



THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA WILL HOLD A REGULAR BOARD MEETING ON MONDAY, FEBRUARY 26, 2018 AT 6:00 P.M. IN THE BOARD ROOM OF THE MESILLA TOWN HALL.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL & DETERMINATION OF A QUORUM
3. CHANGES/APPROVAL OF THE AGENDA
4. **PROCLAMATION:** A Proclamation declaring March 2018 as “Athletic Training Month in the Town of Mesilla.” – **Andy Krentz, Southwest Sport and Spine Center**
5. **PUBLIC INPUT** – The public is invited to address the Board for up to 3 minutes.
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 Monday, February 12, 2018.
 - b. ***PZHAC Case 060687** – 1981 Calle de Correo, submitted by Positive Energy, Inc. for Gail Forrest; a request for a building permit to allow the installation of solar photo-voltaic panels on the roof of a dwelling at this address. Zoned: Historical Residential (HR).
 - c. ***PZHAC Case 060688 w/conditions**– 2631 Calle Tercera, submitted by Francisco Torres; a request for a building permit to construct an upstairs addition, a covered patio, and a wall along a property line on a dwelling at this address. Zoned: Historical Residential (HR).
 - d. ***PZHAC Case 060689 w/conditions** – 2310 Avenida de Mesilla, submitted by Morgan Switzer; a request for a building permit to add an entry, concrete patio and fencing to a structure at this address. Zoned: Historical Commercial (HC).
7. **NEW BUSINESS:**
 - a. For discussion: a little lending Neighborhood Library. – **Stephanie Johnson-Burick, Trustee.**
8. **BOARD OF TRUSTEE/ STAFF COMMENTS**
9. **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 this agenda 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 2/21/18 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.



PROCLAMATION

DECLARING THE MONTH OF MARCH, 2018 “ATHLETIC TRAINING MONTH” IN MESILLA, NEW MEXICO.

WHEREAS, athletic trainers have a long history of providing quality health care for athletes and those engaged in physical activity based on specific tasks, knowledge and skills acquired through their nationally regulated educational processes; and,

WHEREAS, athletic trainers are skilled practitioners in the prevention, recognition, evaluation and aggressive treatment of athletic injuries; and

WHEREAS, athletic trainers provide rehabilitative services, education and health care guidance for those under their care; and

WHEREAS, the national athletic trainer's association represents and supports thirty-five thousand members of the athletic training profession, including over one hundred fifty athletic trainers in New Mexico; and

WHEREAS, athletic trainers are allied health care professionals who are responsible for the development and coordination of effective health care delivery systems in professional, collegiate, and high school athletics as well as in clinics, hospitals, corporate and industrial settings and, all branches of the United States military; and

WHEREAS, leading organizations concerned with athletic training and healthcare have united in a common commitment to raise public awareness of the importance of the profession of athletic training and the role of athletic trainers in the provision of quality health care services; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees that March 2018 is hereby proclaimed as:

“ATHLETIC TRAINING MONTH IN THE TOWN OF MESILLA”

And encourage all citizens to appreciate the valuable services that athletic trainers provide to physically active populations.

PASSED, APPROVED AND ADOPTED this 26th day of February, 2018.

Nora L. Barraza
Mayor

ATTEST:

Cynthia Stoechner-Hernandez
Town Clerk-Treasurer



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7 **BOARD OF TRUSTEES**
8 **TOWN OF MESILLA**
9 **REGULAR BOARD MEETING**
10 **MONDAY, FEBRUARY 12, 2018**
11 **6:00 P.M.**

12
13 **TRUSTEES:** Nora L. Barraza, Mayor
14 Carlos Arzabal, Mayor Pro Tem
15 Jesus Caro, Trustee
16 Linda L. Flores, Trustee
17 Stephanie Johnson-Burick, Trustee

18
19 **STAFF:** Cynthia Stoechner-Hernandez, Town Clerk/Treasurer
20 K.C. Alberg, Marshal
21 Kevin Hoban, Fire Chief
22 Debbie Lujan, Public Works Director
23 Jack D. Younker, Public Works Foreman
24 Gloria Maya, Recorder

25
26 **PUBLIC:** Eric Robinson Lucy Telles
27 Cynthia T. Rivera Courtney Prahl
28 Susan Krueger Ouida Touchon
29
30

31 **1. PLEDGE OF ALLEGIANCE**

32 Mayor Barraza led the Pledge of Allegiance.
33

34 **2. ROLL CALL & DETERMINATION OF A QUORUM**

35 **Roll Call.**

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

39 **3. CHANGES/APPROVAL OF THE AGENDA**

40 **Motion: To approve agenda, Moved by Mayor Pro Tem Arzabal, Seconded by Trustee**
41 **Flores.**
42

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

44 **Mayor Pro Tem Arzabal Yes**

45 **Trustee Caro Yes**

46 **Trustee Flores Yes**

47 **Trustee Johnson-Burick Yes**
48

1 **4. PRESENTATION:** Certificate of Commendation to Matthew Rivera for outstanding
2 performance in assisting a child in distress at Zia Middle School. – **Nora L.**
3 **Barraza/Marshal K.C. Alberg.**

4 Marshal Alberg presented Mr. Matthew Rivera for his performance. Mr. Rivera also received
5 high accommodations from the Las Cruces Public Schools.
6

7 Mayor Barraza stated Mr. Rivera never ceases to amaze her. He does so much for the Town of
8 Mesilla and the public schools. Mr. Rivera is a volunteer but he goes above and beyond. She
9 cannot say enough about what he has done for the town.
10

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

12 Ms. Krueger stated she has information regarding feral cats. Mr. Tom Townsend applied and
13 was awarded the PetSmart Charity \$30,000 Grant to spay and neuter 500 community cats in the
14 southern part of Dona Ana County. The applicant is required to identify zip code approved with
15 this grant (88046 and 88047). The Planning Committee’s process will be to do appropriate
16 outreach in advertising; town staff does not need to be involved. They may request the use of the
17 Fire Department to sign up applicants. This will be for all community cats not just feral. She
18 will keep the board informed as it progresses.
19

20 Ms. Parra stated as the trustees have approved wage increases for Public Works employees she is
21 hopeful they would extend the same request for those have yet to receive one. As trustees you
22 are aware there are areas that require continued investments for the Town of Mesilla to be
23 successful; infrastructure, equipment and technology, marketing and advertising. At the forum
24 the candidates spoke on continue investments in marketing and advertising because of the return of
25 the investment we have seen. Above all we need to invest in our employees who are the heart
26 and soul that keep this community going. We work together as a team and not just wear the one
27 hat we were given initially. She feels we need to demonstrate value for the work we do and
28 hopes the board takes that into consideration.
29

30 Ms. Mariscal stated Gross Receipts are up for the Town of Mesilla now it is time to reward your
31 employees. We cannot afford to hire more people but we can give a COLA so the employees
32 will stay. We are all dedicated and hardworking employees. She makes customer service her
33 priority. The trash report has been cleaned up and generating the correct revenue. If you decide
34 you do not want to reward your employees I need to ask why not.
35

36 Ms. Maya stated we are here to ask you to consider a COLA for all the employees. We all work
37 very hard and are a great team. As you can see the audit proves it as we had zero findings. It is
38 not just one person or two people it takes a team. We as well as the board put our residents as
39 number one and that you value them. All we ask is that value us as well.
40

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

44 **Motion: To approve consent agenda, Moved by Mayor Pro Tem Arzabal, Seconded by**
45 **Trustee Flores.**
46

47 Trustee Johnson-Burick referred to a typo in the minutes – treasurer should be treasure.
48

49 Mayor Barraza stated she will get with Ms. Maya regarding the concerns with the minutes.

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

2 **Mayor Pro Tem Arzabal Yes**

3 **Trustee Caro Yes**

4 **Trustee Flores Yes**

5 **Trustee Johnson-Burick Yes**

6
7 a. ***BOT MINUTES – Regular Meeting** of Monday, January 22, 2018. *Approved by*
8 *consent agenda*

9
10 b. ***PZHAC Case 060685 w/conditions** – a property just west of 2230 Calle Del Sur,
11 submitted by Steven Cadena; a request for a building permit to construct a dwelling at
12 this address. Zoned: Historical Residential (HR). *Approved by consent agenda*

13
14 c. ***PZHAC Case 060686** – 2615 Calle de Guadalupe, submitted by Ouida Touchon; a
15 request to for a building permit to construct an adobe wall on the property line at this
16 address. Zoned: Historical Residential. *Approved by consent agenda*

17
18 d. ***PZHAC Case 060683** – 2750 Boldt Street, submitted by Solar Smart Living for
19 Jerome Walker, a request for a building permit to allow the installation of solar
20 photo-voltaic panels on the roof of a dwelling at this address. Zoned: Historical
21 Residential (HR). *Approved by consent agenda*

22
23 **7. NEW BUSINESS:**

24
25 a. For acceptance: Town of Mesilla Audit report for fiscal year 2016-2017. – **Erick**
26 **Robinson, Integrity Accounting and Consulting.**

27 Mr. Robinson reviewed the Audit Report for fiscal year 2016-2017. We are able to get what we
28 need when we need it. There was one finding last year regarding Bank Reconciliations when has
29 been resolved.

30
31 Mayor Barraza thanked Mr. Robinson. Ms. Stoechner-Hernandez and Ms. Maya are very
32 comfortable working with you. She is so pleased and appreciative with the job that Ms.
33 Stoechner-Hernandez and Ms. Maya do with our financial department. Is so proud that we can
34 say we have a clean audit to present to the State of New Mexico. Thank you to all the ladies that
35 work in the Finance Department.

36
37 **Motion: To accept Town of Mesilla Audit report for fiscal year 2016-2017, Moved by**
38 **Mayor Pro Tem Arzabal, Seconded by Trustee Johnson-Burick.**

39
40 Trustee Flores stated she is very pleased, we have come a long way from when she started on the
41 board. There were many findings and she was very upset at the time.

42
43 Trustee Johnson-Burick stated four years ago she was very disturbed that there were findings.
44 As the years progressed she understood some were the software and some were inherited. Last
45 year when we only had one finding she was so pleased and so proud of Ms. Maya and Ms.
46 Stoechner-Hernandez. They reminded me that it was a team effort and that everyone one works
47 together. This year when she saw there were no audit findings; she is so proud of everyone.
48 Thank you for all you have done and all you do for the town. Great job!

1 Mayor Barraza stated Mr. Robinson has done a phenomenal job working with the ladies and
2 directing them on what to do to rectify problems. Thanked him so much for his patience and
3 willingness to work with staff. A clean audit is very rare in the State of New Mexico. Out of the
4 106 municipalities very few have a clean audit. She is happy to say that the Town of Mesilla has
5 can join the rank of have a clean audit.

6
7 **Roll Call Vote: Motion passed (summary: Yes = 4).**

8 **Mayor Pro Tem Arzabal Yes**

9 **Trustee Caro Yes**

10 **Trustee Flores Yes**

11 **Trustee Johnson-Burick Yes**

12
13 **b. Presentation/Discussion: regarding cost of living increases for staff. – Cynthia**
14 **Stoehner-Hernandez, Clerk/Treasurer.**

15 Mayor Barraza stated the wording is not correct. Mayor Pro Tem Arzabal wanted to see what
16 the financial status is to see if a Cost of Living increase would be an item of discussion.

17
18 Ms. Stoehner-Hernandez reviewed the financial budget. She does not see an increase is feasible
19 at this time; we can look at giving a COLA next fiscal year.

20
21 Mayor Barraza stated the presentation explain exactly where we are in our Gross Receipts. We
22 are anticipating for December an increase. We are hoping to meet our goal of 2%. She is
23 concerned with the Fines and Forfeit Fund. The projection has always been left at \$105,000 and
24 to date we have only received \$27,000. We should see an increase in Charges for Services since
25 all the rooms are rented at the Community Center and when the weather is gets warmer there is
26 an increase in Community Center Auditorium and Plaza rentals. The Enterprise Fund is healthy.
27 The employees funded through the Enterprise did receive a raise this year. At the beginning of
28 this year or the end June there was an increase in Ms. Parra's salary of \$1,500. So there has been
29 an increase in those two positions that she is aware of.

30
31 Mayor Pro Tem Arzabal asked why that increase wouldn't come to the board for approval.

32
33 Mayor Barraza responded it did come to the board when the budget was approved.

34
35 Mayor Pro Tem Arzabal responded okay.

36
37 Trustee Johnson-Burick asked we were implementing a COLA before the end of the budget year.

38
39 Ms. Stoehner-Hernandez responded when the Public Works employees increase to the board
40 some of the trustees had recommended looking at an increase for staff funded through the
41 General Fund.

42
43 Trustee Johnson-Burick stated these figures are not positive right now. She would feel more
44 comfortable going into the next budget year with the allocations for COLA and placing it on the
45 Department Heads to make this happen. They would need to adjust their budgets to
46 accommodate a COLA based on the figures we are working on.

1 Mayor Barraza stated she asked Department Heads to look at their budget to give a raise or
2 COLA for next fiscal year. Mayor Pro Tem Arzabal requested we look at the budget to see if a
3 COLA would be feasible.

4
5 Trustee Caro stated he agrees with Trustee Johnson-Burick at looking at an increase for next
6 fiscal year.

7
8 Mayor Pro Tem Arzabal stated it should not be an option for the 2018-2019 budget. We have to
9 do something as a Finance Board to give an increase. When you look at the salary vs hourly
10 employees they are very different. We have a good budget lately but the Department Heads need
11 to be part of this process. This is not an option we are going to do a COLA. Will we be giving
12 Public Work employees and increase if we just gave them one? We cannot be picking and
13 choosing.

14
15 Trustee Flores stated we would love to give a raise. The most important thing to here is not
16 cutting an employee's pay or hours. She does not want to put the next board in that position.

17
18 Mayor Barraza responded the financial status is the responsibility of the Board of Trustees. We
19 need to look at an alternate way to increase our revenue. If we do not bring additional revenue
20 into our community we will not be able to compensate our employees for what they are worth.
21 Even though we project 2%-3% increases it is just enough to keep up with utility, fuel, etc.
22 increases. We may want to look at increasing property tax or GRT. Our infrastructure is
23 breaking down. There needs to be a way to sustain our community and continue to provide
24 service to the residents as well as a way to compensate our employees for what they are worth.
25 The police officers' union is up for renegotiation. There are a lot of factors that need to be
26 looked into. With regards to the Court Fines, what happens is some are set up on a payment plan
27 but they do not pay. We do not have any jurisdiction over the judicial part of branch. Currently
28 we did increase the court fines through ordinance/resolution. There are a lot of things we
29 definitely need to look into. It is her goal to give an increase to the employees.

