



**THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA WILL HOLD A WORK SESSION ON MONDAY, JULY 26, 2021, AT 5:30 P.M., AT THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA.**

- a) **For Discussion:** 2021-2022 Budget & Fiscal Year End Report for the Town of Mesilla.
- b) **For discussion:** spending of the \$453,921 American Recovery Act Funding (ARAF).

**THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA WILL HOLD A REGULAR MEETING ON MONDAY, JULY 26, 2021, AT 6:00 P.M., AT THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA.**

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL & DETERMINATION OF A QUORUM**
3. **CHANGES TO THE AGENDA & APPROVAL**
4. **PUBLIC INPUT – The public is invited to address the Board for up to 3 minutes.**  
**Space is limited and may require persons giving public input IN PERSON to rotate if capacity of the room is exceeded.**
5. **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** – BOT minutes of a Regular Meeting July 12, 2021.
  - b) **\*PZHAC Case 061235-** 1912 Calle de Santiago, submitted by Robert Tustin for repair of adobe wall. Historic Residential (HR).
  - c) **\*PZHAC Case 061239-** 2405 Calle de Santiago, submitted by Virginia Carreon for a 10x12 storage shed. Historic Residential (HR).
  - d) **\*PZHAC Case 061242-** 2410 Calle de San Albino, submitted by Tom Hutchinson for reconstructing the La Posta Plaza entry off Calle de San Albino. Historic Residential (HR).
  - e) **\*PZHAC Case 061244-** 2185 Calle de Guadalupe, submitted by Richard Moreno for the replacement of the front entrance exterior door. Historic Residential (HR).
  - f) **\*RESOLUTION 2021-19:** Town of Mesilla’s annual Open Meetings Act Resolution.
6. **NEW BUSINESS:**
  - a) **Resolution 2021-18:** A resolution adopting the 2020-2021 Fiscal Year End Financial Report for the Town of Mesilla.
  - b) **Resolution 2021-20:** A resolution adopting the 2021-2022 Fiscal Year Revenue and Expenditures Budget for the Town of Mesilla.
7. **BOARD OF TRUSTEE COMMITTEE REPORTS**
8. **BOARD OF TRUSTEE/STAFF COMMENTS**
9. **ADJOURNMENT**

**NOTICE:**

If you need an accommodation for a disability to enable you to fully participate in the hearing or meeting, please contact us at 524-3262 at least one week 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](http://www.mesillanm.gov). Posted 7/23/2021 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, Ristramnn Chile Co., 2531 Avenida de Mesilla and the U.S. Post Office 2253 Calle de Parian.



**BOARD OF TRUSTEES  
TOWN OF MESILLA  
REGULAR MEETING  
MONDAY, JULY 12, 2021  
6:00 P.M.**

- TRUSTEES:** Nora Barraza, Mayor  
Stephanie Johnson-Burick, Mayor Pro Tem  
Carlos Arzabal, Trustee  
Jesus Caro, Trustee (absent)  
Veronica Garcia, Trustee
- STAFF:** Cynthia Stoechner-Hernandez, Town Clerk/Treasurer (absent)  
Kevin Hoban, Fire Chief  
Rod McGillivray, Public Works Director  
Enrique Salas, Marshal  
Gloria Maya, Recorder

**PUBLIC:**

**1. PLEDGE OF ALLEGIANCE**

Mayor Barraza led the Pledge of Allegiance.

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

**Roll Call.**

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

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

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

**Roll Call Vote:** Motion passed (summary: Yes =3).

Mayor Pro Tem Johnson-Burick Yes

Trustee Arzabal Yes

Trustee Garcia Yes

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

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No Public Input

**5. 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 \*)**

1 Trustee Arzabal requested placing new business item 6a on the consent agenda.

2  
3 **Motion: To approve consent agenda as amended, Moved by Trustee Arzabal, Seconded by Trustee**  
4 **Garcia.**

5  
6 **Roll Call Vote:** Motion passed (**summary:** Yes =3).

7 Mayor Pro Tem Johnson-Burick Yes

8 Trustee Arzabal Yes

9 Trustee Garcia Yes

10  
11 a) **\*BOT MINUTES** – BOT minutes of a Special Meeting on June 10, 2021. *Approved by*  
12 *consent agenda*

13 b) **\*BOT MINUTES** – BOT minutes of a Regular Meeting June 28, 2021. *Approved by consent*  
14 *agenda*

15 c) **\*PZHAC Case 061224-** 2424 Calle de Parian, submitted by Cecilia Quintana; a request for a  
16 zoning permit to allow the replacement of an exterior bedroom door on a dwelling at this  
17 address. Zoned: Historic Residential (HR). *Approved by consent agenda*

18  
19  
20 **6. NEW BUSINESS:**

21 a) **For Approval:** Award of an agreement with A Mountain for FY 21 LGRF reconstruction  
22 project of Los Arenales. – **Rod McGillivray, Public Works Director.** *Approved by consent*  
23 *agenda*

24 b) **Resolution 2021-17:** A resolution denying an appeal by Ralph Lucero. – **Board of Trustees**  
25 Ms. Maya read Resolution 2021-17:

26  
27  
28 **Motion: To approve Resolution 2021-17: A resolution denying an appeal by Ralph Lucero, Moved by M,**  
29 **Seconded by Trustee Garcia.**

30  
31 **Roll Call Vote:** Motion passed (**summary:** Yes = 2; No=1; Abstained=1)

32 Mayor Barraza Yes

33 Mayor ProTem Johnson-Burick Yes

34 Trustee Arzabal Abstained

35 Trustee Garcia No

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

38 Community Development

39 Community Programs

40 Finance Department

41 Fire Department

42 Marshal Department

43 Public Works Department

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

46 No committee reports

47  
48 **9. BOARD OF TRUSTEE/STAFF COMMENTS**

49 Fire Chief Hoban stated some of our firefighters participated in the Space flight at the Spaceport on Sunday; an  
50 MOU will be sent to the attorney for review. During this type of participation, we ensure that the town is  
51 covered. There was power outages and trees down during the storm; Public Works was quick to respond. We  
52 held a fundraiser for the mother of one of our officers. Cadets are moving toward graduation. There have  
53 been some resignations due to firefighters getting full time positions.

