



Town of Mesilla, New Mexico

PZHAC MEETING AGENDA FEBRUARY 16, 2021

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD A REGULAR MEETING VIA TELECONFERENCE ON TUESDAY, FEBRUARY 16, 2021 AT 2:30 PM. TO JOIN THE MEETING BY PHONE DIAL 1-346-248-7799, THEN ENTER Meeting ID 603-754-4231 PASSWORD 193857.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL AND DETERMINATION OF A QUORUM

III. CHANGES/APPROVAL OF THE AGENDA

IV. *ACCEPTANCE OF THE CONSENT AGENDA

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

A. *PZHAC MINUTES – PZHAC Work Session and Meeting of February 1, 2021.

B. *ADMINISTRATIVE APPROVALS

Zoning Permit:

1. **Case 061163** – 2363 Calle de Santiago, submitted by Mary Lucero; a request for a zoning permit to allow an electrical upgrade from 100-amp service to 200-amp service for the dwelling at this address. Zoned: Historic Residential (HR)
2. **Case 061164** – 2060 Calle de Parian, submitted by Julienne and Oakley Hadfield for “Julienne Jewelry”, a request for a zoning permit to allow inspection and repair to the interior of a commercial building at this address. Zoned: Historic Commercial (HC)
3. **Case 061165** – 2305 Calle de Colon, submitted by Gerard Nevarez; a request for a zoning permit to allow a fence on a residential property at this address to be repainted. Zoned: Historic Residential (HR)
4. **Case 061166** – 2160 Calle de Arroyo, submitted by Phillip E. Born, Jr., a request for a zoning permit to allow foundation and adobe stabilization, patching, and general repair on a historical dwelling at this address. Zoned: Historic Residential (HR)

II. PZHAC NEW BUSINESS:

A. PUBLIC INPUT ON CASES

Public input shall be received at larrys@mesillanm.gov at least one hour prior to the meeting and will be read into the record. You will also be given an opportunity to speak during this time by joining the meeting by phone and pressing *9 while in the teleconference. This will let the host know that you wish to speak. You will be prompted by the host or the Commission Chair when to begin speaking.

B. DECISIONS:

Zoning Permits

1. **Case 061167** – 2410 Calle de Parian, submitted by Tom Hutchinson; a request for a zoning permit to replace two windows on a commercial structure at this address that were damaged in a burglary attempt on this structure. Zoned: Historic Commercial (HC)

Business Registrations

2. **Permit 0871** – 105 Capri Road, submitted by Nathel Candace Wolle; a request for a business license to allow the applicant to sell knitted clothing items by mail as a home occupation from a dwelling at this address. Zoned: Residential, one acre (R1)

VI. PZHAC/STAFF COMMENTS

VII. ADJOURNMENT

NOTICE

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

Posted on 2/11/2021 at the following locations: Town Hall - 2231 Avenida de Mesilla; Public Safety Building - 2670 Calle de Parian; Mesilla Community Center - 2251 Calle de Santiago; Shorty's Food Mart - 2290 Avenida de Mesilla; Avenida de Mesilla and the U.S. Post Office - 2253 Calle de Parian.

**PZHAC
FEBRUARY 1, 2021
WORK SESSION AND REGULAR MEETING
MINUTES**

[PART OF CONSENT AGENDA]



Town of Mesilla, New Mexico

PZHAC WORK SESSION & MEETING MINUTES FEBRUARY 1, 2021

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD A WORK SESSION VIA TELECONFERENCE ON MONDAY, FEBRUARY 1, 2021 AT 2:30 P.M. TO JOIN THE MEETING BY PHONE DIAL 1-346-248-7799, THEN ENTER Meeting ID 603-754-4231 PASSWORD 193857.

- A. Submitted by Brad and Debbie Foreman, a request to discuss plans to build a residence and a structure with a 600 square foot casita, a pool, a workshop, and a studio on a five acre property located at 2725 Old Farm Road between Old Farm Road and Stanford Road along the Gillem Lateral. (Case 061156) Zoned: Rural Farm (RF)

The applicant was present by zoom to discuss the request and answer any questions that might arise. Staff provided a brief review of this request, including the fact that this case was originally heard by the PZHAC at their Work Session on January 16, 2021. Various elements of the case were discussed at that time, but the height and other dimensions could not be read on the plans included in the packet, so the case was postponed in order to have the full-sized plans reviewed by the "Architectural Review" Committee for necessary dimensions. This was done on January 17, 2021 and no problems with the application were discovered.

There was no further discussion or issues.

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) WILL HOLD --A REGULAR MEETING VIA TELECONFERENCE ON MONDAY, FEBRUARY 1, 2021 IMMEDIATELY FOLLOWING THE WORK SESSION. TO JOIN THE MEETING BY PHONE DIAL 1-346- 248-7799, THEN ENTER Meeting ID 603-754-4231 PASSWORD 193857.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL AND DETERMINATION OF A QUORUM

All Commissioners were present. There was a quorum.

Other attendees:

Larry Shannon (Mesilla Staff); Tom Maese (Chief Inspector-CID); Debbie Foreman (applicant – dwelling); Grady and Marcy Oxford; and an unknown phone caller at 915-667-0792.

III. CHANGES/APPROVAL OF THE AGENDA

There were no changes to the Agenda. Commissioner Nevarez made a motion to approve the Agenda, seconded by Commissioner Prieto, and approved by the PZHAC by a vote of 5 – 0.

IV. *ACCEPTANCE OF THE CONSENT AGENDA

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

There were no changes to the Consent Agenda. Commissioner Prieto made a motion to approve the Consent Agenda, seconded by Commissioner Nevarez, and approved by the PZHAC by a vote of 5 – 0.

- A. *PZHAC MINUTES – PZHAC Work Session and Meeting of January 19, 2021.

Approved as part of the Consent Agenda.

- B. *ADMINISTRATIVE APPROVALS

Zoning Permit:

1. **Case 061158** – 3037 Los Arenales, submitted by Elisa Rios, a request for a zoning permit to allow the replacement of three window on a dwelling at this address. Zoned: Rural Farm (RF)
Approved as part of the Consent Agenda.
2. **Case 061159** - 2170 Calle de Santa Ana, submitted by Lorenzo L. Fierro; a request for a zoning permit to allow the extension of an existing driveway at this address. Zoned: Historic Residential (HR)
Approved as part of the Consent Agenda.
3. **Case 061160** – 2140 Calle de Norte, submitted by Douglas Zimmerman; a request for a zoning permit to allow the repainting of a dwelling at this address. Zoned: Historic Residential (HR)
Approved as part of the Consent Agenda.
4. **Case 061161** – 2510 Calle de Parian, submitted by Toby and Steven Carrasco; a request for a zoning permit to allow the landscaping of a 4,200 square foot backyard of a dwelling at this address. Zoned: Historic Residential (HR)
Approved as part of the Consent Agenda.

II. PZHAC NEW BUSINESS:

A. PUBLIC INPUT ON CASES

Public input shall be received at larrys@mesillanm.gov at least one hour prior to the meeting and will be read into the record. You will also be given an opportunity to speak during this time by joining the meeting by phone and pressing *9 while in the teleconference. This will let the host know that you wish to speak. You will be prompted by the host or the Commission Chair when to begin speaking.

Staff read a letter from Grady Oxford (applicant for Case 061162) to the PZHAC into the record. (A copy of the letter is attached to the end of these minutes.)

