



THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA WILL HOLD A REGULAR BOARD MEETING ON MONDAY, AUGUST 13, 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. Presentation of life saving awards. – Nora L. Barraza, Mayor.**
- 4. CLOSED SESSION – pursuant to NMSA 1978 Chapter 10-15-1(H)(2): discussion limited to! personnel matters in the Marshal’s Department – Nora L. Barraza, Mayor.**
- 5. PUBLIC INPUT – The public is invited to address the Board for up to 3 minutes.**
- 6. CHANGES TO THE AGENDA & APPROVAL**
- 7. *APPROVAL OF CONSENT AGENDA – The Board will be asked to approve by one motion the following items of recurring or routine business. The Consent Agenda is marked with an asterisk *:**
 - A. *BOT Minutes – Regular meeting and work session of July 23, 2018.**
 - B. *PZHAC Case 060736/CONDITION – 2472 Calle de Cura, submitted by Maria Rios; a! request for a building permit to allow a freestanding carport to be constructed on a!residential property at this address. Zoned: Historical Residential (HR)**
 - C. *PZHAC Case 060748 – 2729 Calle de San Albino, submitted by Natalie B. Ogaz, a!request! for a building permit to construct a new residence at this address. Zoned: Historic! Residential (HR).**
 - D. *PZAHC Case 060752/CONDITION – 2270 Calle Principal, submitted by R. Builders Inc.!for! the Las Cruces Diocese; a request for a building permit to allow the installation of an!exterior door on the religious store at this address, across from the church. Zoned:!Historical! Commercial (HC).**
 - E. *PZHAC Case 060747 – 2631 Calle de Santa Ana, submitted by Christina R. Zamarripa; a! request for a building permit to allow a wooden fence to be installed on a residential!property at this address. Zoned: Historical Residential (HR).**
 - F. *PZHAC Case 060763 – 2557 Calle de Parian, submitted by Andrea Bryan; a request for a! building permit to allow the construction of a wall across part of the front yard of a!residential! property at this address. Zoned: Historical Residential (HR)**
 - G. *PZHAC Case 060764/CONDITION – 2355 Calle de Guadalupe, submitted by Tenniel and! Heather Salopek; a request for a building permit to allow the replacement of a front door!and! repainting of window trim on a commercial shop at this address. Zoned: Historical! Commercial (HC)**
 - H. *PZHAC Case 060769– 2557 Calle de Parian, submitted by Andrea Bryan; a request for a! building permit to allow the replacement of a window with a door and a small portico over!the door on a dwelling at this address. Zoned: Historical Residential (HR)**
 - I. *PZHAC SUP18-002 – Submitted by Anna Biad, a request for a Special Use Permit to allow! a for-profit private school to expand into a building on an adjacent property at 1750 Avenida**

de Mercado, formerly occupied by a proposed day care center (“Round Table Academy”).
Zoned: General Commercial (C).

8. NEW BUSINESS:

****A public hearing must be held prior to approval of item A.****

- A.** For approval: a restaurant Beer and Wine Liquor license with on premises consumption only with patio service for Don Felix Café, 2410 Calle de Principal, Ste. D. – **Cynthia Stoechner-Hernandez, Clerk/Treasurer.**
- B.** For Approval: an agreement between the Department of Game and Fish and the Town of Mesilla for the housing of a Mesilla Fire Truck at the former Mesilla Valley Bosque State Park. – **Kevin Hoban, Fire Chief/Cynthia Stoechner-Hernandez, Clerk/Treasurer.**
- C.** For Approval: an agreement between the Las Cruces Public Schools and the Town of Mesilla for one School Resource Officer and one Community Services Officer in the amount of \$86,027.30. – **K.C. Alberg, Marshal.**
- D.** For Approval: a job description for a Community Services Officer. – **K.C. Alberg, Marshal.**
- E.** For Approval: the hiring of a Community Services Officer as part of the agreement with the Las Cruces Public Schools. – **K.C. Alberg, Marshal.**
- F.** **Resolution 2018-13:** A resolution in support of Reauthorization of and Full Funding for the Land and Water Conservation Fund. – **Nora L. Barraza, Mayor.**
- G.** **Resolution 2018-14:** A resolution to Oppose the transport of high level nuclear wastes and the Construction and Operation of Nuclear Waste Storage Facilities in New Mexico. – **Mayor Pro-Tem Caro.**
- H.** **Resolution 2018-15:** A resolution by the Board of Trustees for Budget Adjustments. – **Cynthia Stoechner-Hernandez, Clerk/Treasurer.**

9. *STAFF REPORTS:

Community Development
Finance Department
Marshal’s Department

Community Programs
Fire Department
Public Works Department

10. BOARD OF TRUSTEE COMMITTEE REPORTS

11. BOARD OF TRUSTEE/STAFF COMMENTS

12. ADJOURNMENT

NOTICE

If you need an accommodation for a disability to enable you to fully participate in the hearing or meeting, please contact us at 524-3262 at least 48 hours prior to the meeting. The Mayor and Trustees request that all cell phones be turned off or set to vibrate. Members of the audience are requested to step outside the Board Room to respond to or to conduct a phone conversation. A copy of the agenda packet can be found online at www.mesillanm.gov. 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 8/9/18 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 23, 2018

5:00 P.M.

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

STAFF: Debbie Lujan, Public Works Director
Gloria Maya, Recorder

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

Ms. Maya gave presentation on the 2018-2019 Budget & Fiscal Year End Report for the Town of Mesilla.

Mayor Barraza stated revenues were higher than projected with the exception of Fines and Forfeitures which was at 59.19% of projected budgeted amount.

Mayor Pro Tem Caro stated we need to be careful and prioritize how funds are spent such as when purchasing the trucks as we do not know what emergency may arise.

Mayor Barraza agrees spending needs to be done carefully but we currently have to spend on truck repairs weekly. We will be paying for the new vehicles instead of constant repairs. There are emergencies that have risen but the good thing is we had the funds to address them.

Trustee Johnson-Burick stated she is disappointed there were costly expenditures due to the state of our infrastructure. The town is seeing the benefit of the rate increases in the Enterprise Fund which is making it self-sustaining. The town needs to think of the lack of safety the current vehicles were presenting to the town, community and staff; making it a liability issue. Safety is most important for staff and the community.

Mayor Barraza stated the settlement from C.D. General helped with Stonegarden and Molzen/Corbin. She gave a quick recap.

1 **BOARD OF TRUSTEES**
2 **TOWN OF MESILLA**
3 **REGULAR MEETING**
4 **MONDAY, JULY 23, 2018**
5 **6:00 P.M.**
6

7 **TRUSTEES:** Nora L. Barraza, Mayor
8 Jesus Caro, Mayor Pro Tem
9 Carlos Arzabal, Trustee
10 Veronica Garcia, Trustee
11 Stephanie Johnson-Burick, Trustee
12

13 **STAFF:** Cynthia Stoechner-Hernandez, Town Clerk/Treasurer
14 Kevin Hoban, Fire Chief
15 K.C. Alberg, Marshal
16 Debbie Lujan, Public Works Director
17 Gloria Maya, Recorder
18

19 **PUBLIC:** Susan Krueger Pricilliana Sandoval
20

21 **1. PLEDGE OF ALLEGIANCE**

22 Mayor Barraza led the Pledge of Allegiance.
23

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

25 **Roll Call.**

26 **Present: Mayor Barraza, Mayor Pro Tem Caro, Trustee Arzabal, Trustee Garcia, Trustee**
27 **Johnson-Burick.**
28

29 **3. PRESENTATIONS:**

30 **A.** A presentation to Planet Fireworks/Nevarez Family for their contributions to the Town of
31 Mesilla throughout the years. – **Nora L. Barraza, Mayor.**

32 The Nevarez family did not attend.
33

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

35 No Public Input
36

37 **5. CHANGES TO THE AGENDA & APPROVAL**

38 **Motion: To approve agenda, Moved by Trustee Arzabal, Seconded by Trustee Garcia.**
39

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

41 **Mayor Pro Tem Caro Yes**

42 **Trustee Arzabal Yes**

43 **Trustee Garcia Yes**

44 **Trustee Johnson-Burick Yes**

1
2 **6. *APPROVAL OF CONSENT AGENDA – The Board will be asked to approve by one**
3 **motion the following items of recurring or routine business. The Consent Agenda is**
4 **marked with an asterisk *:**

5 Trustee Arzabal requested placing items 6a, 6b, 6c and 6d on the consent agenda.
6

7 **Motion: To approve consent agenda as amended, Moved by Trustee Johnson-Burick, Seconded by**
8 **Trustee Arzabal.**
9

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

11 **Mayor Pro Tem Caro Yes**

12 **Trustee Arzabal Yes**

13 **Trustee Garcia Yes**

14 **Trustee Johnson-Burick Yes**
15

16 **A. *BOT Minutes – Regular meeting of July 9, 2018. *Approved by consent agenda***

17 **B. *PZHAC Case 060741: 2652 Calle Primera, submitted by Samuel Kane, a request for a**
18 **building permit to construct a four-foot-high flat-topped rock wall along the southern edge**
19 **of the property, and a six-foot-high rock wall in the back yard and along part of the western**
20 **edge of a residential property at this address. Zoned: Historic Residential (HR). *Approved***
21 ***by consent agenda***

22 **C. *PZHAC Case 060747: 2231 Calle de Parian, submitted by Eric and Teresa Sanchez; a**
23 **request for a building permit to replace a door and a gate on a dwelling at this address.**
24 **Zoned: Historical Residential (HR). *Approved by consent agenda***

25 **D. *PZHAC Case 060746 w/ a CONDITION: 2355 Calle de Guadalupe, submitted by**
26 **Heather Salopek for “Legacy Pecans and Company”; a request for a permit to install a 7.07**
27 **square foot two-sided hanging sign at this address. Zoned: Historical Commercial (HC).**
28 ***Approved by consent agenda w/condition sign should reflect Mesilla instead of Las***
29 ***Cruces***

30 **E. *PZHAC Case 060751: 2309B Calle de San Albino, submitted by Isabelle Bencomo for**
31 **“The Messy Arrow”; a request for a permit to install a 4.00 square foot two-sided hanging**
32 **sign at this address. Zoned: Historic Commercial (HC). *Approved by consent agenda***
33

34 **7. NEW BUSINESS:**

35 **A. Resolution 2018-09: A resolution establishing new rental rates for the Mesilla**
36 **Community Center and Kitchen, Town Hall, Plaza and Establishing new rates for film**
37 **permits. – Cynthia Stoehner-Hernandez, Clerk-Treasurer. *Approved by consent***
38 ***agenda***

39 **B. Resolution 2018-10: A resolution by the Board of Trustees allowing for budget**
40 **adjustments. – Cynthia Stoehner-Hernandez, Clerk-Treasurer. *Approved by consent***
41 ***agenda***

42 **C. Resolution 2018-11: A resolution adopting the 2017-2018 Fiscal Year End Financial**
43 **Report for the Town of Mesilla. – Cynthia Stoehner-Hernandez, Clerk-Treasurer.**
44 ***Approved by consent agenda***

45 **D. Resolution 2018-12: A resolution adopting the 2018-2019 Fiscal Year Revenue and**
46 **Expenditures Budget for the Town of Mesilla. – Cynthia Stoehner-Hernandez, Clerk-**

1 **Treasurer. *Approved by consent agenda***

2
3 **E. For Approval/Discussion: A Memorandum of Understanding for a Little Lending**
4 **Library to be erected at the Community Center. – **Stephanie Johnson-Burick, Trustee.****

5 Trustee Johnson-Burick presented the Memorandum of Understanding to the board.

6
7 **Motion: To approve a Memorandum of Understanding for a Little Lending Library to be erected**
8 **at the Community Center, Moved by Mayor Pro Tem Caro, **Seconded by Trustee Arzabal.****

9
10 Mayor Barraza read the Memorandum of Understand which was reviewed by the town attorney who
11 indicated everything was in order.

12
13 **Roll Call Vote: Motion passed (summary: Yes = 4).**

14 **Mayor Pro Tem Caro Yes**

15 **Trustee Arzabal Yes**

16 **Trustee Garcia Yes**

17 **Trustee Johnson-Burick Yes**

18
19 **8. BOARD OF TRUSTEE COMMITTEE REPORTS**

20 Mayor Barraza stated she attended the NMML Resolution Committee – resolutions will come forth in
21 August for approval. They are pushing School Safety and to change the PERA requirement regarding
22 hiring retired officers as School Resource Officers. Attended the RTD meeting – will handle their own
23 financial means.

24 Fire Chief Hoban stated there is a proposal to remove State Fire Department from under the PRC
25 jurisdiction. Better management and direct access for decisions concerning funds, codes within the State
26 of New Mexico.

27
28 **9. BOARD OF TRUSTEE/STAFF COMMENTS**

29 Mayor Barraza stated Friday’s Music Series was well attended; Friday was the last day of Summer
30 Recreation which was a successful program. Planning and Zoning will meet on August 6th; BOT will
31 meet on August 13th. Any trustee interested in attending NMML Conference in Roswell; let Ms.
32 Stoechner-Hernandez so she can make arrangements.

33
34 **10. ADJOURNMENT**

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

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37 **MEETING ADJOURNED AT 6:15 P.M.**

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APPROVED THIS 13th DAY OF AUGUST, 2018.

Nora L. Barraza
Mayor

ATTEST:

Cynthia Stochner-Hernandez
Town Clerk/Treasurer

DRAFT

BOT ACTION FORM
BUILDING PERMIT 060736
[PZHAC REVIEW – 8/6/2018]
STAFF ANALYSIS

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

Item:

Case 060736 – 2472 Calle de Cura, submitted by Maria Rios; a request for a building permit to allow a freestanding carport to be constructed on a residential property at this address. Zoned: Historical Residential (HR)

Staff Analysis:

The proposed work was discussed at today’s work session in order to give the applicant a chance to provide a copy of the survey for the property to determine if the carport encroached on Town property. It appears that the carport is does not cross the property line. The PZHAC will need to determine if the carport may be built to a zero lot line setback, sit it is a completely open structure; or if it will need to meet the three foot setback typically required for closed structures.

If it is determined that the construction and/or style of the carport is architecturally appropriate or acceptable for the property as built, or if an alternate solution is arrived at, then the request can be approved 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 carport is not be architecturally appropriate or acceptable to the property, 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: @ \$2,325.00

Consistency with the Code:

The PZHAC will need to determine that the proposed carport is consistent with the development of land 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 constructing a carport in front of a dwelling on the property.
- The PZHAC has determined that the proposed carport meets all applicable Code requirements.

PZHAC ACTION:

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

The applicant will attach the carport to the dwelling within the next 6 months.

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:

**PZHAC WORK SESSION
AUGUST 6, 2018
ITEM 1**

Submitted by Maria Rios; a request to discuss the construction of a freestanding carport on a residential property at 2472 Calle de Cura (Case 060736). Zoned: Historical Residential (HR)

The purpose of this request is to determine what will need to be done to bring a carport that was built without a permit into compliance with the Code. (The applicant built the carport (see attached photos) without first obtaining a building permit or review of the carport by the PZHAC.) The applicant has been informed that, even though the carport has been built, a building permit and review by the PZHAC is still needed to ensure that the carport is not out of character with the architecture and historical aspect of the area. (Changes to the carport might be needed if it is determined that the carport is out of character with the area.) The applicant has been charged double for the permit, as provided for in the Code for construction without a permit.

The carport is a simple open frame design with steel uprights in the corners and a corrugated metal roof. Other than the steel uprights, there are no walls or other structural members, and the carport is not attached to the main dwelling. The carport covers the driveway and is adequate for two cars.

The dwelling was constructed in the 1920's and is listed in the Historic Register for the Town (see attached). It is considered to have local overall significance. Since the carport is not attached to the dwelling and is not part of the dwelling, it does not directly change the architectural or historical significance of the dwelling itself. However, the PZHAC will need to determine if the carport, as constructed, has a negative impact on the property or the surrounding area.

This case was originally scheduled to be heard by the PZHAC on June 18, 2018; but was postponed several times due to the fact that the applicant failed to attend any of the meetings. There were several issues that were brought up at the last meeting by Tom Maese, inspector for CID, that will need to be addressed by the applicant prior to approval of a permit for the structure. The first of these is whether the structure extends onto Town property. (It appears that the two front uprights and part of the roof may extend beyond the applicant's property line.) The second issue is that the structure may need to meet requirements of the Building Code for fire resistant construction due to the proximity of the structure to the dwelling. The third is that there appears to be a second water meter under the carport. (According to Debbie Lujan, Public Works Director for the Town, the second meter box is no longer being used for a meter.)

This case was finally heard by the PZHAC at a Work Session held July 16, 2018 and tabled in order to allow the applicant to provide staff with a copy of a survey for the property. A survey done in February, 2008 was provided showing the property line to be located 20 feet 1.2 inches from the southeast corner of the dwelling. Using this dimension, staff was able to measure the distance from the dwelling to the property line and determined that the uprights for the garage are about 2 inches inside the south property line. The front of the rock wall that runs across the front of the property appears to be on the property line, and the front edge of the roof appears to be on the property line, or very close to it. The north edge of the carport is about 1.5 feet from the front of the dwelling (see photos). There are no other structures in the immediate area that have less than a three foot setback.

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

VIEW OF THE CARPORT



Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select Search

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: [R0400537](#)

Parcel Number: 4006138181078

Owner: RIOS MARIA L

Mail Address: 2472 W CALLE DE
CURA

Subdivision:

Property Address: 2472 CALLE DE
CURA

Acres: 0.06000918



VIEWS OF THE CARPORT FROM CALLE DE CURA



VIEWS OF FRONT UPRIGHT WITH RESPECT TO WALL



VIEWS SHOWING DISTANCE FROM DWELLING



OTHER CARPORTS AND SIMILAR STRUCTURES IN THE AREA

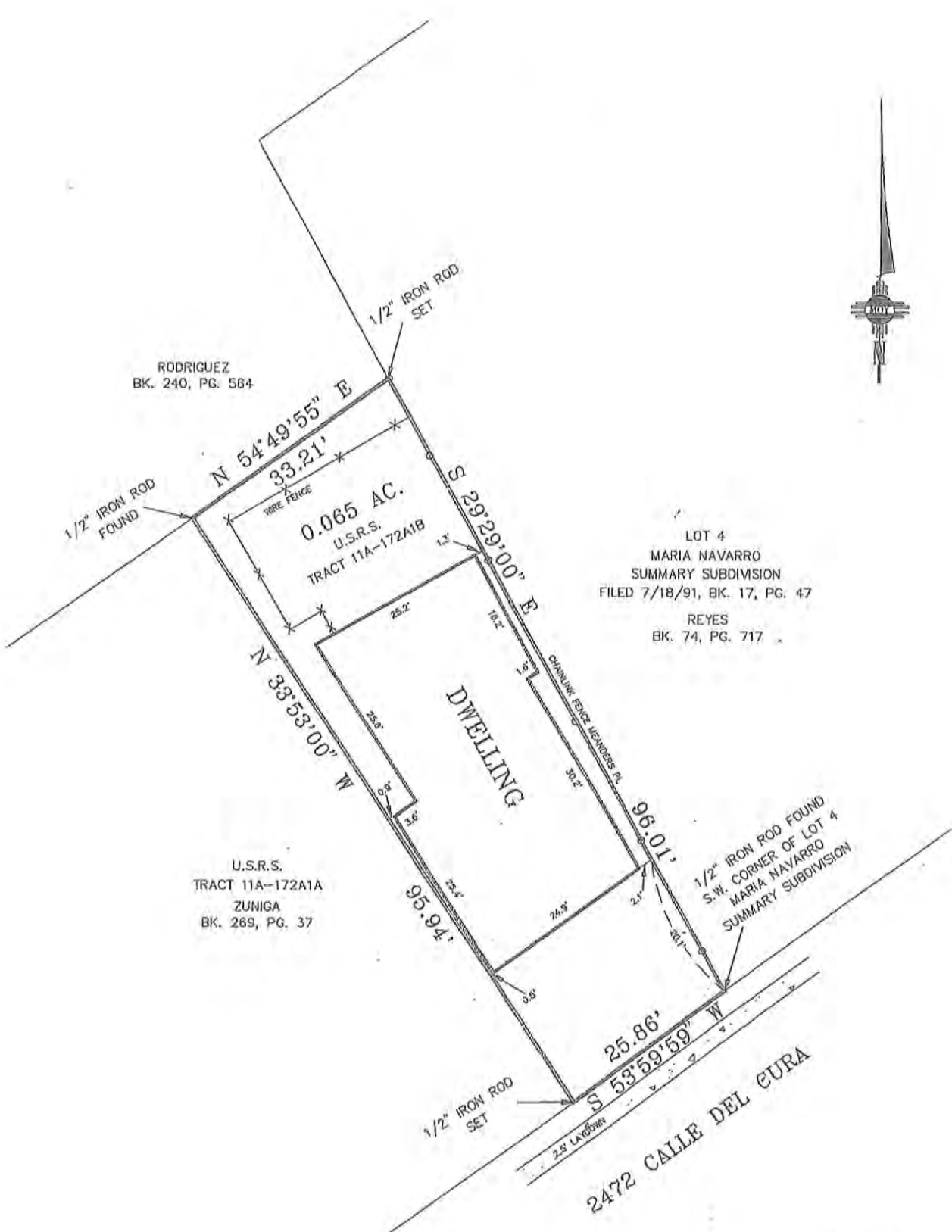


OTHER CARPORTS IN THE AREA



OTHER CARPORTS IN THE AREA





RODRIGUEZ
BK. 240, PG. 564

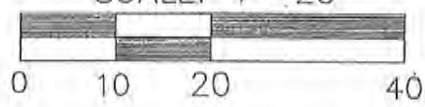
LOT 4
MARIA NAVARRO
SUMMARY SUBDIVISION
FILED 7/18/91, BK. 17, PG. 47
REYES
BK. 74, PG. 717

U.S.R.S.
TRACT 11A-172A1A
ZUNIGA
BK. 269, PG. 37

1/2" IRON ROD FOUND
S.W. CORNER OF LOT 4
MARIA NAVARRO
SUMMARY SUBDIVISION



SCALE: 1"=20'

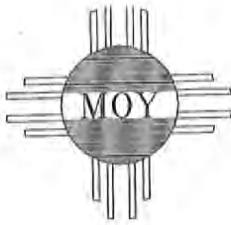


NOTES:

FLOOD ZONE "X"; AREAS DETERMINED TO BE OUTSIDE
500-YEAR FLOOD PLAIN, IN MAP NO. 35013C0633 E,
EFFECTIVE SEPTEMBER 27, 1991.

INFORMATION IN THE PREPARATION OF THIS PLAT DERIVES FROM DEED
FILED 4/11/79, IN BOOK 255, PAGE 109, DONA ANA COUNTY RECORDS.

"INDEXING INFORMATION FOR COUNTY CLERK"
PROPERTY OWNER: RIOS



MOY SURVEYING, INC.

414 N. DOWNTOWN MALL, LAS CRUCES, N.M. 88001
PHONE: (505) 525-9683 - FAX: (505) 524-3238

FEBRUARY 8, 2000

DESCRIPTION OF A 0.065 ACRE TRACT

A tract of land situate in the Town of Mesilla, Dona Ana County, New Mexico, in Section 36, T.23S., R.1E., N.M.P.M. of the U.S.R.S. Surveys, being U.S.R.S. Tract 11A-1721Ab and more particularly described as follows, to wit:

Beginning at a ½" iron rod found on the North line of Calle Del Cura for the Southeast corner of the tract herein described; being identical to the Southeast corner of Lot 4, Maria Navarro Summary Subdivision, filed July 18, 1991, in Book 17, Page 47, Dona Ana County records;

Thence from the point of beginning and along the North line of Calle Del Cura, S.53°59'59"W., 25.86 feet to a ½" iron rod set for the Southwest corner of this tract;

Thence leaving the North line of Calle Del Cura, N.33°53'00"W., 95.94 feet to a ½" iron rod found for the Northwest corner of this tract;

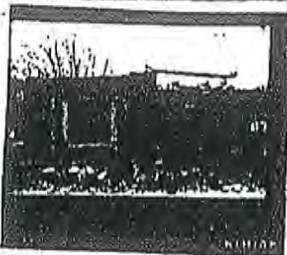

Thence N.54°49'55"E., 33.21 feet to a ½" iron rod set for the Northeast corner of this tract;

Thence partially along a chainlink fence, S.29°29'00"E., 96.01 feet to the point of beginning, containing 0.065 acre of land, more or less. Subject to any easements and restrictions of record.

Information in the preparation of this description derives from Deed filed April 11, 1979, in Book 255, Pages 109, Dona Ana County records. A plat was prepared under Job #00-0070. Field Notes by Moy Surveying, Inc., License No. 5939.

Job #00-0070



1. ALERT SHEET? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		NEW MEXICO HISTORIC BUILDING INVENTORY FORM 1: BUILDINGS & STRUCTURES 6'6" 79								
2. SURVEY DATE 2/22/80 TP	3. BY	4. CHECK DATE	5. BY	6. COMPUTER DATE	7. BY		8. FILE DATE	9. BY	10. REVISION DATE	11. BY
13. COUNTY Doña Ana		13. FIELD MAP 2452		14. NUMBER			15. UTM REFERENCE NUMBER 13 330850 3571450 ZONE EASTING NORTHING			
16. SPECIFIC LOCATION Second house West of N.W. corner of Calle Cuarta + Paventa							17. CITY/TOWN Mesilla 18. ZIP 88046		20. I.D. # 183202 390	
20. LEGAL DESCRIPTION: TOWNSHIP NS RANGE EW SECTION 1/4 1/4 1/4						19. LAND GRANT OR RESERVATION Mesilla Civil Colony		22. ROLL # 94		
25. ARCHITECTURAL STYLE Adobe Vernacular						26. NUMBER OF STORIES One		23. NEG # 7		
27. FOUNDATION MATERIAL(S) Concrete collar visible						24. LOCATION OF NEG.				
28. EXTERIOR WALL SURFACE(S) Exposed Adobe						25. PEDRO RIOS Box 191 Mesilla 88046 H.O.D.L. 138-121-078				
29. FENESTRATION (TYPE, DIVISIONS, SURROUNDS, SILLS, ARRANGEMENTS) Single & Tandem 4/4 dhw w/ exposed wood lintel; no surrounds or sills										
30. DOOR/ENTRANCE (TYPE/SURROUNDS) Standard wood panel door w/ lintel; Corrugated tin Bay door on side										
31. ROOF(S) (NUMBER/SHAPE/MATERIAL DETAILS)  Flat roof w/ flat parapet										
32. CHIMNEY(S) (NUMBER/EXTERIOR-INTERIOR/MATERIALS) none										
33. EXTERIOR DETAILS Exposed lintels; concrete collar; indented windows.										
34. COMMENTS Restored ca. 50 years old - from Mary Frances Leslie										
35. ESTIMATED DATE OF CONSTRUCTION 1920's					36. ACTUAL					
37. SOURCE OF DATE					45. IMMEDIATE SURROUNDINGS 1722					
38. ARCHITECT/ENGINEER/BUILDER					46. RELATION TO SURROUNDINGS <input checked="" type="checkbox"/> SIMILAR <input type="checkbox"/> NOT SIMILAR					
39. SOURCE OF INFORMATION					47. ARCHITECTURAL CONTRIBUTION TO SURROUNDINGS <input checked="" type="checkbox"/> PLUS <input type="checkbox"/> NEUTRAL <input type="checkbox"/> MINUS					
40. NAME					48. OVERALL SIGNIFICANCE <input type="checkbox"/> NATIONAL <input type="checkbox"/> STATE <input checked="" type="checkbox"/> LOCAL <input type="checkbox"/> NONE					
41. PRESENT USE 42. HISTORIC } Res.					49. ASSOCIATED BUILDINGS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
43. CONDITION <input type="checkbox"/> EXCELLENT <input checked="" type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> DETERIORATED					50. WHAT TYPE? House					
44. DEGREE OF REMODELING <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> MODERATE <input type="checkbox"/> MAJOR					51. IF INVENTORIED, LIST I.D. #'S					
					52. SEE BACK? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					

- 387 This stuccoed residence has aluminum frame windows and a gabled roof covered with asphalt roll. est. 1970. (N)
- 388 This gabled adobe residence has aluminum frame windows. est. 1955. (N)
- 389 This is a small, square-plan stuccoed adobe residence with metal casement windows and a flat roof with overhanging eaves. est. 1930. (C)
- 390 This is an unstuccoed adobe house with ell-shaped plan, wood frame windows, exposed lintels, and a flat roof with parapet. est. 1930. (C)
- 391 This tiny adobe residence has exposed walls, a flat roof with parapet, wood sash windows, and viga ends visible just below the parapet level. est. 1920. (C)
- 392 This is a very good example of a rural Territorial house. It has a square-plan-floor with a central hallway running the width of the house with rooms to either side. The front entrance has sidelights, toplights, a pedimented lentil, and a spindle screen door. The roof is flat with a brick coping topping the parapet. A capped half wall with capped column supports the screened front porch. This porch has a hipped roof covered with terrecotta tiles. The Bermudez family has lived in this house for many years. est. 1875. (S)
- 393 This at one time was probably part of an outbuilding associated with the Bermudez house. This stuccoed adobe with a flat roof and parapet is probably used as a residence. It appears that at one time there were more rooms adjacent to this building. est. 1880. (C)
- 394 This ell-shaped residence has a gabled, corrugated tin roof over one section and a flat roof over the other section. It has been vacant now for at least ten years and suffers considerable interior damage due to fire. It has wood frame windows, a corrugated tin gabled air vent on the ridge of the main gable, a corrugated tin bay door on the NW chamfered corner, and a rock screened back porch. est. 1915. (C)
- 395 This stuccoed, gabled adobe residence with wood and aluminum frame windows has a small gabled front porch supported by wrought iron columns. est. 1930. (C)
- 396 This stuccoed adobe house with aluminum frame windows has a gabled roof covered with asphalt roll. est. 1930. (C)
- 397 This house is of white slump block, has aluminum frame windows, a flat roof with parapet, and an arched portal. est. 1970. (N)

TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060736

Fee \$ 160.00

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

CASE NO. HR 060736 ZONE: HR CODE: AD APPLICATION DATE: 05-25-18

Maria L. Rios
 Name of Applicant/Owner

(575) 993-0896
 Applicant's Telephone Number

Applicant's/Owner's Mailing Address City State Zip Code
2472 W Calle De Cura Mesilla N.M. 88046

Applicant's/Owner's E-mail Address
LUIS CALABRO

Contractor's Name & Address (If none, indicate Self)
575-650-7921

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

Address of Proposed Work: 2472 CALLE DE CURA

Description of Proposed Work: BUILD AN OPEN GARAGE AT THIS ADDRESS

\$ 2,325.00
 Estimated Cost

Maria L. Rios
 Signature of Applicant

05-25-18
 Date

Signature of property owner if applicant is not the property owner: Maria L. Rios

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

FOR OFFICIAL USE ONLY

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

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

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

CONDITIONS: PZHAC REVIEW ; BOT APPROVAL REQUIRED

PERMISSION ISSUED/DENIED BY: _____ **ISSUE DATE:** _____

This Application will include the following, if checked:

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

**BOT ACTION FORM
BUILDING PERMIT 060748
[PZHAC REVIEW – 8/6/18]
STAFF ANALYSIS**

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

Item:

Case 060748 – 2729 Calle de San Albino, submitted by Natalie B. Ogaz, a request for a building permit to construct a new residence 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 dwelling is 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 dwelling will 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: TBD

Consistency with the Code:

The PZHAC will need to determine that the dwelling will be consistent with the construction of dwellings 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 constructing a new dwelling at this address.
- The PZHAC has determined that the proposed dwelling meets all applicable Code requirements.

