



THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA WILL HOLD A WORK SESSION ON MONDAY, JULY 23, 2018 AT 5:00 P.M. IN THE BOARD ROOM OF THE MESILLA TOWNHALL.

- Discussion on 2018-2019 Budget & Fiscal Year End Report for the Town of Mesilla – **Cynthia Stoechner-Hernandez, Clerk-Treasurer.**

THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA WILL HOLD A REGULAR BOARD MEETING ON MONDAY, JULY 23, 2018 AT 6:00 P.M. IN THE BOARD ROOM OF THE MESILLA TOWNHALL.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL & DETERMINATION OF A QUORUM
3. PRESENTATIONS:
 - A. A presentation to Planet Fireworks/Nevarez Family for their contributions to the Town of Mesilla throughout the years. – **Nora L. Barraza, Mayor.**
4. PUBLIC INPUT – The public is invited to address the Board for up to 3 minutes.
5. CHANGES TO THE AGENDA & APPROVAL
6. *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 – Regular meeting of July 9, 2018.
 - B. *PZHAC Case 060741: 2652 Calle Primera, submitted by Samuel Kane, a request for a building permit to construct a four-foot-high flat-topped rock wall along the southern edge of the property, and a six-foot-high rock wall in the back yard and along part of the western edge of a residential property at this address. Zoned: Historic Residential (HR)
 - C. *PZHAC Case 060747: 2231 Calle de Parian, submitted by Eric and Teresa Sanchez; a request for a building permit to replace a door and a gate on a dwelling at this address. Zoned: Historical Residential (HR).
 - D. *PZHAC Case 060746 w/ a CONDITION: 2355 Calle de Guadalupe, submitted by Heather Salopek for “Legacy Pecans and Company”; a request for a permit to install a 7.07 square foot two-sided hanging sign at this address. Zoned: Historical Commercial (HC).
 - E. *PZHAC Case 060751: 2309B Calle de San Albino, submitted by Isabelle Bencomo for “The Messy Arrow”; a request for a permit to install a 4.00 square foot two-sided hanging sign at this address. Zoned: Historic Commercial (HC).
7. NEW BUSINESS:
 - A. Resolution 2018-09: A resolution establishing new rental rates for the Mesilla Community Center and Kitchen, Town Hall, Plaza and Establishing new rates for film permits. – **Cynthia Stoechner-Hernandez, Clerk-Treasurer.**
 - B. Resolution 2018-10: A resolution by the Board of Trustees allowing for budget adjustments. – **Cynthia Stoechner-Hernandez, Clerk-Treasurer.**

- C. **Resolution 2018-11:** A resolution adopting the 2017-2018 Fiscal Year End Financial Report for the Town of Mesilla. – **Cynthia Stoechner-Hernandez, Clerk-Treasurer.**
- D. **Resolution 2018-12:** A resolution adopting the 2018-2019 Fiscal Year Revenue and Expenditures Budget for the Town of Mesilla. – **Cynthia Stoechner-Hernandez, Clerk-Treasurer.**
- E. **For Approval/Discussion:** A Memorandum of Understanding for a Little Lending Library to be erected at the Community Center. – **Stephanie Johnson-Burick, Trustee.**

- 8. **BOARD OF TRUSTEE COMMITTEE REPORTS**
- 9. **BOARD OF TRUSTEE/STAFF COMMENTS**
- 10. **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. You may request to be added to the Mesilla Agenda E-Mailing list by calling or e-mailing Cynthia Stoechner-Hernandez, Clerk/Treasurer, at 524-3262 or cynthias-h@mesillanm.gov.

Posted 7/20/18 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.



**BOARD OF TRUSTEES
TOWN OF MESILLA
WORK SESSION
MONDAY, JULY 9, 2018
5:30 P.M.
BOARD ROOM**

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
K.C. Alberg, Marshal
Kevin Hoban, Fire Chief
Debbie Lujan, Public Works Director
Gloria Maya, Recorder

PUBLIC: Teresa Sanchez Gilbert Madrid
Eric Sanchez Susan Krueger

- Discussion regarding increasing the rental fees for the Community Center and Kitchen, Town Hall, Plaza and Film permits. – **Irene Parra, Special Events.**

Mayor Barraza opened Worksession at 5:30 p.m.

Ms. Parra reviewed the current and proposed rates for use of the Community Center and Kitchen, Town Hall, Plaza and Film permits. She indicated the increases would help with the associated cost for facility upkeep. Mesilla's rates are considerably less than what the City of Las Cruces charges for use of facilities.

Trustee Johnson-Burick stated she had said in the past the fees were too low. She expressed concern with the increase to the resident fees.

Ms. Parra stated there will be a \$25 an hour increase in the fees for residents.

Mayor Barraza asked about the non-profit fees.

Ms. Parra responded the non-profit fees may need to be removed or increased significantly.

Mayor Barraza responded there are non-profits that just want to do a 5K and there are some that want a three day event.

Mayor Pro Tem Caro stated he would like to keep non-profit at a flat rate.

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Trustee Johnson-Burick stated there could be a flat fee based on the hours that will be used.

Mayor Barraza stated a non-profit organization must provide a 501(c)(3).

Ms. Parra stated the street closure fee will help recoup some administrative costs.

Trustee Arzabal understands it would cost a non-profit organization to use the plaza \$50 plus \$250 for the street closure.

Mayor Barraza asked if this would apply to Mesilla Elementary who wants to use the plaza for a 5K.

Ms. Parra responded she does not believe Mesilla Elementary is non-profit. In the past we have waived fees for these types of organizations.

Trustee Garcia stated Mesilla Elementary could be charged the resident fee.

Mayor Barraza responded we are here to help our community such as churches and schools.

Trustee Arzabal stated organization would come to the board for a fee waiver.

Mayor Barraza responded that is why we came up with a fee structure to avoid picking and choosing.

Mayor Pro Tem Caro stated Mesilla schools and churches should be in a category by themselves.

Ms. Parra stated we can be a good neighbor but at the same time look at being fiscally responsible.

Mayor Barraza stated we are in agreement on increasing the resident fee from \$25 to \$50 an hour; non-residents increasing from \$50 to \$100 an hour and \$250 street closure fee. The non-profit will be discussed further and brought forth at the next meeting.

Mayor Barraza closed Worksession at 6:00 p.m.

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**BOARD OF TRUSTEES
TOWN OF MESILLA
REGULAR BOARD MEETING
MONDAY, JULY 9, 2018
6:00 P.M.
BOARD ROOM**

16 **TRUSTEES:** Nora L. Barraza, Mayor
17 Jesus Caro, Mayor Pro Tem
18 Carlos Arzabal, Trustee
19 Veronica Garcia, Trustee
20 Stephanie Johnson-Burick, Trustee
21

22 **STAFF:** Cynthia Stoechner-Hernandez, Town Clerk/Treasurer
23 K.C. Alberg, Marshal
24 Kevin Hoban, Fire Chief
25 Debbie Lujan, Public Works Director
26 Gloria Maya, Recorder
27

28 **PUBLIC:** Teresa Sanchez Gilbert Madrid
29 Erick Sanchez Susan Krueger
30
31

32 **1. PLEDGE OF ALLEGIANCE**

33 Mayor Barraza led the Pledge of Allegiance.
34

35 **1. ROLL CALL & DETERMINATION OF A QUORUM**

36 **Roll Call.**

37 **Present: Mayor Barraza, Mayor Pro Tem Caro, Trustee Arzabal, Trustee Garcia, Trustee**
38 **Johnson-Burick.**
39

40 **2. PRESENTATIONS:**

41 **A.** Certificates of Appreciation for donations and support at the 2018 Mesilla Block Party held
42 June 22, 2018.

43 Mayor Barraza stated the Block Party was successful. Thanked Sergeant Shepan for his hard work.
44

45 Sergeant Shepan recognized the businesses that donated to the event.

46 Marshal Alberg recognized Sergeant Shepan and Mr. Travis Shepan.
47

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

1 Ms. Krueger asked the board to remove Resolution 2018-08 from the consent agenda. She asked what the
2 SCCOG did for the Town last fiscal year and what is planned for this fiscal year.

3
4 **4. CHANGES TO THE AGENDA & APPROVAL**

5 Trustee Arzabal asked to postpone item c until the next Board of Trustee meeting.

6
7 **Motion:** To approve agenda as amended, **Moved by** Trustee Johnson-Burick, **Seconded** Trustee Garcia.

8
9 **Roll Call Vote: Motion passed (summary: Yes = 4).**

10 **Mayor Pro Tem Caro Yes**

11 **Trustee Arzabal Yes**

12 **Trustee Garcia Yes**

13 **Trustee Johnson-Burick Yes**

14
15 **5. *APPROVAL OF CONSENT AGENDA – The Board will be asked to approve by one**
16 **motion the following items of recurring or routine business. The Consent Agenda is**
17 **marked with an asterisk *:**

18 Trustee Garcia asked if PZHAC Case 060738 is adding a door.

19
20 Mayor Barraza responded the door is not part of the application, that was an old door that had been
21 covered up. Not part of the work that they will be doing.

22
23 **Motion:** To approve consent agenda, **Moved by** Trustee Arzabal, **Seconded** Mayor Pro Tem Caro.

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

26 **Mayor Pro Tem Caro Yes**

27 **Trustee Arzabal Yes**

28 **Trustee Garcia Yes**

29 **Trustee Johnson-Burick Yes**

30
31 **A. *BOT Minutes – Regular meeting of June 25, 2018. *Approved by consent agenda***

32 **B. *PZHAC Case 060738 - 2231 Calle de Parian, submitted by Gilbert Madrid for Eric and**
33 **Teresa Sanchez, a request for a building permit to repair windows, doors, lintels, vigas, and**
34 **stucco; and repaint a historic dwelling at this address. **Zoned: Historic Residential (HR).****
35 ***Approved by consent agenda***

36 **C. *PZHAC Case 060742: 2222 Avenida de Mesilla, submitted by Patrizia Gregory for**
37 **“Kneading to Heal”; a request for a building permit to allow the installation of a six square**
38 **foot sign on the front of a commercial structure at this address. **Zoned: Historical****
39 ****Commercial (HC).** *Approved by consent agenda***

40 **D. *PZHAC Case 060743: 2222 Avenida de Mesilla, submitted by Kirstie Robles for “A Hair**
41 **and Body Shop”; a request for a building permit to allow the installation of a 4.5 square foot**
42 **sign on the front of a commercial structure at this address. **Zoned: Historical Commercial****
43 ****(HC).** *Approved by consent agenda***

44 **E. *PZHAC Case 060744: 2350 Calle de Principal, submitted by Marianne Schweers for**
45 **“Heart of the Desert Pistachios & Wines;” a request for a sign permit to install an oval sign,**
46 **15 sq. ft., at their business. **Zoned: Historic Commercial (HC).** *Approved by consent***
47 ***agenda***

1 F. * **Resolution 2018-08:** Approving Participation in the Program of the South Central
2 Council of Governments, Inc. for Fiscal Year 2018-2019. *Approved by consent agenda*
3

4 **6. NEW BUSINESS:**

5 **A.** Update to the Board of Trustees on blocking off the plaza for special events. – **Irene**
6 **Parra, Special Events Coordinator.**

7 Ms. Parra stated event request continue to grow and with that comes the request of closing off the plaza.
8 The Spanish Market was hosted last year by the City of Las Cruces whose requirements were too
9 stringent which eliminated many local artists. A committee, Bellas de Artes, will be holding an event to
10 show off local artist on August 25 & 26 and have requested to close off the plaza. Tequila Fest event
11 will be held in September and have requested for the plaza to be closed off. They will comply with the
12 regulations that come with serving alcohol. Currently the plaza is closed off for the town's 10 to 12
13 annual events.