B. DECISIONS:

Zoning Permits

1. **Case 061156** – 2725 Old Farm Road, submitted by Brad and Debbie Foreman, a request for a zoning permit to allow the construction of a residence and a structure with a 600 square foot casita, a pool, a workshop, and a studio. Zoned: Rural Farm (RF) **Discussed during the Work Session**
Staff provided a brief review of this request, including the fact that the case was discussed during the Work Session. The PZHAC determined that there were no issues with the proposal. Commissioner Prieto made a motion to approve the request, seconded by Commissioner Houston, and the request was approved by the PZHAC by a vote of 5 – 0.
2. **Case 061162** – 3150 Bowman Street, submitted by Grady Oxford; a request for a zoning permit to allow the construction of an addition to a dwelling on a 0.84 acre property at this address. Zoned: Residential, one acre (R-1)
Staff provided a brief review of this request, including the fact that since the property was only 0.84 acres in size and the zoning of the property required one acre, this was a legal non-conforming (LNC) property based on a legal opinion obtained by the PZHAC in August of 2020. Staff also explained that this had been explained to the applicant when the case was first submitted to staff. Grady Oxford (applicant) stated that this property should not be considered LNC, according to MTC 18.60.180(A) since the property was created well before 1972. Commission Chair stated that we have been following the attorney’s opinion since August of 2020. Commissioner Houston stated that the written law should supersede an opinion. Commission Chair Lucero stated that she was confused by the intention of MTC 18.60.180 and that she believed that the intent of the Code was to protect the “Greenspace” around the Town by limiting growth on smaller properties than required. Commissioner Nevarez stated the ordinance could take “grandfathering” into account, and Commissioner Salas stated that he agreed with Grady Oxford’s interpretation of the Code and Commissioner Houston’s statement. Commissioner Nevarez said that modification of existing structures should be allowed. Mr. Grady also explained that the proposal was for an extension of the family living quarters as a place where his in-laws could live with his family. After a short discussion about MTC 18.60.180, the PZHAC determined that the proposed addition met the requirements of the Code based on MTC 18.60.180. Commissioner Nevarez

made a motion to approve the request based on MTC 18.60.180(A) and the fact that expansion of the dwelling was shown on the original plans for the dwelling, seconded by Commissioner Houston, and approved by the PZHAC by a vote of 5 – 0.

Business/Short-Term Rental Registrations

3. **Permit 0866** – 2419B Calle de Parian, submitted by Veronica Slade; a request for a business license to allow the applicant to operate an online mental health counselling operation as a home occupation from a dwelling at this address. Zoned: Historic Residential (HR).
Staff provided a brief review of this request. There were no issues. Commissioner Prieto made a motion to approve the request, seconded by Commissioner Houston, and approved by the PZHAC by a vote of 4 – 0. (Commissioner Salas recused himself from the case since he rents the dwelling to the applicant.)
4. **Permit 0868** – 2030 Calle de Parian (upper floor), submitted by Julienne Hadfield for “Billy the Kid’s Getaway”; a request for a Short-Term-Rental business license to allow the applicant to operate a short-term-rental operation on the upper floor of a commercial building at this address. Zoned: Historic Commercial (HC).
Staff provided a brief review of this request, explaining that the living quarters to be used as the short-term rental was approved as part of the renovation of the building in 2020. Tom Maese, Chief Building Inspector for CID, stated that he had no concerns. There were no issues. Commissioner Houston made a motion to approve the request, seconded by Commissioner Prieto, and approved by the PZHAC by a vote of 5 – 0.
5. **Permit 0870** – 2030 Calle de Parian (lower floor), submitted by Julienne Hadfield for “Billy the Kid’s Casita”; a request for a Short-Term-Rental business license to allow the applicant to operate a short-term-rental operation on the ground floor of a commercial building at this address. Zoned: Historic Commercial (HC).
Staff provided a brief review of this request, explaining that the living quarters to be used as the short-term rental was originally rented as an apartment by Stahman Farms who were the previous owners of the building. Tom Maese, Chief Building Inspector for CID, stated that nothing special would be required if there is no change in the occupancies of the structure and that no prmt would be necessary if there were no changes. There were no issues. Commissioner Prieto made a motion to approve the request, seconded by Commissioner Houston, and approved by the PZHAC by a vote of 5 – 0.

C. ELECTION OF PZHAC OFFICERS

1. PZHAC Chairperson

Commission Chair Lucero was nominated for the position of Commission Chairperson by Commissioner Houston and elected by a unanimous vote of the PZHAC.

2. PZHAC Vice Chairperson

Commissioner Prieto was nominated for the position of Vice Chairperson by Commissioner Nevarez. Commissioner Salas was nominated for this position be Commissioner Prieto but declined.

Commissioner Prieto was elected PZHAC Vice Chairperson by a unanimous vote of the PZHAC.

VI. PZHAC/STAFF COMMENTS

Commissioner Salas requested that staff set up a joint meeting of the BOT and the PZHAC to discuss interpretations of the MTC. Commissioner Prieto and Commission Chair Lucero agreed with the request.

VII. ADJOURNMENT

The meeting was adjourned at 3:46 pm.

Dear Planning and Zoning Commission,

The purpose of coming before you today is to get approval to proceed with a remodel we have planned for our home. As we are unable to meet in person due to COVID, Zoom has become the current norm for these type meetings. I found the last meeting I was in very awkward and could not hear half of the discussion going on. I can only assume it is difficult for you as well, so I think the best way to provide you information on what we are doing is to write this letter to help make everything clearer.

REASON FOR THE REMODEL: My wife's parents (87 and 84) have reached the point in their lives where they are needing more assistance. They are still independent however they are needing more care that we cannot provide them without having them with us. This is quite common and I can only assume that many of you can relate to this type situation. We are just happy that we are able to be there for them. Our plan is to add an additional master suite to the existing house.

PROCEDURE: I understand that Town of Mesilla no longer handles permitting or inspections for construction and that the State now handles and oversees that process. However before they handle the permitting, they require something from the Town stating that the property meets the zoning requirements. We know from the Town of Mesilla ordinances that we meet the zoning requirements so we proceeded with having all the plans drawn up and filled out the paperwork with Mesilla to get started.

FIRST MEETING: We met on Zoom with Larry Shannon and two members of that committee. They were very nice but quickly informed me that my property was non-conforming as it was less than 1 acre (my lot is .84 acres). Again, they were very polite and understanding, however they said their hands were tied because they were told recently that people could not do any work on non-conforming properties.

POINT OF CLARIFICATION: Fortunately it appears that the writers of the ordinance saw ahead regarding some issues that could come up, like this one, and put a section in the Mesilla Code, 18.60.180, which states "***Any lot shall meet the minimum area requirements when it existed as an entire lot, or as an entire parcel, for which either a deed was on record of the office of the county recorder or a bona fide contract of sale was in effect prior to the effective date of the ordinance codified in this section.***" I was told by staff that the effective date of the ordinance was in the 1970's. Our house was built in 1959. As the code states that this lot meets the minimum area requirements, then this makes this a "conforming lot". I certainly understand the original confusion but I believe this is clear and hope this clears this up and allows us to proceed.

MISCELLANEOUS: If I may, I'd like to add just some other random thoughts pertaining to this so that I don't waste your time yakking on during the meeting.

*We actually went through this process of remodeling and adding on to the same house in 2003. Back then we had a very good experience with Mesilla and the whole process. I believe that Mesilla even handled plan approval back then. We had no issues then, which is one reason it is such a surprise that there was an issue this time.

*I read the staff analysis this morning and want to clarify a few items in there. It states in there that we have been informed that the area used as living quarters cannot exceed 600 square feet. I believe what they are meaning to say is that a "Casita" cannot have more than 600 square feet. I want to make it clear that we are not building a casita on the property. I am simply converting the existing game room

and garage into a master suite, which is already accessible to the house, that will allow our parents to feel as independent as possible while being completely a part of the home and family. It will be complete with a very small kitchen area so that they can have some independence when they feel they need it. There will be common living areas throughout the house, including the remodeled area. The existing garage structure was built in two sections and the larger section was built heated and cooled as a work-out/game room in the 2003 remodel and has never had a car in it. The garage door was left on it for aesthetics and easy access for equipment. We are actually only adding approximately 450 square feet of new heated and cooled area to what we have right now. The new garage will be shared and is accessible to them as well.