1 Mayor Barraza asked what time the power was restored in the Capri Arc area.

2  
3 Fire Chief responded there were some areas that still did not have electricity at 9:00 a.m. A transformer was  
4 struck by lightning. The tent at the Community Center Park was damaged. Citizens helped clear fallen trees in  
5 the area.

6  
7 Mayor Pro Tem Johnson-Burick thanked the trustees for arranging the staff breakfast and Salud for the good  
8 food. Thanked Mr. Nevarez for the firework display.

9  
10 Mayor Barraza thanked the Nevarez family for the firework display, Public Safety staff for their participation.  
11 The Music on the Plaza was well attended. We raised \$700 for Ms. Stoechner-Hernandez' family by selling  
12 hotdogs, drinks and nachos during the event. Mr. McCown, who performed that night, donated his tips to the  
13 family and did so this past Friday as well. A PZHAC Special Meeting will be held on Tuesday, July 13<sup>th</sup>, if a  
14 quorum available, to move forward on cases that are coming in. We have been receiving applications for the  
15 open positions. She asked the trustees to encourage the residents to serve on the PZHAC and to refer any  
16 issues to her.

17  
18 Trustee Arzabal recommended presenting the Nevarez family a plaque for our appreciation for providing the  
19 firework display in the Town of Mesilla over the years.

20  
21  
22 **10. ADJOURNMENT**

23 **The Town of Mesilla Trustees unanimously agreed to adjourn the meeting. (Summary: Yes-3).**

24  
25 **MEETING ADJOURNED AT 6:29 P.M.**

26  
27 **APPROVED THIS 26th DAY OF JULY, 2021.**

28  
29  
30  
31 \_\_\_\_\_  
32 **Nora L. Barraza**  
33 **Mayor**

34  
35 **ATTEST:**

36  
37  
38 \_\_\_\_\_  
39 **Cynthia Stoechner-Hernandez**  
40 **Town Clerk/Treasurer**

#

BOT

TOWN OF MESILLA  
ZONING APPROVAL

OFFICIAL USE ONLY:  
Case # 061235  
Fee \$ 129<sup>50</sup>

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. \_\_\_\_\_ ZONE: \_\_\_\_\_ CODE: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

Robert Tustin 575 571 1238  
Name of Property Owner Property Owner's Telephone Number

1320 SE LINCOLN ST PORTLAND OR 97216  
Property Owner's Mailing Address City State Zip Code

robust@zianet.com  
Property Owner's E-mail Address

DA TAYLOR DO BOX 673 MESILLA, NM 88046  
Contractor's Name & Address (If none, indicate Self)

575 526 7995 02131025 005 LR# 365860  
Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

Address of Proposed Work: 1912 CALE SATHAN

Description of Proposed Work: REPAIR OF BASE COURSE ON ALL 6 BASES (REPAIR 2 1/2 FEET AT BASE). CURB MASTER WILL BE GROUPE WILL BE PARTIAL TO WATER TO THE FUTURE. ~~NO~~

\$ 6,000 Robert Tustin 6/15/2021  
Estimated Cost Signature of Applicant Date

Signature of property owner: Robert Tustin

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: 07.12.2021  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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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
7. \_\_\_\_\_ Proof of legal access to the property.
8. \_\_\_\_\_ Drainage plan.
9. \_\_\_\_\_ Details of architectural style and color scheme (checklist included for Historical zones) -- diagrams and elevations.
10. \_\_\_\_\_ 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).
11. \_\_\_\_\_ Proof of legal access to the property.
12. \_\_\_\_\_ Other information as necessary or required by the City Code or Community Development Department (See other side.)