14
15 Trustee Arzabal stated he has a problem with closing off the plaza. He wants to ensure we do a better
16 job in informing businesses.

17
18 Ms. Parra responded she would be happy to do it.

19
20 Mayor Pro Tem Caro stated we have had too many complaints regarding closing the plaza. He asked to
21 find a way for these events to take place without closing the plaza.

22
23 Ms. Parra responded the decision to close the plaza is not taken lightly. The first thing taken into
24 consideration is safety; creating a safe environment for attendees. Businesses are informed when the
25 plaza is going to be closed. The Tequila Fest coordinators are collaborating with the businesses.

26
27 Mayor Barraza stated the number of attendees and cars along the street makes it difficult for emergency
28 vehicles to enter the area. We put public safety as our first priority.

29
30 Trustee Arzabal stated street closures should come to the board for a vote as in the past. Reiterated he
31 wants to ensure businesses are notified.

32
33 Mayor Barraza responded businesses can be notified by email or going door to door.

34
35 Mayor Pro Tem Caro stated we have to answer to the businesses so we should make the decision on the
36 events.

37
38 Mayor Barraza stated businesses should be referred to the office.

39
40 Ms. Parra stated she receives several requests and not every request is granted.

41
42 Mayor Barraza stated the proposed rate for street closure might dictate closure of the plaza. If we feel
43 there is a safety issue the applicant will be required to pay the street closure fee.

1 Fire Chief Hoban stated staff evaluates the impact of the fiestas. Decisions are not made lightly. He
2 asked the board to bring complaints to the attention of the mayor and department heads in order to get to
3 the whole picture.

4
5 Mayor Barraza stated a comment was made that nothing has happened so far; she wants to keep it that
6 way.

7
8 Trustee Arzabal asked if Food Trucks will be added to those events.

9
10 Ms. Parra responded yes.

11
12 **B. For discussion/approval:** to allow a stipend be paid to Gloria Maya to do Accounts
13 Payables on top of her regular job duties. – **Cynthia Stoechner-Hernandez,**
14 **Clerk/Treasurer**

15 Ms. Stoechner-Hernandez stated Ms. Maya has picked up the extra duties to ensure bills are paid. She is
16 proposing to pay a stipend of \$4,000 with no increase to the budget. If she feels at any time she cannot
17 continue the duties the position will be posted.

18
19 Mayor Barraza stated we will leave the position vacant in the event that Ms. Maya becomes
20 overwhelmed.

21
22 **Motion:** To approve a stipend to be paid to Gloria Maya to do Accounts Payables on top of her regular
23 job duties, **Moved by Trustee Arzabal, Seconded by Trustee Johnson-Burick.**

24
25 Trustee Johnson-Burick stated she has no doubt Ms. Maya can do the job.

26
27 **Roll Call Vote: Motion passed (summary: Yes = 4).**

28 **Mayor Pro Tem Caro Yes**

29 **Trustee Arzabal Yes**

30 **Trustee Garcia Yes**

31 **Trustee Johnson-Burick Yes**

32
33 **C. Resolution 2018-09:** A resolution establishing new rental rates for the Mesilla
34 Community Center and Kitchen, Town Hall, Plaza and Establishing new rates for film
35 permits. – **Irene Parra, Special Events Coordinator. *Postponed to next meeting***

36
37 **7. *STAFF REPORTS:**

38 Community Development

39 Community Programs

40 Finance Department

41 Fire Department

42 Marshal's Department

43 Public Works Department

44 **8. BOARD OF TRUSTEE COMMITTEE REPORTS**

45 Mayor Barraza attended a RTD meeting where the budget for the upcoming year was approved. She

1 attended the SCCOG meeting on Friday and was re-elected as chairperson; Filming in New Mexico made
2 a presentation. An inventory of what communities have to offer will be available to producers and
3 directors. The Town of Mesilla will have to come up with a portfolio to add to the inventory.

4 5 **9. BOARD OF TRUSTEE/STAFF COMMENTS**

6 Fire Chief Hoban stated one of the fire department volunteers has her own photography studio and has
7 been working on a portfolio with the City of Las Cruces. We had 8 fires, 10 contacts dealing with issues
8 on the 4th of July. This year everyone was very cooperative.

9
10 Mayor Barraza asked how many animals were in the facility?

11
12 Marshal Alberg responded very busy in animal control. Animals have been sequestered; quarantine.
13 There is a cost to the resident which defraying the cost to the town.

14
15 Trustee Johnson-Burick asked if SCCOG could make a presentation to the Board. Summer Music Series
16 has been wonderful. Stores do not take the opportunity to stay open. Thanked staff for what they do for
17 the town. She also thanked staff for the beautiful arrangement sent to her family.

18
19 Mayor Pro Tem Caro asked about vector control due to mosquito issues.

20
21 Mayor Barraza responded Mr. Lee is already on a schedule and has been spraying regularly.

22
23 Trustee Arzabal stated at one time street closures would come to the board for a vote; does not know why
24 it does not anymore. We would like to know why they are requesting the street closure.

25
26 Mayor Barraza stated she would like to have a committee for animal facility to fundraise to build a shelter
27 to protect the dogs from the weather. Pet licensing is \$3 and must be done; grace period until January 1st.
28 She met with the attorney regarding the Lending Library who recommends having an MOU approved by
29 the board. SCCOG has a film on the website which talks about the different communities. Mesilla will
30 participate in an Open Forum Border Summit, 9:30 a.m. 1:00 p.m. to collaborate in promoting our
31 communities. She will attend a farewell ceremony at La Posta for General Sanchez on July 11th. Staff
32 will be attending the NMML Resolution Final Committee next week.

33 **10. ADJOURNMENT**

34
35 **The Town of Mesilla Trustees unanimously agreed to adjourn the meeting. (Summary: Yes-4)**

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37 **MEETING ADJOURNED AT 7:05 P.M.**

1 **APPROVED THIS 23rd DAY OF JULY, 2018.**

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Nora L. Barraza
Mayor

ATTEST:

Cynthia Stoechner-Hernandez
Town Clerk/Treasurer

DRAFT



JULY 16, 2018 PZHAC CASES TO THE BOT

- 1. Case 060741:** 2652 Calle Primera, submitted by Samuel Kane, a request for a building permit to construct a four-foot-high flat-topped rock wall along the southern edge of the property, and a six-foot-high rock wall in the back yard and along part of the western edge of a residential property at this address. **Zoned: Historic Residential (HR)**
- 2. Case 060747:** 2231 Calle de Parian, submitted by Eric and Teresa Sanchez; a request for a building permit to replace a door and a gate on a dwelling at this address. **Zoned: Historical Residential (HR).**
- 3. Case 060746 w/CONDITION:** 2355 Calle de Guadalupe, submitted by Heather Salopek for “Legacy Pecans and Company”; a request for a permit to install a 7.07 square foot two sided hanging sign at this address. **Zoned: Historical Commercial (HC).**
- 4. Case 060751:** 2309B Calle de San Albino, submitted by Isabelle Bencomo for “The Messy Arrow”; a request for a permit to install a 4.00 square foot two sided hanging sign at this address. **Zoned: Historic Commercial (HC).**

BOT ACTION FORM
BUILDING PERMIT 060741
[PZHAC REVIEW – 7/16/18]
STAFF ANALYSIS

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

Item:

Case 060741: 2652 Calle Primera, submitted by Samuel Kane, a request for a building permit to construct a four-foot-high flat-topped rock wall along the southern edge of the property, and a six-foot-high rock wall in the back yard and along part of the western edge of a residential property 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 proposed walls are historically and architecturally acceptable to 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 stated below.

If, on the other hand, it is determined that the proposed walls would not be historically and architecturally 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 as listed.

Estimated Cost: \$1,500.00

Consistency with the Code:

The PZHAC will need to determine that the proposed walls will be consistent with the historical and architectural requirements for such work in the HR zoning district. Additionally, the PZHAC will need to determine that the request meets 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:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed work consists of building rock walls on a residential property at this address.
- The PZHAC has determined that the proposed walls will meet all applicable Code requirements.

PZHAC ACTION:

The PZHAC voted 4 – 0 to recommend APPROVAL of the requested permit to the BOT with the understanding that the wall would have seven foot high columns in several places, and would be four feet in height along the property line abutting the park, and six feet high crossing the back middle of the property and along the west property line.

BOT OPTIONS:

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

BOT ACTION:

Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select S

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400604](#)

Parcel Number: 4006138245038

Owner: KANE SAMUEL I

Mail Address: 1018 E AMADOR

Subdivision: SOUTHWEST ADDITION
TO MESILLA 201

Property Address: 2652 CALLE
PRIMERA

Acres: 0.11999541



**PZHAC WORK SESSION
JULY 16, 2018
ITEM 2**

Submitted by Samuel Kane, a request to discuss plans to build a rock wall on parts of a property line and across a property at 2652 Calle Primera (**Case 060741**). Zoned: Historical Residential (HR)

This case was heard by the PZHAC on July 2, 2018; but was postponed to allow the applicant to provide further information as to the plans for the wall.

Originally, the applicant proposed to construct a six-foot-high flat-topped rock wall along the western edge, in the back yard and part of the southern edge of the property. However, the applicant has decided that he would prefer to limit the height of the wall to four feet along the southern property line, but retain six feet in height along the western property line between properties, and for the wall across the middle of the property. The applicant also intends to place a four – five wide gate in the wall across the property. Although there are no six foot high solid walls along property lines abutting streets or public land in the immediate area, there are several chain link fences of various heights that have been allowed along streets in the area. (Technically, these are in violation of Section 18.60.340(E) of the Code - see below).