*As we didn't anticipate any issues with this, our parents have already secured a buyer for their house and are hoping to move in with us as soon as possible. As you can imagine, time is getting to be an issue here.

The integrity of the historic district of Mesilla is important and I totally understand the concerns and efforts you all put into that area to keep it the beautiful historic desirable place that it is. We spend most of our dining and entertainment time in historic Mesilla. We probably live in the furthest spot from the historic district to still be in Mesilla. We have proven that it is important to us to have a nice attractive home and property here and this project will only improve on that.

We sincerely appreciate your time and consideration and hope you will help us move forward with this project. Please let me know if you have any further questions.

Thank you,

Grady and Marcy Oxford

**PZHAC NEW BUSINESS
FEBRUARY 16, 2021**

**ADMINISTRATIVE APPROVALS
[PART OF CONSENT AGENDA]**

TOWN OF MESILLA
ZONING APPROVAL

OFFICIAL USE ONLY:
Case # 061163
Fee \$ 12.00

PERMISSION TO CONDUCT WORK
OR
OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT FROM CID

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

CASE NO. 061163 ZONE: HR CODE: 41 APPLICATION DATE: 2/5/21

Mary Lucero (575) 636-4138
Name of Property Owner Property Owner's Telephone Number
2363 Calle de Santiago Mesilla NM 88046
Property Owner's Mailing Address City State Zip Code

Property Owner's E-mail Address
Ramirez Electrical Specialty
Contractor's Name & Address (if none, indicate Self)
(575) 640-0638 81-3964360 9006D
Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

Address of Proposed Work: 2363 Calle de Santiago
Description of Proposed Work: Service Upgrade from 100 to 200 amps
(Electrical)

\$ 1,500 José R. Ray 01/27/21
Estimated Cost Signature of Applicant Date

Signature of property owner: Mary Lucero

With the exception of administrative approvals, all permit requests must undergo a review process from staff, PZHAC and/or BOT before issuance of a zoning permit. **Plan sheets are to be no larger than 11 x 17 inches or shall be submitted electronically.**

FOR OFFICIAL USE ONLY

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

PZHAC APPROVAL REQUIRED: ___ YES NO BOT APPROVAL REQUIRED: ___ YES NO

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

CONDITIONS: NO CHANGES TO EXTERIOR OF STRUCTURE
CID PERMIT REQUIRED

PERMISSION ISSUED / DENIED BY: [Signature] ISSUE DATE: 2/5/21

THIS APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING:

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. Foundation plan with details.
4. Floor plan showing rooms, their uses and dimensions.
5. Cross section of walls
6. Roof and floor framing plan
8. Proof of legal access to the property.
9. Drainage plan.
10. Details of architectural style and color scheme (checklist included for Historical zones) – diagrams and elevations.
11. 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).
12. Proof of legal access to the property.
13. Other information as necessary or required by the City Code or Community Development Department (See other side.)

Doña Ana County, NM

General Reference Maps

2014 Aerial | Addresses | County Address Points

Select Search Type: Account Numbe **v** Enter Value:

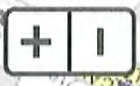
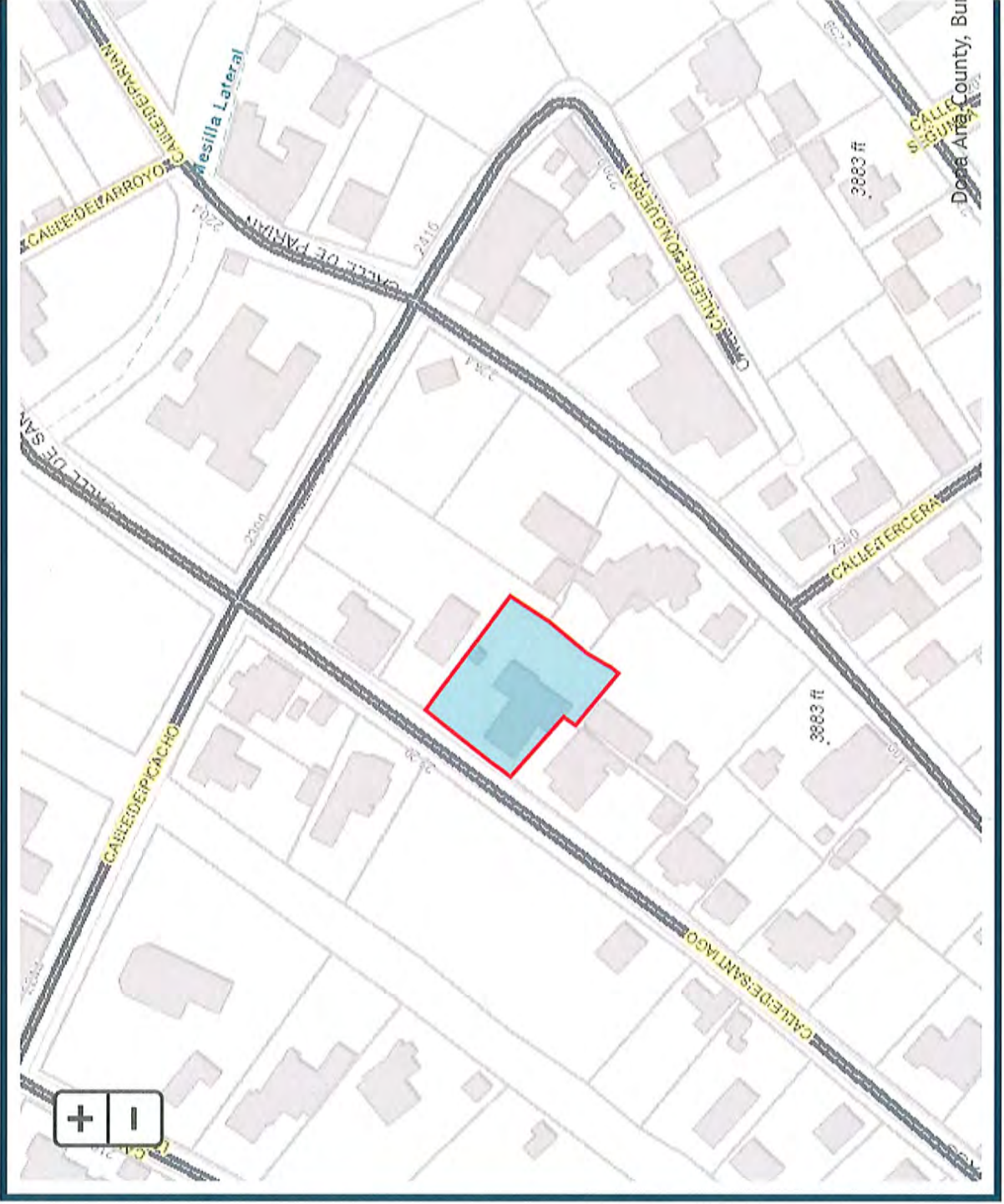
Maps

Legend

Map Themes

- Parcels
- UDC Zoning
- Roads and Transportation
- NM House Districts
- NM Senate Districts
- County Commission Districts
- City Council Districts
- Median Household Income
- General Land Ownership