30
31 Trustee Caro stated Trump is taking away federal funding for highways; they use to give 80%
32 now they will be giving 10%. States will need to come up with funding to take care of the rest.
33 This is an indication of things to come. We need to start watching our pennies.

34
35 Mayor Pro Tem Arzabal stated just because the officers are union they do not have to get a pay
36 raise. Whoever is doing the bargaining for the town there needs to be a medium. He hopes the
37 mayor and trustees are part of the negotiations. Nothing wrong to be union but sometimes we
38 cannot give an increase

39
40 Mayor Barraza responded if the budget shows there is not money; there is no increase. The
41 legislators are working on imposing a gas tax for the Road Fund to repair roads throughout the
42 state. She believes the session is over this week; all bills will need to go to the governor for her
43 signature or veto.

- 44
45 c. **Resolution 2018-01:** A resolution authorizing and approving submission of a
46 completed application for financial assistance and project approval to the New
47 Mexico Finance Authority. – **Debbie Lujan, Public Works Director.**

48 Ms. Lujan stated this was discussed at a prior meeting. The vehicles range from 1996 to 2005.

1 These past five years we have spent \$31,000 in repairs. Currently we have spent \$6,000 repairs.
2 Mr. Younker has been focusing on getting the vehicles ready. With all the money we spent the
3 last five years we could have purchased a vehicle. If we only replace three vehicles we would
4 still continue to do repairs on the other two so she is asking to replace five vehicles. There will
5 not be a budget increase. The money will be coming from our Enterprise Fund. We will be
6 using the money that we have for Water Meter Replacement which is a \$267,000 Grant. We are
7 currently using it to replace water hydrants. She will still have the money in the budget to
8 purchase these vehicles. The Asphalt Zipper was purchased a long time ago but the money has
9 been carried forward to purchase equipment or vehicles.

10
11 Mayor Barraza clarified Ms. Lujan is not asking for a budget increase; it is money already
12 budgeted and available in her budget.

13
14 Ms. Lujan stated the mileage on the 1996 reads 186,000 (odometer is broken so it is probably
15 higher) and the 2005 reads 138,586.

16
17 Mr. Younker stated these vehicles are fairly old with repair cost increasing daily. Minor repairs
18 range from \$500 - \$1,000 on these vehicles. He has been doing a lot of work himself. The
19 vehicles help the Public Works Department do their job correctly.

20
21 Trustee Johnson-Burick stated Ms. Lujan is proposing four Ram 1500 Quad Cab and one 3500
22 Regular Cab with a utility body. She asked if the prices are based on having to purchase five
23 vehicles.

24
25 Ms. Lujan responded no this is State Purchasing pricing.

26
27 Trustee Johnson-Burick stated she saw the funds for the revenue are coming from the Enterprise
28 Fund. She stated for clarification, these are not the funds that were set aside when water rates
29 were raised. It was mentioned that grant money allocated for the meters would be used. She
30 asked if this grant allows us to take the funds not used for the meters to purchase vehicles; is it
31 open-ended.

32
33 Ms. Lujan responded this grant has nothing to do with that line item. We started putting a fund
34 for meter replacements; this is a line item. We have installed over 200 meters with this line item
35 which was part of the grant match.

36
37 Mayor Barraza responded we had money set aside in the line item for water meter replacement
38 based on the Water Audit. The town was losing revenue due to the faulty meters. During the
39 first round 200 water meters were purchased. A line item was set up and during the budget cycle
40 money was set aside for water meter replacement. Ms. Lujan received a grant through the Water
41 Trust Board to replace 400 water meters so we will not be using the money set aside for water
42 meter replacements since the cost will be covered. The budget line item was used for the grants
43 match so all the meters in the Town of Mesilla will be replaced. The first time we had the
44 money and we purchased them; second time Ms. Lujan was awarded a grant from the Water
45 Trust Board and Environmental Department for the remainder of the money needed to replace all
46 the meters, \$265,000.

47
48 Trustee Johnson-Burick stated so the money that will be used to purchase vehicles is the money
49 that has been set aside so we will not be getting ourselves into a situation.

1
2 Ms. Lujan responded we are not increasing her budget.

3
4 Trustee Johnson-Burick asked if the \$151,000 will be coming from that fund.

5
6 Mayor Barraza responded it will come out of the line item from that fund and the line item that
7 was used to purchase the Asphalt Zipper which had a payment of \$27,000. That money has
8 always been kept in the budget available to purchase equipment for Public Works without having
9 to do budget increases.

10
11 Trustee Johnson-Burick asked are we going to put ourselves in a situation that by purchasing 5
12 vehicles instead of 3 that if something happens we will not have funds to purchase equipment.

13
14 Mayor Barraza responded they thought of that. The money currently being used for vehicle
15 repairs will be freed up. It will be able to accumulate itself. Mr. Younker mentioned it is on a
16 daily bases that vehicles need repair.

17
18 Mr. Younker stated one of the vehicle's gear shifts broke. He has been trying to do some of the
19 repairs himself in order to save the town money.

20
21 Trustee Johnson-Burick stated it sounds like a safety issue.

22
23 Trustee Flores asked if they really need 5 vehicles as she often sees 2 employees in one vehicle.
24 We have the Asset Manager Plan and recommends spacing the purchase of vehicles so they are
25 not aging all at the same rate.

26
27 Ms. Lujan responded we do spread the employees out. If we get 3 vehicles then we will continue
28 to pay for repairs on the older vehicles.

29
30 Trustee Flores stated she is also concerned with interest rates going up.

31
32 Mayor Barraza responded to Trustees Flores concern that if we purchase 5 vehicles now will we
33 be replacing them all at the same time once they are paid off; will look at replacing on a rotation
34 basis. There are currently 5 Public Works employees and have 2 openings. We can get more
35 work from the employees when they do not have to be in teams.

36
37 Ms. Lujan stated the custodial employee is using a car to get around.

38
39 Mr. Younkers responded a safety issues is that one of the vehicles has a manual transmission
40 which some of our employees do not know how to drive.

41
42 Ms. Lujan stated she uses her own vehicle so that the staff can use the truck; her own fuel and
43 mileage.

44
45 Trustee Caro stated it is nice to see that we have funds but he is uncomfortable spending
46 \$152,000 for 5 vehicles at one time. He is willing to purchase 2 vehicles at this time; to go and
47 spend this much money could put us in jeopardy. It is nice to have money to cover emergencies.
48 Next year will be better; we can approve another couple of vehicles next year.

1 Mayor Barraza responded we have a reserve fund to address those types of emergencies so we do
2 not have to tap into the Water Fund.

3
4 Ms. Lujan stated we will not spend \$151,000 in 1 year; this is a 5 year loan.

5
6 Trustee Johnson-Burick stated she is thinking of the Asset Management Plan and the safety of
7 the employees who may also need vehicles.

8
9 Ms. Stoechner-Hernandez responded these vehicles will be funded out of the Enterprise Fund; her
10 vehicles will be funded out of the General Fund. If we go for a loan it will need to be on a
11 separate application. This next budget cycle she will look at how much a car will cost for
12 administration.

13
14 Mayor Barraza stated the current administration vehicles are in good enough shape to get around
15 town if the budget does not allow for new vehicles.

16
17 Mayor Pro Tem Arzabal stated he will make a motion to approve as he is concerned with the
18 interest rate going up. He asked if this passes what are we doing with the old vehicles and has
19 anyone thought of the increase in insurance.

20
21 Ms. Lujan responded we have considered those things.

22
23 Mayor Barraza responded there will not be a budget increase.

24
25 **Motion: To approve Resolution 2018-01: A resolution authorizing and approving**
26 **submission of completed application for financial assistance and project approval to the**
27 **New Mexico Finance Authority, Moved by Mayor Pro Tem Arzabal, Seconded by Trustee**
28 **Flores.**

29
30 Trustee Johnson-Burick appreciates everything Mr. Younker is doing for the town.

31
32 **Roll Call Vote: Motion passed (summary: Yes = 4; Nay=1).**

33 **Mayor Pro Tem Arzabal Yes**

34 **Trustee Caro Nay**

35 **Trustee Flores Yes**

36 **Trustee Johnson-Burick Yes**

37
38 Mayor Barraza thanked the board for their support; staff will be very appreciative. This was
39 long overdue.

40
41 **d. Resolution 2018-02: A resolution authorizing the Finance Department to write off**
42 **bad debt/accounts receivables. – Cynthia Stoechner-Hernandez, Clerk/Treasurer.**

43 Ms. Stoechner-Hernandez stated Ms. Mariscal has done a great job of staying on top of insuring
44 accounts are paid on a timely manner. If they are not then Ms. Maya sends them to collections.
45 Staff has attempted to collect but do no avail. These accounts will be written off but will remain
46 in our system in the event the applicant comes back to open service. The bad debt will need to
47 be paid before services can be connected.

1 **Motion: To approve Resolution 2018-02: A resolution authorizing the Finance Department**
2 **to write off bad debt/accounts receivables, Moved by Trustee Johnson-Burick, Seconded by**
3 **Trustee Flores.**

4
5 Trustee Johnson-Burick thanked Ms. Mariscal and staff for doing such a great job.

6
7 **Roll Call Vote: Motion passed (summary: Yes = 4).**

8 **Mayor Pro Tem Arzabal Yes**

9 **Trustee Caro Yes**

10 **Trustee Flores Yes**

11 **Trustee Johnson-Burick Yes**

12
13 **8. *STAFF REPORTS:**

14 Community Development

15 Community Programs

16 Finance Department

17 Fire Department

18 Marshal's Department

19 Public Works Department

20
21 **9. BOARD OF TRUSTEE/ STAFF COMMENTS**

22 Trustee Flores stated there is a MPO survey regarding traffic flow. She is no longer the MPO
23 chair. The new chair will be enforcing the rules of the bylaws. If a member misses 5% of the
24 meetings they will be requesting that we send a new person. We will be discussing changes in
25 the bylaws at the next meeting. She recommended that a member should be able to send a staff
26 member when we cannot attend. There was a recommendation to change the ratio by increasing
27 City of Las Cruces and decreasing the Town of Mesilla. She informed that is in in the parameters
28 of what the federal government allows in the rules of MPOs; that is a strong argument. She is
29 sorry she cannot support a raise which she wanted to do before she leaves the board. We have to
30 be financial responsible.

31
32 Trustee Caro congratulated staff on the audit. He welcomed Mr. Younker and for the work he is
33 doing.

34
35 Mayor Pro Tem Arzabal stated he was here when the town was not in good position. He hopes
36 that we look at a COLA for employees in 2018-2019 budget and what was discussed today is
37 true with regards to the vehicles.

38
39 Trustee Johnson-Burick thanked Ms. Krueger for bringing up the grant money, \$30,000 that was
40 awarded. She will be happy to be a part of the planning committee. Thanked Ms. Krueger for
41 the library. She gave kudos to Mr. Matthew Rivera and his positive display of service to the
42 community. Ms. Parra does a great job but she was approached by 3 businesses who wished
43 they would get advanced notice regarding events. She knows Ms. Parra does a tremendous job
44 in reaching out to the businesses. She asked if Bowman belongs to Mesilla and are there any
45 plans for that. She stated great job on the audit. She has a call into the NMSU Department of
46 Business in maybe doing occupation study for the staff; will work with the mayor.

47
48 Ms. Lujan responded the legislators are supporting the \$283,000 to repair Bowman. We are
49 hoping the governor does not veto it.

1
2 Mayor Barraza stated offices will be closed Monday, February 19 in honor of President's Day.
3 She will be attending a Military Pavilion Luncheon tomorrow. Early voting begins on
4 Wednesday, February 14th. She would like to add committee reports to the agenda as each
5 trustee is involved in a committee or committees. Sometimes our business owners do not check
6 their emails or spam as Ms. Parra does a great job in reaching out to the business owners. Good
7 job to the Finance Department for a job well done. She thanked Mr. Younkers for adding to our
8 concerns regarding the vehicles.
9

10 Ms. Lujan stated we have a new playground at Commemorative Park.

11
12 Fire Chief Hoban stated the Fire Station host events over the years and we are more than happy
13 to assist again. There has been communication among Ms. Krueger, Mr. Townsend and himself;
14 we enjoy being a part of that.
15

16 Marshal Alberg stated we want to partnership with everyone and have written a letter of support.
17 We want to make TNR a part of Mesilla; looking at getting public support to get these programs
18 off the ground. Mr. Brice will be volunteering. A worksession will help to get public input.
19

20 Mayor Barraza stated she had the opportunity to visit with someone that is a pet lover. She is
21 active in fund raising and offered her help in whatever we need to do raise money to enhance the
22 dog parks. We need to have a community meeting to educate, which is very important, our
23 residents regarding feral cats.
24

25 Marshal Alberg stated with these programs the colonies will collapse but it will take a while.
26

27 Trustee Johnson-Burick stated she is willing to help in any way.
28

29 Ms. Parra congratulated Public Works for securing raises and new vehicles this fiscal year which
30 were needed. The concern right now is being physically responsible. When she sees the town
31 spending over \$30,000 on new events and promotions which we hope to see the benefits of, plus
32 the money we have spent on rehiring and retaining staff that are no longer with us; she wonders
33 how physically responsible that is. When you have employees that are dedicated, loyal, work
34 hard and go out of the way to do their job, you should invest in those employees. She hopes that
35 there are ways within the budget to accommodate for those raises. Last year around June when
36 she was given a partial raise she was told to look within her budget to find dollars without
37 increasing it penny she could get the raise. She found those dollars but she did not receive the
38 full raise she had requested. She will never forget her first trustee meeting; the board was voting
39 to cut her position salary. It was not a reflection of her work as she had just started but to pay for
40 other things. She took that as an opportunity to demonstrate the work she was capable of doing
41 and exceeding that. The people that she works with do that every day as well. Hopes the board
42 will consider going back through the current budget to accommodate a raise for the employees.
43 It was a windy day for The Love Art event; traffic was slower than usual. There were 23
44 vendors signed up; only 15 showed up.
45

46 Fire Chief Hoban stated the lights on the west and south side of the Community Center are very
47 nice.
48
49



FEBRUARY 20, 2016 CASES TO THE BOT

1. ***Case 060688 w/conditions**– 2631 Calle Tercera, submitted by Francisco Torres; a request for a building permit to construct an upstairs addition, a covered patio, and a wall along a property line on a dwelling at this address. Zoned: Historical Residential (HR). **(Discussed during Work Session – Item 1)**
2. ***Case 060689 w/conditions** – 2310 Avenida de Mesilla, submitted by Morgan Switzer; a request for a building permit to add an entry, concrete patio and fencing to a structure at this address. Zoned: Historical Commercial (HC). **(Discussed during Work Session – Item 2)**
3. ***Case 060687** – 1981 Calle de Correo, submitted by Positive Energy, Inc. for Gail Forrest; a request for a building permit to allow the installation of solar photo-voltaic panels on the roof of a dwelling at this address. Zoned: Historical Residential (HR).