# Doña Ana County, NM

General Reference Maps

Map Help

Doña Ana County Geospatial Committee 2013

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: R0401248

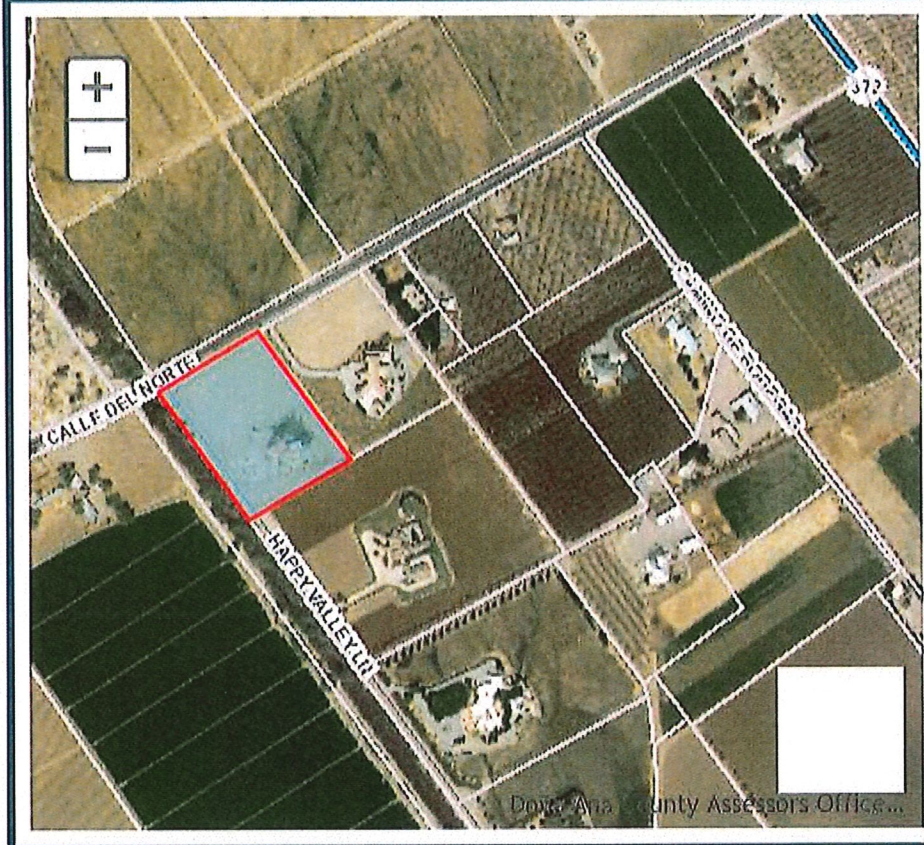
Parcel Number: 4005138088224

Owner: GALLEGOS ABBEY M

Mail Address: 3367 MADERA AVENUE

Subdivision: CLAY - BARRO PLACE (BK 20 PG 314-315 - 0312670)

Property Address: 2000 HAPPY VALLEY LN



# Property Record Card

Doña Ana Assessor

**TUSTIN ROBERT LEE**

11320 SE LINCOLN ST  
PORTLAND, OR 97216

**Account: R0400337**

Tax Area: 2DIN\_R - 2DIN\_R  
Acres: 0.000

**Parcel: 4-006-137-253-405**

Situs Address:  
1912 CALLE DE SANTIAGO  
Mesilla, 88046

Neighborhood S11 - MESILLA

**Legal Description**

S: 25 T: 23S R: 1E BRM 11A TR 19B



**Land Occurrence 1**

Property Code	0100 - RESIDENTIAL LAND	Electricity	OE - OVER-ELECTRC
Gas	G - GAS	Measure	SF - PER-SQ-FOOT
Sewer Type	CM - COMM-SEWER	Street Code	A - ASPHALT
Topography Code	L - LEVEL	SQFT	5227
Zoning	HC - HIST-COMMERL		

SubArea	ACTUAL	EFFECTIVE	HEATED	FOOTPRINT
Sq Ft				
Total				

**Residential Occurrence 1**

Property Code	0120 - RESIDENTIAL IMPROVEMENT	Actual Year Built	1800
Architectural Style	PB - PUBBLO	Baths	1
Bedrooms	2	Building Type	PS - PRNCPL-SNGLE
Condition	AVERAGE	Construction Quality	F - FAIR
Heating Fuel	G - GAS	Heating Type	NH - NO-HEAT
Percent Complete	100	Roof Cover	PR - PR-ROLL
Roof Structure	F - FLAT	Stories	1.0
Exterior Wall	AS - ADOBE-STUCOD	Percent	100

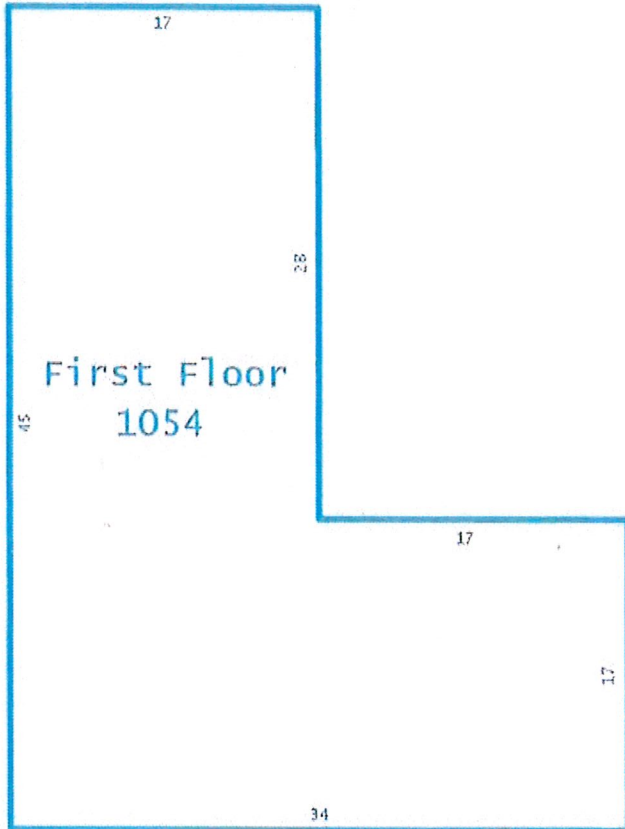
# Property Record Card

Doña Ana Assessor

## Residential Occurrence 1

Interior Wall                      AD - ADOBE

SubArea	ACTUAL	EFFECTIVE	HEATED	FOOTPRINT
GLA1 - First Floor	1054.0	1054.0	1054.0	1054.0
<b>Total</b>	<b>1,054.00</b>	<b>1,054.00</b>	<b>1,054.00</b>	<b>1,054.00</b>