Account Number: R0400230
 Parcel Number: 4006137156513
 Owner: LUCERO MARY FRANCES
 Mail Address: PO BOX 134
 Subdivision: LUCERO TRACTS NO 2
 CORRECTED PLAT (BK 20 PG 532 -
 043383)
 Property Address: 2363 CALLE DE
 SANTIAGO
 Acres: 0



**TOWN OF MESILLA
ZONING APPROVAL**

OFFICIAL USE ONLY:

Case # 061164

Fee \$ 28.50

**PERMISSION TO CONDUCT WORK
OR**

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT FROM CID

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

CASE NO. 061164 ZONE: HC CODE: MISC APPLICATION DATE: 2/10/21

Name of Property Owner: Julienne & Oakley Hadfield Property Owner's Telephone Number: 575-202-8931
 Property Owner's Mailing Address: 5011 Wildhorse Rd Las Cruces NM 88011
 City: Las Cruces State: NM Zip Code: 88011
 Property Owner's E-mail Address: juliennejewelry@aol.com

Contractor's Name & Address (If none, indicate Self): Mark Sideris dba Buffalo Builders
 Contractor's Telephone Number: 575-642-5642 Contractor's Tax ID Number: 062426873 Contractor's License Number: 19662

Address of Proposed Work: 2060 Calle de Parian, Mesilla NM

Description of Proposed Work: ALL INTERIOR WORK to inspect and repair as necessary all plumbing, lighting, heating and cooling. Repair water damaged ceilings. Clean carpet. Interior painting where required.
 Estimated Cost: \$12,000

Signature of Applicant: [Signature] Date: 2/13/21
 Signature of property owner: [Signature]

With the exception of administrative approvals, all permit requests must undergo a review process from staff, PZHAC and/or BOT before issuance of a zoning permit. Plan sheets are to be no larger than 11 x 17 inches or shall be submitted electronically.

FOR OFFICIAL USE ONLY

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

PZHAC APPROVAL REQUIRED: ___ YES NO BOT APPROVAL REQUIRED: ___ YES NO

CID PERMIT INSPECTION REQUIRED: ___ YES ___ NO SEE CONDITIONS

CONDITIONS: ALL INTERIOR WORK
CID PERMIT MAY BE REQUIRED

PERMISSION ISSUED DENIED BY: [Signature] ISSUE DATE: 2/10/21

- THIS APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING:
- 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.
 - Foundation plan with details.
 - Floor plan showing rooms, their uses and dimensions.
 - Cross section of walls
 - Roof and floor framing plan
 - Proof of legal access to the property.
 - Drainage plan.
 - Details of architectural style and color scheme (checklist included for Historical zones) – diagrams and elevations.
 - 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).

Doña Ana County, NM

General Reference Maps

2014 Aerial | Addresses | County Address Points

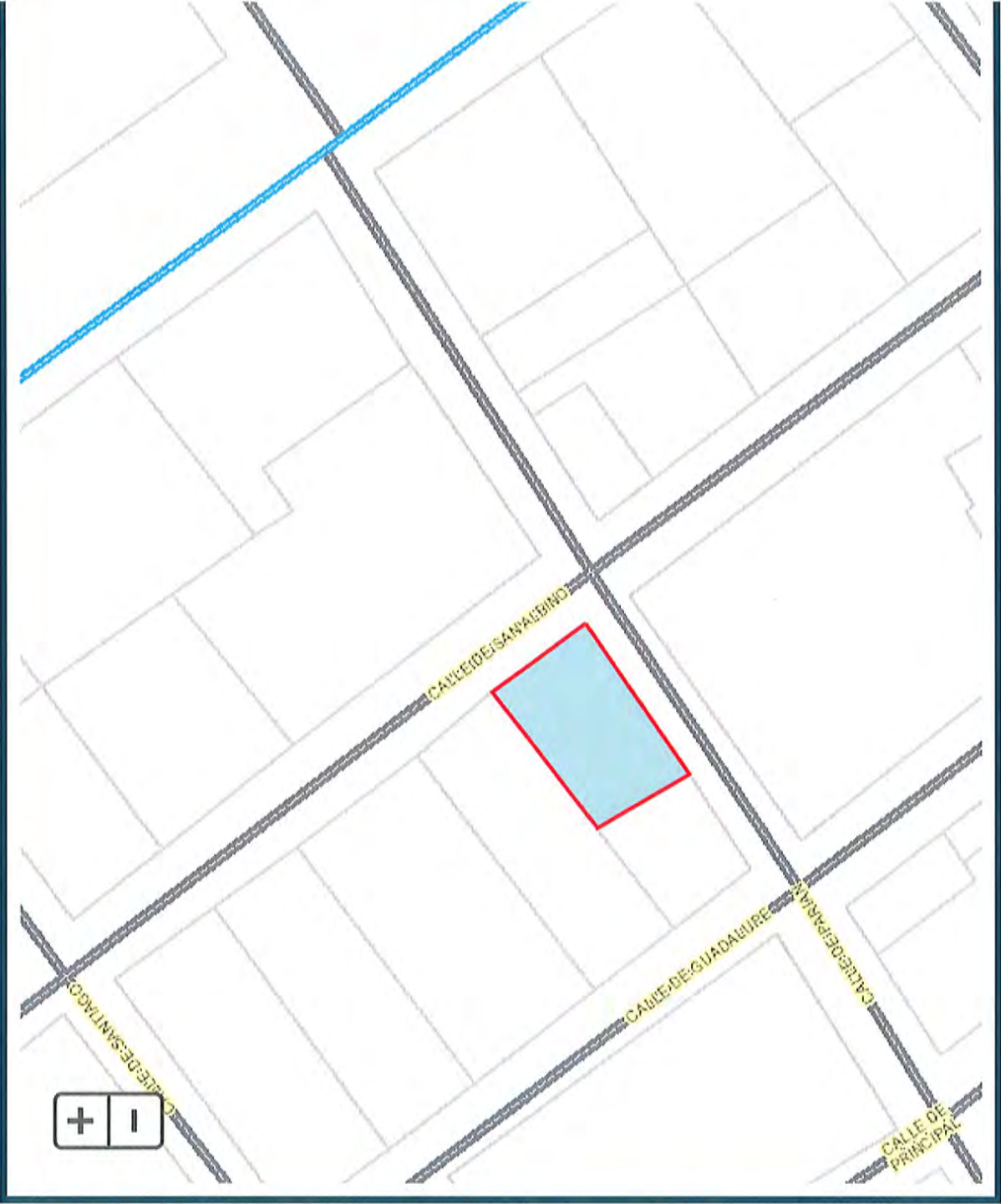
Select Search Type: Account Number | Enter Value:

Maps

Legend

Map Themes
Parcels
UDC Zoning
Roads and Transportation
NM House Districts
NM Senate Districts
County Commission Districts
City Council Districts
Median Household Income
General Land Ownership

Account Number: **R0400335**
 Parcel Number: 4006137252447
 Owner: APPALOOSA LIMITED LLC
 Mail Address: 5011 WILD HORSE ROAD
 Subdivision:
 Property Address: 2000 CALLE DE PARIAN
 Acres: 0



TOWN OF MESILLA
ZONING APPROVAL

OFFICIAL USE ONLY:

Case # 061165

Fee \$ 0.00

PERMISSION TO CONDUCT WORK
OR
OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT FROM CID

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

CASE NO. 061165 ZONE: HR CODE: M1 APPLICATION DATE: 2/10/21

Name of Property Owner Gerard Nevarez Property Owner's Telephone Number 575 642 3938

Property Owner's Mailing Address PO Box 1102 Mesilla City Mesilla State NM Zip Code 88046

Property Owner's E-mail Address Mesilla;3@aol.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: 2305 Calle de Colon