BOT ACTION FORM
BUILDING PERMIT REQUEST CASE 060687
[PZHAC REVIEW – 2/20/18]

STAFF ANALYSIS

Item:

Case 060687 – 1981 Calle de Correo, submitted by Positive Energy, Inc. for Gail Forrest; a request for a building permit to allow the installation of solar photo-voltaic panels on the roof of a dwelling at this address. Zoned: Historical Residential (HR).

Description:

The applicant intends to install photovoltaic solar panels on a flat roof over two sections the dwelling. The dwelling has 13 – 16 inch high parapet walls all around the roof. According to the applicant, the solar panels will have a maximum height of 13 inches and will be hidden from view from the ground by the parapet walls (see attached overhead plan and photos). According to the applicant, there will be no changes to the exterior of the structure, and the style and use of the dwelling will not be changed. There will be no visible impacts to the surrounding properties. There are several other dwellings in the Historic District that have solar panels on the roof.

Consistency with the Code:

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

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

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

PZHAC ACTION:

The PZHAC determined that the requests meets the Code, and voted 4 – 0 to recommend APPROVAL of this request to the BOT.

BOT OPTIONS:

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

BOT ACTION:

PHOTO OF DWELLING FROM CALLE DE SAN ALBINO



PHOTO OF DWELLING FROM CALLE DE CORREO



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: [R0400370](#)

Parcel Number: 4006137289469

Owner: GAIL FORREST REVOCABLE TRUST RESTATEMENT

Mail Address: 1981 CALLE DE SAN ALBINO

Subdivision:

Property Address:

Acres: 0.16117998



Note:
-Special Access Instructions: No Access Issues

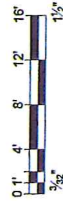


Height of Parapet is 13"
Height of Array is 13" (max)
No Visibility from the street.

Height of Parapet is 16"
Height of Array is 13" (max)
No Visibility from the street.

Height of Parapet is 12-16"
Height of Array is 13" (max)
No Visibility from the street.

Installation Site



2 Site Plan
Scale: 3/32" = 1'-0"

1 Vicinity Map
Scale: CUSTOM

SUNPOWER®

by Positive Energy Solar

Positive Energy, Inc.
510 S. Main Street
Las Cruces, NM 88001
(575) 524-2030
NM Electrical Contractor's
License #82573

Job1751

**Forrest
Residence**

Utility-Interactive Photovoltaic System
System Size = 4.68kWdc
1981 Calle de Correo
Mesilla NM 88046

DESIGNER:

Polizois,Dallis

REV	DESCRIPTION	DATE
0	Initial Release	2/7/18

DESIGN SUMMARY

Number of Modules	13
Module Tilt-Angle	10°
Module Azimuth	150°
Average Annual Shading	7.01%
Year 1 Production Estimate	8295 kWh

**SITE PLAN
PV-1.0**

SUNPOWER®

by Positive Energy Solar

RESIDENTIAL DESIGN AND INSTALLATION CONTRACT

This Contract is made as of 1/19/18 by and between Positive Energy, Inc., (the "Contractor"), and Gail Forrest (the "Customer") (each a "Party" and "Parties" collectively).

The purpose of this contract is for the Contractor to construct a 5.040 -kilowatt, battery-less, grid-tied, photovoltaic solar electric system ("the System") at Customer's property located at 1981 Calle de Correo, Mesilla, NM 88046 1981 Calle de Correo (EPE).

Contractor will (the "Work"):

- 1) Design the System installation at the property of the customer
- 2) Obtain permits as required and file utility applications
- 3) Provide all materials, equipment and labor to complete construction of the System
- 4) Perform the installation and commissioning of the System at the property of the Customer

The additional documents made a part of this Contract are:

- 1) The design and installation details set forth in the Proposal, dated 1/18/18
- 2) Contractor's 25-Year Workmanship Limited Warranty, which is attached as Exhibit A
- 3) Module and Inverter Manufacturers' Warranty
- 4) Design approval document
- 5) Any written Change Orders approved by Customer and Contractor

The Parties to this Contract agree as follows:

1. Contract Price:

- a. As full compensation for the Work, Customer shall pay the Contractor the sum of \$23,884 (the "Contract Price").
- b. A \$2,000.00 design payment is due upon mutual execution of this Contract.
- c. 50% of the total Contract Price is due 6 weeks before installation start date.
- d. The remainder of Contract Price is due upon completion of Work as defined herein.
- e. Standard payment schedule can be overwritten with terms written below:

- f. The Contract Price is inclusive of any and all taxes due as a result of the Work, which shall in all cases be the sole responsibility of the Contractor to pay to the appropriate government entity.

2. Customer's Warranties & Responsibilities:

- a. Customer warrants and represents that he/she is the owner of the location described in the Proposal where the Work is to be performed including any and all property on which work will be performed for System installation and interconnection.
- b. Customer warrants and represents that the Work will not violate any applicable restrictive covenants on the property.
- c. Customer warrants and represents that the Work will not interfere with the rights of any easement owner, if any.
- d. The Customer will assist the Contractor in providing all required surveys, legal descriptions, etc. that may be necessary for designing and permitting the Work.

Customer Initials

Rev 1b

1

- d. The Customer will assist the Contractor in providing all required surveys, legal descriptions, etc. that may be necessary for designing and permitting the Work.

3. Warranties & Responsibilities:

- a. Contractor warrants that the construction will be performed:
 - i. in conformity with this Contract
 - ii. in conformity with all laws, regulations, and codes applicable to the Work
 - iii. with good workmanship and new materials, unless otherwise specified in the Proposal.
- b. Manufacturers' or vendors' warranties or guarantees (referred to as "product warranties" herein), if any, on materials, fixtures, appliances, and components, shall be assigned by Contractor to Customer. Contractor will deliver to Customer all product warranty forms in its possession. Owner is responsible for compliance with any notice and claim procedures set forth therein. Customer's rights under the product warranties are in addition to Contractor's warranties. Customer agrees that Contractor is not a party to manufacturers' or vendors' warranties.
- c. Contractor shall bear all risk of loss for any components or tools or equipment destroyed, lost, stolen, or damaged during the execution of this contract. The Contractor's right, title and interest in the components is transferred to Customer pursuant to Sections 7 or 9 of this agreement.
- d. **WARRANTY DISCLAIMER:**

CONTRACTOR MAKES NO WARRANTY, EXPRESSED OR IMPLIED, EXCEPT AS EXPRESSLY SET FORTH HEREIN. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, CONTRACTOR HEREBY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Customer Initials



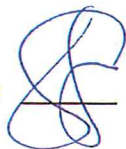
Rev 1b

2

e. Scope of Work

RESPONSIBILITY				TASK DESCRIPTION
Customer	Contractor	Subcontractor	N/A	
	✓			Provide structural engineering evaluation
✓	✓			Seek Home Owner Association approval if applicable
	✓			Rent special transportation equipment
✓				Maintain roof area clear of vents/obstructions
			✓	Remove shade obstacles (trees, poles, satellite dishes, etc.)
✓				Maintain or clear space for inverter location, REC meter, etc.
	✓			Coordinate installation timing with contractors
			✓	Complete amendments/reinforcements to roof structure (blocking) if needed
	✓			Coordinate roofing work
	✓			Contract and pay for roofing work
	✓			Coordinate ground work (concrete, pole, trenching, etc.)
	✓			Contract and pay for ground work
	✓			Upgrade electrical service panel and associated equipment and lines as necessary
✓				Fix any electrical code violations
	✓			Lay conduit in ground or through roof (per Contractor's specifications)

Customer Initials



Rev 1b

3

SUNPOWER®

by Positive Energy Solar

Positive Energy, Inc.,
a New Mexico Corporation

Contractor Representative Signature

Corey Asbill

Contractor Representative Name

Date: **1-19-18**

By:

Customer Signature

Gail Forrest

Customer Name Printed

By:

Customer Signature (second, if any)

Customer Name Printed (second, if any)

Customer Initials



Rev 1b

8

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

OFFICIAL USE ONLY:
 Case # 060687
 Fee \$ 46.50

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

CASE NO. 060687 ZONE: HR CODE: M1 APPLICATION DATE: 2/8/18

Forrest, Gail 310-383-1477
 Name of Applicant/Owner Applicant's Telephone Number
 1981 Calle de Correo Mesilla NM 88046
 Applicant's/Owner's Mailing Address City State Zip Code
 gail.forrest@gmail.com
 Applicant's/Owner's E-mail Address
 Positive Energy, Inc., 510 South Main Street, Las Cruces, NM 88001
 Contractor's Name & Address (If none, indicate Self)
 575-524-2030 NM CRS#02-410476-00-0 82573
 Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

Address of Proposed Work: Roof Mounted Solar Modules Installation

Description of Proposed Work: It is proposed the installation of a ballasted roof-mounted, grid tied solar PV system on this residential building. Overhead view of house is provided, with the PV array location indicated from which can be concluded that the array will have no visibility from the street.

\$ 23,884.00 2/7/2018
 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: PZHAC REVIEW & APPROVAL AND BOT APPROVAL REQUIRED.
CID PERMIT REQUIRED. *TL*

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
BUILDING PERMIT 060688
[PZHAC REVIEW – 2/5/18]
STAFF ANALYSIS

(Decision to be based on information presented during the Work Session – Item 1)

Item:

Case 060688 – 2631 Calle Tercera, submitted by Francisco Torres; a request for a building permit to construct an upstairs addition, a covered patio, and a wall along a property line on a dwelling at this address. Zoned: Historical Residential (HR).

Staff Analysis:

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

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

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

Estimated Cost: @ \$20,000.00

Consistency with the Code:

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

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

Findings of Fact:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed work consists of constructing additions to a dwellings and a wall on the property.
- The PZHAC has determined that the proposed dwelling meets all applicable Code requirements.

PZHAC ACTION:

Issues brought up during the Work Session included:

1. *The fact that there was not enough information presented on the design and location of the proposed wall to make a decision on.*
2. *The entire dwelling, including the proposed addition, will be stuccoed to create a uniform appearance.*
3. *The proposed dark sandstone color would be an appropriate color for the structure.*
4. *The proposed work would bring the swelling closer to architectural compatibility with the rest of the Town.*
5. *Solar panels will be added to the pitched roof at a later date.*

The PZHAC determined that the current plans meet the Code, and voted 4 – 0 to recommend APPROVAL of this request to the BOT with the following CONDITION:

The proposed wall will not be approved at this time, but will be reviewed under a separate permit at a later date.

BOT OPTIONS:

- 1. Approve the application as approved by the PZHAC.**
- 2. Approve the application 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: [R0400564](#)

Parcel Number: 4006138203056

Owner: GARCIA DAVID L & REBECCA
L

Mail Address: PO BOX 1586

Subdivision: SOUTHWEST ADDITION
TO MESILLA 201

Property Address: 2631 CALLE
TERCERA

Acres: 0.25



TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060688

Fee \$ 40, 50

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

CASE NO. 060688 ZONE: HR CODE: AD APPLICATION DATE: 2/9/18

Francisco Torres Name of Applicant/Owner
575-644-3490 Applicant's Telephone Number

3575 Tile Ave Las Cruces NM 88001
 Applicant's/Owner's Mailing Address City State Zip Code

chalas.woodfiregrill@gmail.com
 Applicant's/Owner's E-mail Address

Frank Torres Sun view builders
 Contractor's Name & Address (If none, indicate Self)

575-640-4354 Contractor's Telephone Number
11650 Contractor's Tax ID Number
 Contractor's License Number

Address of Proposed Work: 2631 calle Tercera

Description of Proposed Work: upstairs addition, Back covered patio and 6' wall along South and West property line

\$20,000 Estimated Cost
[Signature] Signature of Applicant
2/8/18 Date

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

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

FOR OFFICIAL USE ONLY

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

FIRE INSPECTION/APPROVAL REQUIRED: YES NO SEE CONDITIONS

CID PERMIT/INSPECTION REQUIRED: YES NO SEE CONDITIONS

CONDITIONS: REVIEW BY PZHAC & APPROVAL BY BOT REQUIRED
CID PERMIT + INSPECTIONS REQUIRED

PERMISSION ISSUED/DENIED BY: _____ ISSUE DATE: _____

This Application will include the following, if checked:

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

**PZHAC WORK SESSION
FEBRUARY 20, 2018
ITEM 1**

Submitted by Francisco Torres, a request to discuss plans to construct an upstairs addition, a covered patio, and a wall along a property line on a dwelling at 631 Calle Tercera (Case 060688) Zoned: Historical Residential (HR).

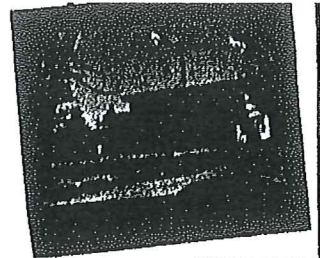
The applicant is in the process of buying the subject parcel, which is actually two properties that contain a two story dwelling that is built along one of the property lines. There is an open porch attached to the dwelling that straddles the property line between the two properties. The applicant would like to add three bedrooms to the north side of the second floor of the dwelling. A stuccoed wall with a parapet will be built along the front and rear of the second floor, alongside the sloped roof, in order to hide the sloped roof and give the appearance of a structure with a flat roof (see attached elevations and photos). The applicant will also cover a patio at the southeast corner of the structure. The entire dwelling (both levels) will be finished with stucco having one color to improve the appearance of the structure and make it fit in more with the historical and architectural character of the Town. (The color will be one of the colors approved by the Town and will be discussed during this work session.)