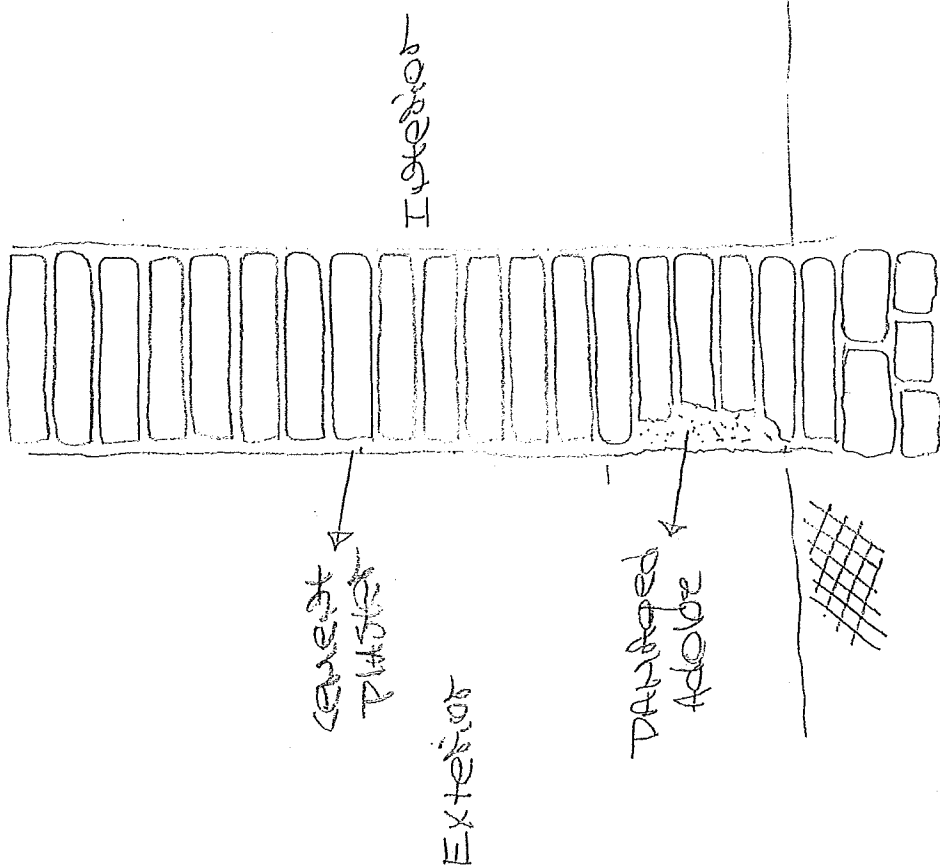
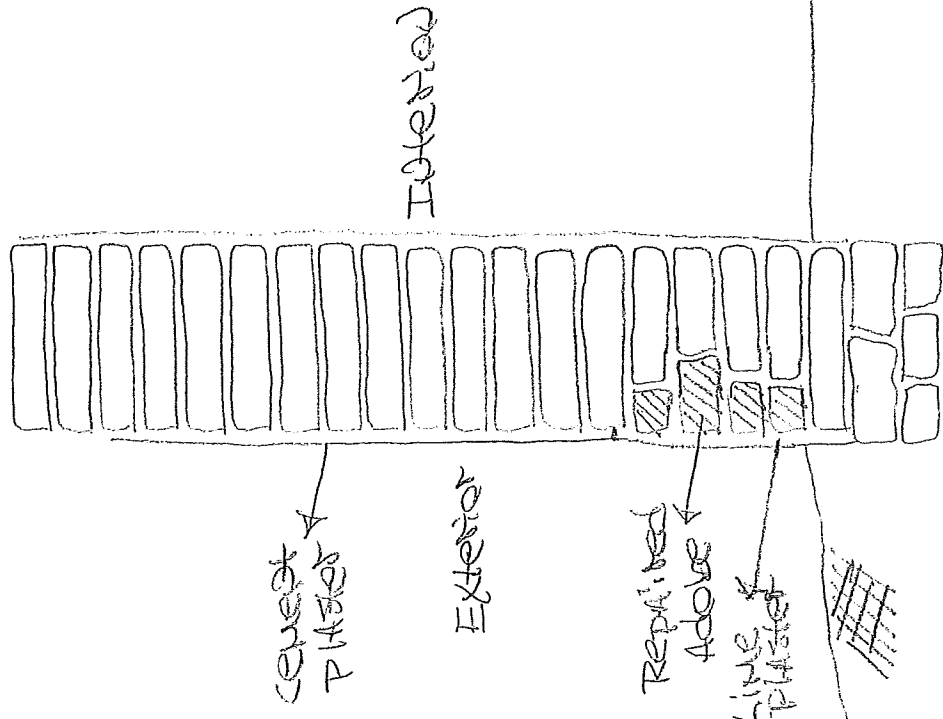


## Assessment History

Type	Actual	Assessed
Residential Land	\$21,419	\$7,140
Residential Improvement	\$11,734	\$3,911
<b>Actual (2021)</b>	<b>\$33,153</b>	
Primary Taxable		\$11,051
Exemption Adjustments		
Veteran		(\$4,000)
<b>Adjusted Taxable Total</b>		<b>\$7,051</b>



Robert Tustin



BOT

TOWN OF MESILLA  
ZONING APPROVAL

OFFICIAL USE ONLY:  
Case # 061239  
Fee \$ 118

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. \_\_\_\_\_ ZONE: \_\_\_\_\_ CODE: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

Virginia Carreon  
Name of Property Owner  
P.O. Box 243 Mesilla  
Property Owner's Mailing Address City  
VirginiaCarreon@ymail.com  
Property Owner's E-mail Address

575-405-4717  
Property Owner's Telephone Number  
N.M. 88046  
State Zip Code

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: 2405 Calle de Santiago

Description of Proposed Work: 10 x 12 storage shed navajo white, 20' shelving roof w/ shingles - Driftwood - Double door Desert tan trim  
\* 60 ft picket fence on west side EAST side - holding off on fence (will resubmit application for fence) shed not anchored.