Description of Proposed Work: Paint wood fence on east side facing Calle Segunda - same color
Clear coat on front patio wood - no change of color

Estimated Cost \$ 0 Signature of Applicant [Signature] Date 02.03.21

Signature of property owner: [Signature]

With the exception of administrative approvals, all permit requests must undergo a review process from staff, PZHAC and/or BOT before issuance of a zoning permit. **Plan sheets are to be no larger than 11 x 17 inches or shall be submitted electronically.**

FOR OFFICIAL USE ONLY

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

PZHAC APPROVAL REQUIRED: ___ YES NO BOT APPROVAL REQUIRED: ___ YES NO

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

CONDITIONS: REPAINT A FENCE THE ORIGINAL COLOR, NO CHANGES TO APPEARANCE
TC

PERMISSION ISSUED DENIED BY: Z. Shum ISSUE DATE: 2/10/21

- THIS APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING:
- 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.
 - Foundation plan with details.
 - Floor plan showing rooms, their uses and dimensions.
 - Cross section of walls
 - Roof and floor framing plan
 - Proof of legal access to the property.
 - Drainage plan.
 - Details of architectural style and color scheme (checklist included for Historical zones) – diagrams and elevations.
 - 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).
 - Proof of legal access to the property.
 - Other information as necessary or required by the City Code or Community Development Department (See other side.)

Doña Ana County, NM

General Reference Maps

2014 Aerial **Addresses** County Address Points

Select Search Type: Account Number **▼** Enter Value:

Maps

Legend

Map Themes
Parcels
UDC Zoning
Roads and Transportation
NM House Districts
NM Senate Districts
County Commission Districts
City Council Districts
Median Household Income
General Land Ownership

Account Number: **R0400572**
 Parcel Number: 4006138208035
 Owner: NEVAREZ GERARD R
 Mail Address: PO BOX 1102
 Subdivision:
 Property Address: 2305 CALLE DE COLON
 Acres: 0



Doña Ana County, Bu

TOWN OF MESILLA
ZONING APPROVAL

OFFICIAL USE ONLY:

Case # 061166

Fee \$ 18.00

PERMISSION TO CONDUCT WORK
OR
OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT FROM CID

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

CASE NO. 061166 ZONE: H2 CODE: M1 APPLICATION DATE: 2/10/21

PHILLIP E. BORN, JR. 575-202-0035
Name of Property Owner Property Owner's Telephone Number

P.O. Box 251 MESILLA NM 88046
Property Owner's Mailing Address City State Zip Code

phillipborn55@gmail.com
Property 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: 2160 CALLE DE ARROYO, MESILLA, NM 88046

Description of Proposed Work: REPAIRS TO HISTORICAL DWELING - FOUNDATION AND ADOBE STABILIZATION, PATCHING AND GENERAL REPAIR. THERE WILL BE NO CHANGE TO EXTERNAL STYLE OR COLOR.

\$ 5,000 Phillip E. Born Jr. 8 February 2021
Estimated Cost Signature of Applicant Date

Signature of property owner: Phillip E. Born Jr.

With the exception of administrative approvals, all permit requests must undergo a review process from staff, PZHAC and/or BOT before issuance of a zoning permit. **Plan sheets are to be no larger than 11 x 17 inches or shall be submitted electronically.**

FOR OFFICIAL USE ONLY

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

PZHAC APPROVAL REQUIRED: ___ YES NO BOT APPROVAL REQUIRED: ___ YES NO

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

CONDITIONS: NO CHANGES TO APPEARANCE OF STRUCTURE
CID PERMIT REQUIRED

PERMISSION ISSUED / DENIED BY: [Signature] ISSUE DATE: 2/10/21

- THIS APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING:
- 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.
 - Foundation plan with details.
 - Floor plan showing rooms, their uses and dimensions.
 - Cross section of walls
 - Roof and floor framing plan
 - Proof of legal access to the property.
 - Drainage plan.
 - Details of architectural style and color scheme (checklist included for Historical zones) – diagrams and elevations.
 - 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).
 - Proof of legal access to the property.
 - Other information as necessary or required by the City Code or Community Development Department (See other side.)

Doña Ana County, NM

General Reference Maps

2014 Aerial | Addresses | County Address Points

Select Search Type: Account Number | Enter Value:

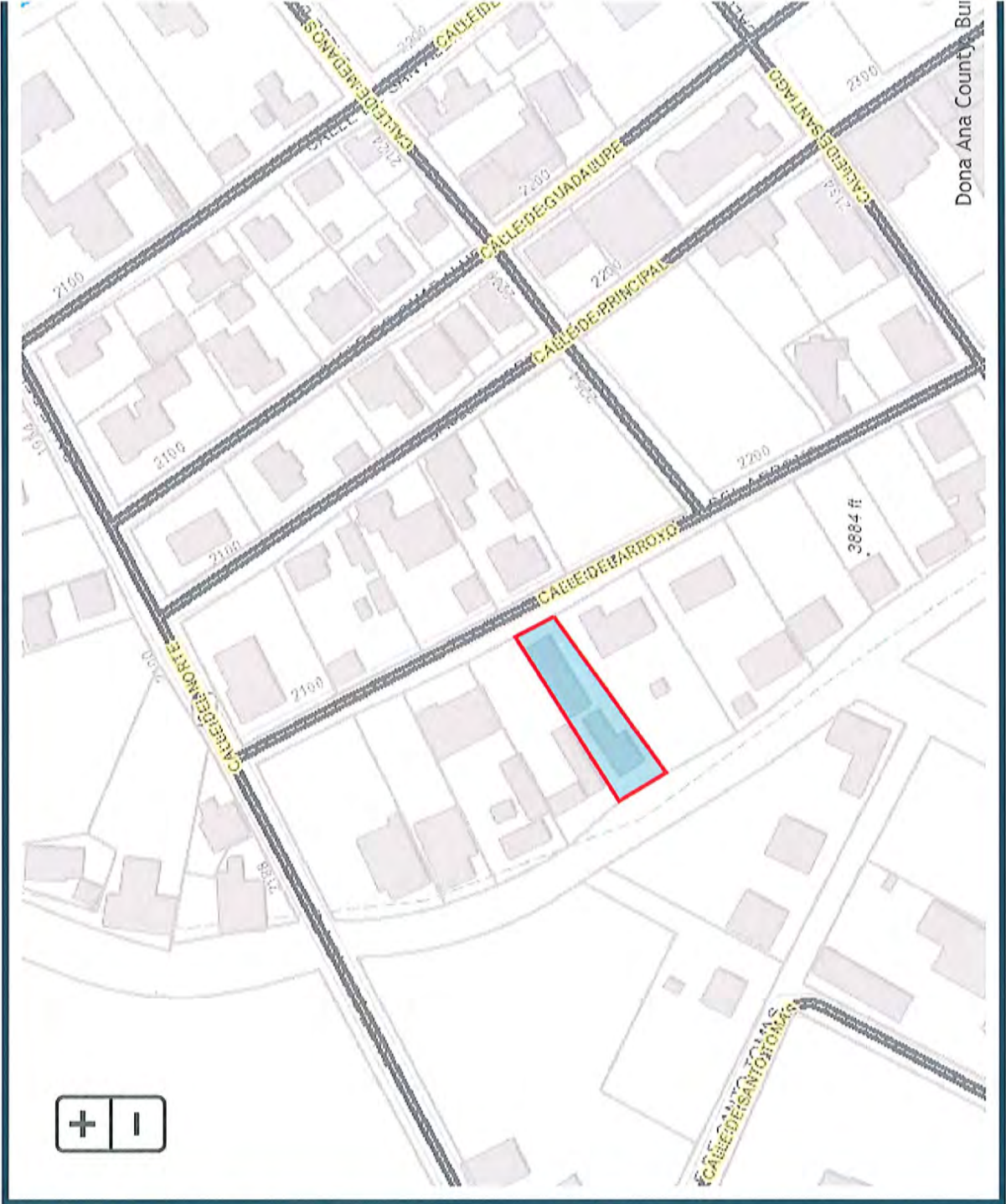
Maps

Legend

Map Themes

- Parcels
- UDC Zoning
- Roads and Transportation
- NM House Districts
- NM Senate Districts
- County Commission Districts
- City Council Districts
- Median Household Income
- General Land Ownership