The applicant has been informed by Staff that, although the Town would like to eventually construct a one-way road around the adjacent Town park to the south, there are no immediate plans for this construction and construction will not take place for several years, if at all. Since the south edge of the applicant’s property abuts the park and there is no road at this time, the applicant has been informed that currently there is no legal access to the rear portion of the property from outside the property, therefor the rear portion of the property is currently landlocked, with the only legal access to the rear of the property being from the east portion of the applicant’s property.

The following are the sections of the Code that can be specifically applied to this application:

18.60.340 Wall, fence, or hedge.

A. Height (see illustration in Appendix A).

1. A six-foot maximum height above ground surface level shall be permitted on any part of the required setbacks of front yards or side yards abutting a street in H-R and H-C zones; provided, such wall, fence or hedge is in accord with subsections (D) and (G) of this section.

D. There shall be no fence, wall, hedge, or obstruction more than three feet above street curb level or ground level at edge of street in the clear sight triangle, measured 30 feet in both directions on the property line from a corner.

E. Walls or fences constructed within the front yard setback area facing a street within the **H-R**, H-C, R-1 zones must be built with the following materials only: stucco, brick, **stone**, wood, adobe and wrought iron.

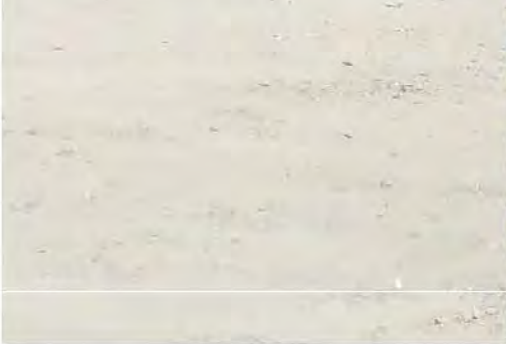
G. No walls, fences, hedges or other obstructions may be placed near exits from driveways or parking areas which block a driver’s view of approaching traffic for a distance of 90 feet in both directions.

The applicant has been made aware that a completed Right-of-Entry form will be needed for all parts of the wall that will be located on property lines.

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

VIEW OF PROPERTY FROM PARK







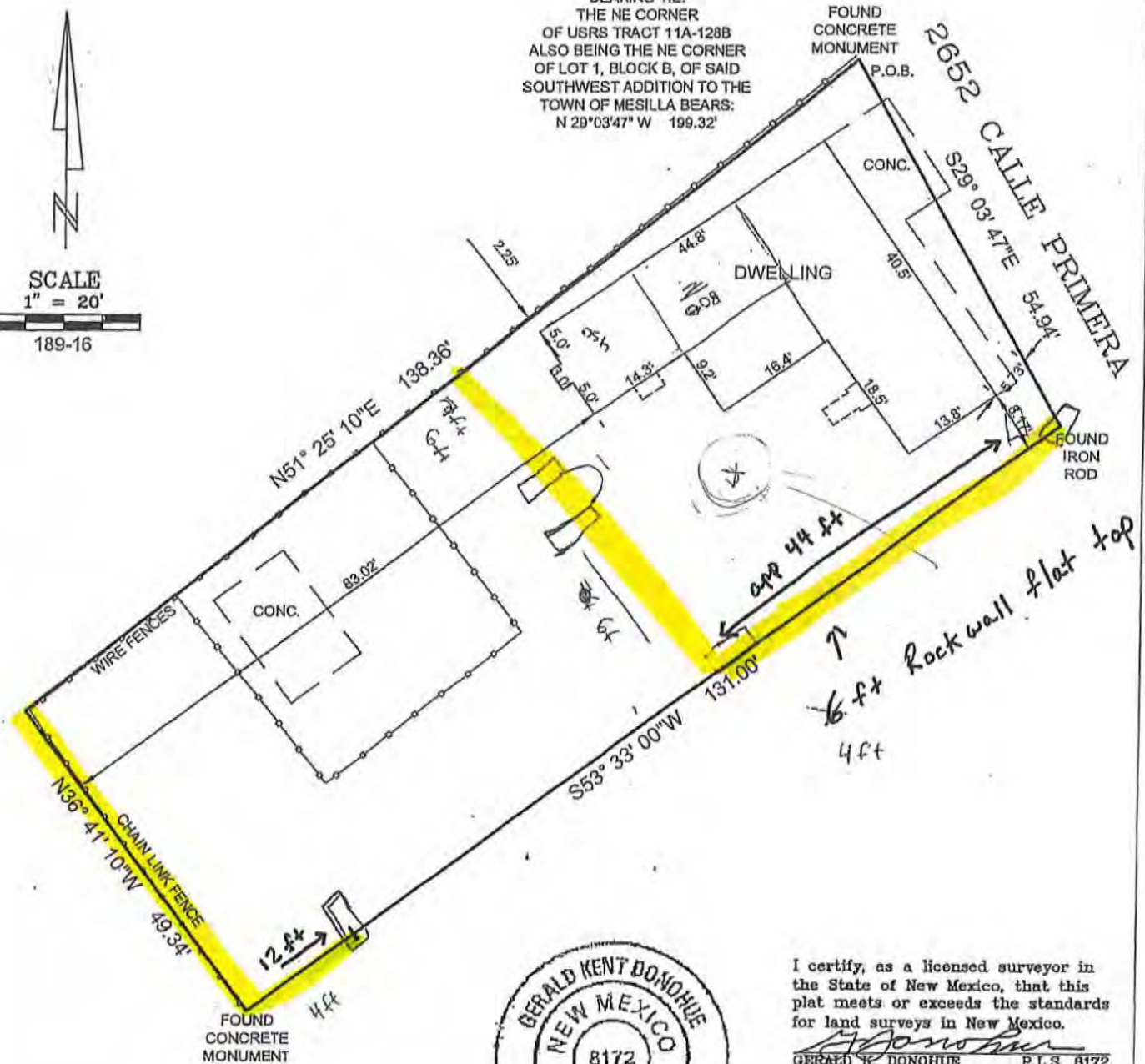


PLAT OF SURVEY A 0.16 ACRE TRACT SITUATE IN THE TOWN OF MESILLA,
 DONA ANA COUNTY, NEW MEXICO, IN SECTION 36, T.23S., R.1E., NMPM
 OF THE USRS SURVEYS AS USRS TRACT 11A-129B AND ALSO AS PART
 OF LOT 3 AND LOT 4, BLOCK B, OF THE SOUTHWEST ADDITION TO THE
 TOWN OF MESILLA AS FILED ON MARCH 17, 1939, IN PLAT BOOK 9,
 PAGE 76 IN THE DONA ANA COUNTY RECORDS
 DATE OF SUREY: MAY 16, 2011



SCALE
 1" = 20'
 189-16

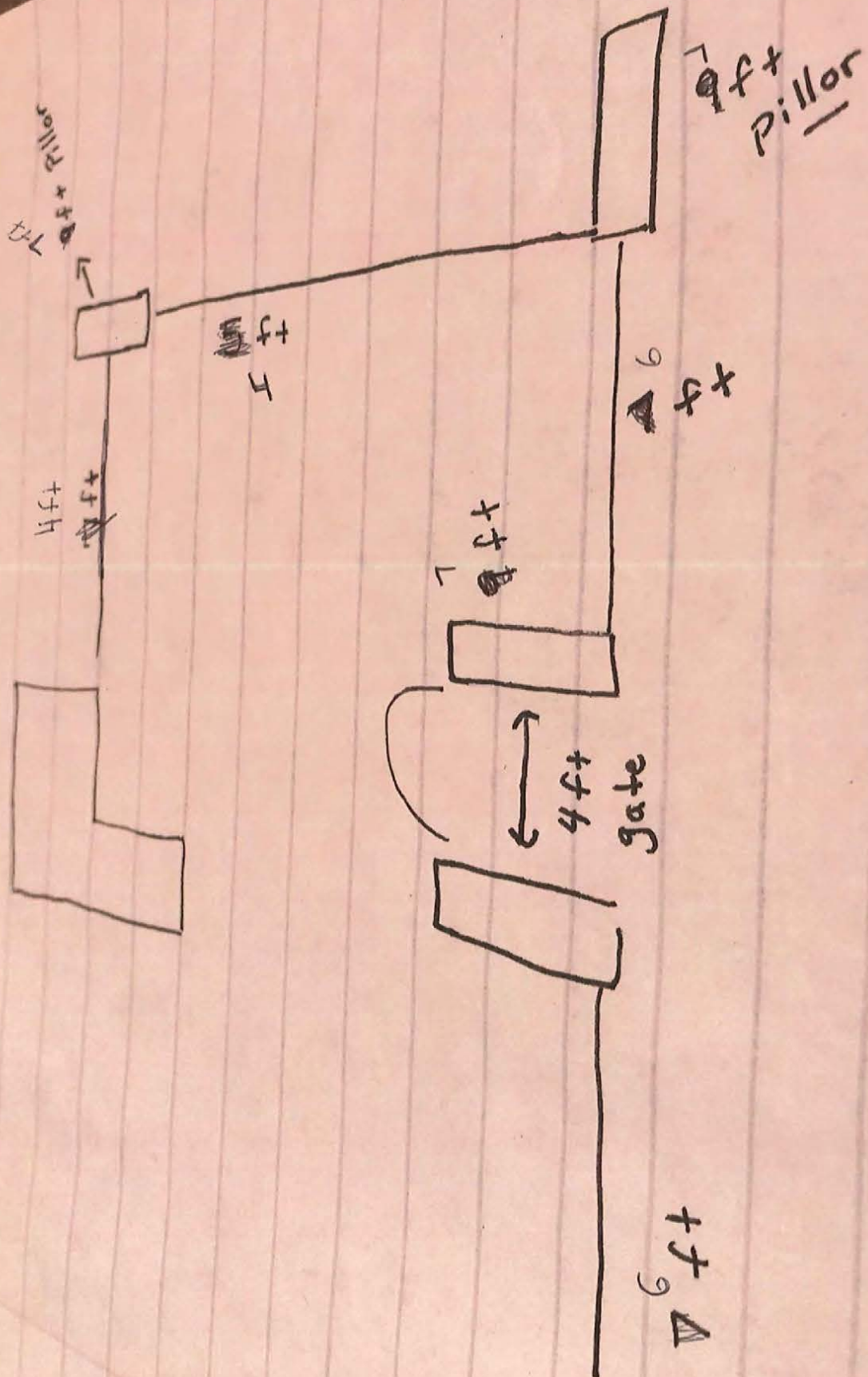
BEARING TIE:
 THE NE CORNER
 OF USRS TRACT 11A-128B
 ALSO BEING THE NE CORNER
 OF LOT 1, BLOCK B, OF SAID
 SOUTHWEST ADDITION TO THE
 TOWN OF MESILLA BEARS:
 N 29°03'47" W 199.32'



I certify, as a licensed surveyor in
 the State of New Mexico, that this
 plat meets or exceeds the standards
 for land surveys in New Mexico.