\$ 5000  
Estimated Cost  
Virginia Carreon  
Signature of Applicant  
06-15-2021  
Date

Signature of property owner: Virginia Carreon

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: 07.12.2021  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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERMISSION ISSUED/DENIED BY: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

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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.
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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).
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# Doña Ana County, NM

General Reference Maps

Map Help

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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

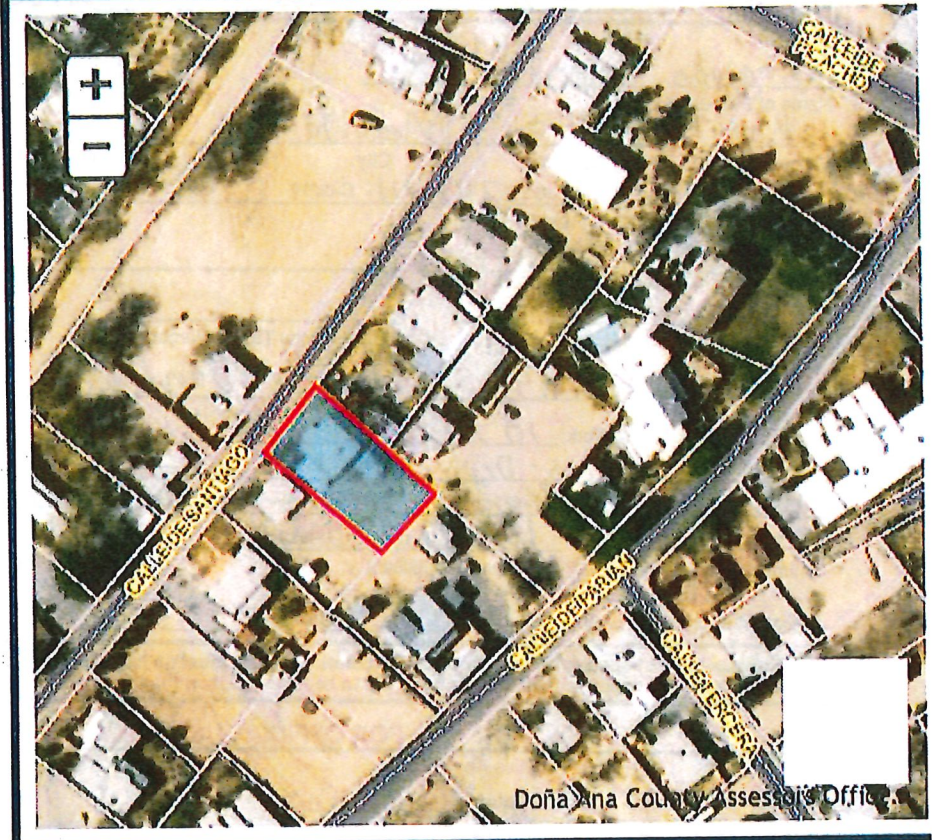
County Commission Districts

City Council Districts

Median Household Income

General Land Ownership

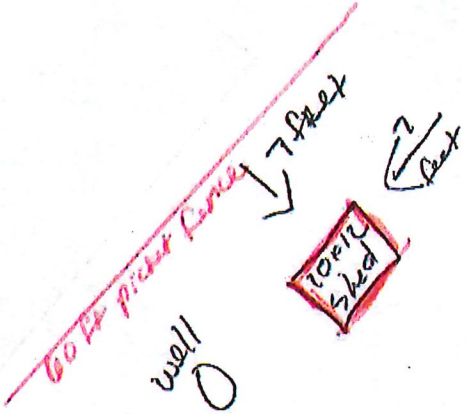
Account Number: R0401124  
Parcel Number: 4006138136005  
Owner: CARREON VIRGINIA  
Mail Address: PO BOX 243  
Subdivision: CARREON TRACTS  
(BK 18 PG 89 - 9413667)  
Property Address: 2405 CALLE DE SANTIAGO  
Acres: 0





2405 Calle De Santiago,  
Las Cruces, NM 88005

Home



Chr Port

Chr Port

W

S

N

Calle De Santiago

Calle De Santiago

2417

**Town of Mesilla**  
**PLAN APPROVED**

**TOWN OF MESILLA**  
**ZONING APPROVAL**

*BOT*  
OFFICIAL USE ONLY:  
Case # 061242  
Fee \$ 1,163.00

PERMISSION TO CONDUCT WORK  
OR

FOR COMPLIANCE WITH  
OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT FROM CID  
TOWN ZONING CODE

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

By: Laura Beap Date: 07.17.2021 CODE: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

Name of Property Owner: Tom Hutchinson Property Owner's Telephone Number: 575 635 6344  
 Property Owner's Mailing Address: PO Box 116 City: MESILLA State: NM Zip Code: 88046  
 Property Owner's E-mail Address: THUTCH @ ZIANET.COM  
 Contractor's Name & Address (If none, indicate Self): TBD CURRENTLY HAVE WORK BEING BID OUT

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

Address of Proposed Work: 2410 CALLE DE SAN ALBINO

Description of Proposed Work: \* See back of application

Estimated Cost: \$ 150,000 Signature of Applicant: THUTCH Date: 7 JUL 21

Signature of property owner: THUTCH

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  Approved Date: 07.12.2021 BOT  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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PERMISSION ISSUED/DENIED BY: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

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13. \_\_\_\_\_ Other information as necessary or required by the City Code or Community Development Department (See other side).