PZHAC ACTION:

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

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:

**PZHAC WORK SESSION
AUGUST 6, 2018
ITEM 2**

Submitted by Natalie B. Ogaz, a request to discuss plans for the construction of a new dwelling at 2729 Calle de San Albino (Case 060748). Zoned: Historic Residential (HR)

The subject property is on the east side of Calle de San Albino between Calle de Cura and Calle de Santa Ana. One property, across Calle de San Albino the west, is currently vacant. The remaining properties surrounding the subject property are occupied by single family one story dwellings consisting of a variety of styles. One property a short distance away to the southeast (on Avenida de Mesilla) contains a restaurant.

The subject property originally contained an adobe single family dwelling in poor condition. The applicant received a permit to demolish this structure on from the BOT on March 26 of this year. The proposed dwelling is a replacement of the original structure. (Photos of the original dwelling are attached.)

The property is about 0.122 acres (5,314 square feet) in size. All necessary utilities are available to the property. Access to the property is by Calle de San Albino. Off-street parking requirements (Section 18.60.170 - Parking requirements and fees) for the property require three off street spaces. (This does not include enclosed parking areas such as garages.) The proposed dwelling appears to be more of a "Ranch" style (details were not supplied by the applicant at the time of submission), and will consist of about 2300 square feet of total floor area (estimated from the drawing provided by the applicant), including four bedrooms and a one car garage. Construction will be wood frame with stucco, with a pitched roof. The maximum height of the structure will be under 30 feet. This will be under the maximum height of 30 feet in the HR zone. (The PZHAC will need to determine if the proposed height of the structure will be compatible with the heights of other structures in the area, not counting the structure immediately to the south.)

The PZHAC determined that although the proposed dwelling appeared to be a "Ranch" style, it did not appear to be similar in character to other dwellings in the area due to size and height. A second issue was that since the setback at the rear of the dwelling was under five feet, there could be no openings (doors, windows, etc.) in the rear wall, according to Tommy Maese, CID inspector. Also, the applicant was informed that the color of the metal roof would need to be either grey or red, the only two colors approved by the Town for metal or corrugated roofs.

The applicant has provided a new set of plans for the dwelling that addresses these concerns by lowering the roof height to 15 feet at the top of the ridge, and reconfiguring the back wall to meet Building Code requirements (see attached plans). Additionally, the applicant has provided a completed questionnaire for the "Ranch" style (attached).

The PZHAC will need to determine if the new design of the proposed dwelling structure is compatible with the development zone for the property. Since this construction is in a Historic zoning district, the following section of the Code applies:

18.33.080 Historical appropriateness permit.

A. Identification. A permit for a certificate of historical appropriateness shall be required before any of the following actions or work is undertaken: new construction, exterior alteration, demolition or removal. All work or acts of new construction or exterior alteration requiring a permit for a certificate of appropriateness shall comply with the design criteria established by the precedent styles within the development zone of the proposed work.

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.

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: [R0400390](#)

Parcel Number: 4006137322516

Owner: BUSTAMANTE IGNACIO &
NATALIA TRTEES BUSTAMANTE
FAMILY TRUST

Mail Address: 2300 W UNION

Subdivision:

Property Address: 2729 CALLE DE
SAN ALBINO

Acres: 0.13000459



PHOTO OF SUBJECT PROPERTY



PHOTOS OF THE DWELLING BEING REPLACED



PHOTOS OF OTHER DWELLINGS IN THE AREA



PHOTOS OF OTHER DWELLINGS IN THE AREA



PHOTOS OF OTHER DWELLINGS IN THE AREA



Site Plan for New Home

Scale: 1"=20'

July, 2018

Owners

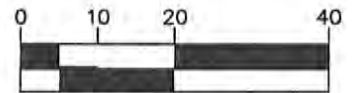
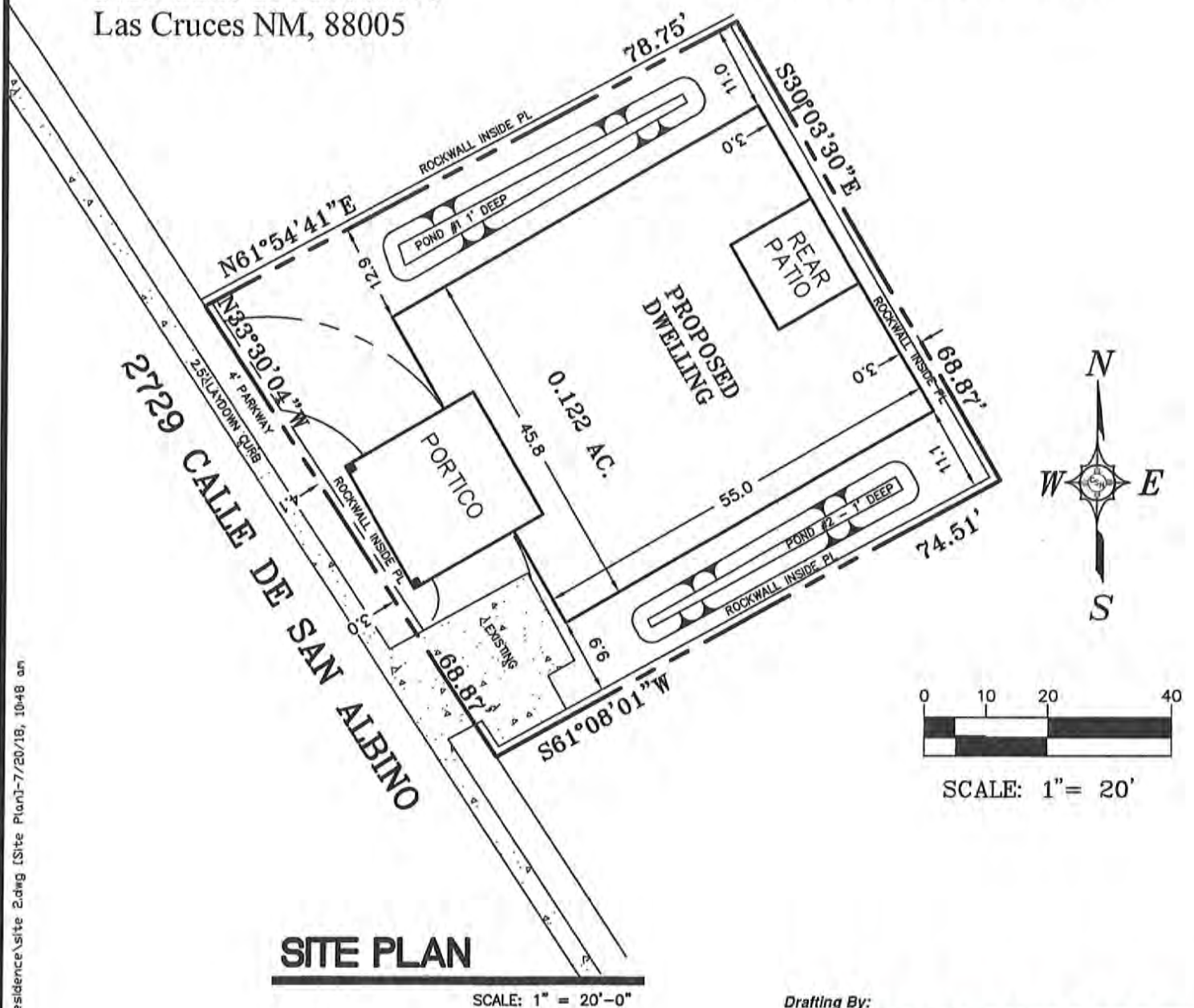
Richard & Natalia Ogaz
2729 Calle de San Albino
Las Cruces NM, 88005

Address

2729 Calle de San Albino
Las Cruces NM, 88005

Description

On A 0.122 Acre Tract In Section 25,
T.23S., R.1E., N.M.P.M. Of The
U.S.R.S. Surveys Being U.S.R.S. Tracts
11-5A & 11A-5B Town Of Mesilla
Dona Ana County New Mexico



SCALE: 1" = 20'

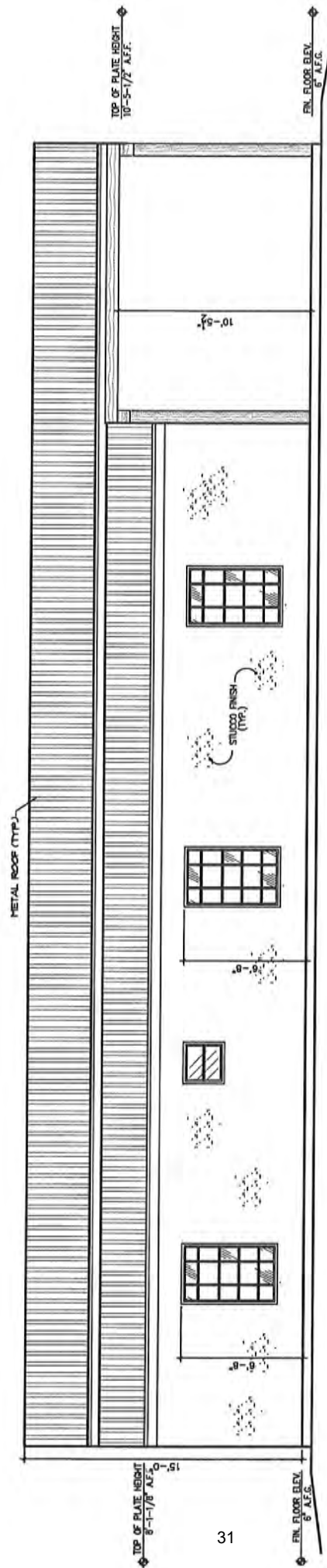
Z:\2018\18-044 Ogaz Residence\site 2.dwg (Site Plan)-7/20/18, 10:48 am

Drafting By:

NAVA TECH INC.
AND ASSOCIATES
CONSTRUCTION PLAN PRODUCTION & COORDINATION

1615 S. Solano Dr.
Las Cruces, NM 88001

Office: (575) 541-5050
Email: csn@nava-techinc.com

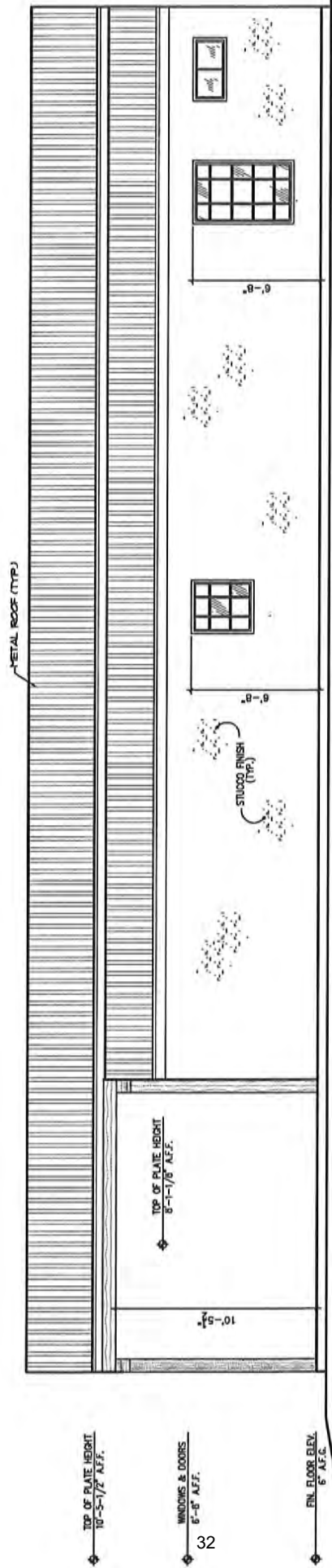


RIGHT ELEVATION

SCALE: 1/8" = 1'-0"

NAVA TECH INC.
AND ASSOCIATES
 CONSTRUCTION PLAN PRODUCTION & COORDINATION

1615 S. Solano Dr.
 Las Cruces, NM 88001
 Office: (575) 541-5050
 Fax: (575) 522-6060
 Email: csn@nava-techinc.com



TOP OF PLATE HEIGHT
10'-5 1/2" A.F.F.

WINDOWS & DOORS
6'-8" A.F.F.

FIN. FLOOR ELEV.
6" A.F.S.

TOP OF PLATE HEIGHT
8'-1 1/8" A.F.F.

10'-5 1/2"

STUCCO FINISH
(TYP.)

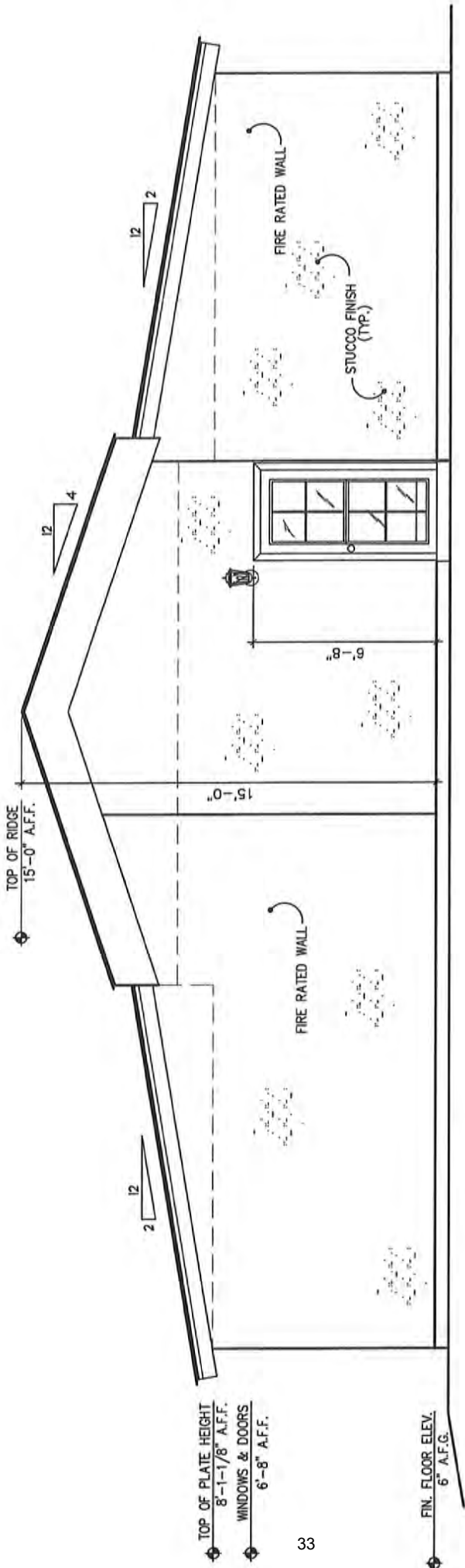
RIGHT ELEVATION

SCALE: 1/8" = 1'-0"

NAVA TECHINC.
AND ASSOCIATES
CONSTRUCTION PLAN PRODUCTION & COORDINATION

Fax: (575) 522-6060
Email: csn@nava-techinc.com

1615 S. Solano Dr.
Las Cruces, NM 88001
Office: (575) 541-5050



REAR ELEVATION

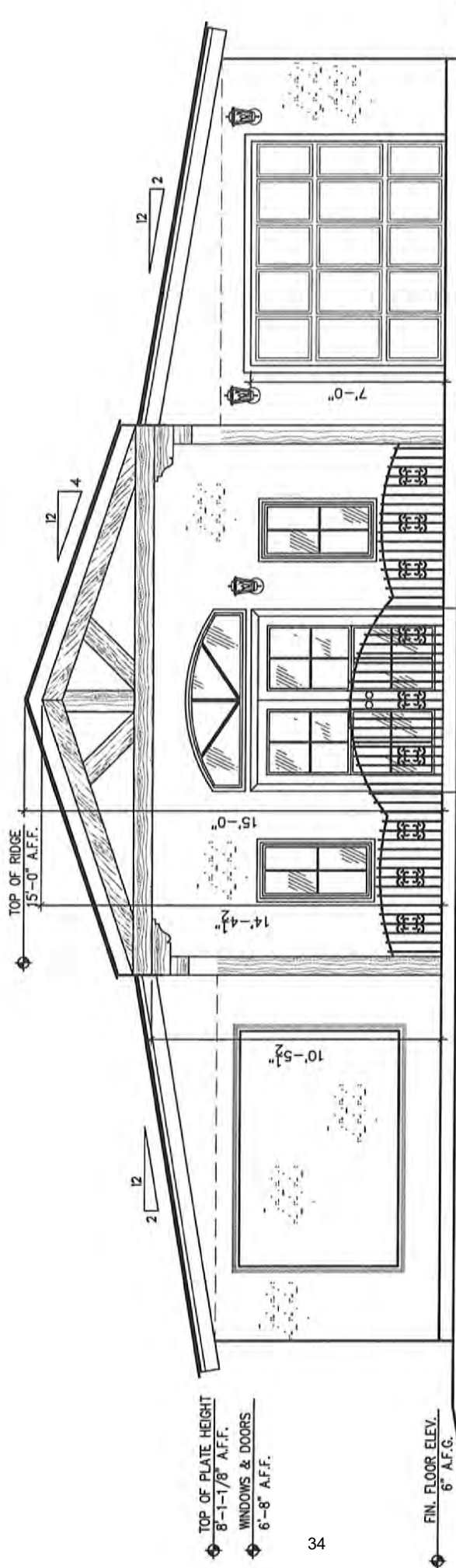
SCALE: 3/16" = 1'-0"

TOP OF PLATE HEIGHT
8'-1-1/8" A.F.F.
WINDOWS & DOORS
6'-8" A.F.F.

FIN. FLOOR ELEV.
6" A.F.G.

NAVA TECHINC.
AND ASSOCIATES
CONSTRUCTION PLAN PRODUCTION & COORDINATION

1615 S. Solano Dr.
Las Cruces, NM 88001
Office: (575) 541-5050
Fax: (575) 522-6060
Email: csn@nava-techinc.com



TOP OF PLATE HEIGHT
 8'-1-1/8" A.F.F.
 WINDOWS & DOORS
 6'-8" A.F.F.

FIN. FLOOR ELEV.
 6" A.F.G.

34

FRONT ELEVATION

SCALE: 3/16" = 1'-0"

NAVA TECH INC.
AND ASSOCIATES
 CONSTRUCTION PLAN PRODUCTION & COORDINATION

1615 S. Solano Dr.
 Las Cruces, NM 88001
 Office: (575) 541-5050
 Fax: (575) 522-6060
 Email: csn@nava-techinc.com

Design standards with compliance checklist for the Ranch architectural style. When completing a checklist, applicants shall circle all the components within items that apply to their application and annotate their responses as needed. If a component is not required and does not apply to the application, it should be marked "n/a."

A "1" in parentheses after a component indicates that staff will figure an appropriate range for proportion or size, location or number, etc., based on the development zone of the structure. Drawings and photographs to further illustrate components are available in the community development office.

COMPLIANCE
YES NO

Design Components

Building Height: To be determined on a case-by-case basis based on the development zone. Historically, single story although two-story additions or complete two story buildings occur.

Setback: Front yards are typical.

Ranch styles are not built to the property line and the setback of the development zone would prevail.

Proportion: Generally low and sprawling.

The pitched or angled roof sometimes creates an appearance of verticality.

Pattern and Rhythm

The character of this design element is generated by large picture windows, covered walkways or connecting overhead structures, the use of many windows, steps up to raised foundations, abrupt changes in facades which reflect the varying sizes of inner spaces or additions and a pattern sometimes created by changes in material.

	Number	Proportion	Size
Doors	2		3068, 2-3068
Windows	10		3050, 2020, 2050
Gates	N/A		
Walls	N/A		

COMPLIANCE
YES NO

Roof Type

Roofs are pitched, angled, or shallow hipped.

The use of prefab trusses on site of construction to achieve the angled roof is the typical technique.

Roofs are usually built with large overhangs (1).

The thickness of the roof is exaggerated by the addition of trim material.

Roofs are usually finished with shingles either of roofing paper or wood.

Roof types are pitched or shed with frequent intersections at changes in building plan.

COMPLIANCE

YES NO

RANCH STYLE (CON'T.)

Surface Texture

Ranch styles in Mesilla exhibit a variety of surface textures: brick, concrete block, stone, various kinds of siding, unplastered or plastered adobe and simulated adobe.

X _____

The individual Ranch style buildings or structures sometimes have a variety of finishes or textures due to veneers and additions.

N/A _____

Color

The Ranch style has no typical color. Due to construction, detail and use of veneers, a variety of colors are possible within an individual building.

X _____

Site Utilization

In Mesilla, Ranch style houses are usually outside the more densely developed older areas of the town.

N/A _____

Being a recent style, it is usually used in typical subdivision fashion.

N/A _____

Landscaping is controlled by fencing and walks.

X _____

Many ornamental plants and trees and large lawns create a green surrounding for the Ranch style house.

N/A _____

Projections and Cavities

More change of surface is shown by additions, garages, breezeways, covered entrances, manmade shade structures, roof overhangs and raised entrances with steps than in the other styles existing in Mesilla.

X _____

Architectural Details

Simple construction and basic design is evident in the Ranch style house.

Windows and doors are manufactured items.

Trim is simple and varied.

Scalloped edges, trellises and wood moldings are used.

[Ord. 2011-03; Ord. 2008-02 § 1. Formerly 18.33.120]

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

OFFICIAL USE ONLY:

Case # 060748

Fee \$ 237.00 (TOD)

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

CASE NO. 060748 ZONE: UR CODE: NR APPLICATION DATE: 7/9/18

Name of Applicant/Owner: Natalie B Ogez Applicant's Telephone Number: 575 680 8864

Applicant's/Owner's Mailing Address: P.O. Box 457 City: Mesilla State: NM Zip Code: 88046

Applicant's/Owner's E-mail Address: _____

Contractor's Name & Address (If none, indicate Self): 2729 Calle de San Albino Cross Town Contractor

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

Address of Proposed Work: 2729 Calle de San Albino

Description of Proposed Work: new house

Estimated Cost: \$2001.00 (TOD (150000 City))

Signature of Applicant: Natalie B Ogez Date: Jun 25, 2018

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

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

FOR OFFICIAL USE ONLY

PZHAC Administrative Approval 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
BUILDING PERMIT 060752
[PZHAC REVIEW – 8/6/18]
STAFF ANALYSIS

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

Item:

Case 060752 – 2270 Calle Principal, submitted by R. Builders Inc. for the Las Cruces Diocese; a request for a building permit to allow the installation of an exterior door on the religious store at this address, across from the church. 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 proposed work will be 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 stated below.

If, on the other hand, it is determined that the proposed work will 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 as listed.

Estimated Cost: @ \$1,200.00

Consistency with the Code:

The PZHAC will need to determine that the proposed work, when finished, will be consistent with the architectural elements of development zone for this property. 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:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed work consists of closing off one door, removing a metal storm door, and replacing a window with a door in the front wall of a church store at this address.
- The PZHAC has determined that the proposed work meets all applicable Code requirements.

The PZHAC voted 3 – 2 to recommend APPROVAL of the requested permit to the BOT with the following CONDITION:

If it can be preserved, the window to be replaced shall be used to replace the brown metal exterior door at the south end of the structure along Calle Principal.

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:

**PZHAC WORK SESSION
AUGUST 6, 2018
ITEM 3**

Submitted by R. Builders Inc. for the Las Cruces Diocese; a request to discuss plans to install an exterior door on a religious store located at 2270 Calle Principal, across from the church (Case 060752). Zoned: Historical Commercial (HC)

The entrance to the church store is currently through a door at the west side (rear) of the structure. Access is by way of a brick walk around the structure and through a gate (see attached photo). The Church would like to replace this entrance with a door at the front (east side) of the structure in order to provide a more direct access to the store to visitors to the plaza. Originally, it was proposed that the door would be installed in place of a set of two wooden framed windows at the front of the structure. This proposal was denied by the PZHAC on May 7, 2018 with the suggestion that the Church continue to use the present entrance, or that one of the other entrances along Calle Principal be used.

The case was heard again on July 16, 2018. At that meeting, the Church proposed two new alternative entrances. One was to relocate the two windows to relocate the two historic windows to replace one of the two non-historic doors in the wall, and to build a new door in place of the relocated windows. This would remove a door that was not historical.

The second alternative was to open a new doorway in the wall along Calle Principal at a point near the north wall of the structure (see attached diagram). This would be a narrow door and would be done in a way that would be considered historically correct for the façade.

Both alternatives were discussed, but it was determined by the PZHAC at the regular meeting that neither alternative would adequately address the need to preserve the Historic character of the front of the structure. Another possibility discussed was the replacement of a narrow window at the north end of the wall with a door. The opening for this window has the appearance that this was once a location for a door. The case was postponed at the regular meeting in order to give the Church an opportunity to consider this location for a door as a possible option.

Staff has met with Father Christopher Williams from the Church to discuss the possibility of utilizing the opening for the narrow window as a door. (The opening in the adobe could possibly have been a short, narrow door at one time that had been converted to a window.) Father Williams has stated using this location for a door would be a good alternative, but that the opening would need to be enlarged in order to accommodate a larger door that would be required by the current building code. He also stated that the church would be willing to remove the iron storm door that is currently in front of one of the doors in the exterior wall, and removing and filling in the other door that does not fit in with the historic character of the remainder of the wall (see attached photos). The overall effect of the proposed changes would be to bring the entire wall more in line with the historic character of the Plaza by removing historically or architecturally intrusive elements while maintaining as much as possible the existing elements that contribute to the historic and architectural nature of the structure. The door to be installed would be similar to the existing door to the west (currently hidden by the storm door –see photos).

The structure is listed in the Historic Register for the Town (see attached), and is considered locally significant. According to the register, the structure appears to go back to the 1880's, with some walls possibly dating back to the 1850's. It appears that some work may have been done to the exterior of the structure in that two of the doors along Calle Principal (one in each of the structures owned by the Church – see photos) appear to have been changed from the original, although no permit records have been found for these doors.

There are records that the Church did request a permit for renovations of the interior of the structure, including construction of doorways in the structure in October of 2009. The Church had just purchased the structure in order to expand its office facilities in the adjacent structure it owned immediately to the south. Construction was to consist of installing a new doorway between the structures, adding new partitions and changing walls in several rooms to create office space, and to install a new doorway from the outside on the north side of the structure. Discussion appears to have centered primarily on whether the changes requested would change the historical character of the structure. This request was denied by the Planning Commission, but appealed by the Church and approved by the BOT on October 13, 2009 (see attached application and BOT minutes). Although it appears that work was done to the interior of the structure, it does not appear that the Church installed the doorway in the north wall of the structure.

Father Williams will be present at the work session to provide further details about the proposed door and will be available to answer any questions that may arise.

