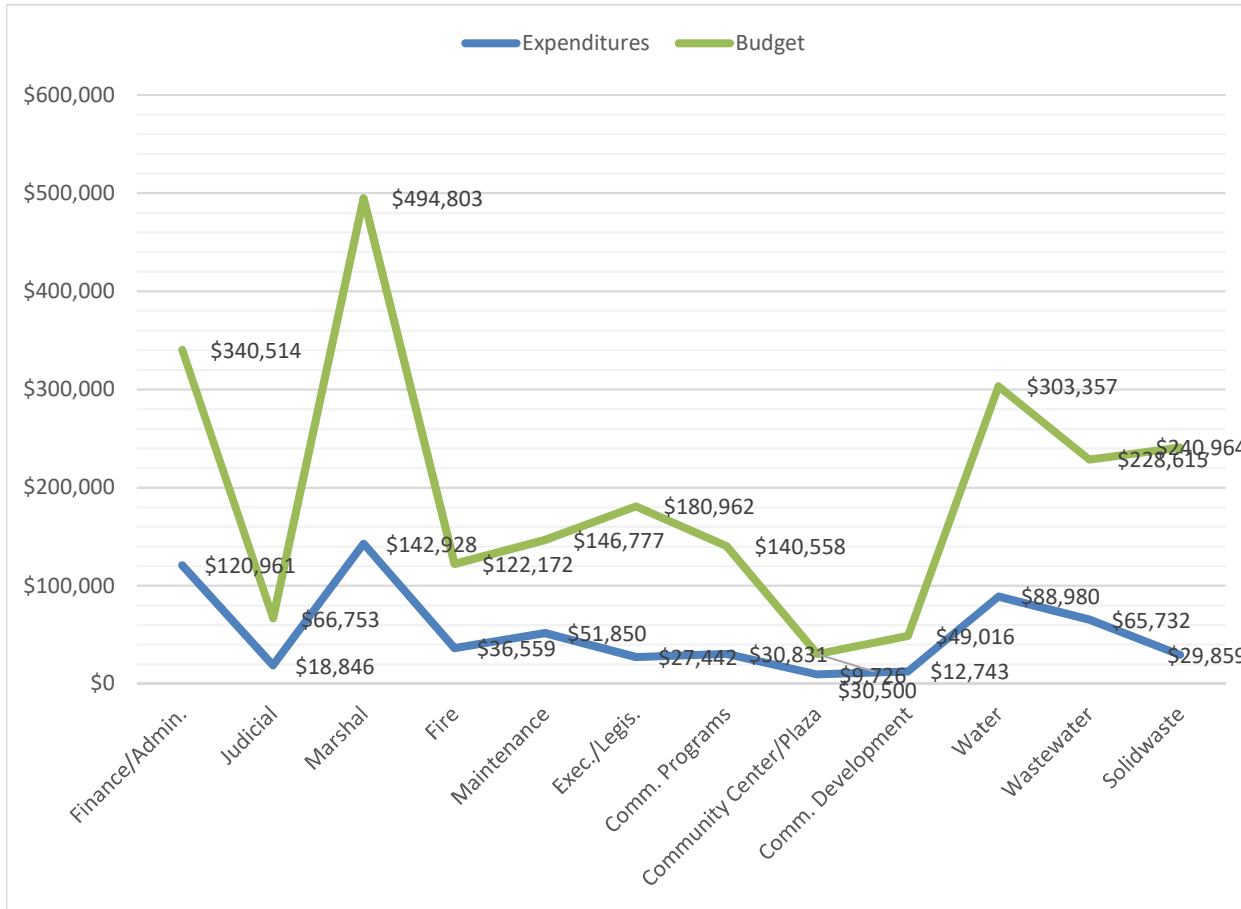
****spending is a little high this month due to paying of 1/2 of insurances (July 1st 1/2 due, January 1st the other 1/2 is due). This will even out in the next few months**

YTD EXPENDITURES	%Exp.	\$ Money YTD	Mo.%	YTD % over/under	Approved Budget
Finance/Admin.	35.52%	\$120,961	100.00%	-64.48%	\$ 340,514
Judicial	28.23%	\$18,846	100.00%	-71.77%	\$ 66,753
Marshal	28.89%	\$142,928	100.00%	-71.11%	\$ 494,803
Fire	29.92%	\$36,559	100.00%	-70.08%	\$ 122,172
Maintenance	35.33%	\$51,850	100.00%	-64.67%	\$ 146,777
Exec./Legis.	15.16%	\$27,442	100.00%	-84.84%	\$ 180,962
Comm. Programs	21.93%	\$30,831	100.00%	-78.07%	\$ 140,558
Community Center/Plaza	31.89%	\$9,726	100.00%	-68.11%	\$ 30,500
Comm. Development	26.00%	\$12,743	100.00%	-74.00%	\$ 49,016
General Fund	28.74%	\$451,886	100.00%	-71.26%	\$ 1,572,055
Water	29.33%	\$88,980	100.00%	-70.67%	\$ 303,357
Wastewater	28.75%	\$65,732	100.00%	-71.25%	\$ 228,615
Solidwaste	12.39%	\$29,859	100.00%	-87.61%	\$ 240,964
Enterprise Fund	22.32%	\$184,571	100.00%	-77.68%	\$ 826,936