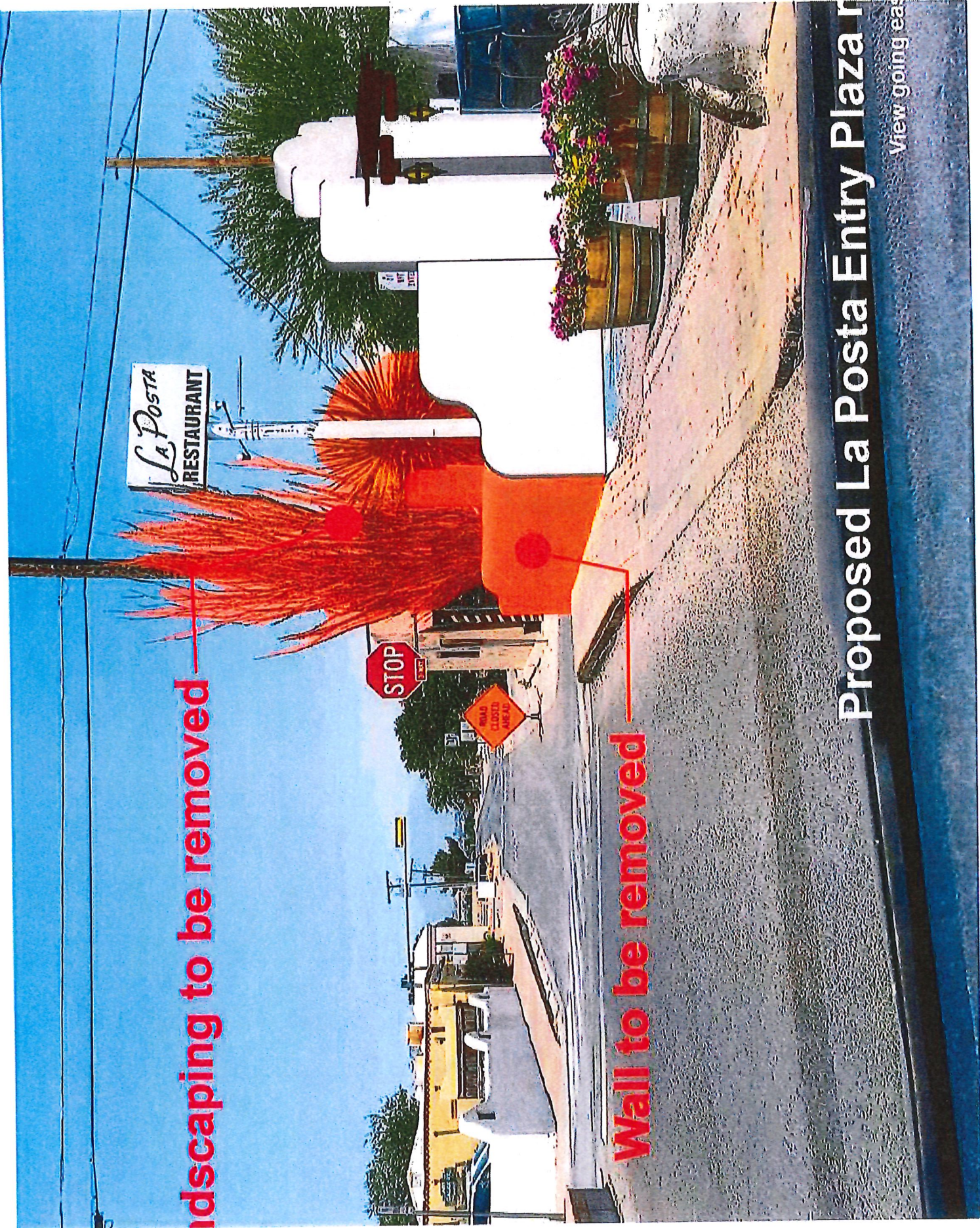
DEMO KEYED NOTES

1. EXISTING TO REMAIN WORK.
2. EXISTING LA POSTA RESTAURANT SIGN TO REMAIN.
3. EXISTING DRIVEWAY TO REMAIN.
4. EXISTING DRIVEWAY TO BE DEMOLISHED.
5. EXISTING DRIVEWAY TO BE DEMOLISHED AND RECONSTRUCTED.
6. EXISTING DRIVEWAY TO BE DEMOLISHED AND RECONSTRUCTED.
7. EXISTING DRIVEWAY TO BE DEMOLISHED AND RECONSTRUCTED.
8. EXISTING DRIVEWAY TO BE DEMOLISHED AND RECONSTRUCTED.
9. EXISTING DRIVEWAY TO BE DEMOLISHED AND RECONSTRUCTED.

NW KEYED NOTES

1. DEMOLITION OF EXISTING WORK.
2. NEW WALKWAY TO MATCH EXISTING ON SAND.
3. NEW ASPHALT DRIVEWAY AND PARKING SPACES.
4. NEW DRIVEWAY AND LAWN.
5. NEW DRIVEWAY AND LAWN.
6. EXISTING LAWN TO BE DEMOLISHED AND RECONSTRUCTED.
7. EXISTING DRIVEWAY TO REMAIN.
8. EXISTING DRIVEWAY TO REMAIN.
9. EXISTING DRIVEWAY TO REMAIN.
10. NEW WALKWAY.