The structure is in the Historic Register for the Town (see attached info), and appears to have been built around 1945 as an adobe structure. The second floor, which is wood frame with clapboard siding, appears to have been added sometime after that. The structure has no architectural or historical significance to the Town, and is considered in the register to have a negative contribution to the area. Although the current style of the structure is not recognized as one of the five styles identified in the Yguado Plan, and the proposed improvements really cannot reasonably be made to the structure to make it fit one of the five styles, the proposed additions and alterations to the structure will probably be an improvement to the appearance of the structure and the area.

The applicant would also like to discuss a proposed wall around the dwelling.

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

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



1. ALERT SHEET? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
2. SURVEY DATE 4/17/80 TP		3. BY		4. CHECK DATE	
5. BY		6. COMPUTER DATE		7. BY	
8. FILE DATE		9. BY		10. REVISION DATE	
11. BY					
12. COUNTY Doña Ana		13. FIELD MAP		14. NUMBER	
15. UTM REFERENCE NUMBER		16. SPECIFIC LOCATION House set back on lot located on Southeast corner of Calle Tercera and Calle Colon		17. CITY/TOWN Mesilla	
18. ZONE EASTING 113 320820		19. NORTHING 3571700		20. ID.# 183202348	
21. LAND GRANT OR RESERVATION Mesilla Civil Colony		22. ROLL # 93		23. NEG # 18	
24. LEGAL DESCRIPTION: TOWNSHIP		NS RANGE		EW SECTION 1/4 1/4 1/4	
25. ARCHITECTURAL STYLE		26. NUMBER OF STORIES One two Secretary of housing			
27. FOUNDATION MATERIAL(S) Concrete		28. EXTERIOR WALL SURFACE(S) Stucco / Adobe - aluminum siding			
29. FENESTRATION (TYPE, DIVISIONS, SURROUNDS, SILLS, ARRANGEMENTS) Single, metal rosemount large and small light windows; indented w/o surrounds concrete lug sills Single aluminum vertical slide windows w/o surrounds or sills		1025 Truman Aib. Nu 87701 4-006-138-203-056			
30. DOOR ENTRANCE (TYPE/SURROUNDS) Standard wood door w/o surrounds		31. ROOF(S) (NUMBER/SHAPE/MATERIAL DETAILS) Flat roof over first floor - shed roof 2nd floor asphalt roll roof			
32. CHIMNEY(S) (NUMBER, EXTERIOR-INTERIOR, MATERIALS) none		33. EXTERIOR DETAILS Wrought iron window screens; wood fascia			
34. COMMENTS					
DATE OF CONSTRUCTION		45. IMMEDIATE SURROUNDINGS Yes.			
35. ESTIMATED 1945		36. ACTUAL		46. RELATION TO SURROUNDINGS <input type="checkbox"/> SIMILAR <input checked="" type="checkbox"/> NOT SIMILAR	
37. SOURCE OF DATE		47. ARCHITECTURAL CONTRIBUTION TO SURROUNDINGS <input type="checkbox"/> PLUS <input type="checkbox"/> NEUTRAL <input checked="" type="checkbox"/> MINUS			
38. ARCHITECT/ENGINEER/BUILDER		48. OVERALL SIGNIFICANCE <input type="checkbox"/> NATIONAL <input type="checkbox"/> STATE <input type="checkbox"/> LOCAL <input checked="" type="checkbox"/> NONE			
39. SOURCE OF INFORMATION		49. ASSOCIATED BUILDINGS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
40. NAME		50. WHAT TYPE?			
USE		51. IF INVENTORIED, LIST I.D. #'S			
41. PRESENT <input checked="" type="checkbox"/> Residential		52. SEE BACK? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
42. HISTORIC <input type="checkbox"/>					
43. CONDITION <input type="checkbox"/> EXCELLENT <input checked="" type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> DETERIORATED					
44. DEGREE OF REMODELING <input type="checkbox"/> MINOR <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> MAJOR					

- 347 This unplastered adobe brick residence has a flat roof, parapet, and metal casement windows. A shed roof is over a back addition. est. 1930. (C)
- 348 This is a stuccoed adobe residence with a large second story addition that has a shed roof. The windows are metal casement or aluminum frame. The large second story addition does not fit in with the architectural character of the neighborhood. est. 1940. (I)
- 349 This is an unplastered adobe residence with a flat roof and parapet. The windows are of wood frame. The Ornelas family lived here for many years. est. 1900. (C)
- 350 This small, square-plan adobe residence has a flat roof, parapet, and aluminum frame windows. est. 1900. (C)
- 351 This is a stuccoed adobe residence with aluminum frame windows and a flat roof with parapet. est. 1930. (C)
- 352 This stuccoed adobe residence has an asphalt roll gable roof over the core of the house and a shed roof over the addition. The windows are of wood and metal frame. est. 1920. (C)
- 353 This is a long, rectangular plan adobe house with a flat roof, narrow overhanging eaves, and metal casement windows. An unplastered adobe wall encloses the lot that this building is part of. There is a very tall utility room, adobe with projecting vigas, at the rear of the lot. est. 1920. (C)
- 354 This square-plan house of stuccoed concrete block has metal casement windows and an asphalt shingled roof. est. 1950. (N)
- 355 This is an adobe house that has been veneered with slump block. It has a flat roof and a parapet topped by a coping of slump block set perpendicular to the wall. The double hung windows are of aluminum frame. Don Rumulo lived in this house for many years. est. 1900. (C)
- 356 This is a stuccoed adobe residence with a flat roof, slightly overhanging eaves, and wood frame windows. The Rios family has lived here for many years. est. 1920. (C)
- 357 This adobe residence is stuccoed, and it has a flat roof with parapet and metal frame windows. est. 1930. (C)
- 358 This low gabled adobe residence of the Zunigas family has tandem wood frame windows. est. 1925. (C)
- 359 This has been the residence of Margaret Barraza Lopez for many years. It has a low gabled, asphalt shingled roof, aluminum frame windows, and a slump block arcade addition on the east side. est. 1925. (C)

PHOTOS OF THE SUBJECT DWELLING FROM CALLE TERCERA



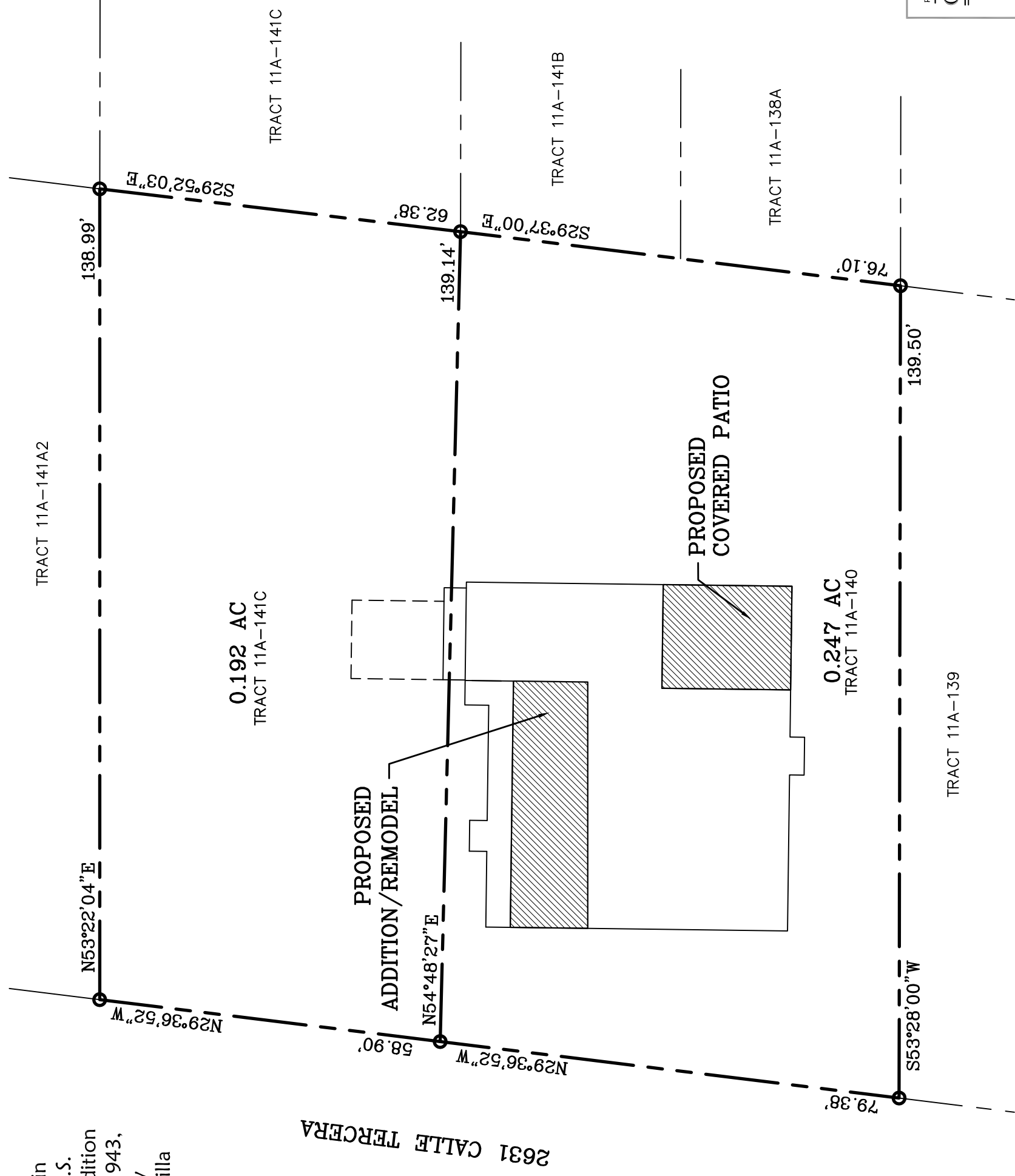
Site Plan For a New Addition/Remodel

Scale: 1"=20' February, 2018

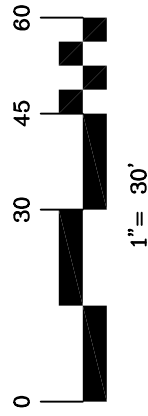
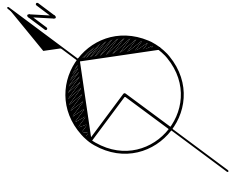
Address
2631 Calle Tercera
Las Cruces, NM 88005

Description

0.192 Acre Tract and 0.247 Acre Tract Located in Section 36, T.23S., R.1E. N.M.P.M. of the U.S.R.S. Surveys Being Lot 6 & 7, Block C Southwest Addition to The Town of Mesilla, Plat Filed February 4, 1943, in the Book 9, Page 76 of the Doña Ana County Records As U.S.R.S. Tract 11a-141c Town of Mesilla Doña Ana County New Mexico



2631 CALLE TERCERA



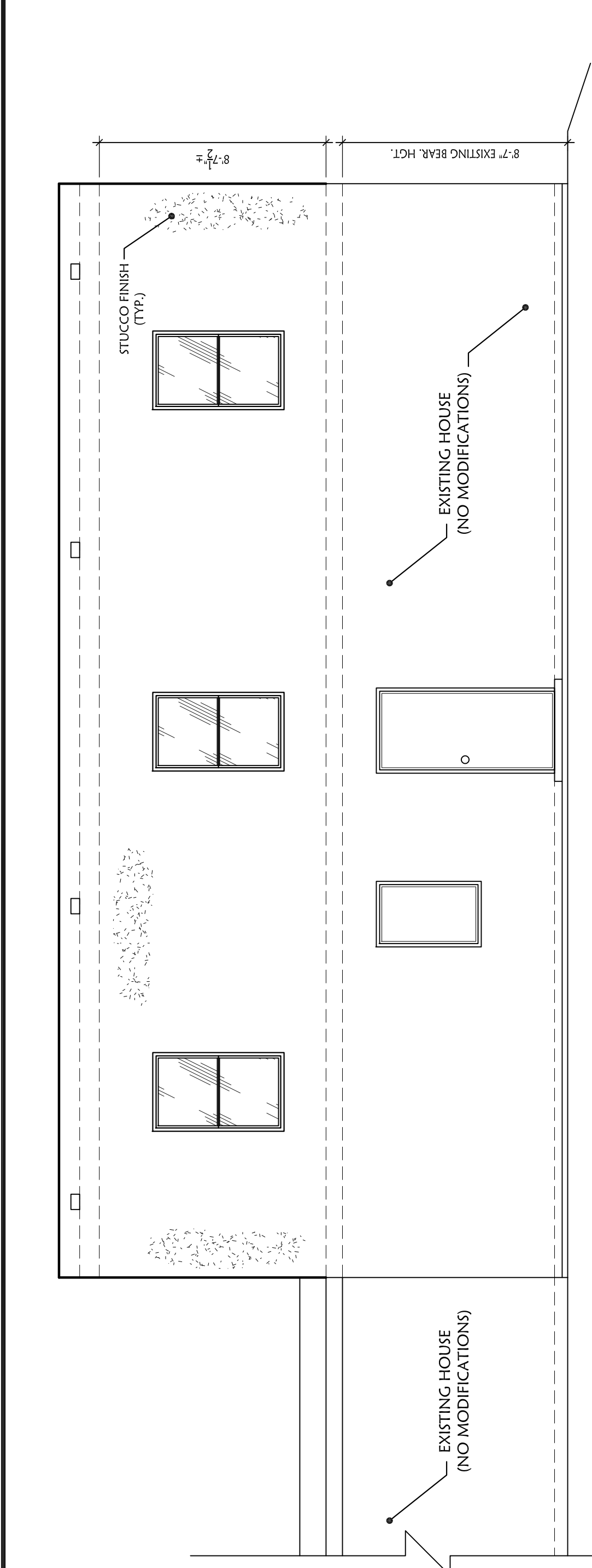
PLANS BY:

G&M Associates LLC

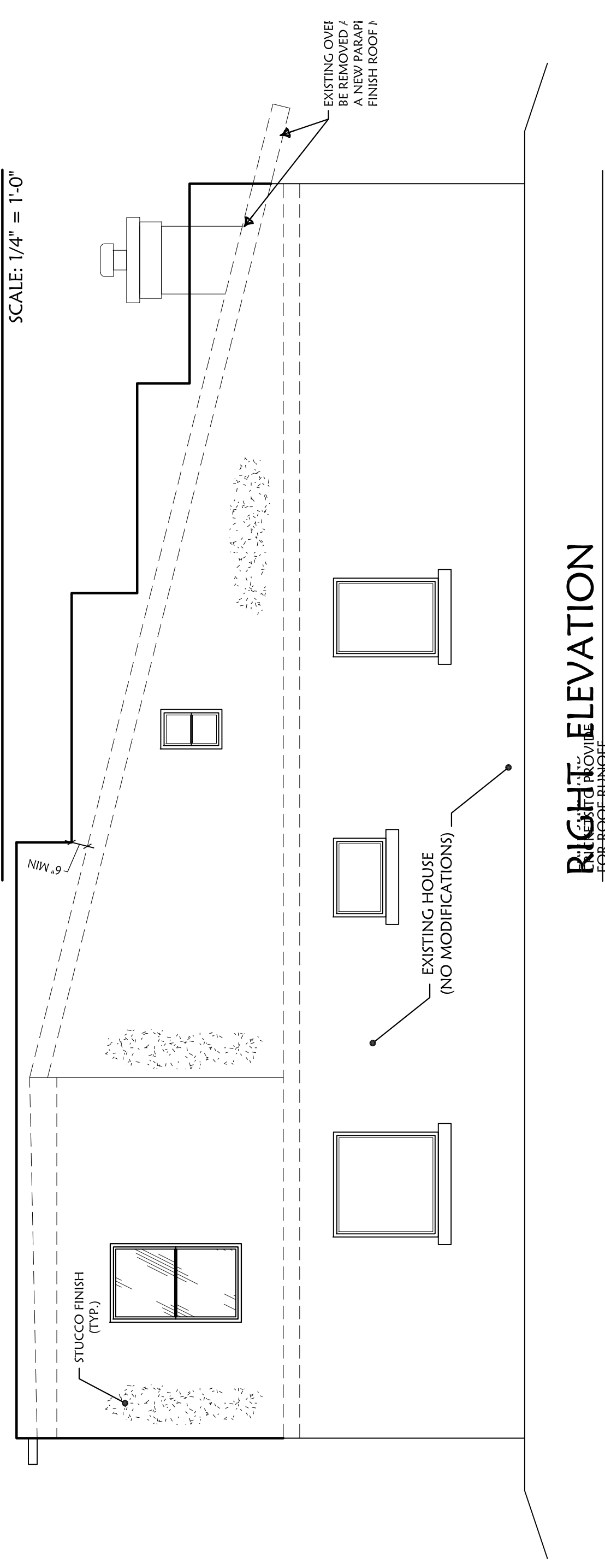
Architectural & Civil
Drawing Plan Production

Phone: 915-252-3762
Email: gmmasociates1@gmail.com



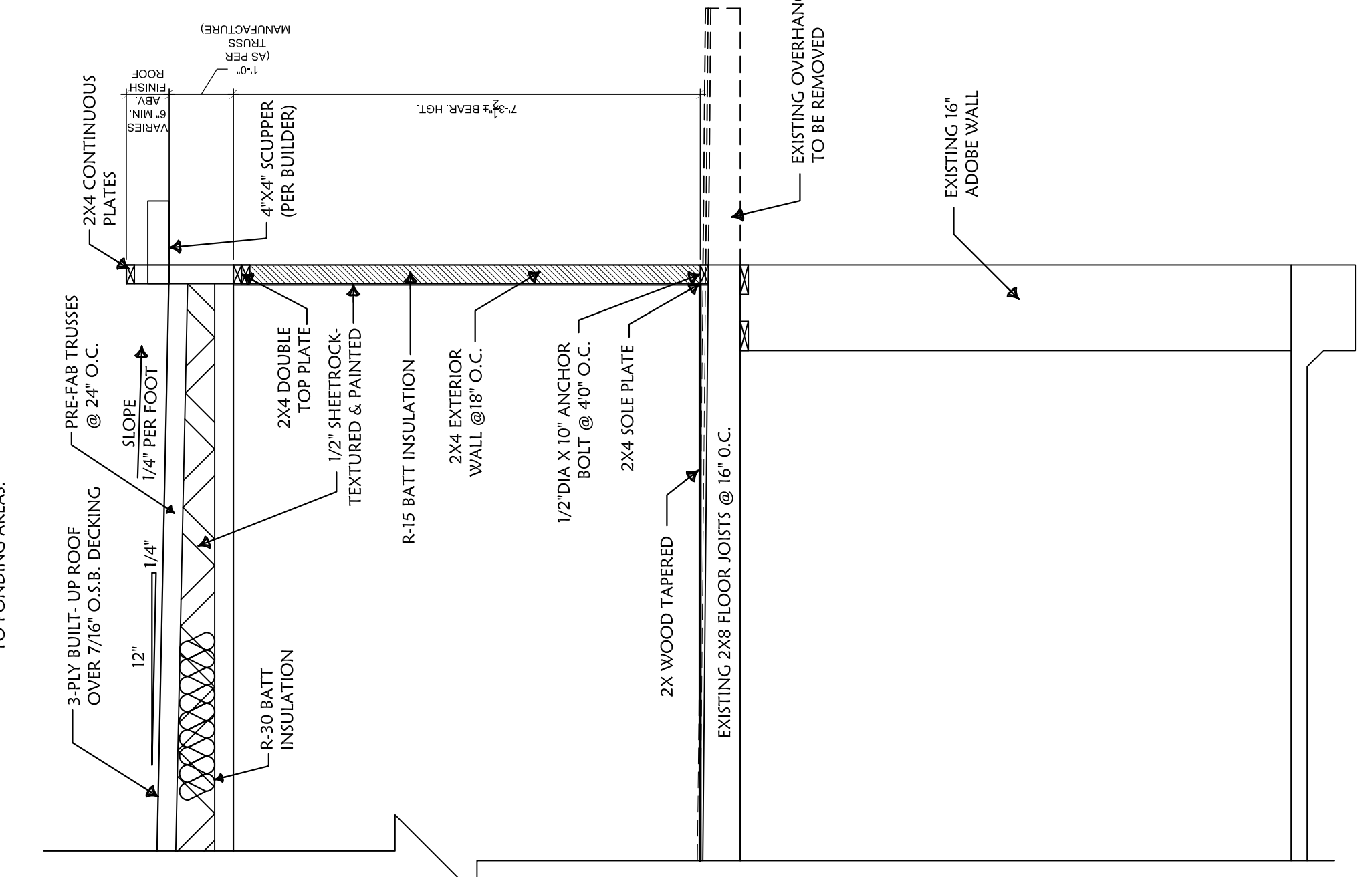


FRONT ELEVATION
SCALE: 1/4" = 1'-0"

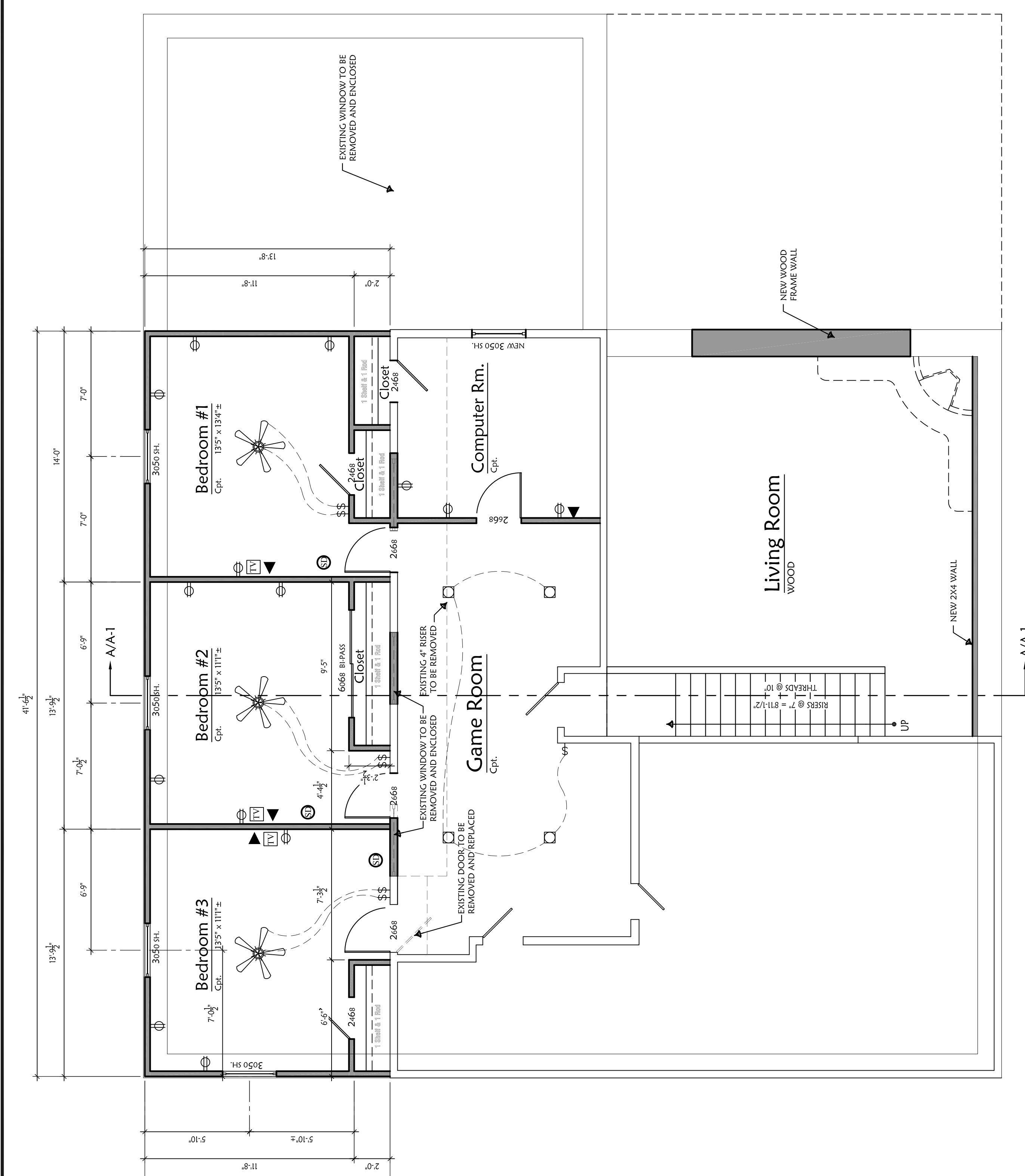


RIGHT ELEVATION
SCALE: 1/4" = 1'-0"

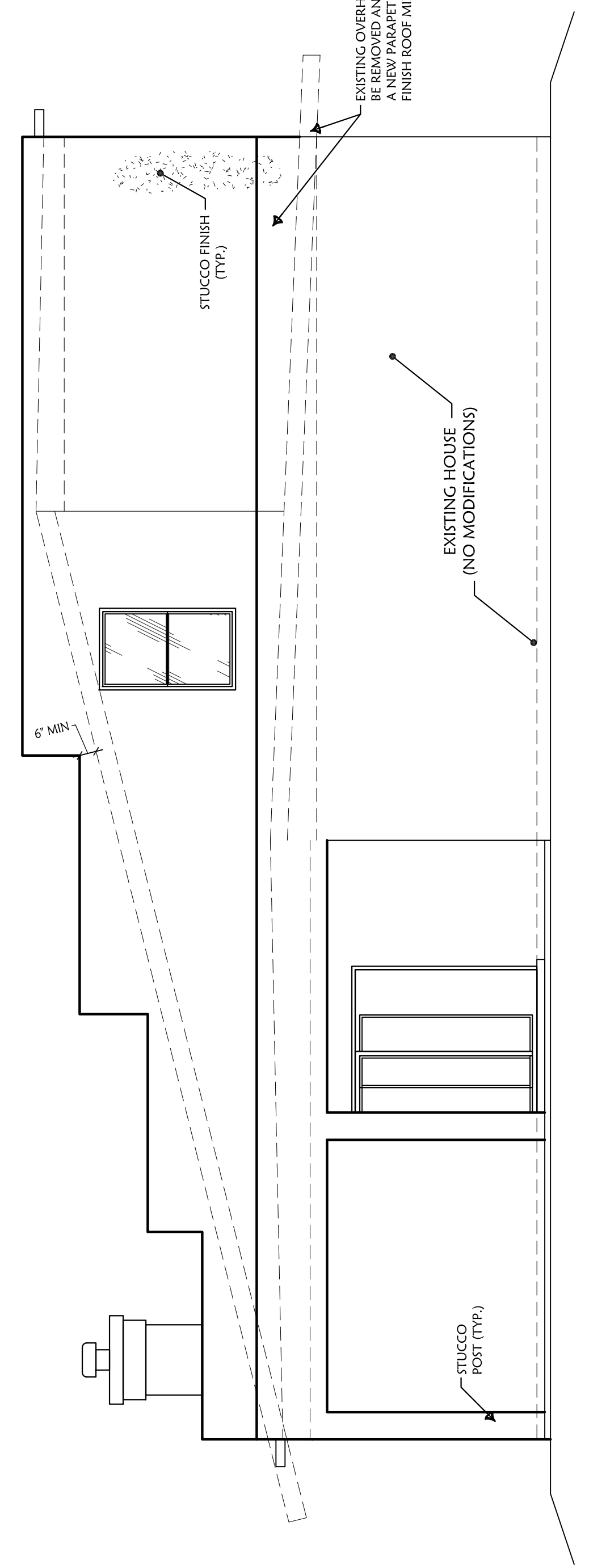
NOTE:
ELEVATIONS SHOWN ARE FOR REPRESENTATION ONLY. SEE FLOOR PLAN FOR LOCATION AND SIZE OF DOORS AND WINDOWS.
OWNER TO COORDINATE WITH ARCHITECT FOR LOCATION OF ACTUAL TYPE OF DOORS AND WINDOWS TO BE USED.
OWNER TO COORDINATE WITH CONTRACTOR AND AGREE ON BUILDING TRIM STYLE, COLOR AND TYPE OF ROOF MATERIAL.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



EXISTING/PROPOSED WALL SECTION
SCALE: 3/4" = 1'-0"