EXPENDITURES



EXPENDITURES VS BUDGET

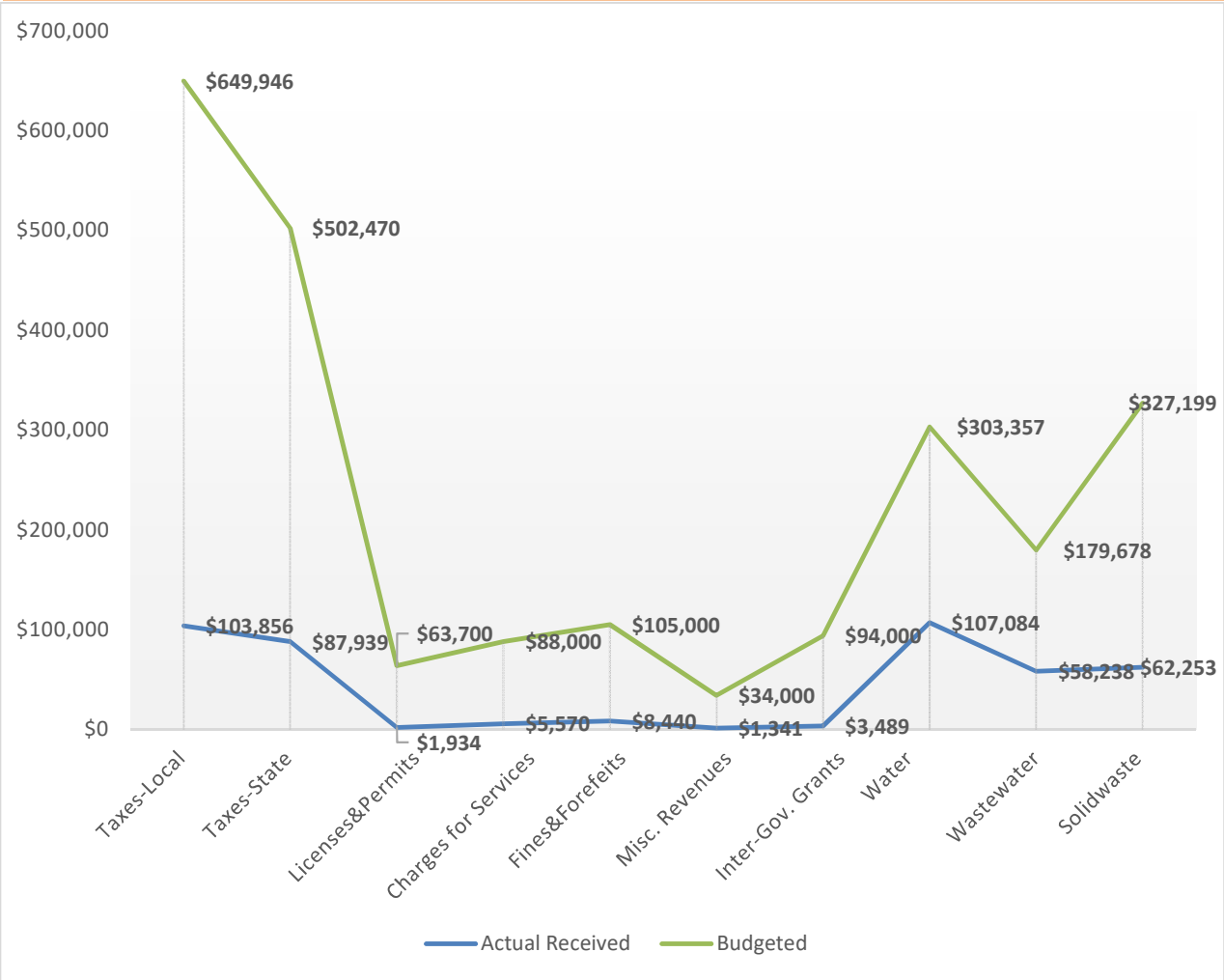


Please request the INCODE report for detail revenues and expenses by fund.