PHOTO OF THE PROPOSED WINDOW TO BE REPLACED



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: [R0400279](#)

Parcel Number: 4006137202433

Owner: SAN ALBINO PARISH INC

Mail Address: PO BOX 26

Subdivision:

Property Address: 2270 CALLE
PRINCIPAL

Acres: 0.21999541



PHOTO OF CURRENT ENTRANCE TO STORE FROM CALLE DE PRINCIPAL



PHOTO OF FRONT OF STORE SHOWING **CURRENT ENTRANCE AND **PROPOSED** ENTRANCES**



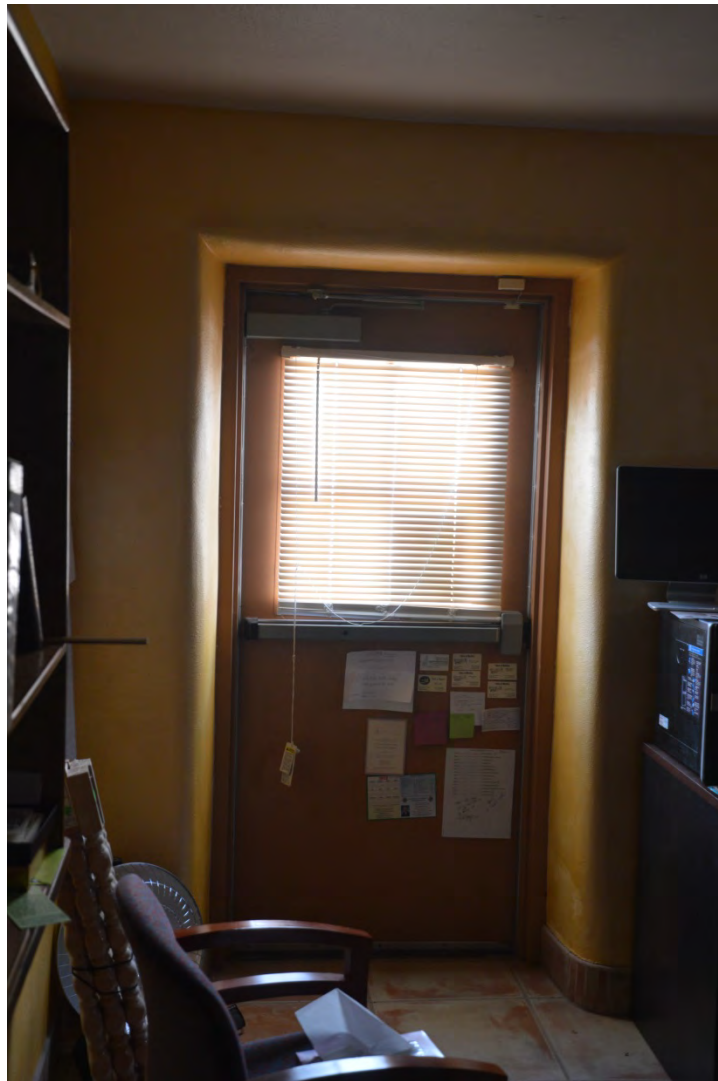
PHOTOS OF WINDOW TO BE REPLACED BY NEW DOOR



PHOTO OF WALL SHOWING OTHER DOORS, AND WINDOW TO BE REPLACED



PHOTOS OF DOOR TO BE CLOSED OFF (EXTERIOR AND INTERIOR)



PHOTOS OF STORM DOOR TO BE REMOVED (EXTERIOR AND INTERIOR)



DOOR TO BE INSTALLED



ALERT SHEET?
 YES NO

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

SURVEY:
 2. DATE 3. BY
 1/10/80 MRT

CHECK: 4. DATE 5. BY
COMPUTER: 6. DATE 7. BY

FILE: 8. DATE 9. BY
REVISION: 10. DATE 11. BY

COUNTY: Dona Ana

13. FIELD MAP 14. NUMBER

15. UTM REFERENCE NUMBER
 13 330900 3572150

16. SPECIFIC LOCATION
 On the west side of Calle Principal,
 3rd building north of Calle de Santiago,
 across street from the church.

17. CITY, TOWN Mesilla
18. ZIP

19. LAND GRANT OR RESERVATION
 Mesilla Civil Colony

20. LEGAL DESCRIPTION: TOWNSHIP NS RANGE EW SECTION 1/4 1/4 1/4

25. ARCHITECTURAL STYLE
 adobe vernacular

26. NUMBER OF STORIES 1

27. FOUNDATION MATERIAL(S)
 Mabel Veitch Mora
 StOE. Kerbey
 El Paso, TX 79902

28. EXTERIOR WALL SURFACE(S)
 brown stucco

29. FENESTRATION (TYPE, DIVISIONS, SURROUNDS, SILLS, ARRANGEMENTS)
 4-0016-137-202-433

DOOR-ENTRANCE (TYPE/SURROUNDS)
 vertical paneled wood door, recessed, plain frame

31. ROOF(S) (NUMBER/SHAPE/MATERIAL, DETAILS)
 Flat with concrete coping (bracket) on parapet.

32. CHIMNEY(S) (NUMBER, EXTERIOR-INTERIOR, MATERIALS)

33. EXTERIOR DETAILS
 CMU addition in back of house. Surrounding back yard is a 4' high wall of burnt adobe, the entrance to this yard has a stepped adobe burnt surround, double leaf vertical paneled wood door, wood lintel. Shed roof cap part of the NW side.

34. COMMENTS

DATE OF CONSTRUCTION
 35. ESTIMATED 36. ACTUAL
 37. SOURCE OF DATE

38. ARCHITECT/ENGINEER/BUILDER

39. SOURCE OF INFORMATION

40. NAME owner Mabel Mora

41. PRESENT USE residential

42. HISTORIC CONDITION
 EXCELLENT GOOD FAIR DETERIORATED

44. DEGREE OF REMODELING
 MINOR MODERATE MAJOR

45. IMMEDIATE SURROUNDINGS
 residential / church / open lot

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?
 adjacent building to the south

51. IF INVENTORIED, LIST I.D. #S

52. SEE BACK? YES NO

— either a concrete foundation or a concrete protective coat at base of walls.

Originally part of Antonio Garcia's property, then handed down to Mrs. Elizabeth ^{Fountain} Armendariz (Antonio's granddaughter). Now belongs to Mabel Mora, Elizabeth's niece.

— This is part of what was once "El Meson, a hotel & eatery. This took up a large part of the block at one time. See painting of El Meson done by "Frank T. Bell", now in the possession of Rosalie Rader

Ray Vitch did master plans on buildings of Mesilla

ca 30 years ago

3^d Mason. Vacant lot on west side of Calle Principal just to the east of the back of San Albino's Church. Antonio Garcia used to run this establishment for the military and civilian travelers over the Chihuahua Trail. Antonio was the maternal grandfather of Mrs. Avoliano Armendariz, and he was one of the first settlers of Mesilla. He was a blacksmith at Fort Selden for ~~many~~ ^{several} years.

Theracita Garcia Fountain

Daughter in law of Col. Albert J. Fountain - Wife of Albert Fountain - mother of Albert Fountain, Henry Fountain, Elizabeth Fountain Armendariz, Erminda Fountain Vitch, and Tillie Fountain -? Antonio Garcia was an apprentice to a blacksmith at Fort Gilmore, then came to old Mesilla and opened El Meson on the property just north of what is now Mabel Mora's house. (she was the daughter of Erminda Vitch)

He also had a blacksmith shop across from Fountain's theater.

Jafael Bermudez was Theracita's grandfather.

- 106 This stuccoed adobe residence has a two room second story addition. The main residence is covered by shed and flat roofs. The two story addition has a gabled roof. Windows are metal casement. The core of the house predates 1940, but many rooms have been added to the original house. (N)
- 107 This fired brick house has aluminum frame windows and a gabled asphalt shingled roof. est. 1960. (N)
- 108 This stuccoed frame house has an asphalt gable roof and aluminum frame windows. est. 1965. (N)
- 109 This stuccoed adobe residence has a flat roof and wood frame windows. There is a car port at the SW portion of the house. est. 1930. (C)
- 110 This is a stuccoed adobe house with a shed roof, wood frame windows, and a shed roofed porch supported by decorative iron grill columns. est. 1930. (C)
- 111 This small, stuccoed house has aluminum frame windows and a shed roof. The screened front porch has a steep shed roof. est. 1950. (N)
- 112 A recently remodeled adobe residence, this stuccoed, flat roofed house with brick coping has 6/6 aluminum sash windows with fan lights above. It appears that at one time this was a Territorial style house. est. 1880. (C)
- 113 This residence is part of what was once "El Meson", a famous hotel and eatery once run by Antonio Garcia during the late 1880's. El Meson once took up the entire block. It housed many of the travelers that were on the Chihuahua Trail. This is a stuccoed house with a flat roof, parapet, and wood frame windows. The building fronts the street, as does the adjacent building to the south. The viga ends are visible just below the parapet. Some of its walls probably date from the 1850's. (S)
- 114 This building is south of, and adjacent to, the above mentioned residence. It also was part of the El Meson complex that is cited in #113. The building is stuccoed, has a flat roof with parapet, and has metal casement windows. The building fronts the street, as does the adjacent building to the north. This is currently owned by the Catholic Church and is used for catechism classes. est. 1850. (S)
- 115 This is the rectory for the priest in Mesilla. It is a stuccoed adobe with a gabled roof covered with asphalt shingles. The parapet on the facade is a pediment style, very similar to the parapets down the street to the south.

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

OFFICIAL USE ONLY:

Case # 060752

Fee \$ 10.80

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

CASE NO. 060752 ZONE: MC CODE: ACM APPLICATION DATE: 4/11/18

Basilica of San Albino 575-526-9349
 Name of Applicant/Owner Applicant's Telephone Number

2270 Calle de Santiago Mesilla, NM 88046
 Applicant's/Owner's Mailing Address City State Zip Code

basilica@sanalvino.org
 Applicant's/Owner's E-mail Address

R Builders Inc (by Guerre Rodriguez) 4515 Lamur
 Contractor's Name & Address (If none, indicate Self) Las Cruces

575-496-6980 42-1530507 86829
 Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

Address of Proposed Work: 2270 Calle Principal

Description of Proposed Work:
Remove a window and replace it
with a door OR INSTALL A NEW DOORWAY

\$1000- [Signature] 4/11/18
 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: PZHAC REVIEW & BOT FINAL APPROVAL REQUIRED.

PERMISSION ISSUED/DENIED BY: _____ ISSUE DATE: _____

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

BOT ACTION FORM
BUILDING PERMIT REQUEST CASE 060747
[PZHAC REVIEW – 8/6/18]

Item:

Case 060747 – 2631 Calle de Santa Ana, submitted by Christina R. Zamarripa; a request for a building permit to allow a wooden fence to be installed on a residential property at this address. Zoned: Historical Residential (HR)

Staff Analysis:

The applicant would like to install a six foot high wood fence around a portion of the side and rear yard of the subject property. The proposed fence will run along the property line for 58 feet at the south side (rear) of the property (along Calle del Sur). It will then run for 58 feet along the west property line, and 19 feet across the property to the dwelling. There will also be a six foot long portion of fence that runs between the dwelling and the east property line. The fence will run between two property lines and across the rear of the subject property (see attached site plan), so the fence will not be in any clear-sight-triangle.

The purpose of the fence will be to contain several large dogs that are kept as pets.

The style of the fence will be very similar to other fences that exist in the immediate area, including the back yard of the neighboring property to the east. The fence will be natural wood in color, which is allowed in the Historic zones.

The applicant has been allowed to install a temporary metal stake and wire mesh fence in the yard pending the outcome of this request.

Estimated Cost: @ \$1000.00

Consistency with the Code:

Chapter 18.35 Historic Residential Zone
18.35.040 New structures.

New structures may be built in this zone providing the exterior appearance of the structure is approved by the commission. [Ord. 94-06 § 1; prior code § 11-2-11.4.D]

The proposed fence appears to be compliant with all other applicable Codes concerning residential construction in the Historic Residential (HR) zone.

Findings:

- The PZHAC has jurisdiction to review and recommend approval of this request to the BOT.
- The proposed work consists of construction of a 5-6 foot high fence around a portion of a residential yard On the southwest side of a property at this address.
- The proposed fence is similar in style to other fences on properties in the area.
- The proposed fence appears to meet all applicable sections of the Code.

PZHAC ACTION:

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

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 Search Type: Account Number

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: [R0400494](#)

Parcel Number: 4006138147149

Owner: RAMIREZ JUAN

Mail Address: 2944 E PEARL AVE

Subdivision:

Property Address: 2631 CALLE DE SANTA ANA

Acres: 0.13000459



VIEWS OF DRIVEWAY FROM CALLE DEL SUR





Imagery ©2018 Google, Map data ©2018 Google

20 ft

TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060757

Fee \$ 38.00

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

CASE NO. 060757 ZONE: HR CODE: M1 APPLICATION DATE: 26/6/18

HELENA R. Zamarripa (575) 202-4861
 Name of Applicant/Owner Applicant's Telephone Number

4781 Camino Dos Vidas Las Cruces NM 88012
 Applicant's/Owner's Mailing Address City State Zip Code

CRZap89@yahoo.com
 Applicant's/Owner's E-mail Address

-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: 2631 Calle De Santa Ana

Description of Proposed Work: Temporary fence: possibly - 58' x 58' x 19'
wooden fence: placing sod!

\$1000.00
 Estimated Cost

[Signature]
 Signature of Applicant

12 July 2018
 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: NEED PZHAC REVIEW + BOT FINAL APPROVAL

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 PERMITS 060763
[PZHAC REVIEW – 8/6/2018]
STAFF ANALYSIS

(Decision was based on information presented during the Work Session – Item 4)

Items:

Case 060763 – 2557 Calle de Parian, submitted by Andrea Bryan; a request for a building permit to allow the construction of a wall across part of the front yard of a residential property 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 proposed alterations to the dwelling 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 stated below.

If, on the other hand, it is determined that the proposed alterations 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 as listed.

Estimated Cost: @ \$2,500.00

Consistency with the Code:

The PZHAC will need to determine that the proposed alterations, 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:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed work consists of constructing a stuccoed wall around part of a yard of a dwelling at this address.
- The PZHAC has determined that the proposed alterations meet all applicable Code requirements.

PZHAC ACTION:

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

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:

BOT ACTION FORM
BUILDING PERMITS 060769
[PZHAC REVIEW – 8/6/2018]
STAFF ANALYSIS

(Decision was based on information presented during the Work Session – Item 4)

Items:

Case 060769– 2557 Calle de Parian, submitted by Andrea Bryan; a request for a building permit to allow the replacement of a window with a door and the installation of a portico front entrance 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 proposed alterations to the dwelling 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 stated below.

If, on the other hand, it is determined that the proposed alterations 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 as listed.

Estimated Cost: @ \$2,500.00

Consistency with the Code:

The PZHAC will need to determine that the proposed alterations, 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:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed work consists of converting a window to a door with a portico on a dwelling at this address.
- The PZHAC has determined that the proposed alterations meet all applicable Code requirements.

PZHAC ACTION:

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

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:

**PZHAC WORK SESSION
AUGUST 6, 2018
ITEM 4**

Submitted by Andrea Bryan; a request to discuss plans to replace a window with a door and install a small portico over the door, and to construct a four foot high wall across part of a front yard on a property at 2557 Calle de Parian.(Cases **060763 and 060769**). Zoned: Historical Residential (HR)

The applicant would like to replace a window on the west part of the front of the dwelling with an exterior door and portico, and surround part of the western portion of the front yard with a four to six foot high stuccoed wall that matches the exterior of the structure (see attached diagrams and pictures).

The window to be replaced would be replaced with a 36 inch wide door having a window with 6 lites and a small portico over the door to shield it from the weather. The portico will have a red corrugated metal roof and a small concrete pad at the base of the door. The stuccoed wall will surround the portion of the front yard in front of the door, creating a small private yard with an entrance through the wall at the front (see attached diagrams). The roof of the portico and the wall would both be finished to match the exterior finish and style of the dwelling.

The structure is in the Historic Register and appears to have been built around 1930 in an architectural style that contributes to the flavor of Mesilla (see attached). The applicant intends to maintain this character of the structure.

The PZHAC will need to determine that the proposed casita, when finished, will be consistent with the following sections of the Code:

18.06.110 Review of applications within Historical and General Commercial zones – Considerations.

- A. All applications for work in the Historical zones and Commercial zone (not subject to administrative approval) shall be reviewed by the planning, zoning and historical appropriateness commission. The commission shall determine whether the request involved will be appropriate for the purposes of this title. If the request shall be determined to be inappropriate, the board shall determine whether, owing to conditions especially affecting the building or structure involved, but not affecting the historical district generally, such application may be approved without substantial detriment to the public welfare and without substantial derogation of the intent and purposes of this title.

- B. In reviewing an application, the planning, zoning and historical appropriateness commission shall consider in addition to this chapter:
 - 1. The historical and literary value and significance of the site, building, or structure;
 - 2. The general design, arrangement, texture, material and color of the features, sign or billboard involved;
 - 3. The relation of such factors to similar factors or sites, buildings and structures in the immediate surroundings;
 - 4. The appropriateness of the size and shape of the building or structure in relation to:
 - a. The land area upon which the building or structure is situated;
 - b. The landscaping and planting features proposed by the applicant; and
 - c. The neighboring sites, buildings or structures within the historical district.
 - 5. The commission shall also consider the applicable zoning and other laws of the town.

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

Doña Ana County, NM

General Reference Maps

2014 Aerial | Addresses | County Address Points

Select Search Type: Account Number

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: [R0400461](#)

Parcel Number: 4006138113068

Owner: BRYAN ANDREA

Mail Address: 3224 NE 18TH AVE

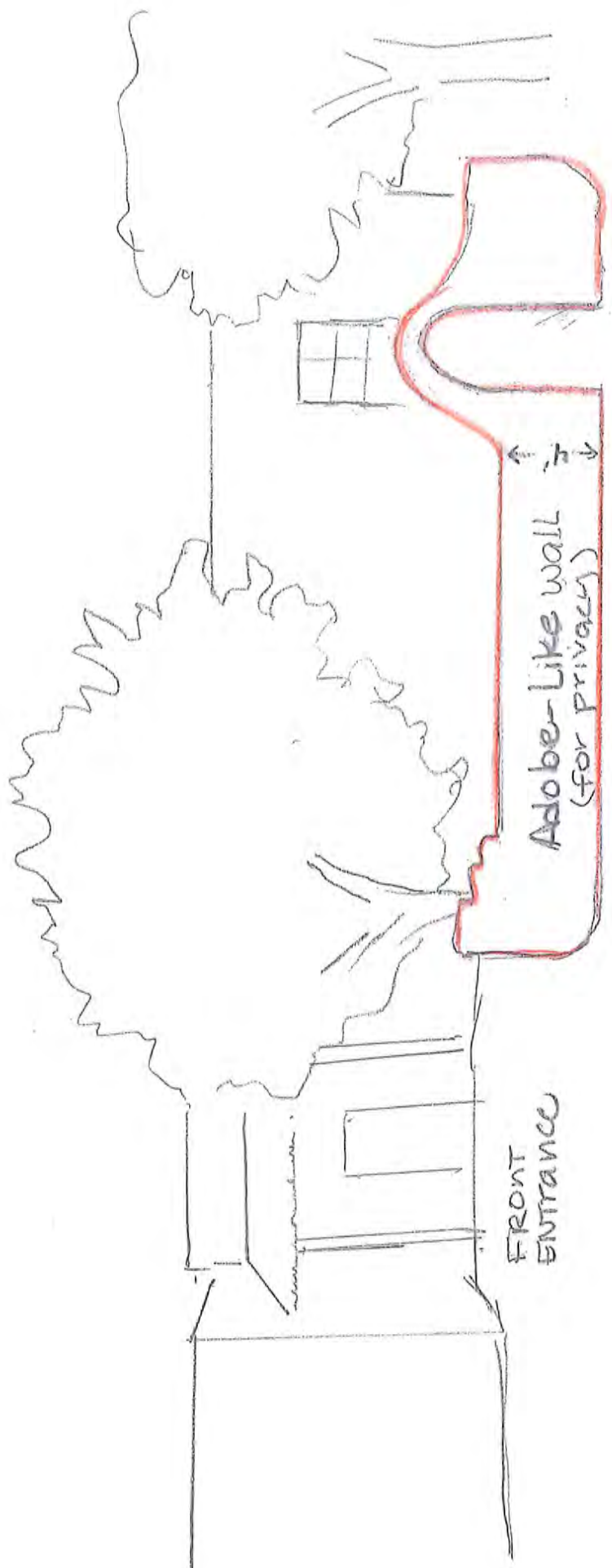
Subdivision:

Property Address: 2557 CALLE DE
PARIAN

Acres: 0.3651056



Add an Adobe-like wall
on west side of front yard



* Stucco to match house color
SEE PAGE 2

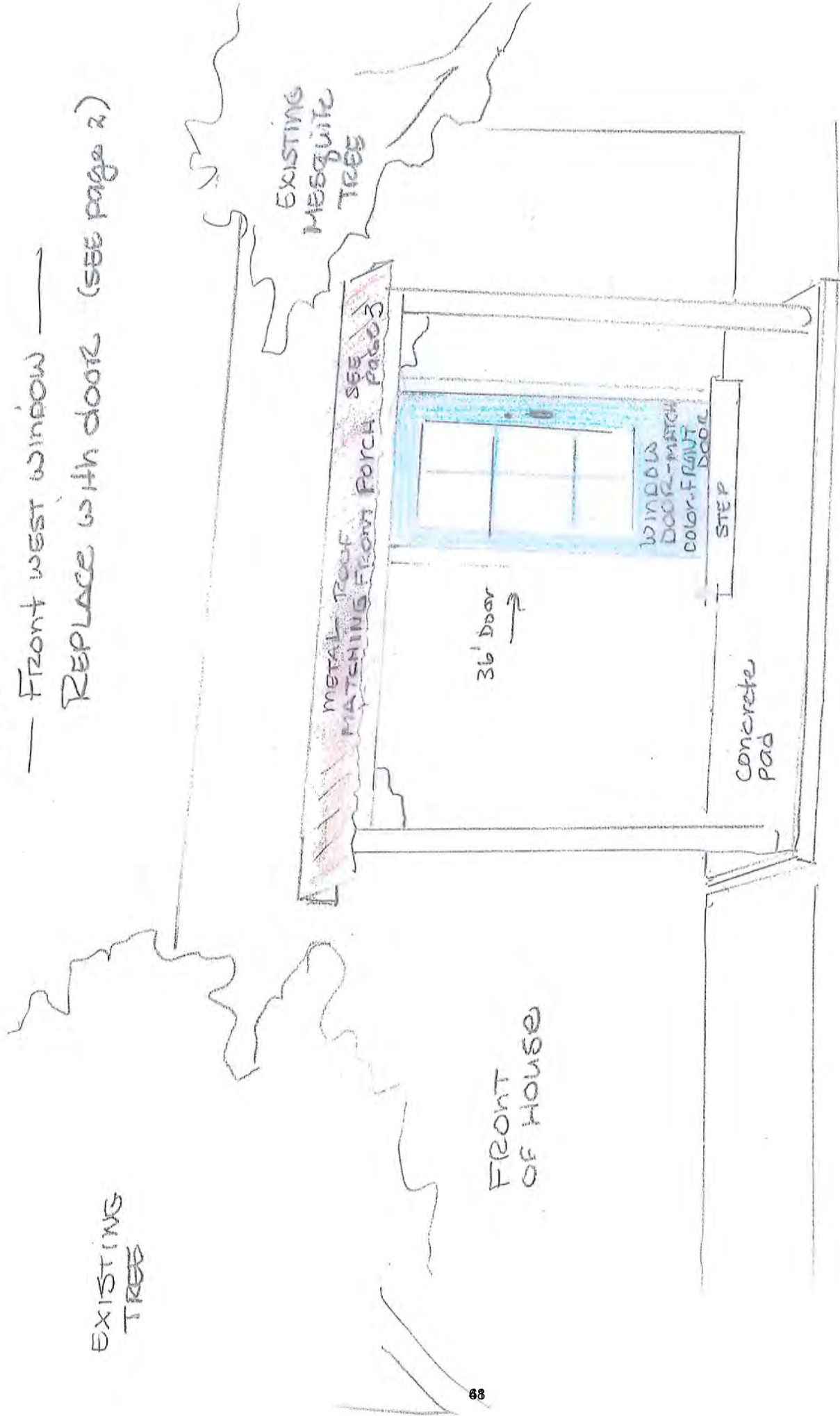
24' from property line

Page 1

2557 Calle de Parron

— Front west window —

REPLACE WITH DOOR (SEE PAGE 2)



page 1



Page 2

FRONT of HOUSE
(west)

CONVERT
to DOOR →
Add Portico

Page 2

FRONT
ENTRANCE



Page 3

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

OFFICIAL USE ONLY:

Case # 060767

Fee \$ 66.00

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

CASE NO. 060767 ZONE: HR CODE: M1 APPLICATION DATE: 7/27/18

Andrea Bryan
 Name of Applicant/Owner
PO Box 1246 Mesilla NM
 Applicant's/Owner's Mailing Address City State Zip Code
andrea97212@yahoo.com
 Applicant's/Owner's E-mail Address

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: 2557 Calle de Parian

Description of Proposed Work: Replacing a window with a door + add a portico entrance. Design of new entrance will be patterned after main entry using similar materials and colors

\$ 1350.00 Estimated Cost Signature of Applicant [Signature] Date 7/27/18

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

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

FOR OFFICIAL USE ONLY

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

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

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

CONDITIONS: PZHAC REVIEW + BOT FINAL APPROVAL REQUIRED

PERMISSION ISSUED/DENIED BY: _____ **ISSUE DATE:** _____

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

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

OFFICIAL USE ONLY:
 Case # 060763
 Fee \$ 15.00

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

CASE NO. 060763 ZONE: HR CODE: MI APPLICATION DATE: 7/27/18

Name of Applicant/Owner _____ Applicant's Telephone Number 503.975.7436

Applicant's/Owner's Mailing Address _____ City _____ State _____ Zip Code _____
PO Box 1246 Mesilla, NM 88046

Applicant's/Owner's E-mail Address _____
andrea97212@yahoo.com

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: 2557 Calle de Parian

Description of Proposed Work: Add an adobe-like wall on west side of front yard for privacy. Color to match house stucco. Four FEET at low point.

\$ 2281.44 Estimated Cost Signature of Applicant [Signature] Date 7/27/18

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

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

FOR OFFICIAL USE ONLY

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

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

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

CONDITIONS: PZHAC REVIEW & BOT APPROVAL REQUIRED

PERMISSION ISSUED/DENIED BY: _____ ISSUE DATE: _____

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

BOT ACTION FORM
BUILDING PERMIT 060764
[PZHAC REVIEW – 8/6/18]

STAFF ANALYSIS

Item:

Case 060764 – 2355 Calle de Guadalupe, submitted by Tenniel and Heather Salopek; a request for a building permit to allow the replacement of a front door and repainting of window trim on a commercial shop at this address. Zoned: Historical Commercial (HC)

Description of Work to be Done:

The applicants would like permission to replace the existing door on Calle de Guadalupe with a glass and wood door painted red in color (see attached picture). The style of the proposed door is similar to other doors found on the Plaza, Although the proposed red is not exactly an approved color for the Historic district, it is similar, (but brighter) to some of the darker reds that are allowed (see attached color chips). The window trim of the adjacent window will be painted to match the door.

Consistency with the Code:

The PZHAC will need to determine that the proposed structure, when finished, will be consistent with the following sections of the Code:

18.06.110 Review of applications within Historical and General Commercial zones – Considerations.

- A. All applications for work in the Historical zones and Commercial zone (not subject to administrative approval) shall be reviewed by the planning, zoning and historical appropriateness commission. The commission shall determine whether the request involved will be appropriate for the purposes of this title. If the request shall be determined to be inappropriate, the board shall determine whether, owing to conditions especially affecting the building or structure involved, but not affecting the historical district generally, such application may be approved without substantial detriment to the public welfare and without substantial derogation of the intent and purposes of this title.
- B. In reviewing an application, the planning, zoning and historical appropriateness commission shall consider in addition to this chapter:
1. The historical and literary value and significance of the site, building, or structure;
 2. The general design, arrangement, texture, material and color of the features, sign or billboard involved;
 3. The relation of such factors to similar factors or sites, buildings and structures in the immediate surroundings;
 4. The appropriateness of the size and shape of the building or structure in relation to:
 - a. The land area upon which the building or structure is situated;
 - b. The landscaping and planting features proposed by the applicant; and
 - c. The neighboring sites, buildings or structures within the historical district.
 5. The commission shall also consider the applicable zoning and other laws of the town.
- C. In recommending approval of an application the commission may impose conditions which shall be binding upon the property. Prior to approving an application subject to conditions, the commission may notify the applicant of its proposed action to solicit his opinion. The concurring vote of three members of the board shall be necessary to make a determination in favor of the applicant on any application. [Ord. 2009-05 § 2]

Findings:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed work consists of installing an awning over the entrance to the business.
- The subject property is zoned Historical Commercial (HC)
- The proposed awning will not have negative impacts on the surrounding businesses in the area.
- The proposed installation 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 color of the door and window shall be one of the approved colors in the catalog of colors allowed in Historic Districts.