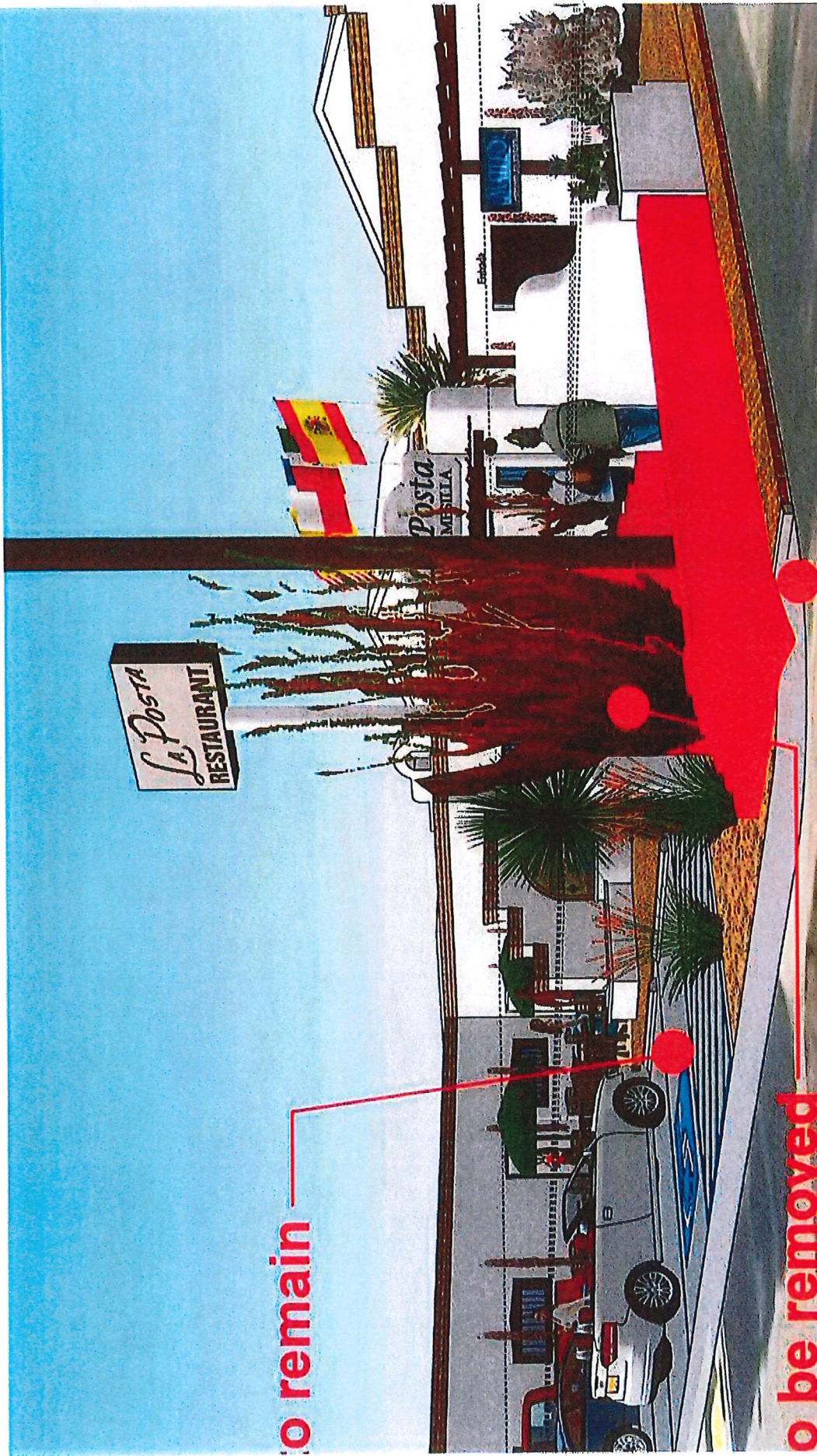


# Proposed La Posta Entry Plaza

View going east



to remain



to be removed

Wall to be removed

# Proposed La Posta Entry Plaza

View of existing



# Proposed La Posta Entry Plaza r

New renovated view from intersection







BOT

OFFICIAL USE ONLY:  
Case # 061244  
Fee \$ 63.90

TOWN OF MESILLA  
ZONING APPROVAL

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. \_\_\_\_\_ ZONE: \_\_\_\_\_ CODE: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

Richard Moreno \_\_\_\_\_ 575-302-0978  
Name of Property Owner Property Owner's Telephone Number

25540 Prospect Ave 34F loma Linda ca 92354  
Property Owner's Mailing Address City State Zip Code

redone.moreno737@gmail.com  
Property Owner's E-mail Address

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

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

2105 Calle de Guadalupe  
Address of Proposed Work:

Replace front entrance exterior door with a new door as Attached.  
Description of Proposed Work:

\$800.00 \_\_\_\_\_ 7.7.21  
Estimated Cost Signature of Applicant Date

Signature of property owner: \_\_\_\_\_

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: 07.12.2021  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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERMISSION ISSUED/DENIED BY: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

- 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.)

The following are requirements to be included with all building permit applications for new structures or additions to existing structures, as well as other construction or fixtures that will be permanent in nature and affect the appearance or use of the property. (This includes fences, well houses, storage units, metal sheds, photo-voltaic panels that can be seen from the ground, etc.)