Account Number: **R0400232**
 Parcel Number: 4006137160415
 Owner: BORN PHILLIP E JR
 Mail Address: P.O. BOX 251
 Subdivision:
 Property Address: 2160 CALLE DE ARROYO
 Acres: 0



Doña Ana County, Bui

**PZHAC NEW BUSINESS
FEBRUARY 16, 2021**

**DECISION ITEMS
ZONING PERMITS**

**PZHAC ACTION FORM
BUILDING PERMIT 061167
[PZHAC REVIEW – 2/16/2021]
STAFF ANALYSIS**

Item:

Case 061167 – 2410 Calle de Parian, submitted by Tom Hutchinson; a request for a zoning permit to replace two windows on a commercial structure at this address that were damaged in a burglary attempt on this structure. Zoned: Historic Commercial (HC)

DESCRIPTION OF REQUEST:

The windows that were broken are part of the La Posta restaurant that is occupied by “Matteo’s” a small jewelry store and gift shop. The windows were broken as part of a burglary attempt on a weekend around Christmas. The windows were repaired immediately afterward on that same weekend. According to the applicant a permit was not obtained for the repairs since the Town offices were not open, and the repairs to the windows could not wait. The applicant is now requesting a permit as the result of staff requiring that the windows meet code requirements for historical accuracy and appropriateness. In keeping with other window replacements in the Historical districts, the windows should reflect the style that is being replaced, and they should be consistent with each other since they are on the same wall of the same building. This means that the windows should be or appear to be multi-paned.

According to the applicant, only one of the windows that was replaced was multi-paned with glass panes and frame that was easily broken. The other window that was replaced had been broken before, and the replacement glass was a single pane of safety glass that was damaged but not broken in this latest burglary attempt. This is the same type of glass that has now been used on the other window.

The applicant or his representative will be present by “Zoom” at the work session to provide further details about the windows, and to answer any questions that may arise.

ACTUAL REPLACEMENT COST: \$566.60

CONSISTENCY WITH THE CODE:

The PZHAC will need to determine what the style of the windows should be, and how that style can be met while still protecting the integrity and security of the commercial operation they are on.

Findings:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed work consists of replacing two windows on a commercial building that had been damaged during a burglary attempt.
- The PZHAC has determined that the proposed windows meet all applicable Code requirements.

PZHAC OPTIONS:

1. Recommend approval of this request to the BOT.
2. Recommend approval of this request to the BOT with conditions.
3. Postpone a decision on the request to allow the applicant to modify the request.
4. Reject the permit.

PZHAC ACTION:

Doña Ana County, NM

General Reference Maps

2014 Aerial | Addresses | County Address Points

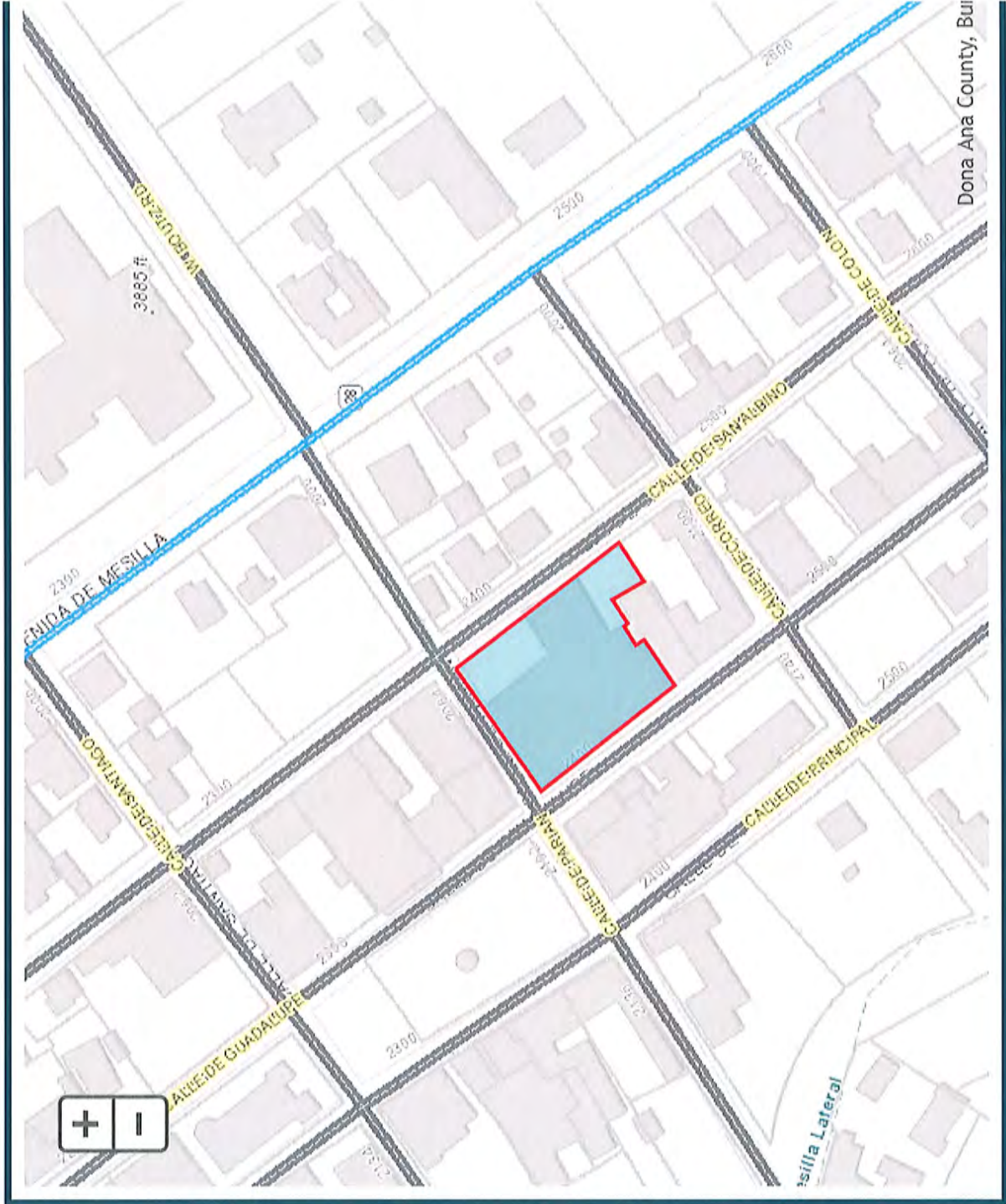
Select Search Type: Account Number | Enter Value:

Maps

Legend

Map Themes
Parcels
UDC Zoning
Roads and Transportation
NM House Districts
NM Senate Districts
County Commission Districts
City Council Districts
Median Household Income
General Land Ownership

Account Number: **R0401621**
 Parcel Number: 4006137249437
 Owner: MCBE PARTNERS LTD
 Mail Address: PO BOX 116
 Subdivision: LA POSTA SUBDIVISION
 (BK 23 PG 255 - 1201250)
 Property Address: 2410 CALLE DE
 PARIAN
 Acres: 0