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:

VIEW OF THE EXISTING DOOR AND WINDOW FROM CALLE DE GUADALUPE



Doña Ana County, NM

General Reference Maps

2014 Aerial

Addresses

County Address Points

Select Search Type: Account Number

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

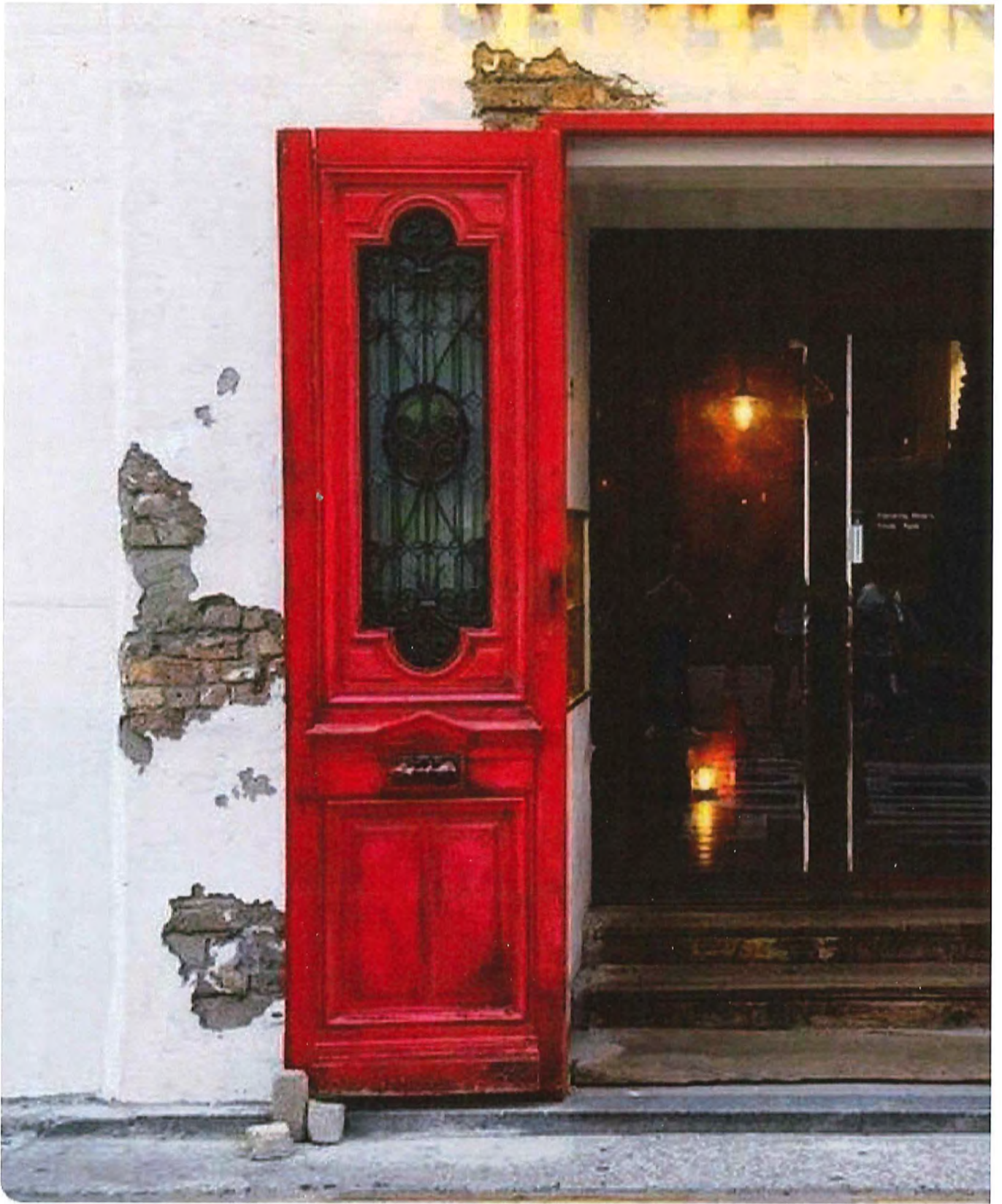
Mail Address: PO BOX 905

Subdivision:

Property Address: 2379 CALLE DE
GUADALUPE

Acres: 0.18000459





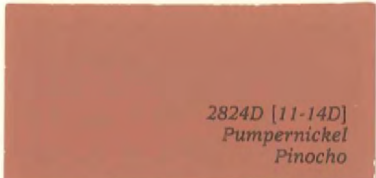


HIBISCUS • SF06B



30YR 68/127
Rosa Vino
Rose Bordeaux

Pink Chablis



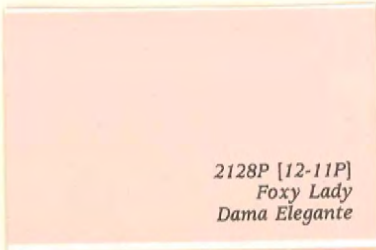
2824D [11-14D]
Pumpnickel
Pinocho



2825D [11-15D]
Brownies
Brown



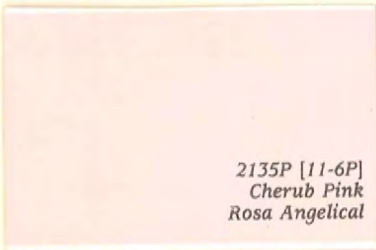
2826C
Ginger Boy
Marron Intenso



2128P [12-11P]
Foxy Lady
Dama Elegante



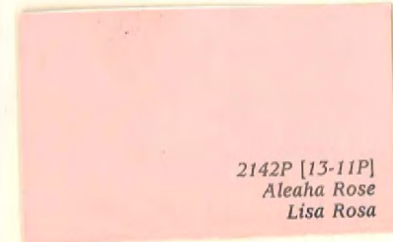
2168C
Chocolate Delight
Delicia Chocolate



2135P [11-6P]
Cherub Pink
Rosa Angelical



FARMHOUSE RED • CO12A



2142P [13-11P]
Aleaha Rose
Lisa Rosa



11YR 07/229
Vino de Bergoña
Bourgogne



[Sent from Yahoo Mail for iPhone](#)

TOWN OF MESILLA
 PERMISSION TO CONDUCT WORK
 OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT

OFFICIAL USE ONLY:

Case # 060764

Fee \$ 0.00

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

CASE NO. 060764 ZONE: HC CODE: MISC APPLICATION DATE: 7/27/18

Name of Applicant/Owner: Tenniel & Heather Sabpek Applicant's Telephone Number: 575 644 8644

Applicant's/Owner's Mailing Address: 5615 Snow Rd Las Lunas NM City: Las Lunas State: NM Zip Code: 88005

Applicant's/Owner's E-mail Address: tenniel@sabpek60.com

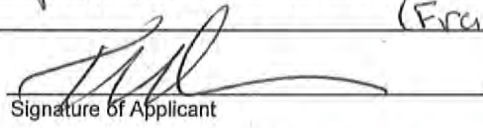
Contractor's Name & Address (If none, indicate Self): Self

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

Address of Proposed Work: 2355 Guadalupe, Mesilla

Description of Proposed Work: Replace door and paint Red, also paint window seal Red to match (Frame)

Estimated Cost: \$ 300.00

Signature of Applicant: 

Date: July 26, 18

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

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

FOR OFFICIAL USE ONLY

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

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

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

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

CONDITIONS: REVIEW BY PZHAC ; APPROVAL BY BOT 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:

SPECIAL USE PERMIT REQUEST
CASE SUP18 - 002
[PZHAC REVIEW – 8/6/18]

SUP18-002 – Submitted by Anna Biad, a request for a Special Use Permit to allow a for profit private school to expand into a building on an adjacent property at 1750 Avenida de Mercado, formerly occupied by a proposed day care center (“Round Table Academy”). Zoned: General Commercial (C).

BACKGROUND/ANALYSIS:

The requested Special Use Permit is to allow the applicant to expand an existing for-profit private school that is located on an adjacent property at 1730 Tierra de Mesilla into the structure that is located on the subject property. This structure was once occupied in the past by Lorenzo’s Restaurant, then Arabella’s Restaurant, and more recently; was being modified for use by the Round Table Academy, a day care center for which a Special Use Permit was approved in 2015. (The Round Table Academy never went into operation.)

The applicant would like to use one of the structures on the property to expand the current Acton Academy of Las Cruces into (see attached site plan). The “Acton Academy” is an accredited for-profit private school that originated in Austin Texas. Services are currently being provided for grades K-8th, which is currently operating out of a building on the adjacent property to the south. The structure to be used for the expansion would be modified for use by up to 35 – 40 students and staff (depending on the occupancy allowed by the Fire Chief) to house high school grades, starting with 9th grade in the first year and adding a grade each year to 12th grade. To start with, there would be one full time staff member and 3 part time staff members as needed. This will increase to a total of 7 full and part time staff members over time. Hours of operation will be the same as the main school (8:00 am to 4:00 pm), and administration will operate out of the school building on the adjacent property.

No new structures are proposed to be built for the school expansion. All regular educational activities will take place within the existing structure, and on the adjacent school property.

The applicant is retaining the other structures on the property for use as a restaurant, and a commercial retail operation.

The applicant has been informed that since the proposed school is potentially a different type of occupancy than the structure had originally been approved for, the structure might need to be modified to meet the new occupancy requirements. As a result, CID (Construction Industries Division) of the State will have to approve the proposed use before the permit can be issued for the school.

The proposed use is an allowed use with a Special Use Permit in the General Commercial (C) zoning district.

There is a another school in the immediate area. The school, the Las Cruces Academy, was approved by the Board of Trustees on July 23, 2012 with the condition that the permit be good for three years. This was renewed by the PZHAC in September of 2015 for three years, and is due again this year. There have been no issues on record with this school in the past three years.

As required by Section 18.85.160 (Notices) of the Code, certified letters were sent to the twelve property owners who own the seventeen properties within one hundred feet of the subject property. There have been no responses ads of this time.

The PZHAC will need to determine if the proposed use will be an overall benefit to the Town, or if it will create a more negative impact to potential future uses in the area that will outweigh the benefits.

PZHAC ACTION:

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

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 Search Type: Account Number

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: [R0401181](#)

Parcel Number: 4006137253232

Owner: MERCADO VENTURES LLC

Mail Address: PO BOX 935

Subdivision: MERCADO DE LA

MESILLA PH 1 & 3B RPLT #1 (BK 24
PG 163 - 1627098)

Property Address: 1750 CALLE DE
MERCADO

Acres: 2.01549587



PHOTOS OF SUBJECT STRUCTURE



PHOTOS OF SUBJECT STRUCTURE SHOWING ACTON ACADEMY IN THE BACKGROUND



PHOTO OF ACTON ACADEMY (ADJACENT PROPERTY)



Acton Academy
1730 Tierra de Mesilla
Las Cruces, NM 88005

To: Larry Shannon
From: Anna Biad
Date 7/10/2018

Subject: 1750 Avenida de Mercado Zoning Variance

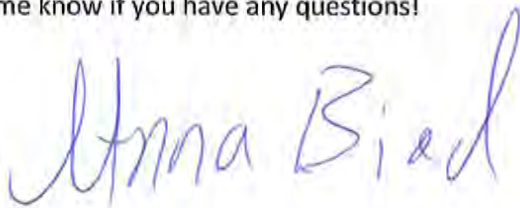
Dear Larry,

Enclosed is a plat of the property we recently purchased. The * marks the location we hope to use for the school. As a separate business venture, Chris and I hope to open the existing restaurant and banquet area as a for profit business. The final structure on the property will remain a commercial office space unassociated with the school.

Please let me know if you have any questions!

Thanks.

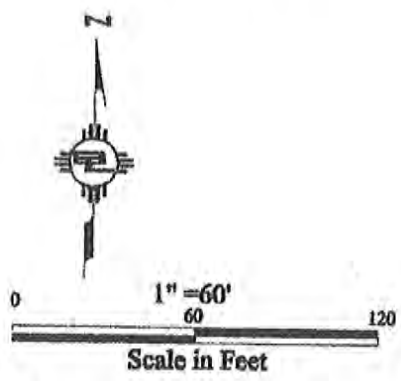
Anna Biad



PLAT OF SURVEY

CURVE TABLE					
CURVE	RADIUS	LENGTH	DELTA	CHORD DIR	CHORD
C1	25.00	23.05	52°49'16"	N44°18'54"W	22.24
C2	71.00	23.47	18°56'14"	S27°22'19"E	23.36
C3	25.00	26.33	60°20'40"	N06°40'11"W	25.13
C4	257.44	252.09	56°06'20"	S04°32'45"E	242.14

LOT 1, MERCADO DE LA MESILLA
 PHASE I & 3B, REPLAT NO. 1
 PLAT FILED NOVEMBER 23, 2016, IN
 PLAT BOOK 24, PAGE 163, OF THE
 DONA ANA COUNTY RECORDS
 TOWN OF MESILLA
 DONA ANA COUNTY
 NEW MEXICO



INSTRUMENT OF RECORD:
 FILED
 Instrument: 20011842
 OF THE DONA ANA COUNTY RECORDS

DRAWN BY:	S. Peala
FIELD BY:	E.R., C.S.
JOB NO.:	17-07-0308
DATE:	July 27, 2017

PROPERTY IS IN AN "X" DESIGNATED ZONE;
 AS SHOWN ON THE FLOOD INSURANCE RATE MAP
 COMMUNITY PANEL NO. 35013C1093 G,
 EFFECTIVE JULY 6, 2016

NOTES:
 THE BASIS OF BEARING IS THE NORTH BOUNDARY.
 ALL EASEMENTS SHOWN HEREON ARE PER FILED INSTRUMENT/PLAT
 AS NOTED HEREOF.
 BEARINGS AND DISTANCES MATCH THAT OF RECORD, UNLESS OTHERWISE NOTED.
 1/2" IRON RODS WITH YELLOW PLASTIC CAP LABELED W/IPS 9433 SET
 AT PROPERTY CORNERS OR AS NOTED HEREOF

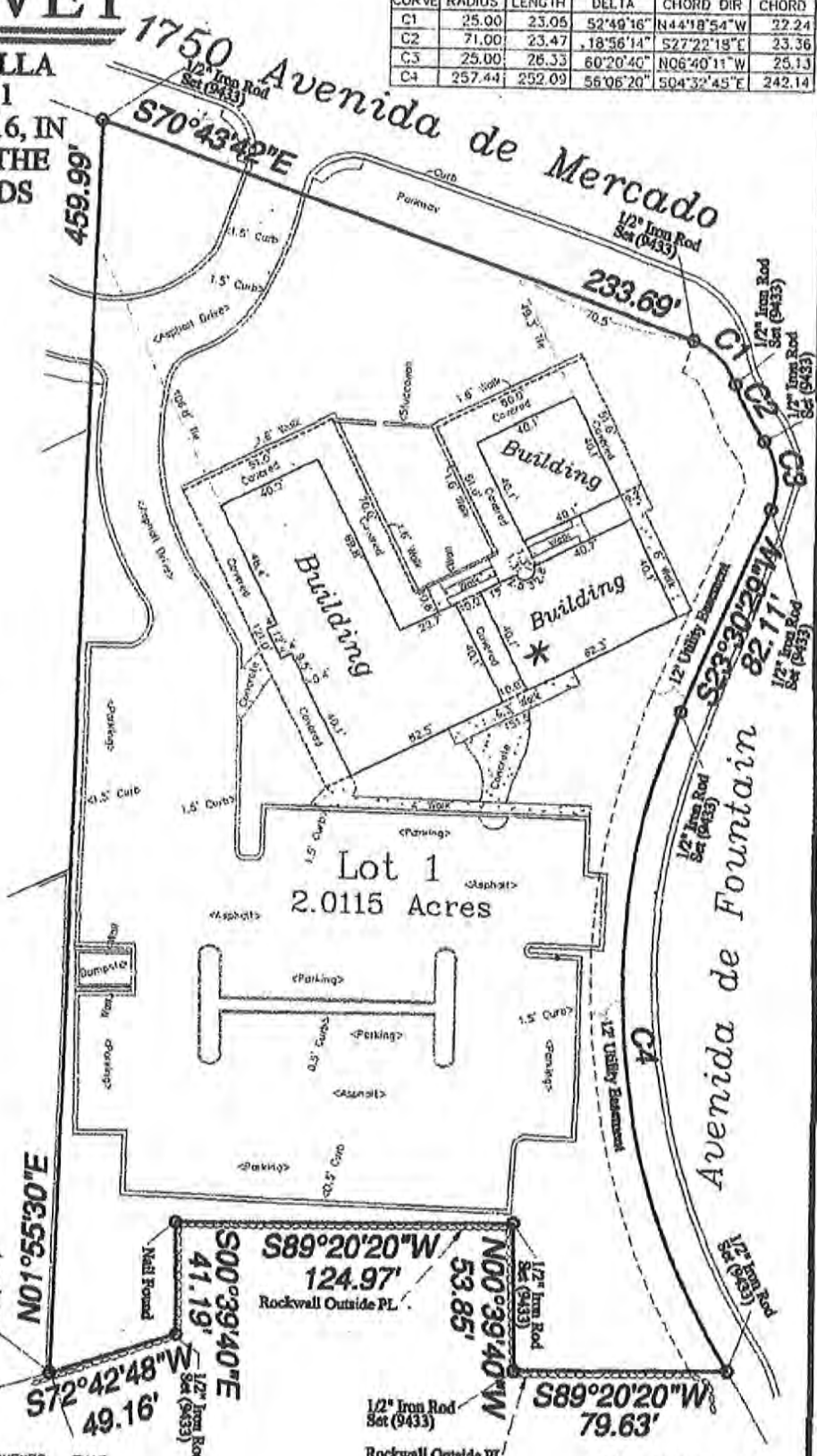


SURVEYOR'S CERTIFICATE

THIS IS TO CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, THAT
 THIS PLAT WAS PREPARED FROM FIELD NOTES OF AN ACTUAL SURVEY MADE
 BY ME OR UNDER MY DIRECTION AND THAT IT IS TRUE AND CORRECT,
 MEETING THE MINIMUM REQUIREMENTS OF THE STANDARDS FOR LAND
 SURVEYS IN NEW MEXICO AS ADOPTED BY THE NEW MEXICO STATE BOARD OF
 REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, TO
 THE BEST OF MY KNOWLEDGE AND BELIEF.

July 27, 2017
 DATE OF SURVEY

TERENCE G. SCANLON - P.S. NO. 9433
 2990 N. MAIN STREET, STE. 3C, LAS CRUCES, NEW MEXICO 88001



BORDERLAND ENGINEERS AND SURVEYORS LLC.
 2990 N. MAIN STREET, STE. 3C
 LAS CRUCES, NEW MEXICO 88001
 PHONE: (575) 528-1443
 FAX: (575) 222-7999



Town of Mesilla, New Mexico

July 13, 2018

Dear Property Owner:

In accordance with the Town of Mesilla regulations regarding special use permits, we are notifying you as a neighboring property owner that the Town of Mesilla Planning, Zoning and Historical Appropriateness Commission (PZHAC) will be holding a Public Hearing on:

Monday August 6, 2018 at 6:00 PM

at:

Town of Mesilla
2231 Avenida de Mesilla
Mesilla, NM 88046

to gather input for a decision on an Application for a Special Use Permit for use of an existing building at 1750 Avenida de Mercado as an extension of the adjacent Acton Academy of Las Cruces, a for-profit private school that was approved in 2016.

The request is to use one of the buildings that once housed the Round Table Academy, a private day care and pre-school approved in 2015. The property is zoned General Commercial (C).

Anyone who is concerned with this matter may address the PZHAC at the Public Hearing, or write to the Commission at:

TOWN OF MESILLA
Community Development Department
PO Box 10
Mesilla, NM 88046.

Letters must be received before the Public Hearing. In addition to mailing the letter, a copy may be faxed to Larry Shannon at 575-541-6327 to ensure timely receipt. You may also contact me at larrys@mesillanm.gov.

Sincerely,



Larry Shannon
Community Development Coordinator
Town of Mesilla
Office: (575) 524-3262 ext. 104

SUP18-002 – AREA OF NOTIFICATION



Dorianne Kabo PO Box 2065 Ruidoso, NM 88355	(1,16)	Mercado Venture LLC PO Box 935 Mesilla Park, NM 88047	(17)	Dorianne Kabo PO Box 2065 Ruidoso, NM 88355
Paul D.G. Miller PO Box 121 Hoosick, NY 12089-0121	(2)	Hacienda Investments LLC 4008 Fiesta Dr. Las Cruces, NM 88005	(12,13)	Paul D.G. Miller PO Box 121 Hoosick, NY 12089-0121
Binns LTD #2 1501 Don Roser Dr. Las Cruces, NM 88011	(3,8)	L. Shannon Town of Mesilla PO Box 20 Mesilla, NM 88046		Binns LTD #2 1501 Don Roser Dr. Las Cruces, NM 88011
Henry C. and/or Carolyn J. Bunch PO Box 1478 Mesilla, NM 88046	(4)	L. Shannon Town of Mesilla PO Box 20 Mesilla, NM 88046		Henry C. and/or Carolyn J. Bunch PO Box 1478 Mesilla, NM 88046
Preston Wisconsin LP C/O Preston Industries Inc. 6600 W. Touhy Ave. Niles, IL 60714	(5)	L. Shannon Town of Mesilla PO Box 20 Mesilla, NM 88046		Preston Wisconsin LP C/O Preston Industries Inc. 6600 W. Touhy Ave. Niles, IL 60714
Marcus Miner 6612 Vista Hermosa Las Cruces, NM 88007	(6)	L. Shannon Town of Mesilla PO Box 20 Mesilla, NM 88046		Marcus Miner 6612 Vista Hermosa Las Cruces, NM 88007
James Hansen and/or Carol Wortner 3150 McDowell Rd. Las Cruces, NM 88005	(7)	L. Shannon Town of Mesilla PO Box 20 Mesilla, NM 88046		James Hansen and/or Carol Wortner 3150 McDowell Rd. Las Cruces, NM 88005
Miguel de Mesilla LLC 3705 Selene Ct. Las Cruces, NM 88005	(9,10)	L. Shannon Town of Mesilla PO Box 20 Mesilla, NM 88046		Miguel de Mesilla LLC 3705 Selene Ct. Las Cruces, NM 88005
Celia and/or Michael Carrillo 2039 Cortabella Lp Las Cruces, NM 88005	(11)	Hacienda Investments LLC 4008 Fiesta Dr. Las Cruces, NM 88005		Celia and/or Michael Carrillo 2039 Cortabella Lp Las Cruces, NM 88005
CBE III, LLC PO Box 116 Mesilla, NM 88046	(14,15)	Mercado Venture LLC PO Box 935 Mesilla Park, NM 88047		CBE III, LLC PO Box 116 Mesilla, NM 88046

Acton Academy Las Cruces

To: Town of Mesilla

From: Anna Emerick-Biad

5/14/2018

Description of Special Use Permit Requested:

It is with great enthusiasm that we submit to you our request for an extension of our current special use permit to the property we recently purchased at 1750 Avenida de Mercado.

Justification for Request:

1750 Avenida de Mercado formerly had a special use permit to have a private school operate in the space – Roundtable Academy. Additionally, Las Cruces Academy has a special use permit for their private school use adjacent to 1750 Avenida de Mesilla.

We have an excellent working relationship with Tom and Jerean Hutchison and have signed off on liquor license use for all our current or future restaurant neighbors.

We wanted to share with you some testimonials about our program as testament to the benefit the school is bringing to our community.

We love Acton! Kids can learn at their own pace yet be challenged to dig deep and present their best work. They learn to work as a team and have a growth mentality. There's nothing else like this model for education! Courtney Sakhvoruk

Acton is a place of learning for a lifetime, and not just learning for grade requirements. My 5th grade son has gained independence, insight, and motivation unlike when he was at public school. And he is learning about kindness, team work, and his own individual strengths. We love Acton! Michelle Tatum

Excellent school and staff! This environment has really helped our children blossom and learn on a whole different level. Highly recommended!! Marisela Lange

Acton Las Cruces is a great school that offers a true self-paced, student led education. This school motivates children to take responsibility for their education without the burden of standardized testing, busy work in class and state driven education restrictions. Ken Haubner

My son seems to flourish in this environment. He comes home excited and proud about the tasks he has accomplished. Acton really cares about the involvement of each students' family as well, it is truly an exceptional place of learning. Dan Robillard

The thought of a learning environment that incorporates active learning, includes all the senses, and emphasizes a pursuit personalized to your individual gifts, sounds amazing. What kid doesn't deserve that? Debbie Taylor





OFFICIAL USE ONLY:

Case # 060731

Fee \$ 310.00

(ACCEPTED AS COMPLETE: 7/6/18)

CASE NO. 060731 ZONE: C SUBMITTED DATE: 5/17/18

Alton Academy Las Cruces
Name of Applicant
575-644-8265
Applicant's Telephone/Cell Number

* 1730 Tienda de Mesilla Las Cruces
Mailing & Physical Address City State Zip Code
Las Cruces NM 88005

Hacienda Investments LLC
Property Owner(s) Name (if different than above)

~~5140~~ 5140 Nizhoni Trail Las Cruces NM
Mailing & Physical Address City State Zip Code
88005

Description of Special Use Permit Requested:
* See Attached

Justification for Request:

NOTICE: NO APPLICATION WILL BE ACCEPTED WITHOUT THE SIGNATURE OF THE OWNER(S) OF RECORD OF THE ABOVE DESCRIBED PROPERTY. IF MORE THAN ONE, ALL OWNERS OF OR THEIR AGENTS MUST SIGN.

Anna Emerich Bied Anna Emerich-Bied
Property Owner Signature (if different than Applicant) Applicant Signature

FOR OFFICIAL USE ONLY

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

CONDITIONS: _____

ISSUED BY: _____ ISSUE DATE: _____

Checklist for Special Use Permit regarding Case SUP18-002

xx 18.85.080 Planning Commission may recommend approval of special use permits.

This section is a statement describing the PZHAC as recommending body, with BOT providing final approval of the PZHAC's decision to grant the special use permit.

This section conflicts with Section 18.85.240, which implies that a Public Hearing by the BOT is held only on appeals. (This section does not state that the BOT shall hold a public hearing, but rather, it shall approve the PZHAC's decision.)

xx 18.85.090 Granting of some special use permits not permitted.

This section states that "PZHAC shall recommend or disapprove any special use permits for any use which:

- a. Is specifically permitted by this title in a zone which is less restrictive than the zone where the property is located.
- b. Is specifically prohibited, by the provisions of this title, in the zone where the property is located.
- c. Can be specifically classified as a residential, commercial or industrial use."

This section describes most all possible scenarios, which simply means as the title states: "PZHAC shall recommend or disapprove"

xx 18.85.100 Showing for special use permit not required.

This section states that the procedure for all applications for a special use permit is set forth in the Article 1 of this chapter for variances except that the PZHAC will recommend action and BOT will be final action. It states that the required showings in the variance procedure in 18.85.040 (A) and (B) are not needed. This does indicate that 18.85.040 C and D are required. The following are items C and D from 18.85.040.

"C. That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity.

D. A non-conforming use of neighboring lands or structures shall not be considered grounds for issuance of a variance."

The applicants submitted a statement of justification regarding C and D.

Also within 18.85.100, it states that "for special uses, public benefit resulting from the proposed facility shall exceed any detriment to the public health, safety, and general welfare, or injury to property or improvements in the areas." (reflecting what is said in item C above.) It also states that special use permits may be granted with conditions and limitations by the board of trustees as appropriate.

xx 18.85.110 Applications for variances and special use permits.

This section just states that the board of adjustment for variances and the board of trustees for special use permits shall prescribe the form of the applications.

The form was developed years ago, and we still use that form.

xx 18.85.120 Petitioners statement of justification.

This section states that the application shall have a written statement of facts by the petitioner showing that granting of the permit is needed in order for items C and D in 18.85.040 be met. (no detriment to neighborhood or public health and safety, and non-conforming use of neighboring lands are not grounds for granting the use permit.) If applicable the PZHAC shall inform the applicants if the justification is not within the scope of the ordinance.

A statement was submitted with the application.

xx 18.85.130 Supplementary information.

This sections states that an application for a special use permit (or variance) shall include two sets of a description of the property and plans for the proposed use. It states that the plans shall be drawn to scale and shall show the location of structures and other features on the side.

The applicants submitted the appropriate supplementary information in the form of a survey showing where the school would be located.

xx 18.85.140 Filing fee for a variance and special use permit.

This section describes the fee to be \$310. It also states that if there are additional reviews required beyond normal review requirements due to complex, unforeseen or unique circumstances that require consultation with an engineering firm, etc. the town may charge an additional review fee to defray costs of review.

This case is not complex or unique and the applicant paid the \$310.

xx 18.85.150 Setting hearings.

This section states that the PZHAC shall set a public hearing not less than 30 days nor more than 45 days from the time of the filing of the application.

The application was accepted as complete on July 6, 2018; 31 days prior to the scheduled meeting and within the 30 – 45 days required by the Code.

xx **18.85.160 Notices.**

This section states that the time and place of the public hearing for special use permit *may* be given by posting one sign in front of the property and posting additional signs at 300-foot intervals for large properties with more than 600 feet of frontage. It also states that the owners of property within 100 feet radius of the external boundaries of the property *shall* be notified by registered mail.

Please note in this section the notice of the special use permit may be given by posting the sign (the word may indicates it is optional) and that the notification letters shall be mailed to property owners. In this application the notice was given by posting signs AND notifying by registered mail, even though the signs were optional. The signs were posted for the August 6, 2018 public hearing, and photos documenting the signs were taken.

xx **18.85.170 Investigations.**

This section requires the PZHAC to require its own members or its staff to investigate the facts about an application set for hearing, including an analysis of precedent cases to provide all necessary information on each case.