### BUILDING PERMIT REQUIREMENTS

A. Completed application, including:

1. Applicant's name
2. Applicant/property owners contact information
3. Physical address of property
4. Description of work to be done, including dimensions of any construction or repairs
5. Value of work to be done
6. Property owner's signature on the application

B. Include all information required in the checklist at the bottom of the application.

C. Additional information required:

Door to be replaced 37.5 x 78.  
Door will be painted in a distressed  
feal-white tone AS a finish.







**RESOLUTION NO. 2021-19**

**A RESOLUTION PROVIDING FOR DETERMINATION OF REASONABLE NOTICE OF MEETINGS OF THE BOARD OF TRUSTEES PURSUANT TO THE OPEN MEETING ACT.**

**WHEREAS**, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative and judicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

**WHEREAS**, Section 10-15-1 (D) of the Open Meetings Act requires the Board of Trustees to determine annually what constitutes reasonable notice of its public meetings;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees that:

1. All meetings shall be held in the Board Room of the Mesilla Town Hall located at 2231 Avenida de Mesilla at 6:00 p.m. or as indicated in the meeting notice.

2. Unless otherwise specified, regular meetings of the Board of Trustees shall be held each month on second and fourth Monday. The agenda will be available at least 72 hours prior to the meeting from the Town Clerk, whose office is located in the Town Hall.

3. The Board of Trustees, or a majority of the members, upon 72 hours' notice may call special meetings. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least 72 hours before any special meeting.

4. Emergency meetings will be called only under unforeseen circumstances, which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Town will avoid emergency meetings whenever possible. The Mayor or a majority of the members upon twenty-four (24) hours' notice may call emergency meetings, unless threat of personal injury or property

damage require less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.

5. For the purposes of regular meetings described in paragraph 2 and 5 of this resolution, notice requirements are met if notice of the date, time, place and agenda is posted in 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, Ristramnn Chile Co. 2531 Avenida de Mesilla and the U.S. Post Office 2253 Calle de Parian. Agenda packets will also be posted on the town's web site at [www.mesillanm.gov](http://www.mesillanm.gov). The Town Clerk shall also provide mail, fax, or e-mail copies of the written notice to those broadcast stations licensed by the Federal Communications Commission and newspaper of general circulation, which have made a written request for notice of public meetings.

6. For the purpose of special meetings and emergency meetings described in paragraph 3 and 4 of this resolution, notice requirements shall be met by posting notice of the date, time, place and agenda in 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 , Ristramnn Chile Co. 2531 Avenida de Mesilla and the U.S. Post Office 2253 Calle de Parian. Agenda packets will also be posted on the town's web site at [www.mesillanm.gov](http://www.mesillanm.gov). The Town Clerk shall also provide e-mail or fax notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

7. In addition to the information specified above, all notices shall include the following language:

*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 one (1) week prior to the meeting or as soon as possible.*

8. If otherwise allowed by law or rule of the public body, a member of a public body may participate in a meeting of the public body by means of a conference telephone, video call (example: Skype or Zoom) or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting. This is according to the Open Meetings Act 10-15-1 (C).

9. The Board of Trustees may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1 (H) of the Open Meetings Act.

a. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board of Trustees taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on

the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

b. If the decision to hold a closed meeting is made when the Board of Trustees is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of the law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.

c. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

d. Except as provided in Section 10-15-1 (H) of the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of the Trustees in an open public meeting.

**PASSED, APPROVED AND ADOPTED** by the Board of Trustees at its regular meeting of **July 26, 2021**.

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Nora L. Barraza  
Mayor

**ATTEST:**

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Cynthia Stoechner-Hernandez  
Town Clerk-Treasurer



**RESOLUTION NO. 2021-18**

**A RESOLUTION APPROVING THE 2020/2021 FISCAL YEAR END FINANCIAL REPORT FOR THE TOWN OF MESILLA**

**WHEREAS,** the Board of Trustees of the Town of Mesilla, New Mexico, has reviewed the FY 2020/2021 year-end Financial Report; and

**WHEREAS,** said year-end report was based on the unaudited (reconciled) balances and established the beginning cash balances as of July 1, 2021; and

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

1. The accompanying FY 2020/2021 year-end report will be approved for the Town of Mesilla and respectfully request approval by the Local Government Division of the New Mexico State Department of Finance and Administration.

**PASSED, APPROVED AND ADOPTED** by the Board of Trustees at its regular meeting of **July 26, 2021.**

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Nora L. Barraza  
Mayor

**ATTEST:**

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Cynthia Stoechner-Hernandez  
Town Clerk-Treasurer



**RESOLUTION NO. 2021-20**

**A RESOLUTION ADOPTING THE 2021-2022 FISCAL YEAR REVENUE AND EXPENDITURES BUDGET FOR THE TOWN OF MESILLA**

- WHEREAS,** the Board of Trustees of the Town of Mesilla, New Mexico, has developed a budget for fiscal year 2021-2022; and
- WHEREAS,** said budget was developed on the basis of need and through cooperation between elected officials and department supervisors; and
- WHEREAS,** the official meeting for the review of the budget was advertised in compliance with the State Open Meetings Act; and
- WHEREAS,** it is the majority opinion of this Board that the proposed budget meets the requirements as currently determined for the fiscal year 2021-2022.

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

1. The accompanying budget will be the approved budget for the 2021-2022 year for the Town of Mesilla and respectfully request approval by the Local Government Division of the New Mexico State Department of Finance and Administration.

**PASSED, APPROVED AND ADOPTED** by the Board of Trustees at its regular meeting of **July 26, 2021.**

\_\_\_\_\_  
Nora L. Barraza  
Mayor

**ATTEST:**

\_\_\_\_\_  
Cynthia Stoeber-Hernandez  
Town Clerk-Treasurer