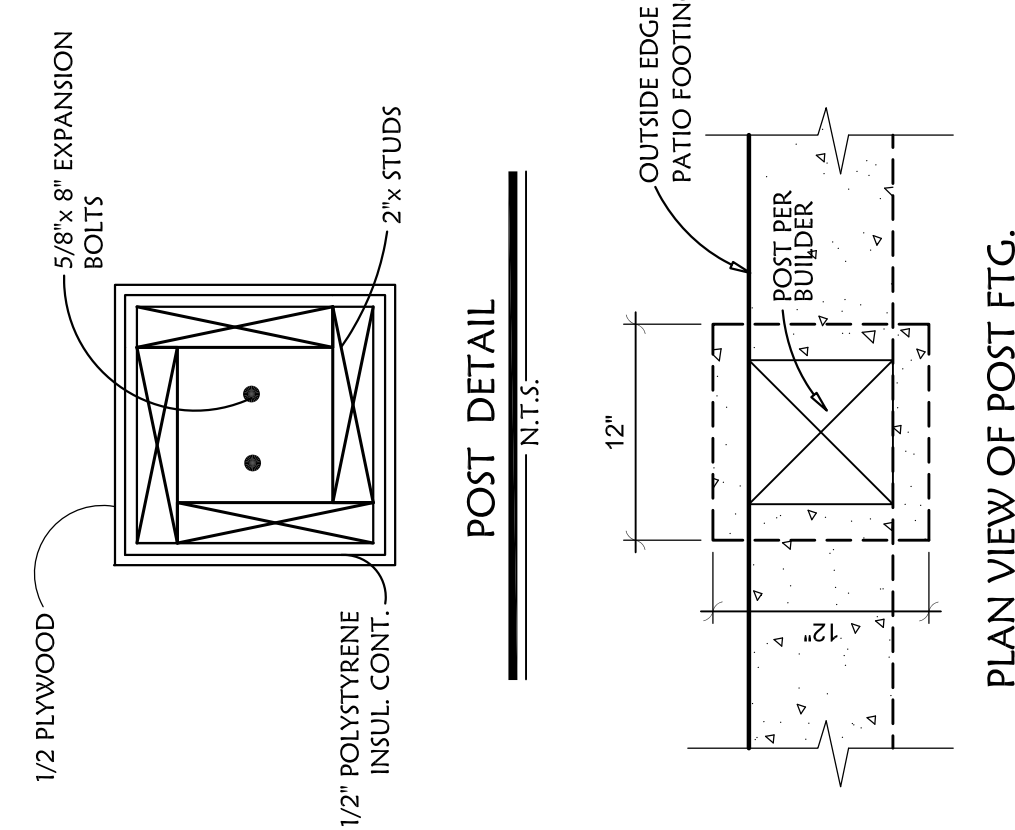
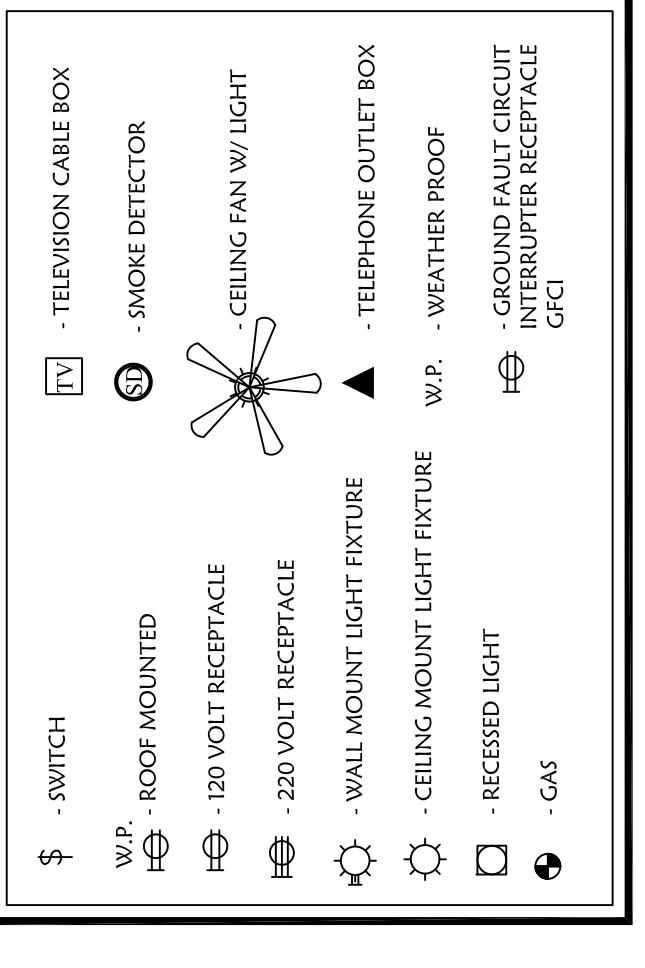


PROPOSED SECOND FLOOR & ELECTRICAL PLAN
SCALE: 1/4" = 1'-0"

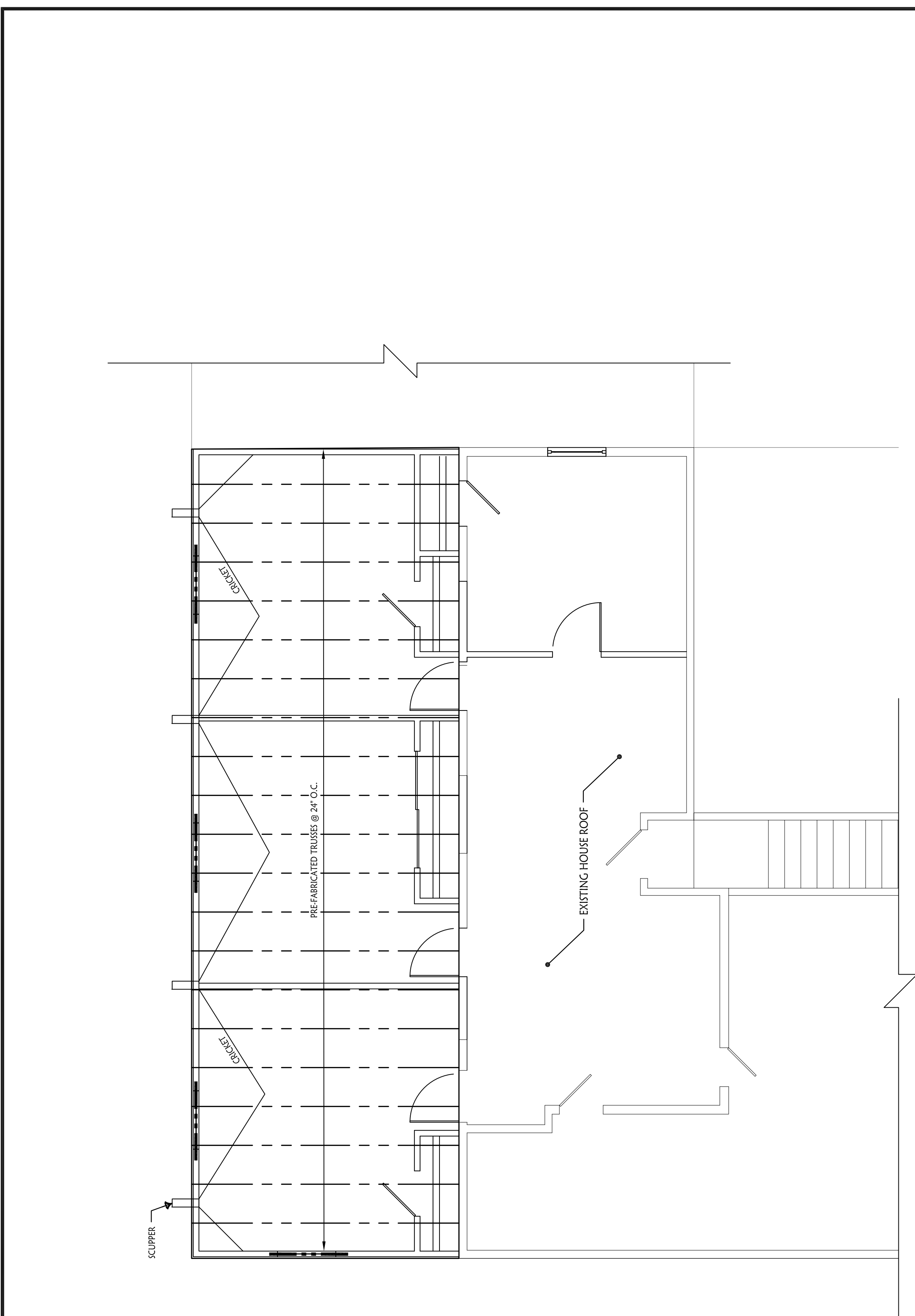


LEFT ELEVATION
SCALE: 1/4" = 1'-0"

ELECTRICAL LEGEND



PLAN VIEW OF POST FTG. DETAIL AT PATIOS
NOT TO SCALE



NOTE:
CONTRACTOR OR OWNER SHALL SUBMIT FINAL TRUSS DESIGN BY MANUFACTURE.

GENERAL NOTES

1. USE LEDGERS AS REQUIRED.
2. ALL STICK FRAMING TO BE 2X10 MEMBERS.
3. CRICKETS TO BE FRAMED AND DECKED
4. BRIDGING/CROSS BRIDGES TO BE APPLIED

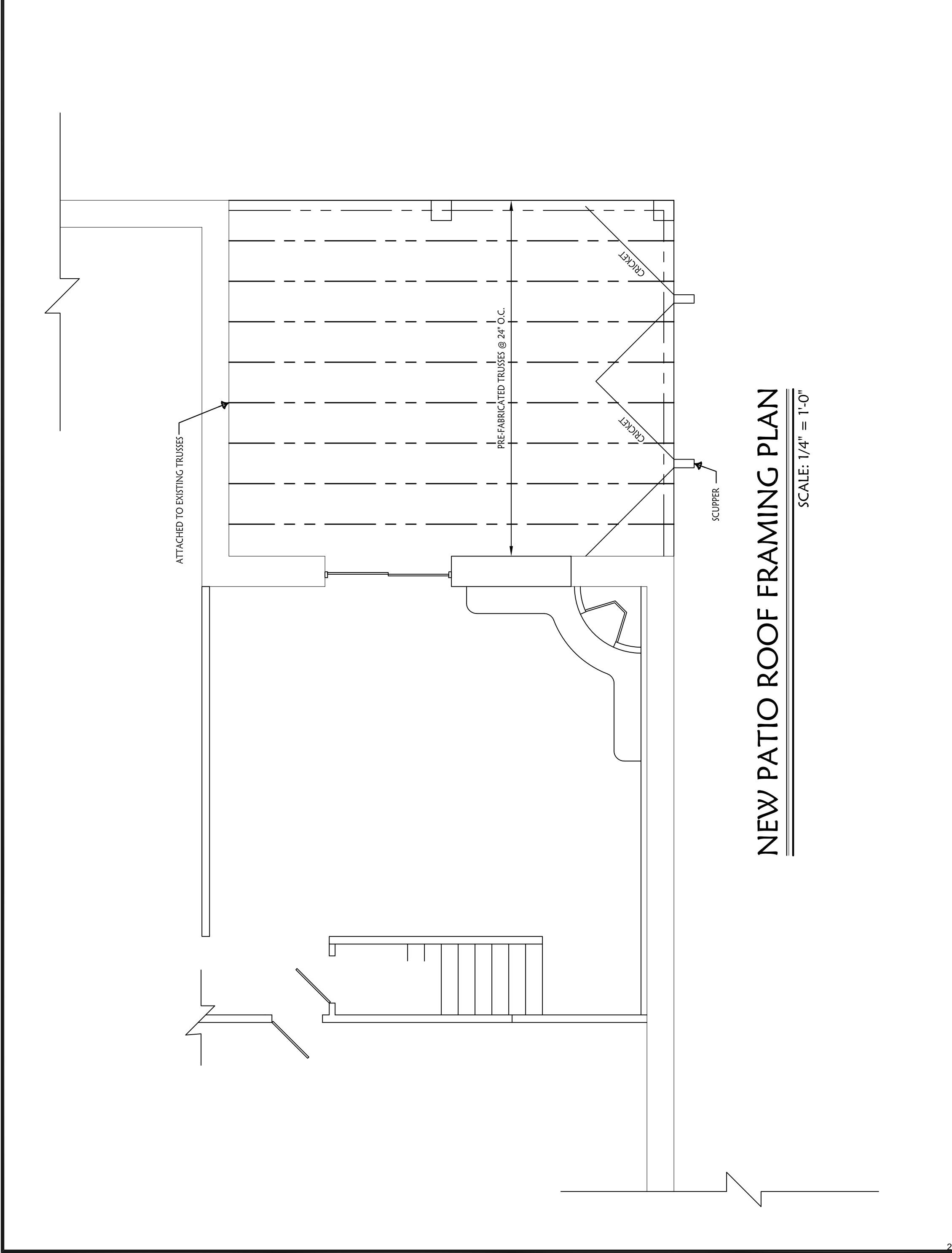
----- HEADER (SEE FRAMING NOTES FOR HEADER SIZE)
□ - SCUPPER

FRAMING NOTES

1. ALL HEADERS TO FOLLOW SIZING AS LISTED:
4'-0" = 2X8
4'-9" = 6" x 8" = 2X8
6'-9" = 9" x 6" = 2X10
9'-7" = 12" x 6" = 2X12
12'-7" = 15" x 6" = 3-2X10
OR UNLESS OTHERWISE NOTED ON PLAN
2. GARAGE DR. HEADER SIZE AS NOTED ON PLAN
3. BEAM SIZES AS NOTED ON PLAN.
4. ALL HEADERS TO HAVE 7/16" WAFFERBOARD GLUED BETWEEN MEMBERS W/ 16D NAILS STAGGERED @ 6" O.C. BOTH SIDES
5. NAILING SCHEDULE:
USE 16D COMMON NAILS @ 12" O.C. @ OUTER 36" OF BM.
AND 16D COMMON NAILS @ 24" O.C. @ BALANCE OF BEAM.
NAIL FROM BOTH SIDES AND GLUE ALL WOOD SURFACE CONTACTS.
6. PRE-ENGINEERED WOOD TRUSSES @ 24" O.C.