There have been three similar cases within the past six years in the immediate area of the proposed SUP. These are: SUP13-001 and a renewal for the "Las Cruces Academy", a private school; SUP 15-001 for the "Round Table", a day care center; and SUP16-001 for the "Acton Academy of Las Cruces", a private for-profit school.,

N/A **18.85.180 Hearings may be continued without public notice.**

This section states: "If testimony at a hearing cannot be completed on the day set for the hearing, the chair may before recess, publicly announce the time and place of the continued hearing and no further notice shall be required."

A hearing has not occurred yet, so this section is not yet applicable.

N/A **18.85.190 Action on variance or special use permit.**

This section states that not more than 40 days following the completion of its hearing on the application for a variance or special use permit, the PZHAC by adoption of a resolution shall grant or deny the case with written findings of facts relied upon by the PZHAC. It further states that "Failure of the reviewing body to act on any variance or use permit application within 40 days after the hearing shall be deemed to be approval of the application by the board."

A hearing has not occurred yet, so this section is not yet applicable.

N/A **18.85.200 Files shall include testimony.**

This section requires that all pertinent testimony offered at the public hearings shall be recorded and made a part of the permanent files of the case.

A hearing has not occurred yet, so this section is not yet applicable.

N/A **18.85.210 Notice of decision.** This section states that the decision that a variance or special use permit be granted or denied shall be mailed in the form of a copy of the resolution to the applicant.

A hearing has not occurred yet, so this section is not yet applicable.

N/A **18.85.220 Effective date – Time of appeal.** This section refers to when an appeal can be filed.

There is no appeal being filing at this time.

N/A **18.85.230 Transmission of records to board of trustees.**

This section refers to appeal cases, that records shall be forwarded to the BOT. This case is not an appeal case.

N/A **18.85.240 Board of Trustees to hold a public hearing.**

This section states "Within 30 days following the receipt of the written appeal the board of trustees shall conduct a public hearing, notice of which shall be given as provided in 18.85.160. The hearing before the BOT shall be a hearing de novo and all interested persons may appear and present evidence."

This section refers to an appeal. This case is not an appeal case. This section implies that the BOT only has a public hearing for appeals.

N/A **18.85.250 and 18.85.260**

These sections refer to appeal cases. This is not an appeal case.

**PLANNING ZONING HISTORICAL APPROPRIATENESS COMMISSION
(PZHAC)**

RESOLUTION 2018- 004

WHEREAS, the PZHAC convened on August 6, 2018 at a regular PZHAC meeting and heard the case regarding a special use permit request for an expansion of a for-profit private school, requested by Anna Biad; and

WHEREAS, a quorum of the PZHAC were present; and

WHEREAS, the complete application for a special use permit was filed on July 6, 2018; and

WHEREAS, neighboring property owners within 100 feet of the subject property were notified of the proposed special use permit by certified mail as per MTC 18.85.160 and the property was posted giving notice of the proposed hearing; and

WHEREAS, there were no responses from any of the notified owners by August 3, 2018; and

WHEREAS, a public hearing was held by the Planning, Zoning, and Historical Appropriateness Commission on August 6, 2018, according to the requirements of MTC 18.85.150, during their regular meeting; and

WHEREAS, the Public Hearing of August 6, 2018 was closed after taking public comments; and

WHEREAS, the case was considered at the regular meeting following the Public Hearing at which meeting the PZHAC determined that the benefits to the Town outweighed the potential negative impacts to the local community; and

WHEREAS, the PZHAC voted 4-0 to recommend the case for approval; and

NOW, THEREFORE, BE IT RESOLVED THAT:

The Planning, Zoning and Historical Appropriateness Commission of the Town of Mesilla recommends the request for a special use permit, with findings of fact for said approval as stated in the Staff Analysis attached to this resolution.

RESOLVED on this 6th day of August, 2018.

Russel Hernandez, PZHAC Chairperson



New Mexico Regulation and Licensing Department
ALCOHOL AND GAMING DIVISION

P.O. Box 25101 Santa Fe, New Mexico 87504-5101
(505) 476-4875 Fax (505) 476-4595 www.rld.state.nm.us/alcoholandgaming

July 9, 2018

Certified Mail No.: 9171 9690 0935 0079 1768 56

Susana Martinez
Governor

Robert "Mike" Unthank
Superintendent

Pat McMurray
Deputy Superintendent

Claudia Armijo
Deputy General Counsel

Debra A. Lopez
Acting Director

Town of Mesilla

Cynthia Stoechner-Hernandez, Clerk
PO Box 10
Mesilla, NM 88046

Re: Lic. No. /Appl. No.: Application No. 1092881
Name of Applicant: Adrianna C. Merrick
Doing Business As: Don Felix Cafe
Proposed Location: 2410 Calle De Principal, Suite D, Mesilla, NM 88005

Greetings:

The Director of the Alcohol and Gaming Division has reviewed the referenced Application and granted Preliminary Approval. It is being forwarded to you for Local Option District approval or disapproval of the Liquor License Application.

While the law states that "within forty-five (45) days after receipt of a Notice from the Alcohol and Gaming Division, the governing body shall hold a Public Hearing in the question of whether the department should approve the proposed issuance or transfer", we recognize the potential for conflict between the requirement for publication of 30 day notice and the 45 day hearing requirement. Should the Local Governing Body be unable to meet one of these requirements, please send a Request for Waiver/Extension by email to the assigned AGD Hearing Officer listed on page 2.

Notice of the Public Hearing required by the Liquor Control Act shall be given by the governing body by publishing a notice of the date, time, and place of the hearing twice during the 30 days prior to the hearing in a newspaper of general circulation within the territorial limits of the governing body. The first notice must be published at least thirty (30) days before the hearing. Both publications must occur before a hearing can be conducted. The notice shall include:

- (A) Name and address of the Applicant/Licensee;
(B) The action proposed to be taken by the Alcohol & Gaming Division;
(C) The location of the licensed premises.

In addition, if the Local Option District has a website, the Notice shall also be published on the website.

The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. A record shall be made of the hearing.

THE APPLICANT IS SEEKING A RESTAURANT BEER AND WINE LIQUOR LICENSE WITH ON PREMISES CONSUMPTION ONLY WITH PATIO SERVICE.

- Alcohol and Gaming Division (505) 476-4875
Boards and Commissions Division (505) 476-4600
Construction Industries Division (505) 476-4700
Financial Institutions Division (505) 476-4885
Manufactured Housing Division (505) 476-4770
Securities Division (505) 476-4580
Administrative Services Division (505) 476-4800

Within thirty (30) days after the Public Hearing, the governing body shall notify the Alcohol and Gaming Division of their decision to approve or disapprove the issuance or transfer of the license by signing the enclosed original Page 1 of the Application. The original Page 1 of the Application must be returned together with the notices of publication. **If the Governing Body fails to either approve or disapprove the issuance or transfer of the license within thirty days after the Public Hearing, the Director may issue the license.**

If the Governing Body disapproves the issuance or transfer of the license, it shall notify the Alcohol and Gaming Division within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to the Alcohol and Gaming Division with the Notice of Disapproval (*Page 1 of the Application, noting disapproval*).

Respectfully,



Charmaine Martinez, Hearing Officer

New Mexico Regulation & Licensing Dept. | Alcohol & Gaming Division

Phone: (505) 476-4804 Fax: (505) 476-4595

Email: charmaine.martinez2@state.nm.us

Enclosures:

1. Original Page 1 of the Application (*must be signed and returned w/notices of publication*)
2. Copy of Page 2 of the Application
3. Copy of Zoning Statement
3. Support letter

RECEIVED

Page 1 Revised 5/16 2018

ALCOHOL & GAMING DIVISION



New Mexico Regulation and Licensing Department | Alcohol and Gaming Division
PO Box 25101 Santa Fe, NM 87504-5101 | Phone: (505) 476-4875 Fax: (505) 476-4595

AGD USE ONLY: Payment| Application Fee \$ 200 Received on: 5-2-18 Receipt No. 2070197
License Fee \$ _____ Received on: _____ Receipt No. _____
Application # 1092881 Local Option District: Mesilla

RESTAURANT LIQUOR LICENSE APPLICATION

\$200.00 Application Fee, non-refundable.

Check appropriate boxes: Application is for: New Restaurant Liquor License

Applicant is: Individual Limited Liability Company Corporation Partnership (General/Limited)

NAME OF APPLICANT (company or individual) ADDRESS (including city, state, zip) TELEPHONE NUMBER
Adrianna C Merrick
2004 W. Union Ave Las Cruces NM 88005 (575) 640 4641

D/B/A Name to be used: Don Felix Cafe Business Phone #: _____

Email Address (required): Donfelixcafe.mesilla@gmail.com

Physical location where license is to be used: (Include street number / highway number / state road, city and county, state, and zip code)
2290 Calle De Parian, Mesilla New Mexico 88046
2410 Calle De Principal Suite D Mesilla, New Mexico 88005

Mailing Address: 2004 W. Union Ave Las Cruces NM 88005

Agent/Contact Person: Adrianna Merrick Phone#: (575) 640 4641 Email: merricka10@gmail.com

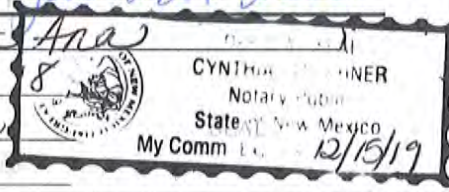
Are alcoholic beverages currently being dispensed at the proposed location? Yes No If Yes, License # / Type: _____

I, (print name) Adrianna C Merrick, as (title) owner, being first duly sworn upon oath deposes and says: that he/she is the applicant or is authorized by the applicant to make this application; that he/she has read the same; knows the contents therein contained are true. Applicant(s) agree(s) that if any statements or representations herein are found to be false, the Director may refuse to issue or renew the license or may cause the license to be revoked at any time.

You must sign and date this form before a Notary Public.

Signature of Applicant: [Signature] Date: Jan 22, 2018

NOTARY PUBLIC USE ONLY: (State of New Mexico, County of Doña Ana)
SUBSCRIBED AND SWORN TO before me this 22 day of January, 2018
By: Adrianna Merrick Notary Public: Cynthia Stalder
My Commission Expires: 12/15/19



FOR LOCAL OPTION DISTRICT USE ONLY: Local Governing Body of: _____ City, County, Village

Public Hearing held on _____, 20____. Check one: Approved Disapproved

Signature and Title of City/County Official: _____

FOR ALCOHOL AND GAMING DIVISION USE ONLY: Approved Disapproved

Signed by Director: _____ Date: _____



Basilica of San Albino

*P.O. Box 26, Mesilla, NM 88046
2280 Calle Principal, Mesilla, NM 88046
(575)526-9349 FAX (575)647-1619*

RECEIVED

MAY 02 2018

ST. ALBINO CATHEDRAL

February 27, 2018

To whom it may concern:

The church does not contest or object the application of the beer and wine license at the proposed location: 2290 Calle De Parian, Mesilla, NM 88046.

Please let us know if you have any further questions.

Sincerely,

Fr. Christopher Williams



RECEIVED

ALCOHOL AND GAMING DIVISION

PREMISES LOCATION, OWNERSHIP, AND DESCRIPTION
NMSA §60-6B-10

1. The land and building which is proposed to be the licensed premises is: (check one)

- Owned by Applicant, copy of deed/document attached
- Leased by Applicant, copy of lease/document attached
- Other (provide details): _____

2. If the land and building are not owned by Applicant, indicate the following:

A. Owner(s): Felix Arriaga

B. Date and Term of Lease: January 1, 2017 thru January 1, 2019

3. Premises location is Zoned (example C-1, see Zoning Statement): _____
 Zoning Statement attached, which must be obtained from the Local Government, listing the proposed location by address, Type of Zone, state whether alcoholic beverages are allowed at proposed location, and if applicable, whether packaged sales, patio service and/or manufacturing is allowable. If there is no zoning in the proposed location, attach Statement from the local government, indicating there is no zoning.

4. Distance* from nearest Church: (Property line of church to closest point of licensed premises—shortest distance)

Name of Church: San Albano Miles/feet: 600 ft

Address/location of Church: 2280 Calle De Principal

5. Distance* from nearest School: (Property line of school to closest point of licensed premises—shortest distance)

Name of School: Rio Grande Prep Miles/feet: 1650 yards/feet

Address/location of School: 2355 Ave De Masih

6. Distance from military installation *(Property line of military installation to closest point of licensed premises—shortest distance.)

Name of Military Installation, ^{circle one:} Kirtland Air Force Base (Albuquerque), White Sands Missile Range (Las Cruces), Holloman Air Force Base (Alamogordo), Cannon Air Force Base (Clovis)

Miles: 35

7. Attach Detailed Floor Plan, must include the Total Square Footage of premises; List nearest cross street; Show which direction is North; Show each level (floor) where alcoholic beverages will be sold or consumed, exterior walls, doors, and interior walls; Patio Area with type of barrier used; Highlight Bonded Areas. The floor plan should be no larger than 8½ x 11 inches and **must be labeled** with designated areas highlighted, which will reflect the proposed Licensed Premises.

8. Type of Operation: Hotel Lounge Package Grocery Restaurant Racetrack

Small Brewer Craft Distiller Winery Wholesaler

Other (specify): _____

*NOTE: If the distance is beyond 300 feet, but less than 400 feet, a Registered Engineer or Licensed Surveyor must complete a Survey Certificate showing the exact distance.

Town of Mesilla, New Mexico

January 22, 2018

New Mexico Regulation and Licensing Department
Alcohol and Gaming Division
Toney Anaya Building
P.O. Box 25101
Santa Fe, NM 87505-5105

Re: **Statement of Zoning for Café Don Felix (2410 Calle de Parian)**

To whom it may concern:

The property located at occupied by Café Don Felix at 2410 Calle de Parian, in Mesilla, NM, further described as part of Dona Ana County parcel ID # 04-00315, is located in the Historical Commercial (HC) Zone in the Town of Mesilla. The permitted uses in this zone are described in Section 18.40.020 of the Mesilla Town Code as being the same as allowed in the General Commercial (C) zone (Section 18.45.020), which states that "This zone is intended to provide for limited commercial enterprises." Among the uses permitted under section 18.45.020 (Permitted Uses) are: Bars and cocktail lounges; Package liquor stores; and Restaurants and eating establishments; and other similar uses. This would include the type or restaurant operation proposed here. (This type of operation has existed at this location since 2001.)

If you have any questions or concerns, please do not hesitate to contact me at (575) 524-3262, ext. 104.

Sincerely,



Larry Shannon
Community Development Coordinator

RECEIVED

MAY 02 2018

ALCOHOL & GAMING DIVISION

*2410 CALLE PARIAN IS THE SAME ADDRESS AS 2410 CALLE PRINCIPAL



**NOTICE OF PUBLIC HEARING FOR LIQUOR
LICENSE IN THE TOWN OF MESILLA**

Pursuant to the New Mexico Liquor Control Act, the Board of Trustees of the Town of Mesilla will hold a public hearing on the question of whether or not the NM Alcohol and Gaming Division should approve a **restaurant Beer and Wine Liquor License with on premises consumption only with patio service** for:

License / App. #: 1092881
Applicant Name: Adrianna C. Merrick
Doing Business As: Don Felix Cafe
Proposed Location: 2410 Calle de Principal, Ste D.
Mesilla, NM 88005

The public hearing will be held on **Monday, August 13, 2018, at 6:00 p.m.** in the Board Room of the Mesilla Town Hall, 2231 Avenida de Mesilla.

Following the public hearing, the Board of Trustees will consider whether to approve or disapprove the issuance of the license. For questions or comments, please contact Cynthia Stoechner-Hernandez, Town Clerk-Treasurer, at (575) 524-3262 or e-mail at cynthias-h@mesillanm.gov.

Posted 7/18/18 REPOSTED

7/31/18

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

**MEMORANDUM OF AGREEMENT
BETWEEN TOWN OF MESILLA (MESILLA FIRE DEPARTMENT) and the
NEW MEXICO DEPARTMENT OF GAME AND FISH**

WHEREAS, the New Mexico Department of Game and Fish (DGF) now oversees the real property (Property) which had been the location of the former Mesilla Valley Bosque State Park, through a transfer of the Property from the former owner (the Energy, Minerals and Natural Resources Department) and by virtue of various lease or other agreements incidental to such ownership; and

WHEREAS, such property now exists as a regional office for DGF, and continues as a publicly accessible location for wildlife viewing, hiking, public wildlife-related education, and similar activities; and

WHEREAS, the Town of Mesilla municipal government (Town), through its Mesilla Fire Department (MFD) was previously allowed to house a fire suppression apparatus vehicle (Engine) at the subject property, and wishes to continue to do so; and

WHEREAS, DGF desires to have such Engine located on the Property for fire protection reasons and in the spirit of intergovernmental cooperation; and

WHEREAS, the parties wish to document this understanding by entering into this Memorandum of Agreement (MOA), the parties agree as follows:

- I. **PURPOSE:** The purpose of this MOA is to outline responsibilities and support for the continuation of a MFD substation at the Property.
- II. **AUTHORITY:** The establishment of an authorized fire substation is pursuant to the Fire Protection Fund, NMSA 1978 §§59A-53-1 *et seq.* and Rule 10.25.10 NMAC.
- III. **GENERAL:** The parties jointly agree to provide for the operation of an MFD substation (Substation) according to this MOA's terms. The Substation will be available seven days per week, 24 hours per day, and 365/366 days per year.

The MFD currently provides fire protection for the Property, which is within the corporate limits of the Town of Mesilla, and the parties find it mutually advantageous to stage an Engine on site at the Property.

The Substation will not be staffed with MFD personnel, but shall house one Engine that meets the general criteria of an initial attack or pumper apparatus per the National Fire Protection Association Standard 1901, *Standard for Automotive Fire Apparatus*.

IV. RESPONSIBILITIES:

A. MFD shall:

1. Furnish a serviceable Engine, to be principally assigned to the Substation.

2. Ensure MFD staff complies with any applicable DGF standards for cleanliness of the Substation.
3. Secure the Substation and Engine as directed by DGF.
4. By signing this MOA, the Town certifies that the activities described in Part III above, are covered by insurance as set forth below, secured in accordance with any method allowed by applicable law, including self-insurance, pooling of self-insured reserves, or insurance provided by a third party. MFD shall maintain continuous coverage of the activities described in Part III, so long as this MOA is in effect. Failure to maintain such coverage is reason for immediate termination of this MOA. MFD shall notify DGF prior to cancellation or expiration of any insurance required under this Agreement.
 - a. Worker's compensation protection that complies with the requirements of the Worker's Compensation Act, NMSA 1978 §§52-1-1 *et seq.* if applicable.
 - b. Comprehensive public liability protection covering property damage and personal injury liability that may arise related to the activities contemplated by this MOA, in amounts equal or greater than liability limits set forth in NMSA 1978 §41-4-19, as amended from time to time.
5. The Mesilla Fire Chief is appointed as the MFD point of contact (POC) responsible for this MOA. The MFD POC will exchange contact information with the DGF POC in order to facilitate communication including during non-business hours as needed.

B. DGF shall:

1. Provide a space in a garage at the Property suitable for parking the Engine which shall reasonably protect the Engine from the elements.
2. Reserve the space for use of the Engine and operation of the Substation as described herein.
3. Provide MFD with 24/7 access to the exterior gates, access routes and affected garage space to allow retrieval and response from the Substation.
4. The DGF Southwest Area Captain is appointed as the Division POC responsible for this MOA, having full authority to act on all matters relating to its daily operation. The DGF POC will exchange contact information with the MFD POC in order to facilitate communication including during non-business hours as needed.

C. Both parties agree that neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this MOA. Any liability

incurred in connection with this MOA is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978 §§ 41-4-1 *et seq.*

V. TERMINATION AND ADMINISTRATION:

This MOA shall be effective upon the signature of the representatives of the Town and DGF, and shall be ongoing, unless terminated by either party with ninety (90) days prior written notice. The parties agree that this MOA replaces and supersedes any prior MOA on this topic that existed between the Town/MFD and the State of New Mexico, Energy, Minerals and Natural Resources Department.

Termination notices, and other correspondence hereunder, shall be sent, as applicable, to:

Town of Mesilla, P.O. Box 10, Mesilla, NM 88046

or

Director, Department of Game and Fish, P.O. Box 25112, Santa Fe, NM 87504

Nothing herein shall prevent the use of electronic communication for routine communication.

This MOA shall not be altered or amended except by written instrument executed and approved by the parties hereto.

TOWN OF MESILLA

By: _____
Nora L. Barraza, Mayor

Date: _____

DEPARTMENT OF GAME AND FISH

By: _____
Alexandra Sandoval
Director, and Secretary to the State Game Commission

Date: _____

**TOWN OF MESILLA & LAS CRUCES PUBLIC SCHOOLS
SERVICE AGREEMENT
SCHOOL RESOURCE OFFICER and COMMUNITY SERVICES OFFICER SERVICES**

This Agreement is made, this 12 day of August, 2018, by and between the LAS CRUCES PUBLIC SCHOOL DISTRICT (hereinafter "School District"), and the TOWN OF MESILLA on behalf of the MESILLA MARSHAL'S DEPARTMENT (hereinafter "Mesilla Marshal's Department":) as follows:

WITNESSETH:

WHEREAS, the Mesilla Marshal's Department agrees to provide the School District a School Resources Officer (SRO/CSO) and Community Service Officer (CSO) Program in the School District; and

WHEREAS, the School District and the Mesilla Marshal's Department desire to set forth in this SRO/CSO Agreement the specific terms and conditions of the services to be performed and provided by the SRO/CSO's in the School District;

WHEREAS, it is understood by both parties that the intent to renew is to be identified by May of the year in which the contract is put into place:

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Cost of the SRO/CSO Program

- A. The School District agrees to reimburse the TOWN OF MESILLA for the cost of the SRO/CSO Program on a flat fee basis of \$86,027.30. The fee shall be paid in nine monthly installments beginning on September 1 of each year. Annual increases shall be based on an assessment of the actual costs from the previous year.

2. Employment of School Resource Officers/Community Service Officers

- A. The SRO/CSO's shall be employees of the Mesilla Marshal's Department and shall be subject to the administration, supervision, and control of the Mesilla Marshal's Department.
- B. The SRO/CSO's shall be subject to all personnel policies and practices of the Mesilla Marshal's Department except as such policies or practices may be modified by the terms and conditions of this Agreement.
- C. The Mesilla Marshal's Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SRO/CSO's.

- D. If a principal is dissatisfied with an SRO/CSO who has been assigned to that principal's school, then that principal may request through the Superintendent that the Marshal assign a different officer as the SRO/CSO for that school.
- E. One SRO shall be assigned to Zia Middle School and One CSO shall be assigned to Rio Grande Preparatory Institute. This current Agreement relates to (1) SRO and (1) CSO position.
- F. The School District shall provide office space, office supplies, and access to a computer with internet access.

3. Duty Hours

- A. The SRO/CSO shall spend the majority of their hours at schools, it is the intent of the parties that the SRO/CSO's duty hours shall conform to the school day, student lunch schedule, and calendar.
- B. It is understood and agreed that time spent by SRO/CSO's attending municipal court, juvenile court, and/or criminal cases arising from and/or out of their employment as an SRO/CSO shall be considered as hours worked under this Agreement.
- C. In the event an SRO/CSO is absent from work for a full day or more, the SRO/CSO shall notify his or her supervisor in the Mesilla Marshal's Department, LCPS Director of Public Safety, and the principal of the school to which the SRO/CSO is assigned. The Mesilla Marshal's Department will assign another SRO/CSO or qualified officer, if available, to substitute for the SRO/CSO who is absent.
- D. In the event an SRO/CSO is required to leave their assigned school during a work day, the SRO/CSO shall notify his or her supervisor in the Mesilla Marshal's Department and the principal of the school to which the SRO/CSO is assigned.

4. Term of Agreement

The initial term of this Agreement is one year commencing on the 12th day of August, 2018, and ending on the 30th day of June, 2019, however, should either party encounter budgetary constraints that make the continuation of this agreement impractical, then either party may cancel this agreement upon sixty days notice to the other. This agreement shall be automatically renewed for successive one year periods unless either party requests termination or modification of this agreement. This request will be made in writing.

5. Duties of School Resource Officers

The SRO/CSO's duties will include, but not be limited to, the following:

- A. To be an extension of the principal's office for assignments consistent with this Agreement.
- B. To be a visible, active law enforcement figure on campus dealing with law enforcement matters.
- C. To provide a safe environment as to law enforcement matters on public school property.
- D. To provide a classroom resource for law enforcement education using approved materials.
- E. To be a resource for students which will enable them to be associated with a law enforcement figure and role model in the students' environment.
- F. To be a resource for teachers, parents, and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance abuse.
- G. To make appearances before parent groups and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
- H. To complete and provide a monthly activity report to the Mesilla Marshal's Department, to the Director of Public Safety, and to the principal of the assigned school. This report will include the activities of the SRO/CSO on campus for that specific month.
- I. The SRO/CSO will only be involved in school discipline when it pertains to preventing a disruption that would, if ignored, place students, faculty, and staff at risk of harm; the SRO/CSO will resolve the problem to preserve the school climate.
- J. The disciplining of students is a School District responsibility, and the SRO/CSO will only assist when requested by the principal for safety concerns.
- K. It will be the responsibility of the SRO/CSO to report all crimes originating on the school campus. Information on cases that are worked off-campus by the Mesilla Marshal's Department or other agencies involving students on a campus served by an SRO/CSO will be provided to the SRO/CSO, but the SRO/CSO will not normally be actively involved in off-campus investigation(s).
- L. The SRO/CSO will share information with the principal or his/her designee about persons and conditions that pertain to campus safety concerns.

- M. The SRO/CSO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency and delinquency-prone youths and their families. Referrals will be made when necessary.
- N. The SRO/CSO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- O. The SRO/CSO will coordinate all of his/her activities with the principal and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.
- P. The SRO/CSO may be asked to provide community wide crime prevention presentations that include, but are not limited to:
 - Drugs and the law – Adult and juvenile
 - Alcohol and the law – Adult and juvenile
 - Safety Programs – Adult and juvenile
 - Sexual Assault Prevention
 - Bullying Prevention Education
 - Assistance in other crime prevention programs as assigned
- Q. The SRO/CSO's will wear their department authorized duty weapons in accordance with departmental policy.

6. **Chain of Command**

- A. As employees of the Mesilla Marshal's Department, SRO/CSO's will be subject to the chain of command of the Mesilla Marshal's Department.
- B. In the performance of their duties, SRO/CSO's shall coordinate and communicate with the LCPS Director of Public Safety and the principal or the principals' designee of the school to which they are assigned.

7. **Transporting Students**

- A. SRO/CSO's shall not transport students in Mesilla Marshal's Department vehicles except:
 - (1) When the students are victims of a crime, under arrest, or some other emergency circumstances exist; and
 - (2) When students are suspended and/or sent home from school pursuant to school disciplinary actions; and the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period; and the student is disruptive/disorderly and

his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.

- B. Students shall not be transported to any location unless it is determined that the student's parent, guardian, or custodian is at the destination to which the student is being transported. SRO/CSO's shall not transport students in their personal vehicles.
- C. SRO/CSO's shall notify school personnel upon removing a student from campus.

8. Access to Education Records

- A. School officials shall allow SRO/CSO's to inspect and copy any public records maintained by the school to the extent allowed by law.
- B. If some information in a student's record is needed in an emergency to protect the health or safety of the student or other individuals, school officials shall disclose to the SRO/CSO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.
- C. If confidential student record information is needed by an SRO/CSO, but no emergency situation exists, the information may be released only as allowed by law.

9. Insurance and Liability

The TOWN OF MESILLA, pursuant to the authority conferred by the New Mexico Tort Claims Act, has established a self-funded, self-administered program for General Liability, Auto Liability, and Worker's Compensation claim against the TOWN OF MESILLA and its employees under the New Mexico Tort Claims Act. The program is funded at a level believed by management of the TOWN OF MESILLA under the Act to be adequate during the term of this Agreement for the SRO/CSO s in performance of his or her law enforcement duties to provide coverage in an amount equal to or exceeding that required under the New Mexico Tort Claims Act at N.M. Stat. Ann. § 41-4-19 (2004) as amended or recodified in the future.

No Party to this Agreement shall be responsible for the liability incurred as a result of the other Party's acts or omissions in connection with this Agreement or in performance under this Agreement. Any liability incurred in connection with this Agreement or the acts or omissions of a Party performing under the Agreement is specifically subject to the immunities and limitations of the New Mexico Tort Claims Act, N.M. Stat. Ann. §§ 41-4-1 et seq.(1978), as the same may be amended or recodified from time to time.

This Agreement contains the understanding between TOWN OF MESILLA and the SCHOOL DISTRICT only and shall not create or confer on any other person or entity any right or benefit, substantive or procedural, enforceable at law or otherwise against the named parties, their officers, directors, employees, agents, representatives, attorneys, contractors, subcontractors, consultants, or advisors.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first written above.