Gerald K. Donohue
 GERALD K. DONOHUE P.L.S. 8172

DONOHUE LAND SURVEYS
 100 WYATT DRIVE
 SUITE A
 LAS CRUCES, NM 88005
 1-575-523-1114



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

OFFICIAL USE ONLY:
 Case # 060741
 Fee \$ 68.00

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

CASE NO. 060741 ZONE: HR CODE: _____ APPLICATION DATE: _____

Samuel Kane _____ 375-496-6044
 Name of Applicant/Owner Applicant's Telephone Number

POB 849 Mesilla NM 88046
 Applicant's/Owner's Mailing Address City State Zip Code

Sam_kane@yahoo.com
 Applicant's/Owner's E-mail Address

Plumont - Home owner will build
 Contractor's Name & Address (If none, indicate Self)

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

Address of Proposed Work: 2652 Calle Primera, Mesilla NM 88046

Description of Proposed Work: 6 foot Rock wall with Flat top

\$1,500.00 Samuel E. Kane June 15, 2018
 Estimated Cost Signature of Applicant Date

Signature of property owner if applicant is not the property owner: Samuel E. Kane

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: _____

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 of 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:

BOT ACTION FORM
BUILDING PERMIT REQUEST CASE 060747
[PZHAC REVIEW – 7/16/18]
STAFF ANALYSIS

Item:

Case 060747 – 2231 Calle de Parian, submitted by Eric and Teresa Sanchez; a request for a building permit to replace a door and a gate on a dwelling at this address. Zoned: Historical Residential (HR).

Staff Analysis:

The applicant would like to replace an exterior door at the front of the dwelling at this address with a door that is more appropriate to the style of the dwelling. The door will be similar to that shown in the attached photo, without the transom shown in the photo. The door being replaced is an old wooden door that was used to replace a door with glass panels about three years ago. (The door with glass panels was not the original door in this spot either.)

The applicant would also like to replace an old weathered plywood gate at the east side of the dwelling with a more substantial wooden gate having a style similar to that shown in the attached photo. The new gate will also be more in style with the historical character of the structure. (The applicant has been in touch with Dr. Lynette Pollari, architect for the State SHPO, and has been consulting with her about appropriate styles and replacements for the dwelling that will be in line with SHPO's recommendations for the renovation of historical structures such as this.)

The structure is in the Historic Register (see attached) and appears to have been built in the 1850's and used to house elements of the Mexican army and their horses. According to the Register, it is considered historically and architecturally significant to the Town, and has National historic significance. It is also one of the oldest structures in Mesilla. There appear to have been some changes to the structure over the years, including closing off a door that appears to have been at the front of the structure (see attached photo showing where the door appears to have been). Several windows and a door have also been replaced. However, there are portions of the structure that do not appear to have been substantially modified since the inventory was taken, although there appear to have been a number of changes that have taken place prior to the inventory being taken. A permit was just approved that will allow the applicant to replace a number of windows on the structure, provided that the replacement windows retain the appearance of the windows they are replacing. Additionally, if the proposed replacement of the door and the gate are done in conformance with the recommendations of the Secretary of the Interior (see attached), there should be no changes to the historical character of the structure or property.

The zoning of the property containing the dwelling was changed last month from Historic Commercial (HC) to Historic residential (HR). For most of the last century, the structure was used as both a residence and a commercial structure used for primarily retail purposes (grocery store, gift shop, and offices) and as a post office. Prior to that, the structure was used originally as a barracks for the Mexican army (1840's to 1850's) and as a private residence after that.

According to Lynette Pollari, Historical Architect for the NM SHPO (contacted 5/23/18 with respect to the zone change of the property from HC to HR), the use of the structure as a residential structure is more in line with the original historical use of the structure as a barracks. Since the proposed work is to enhance the use of the structure for residential use, the purpose of the work is not out of character with the original historical use of the structure.

The PZHAC will need to determine that the proposed repairs will not result in any changes to the structure that will affect its Historical character, and that the proposed repairs will be consistent with the following sections of the Code:

Chapter 18.35 HR – Historical Residential Zone

The repairs could be compatible with the HR zoning of the property if there are no changes to the wood work is finished in the same style as the original woodwork, or it is repaired in place.

Chapter 18.33 – Historic Preservation

18.33.040 Declaration of purpose and statement of public policy.

A. The board of trustees declares that the historical heritage of Mesilla and its historic buildings and its historic districts are among its most valued and important assets. The board finds that some buildings having historical, architectural, aesthetic and cultural value have been neglected, altered or destroyed notwithstanding the feasibility of preserving and continuing the use of such buildings and without adequate consideration of the irreplaceable loss to the public and the town. The board finds that the historic character of Mesilla is of vital importance in maintaining the economy of the town and that its historic landmarks and the buildings in its historic district can be preserved, rehabilitated and used. The board finds that this chapter benefits all the residents of Mesilla and all the owners of property.

B. The board of trustees declares as a matter of public policy that the preservation, protection and use of historic landmarks and buildings in the historic districts are a public necessity because they have a special character or a special historic, architectural, aesthetic or cultural value and thus serve as visible reminders of the history and heritage of this town, state and nation. The board declares as a matter of public policy that this chapter is required in the interest of the health, safety, welfare and economic well-being of the public. The board declares as a matter of public policy that the identification and designation of historic landmarks and historic districts and the approval or disapproval of exterior changes to designated property or their demolition or relocation or new construction on the site are stated to be a public purpose. [Ord. 2011-03]

Since this is a repair that will not change the use of the structure, and since the changes will need to address the guidelines set forth by the Secretary of the Interior for Historic structures as well as the requirements of Section 18.33 – Historic Preservation of the Code, the PZHAC will need to determine that the proposed work will meet these requirements. Also, the proposed work will need to meet the requirements of the Building code where applicable.

Estimated Cost: @ \$2,500.00

Consistency with the Code:

The PZHAC will need to determine that the proposed structure, when finished, will be consistent with Chapter 18.33 (Historical Preservation) and Chapter 18.35 (HR – Residential – Cultural – Historical Zone) 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:

- The PZHAC has jurisdiction to review and recommend approval of this request to the BOT.
- The proposed work consists of a replacing an exterior door and a gate in a residential structure in the Historic Residential (HR) zone.
- The proposed replacement will be historically appropriate for both the structure and the area
- The proposed addition meets all applicable Code requirements.

PZHAC ACTION:

The PZHAC voted 4 – 0 to recommend APPROVAL of the requested permit to the BOT as requested.

BOT OPTIONS:

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

BOT ACTION:

Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select S

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400299](#)

Parcel Number: 4006137219509

Owner: SANCHEZ ERIC L TRUSTEE

Mail Address: PO BOX 358

Subdivision:

Property Address: 2331 CALLE DE PARIAN

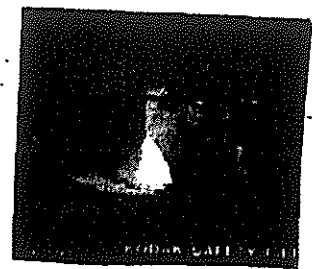
Acres: 0.2



1 SHEET?

NO

NEW MEXICO HISTORIC BUILDING INVENTORY
FORM 1: BUILDINGS & STRUCTURES 6-6-79



BY 3. BY 4. CHECK DATE 5. BY 6. COMPUTER DATE 7. BY 8. FILE DATE 9. BY 10. REVISION DATE 11. BY

MRT

13. FIELD MAP 14. NUMBER 15. UTM REFERENCE NUMBER

LOCATION

2231a

13 334850 3571950
ZONE EASTING NORTHING

South side of Parian, first
west of acacia made.

17. CITY/TOWN Mesilla
18. ZIP

20. ID. 18320201

D.C. Fritze Store

19. LAND GRANT OR RESERVATION

22. ROLL 91 23. NEG # 30

24. LOCATION OF NEG.

25. ARCHITECTURAL STYLE Territorial

26. NUMBER OF STORIES one
Roberto Fritze
Box 32

FOUNDATION MATERIAL(S) Mesilla 8040

EXTERIOR WALL SURFACE(S) textured brown stucco 4-006-137-219-509

WINDOW REGISTRATION (TYPE, DIVISIONS, SURROUNDS, SILLS/ARRANGEMENTS)
wood casement windows - 1 lite per each casement
wood surrounds within pediment

DOOR/ENTRANCE (TYPE/SURROUNDS)
large wood door with large lites, no surrounds

ROOF(S) (NUMBER/SHAPE/MATERIAL DETAILS)
Flat with high level parapet

ADJACENT BUILDING(S) (NUMBER, EXTERIOR-INTERIOR, MATERIALS) none observed

EXTERIOR DETAILS
Nogias protruding on facade. Massive rounded buttresses in the NW and
SE corners. Residence adjacent to store in back. Building is H shaped.
been in the Fritze family since at least 1800's (P)

REMARKS
This building dates to the 1850's when Mexican soldiers were garrisoned
historically and architecturally. This is one of the most significant
buildings in town.

ESTIMATED DATE OF CONSTRUCTION 1850 36. ACTUAL DATE OF DATE

45. IMMEDIATE SURROUNDINGS school / commercial / residential

46. RELATION TO SURROUNDINGS
 SIMILAR NOT SIMILAR

47. ARCHITECTURAL CONTRIBUTION TO SURROUNDINGS
 PLUS NEUTRAL MINUS

48. OVERALL SIGNIFICANCE
 NATIONAL STATE LOCAL NONE

49. ASSOCIATED BUILDINGS? YES NO

50. WHAT TYPE?
51. IF INVENTORIED, LIST I.D. #'S

ARCHITECT/ENGINEER/BUILDER

SOURCE OF INFORMATION

PRESENT STORE/RESIDENCE
HISTORIC " " / troops garrison
LOCATION

CONDITION GOOD FAIR DETERIORATED

PERCENTAGE OF REMODELING

DEGREE OF MODIFICATION MODERATE MAJOR

52. SEE BACK? YES NO

cont.