2ND FLOOR ROOF FRAMING PLAN

SCALE: 1/4" = 1'-0"



NEW PATIO ROOF FRAMING PLAN

SCALE: 1/4" = 1'-0"

BOT ACTION FORM
BUILDING PERMIT 060689
[PZHAC REVIEW – 2/20/18]
STAFF ANALYSIS

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

Item:

Case 060689 – 2310 Avenida de Mesilla, submitted by Morgan Switzer; a request for a building permit to add an entry, concrete patio and fencing to a structure at this address. Zoned: Historical Commercial (HC).

Staff Analysis:

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

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

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

Estimated Cost: @ \$10 ,000.00

Consistency with the Code:

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

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

Findings of Fact:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed work consists of constructing additions to a structure on the property.
- The PZHAC has determined that the proposed dwelling meets all applicable Code requirements.

PZHAC ACTION:

Issues brought up during the Work Session included:

1. *The structure was completely renovated about 8 – 10 years ago, and included replacements of the windows and doors of the structure.*
2. *The window on the northeast corner of the structure, facing Calle de Santiago, will be replaced with a door. (The applicant has not made a final decision as to the style of door to be used.)*
3. *The door at the southwest corner of the structure will remain, along with the existing porch.*
4. *A small patio surrounded by a low wall similar to the low wall at Casa Rosa nearby will be installed near the tree at the front of the property. (The low wall will be in place of the fence originally requested.)*
5. *The requested alterations will be finished to match the existing finish of the structure.*

The PZHAC determined that the request will meet the Code, and voted 4 – 0 to recommend APPROVAL of this request to the BOT with the following CONDITION:

The new door chosen by the applicant will be approved by Staff prior to a building permit being issued.

BOT OPTIONS:

- 1. Approve the application as approved by the PZHAC.**
- 2. Approve the application 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: [R0400340](#)

Parcel Number: 4006137257414

Owner: GALLEGOS PAUL G

Mail Address: PO BOX 844

Subdivision:

Property Address: 2310 AVENIDA DE
MESILLA

Acres: 0.13999082



TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060689

Fee \$ 25.50

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

CASE NO. 060689 ZONE: HC CODE: AD APPLICATION DATE: 2/8/18

Name of Applicant/Owner: MORGAN SWITZER Applicant's Telephone Number: 575 635 8480

Applicant's/Owner's Mailing Address: PO Box 782 Mesilla NM Zip Code: 88046

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

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

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

Address of Proposed Work: 2310 AVE. de Mesilla

Description of Proposed Work: Adding a stamped, colored concrete patio on EAST side of the property with metal fencing like exist on the back patio and making entry on N. side.

Estimated Cost: \$ 10,000 Signature of Applicant: [Signature] Date: 2/8/18

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

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

FOR OFFICIAL USE ONLY

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

FIRE INSPECTION/APPROVAL REQUIRED: YES NO SEE CONDITIONS

CID PERMIT/INSPECTION REQUIRED: YES NO SEE CONDITIONS

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

PERMISSION ISSUED/DENIED BY: _____ ISSUE DATE: _____

This Application will include the following, if checked:

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

**PZHAC WORK SESSION
FEBRUARY 20, 2018
ITEM 2**

Submitted by Morgan Switzer, a request to discuss plans to add an entry, concrete patio and fencing to a structure at 2310 Avenida de Mesilla (Case 060689). Zoned: Historical Commercial (HC).

The applicant is in the process of buying the subject parcel which contains the subject structure and an open garage. The most recent use of the structure has been for a retail sales operation. is actually two properties that contain a two story dwelling that is built along one of the property lines. The applicant intends to lease the dwelling out as a commercial retail shop after certain renovations are made. The first renovation is that the applicant would like to move the primary entrance to the structure to the north side of the structure, with access from Calle de Santiago. The applicant believes that this would make the structure more appealing for a commercial operation while still retaining the historic character of the structure. The new entrance would be very similar to the one currently being used, and will not appear to change the style or character of the structure. There will be no other changes to the structure.

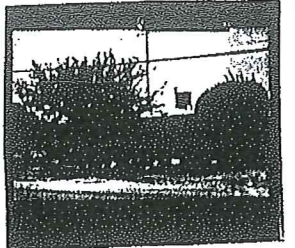
The applicant would also like to install a small concrete patio near a tree by the front of the structure (see site plan). There will be a small seating area around the tree. The patio will be surrounded by a wrought iron fence similar to the fence along the north edge of the property.

Due to the way the east property line appears on the County GPS map, the applicant will need to show that she is indeed the owner of the portion of the property where the patio is to be located.

The structure is in the Historic Register for the Town (see attached info), and appears to have been built around 1930 as an adobe residence. The structure appears in the Historic Register as a residence, but has since been changed to a commercial structure. It is listed on the Historical Register work sheet as having a “neutral” contribution to the architecture of the area, but the description sheet calls it “contributing”. The structure was originally build with a flat roof, the hip roof was added in the 1960’s.

According to the applicant, the new entrance will be done in the same style as the structure and will not change the style or appearance of the structure. There will be no other work or changes to the structure.

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

1. ALERT SHEET? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		NEW MEXICO HISTORIC BUILDING INVENTORY FORM 1: BUILDINGS & STRUCTURES 6-6 79				Pic 23			
2. SURVEY DATE 3. BY 4/18/80 MRT		4. CHECK DATE 5. BY		6. COMPUTER DATE 7. BY		8. FILE DATE 9. BY			10. REVISION DATE 11. BY
CITY COUNTY Doña Ana		13. FIELD MAP		14. NUMBER 2310		15. UTM REFERENCE NUMBER 13 331100 3572100 ZONE EASTING NORTHING		20. I.D. # 183202018	
16. SPECIFIC LOCATION SW corner of Calle de Santiago and Hi 28 Calle de El Paso		17. CITY, TOWN Mesilla		18. ZIP		19. LAND GRANT OR RESERVATION		22. ROLL # 90	
20. LEGAL DESCRIPTION: TOWNSHIP NS RANGE EW SECTION 1/4 1/4 1/4		23. NEG # 8		24. LOCATION OF NEG.					
25. ARCHITECTURAL STYLE adobe vernacular				26. NUMBER OF STORIES one					
27. FOUNDATION MATERIAL(S)									
28. EXTERIOR WALL SURFACE(S) gray plaster									
29. FENESTRATION (TYPE, DIVISIONS, SURROUNDS/SILLS/ARRANGEMENTS) 6/6 dhw, concrete lug sill metal casement windows						Donaciano Gallegos Box 187 Mesilla, NM 88046			
30. DOOR/ENTRANCE (TYPE/SURROUNDS) 4-006-137-257-414									
31. ROOF(S) (NUMBER/SHAPE/MATERIAL DETAILS) Hip block roof with large overhang covered with asphalt shingles									
32. CHIMNEY(S) (NUMBER/EXTERIOR-INTERIOR/MATERIALS)									
33. EXTERIOR DETAILS									
34. COMMENTS									
DATE OF CONSTRUCTION 35. ESTIMATED 1930 36. ACTUAL				45. IMMEDIATE SURROUNDINGS residential					
37. SOURCE OF DATE				46. RELATION TO SURROUNDINGS <input checked="" type="checkbox"/> SIMILAR <input type="checkbox"/> NOT SIMILAR					
38. ARCHITECT/ENGINEER/BUILDER				47. ARCHITECTURAL CONTRIBUTION TO SURROUNDINGS <input type="checkbox"/> PLUS <input checked="" type="checkbox"/> NEUTRAL <input type="checkbox"/> MINUS					
39. SOURCE OF INFORMATION				48. OVERALL SIGNIFICANCE <input type="checkbox"/> NATIONAL <input type="checkbox"/> STATE <input checked="" type="checkbox"/> LOCAL <input type="checkbox"/> NONE					
40. NAME				49. ASSOCIATED BUILDINGS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
USE 41. PRESENT residential 42. HISTORIC ""				50. WHAT TYPE? small shed in back apart from it.					
CONDITION <input type="checkbox"/> EXCELLENT <input checked="" type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> DETERIORATED				51. IF INVENTORIED, LIST I.D. #'S					
44. DEGREE OF REMODELING <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> MODERATE <input type="checkbox"/> MAJOR				52. SEE BACK? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					

- 13 A high gabled roof with eyebrow dormers, marks this residence. built in 1912 or 1913 by John Bombach for his brother Otto, a prominent merchant around the turn of the century in Mesilla. The eastern influence exemplified by this style makes it unique in Mesilla. (S)
- 14 This unplastered concrete block building exhibits various colors. It has a flat roof, large overhangs, and large plate glass windows., est. 1960. (I)
- 15 This commercial building is of exposed field stone with a Simplified Mission parapet. It is rectangular in plan. est. 1940. (N)
- 16 This small stuccoed adobe has a flat roof and large plate glass windows on the facade. est. 1945. (N)
- 17 This used to be Mesilla Elementary School, built about 1950. It has a flat roof over the classrooms and a gabled roof over the gymnasium. The building is of concrete block with metal frame windows. Now it is used as office space for the Las Cruces School system. (N)
- 18 This small, square adobe residence has a wood frame and metal casement windows. The hip roof has been added in the past 15 years. est. 1930. (C)
- 19 This long rectangular plan adobe residence has a flat roof with tin canales piercing the flat parapet. Windows are deeply recessed and are of wood and metal casements. Remnants of an old rebote (handball) court are at the SW corner of the residence. This was one of the social centers during the early part of this century and had been the Cano residence for many years. est. 1890. (S)
- 20 This square plan adobe house has a hip roof with asphalt shingles and metal casement windows. est. 1920. (C)
- 21 This Spanish/Pueblo Revival residence belongs to Raymond Cano, who says that the core of the house dates from 1912. A two story addition covers part of the ground floor. The residence is stuccoed, has gentle contoured lines, and wood frame windows. (C)
- 22 The core of this residence is believed to be the remnants of Kelly's mill, dating from the 1860's when this site was at the north end of the Confederate Gran Plaza. A map found in the courthouse records locates the mill at the same spot where this house now stands. Now a residence, this structure is of stuccoed adobe, has wood frame and metal frame windows, and a flat roof with tin canales piercing the flat parapet. est. 1860. (S)