For the TOWN OF MESILLA:

For the Las Cruces Public Schools:

**Mesilla Marshal
Mesilla Marshal's DEPT.**

**Superintendent
LAS CRUCES SCHOOL DISTRICT #2**

**TOWN OF MESILLA Mayor
TOWN OF MESILLA**

Approved as to form:



**TOWN OF MESILLA Attorney
TOWN OF MESILLA**

Approved as to form:

**School District Attorney
LCPS**



Resolution 2018-13
A Resolution in Support of
Reauthorization of and Full Funding for
The Land and Water Conservation Fund

WHEREAS, The Land and Water Conservation Fund (LWCF), created by Congress 54 years ago, is one of the most successful government programs in preserving our country's precious natural and cultural resources and improving equitable access to the outdoors in urban and rural communities, which is essential to New Mexico's health, culture, economic opportunity and the future of our children and grandchildren; and

WHEREAS, LWCF has been instrumental in creating opportunities for New Mexicans in urban, suburban, and rural areas to get outdoors. It has been a critical tool in conserving national parks and historic sites; national wildlife refuges and monuments; watersheds; working forests; wildlife areas; and state and local parks, trails and ball fields; and

WHEREAS, LWCF is based on the simple premise that as we extract natural resources that belong to our nation – offshore oil and gas – we should in turn protect and invest in onshore resources for future generations; and

WHEREAS, LWCF takes a portion of royalties from offshore oil and gas development and invests that money in protecting America's important public lands for future generations – be that an iconic national park or an urban playground; and

WHEREAS, though LWCF is authorized to receive \$900 million annually, this cap has been met only twice during the program's nearly five decades of existence and, instead of being fully funded, nearly every year Congress diverts much of this funding to purposes other than conserving our most important lands and waters; and

WHEREAS, despite receiving only a fraction of its intended funding over the last 54 years, LWCF has led to the protection of land in every state and nearly every county, has improved access to these public lands, and has provided matching grants for the creation of more than 41,000 state and local park projects; and

WHEREAS, LWCF supports and maintains the economic asset that our federal, state and local public lands represent. Hunting, fishing, camping, hiking, paddling and other outdoor recreation activities contribute a total of \$9.9 billion annually to the New Mexico's economy and support 99,000 jobs in our state (source: Outdoor Industry Association, 2017). Whether manufacturing, retail or service related, most of these jobs are sustainable resource or tourism-based jobs and cannot be exported; and

WHEREAS, New Mexico has received more than 1,200 state side LWCF grants to local governments and state parks, totaling over \$44 million and touching all of the state’s counties; and

WHEREAS, over the last 54 years, LWCF funding has contributed to the enhancement of local parks and recreational opportunities that are part of the fabric of the town of Mesilla, including Mesilla and Avenida de Mesilla Parks, the lighting in the historic Mesilla Plaza; to the protection of the Organ Mountains-Desert Peaks, White Sands, and Prehistoric Trackways National Monuments; and to the protection of area attractions important for our local economy such as the Mesilla Valley Bosque State Park.

WHEREAS, the parks, trails, and recreation projects dependent upon LWCF funding are green spaces that contribute to the health and well-being of New Mexican families; and

WHEREAS, the Land and Water Conservation Fund was initially authorized in 1965 by the President and Congress and will expire on September 30, 2018; and

NOW, THEREFORE, BE IT RESOLVED, that the Town of Mesilla expresses support for, and urges Congress to act swiftly to enact full funding for and permanent reauthorization of the Land and Water Conservation Fund given the important contributions it makes to our nation’s and New Mexico’s health, well-being, economic opportunity and access to our nation’s natural treasures; and.

BE IT FINALLY RESOLVED, that a copy of this resolution shall be forwarded to the entire New Mexico Congressional Delegation to show support for the fully funding and permanent reauthorization of the Land and Water Conservation Fund.

PASSED, ADOPTED, AND APPROVED this 13th day of August 2018.

Nora L. Barraza
Mayor

ATTEST:

Cynthia Stoechner-Hernandez
Town Clerk-Treasurer

Roll Call Vote:

Mayor Barraza _____
Mayor Pro-Tem Caro _____
Trustee Garcia _____
Trustee Johnson-Burick _____
Trustee Arzabal _____



RESOLUTION NO. 2018-14

A RESOLUTION TO OPPOSE THE TRANSPORT OF HIGH LEVEL NUCLEAR WASTES AND THE CONSTRUCTION AND OPERATION OF NUCLEAR WASTE STORAGE FACILITIES IN NEW MEXICO.

WHEREAS, Holtec Inc. has applied to the Nuclear Regulatory Commission (NRC) for a license for the construction and operation of a Consolidated Interim Storage Facility (CISF) in New Mexico to store up to 100,000 tons of ‘spent’ nuclear reactor fuel generated throughout the U.S. for a 40-year period; and

WHEREAS, Members of the New Mexico Senate and House of Representatives requested the NRC to extend the scoping comment period to allow the legislature and state agencies ample time to fully review critical issues related to the construction, transport, and storage of high-level nuclear waste by a private company in an interim facility; and

WHEREAS, potential damage to the environment and economy throughout the state during transport and within the Permian Basin for the duration of its storage are also of critical concern; and

WHEREAS, the NRC license to construct a CISF is separate and precedes licensing of transportation of high-level nuclear waste on rail posing a high risk to the residents and environment of New Mexico; and

WHEREAS, there is over 90,000 metric tons of nuclear waste from the commercial power industries and the U.S. Government’s nuclear weapons program with no designated permanent storage facility; and

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

THAT the Town opposes the transport of high-level nuclear waste or the licensing for the construction and operation of a Consolidated Interim Storage Facility (CISF) in New Mexico and recommends:

1. A thorough analysis of all parties’ responsibilities, costs, and potential cumulative impacts.
2. Written consent by the state, affected local officials, and affected Indian Tribes to the U.S. Department of Energy (DOE) and Nuclear Regulatory Commission (NRC) to license such activities; and
3. A committed federal strategy in identifying a long-term equitable solution to the continued use, management, and storage of nuclear waste.

PASSED, ADOPTED, AND APPROVED by the Board of Trustees at its regular meeting of **August 13, 2018.**

Nora L. Barraza
Mayor

ATTEST:

Cynthia Stoechner-Hernandez
Town Clerk-Treasurer

Roll Call Vote:

Mayor Barraza _____
Mayor Pro-Tem Caro _____
Trustee Garcia _____
Trustee Johnson-Burick _____
Trustee Arzabal _____



RESOLUTION NO. 2018-15

A RESOLUTION BY THE BOARD OF TRUSTEES FOR BUDGET ADJUSTMENTS

WHEREAS, since the development of the Town of Mesilla budget for fiscal year 2018/2019, 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 2018/2019 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 13th day of August 2018.

Nora L. Barraza
Mayor

ATTEST:

Cynthia Stoeher-Hernandez
Town Clerk-Treasurer

ATTACHMENT A

1. Increase in **Revenues** in School Resource Fund from \$66,352 to \$93,352
Reason: Increase due to additional \$27,000 given from LCPS for CSO Position.

2. Increase in **Expenditures** in School Resource Fund from \$66,352 to \$93,352
Reason: Increase due to additional \$27,000 given from LCPS for CSO position.

MEMORANDUM

TO: MAYOR NORA L. BARRAZA AND BOARD OF TRUSTEES
FROM: LARRY SHANNON, COMMUNITY DEVELOPMENT COORDINATOR
SUBJECT: ACTIVITY REPORT – JULY, 2018
DATE: AUGUST 7, 2018

PZHAC BUSINESS
[Items presented to the PZHAC]

PZHAC WORK SESSION ITEMS:

1. Submitted by Maria Rios; a request to discuss the construction of a freestanding carport on a residential property at 2472 Calle de Cura (**Case 060736**). Zoned: Historical Residential (HR)
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)
3. Submitted by Natalie B. Ogaz, a request to discuss plans for the construction of a new dwelling at 2729 Calle de San Albino (**Case 060748**). Zoned: Historic Residential (HR)
4. Submitted by R. Builders Inc. for the Las Cruces Diocese; a request to discuss plans to install an exterior door on a religious store located at 2270 Calle Principal, across from the church (**Case 060752**). Zoned: Historical Commercial (HC)

PZHAC ADMINISTRATIVE APPROVALS:

Building Permits

1. **Case 060750** – 1911 Calle de Cura, submitted by John McCatherin; a request for a building permit to allow the repair and replacement of a common wall that had been knocked down along the southern edge of the property. Zoned: Historic Residential (HR)
2. **Case 060753** – 2547 Calle del Norte, submitted by Rosalina Contreras; a request for a building permit to repair a screen door and several window screens on a dwelling at this address. Zoned: Historical Residential (HR)
3. **Case 060754** – 2155 Calle de Los Huertos, submitted by Paul and Cheryl Blevins; a request for a building permit to repair the roof on a dwelling at this address. Zoned: Historical Residential (HR)

PZHAC DECISION ITEMS:

Building Permits

1. **Case 060740:** 2980 Bowman Street, submitted by Everett Crawford; a request for a building permit to replace and upgrade an existing garage and storage building on a residential property at this address. Zoned: Residential, one acre (R-1).
2. **Case 060736** – 2472 Calle de Cura, submitted by Maria Rios; a request for a building permit to allow a freestanding carport to be constructed on a residential property at this address. Zoned: Historical Residential (HR) (**Discussed during Work Session**)
3. **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) (**Discussed during Work Session**)
4. **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).
5. **Case 060748** – 2729 Calle de San Albino, submitted by Natalie B. Ogaz, a request for a building permit to construct a new residence at this address. Zoned: Historic Residential (HR). (**Discussed during Work Session**)
6. **Case 060749** - 1560 Calle de El Paso, submitted by Raul Rodriguez, a request for a building permit to allow construction of an open free standing carport on a residential property at this address. Zoned: rural Agricultural (RA)
7. **Case 060752** – 2270 Calle Principal, submitted by R. Builders Inc. for the Las Cruces Diocese; a request for a building permit to allow the installation of an exterior door on the religious store at this address, across from the church. Zoned: Historical Commercial (HC). (**Discussed during Work Session – Item 3**)

Business Permits

1. **Permit 0715** – 2355 Calle de Guadalupe, submitted by Heather Salopek for “Legacy Pecans and Company”; a request for a business license to allow the applicant to operate a retail gift shop at a dwelling at this address. Zoned: Historical Commercial (HC).

Sign Permits

1. **Case 060742:** 2222 Avenida de Mesilla, submitted by Patrizia Gregory for “Kneading to Heal”; a request for a building permit to allow the installation of a six square foot sign on the front of a commercial structure at this address. Zoned: Historical Commercial (HC).
2. **Case 060743:** 2222 Avenida de Mesilla, submitted by Kirstie Robles for “A Hair and Body Shop”; a request for a building permit to allow the installation of a 4.5 square foot sign on the front of a commercial structure at this address. Zoned: Historical Commercial (HC).
3. **Case 060744:** 2350 Calle de Principal, submitted by Marianne Schweers for “Heart of the Desert Pistachios & Wines;” a request for a sign permit to install an oval sign, 15 sq. ft., at their business. Zoned: Historic Commercial (HC).
4. **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).
5. **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).

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

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

Mesilla CASE #	DAC ACC'T #	APPL. DATE	ISSUEE/CONTRACTOR	VALUATION / COST	FEE	BLDG CODE	ADDRESS	DESCRIPTION OF WORK
060746	04-00329	7/10/18	Heather Salopek	150.00	14.00	SIGN	2355 Calle de Guadalupe	Install a sign on a business at this address.
060747	04-00299	7/9/18	Teresa and Eric Sanchez/Sun Vista Const.	2500.00	80.00	MI	2233 Calle de Parian	Replace windows and paint trim on a dwelling at this address
060748	04-00390	7/9/18	Natalie B. Ogaz/Cross Town Contractor	150,000.00	237.00	NR	2729 Calle de San Albino	Construct a new residence at this address
060749	04-00184	7/9/18	Raul Rodriguez/self	300.00	0.00	MI	1560 Calle de El Paso	Construct a free standing carport at the rear of the property
060750	04-00391	7/9/18	John and Terry McCatherin/self	5000.00	100.00	MI	1911 Calle de Cura	Reconstruct a block wall at this address
060751	04-00318	7/9/18	Isabelle Bencomo ("The Messy Arrow")	150.00	16.00	SIGN	2309B Calle de San Albino	Install a sign on a business at this address
060752	04-00279	7/10/18	San Albino Church/R Builders Inc.	1000.00	10.50	ALT	2270 Calle Principal	Replace a window with an exterior door at this address.
060753	04-00157	7/10/18	Rosalina Contreras/self	200.00	0.00	MI	2547 Calle de Norte	Repair a screen door and screens on a dwelling at this address.
060754	04-01147	7/10/18	Paul and Cheryl Blevins/A&A Roofing	1600.00	62.00	RR	2155 Calle de Los Huertos	Reroof a dwelling at this address
060755	04-00446	7/16/18	Victor Contreras/self	200.00	0.00	MI	2941 Estrada Road	Relocate a stake and sheep wire fence to a property line.
060757	04-00494	1/17/18	Christina R. Zamarippa/self	1000.00	58.00	MI	2631 Calle del Sur	Construct a wood fence at this address
060758	04-00106	7/18/18	Brad Foreman/One Hour Air Conditioning and Heating	34391.82	63.00	MI	2526 Snow Road	Upgrade the electrical system and install electric panels on a dwelling at this address.
060760	04-00387	7/20/18	Diane Moore/David Kingsbury	2579.00	80.00	MI	1986 Calle de Cura	Upgrade electrical system
060761	04-00387	7/27/18	Diane Moore/ Sun City Plumbing and Heating	9647.00	25.50	MI	1986 Calle de Cura	Replace an evaporative cooler with refrigerated air
060762	04-00157	7/27/18	Rosalina Contreras/Window World	2000.00	77.00	MI	2547 Calle del Norte	Replace windows on a dwelling at this address
060763	04-00461	7/27/18	Andrea Bryan	2281.44	15.00	MI	2557 Calle de Parian	Replace a window with a door and portico on a dwelling at this address.
060764	04-00329	7/27/18	Tenniel/Heather Salopek/self	300.00	0.00	MISC	2355 Calle de Guadalupe	Replace a door and repaint a window frame on a commercial shop at this address.
060765	04-00029	7/27/18	Eric Hamilton	75,000.00	123.00	AD	1366 Paisano Road	Build an addition onto a dwelling at this address.
060766	04-00446	7/27/18	Victor Contreras/self	250.00	0.00	MI	2941 Estrada Road	Replace two exterior doors on a dwelling at this address
060767	04-00154	7/27/18	R. J. Bombach/Fort Selden Roofing	23,500.00	46.50	RR	1013 Calle de El Paso	Reroof a dwelling at this address
060768	04-00355	7/27/18	Lillian Grijalva/self	100.00	0.00	MISC	1910 Calle de Parian	Place a temporary tarp over a roof leak pending a decision by the applicant's insurance company
060769	04-00461	7/30/18	Andrea Bryan	1350.00	66.00	MI	2557 Calle de Parian	Construct a small wall around a portion of the front yard at this address
060770	04-00545	7/31/18	Arthur Villa	2700.00	15.00	RR	2731 Calle Cuarta	Reroof a dwelling at this address
060771	04-00411	7/31/18	Martin Serna/self	1000.00	116.00	AC	2799 Calle del Sur	Build a fence and a storage structure at this address.

JOB TITLE: **COMMUNITY SERVICE OFFICER I
COMMUNITY SERVICE OFFICER II**

DEPARTMENT: **MARSHAL**

JOB SUMMARY:

Under general supervision, and typically a limited law enforcement commission/partial deputization, the main purpose of this position is to provide for Animal Control and Codes Enforcement within the Town of Mesilla.

This position is responsible for the control of stray animals within the Town of Mesilla limits, along with ensuring that animals within the town limits are being properly cared for and not abused in any way. Conducts or assists with the conduct of animal cruelty investigations. This position also ensures that all Mesilla Town Codes are enforced through the Mesilla Marshal's Department, except moving traffic violations. Assists in the maintenance of public order.

The position will also provide backup for receptionist/records clerk functions at the Public Safety Building, in accordance with the Public Safety Receptionist job description. Works under the supervision of the Mesilla Marshal. Supports Mesilla Deputies with tasks which do not necessarily require a certified peace officer in the office and the field. Performs a variety of routine and complex work in the area public safety education, court security, and community mobilization efforts in the area of crime prevention and special community outreach projects for the Marshal's Department. May perform certain duties in accordance with the Reserve Deputy Marshal I/II job description.

Distinguishing characteristics: Community Service Officer I differs from Community Service Officer II by the lack of the incumbent holding a current New Mexico peace officer certification. The Community Service Officer II is fully-commissioned and certified by the New Mexico Department of Public Safety. The incumbent may make arrests and take enforcement actions generally; but, as a specialist would not normally do so except in an emergency or at the request of the Marshal or his/her deputies.

MAJOR DUTIES:

Responsible for the capture or proper disposition of any domestic animal, and/or diseased animals; care, feeding and housing of captured animals pending disposition; issuing citations to owners of offending animals. Responsible for enforcing Mesilla Town Code and issuing citations for violations against the Mesilla Town Code as warranted. The incumbent is an "animal control officer" pursuant to Section 77-1-15.1 NMSA (1978) and Title 6 of the Mesilla Town Code. Responsible for conducting inspections on a regular basis to ensure compliance with the Mesilla Town Code. Prepares reports and documents as required. Reviews Mesilla Town Code to become familiar with all aspects of the Code. May trap or capture nuisance or threatening wild animals. Removes deceased animals from roadways and other locations. Assists with the cleaning, disinfecting, maintenance and upkeep of the Town animal control facility and associated vehicles and devices. Aids and rescues animals in danger or distress.

Transports in-custody prisoners to and from corrections facilities to court, may also transport in custody prisoners from field to the correctional facility. Performs duties as the Town jailer at the local booking/processing facility; transports arrestees to the correctional facility. May exercise authority pursuant to Section 33-3-28 NMSA (1978), as necessary. Performs court room security and bailiff duties. Transports victims and witnesses to designated places, as assigned.

Intakes, processes and monitors property room. Performs forensic duties and maintains evidence and/or evidence room. Answers non-hazardous calls regarding selected law enforcement matters, enforces selected local laws and ordinances, or requests assistance as required. Writes routine case reports for incidents such as theft, missing persons, stolen automobiles, vandalism and petty larceny.

Investigates minor accidents on streets or private property. Directs traffic at emergency or congested traffic areas or situations, as needed. Assists motorists. Monitor the welfare and safety of elderly and/or disabled residents. Assists with patrolling critical infrastructure, Town buildings and property. Serves subpoenas or other court processes, as assigned. May detain individuals under Section 30-21-3 NMSA (1978), or otherwise for trespassing related to Town properties, when warranted. Performs parking enforcement, illegal dumping enforcement, environmental regulation compliance (such as weeds) and abandoned vehicle abatement duties.

Organizes, coordinates and implements crime prevention programs and special community outreach activities for the Marshal's Department. Actively responds to public's concerns and requests for service and information. Encourages public involvement and develops creative approaches to public safety. Coordinates neighborhood activities designed to promote public safety and improve neighborhood quality of life. Provides information to the public in order to assist them in problem resolution and recommends resources and solutions for crime prevention problems; directs public to the appropriate police unit(s) and/or other resources outside of the department. Assists the School Resource Officer(s) with school safety related activities.

JOB SPECIFICATIONS:

- Knowledge in use of police radio.
- Knowledge in use of telephone.
- Knowledge in use of fire extinguisher.
- Knowledge in use of camera/related equipment.
- Knowledge in use of live animal traps.
- Knowledge in use of catch poles, animal grabbers, snake hooks and related equipment.
- Knowledge of town policy and procedures.
- Knowledge of the Mesilla Town Code Ordinances.
- Knowledge of general office procedures.
- Knowledge of traffic/ non-traffic citations and case reports processing and filing methods.
- Knowledge of town policies, ordinances, and procedures.
- Knowledge of computerized systems for maintaining logs for case reports, citations, crash reports, gas logs and burn permits.
- (If certified) Knowledge of criminal law and criminal procedures in regard to apprehension, arrest and custody of persons committing misdemeanor and felony animal cruelty violations.
- Skill in safe driving, including proper emergency vehicle operation.
- Skill in the use of computers.
- Skill in oral, written and interpersonal communication.
- Skill in maintaining accurate records and preparing reports.
- Skill in performing basic mathematical calculations.
- Skill in utilizing such modern office equipment such as a computer, calculator, typewriter, copier, and printer.
- Skill in oral and written communication.
- Skill in dealing with the public.

- Skill in defensive tactics and less-lethal defensive equipment.
- Skill with firearms or related devices, which may include capture guns, blowguns, carbon dioxide operated rifles and pistols, air guns, handguns, rifles, and shotguns.

SUPERVISORY CONTROLS:

The Marshal oversees this position ensuring all records are maintained and all rules and regulations are being followed. The employee manages the daily operation of animal care and control services independently with minimal supervision. The incumbent works with and supports the Community Development Coordinator on codes enforcement issues. The Mesilla Marshal assigns work in terms of general instructions. Completed work is reviewed for accuracy and compliance with policies and procedures. Direct supervision will be provided by the Lieutenant and/or the Detective.

GUIDELINES:

Guidelines include the Mesilla Town Code, the Mesilla Marshal's Department policies and procedures; and, the State of New Mexico laws and statutes.

COMPLEXITY:

The work consists of having good planning skills, extensive administrative duties, able to communicate well with the public. The work consists of filing and keeping track of citations, reports, burn permits, and related clerical work.

SCOPE AND EFFECT:

The purpose of this position is to ensure the Mesilla Town Code is enforced; also, that any nuisances concerning animals will be addressed within the Town of Mesilla. The purpose of this position is to process traffic/ non-traffic citations, case reports, crash reports and burn permits and to compose monthly reports of all Marshal Law Enforcement activities. Successful performance helps to ensure that citations, case and crash reports, and burn permits are filed and maintained accurately.

PERSONAL CONTACTS:

Contacts consist of co-workers, other law enforcement agency employees, outside Animal Control/Humane Society personnel, and the general public. The position requires contact with the police officers and firefighters during the hours of operation. Contact with the general public which includes irate persons which are part of ongoing investigations or who have had bad experiences with law enforcement.

PURPOSE OF CONTACTS:

Contacts are used in a variety of instances where information or training can be exchanged, or to solve problems on issues pertaining to this position. Purpose of contact is to assist the public with records and reports and to answer incoming phone calls. To assist the officers in the location of master files.

PHYSICAL DEMANDS:

Physical demands in field operations are substantial involving bending, stooping, crawling, balancing, and reaching below, at, or above shoulder height. Must be able to lift and carry up to 150 pounds when performing apprehending, restraining, rescuing and/or animal care/control duties. Hand coordination and motor skills required when operating a catch pole, baton, Taser, OC spray/mace, hand-held radio, firearm, handcuffs, and performing first aid/CPR. Requires talking, hearing, and visual acuity sufficient to perform essential job functions. The office work is typically performed with the employee sitting at a desk with intermittent standing and walking.

WORK ENVIRONMENT:*Environmental Factors*

Position functions indoors and outdoors and is exposed to all types of weather conditions; traffic noises; mechanical hazards; biohazards such as bodily fluids, feces, urine, animal bites, insect stings, exposure to zoonotic diseases; debris, fumes, odors, and dusts associated with crime and crash scenes. All protective clothing, equipment, and devices are required and provided by the department.

Work Situation Factors

Drug testing is required according to DOT regulations. Must comply with any work related vaccination requirements, such as Hepatitis-B inoculation. Position is subject to competing demands such as extended work hours beyond regular shift when necessary; multiple tasks; strict deadlines; and exposure to serious bodily harm.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

This position has no employees to supervise.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Valid New Mexico Driver's License.
- No felony convictions, no misdemeanor convictions involving domestic violence or moral turpitude.
- Must be able to pass a rigid, comprehensive background investigation, which may include a polygraph examination and/or psychological evaluation.
- Must be a U.S. Citizen and legally able to carry and use firearms and ammunition.
- Required to complete National Animal Control and Humane Officer (NACHO) Academy Training or other agency approved Animal Control and/or Cruelty Investigation training within twelve months.
- Current New Mexico Law Enforcement Certification or eligibility for Certification by Waiver is preferred, but not required.
- Required to complete agency approved Reserve Police Officer or other approved basic law enforcement training within specified time frame (generally twelve months).
- May be required to participate in Animal Emergency Medical Response and/or Animal Rescue training.
- Continuous satisfactory qualification scores on the New Mexico Department of Public Safety firearms qualifications for shotgun, rifle and/or pistol, as required by the Marshal.
- Good public relations skills.
- Animal Control/Trapping experience/Codes Enforcement experience desirable but not required.
- One year of experience in public safety (police, fire, EMS or animal control) is required.
- One year of clerical experience is preferred
- Bilingual proficiency in speaking English and Spanish languages is preferred.
- Sufficient office experience required to operate computer, telephone, 10 key and other small office equipment.

Community Projects Report

Project	Description
Current Contact information	Irene E. Parra Email: irenep@mesillanm.gov Work: 575-524-3262 Cell:575-571-3890
September Fiesta	I have begun booking entertainment and vendors for the upcoming Diez y Seis de Septiembre Fiesta. The event is scheduled for Saturday September 15 th and Sunday September 16 th . There will also be a parade beginning at 10:30am on Saturday morning.
Bellas Artes Art show	I am working with Bellas Artes Sin Fronteras to host a two day art show on Saturday August 25th and Sunday August 26th. The event will showcase various types of artists.
Tequila Fest	I am working with a group out of El Paso to host a one day Tequila tasting event in the plaza. The event is scheduled for Saturday September 22nd from 3pm to 11pm. It is a paid event. Tastings will take place in the establishments who have agreed to participate.
NM CO-OP Grant	I am working with the New Mexico Tourism Department on a new marketing campaign to promote the Town of Mesilla. Commercials will run in markets targeting visitors interested in an "authentic experience."