Doña Ana County, Bu



INVOICE
No. 002942

851 N. SOLANO DR.
LAS CRUCES, NM 88001
575-888-7774
laventanaglass@gmail.com

Date 12-14-20

Name La Posta De Mesilla

Address 2410 Calle de San Albino

Tom-635-6344 / Matt-621-5868 / 524-3524

Quantity	Description	Price	Amount
	31 3/4 x 73 3/4 27 3/4 x 73 5/8 - 1/4 lami		
4	10 x 12 - SS Putty Hackcut		
	Labor		
	Deposit of \$283.30 w/ CC 12-14-20		
	Balance - \$283.30 Paid - w/ CC 12-14-20		
	thutena@zianet.com		
		Sub Total	523.08
		Tax	43.52
		Total	566.60

w/01991

Received in good condition by:

12/15/20 @ 10:30 am

Thank You

LA VENTANA GLASS LLC
851 NORTH SOLANO DR
LAS CRUCES, NM 88001

12/16/2020 14:24:56
MID: XXXXXXXXXXXXX590 TID: XXXXX586

CREDIT CARD
VISA SALE

Card # Token XXXXXXXXXXXXX9272
SEQ #: 3
Batch #: 359
INVOICE 3
Approval Code: 03698D
Entry Method: Manual
Mode: Online
Avs Code: YYY

SALE AMOUNT \$283.30

I agree to pay above total amount
according to card issuer agreement.
(Merchant agreement if Credit Voucher)

x 2942

MERCHANT COPY

**TOWN OF MESILLA
ZONING APPROVAL**

OFFICIAL USE ONLY:

Case # 061163
Fee \$ 50.00

**PERMISSION TO CONDUCT WORK
OR
OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT FROM CID**

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

CASE NO. 061163 ZONE: MC CODE: M1 APPLICATION DATE: 1/28/21

TOM HUTCHINSON 575 635 6344
 Name of Property Owner Property Owner's Telephone Number
PO BOX 116 Mesilla NM 88046
 Property Owner's Mailing Address City State Zip Code
THUTCH@ZIANET.COM
 Property Owner's E-mail Address
LA VENTANA GLASS
 Contractor's Name & Address (If none, indicate Self)
575 888 7774
 Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

Address of Proposed Work: 2410 CALE DE SAN ALBINO, MESILLA, NM 88046

Description of Proposed Work: TO REPLACE GLASS FROM BREAK-IN THAT OCCURRED ON DEC 13th. POLICE REPORT FILED. GLASS + WOOD TRIM REPLACED EXACTLY WHAT IT LOOKED LIKE PRIOR TO THE DAMAGE. TO INCLUDE EXISTING AND UNSAMAGED TRIM.

Estimated Cost: \$ 5100.00 Signature of Applicant: TRILL Date: 8 JAN 21

Signature of property owner: TRILL

With the exception of administrative approvals, all permit requests must undergo a review process from staff, PZHAC and/or BOT before issuance of a zoning permit. Plan sheets are to be no larger than 11 x 17 inches or shall be submitted electronically.

FOR OFFICIAL USE ONLY

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

PZHAC APPROVAL REQUIRED: YES ___ NO BOT APPROVAL REQUIRED: YES ___ NO

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

CONDITIONS: PZHAC REVIEW + BOT APPROVAL REQUIRED

PERMISSION ISSUED/DENIED BY: _____ ISSUE DATE: _____

THIS APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING:

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. Foundation plan with details.
4. Floor plan showing rooms, their uses and dimensions.
5. Cross section of walls
6. Roof and floor framing plan
8. Proof of legal access to the property.
9. Drainage plan.
10. Details of architectural style and color scheme (checklist included for Historical zones) – diagrams and elevations.
11. 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).
12. Proof of legal access to the property.
13. Other information as necessary or required by the City Code or Community Development Department (See other side.)

**PZHAC NEW BUSINESS
FEBRUARY 16, 2021**

**DECISION ITEMS
BUSINESS/STR LICENSES**

PZHAC ACTION FORM
BUSINESS REGISTRATION REQUEST 0871
[PZHAC REVIEW – 2/16/21]

STAFF ANALYSIS

Item:

Permit 0871 – 105 Capri Road, submitted by Nathel Candace Wolle; a request for a business license to allow the applicant to sell knitted clothing items by mail as a home occupation from a dwelling at this address. Zoned: Residential, one acre (R1)

Description of Business:

The purpose of the application is to allow the applicant to use part of the dwelling at this address as a home occupation where she will knit garments for sale by mail order. Sales will be done over the internet and by phone. There will be no customers or vendors coming to the property. The applicant will continue to use the dwelling as her primary occupancy.

Consistency with the Code:

The proposed home occupation meets the requirements of MTC Sections 18.30.020 (R-1 Uses Permitted) and 18.52.040 (Permitted and Prohibited Home Occupations). There will be no external evidence of the home occupation.

18.30.020 R-1 Uses permitted.

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

18.52.040 Permitted and prohibited home occupations.

A. Permitted Uses.

4. Small Home Artisan Businesses. A small home artisan business may include painting and drawing studios; dress making, sewing and tailoring; engraving; leather work; jewelry making and hobby crafts.

Findings:

- The PZHAC has jurisdiction to review and approve this request.
- The proposed business will not result in any changes to the residential character of the property.
- This is a use that is allowed by the MTC in the R-1 zoning district.
- The proposed use will not create any negative impacts to the area.

PZHAC OPTIONS:

- Approve the application.
- Approve the application with conditions.
- Reject the application.

PZHAC ACTION:

Doña Ana County, NM

General Reference Maps

2014 Aerial | Addresses | County Address Points

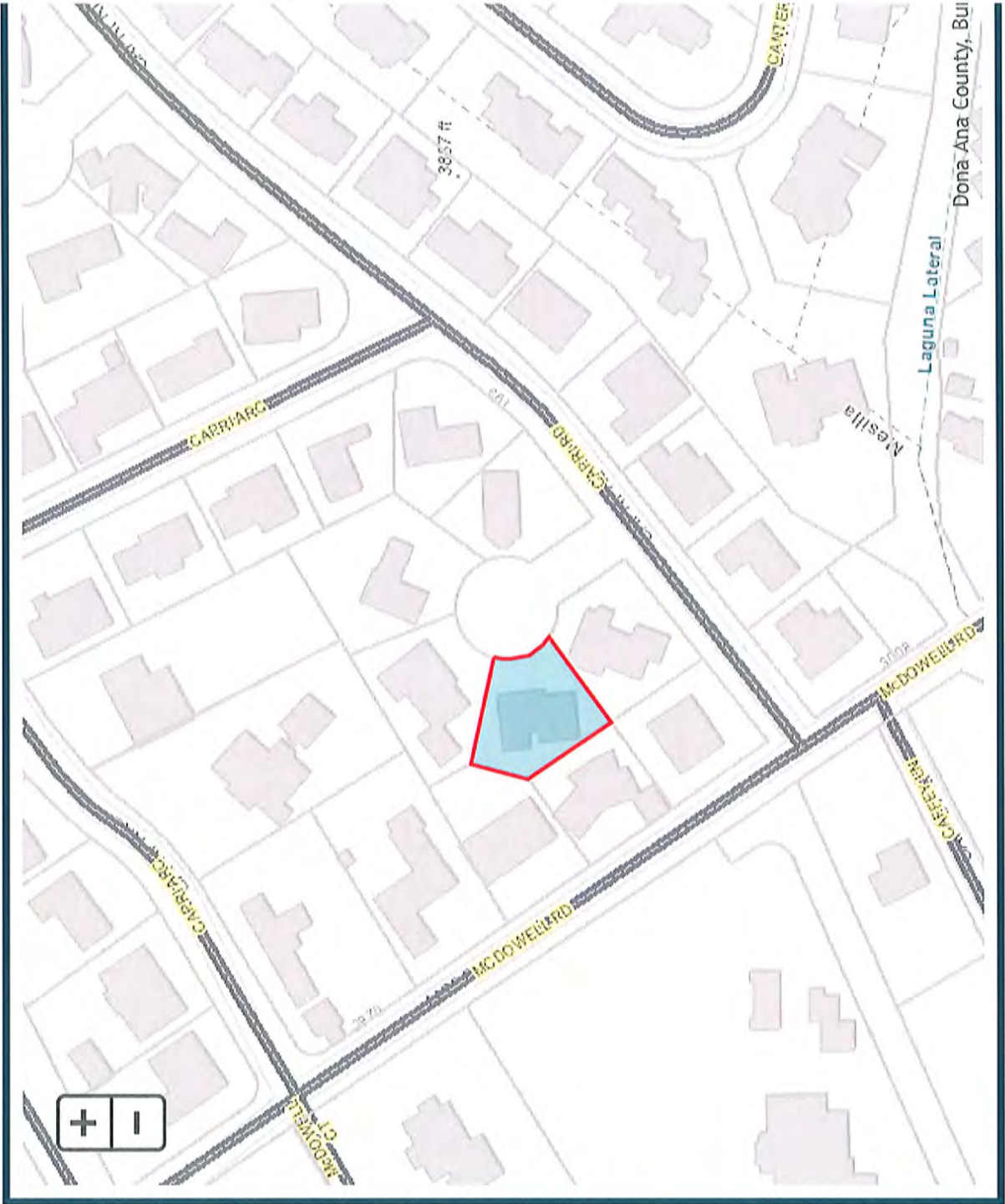
Select Search Type: Account Number | Enter Value:

Maps

Legend

Map Themes
Parcels
UDC Zoning
Roads and Transportation
NM House Districts
NM Senate Districts
County Commission Districts
City Council Districts
Median Household Income
General Land Ownership

Account Number: [R0401059](#)
 Parcel Number: 4007137131472
 Owner: WOLLE J BROOKS JR
 Mail Address: 105 CAPRI RD
 Subdivision: MESILLA PARK MANOR
 PLAT 3A (BK 1 PG 61 - 625579)
 Property Address: 105 CAPRI RD
 Acres: 0



Appendix A

Checklist for Compliance with MTC 18.52.030, Home Occupation General Conditions

As a part of your application, first time and renewal, for a home occupation we ask that you acknowledge compliance with the following rules and regulations for home occupations in the town of Mesilla by initialing each requirement and signing the checklist below.

nw Only immediate family members occupying the dwelling shall be engaged in the home occupation.

nw The primary use of the dwelling shall be for residential purposes.

nw Items shall not be displayed on the outside of the dwelling or on the premises of the home occupation.

nw There shall be no change in the outside appearance of the dwelling or the premises.

nw Only products of the home occupation shall be sold from the premises.

nw Only two occupations shall be permitted at a time.

nw All activities shall be conducted indoors. There shall be no direct sale of products off display shelves or racks. Retail sales shall only be conducted if product orders are placed earlier by telephone or fax or electronically.

nw Sales to customers shall be arranged by appointment and scheduled so that not more than one customer vehicle is at the dwelling at any one time except for instructional services.

nw For instructional service home occupations no more than five students shall be at the dwelling at any one time.

nw Only one unlighted sign have a maximum area of one and one-half square feet and identifying the occupant(s) and the home occupation(s) shall be permitted.

nw There shall be no external evidence of the conduct of a home occupation on the premises such as commercial vehicles or outside storage of products, materials or supplies.

nw Company owned vehicles which are three-quarter-ton truck or smaller which are also used for personal transportation purposes shall be exempt from the above condition. No more than one such commercial vehicle shall be parked overnight on the premises of a home occupation.

nw No equipment or process shall be used in a home occupation which creates noise, odor, dust, fumes, vibration, glare, electrical interference or other nuisance detectable on adjacent properties.

nw There shall be no toxic, explosive, highly flammable, combustible, corrosive, radioactive or other restricted materials used or stored on the premises of a home occupation beyond the amount kept at a normal residential dwelling or on hand to operate or maintain equipment permitted by the Uniform Fire Code as adopted by the town of Mesilla.)

nw All customer parking shall be off-street parking including parking for those home occupations involving teaching where the maximum number of clients shall be five at any one time.

I hereby state under oath that by initialing each requirement above and signing this checklist below I acknowledge that my proposed home occupation is in compliance with

the rules and regulations for home occupations in the town of Mesilla and further I state under oath that my responses are true and valid:

Nathel Candice Wolle
Applicant's name printed
Nathel C. Wolle 9/30/20
Applicant's signature Date

Witness Date



Date: 2/20/21

2231 Avenida de Mesilla
P.O. Box 10, Mesilla, NM 88046
Phone: (505) 524-3262 Fax: (505) 541-6327

Permit No.: 0871

Business Registration Application

: A separate business registration application form should be completed for each business location.

New Renewal

PLEASE PRINT

BUSINESS INFORMATION

Business Address: 105 Capri Rd Mailing Address: 105 Capri Rd
Las Cruces, Nm Las Cruces, Nm
88005 88005

Total Area of Business: 200 sq ft No. of Employees: 1 (self) No. of Parking Spaces: 1 Zoning: _____

e-Mail Address: aspenknitsbycandice@gmail.com Business Phone #: 575-650-8855

Type of business (Please describe product(s) and/or service(s):
Home made Knitted scarves, shawls, hats, etc

Business Owner Is: Sole Proprietorship Partnership _____ Corporation _____ Other _____

Current New Mexico Revenue Division ID #: 03-532755-00-3
(The location code for reporting earnings received in the Town of Mesilla is 07-303.)

BUSINESS OWNER/APPLICANT INFORMATION

Business Owner's/Applicant's Name (s): Nathel Candice Wolle

Home Address:
105 Capri Rd
Las Cruces, Nm
88005

Mailing Address:
105 Capri Rd
Las Cruces, Nm
88005

Business Owner's/ Applicant's Phone #: 575-650-8855

(Please complete other side)

PROPERTY INFORMATION

Is property: owned leased

Property Owner: Jordan Brooks Wolle

Property Owner Address: 105 Capri Rd
Las Cruces, Nm 88005

Property Owner Phone #: 575-525-9758

EMERGENCY CONTACT INFORMATION

Responsible party to be called in case of emergency. Enter name in order of contact (please print):

24 HOUR EMERGENCY PHONE #: 575-650-8855

Name	Address	Telephone #
1. <u>Brooks Wolle</u>	<u>105 Capri Rd, LC Nm 88005</u>	<u>575-644-4411</u>
2. <u>Betty Wolle</u>	<u>P.O. Box 1565 Mesilla Nm 88046</u>	<u>575-640-5733</u>
3. <u>Clay Wolle</u>	<u>105 Capri Rd LC, Nm 88005</u>	<u>575-640-0674</u>

Do you have an alarm system? Yes No

What Type? _____

Which Company, if any, Responds to Alarms? _____

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

Nathaniel C. Wolle / owner
Signature of Applicant/Title

9/30/20
Date

[Signature]
Signature of Building Owner

10/2/20
Date

Receipt Number: _____
Permit Number: 0871
Approval Date: 2/10/21
Sign Permit Case #: N/A

Office Use
Date of Payment: _____
Zone: R1
Bus. Type: H0
Renewal Date: 3/15/21

Fire Department Inspection Verification

Fire Department Representative Signature: _____

Fire Inspection Date: _____

Approved: Yes No