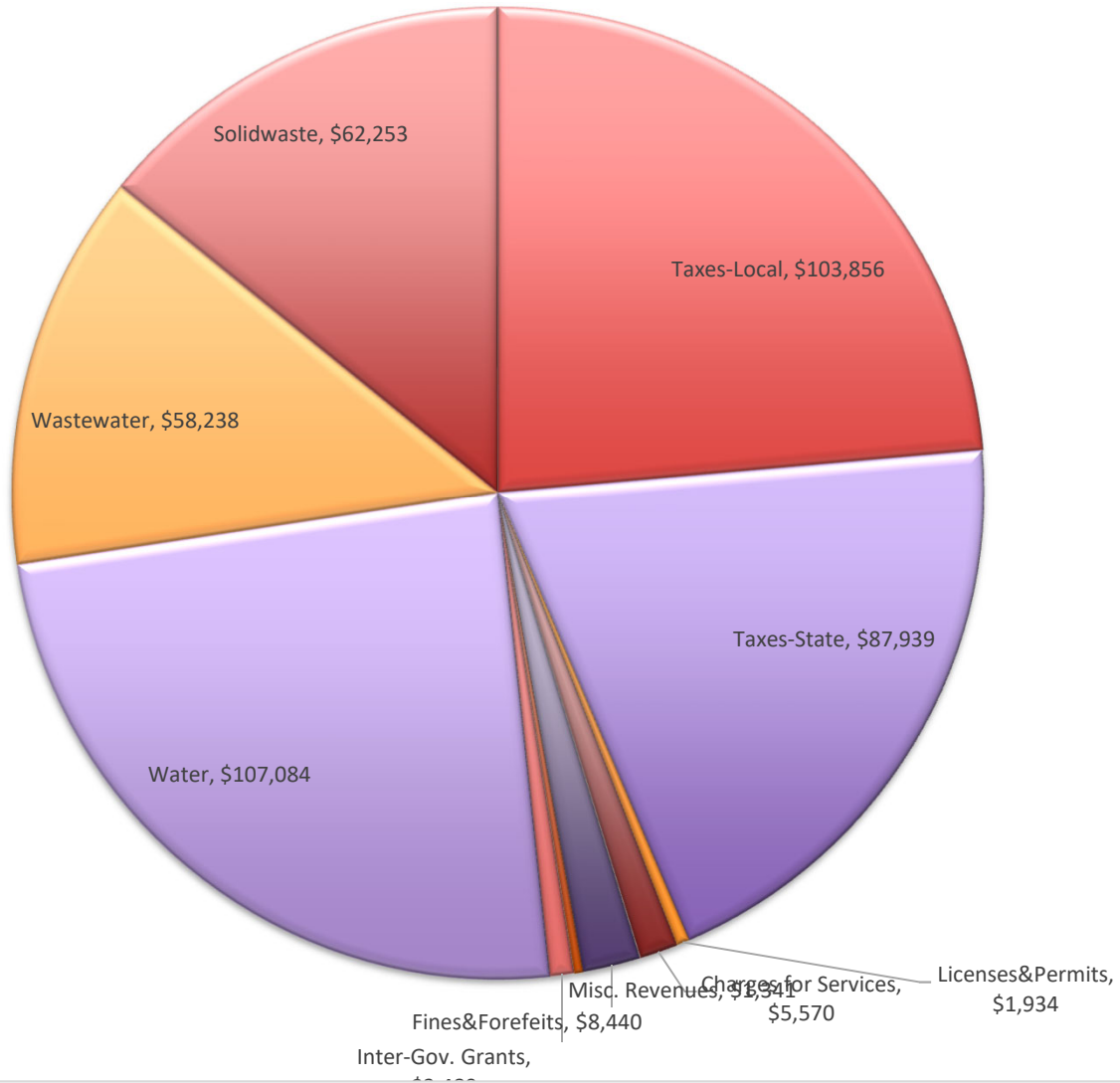
REVENUE

YTD REVENUES	% Rec.	YTD Money \$	% Est.	YTD % over/under	AMOUNT BUDGETED
Taxes-Local	15.98%	\$103,856	100.00%	-84.02%	\$649,946
Taxes-State	17.50%	\$87,939	100.00%	-82.50%	\$502,470
Licenses&Permits	3.04%	\$1,934	100.00%	-96.96%	\$63,700
Charges for Service	6.33%	\$5,570	100.00%	-93.67%	\$88,000
Fines&Forefeits	8.04%	\$8,440	100.00%	-91.96%	\$105,000
Misc. Revenues	3.94%	\$1,341	100.00%	-96.06%	\$34,000
Inter-Gov. Grants	3.71%	\$3,489	100.00%	-96.29%	\$94,000
General Fund	13.83%	\$212,568	100.00%	-86.17%	\$1,537,116
Water	35.30%	\$107,084	100.00%	-64.70%	\$ 303,357
Wastewater	32.41%	\$58,238	100.00%	-67.59%	\$ 179,678
Solidwaste	19.03%	\$62,253	100.00%	-80.97%	\$ 327,199
Enterprise Fund	28.09%	\$227,575	100.00%	-71.91%	\$810,234