Memorandum

To: Mayor and Trustees

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

RE: Monthly Finance Report

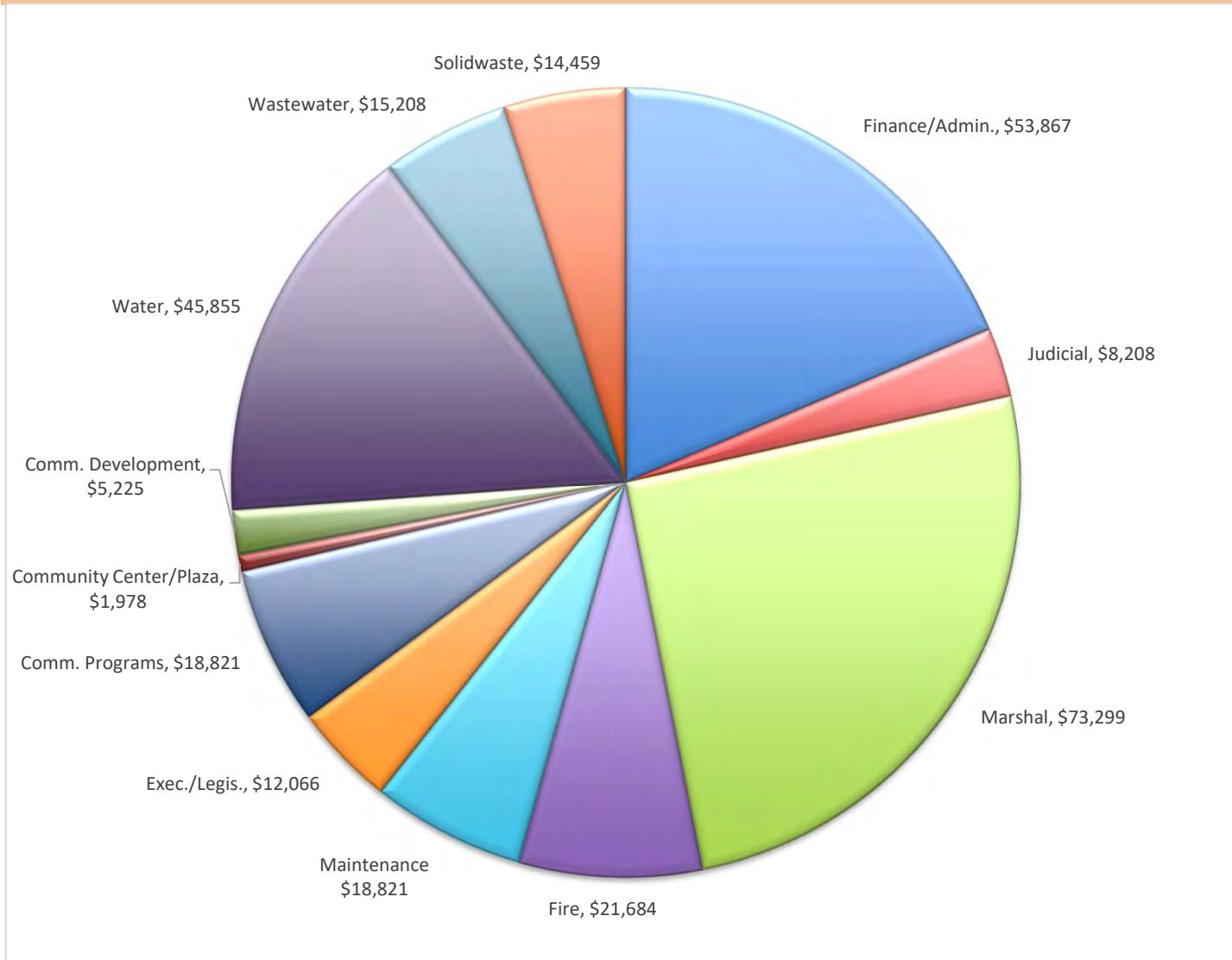
Listed below is a review of department and fund expenditures for: July 2018
General Fund should be at: 8.33% spending

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

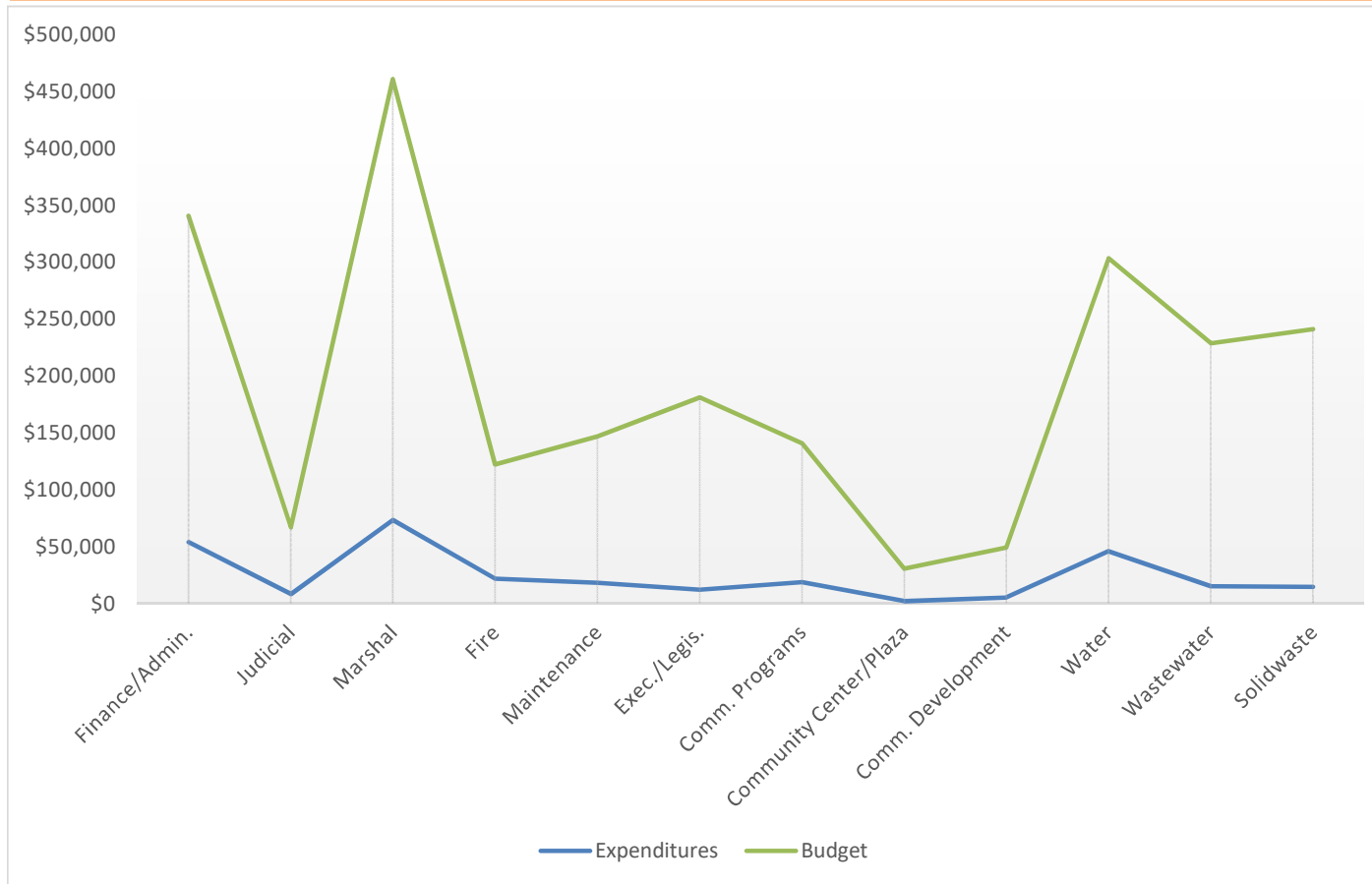
YTD EXPENDITURES	%Exp.	\$ Money YTD	Mo.%	YTD % over/under	Approved Budget
Finance/Admin.	15.82%	\$53,867	100.00%	-84.18%	\$ 340,514
Judicial	12.30%	\$8,208	100.00%	-87.70%	\$ 66,753
Marshal	15.91%	\$73,299	100.00%	-84.09%	\$ 460,803
Fire	17.75%	\$21,684	100.00%	-82.25%	\$ 122,172
Maintenance	12.42%	\$18,223	100.00%	-87.58%	\$ 146,777
Exec./Legis.	6.67%	\$12,066	100.00%	-93.33%	\$ 180,962
Comm. Programs	13.39%	\$18,821	100.00%	-86.61%	\$ 140,558
Community Center/Plaza	6.48%	\$1,978	100.00%	-93.52%	\$ 30,500
Comm. Development	10.66%	\$5,225	100.00%	-89.34%	\$ 49,016
General Fund	13.87%	\$213,371	100.00%	-86.13%	\$ 1,538,055
Water	15.12%	\$45,855	100.00%	-84.88%	\$ 303,357
Wastewater	6.65%	\$15,208	100.00%	-93.35%	\$ 228,615
Solidwaste	6.00%	\$14,459	100.00%	-94.00%	\$ 240,964

Enterprise Fund	9.13%	\$75,522	100.00%	-90.87%	\$ 826,936
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EXPENDITURES



EXPENDITURES VS BUDGET

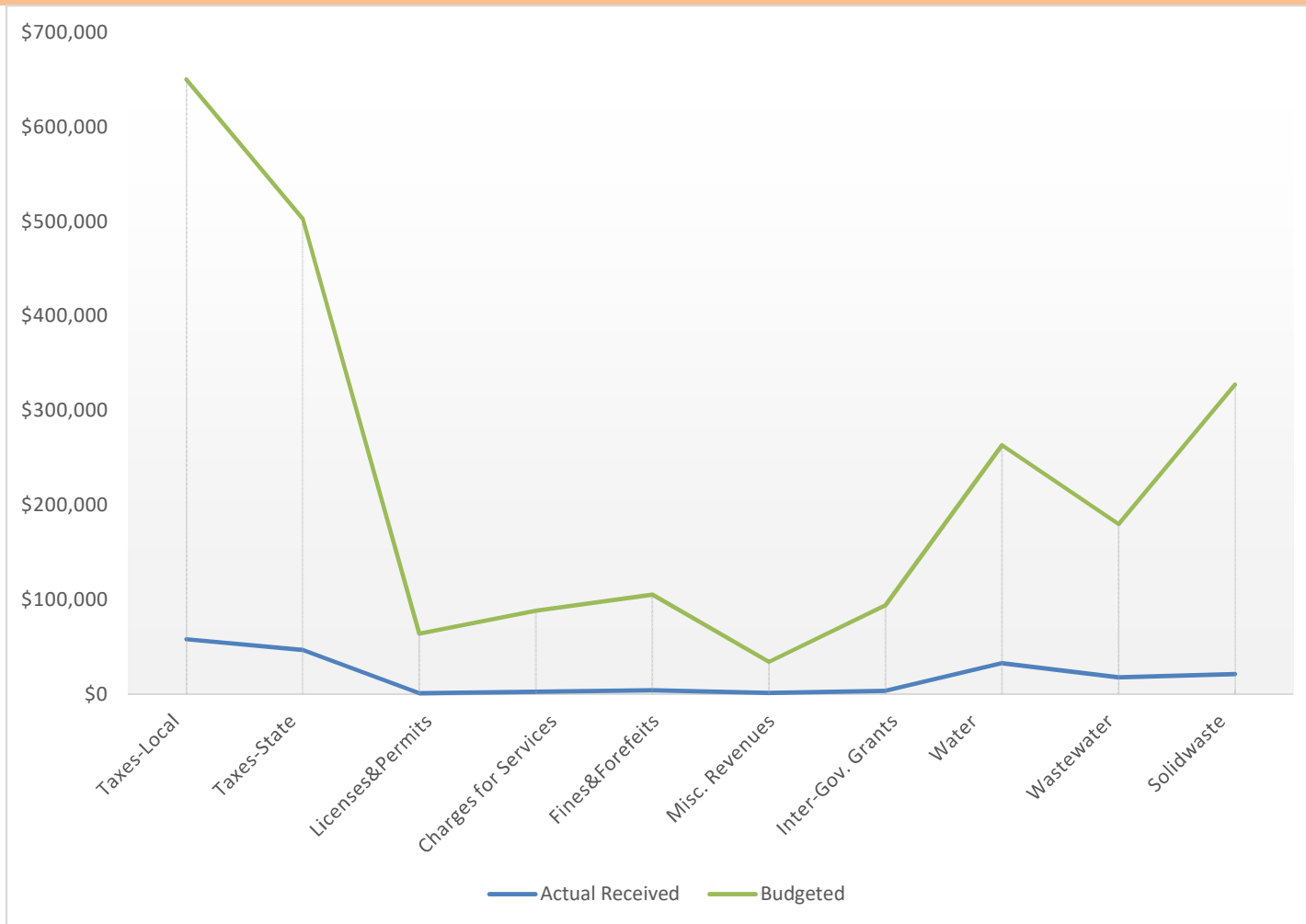


Please request the INCODE report for detail revenues and expenses by fund.

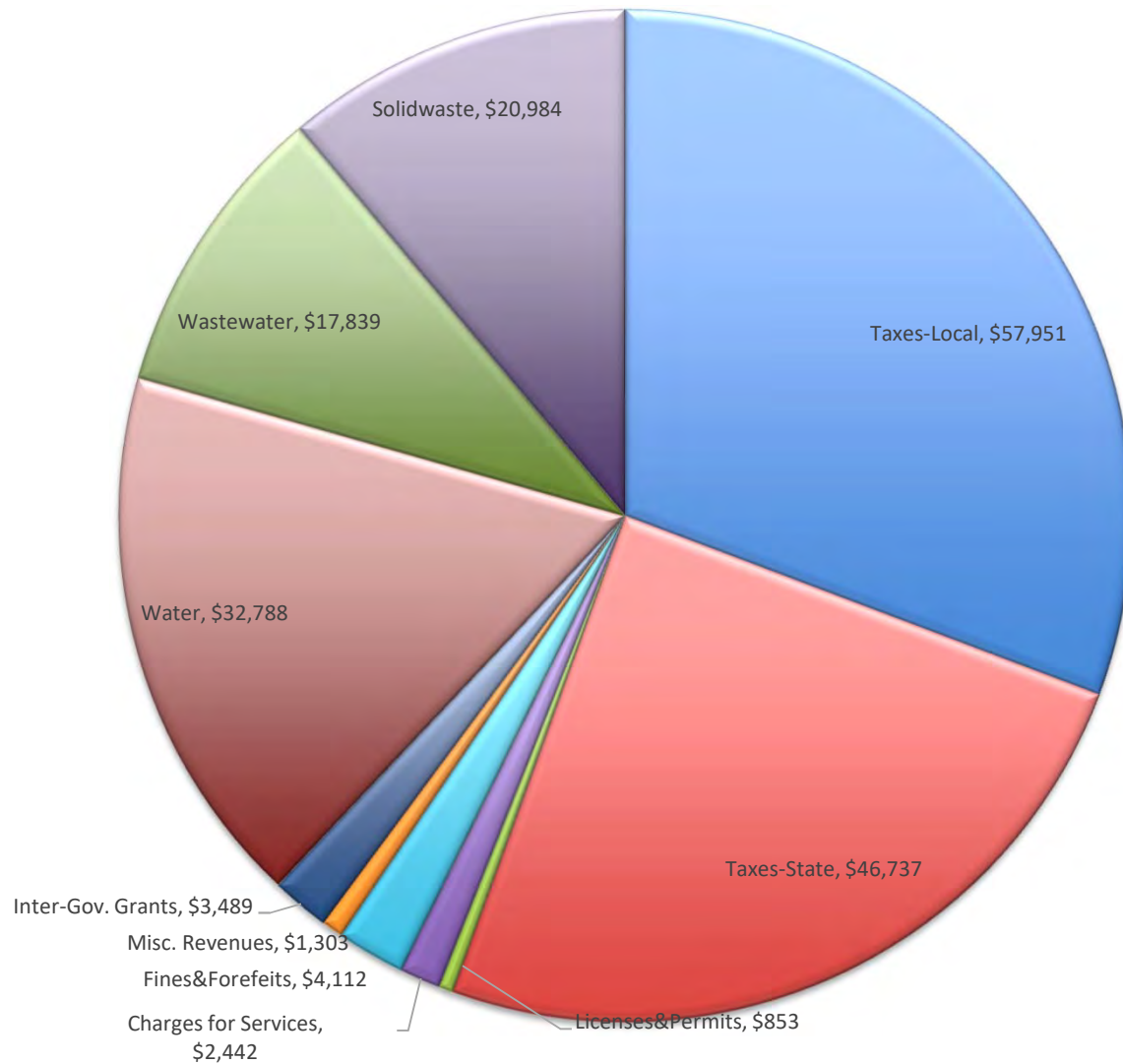
REVENUE

YTD REVENUES	% Rec.	YTD Money \$	% Est.	YTD % over/under	AMOUNT BUDGETED
Taxes-Local	8.92%	\$57,951	100.00%	-91.08%	\$649,946
Taxes-State	9.30%	\$46,737	100.00%	-90.70%	\$502,470
Licenses&Permits	1.34%	\$853	100.00%	-98.66%	\$63,700
Charges for Services	2.78%	\$2,442	100.00%	-97.22%	\$88,000
Fines&Forefeits	3.92%	\$4,112	100.00%	-96.08%	\$105,000
Misc. Revenues	3.83%	\$1,303	100.00%	-96.17%	\$34,000
Inter-Gov. Grants	3.71%	\$3,489	100.00%	-96.29%	\$94,000
General Fund	7.60%	\$116,886	100.00%	-92.40%	\$1,537,116
Water	12.46%	\$32,788	100.00%	-87.54%	\$ 263,174
Wastewater	9.93%	\$17,839	100.00%	-90.07%	\$ 179,678
Solidwaste	6.41%	\$20,984	100.00%	-93.59%	\$ 327,199
Enterprise Fund	9.30%	\$71,611	100.00%	-90.70%	\$770,051

REVENUE vs BUDGET

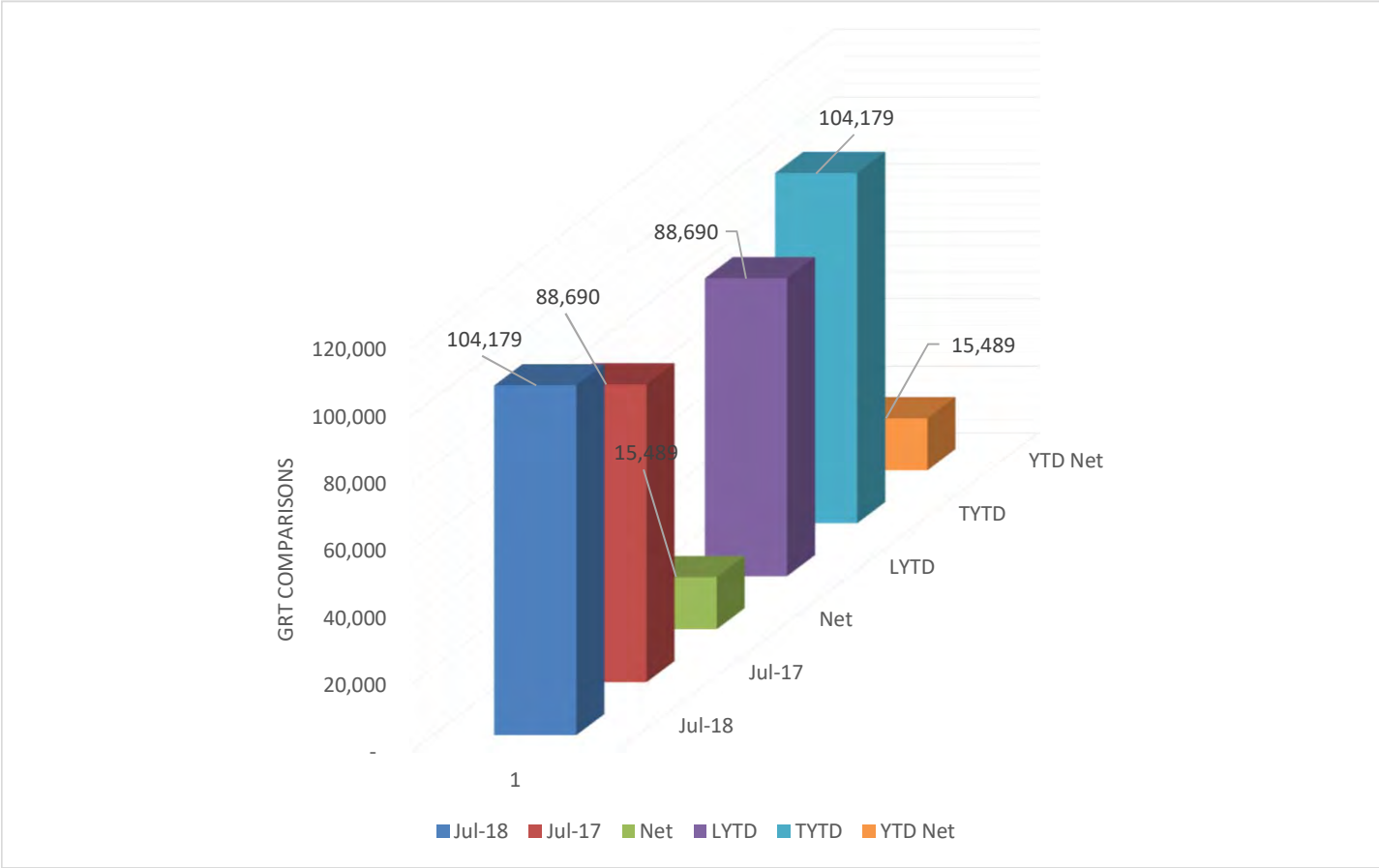


YTD REVENUES



GRT COMPARISONS

Jul-17	Jul-18	Net	LYTD	TYTD	YTD Net
88,690	104,179	15,489	88,690	104,179	15,489



Business GRT in May 2018

Percentage by month	17%	Percentage over last FYTD	17%
---------------------	-----	---------------------------	-----

Total Contracts paid out of GRT per month (Fire Truck/Town Hall): \$ 6,961.70

**TOWN OF MESILLA FIRE DEPARTMENT
MONTHLY BOT REPORT**



DATE: JULY 2018

MAJOR ADDITIONS TO INVENTORY

Stryker Power Pro gurney, Two 30 ft. supply lines

MAINTENANCE OF EQUIPMENT

Dry inspections completed on all fire apparatus with no major issues to report. AC compressor for Squad 32 replaced under warranty. Crosslay 1 valve replaced on Brush 33, Alternator and batteries replaced on Brush 31. Two laptops sent for repair and updates.

COMMENTS

July 4th Activity included 8 small brush fires and 10 codes enforcement contacts. No injuries were reported. Current academy class of 13 cadets have finished their instruction and are currently preparing for testing. We have been advised there will be a Fire Grant Application available in August for up to \$100,000 per department. We will be attempting fund a down payment for the replacement of our 1994 Pierce Dash Type I engine. The balance would be financed as a loan paid for from the Fire Protection Fund.

SUBMITTED BY

Fire Chief Kevin Hoban _____

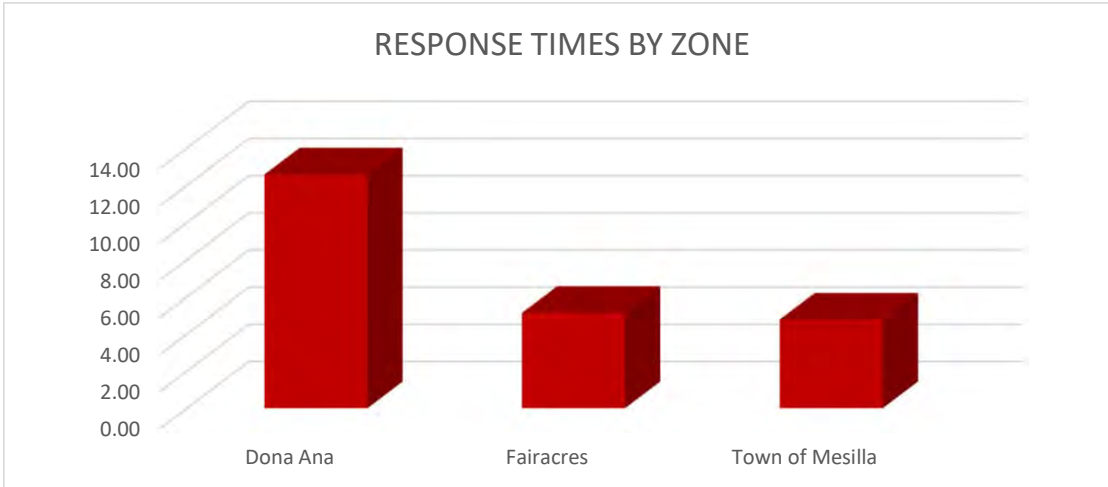
Mesilla Fire Department

Mesilla, NM

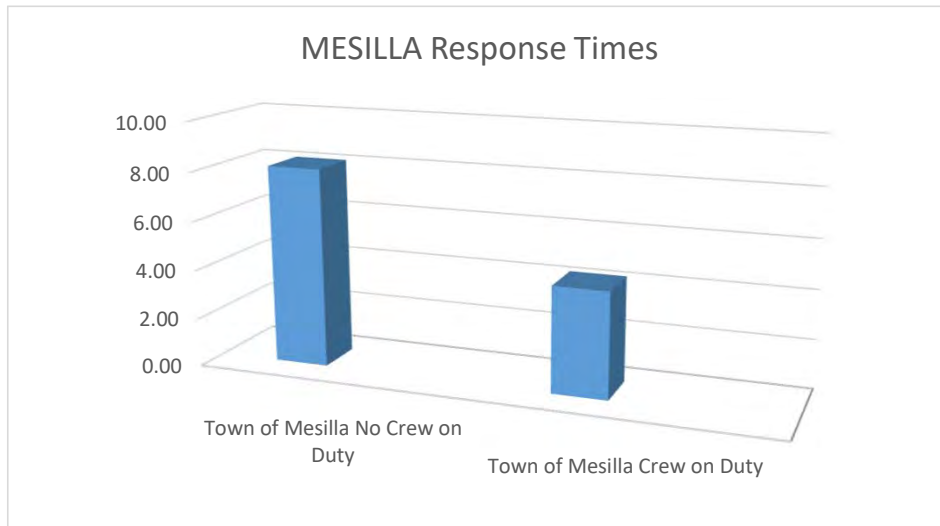
This report was generated on 08/02/2018



Response Mode: Lights and Sirens | Start Date: 07/01/2018 | End Date:07/31/2018



Zone	AVERAGE RESPONSE TIME (in minutes)
Dona Ana	12.58
Fairacres	5.13
Town of Mesilla	4.77
Town of Mesilla No Crew on Duty	8.12
Town of Mesilla Crew on Duty	4.30



Only REVIEWED incidents included. Response Time is Dispatched to Arrived.

Mesilla Fire Department

Mesilla, NM

This report was generated on 8/2/2018 5:00:31 PM



Events per Event Type for Date Range (Landscape)

Start Date: 07/01/2018 | End Date: 07/31/2018

EVENT TYPE	DATE	EVENT NAME	CATEGORY	LOCATION	HOURS	PARTICIPANTS
On Call Duty Officer						
	07/01/2018	On Call Duty Officer	Shifts	Town of Mesilla	24	Chad Zecha
Total Hours for On Call Duty Officer:					24	
12 Hour Night Shift						
	07/03/2018	Night Shift	Shifts	station 31	12	John Chavez, Phillip Guzman, Humberto Manriquez, Mateo Martinez, Morgan Smith, Lillian Villazon
	07/08/2018	Night Shift	Shifts	Mesilla Fire Department	18	John Chavez, Morgan Smith
	07/10/2018	Night Shift	Shifts	Mesilla Fire Station 31	16	John Chavez, Phillip Guzman, Humberto Manriquez, Mateo Martinez, Anthony Martinez Jr. , Thomas Montoya, Nicolas Navarro, Morgan Smith, Lillian Villazon
	07/11/2018	Shift	Shifts		12	Aaron Cruz, Joseph Torres
	07/12/2018	Night Shift	Shifts	Mesilla Fire Station 31	14	John Chavez, Phillip Guzman, Humberto Manriquez, Mateo Martinez, Nicolas Navarro, Morgan Smith, Lillian Villazon

Only LOCKED events included.

EVENT TYPE	DATE	EVENT NAME	CATEGORY	LOCATION	HOURS	PARTICIPANTS
	07/17/2018	Shift	Shifts	station 31	14.5	John Chavez, Aaron Cruz, Phillip Guzman, Mateo Martinez, Anthony Martinez Jr. , Thomas Montoya, Nicolas Navarro, Morgan Smith, Lillian Villazon
	07/18/2018	Shift	Shifts	St. 31	12	Ariel Caro
	07/18/2018	Shift	Shifts	St. 31	12	Morgan Smith
	07/27/2018	Shift	Shifts	St 31	12	Robert Alderete, Scott Gafford, Gabriel Gil, Nicolas Navarro

Total Hours for 12 Hour Night Shift: 122.5

Special Assignment						
	07/04/2018	Fireworks Independence Day	Shifts	District 31. Calle Mercado	7	Robert Alderete, John Chavez, Crystal Davis-Whited, Andy Embury, Seriah Gore, Kevin Hoban, Mateo Martinez, Nicolas Navarro, Tabitha Rossman, Morgan Smith, Gregory Whited

Total Hours for Special Assignment: 7

Administration Shift						
	07/11/2018	Admin Shift	Shifts	Mesilla Fire Station 31	7	Chad Zecha
	07/19/2018	Admin Shift	Shifts	Mesilla Fire Station 31	11	Chad Zecha
	07/26/2018	Admin Shift	Shifts	Mesilla Fire Station 31	11	Chad Zecha

Total Hours for Administration Shift: 29

24 Hour Shift						
	07/18/2018	Shift	Shifts	St. 31	24	Gabriel Gil

Total Hours for 24 Hour Shift: 24

Only LOCKED events included.

EVENT TYPE	DATE	EVENT NAME	CATEGORY	LOCATION	HOURS	PARTICIPANTS
Prevention Division Shift						
	07/19/2018	inspections	Prevention Event	Mesilla	4	Gregory Whited
	07/24/2018	inspections	Prevention Event	Mesilla	9	Gregory Whited
	07/26/2018	inspections	Prevention Event	Mesilla	3	Gregory Whited

Total Hours for Prevention Division Shift: 16

Only LOCKED events included.