- 199 be used as the Fountain residence. The northeast portion of the block suffered a fire in the early 1900's, and as a result, a store was built with a Mission parapet brick facade. The Mission parapets of the northwest portion of the block were added at this time also. Portales protect portions of the north and west sides, having been built recently in a contributing style. Windows range from wood frame, to metal casement to glass block. (S)
- 200 This is a long, low line of adjacent adobe rooms fronting the street. At one time this structure made up portions of residences behind the stores that front the plaza. Now this building is being used as gift shops. This is a stuccoed adobe building with a flat roof, parapet, wood frame windows with varying numbers of lites and numerous wood doors, all fairly recent. Viga ends are visible, showing the level of low ceiling; rough timbered lintels are evident. A porch spans the facade of the building and is made from vigas and latillas. est. 1850's. (S)
- 201 Mexican soldiers are said to have been garrisoned in this building, thus making it one of the oldest buildings in town, dating from the early 1850's. The Frieze family has been operating a store with an adjacent residence in this building for a number of generations. This stuccoed adobe building is in the shape of a "U" with a patio between the two back wings. It fronts the street, has a flat roof, parapet, viga ends visible on the facade, and massive rounded buttress on the northwest corner. est. 1850. (S)
- 202 The post office building is of stuccoed adobe, has a squared floor plan and a flat roof with stepped parapet. It has just recently undergone an addition that fits well with the rest of the building and contributes to the character of the district. est. 1950. (N)
- 203 This Territorial Style building has recently had rooms added that fit extremely well with the style of the original building. This residence is a stuccoed adobe with a flat roof, lipped parapet, and windows with wood surrounds and pedimented lintels. est. 1880. (S)
- 204 "Guerra's Blacksmith Shop" was built in about 1930 by Simon Guerra, a blacksmith and judge of Mesilla. The building is a small rectangular-plan, has adobe walls which are unplastered, and a flat roof with stepped parapet. There is a large corrugated tin slide door on the facade. The building sits cattie corner to the intersection. (S)
- 205 This is a small, square-plan stuccoed house with a low gabled roof and metal casement windows. est. 1955. (N)

VIEW OF PROPERTY FROM CALLE DE PARIAN SHOWING DOOR TO BE REPLACED



VIEW OF PROPERTY FROM CALLE DE PARIAN SHOWING DOOR TO BE REPLACED



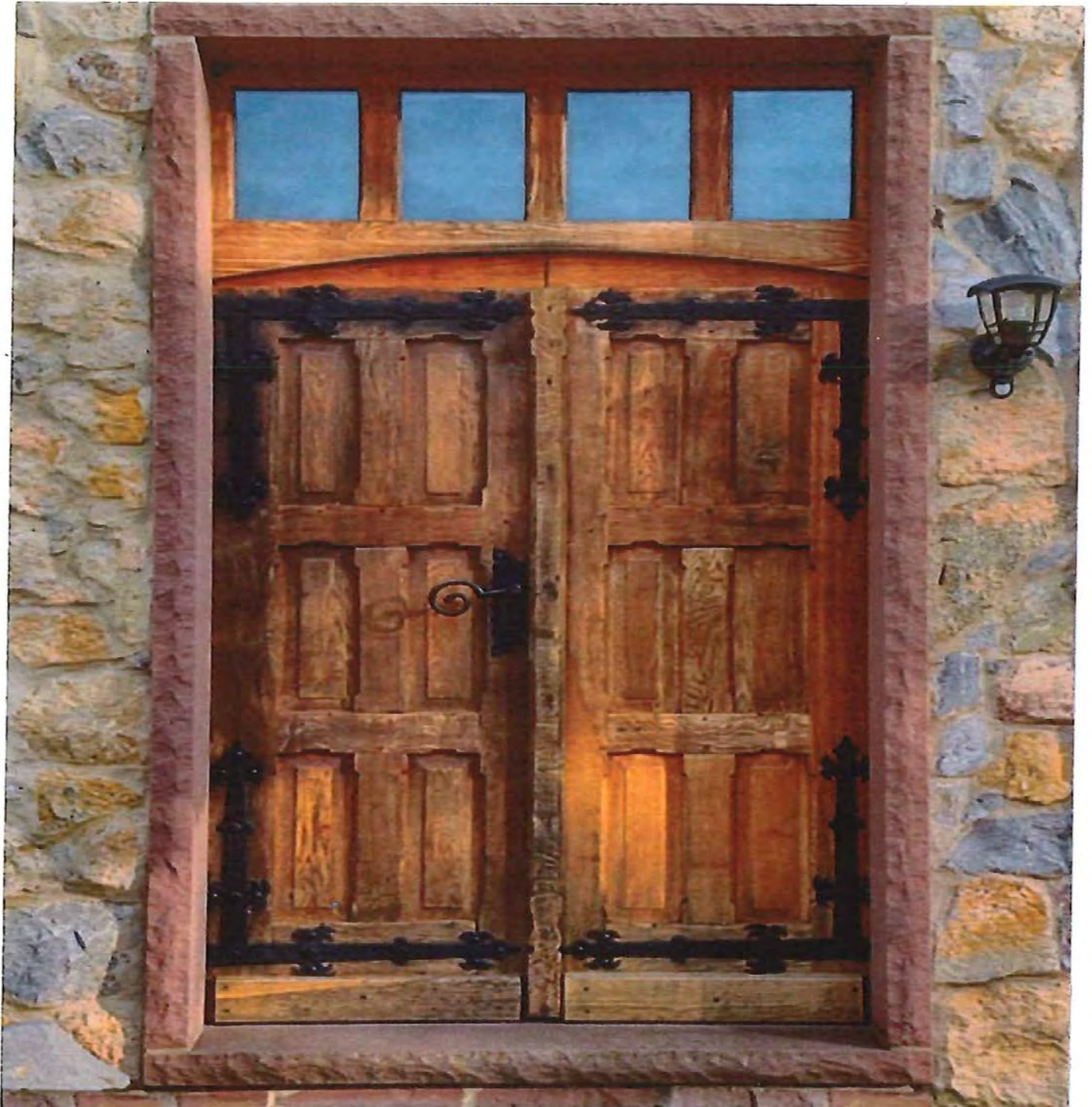
STYLE OF PROPOSED DOOR



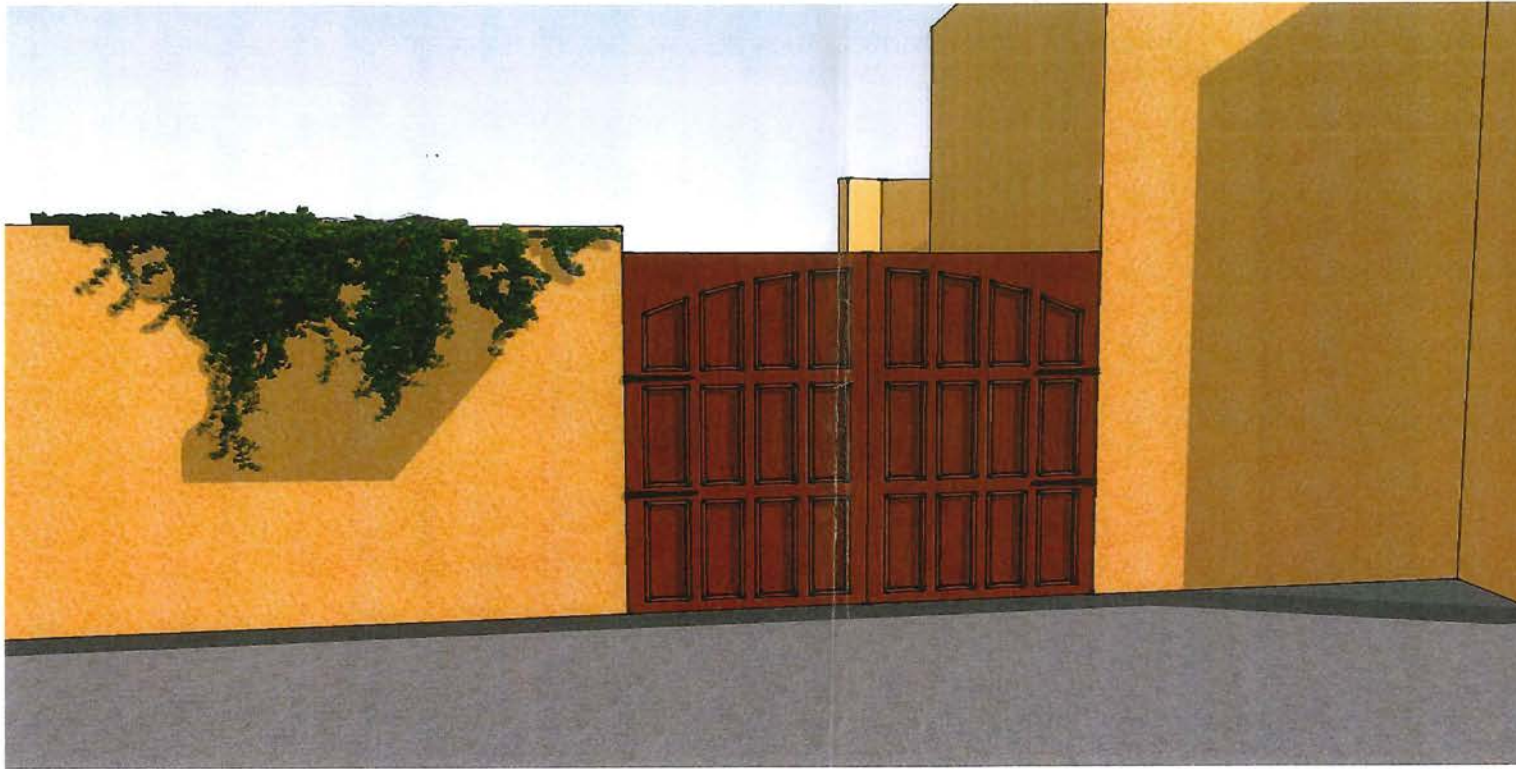
GATE TO BE REPLACED



STYLE OF PROPOSED GATE



SANCHEZ RESIDENCE
EAST WALL & GATE



PROPOSED GATE

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

OFFICIAL USE ONLY:

Case # 060747

Fee \$ 80.00

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

CASE NO. 060747 ZONE: MC CODE: M1 APPLICATION DATE: 7/8/18

EMIC AND TERESA SANHEZ 915 313-1973
 Name of Applicant/Owner Applicant's Telephone Number

P.O. Box 32 MESILLA N.M. 88046
 Applicant's/Owner's Mailing Address City State Zip Code

etmss@aol.com
 Applicant's/Owner's E-mail Address

SUN VISTA CONST. INC.
 Contractor's Name & Address (If none, indicate Self)

575 650-7963 60731
 Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

2231 CALLE DE PARIAN
 Address of Proposed Work:

REPAIRING GATE TO NEW PER PHOTO
FRONT DOOR PER PHOTO
 Description of Proposed Work:

\$ 2,500.00 Meresa J Sanchez 7/8/18
 Estimated Cost Signature of Applicant Date

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

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

FOR OFFICIAL USE ONLY

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

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

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

CONDITIONS: _____

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:

BOT ACTION FORM
SIGN REQUEST
[PZHAC REVIEW]
“Legacy Pecans and Company”

STAFF ANALYSIS

Item:

Case 060746 – 2355 Calle de Guadalupe, submitted by Heather Salopek for “Legacy Pecans and Company”; a request for a permit to install a 7.07 square foot two sided hanging sign at this address. Zoned: Historical Commercial (HC).