PHOTOS OF THE FRONT OF THE STRUCTURE FROM AVE. DE MESILLA



PHOTO OF THE FRONT ENTRANCE TO THE STRUCTURE



PHOTO OF THE STRUCTURE FROM CALLE DE SANTIAGO

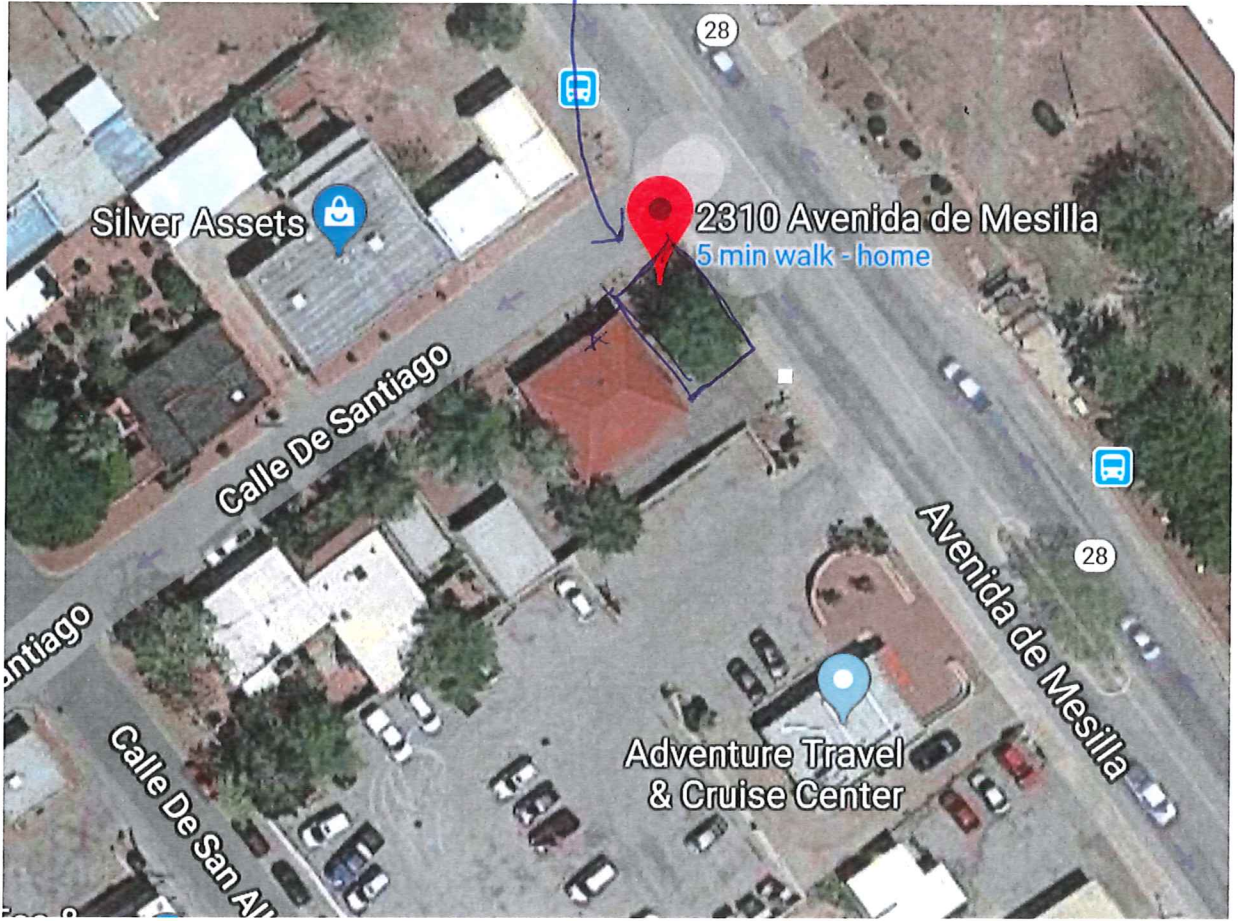


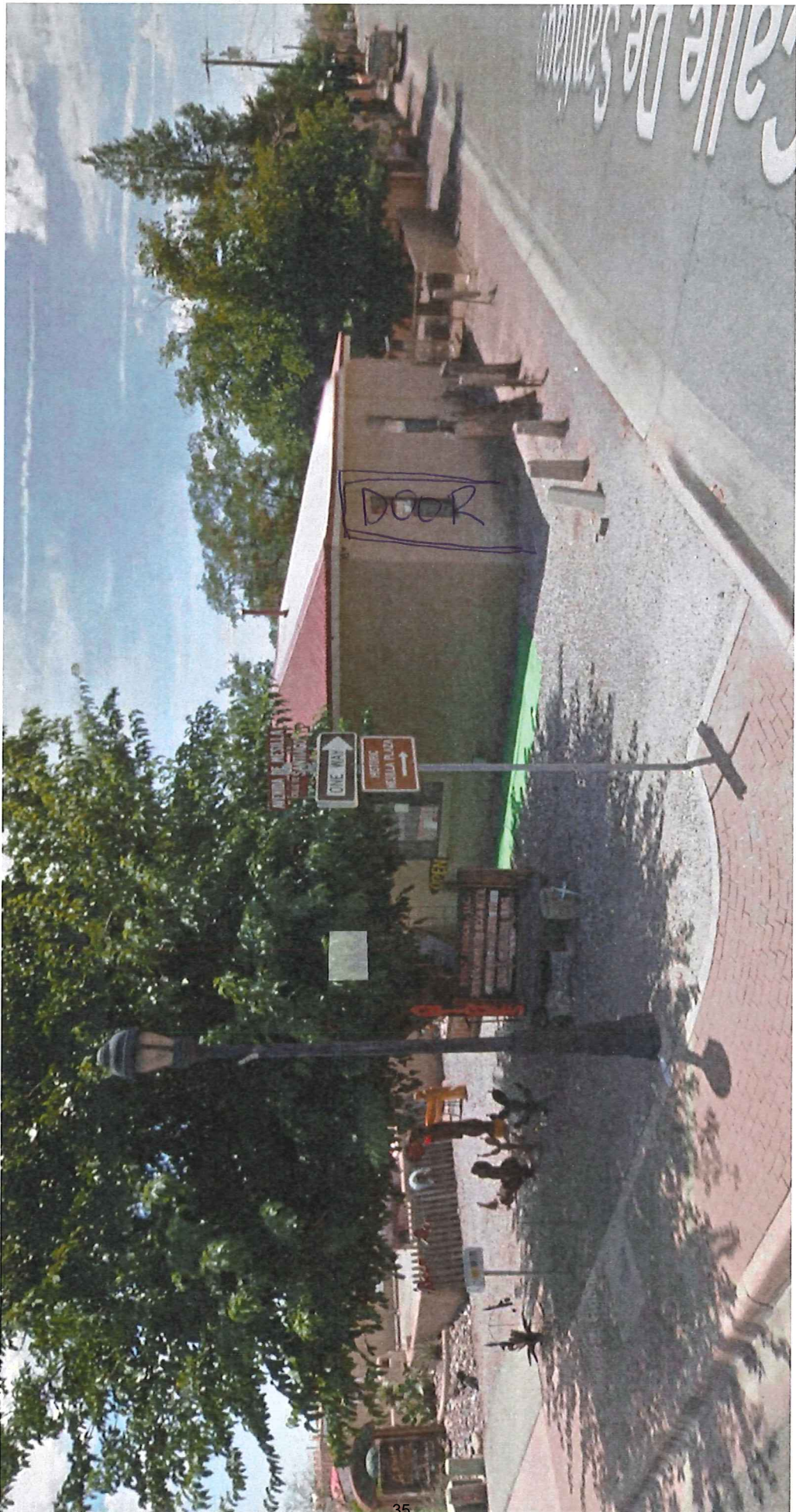
PHOTO OF THE REAR OF THE STRUCTURE FROM CALLE DE SANTIAGO

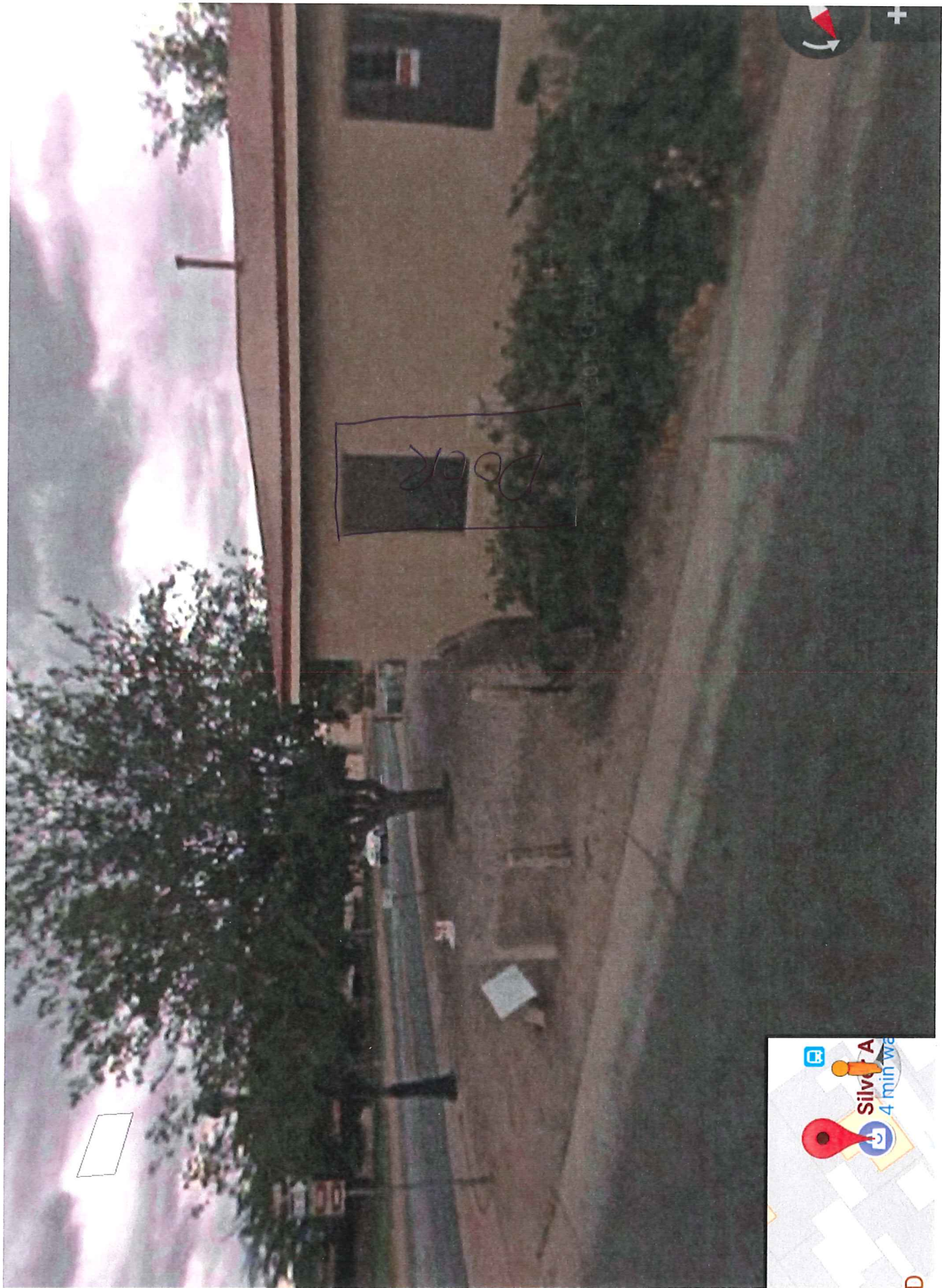


PHOTO OF THE GARAGE AT THE REAR OF THE STRUCTURE













STARTING A LITTLE FREE LIBRARY REVOLUTION

Meg Jones Milwaukee Journal Sentinel | USA TODAY NETWORK

Todd Bol is changing lives one book at a time. ■ What started as a project to recycle a garage door — by turning it into a small book repository in the shape of a one-room schoolhouse to honor his late mother — has morphed into a global phenomenon, scattering book-filled Little Free Libraries like literary dandelion seeds.

After noticing folks stopping at his garage sale spent more time checking out the library he installed in 2009 at the end of his Hudson, Wis., driveway, Bol began thinking bigger, giving away 30 Little Free Libraries to friends and family.

It's a deceptively simple idea. Anyone can put up a Little Free Library practically anywhere and attach a small sign that says "Take a Book, Leave a Book." Anyone registering their library on the nonprofit's website gets a "Little Free Library" sign in the mail and the location is noted on an online map.

"The real key of the Little Free Libraries is people say they meet their neighbors through their libraries. It's an extension of their front porch and this is the currency," Bol said, holding up a copy of Beatrice Potter's "The Tale of Mr. Tod."

When Little Free Library became a nonprofit in 2012, several hundred libraries had popped up in many states and a handful of countries. The goal was for 2,510 libraries, one more than the number of Carnegie li-



MARK HOFFMAN/
MILWAUKEE JOURNAL SENTINEL

Todd Bol, 61

Location: Hudson, Wis.

Profession: Co-founder and executive director of Little Free Library

braries. But Little Free Libraries didn't simply grow; they exploded in popularity. Last November, Bol proudly attached the 50,000th Little Free Library sign to a library at a homeless shelter in Santa Ana, Calif. Little Free Libraries are in every state in America and 70 countries. While some are fairly plain weather-proof boxes, many are works of art in all shapes and sizes, including libraries that look like little school buses, barns, snails, cathedrals, open books, ferries, birdhouses, and castles.

Bol leads a staff of 14 in an office park in the western Wisconsin community where kits and libraries constructed by local craftsmen are sold online for \$225 to \$360. The nonprofit's Impact Fund helps provide no-cost libraries to communities, right now six to eight are given away each month. Construction plans are offered free online. Many people decide to make their own or donate their creations.

"Everybody deserves to read," Bol said. "I see Little Free Libraries as a movement to bring people together."

Q&A WITH TODD BOL

What does it mean to be an American?
To me it's what you give back. I feel it's not what you accumulate and what you have but how you give back to society and culture.

What moment touched and motivated you to launch this effort?
What touched me to launch the Little Free Library was just how my neighborhood got so excited and thrilled. It was like a new baby or a new puppy.

What gives you hope?
There's an old saying that you don't think clearly with clenched fists. I believe too often in America right now we're angry and we're spending time and energy about where we disagree. What is wonderful about Little Free Libraries that gives me hope is it brings neighborhoods together. It brings a commonality of improving literacy within the neighborhood and they connect.

What do you hope to accomplish?
What we're hoping is that Little Free Library acts as a spark in that neighborhood to step up, change your neighborhood, make it better and make sure everyone turns out well and reads well. It's starting that and it's happening all across the globe.

**TEES & SWEATSHIRTS
SIZE INFORMATION**

The shirts are 100% heavyweight pre-shrunk cotton.
Sweatshirts are 50/50 heavyweight cotton/poly blend.
Sizes for other apparel items are noted in copy.
All garments are made in USA or imported.

SIZE	ADULT TEE/SWEAT	SWEATPANTS/BOXERS (WAIST)
Small	34-36	28-30
Medium	38-40	32-34
Large	42-44	36-38
XL	46-48	40-42
XXL	50-52	-

To determine your ring size, wrap a string around the base of your finger and compare to chart.

Place end of string at point. 5 6 7 8 9 10 11 12

**SHIPPING &
PROCESSING**

**STANDARD
DELIVERY
(USA)**

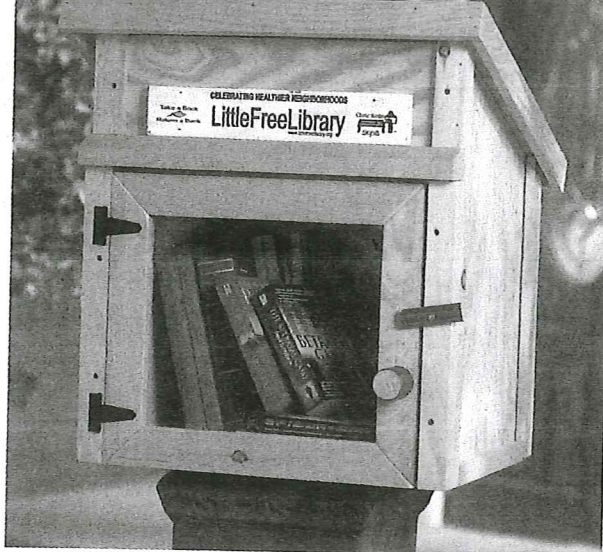
**Charges apply to
each address**

Merchandise Total	Please Add
Up to \$15.00	\$5.99
\$15.01 to \$30.00	\$8.99
\$30.01 to \$45.00	\$10.99
\$45.01 to \$65.00	\$11.99
\$65.01 to \$90.00	\$13.99
\$90.01 to \$125.00	\$15.99
\$125.01 to \$200.00	\$17.99
\$200.01 to \$250.00	\$19.99
\$250.01 +	\$20.99

*International orders-see reverse

Have you remembered to:

Enclose payment or credit card information? • Specify sizes or colors if required? • Print your complete name, address and email? • Include your phone number?



The Little Free Library "Take a book, leave a book." You've noticed them in neighborhoods and public spaces; across the nation and around the world, Little Free Libraries are popping up all over. The idea is simple: set up a Little Free Library near the street in front of your house, school, church, or workplace (get permission if necessary), then seed it with books you love but no longer want or need. Ask neighbors, friends, and coworkers to contribute books. Registration materials are included so you can go online and add your library's location to the "Little Free Library Map of the World".

Once people discover your Little Free Library, they'll start taking books - and leaving books. The Little Free library arrives assembled with everything you need, except mounting pole and, of course, the books. Dedicate it to a special teacher or booklover, create a memorial; it's a gesture that lifts the entire community. Paint and decorate it anyway you wish, it's a great family or neighborhood project. You'll receive an official Little Free library charter sign and Steward's Kit with helpful information. Made of plywood and recycled barn wood. Measures 19" w x 23" h x 16" d. Mounting instructions and advice online. Sales benefit Little Free Library, a nonprofit founded by Midwesterners Todd Bol and Rick Brooks. And the library benefits everyone. Due to its size and weight, there is an additional shipping charge of \$39.95. Allow 4 weeks for delivery. No rush delivery or gift box. HP3862 \$250.00 (\$39.95)

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