Mesilla Fire Department

Mesilla, NM

This report was generated on 8/2/2018 5:18:12 PM



Total Hours by Volunteers for July 2018

Pay Grades: All Pay Grades | Start Date: 07/01/2018 | End Date: 07/31/2018

PERSONNEL	INCIDENT TIME	TRAINING TIME	EVENT TIME	TOTAL TIME
Alderete, Robert J	2:51	4:00	19:00	25:51
Caro, Ariel M	0:50	3:00	12:00	15:50
Chavez, John Eric	8:27	19:30	77:00	104:57
Cruz, Aaron	0:44	1:00	26:30	28:14
Davis-Whited, Crystal	0:26	0:00	7:00	7:26
Embury, Andy G.	3:38	3:00	7:00	13:38
Gafford, Scott J.	0:34	8:00	12:00	20:34
Garcia-Itzep, Silvia J	0:00	17:00	0:00	17:00
Gil, Gabriel A	0:37	3:00	36:00	39:37
Gomez, Sonny	0:00	19:30	0:00	19:30
Gore, Seriah R	0:00	13:30	7:00	20:30
Guzman, Phillip	3:08	13:30	49:00	65:38
Lucero, Lorraine	0:00	17:30	0:00	17:30
Manriquez, Humberto	7:09	5:00	39:00	51:09
Martinez Jr. , Anthony R	0:14	21:00	28:00	49:14
Martinez, Mateo	5:14	27:30	66:00	98:44
McMillan, Mitchell C	0:00	2:00	0:00	2:00
Miller, Eric	0:00	2:00	0:00	2:00
Montoya, Thomas M	0:14	24:30	28:00	52:44
Navarro, Nicolas A	2:04	28:30	60:00	90:34
Oblack, Austin E	0:00	3:00	0:00	3:00
Rivera, Matthew M	1:07	48:00	0:00	49:07
Roberson, Cavin C	0:00	10:30	0:00	10:30
Rossman, Tabitha A	0:00	2:00	7:00	9:00
Shay, Alex C	0:00	14:00	0:00	14:00
Shepan, Cory A.	0:00	3:00	0:00	3:00
Shepan, Lance A.	0:00	48:00	0:00	48:00
Smith, Morgan Samantha	5:23	5:00	91:00	101:23
Torres, Joseph J	0:00	1:00	10:00	11:00
Villazon, Lillian M	3:40	20:00	56:30	80:10
Whited, Gregory E	0:47	6:00	23:00	29:47
Whiting, Colter C.	0:00	48:00	0:00	48:00
Willmann, Keenan	0:22	23:30	0:00	23:52
Zecha, Chad	0:47	0:00	53:00	53:47
TOTAL				1227:16:00

Mesilla Fire Department

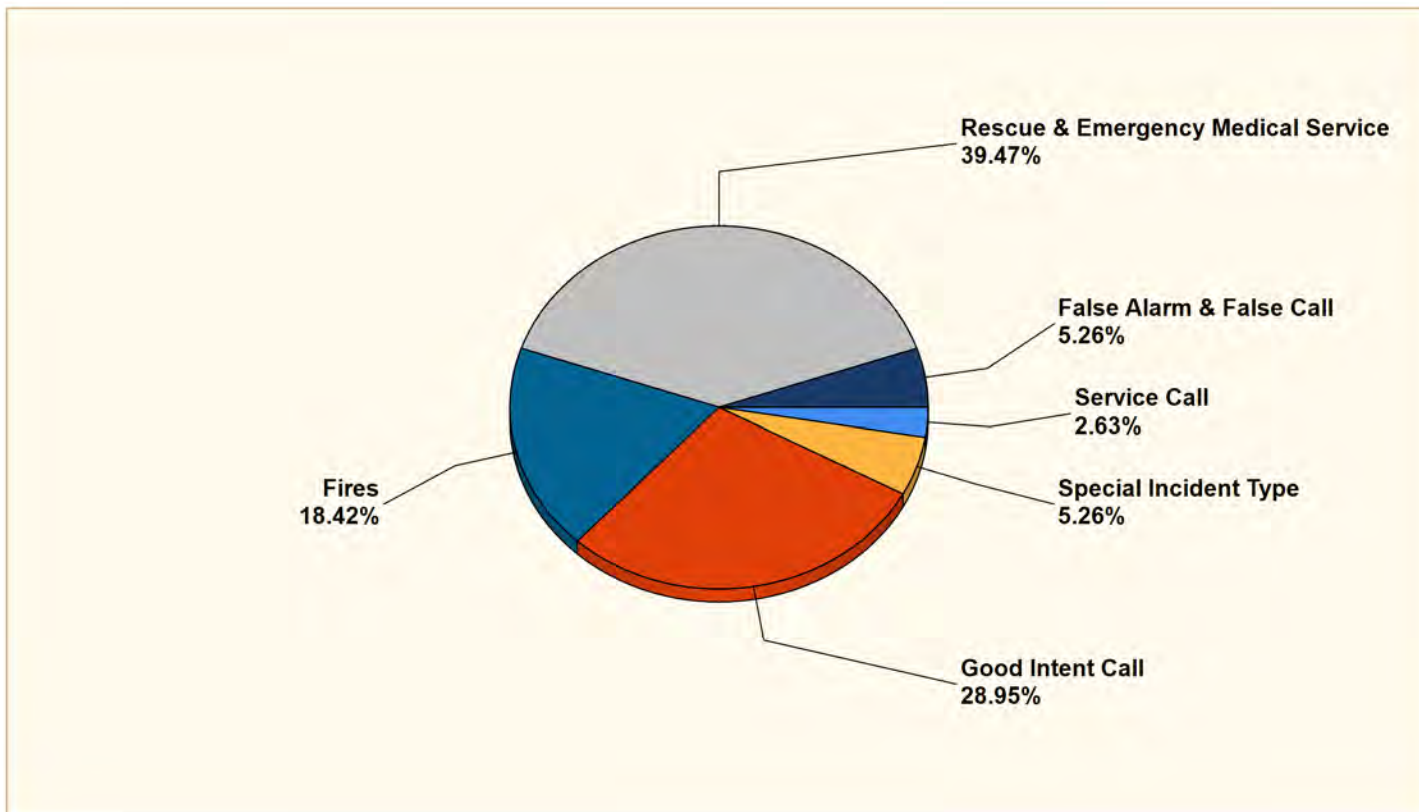
Mesilla, NM

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2018 | End Date: 07/31/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	18.42%
Rescue & Emergency Medical Service	15	39.47%
Service Call	1	2.63%
Good Intent Call	11	28.95%
False Alarm & False Call	2	5.26%
Special Incident Type	2	5.26%
TOTAL	38	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	2.63%
118 - Trash or rubbish fire, contained	1	2.63%
142 - Brush or brush-and-grass mixture fire	1	2.63%
143 - Grass fire	3	7.89%
151 - Outside rubbish, trash or waste fire	1	2.63%
311 - Medical assist, assist EMS crew	4	10.53%
321 - EMS call, excluding vehicle accident with injury	10	26.32%
322 - Motor vehicle accident with injuries	1	2.63%
554 - Assist invalid	1	2.63%
611 - Dispatched & cancelled en route	6	15.79%
622 - No incident found on arrival at dispatch address	2	5.26%
650 - Steam, other gas mistaken for smoke, other	1	2.63%
661 - EMS call, party transported by non-fire agency	1	2.63%
671 - HazMat release investigation w/no HazMat	1	2.63%
700 - False alarm or false call, other	1	2.63%
743 - Smoke detector activation, no fire - unintentional	1	2.63%
911 - Citizen complaint	2	5.26%
TOTAL INCIDENTS:	38	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Mesilla Fire Department

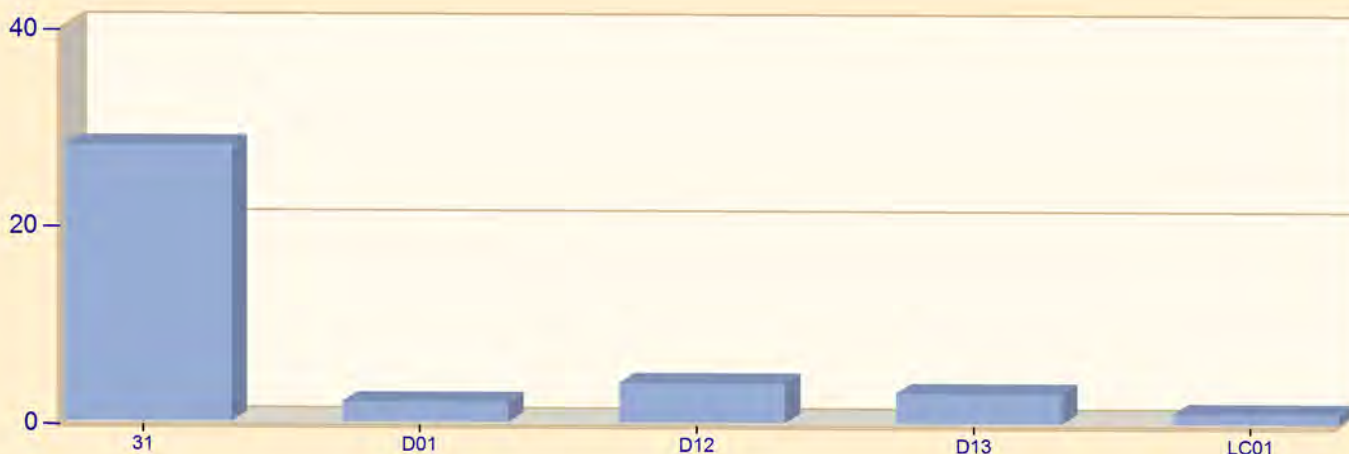
Mesilla, NM

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Incident Type Count per Zone for Date Range

Start Date: 07/01/2018 | End Date: 07/31/2018



ZONES	INCIDENT TYPE	COUNT
31 - Town of Mesilla		
	118 - Trash or rubbish fire, contained	1
	143 - Grass fire	3
	151 - Outside rubbish, trash or waste fire	1
	311 - Medical assist, assist EMS crew	4
	321 - EMS call, excluding vehicle accident with injury	8
	554 - Assist invalid	1
	611 - Dispatched & cancelled en route	3
	650 - Steam, other gas mistaken for smoke, other	1
	661 - EMS call, party transported by non-fire agency	1
	671 - HazMat release investigation w/no HazMat	1
	700 - False alarm or false call, other	1
	743 - Smoke detector activation, no fire - unintentional	1
	911 - Citizen complaint	2
	<i>Total Incidents for 31 - Town of Mesilla:</i>	28
D01 - Dona Ana		
	111 - Building fire	1
	321 - EMS call, excluding vehicle accident with injury	1
	<i>Total Incidents for D01 - Dona Ana:</i>	2
D12 - Fairacres		
	142 - Brush or brush-and-grass mixture fire	1

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.

ZONES	INCIDENT TYPE	COUNT
	611 - Dispatched & cancelled en route	1
	622 - No incident found on arrival at dispatch address	2
	<i>Total Incidents for D12 - Fairacres:</i>	4
D13 - South Valley		
	321 - EMS call, excluding vehicle accident with injury	1
	611 - Dispatched & cancelled en route	2
	<i>Total Incidents for D13 - South Valley:</i>	3
LC01 - City of Las Cruces		
	322 - Motor vehicle accident with injuries	1
	<i>Total Incidents for LC01 - City of Las Cruces:</i>	1
Total Count for all Zone:		38

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.

Mesilla Fire Department

Mesilla, NM

This report was generated on 8/2/2018 2:54:48 PM



Occupancies Inspected for Date Range

Start Date: 07/01/2018 | End Date: 07/31/2018

OCCUPANCY	ID	ADDRESS	ZONE	LAST INSPECTION
Andele's Dog House	102	1983 Calle Del Norte		07/26/2018
Cheeky Chaps LLC		2521 Avenida de Mesilla #E		07/24/2018
Cheeky Chicks		2521 Avenida de Mesilla #C		07/19/2018
Don felix		2290 Calle De Parian #D		07/26/2018
Hair and Body Shop		2222 Avenida de Mesilla		07/24/2018
Health Care Solutions		1680 Calle De Alveraz #B		07/24/2018
Kneading to Heal		2222 Avenida de mesilla		07/24/2018
office suites		1680 Calle de Alvarez #a		07/24/2018
Old Mesilla Kennels		3036 Avenida De Mesilla		07/24/2018
Palacio Bar		2600 Avenida De Mesilla		07/24/2018
pi pilates		2521 Avenida de Mesilla #D		07/24/2018
Shelley Eye Center		1680 Calle De Alvarez #D		07/24/2018
Shorty's Grill Express		2920 Avenida De Mesilla		07/24/2018
Silver Studio		2309 Calle De Guadalupe		07/19/2018
spotted dog brewery		2920 Avenida de Mesilla #b		07/26/2018
Steinborn & Associates Real Estate		1885 Boutz		07/19/2018
Thai Delight	07	2184 Avenida De Mesilla		07/19/2018
The Spotted Dog Brewery LLC		2900 Avenida de Mesilla #A		07/26/2018
Valley Plumbing		2800 Avenida De Mesilla		07/24/2018
Vintage Wine Shiop		2461 Calle De Principal		07/26/2018

of Occupancies Inspected: 20

% Occupancies Inspected: 10.05

Included occupancies are those that have a LOCKED inspection on record for the date range provided.

Mesilla Fire Department

Mesilla, NM

This report was generated on 8/2/2018 5:02:08 PM



Incident Detail for Aid Given and Received for Incident Type Range for Date Range

Incident Type Range: 100 - 911 | StartDate: 07/01/2018 | EndDate: 07/31/2018

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Mutual aid given				
07/02/2018	2018-00216	W River Levee	142 - Brush or brush-and-grass mixture fire	31 - Mesilla Fire Main Station 31
07/02/2018	2018-00217	WEINREICH RD	622 - No incident found on arrival at dispatch address	31 - Mesilla Fire Main Station 31
07/13/2018	2018-00241	350 ARMSTRONG RD	111 - Building fire	31 - Mesilla Fire Main Station 31

Percentage of Total Incidents:

7.89%

Displays all incidents with aid given or received, and excludes incidents with neither. Percentages calculated from total number of incidents for parameters provided. Only REVIEWED incidents included.

Mesilla Fire Department

Mesilla, NM

This report was generated on 8/2/2018 2:56:06 PM



Response Activity Report

Start Date: 07/01/2018 | End Date: 07/31/2018

INCIDENT #	DATE	ALARM TIME	ARRIVE TIME	RESPONSE TIME	ADDRESS
111 - Building fire					
2018-0000241	2018/07/13	00:28:31	00:49:34	00:21:03	350 ARMSTRONG RD
Subtotal Count: 1		Average Response Time for Incident Type: 00:21:03			
118 - Trash or rubbish fire, contained					
2018-0000225	2018/07/04	23:47:33	23:47:33	00:00:00	3000 CALLE DEL NORTE
Subtotal Count: 1		Average Response Time for Incident Type: 00:00:00			
142 - Brush or brush-and-grass mixture fire					
2018-0000216	2018/07/02	20:08:40	20:36:35	00:27:55	W River Levee
Subtotal Count: 1		Average Response Time for Incident Type: 00:27:55			
143 - Grass fire					
2018-0000218	2018/07/03	16:32:41	16:42:02	00:09:21	1395 SNOW RD
2018-0000222	2018/07/04	21:57:00	21:57:00	00:00:00	1730 TIERRA DE MESILLA
2018-0000223	2018/07/04	23:10:03	23:10:28	00:00:25	1770 TIERRA DE MESILLA BLVD
Subtotal Count: 3		Average Response Time for Incident Type: 00:03:15			
151 - Outside rubbish, trash or waste fire					
2018-0000221	2018/07/04	21:10:00	21:10:00	00:00:00	1755 AVENIDA DE MERCADO
Subtotal Count: 1		Average Response Time for Incident Type: 00:00:00			
311 - Medical assist, assist EMS crew					
2018-0000231	2018/07/08	05:12:17	05:27:46	00:15:29	2931 ESTRADA DR
2018-0000233	2018/07/10	08:39:57	08:45:58	00:06:01	308 CAPRI RD
2018-0000237	2018/07/12	12:10:52	12:18:37	00:07:45	1680 CALLE DE ALVAREZ
2018-0000245	2018/07/19	17:12:59	17:20:53	00:07:54	3000 BOWMAN ST
Subtotal Count: 4		Average Response Time for Incident Type: 00:08:38			
321 - EMS call, excluding vehicle accident with injury					
2018-0000215	2018/07/02	04:45:21	04:55:53	00:10:32	2714 CALLE CUARTA
2018-0000226	2018/07/05	10:57:59	11:07:46	00:09:47	301 CAPRI RD
2018-0000227	2018/07/05	13:55:56	14:02:13	00:06:17	1680 Calle de Alvarez
2018-0000230	2018/07/07	14:43:44	14:49:11	00:05:27	1717 W BOUTZ RD
2018-0000242	2018/07/13	17:41:12	17:59:23	00:18:11	1857 PAISANO RD
2018-0000246	2018/07/23	20:55:41	20:55:41	00:00:00	2670 Calle de Parian
2018-0000247	2018/07/24	06:35:29	06:49:56	00:14:27	323 CAPRI ARC
2018-0000248	2018/07/26	22:38:51	22:46:34	00:07:43	3815 S MAIN ST
2018-0000251	2018/07/28	15:18:00	15:40:18	00:22:18	2600 DONA ANA RD
2018-0000253	2018/07/31	17:43:32	17:48:17	00:04:45	2337 CALLE DE PARIAN
Subtotal Count: 10		Average Response Time for Incident Type: 00:09:55			
322 - Motor vehicle accident with injuries					
2018-0000235	2018/07/11	08:21:22	08:24:42	00:03:20	STERN DR
Subtotal Count: 1		Average Response Time for Incident Type: 00:03:20			

Calls by Incident Type. Does not include calls where there was no response.

554 - Assist invalid					
2018-0000243	2018/07/16	11:56:24	12:07:53	00:11:29	107 CAPRI RD
Subtotal Count: 1		Average Response Time for Incident Type: 00:11:29			
622 - No incident found on arrival at dispatch address					
2018-0000217	2018/07/02	20:42:08	20:57:47	00:15:39	WEINREICH RD
2018-0000249	2018/07/27	21:23:24	21:34:00	00:10:36	6750 RAASAF CIR
Subtotal Count: 2		Average Response Time for Incident Type: 00:13:07			
650 - Steam, other gas mistaken for smoke, other					
2018-0000232	2018/07/09	06:54:51	07:08:26	00:13:35	5000 CALLE DEL NORTE
Subtotal Count: 1		Average Response Time for Incident Type: 00:13:35			
661 - EMS call, party transported by non-fire agency					
2018-0000234	2018/07/10	10:16:36	10:23:30	00:06:54	2486 CALLE DE PRINCIPAL
Subtotal Count: 1		Average Response Time for Incident Type: 00:06:54			
671 - HazMat release investigation w/no HazMat					
2018-0000228	2018/07/05	16:33:03	16:34:02	00:00:59	SANTO TOMAS
Subtotal Count: 1		Average Response Time for Incident Type: 00:00:59			
700 - False alarm or false call, other					
2018-0000229	2018/07/06	10:59:22	11:04:39	00:05:17	2363 CALLE DEL SUR
Subtotal Count: 1		Average Response Time for Incident Type: 00:05:17			
743 - Smoke detector activation, no fire - unintentional					
2018-0000240	2018/07/13	10:44:18	10:52:04	00:07:46	2363 CALLE DEL SUR
Subtotal Count: 1		Average Response Time for Incident Type: 00:07:46			
911 - Citizen complaint					
2018-0000220	2018/07/04	14:45:44	14:45:44	00:00:00	5000 CALLE DEL NORTE
2018-0000224	2018/07/04	23:23:01	23:28:13	00:05:12	2250 CALLE DE SANTIAGO
Subtotal Count: 2		Average Response Time for Incident Type: 00:03:54			
Grand Total: 32		Average Response Time for All Incident Types: 00:08:41			

Calls by Incident Type. Does not include calls where there was no response.

Mesilla Fire Department

Mesilla, NM

This report was generated on 8/2/2018 5:03:53 PM



Count of Classes by Personnel by Class Category

Passed/Failed: Both Passed and Failed | Personnel: All Personnel | Start Date: 07/01/2018 | End Date: 07/31/2018

Alberg, Kevin C

Class Category	Class Count	Total Class Hours
Staff Development	1	48:00
Total for Alberg, Kevin C	1	48:00

Alderete, Robert J

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	2	4:00
Total for Alderete, Robert J	2	4:00

Caro, Ariel M

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	1	3:00
Total for Caro, Ariel M	1	3:00

Chavez, John Eric

Class Category	Class Count	Total Class Hours
I.S.O. Company Training	1	3:00
I.S.O. Fire Prevention	1	4:00
I.S.O. New Driver and Operator Training	1	2:00
I.S.O. New Recruit Training	2	7:00
I.S.O. Officer Training	1	3:30
Total for Chavez, John Eric	6	19:30

Cruz, Aaron

Class Category	Class Count	Total Class Hours
I.S.O. Existing Driver and Operator Training	1	1:00
Total for Cruz, Aaron	1	1:00

Embury, Andy G.

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	1	3:00
Total for Embury, Andy G.	1	3:00

Gafford, Scott J.

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	3	8:00
Total for Gafford, Scott J.	3	8:00

Garcia-Itzep, Silvia J

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	5	17:00
Total for Garcia-Itzep, Silvia J	5	17:00

Gil, Gabriel A

This report lists a count of Classes completed by each Person, for each Class Category. Optionally filtered by Personnel and Passage or Failure. Time shown in Hours and Minutes

If "All Personnel" is selected, this report also includes non-agency Personnel.

Class Category	Class Count	Total Class Hours
I.S.O. New Driver and Operator Training	1	2:00
I.S.O. New Recruit Training	1	1:00
Total for Gil, Gabriel A	2	3:00

Gomez, Sonny

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	6	19:30
Total for Gomez, Sonny	6	19:30

Gore, Seriah R

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	4	13:30
Total for Gore, Seriah R	4	13:30

Guzman, Phillip

Class Category	Class Count	Total Class Hours
I.S.O. Company Training	1	3:00
I.S.O. New Recruit Training	2	7:00
I.S.O. Officer Training	1	3:30
Total for Guzman, Phillip	4	13:30

Hoban, Kevin M

Class Category	Class Count	Total Class Hours
EMS Training	1	32:00
I.S.O. New Recruit Training	1	3:00
Staff Development	1	48:00
Total for Hoban, Kevin M	3	83:00

Lucero, Lorraine

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	5	17:30
Total for Lucero, Lorraine	5	17:30

Manriquez, Humberto

Class Category	Class Count	Total Class Hours
I.S.O. New Driver and Operator Training	1	2:00
I.S.O. New Recruit Training	1	3:00
Total for Manriquez, Humberto	2	5:00

Martinez Jr. , Anthony R

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	6	21:00
Total for Martinez Jr. , Anthony R	6	21:00

Martinez, Mateo

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	8	27:30
Total for Martinez, Mateo	8	27:30

McMillan, Mitchell C

This report lists a count of Classes completed by each Person, for each Class Category. Optionally filtered by Personnel and Passage or Failure. Time shown in Hours and Minutes

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Class Category	Class Count	Total Class Hours
I.S.O. New Driver and Operator Training	1	2:00
Total for McMillan, Mitchell C	1	2:00

Miller, Eric

Class Category	Class Count	Total Class Hours
I.S.O. New Driver and Operator Training	1	2:00
Total for Miller, Eric	1	2:00

Montoya, Thomas M

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	7	24:30
Total for Montoya, Thomas M	7	24:30

Navarro, Nicolas A

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	9	28:30
Total for Navarro, Nicolas A	9	28:30

Oblack, Austin E

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	1	3:00
Total for Oblack, Austin E	1	3:00

Rivera, Matthew M

Class Category	Class Count	Total Class Hours
Staff Development	1	48:00
Total for Rivera, Matthew M	1	48:00

Roberson, Cavin C

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	3	10:30
Total for Roberson, Cavin C	3	10:30

Rossman, Tabitha A

Class Category	Class Count	Total Class Hours
I.S.O. New Driver and Operator Training	1	2:00
Total for Rossman, Tabitha A	1	2:00

Shay, Alex C

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	4	14:00
Total for Shay, Alex C	4	14:00

Shepan, Cory A.

Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	1	3:00
Total for Shepan, Cory A.	1	3:00

Shepan, Lance A.

Class Category	Class Count	Total Class Hours
Staff Development	1	48:00
Total for Shepan, Lance A.	1	48:00

This report lists a count of Classes completed by each Person, for each Class Category. Optionally filtered by Personnel and Passage or Failure. Time shown in Hours and Minutes

If "All Personnel" is selected, this report also includes non-agency Personnel.

Smith, Morgan Samantha		
Class Category	Class Count	Total Class Hours
I.S.O. New Driver and Operator Training	1	2:00
I.S.O. New Recruit Training	1	3:00
Total for Smith, Morgan Samantha	2	5:00

Torres, Joseph J		
Class Category	Class Count	Total Class Hours
I.S.O. Existing Driver and Operator Training	1	1:00
Total for Torres, Joseph J	1	1:00

Villazon, Lillian M		
Class Category	Class Count	Total Class Hours
I.S.O. New Recruit Training	6	20:00
Total for Villazon, Lillian M	6	20:00

Whited, Gregory E		
Class Category	Class Count	Total Class Hours
I.S.O. Fire Prevention	1	4:00
I.S.O. New Driver and Operator Training	1	2:00
Total for Whited, Gregory E	2	6:00

Whiting, Colter C.		
Class Category	Class Count	Total Class Hours
Staff Development	1	48:00
Total for Whiting, Colter C.	1	48:00

Willmann, Keenan		
Class Category	Class Count	Total Class Hours
I.S.O. Company Training	1	3:00
I.S.O. New Recruit Training	6	20:30
Total for Willmann, Keenan	7	23:30

This report lists a count of Classes completed by each Person, for each Class Category. Optionally filtered by Personnel and Passage or Failure. Time shown in Hours and Minutes

If "All Personnel" is selected, this report also includes non-agency Personnel.

Mesilla Fire Department

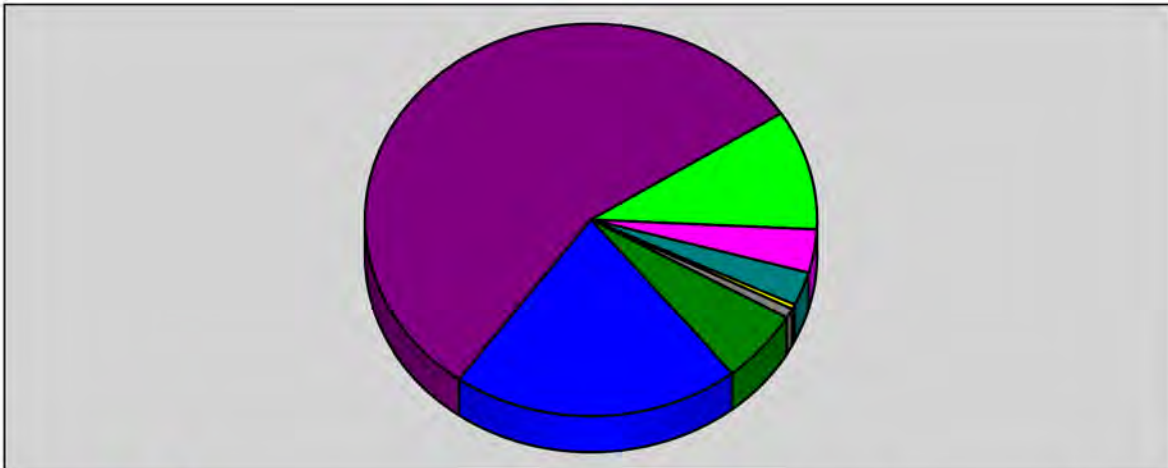
Mesilla, NM

This report was generated on 8/2/2018 2:52:38 PM



Major Incident Types by Month for Date Range

Start Date: 01/01/2018 | End Date: 07/31/2018



■ Fire	■ False Alarm & False Call
■ Good Intent Call	■ Hazardous Condition (No Fire)
■ Rescue & Emergency Medical Service Incident	■ Overpressure Rupture, Explosion, Overheat(no fire)
■ Service Call	■ Special Incident Type

INCIDENT TYPE	JAN	FEB	MAR
False Alarm & False Call		2	3
Fire	3	1	
Good Intent Call	6	5	6
Hazardous Condition (No Fire)			1
Overpressure Rupture, Explosion, Overheat(no fire)			1
Rescue & Emergency Medical Service Incident	13	13	27
Service Call	3	1	3
Special Incident Type			
Total	25	22	41

Only REVIEWED incidents included

INCIDENT TYPE	APR	MAY	JUN	JUL	TOTAL
False Alarm & False Call		1	1	2	9
Fire	1	1	2	7	15
Good Intent Call	6	8	10	11	52
Hazardous Condition (No Fire)		2	4		7
Overpressure Rupture, Explosion, Overheat(no fire)					1
Rescue & Emergency Medical Service Incident	19	35	19	15	141
Service Call	4	3	10	1	25
Special Incident Type				2	2
Total	30	50	46	38	252

Only REVIEWED incidents included



TOWN OF MESILLA

Public Works Department
P.O. Box 10, Mesilla, New Mexico 88046
Office: (575) 524-3262 ext. 103
Fax: (575) 541-6327

MEMORANDUM

Date: August 6, 2018
TO: Mayor, Board of Trustees & Cynthia
FROM: Debra Lujan, Public Works Director

RE: Activity Report for PWD

PDW: July 3, 2018 – August 6, 2018

Public Works is short staffed again, please bear with us we are doing the best we can with two employees and myself.

Vector Control – Treating parks

EBID only granted one irrigation this season.

Public Works Crew regular monthly schedule is keeping up with locates, parks, building maintenance, work orders from residents, tenant's complaints and all the requests from our staff, Fire and Marshal Departments. As always the crew is reading meters monthly and monitoring the wells when they are on-call.

Crew: Other Regular Monthly Duties

- Clean buildings
- locates for utility construction
- Water samples are sent monthly
- Water services shut off or on (due to late utility payments)
- Lift station monitoring
- H₂S (sewer odor) we are keeping our levels down to 5ppm as recommended by the City of Las Cruces
- Community Center is being rented out more often and the crew is doing the set ups and take down.
- Daily Monday through Sunday: Taking chlorine residuals

Work orders completed

- Community Center: events are being covered
- Trash pick-up at parks, plaza and roadway daily
- Locates and work orders if any
- Custodial all buildings
- Plaza: On a daily basis and weekends picking up trash and cutting the grass once a week
- Plaza: Replaced the water fountains with new ones
- Parks are getting cut once a week
- Monitor trash & public restrooms
- Water meter repairs if any

-Started cutting and spraying the weeds

Up-Date Capital Outlay: No agreement yet

Up-Date McDowell Rd Wastewater:

Up-Date LGRF Calle Primera waiting on one certification letter

Up-Date NMDOT TAP getting the RFP ready for professional services

Up-Date NMED Clean Water State Revolving Fund getting the RFP ready for professional services.

Up-Date WTB Molzen Corbin the final design corrections are being review by NMED, as soon as we have the approval we'll go out to bid

Up-Date EBID Calle de Parian (culvert) the guard rails still was placed

Up-Date LGRF Calle Primera Phase II and Calle de Parian received signed agreement.

If you have any questions please call my cell 636-7553.