Description of Work to be Done:

The applicant would like to install a round two sided hanging sign that will be 3 feet in diameter (about 7 square feet) on the outside wall of a shop to be at this address (see attached diagram and photos). The sign will be vinyl with black-and-white lettering.

Consistency with the Code:

The PZHAC will be consistent with the following Sections of the Sign Code (Chapter 18.65) that specifically apply to this project.

18.65.150 Projecting signs (hanging sign)

A. No projecting sign may rise above the level of the first story of the building to which it is attached. All projecting signs must be at least seven feet above sidewalk or ground level, and must be located within the central one-third of the facade length so as not to obstruct neighboring signs.

(The proposed wall sign will be at least 7 feet above the sidewalk.)

B. Projecting signs shall be limited in area as follows:

1. A maximum of four feet projecting from the wall of the building;
2. A maximum of eight square feet of total sign space including frame. Both sides of a projecting sign may be used for advertisement.

(The proposed hanging sign will project only 3.5 feet from the wall and will be only about 7 square feet per side.)

C. The supporting structure of any projecting sign must be of adequate strength so as to have no need for guy-wires or wire reinforcement. [Ord. 94-08; prior code § 11-3-15]

(The wrought iron bracket used to hang the sign will not have any guy wires or other supports.)

Findings of Fact:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed work consists of installing a 7 square foot per side two sided round hanging sign on the side of a business at this address.
- The subject property is zoned Historical Commercial (HC)
- The proposed sign will not have negative impacts on the surrounding businesses in the area.
- The proposed sign will be consistent with the Code.

PZHAC ACTION:

The PZHAC voted 4 – 0 to recommend APPROVAL of the requested permit to the BOT with the following CONDITION:

The sign shall say “Mesilla, New Mexico”, not “Las Cruces, New Mexico”.

BOT OPTIONS:

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

BOT ACTION:

SIGN LOCATION



Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select S

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400329](#)

Parcel Number: 4006137247444

Owner: DOUBLE EAGLE DE MESILLA
INC

Mail Address: PO BOX 905

Subdivision:

Property Address: 2379 CALLE DE
GUADALUPE

Acres: 0.18000459





July 6



OFFICIAL USE ONLY:

Case # 060746

Fee \$ 14.00

CASE NO. 060746 ZONE: HC APPLICATION DATE: 7/5/18

LEGACY PECANS & CO. 575.524.1362
Business Name Business Telephone Number

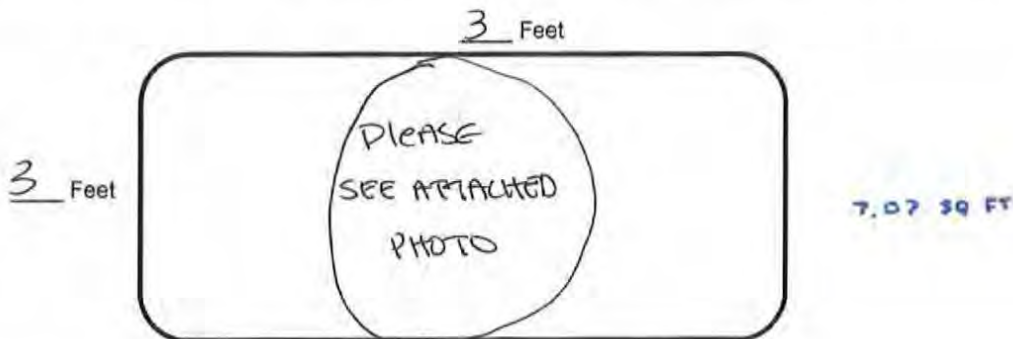
2355 CALLE DE GUADALUPE MESILLA, NM 88046
Business Address City State Zip Code

HEATHER SALOPEK 575.642.0071
Applicant Name Applicant Telephone/Cell Number

5620 SNOW RD LAS CRUCES, NM 88005
Mailing Address City State Zip Code

Description of sign: ROUND Vinyl Sign with white lettering

Please include dimensions, lettering, shape, material, texture, colors, and/or finish to be used on the diagram below.



Colors: Black & white,

FOR OFFICAL USE ONLY

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

CONDITIONS: _____

PERMIT ISSUED BY: _____ ISSUE DATE: _____

BOT ACTION FORM

SIGN REQUEST

[PZHAC REVIEW]

“The Messy Arrow”

STAFF ANALYSIS

Item:

Case 060751 – 2309B Calle de San Albino, submitted by Isabelle Bencomo for “The Messy Arrow”; a request for a permit to install a 4.00 square foot two sided hanging sign at this address. Zoned: Historic Commercial (HC).

Description of Work to be Done:

The applicant would like to install a rectangular two sided hanging sign that will be 1.3 feet by 3 feet (4 square feet) per side on the outside wall of a shop to be at this address (see attached diagram and photos). The sign will be PVC and vinyl with black lettering on a white background.

Consistency with the Code:

The PZHAC will be consistent with the following Sections of the Sign Code (Chapter 18.65) that specifically apply to this project.

18.65.150 Projecting signs (hanging sign)

A. No projecting sign may rise above the level of the first story of the building to which it is attached. All projecting signs must be at least seven feet above sidewalk or ground level, and must be located within the central one-third of the facade length so as not to obstruct neighboring signs.

(The proposed wall sign will be at least 7 feet above the sidewalk.)

B. Projecting signs shall be limited in area as follows:

1. A maximum of four feet projecting from the wall of the building;
2. A maximum of eight square feet of total sign space including frame. Both sides of a projecting sign may be used for advertisement.

(The proposed hanging sign will project only 3.5 feet from the wall and will be only about 4 square feet per side.)

C. The supporting structure of any projecting sign must be of adequate strength so as to have no need for guy-wires or wire reinforcement. [Ord. 94-08; prior code § 11-3-15]

(The wrought iron bracket used to hang the sign will not have any guy wires or other supports.)

Findings of Fact:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed work consists of installing a 1.3 by 3 foot (4 square feet) per side two sided hanging sign on the side of a business at this address.
- The subject property is zoned Historical Commercial (HC)
- The proposed sign will not have negative impacts on the surrounding businesses in the area.
- The proposed sign will be consistent with the Code.

PZHAC ACTION:

The PZHAC voted 4 – 0 to recommend APPROVAL of the requested permit to the BOT as requested.

BOT OPTIONS:

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

BOT ACTION:

PHOTO OF LOCATION



Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select S

Maps

Legend

Map Themes

Parcels

UDC Zoning

Roads and Transportation

NM House Districts

NM Senate Districts

County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

Account Number: [R0400318](#)

Parcel Number: 4006137236430

Owner: TAFOYA LARRY R & VIOLA P

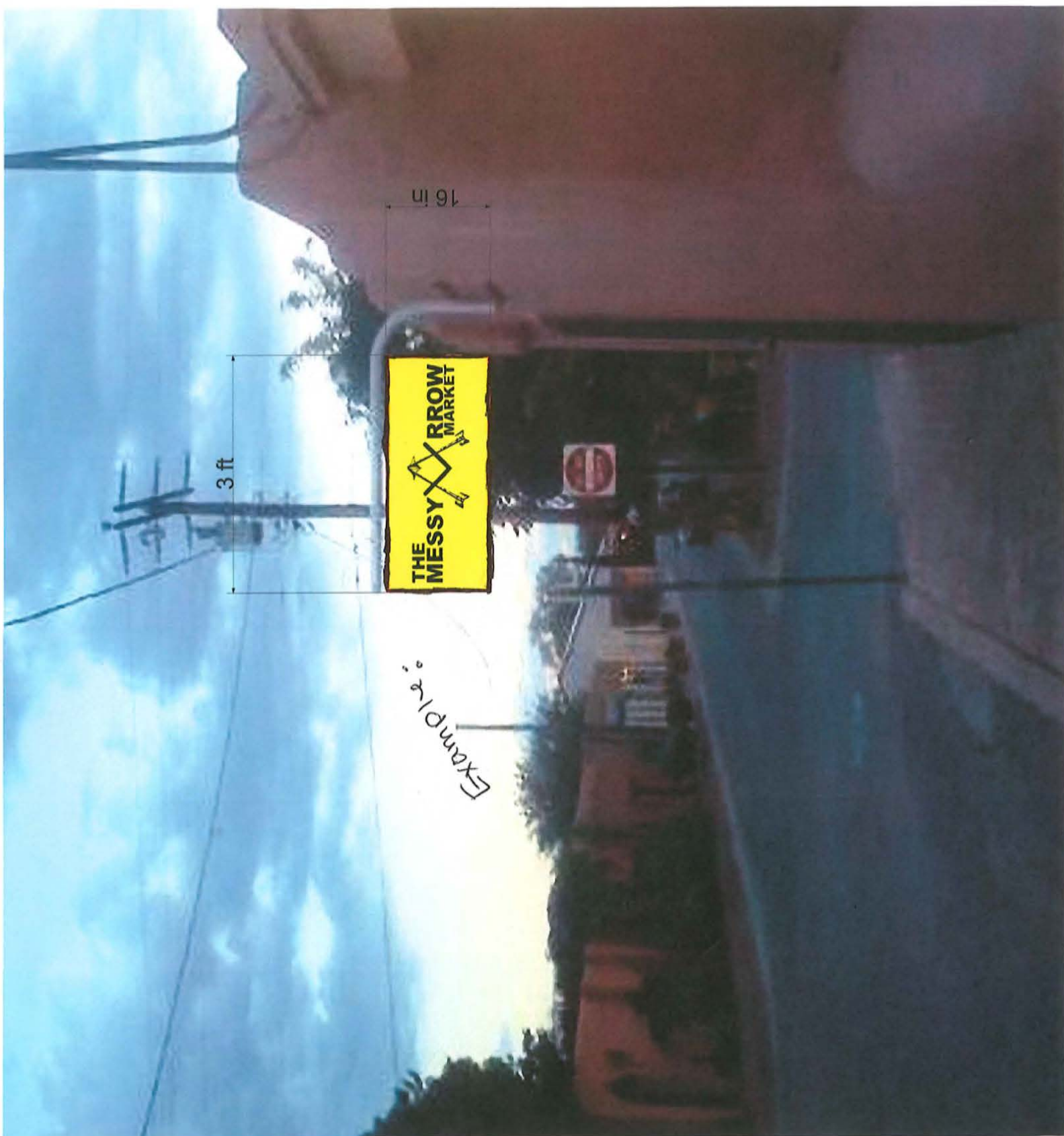
Mail Address: PO BOX 1315

Subdivision:

Property Address: 2309 CALLE DE
GUADALUPE #UNIT A-B

Acres: 0.2





16 in

3 ft

THE MESSY RROW MARKET

Example



OFFICIAL USE ONLY:

Case # 060751

Fee \$ 16.00

CASE NO. _____ ZONE: _____ APPLICATION DATE: 6/28/2018

The Messy Arrow

(575) 332-8592

Business Name

Business Telephone Number

2309 B Calle De San Albino Mesilla NM

88046

Business Address

City

State

Zip Code

Isabelle Bencomo

(951) 750-3921

Applicant Name

Applicant Telephone/Cell Number

PO Box 509

Mesilla

NM

88046

Mailing Address

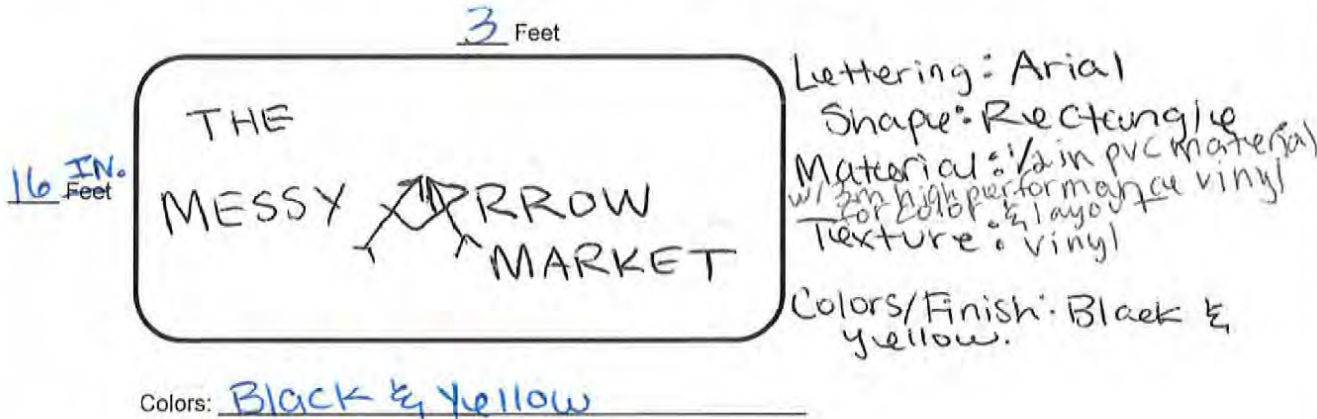
City

State

Zip Code

Description of sign: It states "The Messy Arrow Market" in black letters with a yellow background & a black outline

Please include dimensions, lettering, shape, material, texture, colors, and/or finish to be used on the diagram below.



FOR OFFICAL USE ONLY

- PZHAC
- Administrative Approval
 - Approved Date: _____
 - Disapproved Date: _____
 - Approved with conditions

- BOT
- Approved Date: _____
 - Disapproved Date: _____
 - Approved with Conditions

CONDITIONS: _____

PERMIT ISSUED BY: _____

ISSUE DATE: _____

Community Development Department
2231 Avenida de Mesilla, P.O. Box 10, Mesilla, NM 88046 (575) 524-3262 ext. 104
www.mesilla-nm.gov



RESOLUTION NO. 2018-09

A RESOLUTION ESTABLISHING NEW RENTAL RATES FOR THE MESILLA COMMUNITY CENTER AND KITCHEN, TOWN HALL, PLAZA AND ESTABLISHING NEW RATES FOR FILM PERMITS.

WHEREAS, the Mesilla Community Center, Town Hall, and Plaza are municipally owned and operated facilities used for the benefit of Mesilla residents and local public organizations and;

WHEREAS, the Mesilla Community Center, Town Hall, and Plaza are used for the benefit of Mesilla residents and;

WHEREAS, the Town of Mesilla sees a need to raise the rental rates for rentals of the Community Center, Town Hall, and Plaza due to the rising costs of utilities and to properly operate and maintain the facility and;

WHEREAS, Film permits within the Town of Mesilla provide filmmakers with a historical and cultural experience that they cannot find elsewhere;

WHERE AS, the Town of Mesilla sees a need to raise the rate for film permits in the Town of Mesilla;

WHEREAS, the facility rental rates and film permit rates will be set as attached in “Exhibit A”;

NOW THEREFORE, LET IT BE RESOLVED BY THE GOVERNMENT BODY OF THE TOWN OF MESILLA, NEW MEXICO, that the above fees schedule is hereby authorized and may be applied as specified in this resolution.

PASSED, ADOPTED, AND APPROVED this 9th day of July 2018.

ATTEST:

Nora L. Barraza

Mayor

Cynthia Stoechner-Hernandez

Town Clerk - Treasurer

“EXHIBIT A”

Rate Increases:

Plaza/Community Center/Parks

Current rate:

Residents: \$25.00 per hour

Non-Residents: \$50.00 per hour

Non- Profit: \$50.00 flat rate

Staff rates: \$50.00 flat rate

Deposit: \$300.00

Proposed rates:

\$100.00 per hour up to 6 hours. Over 6 hours \$500.00 per day

\$250.00 street closure fee

Non-Profit: \$50.00/hour up to 6 hours. Over 6 hours \$250.00/day

Staff rates: \$50.00/hour up to 6 hours. Over 6 hours \$100.00 flat rate

Deposit: \$300.00 up to 6 hours. Over 6 hours additional \$200.00 deposit

Film

Old Rates:

Fees (Please make checks payable to Town of Mesilla; payment due prior to filming)

- ❑ Refundable Cleaning and Damage Deposit \$150.00
(If applicable, deposit will be returned within 14 days)
- ❑ User Fee and Administrative Fee for Filming in the Town of Mesilla
 - a. Motion pictures, commercials \$25.00 per day
 - b. Student or non-profit \$10.00 per day
- ❑ Public Safety fees (If required)
 - Marshal's Department Support
(If security, traffic control, road closures required) \$55.00 per hour per deputy
 - Fire Department Support (if required)
 - a. Brush truck with two firefighters \$75.00 per hour
 - b. Engine with four firefighters \$150.00 per hour
 - c. EMTs (2) \$75.00 per hour
- ❑ If road closures are included, production company must employ a barricade company
- ❑ Mesilla Plaza Rental Fee (if needed)
Number of People on Plaza
 - a. Motion pictures, commercials
 - 1-55 people \$200.00 per day
 - 56-165 people \$500.00 per day
 - 166-400 people \$750.00 per day
 - 401-999 people \$1,000.00 per day
 - 1,000-1,999 people \$2,000.00 per day
 - Over 2,000 people \$4,000.00 per day
 - b. Student or non-profit
 - Any number of people \$25.00 per day

New rates:

Fees (Please make checks payable to Town of Mesilla; payment due prior to filming)

- ❑ Refundable Cleaning and Damage Deposit \$300.00
(If applicable, deposit will be returned within 14 days)

- User Fee and **Administrative Fee** for Filming in the Town of Mesilla
 - a. Motion pictures, commercials \$200.00 per day
 - b. Student or non-profit \$100.00 per day
- Public Safety fees (If required)
 - Marshal's Department Support
(If security, traffic control, road closures required) \$75.00 per hour per deputy
 - Fire Department Support (if required)
 - d. Brush truck with two firefighters \$100.00 per hour
 - e. Engine with four firefighters \$250.00 per hour
 - f. EMTs (2) \$150.00 per hour
- If road closures are included, production company must employ a barricade company
- Mesilla Plaza **Rental Fee** (if needed)
 - Number of People on Plaza
 - a. Motion pictures, commercials
 - 1-55 people \$500.00 per day
 - 56-165 people \$600.00 per day
 - 166-400 people \$750.00 per day
 - 401-999 people \$1,000.00 per day
 - 1,000-1,999 people \$2,000.00 per day
 - Over 2,000 people \$4,000.00 per day
 - b. Student or non-profit
 - Any number of people \$100.00 per day



TOWN OF MESILLA FILM PERMIT APPLICATION

Date of application: _____ **Permit #** _____

PROJECT TITLE: _____

PRODUCTION COMPANY: _____

OFFICE ADDRESS: _____

OFFICE NUMBER: _____

OFFICE FAX NUMBER: _____

LOCATION MANAGER: _____

CELL NUMBER: _____

ASSISTANT LOCATION MANAGER: _____

CELL NUMBER: _____

Film Location Address: Interior Exterior

From: ___/___/___ _____ am/pm To: ___/___/___ _____ am/pm

(Filming dates/times must reflect the moment production will arrive at the filming location (i.e. setup) and the time the last production vehicle leaves.)

Location of base camp: _____

Provide a brief description of the scene below:

(Note: Photographs or video of the Mesilla Plaza to be used commercially shall include an identification credit.)

*Caterer: _____ Phone number: _____

*Craft services: _____ Phone number: _____

*Production company must ensure that caterer and craft services provider contact the State of New Mexico Environment Department at least 10 working days in advance for permits: 1170 N. Solano, Suite M, Las Cruces, NM 88001; 575-524-6300.