REVENUE vs BUDGET

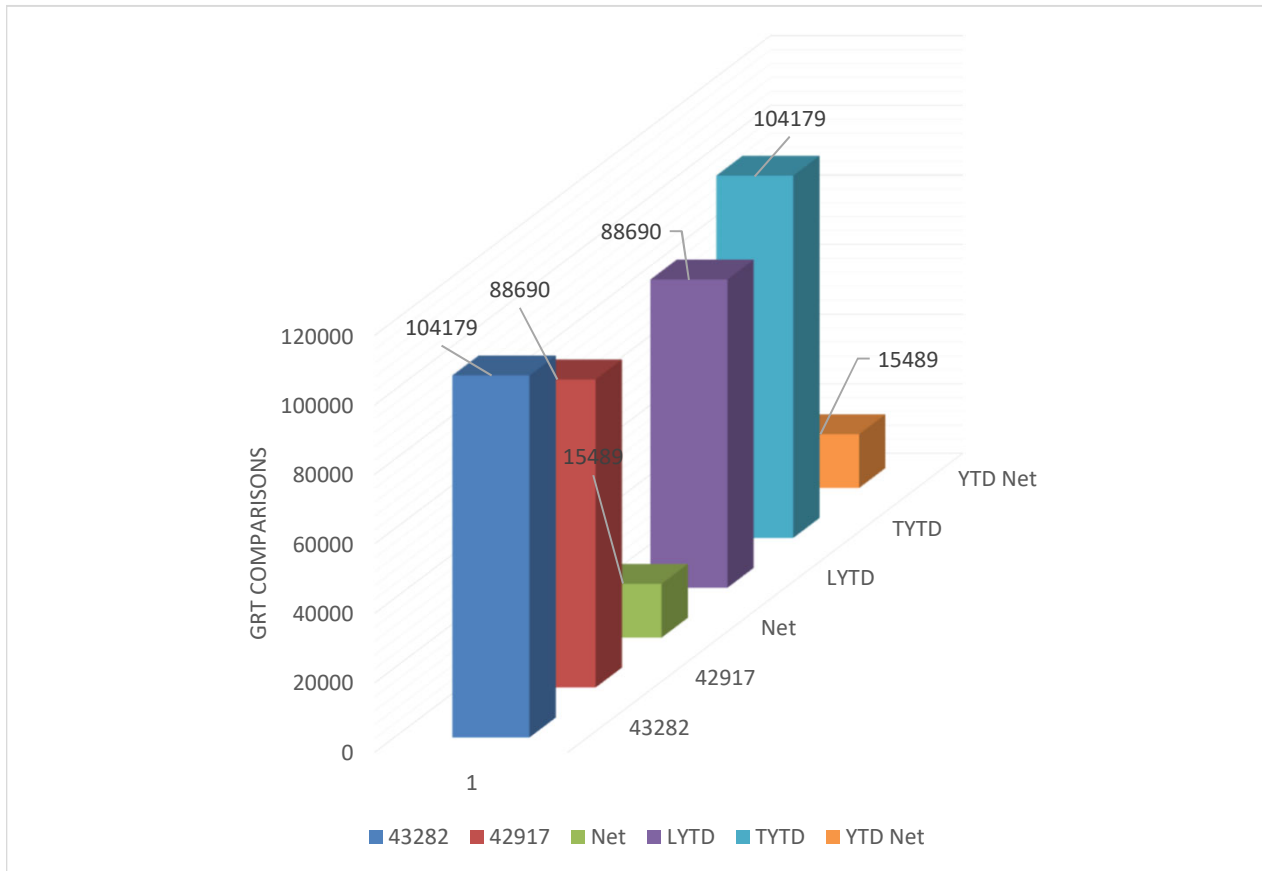


YTD REVENUES



GRT COMPARISONS

Sep-17	Sep-18	Net	LYTD	TYTD	YTD Net
82,499	87,910	5,411	261,874	285,675	23,801



Business GRT in July 2018

Percentage by month	7%	Percentage over last FYTD	9%
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