Intermittent traffic control? Yes No (ITC is between 3-5 minutes only)

Street Closure: Yes No

Special Effects (pyrotechnics, explosions, etc.)? Yes No

If yes, please describe: _____

Number of cast & crew at location: _____

Signatures of Film Permit Committee Members:

Town of Mesilla Mayor Nora L. Barraza: _____

Town of Mesilla Special Events Coordinator _____

Irene E. Parra: _____

I _____ do hereby declare that the enclosed scheduled filming will be conducted in accordance with the requirements and recommendations made by the film permit committee. I understand that violations of ordinances or statutes will not be encouraged or permitted. I also understand that this permit, if approved, may be revoked by any member of the film permit committee, if, in their own opinion, any of the following occur: the event becomes a public nuisance, violations of statues or ordinances are committed by any participant, any of the recommendations herein referred to as the "FILM PERMIT" are not met. I understand that any significant changes (date, time, logistics, location and the like) to the filming after the date it was reviewed by the film permit committee will require that I resubmit the "FILM PERMIT" to the committee members and/or obtain approval of the changes from the respective departments. Additionally, I understand that the Town of Mesilla and the film permit committee will not be held responsible for changes made by the event organizer or parties thereto.

Signature of Applicant

Date



Town of Mesilla Film Permit Instructions

1. Obtain liability insurance in the amount of \$1 million naming the Town of Mesilla as additionally insured.
2. Complete the application on pages 2-3.
3. Sign the declaration section on page 3.
4. Attach a description and a sketch or traffic control plan of the film site and/or route.
5. Contact the Town of Mesilla at (575) 524-3262 ext. 116 to have your application reviewed and signed by the Film Permit Committee as described on Page 3 of this application.
6. Once all of the Film Permit Committee signatures are acquired, this application becomes the film permit.
7. Fees (Please make checks payable to Town of Mesilla; payment due prior to filming)
 - Refundable Cleaning and Damage Deposit \$300.00
(If applicable, deposit will be returned within 14 days)
 - User Fee and **Administrative Fee** for Filming in the Town of Mesilla
 - a. Motion pictures, commercials \$200.00 per day
 - b. Student or non-profit \$100.00 per day
 - Public Safety fees (If required)
 - o Marshal's Department Support
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 - 1,000-1,999 people \$2,000.00 per day
 - Over 2,000 people \$4,000.00 per day
 - b. Student or non-profit
 - Any number of people \$100.00 per day

* Checks should be made payable to Town of Mesilla. Mailing address is Town of Mesilla, P.O. Box 10, Mesilla, NM 88046; Physical address is 2231 Avenida de Mesilla, Mesilla, NM 88046

Note: A copy of this application is retained by the film office to respond to all public inquiries. The applicant shall retain the original signed permit at all times on-site during filming.

| | | | |
|----------------------|---------------|---------------------|-----------------|
| For office use only: | | | |
| Date paid: _____ | Amount: _____ | Check #/Cash: _____ | Receipt # _____ |

Town of Mesilla

Temporary Events and Special Events Rental Form



Print Form

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

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

PLEASE TYPE OR PRINT

Name Current Date

MAILING Address

City State Zip

Phone Number Alternate Phone Number

E-mail Address

Rental Date Rental Start Time Rental End Time

FACILITY RENTAL LOCATION(Plaza, Community Center, Park): _____

→ **REFUNDABLE DEPOSIT** - Applicant agrees to pay a refundable deposit of **\$300** for up to 6 hours of rental. Any rentals that will exceed 6 hours, will require an additional \$200 deposit. The deposit will be refunded when the town Public Works Department determines that the venue was satisfactorily cleaned and returned to original condition by the permit holder. If the venue has not been cleaned and returned to original condition by the end of the established use period, the town will withhold all or part of the deposit, depending on the time and personnel needed to address the violations. If the violations to the venue exceeds the deposit amount, the renter will be invoiced for the difference. **The deposit must be paid in full in order to have the date and times reserved on the calendar.**

→ **RENTAL FEE** - The applicant will pay a **\$100.00** per hour or **\$500.00** per day rental fee. This fee will NOT be prorated, and should include adequate time for both setting up and tearing down. Mesilla residents will receive a 50% discount on rentals that are 4 hours or more. Proof of residency will be required to receive the discount. The rental fee must be paid in full within 10 working days before the event. The rental fee will not be refunded should any cancellation occur within 10 days of the event (this includes cancellations due to weather on the day of event).

STREET CLOSURE FEE: \$250.00 per day. (Site plan and Street closure map must be included with application.)

→ **NON-PROFIT RATES:** \$50.00 per hour up to 6 hours. Any rentals that exceed 6 hours are \$250.00 per day. Proof of Non-Profit status required.

→ Event Type: Concert___ Procession___ Run/Walk___ Bike Race___
March___ Conference___ Carnival___ Block Party___
Celebration___ Art Show___ Training___ Other___

→ Purpose of Event: Fundraiser:___ Community/Neighborhood Activity:___ School Activity:___
Religious Activity:___ Other (Explain): ___

TRAFFIC CONTROL: → Type of Organization: Non-profit___ Government___ School___ Other_____

EVENT TIMES: TRAFFIC MONITORING:

Times the Street will be Closed
Including Set-up & Clean-up

Entire Event Duration Times

Times you Need Presence of
Police Officers on the Street

| | | | | | | | | |
|-----------------|------|------|-------------|------|------|------------|------|------|
| Traffic Control | Date | Time | Event Times | Date | Time | Monitoring | Date | Time |
| Start: | | | Start: | | | Start: | | |
| End: | | | End: | | | End: | | |

MULTIPLE DATE BREAKDOWN

Date: Time Start: Time End: Date: Time Start: Time End:

EXPECTED EVENT ATTENDANCE
Number of Participants/Spectators/Attendees:

Event Staff/Volunteers:

Vehicles:
Other (specify): Total Number of People Expected:

BARRIERS AND TEMPORARY STRUCTURES:

Barriers and temporary structures must be detailed on the site plan. A public safety plan, crowd managers and/or fire guard may be required and must be approved by EPFD.

Will temporary fences or barriers be erected? Yes No
Will temporary membrane structures be erected (tents, canopies)? Yes No
Will stages or other structures be erected? Yes No

Quantity and Size of Structure(s):
Description/Purpose of Structure(s):

FOOD AND BEVERAGE VENDORS:

Will the event feature food, beverage or merchandise vendors? Yes No
Approximate number of food locations:
Approximate number of beverage locations:
Approximate number of pre-packaged food locations:
Approximate number of exposed food locations:

How will you supply electrical power to your event?

Will compressed gasses be used? Yes No (If Yes) Flame Type:
Cooking Display/Ceremonial Will the event feature or utilize fireworks/pyrotechnics? Yes No
Contractor Company: License:
Contact Person: Address:
City/State/Zip: Work Phone:
Cell: Email:

ALCOHOL:

Insurance and other provisions may be required when serving, consuming or selling alcohol. All alcohol sales require a New Mexico License.

Will alcoholic beverages be sold, served or consumed at the event? Yes No
Will alcoholic beverages be sold, served or consumed in a Town Park? Yes No
Will alcoholic beverages be sold, served or consumed on Town Right-of-Way? Yes No

FOR ALCOHOL SALES ONLY - Trade Name of License Applicant:

*Applicant must supply security and fencing for entire area where alcohol will be served and consumed.

SEE ATTACHED RULES AND REGULATIONS FOR USE OF FACILITY RENTALS.

The applicant agrees to the conditions included on this form:

Signature of Applicant _____ **Date** _____

| | | | | |
|----------------------------|----------------------|------------------------|-----------------------|--|
| APPLICATION FEE: | <input type="text"/> | OFFICE USE ONLY | Date Returned: | Added to |
| STREET CLOSURE FEE: | <input type="text"/> | Date Submitted: | Receipt # | <input type="checkbox"/> Master |
| DEPOSIT: | <input type="text"/> | Date Submitted: | | Calendar |



RESOLUTION NO. 2018-10

A RESOLUTION BY THE BOARD OF TRUSTEES FOR BUDGET ADJUSTMENTS

WHEREAS, since the development of the Town of Mesilla budget for fiscal year 2017/2018, the Town has had various revenue and expense increases; and

WHEREAS, budget adjustments are necessary to account for increased revenue and zero out certain expenditure line items in various departments that are over budget; and

WHEREAS, review of FY 2017/2018 revenues and expenditures in various funds exceeded the original approved budget amount; and

WHEREAS, attachment 'A' provides a list of all funds/departments affected by these budget adjustments; and

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mesilla, which hereby requests permission from the Department of Finance and Administration, Local Government Division, to allow budget adjustments as attached:

PASSED, ADOPTED AND APPROVED on this 23rd day of July 2018.

Nora L. Barraza
Mayor

ATTEST:

Cynthia Stoeher-Hernandez
Town Clerk-Treasurer



RESOLUTION NO. 2018-11

A RESOLUTION APPROVING THE 2017/2018 FISCAL YEAR END FINANCIAL REPORT FOR THE TOWN OF MESILLA

WHEREAS, the Board of Trustees of the Town of Mesilla, New Mexico, has reviewed the FY 2017/2018 year-end Financial Report; and

WHEREAS, said year-end report was based on the unaudited (reconciled) balances and established the beginning cash balances as of July 1, 2018; and

NOW, THEREFORE BE IT RESOLVED THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA, NEW MEXICO:

1. The accompanying FY 17/18 year-end report will be approved for the Town of Mesilla and respectfully request approval by the Local Government Division of the New Mexico State Department of Finance and Administration.

PASSED, APPROVED AND ADOPTED by the Board of Trustees at its regular meeting of **July 23, 2018.**

Nora L. Barraza
Mayor

ATTEST:

Cynthia Stohner-Hernandez
Town Clerk-Treasurer



RESOLUTION NO. 2018-12

A RESOLUTION ADOPTING THE 2018-2019 FISCAL YEAR REVENUE AND EXPENDITURES BUDGET FOR THE TOWN OF MESILLA

WHEREAS, the Board of Trustees of the Town of Mesilla, New Mexico, has developed a budget for fiscal year 2018-2019; and

WHEREAS, said budget was developed on the basis of need and through cooperation between elected officials and department supervisors; and

WHEREAS, the official meeting for the review of the budget was advertised in compliance with the State Open Meetings Act; and

WHEREAS, it is the majority opinion of this Board that the proposed budget meets the requirements as currently determined for the fiscal year 2018-2019.

NOW, THEREFORE BE IT RESOLVED THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA, NEW MEXICO:

1. The accompanying budget will be the approved budget for the 2018-2019 year for the Town of Mesilla and respectfully request approval by the Local Government Division of the New Mexico State Department of Finance and Administration.

PASSED, APPROVED AND ADOPTED by the Board of Trustees at its regular meeting of **July 23, 2018.**

Nora L. Barraza
Mayor

ATTEST:

Cynthia Stoechner-Hernandez
Town Clerk-Treasurer